Hello, and welcome to Pulaski Technical College.

It is my privilege to lead this institution in its mission to provide quality higher education to the people of central Arkansas and to contribute to the economic health of our region. Pulaski Tech seeks to be proactive in meeting the needs of the most important people on our campus, our students.

I am personally and professionally committed to working with the talented faculty and staff of the college and with the leaders in our community as we seek to change lives for the better through higher education and technical training.

The faculty and staff at Pulaski Technical College are grateful for the opportunity to play a part in an institution that proves every day that the motto “dedicated to your success” truly expresses the college’s highest priority, student success.

Sincerely,

Margaret A. Ellibee, Ph.D.
President
STUDENT SUCCESS
Student success occurs when students accomplish their educational goals at Pulaski Technical College and finish what they start. Student success is accomplished through the completion of any of the following areas: certificate, Associate of Applied Science, Associate of Arts, Associate of Science and enhancement of career or personal skills and course work that promotes life-long learning.

DISCLAIMER
This catalog presents policies and procedures current at the time that the catalog went to press. Because all policies and procedures are subject to a continuing evaluation process, the college reserves the right to make revisions at any time and without prior notice. The provisions of this publication do not represent, in any way, a contract between a student, prospective or otherwise, and should not be regarded as such.
## FALL 2016

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Student Registration</td>
<td>Tuesday, April 5 – Friday, August 12</td>
</tr>
<tr>
<td>New Student Early Appointment Registration</td>
<td>Monday, June 6 – Wednesday, August 10</td>
</tr>
<tr>
<td>New Student Late Walk In Registration</td>
<td>Thursday, August 11 – Friday, August 12</td>
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<tr>
<td>Last Day to Register</td>
<td>Friday, August 12</td>
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<tr>
<td>Payment Deadline</td>
<td>Friday, August 12</td>
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<tr>
<td>Convocation</td>
<td>Monday, August 15</td>
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<tr>
<td>Classes Begin</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>Monday, August 22</td>
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<tr>
<td>16-week term</td>
<td>Monday, August 22</td>
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<tr>
<td>8 week 2 term</td>
<td>Tuesday, October 18</td>
</tr>
<tr>
<td>Last Day to Add/Drop/Swap</td>
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<tr>
<td>Online or Change to Audit</td>
<td>Tuesday, August 23</td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>Friday, August 26</td>
</tr>
<tr>
<td>16-week term</td>
<td>Wednesday, October 19*</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>*must see an advisor to change 8 week 2 schedules</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
<td>Monday, September 5</td>
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<tr>
<td>Mid Term Grades</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>Friday, September 16</td>
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<tr>
<td>16-week term</td>
<td>Friday, October 14</td>
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<tr>
<td>8 week 2 term</td>
<td>Friday, November 11</td>
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### Academic Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tr>
<td>Priority Application Deadline for December Graduates</td>
<td>Thursday, November 10</td>
</tr>
<tr>
<td>Fall Break</td>
<td>Monday, November 21-Saturday, November 26</td>
</tr>
<tr>
<td>Last Day to Drop or Withdraw</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>Monday, October 3</td>
</tr>
<tr>
<td>16-week term</td>
<td>Monday, November 28</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>Monday, November 28</td>
</tr>
<tr>
<td>Last Day of Instruction</td>
<td></td>
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<tr>
<td>8 week 1 term</td>
<td>Tuesday, October 11</td>
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<tr>
<td>16-week term</td>
<td>Friday, December 9</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>Friday, December 9</td>
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<tr>
<td>Finals</td>
<td></td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>Wednesday, October 12-Thursday, October 13</td>
</tr>
<tr>
<td>16-week term</td>
<td>Saturday, December 10-Friday, December 16</td>
</tr>
<tr>
<td>8 week 2 term</td>
<td>Monday, December 12-Tuesday, December 13</td>
</tr>
<tr>
<td>End of Term</td>
<td>Friday, December 16</td>
</tr>
<tr>
<td>Grades Available online</td>
<td>Thursday, December 22</td>
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**SPRING 2017**

<table>
<thead>
<tr>
<th>Event</th>
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<tr>
<td>Current Student Registration</td>
<td>Tuesday, October 11 – Friday, January 6</td>
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<tr>
<td>New Student Early Appointment Registration</td>
<td>Monday, October 31 – Friday, December 16</td>
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<tr>
<td>New Student Late Walk In Registration</td>
<td>Thursday, January 5 – Friday, January 6</td>
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<tr>
<td>Last Day to Register</td>
<td>Friday, January 6</td>
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<tr>
<td>Payment Deadline</td>
<td>Monday, January 9</td>
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<tr>
<td>Dr. Martin Luther King, Jr. Holiday</td>
<td>Monday, January 16</td>
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<tr>
<td>Classes Begin Spring 2016</td>
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<tr>
<td>8 week 1 term</td>
<td>Tuesday, January 17</td>
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<tr>
<td>16-week term</td>
<td>Tuesday, January 17</td>
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<tr>
<td>8 week 2 term</td>
<td>Tuesday, March 14</td>
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<tr>
<td>Last Day to Add/Drop/Swap Online or Change to Audit</td>
<td>Wednesday, January 18</td>
</tr>
<tr>
<td>8 week 1 term</td>
<td>Monday, January 23</td>
</tr>
<tr>
<td>16-week term</td>
<td>Wednesday, March 15*</td>
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<tr>
<td>8 week 2 term</td>
<td>*must see an advisor to change 8 week 2 schedules</td>
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<tr>
<td>Priority Application Deadline for May Graduates</td>
<td>Friday, February 10</td>
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<tr>
<td>Spring Break</td>
<td>Monday, March 20 – Saturday, March 25</td>
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<tr>
<td>Last Day to Drop or Withdraw</td>
<td>8 week 1 term</td>
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<td></td>
<td>16-week term</td>
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<td>8 week 2 term</td>
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<tr>
<td>Last Day of Instruction</td>
<td>8 week 1 term</td>
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<td></td>
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<td>Finals</td>
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<td></td>
<td>16-week term</td>
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<td></td>
<td>8 week 2 term</td>
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<tr>
<td>End of Term</td>
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<tr>
<td>Commencement</td>
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<td>Grades Available online</td>
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<tr>
<td>Event</td>
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<tr>
<td>Current Student Registration</td>
<td>Tuesday, April 4 – Thursday, June 1</td>
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<tr>
<td>New Student Early Appointment Registration</td>
<td>Monday, May 1 - Wednesday, May 31</td>
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<tr>
<td>Summer I</td>
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<tr>
<td>Summer I Extended</td>
<td>Monday, May 1 - Wednesday, May 31</td>
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<tr>
<td>Summer II</td>
<td>Monday, May 1 - Wednesday, July 5</td>
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<tr>
<td>Last Day to Register</td>
<td>Thursday, June 1</td>
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<td>Summer I</td>
<td>Thursday, June 1</td>
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<tr>
<td>Summer I Extended</td>
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<tr>
<td>Summer II</td>
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<td>Payment Deadline</td>
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<td>Summer I</td>
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<tr>
<td>Summer I Extended</td>
<td>Thursday, June 1</td>
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<tr>
<td>Summer II</td>
<td>Thursday, July 6</td>
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<tr>
<td>Memorial Day Holiday</td>
<td>Monday, May 29</td>
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<tr>
<td>Classes Begin</td>
<td>Monday, June 5</td>
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<tr>
<td>Summer I</td>
<td>Monday, June 5</td>
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<tr>
<td>Summer I Extended</td>
<td>Monday, June 5</td>
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<tr>
<td>Summer II</td>
<td>Monday, July 10</td>
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<tr>
<td>Last Day to Add/Drop/Swap Online or Change to Audit</td>
<td>Tuesday, June 6</td>
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<tr>
<td>Summer I</td>
<td>Thursday, June 8</td>
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<tr>
<td>Summer I Extended</td>
<td>Tuesday, July 11</td>
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<tr>
<td>Summer II</td>
<td>Tuesday, July 4</td>
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<tr>
<td>Independence Day Holiday</td>
<td>Tuesday, July 4</td>
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<tr>
<td>Event</td>
<td>Summer I</td>
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<tr>
<td><strong>Last Day to Drop or Withdraw</strong></td>
<td>Tuesday, June 27</td>
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<tr>
<td><strong>Last Day of Instruction</strong></td>
<td>Thursday, June 29</td>
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<tr>
<td><strong>Finals</strong></td>
<td>Monday, July 3</td>
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<td></td>
<td>Monday, August 7</td>
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<tr>
<td><strong>End of Term</strong></td>
<td>Monday, July 3</td>
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<tr>
<td><strong>Grades available Online</strong></td>
<td>Monday, July 10</td>
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<td>Appointment Registration</td>
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<td>New Student Late Walk In</td>
<td>Wednesday, August 9 – Thursday, August 10</td>
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<tr>
<td>Registration</td>
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<td>Last Day to Register</td>
<td>Thursday, August 10</td>
</tr>
<tr>
<td>Payment Deadline</td>
<td>Friday, August 11</td>
</tr>
<tr>
<td>Convocation/Campus Closed</td>
<td>Monday, August 14</td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
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<tr>
<td>8 week 1 term</td>
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<td>Monday, August 21</td>
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<td><strong>Fall Break</strong></td>
<td>Sunday, November 19-Sunday, November 26</td>
</tr>
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<td>Event</td>
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<tr>
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</tr>
<tr>
<td>Grades Available online</td>
<td>Thursday, December 21</td>
</tr>
</tbody>
</table>
HELPFUL PHONE NUMBERS

Area code for all numbers: 501 • For offices not listed: 812-2200

ACADEMIC DIVISIONS
Allied Health and Human Services • 812-2339
Business • 812-2249
Continuing Education/
  Business Outreach • 907-6670
Academic Success • 812-2378
Culinary Arts and
  Hospitality Management • 812-2860
Fine Arts and Humanities • 812-2338
Information Technology • 812-2329
Mathematics/Natural and
  Social Sciences • 812-2269
Technical and Industrial Programs • 812-2855

LOCATIONS
Aerospace Technology Center • 835-5420
Culinary Arts and Hospitality
  Management Institute • 812-2860
Baptist Health College Little Rock • 202-7464
Business and Industry Center • 907-6670
Little Rock-South • 812-2200
Saline County Adult
  Education Center • 778-3235
Saline County Career Center • 602-2420

STUDENT SERVICES
Admissions and Records • 812-2231
Advising and Career Services • 812-2220
Counseling & Disability Services • 512-2738
Financial Aid • 812-2289
Learning Assistance Center • 812-2270
Registrar • 812-2231
Veterans Services • 812-2360

OTHER OFFICES
Bookstore • 812-4102
Campus Police/Public Safety • 812-2711
  Main Campus Duty Phone • 580-1831
  PTC South Duty Phone • 626-7152
Saline County Career Center
  Duty Phone • 580-0521
After Hours Emergency • 803-9900
Cashier’s Office • 812-2278
Early Childhood Lab Schools • 753-0357
Computer Services • 812-2205
Dental Assisting • 812-2339
Development • 812-2221
Early Childhood Development • 812-2342
Human Resources • 812-2203
PTC Libraries • 812-2272
Medical Technology • 812-2336
Physical Plant • 812-2256
Planning and Assessment • 812-2314
Practical Nursing • 812-2339
President • 812-2217
Public Relations and Marketing • 812-2760
Purchasing • 812-2366
Respiratory Therapy • 812-2339
Student Activities • 812-2857
Associate Vice President for
  Learning • 812-2774
GENERAL INFORMATION
HISTORY
Pulaski Technical College, an institution of higher education, is an integral part of the Arkansas Technical and Community College System maintained by the State of Arkansas. It is governed by a seven-member board of trustees appointed by the governor and derives its support largely from student tuition and legislative appropriations.

Pulaski Tech’s history dates back to October 1945 when it was established as the Little Rock Vocational School under the supervision of the Little Rock Public Schools. In October 1969, administration of the school was transferred to the Arkansas Board of Vocational Education, and the school was named Pulaski Vocational Technical School.

Early in the 1970s, 137 acres declared surplus by the Veterans Administration were transferred to the North Little Rock School District, and Pulaski Vo-Tech was given 40 acres for a new school site. Pulaski Vo-Tech moved from 14th and Scott streets in Little Rock to its present location in January 1976.

When the Arkansas General Assembly created the Arkansas Technical and Community College System in 1991, Pulaski Vo-Tech and 12 other vocational-technical schools became technical colleges under the coordination of the Arkansas Higher Education Coordinating Board. Pulaski Vo-Tech then became Pulaski Technical College.

A comprehensive two-year college, Pulaski Tech offers a variety of occupational/technical degrees and certificate programs, as well as a university-transfer curriculum.

COLLEGE MISSION
Pulaski Technical College is a comprehensive two-year college that serves the educational needs of central Arkansas through technical programs, a university-transfer program, and specialized programs for business and industry. The college’s mission is to provide access to high quality education that promotes student learning, to enable individuals to develop to their fullest potential, and to support the economic development of the state.

PURPOSES
1. To provide technical programs for students who wish to develop competencies in specific career areas or to upgrade their skills.
2. To provide a university-transfer program of high academic quality for students who plan to transfer to a four-year institution.
3. To support economic development in central Arkansas by providing specialized job-specific programs for business, industry and other organizations.
4. To provide developmental education courses for students who need basic academic skills.
5. To provide opportunities for adult and continuing education through credit and noncredit courses designed to meet the academic, occupational and vocational needs of the community.
6. To provide academic advice, library services, learning assistance, counseling, financial aid and other services to students.
7. To expand access to higher education through distance learning and delivery of instruction at sites accessible to students.

ACCREDITATION
• Pulaski Technical College is accredited by the Higher Learning Commission and is a member of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602. (800) 621-7440.
• The Automotive Technology program is certified by the National Automotive Technicians Education Foundation/National Institute for Automotive Service Excellence (NATEF/ASE).
• The Aviation Maintenance Technology programs are certified by the Federal Aviation Administration (FAA).
• The Cosmetology program is licensed by the Arkansas State Board of Cosmetology.
• The Culinary Arts and Baking and Pastry Arts programs are accredited by the American Culinary Federation Education Foundation (ACFEF).
• The Hospitality Management program is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA).
• The Wine and Spirits program is accredited by the London, England Wine and Spirits Education Trust (WSET).
• The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (CODA)
• The Respiratory Therapy program is accredited through the Commission on Accreditation for Respiratory Care (CoARC).
• The Practical Nursing program is approved by the Arkansas Board of Nursing (ASBN).
• The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE).
• The Early Childhood Program is accredited by the National Association for the Education of the Young Child (NAEYC).
• The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
• The College is also approved by the Arkansas State Approving Agency for Veterans Training.
PROGRAMS OF STUDY
Programs of study are offered in technical/occupational education, university transfer, developmental studies, and continuing/community education.

The Associate of Applied Science (A.A.S.) degrees and technical certificates are designed for employment purposes in technical and occupational fields.

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DISCLAIMER
Students completing an A.A.S. degree should not assume that the degree or courses for the degree will be accepted in transfer by another institution. While some institutions have recently begun to accept some courses in the A.A.S. programs, the general rule is that not all courses in A.A.S. degrees are accepted in transfer toward baccalaureate degrees. Students who plan to transfer should get assurance of transfer credit acceptance in writing in advance from the institution to which they plan to transfer.

The Associate of Arts (A.A.) degree is a 60-credit hour transfer degree designed for transfer to a four-year institution.

The Associate of Science (A.S.) degree is a 60-credit hour transfer degree designed for students planning to seek a baccalaureate degree in liberal arts and sciences, business, and education.

FACILITIES
Pulaski Technical College’s Main campus is located on a 40-acre wooded campus at 3000 West Scenic Drive in western North Little Rock, Arkansas. The college’s contemporary, well-maintained buildings and grounds are a source of pride for the students, faculty and staff. The three-story Campus Center, with its clock tower and promenade, serves as the signature building on the college’s Main campus. The 92,000-square-foot center houses the Student Services offices of Admissions and Records, Financial Aid, Counseling and Advising Services, Disability Support Services, and Student Activities. In addition, the Campus Center houses the Business/Cashier’s Office, Tutoring Services, Veterans Services, open computer lab, Campus Bookstore, food court, instructional space, faculty and staff offices, and multipurpose classrooms. The Grand Hall on the first floor has space for events with as many as 300 attendees. The Private Dining Room features the same audio-visual capabilities and wireless Internet access as the Grand Hall and can accommodate up to 25 people. The R. J. Wills Lecture Hall on the second floor has a seating capacity of 200 and is available for public use.
The Administration Building houses Career Pathways, TriO Scholars, Veterans Upward Bound, the Office of the President, Human Resources, Computer Services, Public Relations and Marketing, Institutional Research and administration offices and classrooms. The Industrial Technology Center provides laboratory and lecture rooms for the Machine Shop and Welding programs. The Science Building, adjacent to the library, houses the Mathematics and Natural and Social Sciences Division along with faculty offices and laboratories. The Information Technology Center contains 40,000 square feet of instructional space, computer laboratories, a GED preparation and adult education center and an open computer lab. It houses the Information Technology Division, as well as academic and administrative Computing Services.

The Business Technology Center houses the accounting, entrepreneurship, management and supervision, office technology, paralegal technology, and medical technology programs. The two-story, 20,405-square-foot center includes 10 multipurpose classrooms, meeting rooms, faculty and staff offices, a student commons area and laboratories with the latest in instructional technology. The center also houses the Tom Steves, Sr. Community Room, a conference and multipurpose room.

The Center for Humanities and Arts (CHARTS) opened in January 2016. The 90,000-square-foot facility features 17 classrooms, art studios, a black box theater, costume and set shop, recital and performance studios, writing and foreign languages labs, computer labs and faculty offices. The building is equipped to stage first-class film and performing arts productions in the 500-seat performing arts theater. Visual arts are on display at CHARTS in the 1,250-square-foot Windgate Gallery and outdoors in the Big Rock Sculpture Park.

In 2008, the college opened the Little Rock-South site located at 13000 Interstate 30. The site houses the college’s programs in Automotive Technology, Collision Repair Technology, Diesel Repair Technology, and Power Sports Technology. A wide array of general education and developmental education courses are offered at Little Rock-South.

The PTC Culinary Arts and Hospitality Management Institute’s new, state-of-the-art culinary and hospitality education facility opened its doors at the Little Rock-South site in fall 2013. The facility has 57,800 square feet and has 11 multi-purpose kitchens, a multi-media kitchen, program-specific classrooms, a community education center, and much more.

Pulaski Technical College has two libraries:
• Ottenheimer-North Library is on the Main Campus across the promenade from the Campus Center.
• Ottenheimer-South Library is located at the Little Rock-South site adjacent to Bakke Hall.
Both library locations contain an expanding collection of resources to help students, faculty, and staff achieve their educational and professional goals and is staffed by professional librarians and library technicians.
The Aerospace Technology Center is located at the North Little Rock Airport and houses the Aviation Maintenance Technology programs. The hangar-style laboratory and lecture rooms encompass 11,000 square feet. A 25,000-square-foot expansion opened in summer 2009.

The Business and Industry Center is located at 3303 East Roosevelt Road in Little Rock. The center features computer and industrial training laboratories, a multipurpose conference room and meeting space.

The Saline County Adult Education Center is located on Interstate 30 in Benton and provides General Education Development (GED) preparation and testing, basic skills, English as a Second Language (ESL), Workforce Alliance for Growth in the Economy (WAGE) and computer literacy programs for residents of Saline County and the surrounding area.

The Saline County Career Center, on the former Alcoa/Reynolds campus at Bauxite, offers secondary career programs for high school students in Saline County.

VISITORS ON CAMPUS
Pulaski Technical College encourages visitors on campus. Visitors should check in at the Office of Admissions and Records prior to touring the campus. Classrooms and laboratory areas are designated for use by enrolled students; unescorted visitors are restricted from these areas. For safety and security reasons, unsupervised children are not permitted on campus.

EQUAL OPPORTUNITY
Pulaski Technical College makes every effort to meet special accommodation and access needs. For information on specific accommodations for individuals with disabilities, contact the Coordinator of Disability Support Services at (501) 812-2220.

Pulaski Technical College is committed to the policy of providing equal opportunity for all persons and does not discriminate in employment, admissions, programs, or any other educational functions and services on the basis of sex, disability, age, race, national origin, color, religion or sexual orientation.
Pulaski Technical College is committed to providing a high-quality, accessible, flexible and affordable education to the citizens of central Arkansas.

A high school diploma from a regionally accredited high school or home school or a General Educational Development® diploma (GED) is required for admission to Pulaski Technical College. High Schools must be accredited by an agency included on the PTC approved accreditation list. A complete list can be found on www.pulaskitech.edu/admission or in the Office of Admissions and Records. Diplomas received from institutions not found on the approved accreditation list will be evaluated on a case-by-case basis. The Pulaski Technical College Office of Admissions sets its own accreditation requirements and reserves the right to make acceptance choices based on these standards. First-time entering college students must also meet the following minimum ACT, COMPASS or ASSET reading scores for admission:

<table>
<thead>
<tr>
<th>Test</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT</td>
<td>13</td>
</tr>
<tr>
<td>COMPASS</td>
<td>62</td>
</tr>
<tr>
<td>ASSET</td>
<td>35</td>
</tr>
</tbody>
</table>

All first-time college students will be evaluated for the purpose of conditional or unconditional admission to the college.

**CONDITIONAL/UNCONDITIONAL ADMISSION POLICY**

In accordance with Arkansas Code 6-60-208, all first-time entering students graduating after May 1, 2002, from an Arkansas public high school, out-of-state high school, home school, private school, or General Educational Development® diploma (GED) recipient will be evaluated for the purpose of conditional or unconditional admission to Pulaski Technical College. Conditionally admitted students must successfully complete the required hours of core academic courses and/or technical courses and any developmental courses by the initial classification of sophomore status (30 semester credit hours). Students who do not successfully complete the required core academic courses, technical courses and/or developmental courses within the designated time frame will be placed on probation and will be limited to enrollment in core academic, technical or developmental courses that will complete conditional admission requirements.

**WHEN TO APPLY FOR ADMISSION**

Applications for submission should be submitted online at www.pulaskitech.edu. First-time entering college students must submit their application for admission and all required documents by published deadline dates for each semester. Applications for all others are accepted any time. For more information, visit the Pulaski Tech website at www.pulaskitech.edu/admissions or call the Office of Admissions and Records at (501) 812-2231.
Applicants and their family members are encouraged to visit the college. To schedule a campus tour, call (501) 812-2231 or schedule online at www.pulaskitech.edu/visit.

Acceptance to Pulaski Technical College does not ensure admission to a particular course or to a program of study. Students preparing for admission to an Allied Health program may call (501) 812-2339 for information or refer to the Allied Health section of the Pulaski Technical College website. Applications for the Practical Nursing program are accepted through April 15 for fall admission. Respiratory Therapy applications are accepted through March 15 for summer admission. Applicants for Dental Assisting are encouraged to apply early since applications are accepted until all positions are filled.

**STUDENT DRUG TESTING**
The Student Drug Testing Administrative Rule of Pulaski Technical College requires some programs in the divisions of Allied Health and Human Services (AHHS) and Technical and Industrial Programs (T&I) to require drug testing for admission to the program and conduct random drug testing while enrolled.

The drug policy applies to the following AHHS programs: Occupational Therapy Assistant, Radiography, Respiratory Therapy, Licensed Practical Nursing, and Dental Assisting.

The drug policy applies to the following T&I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance and Equipment, and Welding.

All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs will be conducted during the academic year.

**ENROLLMENT DATES**
Enrollment dates for Pulaski Technical College programs are generally as follows:

**FALL ONLY**
Aviation Maintenance Technology
Dental Assisting
Practical Nursing (exact start dates may vary from academic calendar)
Occupational Therapy Assistant
APPLICATION PROCEDURES FOR FIRST-TIME COLLEGE STUDENTS

Students attending college for the first-time should submit the following documents to the Office of Admissions and Records:

1. A completed application for admission submitted by the deadline date.
2. The following documents must be submitted by the deadline date:
   - ACT or COMPASS placement scores no more than 5 years old. All first-time students must meet minimum reading scores of a 13 ACT Reading or a 62 COMPASS reading to be admitted to Pulaski Technical College.
   - An official high school transcript with a graduation date and cumulative grade-point average or official passing General Education Development (GED) assessment scores.
   - Proof of two MMR (measles, mumps and rubella) immunizations for all applicants born after January 1, 1957. Immunization records must be submitted no later than 30 days after classes begin. Some foreign-born students may be required to submit tuberculosis screening.
APPLICATION PROCEDURES FOR TRANSFER STUDENTS
Students desiring to transfer from another institution to PTC should submit the following documents to the Office of Admissions and Records:
1. A completed application for admission submitted by the deadline date.
2. The following documents must be submitted by the deadline date:
   • Official transcripts from all colleges and universities previously attended. Financial aid cannot be awarded or credit posted until official transcripts have been submitted and evaluated.
   • Proof of two MMR (measles, mumps and rubella) immunizations for all applicants born after January 1, 1957. Immunization records must be submitted no later than 30 days after classes begin. Some foreign-born students may be required to submit tuberculosis screening.
   • Transfer students registering for classes requiring prerequisites must submit college transcripts to demonstrate the prerequisite has been met.
   • Transfer students who have not completed a college-level English or mathematics course may be required to submit ACT or COMPASS scores prior to enrollment. Tests must have been taken within the last five years.

APPLICATION PROCEDURES FOR READMISSION
Students who wish to return to PTC after an absence of two years must submit the following documents to the Office of Admissions and Records:
1. A completed application for admission submitted by the deadline date.
2. Official copies of college transcript(s) from all colleges/universities attended since last attending Pulaski Technical College.
3. Proof of two MMR (measles, mumps and rubella) immunizations for all applicants born after January 1, 1957. Immunization records must be submitted no later than 30 days after classes begin. Some foreign-born students may be required to submit tuberculosis screening.

APPLICATION PROCEDURES FOR VISITING STUDENTS
Students who are currently enrolled at another college or university and are not pursuing a degree, diploma or certificate at Pulaski Technical College may choose to enroll as a visiting student. A visiting student plans to earn credit at Pulaski Technical College to transfer back to their home institution. At Pulaski Technical College visiting students can take a maximum of 15 hours. Once a visiting student has reached 15 hours, they will be required to submit documentation of enrollment at their home institution in order to remain a visiting student at PTC.

Visiting Student Requirements:
1. Visiting students are non-degree seeking at PTC
2. Visiting students are not eligible for financial aid at PTC
3. It is the Visiting student’s responsibility to verify that their course(s) will transfer to their home institution and he/she has the prerequisites necessary to succeed in the course. Visiting students are advised to refer to the course code and description in the PTC catalog to ensure any prerequisite or co-requisite requirements are understood prior to registering or seeking any registration assistance.
4. First time college students cannot be classified as visiting students and must apply as first time students.
5. Visiting students must submit a completed application for admission by the deadline date.

**CONCURRENT AND DUAL CREDIT HIGH SCHOOL STUDENTS**

Pulaski Technical College welcomes high school students interested in taking college credit courses through our Early College program. Students must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school in order to enroll in college classes. Students may be enrolled concurrently, earning both high school and college credit simultaneously, or be enrolled dually, earning college credit only. The following procedures apply to both concurrently and dually enrolled students. Detailed information can be found at pulaskitech.edu/early_college.

1. Students must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.
2. Interested students must apply for admission to PTC, provide COMPASS or ACT test scores, meet the minimum reading score for admission to the college, and have a minimum cumulative high school grade point average of a 2.5 on a 4.0 scale.
3. To be eligible to enroll in Arkansas Course Transfer (ACTS) courses, students must meet the following minimum ACT scores or COMPASS scores.

<table>
<thead>
<tr>
<th>Course</th>
<th>ACT Score Requirements</th>
<th>COMPASS Score Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311 English Composition</td>
<td>English 19 and Reading 19</td>
<td>Writing 80 and Reading 83</td>
</tr>
<tr>
<td>MATH 1302 College Algebra</td>
<td>Math 21 and Reading 19</td>
<td>Math 50 and Reading 83</td>
</tr>
<tr>
<td>All Other ACTS Courses</td>
<td>Reading 19</td>
<td>Reading 83</td>
</tr>
</tbody>
</table>

4. Students must meet any other course prerequisite requirements.
5. Students cannot take developmental (remedial) courses.
6. Students must be classified as non-degree/non-certificate seeking and are not eligible for financial aid.
7. With certain exceptions, students cannot enroll for more than seven semester hours during any semester.
8. Concurrently enrolled students must complete the PTC Early College Enrollment and Policy Form for each semester/term enrolled. Dually enrolled student must complete the PTC Early College Enrollment and Policy Form to be admitted.
9. The high school counselor, principal, designee, or superintendent must approve the specific courses and the number of hours of enrollment for concurrently enrolled students each semester by signing the Early College Enrollment and Policy Form. Parents must sign the Early College Enrollment and Policy Form for both concurrently and dually enrolled students.

10. Students are responsible for any payment required and for purchasing textbooks (unless provided by the high school).

INTERNATIONAL STUDENTS

Pulaski Technical College is a certified Student and Exchange Visitor Program institution. More information on this program can be found at studyinthestates.dhs.gov. If you are a foreign citizen who fits within one of the following categories, we welcome you to learn more about Pulaski Technical College.

International students need to complete and submit an application and pay a $250 USD application fee along with turning in all required documents prior to posted deadlines. A copy of the Pulaski Technical College international student application can be found at http://www.pulaskitech.edu/international_admissions/. The international student application fee of $250 USD must be a check drawn on a U.S. bank or an International Money Order. Additional international student admissions information can be found at http://www.pulaskitech.edu/international_admissions/international_application_process.asp.

International student types
1. F-1 New Student
   You are seeking an F-1 visa to begin studying at Pulaski Technical College in one of our many degree or technical programs.
2. F-1 Transfer Student
   You are currently an F-1 student with an unexpired I-20 and will be transferring to Pulaski Technical College from another U.S. college, university or Intensive English Language program
3. F-1 Visiting Student
   You are an F-1 visa student with an unexpired I-20 and you intend to take a few classes at Pulaski Technical College while remaining in full-time status at another U.S. college or university.
4. Other Visa Types
   The U.S. Department of State offers several visas to offer foreign citizens the opportunity to visit, work, study and live in the U.S. Many visas have guidelines regulating the foreign citizens activities in the U.S. meaning some visas do not allow foreign citizens to study while in the U.S. To learn more about specific visa types, visit travel.state.gov/content/visas/english.html. Please contact the Director of Admissions to discuss your current visa status and educational options in the U.S.
Exceptions
The following students are not classified as international students at Pulaski Technical College and will go through the standard application process.
1. Students eligible for Deferred Action for Childhood Arrivals (DACA) and other students without documentation of U.S. citizenship
2. Permanent Residents
3. Graduates from a non-U.S. high school but hold U.S. citizenship
4. Asylees and refugees

F-1 New Students: Required Documents
1. Complete Student Data Form
2. Proof of English language proficiency: Courses at Pulaski Technical College are conducted in English. If English is not the student’s native language, proof of English language proficiency must be submitted. Proof of English Language Proficiency can be one of the following:
   a. TOEFL Score report of 500 (paper), 173 (computer), or 61 (Internet) on exam.
   b. Proof of graduation from an Intensive Language Program in the U.S.
   c. ACT Score of 19 on the English Language portion of the exam.
   d. Proof of completion of English Composition I with a C or better from an accredited U.S. college or university
3. Academic Records: During the application process, students must submit official transcripts from their highest level of education, such as high school or college. Include a certified translation if documents are not in English.
4. Proof of financial support: International students who plan to apply for an F-1 visa are required to provide Pulaski Technical College with a statement and supporting documents of financial support for the first year of study at Pulaski Technical College.
5. Completed SEVIS Requirements form
6. A copy of your valid passport

Upon arriving in the U.S., a new F-1 student will need to submit the following:
1. A copy of current INS Documents:
   • I-94 Card. A copy will be kept for documentation for student’s record.
   • A copy of the student’s visa
2. Proof of having received 2 MMR immunizations. This is a combined Measles, Mumps and Rubella shot that is required for enrollment.
3. Proof of a Tuberculosis screening within the past six months as required by the State of Arkansas.
4. Proof of health insurance coverage in the U.S.
F-1 Transfer Students: Required Documents

1. Complete Student Data Form
2. Proof of English language proficiency: Courses at Pulaski Technical College are conducted in English. If English is not the student’s native language, proof of English Language Proficiency must be submitted. Proof of English language proficiency can be one of the following
   a. TOEFL Score report of 500 (paper), 173 (computer), or 61 (Internet) on exam.
   b. Proof of graduation from an Intensive Language Program in the U.S.
   c. ACT Score of 19 on the English Language portion of the exam.
   d. Proof of completion of English Composition I with a C or better from an accredited U.S. college or university
3. Academic Records: During the application process, students must submit official transcripts from their highest level of education, such as high school or college.
4. Proof of financial support: International student who plan to continue under a F-1 visa are required to provide Pulaski Technical College with a statement and supporting documents of financial solvency for the first year of study in the U.S.
5. Completed SEVIS requirement document
6. A copy of current INS Documents:
   a. Copy of student’s most current I-20. May not be expired.
   b. I-94 Card. A copy will be kept for documentation for student’s record.
   c. A copy of the student’s unexpired passport
   d. A copy of the student’s visa
7. Proof of having received 2 MMR immunizations. This is a combined Measles, Mumps and Rubella shot that is required for enrollment.
8. Proof of a Tuberculosis screening within the past six months as required by the State of Arkansas.
9. Proof of health insurance coverage in the U.S.

F-1 Visiting Students: Required Documents

1. Official Letter from Current College
   The student must submit an official letter from his or her current college of university. This letter must indicate that the student is eligible to take classes as a visiting student at Pulaski Technical college and must indicate which classes at Pulaski Technical College the student is to complete. This letter must come from the student’s international student office or DSO who issued his or her I-20.
2. A copy of the student’s passport, visa, I-94 and current I-20
Deadlines
All international students who want to attend Pulaski Technical College must submit their application, application fee and required documents by the dates listed below. Exceptions can only be made in rare instances when a student is completing an IELP program or waiting for grade to post to transfer from a U.S. college or university. The Director of Admission must approve all exceptions prior to the deadline.

New F-1 Student
Application/Document Deadline and Priority Deadline to meet with the International Advisor

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application/Document Deadline</th>
<th>Advisor Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>June 1</td>
<td>August 1</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1</td>
<td>December 19</td>
</tr>
<tr>
<td>Summer</td>
<td>Not Available</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

Transfer F-1 Student
Application/Document Deadline and Priority Deadline to meet with the International Advisor

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application/Document Deadline</th>
<th>Advisor Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1</td>
<td>August 5</td>
</tr>
<tr>
<td>Spring</td>
<td>December 1</td>
<td>January 5</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
<td>May 13</td>
</tr>
</tbody>
</table>

Visiting F-1 Student
Application/Document Deadline and Priority Deadline to meet with the International Advisor

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application/Document Deadline</th>
<th>Advisor Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 5</td>
<td>August 7</td>
</tr>
<tr>
<td>Spring</td>
<td>January 5</td>
<td>January 8</td>
</tr>
<tr>
<td>Summer</td>
<td>May 13</td>
<td>May 21</td>
</tr>
</tbody>
</table>

TRANSFER CREDITS
Pulaski Technical College may accept transfer work from regionally accredited institutions. The following policies apply to the granting of transfer credit:

- Official transcripts should be submitted to the Office of Admissions at the time of application.
- Official transcripts are evaluated by the Office of the Registrar based upon the Arkansas Course Transfer System (ACTS) or the decisions of appropriate faculty and staff.
- Only grades of “C” or higher are eligible for transfer credit. Credit is not granted for course work that is remedial or technical.
• Grades earned at other institutions are not posted to the student’s PTC transcript and are not calculated in the student’s PTC grade point. Credits earned will be reflected in hours earned and may be used for degree requirements.
• Students must complete a minimum of 15 credit hours toward their degree at Pulaski Technical College to be eligible for a PTC degree or certificate.
• Students should be prepared to submit course descriptions and syllabi of transfer work if there is any question concerning the acceptance of credit toward a degree program.

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. ACTS may be accessed on the ACTS website at http://acts.adhe.edu/.

ALLIED HEALTH PROGRAMS ADMISSION
Applicants preparing to enter Allied Health programs must complete a separate application for the desired health occupations program, must have a high school diploma or GED and must meet minimum standards as determined by the college. Admission to the college is required and does not ensure admission to an Allied Health program. For information on an Allied Health program, call (501) 812-2339 or refer to the Allied Health section of the Pulaski Technical College website.

Practical Nursing students are accepted into the program based on a point system. Points are based on scores from the Kaplan Admissions Test, successful completion of selected general education courses, and from employment and/or certification in selected health-related occupations. Readmission into the Practical Nursing Program is dependent on space availability and standing in previous coursework. Students must reapply and complete all admissions requirements of the new point system. If they are accepted for readmission, they must successfully complete specified exams to determine their entry level into the program of study.

Respiratory Therapy applicants are required to successfully complete selected prerequisites and attain specified minimum scores on the COMPASS pre-algebra test. Readmission into Respiratory Therapy is dependent on space availability, completion of prerequisites, successful completion of re-entry exams, and completion of all standard admission requirements.

Dental Assisting students successfully completing the first semester but failing to complete the second semester will be given an opportunity to complete the program during the following academic year. After that time, students are required to complete the entire program to be eligible for graduation.
Occupational Therapy Assistant applicants must complete the application process through Baptist Health College Little Rock (www.bhslr.edu). For information about prerequisite courses, testing score requirements, and observation hours, please visit the Pulaski Technical College website.

Radiography applicants must complete the application process through St. Vincent’s Infirmary (www.chistvincent.com/Careers-Education/school-of-radiologic-technology). For information about prerequisite courses, minimum GPA requirement, and application procedures, please visit the Pulaski Technical College website.

The Student Drug Testing Administrative Rule of Pulaski Technical College requires some programs in the divisions of Allied Health and Human Services (AHHS) and Technical and Industrial Programs (T&I) to require drug testing for admission to the program and to conduct random drug testing while enrolled.

The drug policy applies to the following AHHS programs: Occupational Therapy Assistant, Radiography, Respiratory Therapy, Licensed Practical Nursing, and Dental Assisting.

The drug policy applies to the following T&I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance and Equipment, and Welding.

All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs will be conducted during the academic year.
REGISTRATION
All students must fulfill admissions requirements prior to registration for classes. Advisement is required for all new students. First-time college students must be advised prior to registration each semester. Other continuing students are eligible to register through the MyPTC portal beginning with their second semester of enrollment at PTC. It is highly recommended that continuing students contact an advisor in their division or in the advising and career services office for information and advisement prior to registration.

ASSESSMENT TESTING AND PLACEMENT
Testing requirements at Pulaski Technical College are designed to provide information about students so that advisors and faculty members can better assist them in their decision making while at the college. In accordance with Arkansas law, all students enrolling in college-level mathematics and English will be tested for placement purposes. Students failing to achieve designated scores on the various components of the ACT or COMPASS tests will be required to successfully complete developmental education courses.

Placement scores and corresponding courses are as follows:
1. Reading Policy: Students scoring 19 or above on the Reading section of the ACT or 83 or above on the COMPASS Reading Placement test meet minimal reading skills requirements. Students who do not meet this standard are required to enroll in the developmental reading program during their first semester and will be placed in the appropriate course based on their individual test scores. Students who are required to complete a developmental reading program are not allowed to take Arkansas Course Transfer System (ACTS) courses until the reading program is successfully completed. Other courses may also have reading prerequisites.

2. Writing: Students scoring 19 or above on the English section of the ACT or 80 or above on the COMPASS may enroll in college-level English composition courses. Students not meeting the standard must successfully complete a developmental program in English composition before enrolling in college-level English composition courses.

3. Mathematics: Students scoring 21 or above on the mathematics section of the ACT or 50 or above on the algebra section of the COMPASS may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental program in mathematics before enrolling in college-level mathematics courses.
CHANGES IN STUDENT INFORMATION
It is the responsibility of all students to maintain correct addresses with the college and to report any address changes to the Office of Admissions and Records. Students requesting name changes must provide copies of official documents reflecting name changes.

CANCELLATION OF CLASSES
Students enrolled in cancelled classes will be notified by the Office of Admissions and Records so they may select an alternate course during the drop/add period. Students will receive a 100 percent refund for any cancelled class.
STUDENT SERVICES
BIG ROCK BISTRO AND FINISH LINE CAFE
Aladdin’s Big Rock Bistro on the Main Campus and Finish Line Café at Little Rock-South offer a wide variety of food choices to accommodate every taste and appetite. The bistro and café primarily serve students, faculty and staff. They are also open to the general public and offer hot lunches, sandwiches, burgers, pizza, a salad bar and a variety of “grab-and-go” items. The Big Rock Bistro and Finish Line Café serve breakfast in the morning and lunch in the afternoon. Aladdin offers catering services at the Main Campus. Additional information can be found on the college website.

BOOKSTORE
The Pulaski Technical College Bookstore is located in the Campus Center. It is operated independently by Follett Bookstores as a service to students, faculty and staff. In addition to providing required textbooks, the bookstore also provides college T-shirts, sweatshirts, supplies, jackets and other items. A satellite location is open at Little Rock-South.

Full refunds are available for dropped classes (proof may be required) until seven working days after the classes begin. Used book buying guides are always available if a return is outside of this guideline. Regular hours are 7:45 a.m. to 6 p.m. Monday and Tuesday and 7:45 a.m. to 4 p.m. Wednesday through Friday. For more information, call (501) 812-4102.

CAMPUS CENTER
The Campus Center houses many administrative offices including Academic Success, Admissions and Records, Counseling and Advising Services, Financial Aid, the Dean of Students, the Business/Cashier’s Office, as well as the Food Court and the Bookstore. Students can also find an open computer lab in many areas for studying throughout the building. Classrooms, the Grand Hall and the R.J. Wills Lecture Hall also are located in the Campus Center.

CAMPUS CONNECT/WEB REGISTRATION
Web registration is available to students who are currently enrolled or continuing enrollment at Pulaski Technical College. New students are eligible to register through the MyPTC portal during their first meeting with an advisor and all subsequent registration periods. First-time college students must be advised each semester prior to registration. Starting in fall 2015, all first time entering college students receive a mandatory advising hold to meet with an advisor prior to registration each fall and spring semester. Students must meet with an advisor each semester to lift the advising hold. Students are encouraged to meet with an advisor before registration opens to plan courses toward their degree and be able to register on the first day.

Students must be enrolled in or have completed applicable prerequisites in order to register for certain courses. The catalog provides a list of the required prerequisites for each class. Students who register for a course that has a prerequisite will be dropped from that course prior to the start of the semester if the prerequisite has not been successfully completed.
CAREER PATHWAYS
Career Pathways is a statewide initiative and partnership between the Arkansas Department of Higher Education, Arkansas Community Colleges, the Arkansas Department of Workforce Services, social service providers and other community partners. Mandated by Act 514, Career Pathways is designed to provide support services and direct financial assistance to custodial parents who want to increase their education to enter high-demand/high wage careers. It aims to provide low-income adults with the education skills and credentials needed to gain immediate entry into targeted occupations—ultimately leading the individuals to economic self-sufficiency and better employment opportunities.

The initiative serves students who are current or former recipients of Transitional Employment Assistance (TEA); current recipients of Food Stamps, ARKids, or Medicaid; or those earning 250% below federal poverty level. Individuals must be an adult caretaker, parent or relative of a child under the age of 21 living in the home.

Students are provided with career and educational advising, instruction for building successful academic and employment skills, and a computer lab for doing homework and improving computer skills. Other resources available for eligible participants include tuition, fees, books, childcare and transportation assistance. Contact the Career Pathways office at (501) 812-2725 for more information.

CHILD CARE
Pulaski Technical College’s Early Childhood Lab School, Little Learners Academy, is located at 1500 West Pershing Boulevard. It provides daycare for children of PTC staff, faculty and students. Hours for infants through preschoolers are from 7 a.m. until 5:30 p.m. weekdays. For enrollment information and cost per child, contact Little Learners Academy at (501) 753-0357. Additional information about Little Learners Academy is available on the Pulaski Technical College website at http://www.pulaskitech.edu/current_students/childcare.asp.

COMPUTER LABS
The Pulaski Technical College computer labs are open to all currently enrolled students. Open computer labs on the Main Campus are located in the Information Technology Center (IT 303) and in the Learning Assistance Center located at Main Campus (CCB 303) and Little Rock-South (Room 118).

COUNSELING SERVICES
Pulaski Technical College provides the services of professionally trained counselors to all students. The counselors are familiar with college programs and can assist students with career information, course advisement, program decisions, testing and assessment and personal counseling.

For more information, visit Counseling Services in the Campus Center (Room 241). Appointments can be made by calling (501) 812-2738.
DISABILITY SERVICES

Pulaski Technical College is committed to fulfilling all federal requirements of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the ADA Amendments of 2008. Approved academic accommodations are available to students who have documented disabilities and submit that documentation to the Office of Disability Services.

In order to register with Disability Services, an individual must be admitted as a student to Pulaski Technical College. Students may schedule an appointment with Disability Services via their MYPTC Portal. At this appointment, students will meet with an experienced counselor to discuss accommodations that may be appropriate for their situation. Students may submit documentation of their disability using the online option, or they may bring the documentation with them to their scheduled appointment. Documentation provided after the appointment may delay the approval of some or all of the requested accommodations. While it is preferred that students bring their documentation to the appointment, students should not delay the meeting due to a lack of documentation. It is possible that a counselor can help a student obtain the needed documentation from a qualified diagnostician or from a college previously attended.

Failure to register with Disability Services before the upcoming semester or summer session may result in a delay of services. Disability Services can be contacted at (501) 812-2738 or in the Campus Center (Room 241).

In order to file a grievance in relation to classroom accommodations or other disability related concern, students should follow the process outlined below:

A. The student should first communicate his/her concerns related to the accommodation(s) directly with the instructor.
B. If unsatisfied with the outcome, the student should make an appointment to discuss the concerns with a counselor in the office of disability services.
C. If unsatisfied with the outcome, the student should provide the following information in writing and make an appointment to discuss the information with the Dean of Students:
   • A clear and concise statement of the problem or issues to be reviewed and a summary of steps taken, if any, by the student to resolve the problem or issues prior to the filing.
   • A reasonably detailed description of the relevant facts including the student’s alleged disability, names of persons with information, and a description or copies of relevant documents or other evidence relevant to the grievance.
   • The name, contact information and signature of the person initiating the complaint.
D. If the outcome is still not sufficient for the complainant, the written grievance should be submitted to the Vice President for Student Services.
GRADUATE PLACEMENT
College personnel work closely with area businesses and industry for the purpose of job placement. College staff can assist students in obtaining permanent employment upon graduation; however, the college does not guarantee employment.

HEALTH INSURANCE
Pulaski Technical College does not provide personal health insurance for students.

HOUSING AND TRANSPORTATION
There are no residential facilities on campus. Rock Region Metro bus transportation is available from various areas of Little Rock/North Little Rock to the campus. Bus schedules are available in the Campus Center lobby, Administration building lobby, and in the Student Services Office at the Little Rock-South Campus.

ID CARDS
All students enrolled at Pulaski Technical College are required to obtain a student identification card. The card does not need to be renewed or validated each semester. The first ID card is free. Replacement cards cost $10. Students are required to carry their identification card while on campus. Any college official may ask to see a student’s ID card. Failure to present this card when requested is a violation of college policy and may subject the holder to disciplinary action. The president, a vice president, dean of students, or the campus police have the authority to retrieve a student ID card in the event of a disciplinary action by the college, such as suspension or dismissal, or in the event of misuse of the card, such as using the card for false identification. The PTC ID card may not be used by any person other than the one to whom it is issued.

LEARNING AND TUTORING ASSISTANCE
Students who wish to improve their skills or are experiencing difficulty in their classes should visit the Bank of America Learning Assistance Center on the Main Campus or Little Rock-South. Any student enrolled at PTC may use the facilities of the LAC to improve or review academic skills in several college disciplines through the Tutoring Centers, and they may use the open Computer Labs for a variety of academic classwork.

Computer Labs: Students may use the computer labs for word processing, working in supplemental software, using the Internet, checking email, using Blackboard and doing database research. Students are encouraged to visit the LAC to learn about various computerized tutorials. The LAC is open Monday through Thursday from 8 a.m. to 8 p.m. and on Friday from 8 a.m. to 2 p.m. Students are advised to visit the LAC for more information. The LAC computer labs are located on the third floor of the Campus Center Building (CCB 303) on the Main Campus. At Little Rock-South, the computer lab is in Room 218.
**Tutoring Centers:** Tutoring is available for a wide variety of college classes. The Tutoring Centers at PTC are committed to offering superior tutorial service in multiple subject areas by staying current with the best tutoring methodologies. The Tutoring Centers maintain a caring, supportive, and encouraging academic presence for students. No appointments are necessary for individual tutoring. Peer and professional tutors are available during the week, and online tutors are available in the evenings and on weekends. Tutors post hours of availability outside of each tutoring center. Students may email the Tutor Coordinator at nreedy@pulaskitech.edu for tutoring services and other information. Supplemental materials, workbooks and head sets are available for student use. Students can find additional information about the LAC on the Pulaski Technical College website under Current Students. Look for the link “Learning Assistance Center Tutoring and Computer Labs.”

**LOST AND FOUND PROPERTY**
Contact the Office of Police and Public Safety to report lost property, turn in found property or to claim missing property. The Office of Police and Public Safety is located on the PTC Main Campus in the B Building Room 101 and may be reached by phone at (501) 812-2711. The Office of Police and Public Safety may be found in Room 104 at Little Rock-South and may be reach by phone at (501) 812-2856.

**PTC LIBRARIES**
Pulaski Technical College has two libraries to serve the college community. The Ottenheimer-North Library on the Main Campus and Ottenheimer-South Library contain a multitude of resources including five professional librarians, five library technicians, more than 25,000 print volumes, 185 print periodicals and 2,900 videos and DVDs. The library website provides access to a wealth of electronic resources including 58 databases and more than 77,000 e-books. Both PTC Libraries offer research computer areas, wireless access, and access to a broad range of print, audiovisual and online resources. Ottenheimer-North and Ottenheimer-South Libraries also offer laptop, iPad, Kindle, and Flip camera checkout, individual and group study rooms, and coin-operated copiers. PTC Libraries has a strong cross-disciplinary information literacy training program with online tutorials, email reference, professional development workshops, group and individual instruction, and research assistance for students, staff and faculty. LibGuides, a web-based knowledge management system, arranges our vast resources by subject to efficiently guide users to the information they need. Interlibrary loan and reciprocal borrowing programs provide expanded access to information resources. Check the Library web page for hours of operation, policies, staff contact information, faculty services and links, research guides, and search tools.

**MEDICAL SERVICES**
In the event of a major medical emergency, medical services should be contacted by dialing 9-911 from a campus phone or 911 from a cell phone. Students, staff and guests should report injuries to PTC police.
POLICE AND PUBLIC SAFETY
The Offices of Police and Public Safety are located in the B Building Room 101 on the Main Campus and Room 104 at Little Rock-South. A police substation is located on the first floor of the Campus Center Building. The PTC Police and Public Safety jurisdiction includes all property owned and operated by PTC and adjacent streets and alleys. This jurisdiction extends to include any off-campus event sponsored by the college. The Office of Police and Public Safety employs police officers who meet all state training requirements and are graduates of the Arkansas Law Enforcement Training Academy. Officers are sworn to uphold and enforce all federal, state and local laws. PTC policies and procedures for students can be found on the PTC website and in the Academic Catalog. PTC police officers are available to assist anyone on PTC property.

STUDENT CENTER
The Student Center, in the Administration building, is used for lunch and breaks and for student and group meetings. A snack bar, operated by Arkansas Rehabilitation Services for the Blind, and food and drink vending machines are located in the center. Please restrict all food and drinks to the Student Center and approved designated areas.

TOURS AND VISITS
Tours of the college may be scheduled by appointment. To schedule a tour, contact Student Services (501) 812-2231 or schedule online at www.pulaskitech.edu/visit.

TRIO SCHOLARS
The Pulaski Technical College TRiO Scholars program is a Student Support Services (TRiO) program funded by the United States Department of Education.

The goal of the Pulaski Technical College TRiO Scholars program (Student Support Services) is to increase participants’ success in college and facilitate their graduation and transfer. The project serves 180 Pulaski Tech students who qualify for services. Students must be first-generation college students (neither parent has a four-year college degree), meet income requirements based on family size and/or have a documented disability.

Students enrolled in the program are eligible for the following services: personal and academic counseling, study skills, personalized tutoring and mentoring by a professional tutor, use of the computer lab, transfer assistance, and cultural and recreational activities. For more information about the TRiO Scholars program, call (501) 812-2720.
VETERAN, RESERVIST, ACTIVE DUTY MILITARY, AND DEPENDENT SERVICES

Pulaski Tech offers many services tailored to veterans, Reservists, active duty military, and dependents. Services available include college preparation, assistance with the application process, navigation of educational benefits, academic advising, deployment and relocation assistance, and other support services.

For pre-college assistance, The Central Arkansas Veterans Upward Bound (VUB) program is designed specifically to serve the needs of today’s veterans. The VUB program is a free, non-credit, non-profit, pre-college program federally funded by the U.S. Department of Education. The primary goal of VUB is to prepare eligible veterans to enter college, be successful in college, and to graduate from college. VUB provides a unique opportunity for veterans of all ages to gain access to information about college and career awareness, to acquire the academic skills needed for entry into higher education and/or to acquire the equivalent of a high school diploma. Various workshops, self-paced computer tutorials, individualized tutoring, and classroom-based instruction are also offered. For more information about VUB, call (501) 812-2810.

For current and prospective PTC students, the Veterans’ Services Office is available to help service members, veterans and dependents use their military benefits and educational assistance programs at Pulaski Technical College. The Veterans Services office provides information and assistance concerning military benefits and the college application process, academic advising, assistance with navigating the educational implications of deployments and relocations, information about in-state and out-of-state tuition, and access to other resources on campus and in the community. Veterans Services is located on the Main campus. For more information about Veterans’ Services, call the Coordinator of Veterans Services at (501) 812-2360.
STUDENT LIFE
Student life at PTC is made up of a variety of organizations and activities that supplement the academic atmosphere. For more information about student organizations and activities, call (501) 812-2857. The following are recognized student organizations at Pulaski Tech:

**AMICUS CURIAE PARALEGAL CLUB**
Paralegal Club introduces students to the field of legal studies and related subjects at Pulaski Technical College. Members are offered an opportunity to expand their legal knowledge and develop a greater understanding of the legal field. The club regularly holds meetings and events in which Paralegal Club members may network with members of the legal field and other PTC students, faculty and staff. Any student who is enrolled at PTC as a student and has at least a 2.5 grade-point average is eligible for membership.

**ARCHAEOLOGY/ANTHROPOLOGY CLUB**
Archaeology and Anthropology Club introduces students to the study of man and prehistoric man. This includes all aspects of human life such as culture, lifestyle and history. Club members have opportunities to participate in activities and field trips that enhance one’s understanding of the field. Activities may include touring active archaeological dig sites as well as being exposed to professionals in the field through in-state and out-of-state field trips.

**COLLEGIATE ENTREPRENEUR’S ORGANIZATION**
CEO Club brings together a diverse group of students with a common interest in owning a business. CEO unites students on campus, assists students with academics, and provides a social atmosphere to get to know other students with similar goals. The club regularly holds events in which CEO Club members may network with business owners from the community, PTC alumni, and PTC faculty and staff members. Any student in good standing at PTC is eligible for regular membership in the CEO Club.

**FINE ARTS ASSOCIATION**
Fine Arts Association aims to promote, educate and appreciate all avenues of the fine arts including, but not limited to, visual arts, performing arts and creative writing.

**HISTORY CLUB**
The purpose of History Club is to promote and educate the campus community about history and how it influences everyday life. Club activities include visits to local historical sites and museums.
LAMBDA LAMBDA LAMBDA
Lambda Lambda Lambda is the English Honor Society. The Society is a chapter of Sigma Kappa Delta, the National English Honors Society for Two-Year Colleges. Lambda Lambda Lambda strives to create cultural stimulation, promote interest in literature and the English language, and exhibit high standards of academic excellence among its members. Each fall semester invitation to membership is extended by the chapter to students who have completed a minimum of one college course in English language or literature and who have also completed a minimum of 12 credit hours at PTC. The candidate shall have no grade lower than a B in English and must have a 3.30 cumulative grade-point average.

METRO STUDENT MINISTRIES
The purposes of Metro Student Ministries are to encourage student fellowship, to develop student leadership skills, to provide opportunities for the study of the Bible and to practice its teachings, to organize students for service and ministry projects, to assist students in communicating the meaning of their faith in significant ways and to offer guidance as students face crises and critical choices in life. Membership is open. PTC is a state-supported institution and therefore secular.

PHI BETA LAMBDA
Phi Beta Lambda is the college business professional organization and is the college component of Future Business Leaders of America. While the organization primarily emphasizes business and business-related topics, students of various programs of study may join the organization. Community activities may include various fundraisers and community service projects. Professional activities may include guest speakers, networking opportunities, and state and national competitive events. Students who qualify for a national competitive event may receive scholarship or monetary rewards depending on the event. For information about the national organization, visit www.fbla-pbl.org. For more information about the Arkansas PBL organization, visit www.arpbl.org.

PHI THETA KAPPA
Phi Theta Kappa is an international honor society that promotes academic excellence. Members are eligible to compete for scholarships, to participate in regional, national and international meetings and institutes, and to attend workshops on leadership and scholarship. Phi Theta Kappa strives to create an intellectual climate that fosters academic excellence, protects academic integrity, and develops leadership.

Each fall and spring semester the chapter extends an invitation for membership to students who have completed a minimum of 18 credit hours at Pulaski Technical College that are clearly applicable to an associate degree with a minimum 3.50 cumulative grade-point average. The minimum 18 credit hours must include at least three credit hours of general education courses applicable to the associate degree being pursued.
PHILOSOPHY CLUB
Membership in the Philosophy Club encourages students to think critically about the world in which they live. Students in Philosophy Club will learn how to appreciate the perspective of others and be able to develop ideas and clearly communicate those ideas with others.

PULASKI TECH FILM SOCIETY
Pulaski Tech students who are interested in film and film production are encouraged to participate in the Pulaski Tech Film Society. Members gather together to discuss, view, and make digital media films and programs.

PULASKI TECH PSYCHOLOGY SOCIETY
The purpose of the Psychology Society is to educate the Pulaski Tech community about the field of psychology and its uses in everyday life. The club regularly holds meetings and events in which Psychology Society members may network with members of the psychology field and other PTC students, faculty, and staff. Any student who is enrolled at PTC is eligible for membership.

SKILLS USA
SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA’s mission is to empower its members to become world-class workers, leaders and responsible American citizens.

STUDENT AMBASSADORS
Student Ambassadors represent Pulaski Technical College in various functions such as orientations, campus tours, school visits, speaking engagements, community service, recruitment of future students and other events. Student Ambassadors also serve as student representatives when welcoming and hosting honored guests and distinguished members of the college community. Ambassadors participate in college activities and represent Pulaski Technical College both on and off campus.

Student Ambassadors must be enrolled in Pulaski Tech through fall or spring semesters and maintain a minimum 2.5 cumulative grade-point average. Student Ambassadors receive a tuition and fee waiver scholarship. This scholarship can be applied to fall, spring and summer semesters if the student is actively enrolled and remains in good standing with the organization. Membership is limited and conditional. Applications are available in the Office of Public Relations and Marketing (A116). For more information, contact the Student Ambassador coordinator at (501) 812-2324.
STUDENT GOVERNMENT ASSOCIATION
The Student Government Association (SGA) consists of ten elected student representatives and one representative from each registered student organization. At-large representative positions are elected during the fall semester. Interested students must complete a Petition for Candidacy by the specified deadline. The election of executive officers shall be held during the fall semester. Nominations will come from within the current membership of the SGA. Students must maintain a 2.5 GPA, be in good financial standing with the College, and have no record of student code of conduct violations. An advisor is appointed by college administration. The SGA is not a decision or policy-forming body with respect to the administration of the college. For more information, call (501) 812-2750.

YOUNG DEMOCRATS
Pulaski Technical College Young Democrats aim to represent the values and uphold the integrity of the Democratic Party. Club activities promote and support social welfare and educate the student body about political processes and governmental affairs. Membership is open to any currently enrolled student who has similar interests and values as the Democratic Party of Arkansas.

STUDENT LIFE POLICIES
CAMPUS POSTING REGULATIONS
Unless context specifies a different meaning:
1. “Sign” is defined as any printed material 8.5” x 11” or smaller including, but not limited to decals, photographs, posters, placards, index cards, notebook paper, handbills, brochures, announcements and advertisements. A “properly posted” sign is one which has been displayed in accordance with posting regulations.
2. “Poster” is defined as a sign constructed of foam core board measuring 18” x 24”.
3. “Banner” is defined as any sign larger than 18” x 24” and constructed of heavy outdoor vinyl.
4. “Posting” is defined as any means for publicly displaying a sign other than carrying by hand.
5. “Authorizing Official” means the Dean of Students or his/her designee.

APPROVAL REQUIRED
1. All signs must be approved and stamped with an expiration date by the Authorizing Official prior to posting. Posting period for signs may not normally exceed 30 days. Persons or organizations that post are responsible for removal of the signs within 24 hours after the expiration date. Persons or organizations that habitually fail to remove their signs within 24 hours following the expiration date may lose posting privileges.

2. Only currently enrolled students, registered student organizations, college employees, recognized employee organizations, college departments, contracted vendors, non-profit organizations, government agencies and persons previously approved by the Dean of Students may post a sign on college property. Only authorized college departments or offices may post a banner.
3. Improperly posted signs will be removed and discarded without notice. Persons or organizations responsible for improperly posted signs are subject to disciplinary action.

4. All bulletin boards are under the jurisdiction of the Dean of Students. Bulletin boards that are labeled “For Official Use Only” are under the jurisdiction of the college department or student organization that maintains the bulletin board. (No sign may be posted on an official bulletin board without the permission of the department or organization that maintains it.)

SIZE/LOCATION RESTRICTIONS
1. Signs must be posted only on bulletin boards. Only thumbtacks or pushpins may be used to attach signs to bulletin boards. Stapled signs are not allowed and will be removed immediately.
2. Signs containing personal and commercial solicitations must be located only on bulletin boards specifically designated for “buy-sale-trade” postings.
3. Signs must not be posted so as to overlap or conceal other properly posted signs. Properly posted signs may not be removed without permission from the Authorizing Official or the person or organization authorized to post the sign.
4. There will be a maximum of one sign per announcement/event/topic per bulletin board.
5. Display stands may only be used to display posters, and approval for poster display must come from the Authorizing Official. Postings on glass and wall surfaces are not allowed.

POSTERS
1. Posters may only be posted by registered student organizations and are to advertise special events only. Weekly meetings or reoccurring events may not be advertised using posters. All posters must contain the date and time of the event.
2. Posters may be displayed in the brick flower bed in the promenade on the Main Campus. Posters may be displayed at Little Rock-South at either of the main entrances using the grassy areas.
3. Posters must be professionally made and must be attached to a display stand.
4. Only one event at a time may be displayed using a poster in the flower bed. Each registered student organization can display two posters per event, one on each side of the flower bed.
5. Two posters per event may be displayed at Little Rock-South, one per area specified.
6. Requests for displaying a poster must go through the Dean of Students Office and will be granted on a first-come first-served basis. Posters may be displayed for a minimum of one (1) day up to a maximum of seven (7) days. The organization sponsoring the event is responsible for the placement of the poster. Posters must be removed within 24 hours following the conclusion of the event, and the sponsoring organization is responsible for poster removal.
7. The Pulaski Technical College logo may not be used on posters without prior approval from the Dean of Students Office and the Office of Public Relations and Marketing.
8. Banners must be sponsored by an official college department or office. Banners may only be used to advertise college-wide special events and programs and may not be used to advertise reoccurring or weekly events.
BANNERS
1. Banners are to be hung on the fence at the entrance of Main Campus. Banners may not be displayed at Little Rock-South.
2. One banner at a time may be displayed on the fence.
3. Requests to display banners must go through the Dean of Students office and will be accepted on a first-come first-served basis. Requests to display banners must be received at least one week before the banner is to be displayed. Failure to give a week’s notice may result in the banner request being denied since it is imperative that Physical Plant have enough notice to post the banner.
4. The Dean of Students will communicate with Physical Plant to have the banner posted and removed within 48 hours of the conclusion of the event.
5. The office or department is responsible for delivering the banner to the Dean of Students Office so that s/he may coordinate the placement of the banner with Physical Plant.
6. Banners may be displayed for a maximum of seven (7) days. Additional display time may be requested but may not exceed 14 days.
7. Banners must be designed and approved by the Office of Public Relations and Marketing. Banners that are hung on individual group tables for events such as Fall Fest and Spring Fling are exempt from the banner policy. During these events, groups may choose to decorate their tables with their organizational banners. The banners must be attached to the table and removed as soon as the event is over. This ensures that clean-up for the event goes quickly and smoothly. Any banner left attached to a table following these events will be kept in the Dean of Students Office for 48 hours. If the banner is not picked up within the 48 hours, it will be discarded.

CONTENT RESTRICTIONS
1. All signs, posters and banners must be in English or contain an English translation of non-English language passages.
2. All signs, posters and banners must include the name of the responsible organization or individual posting it.
3. No sign, poster or banner may be posted that contains material that is obscene, vulgar or libelous, that promotes academic dishonesty, that is intended or likely to produce or incite imminent lawless action, that denigrates any individual or group because of their race, color, religion, gender, sexual orientation or disability, or that is in violation of public laws or ordinances.
4. Signs, posters and banners may not mention or contain the business logo of any outside entity regardless of co-sponsorship.

Please note that the security of signs, posters and banners cannot be guaranteed. There is always the possibility of weather damage or vandalism. Pulaski Technical College is not responsible for damaged or missing postings.
CAMPUS SAFETY AND SECURITY POLICY

Public Law 101-542, the Student Right to Know and Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments Act of 1991, requires that campus crime statistics be made available to all current students and employees, and to any applicant for enrollment or employment upon request. Any incident of criminal actions or emergency that occurs on campus must be reported to a college administrator or a member of the college’s Police and Public Safety staff. Refer to the Pulaski Technical College website at www.pulaskitech.edu for the current year campus crime statistics or obtain a copy from campus police.

During the hours when the college is not open, the college’s Public Safety Department personnel maintain safety and monitor the college’s electronic security system. The college’s Public Safety Department personnel meet all state-mandated training requirements and report all criminal violations to the proper authorities.

CAMPUS VISITORS POLICY

Classrooms and laboratories are restricted to currently enrolled students only. Visitors are not allowed in any classroom or laboratory where a scheduled course is being taught. The only exceptions to this policy are visitors that are being escorted by college officials or those that are being escorted by the Office of Admissions for the purpose of a college tour.

Pulaski Technical College encourages prospective students, parents, community members and groups seeking additional information about the college to schedule a campus tour. To schedule a tour, call 501-812-2231 or 501-812-2275. While anyone may visit the campus at any time, it would be beneficial for prospective students to have an escort who is able to answer questions about the college.

Members of the news media must be escorted at all times by a Public Relations and Marketing staff member.

Pulaski Technical College makes every effort to provide a family-friendly environment for the campus community. Participation in the family-oriented events offered by the Office of Student Life is encouraged. Offices, work spaces and classrooms, however, are not designed with the safety and well-being of children in mind.

At no time are children allowed in the classroom during times when scheduled courses are being taught. Additionally, when it is necessary to bring children to campus, they may never be left unattended. At all times, children remain the sole responsibility of the parent. The parent shall not ask any other student, employee or person to supervise the child while on campus. Children may not be present at any time in areas that contain machinery or equipment that may be hazardous, labs in areas such as science, welding, culinary, and allied health, or in vehicles owned by the college.
CODE OF COMPUTING PRACTICES
Pulaski Technical College is committed to intellectual and academic freedom in connection with its computing and network resources. Computers and networks can provide access to resources on and off campus, including the ability to communicate with other users worldwide. Such open access is a privilege, much like access to books in the library, and requires that individual users act responsibly. Use of computing and network resources should always be legal and ethical, reflect academic honesty and show restraint in the consumption of shared resources. It should demonstrate respect for intellectual property, ownership of data, system security mechanisms, the right to personal privacy and the right of individuals to freedom from intimidation and harassment. The complete text of the Pulaski Technical College Code of Computing Practices is located on the college’s website at www.pulaskitech.edu. For more information, contact the Dean of Students or Chief Information Officer.

EMERGENCY EVACUATION POLICIES
In the event of a tornado warning, all students should go into an interior hallway in the lowest level of the building, away from glass windows and doors. Recommended shelter areas are marked with yellow signs that read “Shelter in Place”. In the event of a fire, all students should exit the building in an orderly fashion to a designated location. Evacuation plans are available for each building/department, and students should become familiar with these procedures.

FIRST AMENDMENT FREEDOMS OF SPEECH AND ASSEMBLY
The freedoms of speech and assembly are protected by the First Amendment to the U.S. Constitution. As an academic community, Pulaski Technical College is supportive of free expression of ideas by college students, faculty and staff.

College officials may limit free speech if that speech disrupts normal campus functions, interferes with the rights of others or engages in the destruction of property.

College officials may limit free speech if that speech endangers the safety of faculty, staff, students and visitors.

All students and groups are subject to the policies and procedures listed in the Code of Student Conduct, including the section on Prohibited Conduct. The suggested area for demonstrations and mass gatherings is the sidewalk south of Ottenheimer-North Library and the Information Technology Center. At times when weather conditions are dangerous, PTC administration may choose to move groups indoors. This will only be done in times of extreme weather conditions and for groups that are few in number. Normally, the designated hours are from 8 a.m. to 5 p.m., Monday through Friday.
Students and groups planning a demonstration or mass gathering or groups wishing to distribute materials on campus must provide notice to the Dean of Students at least 48 hours in advance. This is to enable the college to check the college calendar, clear facilities requested if needed and provide adequate Public Safety Department protection for both individuals and college property.

GAINFUL ENTERPRISE AND SOLICITATION
No person is permitted to engage in gainful enterprise or solicitation on the campus without permission of the Dean of Students. Persons wishing to solicit funds, sell printed matter, products, services or other items, distribute commercial literature of any kind, or post or distribute advertising material dealing with commercial items or services must secure approval in advance from the Dean of Students. Activities related to the sales of goods and/or services must be confined to areas designated by the Dean of Students. The above activities must be sponsored by the college, a recognized student organization or college-related organization. In addition, the individuals engaged in such posting, selling or soliciting must be currently enrolled Pulaski Technical College students or employees of the college, or duly approved agents authorized to distribute material(s) or solicit sales on behalf of the college or a recognized college organization. Newspapers may be sold or distributed only in racks provided by the publisher in locations designated by the Dean of Students. In accordance with Arkansas Code Annotated 4-104-201 to 204, Pulaski Technical College prohibits the offering of gifts or any other promotional incentives to anyone less than 21 years of age through direct face-to-face contact in order to entice the person to apply for a credit card.

INCLEMENT WEATHER POLICY
In the event that the weather is so severe that the college administration believes that life and property may be in danger, the president of the college may cancel classes until weather conditions improve. When such a decision is made, the news media will be notified. Students should listen for such announcements on Little Rock radio and television stations. If there is no announcement, students should assume the college is open.

Because Pulaski Technical College is a commuter campus, inclement weather has a greater adverse impact than on a residential campus. The effects fall unevenly on individual students as road conditions and circumstances vary. Thus, individual decisions are required when hazardous weather conditions exist but the college is officially open.

COMPLAINT PROCESS
Pulaski Technical College takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. Pulaski Technical College receives and resolves complaints using a variety of methods. Students having complaints about specific instructors, grade disputes, or other academically related issues may utilize the academic due process appeal procedure. Students having
complaints about existing account balances, administrative grade errors, parking citations, or satisfactory academic progress may utilize the various student services appeals processes.

When college processes do not offer an outlet for complaint resolution, an attempt should be made to resolve the issue with the employee(s) or department(s) involved. If the complaint is not resolved after an initial meeting with the employee(s) and/or department manager, the complainant should discuss the matter with the divisional supervisor. If, following a meeting with the divisional supervisor, a resolution is not possible, the complainant should file a formal complaint.

Formal complaints should be presented to the Office of the Provost and may be submitted via e-mail at studentcomplaints@pulaskitech.edu or via phone at (501) 812-2800. In order to fully investigate the complaint, the following information is needed:

1.) Complainants name, phone number and student ID number (if applicable)
2.) Date and details of the incident
3.) Any supporting documentation or information regarding the incident
4.) A description of efforts made to informally resolve the issue (if applicable)
5.) Name, phone numbers and addresses of any witnesses of the incident
6.) Complainant’s desired resolution

The Provost, or his designee, will investigate each formal complaint and notify the complainant of the outcome within ten (10) business days of receiving the formal complaint.

Complaints associated with the institution’s compliance with academic program quality and accrediting standards may be directed to the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools (NCA), following their complaint process which can be found at www.hlcommission.org/HLC-Institutions/complaints.html.

For students receiving online instruction and residing in states other than Arkansas, complaints may be filed with the appropriate state contact as listed in the directory found at www.sheeo.org/projects/state-authorization-postsecondary-education. Students may file a grievance in writing with the Arkansas Department of Higher Education within ADHE’s prescribed timeline with the ICAC Coordinator, Arkansas Department of Higher Education, 114 East Capitol, Little Rock, AR 72201.

**SEXUAL ASSAULT POLICY**

No person at Pulaski 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 education program or activity. The College President will appoint a Title IX compliance officer. All college administrative policies and procedures regarding sex discrimination, sexual harassment and sexual misconduct will be in compliance with Title IX.
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.

Pulaski Technical College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator’s attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably 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.

Title IX protects the college community from sexual harassment in a school’s education programs and activities. This means that Title IX protects the college community in connection with all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school’s facilities, in college transportation, at a class or training program sponsored by the school at another location, or elsewhere.

**DEFINITION OF TERMS**

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

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

**Definition of Status:** A full-time 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 (general definition):** Actions that deprive members of the community of educational or employment access, benefits or opportunities. Any distinction, 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 in or benefit from the college’s educational programs. The unwelcome behavior may be based on power differentials, the creation of a hostile environment or retaliation. Examples include an attempt to coerce an unwilling person into a sexual relationship; to repeatedly 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. 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.

**Hostile Environment:** Any situation in which there is harassing conduct that is sufficiently severe, pervasive and objectively offensive that it alters the conditions of employment or limits, interferes with or denies educational benefits or opportunities, from both a subjective (the alleged victim’s) and an objective (reasonable person’s) viewpoint.

**Quid pro Quo Sexual Harassment:** Exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature and submission to or rejection of such conduct results in adverse educational or employment action.

**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, a student repeatedly asks another student out on dates, even though he or she has turned down the invitation numerous times. It is harassment to repeatedly 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. For example, a student appears at a faculty member’s house uninvited. It is harassment to repeatedly 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:

1. 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
2. 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.

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: Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
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.

Intercourse includes:
1. vaginal penetration by a penis, object, tongue or finger
2. anal penetration by a penis, object, tongue, or finger
3. oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact

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:
1. invasion of sexual privacy;
2. prostituting another person;
3. non-consensual video or audio-taping of sexual activity;
4. going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. engaging in voyeurism;
6. knowingly transmitting an STD or HIV to another person; or
7. 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.
1. In order to give effective consent, one must be at least 16 years old.
2. 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.
   a. 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).
   b. Alcohol or other drug use, unconsciousness or blackout is an example of incapacitation.
   c. 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/
3. Use of alcohol or other drugs will never function as a defense to a violation of this policy.
4. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
5. Previous relationships or prior consent cannot imply consent to future sexual acts.

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

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

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

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 or employee) are prohibited except in extraordinary circumstances which are approved in advance. Under no circumstance may a faculty member have an intimate relationship with one of his/her students. No employee may have an intimate relationship with a work-study student under his/her supervision.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party are unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisors. This will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities, or will shift the student or employee
out of being supervised or evaluated by someone with whom he or she has established a consensual relationship. Failure to self-report such relationships to a supervisor as required can result in disciplinary action up to and including termination for an employee.

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.

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 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.

A. INFORMAL COMPLAINT RESOLUTION
Before pursuing the formal complaint process, every reasonable effort should be made to constructively 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. The supervisor will make the VP of Learning and Dean of Students aware of the complaint and action taken. 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.

B. FORMAL COMPLAINT/GRIEVANCE PROCEDURES
1. 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, 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.

2. Notification
Students, faculty members, administrators, staff members, or visitors to the college are strongly encouraged to report allegations of discrimination or harassment to the Title IX Compliance Officer or his or her deputy. 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. A person who raises a complaint may discuss with the Title IX Compliance Officer any situation believed to constitute sexual discrimination or harassment. Reports may be made by the person experiencing the discrimination or harassment or by a witness. Persons wishing to file a complaint may find the complaint form online in their MYPTC portal.

Upon receipt of the complaint/grievance, the Title IX Compliance Officer or his or her deputy will open a formal case file and notify the investigating officer and at the appropriate time notify the respondent. The Title IX compliance officer is the Associate Vice President for Human Resources, and deputies are the Dean of Students and the Diversity and Inclusion Coordinator.

3. Investigation
The assigned deputy will determine how many investigators are needed and will designate the appropriate number for the complaint. The lead investigator will confer with the Title IX Compliance Officer or his or her deputy on accommodations for the complainant or other necessary remedial short-term actions. The Title IX Compliance Officer or his or her deputy will apprise the Vice President for the appropriate division of the grievance, or if the grievance is against a student, the Vice President of Student Services. The deputy (or Investigation Team) 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);
   1. If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action.
c. Meet with the complainant to finalize the grievance.
d. Prepare the notice of charges on the basis of initial investigation.
e. 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.
f. Conduct a thorough, reliable and impartial investigation. Witnesses may or may not be given notice prior to the interview.
g. Complete the investigation promptly, and without unreasonable deviation from the intended timeline.
h. 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.
i. Prepare a complete report on the investigation and its findings to present to the Deputy.

Following the investigation, the deputy 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.
If the findings indicate that it is likely that the alleged discrimination or harassment has not occurred, the investigation should be closed.

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.

If the complaint is against a student, the sanction will be determined by the Vice President of Student Services in consultation with the Dean of Students and the investigative team.
If the complaint is against a PTC employee, the Vice President for the appropriate division in consultation with the Deputy for Employees and the Dean or Director of the appropriate division will determine the sanction. PTC will act to end the discrimination, prevent its recurrence, and remedy its effects on the person who filed the complaint and on the PTC community.

C. APPEALS

1. Appeals Following an Investigation

In cases where the complainant does not accept the findings, the appeal procedures below are in place.

In cases where the respondent accepts the findings of discrimination or harassment after the investigation, those findings cannot be appealed. Although the findings cannot be appealed, the sanctions that have been imposed post-investigation can be appealed by any party according to the grounds below by contacting the Title IX Compliance Officer within five (5) business days following receipt of the written Letter of Determination as previously defined. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery.
2. Appeal Procedures
Any party who files an appeal must do so in writing to the Title IX Compliance Officer. Acceptable means of notification include email, facsimile, hand delivered notification, or postal delivery. The Title IX Compliance Officer will share the appeal with the other concerned parties, and then the Title IX Compliance Officer will draft a response memorandum (also shared with all concerned parties). The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final.

Because the original finding and sanction are presumed to have been decided reasonably and appropriately, the party requesting an appeal must show error. The ONLY grounds for appeal are as follows:

a. A procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
b. New information has been found which was unavailable during the original hearing or investigation that could substantially impact the original finding or sanction. A summary of this new information and its potential impact must be included.
c. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the Title IX Compliance Officer determines that a material procedural or substantive error occurred, the Officer may return the grievance to the Investigation Board with instructions to reconvene to correct the error. In rare cases, where the procedural or substantive error cannot be corrected by the Investigation Board (as in cases of bias), the Title IX Compliance Officer may order a new investigation on the complaint with an Investigation Board made up of new members. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds for appeals.

If the Title IX Compliance Officer determines that new evidence should be considered, he or she will return the grievance to the Investigation Board to reconsider only the new evidence. The reconsideration of the Investigation Board is not appealable.

If the Title IX Compliance Officer determines that the sanctions imposed appear to be disproportionate to the severity of the violation, the Title IX Compliance Officer will refer the complaint to a board composed of three (3) President’s Executive Council members, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The appeal procedure and determination will typically be completed within 20 business days. The procedures governing the hearing of appeals include the following:

a. Sanctions imposed are implemented immediately unless the party determining the sanction stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
b. 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.
c. The appeal will be returned to the original hearing body unless bias has been determined.
d. 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.
e. The deputy will render a written Letter of Determination to the affected parties.

COMPLAINT AND GRIEVANCE PROCESS PROVISIONS
A. 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 PTC 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 Compliance Officer or his or her respective deputies will notify the complainant who filed the grievance in writing within the set timeline.

B. 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 PTC policy and federal and state law. A person who believes retaliation has occurred should notify the Title IX Compliance Officer as soon as possible.

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

D. 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.

E. 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. PTC reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.
EDUCATION AND COUNSELING SUPPORT
Because of the traumatic nature of sexual assault, victims are strongly encouraged to seek professional help. Students seeking professional help may obtain a listing of referrals at Counseling and Advising Services.

Those who would like to receive more information about options for pressing charges for reporting an incident, for filing internal complaints or finding counseling and educational materials can contact one of the college offices listed below:
Human Resources • Dean of Students • Office of Police/Public Safety

SEX OFFENDER NOTIFICATION
U.S.C., 1092 (f) (1) (1)} is a federal law enacted on October 29, 2000. This law is intended to monitor the enrollment and/or employment status of convicted sex offenders at higher education institutions. The act requires any sex offender who is obligated by law to register in a state to also provide notice to each institution of higher education in that state where the person is employed, carries on a vocation, or is a student. The Campus Sex Crimes Prevention Act also requires that higher education institutions issue a statement advising the campus community of the availability of this information. Arkansas Code Annotated 12-12-913 (b) provides that local law enforcement agencies having jurisdiction shall disclose, in accordance with guidelines promulgated by the [Arkansas] Sex Offenders Assessment Committee, relevant and necessary information regarding offenders to the public when the disclosure is relevant and necessary for public protection. Arkansas Code Annotated 12-12-903 defines the authority of the local law enforcement agency having jurisdiction in the municipality where the offender is attending an institution of training or education.

The Pulaski Technical College Community Sex Offender Notification Committee is an administrative committee consisting of representatives from law enforcement, student services and public relations. Representatives from other offices may be involved as necessary. The purpose of this committee is to advise the Pulaski Technical College Office of Police and Public Safety in developing general guidelines and practices concerning notification procedures and in determining the extent and method of notification that may be appropriate with regard to specific offenders in compliance with state and federal law and consistent with the educational purpose of the college. The notification plan, as determined by the committee, will be utilized once the registered sex offender’s information is available on the Arkansas Crime Information Center’s website or when there is sufficient information to warrant the enactment of the plan. The registered sex offender will be notified by the Pulaski Technical College Director of Police and Public Safety once the college is prepared to enact the plan.

Students who fail to register as a sex offender, when required to do so by law, with the PTC Office of Police and Public Safety may be subject to immediate arrest and expulsion. Information regarding
all public notices of level three and level four sex offenders who are registered with Pulaski Technical College is available on the college website. Additionally, a link to the Arkansas Crime Information Center website is also available on the college website.

A written summary of campus guidelines and the notification plan for each offender will be maintained in the Office of Police and Public Safety. Determinations regarding notifications will be made by the Pulaski Technical College Office of Police and Public Safety, in consultation with the committee and other campus officials when necessary. Determinations regarding notifications shall be guided by the offender’s risk assessment level in accordance with guidelines established by the Arkansas Sex Offenders Assessment Committee. Treatment specialists may help guide the determination of notification on a case-by-case basis. Consistent with state guidelines, the notification plan should include who will be notified; who participated in the preparation of the plan, the approval of the vice president for student services or designee and the date the plan was made. The record should also indicate the dates of notification.

When the risk assessment level is not available or has not yet been determined by the Arkansas Sex Offenders Assessment Committee, the Pulaski Technical College Community Sex Offender Notification Committee shall set forth notification guidelines based on the information that is available.

**NOTIFICATION PLAN**

Pulaski Technical College, pursuant to Act 989 (The Sex and Child Offender Registration Act of 1997), will be conducting a campus notification regarding the listed Registered Sex and Child Offender.

Campus notification applies to all offenders required to register under Act 989. The plan will include the following: offender’s name and risk level, scope of notification, date of notification, how the notification took place, names of those who prepared the plan and date the plan was made.

Each offender is assigned a risk level assessment for his/her potential to re-offend. This assessment is determined using a procedure by which an offender’s history and characteristics are reviewed in order to assign the offender to one of three levels of risk of re-offense, which help determine the plan of action for the offender’s community notification.

**LEVEL 1 LOW RISK**- Individuals with no prior history of sexually acting out, strong antisocial tendencies, sexual compulsions or psychological factors impairing judgment.

**LEVEL 2 MODERATE RISK**- Individuals with limited or circumscribed prior history of sexually acting out, who possess some antisocial personality characteristics, predatory tendencies, or deviant sexual interest or behavioral patterns. Individuals may have mild or well-controlled mental disorders and/or developmental disabilities.
LEVEL 3 HIGH RISK- Individuals with histories of repeat sexual offending and/or strong antisocial, violent or predatory personality characteristics. Sexual compulsions are likely to be present but may be kept under control when relapse prevention plans are followed and treatment is continued. The offense patterns of these individuals reflect a relatively high probability of re-offense and/or a risk of substantial injury to victims should re-offense occur.

LEVEL 4 SEXUALLY VIOLENT PREDATOR- Individuals with impaired judgment or control who have sexual or violent compulsions that they lack the ability to control. This may be due to pedophilia or other disorders of sexual attraction, mental illness, or personality disorder that distorts thinking, interferes with behavioral control and predisposes the person to acts of predatory sexual violence.

STUDENT RECORD POLICY
The Family Educational Rights and Privacy Act (FERPA) of 1974 was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act. Questions concerning the act should be referred to the Registrar. Each request will be granted within a reasonable period of time that does not interrupt the normal work of the office. Students who believe that the records are inaccurate or misleading will be given an opportunity to present their views and facts to a person who has no direct interest in the records. Copies of records will be provided upon written request.

Data from student records cannot be released without the student’s consent in writing. Exceptions to this policy include information that is considered directory information and disclosure to the following:
1. Pulaski Technical College personnel with a legitimate educational interest.
2. Federal, state and local officials as specified by law.
3. Research and accreditation representatives.

Directory information may be given to any inquirer. The following is considered directory information at Pulaski Technical College:
Student name
Address
Telephone
E-mail address
Dates of attendance
Degrees received
Major field of study
Full- or part-time status
Date of birth
Currently enrolled Pulaski Technical College students may withhold disclosure of directory information under FERPA. To withhold information, notification can be given at the time of registration to the Registrar. Pulaski Technical College assumes that failure on the part of any student to request the withholding of directory information indicates approval for disclosure. PTC reserves the right to deny requests for student directory information.

**SUBSTANCE AND DRUG ABUSE PREVENTION POLICY**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under a federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The policy of Pulaski Technical College clearly establishes that use, possession or sale of illicit drugs and alcohol on college premises or at institutional functions will not be tolerated. Therefore, Pulaski Technical College has implemented the following drug prevention steps:

1. An information center has been set up in Counseling Services in Room 241 of the Campus Center.
2. Counseling Services may be contacted for information, counseling or referral concerning substance abuse.
3. The Office of Student Life and Leadership sponsors events that promote healthy, drug-free lifestyles.
4. Instructors will incorporate drug and alcohol prevention materials into their classes when appropriate.

**SURVEYS AND PETITIONS**

No individual or organization may conduct a survey or poll of students, employees or campus visitors, circulate or post a petition, or otherwise solicit signatures on a petition on college property without prior approval of the Dean of Students. This includes registered student organizations and representatives from those organizations. (Faculty-assigned surveys or polls to be conducted within the classroom are exempt from this policy.)

**VEHICLE REGISTRATION AND PARKING**

Every person who owns or operates a motorized vehicle on campus is required to register that vehicle and display the parking decal as instructed.

**PARKING AND TRAFFIC REGULATIONS**

The Parking and Traffic Regulations have been designed to best utilize the facilities and maintain orderly parking and safe traffic flow. Please feel free to call upon any public safety officer at any time or the Office of Police and Public Safety if you need assistance.
In accordance with Act 328 of the 1967 General Assembly, the Board of Trustees of Pulaski Technical College established the following rules and regulations for the registration and operation of motor vehicles on Pulaski Technical College’s facilities. These rules and regulations are binding on all members of the faculty, staff and student body.

REGISTRATION OF VEHICLES
All students, faculty and staff members who operate vehicles and park on any facility of or at events sponsored by Pulaski Technical College are required to register their vehicle.

Registration for students is required before the first day of classes and takes place online using the vehicle registration system. Each student may register up to two vehicles by providing the make, model, year, color and license plate number of each vehicle. Registration at events sponsored by the college will be at the discretion of campus police officers and/or the college administration.

All vehicles an individual plans to operate on campus must be registered. When a vehicle is sold and another vehicle is brought onto campus, the new vehicle must be registered and a new decal obtained. If a parking decal becomes unreadable, a new one must be obtained. Parking decals are not transferable to other students, non-students, faculty or staff.

DISPLAY OF PARKING DECALS
Students may be issued up to two parking decals once they have completed online vehicle registration. If a person chooses to register only one vehicle, they may only receive one decal. Students may obtain their decal, after they have registered their vehicle(s), from the Cashier’s Window on the second floor of the Campus Center Building. The decal must be displayed on the outside, lower left of the driver’s side back window.

All decals must be displayed clearly without obstruction of permit information. People who are permitted to park in donor spaces must also have a valid parking decal displayed on their vehicle to be considered in compliance with parking regulations.

RESPONSIBILITIES AND INFORMATION
A. Students and employees of PTC may operate a motor vehicle on the college campus provided:
   1. The operator has a valid driver’s license.
   2. The vehicle being operated on the campus meets state safety inspection standards, is legally licensed, and maintains vehicle insurance as required by the state law.
   3. The vehicle is registered using the PTC vehicle registration system.
   4. The operator of the vehicle abides by the Parking and Traffic Regulations of the college.
   5. The operator of the vehicle abides by motor vehicle and traffic laws as mandated by state law.
B. All campus vehicle accidents must be reported to the Office of Police and Public Safety.

C. It is understood that registration neither obligates the college to set aside a parking space for every vehicle registered nor permits the driver to violate parking and traffic regulations or Arkansas State Motor Vehicle Laws.

D. All vehicle operators will observe and obey the orders of the Police and Public Safety officers in the performance of their duties. This includes rendering and producing identification and proper registration when requested.

E. Pulaski Technical College assumes no responsibility for any vehicle or its contents. Please lock your vehicle.

F. A traffic ticket or other communication on the vehicle from the college is an official notice. A recipient who does not comply with such communications will subject himself/herself to disciplinary action and/or arrest when applicable.

The college reserves the right to restrict or deny the use of any vehicle on the college campus if an operator violates Parking and Traffic Regulations or otherwise abuses the privilege of operating and parking a vehicle on the PTC campus.

Vehicles may be towed from the campus at the owner’s expense when:
1. The vehicle is parked on the PTC campus after privileges have been revoked.
2. The vehicle is parked in a handicapped space (without proper tag or misuse of a permit), is blocking or partially blocking a street or driveway, is blocking or partially blocking sidewalks or crosswalks, is parked on the lawn, or is otherwise hindering the flow of traffic and/or parking.
3. Vehicles are abandoned and left parked in one location for a period of two weeks.
4. The operator ignores communications from the college concerning improper parking of his/her vehicle.
5. The vehicle is deemed unsafe by the Office of Police and Public Safety.

Students who owe a fee for a violation will have a hold placed on their student account, and they will be ineligible to receive an official transcript or register for classes until the obligation has been paid. Violation payments must be paid to the PTC Cashier’s Office, Monday through Friday, during normal business hours.

Student registered vehicles must park in all non-designated parking spaces. Faculty- and staff-registered vehicles may park in all spaces designated for faculty/staff parking when available.
Handicapped parking is exclusively reserved for vehicles legally and properly displaying a Handicapped Parking Permit issued by the State of Arkansas. Vehicles using the handicapped parking space (regardless of permit) must be transporting the handicapped individual that the permit was issued to assist and are subject to applicable state and federal laws.

The college reserves and marks with signage a limited number of parking spaces near the entrance of the Administration building and/or in designated areas. Visitor spaces are restricted to visitors of PTC, not registered students, faculty or staff. Traffic cones are occasionally used to reserve visitor spaces for events. Individuals parking their vehicles and failing to observe the Visitor Parking areas will subject themselves to a parking violation.

The college reserves and marks with signage a designated number of parking spaces for faculty and staff. Unauthorized individuals parking their vehicles and failing to observe the Faculty/Staff Parking areas will subject themselves to a parking violation.

Donor parking is reserved exclusively for persons who have obtained that privilege from the PTC Foundation Office.

**OTHER DRIVING REQUIREMENTS**

A. The campus speed limit is 10 mph except when conditions indicate a slower speed is necessary.
B. All regulatory signs, pavement markings and/or traffic cones and barricades must be observed.
C. Yield to pedestrians at all times.

**OTHER PARKING REGULATIONS**

A. Vehicles must be parked within the boundaries of a single marked parking space.
B. No parking is permitted on the lawn, in driveways, loading zones and open areas not marked for parking.
C. Double parking and parking on the wrong side of the street are violations at all times.
D. If a vehicle is improperly parked, whether attended or unattended, the driver is in violation.
E. Vehicles in violation of parking regulations are subject to being towed at the owner’s expense.

**VIOLATIONS AND PENALTIES**

A. Individuals charged with violations of the PTC Parking and Traffic Regulations will be issued the following violations:
   1. Reckless/unsafe driving • $25
   2. Invalid or no proof of license or vehicle insurance • $25
   3. Failure to observe sign, cone, barricade or officer • $25
   4. Speeding/too fast for conditions • $25
   5. Loud and raucous noise • $25
   6. Parking in a reserved area for faculty and staff, donor or visitors • $10
7. No parking decal or invalid display on vehicle • $10
8. Double parking/blocking street or restricted area • $10
9. Parking in a no parking area or fire lane • $10
10. Driving and/or parking on grass • $10
11. Driving/parking wrong direction on one-way street • $10
12. Parking over the marked line • $10
13. Falsifying registration information • $10

Lack of space is not a valid excuse for violating parking regulations. Parking in violation of handicap regulations is also a citable offense at all PTC sites. Officers may use discretion when issuing citations for handicap violations, and fines may vary. The amount of the fine will depend on whether the ticket issued is a campus or municipal citation.

B. A person receiving notice of a Parking or Traffic Violation is required to report to the Cashier’s Office within 10 school days to pay the fees levied against him/her. Tickets not paid within 10 school days are subject to an additional penalty equal to the amount of the ticket. Students and employees are responsible for all traffic violations made by a vehicle displaying a decal issued to the student or employee. If you lend your car, proper operation of the vehicle is still your responsibility. If you transfer ownership of your car, remove the parking decal or you will be responsible for violations committed by the new owner.

C. Pulaski Technical College Police and Public Safety officers maintain the right, as prescribed by law, to issue uniform traffic citations for any operator or vehicle violation committed within their jurisdiction.

**APPEALS**

Any person who feels that his or her vehicle has been unjustly ticketed may appeal. Appeals must be received within 10 business days after the issuance of the ticket or the right to appeal is forfeited. All appeals of parking violations will be considered with respect to the current PTC parking policy. To file an appeal, obtain an appeal form from Student Services or the Office of Police and Public Safety, and complete the form in detail. The form may also be found on the Office of Police and Public Safety website at www.pulaskitech.edu. The appeal form should be submitted to the Office of Admissions and Records. The Student Appeals Committee reviewing the parking appeals will meet monthly, usually the last week of each month. Municipal traffic citations may not be appealed to the college. The following are not accepted as valid extenuating circumstances for parking in violation of parking regulations, and an appeal will typically not be granted in these cases:

An appeal based on how long the driver was parked in violation. Public Safety Officers will issue a citation to any vehicle parked in violation of regulations. A parking restriction holds for parking for any period of time.
An appeal based on the driver’s need to get to class/work/an appointment on time. It typically requires a few minutes to locate a parking spot within the campus parking system. Drivers are urged to plan their schedules to allow sufficient time to find and park in a legal space.

An appeal based on lack of parking space near a specific destination. Parking spaces near a specific entrance or building may be limited. The campus parking system does not guarantee a space in a specific lot. Drivers must park in a legal space within a valid lot.

An appeal based on the assertion that class was not in session. Parking regulations are enforced throughout the entire calendar year and are not directly associated with the class schedule.

An appeal of a restricted/prohibited violation during evening or weekend hours. All parking restrictions and prohibitions are enforced during normal college hours, including weekends, seven days per week.

An appeal based on the assertion that the driver did not see the sign or line markings. It is the driver’s responsibility to note and comply with all posted signage, notices and line markings.

An appeal based on the assertion that the driver was unaware that a parking decal was needed. Drivers must display a decal in order to park legally on PTC premises.

An appeal based on vehicle malfunction. Drivers who experience a vehicle malfunction and cannot move their vehicle should contact the Office of Police and Public Safety for assistance. Short-term authorization to remain parked may be received by the Office of Police and Public Safety. Four-way flashers are designed to warn other motorists that a vehicle may be a hazard. Use of four-way flashers does not allow a driver to park illegally for any period of time.

**CODE OF STUDENT CONDUCT**

**1.0 PURPOSE**

1.1 Pulaski Technical College is committed to maintaining an excellent teaching and learning community. As its central purpose, this community promotes intellectual investigation through vigorous discussion. Essential values that support this purpose include civility, dignity, diversity, education, freedom, honesty and safety.

1.2 Pursuit of a higher education represents a significant investment of financial and human resources. The benefits students derive from this investment depend heavily upon their and their fellow students’ attitudes toward learning and adherence to high standards of behavior. When students voluntarily enroll in the college community, they accept the duty and responsibility of abiding by the regulations and accepted practices of the college. Each member of the Pulaski
Technical College community is expected to exercise responsibility and to govern his or her conduct by standards of good taste and ethical judgment even when others disregard those standards.

1.3 Within the college, entities (such as divisions, departments and programs, professional and student organizations) have developed policies that outline standards of conduct governing their constituents and that sometimes provide procedures for sanctioning violations of those standards. This Code of Student Conduct (the Code) does not replace those standards nor does it constrain the procedures or sanctions provided by those policies. This Code describes possible behaviors that are inconsistent with the essential values of the college community. It outlines procedures to respond to such behaviors, and it suggests possible sanctions that are intended to educate and to safeguard members of the college community.

1.4 The college has an enduring commitment to provide students with a balanced and fair system of resolution. This Code will not deprive students of the appropriate due process protections to which they are entitled. This Code is one of the college’s administrative procedures and should not be equated with procedures used in civil or criminal court.

1.5 It is the policy of Pulaski Technical College not to discriminate on the basis of race, color, national origin, sex, age or disabling condition.

2.0 DEFINITIONS
2.1 College: Pulaski Technical College, including all of its locations, learning centers and distance learning.

2.2 Student: Includes all persons taking courses at Pulaski Technical College, both full-time and part-time, pursuing undergraduate, technical, certificate and life-long learning (continuing education) studies. Persons who are not officially enrolled for a particular semester but who have a continuing relationship with Pulaski Technical College or who have been notified of their acceptance for admission are considered “students.”

2.3 College Community: Any college employee or enrolled student, whether full- or part-time, or any person doing business with the college under contract or on a regular basis.

2.4 Notice: Any correspondence deposited with the United States Postal Service by certified mail, addressed to the last known address of the addressee as shown on the college records, or personally delivered to the addressee.

2.5 College Policy: Any provision of a Board of Trustees order or rule, an official operating letter, or a published directive, rule or regulation.
2.6 College Officials: Those persons who have been given the responsibility and authority by the appropriate agency or person, including trustees, campus police officers, faculty and administrative staff.

2.7 College Premises: Property owned, controlled, used or occupied by Pulaski Technical College, including vehicles and property physically removed from a campus.

2.8 Organization: Any number of persons who have complied with the formal requirements for registration at Pulaski Technical College.

2.9 Public Law: Local, state and federal laws.

2.10 Commercial Solicitation: Any activities related to the sale of goods and/or services for a profit.

2.11 Complainant: Any person who submits a charge alleging that a student has violated this Student Code.

2.12 Accused Student: Any student accused of violating this Student Code.

3.0 PROHIBITED CONDUCT

The Pulaski Technical College Student Code of Conduct shall apply to conduct that occurs on PTC premises, at PTC-sponsored activities, and to off-campus conduct that adversely affects the PTC community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students shall decide whether the Code of Student Conduct shall be applied to conduct occurring off campus, on a case by case basis, in his or her sole discretion.

Any student found to have committed the following misconduct is subject to disciplinary sanction(s), condition(s) and/or restriction(s). Misconduct or prohibited behavior includes, but is not limited to:

3.1 Endangerment
- Physical or verbal abuse, threats, assault, mistreatment of any person on college property, or at college-sponsored and supervised functions. This includes engaging in any form of fighting.
- Action that endangers the health, safety or well-being of another person or group.
- Action or threats of action that serve the purpose of endangering one’s own health or safety.
- Interference with the freedom of another person to move about in a lawful manner.
3.2 Harassment
Engaging in harassment, intimidation or bullying. A student will be found responsible for harassment, intimidation or bullying if he or she engages in conduct, including any gesture, written, verbal or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on websites or other social media), whether it be a single incident or series of incidents, occurs on the premises of PTC or off, or at any college-sponsored event, that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the orderly operation of the College or the rights of any student or other member of the campus community; and that:
• Involves intimidation or threats to another person’s safety, rights of personal privacy and property, academic pursuits, College employment, or participation in activities sponsored by the College or organizations or groups related to the College.
• A reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students.
• Creates an intimidating or hostile environment by substantially interfering with a student’s education, or by materially impairing the academic pursuits, employment or participation of any person or group in the College community, or by severely or pervasively causing physical or emotional harm to the student or other member of the College community.
• A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person’s property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person’s family or household, or of damage to his/her property.
• Stalking, defined as: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.
• Conduct that criticizes, taunts, belittles or denies educational opportunities to an individual based on a documented disability.

3.3 Disruption
• Conduct that impairs, interferes with, or obstructs the orderly educational processes and functions of the college or the rights of other members of the College community, including teaching, studying, research and college administration. This includes acts that occur both inside and outside the classroom setting.
• Each faculty member is his or her own disciplinarian in class and is authorized to correct inappropriate conduct anywhere on college property at any time. A faculty member has the right to temporarily suspend a student from his or her classroom for the remainder of the class whenever the student is disrupting the class to a point that there is no longer a learning environment.
• Intentionally and substantially interfering with the freedom of expression of others.
• Inciting and/or participating in campus demonstrations which disrupt the normal operations of the college.
• Obstruction or interfering with the freedom of pedestrian or vehicular movement on campus or at college-sponsored or college-supervised functions.
• Unauthorized commercial solicitation on campus.
Cellular phones, pagers and other electronic devices shall not be used in a manner that causes disruption in the classroom, library or within any college-owned or college-operated facilities. This includes abuse of cellular devices with photographic capability. Utilizing these devices for the purposes of photographing test questions or other forms of academic misconduct or illegal activity is prohibited, as is photographing individuals in secured areas such as lavatories or locker rooms. Taking photographs of any individuals against their will is strictly prohibited.

3.4 Sexual Misconduct
- Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give consent.
- Obscene, lewd or indecent behavior, which includes, but is not limited to, exposure of one’s sexual organs or the display of sexual behavior that would reasonably be offensive to others.
- Conduct of a sexual nature that creates an intimidating, hostile or offensive campus, educational or working environment for another person. This includes unwanted, unwelcome or inappropriate sexual or gender-based activities or comments.

3.5 Dishonesty
The following policies and procedures concerning cheating and plagiarism are printed for the information of all students. The gaining of knowledge and the practice of honesty go hand-in-hand. The importance of knowledge properly gained is emphasized by the grading system. The importance of honesty, fully practiced, is emphasized by these rules against cheating and plagiarism. An act of cheating or plagiarism in any degree subjects a student to disciplinary procedures listed below. All forms of dishonesty include, but are not limited to, the following:

Cheating
a) Copying from another student’s test paper.
b) Using any unauthorized assistance in taking quizzes, tests or examinations.
c) 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,” or any other device or technology that would aid in cheating.
d) Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out assignments.
e) The acquisition, without permission, of tests or other academic material belonging to a member of the Pulaski Technical College faculty or staff.
f) Aiding and abetting another person in committing any form of academic dishonesty.
Plagiarism
Plagiarism Defined: Offering the work of another person as one’s own without proper acknowledgment is plagiarism. Therefore, any student who fails to give appropriate credit for ideas or material he or she takes from another, whether fellow student or a resource writer, is guilty of plagiarism. This includes downloading or buying papers from the Internet and cutting and pasting from the Internet without proper acknowledgment.

Other
a) Making, possessing or using any falsified college documents or records; altering any college document or record, including identification cards.
b) Knowingly providing false information to college officials, including disciplinary meeting bodies. Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the college.
c) Falsely claiming to represent the college or a registered student organization of the college.

Procedure for Discipline of Cheating and Plagiarism: The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.

Penalty
If, in the judgment of the instructor, cheating or plagiarism has occurred, the penalty assessed could be a grade of “F” in the course. The instructor will notify the student of his or her decision concerning the student’s grade. Students should understand that offenses of cheating may also subject the offenders to disciplinary action. The Dean of Students shall determine if disciplinary action is warranted.

Filing Report
In every instance, the instructor will prepare a report indicating the nature of the cheating/plagiarism incident and the student’s grade in the course. The instructor will retain one copy of the report and send another copy to the appropriate dean. The dean will forward information concerning the incident to the Dean of Students and the Vice President for Learning.

Student Rights
Students have due process rights with regard to cheating and plagiarism violations. Students wishing to appeal a grade related to cheating or plagiarism should follow the Academic Due Process procedures outlined in the Academic Catalog. Students wishing to appeal disciplinary sanctions should follow procedures outlined in the Disciplinary Procedures section of the Academic Catalog. Once an instructor has determined that academic dishonesty has occurred, the accused student may not withdraw from or drop the course. The student must appeal the grade given by the instructor by completing the Academic Due Process procedures.
3.6 Firearms, Fireworks, Explosives, Weapons
Possession, storage, or use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifles, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description on the Pulaski Technical College campus, or in areas controlled by the college, including vehicles, is prohibited. Possession of any tear gas type products in personal use quantities for the purpose of self-defense is permissible. The use of tear gas type products for purposes other than self-defense is prohibited.

3.7 Illegal Drugs and Alcohol
• Possessing, using, distributing, manufacturing or selling alcohol or other drugs on college property or at college authorized activities, even if the activity is not conducted on campus, is prohibited.
• Alcohol usage, regardless of age, is strictly prohibited at any off-campus, college-authorized activity or travel. Appearing on college-owned or controlled property or at a college-sponsored event while under the influence of a controlled substance or any other intoxicating substance is prohibited.

3.8 Fire and Safety Violations
• Removal, damage or unauthorized tampering or activation of fire, safety, or any emergency warning equipment.
• Intentionally and falsely reporting bombs, fires or other emergencies to a college official.

3.9 Gambling
Gambling of any form on college property or at a college-sanctioned event is prohibited.

3.10 Property Violations
• Vandalizing, damaging, destroying or defacing public or private property.
• Stealing, attempted theft, unauthorized borrowing or use of any college property or the property of others.
• Unauthorized presence in, or use of college premises, facilities, or property including, but not limited to, unauthorized presence in any college building.

3.11 Computer Violations
• Unauthorized access or entry into a computer, computer system, network, software or data.
• Unauthorized alteration of computer equipment, software, network or data.
• Unauthorized copying or distribution of computer software or data.
• Use of another individual’s identification and/or password.
• The use of campus computers to access or transmit pornography or inappropriate materials.
• Violations of Internet and e-mail use include, but are not limited to, accessing, downloading, uploading, saving, receiving, or sending material that includes sexually explicit content or other material using vulgar, sexist, racist, threatening, violent or defamatory language.
• Use of computing facilities and resources to interfere with normal operation of the PTC computing system.
• Illegal downloading, whether intentional or unintentional.
• Any other act that violates Arkansas law or the college computer guidelines that is hereby incorporated by reference.

All copyright and file-sharing infringements will be governed by the Digital Millennium Copyright Act. Violation of either computer or copyright law may result in disciplinary action including, but not limited to, probation, suspension, fines or jail.

3.12 Administrative Summons
Failure or refusal to comply with directions of an administrative summons or of college officials, including campus police officers, acting in the performance of their duties. This includes refusal or inability to produce a college-issued student identification card upon request.

3.13 Smoking
• The “Clean Air on Campus Act” prohibits smoking on each campus of state-supported institutions of higher education.
• The law defines “campus” as “all property, including buildings and grounds that are owned or operated by a state-supported institution of higher education.”
• An individual or campus subject to the smoking prohibitions shall not discriminate or retaliate in any manner against a person for making a complaint of a violation or furnishing information concerning a violation to a person, campus or governing authority.
• Violators may face fines ranging from $100-$500.

3.14 Disorderly Conduct
Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals is prohibited.

3.15 Wheeled Devices
• The use of skateboards, bicycles, skates, and other wheeled forms of recreational transportation is strictly prohibited in all college buildings.
• Persons using roller skates, rollerblades or inline skates must remove the skates prior to entry of any college owned or operated building. Students using Heelys Roller Shoes or other similar devices must disengage the roller mechanism of the shoe before entering any college owned or operated building.
• Wheeled devices other than bicycles may not be used in roadways, parking lots, or other areas
meant for vehicular use.
• Due to potential fire hazard, hoverboards and other electric skateboards and electric balance
boards are prohibited from PTC property.
• Using wheeled devices in a way in which the wheels leave the ground, or touch areas other than
the ground, is prohibited.
• Any person choosing to operate a wheeled device must yield the right of way to pedestrians on
sidewalks, in crosswalks, and in other areas populated by pedestrians.
• Operating wheeled vehicles at excessive speeds is prohibited, with determination of excessive
being at the discretion of college officials and/or campus police. A person choosing to engage
in the use of wheeled transportation of any sort assumes responsibility for personal injury to
themselves and/or others and shall be solely responsible for damage caused to property. All risks
associated with the use of a wheeled device are assumed by the individual, and the College is not
liable for property damage or personal injury related to the use of said vehicles.

3.15 Other Violations
Any attempt to commit any of the offenses listed under this section, (an attempt to commit an
offense is defined as the intention to commit the offense coupled with the taking of some action
toward its commission) is prohibited.
• Violation of published college policies, rules and regulations, including but not limited to, parking,
smoking, solicitation, distribution of literature, sexual harassment and campus posting rules.
• Violation of federal, state or local laws. In all cases of alleged violations of public law or student
code of conduct, the College reserves the right to review the allegations and exercise disciplinary
sanctions (if any) in addition to any proceedings that occur as matter of public law.
• Aiding or abetting any violation of federal law, state law or local ordinance.
Pulaski Technical College disciplinary proceedings may be instituted against a student charged
with conduct that potentially violates both the criminal law and this Code of Student Conduct
(that is, if both possible violations result from the same factual situation) without regard to the
pendency of civil or criminal litigation in court or criminal litigation in court of criminal arrest
and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to,
simultaneously with, or following civil or criminal proceedings off campus at the discretion of
the Dean of Students. Determinations made or sanctions imposed under this Code of Student
Conduct shall not be subject to change because criminal charges arising out of the same facts
giving rise to violation of college rules were dismissed, reduced or resolved in favor of or against
the criminal law defendant.

3.16 Interference with College Process
Attempting to influence the impartiality of a conduct officer or member of an appeals committee prior
to or during the course of the conduct or appeals process by means of harassment or intimidation
with the intent of influencing the outcome of the process.
4.0 DISCIPLINARY PROCEDURES

4.1 Authority
The Dean of Students is the senior official responsible for the overall administration of the student discipline process at Pulaski Technical College.

4.2 Determination of Probable Cause
Any member of the college community may file a complaint with the Dean of Students against any student for misconduct. A charge shall be prepared in writing and directed to the Dean of Students. Any charge should be submitted as soon as possible after the event takes place, preferably within five days. The Dean of Students will make an initial determination as to whether there is sufficient basis to believe that a violation of the Student Code of Conduct may have occurred. The Dean of Students or his or her designee may informally interview the complainant and/or other witnesses or request additional information from the complainant. When the Dean of Students has determined that there are sufficient grounds to believe that a violation of the Code occurred, disciplinary proceedings will be initiated.

4.3 Disciplinary Process
• All charges shall be presented to the accused student in written form by registered or certified mail or hand-delivered summons to attend an administrative meeting with the Dean of Students, or his or her designee, and one additional college official.
• At this meeting, the Dean of Students will review with the student the allegations contained in the complaint, the possible sanctions that can be imposed, and the rights and responsibilities of the student under this procedure.
• The charged student will be provided the opportunity to respond to the allegations and to present any information that he or she desires. The complainant and/or the accused student have the right to be assisted by an advisor. The advisor must be a member of the PTC community and may not be an attorney. The complainant and/or the accused student are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly during the meeting. Delays to the meeting will not be allowed due to the scheduling conflicts of an advisor.
• Pertinent records, exhibits and written statements (including Student Impact Statements) may be accepted as information for consideration at the discretion of the Dean of Students. The accused student is responsible for presenting all information at the time of the meeting. All information, including witness statements, that an accused student wishes to present, must be obtained by the accused student prior to the meeting.
• The Dean of Students’ determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Student Conduct.
• Formal rules of process, procedure and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in Student Code proceedings.
• All disciplinary proceedings may be subject to audio tape recording. Any such recordings are the property of Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.
• In the event that the accused student neglects, refuses or fails to attend the meeting, the Dean of Students will make a determination based on the information available at the time. Failure to attend this meeting will not presume responsibility or non-responsibility.
• If the Dean of Students subsequently determines that disciplinary action is warranted, the charged student will be so notified in writing. All written notices will be hand-delivered or sent by registered mail to the address of the student as it appears on the official college records.
• A decision of sanction imposed by the Dean of Students may be appealed by the accused student or complainant to the Disciplinary Appeals Committee within five class days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President for Student Services. Students may seek legal counsel in preparing the written appeal letter. Students choosing to seek legal counsel must do so at their own expense. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the meeting with the Dean of Students and supporting documents for one or more of the following purposes:
  a. To determine whether the meeting was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Code of Student Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  b. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
  c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
  d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original meeting because such information and/or facts were not known to the person appealing at the time of the original conduct meeting. New information, in this instance, does not include witness statements that should have been presented during the initial meeting.

The written appeal should specifically outline the grounds for the appeal using one or more of the purposes listed above.

If an appeal is upheld by the Disciplinary Appeals Committee, the matter shall be returned to the Dean of Students and attending college official for re-examination of the information to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.
5.0 DISCIPLINARY SANCTIONS

In keeping with this policy’s stated essential values, sanctions are designed to promote the college’s educational mission. Sanctions may also serve to promote safety or to deter students from behavior which harms, harasses or threatens people or property. Some behaviors are so harmful to the college community or the educational process that they may require more serious sanctions: removal from specific courses or activities, suspension from the college or expulsion.

5.1 Disciplinary sanctions will draw upon the experience and professional judgment of faculty, staff and administrators and on a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Code of Student Conduct will be correlated to the seriousness of the offense, the student’s attitude, the effect of the misconduct on the college environment, the student’s record of misconduct and statutory requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may bring into use varying techniques and responses. Possible disciplinary sanctions include, but are not limited to:

- Formal warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.
- Disciplinary probation: Implies that the individual’s standing with the college is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
- Withholding of grades, official transcripts or degree.
- Restitution: Compensation for loss, damage or injury to the appropriate party in the form of money, service or material replacement.
- Community Service: Performance of a specified number of hours or tasks designed to benefit the community and help the student understand why his or her behavior was inappropriate. This sanction will be fulfilled whether on or off campus. On-campus service will be in a designated department.
- Class or workshop attendance: Enrollment and completion of a class or workshop that could help the student understand why his or her behavior was inappropriate.
- Educational project: Completion of a project specifically designed to help the student understand why her or his behavior was inappropriate.
- Removal from specific courses or activities.
- Restriction from entering specific college areas and/or forms of contact with certain persons.
- Suspension: Separation from the college for a specified period of time or until certain conditions are. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his or her period of suspension. Students receiving a sanction that requires separation from the college are responsible for all charges incurred for the semester.
- Expulsion: Permanent separation from the college.
- Revocation of degree and withdrawal of diploma.
5.2 The sanctions imposed under these standards do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code, including harassment and other discriminatory behavior, may violate various local, state and federal laws.

5.3 The following sanctions may be imposed upon groups or organizations:
   a. Those appropriate sanctions listed above in 5.1.
   b. Loss of selected rights and privileges for a specified period of time.
   c. Deactivation. Loss of all privileges, including college recognition, for a specified period of time.

6.0 EMERGENCY SUSPENSION

If a student’s actions pose an immediate threat or danger to any member of the college community or the educational processes, a college administrative official may immediately suspend or alter the rights of a student pending a meeting with the Dean of Students. (The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property or any college function.) Except in extraordinary circumstances, that meeting shall be scheduled within two academic calendar days.

- In circumstances where the conduct of a student constitutes an imminent threat or danger to the welfare or safety of the college community, a college administrative official may direct that the student immediately leave the college premises and may further direct the student not return until contacted by the Dean of Students.
- At the meeting the Dean of Students or his or her designee and one additional college official, the student will be given the opportunity to respond to the allegations and to present evidence. If the emergency suspension is continued, the student will receive notice in writing. Notification will be hand-delivered or sent by certified mail to the last address provided by the Registrar’s Office. (Failure or refusal to take receipt of notification will not negate or postpone said action).

EMERGENCY SUSPENSION APPEALS PROCEDURES

The emergency suspension appeals process is the same as the disciplinary appeals process listed previously in this publication.

7.0 INTERPRETATION AND REVISION

Any question of interpretation or application of the Code of Student Conduct shall be referred to the Dean of Students or his or her designee for final determination.

The Code of Student Conduct shall be reviewed and revised under the direction of the Dean of Students.
TUITION
All tuition and fees must be paid at the time of registration, except for students who have been awarded a Pell Grant or other financial aid.

• Arkansas residents - $130 per credit hour. Six-month residency is required.
• Non-Arkansas residents - $168 per credit hour.

TUITION/MANDATORY FEES*

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-State Tuition</td>
<td>$130 per credit hour</td>
</tr>
<tr>
<td>Out-of-State Tuition</td>
<td>$168 per credit hour</td>
</tr>
<tr>
<td>General student fee</td>
<td>$39 per credit hour*</td>
</tr>
<tr>
<td>Property maintenance fee</td>
<td>$3 per credit hour*</td>
</tr>
<tr>
<td>Student support services fee</td>
<td>$4 per credit hour*</td>
</tr>
</tbody>
</table>

OTHER FEES**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special course fee</td>
<td>$10 per credit hour*</td>
</tr>
<tr>
<td>Distance education fee</td>
<td>$12 per credit hour*</td>
</tr>
<tr>
<td>COMPASS testing fee</td>
<td>$20</td>
</tr>
<tr>
<td>COMPASS partial testing fee</td>
<td>$10</td>
</tr>
<tr>
<td>PLA credit by exam application fee</td>
<td>$25</td>
</tr>
<tr>
<td>PLA portfolio application fee</td>
<td>$25 plus $75 per class requested</td>
</tr>
<tr>
<td>PLA credit hour fee</td>
<td>25% of current tuition</td>
</tr>
<tr>
<td>Challenge exam fee</td>
<td>$100</td>
</tr>
<tr>
<td>Portfolio extension fee</td>
<td>$25</td>
</tr>
<tr>
<td>International student application fee</td>
<td>$250 (non-refundable)</td>
</tr>
<tr>
<td>International student fee</td>
<td>$500 per semester*</td>
</tr>
<tr>
<td>Kaplan Admission Test</td>
<td>$50</td>
</tr>
<tr>
<td>Returned check</td>
<td>$30</td>
</tr>
</tbody>
</table>

*Note: Only the tuition, general student, property maintenance, student support services, special course, distance education, and international student fees are refundable. These fees will be refunded based on the number of credit hours and the tuition refund policy.

**Note: Some programs, including but not limited to, Cosmetology, Culinary, Dental Assisting, HVACR, Practical Nursing, Occupational Therapy Assistant, Radiography, Respiratory Therapy, Tractor Trailer Program, Wine Studies, Aviation, Automotive, Machine Shop/CNC, Collision Repair and Welding require additional course fees. For information regarding course fees for these programs, please contact the program division.
NONRESIDENTS
Students classified as nonresidents of Arkansas must pay higher tuition and fees. Legal residence in Arkansas is required for at least six continuous months prior to registration for classes in order for a student to be classified as a resident for tuition purposes.

Those qualifying for residency status are those who have resided continuously in Arkansas for a minimum of six months. Students who have set up residency in Arkansas during the past year must provide documentation of Arkansas residency by providing one or more of the following documents, with an acceptable date to verify six months of residency, to the Office of Admissions and Records prior to the end of the add/drop/swap period for a given term: Arkansas voter registration card, federal or state income tax returns with an in-state residential address, Arkansas driver’s license and vehicle registration, or other proof of established residency. Requests to change to in-state residency that are submitted after the end of the add/drop/swap period for a given term will not take effect until the next term. Tuition will not be adjusted for previous terms.

Members of the armed forces who are stationed in Arkansas pursuant to military orders, along with their spouses and dependent children, are entitled to classification as in-state residents for tuition purposes. Military orders containing the student’s name must be provided in order to establish tuition rates.

International students are not eligible to establish residency for Arkansas resident tuition rates.

Questions about residency status should be directed to the Director of Admissions.

BUSINESS OFFICE POLICIES
STUDENT FINANCIAL OBLIGATIONS
Students are individually responsible for their financial obligations. They are expected to make prompt response and settlements to all financial obligations. Currently enrolled students who are delinquent regarding the repayment of a loan, a returned check, tuition and fees, or other forms of indebtedness other than library fines and traffic fines must be cleared by a certain date under penalty of being withdrawn from all classes. If payment is not made by that date, they may be withdrawn from all classes with no opportunity of reinstatement during the remainder of the semester.

All forms of indebtedness, including tuition, fees, fines, returned checks, property loss and property damage, must be paid before a student may re-enroll or have a request for an official transcript honored.

A handling fee of $30 will be assessed for each stop-payment or returned check.
PAYING BY CHECK
The Cashier’s Office will accept personal checks made payable to Pulaski Technical College in the amount of the obligation only. All checks must be written on bank checks. Drafts and third party checks will not be accepted.

PAYING BY CASH
The college welcomes cash payments. However, to protect yourself, do not send cash through the mail. Pay in person if you wish to pay by cash.

PAYING BY CREDIT CARD
Pulaski Technical College accepts MasterCard and VISA credit cards. If you wish to pay by credit card, pay in person and have your credit card ready.

PAYING BY WEB
Students may pay online via the Campus Connect account status option. A Personal Identification Number (PIN) is required. Electronic check, VISA, MasterCard and American Express are accepted.

PAYMENT OF FEES
Except for persons who have been awarded a Pell Grant or other financial aid, all tuition and fees must be paid at the time of registration or unless announced otherwise. See website or contact the PTC Cashier’s Office (501-812-2278) for current payment due dates.

DEFERRED TUITION PAYMENT
Nelnet Business Solutions handles all of the college’s online credit card and automatic bank draft payments. The student will pay a fee of $25 to enroll in the Nelnet payment plan per semester. There is no enrollment fee for payment in full online through Nelnet. Other fees apply if scheduled payments are missed. In order to use the Nelnet payment plan, a down payment is required.

REFUND POLICY
Refunds are not automatic. Students must officially drop or withdraw within the refund period before a refund will be processed.

Refunds are normally processed within three weeks after the completion of an official drop/withdrawal form. Drop/withdrawal forms are available in Student Services. Refunds for payments made by check cannot be processed until 20 calendar days have passed since the date of payment. All refund checks will be made payable to the student.
Refunds of tuition are made according to the following policies:

**Fifteen-Week and Longer Terms**
Before the first day of the semester and through first week of classes 100%
Second week of classes 50%
After second week of classes No refund

**Eight-Week Terms**
Before the term begins and through the fourth day of classes for the term 100%
Fifth day of classes for the term 50%
After the fifth day of classes for the term No refund

**Four-Week Terms**
Before the term begins and through the second day of classes for the term 100%
Third, fourth and fifth day of classes 50%
After fifth day of classes No refund

Specific refund dates will be published on the college’s website for each term.

**TUITION AND FEE REFUND APPEAL**
Registering for classes is a commitment by the student to attend classes and to make payment of tuition and fees for those classes. Pulaski Technical College is dedicated to providing seating arrangements to those students who register for classes. Students may find that they cannot continue with their enrollment. It is the student’s responsibility to withdraw in a timely manner.

Students will be refunded 100 percent of tuition and fees for a particular semester by providing official documentation for the following situations:
- **Military deployment during a semester**
  - If military orders for a deployment, activation to duty, or a temporary or permanent change of station that lasts more than 30 days will prevent you from completing your current semester at Pulaski Tech, you have the right, under Arkansas Code § 6-61-112, to be allowed one of the options listed for refund/completion.
  - 1) the student may receive a refund on tuition and fees for the semester the student is withdrawing from; 2) the student may receive a free semester of tuition and fees upon return to PTC; or 3) a grade of Incomplete (I) if you are within 4 weeks of completion.

Students seeking restitution for military deployment may obtain a Military Deployment Form from the Office of Veterans Services.
- **Death of the student**
Appeals for all other reasons should be submitted to the Dean of Students in writing using a Non-Academic Student Appeal Form. Appeals must be filed within one year following the semester in which the classes were taken. The form is available in the Admissions Office located in the Campus Center. The Student Appeals Committee cannot consider an appeal that does not include sufficient documentation supporting the student’s reason for appeal. Students will be notified in writing of the outcome of the appeal. Students who have received financial aid should be aware that in some instances the approval of 100 percent refund of tuition and fees may affect future financial aid and/or result in repayment of financial aid.

**TUITION WAIVER POLICY**

Tuition may be waived for Arkansas residents who are 60 years of age or older on the first day of classes for the term enrolled. Students must show proper proof of age. Specialty and other program fees will not be waived. See website for additional information.

**STUDENT FINANCIAL RESPONSIBILITY**

Students with unpaid balances or returned checks will not be allowed to register or receive a transcript until they have cleared all claims. Should students register and later be found on any list showing indebtedness to the college, they may be administratively withdrawn at the discretion of the college. Non-attendance does not meet eligibility for a full refund.

**PAST DUE BALANCES**

If an account is not paid by the established due date for any given term, the college will place the account with a licensed collection agency and/or with the Revenue Division of the Arkansas Department of Finance and Administration, under authorization of Act 372 of 1983 and Act 987 of 1985, for application of any future income tax refunds.

The College reserves the right to report delinquent accounts to the appropriate credit bureaus which could negatively impact the student’s credit standing.

**COLLECTION AGENCIES**

Student accounts referred to a licensed collection agency or an attorney for collection may incur collection fees not exceeding 50 percent for accounts $500 or less and not exceeding 33-1/3 percent for accounts exceeding $500. The debtor is responsible for paying all collection and/or attorney fees, in addition to his or her account balance.
FINANCIAL AID/SCHOLARSHIPS
FINANCIAL AID
Various types of financial aid are available to students who need assistance to continue their education. A student begins the financial aid process by completing the Free Application for Federal Student Aid (FAFSA). This application is used to provide a standardized objective analysis of the student’s and/or his or her family’s ability to pay for the education. The student’s financial aid package is based on his or her Expected Family Contribution (EFC) as determined by the Department of Education through the FAFSA; the student’s cost of attendance as determined by Pulaski Technical College, and the student’s enrollment status. Students must reapply each year for assistance. Regardless of the type of financial aid desired (loans, grants or college work study), all applications and requests for information should be addressed to the Office of Financial Aid at Pulaski Technical College, 3000 West Scenic Drive, North Little Rock, AR 72118. To ensure that funds are available on a timely basis, all accurately completed documents must be submitted to the Office of Financial Aid by May 15 for the fall semester, October 15 for the spring semester and March 15 for the summer sessions.

Note: Before any financial aid funds from student loans, scholarships, and federal or state aid are released to a student, all charges or any monies owed to the college (tuition, books, fees) must be paid. All financial aid funds received will be credited to the student’s account. After all charges to the student’s account have been satisfied, remaining funds will be disbursed to the student by paper check or direct deposit. Refunds from financial aid awards will be available approximately during the third week of classes. Specific financial aid refund dates will be posted on the campus website (http://www.pulaskitech.edu/administration/student_accounts.asp). Initial disbursement of loan funds is subject to institutional policy and is established in accordance with federal regulations. After initial disbursement dates, student refunds continue to be made as monies are received and are available on a bi-weekly basis as determined by the Business Office.

High school students and students enrolled in nursing programs at Baptist Health College Little Rock are not eligible to receive financial aid through Pulaski Technical College. Students enrolled in the Occupational Therapy Assistant program at Baptist Health College Little Rock are eligible to apply for financial aid through Pulaski Technical College.

TRANSFER STUDENTS APPLYING FOR FINANCIAL AID
Transfer students who have previously attended another accredited post-secondary institution must have their official academic transcript submitted to the Office of Admissions and Records. Aid will not be awarded until all transfer transcripts have been evaluated by Pulaski Technical College’s Office of Admissions and Records. Federal regulations require schools to consider transfer credit hours in determining satisfactory academic progress.
THE EFFECT OF WITHDRAWAL ON FINANCIAL AID
Recipients of financial aid, who withdraw before the 60 percent point in time of the period of enrollment, calculated using calendar days, will be required to return a portion of Title IV funds awarded in accordance with the Higher Education Amendments of 1998. Title IV funds to be refunded include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Subsidized and Unsubsidized Direct Loans, but not Federal Work-Study. The calculation of the return of these funds may result in the student owing a balance to the college and/or the federal government. Students who intend to return will have their eligibility evaluated under the applicable satisfactory academic progress policy. Students who borrowed under the Direct Loan program will be required to complete an exit interview at the time of their withdrawal, and their lender will be notified of their current status.

FINANCIAL AID OFFICE
SATISFACTORY ACADEMIC PROGRESS POLICY
Students are required by federal regulation to maintain Satisfactory Academic Progress (SAP) to receive federal financial aid funds. Progress will be measured by cumulative grade-point average, course completion and time frame to complete degree or certificate program. Federal regulations require Satisfactory Academic Progress to be measured by all attempted coursework, including transfer credit, and the Financial Aid Transcript is used for monitoring SAP status.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Required Minimum GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29 hours</td>
<td>1.75</td>
</tr>
<tr>
<td>30 hours or more</td>
<td>2.00</td>
</tr>
</tbody>
</table>

COMPLETION OF COURSES
Satisfactory Academic Progress will be reviewed after each Fall, Spring, and Summer semester for degree and certificate-seeking students. Satisfactory academic progress will be checked the first time aid is packaged for transfer students and then as listed above, based on the student’s course of study.

Each semester, a student is required to successfully complete a minimum number of credit hours. Below are the minimum requirements based on a student’s attempted hours.

<table>
<thead>
<tr>
<th>Semester Hours Attempted</th>
<th>Required Minimum Hours Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 or more</td>
<td>9</td>
</tr>
<tr>
<td>9-11</td>
<td>6</td>
</tr>
<tr>
<td>6-8</td>
<td>3</td>
</tr>
<tr>
<td>1-5</td>
<td>Must complete all hours attempted</td>
</tr>
</tbody>
</table>
Please note that successful completion is defined as earning a D or better in the course. Grades of W (withdrawal), WX (administrative withdrawal), F (failing), NC (no credit) or INC (incomplete) are not considered successful completion of a course and students will not earn credit for them.

**MAXIMUM TIME FRAME TO COMPLETE PROGRAM**
Students can receive financial aid for no longer than 150 percent of the total hours required for the degree or certificate. Maximum hours attempted at PTC and accepted transfer hours are considered when determining financial aid eligibility and may be viewed using the financial aid transcript.

- **Associate Degrees**: 100 credit hours
- **Certificates**: 68 credit hours
- **LPN Program/Cosmetology**: 75 credit hours
- **Automotive Maintenance (Technical Certificate)**: 96 credit hours
- **Respiratory Therapy (AAS)**: 112 credit hours
- **Aviation Maintenance Technology (AAS)**: 134 credit hours

Once a degree or certificate has been earned, a student must commit to another degree or certificate program before financial aid can be awarded. All hours attempted for previous degrees or certificates earned will be included in evaluating Satisfactory Academic Progress for his or her chosen degree or certificate. Students who have previously earned a Bachelor’s degree will automatically be placed on Financial Aid Suspension for the first semester of attendance and should complete the appeal process to determine if they could be eligible for aid at Pulaski Technical College.

**REPEATED COURSE WORK**
Students may receive federal aid to repeat a successfully completed course only one time. PTC defines “successfully completed” courses as earning a grade of A, B, C, D, or CR in the course. See table below for examples.

<table>
<thead>
<tr>
<th>1st Attempt</th>
<th>2nd Attempt</th>
<th>3rd Attempt</th>
<th>Eligible for Aid?</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>D</td>
<td>Enrolled</td>
<td>Yes</td>
</tr>
<tr>
<td>C</td>
<td>Enrolled</td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td>D</td>
<td>C</td>
<td>Enrolled</td>
<td>No</td>
</tr>
<tr>
<td>D</td>
<td>F</td>
<td>Enrolled</td>
<td>No</td>
</tr>
<tr>
<td>W</td>
<td>F</td>
<td>Enrolled</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**FINANCIAL AID WARNING**
Students who fail to meet the satisfactory academic progress policy will be placed on Financial Aid Warning the following fall, spring or summer semester of PTC enrollment. Students on warning will be eligible to receive financial aid. No appeal of warning is necessary. Prior to the Fall 2011 semester, this status was referred to as Probation under old Federal guidelines.
FINANCIAL AID SUSPENSION
Students who fail to meet the minimum satisfactory academic progress requirements at the end of their Financial Aid Warning semester will be placed on Financial Aid Suspension and will lose their eligibility to receive financial aid. To regain financial aid eligibility, students must complete course work at their own expense until the above policy minimums are met. However, if you are on Financial Aid Suspension because you have too many attempted hours, paying out of pocket will not allow you to be in good SAP standing. A financial aid appeal would be necessary for these situations. Any student meeting the eligibility criteria will be placed on Financial Aid Warning the following semester after all standards of the Financial Aid Satisfactory Academic Progress Policy are met. Students may also appeal a Financial Aid Suspension. The steps to the appeal process are detailed under “Appeals to the Satisfactory Academic Progress Policy.”

FINANCIAL AID PROBATION
Students who submit an appeal to the Financial Aid Appeals committee and have an approved appeal will be placed on Financial Aid Probation. A student may receive aid for one semester. If the student does not meet the standards of the policy in one semester, there is no appeal option. The student will not be eligible to receive federal aid until the policy standards are met at the student’s expense.

ACADEMIC PLANS
Students who file an appeal may be placed on an Academic Plan. This plan will be specified on the committee’s decision letter. Students who are on an academic plan may only take courses needed for their degree as outlined in the notification letter. While on an academic plan, students must successfully complete all courses and maintain the minimum grade point average.

APPEALS TO THE SATISFACTORY ACADEMIC PROGRESS POLICY
Students who can demonstrate and provide documentation of unusual or mitigating circumstances, such as illness or death in the student’s immediate family, may appeal the financial aid suspension by completing a Financial Aid Suspension Appeal Form. This form, along with supporting documentation, must be submitted to the Financial Aid Office. Students will be notified in writing of the results of the appeal. The committee may request additional documentation before reaching a decision. The committee’s decision is final. Students are only eligible to appeal their Financial Aid Suspension once. Regardless of reason for appealing, you are not eligible to file more than one appeal.

If an appeal is approved by the Financial Aid Appeals committee, the student will be placed on Financial Aid Probation. The student will be eligible to receive aid and must meet the requirements of the satisfactory academic progress policy or an academic plan detailed by the committee. If the student is enrolled during the semester the appeal was approved, the student would be required to meet the standards of the policy by the end of the current semester. Otherwise, the student would be required to meet the standards of the policy during the next semester of enrollment.
GRANTS, LOANS AND OTHER FINANCIAL AID PROGRAMS

FEDERAL PELL GRANT
A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded to undergraduate students who have not earned a bachelor’s or a professional degree. (In some cases, however, a student enrolled in a post-baccalaureate teacher certification program might receive a Pell Grant). The maximum yearly award is determined by the Department of Education. The amount a student receives depends on financial need as determined by the FAFSA, costs to attend school, the student’s status as a full-time or part-time student, and plans to attend school for a full academic year or less. The amount of Federal Pell Grant funds a student may receive over their lifetime is limited to six full years (12 semesters/600%) of Pell grant eligibility. Students can review their Pell Lifetime Eligibility Used by visiting www.nslds.ed.gov.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT
This program is a campus-based program administered directly by the Financial Aid office at the school. Unlike the Federal Pell Grant program, which provides funds to every eligible student, the campus-based program provides a certain amount of funds for each participating school to administer each year. When the money for the program is gone, no more awards can be made from that program for that year. This program is for students who demonstrate exceptional financial need on the FAFSA. Pell Grant recipients with the lowest Expected Family Contributions (EFCs) will be the first to receive FSEOG. These grant funds are awarded only to undergraduate students who have not earned a bachelor’s or a professional degree.

WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM
The Federal Direct Subsidized Student Loan is free of interest to the student while enrolled at least half time, during the grace period after enrollment ends and during periods of authorized deferment. Federal regulations limit the length of time a student may borrow subsidized loan funds. This limit is referred to as SULA or Subsidized Usage Limit Applies. A maximum of three years for two-year associate degrees and one and a half years for one-year certificate programs for new borrowers on or after July 1, 2013. A student can review their usage limit by visiting www.nslds.ed.gov.

The Federal Unsubsidized Student Loan is not interest-free at any time. The student is responsible for the interest from the date of disbursement. However, interest payments are deferred while the student is in school at least half time, during the grace period, and during authorized periods of deferments. The interest will continue to accrue and will be added (capitalized) to the principal balance once repayment begins. Both loan programs have a six-month grace period after the student graduates or drops below half-time enrollment. That means a student has six months before he or she has to start making payments on the loans.
FEDERAL WORK-STUDY PROGRAM
The Federal Work-Study Program is a campus-based program that provides part-time employment for students who have financial need. The Free Application for Federal Student Aid is required for financial need to be determined. Upon completion of the FAFSA, students should contact the PTC Financial Aid office to see if they are eligible to participate in the work-study program. Available work-study jobs are posted on the Federal Work-Study bulletin board outside the Student Services office in the Campus Center building and on the PTC website. The available positions usually consist of employment opportunities in an office or lab on the PTC campus; selected off-campus community service positions are also available. Students should contact the supervisor indicated on the job description to apply for the position.

Upon getting a work-study job, students should complete the Student Job Assignment form with their supervisor and submit it to the Work-Study coordinator along with personnel documents that are required. In general, students can work a maximum of 20 hours weekly and receive a paycheck every two weeks. The amount a student can earn in a year is determined by the amount of financial need and other aid awarded as part of the financial aid package.

ARKANSAS HIGHER EDUCATION OPPORTUNITIES GRANT (GO! OPPORTUNITIES GRANT)
This grant is administered by the Arkansas Department of Higher Education. The grant is awarded based on financial need. Students apply by completing the FAFSA and the ADHE YOUniversal application available at www.adhe.edu. The grant is available to all undergraduate students who meet the designated income criteria. It includes traditional and non-traditional students. Students in qualified certificate programs are now eligible for this grant.

ARKANSAS REHABILITATION SERVICES
Students with physical or mental disabilities may be eligible to attend college under the sponsorship of Rehabilitation Services. Call Arkansas Rehabilitation Services at (501) 686-2800 for more information.

VETERANS AFFAIRS BENEFITS
Pulaski Technical College has been approved by federal and state agencies governing Veterans Affairs to provide training to veterans. Qualified veterans and their dependents may be entitled to educational assistance programs from the Department of Veterans Affairs to pay their tuition for the approved programs. Veterans should apply for admission to the college and visit with the Veterans Services representative in the Veterans Services office (CCB 105) prior to enrolling in classes to apply for benefits. If approved, veterans will be required to maintain full-time status (12 credit hours) per semester and to follow their chosen degree plan to be eligible for full benefits. Veterans should be aware that any alterations to course plans or course schedules may affect their benefits and should discuss this situation with Veterans Services prior to making changes. Courses completed with a passing grade may not be repeated.
All veterans and dependents should be aware that payment arrangements must be made by the PTC payment deadline each semester. While some types of VA educational benefits pay for a student’s tuition and fees in full, many do not. It is up to the student to remain aware of the type of funding and financial responsibilities he or she holds in ensuring that tuition and fee requirements are met by the appropriate deadlines.

*Tuition and fees are covered by aid that is received first by the College and applied toward a student’s account.

**WORKFORCE IMPROVEMENT GRANT**
This grant program is administered by the Arkansas Department of Higher Education. Awards of up to $2,000 annually are made to students who are at least 24 years old. Awards are based on financial need. Students apply using the Free Application for Federal Student Aid. Awards are made by Pulaski Technical College. Students enrolled part-time are eligible to receive this grant.

**WORKFORCE INVESTMENT ACT (WIA)**
This program is designed to provide training for unemployed persons if definite employment opportunities are available in their chosen field of study. Financial assistance may cover tuition, books, supplies and transportation and is subject to the availability of funds. For more information, call (501) 376-4119 for Pulaski County residents, (501) 676-2721 for Lonoke County residents, (501) 315-7702 for Saline County residents and (501) 730-9865 for Faulkner County residents.

**ACADEMIC SCHOLARSHIPS**
**ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP (LOTTERY FUNDED)**
The Academic Challenge Program provides educational assistance to Arkansas residents in pursuit of a higher education. Additional funding, made possible by the Arkansas Scholarship Lottery, has allowed the expansion of the Arkansas Academic Challenge Scholarship to provide higher education opportunities to previously underserved Arkansans (both traditional and nontraditional students). The goal of the scholarship is to provide significant financial aid to those who qualify.

Amount: To be set by the Arkansas General Assembly and be dependent upon lottery proceeds available for scholarships

Deadline to Apply: June 1 (for traditional and nontraditional students enrolling in fall);

November 1 (for nontraditional students enrolling in the spring)

Application: Complete the YOUniversal application on the Arkansas Department of Higher Education website at www.adhe.edu.
BEN WYATT SCHOLARSHIP
Awarded to a PTC student seeking an associate degree or technical certificate. It is based on leadership, honors, activities and financial need. The scholarship may be renewed up to four semesters if a 2.5 cumulative GPA and full-time enrollment (12 hours or more) are maintained.
Amount: Tuition & Fees (excluding specialty fees)
Deadline to apply: July 1
Application: Available at the PTC Financial Aid Office

GED SCHOLARSHIP*
Awarded to first-time entering students who score an average of 600 or higher on the General Educational Development (GED) exam for exams completed prior to January 1, 2014. Students who complete the GED after December 31, 2013 must score a 680 total scores with a minimum of 170 in each of the four subject areas. Must have taken the GED at an Adult Education center in the Pulaski Technical College service area of Faulkner, Lonoke, Pulaski or Saline counties and never previously enrolled in any college or postsecondary institution. The GED Scholarship is renewable for up to 60 attempted semester credit hours if a 3.0 cumulative GPA is maintained.
Amount: Tuition & Fees (excluding general fee and specialty fees) Deadline to apply: July 1 for fall semester; November 1 for spring semester
Application: Visit http://www.pulaskitech.edu/scholarships/ or contact the Office of Admissions, (501) 812-2231.

HARRIET FRAZER SCHOLARSHIP
Awarded to one PTC student who demonstrates financial need, college and community service, has a cumulative GPA of 3.0, and is an Arkansas resident. A 300-word essay is required.
Amount: Tuition & Fees (excluding specialty fees)
Deadline to apply: July 1
Application: Available at the PTC Financial Aid Office

JAMES A. JONES MEMORIAL SCHOLARSHIP
Awarded to a student seeking a technical certificate or Associate of Applied Science and based on leadership, honors, activities and need. Renewable up to four semesters with a 2.25 GPA (first semester), 2.5 GPA (second semester) and 2.75 GPA (third semester).
Amount: Tuition & Fees (excluding specialty fees)
Deadline to apply: July 1
Application: Available at the PTC Financial Aid Office
PRESIDENTIAL SCHOLARSHIP
Awarded to high school seniors who graduate from an Arkansas high school. Minimum ACT scores of 19 in English and Reading, and 21 in Math, or comparable COMPASS scores required. Renewable up to four consecutive semesters if a 3.0 cumulative GPA and full-time enrollment are maintained.
Amount: Tuition & Fees (excluding general fee and specialty fees) Deadline to apply: July 1 of the year in which the student graduates.
Application: Visit http://www.pulaskitech.edu/scholarships/

PULASKI TECHNICAL COLLEGE CAREER SCHOLARSHIP*
The PTC Career Scholarship is awarded to outstanding graduating seniors who have actively participated in career oriented activities while in high school. To be eligible, students must:
• Have graduated from a high school in the PTC service area of Pulaski, Lonoke, Saline, Faulkner, or Grant counties
• Enroll at PTC the semester following high school completion
• Have a 2.5 cumulative high school GPA or a 4.0 scale and,
• Have participated in one or more of the following while in high school:
  o Skills USA skilled contests
  o PTC/High School articulated programs
  o PTC/High School career and technical education Early College programs
  o High school culinary ProStart curriculum
  o Career oriented high school programs, clubs or organizations, such as FBLA, FFA, PBL, HOSA, or FCCLA
The scholarship is renewable up to four consecutive semesters if a 3.0 cumulative GPA and full-time enrollment are maintained.
Amount: Tuition & Fees (excluding general fee and specialty fees) Deadline to apply: July 1 of the year in which the student graduates.
Application: Visit http://www.pulaskitech.edu/scholarships/

SKILLS USA COLLEGE-LEVEL SCHOLARSHIP*
Awarded to student placing first or second in college-level competition and/or students serving as state officers. Scholarship must be used the fall semester following the win. Student must be enrolled full-time and maintain a 3.0 cumulative GPA. Renewable for two semesters. Other stipulations may apply.
Amount: Tuition & Fees (excluding specialty fees)
Deadline to apply: competition winners
Application: Certificate of Placement

*The cumulative GPA from the financial aid transcript is used when determining continuing scholarship eligibility. The financial aid transcript includes all attempted coursework.
FOUNDATION SCHOLARSHIPS
Foundation scholarships are available to continuing PTC students who have completed at least one semester at PTC.

3M TECHNICAL/INDUSTRIAL SCHOLARSHIP
Awarded by the PTC Foundation to a student who has completed at least one semester at PTC and has a 2.0 GPA or higher. Applicant should be enrolled in the Technical/Industrial Division at PTC (required majors may vary from year to year). Must submit a 300-word essay outlining personal background, academic/career goals and financial need. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: $500
Deadline to apply: April 1 and November 1
Application: Available at Pulaski Technical College Foundation Office

ARGENTA CITY CLUB SCHOLARSHIP
Awarded by PTC Foundation to student who has completed at least one semester at PTC and has a 2.0 cumulative GPA or higher. Applicant must be a resident of North Little Rock and must submit a 300-word essay outlining personal background, career goals, and financial need. Selected applicants will be interviewed by the PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: April 1 and November 1
Application: Available at the Pulaski Technical College Foundation Office

BUMPER-TO-BUMPER/CROW BURLINGAME SCHOLARSHIP
Awarded by the PTC Foundation to a second-year student who is pursuing a degree or certificate in Automotive Technology. Applicant must submit a 300-word essay outlining personal background, academic/career goals and financial need. One letter of recommendation from an instructor is also required. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: November 1 and April 1
Application: Available at Pulaski Technical College Foundation Office

CATERPILLAR DEALER EXCELLENCE SCHOLARSHIP
Awarded by the PTC Foundation to students who have completed at least one semester and are enrolled in the Diesel Technology program. A 300-word essay outlining the desire to complete training and work in the diesel mechanic profession is required. Applicants should include diesel mechanic work experience, honors, and achievements. Selected applicants will be interviewed by the PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: April 1 and November 1
Application: Available through the Pulaski Technical College Foundation Office
CHEF PAUL BASH ENDOWED SCHOLARSHIP
Awarded by the PTC Foundation to a student enrolled in the Culinary Arts program, has completed at least two semesters at PTC and has at least a 3.0 GPA. Student must be a resident of Arkansas. A 300-word essay outlining personal background, college/community activities, professional goals and financial need is required. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: $1,000
Deadline to apply: November 1
Application: Available at the Pulaski Technical College Foundation Office

CRAIN AUTOMOTIVE TEAM OF DEALERSHIPS SCHOLARSHIP
Awarded by the PTC Foundation to students who have completed at least one semester and are enrolled in the Automotive Technology program. A 300-word essay outlining desire to complete training and work in automotive repair profession is required. Applicants should include work experience, honors and achievements. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: $1,500
Deadline to apply: April 1 and November 1
Application: Available through the Pulaski Technical College Foundation Office

DELTA DENTAL SCHOLARSHIP
Awarded by the PTC Foundation to students in the Dental Assisting program who have completed at least one semester and who have a commitment to complete program certification. A 300-word essay outlining personal background, academic/career goals, activities and financial need is required. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: November 1
Application: Available at Pulaski Technical College Foundation Office

FRANK WHITE ROTARY CLUB OF LITTLE ROCK SCHOLARSHIP AND ROTARY CLUB OF LITTLE ROCK SCHOLARSHIP
Two separate scholarships are awarded by the PTC Foundation to two students who have completed at least one semester at PTC, have 3.0 cumulative GPAs and are Arkansas residents. Applicant must submit a 300-word essay outlining personal background, career goals, community or college involvement, and financial need. Amount: $1,500 for each scholarship
Deadline to apply: March 1
Application: Available at the Pulaski Technical College Foundation Office
FRED DARRAGH SINGLE PARENT SCHOLARSHIP
Awarded by the PTC Foundation to single parent students who have completed at least one semester at PTC, have a GPA of 2.0 and are Arkansas residents. A 300-word essay outlining personal background, academic goals, activities, and financial need is required. Selected applicants will be interviewed by the PTC Foundation scholarship committee.
Amount: Need-based
Deadline to apply: April 1 and November 1
Application: Available at the Pulaski Technical College Foundation Office

HEATHCOTT ENDOWED SCHOLARSHIP
Awarded by PTC Foundation to students who have completed at least one semester at PTC. A typed 300-word essay outlining personal background, academic/career goals and financial need is required. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: April 1 and November 1
Application: Available at Pulaski Technical College Foundation Office

JANET A. DAVIS ENDOWED SCHOLARSHIP
Awarded by the PTC Foundation to a student who has completed at least one semester at PTC and has a 2.0 GPA. Applicant must submit a 300-word essay outlining personal background, academic/career goals, activities and financial need. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: $100 PTC Bookstore Gift card
Deadline to apply: April 1 and November 1
Application: Available at Pulaski Technical College Foundation Office

JESS “WOODY” WOOD SHERWOOD FOREST SCHOLARSHIP
Awarded by the PTC Foundation to a full-time, second year student enrolled in the Culinary Arts AAS program. Student must have a 3.0 GPA and submit at least one letter of recommendation from a PTC culinary instructor. A 300-word essay outlining personal background, college/community activities, professional goals and financial need is required. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: $1,000
Deadline to apply: April 1 and November 1
Application: Available at the Pulaski Technical College Foundation Office
JOSEPH O’NEAL MEMORIAL SCHOLARSHIP
Awarded by the PTC Foundation to students who have completed at least one semester, has a 2.5 GPA and is pursuing an Associate of Arts degree, technical certificate or application to an accredited career program. Applicant must submit 300-word essay on “How diversity enriches my life” or “How PTC is like family.” Requires letter of recommendation from at least one PTC faculty member. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: April 1
Application: Available at Pulaski Technical College Foundation Office

LINDA AND GENE PREIFER ENDOWED SCHOLARSHIP
Awarded by the PTC Foundation to students who have completed at least one semester at PTC, are residents of Pulaski County and have a 3.20 GPA. A 300-word essay outlining personal background, academic/career goals, and financial need is required. Selected applicants will be interviewed by the PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: April 1
Application: Available at the Pulaski Technical College Foundation Office

MITCHELL WILLIAMS PARALEGAL TECHNOLOGY SCHOLARSHIP
Awarded by the PTC Foundation to a full-time, second-year student with a 3.0 GPA that is pursuing an Associate Degree in paralegal technology. Limited to Arkansas residents. Applicant must submit a 300-word essay outlining personal background, academic/career goals, and financial need. Selected applicants will be interviewed by the PTC Foundation scholarship committee.
Amount: Up to $2,000
Deadline to apply: April 1
Application: Available at the Pulaski Technical College Foundation Office

P.G. AND MELANIE BRADFORD ENDOWED SCHOLARSHIP
Awarded by the PTC Foundation to a student enrolled in one of the following degree or certification areas: Technical/Industrial, Health, Education and Human Services, Business and Information Technology, Culinary Arts and Hospitality Management who has completed at least one semester. Student must submit at least one letter of recommendation from a PTC instructor. Applicant must submit a 300-word essay outlining personal background, academic/career goals, activities and financial need. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: April 1 and November 1
Application: Available at Pulaski Technical College Foundation Office
**RICHARD A. WILLIAMS ENDOWED PARALEGAL TECHNOLOGY SCHOLARSHIP**
Awarded by the PTC Foundation to a student enrolled in the Paralegal Technology program who has completed at least one semester at PTC. Applicant must submit a 300-word essay outlining personal background, academic/career goals, activities and financial need. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: $250
Deadline to apply: April 1
Application: Available at Pulaski Technical College Foundation Office

**SIMMONS FIRST NATIONAL BANK ENDOWED SCHOLARSHIP**
Awarded by the PTC Foundation to a full-time, second-year student pursuing an associate degree. Student must be head of low-to-moderate-income household and must have a 3.0 GPA. A 300-word essay outlining personal background, academic/career goals, and financial need is required. Selected applicants will be interviewed by the PTC Foundation scholarship committee.
Amount: $500
Deadline to apply: April 1 and November 1
Application: Available at the Pulaski Technical College Foundation Office

**TED AND BETTY WILLIAMS CHARITABLE TRUST SCHOLARSHIP**
Awarded by the PTC Foundation to a student enrolled in a Technical/Industrial program, has completed at least one semester at PTC, and has at least a 3.0 GPA. Student must submit at least one letter of recommendation from a PTC instructor. A 300-word essay outlining personal background, college/community activities, professional goals and financial need is required. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: varies
Deadline to Apply: April 1 and November 1
Application: Available at the Pulaski Technical College Foundation Office

**TELEVISION BROADCASTERS OF ARKANSAS SCHOLARSHIP**
Awarded by the PTC Foundation to a full or part-time student who has intent to study in fields of Radio, TV, Publication or Mass Communications and who has the goal of pursuing a career in broadcast television. Must have completed at least two semesters at PTC and must have a 3.0 GPA or higher. Participation in extra curricular activities within the discipline is desired. Applicant must submit a 300-word essay outlining personal background, academic/career goals and financial need. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: Up to $2,500
Deadline to apply: April 1
Application: Available at Pulaski Technical College Foundation Office
THE WILLARD AND PAT WALKER FAMILY FOUNDATION SCHOLARSHIP
Awarded by the PTC Foundation to a nontraditional student who has chosen nursing as a career and who has completed at least one semester. Applicant must have a 3.0 GPA. Applicant must submit a typed 300-word essay outlining personal background, academic/career goals, activities and financial need. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: Varies
Deadline to apply: November 1
Application: Available at Pulaski Technical College Foundation Office

WINDGATE CHARITABLE FOUNDATION ENDOWED SCHOLARSHIP
Awarded by the PTC Foundation to student enrolled in the Fine Arts program, has completed at least one semester at PTC and has a 3.0 GPA. A 300-word essay outlining personal background, college/community activities, professional goals and financial need is required. Selected applicants will be interviewed by PTC Foundation scholarship committee.
Amount: varies
Deadline to apply: November 1
Application: Available at the Pulaski Technical College Foundation Office
ACADEMIC INFORMATION
ACADEMIC ADVISING
Each student should thoroughly review this catalog and become familiar with the policies and procedures of the college. Failure to do this may result in serious mistakes for which the student shall be held fully responsible. Academic advisors are available in the PTC Advising and Career Services office and in each division to assist students in planning academic programs and developing course schedules. First-time college students are required to meet with an advisor each semester prior to registration. All students are strongly encouraged to consult with an advisor prior to registration.

Starting in fall 2015, all first-time entering college students receive a mandatory advising hold to meet with an advisor prior to registration each fall and spring semester. Students must meet with an advisor each semester to lift the advising hold. Students are encouraged to meet with an advisor before registration opens to plan courses toward their degree and be able to register on the first day.

ACADEMIC PROBATION AND SUSPENSION
All students attending Pulaski Technical College are expected to make satisfactory progress in all courses registered. Grades are calculated and evaluated at the end of the fall and spring semesters for probation and suspension status. Grades are not evaluated for probation or suspension status following a summer term.

Students with low grades are encouraged to repeat the course as quickly as possible to raise the grade-point average (GPA). Grades from a class that has been repeated will not be calculated in the GPA. (See repeat policy for details.)

To be in good standing, all students must carry the required minimum cumulative grade-point average as listed below. Students who fail to meet these standards will be placed on academic probation or suspension.

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Minimum Cumulative Grade-Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – 29</td>
<td>1.75</td>
</tr>
<tr>
<td>30 hours or above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Students on academic probation who do not achieve the minimum cumulative grade-point average as stated shall be suspended for one semester. Students placed on academic suspension for the second time shall be suspended for one year. Students placed on academic suspension the third time will be suspended for a three-year period.

Students on academic probation achieving at least a 2.0 grade-point average for each semester enrolled will be eligible to enroll in classes but will be continued on academic probation until the minimum cumulative grade-point average is achieved.
Transfer students who are on academic suspension at another college or university are not eligible to enroll at PTC until the suspension is completed. Transfer students must be eligible to return to the last institution attended. Transfer students who do not achieve a grade-point average of 2.0 during their first semester are subject to the above-listed academic probation policy.

Whether a PTC student or a transfer student, Pulaski Technical College does not accept hours earned at another institution during an academic suspension for transfer credit. All students should be aware that most institutions will not accept students in transfer if they are suspended at PTC.

Students completing suspension are required to visit with an advisor prior to re-enrolling in classes. All records of students on suspension will be placed on a registration hold, and the student may not enroll in classes until the suspension has been completed.

**ASSESSMENT OF STUDENT LEARNING**

Pulaski Technical College is committed to assessment of student learning. Learning outcomes assessment benefits the entire institution. For students, it communicates clear and transparent expectations about the important aspects in a course or program and ensures that they master the material in their degree program. For faculty, assessments help determine what is working and what is not in their courses or programs. Outcomes assessment provides powerful evidence that leads to curricula development, justifies needed resources to maintain or improve programs, and shares what students learn. Furthermore, documented evidence of student learning and achievement not only measures student performance and the extent to which a program achieves its goal, but validates that the institution is meeting its mission and goals.

The primary goal of assessment is to use the data and feedback for the continued improvement of student learning. The outcomes assessment process evaluates two main areas: the general education student learning outcomes that apply to every major and the programmatic outcomes developed for each particular major. All students are required to successfully complete a variety of assessment activities (e.g. pre/post-tests, surveys, performance-based evaluations, writing samples, licensure exams, culmination tests, portfolios). All of these assessment procedures provide feedback to the college to strengthen programs and continue to provide a quality learning experience.

**ACADEMIC RECOGNITION**

The college encourages students to strive for high scholastic standards. The college names to the President’s List any student who has earned 12 or more credit hours in a given semester with a 4.0 grade-point average and to the Dean’s List any student who has earned 12 or more credit hours in a given semester with at least a 3.5 grade-point average and no grade below a “C.” No developmental courses may be included in the 12 or more credit hours.
ACADEMIC CLEMENCY

Act 1000 of the 1991 General Assembly of the State of Arkansas requires that state colleges and universities establish policies for academic clemency for undergraduate students. Pulaski Technical College has a policy whereby students may petition the college to have previously earned grades and credits removed from the calculations of their cumulative grade-point averages.

To be considered for academic clemency, the student must meet the following criteria:
1. The student must not have been enrolled in any institution of higher education for a minimum of three consecutive years.
2. Students who have a cumulative grade-point average greater than 1.99 in the semester(s) for which academic clemency is requested are not eligible.
3. Students who have completed a degree/certificate program are not eligible.

Conditions
1. The student must submit a written request for academic clemency to the Registrar. Upon verification that the student has met all requirements, the student will be granted academic clemency.
2. Academic clemency can be granted only once.
3. Academic clemency will be granted when a student completes a minimum of 12 semester hours at Pulaski Technical College and earns a minimum 2.00 grade-point average.
4. Academic clemency will cover all credits earned during the semester(s) for which it is granted. The student may not choose partial semesters or courses. All courses will be affected. Although these credits will not count toward graduation requirements, they will remain on the student’s comprehensive transcript. Courses on which academic clemency is granted will not be used in the computation of the cumulative grade-point average. They will be indicated on the transcript as zero credit hours.
5. The comprehensive transcript will contain a notation indicating the date that academic clemency was granted.
6. Federal and state financial aid regulations and requirements for veterans’ benefits will prevail over institutional academic clemency policy if there is a conflict.
7. Policies related to academic clemency pertain only to Pulaski Technical College and may not be honored by other institutions.

ACADEMIC DUE PROCESS

Pulaski Technical College recognizes that both students and faculty have academic rights and sets forth the following academic appeals procedure. Appeal of a grade must be made by the student directly affected and be made during or immediately following the conclusion of the course involved. Immediately, here, means before the beginning of another semester or term.
The following steps are to be followed for appeals related to academic matters, such as differences of opinions on grades, assignments, attendance or classroom procedures:

1. The student meets with the faculty member regarding any classroom problem. The student and faculty member should discuss the problem thoroughly and attempt to reach an agreement.

2. If agreement cannot be reached between the student and faculty member, the student contacts the department chair or dean for mediation. The department chair or dean should talk with the student and faculty member and may choose to call a meeting of all parties involved in order to reach an agreement.

3. If the student wishes to appeal the decision of the department chair, the student may appeal to the dean. If the student wishes to appeal the decision of the dean, the student may formalize the appeal by putting it in writing, including conditions giving rise to the appeal, the names of the parties involved, and the remedy requested. The written appeal is then submitted to the Vice President for Learning. The Vice President for Learning will then convene a meeting of an ad hoc hearing committee.

4. The hearing committee will be composed of three faculty members appointed by the Vice President for Learning, one of whom will be a faculty member of the student’s choice. The faculty member named in the academic appeal cannot serve on the hearing committee. The committee will select its own chair, gather appropriate information, and may choose to conduct interviews with all involved parties. The committee will then make a recommendation regarding the appeal to the Vice President for Learning.

5. After reviewing the committee recommendation, the Vice President for Learning will make a decision and inform all parties in writing in a timely manner. The decision of the Vice President for Learning on academic appeals is final.

Note: All disciplinary proceedings may be subject to audio tape recording. Any such recordings are property of Pulaski Technical College and may not be duplicated. The student involved in the proceeding will be allowed to review recordings upon request and under supervision of a college official.

ACADEMIC YEAR
Pulaski Technical College operates on the semester system with fall and spring semesters, two four-week summer sessions, and one eight-week extended summer session constituting an academic year.
ADDING/DROPPING/WITHDRAWAL*
All schedule changes, including adding courses, dropping courses and withdrawing from the college, become effective when submitted to the Office of Admissions and Records or when processed by the student through Web registration. Students may add and drop courses during the schedule change period as listed in the academic calendar. Drops or complete withdrawals processed through the 11th class day will not be recorded on the student’s permanent record. Students dropping or withdrawing after this date will receive a W on the permanent record. A date of total withdrawal will be posted on the permanent record.

Students are urged to meet with an academic advisor before dropping or withdrawing to determine if an alternate action may be available. Students receiving financial aid should consult with a financial aid officer to determine how schedule changes affect their financial aid status. (See “Withdrawal” under the Financial Aid section of this catalog.)

Failure to attend class for any period of time does not constitute a withdrawal. Failure to complete the withdrawal procedure will constitute improper withdrawal and may result in failing grades being placed on the student’s permanent academic record.

*Unless noted otherwise, dropping usually refers to a single course and withdrawal usually refers to complete withdrawal from the college.

ADMINISTRATIVE DROP POLICY FOR NONATTENDANCE
Instructors have the authority to drop students who are not attending their classes consistently during the fall and spring semesters. For those departments that do not have an attendance policy, a student may be dropped any time after the student consecutively has not attended twice the number of class meetings per week. (For example, if the class meets three days per week, an administrative drop will be processed after six days of non-attendance.) After it is determined that the student will not be returning to class, the instructor should complete and submit the administrative drop form through Campus Connect. Instructors in departments that have more restrictive attendance policies, such as nursing and respiratory therapy, should initiate administrative drop as departmental policy dictates.

ADMINISTRATIVE DROP POLICY FOR ONLINE COURSES
Students enrolled in online courses must demonstrate active engagement and participation in online course activity every seven (7) days or they may be dropped from the course. Simply logging into the course is not sufficient by itself to demonstrate active course engagement and/or academic attendance. Individual instructors determine activities that require student engagement and participation. Examples of engagement and participation include, but are not limited to: posting to a discussion board, contributing to collaborative activities, submitting assignments, or taking tests, quizzes, or assessments.
ATTENDANCE
Students are expected to attend all class sessions. After an unavoidable absence due to illness, emergency or other extenuating circumstance, the student must take the responsibility for contacting instructors in order to initiate arrangements for completing all activities missed. Excessive absences and work not made up may adversely affect final grades. Failure to attend class for any period of time does not constitute a withdrawal. Students should attend the first day of classes.

Instructors establish attendance policies for their classes, and students have the responsibility to know those policies and to comply with them. When absences exceed the number allowed by the instructor of the class, the instructor has the authority to assign the student a grade of “F” at the end of the semester or to drop the student from the class through an administrative drop.

Attendance for students receiving Veterans Administration benefits will be reported to the VA representative in Veterans Services. Unavoidable absences such as jury duty, military duties, injuries or illness must have written documentation supplied by the student. Makeup work for classes or tests missed will be arranged with the instructor’s consent. When a student drops a course or is administratively dropped by the instructor, the Department of Veterans Affairs will be notified of the last date of attendance and directed to end benefits for the course for the remainder of the term.

AUDITING
Occasionally students may take a class without receiving credit. Students should notify the advisor at the time of registration if they wish to audit a class. Students may change an enrolled class to audit through the last day to make a schedule change by completing the necessary form in the Office of Admissions and Records. Audited courses are subject to the same tuition and fees as a regular class. No credit will be awarded and the letters AU will be recorded for the grade on the student’s permanent record. Students who audit are expected to meet all requirements, including attendance, for a course other than taking examinations and completing formal written papers. The names of students registered to audit a class will appear on the official class roster.

CATALOG PRIVILEGE
Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, or any subsequent issue while enrolled, but they must complete the requirements within five years of the catalog selected. Changes in academic programs may make it necessary to move to a more recent catalog.
**CENSUS**
A census of students is taken on the 11th day of class in the fall and spring terms, and the 5th day of class in 8 week and summer terms. Students who have failed to attend class prior to the census day will be dropped from the course as a “no-show”.

**COLLEGE-TRANSFER CURRICULUM**
See the University-Transfer Curriculum section.

**COMMENCEMENT**
All certificate and associate degree candidates are encouraged to participate in commencement exercises, which are held at the end of the spring semester. Participation in commencement exercises does not indicate a fulfillment of all requirements for graduation. Students must apply for graduation according to the deadline to be eligible to participate in the ceremony. For the purposes of the commencement exercises and the printed program, honors and highest honors are calculated based on the cumulative GPA for the last semester completed. This means that for a student graduating in May, semester grades from the previous spring semester are not included in the cumulative GPA. To receive the honors classification, the cumulative GPA must be between 3.5 and 3.99; to receive the highest honors classification, the cumulative GPA must be 4.00.

**COURSE LOAD**
A student enrolled in 12 credit hours during the fall or spring term or six credit hours during a summer term is considered a full-time student.

Generally, 18 hours is the maximum load that a student may carry during a regular semester, although certain technical programs may require more hours. Any student outside these technical areas who wishes to take more than 18 hours must request permission from the Vice President for Learning prior to registration. Seven semester hours is the maximum allowed during a summer term without permission from the Vice President for Learning. Students may not enroll for more than the maximum via Web registration.

**CREDIT FOR COURSES**
The semester hour is the unit of credit at PTC and is defined as the amount of credit given for one clock hour in class per week for 16 weeks (or the equivalent). Most classes meet three hours per week and, therefore, carry three semester hours of credit. Additional credit is given for some laboratory courses.
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student’s educational records. Student educational records are considered confidential and may not be released to anyone other than the student without the written consent of the student; this includes the student’s parents and spouse. Some information, termed “directory information,” may be released without the student’s written permission. Directory information includes a student’s name, address, phone number, dates of attendance, degrees received, major program, height/weight of athletes, e-mail address, full or part-time status and the date of birth. PTC reserves the right to deny requests for student directory information, and students have a right to request that directory information be withheld as confidential. The student should contact the Registrar to make such a request. Requests will remain in effect until the student submits a written request to remove the hold.

GENERAL GRADUATION REQUIREMENTS

All candidates for graduation must submit an application by the first Friday in November for fall graduation, the first Friday in February for spring graduation and the first Friday in July for summer graduation to be sure they have satisfied the graduation requirements listed below. Candidates not submitting applications by these deadlines may delay their graduation until the next graduation period. Graduation applications may be completed online via the MyPTC portal.

1. Successful completion of all required courses within the program.
2. A minimum cumulative grade-point average of 2.0. Some programs require a higher GPA.
3. Successful completion of the required number of credits.
4. Students graduating from Pulaski Technical College must complete 15 semester hours toward the degree in residence at PTC. If a degree or certificate requires less than 15 hours, all hours must be completed in residence. Students working toward a subsequent degree at PTC must complete an additional 15 hours in residence.
5. Satisfaction of all financial obligations due to the college.
6. Transfer courses must be posted to the student’s permanent record prior to the graduation date. Transfer transcripts not submitted to the Office of Admissions and Records at least one week prior to the graduation date may delay graduation.
7. Associate of Arts, Associate of Science and Associate of Applied Science degrees – The student must complete 15 semester credit hours of the degree at the college. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.
8. Technical Certificate – The student must complete 15 semester credit hours of the certificate at the college. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Note: For the purposes of the commencement exercises and the printed program, honors and highest honors are calculated based on the cumulative GPA for the last semester completed. This means
that for a student graduating in May 2017, semester grades from the spring 2017 semester are not included in the cumulative GPA. To receive the honors classification, the cumulative GPA must be between 3.5 and 3.99; to receive the highest honors classification, the cumulative GPA must be 4.00.

SECOND DEGREE
Occasionally, students may wish to pursue a second degree. In such cases, students must meet all course requirements for both degrees. Courses that are common to the two degrees can be applied to both, but the student pursuing a second degree or certificate must complete a minimum of 15 credit hours beyond those required for the first degree. These additional credit hours must be in residence. If the first degree was not earned at PTC, the residency requirement must be met. Students who have already earned an Associate of Arts or a bachelor’s degree or above may not complete a second Associate of Arts.

DOUBLE MAJOR
In some instances, a student may desire to complete a double major or emphasis within a degree. Students must meet all course requirements for both majors. Courses that are common to the two majors can be applied to both, but the student pursuing a double major must complete a minimum of 15 credit hours beyond those required for the first major. A double major must be earned at the same time the first major is earned.

GRADES AND THE GRADING SYSTEM

GRADES AND GRADE POINTS
Each student is expected to make satisfactory progress in all courses taken toward the completion of his or her program. Students who do not make satisfactory progress will be notified.

Grading System

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>0</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td>0</td>
</tr>
<tr>
<td>DCR</td>
<td>Developmental Credit</td>
<td>0</td>
</tr>
</tbody>
</table>
GRADE REPORTS
Grade reports are not mailed to students. All students will have access to Campus Connect, and grades and transcripts will be accessible to view and/or print after the posting of final grades of the semester.

GRADE-POINT AVERAGE COMPUTATION
Each letter grade awarded to a student is assigned a point value. A student may determine the grade-points for each course by multiplying the number of points the grade is worth by the number of credit hours the course carries.

Thus, an “A” letter grade (worth four points) in a three-credit hour course is worth 12 points, and a “B” letter grade (worth three points) in the same course is worth nine points.

The GPA is determined by adding the total point values for all courses and dividing the total point values by the total number of credit hours attempted during the same period of time (see table below).

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit</th>
<th>Hours</th>
<th>Grade &amp; Value</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>3 x</td>
<td>B(3) =</td>
<td>9</td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>3 x</td>
<td>A(4) =</td>
<td>12</td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science</td>
<td>4 x</td>
<td>B(3) =</td>
<td>12</td>
</tr>
<tr>
<td>Math 1302</td>
<td>College Algebra</td>
<td>3 x</td>
<td>A(4) =</td>
<td>12</td>
</tr>
</tbody>
</table>

Total 13 45

Divide the total hours (13) into the total grade-points (45) = 3.5 grade-point average (GPA).

Developmental courses are not included in the computation of cumulative grade-point averages but are calculated in the semester GPA.

INCOMPLETE GRADES
Awarding a grade of incomplete, “INC,” is solely at the discretion of the instructor. A grade of incomplete is considered only when the student has been unable, because of illness or other reasons beyond his or her control, to finish work assigned in the course near the end of a semester. Students must meet the following conditions to be considered for an incomplete grade:
1. The student must contact the instructor to initiate the incomplete request and must make arrangements with the instructor for completion of coursework.
2. The student must have at least a “C” in the course prior to the circumstances prompting the request for an incomplete grade.
3. The student must be in compliance with all course requirements, including attendance, and must have completed at least 60 percent of the coursework.
4. The student must submit appropriate documentation of the reason(s) he or she is not able to complete the coursework.
5. The student and instructor must agree on specific course requirements to be completed and must complete and sign the Incomplete Grade Form.
6. The appropriate dean must approve all requests for a grade of incomplete.

Course requirements agreed upon by the student and instructor and specified on the Incomplete Grade Form must be completed within one academic semester. An incomplete grade not made up by the following semester, excluding summer sessions, will automatically become an F. Instructors may submit a grade change form to remove the incomplete grade prior to the end of the one academic semester.

GRADE CHANGES
Grades become official after they are posted to the student’s permanent record. Occasionally grades need to be changed due to error or incomplete grades. Instructors may submit a grade change form including justification for the change to the Registrar for approval no later than one year after the grade has been officially posted. Changes of grades submitted after one year will require the signature of the departmental dean and/or Vice President for Learning. Students may also appeal a grade through academic due process.

PRIOR LEARNING ASSESSMENT (PLA)
Pulaski Technical College (PTC) recognizes that individuals involved in various aspects of life have already acquired learning of a measurable, college-level dimension beyond a traditional college classroom setting, which can be assessed legitimately and recognized as part of a degree program. Such learning, frequently called prior learning, may result from employment/work experience, professional certification, non-credit courses, hobbies, volunteer experience, civic activities, travel related specifically to a degree plan or military and other experiences. Although there is the possibility of assessing college-level learning at a high school level, the assessment of prior learning is primarily for students who have been out of high school and/or college for several years and who are entering or returning to PTC to earn an Associate Degree or Technical Certificate.
PLA may be awarded in two broad categories: credit by examination and portfolio assessment. Credit by examination is a means of awarding credit through the evaluation of exam results such as the College Level Examination Program (CLEP), Advanced Placement program (AP), DANTES Standardized Subject Tests (DSST), and American Council on Education (ACE). PTC also evaluates international baccalaureate courses and articulated high school agreement courses. Several career fields may have national or state certifications or licensures that may be evaluated for college credit. The college may also offer challenge exams where national or state exam opportunities do not exist.

Portfolio assessment is a means by which the student documents life experiences and learning. Students will complete a rigorous self-assessment process in order to produce a portfolio. In the portfolio, students will describe significant learning experiences and what skills and knowledge have been attained from those experiences. Individual course syllabi from the college will be used to match learning to course objectives. In addition to an initial interview with the PLA Coordinator, students will utilize letters, certificates, reports, products, demonstrations, etc. to show evidence of the learning that has been acquired.

To review the policies and procedures of PTC’s Prior Learning Assessment program, visit the website at www.pulaskitech.edu/pla. Also listed on the website will be the most current listing of PLA opportunities through credit by examination and portfolio assessment.

**REGISTRATION**

All students are expected to register for classes on the days designated for a given term. There is no registration after classes begin.

Students should be aware that once registered, whether in person or via web registration, tuition and fee charges will be generated for those classes. Students are responsible for these charges even if the student does not attend classes. To avoid tuition and fee charges, students not planning to attend after registering for classes should officially withdraw. Refer to the refund policy listed in the expenses section of this catalog for refund dates.

**REPETITION OF COURSES**

Any student who has taken a course may repeat the course in order to change the original grade. A “W,” “WX,” or “F” received for courses will be considered as courses attempted, not earned. All courses attempted (including repeats) will remain on the transcript. The last grade earned will be used in computing the grade-point average. If a student repeats a course in which a passing grade (A, B, C, D) was earned and receives an “F,” the credit previously earned will be invalidated; the grade of “F” will be used in computing the grade-point average.

Federal financial aid will not pay for repetition of classes that that have been successfully completed with a grade of D or better.
SOCIAL SECURITY NUMBER AND STUDENT IDENTIFICATION NUMBER

Each student is required to have a Social Security Number (SSN). The SSN is confidential and will not be used in a manner to remove the confidentiality of the number, nor will the SSN be released to a third party without written permission. The SSN is listed on the student’s permanent record and will be released as part of the transcript for identification purposes only.

In addition, each student admitted to PTC will be assigned a student identification number that is generated for use in accessing online services via the PTC web page, including Campus Connect, and will be on the student’s identification card.

TRANSCRIPTS

Only official transcripts are issued by the Office of Admissions and Records. Students who need an unofficial transcript may access Campus Connect up to two years after the last date attended. Students needing an official transcript should submit all requests to Scrip-Safe’s Transcripts on Demand (TOD) service at www.iwantmytranscript.com. Students requesting a transcript via TOD for the first-time will be required to submit a Consent Form. TOD will charge a small processing fee for each request. An additional small fee will be charged for each transcript mailed to a unique recipient.

Transcripts that have been submitted to PTC for admission or evaluation of credit become a part of the student’s permanent record and are not reissued. Pulaski Technical College scans all submitted documents and does not retain original copies.
NEW STUDENT PHILOSOPHY STATEMENT
Pulaski Technical College is committed to the academic, personal and professional development of its students. The quality of the new student experience is critical to the achievement of the college’s mission and lays the foundation upon which future educational successes will be built. This commitment obligates the PTC community to cooperatively and intentionally structure programs, activities and services to promote the success of new students.

TECHNICAL/OCCUPATIONAL EDUCATION
Advances in technology during recent years have greatly influenced modern society at work and in the home. Technical knowledge and skills are changing at a rapid rate as business and industry become even more complex.

Along with this rapid expansion of technical knowledge comes a multitude of new opportunities, creating a demand for more technically competent people to fill the newly created positions. Those who will enter the work force must continuously update their knowledge and skills.

The Associate of Applied Science degree and technical/occupational certificate programs are designed to provide technical knowledge and skills necessary for successful employment within various fields of business and industry. The broad technical/occupational knowledge, combined with general education courses that promote communications, critical thinking and problem-solving skills, should give individuals the necessary foundation and flexibility to adapt to the ever-changing world of technology.

The Student Drug Testing Administrative Rule of Pulaski Technical College requires some programs in the divisions of Allied Health and Human Services (AHHS) and Technical and Industrial Programs (T&I) to require drug testing for admission to the program and conduct random drug testing while enrolled.

The drug policy applies to the following AHHS programs: Occupational Therapy Assistant, Radiography, Respiratory Therapy, Licensed Practical Nursing, and Dental Assisting.

The drug policy applies to the following T&I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance and Equipment, and Welding.

All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs will be conducted during the academic year.
PHILOSOPHY OF TECHNICAL/OCCUPATIONAL EDUCATION
The college will provide technical and occupational education programs to aid students in developing the following:
• technical and occupational skills needed to enter successfully into a chosen occupation or to upgrade skills in one’s current occupation.
• habits of self-reliance, self-discipline and resourcefulness in solving problems.
• interpersonal skills and the ability to work in teams.
• desirable health and safety practices.
• a feeling of pride in one’s work.
• proficiency in the use of technology employed in the occupation.

DEVELOPMENTAL EDUCATION
The developmental education program at Pulaski Technical College exists to help students develop academic skills necessary for succeeding in college-level courses. The program focuses on basic skills in reading, writing and mathematics. The program also emphasizes skills that are needed to meet the demands of college life such as time management, library skills, “technology” skills and stress management. The program promotes personal, social and intellectual growth of students in order to attain success in subsequent college-level courses.

PHILOSOPHY OF DEVELOPMENTAL EDUCATION
The college offers developmental courses for students who lack the basic academic skills necessary for satisfactory performance in college-level studies. In conjunction with the institutional mission, the developmental education program aligns its goals and objectives with other college departments. The program provides and develops curriculum that fosters a supportive, student-centered atmosphere that encourages student success.

The college will strive through developmental education to do the following:
• offer students courses and services to allow them to develop to their highest potential.
• ensure proper placement of students by assessing each student’s level of preparedness for collegiate curricula.
• Encourage a holistic and comprehensive approach to identify student diversities and promote various teaching methods that coincide with student needs.
• Work diligently with students to develop communication, critical thinking, problem solving and analytical skills necessary for the completion of rigorous collegiate curricula.
• Provide a cohesive environment that supports all members of the developmental education community including faculty, instructional staff, support personnel and students.
INSTRUCTIONAL COMPONENTS
Below are the developmental education instructional components. Course descriptions are included in the following section of the catalog.

All first-time entering, degree-seeking students must enroll in COLL 1300 College Seminar: A Pathway to Excellence or COLL 1302 Career Seminar.

Developmental Reading: According to Arkansas Act 1101, students scoring 19 or above on the Reading section of the ACT or 83 or above on the COMPASS Reading Placement test meet minimal reading skills requirements. Students not meeting the standard are required to enroll in the developmental reading program during their first semester and will be placed in the appropriate course based on their individual test scores. Successful completion of the developmental reading program is defined as a grade of “C” or better in all required reading courses. The developmental reading program must be successfully completed before enrolling in English Composition I or in Biology 1401.

Developmental Writing: Students scoring 80 or above on the COMPASS Writing Placement test or 19 or above on the English section of the ACT may enroll in English Composition I. Students not meeting the standard are required to participate in the developmental writing program by enrolling in the appropriate course. The developmental writing program must be successfully completed before enrolling in English Composition I or in Biology 1401.

Developmental Mathematics: Students scoring 50 or above on the COMPASS Algebra Placement test or 21 or above on the mathematics section of the ACT may enroll in College Algebra. Students not meeting the standard are required to participate in the developmental mathematics program by enrolling in the appropriate course. The developmental mathematics program must be successfully completed before enrolling in College Algebra or in Biology 1401.

The college provides students a Learning Assistance Center with programmed instruction to assist them in improving their skills in reading, writing and mathematics. The Learning Assistance Center also provides tutorial services and offers workshops focused on specific academic disciplines. The LAC can be found on the Main campus in CCB 302-305 and at Little Rock-South in rooms 218 and 200.

GENERAL EDUCATION
It is the intent of Pulaski Technical College to provide general education that students will need either to succeed in a career or to transfer for further higher education. The college will ensure that the general education offered is designed to promote breadth and depth of knowledge and to encourage intellectual inquiry.
PHILOSOPHY OF GENERAL EDUCATION

The college recognizes the importance of general education and related studies as integral components of technical education. The college will strive through general education to lead the student to do the following:

• increase his or her capabilities to communicate through writing, speaking and reading.
• perform computations, reason logically, and think independently and critically.
• develop a basic understanding of people, cultures and society.
• develop an appreciation of lifelong learning.
• develop teamwork and workplace skills.

GENERAL EDUCATION REQUIREMENTS FOR TECHNICAL CERTIFICATES

Students in technical certificate programs are required to complete a three-credit-hour course in mathematics and a three-credit-hour course in technical communication or English. Students may choose, upon approval of advisor, to substitute higher level general education courses for the required courses. Refer to each individual program curriculum for specific general education course requirements.

GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE DEGREES

General education requirements for the A.A.S. degree programs vary, depending on the particular technical program requirements. All A.A.S. programs require at least six credit hours of English, three credit hours of mathematics, three credit hours of social science, and three credit hours of computer science. Refer to each individual program curriculum for specific general education course requirements.

UNIVERSITY-TRANSFER CURRICULUM

Many students plan to complete a baccalaureate degree at a senior college or university. At PTC, these students have an opportunity to begin work that will apply toward the completion of requirements for a major field of study at a four-year institution. Advising and Career Services and faculty advisors assist students in the selection of courses leading to the proper sequences.

Students who plan to attend a particular college should consult the catalog and admissions office of that college for information about required and elective courses.

STATE OF ARKANSAS MINIMUM CORE CURRICULUM

Act 98 of 1989 provides for the establishment of a minimum core of courses which will apply toward the general education core curriculum requirements for baccalaureate degrees at state-supported institutions of higher education and which will be fully transferable between state institutions. Students should review the Associate of Arts degree or Associate of Science degree for general education requirements.
Act 672 of 2005 established The Arkansas Course Transfer System (ACTS), a postsecondary education resource service that provides comparable course information to facilitate student transfer within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. Go to http://acts.adhe.edu/ for more information.

The ACTS course number is listed for all ACTS courses throughout the catalog and on all degree plans.

**LEARNING COMMUNITY COURSES**

A learning community combines two or more courses in which the same students enroll in the same classes, and faculty combine specific homework and activities to assist students in reaching their academic goals. A learning community can also have a dedicated advisor who provides academic advice to students or a peer mentor who serves as a supplemental instruction leader. The goal of a learning community is to help students become engaged in their education. A learning community not only provides strong academic support from faculty but also offers social support from the other students who are enrolled in the learning community.

Learning Community courses are designed to be taken jointly with other linked courses and may not be taken separately. Students will be added to and/or dropped from linked learning community courses at the same time.

**ONLINE COURSES**

Online courses are designed to give students access to quality education at a convenient time and location. Online courses at Pulaski Technical College are facilitated by instructors and follow the semester schedule’s beginning and ending dates. Students who wish to enroll in an online course must have access to a computer and an Internet service provider. They must also demonstrate ability in the following areas: using an Internet browser; navigating a website; using a word-processing program; saving, moving, deleting and attaching files; and e-mailing. In addition to technical requirements, students who would like to take an online course should be self-directed learners who have strong time management and communication skills. They should possess the self-discipline needed to follow a schedule and the flexibility needed to deal with computer problems should they arise. An updated, accurate e-mail address is mandatory. In some cases, on-campus presence is required for presentations or exams.

Online courses at PTC are delivered through a variety of course management systems. These course management systems provide instructors and students with access to course content, assignments, discussion boards, mail, chat rooms, whiteboards, quizzes and exams.
Some courses may require that the student purchase an access code in addition to the required textbook. Information about online courses is available on the college’s website. Because information changes each semester, be sure to access the most current information at http://www.pulaskitech.edu/online_courses/.

**HYBRID COURSES**
The term “hybrid” describes courses that are a combination of online and on-campus coursework. Students who take a hybrid course will be required to come to campus on the designated day and at the designated time for their course. The remainder of the course will be completed online.

**WEBINARS**
Some online courses are delivered synchronously. Students attend these classes at a regularly scheduled time and participate from any Internet-connected computer. Webinars normally require that students have a computer headset with microphone.

**WEB-ENHANCED COURSE SECTIONS**
Some PTC courses are Web enhanced. They meet in a classroom on a regular schedule, but require the use of a course management system or course website.

**SUCCESS IN AN ONLINE OR HYBRID CLASS**
The college provides a variety of ways to help online and hybrid students get the information and assistance they need to be successful in class. All basic information about taking an online class is available at http://www.pulaskitech.edu/online_courses/. Each semester, orientations are held for new online students the week before classes begin. For technical assistance or more information about online classes, contact the help desk at onlinecourses@pulaskitech.edu.

In addition, the Bank of America Learning Assistance Center provides online tutoring and in-house tutoring in most academic disciplines. Students can access online tutoring by going to the PTC website and following the links under “Current Students.” Hours of on-campus tutoring can be found posted outside of the LAC on the Main Campus and Little Rock-South.

**CONTINUING EDUCATION/BUSINESS OUTREACH**
The Division of Continuing Education supports the mission of Pulaski Technical College by providing an array of learning opportunities designed to meet the learning needs of the business and industry community of Central Arkansas. For the individual, PTC provides many short-term professional development courses through the Business and Industry Center as well as opportunities for lifelong learning through its Community Education Program.
For the business community, the division offers a variety of training programs aimed at improving the competitive position of the local workforce and the region. The business values of the division include:

- Consistent alignment of training with business goals to exceed customer expectations
- Excellence in business curriculum design and active learning
- Excellence in training materials and methods

The Business and Industry Center (BIC) is recognized for its business-friendly environment. With state-of-the-art industrial, technical and computer labs, comfortable furnishings, spacious conference and meeting rooms, and ample, convenient parking, the BIC brings a world of options to businesses and employees.

The BIC has assembled an unmatched team of technical experts, processes and training facilities ready to help businesses from the start-up to the multinational corporation.

**The Business and Industry Center provides the following training expertise:**

Industrial Technology | Basic and Industrial Electricity
Hydraulics/Pneumatics | Programmable Logic Controllers
Basic Drive Systems | Motor Controls
Manufacturing | Welding
Flexible Manufacturing | Industrial Safety

**Aerospace Manufacturing**

Aircraft Cabinetry | Aircraft Sheet Metal
Aircraft Upholstery

**Computer Applications**

Outlook | Excel
Word | PowerPoint
Access | Visual Basic Applications
Windows Operating Systems

**Management, Supervision and Leadership Development**

Workplace Essentials and Soft Skills Training

Communication | Teamwork
Conflict Resolution | Customer Service
Resumé and Interview Preparation | Supervisor Training
Executive Management Development
CUSTOMIZED TRAINING

The most popular request by business leaders is developing customized training to meet specific needs. The professional staff of the Business and Industry Center provides assistance in all steps of the training process. The Business and Industry Center can match an organization’s needs by adapting an existing program or developing a new one. The training may be tailored for a particular skill level, body of knowledge, company equipment or learning style of the trainee. Training is offered at times and locations convenient to the organization, often at the company site and at times that accommodate employees working on special projects, in teams or on shifts.

The Business and Industry Center is located on Roosevelt Road adjacent to the Bill and Hillary Clinton National Airport in Little Rock. For more information on these programs, or to obtain a proposal for classes designed specifically for your organization, contact the Business and Industry Center at (501) 907-6670.
ADULT EDUCATION
Adult Education programs are found on both the Pulaski Technical College Main Campus and the Little Rock South location. Pulaski Technical College also has the Saline County Adult Education Center in Benton. Adult Education offers General Educational Development (GED) preparation, basic skills, English as a Second Language (ESL), Workforce Alliance for Growth in the Economy (WAGE) and computer literacy programs. For more information on Adult Education at Main Campus or Little Rock South contact Dr. Pam Cicirello at (501) 812-2774. For more information on the Saline County Adult Education Center contact (501) 778-3235.

COMMUNITY EDUCATION
The Community Education program continually seeks to provide a variety of short-term educational courses designed to meet the learning interests of individuals in the community. Often considered lifelong learning, participants can learn a variety of skills from bread baking to storm spotting. The program is housed in the Business and Industry Center but classes are held at different locations throughout the community. For a complete listing of available courses, please visit lifelong.pulaskitech.edu or call (501) 907-6670.
COURSE CODES
The following legend is used for courses in this catalog:
ACCT  Accounting
ANTH  Anthropology
ARAB  Arabic
ARTS  Art
ASTR  Astronomy
AST  Automotive Technology
AVA  Aviation
AVI  Aviation
AVN  Aviation
AVP  Aviation
BAK  Baking
BIOL  Biology
BUS  Business
CHEM  Chemistry
COLL  College Studies
CRT  Collision Repair Technology
COM  Communication
CIS  Computer Information Systems
CTT  Construction Technology
COSM  Cosmetology
CRJU  Criminal Justice
CUL  Culinary Arts
DEN  Dental Assisting
DEVE  Developmental Education
DTM  Diesel Technology
DMP  Digital Media Production
DFT  Drafting and Design Technology
ECD  Early Childhood Development
ECTC  Early Childhood Teaching Credential
ECON  Economics
EDUC  Education
EDPA  Education Physical Activity
ELT  Electronics Technology
ENGL  English
ENTR  Entrepreneurship
FILM  Film
FREN  French
GEOG  Geography
GEOL  Geology
GERM  German
<table>
<thead>
<tr>
<th>Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLSC</td>
<td>Health Sciences</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>HOS</td>
<td>Hospitality</td>
</tr>
<tr>
<td>HUMN</td>
<td>Humanities</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heating, Ventilation, Air Conditioning and Refrigeration (HVACR)</td>
</tr>
<tr>
<td>IEL</td>
<td>Industrial Electronics Technology</td>
</tr>
<tr>
<td>IET</td>
<td>Industrial Equipment Technology</td>
</tr>
<tr>
<td>INTR</td>
<td>Interpretation</td>
</tr>
<tr>
<td>LGS</td>
<td>Legal Secretarial</td>
</tr>
<tr>
<td>MST</td>
<td>Machine Tool Technology</td>
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<tr>
<td>MFT</td>
<td>Manufacturing Technology</td>
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<tr>
<td>MCOM</td>
<td>Mass Communication</td>
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<td>Technical Mathematics</td>
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<tr>
<td>MET</td>
<td>Medical Transcription</td>
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<td>MILT</td>
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<td>PMUS</td>
<td>Music – Performance</td>
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<tr>
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<td>BOTA</td>
<td>Occupational Therapy Assistant</td>
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<tr>
<td>PLG</td>
<td>Paralegal Technology</td>
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<td>PHIL</td>
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<td>Photography</td>
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<tr>
<td>PHYS</td>
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<td>POLS</td>
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<tr>
<td>LPN</td>
<td>Practical Nursing</td>
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<tr>
<td>LPNN</td>
<td>Practical Nursing – Nontraditional Track</td>
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<tr>
<td>LPNT</td>
<td>Practical Nursing – Traditional Track</td>
</tr>
<tr>
<td>POW</td>
<td>Power Sports &amp; Equipment</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology</td>
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<tr>
<td>RADG</td>
<td>Radiography</td>
</tr>
<tr>
<td>RELG</td>
<td>Religion</td>
</tr>
<tr>
<td>RES</td>
<td>Respiratory Therapy</td>
</tr>
<tr>
<td>SOWK</td>
<td>Social Work</td>
</tr>
<tr>
<td>SOCI</td>
<td>Sociology</td>
</tr>
<tr>
<td>SPAN</td>
<td>Spanish</td>
</tr>
<tr>
<td>SPCH</td>
<td>Speech Communication</td>
</tr>
<tr>
<td>BHSP</td>
<td>Spiritual Perspectives</td>
</tr>
<tr>
<td>TECH</td>
<td>Technical</td>
</tr>
<tr>
<td>THEA</td>
<td>Theatre</td>
</tr>
<tr>
<td>TRT</td>
<td>Tractor and Trailer Logistics</td>
</tr>
<tr>
<td>WLD</td>
<td>Welding Technology</td>
</tr>
</tbody>
</table>
The Associate of Arts (AA) degree is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a four-year institution. The A.A. degree at Pulaski Technical College requires successful completion of 60 credit hours with a minimum 2.00 cumulative grade-point average. In general, courses taken to satisfy A.A. degree requirements must have a grade of “C” or better in order to transfer to a four-year institution.

Note: A (P) indicates that a prerequisite is required before the course can be taken.

### English/Communications
Complete all (9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Comp II (P)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communications (P)</td>
<td>SPCH 1003</td>
</tr>
</tbody>
</table>

### Mathematics
Complete one (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1300</td>
<td>Quantitative Literacy (P)</td>
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</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P) or higher</td>
<td>MATH 1103</td>
</tr>
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</table>

### Lab Sciences
Complete all (8 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 1401</td>
<td>Physical Science (P) or higher</td>
<td>PHSC 1004</td>
</tr>
<tr>
<td>or PHYS 1400</td>
<td>Earth Science (P)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science (P) or higher</td>
<td>BIOL 1004</td>
</tr>
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</table>

### Literature
Complete One (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 2333</td>
<td>English Lit from the Beginning to 1785 (P)</td>
<td>ENGL 2653</td>
</tr>
<tr>
<td>ENGL 2334</td>
<td>English Lit from 1785 to Present (P)</td>
<td>ENGL 2663</td>
</tr>
<tr>
<td>ENGL 2335</td>
<td>American Lit from the Beginning to 1865 (P)</td>
<td>ENGL 2113</td>
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<tr>
<td>ENGL 2336</td>
<td>American Lit from 1865 to the Present (P)</td>
<td>ENGL 2123</td>
</tr>
<tr>
<td>ENGL 2337</td>
<td>World Lit from the Beginning to 1650 (P)</td>
<td>ENGL 2113</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Lit from 1650 to the Present (P)</td>
<td>ENGL 2123</td>
</tr>
</tbody>
</table>
### Arts and Humanities Complete One (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Art</td>
<td>ARTA 1003</td>
</tr>
<tr>
<td>ARTS 2330</td>
<td>Art History: Prehistoric to Renaissance</td>
<td>ARTA 2003</td>
</tr>
<tr>
<td>ARTS 2331</td>
<td>Art History: Renaissance to the Present</td>
<td>ARTA 2103</td>
</tr>
<tr>
<td>ENGL 2330</td>
<td>Creative Writing I (P)</td>
<td>ENGL 2013</td>
</tr>
<tr>
<td>FREN 1311</td>
<td>Elementary French I (or higher)</td>
<td>FREN 1013</td>
</tr>
<tr>
<td>MUSC 2300</td>
<td>Introduction to Music</td>
<td>MUSC 1003</td>
</tr>
<tr>
<td>PHIL 1310</td>
<td>Introduction to Philosophy</td>
<td>PHIL 1103</td>
</tr>
<tr>
<td>PHIL 1330</td>
<td>Introduction to Critical Thinking</td>
<td>PHIL 1003</td>
</tr>
<tr>
<td>SPAN 1311</td>
<td>Elementary Spanish I (or higher)</td>
<td>SPAN 1013</td>
</tr>
<tr>
<td>THEA 2300</td>
<td>Introduction to Theatre</td>
<td>DRAM 1003</td>
</tr>
</tbody>
</table>

### US History/Political Science Complete One (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2311</td>
<td>US History to 1877</td>
<td>HIST 2113</td>
</tr>
<tr>
<td>HIST 2312</td>
<td>US History since 1877</td>
<td>HIST 2123</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
<td>PLSC 2003</td>
</tr>
</tbody>
</table>

### Social Science Complete Two (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2310</td>
<td>Cultural Anthropology</td>
<td>ANTH 2013</td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics</td>
<td>ECON 2323</td>
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<tr>
<td>GEOG 1310</td>
<td>Physical Geography</td>
<td>GEOG 2223</td>
</tr>
<tr>
<td>GEOG 2310</td>
<td>Cultural Geography</td>
<td>GEOG 2113</td>
</tr>
<tr>
<td>HIST 1311</td>
<td>History of Civilization I</td>
<td>HIST 1113</td>
</tr>
<tr>
<td>HIST 1312</td>
<td>History of Civilization II</td>
<td>HIST 1123</td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
</tr>
<tr>
<td>PSYC 2320</td>
<td>Developmental Psychology</td>
<td>PSYC 2103</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 2013</td>
</tr>
</tbody>
</table>

### Directed Electives Complete 15-25 credit hours from the following categories: ANTH, ARAB, ARTS, ASTR, BIOL, CHEM, ECON, ENGL, FILM, FREN, GEOG, GEOL, GERM, HIST, HUMN, INTR, MATH, MCOM, MUSC, PHIL, PHYS, PHOT, PMUS, POLS, PSYC, RELG, SOCI, SPAN, SPCH, THEA
Institutional Electives Complete 0-9 Credit hours
Required if First Time College Student: Choose one:
COLL 1300 College Seminar
COLL 1302 Career Seminar

Choose remainder of hours from below:
CIS1103, CIS1403, or any course from ACCT, BUS, CRJU, EDPA, HLSC, or SOWK

ASSOCIATE OF SCIENCE IN LIBERAL ARTS AND SCIENCES
The Associate of Science in Liberal Arts and Sciences (ASLAS) degree is designed for students who wish to complete the first two years of a baccalaureate degree and transfer to a four-year institution for a degree in natural science or mathematics. The ASLAS degree requires successful completion of 60 credit hours with a minimum 2.00 cumulative grade-point average. In general, courses taken to satisfy ASLAS degree requirements must have a grade of “C” or better in order to transfer to a four-year institution.

Note: A (P) indicates that a prerequisite is required before the course can be taken. English/Communications

Complete all (9 credit hours)
Course Title ACTS #
ENGL 1311 English Composition I (P) ENGL 1013
ENGL 1312 English Comp II (P) ENGL 1023
SPCH 1300 Speech Communications (P) SPCH 1003

Mathematics Complete all (3 credit hours)
Course Title ACTS #
MATH 1302 College Algebra (P) or higher MATH 1103

Lab Sciences Complete two (8 credit hours)
Course Title ACTS #
PHYS 1401 Physical Science (P) or higher PHSC 1004
BIOL 1401 Biological Science (P) or higher BIOL 1004
BIOL 1402 Human Anatomy and Physiology I (P) BIOL 2404
BIOL 1403 Human Anatomy and Physiology II (P) BIOL 2414
BIOL 2401 Microbiology (P) BIOL 2004
BIOL 2402 General Botany (P) BIOL 1034
CHEM 1403 Fundamental Chemistry I (P) CHEM 1214
CHEM 1404 Fundamental Chemistry II (P) CHEM 1224
### CHEM 1405  General Chemistry I (P)  CHEM 1414
### CHEM 1406  General Chemistry II (P)  CHEM 1424
### PHYS 1400  Earth Science (P)  
### PHYS 1402  College Physics I (P)  PHYS 2014
### PHYS 1403  College Physics II (P)  PHYS 2024

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>ENGL 2333</td>
<td>English Lit from the Beginning to 1785 (P)</td>
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<td>ENGL 2336</td>
<td>American Lit from 1865 to the Present (P)</td>
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</tr>
<tr>
<td>ENGL 2337</td>
<td>World Lit from the Beginning to 1650 (P)</td>
<td></td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Lit from 1650 to the Present (P)</td>
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</table>

Literature  Complete One (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2300</td>
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<td>Creative Writing I (P)</td>
<td>ENGL2013</td>
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<td>ENGL 2334</td>
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</tr>
<tr>
<td>ENGL 2338</td>
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<tr>
<td>MUSC 2300</td>
<td>Introduction to Music</td>
<td>MUSC 1003</td>
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<tr>
<td>FREN 1311</td>
<td>Elementary French I (or higher)</td>
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<tr>
<td>THEA2300</td>
<td>Introduction to Theatre</td>
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Arts and Humanities  Complete One (3 credit hours) not completed in Literature

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HIST 2311</td>
<td>US History to 1877</td>
<td>HIST 2113</td>
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<tr>
<td>HIST 2312</td>
<td>US History since 1877</td>
<td>HIST 2123</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
<td>PLSC 2003</td>
</tr>
</tbody>
</table>
Social Science  Complete Two (6 credit hours)
Courses chosen below must not have been completed in US History and World Civilization above.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
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</thead>
<tbody>
<tr>
<td>ANTH 2310</td>
<td>Cultural Anthropology</td>
<td>ANTH 2013</td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics (P)</td>
<td>ECON 2203</td>
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<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics (P)</td>
<td>ECON 2323</td>
</tr>
<tr>
<td>GEOG 1310</td>
<td>Physical Geography</td>
<td>GEOG 2223</td>
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<td>GEOG 2310</td>
<td>Cultural Geography</td>
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<tr>
<td>HIST 1311</td>
<td>History of Civilization I</td>
<td>HIST 1113</td>
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<td>History of Civilization II</td>
<td>HIST 1123</td>
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<tr>
<td>HIST 2311</td>
<td>US History to 1877</td>
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<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
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<td>PSYC 2320</td>
<td>Developmental Psychology (P)</td>
<td>PSYC 2103</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 2013</td>
</tr>
</tbody>
</table>

Electives  Complete 25 credit hours from the following:
CIS 1103  Computer Concepts or courses with the following prefixes:

ACCT, ANTH, ARTS, ASTR, BIOL, BUS, CHEM, CIS, COLL, CRJU, ECONENGL, FILM, FREN, GEOG, GEOL, GERM, HIST, HLSC, HUMN, INTR, MATH, MCOM, MUSC, PHIL, PHOT, PHYS, PMUS, POLS, PSYC, RELG, SOCI, SOWK, SPAN, SPCH, THEA
ASSOCIATE OF SCIENCE IN BUSINESS

The Associate of Science in Business is designed for students who are planning to transfer to a four-year institution to obtain a bachelor’s degree in the field of business. The following schools accept this completed degree in its entirety: Arkansas State University, Arkansas Tech University, Henderson State University, Harding University, University of Central Arkansas, University of Arkansas Fort Smith, University of Arkansas at Little Rock, University of Arkansas Monticello, University of Arkansas Pine Bluff and Southern Arkansas University.

Note: A (P) indicates that a prerequisite is required before the course can be taken.

### English/Communications Complete all (9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
<td>ENGL 1013</td>
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<tr>
<td>ENGL 1312</td>
<td>English Comp II (P)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communications (P)</td>
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### Mathematics Complete all (6 credit hours)

<table>
<thead>
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<th>ACTS #</th>
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<tbody>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P) or higher</td>
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<td>MATH 1308</td>
<td>Business Calculus (P)</td>
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### Lab Sciences Complete all (8 credit hours)

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>PHYS 1401</td>
<td>Physical Science (P) or higher</td>
<td>PHYS 1401</td>
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<tr>
<td>BIOL 1401</td>
<td>Biological Science (P) or higher</td>
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### Literature Complete One (3 credit hours)

<table>
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<th>ACTS #</th>
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<tbody>
<tr>
<td>ENGL 2337</td>
<td>World Lit from the Beginning to 1650 (P)</td>
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<tr>
<td>ENGL 2338</td>
<td>World Lit from 1650 to the Present (P)</td>
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</table>

### Fine Arts Electives Complete One (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Art</td>
<td>ARTA 1003</td>
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<tr>
<td>MUSC 2300</td>
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<td>MUSC 1003</td>
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<tr>
<td>THEA 2300</td>
<td>Introduction to Theatre</td>
<td>THEA 2300</td>
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</table>
## Social Science
Complete Three (9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>HIST 1311</td>
<td>History of Civilization I</td>
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<tr>
<td>HIST 2312</td>
<td>US History since 1877</td>
<td>HIST 2123</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
<td>PLSC 2003</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 2013</td>
</tr>
</tbody>
</table>

## Business Core Requirements
Complete all (24 credit hours)

<table>
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</thead>
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<td>Principles of Accounting I (P)</td>
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<td>Principles of Accounting II (P)</td>
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<td>BUS 2633</td>
<td>Legal Environment of Business (P)</td>
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<tr>
<td>MATH 2320</td>
<td>Introduction to Statistics and Probability (P)</td>
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<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
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</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics (P)</td>
<td>ECON 2203</td>
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<td>ECON 2323</td>
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<td>BUS 1243*</td>
<td>Business Communications</td>
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<tr>
<td>OR</td>
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</tbody>
</table>

*Please see the chart below to select the appropriate elective.

## Institutional Directed Elective Requirements

<table>
<thead>
<tr>
<th>Institution</th>
<th>Directed Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arkansas State University</td>
<td>Business Communication</td>
</tr>
<tr>
<td>Arkansas Tech University</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Harding University</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Henderson State University</td>
<td>Business Communication</td>
</tr>
<tr>
<td>University of Central Arkansas</td>
<td>Business Communication</td>
</tr>
<tr>
<td>University of Arkansas at Fort Smith</td>
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</tr>
<tr>
<td>University of Arkansas at Little Rock</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>University of Arkansas at Monticello</td>
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</tr>
<tr>
<td>University of Arkansas at Pine Bluff</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>Southern Arkansas University</td>
<td>Introduction to Business</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN TECHNOLOGY AND ENGINEERING

The Associate of Science in Technology and Engineering (ASTE) degree is for students who want to complete the first two years of a baccalaureate degree in STEM related fields like engineering and computer science and transfer to a four-year institution.

<table>
<thead>
<tr>
<th>English/Communications</th>
<th>Complete all (6 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I [P]</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Comp II [P]</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Complete one (3-4 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra [P] or</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>Trigonometry or</td>
</tr>
<tr>
<td>MATH 1404</td>
<td>Calculus I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lab Sciences</th>
<th>Complete two (8 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science with Lab [P]</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Microbiology [P]</td>
</tr>
<tr>
<td>CHEM 1405</td>
<td>General Chemistry I [P]</td>
</tr>
<tr>
<td>CHEM 1406</td>
<td>General Chemistry II [P]</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics I [P]</td>
</tr>
<tr>
<td>PHYS 1403</td>
<td>College Physics II [P]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fine Arts/Humanities</th>
<th>Complete one from each subgroup (6 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>ART 2300</td>
<td>Introduction to Visual Arts or</td>
</tr>
<tr>
<td>MUS 2300</td>
<td>Introduction to Music or</td>
</tr>
<tr>
<td>THEA 2300</td>
<td>Introduction to Theatre</td>
</tr>
<tr>
<td>ENGL 2337</td>
<td>World Literature from the Beginning to 1650 or</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Lit from 1650 to the Present [P]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Sciences</th>
<th>Complete one from each subgroup (6 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>HIST 2311</td>
<td>U.S. History to 1877 or</td>
</tr>
<tr>
<td>HIST 2312</td>
<td>U.S. History since 1877 or</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
</tr>
<tr>
<td>HIST 1311</td>
<td>History of Civilization I or</td>
</tr>
<tr>
<td>HIST 1312</td>
<td>History of Civilization II</td>
</tr>
</tbody>
</table>
**Oral Communications**
 Complete two (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2322</td>
<td>Principles of Macroeconomics or ECON 2103</td>
<td>ECON 2103</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Microeconomics or ECON 2203</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience or PSYC 1103</td>
<td>PSYC 1103</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology or SOCI 1310</td>
<td>SOCI 1310</td>
</tr>
<tr>
<td>HIST 2311</td>
<td>U.S. History to 1877 (if not chosen above) or HIST 2113</td>
<td>HIST 2113</td>
</tr>
<tr>
<td>HIST 2312</td>
<td>U.S. History since 1877 (if not chosen above) or HIST 2123</td>
<td>HIST 2123</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government (if not chosen above) PLSC 2003</td>
<td>PLSC 2003</td>
</tr>
<tr>
<td>HIST 1311</td>
<td>History of Civilization I (if not chosen above) or HIST 1213</td>
<td>HIST 1213</td>
</tr>
<tr>
<td>HIST 1312</td>
<td>History of Civilization II (if not chosen above) HIST 1223</td>
<td>HIST 1223</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communications SPCH 1003</td>
<td>SPCH 1003</td>
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</table>

**Technology and Engineering Electives**
 Complete at least 24 credit hours

<table>
<thead>
<tr>
<th>Course</th>
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<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1133</td>
<td>Internet Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 2514</td>
<td>Introduction to Computer Science I</td>
<td></td>
</tr>
<tr>
<td>CIS 2644</td>
<td>Introduction to Computer Science II</td>
<td></td>
</tr>
<tr>
<td>CIS 2653</td>
<td>Computer Organization and Assembly Language</td>
<td></td>
</tr>
<tr>
<td>CIS 2733</td>
<td>Data Structures</td>
<td></td>
</tr>
<tr>
<td>MATH 2310</td>
<td>Discrete Math</td>
<td></td>
</tr>
<tr>
<td>MATH 1303</td>
<td>Trigonometry (if not used above) MATH 1203</td>
<td>MATH 1203</td>
</tr>
<tr>
<td>MATH 2320</td>
<td>Introduction to Statistics and Probability (if not used above) MATH 2103</td>
<td>MATH 2103</td>
</tr>
<tr>
<td>MATH 1404</td>
<td>Calculus I (if not used above) MATH 2405</td>
<td>MATH 2405</td>
</tr>
<tr>
<td>MATH 1405</td>
<td>Calculus II MATH 2505</td>
<td></td>
</tr>
<tr>
<td>MATH 2406</td>
<td>Calculus III MATH 2603</td>
<td></td>
</tr>
<tr>
<td>CHEM 1405</td>
<td>General Chemistry I (if not used above) CHEM 1414</td>
<td>CHEM 1414</td>
</tr>
<tr>
<td>CHEM 1406</td>
<td>General Chemistry II (if not used above) CHEM 1424</td>
<td>CHEM 1424</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Microbiology (if not used above) BIOL 2004</td>
<td>BIOL 2004</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics I (if not used above) PHYS 2014</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>PHYS 1403</td>
<td>College Physics II (if not used above) PHYS 2024</td>
<td>PHYS 2024</td>
</tr>
<tr>
<td>PHYS 1404</td>
<td>Advanced College Physics I</td>
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</tr>
<tr>
<td>PHYS 1405</td>
<td>Advanced College Physics II or</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective from U of A - University Physics II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective from U of A - Intro to Engineering</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elective from U of A - Programming Foundations I</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A [P] indicates that a prerequisite is required before the course can be taken. Refer the Academic Catalog to find the prerequisite.

*BIOL 1400 cannot serve as a prerequisite for upper level BIOL courses.

** First-Time College Students are required to take College Seminar or Career Seminar.
ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies (AGS) is a 60-hour degree designed to allow maximum exploration of courses by a student. It is not intended for students who plan to pursue a baccalaureate degree although some courses may be transferrable. The degree must include 14-16 credit hours in a specific area or discipline and must be developed in cooperation with an advisor in the specific area or discipline. The approved degree plan must be on file with the graduation coordinator prior to application for graduation.

Note: A (P) indicates that a prerequisite is required before the course can be taken.

<table>
<thead>
<tr>
<th>English/Communications Complete all (9 credit hours)</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>ENGL 1311 English Composition I (P)</td>
</tr>
<tr>
<td>ENGL 1312 English Comp II (P)</td>
</tr>
<tr>
<td>SPCH 1300 Speech Communications (P)</td>
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</table>

<table>
<thead>
<tr>
<th>Mathematics Complete one (3 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>MATH 302 College Algebra (P) or higher</td>
</tr>
<tr>
<td>MATH 1300 Quantitative Literacy (P)</td>
</tr>
<tr>
<td>MTH 1303 Math for Allied Health (P)</td>
</tr>
<tr>
<td>MATH 1301 College Business Math (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Computer Complete one (3 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>CIS 1103 Computer Concepts</td>
</tr>
<tr>
<td>CIS 1403 Microcomputer Applications I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social Science Complete One (3 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>HIST 2311 US History to 1877</td>
</tr>
<tr>
<td>HIST 2312 US History since 1877</td>
</tr>
<tr>
<td>POLS 1310 American National Government</td>
</tr>
<tr>
<td>ANTH 2310 Cultural Anthropology</td>
</tr>
<tr>
<td>ECON 2322 Principles of Microeconomics (P)</td>
</tr>
<tr>
<td>ECON 2323 Principles of Macroeconomics (P)</td>
</tr>
<tr>
<td>GEOG 1310 Physical Geography</td>
</tr>
<tr>
<td>GEOG 2310 Cultural Geography</td>
</tr>
<tr>
<td>HIST 1311 History of Civilization I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1023</td>
</tr>
<tr>
<td>SPCH 1003</td>
</tr>
<tr>
<td>MATH 1103</td>
</tr>
<tr>
<td>MATH 1113</td>
</tr>
<tr>
<td>CPSI 1003</td>
</tr>
<tr>
<td>HIST 2113</td>
</tr>
<tr>
<td>HIST 2123</td>
</tr>
<tr>
<td>PLSC 2003</td>
</tr>
<tr>
<td>ANTH 2013</td>
</tr>
<tr>
<td>ECON 2203</td>
</tr>
<tr>
<td>ECON 2323</td>
</tr>
<tr>
<td>GEOG 2223</td>
</tr>
<tr>
<td>GEOG 2113</td>
</tr>
<tr>
<td>HIST 1113</td>
</tr>
</tbody>
</table>
Elective Requirements (42 credit hours)
14-16 credit hours must be in a specific area or discipline and must be approved by an advisor in that area or discipline with a completed degree plan filed with the registrar’s office. Official course substitutions should be filed if any changes are made. College studies (COLL) courses and physical activity (EDPA) courses can be used in any cognate area. The following cognate areas are available with their related course prefixes:

Business/Information Technology: ACCT, BUS, CIS, CRJU, DMP, ECON, ENTR, MATH, MET

Allied Health/Science: ASTR, BIOL, CHEM, DEN, GEOL, HLSC, MET, CNA, PHYS, LPN, LPNN, LPNT, MTH, MATH

Education: ECD, ECTC, EDUC, MATH

Fine Arts/Humanities: ARAB, ARTS, ENGL, FILM, FREN, GERM, HUMN, INTR, MCOM, MUSC, PMUS, PHIL, PHOT, SPAN, SPCH, THEA

Math/Social Science: ANTH, ECON, GEOG, HIST, MATH, POLS, PSYC, RELG, SOWK, SOCI
GENERAL STUDIES CERTIFICATE
The General Studies Certificate recognizes the successful completion of 31 credit hours of general education core courses. This certificate documents the student’s mastery of the skills and competencies needed to be successful in the work force and to pursue further education. This certificate requires the completion of 31 credit hours with a minimum 2.00 cumulative grade-point average.

In general, courses taken to satisfy A.A. degree requirements must have a grade of “C” or better in order to transfer to a four-year institution.

General Education Core Courses (31 credit hours)
Course       Title       ACTS #
ENGL 1311    English Composition I       ENGL 1013
ENGL 1312    English Composition II      ENGL 1023
SPCH 1300    Speech Communication        SPCH 1003
MATH 1302    College Algebra             MATH 1103
OR MATH 1300 Quantitative Literacy       
CIS 1103     Computer Concepts           CPSI 1003

Fine Arts/ Humanities   Approved Course (3 credit hours)

Social Sciences Three Approved Courses (9 credit hours)
One course from the following:
Course       Title       ACTS #
PHYS         Physical Science Course with lab
BIOL         Biological Science Course with lab
Total        31 Credit Hours
ALLIED HEALTH AND HUMAN SERVICES DIVISION
DEPARTMENT OF ALLIED HEALTH AFFILIATIONS
ASSOCIATE OF APPLIED SCIENCE IN ALLIED HEALTH

The Associate of Applied Science in Allied Health prepares students for allied health careers. The five degree options consist of a block of general education requirements and selected allied health professional curriculum credits. The Dental Assisting option is available for students that complete the Technical Certificate in Dental Assisting at Pulaski Technical College. The Histotechnology, Sleep Technology and Surgical Technology options are offered through a partnership with Baptist Health College Little Rock. The Radiography option is offered through a partnership with St. Vincent Infirmary School of Radiologic Technology. Students will be admitted into the professional core through specific requirements of the admission/selection criteria of the affiliated school.

As part of Allied Health and Human Services Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following AHHS programs: Occupational Therapy Assistant, Radiography, Respiratory Therapy, Licensed Practical Nursing and Dental Assisting.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

OPTION: HISTOTECHNOLOGY

Students enrolled in this program of study obtain 49 credit hours by graduating from Baptist Health College Little Rock with a Histotechnology diploma. Students then complete 19 credit hours of general education at Pulaski Technical College.

Baptist Health College Little Rock (49 credit hours)
Histotechnology Diploma

General Education Courses (19 credit hours)
Course | Title | ACTS #
--- | --- | ---
BIOL 1411 | Structure and Function of the Human Body | BIOL 2004
OR BIOL 2401 | Microbiology | CPSI 1003
CIS 1103 | Computer Concepts | ENGL 1013
ENGL 1311 | English Composition I | ENGL 1023
ENGL 1312 | English Composition II | 
MATH 1302 | College Algebra | MATH 1103
PSYC 2300 | Psychology and the Human Experience | PSYC 1103
Total | **68 Credit Hours** | 

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OPTION: SLEEP TECHNOLOGY
Students enrolled in this program of study obtain 42 credit hours by graduating from Baptist Health College Little Rock with a Sleep Technology diploma. Students then complete the 19 credit hours of general education at Pulaski Technical College.

Baptist Health College Little Rock (42 credit hours)
Sleep Technology Diploma

General Education Courses (19 credit hours)
Course       Title                               ACTS #
BIOL 1411    Structure and Function of the Human Body  BIOL 2004
OR BIOL 2401 Microbiology
CIS 1103    Computer Concepts                  CPSI 1003
ENGL 1311    English Composition I            ENGL 1013
ENGL 1312    English Composition II           ENGL 1023
MATH 1302    College Algebra                  MATH 1103
PSYC 2300    Psychology and the Human Experience PSYC 1103
Total       61 Credit Hours

OPTION: SURGICAL TECHNOLOGY
Students enrolled in this program of study obtain 41 credit hours by graduating from Baptist Health College Little Rock with a Surgical Technology diploma. Students then complete the 19 credit hours of general education at Pulaski Technical College.

Baptist Health College Little Rock (41 credit hours)
Surgical Technology Diploma

General Education Courses (19 credit hours)
Course       Title                               ACTS #
BIOL 1411    Structure and Function of the Human Body  BIOL 2004
OR BIOL 2401 Microbiology
CIS 1103    Computer Concepts                  CPSI 1003
ENGL 1311    English Composition I            ENGL 1013
ENGL 1312    English Composition II           ENGL 1023
MATH 1302    College Algebra                  MATH 1103
PSYC 2300    Psychology and the Human Experience PSYC 1103
Total       60 Credit Hours
OPTION: RADIOGRAPHY

Students enrolled in this program of study obtain 19 credit hours of general education courses listed below. If selected for the professional program at St. Vincent Infirmary School of Radiologic Technology, students then complete the 48 credit hours of radiography courses. Enrollment in Radiography courses is limited. Students are selected through a formal acceptance process. Students must be 18 years old, with a high school diploma or GED, and have completed all required prerequisite courses in order to start the Radiography program. This program of study includes required summer courses and special program fees beyond current tuition and college fees.

St. Vincent Health System School of Radiologic Technology is accredited by the Joint Review Committee for Education in Radiologic Technology (JRCERT), which is recognized by the United States Department of Education (USDE) as an accrediting agency. JRCERT 20 N. Wacker Drive. Suite 2850 Chicago, IL 60606-2901. 312-704-5300. www.jrcert.org. Upon successful completion of the program, graduates are eligible to apply for admission to the certification exam administered by the American Registry of Radiologic Technologists. Upon passing the registry examination, the graduate is certified as a Registered Technologist, Radiographer R.T. (R) ARRT and is eligible to apply for active membership in the American Society of Radiologic Technologists.

General Education Courses (19 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1411</td>
<td>Structure and Function of the Human Body</td>
<td>BIOL 2004</td>
</tr>
<tr>
<td>OR BIOL 2401</td>
<td>Microbiology</td>
<td></td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
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<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
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</tbody>
</table>

Radiography Courses (48 credit hours)

<table>
<thead>
<tr>
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<th>Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>RADG 1001</td>
<td>Introduction to Radiography</td>
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</tr>
<tr>
<td>RADG 1002</td>
<td>Pre-Clinical Education</td>
<td></td>
</tr>
<tr>
<td>RADG 1011</td>
<td>Medical Ethics and Law</td>
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</tr>
<tr>
<td>RADG 1021</td>
<td>Image Processing</td>
<td></td>
</tr>
<tr>
<td>RADG 1031</td>
<td>Medical Terminology</td>
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</tr>
<tr>
<td>RADG 1041</td>
<td>Patient Care in the Radiologic Science</td>
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</tr>
<tr>
<td>RADG 1201</td>
<td>Radiographic Procedures I</td>
<td></td>
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<tr>
<td>RADG 1212</td>
<td>Radiographic Procedures II</td>
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</tr>
<tr>
<td>RADG 2231</td>
<td>Radiographic Procedures III (Contrast)</td>
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### RADG Courses

<table>
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<tbody>
<tr>
<td>RADG 2222</td>
<td>Radiographic Procedures IV (Specials)</td>
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<tr>
<td>RADG 2241</td>
<td>Radiographic Procedures V</td>
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<tr>
<td>RADG 1101</td>
<td>Image Analysis I</td>
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<tr>
<td>RADG 1111</td>
<td>Image Analysis II</td>
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<tr>
<td>RADG 2121</td>
<td>Image Analysis III</td>
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<tr>
<td>RADG 2131</td>
<td>Image Analysis IV</td>
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<td>Clinical Education I</td>
</tr>
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<td>RADG 1313</td>
<td>Clinical Education II</td>
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<td>RADG 2322</td>
<td>Clinical Education III</td>
</tr>
<tr>
<td>RADG 2333</td>
<td>Clinical Education IV</td>
</tr>
<tr>
<td>RADG 2343</td>
<td>Clinical Education V</td>
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<tr>
<td>RADG 2352</td>
<td>Clinical Education VI</td>
</tr>
<tr>
<td>RADG 2502</td>
<td>Radiation Production &amp; Characteristics I</td>
</tr>
<tr>
<td>RADG 2511</td>
<td>Radiation Production &amp; Characteristics II</td>
</tr>
<tr>
<td>RADG 2001</td>
<td>Radiographic Pathology</td>
</tr>
<tr>
<td>RADG 1051</td>
<td>Introduction to Quality Assurance</td>
</tr>
<tr>
<td>RADG 1402</td>
<td>Digital/Film Acquisition and Display I</td>
</tr>
<tr>
<td>RADG 2412</td>
<td>Digital/Film Acquisition and Display II</td>
</tr>
<tr>
<td>RADG 2002</td>
<td>Imaging Equipment</td>
</tr>
<tr>
<td>RADG 2021</td>
<td>Principles of Radiation Biology</td>
</tr>
<tr>
<td>RADG 2011</td>
<td>Principles of Radiation Protection</td>
</tr>
<tr>
<td>RADG 2031</td>
<td>Senior Seminars</td>
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</table>

**Total 67 Credit Hours**

### OPTION: DENTAL ASSISTING

**General Education Courses (19 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1411</td>
<td>Structure and Function of the Human Body</td>
<td>BIOL 2004</td>
</tr>
<tr>
<td>OR BIOL 2401</td>
<td>Microbiology</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
</tr>
</tbody>
</table>

**Related Courses (3 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
</tbody>
</table>

**Dental Assisting Courses (40 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEN 1103</td>
<td>Dental Science</td>
<td></td>
</tr>
<tr>
<td>DEN 1203</td>
<td>Biomedical Science</td>
<td></td>
</tr>
</tbody>
</table>
DEN 1303  Clinical Science I
DEN 1404  Chair side Assisting I
DEN 1504  Dental Materials I
DEN 1603  Dental Radiography I
DEN 1702  Preventive Dentistry
DEN 2101  Dental Materials II
DEN 2201  Dental Radiography II
DEN 2303  Chair side Assisting II
DEN 2405  Clinical Science II
DEN 2508  Clinical Practice and Seminars
Total 62 Credit Hours

ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT
The Occupational Therapy Assistant (OTA) program is offered through a partnership between Baptist Health College Little Rock and Pulaski Technical College. Upon completion of the OTA program, graduates earn an Associate of Applied Science degree. The program is designed to prepare students in the theory and application skills required for an occupational therapy assistant career. In addition to theory and laboratory instruction, students participate in fieldwork experiences and instruction. The AAS degree program combines general education courses with technical skills courses to prepare graduates to serve in expanded roles required for allied health workers. Application to the program is through Baptist Health College Little Rock. Please contact Baptist Health College at (501) 202-6200 or (501) 202-7740 for more information on application procedures.

The Baptist Health College Little Rock-School of Occupational Therapy Assistant (BHSLR-SOTA) is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE’s telephone number, care of AOTA, is (301) 652-AOTA. The web address is www.acoteonline.org. BHSLR-SOTA graduates are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified occupational therapy assistant (COTA). In addition, most states (including Arkansas) require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Licensure of the occupational therapy assistant in Arkansas is awarded by the Arkansas State Medical Board based on the results of the NBCOT examination. A felony conviction may affect a graduate’s ability to sit for the NBCOT examination or attain state licensure. For additional information regarding the certification examination, contact NBCOT at 800 South Frederick Ave., Suite 200, Gaithersburg, MD 20877-4150. Enrollment in Occupational Therapy Assistant courses is limited. Students are selected through a formal competitive admission process. Students must be 18 years old, with a high school diploma or GED, and have completed all required prerequisite courses in order to apply to the Occupational Therapy Assistant program. This program of study includes special program fees beyond current tuition and college fees.
### Prerequisite Courses (9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I*</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra*</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience*</td>
<td>PSYC 1103</td>
</tr>
</tbody>
</table>

### General Education Courses (16 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1312</td>
<td>English Composition II*</td>
<td>ENGL1023</td>
</tr>
<tr>
<td>BIOL 1411</td>
<td>Structure and Function of the Human Body*</td>
<td></td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts*</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>HLSC 1300</td>
<td>Concepts of Lifetime Health &amp; Wellness*</td>
<td>HEAL 1003</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology*</td>
<td>SOCI 1013</td>
</tr>
</tbody>
</table>

### Occupational Therapy Assistant Courses (44 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOTA 1112</td>
<td>Level I Fieldwork I</td>
<td></td>
</tr>
<tr>
<td>BOTA 1113</td>
<td>Medical Terminology for OTA</td>
<td></td>
</tr>
<tr>
<td>BOTA 1114</td>
<td>Fundamentals of OTA I</td>
<td></td>
</tr>
<tr>
<td>BOTA 1212</td>
<td>Functional Anatomy for OTA</td>
<td></td>
</tr>
<tr>
<td>BOTA 1213</td>
<td>Human Development</td>
<td></td>
</tr>
<tr>
<td>BOTA 1224</td>
<td>Fundamentals of OTA II</td>
<td></td>
</tr>
<tr>
<td>BOTA 1233</td>
<td>Disease Processes for OTA</td>
<td></td>
</tr>
<tr>
<td>BOTA 1312</td>
<td>Level I Fieldwork II</td>
<td></td>
</tr>
<tr>
<td>BOTA 2334</td>
<td>Fundamentals of OTA III</td>
<td></td>
</tr>
<tr>
<td>BOTA 2343</td>
<td>Professional Development</td>
<td></td>
</tr>
<tr>
<td>BOTA 2312</td>
<td>Level I Fieldwork III</td>
<td></td>
</tr>
<tr>
<td>BOTA 2416</td>
<td>Level II Fieldwork I**</td>
<td></td>
</tr>
<tr>
<td>BOTA 2426</td>
<td>Level II Fieldwork II**</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Courses offered through Pulaski Technical College.

**All Level II fieldwork experiences must be completed within 18 months of the instructional course work for the BHSLR-SOTA. Fieldwork must be completed prior to applying for the national certification exam.
PROGRAMS OF STUDY

PRE-HEALTHCARE STUDIES
These certificates have flexibility for the requirements of various nursing and allied health programs in central Arkansas. To ensure students select courses that will meet the requirements of each health care program, students should meet with an advisor. Completion of the technical certificate or certificate of proficiency does not indicate that all general education courses have been completed for application or progression in the various programs.

TECHNICAL CERTIFICATE IN PRE-HEALTHCARE STUDIES
English (3 credit hours)
Course       Title                        ACTS #
ENGL 1311    English Composition I     ENGL 1013

Mathematics (Choose one; 3 credit hours)
MATH 1302    College Algebra            MATH 1103
MTH 1303     Math for Allied Health

Natural or Physical Sciences (Choose two; 8 credit hours)
BIOL 1401    Biological Science with Laboratory    BIOL 1004
BIOL 1411    Structure and Function of the Human Body
BIOL 1402    Human Anatomy & Physiology I        BIOL 2404
BIOL 1403    Human Anatomy & Physiology II       BIOL 2414
BIOL 2401    Microbiology                    BIOL 2004
CHEM 1403    Fundamental Chemistry I         CHEM 1214
CHEM 1405    General Chemistry I             CHEM 1414
PHYS 1402    College Physics I              PHYS 2014

Directed Electives (Choose two to four including additional sciences above; 10 credit hours)
COLL 1300    College Seminar
SPCH 1300    Speech Communications           SPCH 1003
ENGL 1312    English Composition II         ENGL 1023
CIS 1103     Computer Concepts               CPSI 1003
PSYC 2300    Psychology and the Human Experience    PSYC 1103
SOCI 2300    Introduction to Sociology       SOCI 1013
HLSC 2300    Nutrition
MET 1103     Medical Terminology
CNA 1007     Nursing Assistant
CERTIFICATE OF PROFICIENCY IN PRE-HEALTHCARE STUDIES

English (3 credit hours)
Course Title ACTS #
ENGL 1311 English Composition I ENGL 1013

Mathematics (Choose one, 3 credit hours)
MATH 1302 College Algebra MATH 1103
MTH 1303 Math for Allied Health

Natural or Physical Sciences (4 credit hours)
BIOL 1401 Biological Science with Laboratory BIOL 1004

Directed Electives (Choose one, 3 credit hours)
COLL 1300 College Seminar
SPCH 1300 Speech Communications SPCH 1003
CIS 1103 Computer Concepts CPSI 1003
PSYC 2300 Psychology and the Human Experience PSYC 1103
SOCI 2300 Introduction to Sociology SOCI 1013
HLSC 2300 Nutrition
MET 1103 Medical Terminology

DEPARTMENT OF COSMETOLOGY
TECHNICAL CERTIFICATE IN COSMETOLOGY

This technical certificate program is designed to provide cosmetology education to meet the requirements of government agencies and the skills standards set for entry-level cosmetologists. This course of study instructs students in basic theory and lab services and in the theories and principles of cosmetology arts and sciences.

General Education Complete all (6 credit hours)
Course Title
MTH 1103 Introduction to Technical Mathematics
COM 1203 Technical Communication

Cosmetology Courses Complete all (24 credit hours)
Course Title
COSM 1403 General Cosmetology
COSM 1302 Haircutting
COSM 1104 Salon Management
COSM 1205 Hairstyling – A
COSM 1201  Cosmetic Therapy
COSM 1206  Hairstyling – B
COSM 1207  Chemical Texturizing
COSM 1208  Hair Coloring
COSM 2201  Nail Theory
COSM 2407  Preparation for Licensure

Cosmetology Licensing Students will be enrolled in cosmetology lab(s) each semester
Course  Title
COSM 2701  Cosmetology Lab* - A
COSM 2507  Cosmetology Lab* - B
COSM 2101  Special Projects Lab*
Total  57 Credit Hours

*COSM 2701, COSM 2507, and COSM 2101 are variable credit, repeatable courses that allow students to complete the 1,500 clock hours required to take the state licensing exam. Students will be enrolled in cosmetology lab(s) each semester.

TECHNICAL CERTIFICATE IN COSMETOLOGY INSTRUCTOR
This technical certificate program allows licensed cosmetologists the opportunity to meet the requirements of government agencies and the skills standards set for entry-level cosmetology instructors.

General Education  Complete all (6 credit hours)
Course  Title
MTH 1103  Introduction to Technical Mathematics
COM 1203  Technical Communication

Cosmetology Courses  Complete all (30 credit hours)
Course  Title
COSM 1401  Preparing for Instructing
COSM 1405  Instructor Lab
COSM 1701  Internship
COSM 2406  Records/License Preparation
Total  36 Credit Hours

*COSM 1405 and COSM 1701 are repeatable courses that allow students to complete the 600 clock hours required to take the state licensing exam. Students will be enrolled in COSM 1405 and COSM 1701 each semester.
## Technical Certificate in Nail Technology

This technical certificate program is designed to provide cosmetology education that meets the requirements of government agencies and the skills standards set for entry-level nail technologists. This course of study instructs students in basic theory and lab services.

### General Education

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1103</td>
<td>Introduction to Technical Mathematics</td>
</tr>
<tr>
<td>COM 1203</td>
<td>Technical Communication</td>
</tr>
</tbody>
</table>

### Cosmetology Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSM 1403</td>
<td>General Cosmetology</td>
</tr>
<tr>
<td>COSM 1801</td>
<td>Nail Tech Lab-A</td>
</tr>
<tr>
<td>COSM 1104</td>
<td>Salon Management</td>
</tr>
<tr>
<td>COSM 1202</td>
<td>Manicuring and Pedicuring</td>
</tr>
<tr>
<td>COSM 1702</td>
<td>Nail Tech Lab-B</td>
</tr>
<tr>
<td>COSM 2101</td>
<td>Nail Theory</td>
</tr>
</tbody>
</table>

**Total 30 Credit Hours**

## Department of Dental Assisting

### Technical Certificate in Dental Assisting

This technical certificate program is designed to provide students with knowledge and skills for all areas of the modern dental office, including the dental operatory and laboratory and the business office. Upon successful program completion, students are eligible to sit for the Dental Assisting National Board certification and to apply for registration with the Arkansas State Board of Dental Examiners. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Contact the Allied Health and Human Services Division for admission requirements. Enrollment in Dental Assisting courses is limited. Students are selected through a formal acceptance process. Students must be 18 years old, with a high school diploma or GED, and have completed all of the application components in order to start the Dental Assisting program. This program of study includes special program fees beyond current tuition and college fees.

### General Education Course (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1300</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>ACTS #</td>
</tr>
<tr>
<td>----------</td>
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<td>--------</td>
</tr>
<tr>
<td>DEN 1103</td>
<td>Dental Science</td>
<td></td>
</tr>
<tr>
<td>DEN 1203</td>
<td>Biomedical Science</td>
<td></td>
</tr>
<tr>
<td>DEN 1303</td>
<td>Clinical Science I</td>
<td></td>
</tr>
<tr>
<td>DEN 1404</td>
<td>Chair side Assisting I</td>
<td></td>
</tr>
<tr>
<td>DEN 1504</td>
<td>Dental Materials I</td>
<td></td>
</tr>
<tr>
<td>DEN 1603</td>
<td>Dental Radiography I</td>
<td></td>
</tr>
<tr>
<td>DEN 1702</td>
<td>Preventive Dentistry</td>
<td></td>
</tr>
<tr>
<td>DEN 2101</td>
<td>Dental Materials II</td>
<td></td>
</tr>
<tr>
<td>DEN 2201</td>
<td>Dental Radiography II</td>
<td></td>
</tr>
<tr>
<td>DEN 2303</td>
<td>Chair side Assisting II</td>
<td></td>
</tr>
<tr>
<td>DEN 2405</td>
<td>Clinical Science II</td>
<td></td>
</tr>
<tr>
<td>DEN 2508</td>
<td>Clinical Practice and Seminars</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>43 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>
DEPARTMENT OF EDUCATION
ASSOCIATE OF SCIENCE IN EDUCATION

The Associate of Science in Education degree is a fully transferrable degree for students who are planning to transfer to a four-year university to complete a program of study to teach at the Elementary or Middle Levels. Because each four-year university’s degree plan is very different, students must meet with an education advisor to plan their appropriate program of study. Articulation agreements are available with most of the surrounding universities.

Students must earn a grade of “C” or better in all courses taken to satisfy the Associate of Science in Education degree. This program of study includes special program fees beyond current tuition and college fees.

Note: All students are required to have a current clear maltreatment background check, a clear criminal background check and a PTC Education I.D. badge in any education course. If a criminal background check is returned with a felony conviction, the student will be immediately dropped from all courses with an EDUC prefix. There will not be a refund of fees or tuition. This also may affect financial aid awards.

General Education Requirements (35 credit hours)

English/Communications
ENGL 1311  English Composition I  3 hours
ENGL 1312  English Composition II  3 hours
SPCH 1300  Speech Communications  3 hours

Mathematics
MATH 1302  College Algebra  3 hours

Lab Science
BIOL 1404 Biological Science  4 hours
PHYS 1401 Physical Science  4 hours
or PHYS 1400 Earth Science

Fine Arts/Humanities
ARTS 2300 Introduction to Visual Art
or MUSC 2300 Introduction to Music
or THEA 2300 Introduction to Theatre  3 hours
ENGL 2337 World Literature from the Beginning to 1650  3 hours
or ENGL 2338 World Literature from 1650 to the Present  3 hours
Social Sciences
POLS 1310 American National Government 3 hours
HIST 1311 History of Civilization I
or HIST 1312 History of Civilization II 3 hours
HIST 2311 U. S. History to 1877
or HIST 2312 U. S. History 1877 3 hours

Core Requirements (9 credit hours)
HIST 2355 History of Arkansas 3 hours
EDUC 2300 Introduction to Education* 3 hours
EDUC 1301 Introduction to K-12 Educational Technology 3 hours

Teaching-Related Content Coursework (16 credit hours)
EDUC 2302 Children’s Literature
ENGL 2337 World Literature from the Beginning to 1650 (if not used in the core)
ENGL 2338 World Literature from 1650 to the Present (if not used in the core)
ENGL 2335 American Literature From the Beginning to 1865
ENGL 2336 American Literature From 1865 To the Present
ENGL 2330 Creative Writing

MATH 2330 Math for Teachers I
MATH 2340 Math for Teachers II
MATH 2310 Discrete Mathematics
MATH 1308 Business Calculus
MATH 2320 Introduction to Statistics and Probability

PHYS 1400 Earth Science
CHEM 1403 Fundamental Chemistry I
CHEM 1405 General Chemistry I
PHYS 1402 College Physics I
GEOL 1403 Physical Geology
BIOL 2405 General Zoology
BIOL 2402 General Botany

HIST 1311 History of Civilization I (if not used in the core)
HIST 1312 History of Civilization II (if not used in the core)
HIST 2311 U. S. History to 1877 (if not used in the core)
HIST 2312 U. S. History 1877 (if not used in core)
GEOG 1310 Physical Geography
GEOG 2310 Cultural Geography
ECON 2323 Principles of Macroeconomics
ASSOCIATE OF APPLIED SCIENCE IN EARLY CHILDHOOD DEVELOPMENT

The Associate of Applied Science in Early Childhood Development is for individuals who work in childcare facilities as managers and caregivers. This degree in Early Childhood Development provides advanced courses in management, curriculum development and child behavior. It is designed to meet the mandatory competencies for the Birth through Pre-kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session. This degree will allow graduates to apply for the Birth through Pre-Kindergarten Teaching Credential from the Division of Early Care and Education in the Department of Human Services. It will allow graduates to be the lead teachers in a non-public school classroom or in a Head Start classroom as they continue to pursue a bachelor’s degree from another institution of higher education. Students will also be qualified to serve as a paraprofessional in a public school pre-kindergarten classroom. It will NOT allow graduates to be lead teachers in a public school pre-kindergarten classroom.

Students must earn a grade of “C” or better in all courses taken to satisfy the AAS degree in Early Childhood Development. This program of study includes special program fees beyond current tuition and college fees.

The Associate of Applied Science in Early Childhood Development is accredited by the National Association for the Education of Young Children (NAEYC).

Note: All students are required to have a current clear maltreatment background check, a clear criminal background check and a PTC Education I.D. badge in any education course. If a criminal background check is returned with a felony conviction or a true report of child abuse or neglect, the student will be immediately dropped from all courses with an ECTC, ECD or EDUC prefix. There will not be a refund of fees or tuition. This also may affect financial aid awards.

General Education Courses (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>Or MATH 1300</td>
<td>Quantitative Literacy</td>
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</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
</tbody>
</table>
Social Science Core - choose one course (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 1013</td>
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</tbody>
</table>

Related Elective (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
</tr>
</tbody>
</table>

Early Childhood Development Courses (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 1003</td>
<td>Foundations of Early Childhood*</td>
</tr>
<tr>
<td>ECD 1103</td>
<td>Child Growth and Development*</td>
</tr>
<tr>
<td>ECD 1203</td>
<td>Environments for Young Children</td>
</tr>
<tr>
<td>ECD 1423</td>
<td>Advanced Field Experience</td>
</tr>
</tbody>
</table>

Education Core Course (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1301</td>
<td>Introduction to K-12 Educational Technology</td>
</tr>
</tbody>
</table>

Early Childhood Teaching Credential Core Courses (21 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTC 2303</td>
<td>Literacy and Language Arts for Early Childhood*</td>
</tr>
<tr>
<td>ECTC 2403</td>
<td>Math and Science for Early Childhood*</td>
</tr>
<tr>
<td>ECTC 2503</td>
<td>Child Guidance*</td>
</tr>
<tr>
<td>ECTC 2603</td>
<td>Practicum*</td>
</tr>
<tr>
<td>ECTC 2703</td>
<td>Preschool Curriculum*</td>
</tr>
<tr>
<td>ECTC 2803</td>
<td>Infant Toddler Curriculum*</td>
</tr>
<tr>
<td>ECTC 2903</td>
<td>Future Perspectives of Early Childhood*</td>
</tr>
</tbody>
</table>

Two courses from the following electives (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 2503</td>
<td>Health, Safety and Nutrition</td>
</tr>
<tr>
<td>ECD 2803</td>
<td>Special Needs</td>
</tr>
<tr>
<td>ECD 1113</td>
<td>Strengthening Families</td>
</tr>
<tr>
<td>ECD 1013</td>
<td>CDA Portfolio and Field Experience</td>
</tr>
</tbody>
</table>

**Total 60 Credit Hours**

*These courses are designed to meet the mandatory competencies for the Birth through Pre-kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session.*
TECHNICAL CERTIFICATE IN EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development Technical Certificate contains courses in curriculum development and child behavior. These courses are designed to meet the mandatory competencies for the Birth through Pre-kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session.

Students must earn a grade of “C” or better in all courses taken to satisfy the Technical Certificate in Early Childhood Development. This program of study includes special program fees beyond current tuition and college fees.

Note: All students are required to have a current clear maltreatment background check, a clear criminal background check and a PTC Education I.D. badge in any education course. If a criminal background check is returned with a felony conviction or a true report of child abuse or neglect, the student will be immediately dropped from all courses with an ECTC, ECD or EDUC prefix. There will not be a refund of fees or tuition. This also may affect financial aid awards.

General Education Courses (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1103</td>
<td>Technical Math or higher</td>
</tr>
</tbody>
</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Comp I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Approved Elective</td>
<td></td>
</tr>
</tbody>
</table>

Early Childhood Development Courses (21 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 1003</td>
<td>Foundations of Early Childhood Education*</td>
</tr>
<tr>
<td>ECD 1103</td>
<td>Child Growth and Development*</td>
</tr>
<tr>
<td>ECD 1203</td>
<td>Environments for Young Children</td>
</tr>
<tr>
<td>ECD 1113</td>
<td>Strengthening Families</td>
</tr>
<tr>
<td>ECD 1423</td>
<td>Advanced Field Experience</td>
</tr>
<tr>
<td>ECTC 2503</td>
<td>Child Guidance*</td>
</tr>
<tr>
<td>EDUC 1301</td>
<td>Introduction to K-12 Technology</td>
</tr>
</tbody>
</table>

Two courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECTC 2703</td>
<td>Preschool Curriculum*</td>
</tr>
<tr>
<td>ECTC 2803</td>
<td>Infant/Toddler Curriculum*</td>
</tr>
<tr>
<td>ECD 1013</td>
<td>CDA Portfolio and Field Experience</td>
</tr>
</tbody>
</table>

Total  32 Credit Hours
*These courses are designed to partially meet the mandatory competencies for the Birth through Pre-kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session.

**CERTIFICATE OF PROFICIENCY IN EARLY CHILDHOOD DEVELOPMENT**

The Certificate of Proficiency in Early Childhood Development contains the basic courses that lay a solid foundation for a person wishing to pursue a career working with young children, birth through pre-kindergarten. The one-semester Certificate of Proficiency allows students to partially meet the requirements to apply for the Child Development Associate Credential (CDA) issued by the CDA Council in Washington, DC.

If a student wishes to acquire the Child Development Associate credential (CDA) from the Council for Professional Recognition from Washington, D.C., in addition to completing ECD 1013 CDA Portfolio and Field Experience, these courses may be used as the required 120 hours of training.

Students must earn a grade of “C” or better in all courses taken to satisfy the Certificate of Proficiency in Early Childhood Development. This program of study includes special program fees beyond current tuition and college fees.

Note: All students are required to have a current clear maltreatment background check, a clear criminal background check and a PTC Education I.D. badge in any education course. If a criminal background check is returned with a felony conviction or a true report of child abuse or neglect, the student will be immediately dropped from all courses with an ECTC, ECD or EDUC prefix. There will not be a refund of fees or tuition. This also may affect financial aid awards.

<table>
<thead>
<tr>
<th>Early Childhood Development Courses (12 credit hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ECD 1003</td>
<td>Foundations of Early Childhood Education*</td>
</tr>
<tr>
<td>ECD 1103</td>
<td>Child Growth and Development*</td>
</tr>
<tr>
<td>ECD 1203</td>
<td>Environments for Young Children</td>
</tr>
<tr>
<td>ECD 1013</td>
<td>CDA Portfolio and Field Experience</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>12 Credit Hours</strong></td>
</tr>
</tbody>
</table>

*These courses are designed to partially meet the mandatory competencies for the Birth through Pre-kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session.
DEPARTMENT OF NURSING
TECHNICAL CERTIFICATE IN PRACTICAL NURSING/TRADITIONAL TRACK

The Practical Nursing program combines theory instruction with clinical experiences. The three-semester, full-time program is accredited by the Arkansas Board of Nursing. Upon completion, the student may apply for eligibility to take the National Council Licensure Examination (NCLEX). Enrollment in Practical Nursing courses is limited. Students are selected through a formal acceptance process. Students must be 18 years old, with a high school diploma or GED, and have completed all required prerequisite courses in order to start the Practical Nursing program. This program of study includes required summer courses and special program fees beyond current tuition and college fees.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contender, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx

Prerequisite Courses (7 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1303</td>
<td>Math for Allied Health or</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>BIOL 1411</td>
<td>Structure and Function of the Human Body</td>
<td></td>
</tr>
</tbody>
</table>

Practical Nursing Courses (43 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN 1101</td>
<td>Vocational, Legal and Ethical Concepts</td>
</tr>
<tr>
<td>LPN 1112</td>
<td>Basic Nursing Principles and Skills</td>
</tr>
<tr>
<td>LPN 1204</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>LPN 1501</td>
<td>Nursing of the Geriatric Client</td>
</tr>
<tr>
<td>LPN 1402</td>
<td>Nursing of Children</td>
</tr>
<tr>
<td>LPN 1702</td>
<td>Nutrition in Health and Illness</td>
</tr>
<tr>
<td>LPN 1802</td>
<td>Nursing of Mothers and Infants</td>
</tr>
<tr>
<td>LPNT 1103</td>
<td>Clinical Nursing I</td>
</tr>
<tr>
<td>LPN 1901</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>LPN 1608</td>
<td>Nursing of Adults</td>
</tr>
<tr>
<td>LPNT 1111</td>
<td>Clinical Nursing II</td>
</tr>
<tr>
<td>LPNT 1104</td>
<td>Clinical Nursing III</td>
</tr>
<tr>
<td>LPN 2102</td>
<td>Nursing Process/Course Review</td>
</tr>
</tbody>
</table>

**Total** 50 Credit Hours
TECHNICAL CERTIFICATE IN PRACTICAL NURSING/NONTRADITIONAL TRACK

The Practical Nursing program combines theory instruction with clinical experiences. The six-semester program is accredited by the Arkansas Board of Nursing. Upon completion, the student may apply for eligibility to take the National Council Licensure Examination (NCLEX). Enrollment in Practical Nursing courses is limited. Students are selected through a formal acceptance process. Students must be 18 years old, with a high school diploma or GED, and have completed all required prerequisite courses in order to start the Practical Nursing program. This program of study includes required summer courses and special program fees beyond current tuition and college fees.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at: http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx

Prerequisite Courses (7-8 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1303</td>
<td>Math for Allied Health or</td>
<td></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>BIOL 1411</td>
<td>Structure and Function of the Human Body</td>
<td></td>
</tr>
</tbody>
</table>

Practical Nursing Courses (43 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPN 1101</td>
<td>Vocational, Legal and Ethical Concepts</td>
</tr>
<tr>
<td>LPN 1112</td>
<td>Basic Nursing Principles and Skills</td>
</tr>
<tr>
<td>LPN 1501</td>
<td>Nursing of the Geriatric Client</td>
</tr>
<tr>
<td>LPN 1204</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>LPN 1702</td>
<td>Nutrition in Health and Illness</td>
</tr>
<tr>
<td>LPN 1802</td>
<td>Nursing of Mothers and Infants</td>
</tr>
<tr>
<td>LPN 1901</td>
<td>Mental Health Nursing</td>
</tr>
<tr>
<td>LPNN 1104</td>
<td>Clinical Nursing I</td>
</tr>
<tr>
<td>LPN 1402</td>
<td>Nursing of Children</td>
</tr>
<tr>
<td>LPNN 1102</td>
<td>Clinical Nursing II</td>
</tr>
<tr>
<td>LPN 1608</td>
<td>Nursing of Adults</td>
</tr>
<tr>
<td>LPNN 1204</td>
<td>Clinical Nursing III</td>
</tr>
<tr>
<td>LPNN 1208</td>
<td>Clinical Nursing IV</td>
</tr>
<tr>
<td>LPN 2102</td>
<td>Nursing Process/Course Review</td>
</tr>
<tr>
<td>Total</td>
<td>50 Credit Hours</td>
</tr>
</tbody>
</table>
CERTIFICATE OF PROFICIENCY IN NURSING ASSISTANT

The Nursing Assistant program is only offered to meet industry demand. The program focuses on safe and effective student performance in a health-care setting. Emphasis is placed on specific Nursing Assistant duties and the concepts pertaining to the psychosocial aspects of care giving. Participants engage in classroom theory hours consisting of anatomy and physiology, medical terminology, and practicing specific skills of bed making, patient bathing, hygiene techniques and body mechanics. Clinical hours are spent in a long-term care setting providing hands-on care to the residents. The curriculum was developed in accordance with the Health Care Finance Administration under the OBRA 1987 Guidelines. The course is coordinated and instructed by a Registered Nurse. Graduates are eligible to take the practical and computerized examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA). This program is approved by the Arkansas Department of Human Services Division of Medical Services, Office of Long Term Care.

This program of study includes special program fees beyond current tuition and college fees.

Nursing Assistant Course (7 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNA 1007</td>
<td>Nursing Assistant</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>7 Credit Hours</strong></td>
</tr>
</tbody>
</table>

DEPARTMENT OF RESPIRATORY THERAPY

ASSOCIATE OF APPLIED SCIENCE IN RESPIRATORY THERAPY

The Associate of Applied Science in Respiratory Therapy degree is designed to prepare students in the theory, skills and attitudes required for a career as a Registered Respiratory Therapist (RRT). In addition to theory and laboratory instruction, students receive instruction in the clinical hospital setting. The Associate of Applied Science degree program combines general education courses with skills courses to prepare graduates to serve in expanded roles required for allied health workers. The program is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com). Enrollment in Respiratory Therapy courses is limited. Students are selected through a formal acceptance process. Students must be 18 years old, with a high school diploma or GED, and have completed all required prerequisite courses in order to start the Respiratory Therapy program. This program of study includes required summer courses and special program fees beyond current tuition and college fees.

General Education Courses (23 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL1023</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics I</td>
<td>PHYS 2014</td>
</tr>
</tbody>
</table>
BIOL 2401       Microbiology       BIOL 2004
MATH 1302       College Algebra       MATH1103
(or approved mathematics course)
CIS 1103       Computer Concepts       CPSI 1003

One course from the following:
Course       Title       ACTS #
PSYC 2300     Psychology and the Human Experience       PSYC 1103
SOCI 2300     Introduction to Sociology       SOCI 1013

Respiratory Therapy Courses (37 credit hours)
Course       Title
RES 1103     Respiratory Care Sciences
RES 1203     Non-Critical Care
RES 1305     Clinical Practicum I
RES 1403     Mechanical Ventilation I
RES 1503     Anatomy and Physiology
RES 1603     Critical Care
RES 1801     Internal Medicine I
RES 2103     Mechanical Ventilation II
RES 2203     Neonatal and Pediatric Respiratory Care
RES 2305     Clinical Practicum II
RES 2403     Cardiopulmonary Diagnostic Testing
RES 2502     Internal Medicine II
Total       60 Credit Hours

Graduation Requirements (Advanced Respiratory Therapy Program):
1. Successful completion of all Respiratory Therapy program coursework with a minimum GPA of 2.00 in each required course.
2. Successful completion of a secured, comprehensive, National Board for Respiratory Care (NBRC), Self-Assessment Examination (SAE), Registered Respiratory Therapist (RRT) written examination.
3. Proof of application for the NBRC entry-level examination.
BUSINESS/INFORMATION TECHNOLOGY DIVISION
DEPARTMENT OF BUSINESS
ASSOCIATE OF APPLIED SCIENCE IN BUSINESS—ACCOUNTING

The Accounting option is a two-year associate degree designed to prepare students for entry-level and clerical accounting positions within business and governmental organizations. Learners receive training in recording business transactions, financial statement preparation, and how to use tools to make managerial decisions. Training in tax, payroll, and financial statement analysis is also provided. Particular emphasis is placed on training in computerized accounting software and the creation of financial spreadsheets. Related course work is studied to assist the learner in becoming well-informed in all aspects of the business environment.

Semester I Complete all (15 credit hours)
Course Title ACTS #
ENGL 1311 English Composition I (P1) ENGL 1013
ACCT 2310 Principles of Accounting I (P2) ACCT 2003
CIS1103 Computer Concepts CPSI 1003
MATH 1301 College Business Math (P3)
SPCH 1300 Speech Communication (P1) SPCH 1003

Semester II Complete all (15 credit hours)
Course Title ACTS #
ACCT 2330 Principles of Accounting II (P4) ACCT 2013
BUS 1143 Computer Applications for Accounting/QuickBooks (P5)
BUS 2393 Spreadsheet Applications/Excel (P6)
BUS 2603 Introduction to Business BUSI 1013
BUS 1243 Business Communications (P7) BUSI 2013

Semester III Complete all (15 credit hours)
Course Title ACTS #
ACCT 2413 Financial Analysis (P8)
ENGL 1312 English Comp II (P9) ENGL 1023
ACCT 2533 Payroll Accounting (P4)
BUS 2633 Legal Environment of Business (P10) BLAW 2003
BUS 2493 Spreadsheet Applications/Adv Excel (P11)

Semester IV Complete all (15 credit hours)
Course Title ACTS #
Elective Social Science
BUS 2683 Business Ethics (P12)
<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2503</td>
<td>Federal Income Tax (P8)</td>
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<tr>
<td>ACCT 2603</td>
<td>Accounting Capstone (P13)</td>
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</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics (P14)</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics (P14)</td>
<td>ECON 2103</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Prerequisites**

(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.

(P2) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT.

(P3) DEVE 0336 OR 0337 with a grade of “C” or better, a COMPASS Algebra placement test from 33 to 49, or a score from 18 to 20 on the mathematics section of the ACT.

(P4) ACCT 2310

(P5) BUS 1123 and CIS 1103, or ACCT 2310

(P6) CIS 1103

(P7) Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL1311

(P8) ACCT 2330

(P9) ENGL 1311 with a grade of “C” or better

(P10) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 8282 or above on the Compass Reading Placement Test, or a score of 19 or above on the Reading section of the ACT, ENGL 1311, BUS 2603 OR BUS 1243

(P11) BUS 2393

(P12) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND BUS 2603

(P13) ACCT 2413 and ACCT 2533

(P14) DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT.
TECHNICAL CERTIFICATE IN ACCOUNTING

The Technical Certificate in Accounting provides students with the accounting knowledge necessary for success in business and government. This technical certificate is not designed to transfer to a four-year institution.

Semester 1

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P1)</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ACCT 2310</td>
<td>Principles of Accounting I (P2)</td>
<td>ACCT 2003</td>
</tr>
<tr>
<td>CIS1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
<td>BUSI 1013</td>
</tr>
<tr>
<td>MATH 1301</td>
<td>College Business Math (P3)</td>
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</tr>
</tbody>
</table>

Complete all (15 credit hours)

Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2330</td>
<td>Principles of Accounting II (P4)</td>
<td>ACCT 2013</td>
</tr>
<tr>
<td>BUS 1143</td>
<td>Computer Applications for</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounting/QuickBooks (P5)</td>
<td></td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Spreadsheet Applications/Excel (P6)</td>
<td></td>
</tr>
<tr>
<td>ACCT 2533</td>
<td>Payroll Accounting (P4)</td>
<td></td>
</tr>
<tr>
<td>BUS 1243</td>
<td>Business Communications (P7)</td>
<td>BUSI 2013</td>
</tr>
</tbody>
</table>

Complete all (15 credit hours)

Total 30 Credit Hours

Prerequisites

(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.

(P2) ACCT 2310

(P3) DEVE 0336 OR 0337 with a grade of “C” or better, a COMPASS Algebra placement test score from 33 to 49, or a score from 18 to 20 on the mathematics section of the ACT.

(P4) ACCT 2330

(P5) BUS 1123 and CIS 1103, or ACCT 2310

(P6) CIS 1103

(P7) Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL1311
CERTIFICATE OF PROFICIENCY IN ACCOUNTING

The Certificate of Proficiency in Accounting provides students with the accounting knowledge necessary for success in business and government. This certificate is not designed to transfer to a four-year institution.

Semester I Complete all (12 credit hours)
Course       Title                      ACTS #
ENGL 1311    English Composition I (P1)    ENGL 1013
ACCT 2310    Principles of Accounting I (P2)    ACCT 2003
CIS1103      Computer Concepts              CPSI 1003
BUS 2603     Introduction to Business       BUSI 1013

Semester II Complete all (6 credit hours)
Course       Title                      ACTS #
ACCT 2330    Principles of Accounting II (P3)    ACCT 2013
BUS 1143     Computer Applications for Accounting/QuickBooks (P4)

Total        18 Credit Hours

Prerequisites
(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.
(P2) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT
(P3) ACCT 2310
(P4) BUS 1123 and CIS 1103, or ACCT 2310
ASSOCIATE OF APPLIED SCIENCE/BUSINESS—ENTREPRENEURSHIP

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

Semester I Complete all (15 credit hours)
Course Title ACTS #
ENGL 1311 English Composition I (P1) ENGL 1013
BUS 1153 Keyboarding I
OR
BUS 1253 Keyboarding II (P2)
ACCT 2310 Principles of Accounting (P3) ACCT 2003
CIS 1103 Computer Concepts CPSI 1003
MATH 1302 College Algebra (P4) MATH 1103
or MATH 1300 Quantitative Literacy

Semester II Complete all (15 credit hours)
Course Title ACTS #
ENTR 1003 Introduction to Entrepreneurship
ACCT 2330 Principles of Accounting II (P5) ACCT 2013
BUS 2603 Introduction to Business BUSI 1013
BUS 2673 Markets and Consumers
BUS 2543 Business Organization and Management

Semester III Complete all (15 credit hours)
Course Title ACTS #
BUS 1243 Business Communications (P6) BUSI 2013
BUS 2633 Legal Environment of Business (P7) BLAW 2003
ENGL 1312 English Composition II (P8) ENGL 1023
ENTR 2003 Professional Selling/Advertising (P9)
ENTR 2033 Feasibility and Funding (P10)

Semester IV Complete all (15 credit hours)
Course Title ACTS #
SPCH 1300 Speech Communications (P1) SPCH 1003
Elective Social Science
(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)
BUS 2663 Legal Environment of Business II (P11)
OR
BUS 2683  Business Ethics (P12)
BUS 2613  Small Business Management (P9)
ECON 2322  Principles of Microeconomics (P4)  ECON 2203
OR
ECON 2323  Principles of Macroeconomics (P4)  ECON 2103
Total  60 Credit Hours

Prerequisites
(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.
(P2) BUS 1153 – Keyboarding I OR Typing test score of 30-35 wpm (take test in Testing Lab)
(P3) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT
(P4) DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT
(P5) ACCT 2310
(P6) Keyboarding ability and DEVE 0324, or meet minimum entrance score requirements for ENGL 1311
(P7) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the Compass Reading Placement Test, or a score of 19 or above on the Reading section of the ACT, ENGL 1311, BUS 2603 OR BUS 1243
(P8) ENGL 1311 with a grade of “C” or better
(P9) BUS 2673, ENTR 1003, ENGL 1311
(P10) ENGL 1311, ACCT 2310, ENTR 1003
(P11) BUS 2633
(P12) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND BUS 2603
TECHNICAL CERTIFICATE IN ENTREPRENEURSHIP
The Technical Certificate in Entrepreneurship is designed to inspire critical thinking in students, develop positive approaches to problem solving, build attributes of creativity, and foster and enhance entrepreneurial traits in individuals.

Semester I Complete all (15 credit hours)
Course       Title       ACTS #
ENGL 1311    English Composition I (P1) ENGL 1013
ACCT 2310    Principles of Accounting (P2) ACCT 2003
BUS 2603     Introduction to Business BUSI 1013
ENTR 1003    Introduction to Entrepreneurship
BUS 2673     Markets and Consumers

Semester II Complete all (15 credit hours)
Course       Title       ACTS #
BUS 2543     Business Organization and Management
BUS 2683     Business Ethics (P3)
BUS 2633     Legal Environment of Business (P4) BLAW 2003
ENTR 2003    Professional Selling/Advertising (P5)
ENTR 2033    Feasibility and Funding (P6)

Semester III Complete all (3 credit hours)
Course       Title
BUS 2613     Small Business Management (P6)

Total 33 Credit Hours

Prerequisites
(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, or 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.
(P2) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT.
(P3) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND BUS 2603
(P4) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the Compass Reading Placement Test, or a score of 19 or above on the Reading section of the ACT, ENGL 1311, BUS 2603 OR BUS 1243
(P5) BUS 2673, ENTR 1003, ENGL 1311
(P6) ENGL 1311, ACCT 2310, ENTR 1003
**CERTIFICATE OF PROFICIENCY IN ENTREPRENEURSHIP**

The Certificate of Proficiency in Entrepreneurship is designed to inspire critical thinking in students, develop positive approaches to problem solving, build attributes of creativity, and foster and enhance entrepreneurial traits in individuals.

<table>
<thead>
<tr>
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<th>Course</th>
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<th>ACTS#</th>
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<tr>
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<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
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<td></td>
<td>ENTR 1003</td>
<td>Introduction to Entrepreneurship</td>
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<td></td>
<td>BUS 2543</td>
<td>Business Organization and Management</td>
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<td>BUS 2673</td>
<td>Markets and Consumers</td>
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<td><strong>Total</strong></td>
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**ASSOCIATE OF APPLIED SCIENCE/BUSINESS—OFFICE SUPERVISION AND MANAGEMENT**

The Office Supervision and Management option is a two-year associate degree designed to prepare students for supervisory and middle-level management positions in a general office setting. Students receive training in current computer software applications, accounting, economics, communication and problem solving skills, and related course work needed to understand the practical and legal aspects of hiring and supervising employees within an office.

<table>
<thead>
<tr>
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<th>Course</th>
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<th>ACTS#</th>
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<tr>
<td></td>
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<td>English Composition I (P1)</td>
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<td>OR</td>
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<td>Keyboarding I</td>
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<td>OR</td>
<td>BUS 1253</td>
<td>Keyboarding II (P2)</td>
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<td>OR</td>
<td>ACCT 2310</td>
<td>Principles of Accounting (P3)</td>
<td>ACCT 2003</td>
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<td>OR</td>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
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<td>OR</td>
<td>MATH 1302</td>
<td>College Algebra (P4)</td>
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<td>Or</td>
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<td></td>
<td>BUS 2393</td>
<td>Spreadsheet Applications/Excel (P5)</td>
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<td>BUS 2643</td>
<td>Human Relations</td>
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<td>BUS 2363</td>
<td>PowerPoint (P6)</td>
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<td>BUS 2603</td>
<td>Introduction to Business</td>
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<td></td>
<td>ACCT 2330</td>
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### Programs of Study

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<td></td>
<td>BUS 2503</td>
<td>Office Management (P3)</td>
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<td>ENGL 1312</td>
<td>English Composition II (P8)</td>
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<td>BUS 2633</td>
<td>Legal Environment of Business (P9)</td>
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<td>BUS 2623</td>
<td>Human Resource Management (P10)</td>
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<td>(must have HIST, POLS, PSYC, SOCI,</td>
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<td></td>
<td>RELG, GEOG, ANTH, or ECON prefix)</td>
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<tr>
<td></td>
<td>BUS 2683</td>
<td>Business Ethics (P12)</td>
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<td>BUS 2653</td>
<td>Office Supervision/Management Capstone (P13)</td>
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<td></td>
<td>ECON 2322</td>
<td>Principles of Microeconomics (P4)</td>
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<td>OR</td>
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<tr>
<td></td>
<td>ECON 2323</td>
<td>Principles of Macroeconomics (P4)</td>
<td>ECON 2103</td>
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</table>

**Total 60 Credit Hours**

**Prerequisites**

(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.

(P2) BUS 1153 – Keyboarding I OR Typing test score of 30-35 wpm (take test in Testing Lab)

(P3) Completion of DEVE 0316, 0317, or 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT

(P4) DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT

(P5) CIS 1103

(P6) CIS 1103 or permission of instructor

(P7) ACCT 2310

(P8) ENGL 1311 with a grade of “C” or better

(P9) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the Compass Reading Placement Test, or a score of 19 or above on the Reading section of the ACT, ENGL 1311, BUS 2603 OR BUS 1243
ASSOCIATE OF APPLIED SCIENCE/BUSINESS—OFFICE TECHNOLOGY

The Office Technology option is designed to give students the technological knowledge and skills needed by secretaries and administrative assistants in today’s offices.

<table>
<thead>
<tr>
<th>Semester I</th>
<th>Complete all (15 credit hours)</th>
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<tbody>
<tr>
<td>Course</td>
<td>Title</td>
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<tr>
<td>ENGL 1311</td>
<td>English Composition I (P1)</td>
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<tr>
<td>BUS 1123</td>
<td>Accounting Fundamentals</td>
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<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
</tr>
<tr>
<td>BUS 1243</td>
<td>Business Communications (P3)</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th>Complete all (15 credit hours)</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
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<td>BUS 1513</td>
<td>Introduction to Word Processing/</td>
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<tr>
<td>BUS 2393</td>
<td>Spreadsheet Applications/Excel</td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 2513</td>
<td>Administrative Office Procedures</td>
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<tr>
<td>MATH 1301</td>
<td>College Business Math (P6)</td>
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<tr>
<td></td>
<td>Or MATH 1300 Quantitative Literacy (P7)</td>
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<table>
<thead>
<tr>
<th>Semester III</th>
<th>Complete all (15 credit hours)</th>
</tr>
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<tbody>
<tr>
<td>Course</td>
<td>Title</td>
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<tr>
<td>BUS 2493</td>
<td>Advanced Excel (P8)</td>
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<tr>
<td>BUS 2503</td>
<td>Office Management (P3)</td>
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<tr>
<td>ENGL 1312</td>
<td>English Composition II (P9)</td>
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<tr>
<td>BUS 2413</td>
<td>Advanced Word Processing/</td>
</tr>
<tr>
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<td>Microsoft Word (P10)</td>
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</table>

Approved Elective (BUS/CIS/ENTR/ECON prefix)
PROGRAMS OF STUDY

Semester IV  Complete all (15 credit hours)

Course       Title                        ACTS #
SPCH 1300    Speech Communications (P1)  SPCH 1003

Approved Elective (BUS/CIS/ENTR/ECON prefix)

Elective Social Science
  (must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)

BUS 2683    Business Ethics (P11)
BUS 2443    MOS Preparation (P12)

Total  60 Credit Hours

Prerequisites
(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.
(P2) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT
(P3) Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL 1311
(P4) BUS 1153 or typing test score of 30-35 wpm (take test in Testing Lab) or documented comparable keyboarding skills, CIS 1103 and DEVE 0324, 0328, OR 0121 or minimum entrance score requirements.
(P5) CIS 1103
(P6) DEVE 0336 OR 0337 with a grade of “C” or better, a COMPASS Algebra placement test score from 33 to 49, or a score from 18 to 20 on the mathematics section of the ACT.
(P7) DEVE 0338, 0339, OR 0132 or MTH 1303 with aa grade of “C” or better, a COMPASS Algebra placement test score of 50 or higher, or a score of 21 or higher on the mathematics section of the ACT.
(P8) BUS 2393
(P9) ENGL 1311 with a grade of “C” or better
(P10) CIS 1103 and BUS 1513
(P11) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND BUS 2603
(P12) BUS 2493 and BUS 2413
**TECHNICAL CERTIFICATE IN OFFICE TECHNOLOGY**

The Technical Certificate in Office Technology is designed to give students the technological knowledge and skills needed by secretaries and administrative assistants in today’s offices.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Complete all (15 credit hours)</th>
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<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P1)</td>
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<tr>
<td>BUS 1123</td>
<td>Accounting Fundamentals</td>
</tr>
<tr>
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<td>[May substitute ACCT 2310 (P2)]</td>
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<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
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<tr>
<td>BUS 1243</td>
<td>Business Communications (P3))</td>
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<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
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<table>
<thead>
<tr>
<th>Semester II</th>
<th>Complete all (15 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Title</strong></td>
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<tr>
<td>BUS 1513</td>
<td>Introduction to Word Processing/</td>
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<td>Microsoft Word (P4)</td>
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<tr>
<td>BUS 2393</td>
<td>Spreadsheet Applications/Excel (P5)</td>
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<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BUS 2503</td>
<td>Office Management (P2)</td>
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<tr>
<td>BUS 2513</td>
<td>Administrative Office Procedures (P4)</td>
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</table>

**Total 30 Credit Hours**

**Prerequisites**

(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.

(P2) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT

(P3) Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL 1311

(P4) BUS 1153 or Typing test score of 30-35 wpm (take test in Testing Lab) or documented comparable keyboarding skills, CIS 1103 and DEVE 0324, 0328, OR 0121 or minimum entrance score requirements

(P5) CIS 1103
CERTIFICATE OF PROFICIENCY IN OFFICE TECHNOLOGY
The Certificate of Proficiency in Office Technology is designed to give students the technological knowledge and skills needed by secretaries and administrative assistants in today’s offices.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course Title</th>
<th>ACTS #</th>
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<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P1)</td>
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<td>CIS 1103</td>
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<td>CIS 1403</td>
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<td>BUSCIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
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<td>1243</td>
<td>Business Communications (P2)</td>
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<th>Semester II</th>
<th>Course Title</th>
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<tbody>
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<td>BUS 1513</td>
<td>Introduction to Word Processing/ Microsoft Word (P3)</td>
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<td>Spreadsheet Applications/Excel (P4)</td>
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**Total** 18 Credit Hours

Prerequisites

(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.

(P2) Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL 1311

(P3) BUS 1153 or typing test score of 30-35 wpm (take test in Testing Lab) or documented comparable keyboarding skills, CISCIS 1103 and DEVE 0324, 0328, OR 0121 or minimum entrance score requirements.

(P4) CIS 1103
## TECHNICAL CERTIFICATE IN MEDICAL OFFICE TECHNOLOGY

The Medical Office Technology program is designed to give students the technological and medical knowledge and skills needed by secretaries and administrative assistants in today’s medical offices.

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<td>MET 1103</td>
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<td>BUS 1253</td>
<td>Keyboarding II (P1)</td>
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<td></td>
<td>MET 1213</td>
<td>Intro to Human Anatomy</td>
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<td>MET 1303</td>
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<td>MTH 1103</td>
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<td>OR</td>
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<td>MATH 1301</td>
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<td>Diagnosis coding (P6)</td>
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<td>MET 1613</td>
<td>CPT Procedural Coding (P6)</td>
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**Total 33 Credit Hours**

**Prerequisites**

(P1) BUS 1153 – Keyboarding I or Typing test score of 30-35 wpm (take test in Testing Lab)

(P2) BUS 1153 or Typing test score of 30-35 wpm (take test in Testing Lab) or documented comparable keyboarding skills, CIS 1103 and DEVE 0324, 0328, OR 0121 or minimum entrance score requirements

(P3) Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL 1311

(P4) DEVE 0336 OR 0337 with a grade of “C” or better, a COMPASS Algebra placement test score from 33 to 49, or a score from 18 to 20 on the mathematics section of the ACT.

(P5) MET 1103 or 1303, BUS 1253 or BUS 1513, BUS 1243

(P6) MET 1103 or MET 1301 and Met 1413 or approval of instructor
## DEPARTMENT OF PARALEGAL TECHNOLOGY
### ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL TECHNOLOGY

The Associate of Applied Science in Paralegal Technology is designed to provide an understanding of the law and the practical skills needed to assist attorneys in the responsibilities of a law firm, including research, investigation, document preparation and writing. Instruction includes principles and practical experience in word processing, legal writing, ethical legal practice, professional responsibility and organizing legal ideas and factual materials.

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<thead>
<tr>
<th>Semester 1</th>
<th>Complete all (15 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P1)</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
</tr>
<tr>
<td>LGS 1103</td>
<td>Legal Terminology (P2)</td>
</tr>
<tr>
<td>LGS 1203</td>
<td>Introduction to Law (P2)</td>
</tr>
<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Complete all (16 credit hours)</th>
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<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>PLG 1103</td>
<td>Legal Research and Writing I (P3)</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (P4)</td>
</tr>
<tr>
<td>PLG 1302</td>
<td>Torts (P3)</td>
</tr>
<tr>
<td>PLG 2202</td>
<td>Legal Ethics (P3)</td>
</tr>
<tr>
<td>PLG 2403</td>
<td>Criminal Law (P3)</td>
</tr>
<tr>
<td>Elective Social Science/Humanities</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>Semester III</th>
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<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P5)</td>
</tr>
<tr>
<td>PLG 1203</td>
<td>Legal Research and Writing II (P6)</td>
</tr>
<tr>
<td>PLG 2103</td>
<td>Civil Litigation (P10)</td>
</tr>
<tr>
<td>PLG 2803</td>
<td>Computer Support (P7)</td>
</tr>
<tr>
<td>PLG 2302</td>
<td>Real Estate Law (P3)</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Semester IV</th>
<th>Complete all (16 credit hours)</th>
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</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience (P8)</td>
</tr>
<tr>
<td>PLG 2703</td>
<td>Wills, Trusts, and Probate (P3)</td>
</tr>
</tbody>
</table>
PLG 2903  Trial Practice (P9)
PLG 2502  Family Law (P10)
PLG 2603  Commercial Law (P11)
PLG Elective  Choose one from the list of classes below:
   PLG 2802 Business Organization (P3)
   PLG 1802 Constitutional Law (P12)
   PLG 1822 Bankruptcy Law (P3)

Total  61 Credit Hours

Prerequisites
(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT
(P2) DEVE 0324, 0328, OR 0121 with a grade of “C’ or better, a score of 80 or above on the COMPASS Writing Placement test or a 19 or above on the English section of the ACT
(P3) LGS 1103 and LGS 1203
(P4) ENGL 1311 with a grade of “C” or better
(P5) DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT
(P6) CIS 1403, PLG 1103
(P7) CIS 1403, PLG 1103 and PLG 1302
(P8) ENGL 1311 with a grade of “C” or better
(P9) PLG 1203, PLG 2103, and PLG 2803
(P10) PLG 1103 and PLG 1302
(P11) PLG 2103
(P12) PLG 1103, PLG 2403 and POLS 1310
## TECHNICAL CERTIFICATE IN LEGAL SECRETARIAL

The Technical Certificate in Legal Secretarial is designed to give students the technological knowledge and skills needed by secretaries and administrative assistants in today’s legal offices.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P1)</td>
<td>ENGL 1013</td>
<td></td>
</tr>
<tr>
<td>LGS 1103</td>
<td>Legal Terminology (P2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LGS 1203</td>
<td>Introduction to Law (P2)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1123</td>
<td>Accounting Fundamentals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1513</td>
<td>Introduction to Word Processing/ Microsoft Word (P3)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1243</td>
<td>Business Communications (P4)</td>
<td>BUSI 2013</td>
<td></td>
</tr>
<tr>
<td>BUS 2503</td>
<td>Office Management (P5)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLG 1103</td>
<td>Legal Research and Writing I (P6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLG 2202</td>
<td>Legal Ethics (P6)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total 29 Credit Hours**

### Prerequisites

(P1) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT AND completion of DEVE 0324, 0328, OR 0121 with a grade of “C” or better, or a score of 80 or above on the COMPASS Writing Placement test or a score of 19 or above on the writing section of the ACT.

(P2) DEVE 0324, 0328, OR 0121 with a grade of “C’ or better, a score of 80 or above on the COMPASS Writing Placement test or a 19 or above on the English section of the ACT

(P3) BUS 1153 or typing test score of 30-35 wpm (take test in Testing Lab) or documented comparable keyboarding skills, CIS 1103 and DEVE 0324, 0328, OR 0121 or minimum entrance score requirements.

(P4) Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL 1311

(P5) Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or score of 19 or above on the reading section of the ACT.

(P6) LGS 1103 and LGS 1203
DEPARTMENT OF COMPUTER INFORMATION SYSTEMS
ASSOCIATE OF APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

The Associate of Applied Science (AAS) in Computer Information Systems is an occupational degree program that prepares students for entry-level positions in information technology support. The degree provides a comprehensive introduction to the field of information technology while helping students develop a skill set that prepares them for employment.

In addition to the general education requirements, students in the AAS in CIS complete coursework in three areas: CIS 1113 Problem Solving, the CIS core, and a CIS degree option. Every student in the AAS in CIS degree is required to take CIS 1113 or CIS 1103 Computer Concepts depending on the option. Students should enroll in CIS 1113 or CIS 1103 as early in the course of study as possible. Finally, each student completes 30 credit hours in one of the three degree options: Applied Programming, End-user Support, and Networking.

Note: Some credits earned for this degree may transfer to four-year degree programs, but this degree is focused on preparing students for employment. Students whose immediate goal is to transfer to a four-year degree program should review the transferrable degrees.

OPTION: APPLIED PROGRAMMING

Applied Programming is designed for students who are interested in developing and applying programming skills for use in scripting, website development, and database management. It prepares students for entry-level computer technology positions.

General Education Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
</tbody>
</table>

Social Sciences Approved Elective

Required CIS Course (3 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1113</td>
<td>Problem Solving</td>
</tr>
</tbody>
</table>

CIS Core Courses (15 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1143</td>
<td>Programming I</td>
</tr>
<tr>
<td>CIS 1123</td>
<td>Internet Foundations</td>
</tr>
<tr>
<td>CIS 1413</td>
<td>Introduction to Databases</td>
</tr>
<tr>
<td>CIS 1133</td>
<td>Internet Technologies</td>
</tr>
<tr>
<td>CIS 1233</td>
<td>Fundamentals of Information Security</td>
</tr>
</tbody>
</table>
Applied Programming Requirements (29 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1593</td>
<td>Programming II</td>
</tr>
<tr>
<td>CIS 2693</td>
<td>Programming III</td>
</tr>
<tr>
<td>CIS 2613</td>
<td>Object Oriented Programming</td>
</tr>
<tr>
<td>CIS 1173</td>
<td>Programming for the Web</td>
</tr>
<tr>
<td>CIS 2554</td>
<td>Web and Graphic Design</td>
</tr>
<tr>
<td>CIS 2514</td>
<td>Introduction to Computer Science I</td>
</tr>
<tr>
<td>CIS 2083</td>
<td>CIW Certification Prep</td>
</tr>
<tr>
<td>CIS 2543</td>
<td>Mobile Applications Development</td>
</tr>
<tr>
<td>CIS</td>
<td>Elective</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>62 Credit Hours</strong></td>
</tr>
</tbody>
</table>

OPTION: END-USER SUPPORT

The End-user Support option is designed for students who are interested in supporting desktop computing users. Students in this option develop skills in PC maintenance and repair; operating system configuration, maintenance and security, network connectivity troubleshooting, application knowledge to support users and customer service.

General Education Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td></td>
<td>or MATH 1300 Quantitative Literacy</td>
<td></td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
</tbody>
</table>

Social Sciences Approved Elective

Required CIS course (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
</tr>
</tbody>
</table>

CIS Core Courses (13 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1123</td>
<td>Internet Foundations</td>
</tr>
<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
</tr>
<tr>
<td>CIS 1254</td>
<td>IT Essentials I</td>
</tr>
<tr>
<td>CIS 2303</td>
<td>Introduction to Networking</td>
</tr>
</tbody>
</table>
End –User Support Requirements (29 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1513</td>
<td>Microcomputer Applications II</td>
</tr>
<tr>
<td>CIS 1823</td>
<td>Customer Service and Support</td>
</tr>
<tr>
<td>CIS 1264</td>
<td>IT Essentials II</td>
</tr>
<tr>
<td>CIS 2903</td>
<td>Linux Server Administration I</td>
</tr>
<tr>
<td>CIS 1923</td>
<td>Helpdesk Applications</td>
</tr>
<tr>
<td>CIS 1154</td>
<td>Data Cabling</td>
</tr>
<tr>
<td>CIS 2043</td>
<td>A+ Certification Preparation OR CIS/BUS/DMP approved elective</td>
</tr>
<tr>
<td>CIS/BUS/DMP</td>
<td>approved elective</td>
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</tbody>
</table>

**Total 60 Credit Hours**

**OPTION: NETWORKING**

The Networking Option is designed for students who are interested in supporting, maintaining and administering data networks. Students acquire a broad understanding of networks and specific skills in network infrastructure design and configuration, server administration and network client support.

General Education Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
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<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
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<tr>
<td>MATH 1301</td>
<td>College Business Math</td>
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</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1300</td>
<td>Quantitative Literacy</td>
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</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Approved Elective</td>
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</table>

Required CIS Course (3 credit hours)

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CIS 1113</td>
<td>Problem Solving</td>
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</table>

CIS Core Courses (7 credit hours)

<table>
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<th>Title</th>
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<tr>
<td>CIS 1254</td>
<td>IT Essentials I</td>
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<tr>
<td>CIS 1233</td>
<td>Fundamentals of Information Security</td>
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</tbody>
</table>
Networking Requirements (37 credit hours)

<table>
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<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>CIS 1814</td>
<td>CCNA1</td>
</tr>
<tr>
<td>CIS 1264</td>
<td>IT Essentials II</td>
</tr>
<tr>
<td>CIS 1824</td>
<td>CCNA2</td>
</tr>
<tr>
<td>CIS 2214</td>
<td>Microsoft Server Administration I</td>
</tr>
<tr>
<td>CIS 1844</td>
<td>CCNA3</td>
</tr>
<tr>
<td>CIS 2903</td>
<td>Linux Server Administration I</td>
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<td>CIS 2374</td>
<td>Microsoft Server Administration II</td>
</tr>
<tr>
<td>CIS 1854</td>
<td>CCNA4</td>
</tr>
<tr>
<td>CIS</td>
<td>Networking Elective (see below)</td>
</tr>
<tr>
<td>CIS</td>
<td>Networking Elective (see below)</td>
</tr>
</tbody>
</table>

Networking Elective Course Options:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1143</td>
<td>Programming I</td>
</tr>
<tr>
<td>CIS 1334</td>
<td>Ethical Hacking</td>
</tr>
<tr>
<td>CIS 1344</td>
<td>Network Defense</td>
</tr>
<tr>
<td>CIS 2043</td>
<td>A+ Certification Preparation</td>
</tr>
<tr>
<td>CIS 2053</td>
<td>Network+ Certification Preparation</td>
</tr>
<tr>
<td>CIS 2073</td>
<td>CCNA Certification Preparation</td>
</tr>
</tbody>
</table>
CIS 2134  
CIS 2174  
CIS 2304  
CIS 2913  
**Total**  **62 Credit Hours**

**TECHNICAL CERTIFICATE IN COMPUTER INFORMATION SYSTEMS**

The CIS Technical Certificate option provides a foundation for information technology skills that help students begin preparing for careers in the IT field.

**General Education Courses (6 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
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</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1203</td>
<td>Applied Technical Mathematics</td>
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</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
</tbody>
</table>

**CIS Core Elective Courses**

15 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1113</td>
<td>Problem Solving</td>
</tr>
<tr>
<td>CIS 1123</td>
<td>Internet Foundations</td>
</tr>
<tr>
<td>CIS 1143</td>
<td>Programming I</td>
</tr>
<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
</tr>
<tr>
<td>CIS 1413</td>
<td>Introduction to Databases</td>
</tr>
<tr>
<td>CIS 1814</td>
<td>CCNA1</td>
</tr>
<tr>
<td>CIS 2303</td>
<td>Introduction to Networking</td>
</tr>
<tr>
<td>DMP 1304</td>
<td>Introduction to Computer Graphics</td>
</tr>
<tr>
<td>DMP 1310</td>
<td>Intro to Web Design</td>
</tr>
</tbody>
</table>

**CIS Advanced Elective Courses**

9 credit hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1133</td>
<td>Internet Technologies</td>
</tr>
<tr>
<td>CIS 1154</td>
<td>Data Cabling</td>
</tr>
<tr>
<td>CIS 1254</td>
<td>IT Essentials I</td>
</tr>
<tr>
<td>CIS 1264</td>
<td>IT Essentials II</td>
</tr>
<tr>
<td>CIS 1513</td>
<td>Microcomputer Applications II</td>
</tr>
</tbody>
</table>
CIS 1593 Programming II
CIS 1823 Customer Service and Support
CIS 1824 CCNA 2
CIS 1844 CCNA 3
CIS 1854 CCNA 4
CIS 1923 Help Desk Applications
CIS 2043 A+ Certification Preparation
CIS 2053 Network+ Certification Exam Preparation
CIS 2063 Linux+ Certification Exam Preparation
CIS 2073 Cisco Certified Network Associate Certification Preparation
CIS 2083 CIW Associate Certification Preparation
CIS 2113 CIS Internship
CIS 2123 Special Topics
CIS 2214 Microsoft Server Administration I
CIS 2374 Microsoft Server Administration II
CIS 2514 Introduction to Computer Science I
CIS 2554 Web and Graphic Design
CIS 2613 Object-Oriented Programming
CIS 2644 Introduction Computer Science II
CIS 2653 Computer Organization and Assembly Language
CIS 2693 Programming III
CIS 2733 Data Structures
CIS 2903 Linux Server Administration I
CIS 2913 Linux Server Administration II
DMP 1312 E-Commerce
DMP 1311 Web Research Tools
DMP 2311 Animation
DMP 2312 Web Server Administration
DMP 2315 Advanced Web Design
Total 30 Credit Hours

ADVANCED CERTIFICATE IN COMPUTER INFORMATION SYSTEMS
An Advanced Certificate in Computer Information Systems can be obtained by candidates who hold a Bachelor of Science, Associate of Science, Associate of Applied Science or industry certification. This certificate requires six credit hours of the CIS Core Elective courses and 18-24 credit hours of the CIS Advanced Elective courses.

CERTIFICATE OF PROFICIENCY IN COMPUTER INFORMATION SYSTEMS
A Certificate of Proficiency in Computer Information Systems may be obtained by completing three credit hours of the CIS Core Electives and six to 10 credit hours of the CIS Advanced Elective courses.
DEPARTMENT OF DIGITAL MEDIA PRODUCTION
ASSOCIATE OF APPLIED SCIENCE IN DIGITAL MEDIA PRODUCTION

The Associate of Applied Science degree in Digital Media Production is an occupational degree program that prepares students for entry-level positions in fields such as advertising, graphic design, computer illustration, web design and animation, as well as the recording industry, feature film, television, radio and Internet-based media firms. The degree provides comprehensive introduction to the field while helping students develop a skill set that prepares them for employment.

OPTION: AUDIO ENGINEERING

The Audio Engineering program focuses on the techno-art form of audio production. Students enrolled in the program will learn how to properly acquire audio, edit audio, and design audio for specific and multi-media applications.

General Education Courses (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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</tr>
<tr>
<td>MATH 1301</td>
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</tr>
<tr>
<td>OR</td>
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</tr>
<tr>
<td>MATH 1300</td>
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Social Sciences Approved Elective

Digital Media Production Core Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMP 1301</td>
<td>Introduction to Digital Production</td>
</tr>
<tr>
<td>PHOT 1330</td>
<td>Introduction to Digital Photography</td>
</tr>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Art</td>
</tr>
<tr>
<td>DMP 1303</td>
<td>Introduction to the Web 2.0</td>
</tr>
<tr>
<td>DMP 1304</td>
<td>Introduction to Computer Graphics</td>
</tr>
</tbody>
</table>

Audio Engineering Requirements (33 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 2300</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>MUSC 2300</td>
<td>Introduction to Music</td>
</tr>
<tr>
<td>DMP 1307</td>
<td>Introduction to Recording Software</td>
</tr>
<tr>
<td>DMP 2321</td>
<td>Sound for Film</td>
</tr>
<tr>
<td>DMP 2304</td>
<td>Music Production 1</td>
</tr>
<tr>
<td>DMP 2314</td>
<td>Music Production 2</td>
</tr>
<tr>
<td>DMP 2320</td>
<td>Design Portfolio</td>
</tr>
</tbody>
</table>
### OPTION: DIGITAL CINEMATOGRAPHY/EDITING

This program focuses on the techno-art forms of digital cinematography and sound and video editing. Students enrolled in this program will develop the skills needed to light, shoot and edit digital video. Students will also gain a practical understanding of both cinematography and editing theory.

#### General Education Courses (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<tr>
<td>MATH 1301</td>
<td>College Business Math</td>
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</table>

#### Social Sciences

Approved Elective

#### Digital Media Production Core Courses (15 credit hours)

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</tr>
<tr>
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<td>Introduction to the Web 2.0</td>
</tr>
<tr>
<td>DMP 1304</td>
<td>Introduction to Computer Graphics</td>
</tr>
</tbody>
</table>

#### Editing Emphasis Requirements (33 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>FILM 2300</td>
<td>Introduction to Film</td>
</tr>
<tr>
<td>DMP 1305</td>
<td>Digital Cinematography 1</td>
</tr>
<tr>
<td>DMP 1308</td>
<td>Introduction to Editing</td>
</tr>
<tr>
<td>DMP 2321</td>
<td>Sound for Film</td>
</tr>
<tr>
<td>DMP 2305</td>
<td>Digital Cinematography 2</td>
</tr>
<tr>
<td>DMP 2311</td>
<td>Animation</td>
</tr>
<tr>
<td>DMP 2320</td>
<td>Design Portfolio</td>
</tr>
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<td>DMP/CIS</td>
<td>Elective</td>
</tr>
<tr>
<td>DMP/CIS</td>
<td>Elective</td>
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<td>DMP/CIS</td>
<td>Elective</td>
</tr>
<tr>
<td>Total</td>
<td>60 Credit Hours</td>
</tr>
</tbody>
</table>
### OPTION: GRAPHICS

This emphasis covers computer-based graphics where it applies to print, web, and broadcasting and motion picture applications.

#### General Education Courses (12 credit hours)

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#### Digital Media Production Emphasis Electives (27 credit hours)

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<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ARTS 1310</td>
<td>Basic Drawing</td>
</tr>
<tr>
<td>ARTS 2350</td>
<td>Two-Dimensional Design</td>
</tr>
<tr>
<td>DMP 1306</td>
<td>Digital Page Layout and Design</td>
</tr>
<tr>
<td>ARTS 2310</td>
<td>Figure Drawing</td>
</tr>
<tr>
<td>ARTS 2351</td>
<td>Three-Dimensional Design</td>
</tr>
<tr>
<td>DMP 2306</td>
<td>Graphic Design I</td>
</tr>
<tr>
<td>DMP 2311</td>
<td>Animation</td>
</tr>
<tr>
<td>DMP 2316</td>
<td>Graphic Design II</td>
</tr>
<tr>
<td>DMP 2320</td>
<td>Digital Production Portfolio</td>
</tr>
</tbody>
</table>

#### DMP or CIS Electives (6 credit hours)

**Total**: 60 Credit Hours
OPTION: WEB DESIGN
The Web Design option prepares students to design and deploy content on websites. Modern websites use a variety of media including graphics, sound, animation and video to create user experiences. Students completing this option develop skills in creating user interfaces for websites making use of these technologies.

General Education Courses (12 credit hours)

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Social Sciences Approved Elective

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Digital Media Production Emphasis Electives (21 credit hours)

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<tr>
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<th>Title</th>
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</thead>
<tbody>
<tr>
<td>DMP 1310</td>
<td>Introduction to Web Design</td>
</tr>
<tr>
<td>DMP 1311</td>
<td>Web Research Tools</td>
</tr>
<tr>
<td>DMP 1312</td>
<td>E-Commerce</td>
</tr>
<tr>
<td>DMP 2311</td>
<td>Animation</td>
</tr>
<tr>
<td>DMP 2312</td>
<td>Web Server Administration</td>
</tr>
<tr>
<td>DMP 2315</td>
<td>Advanced Web Design</td>
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<tr>
<td>DMP 2320</td>
<td>Digital Production Portfolio</td>
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</table>

DMP or CIS Electives (12 credit hours)

Total 60 Credit Hours
TECHNICAL CERTIFICATE IN DIGITAL MEDIA PRODUCTION

General Education Courses (6 credit hours)

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Digital Media Production Courses (15 credit hours)

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</table>

Digital Media Production Electives (9 credit hours)

Total 30 Credit Hours

CULINARY ARTS AND HOSPITALITY MANAGEMENT DIVISION

CULINARY ARTS AND HOSPITALITY MANAGEMENT INSTITUTE

The Culinary Arts and Hospitality Management Institute (CAHMI) provides an intensive course of study that prepares students for professional entry into the food service and hospitality industry. It integrates classical and modern culinary techniques with strong kitchen management skills. Students master preparation of breads, pastries, desserts, appetizers, soups, sauces, garde manger, charcuterie and entrees. They learn to identify, fabricate, and portion meats, poultry and seafood. They learn essential skills such as appropriate sanitation, hygiene and safety procedures, cost control management and styles of table service. The hospitality degrees focus on industry specific competencies required for success in lodging, tourism and business. The wine studies provide students with beginning to advanced knowledge in wine, spirits, beverages and mixology. For more information visit www.pulaskitech.edu/culinary.

ASSOCIATE OF APPLIED SCIENCE IN BAKING AND PASTRY ARTS

Students pursuing a career as a pastry chef can expect a strong job market today and faster than average growth for the next several years. The Associate of Applied Science in Baking and Pastry Arts will enable students to develop the skills and knowledge necessary for employment as a baking or pastry chef. Graduates of the program will be able to demonstrate all Certified Pastry Culinary competencies and outcomes required for certification by the Accrediting Commission of the American Culinary Federation Education Foundation. The Culinary Arts and Hospitality Management Institute’s AAS degree is the only program in the state accredited by the American Culinary Federation Education Foundation.
The AAS in Baking and Pastry Arts degree consists of a total of 66 credit hours including a minimum of 15 credit hours comprising the general education core, 45 credit hours of degree specific courses, and six hours of electives. This program of study includes special program fees beyond current tuition and college fees. For more information about detailed course descriptions, please contact the Culinary Arts and Hospitality Management Institute Office at 501-812-2860.

Students must earn a grade of “C” or better in all courses taken to satisfy the AAS degree in Baking and Pastry. This program of study includes special program fees beyond current tuition and college fees.

### General Education Courses (15 credit hours)

<table>
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</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
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</table>

One course from the following:

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<th>Course</th>
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</thead>
<tbody>
<tr>
<td>MATH 1300</td>
<td>Quantitative Literacy</td>
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<tr>
<td>MATH 1301</td>
<td>College Business Math</td>
<td></td>
</tr>
<tr>
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<td>College Algebra</td>
<td>MATH 1103</td>
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<tr>
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<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2310</td>
<td>Cultural Anthropology</td>
<td>ANTH 2013</td>
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<tr>
<td>ECON 2301</td>
<td>Survey of Economics</td>
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<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics</td>
<td>ECON 2103</td>
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<td>GEOG 2310</td>
<td>Cultural Geography</td>
<td>GEOG 2113</td>
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<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 1013</td>
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</table>

### Culinary Arts and Related Courses (45 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
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<tbody>
<tr>
<td>BAK 1301</td>
<td>Baking I</td>
</tr>
<tr>
<td>BAK 1302</td>
<td>Basic Pastry Techniques</td>
</tr>
<tr>
<td>BAK 1303</td>
<td>Cakes and Cake Decoration</td>
</tr>
<tr>
<td>BAK 1304</td>
<td>Baking II</td>
</tr>
<tr>
<td>BAK 1305</td>
<td>Candies and Chocolates</td>
</tr>
<tr>
<td>BAK 1306</td>
<td>Artisan Breads, Yeast Breads, Flatbreads, Crackers and Rolls</td>
</tr>
<tr>
<td>BAK 1307</td>
<td>Centerpiece Cake Production</td>
</tr>
<tr>
<td>BAK 2301</td>
<td>Baking Science</td>
</tr>
</tbody>
</table>
BAK 2302 Advanced Pastry Techniques
BAK 2303 Advanced Wedding Cake Production
CUL 1301 Applied Foodservice Sanitation
CUL 1302 Food Production I
CUL 2307 Healthy Foods and Nutrition
HOS 1301 Introduction to Hospitality
HOS 2302 The Restaurant Industry

Two courses from the following electives (6 credit hours)
Course    Title
ART 2350  Introduction to Two-Dimensional Design
ART 2351  Three Dimensional Design
CUL 1303  Food Production II
CUL 1305  Garde Manger
CUL 1306  Culinary French
CUL 2308  Breakfast Cookery
CUL 2309  Culinary Competition I
CUL 2310  International Cuisine
CUL 2323  Restaurant Patisserie
HOS 1302  Product ID and Quantity Purchasing
HOS 2301  Menu Design and Strategy
HOS 2304  Dining Room Operations
HOS 2306  Practicum
HOS 2313  Food and Beverage Management
Total    66 Credit Hours

TECHNICAL CERTIFICATE IN BAKING AND PASTRY ARTS
This technical certificate program provides knowledge and laboratory experiences that prepare the student to enter the baking profession as an entry-level worker. Graduates may become employed with bakeries, hospitals, hotels or other food service locations. This program of study includes special program fees beyond current tuition and college fees. For more information about detailed course descriptions, please contact the Culinary Arts and Hospitality Management Institute Office at 501-812-2860.

Students must earn a grade of “C” or better in all courses taken to satisfy the Technical Certificate in Baking and Pastry Arts. This program of study includes special program fees beyond current tuition and college fees.
General Education Courses (6 credit hours)
Course       Title       ACTS #
ENGL 1311    English Composition I   ENGL 1013

One course from the following
Course       Title       ACTS #
MATH 1300    Quantitative Literacy   MATH 1103
MATH 1301    College Business Mathematics
MATH 1302    College Algebra

Culinary Arts Courses (24 credit hours)
Course       Title
BAK 1301    Baking I
BAK 1302    Basic Pastry Techniques
BAK 1303    Cakes and Cake Decoration
BAK 1304    Baking II
BAK 1305    Candies and Chocolates
BAK 1306    Artisan Breads, Yeast Breads, Flatbreads, Crackers and Rolls
BAK 1307    Centerpiece Cake Production
CUL 1301    Applied Foodservice Sanitation
Total       30 Credit Hours

CERTIFICATE OF PROFICIENCY IN CAKE DECORATING
This certificate of proficiency program provides basic sanitation and skills training to prepare them for entry-level employment in the food service industry in relationship to cake decorating. Graduates of the program will be able to demonstrate proper sanitation skills, basic baking skills and cake decorating skills including wedding and centerpiece cakes.

BAK 1301    Baking I
BAK 1303    Cakes and Cake Decoration
BAK 1307    Centerpiece Cake Production
BAK 2303    Advanced Wedding Cake Production
CUL 1301    Applied Foodservice Sanitation
Total       15 Credit Hours
CERTIFICATE OF PROFICIENCY IN BASIC BAKING
The certificate of proficiency program provides basic sanitation and skills training to prepare students for entry-level employment in the food service industry in relationship to basic baking. Graduates of the program will be able to demonstrate proper sanitation skills, basic baking skills including basic pastry techniques and cake decoration.

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BAK 1301</td>
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</tr>
<tr>
<td>BAK 1302</td>
<td>Basic Pastry Techniques</td>
</tr>
<tr>
<td>BAK 1303</td>
<td>Cakes and Cake Decorations</td>
</tr>
<tr>
<td>BAK 1304</td>
<td>Baking II</td>
</tr>
<tr>
<td>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>15 Credit Hours</strong></td>
</tr>
</tbody>
</table>

CERTIFICATE OF PROFICIENCY IN BASIC PASTRY
This certificate of proficiency program provides basic sanitation and skills training to prepare students for entry-level employment in the food service industry in relationship to basic pastry techniques. Graduates of the program will be able to demonstrate proper sanitation skills, baking skills and an emphasis on pastry techniques.

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ASSOCIATE OF APPLIED SCIENCE IN CULINARY ARTS
The Culinary Arts and Hospitality Management Institute’s AAS degree is the only program in the state accredited by the American Culinary Federation Education Foundation as well as the only program designated with an Exemplary Status. Exemplary programs symbolize the highest educational standards recognized by the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). The award is presented to programs that have proven full compliance with all ACFEFAC accreditation requirements in the last visiting team report along with excellent management of the program. Graduates will earn the Certified Culinarian designation, which is the first level of certification from the American Culinary Federation. CAHMI also offers Arkansas’ only American Culinary Federation and U.S. Department of Labor recognized apprenticeship program in culinary arts. Students in the apprenticeship program complete required coursework as well as working 4,000 on-the-job training hours in certain competency areas. At the completion of their coursework and training hours, students will be awarded the Certified Sous Chef designation, which is the second level of certification from the American Culinary Federation.
The AAS Culinary Arts degree consists of a total of 66 credit hours, including a minimum of 15 credit hours comprising the general education core, 45 credit hours of degree specific courses with six hours of electives. This program of study includes special program fees beyond current tuition and college fees.

Students must earn a grade of “C” or better in all courses taken to satisfy the AAS degree in Culinary Arts. This program of study includes special program fees beyond current tuition and college fees.

General Education Courses (15 credit hours)

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<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2310</td>
<td>Cultural Anthropology</td>
<td>ANTH 2013</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>Survey of Economics</td>
<td></td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics</td>
<td>ECON 2103</td>
</tr>
<tr>
<td>GEOG 2310</td>
<td>Cultural Geography</td>
<td>GEOG 2113</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 1013</td>
</tr>
</tbody>
</table>

Culinary Arts and Related Courses (45 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
</tr>
<tr>
<td>CUL 1302</td>
<td>Food Production I</td>
</tr>
<tr>
<td>CUL 1303</td>
<td>Food Production II</td>
</tr>
<tr>
<td>CUL 1304</td>
<td>Stocks, Sauces and Soups</td>
</tr>
<tr>
<td>CUL 1305</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>CUL 2302</td>
<td>Food Production III</td>
</tr>
<tr>
<td>CUL 2303</td>
<td>Meat and Seafood</td>
</tr>
<tr>
<td>CUL 2304</td>
<td>Banquets and Catering</td>
</tr>
</tbody>
</table>
CUL 2305  Food Production IV
CUL 2307  Healthy Foods/Nutrition
BAK 1301  Baking I
HOS 1301  Introduction to Hospitality
HOS 1302  Product ID and Quantity Food Purchasing
HOS 2302  The Restaurant Industry
HOS 2303  Professional Beverage and Wine Studies L1

Two courses from the following electives (6 credit hours):

Course  Title
SPAN 1300  Spanish for the Workplace I
CUL 1306  Culinary French
CUL 2306  American Regional Cuisine
CUL 2308  Breakfast Cookery
CUL 2309  Culinary Competition I
CUL 2310  International Cuisine
CUL 2317  Cuisines of the Southern United States
CUL 2319  Culinary Competition II
CUL 2322  Regional French Cuisine
CUL 2323  Restaurant Patisserie
BAK 1302  Basic Pastry Techniques
BAK 1303  Cakes and Cake Decoration
BAK 1304  Baking II
BAK 1305  Candies and Chocolates
BAK 1306  Artisan Breads, Yeast Breads, Flatbreads, Crackers and Rolls
BAK 1307  Centerpiece Cake Production
HOS 2301  Menu Design and Strategy
HOS 2304  Dining Room Operations
HOS 2305  Professional Food Writing
HOS 2306  Practicum
HOS 2313  Food and Beverage Management

Total  66 Credit Hours
TECHNICAL CERTIFICATE IN CULINARY ARTS

This technical certificate program provides knowledge and laboratory experience to prepare students to enter the food service profession. Graduates may become employed with restaurants, hotels, hospitals or other food service locations. This program of study includes special program fees beyond current tuition and college fees.

Students must earn a grade of “C” or better in all courses taken to satisfy the Technical Certificate in Culinary Arts. This program of study includes special program fees beyond current tuition and college fees.

General Education Courses (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
</tbody>
</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1300</td>
<td>Quantitative Literacy</td>
<td></td>
</tr>
<tr>
<td>MATH 1301</td>
<td>College Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
</tbody>
</table>

Culinary Arts Courses (24 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAK 1301</td>
<td>Baking I</td>
</tr>
<tr>
<td>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
</tr>
<tr>
<td>CUL 1302</td>
<td>Food Production I</td>
</tr>
<tr>
<td>CUL 1303</td>
<td>Food Production II</td>
</tr>
<tr>
<td>CUL 1304</td>
<td>Stocks, Sauces and Soups</td>
</tr>
<tr>
<td>CUL 1305</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>CUL 2303</td>
<td>Meat and Seafood</td>
</tr>
<tr>
<td>HOS 1301</td>
<td>Introduction to Hospitality</td>
</tr>
</tbody>
</table>

Total 30 Credit Hours
CERTIFICATE OF PROFICIENCY IN BASIC FOOD PREPARATION
This certificate of proficiency program provides basic sanitation and skills training to prepare students for entry-level employment in the food service industry. Graduates of the program will be able to demonstrate proper sanitation skills, knife skills, basic cooking methods, including stock, soup and sauce making, and basic meat and seafood fabrication.

CUL 1301 Applied Foodservice Sanitation
CUL 1302 Food Production I
CUL 1303 Food Production II
CUL 1304 Stocks, Sauces and Soups
CUL 2303 Meat and Seafood
Total 15 Credit Hours

CERTIFICATE OF PROFICIENCY IN FOOD PURCHASING AND INVENTORY
The certificate of proficiency program provides basic sanitation and skills training to prepare them for entry-level employment in the food service industry in relationship to purchasing and inventory. Graduates of the program will be able to demonstrate proper sanitation skills, purchasing and inventory procedures and basic math skills related to purchasing and inventory.

CUL 1301 Applied Foodservice Sanitation
CUL 1302 Food Production I
HOS 1302 Product ID and Quantity Food Purchasing
HOS 2302 The Restaurant Industry
HOS 2306 Practicum
Total 15 Credit Hours

ASSOCIATE OF APPLIED SCIENCE IN HOSPITALITY MANAGEMENT
Available completely online or on campus, this degree program provides an in-depth look at the hospitality industry and concentrates on lodging, tourism, food service and business management. Students completing this degree are prepared for middle management jobs in the hospitality/tourism industry, including lodging, resorts, conference and convention centers, restaurants, contract services, theme parks and travel/tourism-related operations.

The Hospitality Management program is accredited by the Accreditation Commission for Programs in Hospitality Administration (ACPHA), and Pulaski Tech is the only two-year college in the state to have the ACPHA accreditation. Upon completion of their program of study, students will receive the Certified Hospitality Graduate certificate.
The AAS in Hospitality Management degree consists of a total of 66 credit hours including a minimum of 15 credit hours comprising the general education core, 45 credit hours of degree specific courses, and six hours of electives. This program of study includes special program fees beyond current tuition and college fees.

Students must earn a grade of “C” or better in all courses taken to satisfy the AAS degree in Hospitality Management. This program of study includes special program fees beyond current tuition and college fees.

### General Education Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Comp I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Comp II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
</tbody>
</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1300</td>
<td>Quantitative Literacy</td>
<td></td>
</tr>
<tr>
<td>MATH 1301</td>
<td>College Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
</tbody>
</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience (recommended for transfer)</td>
<td>PSYC 1103</td>
</tr>
<tr>
<td>ANTH 2310</td>
<td>Cultural Anthropology</td>
<td>ANTH 2013</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>Survey of Economics</td>
<td></td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics</td>
<td>ECON 2103</td>
</tr>
<tr>
<td>GEOG 2310</td>
<td>Cultural Geography</td>
<td>GEOG 2113</td>
</tr>
</tbody>
</table>

### Hospitality Management and Related Courses (45 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 1301</td>
<td>Introduction to Hospitality</td>
<td></td>
</tr>
<tr>
<td>HOS 2302</td>
<td>The Restaurant Industry</td>
<td></td>
</tr>
<tr>
<td>HOS 2304</td>
<td>Dining Room Operations</td>
<td></td>
</tr>
<tr>
<td>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
<td></td>
</tr>
<tr>
<td>HOS 2330</td>
<td>Food Production for Hospitality</td>
<td></td>
</tr>
<tr>
<td>HOS 2306</td>
<td>Practicum</td>
<td></td>
</tr>
<tr>
<td>HOS 2309</td>
<td>Lodging Operations</td>
<td></td>
</tr>
</tbody>
</table>
HOS 2310  Fundamentals of Tourism
HOS 2311  Hospitality Marketing and Sales
HOS 2312  Hospitality Facilities
HOS 2313  Food and Beverage Management
ACCT 2310  Principles of Accounting I  ACCT 2003
BUS 2603  Introduction to Business  BUSI 1013
BUS 2543  Business Organization and Management

One course from the following:
Course   Title
CUL 2307  Healthy Foods/Nutrition
HLSC 2300  Nutrition (recommended for transfer)

Two courses from the following electives (6 credit hours)
Course  Title  ACTS #
BAK 1301  Baking I
CUL 1303  Food Production II
CUL 2306  American Regional Cuisine
CUL 2309  Culinary Competition I
HOS 2303  Professional Beverage and Wine Studies L1
HOS 2305  Professional Food Writing
HOS 2314  Resort Management
HOS 2318  Tourism Niche Studies
BUS 2633  Legal Environment of Business  BLAW 2003
CIS 1403  Microcomputer Applications I
SPAN 1300  Spanish for the Workplace I
Total  66 Credit Hours

TECHNICAL CERTIFICATE IN HOSPITALITY MANAGEMENT
The Technical Certificate in Hospitality Management will provide graduates the skills they need to get a supervisory position in the hospitality industry in lodging, foodservice or tourism.

Students must earn a grade of “C” or better in all courses taken to satisfy the Technical Certificate in Hospitality Management. This program of study includes special program fees beyond current tuition and college fees.

General Education   Complete all (3 credit hours)  ACTS#
ENGL 1311  English Composition I  ENGL1013
### PROGRAMS OF STUDY

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Complete one (3 credit hours)</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1300</td>
<td>Quantitative Literacy</td>
<td></td>
</tr>
<tr>
<td>MATH 1301</td>
<td>College Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td></td>
</tr>
</tbody>
</table>

**Hospitality Courses** Complete all 8 courses (24 credit hours)

<table>
<thead>
<tr>
<th>CUL 1301</th>
<th>Applied Foodservice Sanitation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 2330</td>
<td>Food Production for Hospitality</td>
<td></td>
</tr>
<tr>
<td>HOS 1301</td>
<td>Introduction to Hospitality</td>
<td></td>
</tr>
<tr>
<td>HOS 2302</td>
<td>The Restaurant Industry</td>
<td></td>
</tr>
<tr>
<td>HOS 2304</td>
<td>Dining Room Operations</td>
<td></td>
</tr>
<tr>
<td>HOS 2306</td>
<td>Practicum</td>
<td></td>
</tr>
<tr>
<td>HOS 2311</td>
<td>Hospitality Marketing and Sales</td>
<td></td>
</tr>
<tr>
<td>HOS 2313</td>
<td>Food and Beverage Management</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 30 Credit Hours

**CERTIFICATE OF PROFICIENCY IN HOSPITALITY AND TOURISM**

The certificate of proficiency program provides skills training to prepare students for employment in the hospitality field in relationship to tourism. Graduates of the program will be able to demonstrate knowledge of the tourism industry and application in the workplace.

<table>
<thead>
<tr>
<th>HOS 1301</th>
<th>Introduction to Hospitality</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 2309</td>
<td>Lodging Operations</td>
<td></td>
</tr>
<tr>
<td>HOS 2310</td>
<td>Fundamentals of Tourism</td>
<td></td>
</tr>
<tr>
<td>HOS 2311</td>
<td>Hospitality Marketing and Sales</td>
<td></td>
</tr>
<tr>
<td>HOS 2318</td>
<td>Tourism Niche Studies</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 15 Credit Hours

**CERTIFICATE OF PROFICIENCY IN HOSPITALITY AND RESTAURANT OPERATIONS**

This certificate of proficiency program provides basic sanitation and skills training to prepare students for entry-level employment in the food service industry in relationship to hospitality and restaurant operations. Graduates of the program will be able to demonstrate proper sanitation skills and gain knowledge of the operations in hospitality facilities and restaurants.

<table>
<thead>
<tr>
<th>CUL 1301</th>
<th>Applied Foodservice Sanitation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>HOS 1301</td>
<td>Introduction to Hospitality</td>
<td></td>
</tr>
<tr>
<td>HOS 2302</td>
<td>The Restaurant Industry</td>
<td></td>
</tr>
<tr>
<td>HOS 2304</td>
<td>Dining Room Operations</td>
<td></td>
</tr>
<tr>
<td>HOS 2313</td>
<td>Food and Beverage Management</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 15 Credit Hours
TECHNICAL CERTIFICATE IN WINE AND SPIRITS STUDIES

The Wine and Spirits Technical Certificate qualification is designed to provide an overview of the hospitality industry while providing the student a thorough understanding of the principal wines and spirits of the world and their commercial importance in the world market. The certification provides key skills that are required to make professional evaluations of wines and spirits. Through this program the student develops an in-depth product knowledge required to underpin job skills and competencies; for example, in product selection in the retail and hospitality sectors. The student will be able to describe the characteristics of the principal wines and spirits of the world and give information on the key factors influencing style, quality and value. Upon completion, the student will be in a position to advise management, to answer customer inquiries authoritatively and to make informed selections of wines and spirits in a variety of situations. Upon completing various elements of this program, students may sit for national and international certification exams from the National Restaurant Association (Chicago, IL) and the Wine and Spirit Education Trust (London, England). This program of study includes special program fees beyond current tuition and college fees.

Students must earn a grade of “C” or better in all courses taken to satisfy the Technical Certificate in Wine and Spirits Studies. This program of study includes special program fees beyond current tuition and college fees.

General Education Courses (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
</tbody>
</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1300</td>
<td>Quantitative Literacy</td>
<td></td>
</tr>
<tr>
<td>MATH 1301</td>
<td>College Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
</tbody>
</table>

Wine and Spirits Studies Courses (24 credit hours)

Eight courses from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 1302</td>
<td>Food Production I</td>
</tr>
<tr>
<td>HOS 1301</td>
<td>Introduction to Hospitality</td>
</tr>
<tr>
<td>HOS 2301</td>
<td>Menu Design and Strategy</td>
</tr>
<tr>
<td>HOS 2303</td>
<td>Professional Beverage and Wine Studies L1</td>
</tr>
<tr>
<td>HOS 2304</td>
<td>Dining Room Operations</td>
</tr>
<tr>
<td>HOS 2307</td>
<td>Intermediate Wine and Spirits Studies</td>
</tr>
<tr>
<td>HOS 2308</td>
<td>Advanced Wine and Spirits Studies - L3, Part 1</td>
</tr>
<tr>
<td>HOS 2316</td>
<td>Professional Study of Spirits and Distillation, L2</td>
</tr>
<tr>
<td>HOS 2317</td>
<td>Advanced Wine and Spirits Studies - L3, Part 2</td>
</tr>
<tr>
<td>HOS 2315</td>
<td>Food and Wine Pairing</td>
</tr>
</tbody>
</table>

Total 30 Credit Hours
CERTIFICATE OF PROFICIENCY IN PROFESSIONAL STUDY OF SPIRITS AND MIXOLOGY
This certificate of proficiency program provides skills training to prepare students for entry-level employment in the hospitality field in relationship to wine and spirits studies, mixology, and responsible alcohol service. Graduates of the program will be able to demonstrate a basic knowledge of wine and spirits application in the workplace.

HOS 2303 Professional Beverage and Wine Studies L1  
HOS 2304 Dining Room Operations  
HOS 2316 Professional Study of Spirits and Distillation L2  
HOS 2319 Professional Mixology L1  
HOS 2306 Practicum  
Total 15 Credit Hours

CERTIFICATE OF PROFICIENCY IN WINE STUDIES AND SERVICE
This certificate of proficiency program provides skills training to prepare students for entry-level employment in the hospitality field in relationship to wine studies. Graduates of the program will be able to demonstrate proper sanitation skills, along with knowledge of wine and spirits application in the workplace.

CUL 1301 Applied Foodservice Sanitation  
HOS 2303 Professional Beverage and Wine Studies L1  
HOS 2304 Dining Room Operations  
HOS 2307 Intermediate Wine and Spirits Studies  
HOS 2315 Food and Wine Pairing  
Total 15 Credit Hours

PTC 3D PROGRAM
Pulaski Tech 3D offers young adults with developmental and learning disabilities a post-secondary education and preparation for employment through its certificate programs that develop skills in the area of Culinary and Hospitality. We also provide instruction in critical thinking skills, independent functioning and professionalism needed in the workplace. Our classes involve instruction, hands-on lab practice, individual planning and coaching and student mentoring. Our mission is to provide access to high quality education that promotes student learning and enables individuals with developmental disabilities to develop to their fullest potential through unique, targeted programs for business and industry. Our philosophy and educational approach focus on creating an environment in which active, collaborative learning can take place, where individuals may develop to their fullest potential, express unique gifts and strive to achieve independence and meaningful employment. In addition to technical culinary and hospitality skills, our students learn critical thinking skills to help them assess situations and make sound decisions—skills needed in both the work environment and personal situations. Our vision is to be a leading educational program, focused on student success and recognized for excellence in education and workforce development for individuals with developmental disabilities. For more information, call 501-812-2860.
This program, developed in partnership with Henderson State University and Central Flying Service, provides an Associate of Science in Aviation degree with two tracks: Aviation Management and Professional Pilot. The degree is designed to allow students to qualify for Federal Aviation Administration (FAA) certificates and complete the requirements for the first two years of the Bachelor of Science in Aviation degree from Henderson State University. Central Flying Service in Little Rock is contracted to provide the Private Pilot Lab, Commercial Pilot Lab, Instrument Pilot Lab and Aeronautics Lab. To be eligible to use VA benefits for either option of this program all students applying must have a private pilot’s license and a valid medical certification before training begins. VA benefits will not pay for the private pilot portion of this program. There are other options to obtain this private pilot’s license. Please check with the advisor for this program for those options.

**OPTION: AVIATION MANAGEMENT**

This option is designed to provide students with the skills and knowledge required for aircraft management programs. This degree prepares students for careers involving aircraft maintenance, flight management programs, airport management and many areas associated with FAA Part 121, Part 135 and Part 145 Repair Station Requirements.

General Education Courses (51 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>MATH 1308</td>
<td>Business Calculus</td>
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</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics I</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>PHYS 1403</td>
<td>College Physics II</td>
<td>PHYS 2024</td>
</tr>
<tr>
<td>PHIL 1310</td>
<td>Introduction to Philosophy</td>
<td>PHIL 1103</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Spreadsheet Applications/EXCEL</td>
<td></td>
</tr>
</tbody>
</table>

Social Sciences: Approved Elective

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2337</td>
<td>World Literature from the Beginning to 1650</td>
<td>ENGL 2113</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Literature from 1650 to the Present</td>
<td>ENGL 2123</td>
</tr>
</tbody>
</table>
One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1311</td>
<td>History of Civilization I</td>
<td>HIST 1113</td>
</tr>
<tr>
<td>HIST 1312</td>
<td>History of Civilization II</td>
<td>HIST 1123</td>
</tr>
</tbody>
</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2311</td>
<td>U.S. History to 1877</td>
<td>HIST 2113</td>
</tr>
<tr>
<td>HIST 2312</td>
<td>U.S. History since 1877</td>
<td>HIST 2123</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
<td>PLSC 2003</td>
</tr>
</tbody>
</table>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Art</td>
<td>ARTA 1003</td>
</tr>
<tr>
<td>MUSC 2300</td>
<td>Introduction to Music</td>
<td>MUSC 1003</td>
</tr>
<tr>
<td>THEA 2300</td>
<td>Introduction to Theatre</td>
<td>DRAM 1003</td>
</tr>
</tbody>
</table>

Aviation Courses (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVN 1101</td>
<td>Introduction to Aeronautics Lab</td>
</tr>
<tr>
<td>AVN 1103</td>
<td>Fundamentals of Aeronautics I</td>
</tr>
<tr>
<td>AVN 1203</td>
<td>Fundamentals of Aeronautics II</td>
</tr>
<tr>
<td>AVN 1201</td>
<td>Private Pilot Certification</td>
</tr>
<tr>
<td>AVN 1301</td>
<td>Private Pilot Lab</td>
</tr>
<tr>
<td>AVN 2203</td>
<td>Aviation Safety</td>
</tr>
</tbody>
</table>

**Total** 63 Credit Hours

**OPTION: PROFESSIONAL PILOT**

This option is designed to provide students with academic and practical instruction as they pursue the FAA-certified pilot ratings in Private Pilot and Commercial Pilot to include Instrument and Certified Flight Instructor ratings.

General Education Courses (45 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>MATH 1303</td>
<td>Trigonometry</td>
<td>MATH 1203</td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics I</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>ACTS#</td>
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<tr>
<td>----------</td>
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</tr>
<tr>
<td>ENGL 2337</td>
<td>World Literature from the Beginning to 1650</td>
<td>ENGL 2113</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Literature from 1650 to the Present</td>
<td>ENGL 2123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1311</td>
<td>History of Civilization I</td>
<td>HIST 1113</td>
</tr>
<tr>
<td>HIST 1312</td>
<td>History of Civilization II</td>
<td>HIST 1123</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 2311</td>
<td>U.S. History to 1877</td>
<td>HIST 2113</td>
</tr>
<tr>
<td>HIST 2312</td>
<td>U.S. History since 1877</td>
<td>HIST 2123</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
<td>PLSC 2103</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Art</td>
<td>ARTA 1003</td>
</tr>
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<td>MUSC 2300</td>
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</tr>
<tr>
<td>THEA 2300</td>
<td>Introduction to Theatre</td>
<td>DRAM 1003</td>
</tr>
</tbody>
</table>

**Aviation Courses (23 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
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</thead>
<tbody>
<tr>
<td>AVN 1101</td>
<td>Introduction to Aeronautics Lab</td>
<td></td>
</tr>
<tr>
<td>AVN 1103</td>
<td>Fundamentals of Aeronautics I</td>
<td></td>
</tr>
<tr>
<td>AVN 1203</td>
<td>Fundamentals of Aeronautics II</td>
<td></td>
</tr>
<tr>
<td>AVN 1201</td>
<td>Private Pilot Certification</td>
<td></td>
</tr>
<tr>
<td>AVN 1301</td>
<td>Private Pilot Lab</td>
<td></td>
</tr>
<tr>
<td>AVN 2201</td>
<td>Commercial Pilot Lab I</td>
<td></td>
</tr>
<tr>
<td>AVN 2103</td>
<td>Aviation Weather</td>
<td></td>
</tr>
<tr>
<td>AVN 2301</td>
<td>Commercial Pilot Certification</td>
<td></td>
</tr>
<tr>
<td>AVN 2203</td>
<td>Aviation Safety</td>
<td></td>
</tr>
<tr>
<td>AVN 2303</td>
<td>Instrument Flight Preparation and Procedures</td>
<td></td>
</tr>
<tr>
<td>AVN 2401</td>
<td>Instrument Pilot Certification</td>
<td></td>
</tr>
<tr>
<td>AVN 2501</td>
<td>Instrument Pilot Lab</td>
<td></td>
</tr>
<tr>
<td>AVN 2601</td>
<td>Commercial Pilot Lab II</td>
<td></td>
</tr>
</tbody>
</table>

**Total 68 Credit Hours**
DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology program provides students with instruction in the general power plant and airframe curricula. Students may choose to seek FAA certification as an aircraft maintenance technician with an airframe rating and/or a power plant rating by completing the certificate curricula, or they may choose to complete the Associate of Applied Science in order to acquire additional education to advance into supervisory and inspection positions in the industry. The Aviation Maintenance Technology program is accredited by the Federal Aviation Administration as an approved Part 147 Maintenance School.

ASSOCIATE OF APPLIED SCIENCE IN AVIATION MAINTENANCE TECHNOLOGY

Note: A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog to determine the prerequisite.

General Education Complete all (12 credit hours)
Course Title ACTS #
ENGL 1311 English Composition I (P) ENGL 1013
ENGL 1312 English Composition II (P) ENGL 1023
CIS 1103 Computer Concepts CPSI 1003
Social Science
(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)

Aviation General Courses Complete all (16 credit hours)
Course Title
AVA 1110 Aviation General
MTH 1203 Applied Technical Mathematics (P)
PHYS 1301 Applied Physics (P)

Aviation Maintenance Courses Complete all (61 credit hours)
Course Title
AVP 1110 Aircraft Power Plant Theory, Systems, and Operations I
AVP 1205 Aircraft Power Plant Theory, Systems, and Operations II
AVP 1307 Aircraft Power Plant Theory, Systems, and Operations III
AVP 1407 Aircraft Power Plant Theory, Systems, and Operations IV
AVA 2105 Airframe Sheet Metal
AVA 2207 Airframe Systems and Components I
AVA 2304 Airframe Systems and Components II
AVA 2404 Aircraft Electrical Systems
AVA 2508 Airframe Systems and Components III
AVA 2604 Aircraft Avionics Systems and Components
Total 89 Credit Hours
TECHNICAL CERTIFICATE IN AIRFRAME AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology program provides students with instruction in the general power plant and airframe curricula. Students may choose to seek FAA certification as an aircraft maintenance technician with an airframe rating and/or a power plant rating by completing the certificate curricula. The Aviation Maintenance Technology program is accredited by the Federal Aviation Administration as an approved Part 147 Maintenance School.

Aviation General Courses Complete all (16 credit hours)
Course Title
AVA 1110 Aviation General
MTH 1203 Applied Technical Mathematics (P)
PHYS 1301 Applied Physics (P)

Aviation Maintenance Courses Complete all (32 credit hours)
Course Title
AVA 2105 Airframe Sheet Metal
AVA 2207 Airframe Systems and Components I
AVA 2304 Airframe Systems and Components II
AVA 2404 Aircraft Electrical Systems
AVA 2508 Airframe Systems and Components III
AVA 2604 Aircraft Avionics Systems and Components
Total 48 Credit Hours

TECHNICAL CERTIFICATE IN POWERPLANT AVIATION MAINTENANCE TECHNOLOGY

The Aviation Maintenance Technology program provides students with instruction in the general power plant and airframe curricula. Students may choose to seek FAA certification as an aircraft maintenance technician with an airframe rating and/or a power plant rating by completing the certificate curricula. The Aviation Maintenance Technology program is accredited by the Federal Aviation Administration as an approved Part 147 Maintenance School.

Aviation General Courses Complete all (16 credit hours)
Course Title
AVA 1110 Aviation General
MTH 1203 Applied Technical Mathematics (P)
PHYS 1301 Applied Physics (P)

Aviation Maintenance Courses Complete all (29 credit hours)
Course Title
AVP 1110 Aircraft Power Plant Theory, Systems, and Operations I
AVP 1205 Aircraft Power Plant Theory, Systems, and Operations II
AVP 1307 Aircraft Power Plant Theory, Systems, and Operations III
AVP 1407 Aircraft Power Plant Theory, Systems, and Operations IV
Total 45 Credit Hours
TECHNICAL CERTIFICATE IN PRIVATE PILOT CERTIFICATION
ENGL 1311 English Composition I
SPCH 1300 Speech Communication
MATH 1302 College Algebra
TOTAL 9 Credit Hours
AVN 1101 Introduction to Aeronautics Lab
AVN 1103 Fundamentals of Aeronautics I
AVN 1203 Fundamentals of Aeronautics II
AVN 1201 Private Pilot Certification
AVN 1301 Private Pilot Lab
AVN 2103 Aviation Weather
AVN 2203 Aviation Safety
TOTAL 15 Credit Hours
Certificate Total 24 Credit Hours

CERTIFICATE OF PROFICIENCY IN PRIVATE PILOT CERTIFICATION
AVN 1101 Introduction to Aeronautics Lab
AVN 1103 Fundamentals of Aeronautics I
AVN 1203 Fundamentals of Aeronautics II
AVN 1201 Private Pilot Certification
AVN 1301 Private Pilot Lab
AVN 2103 Aviation Weather
AVN 2203 Aviation Safety
Total 15 Credit Hours

DEPARTMENT OF HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION
ASSOCIATE OF APPLIED SCIENCE IN AIR CONDITIONING AND REFRIGERATION
The Heating, Ventilation, Air Conditioning and Refrigeration program provides education and training in the areas of residential heating and air-conditioning systems, commercial/industrial systems and commercial refrigeration. The Associate of Applied Science degree program provides the private sector with certified technicians. Graduates of the program may be employed as installers, service technicians or system designers.

As part of Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following T & I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.
In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

**Note:** A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog to determine the prerequisite.

### General Education

**Complete all (15 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (P)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MTH 1203</td>
<td>Applied Technical Mathematics (P)</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, OR ECON prefix)</td>
<td></td>
</tr>
</tbody>
</table>

### Air Conditioning and Refrigeration

**Courses Complete all (43 credit hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 1102</td>
<td>Introduction to HVACR</td>
</tr>
<tr>
<td>HVAC 1104</td>
<td>Principles of HVACR I</td>
</tr>
<tr>
<td>HVAC 1212</td>
<td>Principles of HVACR II (P)</td>
</tr>
<tr>
<td>HVAC 1214</td>
<td>Fundamentals of Electricity (P)</td>
</tr>
<tr>
<td>HVAC 1224</td>
<td>HVACR Electrical Controls Application (P)</td>
</tr>
<tr>
<td>HVAC 2304</td>
<td>Residential HVAC (P)</td>
</tr>
<tr>
<td>HVAC 2314</td>
<td>Heating Systems (P)</td>
</tr>
<tr>
<td>HVAC 2324</td>
<td>Systems Design (P)</td>
</tr>
<tr>
<td>HVAC 2404</td>
<td>Commercial HVAC (P)</td>
</tr>
<tr>
<td>HVAC 2414</td>
<td>Commercial Refrigeration (P)</td>
</tr>
<tr>
<td>HVAC 2424</td>
<td>Unitary Refrigeration (P)</td>
</tr>
<tr>
<td>HVAC 2503</td>
<td>HVACR Internship (P)</td>
</tr>
</tbody>
</table>

**Approved Elective (3 credit hours)**

Elective must be approved by an advisor. Choose one of the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC 2513</td>
<td>Boiler Operations (P)</td>
</tr>
<tr>
<td>COLL 1302</td>
<td>Career Seminar</td>
</tr>
<tr>
<td>WLD 1104</td>
<td>Basic Welding</td>
</tr>
<tr>
<td>HVAC 2543</td>
<td>Special Projects (P)</td>
</tr>
</tbody>
</table>

**Total 61 Credit Hours**
TECHNICAL CERTIFICATE IN HEATING, VENTILATION, AIR CONDITIONING AND REFRIGERATION

This technical certificate program is designed to help students develop the knowledge and skills necessary for employment with residential or commercial contractors, service companies in sales or self-employment. Instruction includes principles and practical experience in heating, air conditioning and refrigeration systems, including installation, troubleshooting and repairs.

General Education Complete all (6 credit hours)
Course Title
MTH 1103 Introduction to Technical Mathematics
COM 1203 Technical Communication

Air Conditioning and Refrigeration
Core Courses Complete all (16 credit hours)
Course Title
HVAC 1102 Introduction to HVACR
HVAC 1104 Principles of HVACR I
HVAC 1212 Principles of HVACR II (P)
HVAC 1214 Fundamentals of Electricity (P)
HVAC 1224 HVACR Electrical Controls Application (P)

HVAC Directed Electives
Complete 1 pair of courses (8 credit hours)
Residential Heat and Air Conditioning
HVAC 2304 Residential HVAC (P)
HVAC 2314 Heating Systems (P)

Commercial Air Conditioning
HVAC 2314 Heating Systems (P)
HVAC 2404 Commercial HVAC (P)

Commercial Refrigeration
HVAC 2414 Commercial Refrigeration (P)
HVAC 2424 Unitary Refrigeration (P)

Total 30 Credit Hours
## DEPARTMENT OF APPLIED ELECTRONICS TECHNOLOGY
### ASSOCIATE OF APPLIED SCIENCE IN APPLIED ELECTRONICS TECHNOLOGY

The Associate of Applied Science degree in Applied Electronics Technology is designed to meet the rapidly changing needs of industry. This program is not intended to produce board-level technicians. Rather, it is intended to give extremely broad technical instruction with practical work experience in partnership with industries that have entered into articulation agreements with Pulaski Technical College. Students receive no pay for the articulated internship, but tuition is reduced to cover administrative costs. Current technologies are bio-medical, communications, environmental controls, automated processes and others. The emphasis is on basics that are applicable to all industrial applications rather than specific applications. Specific training will be provided by employers.

### Note:
A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog to determine the prerequisite.

### General Education
Complete all (18 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (P)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td></td>
<td>Social Science Electives</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)</td>
<td></td>
</tr>
<tr>
<td>MTH 1203</td>
<td>Applied Technical Mathematics</td>
<td></td>
</tr>
<tr>
<td>PHYS 1301</td>
<td>Applied Physics (P)</td>
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</table>

### Applied Electronics Technology Courses
Complete all (30 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ELT 1314</td>
<td>Circuit Analysis II (P)</td>
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<tr>
<td>ELT 1414</td>
<td>Photonics I</td>
</tr>
<tr>
<td>TECH 2101</td>
<td>Work-based Instruction (Capstone)</td>
</tr>
</tbody>
</table>

### TECH Approved Electives (1212 hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1143</td>
<td>Programming I</td>
</tr>
<tr>
<td>CIS 1154</td>
<td>Data Cabling</td>
</tr>
<tr>
<td>CIS 2303</td>
<td>Introduction to Networking</td>
</tr>
<tr>
<td>CIS 2556</td>
<td>Fundamentals of Robotics</td>
</tr>
<tr>
<td>ELT 1514</td>
<td>Photonics II</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
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<tr>
<td>----------</td>
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</tr>
<tr>
<td>IEL 2404</td>
<td>Programmable Logic Control II (P)</td>
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<tr>
<td>IET 1304</td>
<td>Industrial Power Transmission</td>
</tr>
<tr>
<td>IET 1404</td>
<td>Industrial Electricity (P)</td>
</tr>
<tr>
<td>MET 1103</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>MET 1213</td>
<td>Introduction to Human Anatomy</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60 Credit Hours</strong></td>
</tr>
</tbody>
</table>

**DEPARTMENT OF AUTOMOTIVE TECHNOLOGY**  
**TECHNICAL CERTIFICATE IN AUTOMOTIVE TECHNOLOGY**

This program provides students with competencies in all eight service areas of the Automotive Services Excellence program. Graduates may enter the work force as automotive repair technicians. The program is certified by the National Automotive Technician Education Foundation (NATEF).

As part of Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following T & I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

**General Education** Complete all (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 1103</td>
<td>Technical Mathematics I</td>
</tr>
<tr>
<td>COM 1203</td>
<td>Technical Communication</td>
</tr>
</tbody>
</table>

**Automotive Technology Courses** Complete all (58 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1106</td>
<td>Automatic Transmission/Transaxle</td>
</tr>
<tr>
<td>AST 1209</td>
<td>Power Trains</td>
</tr>
<tr>
<td>AST 1405</td>
<td>Automotive Brake Systems</td>
</tr>
<tr>
<td>AST 1505</td>
<td>Climate Controls</td>
</tr>
<tr>
<td>AST 2105</td>
<td>Chassis and Steering</td>
</tr>
<tr>
<td>AST 2210</td>
<td>Engine Performance</td>
</tr>
<tr>
<td>AST 2306</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AST 2409</td>
<td>Electrical Fundamentals</td>
</tr>
<tr>
<td>AST 2503</td>
<td>Automotive Computer Systems</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>64 Credit Hours</strong></td>
</tr>
</tbody>
</table>
CERTIFICATE OF PROFICIENCY IN ALTERNATIVE FUELS
This program prepares students to convert traditional gasoline-fueled engines to liquid petroleum gas (LPG) and/or compressed natural gas (CNG) and to maintain and repair those converted engines.

Automotive Technology Courses Complete all (17 credit hours)
Course Title
AST 2210 Engine Performance
AST 1103 Conversion and Installation of Alternative Fuel Systems
AST 1302 Diagnosis and Repair of Alternative Fuel Systems
AST 1102 Maintenance of Alternative Fuel Systems
Total 17 Credit Hours

CERTIFICATE OF PROFICIENCY IN ENGINE MACHINIST
This program prepares students to rebuild automotive, motorcycle and diesel engines in positions with engine rebuilding companies.

Automotive Technology Courses Complete all (17 credit hours)
Course Title
AST 2306 Engine Repair
MST 1204 Machining I
MST 1304 Machining II
MTH 1203 Applied Technical Mathematics
Total 17 Credit Hours

CERTIFICATE OF PROFICIENCY IN TIRE CENTER OPERATOR
This program prepares students for jobs in tire centers, stores and other agencies that sell tires and related items and services.

Parts Specialist Courses Complete all (10 credit hours)
Course Title
AST 2105 Chassis and Steering
AST 1405 Automotive Brake Systems
Total 10 Credit Hours
DEPARTMENT OF COLLISION REPAIR TECHNOLOGY

TECHNICAL CERTIFICATE IN COLLISION REPAIR TECHNOLOGY

This technical certificate program is designed to prepare students for the field of collision repair, including painting, frame specializing, collision estimating and surface and trim repair and replacement.

As part of Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following T & I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Complete all (6 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>MTH 1103</td>
<td>Introduction to Technical Mathematics</td>
</tr>
<tr>
<td>COM 1203</td>
<td>Technical Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Collision Repair Technology</th>
<th>Complete all (26 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses Option 1</td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>CRT 1113</td>
<td>Collision Repair I</td>
</tr>
<tr>
<td>CRT 1213</td>
<td>Collision Repair II</td>
</tr>
<tr>
<td>OR</td>
<td></td>
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<table>
<thead>
<tr>
<th>Collision Repair Technology</th>
<th>Complete all (25 credit hours)</th>
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<tbody>
<tr>
<td>Courses Option 2</td>
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<tr>
<td>Course</td>
<td>Title</td>
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<tr>
<td>CRT 1106</td>
<td>Basic Metal Repair</td>
</tr>
<tr>
<td>CRT 1504</td>
<td>Related Body Repair</td>
</tr>
<tr>
<td>CRT 1204</td>
<td>Body and Frame Alignment I</td>
</tr>
<tr>
<td>CRT 1304</td>
<td>Body and Frame Alignment II</td>
</tr>
<tr>
<td>CRT 1403</td>
<td>Painting I</td>
</tr>
<tr>
<td>CRT 1804</td>
<td>Painting II</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>31-32 Credit Hours</strong></td>
</tr>
</tbody>
</table>
CERTIFICATE OF PROFICIENCY IN DAMAGE ANALYSIS AND ESTIMATION
This program prepares students for positions with insurance companies and other agencies whose purpose is to prepare cost estimates of vehicular damage.

Automotive Technology Courses Complete all (10 credit hours)
Course Title
CRT 1004 Damage Analysis and Appraisal
CRT 1104 Repair Estimating
CRT 1102 Insurance Policies and Requirements
Total 10 Credit Hours

DEPARTMENT OF CONSTRUCTION MANAGEMENT
ASSOCIATE OF APPLIED SCIENCE IN CONSTRUCTION MANAGEMENT
The Associate of Applied Science in Construction Management provides training in the areas of residential and commercial construction. The common core areas of construction processes—estimating, accounting, contracts, legal issues and computer-aided drafting—provide the foundation for all types of contracting. Students specialize in one of four options as an emphasis for the degree.

General Education Courses (18 credit hours)
Course Title ACTS#
ENGL 1311 English Composition I ENGL 1013
ENGL 1312 English Composition II ENGL 1023
CIS 1103 Computer Concepts CPSI 1003
One course from the following:
Course Title ACTS#
SPCH 1300 Speech Communication SPCH 1003
COM 1203 Technical Communication
MTH 1203 Applied Technical Mathematics
Social Science (must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)

Construction Management Courses (32 credit hours)
Course Title ACTS#
DFT 1205 Introduction to Computer-Aided Drafting (CAD)
DFT 1605 Estimating
DFT 2103 Construction Techniques and Methods
CTT 2104 Construction Contracts and Codes
DFT 1005  Drawings and Specifications
CTT 2304  Project Management
ACCT 2310  Principles of Accounting I     ACCT 2003

Construction Management Electives (10 credit hours) Choose from the following:
Course   Title
CTT 2107  Construction Processes I
CTT 2207  Construction Processes II
DFT 1305  Architectural (CAD) Drafting
DFT 1405  Structural (CAD) Drafting
WLD 1103  Welding I Lecture
WLD 1105  Welding I Lab
Total  60 Credit Hours

**TECHNICAL CERTIFICATE IN CONSTRUCTION TECHNOLOGY**
This technical certificate program is designed to develop marketable knowledge, skills and attitudes in students by providing theory, shadowing, mentoring and hands-on training in various aspects of the construction industry.

General Education   Complete all (6 credit hours)
Course   Title
COM 1203  Technical Communication
MTH 1103  Technical Mathematics

Construction Technology Courses   Complete all (39 credit hours)
Course   Title
CTT 1207  Cabinet Layout and Construction
CTT 2107  Construction Processes I
DFT 1005  Drawing and Specifications
CTT 2207  Construction Processes II
DFT 1205  Introduction to Computer-Aided Drafting (CAD)
DFT 2103  Construction Techniques and Methods
TECT 2101  Work-based Instruction (Capstone)
Total  45 Credit Hours
DEPARTMENT OF DIESEL TECHNOLOGY
TECHNICAL CERTIFICATE IN DIESEL TECHNOLOGY

This program provides students with knowledge and laboratory experiences in the diagnosis, repair, service and maintenance of diesel equipment. Preventive maintenance is stressed, as well as the importance of high-quality workmanship.

As part of Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following T & I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

General Education Complete all (6 credit hours)
Course Title
MTH 1103 Introduction to Technical Mathematics
COM 1203 Technical Communication

Diesel Technology Courses Complete all (29 credit hours)
Course Title
DTM 1003 Tractor/Trailer Operation
DTM 1103 Diesel Fundamentals
DTM 1204 Diesel Engines
DTM 1302 Electrical/Electronic Systems
DTM 1403 Workplace Safety
DTM 1502 Diesel Fuel Injection Systems
DTM 1603 Power Trains
DTM 1702 Air Conditioning Systems
DTM 1803 Brake Systems
DTM 1904 Servicing Road Tractors and Trailers
Total 35 Credit Hours
CERTIFICATE OF PROFICIENCY IN TRACTOR AND TRAILER LOGISTICS
This program prepares students to operate over-the-road tractor and trailer units for trucking companies and/or as owner-operators.

Truck Driving Training Courses Complete all (18 credit hours)
Course Title
TRT 1003 Legal Requirements of Tractor and Trailer Operation
TRT 1904 Pre-trip for Road Tractors and Trailers
TRT 1011 Tractor Trailer Logistics
Total 18 Credit Hours

CERTIFICATE OF PROFICIENCY IN TRACTOR AND TRAILER SERVICING
This program prepares students for positions in trucking centers and terminals servicing tractor and trailer rigs.

Truck Driving Training Courses Complete all (7 credit hours)
Course Title
DTM 1904 Servicing Road Tractors and Trailers
DTM 1003 Tractor and Trailer Operation
Total 7 Credit Hours

DEPARTMENT OF DRAFTING AND DESIGN TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE IN DRAFTING AND DESIGN TECHNOLOGY
Any building process, whether technical, mechanical or structural, requires drawings with precise measurements and specifications. The Associate of Applied Science and technical certificate include instruction in basic and computer-aided drafting (CAD). The student begins with Introduction to Computer-Aided Drafting (CAD), Drawings and Specifications, and Basic Building Information Modeling (BIM)/REVIT (CAD) Drafting. Related courses such as Architectural (CAD) Drafting; Building Information Modeling (BIM)/REVIT Management (CAD) Drafting; HVAC, Electrical, & Plumbing (CAD) Drafting; and Advanced (CAD) Drafting prepare the student for a successful career as a drafting technician. Includes review of Autodesk Revit Certification Examination.

Note: A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog to determine the prerequisite.

Note: An (F) means course is offered fall semester only; an (S) means course is offered spring semester only.
<table>
<thead>
<tr>
<th>General Education</th>
<th>Complete all (15 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Comp II (P)</td>
</tr>
<tr>
<td>MTH 1203</td>
<td>Tech Math II</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
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</table>

Social Science
(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)

<table>
<thead>
<tr>
<th>Drafting and Design Technology Courses</th>
<th>Complete all (45 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>(S) = spring only, (F) = fall only</td>
<td></td>
</tr>
<tr>
<td>DFT 1205</td>
<td>Intro to Computer Aided Drafting (CAD) (P1, P3)</td>
</tr>
<tr>
<td>DFT 1005</td>
<td>Drawing and Specifications (P1, P3)</td>
</tr>
<tr>
<td>DFT 1705</td>
<td>Basic Building Information Modeling (BIM)/REVIT (CAD) Drafting (P1, P3)</td>
</tr>
<tr>
<td>DFT 2705</td>
<td>Building Information Modeling (BIM)/REVIT Management (CAD) Drafting (P2, P3) (F)</td>
</tr>
<tr>
<td>DFT 1305</td>
<td>Architectural (CAD) Drafting (P2, P3) (F)</td>
</tr>
<tr>
<td>DFT 2605</td>
<td>HVAC, Plumbing &amp; Electrical (CAD) Drafting (P2, P3) (F)</td>
</tr>
<tr>
<td>DFT 1405</td>
<td>Structural (CAD) Drafting (P2, P3) (S)</td>
</tr>
<tr>
<td>DFT 1605</td>
<td>Estimating (P2, P3) (S)</td>
</tr>
<tr>
<td>DFT 2505</td>
<td>Advance (CAD) Drafting (P2, P3) (S)</td>
</tr>
</tbody>
</table>

**Total** 60 Credit Hours

Prerequisites
(P1) Prerequisite: Completion of MTH 1203 Tech Math with a grade of “B” or better or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math II and CIS 1103 Computer Concepts.
(P2) Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade B or better.
(P3) Prerequisite: Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specifications.
TECHNICAL CERTIFICATE IN DRAFTING AND DESIGN TECHNOLOGY

Any building process, whether technical, mechanical or structural, requires drawings with precise measurements and specifications. The student begins with Introduction to Computer-Aided Drafting (CAD), Drawings and Specifications, and Basic Building Information Modeling (BIM)/REVIT (CAD) Drafting. The student completes the Technical Certificate with related courses such as Architectural (CAD) Drafting, Building Information Modeling (BIM)/REVIT Management (CAD) Drafting, HVAC, Electrical & Plumbing (CAD) drafting.

Note: A (P) indicates that a prerequisite is required before the course can be taken. Prerequisites are listed below.

Note: An (F) means course is offered fall semester only; an (S) means course is offered spring semester only.

Prerequisites
(P1) Prerequisite: Completion of MTH 1203 Tech Math II with a grade of B or better or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math and CIS 1103 Computer Concepts.
(P2) Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade B or better.
(P3) Prerequisite: Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specifications

General Education 9 (credit hours required)
Course            Title              ACTS #
ENGL 1311         English Composition I (P)     ENGL 1013
MTH 1203          Tech Math II            MTH 1203
CIS 1103           Computer Concepts        CPSI 1103

Drafting and Design Technology Courses Complete all (15 credit hours)
Course            Title                                ACTS #
DFT 1205          Intro to Computer Aided Drafting (CAD) (P1, P3)      CST 1205
DFT 1005          Drawings and Specifications (P1, P3)                   CST 1005
DFT 1705          Basic Building Information Modeling (BIM)/REVIT (CAD) Drafting (P1, P3)      CST 1705

Elective Courses complete any three (15 credit hours)
(S) = spring only, (F) = fall only
Course            Title                                ACTS #
DFT 1405          Structural (CAD) Drafting (P2, P3) (S)                   CST 1405
DFT 1605          Estimating (P2, P3) (S)                                 CST 1605
DFT 2505  Advance (CAD) Drafting (P2, P3) (S)
DFT 2705  Building Information Modeling (BIM)/REVIT Management (CAD) Drafting (P2, P3) (F)
DFT 1305  Architectural (CAD) Drafting (P2, P3) (F)
DFT 2605  HVAC, Plumbing & Electrical (CAD) Drafting (P2, P3) (F)
Total  39 Credit Hours

CERTIFICATE OF PROFICIENCY IN DRAFTING AND DESIGN TECHNOLOGY

Any building process, whether technical, mechanical or structural, requires drawings with precise measurements and specifications. The student learns the fundamentals of Drafting and Design with Introduction to Computer Aided (CAD) Drafting, and Drawings and Specifications.

Note: A (P) indicates that a prerequisite is required before the course can be taken. Prerequisites are listed below.

Prerequisites
(P1) Prerequisite: Completion of MTH 1203 Tech Math II with a grade of B or better or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math II and CIS 1103 Computer Concepts.
(P2) Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade B or better.
(P3) Prerequisite: Students are required to provide a laptop computer, mouse, and flash drive. Visit with a DFT program advisor for computer specifications

General Education  Complete all 6 hrs
Course    Title  ACTS #
MTH 1203  Tech Math II
CIS 1103  Computer Concepts  CPSI 1103

Drafting and Design Technology Courses Complete all 10 hrs
Course    Title
DFT 1205  Intro to Computer Aided Drafting (CAD) (P1, P3)
DFT 1005  Drawing and Specifications (P1, P3)
Total  16 Credit Hours
DEPARTMENT OF GENERAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE IN GENERAL TECHNOLOGY

The Associate of Applied Science in General Technology provides company-specific graduates for the private sector, expanded opportunities for military personnel and broader employment opportunities for other students. This degree enables students or industries to design individualized programs of study to fulfill unique career goals that cannot be met through the completion of single technical certificate or AAS degree program. Students may use transfer credit or other non-traditional credit such as military training to meet the major and minor requirements. With the approval of an advisor, students choose courses from two or more different technical and academic disciplines and develop a coherent technical program having both a major technical focus and support courses directly related to the career objective.

Note: A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog.

General Education Complete all (15 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (P)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MTH 1203</td>
<td>Technical Mathematics II</td>
<td></td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1103</td>
</tr>
<tr>
<td></td>
<td>Social Science (must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)</td>
<td></td>
</tr>
</tbody>
</table>

Major Technical Discipline Complete all (24 credit hours)

Approved courses from a technical or other cohesive academic area must be the focus of the program, with the exception of the Allied Health and Human Services Division programs.

Minor/Related/Support Courses Complete all (21 credit hours)

Completion of 21 credit hour minor areas of study. Minor areas may be any technical or cohesive area accepted by the college, with the exception of Allied Health and Human Services Division programs.
DEPARTMENT OF INDUSTRIAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE IN INDUSTRIAL TECHNOLOGY

Current trends in business and industry toward high-tech control systems and automated machinery provide many opportunities, including industrial electronics service, industrial controls programming, manufacturing equipment repair, machinery installation and robotics service. Job prospects also exist in related fields such as commercial equipment service, consumer electronics, sales and technical management. The Industrial Technology program is designed for students interested in pursuing a career in manufacturing equipment technology. Courses in general electronics and industrial systems are combined with general education courses to provide students with a firm technical foundation as well as skills in communication, critical thinking and teamwork. Technical classroom theory is enhanced with practical application provided in state-of-the-art laboratories.

As part of the Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following technical and industrial programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

Note: A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog to determine the prerequisite.

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<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
<td>ENGL 1013</td>
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<tr>
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<td>English Composition II (P)</td>
<td>ENGL 1023</td>
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<tr>
<td>PHYS 1301</td>
<td>Applied Physics (P)</td>
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<td>MTH 1203</td>
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<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1103</td>
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<td></td>
<td>Social Science</td>
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<thead>
<tr>
<th>Industrial Technology Courses</th>
<th>Complete all (35 credit hours)</th>
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<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>DFT 1104</td>
<td>Print Reading and Sketching</td>
</tr>
<tr>
<td>DFT 1505</td>
<td>Mechanical (CAD) Drafting (P)</td>
</tr>
<tr>
<td>ELT 1114</td>
<td>Basic Electrical Circuits</td>
</tr>
<tr>
<td>IEL 2204</td>
<td>Programmable Logic Controllers I (P)</td>
</tr>
</tbody>
</table>
IET 1304 Industrial Power Transmissions
IET 1404 Industrial Electricity (P)
MFT 2603 Quality Control/Inspection
MST 1204 Machining I
MST 1503 Computer Numerical Control I

Technical Elective Courses Complete Two (7 credit hours)

Course Title
CIS 2556 Fundamentals of Robotics
ELT 1214 Circuit Analysis I (P)
ELT 1314 Circuit Analysis II (P)
IEL 2404 Programmable Logic Controllers II (P)
MFT 2303 CAD/CAM (P)

Total 60 Credit Hours

TECHNICAL CERTIFICATE IN INDUSTRIAL EQUIPMENT TECHNOLOGY
This program prepares students to enter the field of industrial machine maintenance and repair. Instruction includes electrical machines and power distribution, programmable logic controllers, hydraulics, pneumatics, mechanical drives, basic welding and basic machine shop practices. A working knowledge of computers or completion of a basic computer course is required. Graduates are prepared to enter the workforce as machine repair technicians in a wide variety of industrial settings.

Note: A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog to determine the prerequisite.

General Education Complete all (9 credit hours)

Course Title
MTH 1203 Applied Technical Mathematics (P)
COM 1203 Technical Communication
PHYS 1301 Applied Physics (P)

Industrial Equipment Technology Courses Complete all (24 credit hours)

Course Title
ELT 1114 Basic Electrical Circuits
IEL 2204 Programmable Logic Controllers I (P)
IET 1304 Industrial Power Transmissions
IET 1404 Industrial Electricity (P)
MST 1304 Machining II
WLD 1104 Basic Welding

Total 31 Credit Hours
DEPARTMENT OF MACHINE TOOL TECHNOLOGY/COMPUTERIZED NUMERICAL CONTROL
TECHNICAL CERTIFICATE IN MACHINE TOOL TECHNOLOGY/COMPUTERIZED NUMERICAL CONTROL

This program provides students the practical and general education experiences needed to enter the machine trades profession.

As part of the Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following T & I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

General Education Complete all (9 credit hours)
Course Title
COM 1203 Technical Communication
MTH 1103 Introduction to Technical Mathematics
MTH 1203 Applied Technical Mathematics
Machine Tool and Related Courses  Complete all (22 credit hours)
Course    Title
DFT 1104  Print Reading and Sketching
MFT 1103  Manufacturing Processes
MST 1204  Machining I
MST 1304  Machining II
MST 1404  Machining III (P)
MST 1503  Computer Numerical Control (CNC) I

Manufacturing Technology Courses  Complete One (3 credit hours)
Course    Title
MFT 2103  Quality Management
MFT 2203  Tool Design (P)

Total  34 Credit Hours

DEPARTMENT OF MILITARY TECHNOLOGIES
ASSOCIATE OF APPLIED SCIENCE IN MILITARY TECHNOLOGIES

The 60-credit hour Associate of Applied Science in Military Technologies degree is comprised of 15 credit hours in general education courses, 12 credit hours of management courses and 33 credit hours of technical electives in a technical specialty. Military hours may be from several military occupational specialties. If a person does not have sufficient military hours to fulfill the 45 “non-residency” courses, he or she may take the needed hours at Pulaski Technical College or any other regionally accredited college.

Note: A (P) indicates that a prerequisite is required before the course can be taken. Refer to the course description in the Academic Catalog to determine the prerequisite.

General Education  Complete all (12 credit hours)
Course    Title       ACTS#
ENGL 1311  English Composition I (P)     ENGL 1013
ENGL 1312  English Composition II (P)    ENGL 1023
MTH 1203  Technical Mathematics II (P)  
CIS 1103  Computer Concepts     CPSI 1003
Social Science
(must have HIST, POLS, PSYC, SOCI,
RELG, GEOG, ANTH, or ECON prefix)

Military Common Core Courses  Complete all (12 credit hours)
Course    Title
MILT 1300  Introduction to Military Science
MILT 1310  Records and Information Management
MILT 1320 Personnel Supervision
MILT 1330 Leadership and Team Management

Military Occupational Specialty Courses Complete all (33 credit hours)
Military personnel may complete these hours with military training hours, college hours, or any combination of military training and college hours.
Total 57 Credit Hours

DEPARTMENT OF POWER SPORTS AND EQUIPMENT TECHNOLOGY
TECHNICAL CERTIFICATE IN POWER SPORTS AND EQUIPMENT TECHNOLOGY
This program provides knowledge and laboratory experiences that prepare students to maintain and repair all types of power sports vehicles and power equipment such as motorcycles, all-terrain vehicles, lawn, garden and grounds maintenance machinery. Graduates may become employed or self-employed.

As part of the Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following T & I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

OPTION 1: LAWN AND GARDEN EQUIPMENT REPAIR
General Education Complete all (6 credit hours)
Course Title
MTH 1103 Introduction to Technical Mathematics
COM 1203 Technical Communication

Small Engine Repair Courses Complete all (14 credit hours)
Course Title
POW 1104 Two and Four Cycle Small Engines
POW 1202 Electrical Systems
POW 1306 Servicing Small Engines
POW 1402 Fuel Systems

Lawn and Garden Equipment Repair Courses Complete all (12 credit hours)
Course Title
POW 1404 Lawn and Garden Equipment Fundamentals
POW 1606 Chainsaw Drives
POW 1502 Drive Trains for Lawn and Garden Equipment
OPTION 2: MOTORCYCLE/ATV REPAIR

General Education Complete all (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>MTH 1103</td>
<td>Technical Mathematics I</td>
</tr>
<tr>
<td>COM 1203</td>
<td>Technical Communication</td>
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Small Engine Repair Courses Complete all (14 credit hours)

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<th>Title</th>
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<tbody>
<tr>
<td>POW 1104</td>
<td>Two and Four Cycle Small Engines</td>
</tr>
<tr>
<td>POW 1202</td>
<td>Electrical Systems</td>
</tr>
<tr>
<td>POW 1306</td>
<td>Servicing Small Engines</td>
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<tr>
<td>POW 1402</td>
<td>Fuel Systems</td>
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Lawn and Garden Equipment Repair Courses Complete all (12 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>POW 1604</td>
<td>Power Sports Pro-Maintenance and Repair</td>
</tr>
<tr>
<td>POW 1704</td>
<td>Power Sports Pro-Frames and Suspension</td>
</tr>
<tr>
<td>POW 1804</td>
<td>Power Sports Pro-Performance and Drivetrains</td>
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</table>

Total 64 Credit Hours

CERTIFICATE OF PROFICIENCY IN POWER EQUIPMENT

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>POW 1404</td>
<td>Lawn and Garden Equipment</td>
</tr>
<tr>
<td>POW 1502</td>
<td>Drive Trains for Lawn and Garden Equipment</td>
</tr>
<tr>
<td>POW 1606</td>
<td>Chain Saw Drives</td>
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Total 12 Credit Hours

CERTIFICATE OF PROFICIENCY IN POWER SPORTS

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>POW 1604</td>
<td>Power Sports Pro-Maintenance and Repair</td>
</tr>
<tr>
<td>POW 1704</td>
<td>Power Sport Pro-Frames and Suspension</td>
</tr>
<tr>
<td>POW 1804</td>
<td>Power Sport Pro-Performance and Drivetrains</td>
</tr>
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Total 12 Credit Hours
DEPARTMENT OF WELDING TECHNOLOGY  
TECHNICAL CERTIFICATE IN WELDING TECHNOLOGY

This technical certificate program, designed according to the guidelines established by the American Welding Society, includes instruction in different welding processes, joint design and various metallurgical aspects of metal composition. The Certificate of Proficiency in welding allows students to complete certification requirements in the 3G (vertical) position. A metal-testing laboratory is available for welder certification in destructive and nondestructive testing through radiography.

As part of the Technical and Industrial Division admissions and acceptance process, applicants are required to successfully pass a drug screen prior to entry into the following T & I programs: Air Conditioning and Refrigeration, Automotive Technology, Automotive Collision Repair, Diesel Technology, Machine Tool Technology, Outdoor Performance Equipment, and Welding.

In addition, students enrolled in these programs will be subject to random drug tests during the academic year. Persons testing positive or who refuse testing will be denied entry into the program or dismissed from the program if currently enrolled.

General Education Complete all (6 credit hours)
Course  Title
MTH 1103  Introduction to Technical Mathematics
COM 1203  Technical Communication

Welding Core Courses Complete all (15 credit hours)
Course  Title
WLD 1103  Welding I Lecture*
WLD 1105  Welding I Lab*
MFT 2603  Quality Control/Inspection
DFT 1104  Print Reading and Sketching

*WLD 1104 Basic Welding I AND WLD 1404 Basic Welding II can be substituted for WLD 1103 AND WLD 1105

Welding Specialty Courses Complete 2 or 3 (8-12 credit hours)
Course  Title
WLD 1204  Shielded Metal Arc Metal Welding (SMAW)
WLD 1704  Gas Metal & Flux Cored (GMAW/FCAW)
WLD 1904  Gas Tungsten Arc Welding (GTAW)

Elective Courses Complete 0 or 1 (0-5 credit hours)
Course  Title
WLD 1303  Welding Design and Techniques
WLD 1304  Shielded metal Arc Welding II (SMAW II)
WLD 1604  Welding Layout
MFT 2203  Tool Design
MFT 2303  Computer-Aided Design (CAD/CAM)
MFT 2502  Computer Integrated Manufacturing
MFT 2905  AWS Weld Inspection Exam Review
MFT 2923  Magnetic Particle/Liquid Penetrant Testing
MFT 2935  Industrial Radiography
MFT 2944  Eddy Current Testing
MFT 1204  Machining I
MFT 1304  Machining II
MFT 1404  Machining III
Total  33 Credit Hours

CERTIFICATE OF PROFICIENCY IN WELDING TECHNOLOGY

The Certificate of Proficiency in welding allows students to complete certification requirements in the 3G (vertical) position. A metal-testing laboratory is available for welder certification in destructive and nondestructive testing through radiography.

Welding Technology Courses Complete all (8 credit hours)
Option 1
Course   Title
WLD 1103  Welding I Lecture*
WLD 1105  Welding I Lab*

*WLD 1104 Basic Welding I AND WLD 1404 Basic Welding II can be substituted for WLD 1103 AND WLD 1105
COURSE DESCRIPTIONS
ACCOUNTING

ACCT 2310. Principles of Accounting I
ACTS #ACCT 2003
This course is a study of the basic principles of accounting focusing on the accounting cycle for proprietorships and merchandising businesses. Asset valuation, income measurement and internal controls are emphasized. This course is intended to be transferable to other institutions, but the student should discuss his or her specific plans with an academic advisor before taking it for transfer credit. Prerequisite: Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT. (3 credit hours)

ACCT 2330. Principles of Accounting II
ACTS #ACCT 2013
This course is a continuation of the study of accounting and focuses on the principles of accounting used with corporations. There is an emphasis on the use of accounting data for managerial decision-making. See an advisor concerning the transferability of this course. Prerequisite: ACCT 2310. (3 credit hours)

ACCT 2413. Financial Analysis
This course is designed to provide an understanding of a company’s financial statement information. The course emphasizes using this information for business planning, evaluation and decision-making. Prerequisite: ACCT 2330. This course meets as a day class in fall semesters and an evening class in spring semesters. (3 credit hours)

ACCT 2503. Federal Income Tax
This course is designed to provide an understanding of the federal income tax structure, especially as it relates to individuals. Prerequisite: ACCT 2330. This course meets as an evening class in fall semesters and a day class in spring semesters. (3 credit hours)

ACCT 2533. Payroll Accounting
This course focuses on the issues and regulations governing payroll preparation. Taxes, withholding and computerized systems are also addressed. Prerequisites: ACCT 2310. This course meets as an evening class in fall semesters and a day class in spring semesters. (3 credit hours/special course fee)

ACCT 2603. Accounting Capstone
The course is a review of concepts and skills presented throughout the accounting curriculum. It follows the parameters set forth by the American Institute of Professional Bookkeepers to prepare students for the Certified Bookkeeper designation. At the end of the course students will have the option to take the exam for certification, but it will not be a required element of the course. Skills reviewed include: adjusting entries, correction of errors, payroll, depreciation, inventory, internal controls and fraud prevention. Prerequisites: ACCT 2413 and ACCT 2533. This course meets as an evening class in fall semesters and a day class in spring semesters. (3 credit hours)
AIR CONDITIONING REFRIGERATION, HEATING AND VENTILATION

HVAC 1102. Introduction to HVACR
An introduction to safety protocols, common tools, equipment and tool maintenance expectations, employability skills, licensing and certification requirements, and codes and ordinances students will encounter in the HVACR field. Students will review and test for the EPA certification. Theory. (2 credit hours/Special course fee covers Universal EPA Certification exams.)

HVAC 1104. Principles of HVACR I
A comprehensive study of mechanical refrigeration systems, emphasizing proper service techniques, problem analyses, and testing procedures. Includes temperature pressure computations and related problems, evacuation, charging, recovery, control adjustments, efficiency checks, and a review of safety and environmental impacts. Theory/Lab. Prerequisites: HVAC 1102 (4 credit hours).

HVAC 1212. Principles of HVACR II
A continued study of mechanical refrigeration systems and continued practice of proper service techniques, problem analyses, testing procedures, incorporating parts removal and installation with an emphasis on safety, codes, and ordinances. This course continues to include temperature pressure computations and related problems, evacuation, charging, recovery, control adjustments, efficiency checks, and environmental impacts and safety in relation to the EPA certification as introduced in HVAC 1104. Students will additionally be prepared to identify and work with various tubing and pipe in the heating, air conditioning and refrigeration field, including PVC, gas, and track piping. This will include the introduction of flow and pressure drops, soldering and brazing of common tubing, and licensing and certification opportunities, including the Gas Fitter Licensure and the Flexible Pipe Certification. Theory/Lab. Prerequisites: HVAC 1102 and HVAC 1104 (2 credit hours).

HVAC 1214. Fundamentals of Electricity
A study of basic electrical properties, including Ohm’s Law calculations, and of parallel and combination circuit behaviors with an emphasis on wiring and testing system components and control systems. These studies include theories of operation regarding electrical components, such as switches, relays, contactors, starter boxes, transformers, time delay relays, defrost timers, motors of various types, capacitors and motor starting relays. All studies will emphasize relative safety, codes, and ordinances and will relate directly to heating, cooling, and refrigeration systems. Theory/Lab. Prerequisites: MATH 1203 with a “C” or better (4 credit hours).

HVAC 1224. HVACR Electrical Controls Application
A study of electrical components and circuits, with an emphasis on wiring, diagnoses, and repairs of basic live circuits with volt and amp meters and an introduction of solid state electronic control boards and direct digital controls. Students will gain experience constructing and wiring circuits which will build upon the theories of operation regarding electrical components, such as switches, relays, contactors, starter boxes, transformers, time delay relays, defrost timers, motors of various...
types, capacitors and motor starting relays studied in HVAC 1214. All studies will emphasize relative safety, codes, and ordinances and will relate directly to heating, cooling, and refrigeration systems. Theory/Lab. Prerequisites: HVAC 1212 and HVAC 1214 (4 credit hours).

HVAC 2304. Residential HVAC
A comprehensive study of residential air conditioning systems, including split systems and package equipment with an introduction to mini-split systems and an emphasis on safety, codes, and ordinances. Students will be introduced to the psychometric chart, laws of basic air flow, equipment sizing data and zoning, with an emphasis on wiring diagrams, control circuits, and troubleshooting. Evacuation procedures learned in HVAC 1104 and HVAC 1212 will be expanded upon. Individual projects will include an examination of residential air conditioning systems with respect to installation, operation, and servicing. Fundamentals of sheet metal will be introduced, including the proper use of tools and equipment. Theory/Lab. Prerequisites: HVAC 1224, EPA Core and Type II certification. (4 credit hours).

HVAC 2314. Heating Systems
Students will examine gas and electrical heating systems and come to understand their processes, including combustion air analyses and venting tables with an emphasis on safety, codes, and ordinances. Heat pumps, dual fuel, and geothermal systems will be introduced. Students will operate, troubleshoot, and service the most common furnaces. The theory of installation will be addressed. Theory/Lab. Prerequisites: HVAC 1224 (4 credit hours).

HVAC 2324. Systems Design
Multi-zone heating and cooling units, split systems, mini-split systems, and rooftop systems will be introduced in relation to design, loads, and zoning, with an emphasis on safety, codes, and ordinances. Students will calculate heat loads applying ASHRAE data from Manual J and Manual N for space and occupancy comfort and environmental impacts, and Manual D for duct layout. Heat loads are calculated manually and with computer software. The fundamentals of sheet metal will be extended from HVAC 2304 lessons. Theory/Lab. Prerequisites: HVAC 2304 (4 credit hours).

HVAC 2404. Commercial HVAC
A study of air handler types designed for multi-zoned areas, including the operation, service, and maintenance of commercial reciprocating, boiler, and chiller systems. This includes both theory and lab experiences that involve commercial controls, starting systems, and energy management with an emphasis on safety, codes, and ordinances. The theory of water source heat pumps will be introduced as well. Prerequisites: HVAC 2314, EPA Core, Type II and Type III certifications. Theory/Lab. (4 credit hours).
HVAC 2414. Commercial Refrigeration
This course applies to the selection, calibration, service, application and operation of commercial refrigeration systems, including walk-in coolers and/or freezers and display cases, and an introduction to merchandizers and installation plan interpretations with an emphasis on safety, codes, and ordinances. Emphasis is placed on adjustment of temperature, pressure, defrost controls, load calculations, and the theory of pipe sizing. Diagnosis and troubleshooting electrical and pressure-operated devices are included. Theory/Lab. Prerequisites: HVAC 1224, EPA Core, Type II and Type III certifications. (4 credit hours).

HVAC 2424. Unitary Refrigeration
This course will narrow the refrigeration focus to the operation, diagnosis, and service of unitary ice machine systems and their related controls with an emphasis on safety, codes, and ordinances. The machine types include flaker, cuber, nugget, and crusher. This course also includes the theory of operation, diagnosis, service, and maintenance of slush and ice cream units and their related controls, including cooling types, using proper gauges to diagnose, and location of refrigerant requirements for each unit. Theory/Lab. Prerequisites: HVAC 1224, EPA core, Type II and Type III certifications. (4 credit hours).

HVAC 2503. HVACR Internship
This internship will be a supervised cooperative industry experience which allows students the opportunity to utilize and refine skills previously learned in their coursework. All work is to be performed in accordance with industry standards and guidelines. Experience reports will be completed and submitted at intervals set forth in the Internship Handbook in order to communicate internship experience to the college supervisor throughout the course. Internship application must be received, contractor interview passed by the set deadlines before student is approved to register for internship. Approved interns must attend scheduled orientation or intern will be dropped from the class. Prerequisites: HVAC 2304, HVAC 2314, HVAC 2404, HVAC 2414, HVAC 2424, (3 credit hours).

HVAC 2513. Boiler Operations
This course is designed to enable the student to identify and understand the basic operations, safety protocols, and construction of steam and heating water boilers in the HVACR field. This includes the identification of steam boiler components, boiler safety devices and how they function, and the understanding of the basic operations of a steam boiler. Students will also identify steam boiler safety protocols and will be prepared to take the Arkansas Boiler Operation certification exam. Prerequisites: HVAC 2324, EPA Core, Type II and Type III certifications (3 credit hours).
HVAC 2543. Special Projects
This course provides students with the opportunity to apply the skills learned in previous HVACR coursework to real world situations. Projects may be undertaken in any area of heating, ventilation, air conditioning, and/or refrigeration. Offered only when available. This is an individual study under supervision of the lead program instructor. Prerequisites: HVAC 2304, HVAC 2314, HVAC 2404, HVAC 2414, HVAC 2424 and permission of Dean. (3 credit hours)

ANTHROPOLOGY
ANTH 1415. Physical Anthropology
This course is a hands-on examination of the study of past and present human and nonhuman primates as biological organisms. Topics include human genetics, variation and osteology, nonhuman primate taxonomy and behavior, forensic anthropology and the human fossil record. 3 lecture hours, 2 lab hours. (4 credit hours)

ANTH 2310. Cultural Anthropology ACTS # ANTH 2013
This course is a study of the key concepts, methods and theories of cultural diversity, social institutions, linguistics and an examination of people and cultures around the world. Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test is required. (3 credit hours)

ARTS 1202. Public School Art
An investigation of elementary-level art education focusing on materials and methods for teaching art history, art criticism, and studio production to children. Attention is given to the relationship of the visual arts to general education, developmental growth of children through art, curriculum planning, and current issues in art education. (2 credit hours).

ART
ARTS 1301. Introduction to Art Techniques
This course facilitates creative problem-solving and critical analysis on a beginning to freshman level, while exposing non-art majors to a wide variety of artistic processes. Studio projects allow for a broad range of tangible explorations in personal expression and encourage “thinking outside of the box.” Reflection and analysis of the artwork promote critical thinking through conversations and writing. This course may not be credited toward a major or minor in art. 3 lecture hours, 3 lab hours. (3 credit hours/special course fee)

ARTS 1310. Basic Drawing
A beginning course in drawing from life with attention to the formal elements (Elements of Art and Principles of Design). Emphasis is placed on drawing realistically using line and/or value. Topics include the use of line, value, the creation of volume, expressive mark-making, composition, and perspective. 3 lecture hours, 3 lab hours. (3 credit hours/special course fee)
ARTS 1320. Art in the Community
This course is designed to explore all aspects of creating community artwork. A team-based approach will be taken to plan, implement and document each project. Students will be involved in research, design, proposal, budget, forecast, art-making processes, execution, and record keeping, both written and visual. 3 lecture hours, 3 lab hours. (3 credit hours/special course fee)

ARTS 2300. Introduction to Visual Art
ACTS # ARTA 1003
This course is an introductory survey of the visual arts. Topics include exploration of purposes and processes in the visual arts including evaluation of selected works, the role of art in various cultures and the history of art. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

ARTS 2310. Figure Drawing
Introduction to figure drawing from life with emphasis on anatomy, composition, and orientation to media. The undraped human figure is the primary subject. 3 lecture hours, 3 lab hours. Prerequisite: ARTS 1310 with a grade of “C” or better. (3 credit hours/special course fee)

ARTS 2320. Computer Applications in Art
Problems in design utilizing computer technologies for the visual artist with an emphasis on proficiency in computer applications, design, and computer-aided imagery. 3 lecture hours, 3 lab hours. (3 credit hours/special course fee)

ARTS 2330. Art History: Prehistoric to Renaissance
ACTS # ARTA 2003
This course offers an examination of painting, sculpture, architecture and media from prehistoric to Renaissance periods. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours) (3 credit hours)

ARTS 2331. Art History: Renaissance to the Present
ACTS # ARTA 2103
This course offers an examination of painting, sculpture, architecture and media from the Renaissance to the present time. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

ARTS 2329. Non-Western Art History
This course offers an examination of painting, sculpture, architecture, craft, as well as other media, created outside of the Western European traditions. Areas of focus will be artwork from India, China, Japan, Africa, Oceania, and Pre-Columbian America. This course will allow students to identify and understand various artworks from different cultures and realize the significance of each artwork in its specific context. Written and visual examinations will be required. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)
ARTS 2350. Two-Dimensional Design
Introduction to concepts, formal elements and principles of two-dimensional design in visual art with attention to color theory. Recommended for non-art majors who want to take some studio art elective. 3 lecture hours, 3 lab hours. (3 credit hours/special course fee)

ARTS 2351. Three-Dimensional Design
This course teaches concepts of three-dimensional design. Emphasis is on both form and content. 3 lecture hours, 3 lab hours. (3 credit hours/special course fee)

ASTRONOMY
ASTR 1401. Introduction to Astronomy
This course is a basic study of the solar system, stars, galaxies and the rest of the universe. Lab is required. Prerequisite: PHYS 1401 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

AUTOMOTIVE TECHNOLOGY
AST 1102. Maintenance of Alternative Fuel Systems
This course teaches students about performing maintenance checks on LPG/CHG fuel systems. Replacing fluids and inspecting components in accordance with manufacturers’ specifications are also covered. 4 lab hours. (2 credit hours/special course fee)

AST 1103. Conversion and Installation of Alternative Fuel Systems
This course covers the modification of traditionally fueled engines for conversion to operation via LPG/CNG systems and the installation and testing of those systems to conform to manufacturers’ specifications. 2 lecture hours, 2 lab hours. (3 credit hours)

AST 1106. Automatic Transmission/Transaxle
This course is a study of the automatic transmission beginning with a review of gear theory and the introduction of the planetary gearset. The course continues with a brief review of the basics of hydraulic theory and a study of the basic transmission components common to most automatic transmissions providing students an overview of the operation and construction of a typical unit. 4 lecture hours, 5 lab hours. (6 credit hours/special course fee)

AST 1206. Component Refurbishing and Installation
Skills in component refurbishing and rebuilding services common to automotive parts stores are taught in this course. Topics include turning brake drums and rotors, testing and installing electrical components, such as alternators, starters, and batteries. 4 lecture hours, 4 lab hours. (6 credit hours/special course fee)
AST 1209. Power Trains
This course is a study of the power train on a vehicle with a standard transmission/transaxle. Beginning with the flywheel, the course traces the flow of power from the engine through the flywheel and clutch assembly, to the transmission through the differential to the wheel and hubs. 6 lecture hours, 8 lab hours. (9 credit hours/special course fee)

AST 1302. Diagnosis and Repair of Alternative Fuel Systems
This course is a study of the interpretation of complaints and determination of repairs to LPG/CNG fuel systems and making those repairs in accordance with manufacturers’ specifications. 1 lecture hour, 2 lab hours. (2 credit hours/special course fee)

AST 1405. Automotive Brake Systems
This course is a background of basic brakes and hydraulic theory. The course covers drum brakes, disc brakes and various types of parking brakes in detail. It includes three types of power brakes and the theory of operation of the Bosch and Teves antilock brake systems. 4 lecture hours, 3 lab hours. (5 credit hours/special course fee)

AST 1505. Climate Control
This course begins with a study of the theory of refrigeration, the refrigeration cycle and the basic components of a typical automotive refrigeration system. It includes the function and construction of compressors, lines, expansion valves, orifice tubes, receiver dryers, accumulators, condensers, evaporators, blower motors and air distribution systems. Emphasis is placed on service and maintenance procedures as well as basic shop safety. 4 lecture hours, 3 lab hours. (5 credit hours/special course fee/Automotive Course Fee)

AST 2105. Chassis and Steering
This course is an introduction to the theory and operation of modern suspension and steering systems. It includes the study of the suspension system, which includes wheels and tires, hubs, bearings, seals, springs and the vehicle frame. Steering and steering systems start with the basic theory of steering geometry. Hands-on instruction is used to teach two and four-wheel alignment. 4 lecture, 5 lab hours. (5 credit hours/special course fee/Automotive Course Fee)

AST 2210. Engine Performance
Two major systems are covered in this course: fuel and ignition, which include drive ability and emissions. A thorough understanding of these systems is essential for successful maintenance and repair. Hand-held and stationary test equipment is used extensively in the hands-on portion of the course. 7 lecture hours, 9 lab hours. (10 credit hours/special course fee/Automotive Course Fee)
AST 2306. Engine Repair
This course is an introduction to automotive engines including construction and theory. The course covers preparation and assembly of major engine components, preventive maintenance, troubleshooting and use of service and flat rate manuals. 5 lecture hours, 3 lab hours. (6 credit hours/special course fee/Automotive Course Fee)

AST 2409. Electrical Fundamentals
This course provides an introduction to the fundamentals of electricity/electronics, including Ohm’s law, basic electrical circuits, wiring diagrams and common electrical symbols. Emphasis is placed on diagnosis and troubleshooting of electrical circuits, including familiarization with the most common types of testing equipment. Starting systems, charging systems, microprocessors, sensors, actuators and power distribution networks are covered in the course. 7 lecture hours, 6 lab hours. (9 credit hours/special course fee)

AST 2503. Automotive Computer Systems
An understanding of the system’s purpose, operation and diagnostic approach is emphasized in this course. The diagnostic procedures within the service manual will put the system in its proper perspective as an integral part of the engine’s support system. (3 credit hours/special course fee)

AVIATION
AVA 1110. Aviation General
This course is a study of general aviation maintenance policies and procedures. Items covered include basic electricity, aircraft drawings and interpretations, aircraft weight and balance calculations, aviation materials and processes, fluid lines and fittings. Other areas covered are aircraft cleaning and corrosion control and ground operation and servicing. An in-depth overview of use of maintenance publications, maintenance forms and records and the mechanics privileges and limitations as they pertain to aircraft maintenance are also covered. 6 lecture hours, 16 lab hours. (10 credit hours/special course fee/Aviation Course Fee)

AVA 2105. Airframe Sheet Metal
This course is a study of conventional and special rivets and fasteners, including installation and inspection. Students hand form, layout, and bend sheet metal, and inspect and repair sheet metal structures, windows, doors and interior furnishings. 3 lecture hours, 6 lab hours. (5 credit hours/special course fee/Aviation Course Fee)

AVA 2207. Airframe Systems and Components I
This course is a study of airframe construction, including wood structures, fabric coverings and aircraft finishes. 4 lecture hours, 8 lab hours. (7 credit hours/special course fee/Aviation Course Fee)
AVA 2304. Airframe Systems and Components II
This course is a study of airframe maintenance practices, including aircraft welding, assembly and rigging and airframe inspections. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee/Aviation Course Fee)

AVA 2404. Aircraft Electrical Systems
This course is a study of electrical equipment installation, electronic circuitry, AC/DC motors, electric actuators and aircraft lighting. Electrical component inspection, maintenance and operational testing are covered. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee/Aviation Course Fee)

AVA 2508. Airframe Systems and Components III
This course offers an in-depth study of aircraft systems including the operation and maintenance of hydraulic/pneumatic power systems, cabin atmosphere control systems, ice and rain control systems and aircraft landing gear systems. 6 lecture hours, 8 lab hours. (8 credit hours/special course fee/Aviation Course Fee)

AVA 2604. Aircraft/Avionics Systems and Components
This course is a study of aircraft avionics/electronic system components including component installation, maintenance and systems operation. Systems covered are aircraft position and warning systems, communication and navigation systems, aircraft instrument systems, aircraft fuel systems and fire protection systems. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee/Aviation Course Fee)

AVI 1403. Digital Electronics
This course is a detailed study of digital techniques. Subject areas include gates and truth applications. 2 lecture hours, 3 lab hours. (3 credit hours/special course fee)

AVI 1503. Communications Electronics
This is a preparatory course for the Federal Communications Commission (FCC) general radio operator’s license. Subject areas of instruction include basic law, operation practice and radio receivers and transmitters, modulation, frequency measurement, antenna theory and transmission lines. Prerequisite: AVI 1403. 4 lecture hours, 2 lab hours (3 credit hours/special course fee)

AVI 1701. Avionics Fundamentals
This course is an introduction to the National Aerospace system as defined in current Federal Aviation Administration (FAA) regulations. Topics include FAA regulations concerning repairman certification and electronic equipment associated with aircraft; communication/ navigation techniques as related to avionics; and a study of Federal Aviation Regulation 43.13 (acceptable techniques and practices) concerning the installation of avionic components, parts or equipment in aircraft. The control and regulative function of the FAA is also addressed. Prerequisite: AVI 1503 or consent of the instructor. (1 credit hour/special course fee)
AVI 1801. Aircraft Navigation-Communication Antennas
This course is a study of the different antennas used in avionics, such as VHF, COMM, UHF Comm, VOR, ADF DME, GS, LOC, MB, transponder, RNAV and weather radar. Subject areas for each include RF attenuation, propagation, coaxial cables, connectors, mounting specifications and limitations as defined by Federal Aviation Regulation 43.13. Prerequisite: AVI 1503 or permission of instructor. (1 credit hour/special course fee)

AVI 1906. Aircraft Power Distribution and Electrical Systems
This course is a study of power distribution components and systems found on aircraft. The general requirements of aircraft power distribution systems on normal utility and acrobatic aircraft as set forth by Federal Aviation Regulation Part 25 establishes these requirements for transport category aircraft. Areas of component study include batteries (aircraft), generators, alternators, dynamotors, regulators, inverters, magnetos, breakers and other protective devices. Areas of system study include electrical loads and electrical loan analysis on single-engine aircraft (Piper Tomahawk), twin-engine aircraft (Cessna 421), commercial aircraft (Boeing 727), and their power distribution systems. 5 lecture hours, 3 lab hours. (6 credit hours/special course fee)

This course is a study of the specific electronic communication and navigation equipment used in general and commercial aircraft. Systems covered are VHF Communication systems, VOR systems, ADF systems, Glideslopes, marker beacons and audio systems. (8 credit hours/special course fee)

AVI 2201. Aircraft Autopilot Systems
This course is a study of weather, radar, autopilot and area navigation systems used on general and commercial aircraft. Subject areas include radar principles, stormscopes, weather radar systems and circuits, autopilot systems, LORANS, TACANS, EFIS and area navigation systems. Equipment for certification includes Bendix/King weather radar systems (KWX40, KWX50) and autopilot system (KF200). 1 lecture hour, 1 lab hour. (1 credit hour/special course fee)

AVI 2301. Aircraft Radar and Aux
This course is a study of aircraft weather radar and auxiliary system technologies used in general and commercial aircraft operation. (1 credit hour)

AVN 1101. Introduction to Aeronautics Lab
This course prepares the student pilot for the first supervised solo flight. Course instruction includes pre-flighting the aircraft, taxiing, take off and landings and basic flight maneuvers. The emphasis is on safety and good decision-making. Co-requisite: AVN 1103. (1 credit hour/special course fee)
AVN 1103. Fundamentals of Aeronautics I
This course serves as the foundation course for the study of the aviation field. The course involves an overview of the aviation field, an introduction to flight maneuvers, human factors, the aeronautical decision-making process, small airplane systems, power plant operation, basic aerodynamics, safety considerations, airport operations, printed weather reports, performance charts, weight and balance and technical subject and federal regulations areas appropriate to the student pilot. Co-requisite: AVN 1101. (3 credit hours)

AVN 1201. Private Pilot Certification
This course provides ground school instruction in preparation for the FAA Private Pilot written examination. Prerequisites: AVN 1101 and AVN 1103. (1 credit hour)

AVN 1203. Fundamentals of Aeronautics II
This course is an extension of Fundamentals of Aeronautics I. The course involves aeronautical charts, airspace, radio procedures, radar and ATC services, sources of flight information, weather hazards, graphic weather products, navigation, aviation physiology, aerodynamic principles, PTS usage and technical subject areas and federal regulations appropriate to the private pilot. Prerequisite: AVN 1103. (3 credit hours)

AVN 1301. Private Pilot Lab
This course provides flight instruction necessary to complete requirements for the FAA Private Pilot Certificate. Prerequisites: AVN 1101 and AVN 1103. (1 credit hour/special course fee)

AVN 1213. Private Pilot Multi-Engine Lab
This course provides the flight instruction necessary to complete the requirements for the FAA Private Pilot Multi-Engine Certificate. Prerequisites: AVN 1201. (3 credit hours/special course fee)

AVN 1303. Flight Instructor/Instrument Certification
This course provides the flight instruction necessary to complete the requirements for the FAA Certified Flight Instructor Instrument Certificate. Prerequisites: AVN 2701, Commercial Pilot Multi-Engine Rating. (3 credit hours)

AVN 1313. Multi-Engine Flight Instructor Certification
This course provides the flight instruction necessary to complete the requirements for the FAA Certified Multi-Engine Flight Instructor Certificate. Prerequisites: AVN 2701, Commercial Pilot Multi-Engine Rating. (3 credit hours)
AVN 2103. Aviation Weather
This course provides an in-depth study addressing the elementary concepts and vocabulary necessary to understand aviation applications. A wide variety of atmospheric circulation systems and associated flight hazards are covered. The aviation weather course introduces the student to the forecasting process, aviation products and an overview of weather information sources, allowing the student to interpret the information obtained in briefings, printed reports and graphic weather products to enhance flight safety. (3 credit hours)

AVN 2201. Commercial Pilot Lab I
This course focuses on flight training necessary to complete cross-country requirements for Commercial Pilot Certificate. (1 credit hour/special course fee)

AVN 2203. Aviation Safety
Psychological, physical and operational aspects of flight and aviation ground safety are emphasized in this course, including elements of accident investigation and prevention. Students study actual aircraft accidents to determine causal factors, with special attention to weather factors, and propose possible preventive measures. Instruction is also provided in investigation of crashworthiness, crash survivability and after-crash survival factors. Prerequisites: AVN 1103 and AVN 1203. (3 credit hours)

AVN 2301. Commercial Pilot Certification
Students receive ground instruction in preparation for the FAA Commercial Pilot written examination and Commercial Pilot certification in this course. This instruction emphasizes advanced aerodynamics, aircraft performance, precision maneuvers, extended cross country and night flight, relevant FAA regulations, introduction to advanced systems and transition to more sophisticated aircraft. Prerequisite: AVN 1301. (1 credit hour)

AVN 2303. Instrument Flight Preparation and Procedures
Students are provided an in-depth preparation for FAA Instrument Pilot Certification in this course. The course focuses on theoretical and practical aspects of instrument flying and includes simulator orientation. Co-requisites: AVN 2401 and AVN 2501. (3 credit hours)

AVN 2311. Flight Instructor Certification
This course provides ground school instruction in preparation for the FAA Certified Flight Instructor written test examination. Covered subjects range from the privileges of instructors to gaining the knowledge necessary to teach private and commercial students, in addition to providing some specialized forms of instruction. (1 credit hour)

AVN 2401. Instrument Pilot Certification
This course prepares the student for the FAA Instrument Pilot written examination. Course completion requires passing the FAA Instrument written exam. Co-requisites: AVN 2303 and AVN 2501. (1 credit hour)
AVN 2501. Instrument Pilot Lab
Student pilots complete the flight training necessary to comply with requirements of the FAA Instrument rating in this course. Co-requisites: AVN 2303 and AVN 2401. (1 credit hour/special course fee)

AVN 2601. Commercial Pilot Lab II
This course provides flight instruction necessary to complete requirements for the FAA Commercial Pilot Certificate. Co-requisite: AVN 2301. Prerequisite: AVN 2201. (1 credit hour/special course fee)

AVN 2603. Commercial Pilot Multi-Engine Lab
This course provides the flight instruction necessary to complete the requirements for the FAA Commercial Pilot Multi-Engine Certificate. Prerequisite: AVN 2301. (3 credit hours/special course fee)

AVN 2701. Fundamentals of Instruction Certification
This course provides the foundation for beginning instructors to understand and apply the fundamentals of instructing. Course topics include theory and the teaching process, emphasizing the characteristics of human behavior and the importance of communication, critiquing and evaluating student performance, enhancing instructional presentations with teaching aids and instructor responsibilities. (1 credit hour)

AVP 1110. Aircraft Powerplant Theory, Systems and Operations I
This course is a study of aircraft reciprocating engine maintenance, including engine overhaul and repair, engine removal/installation and checkout procedures including troubleshooting techniques. Use of precision measurement equipment, valve reconditioning equipment, non-destructive test equipment, special tools, ignition system checkout equipment and procedures is emphasized. 5 lecture hours, 10 lab hours. (10 credit hours/special course fee/Aviation Course Fee)

AVP 1205. Aircraft Powerplant Theory, Systems and Operations II
This course is an in-depth study of power plant-related systems in the areas of operation, troubleshooting, servicing, repair, and overhaul. Specific areas covered are engine instruments, air induction systems, exhaust systems, cooling systems, fuel and fuel metering systems and engine inspection procedures. 4 lecture hours, 6 lab hours. (5 credit hours/special course fee/Aviation Course Fee)

AVP 1307. Aircraft Powerplant Theory, Systems and Operations III
This course is a study of aircraft turbine engines, applicable maintenance procedures and required inspections. Powerplant lubrication systems and electrical systems are covered in detail in specific areas such as systems maintenance, troubleshooting and checkout procedures unique to the reciprocating and turbine engines. 4 lecture hours, 12 lab hours. (7 credit hours/ special course fee/Aviation Course Fee)
AVP 1407. Aircraft Powerplant Theory, Systems and Operations IV
This course is a study of aircraft powerplant sub-systems in the areas of operation, maintenance, troubleshooting and check-out procedures. Sub-systems discussed include the ignition and starting system, fire protection system, aircraft propellers (turbine and reciprocating applications), unducted fans and auxiliary power units. 4 lecture hours, 12 lab hours. (7 credit hours/special course fee/Aviation Course Fee)

BAKING
BAK 1301. Baking I
This course is an introduction to the theory and technique of baking and pastry arts. Basic concepts, units of measure, tools and materials, techniques and formulas are included. Discussions and demonstrations cover basic baking to advanced techniques. Breads, sweet doughs, choux paste, pies and mousses are also covered. Any required developmental education courses must be successfully completed before taking this course. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

BAK 1302. Basic Pastry Techniques
This course covers the fundamentals of pies, cobblers, crisps, quick breads, doughs, fillings and creams. Students practice mixing and production methods. Prerequisite: BAK 1301 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

BAK 1303. Cakes and Cake Decorating
Students learn fundamental cake theory including all mixing methods. Students produce a variety of cakes and learn basic decorating techniques. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

BAK 1304. Baking II
Students learn classical and modern plating techniques. Organization is stressed and students experience mass pastry production. Prerequisite: BAK 1301 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

BAK 1305. Candies and Chocolate
This course teaches students all aspects of chocolate work including tempering, molding and shaping chocolate. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

BAK 1306. Artisan Breads, Yeast Breads, Flatbreads, Crackers and Rolls
Students learn artisan bread making techniques, including mixing, shaping and baking. Students gain a fuller understanding of yeast baking. Prerequisite: BAK 1301 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)
BAK 1307. Centerpiece Cake Production
Building on earlier cake knowledge, students are taught how to make showcase cakes. Advanced design methods are explored. Students’ final project includes one centerpiece cake. Prerequisite: BAK 1303 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

BAK 2301. Baking Science
This course provides students an understanding of the science of baking and how different reactions between ingredients, temperatures and equipment affect the final products. Prerequisite: BAK 1301. 2 lecture hours and 4 lab hours (3 credit hours/special course fee)

BAK 2302. Advanced Pastry Techniques
This course covers the advanced methods used in baking and pastry, filled and assembled cakes and tortes, Bavarians, individual pastries, soufflés and décor and French pastries. Prerequisites: BAK 1301, BAK 1302, and BAK 1304. 2 lecture hours and 4 lab hours (3 credit hours/special course fee)

BAK 2303. Advanced Wedding Cake Production
This course engages the student in advanced, handmade production of roll fondant, gum paste decorating and pastillage, marzipan, isomalt and pipe techniques. Successful completion of this course will provide the student with necessary skills to acquire and excel in a job as an advanced wedding cake baker/decorator. Prerequisites: BAK 1301, BAK 1303, BAK 1304, and BAK 1307. 2 lecture hours and 4 lab hours (3 credit hours/special course fee)

BIOLOGY
BIOL 1101 Microscopy
This course is designed to enhance the student’s microscope skills. This course will better prepare the students for skills using a microscope that are essential for success in upper level Biology courses. Prerequisite: Permission from Instructor or Department Chair. (1 credit hour)

BIOL 1400 Biology for Non-Majors
This class is a survey of biology to include an introduction to the fundamental principles of living organisms including properties, organization, function, evolutionary adaptation, and classification. Introductory study of concepts of reproduction, genetics, ecology, and the scientific method are included. Not appropriate for Biology or Health Science majors. Prerequisite: Completion of DEVE 0324, 0328, OR 0121 (Composition Fundamentals) with a grade of “C” or better, or a score of 19 or above on the English section of the ACT, or a score of 80 or above on the COMPASS Writing Placement test AND completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test.
BIOL 1401. Biological Science  ACTS # BIOL 1014
This is a study of the general principles of biology and their relationship to society. Topics covered include genetics, the diversity and unity of life and molecular cellular biology. Laboratory experiences are integrated with lecture topics. Lab is required. Prerequisite: Completion of DEVE 0324, 0328, OR 0121 (Composition Fundamentals) with a grade of “C” or better, or a score of 19 or above on the English section of the ACT, or a score of 80 or above on the COMPASS Writing Placement test AND completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test AND completion of DEVE 0338, 0339, OR 0132 (Intermediate Algebra) with a grade of “C” or better, or a score of 21 or above on the Math section of the ACT, or a score of 50 or above on the COMPASS Math Placement test. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

BIOL 1402. Human Anatomy and Physiology I*  ACTS # BIOL 2404
This course is the first semester of a two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. This course is designed for majors in health profession programs. Prerequisite: a) completion of BIOL 1401 with a grade of “C” or better or b) completion of high school AP/IB Biology with an A or B, completion/testing out of all developmental education classes, and permission of the Department Chair. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

BIOL 1403. Human Anatomy and Physiology II*  ACTS # BIOL 2414
This course is the second semester of a two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. This course is designed for majors in health profession programs. Prerequisites: BIOL 1401 and BIOL 1402 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

BIOL 1411. Structure and Function of the Human Body
This course is a one-semester survey of the structure and function of the twelve organ systems of the human body and how they work together to maintain homeostasis. Prior knowledge of general cellular biology is expected. This course is designed for allied health and non-majors and may not be used as credit for, or be taken after successful completion of, BIOL 1402 or BIOL 1403. This course may not be used to fulfill prerequisite requirements for any BIOL course except for BIOL 1402. Prerequisite: BIOL 1401 with a grade of “C” or better or completion of high school AP/IB Biology with an A or B, completion/testing out of all developmental education classes, and permission of the Department Chair. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)
BIOL 2401. Microbiology  
This course is an introductory course in microbiological concepts, including the study of bacteria, viruses, fungi and protozoa as they affect the human body. This course is designed for majors in health professions programs. Prerequisite: a) Completion of BIOL 1401 with a grade of “C” or better or b) completion of high school AP/IB Biology with an A or B, completion/testing out of all developmental education classes, and permission of the Department Chair. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

BIOL 2402. General Botany  
This course is a scientific study of the principles of botany that provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth and classifications of plants. Concepts of plant reproduction, photosynthesis, ecology and genetics are included. This course is appropriate for biology majors. Prerequisite: BIOL 1401 with a grade of “C” or better. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

BIOL 2404. General Ecology  
This course is an introduction to living organisms and relationships to their environment. The structure and interactions of populations, communities, ecosystems and the biosphere are examined. The effects of climate and geography upon living organisms are investigated. Prerequisite: BIOL 1401 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

BIOL 2405. General Zoology  
This course is a survey of the animal kingdom that acquaints the student with the nature of animals and their structure. The survey includes microscopic forms to mammals. The taxonomical classification of the Animal Kingdom is studied through a comparison of organ systems, structure, function, environment and behavior of animals. Prerequisite: BIOL 1401 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

*NOTE: To ensure transferability, Human Anatomy and Physiology I and II, or equivalent, must be taken at the same institution.

BUSINESS

BUS 1123. Accounting Fundamentals  
This course is a study of the fundamental accounting concepts and procedures for sole proprietorships and the merchandising business. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets and financial statements. Emphasis is placed on cash, banking, payroll procedures, sales, purchases and accounts receivable/payable. This course is not designed for transfer credit. (3 credit hours)
BUS 1143. Computer Applications for Accounting/QuickBooks
This course provides the opportunity to use commercially available software to analyze, interpret and investigate accounting information to make business decisions. The course illustrates how accounting information is both used and created, using source documents to generate, analyze and compare financial statements. Budget creations and comparisons are explored; receivables and payables are aged for analysis of cash management and cash flow projections. Prerequisites: BUS 1123 and CIS 1103, or ACCT 2310. This course meets as a day class in fall semesters and both day and evening in spring semesters. (3 credit hours/special course fee)

BUS 1153. Keyboarding I
Provides training in correct keyboard reaches and techniques to develop speed and accuracy. Designed to teach students who do not know the keyboard to include a more thorough skill learning in shift/tab keys, common symbols, paragraphing techniques, proofreading/correction techniques, correct use of grammar/punctuation/number usage as well as the computer numeric keypad by touch (with acceptable accuracy). Also includes brief, basic study of the formatting of business documents. Outside lab time may be required. (3 credit hours/special course fee)

BUS 1243. Business Communications ACTS # BUSI 2013
This course provides a brief English review and emphasizes activities involved in the mechanics of current written and spoken business communications. Prerequisites: Keyboarding ability and DEVE 0324, 0328, OR 0121, or meet minimum entrance score requirements for ENGL 1311. (3 credit hours)

BUS 1253. Keyboarding II
Provides only a brief review of correct keyboard reaches and techniques, grammar/punctuation/number usage and proofreading/correction techniques. This class assumes you already know how to control the keyboard. It includes training in the computer numeric keypad by touch as well as speed and/or accuracy improvement with a more detailed study in producing formatted business documents. Upon completion, a student should be able to demonstrate skills and/or improvement in the production of business documents. Outside lab time may be required. Prerequisite: BUS 1153 – Keyboarding I OR Typing test score of 30-35 wpm (take test in Testing Lab) (3 credit hours/special course fee)

BUS 1513. Introduction to Word Processing/Microsoft® Word
This course provides training in producing documents used in a business office. Students keyboard, edit, store, retrieve and print acceptable documents using Microsoft® Word. Acceptable formatting, software use and speed are emphasized. Prerequisites: BUS 1153 or Typing test score of 30-35 wpm (take test in Testing Lab) or documented comparable keyboarding skills, CIS 1103, and DEVE 0324, 0328, OR 0121 (Composition Fundamentals) with a grade of “C” or better, or a score of 19 or above on the English section of the ACT, or a score of 80 or above on the COMPASS Writing Placement test. Additional lab time outside of class time may be required. (3 credit hours/special course fee)
BUS 2353. Database Management with Access
This course provides an introduction to databases and their capabilities. Students create, update, sort and query Access databases in addition to utilizing forms and reports. Prerequisite: CIS 1103 (or equivalent introductory course) or permission of instructor. (3 credit hours/special course fee)

BUS 2363. PowerPoint
This course introduces the use of presentation graphics with Microsoft® PowerPoint® software. Chart usage, embedded and linked objects and slide shows are emphasized. Prerequisite: CIS 1103 or permission of instructor. (3 credit hours/special course fee)

BUS 2393. Spreadsheet Applications/EXCEL
This course introduces the EXCEL spreadsheet as a powerful tool for managing numerical data and performing calculations. Students create worksheets and charts, work with formulas and formatting and perform some what-if analysis. Prerequisite: CIS 1103. (3 credit hours/special course fee)

BUS 2403. Desktop Publishing
This course introduces the student to the basics of desktop publishing by combining text and graphics to produce professional-quality printed documents. Emphasis is placed on the creation of publications that include graphic design and various typestyles and formats. Prerequisite: BUS 1513 or permission of instructor. (3 credit hours/special course fee)

BUS 2413. Advanced Word Processing/Microsoft® Word*
This course provides training in the refinement of the operation of the alphabetic and numeric keyboard with speed and accuracy development. The course includes the study of and practice in formatting business letters, tables and manuscripts using Microsoft® for Windows®. It also includes advanced word-processing and information-processing concepts and advanced applications, including the desktop publishing features of Microsoft® Word. Prerequisites: CIS 1103 and BUS 1513. (3 credit hours/special course fee)

BUS 2433. Integrated Business Applications
This course is an in-depth study of office systems technology including the integrating of word processing, spreadsheets, graphics, databases, presentations, and desktop publishing through projects of a realistic business nature. Prerequisite: BUS 2353, BUS 2403, BUS 2493 and BUS 2413. This course meets as an evening class in fall semesters and a day class in spring semesters. (3 credit hours)
BUS 2443. Microsoft Office Specialist Preparatory Class  
The Microsoft Office Specialist (MOS) Preparatory (Prep) Course reviews the concepts and skills presented in Advanced Word and Advanced Excel in the Office Technology Program. It prepares students for the Microsoft Office Specialist designation for both Word and Excel. At the end of the course (8 weeks for each concept) students will have the option to take the exams for certification, but it will not be required element of the course. Prerequisites: BUS 2493 and BUS 2413. (3 Credit hours)

BUS 2493. Spreadsheet Applications/ Advanced Excel  
This course is a continuation of BUS 2393. Concepts learned in the previous course are reinforced along with the addition of financial functions, data tables and amortization schedules. Students also work with creating, sorting and querying tables and multiple worksheets and workbooks. Prerequisite: BUS 2393. (3 credit hours/special course fee)

BUS 2503. Office Management  
This course focuses on the managerial process, examining the managerial functions of planning, organizing, staffing, directing and controlling as they relate to production and efficiency in the office. The course examines supervision, leadership, motivation, communication, appraisal, interviewing, grievances, and labor relations. Prerequisite: Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 8383 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT. (3 credit hours)

BUS 2513. Administrative Office Procedures  
Study of current office procedures telephone skills, time management, travel and meeting arrangements, mail processing and other duties and responsibilities in an office environment. In addition, professional ethics and business conduct are introduced and reinforced throughout the course. Prerequisite: BUS 1153 or Typing test score of 30-35 wpm (take test in Testing Lab) or documented comparable keyboarding skills, CIS 1103 and DEVE 0324, 0328, OR 0121 or minimum entrance score requirements (3 credit hours/special course fee)

BUS 2543. Business Organization and Management  
This course focuses on the evolution of management and the different theories behind it. It examines the managerial process and explores the managerial functions of planning, organizing, staffing, directing and controlling and their relation to the daily job of the manager. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

BUS 2603. Introduction to Business  
This course offers a survey of the field of business administration including disciplines such as marketing, production, management, finance and information systems. Important issues such as organization, communication, regulation and taxation are addressed.
BUS 2613. Small Business Management  
This course focuses on the application of business disciplines including management, marketing, finance, and accounting to the operation of a small business. Students are guided in the development of a small business plan. Prerequisite: ACCT 2310, ENTR 1003, ENGL 1311. (3 credit hours)

BUS 2623. Human Resources Management  
This course focuses on strategic human resource management. The emphasis is on a comprehensive review of basic employment laws, staffing, compensation, diversity, safety and labor relations. Prerequisite: ENGL 1311, BUS 2643, BUS 2603. (3 credit hours)

BUS 2633. Legal Environment of Business  
This course is a study of the American legal system and its impact on the business environment. Topics of study include the court system, contracts, sales, agency, negotiable instruments, and government regulations. Prerequisite: Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better or a score of 82 or above on the Compass Reading Placement Test or a score of 19 or above on the Reading section of the ACT and ENGL 1311 English Comp I, and either BUS 2603 Introduction to Business or BUS 1243 Business Communication. (3 credit hours)

BUS 2643. Human Relations  
This course focuses on human behavior in organizations and the importance of applying interpersonal skills for personal, job and career effectiveness. Topics covered include emotional intelligence, communication, stress management and teamwork. (3 credit hours)

BUS 2653. Office Supervision and Management Capstone  
Emphasis is placed on the student’s role as a first-level manager. Students gain hands-on experience and management training through problem-based learning, service projects/ service learning, decision-making, critical thinking, business etiquette, career preparation and planning, business simulations, and the use of most recent technology applications. Prerequisites: ACCT 2330, BUS 2623, BUS 2393, BUS 2363, BUS 2503. This course meets as an evening class in fall semesters and a day class in spring semesters. (3 credit hours)

BUS 2673. Markets and Consumers  
This course addresses the key decisions required to understand the existence of markets and how buyers within them may be accessed profitably. Key concepts include an overview of competitive markets, buyer behavior, developing new markets and products, promotion and distribution channels, pricing and profitability concepts, the sales and collections process, and strategic planning. (3 credit hours)
BUS 2683. Business Ethics
This course focuses on an examination of ethical approaches that guide business decision-making, ethical issues that affect business decisions and ethics that relate to any business discipline. Prerequisite: Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 8383 or above on the COMPASS Reading Placement test, or a score of 19 or above on the reading section of the ACT and BUS 2603. (3 credit hours)

CHEMISTRY
CHEM 1403. Fundamental Chemistry I
This is an algebra-based chemistry course specifically designed for majors in health-related professions. The course content provides a foundation for work in health-related areas and is not appropriate for chemistry or other science majors or pre-professional students. Nomenclature, atomic and molecular structure, bonding and reactions are explored. Lab is required. Prerequisite: MATH 1302 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

CHEM 1404. Fundamental Chemistry II
This course is a continuation of CHEM 1403 and is an introductory course in organic chemistry and biochemistry. The class is designed for majors in health-related professions and is not appropriate for chemistry or other science majors or pre-professional students. Lab is required. Prerequisite: CHEM 1403 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

CHEM 1405. General Chemistry I
This is an algebra-based chemistry course designed for chemistry and other science majors and pre-professional students. This is the first course of a two-course sequence. The content provides a foundation for work in advanced chemistry and related sciences and includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding and reactions. Lab is required. Prerequisites: MATH 1302 and either a) PHYS 1401 with a grade of “C” or better or b) completion of high school Chemistry and permission of the Department Chair. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

CHEM 1406. General Chemistry II
This course is a continuation of CHEM 1405 and is designed for chemistry and other science majors and pre-professional students. The course includes more in-depth study of chemical reactions. Lab is required. Prerequisite: CHEM 1405 with a grade of “C” or better. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)
COLLEGE STUDIES

COLL 1300. College Seminar: A Pathway to Excellence
This course is required for all first-time entering degree-seeking students within the first 12 hours of course work. This course is designed to help students meet the demands of college life. Students explore learning strategies that lead to success in college. Topics covered include time management, goal-setting, learning styles, note-taking, reading, writing and test-taking strategies, as well as critical thinking and information literacy. This course requires an online learning component. (3 credit hours)

COLL 1302. Career Seminar
This course is required for first-time entering students seeking career and technical education degrees. It is designed to allow students to take a comprehensive approach to career planning. The course focuses on refining pre-employment skills, reinforcing work values, exploring employment trends and issues. In addition, students will explore learning styles and construct strategies for success in college and the work world. Students will demonstrate an understanding of workplace culture, financial literacy, and career resources. The course also features guest lecturers who address career topics. (3 credit hours)

COLL 1303. Introduction to Online Learning
This course is designed to help students understand the demands of college life and online courses. Specifically, it focuses on teaching students how to use an Internet-based course management system, communicate effectively, manage time and assignments, develop as a self-directed learner, work with peers and in groups, and maintain academic integrity. Students also learn about the college’s student support services such as academic advising, career counseling, library services, disability services and tutoring. (3 credit hours)

COLL 1320. The World of Words
This course is designed to teach students independent learning strategies for increasing vocabulary. It is also designed to foster a continued interest in words and their etymology. Students work to gain mastery over specific sets of college-level vocabulary using vocabulary development strategies. This class will give students a firmer base for their college academic studies. (3 credit hours)

COLL 1322. Cultural Studies Overview
This course is designed to give students a broad understanding of the people, events and legends that have shaped our world. By the end of the course, the students will have studied the common core of knowledge every educated American should possess. Selected textbook passages, Internet searches and supplemental readings are some of the materials used to aid students in gaining insight into the people and events covered in the semester. (3 credit hours)
COLLISION REPAIR TECHNOLOGY
CRT 1004. Damage Analysis and Appraisal
This course includes location and appraisal of the extent of component damage, isolation of damaged components, determination of repair or replacement, and painting requirements. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

CRT 1102. Insurance Policies and Requirements
This course examines the role of insurance companies in the collision repair process. Other topics include maintaining working relations with insurance companies and preparation of repair cost estimates in accordance with policies and requirements of insurance companies. Interpretation of insurance company policies and requirements to customers is also discussed. (2 credit hours)

CRT 1104. Repair Estimating
This course teaches students how to determine costs involved in the acquisition and installation of new parts and/or the repair and reinstallation of damaged parts, preparation of body panels and application of paint. Preparation of cost estimates in keeping with insurance company guidelines and for presentation to customers is also discussed. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

CRT 1106. Basic Metal Repair
This course teaches the straightening, alignment and fitting of major panels. Procedures necessary to rough, shrink, bump and finish are also included. The course emphasizes theory and practical application. Safety is also emphasized. 3 lecture hours, 8 lab hours. (6 credit hours/special course fee)

CRT 1113. Collision Repair I
This course includes body and frame alignment with emphasis on practical application and safety. It also covers skills and technical knowledge in the preparation of metal for paint, chemical stripping of old finishes, use and maintenance of spraying equipment, mixing and spraying of all types of automotive finishes and identification of common material used. The course includes instruction on spraying techniques and tinting of paints to achieve color match. 3 lecture hours, 20 lab hours. (13 credit hours/special course fee/Collision Repair Course Fee)

CRT 1204. Body Frame and Alignment I
Instruction in the use of frame equipment and frame construction, sectioning and straightening are presented in this course. Coursework includes experience working with unitized construction, using frame alignment equipment, and the fundamentals of welding, heating, cutting and shaping. Safety is taught and emphasized. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)
CRT 1213. Collision Repair II
This course is a continuation of Collision Repair I with emphasis on practical application and safety. Students develop skills in the use of colorcoat/clearcoat systems, buffing, removal of overspray, applying corrosion prevention materials and using the latest techniques in paint mixing. Students also learn to remove and replace glass, trim and electrical wiring and repair plastic components. 3 lecture hours, 20 lab hours. (13 credit hours/special course fee/Collision Repair Course Fee)

CRT 1303. Collision Repair Estimating
Students receive instructions in identifying collision damage in this course. These instructions identify the vehicle, vehicle design, extent and type of damage and how to complete a written estimate of repairs. Students learn how to locate the needed parts, part numbers and time studies in collision guides to complete an estimate that gives a clear and accurate map of the damage caused in the accident. (3 credit hours)

CRT 1304. Body Frame and Alignment II
This course is a continuation of CRT 1204 with emphasis on practical application and safety. 2 lecture hours, 3 lab hours. (4 credit hours/special course fee)

CRT 1403. Painting I
This course teaches skills and technical knowledge in the preparation of metal for paint, chemical stripping of old finishes, use and maintenance of spray painting equipment, mixing and spraying of all types of automotive finishes and identification of materials commonly used. It also includes instruction in spraying techniques and tinting of paints to achieve color match. Safety is emphasized. 2 lecture hours, 3 lab hours. (3 credit hours/special course fee)

CRT 1504. Related Body Repair
This course teaches the removal and replacement of the glass, trim and electrical wiring and the repair of plastic components. Basic principles of estimating are also included. 3 lecture hours, 4 lab hours. (4 credit hours/special course fee)

CRT 1804. Painting II
This course is a continuation of CRT 1403. Students develop skills in the use of colorcoat/clearcoat systems, buffing, removal of overspray, applying corrosion prevention materials and using the latest techniques in paint mixing. Students must develop skills and knowledge to entry level. Safety is emphasized. 3 lecture hours, 4 lab hours. (4 credit hours/special course fee)
COMMUNICATIONS
COM 1203. Technical Communication
This course assists students in preparing to meet the expectations of the workplace. It introduces concepts in the areas of self-management, teamwork, interpersonal relations, problem solving, resume writing and interviewing techniques. Students practice speaking, writing and listening techniques useful in finding, applying for, getting and keeping a job. This course is offered for technical programs and is not designed to be a transfer course. (3 credit hours). Prerequisite: Completion of DEVE 0324, 0328, OR 0121 (Composition Fundamentals) with a grade of “C” or better, or a score of 19 or above on the English section of the ACT, or a score of 80 or above on the COMPASS Writing Placement test AND completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test.

COMPUTER INFORMATION SYSTEMS
CIS 1103. Computer Concepts ACTS # CPSI 1003
This is an introductory course in the use of computer application software that includes basic functions of computer system components. Students can receive credit for this course by successfully passing the IC3 exam. (3 credit hours/special course fee)

CIS 1113. Problem Solving
This course provides students with problem-solving tools and helps them learn and develop abstract-thinking skills. Coursework includes an introduction to Alice, a graphical learning environment used to teach general program design and implementation and an introduction to the Windows PowerShell programming environment. This course is required for all CIS majors. (3 credit hours/special course fee)

CIS 1123. Internet Foundations
The focus in this course is on Internet basics, e-mail applications, search engines and business resources on the World Wide Web. Students learn how to access business information and resources on the Internet using a Web browser as a general purpose Internet application. Students also gain experience configuring browsers to gain access to rich multimedia data and objects through plug-ins. In addition, students learn about a variety of Web-based search engines to conduct advanced searches and learn the basics of electronic commerce and security issues. (3 credit hours/special course fee)

CIS 1133. Internet Technologies
This course presents an introduction to the basic tools of Web development including XHTML, JavaScript, Dreamweaver and more. (3 credit hours/special course fee)
CIS 1143. Programming I
This course introduces the student to the development of computer applications using the Microsoft
NET Framework. Students gain a working knowledge of the C# programming language. The course
emphasizes the design, coding, testing and debugging of C# programs. Topics include input/output,
data types, selection and repetition operations, functions and arrays. (3 credit hours/special course fee)

CIS 1154. Data Cabling
This course is an introduction to structured cabling systems using copper and fiber-optic cable.
Topics include worldwide standards, types of media and cabling, physical and logical networks and
signal transmission. Students develop skills in reading network design documentation, pulling and
mounting cable, cable management, patch panel installation and termination as well as installing
jacks and cable testing. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 1173. Programming for the Web
The course is an introduction to the tools and techniques used for creating dynamic web content
using scripting languages and databases. (3 credit hours/special course fee)

CIS 1233. Fundamentals of Information Security
This course explores the concepts and principles underlying information security. Topics include
cryptography, access control, authentication, malware, social engineering, intrusion detection,
disaster recovery, continuity planning and physical security. Course objectives are drawn from the
CompTIA Security+ exams knowledge domains. (3 credit hours)

CIS 1254. IT Essentials I
Basic computing concepts and skills are introduced in this course. Topics include the development
of computing and the Internet, the desktop environment, basic features of Windows, a survey
of software applications, basic computing mathematics and an overview of personal computer
hardware. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 1264. IT Essentials II
This course helps students develop the knowledge and skills necessary to address the implementation
and desktop support needs of customers who are planning to deploy and support Microsoft Windows
Client operating system. Topics covered include installation, configuration, optimization, network
configuration and troubleshooting of the client desktop operating systems. 3 lecture hours, 2.5 lab
hours. (4 credit hours/special course fee)
CIS 1334. Ethical Hacking I
This course is designed to help students better protect their network environment by exploring the tools that hackers use to gain access to systems. The course examines software, hardware and social engineering schemes used by hackers. It also covers suggestions for protecting systems from unauthorized access. Legal and ethical hacking issues are also discussed. Prerequisite: CIS 1233. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 1344. Network Defense
This course prepares students to design and implement layered information systems environments to protect assets against unauthorized access. Topics include security policy, disaster recovery, business continuity, firewalls, intrusion detection systems and intrusion prevention systems. Prerequisite: CIS 1814. 3 lecture hours, 2.5 lab hours (4 credit hours/special course fee)

CIS 1403. Microcomputer Applications I
This course is an introduction to business applications within a Windows environment using Microsoft’s Office suite. Course emphasizes basic applications of word processing, spreadsheets, databases and presentation software in business settings. (3 credit hours/special course fee)

CIS 1413. Introduction to Databases
This course explores tools and techniques for managing an organization’s data resources and database technology. Topics include database architecture, database management system (DBMS) selection, database technology, database installation, database creation and maintenance, DBMS operation and troubleshooting, data warehousing technology, database performance tuning and database reengineering. (3 credit hours/special course fee)

CIS 1425. Database Administration I
This course covers installing and configuring Microsoft SQL Server and managing and maintaining databases and multidimensional databases. This course guides students through the design and implementation of security or server automation, as well as monitoring and troubleshooting SQL Server activity. (4 credit hours/special course fee)

CIS 1426. Database Administration II
This course covers user accounts, database availability, recovery and reporting. This course guides students through the design and implementation of security or server automation, as well as monitoring and troubleshooting SQL Server activity. Prerequisite: CIS 1425. (4 credit hours/special course fee)
CIS 1593. Programming II
This course is a study in the planning and implementation of object-oriented programs. It builds on the foundation provided in Programming I with an emphasis on developing data-centric applications using C#. Students develop an understanding of abstraction, encapsulation, inheritance and polymorphism. Students apply these concepts using ADO.NET to create connections to, get data from and perform commands on databases. Prerequisite: CIS 1143. (3 credit hours/special course fee)

CIS 1513. Microcomputer Applications II
This course extends the student’s mastery of business application software. Advanced topics in word processing, spreadsheets, databases and presentation applications are covered. Prerequisite: CIS 1403. (3 credit hours/special course fee)

CIS 1523. Internet Applications
This course offers a study in today’s interactive Web 2.0 applications and tools, including blogging, podcasting, Wikis, social networking and more. (3 credit hours/special course fee)

CIS 1814. CCNA 1
This course is part of the Cisco Networking Academy Program. It is the first of four courses designed to cover objectives from Cisco’s CCNA certification exam. The curriculum provides an introduction to networking technology, including terminology, protocols and standards, LANs, WANs, the OSI networking model, cabling, Ethernet and basic router configuration. The course also includes IPv4 and IPv6 addressing topics, including subnetting and VLSM. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 1823. Customer Service and Support
Designed as an overview of the wide range of topics that an entry-level user support specialist will be expected to know, this course acquaints students with information resources and technical tools. The course requires the use of software applications and Internet research. Students also interact in team activities. (3 credit hours/special course fee)

CIS 1824. CCNA 2
This course is part 2 of the Cisco Networking Academy program. This course introduces the architecture, components, and operations of routers and switches in a small network, how to configure and troubleshoot routers and switches, and resolve common issues in the Rip, single and multi-area OSPF, VLANs, and inter VLAN routing in an IP network. Prerequisite: CIS 1814. 3 lecture hours, 2.5 Lab hours. (4 credit hours/special course fee)
CIS 1844. CCNA 3
This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EOGRP, and STP in both IPv4 and IPv6 networks. Prerequisite: CIS 1824. 3 lecture hours, 2.5 lab hours. (4 Credit hours/special course fee)

CIS 1854. CCNA 4
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VLAN) operation in a complex network. Prerequisites: CIS 1833. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 1923. Help Desk Applications
Fundamentals of help desk applications using one or more currently available help desk applications are taught in this course. The focus is on trouble tickets, work flow, escalation and knowledge base development. Prerequisite: CIS 1823. (3 credit hours/special course fee)

CIS 2043. A+ Certification Preparation
This course is designed to prepare students to pass the Comp TIA A+ Hardware and Software exams. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. (3 credit hours/special course fee)

CIS 2053. Network+ Certification Preparation
This course is designed to prepare students to pass the Comp TIA Network+ certification exam. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. (3 credit hours/special course fee)

CIS 2063. Linux+ Certification Exam Preparation
This course is designed to prepare students to pass the Comp TIA Linux + exam. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. (3 credit hours/special course fee)

CIS 2073. Cisco Certified Network Associate Certification Preparation
This course is designed to prepare students to pass the Cisco Certified Network Associate exam 200-120. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. Prerequisite: CIS 1853 or permission from instructor (3 credit hours/special course fee)
CIS 2083. CIW Associate Certification Preparation
This course is designed to prepare students to take the Certified Internet Webmaster Foundations certification exam. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. (3 credit hours/special course fee)

CIS 2113. CIS Internship
This internship provides students with practical experience in technical support. Assignments consist of local computer installations. Student goals and evaluation of performance are a cooperative effort between the internship sponsor and a supervising faculty member. Prerequisite: Permission of Dean. (3 credit hours)

CIS 2123. Special Topics
This course covers special topics as needed by the Information Technology Division. It is used for all specialties on an as-needed basis. It is considered an elective course. Prerequisite: Permission of Dean. (3 credit hours)

CIS 2134. Computer Forensics
This course introduces students to tools, techniques and procedures used to gather evidence in computer-related crimes. Topics include data acquisition and data recovery including recovering deleted files from various file systems and data hiding techniques. Prerequisite: CIS 1233. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 2174. Storage Area Network
This course covers the various components and technology of information storage infrastructure in classic and virtual environments. Students will build a strong understanding of underlying storage technologies, architectures, features, and benefits of intelligent storage systems. Topics include storage networking technologies such as FC-SAN, IP-SAN, NAS, object-based, and unified storage as well as business continuity solutions such as backup and replication, the increasingly critical area of information security and management, and the emerging field of cloud computing. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 2214. Microsoft Server Administration I
This course provides a hands-on introduction to network servers and their administration. Topics covered include installation and configuration, domain membership, creation and administration of users and groups, file and directory services, DHCP, DNS, printing, monitoring, troubleshooting, as well as other relevant topics. The course is designed around the most current industry standard operating system. 3 lecture hours, 2.5 lab hours. (4 credit hours/ special course fee)

CIS 2303. Introduction to Networking
This course presents an introduction to basic networking technologies, including transmission media, topology, communication, protocol and models. (3 credit hours)
CIS 2304. VMware Virtual Infrastructure
This course explores concepts and capabilities of virtual architecture with a focus on the hands-on installation, configuration, and management of a virtual infrastructure, ESX/ESXi Server, and Virtual Center. The class also covers fundamentals of virtual network design and implementation, fundamentals of storage area networks, virtual switching, virtual system management and engineering for high availability. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 2374. Microsoft Server Administration II
This course provides in-depth discussion and hands-on activities pertaining to implementation and troubleshooting a Windows Server 2008 Active Directory and network infrastructure. Emphasis on environment, including forest and domain structure, Domain Name System (DNS), site topology and replication, organizational unit structure and delegation of administration, Group Policy, RRAS, and computer account strategies, and other relevant topics. Prerequisite: CIS 2214. 3 lecture hours, 2.5 lab hours. (4 credit hours/special course fee)

CIS 2514. Introduction to Computer Science I
An introductory course in computer science for Computer Science majors in the design of computer software systems and an introduction to programming in the environment of a contemporary operating system. Topics include data types and variables, input and output, control structures, functions, simple data structures (vectors and arrays), and an introduction to object-oriented programming. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

CIS 2543. Mobile Applications Development
This course introduces students to developing applications which target mobile devices. Students are introduced to many issues unique to mobile applications, including synchronization, remote data access, security and sometimes-connected networks. Students learn to develop applications using vendor-specific platforms and open-source platforms. Prerequisites: CIS 1143 and CIS 1504, or significant programming experience determined by the instructor. (3 credit hours/special course fee)

CIS 2554. Web and Graphic Design
This course is an introduction to key artistic concepts and foundations in Web and graphic design. This course emphasizes the importance of the placement of text and graphics in maximizing visual appeal. This course is designed to help prepare students for the Certified Internet Webmaster (CIW) Prep Course (CIS 2083). Prerequisite: CIS 2523 or DMP 1310. (4 credit hours/special course fee)

CIS 2556. Fundamentals of Robotics
This course introduces students to the field of robotics by engaging students in the construction and programming of a basic robot. Topics include microprocessors and other electronic components, programming, communications and sensors. (3 credit hours/special course fee)
CIS 2613. Object-Oriented Programming
This course is an introduction to principles and techniques of object-oriented programming. In this course students gain a thorough understanding of incremental programming, type-safety, polymorphism, encapsulation and set-based abstraction, and apply these concepts through a variety of programming projects. Prerequisite: At least one semester of computer programming or consent of instructor. (3 credit hours/special course fee)

CIS 2623. Programming III
This course is a study of building web-centric applications using the Microsoft.NET framework. It provides the student with an understanding of ASP.NET and its use with C# to produce sophisticated web applications. Students learn to use the objects provided by ASP.NET to create web forms and save objects and data requests to web forms. Students learn how to choose controls based on the task required, how to validate data fields and how to navigate between web forms. Prerequisite: CIS 1504. (3 credit hours/special course fee)

CIS 2644. Introduction to Computer Science II
A continuation of CIS 2514, Introduction to Computer Science I, that emphasizes problem solving and programming using dynamic memory management techniques, the object-oriented programming (OOP) paradigm, and effective use of the Standard Template Library. Prerequisite: CIS 2514. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

CIS 2653. Computer Organization and Assembly Language
This course provides an introduction to machine architecture, detailed study of the PC instruction set and addressing modes. Assembling, linking, executing and debugging of assembly language programs are covered. Additional topics include keyboard and screen handling, string processing, interrupts, binary and decimal arithmetic. Prerequisite: CIS 2513. (3 credit hours/special course fee)

CIS 2733. Data Structures
This course is a systematic study of the main data structures of computer science: arrays, stacks, queues, linked lists, trees, graphs and hash tables. Implementation and analysis of the algorithms and programming techniques for searching sorting, inserting into and deleting from these structures and efficiency considerations are emphasized. Prerequisite: CIS 2633. (3 credit hours/special course fee)

CIS 2903. Linux Systems Administration I
This course provides fundamental concepts of the Linux operating system and other open source software commonly available for the Linux platform. (3 credit hours/special course fee)
CIS 2913. Linux Systems Administration II
This course offers an introduction to fundamental concepts of Linux networking including network configuration, user management, resource configuration and basic network security. Students are introduced to the use of network protocols including telnet, ftp and NFS. Prerequisite: CIS 2903. (3 credit hours/special course fee)

CONSTRUCTION TECHNOLOGY
CTT 1001. Introduction to Construction Safety
This course is an introduction to OSHA Safety Standards for Construction. This course uses OSHA 29 CFR Part 1926 for reference material. Upon completion of this course, a 10-hour OSHA card is issued. (1 credit hour/special course fee)

CTT 1101. Construction Safety
This course is a continuation of CTT 1001. This course covers in-depth OSHA 500 training course topics. Students develop and demonstrate safety procedures and reports that are related to the construction industry. (1 credit hour/special course fee)

CTT 1207. Cabinet Layout and Construction
Students use computer-aided software to design and layout kitchens and baths in this course. Students also shadow a master builder and aid in the design of a set of cabinets by preparing a bill of materials, measuring, cutting, constructing, staining and finishing cabinets. Safety is emphasized. (7 credit hours/special course fee)

CTT 1305. Ethics and Social Practice
In this course, students work directly with a client system under careful supervision on social issues. A structured learning environment is provided in which students can demonstrate and understand the values and ethics of social issues and begin to develop the skills to apply them. (5 credit hours)

CTT 1307. Concrete and Foundations
This course is related to concrete reinforcing, forming and finishing. Students shadow master concrete finishers and aid in the forming and pouring of concrete footings, slabs, driveways, patios, walks, street curbs and related concrete processes. Safety is emphasized. (7 credit hours/special course fee)

CTT 1404. Framing I
Students learn terms and techniques used in the framing of building structures in this course. Students also shadow contractors, subcontractors, carpenters, roofers and other related trades and aid in the hands-on processes to develop skills to construct exterior walls, interior walls, ceiling joist, roof framing, exterior siding and trim. Safety is emphasized. (4 credit hours/special course fee)
CTT 1407. Finishing Techniques
This course is designed to help students develop knowledge and skills of finish techniques. Students develop finish techniques by shadowing master carpenters and painters and aid in the installation of doors, cabinets, paneling, baseboard, shoe molding, ceiling molding, window trim and related trim. Students also develop the skills and knowledge of the painting processes, painting both interior and exterior walls and building trim. Students understand the techniques used in staining, varnishing and water base painting. Safety is emphasized. (7 credit hours/special course fee)

CTT 1504. Framing II
This course is a continuation of CTT 1404. Students learn terms and techniques used in the framing of building structures. Students also shadow contractors, subcontractors, carpenters, roofers and other related trades and aid in the hands-on processes to develop skills to construct exterior walls, interior walls, ceiling joist, roof framing, exterior siding and trim. Safety is emphasized. (4 credit hours/special course fee)

CTT 2104. Construction Contracts and Codes
This course is a study of construction contracts and codes in relation to project delivery and basic principles of construction law. Topics include standard agreements and conditions, negligence, risk, indemnities, modifications, mechanics’ lien, claims, dispute resolution, conflicts of interest, ethical considerations, labor law and 1997 standard building code. (4 credit hours)

CTT 2107. Construction Processes I
Topics in this course cover the different phases of residential construction. Students are evaluated on their ability to maintain records of a project, schedule, maintain a daily log, as well as demonstrate hands-on knowledge. Safety is emphasized. (7 credit hours/special course fee)

CTT 2207. Construction Processes II
This course is a continuation of Construction Processes I. Safety is emphasized. (7 credit hours/special course fee)

CTT 2204. Construction Building Systems
This course covers the building envelope system, tool and material application. Students will study the different envelope systems widely used within the industry and their application. Students will be required to know the different materials and tools required to assemble each enveloped studied. (4 credit hours/special course fee)
CTT 2303. Construction Techniques and Methods II
This course is a continuation of DFT 2103 and introduces students to building construction methods used in light and heavy framed structures as laid out by master format. Students develop skills to interpret architectural plans. This course also introduces students to construction techniques, basic materials and tools and hardware used in structures. Prerequisite: DFT 2103. (3 credit hours/special course fee)

CTT 2304. Project Management
This course is an introduction to construction project control and administration. Topics include project team development, standard agreements, contract documents, utilization, record keeping, submittals, subcontract management, purchasing, expediting, change orders, claims, progress payments, closeout and computerized project control. (4 credit hours)

COSMETOLOGY
COSM 1104. Salon Management
This course provides instruction in record keeping, business law, cosmetology law, rules and regulations, booking appointments and retailing. (1 credit hour/special course fee)

COSM 1201. Cosmetic Therapy
This course provides instruction in skin theory, various kinds of facial massage, cosmetics, packs, the art of makeup, eyebrow arching, and eyebrow and eyelash dyeing. (2 credit hours/special course fee)

COSM 1202. Manicuring and Pedicuring
This course offers an advanced study in manicuring and pedicuring, including nail art. (2 credit hours/special course fee)

COSM 1205. Hairstyling – A
This course includes all styling techniques with special emphasis on hairstyling theory and thermal styling. (2 credit hours/special course fee)

COSM 1206. Hairstyling – B
This course includes all styling techniques with special emphasis on wet styling and styling long hair. (2 credit hours/special course fee)

COSM 1207. Chemical Texturizing
This course offers instruction in perming, relaxing and reforming. (2 credit hours/special course fee)

COSM 1208. Hair Coloring
This course includes color theory and identifying and changing existing hair color. (2 credit hours/special course fee)
COSM 1302. Haircutting
This course includes studies in trichology, design decisions, haircutting theory and haircutting procedures. (3 credit hours/special course fee)

COSM 1401. Preparing for Instructing
This course provides instruction in lesson planning and delivery in both theory and practical settings. (4 credit hours/special course fee)

COSM 1403. General Cosmetology
This course includes study in professional development, salon ecology, anatomy and physiology, electricity and chemistry. (4 credit hours/special course fee)

COSM 1405. Instructor Lab
In this course, Cosmetology Instructor students work under the direct supervision of the instructor in a lab with manikins, clients and students for eight hours each week. This is a repeatable course; students will be enrolled in this course each semester. (4 credit hours/special course fee)

COSM 1701. Internship
This internship course includes observation and intern teaching in both theory and lab settings. This is a repeatable course; students will be enrolled in this course each semester. (7 credit hours/special course fee)

COSM 1702. Nail Tech Lab – B
In this course Nail Tech students work under the direct supervision of the instructor in a lab with manikins and clients 14 hours each week. (7 credit hours/special course fee)

COSM 1801. Nail Tech Lab – A
In this course Nail Tech students work under the direct supervision of the instructor in lab with manikins and clients 16 hours each week. (8 credit hours/special course fee)

COSM 2201. Nail Theory
This course includes the study of nail diseases, disorders and conditions. Special emphasis is placed on the structure and growth of the nail, as well as manicuring and pedicuring. (2 credit hours/special course fee)

COSM 2406. Records/Licensure Preparation
This course is a study of the required aspects of student permits, administration and implementation of a cosmetology program and preparation for licensure. (4 credit hours/special course fee)
COSM 2407. Preparation for Licensure
A general study of all aspects of theory for the state licensing exam is offered in this course. (4 credit hours/special course fee)

COSM 2507. Cosmetology Lab – B
Cosmetology students work under the direct supervision of the instructor in lab with manikins and clients 10 hours each week in this course. (5 credit hours/special course fee)

COSM 2701. Cosmetology Lab – A
Cosmetology students work under the direct supervision of the instructor in lab with manikins and clients 20 hours each week in this course. (7 credit hours/special course fee)

COSM 2101 Special Projects Laboratory
Course may be repeated three times. Laboratory experience in all phases of Cosmetology: Developing proficiency, accuracy and speed. (1-6 variable credit hours/special course fee)

CRIMINAL JUSTICE
CRJU 2300. Introduction to Criminal Justice ACTS # CRJU 1023
This course is an overview of the history, philosophy and development of the criminal justice system, emphasizing an understanding of law enforcement, the courts and corrections, and their respective roles in accomplishing the missions of the American criminal justice system.

CULINARY ARTS
CUL 1301. Applied Foodservice Sanitation
This course presents safety and sanitation in the food service workplace, custom designed for the culinary professional. It meets the requirements set forth by the American Culinary Federation for 30 continuing education hours. Any required developmental education courses must be successfully completed before taking this course. 3 lecture hours, 45 contact hours. (3 credit hours)

CUL 1302. Food Production I
This course is an introduction to and application of fundamental cooking theories and techniques. Topics of study include professionalism, sanitation, tools and equipment, knife skills and sharpening, flavors and flavorings, mise en place, stocks, soups, sauces, thickening agents, timing, station organization, palate development, food costing and vegetable, potato, grain and pasta cookery. Any required developmental education courses must be successfully completed before taking this course. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)
CUL 1303. Food Production II
This course is a continuation of Food Production I with emphasis on building strong culinary foundational skills and reinforcing positive employability traits. The focus in this class is on basic cooking preparations including poach, fry, bake, broil, boil, roast, stew, sauté, grill and steam. Students also gain an intermediate knowledge of vegetable, pasta, grain and potato cookery as well as an introduction to the preparation of poultry, beef and pork. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 1304. Stocks, Sauces and Soups
This course is an introduction to the basic stocks and sauces and is based on the classical model created by Escoffier. Fundamental elements covered include fonds de cuisine, leading warm sauces, small compound sauces, cold sauces and compound butter, court-bouillons and marinades. As an essential course, a mastery of these sauces will develop the student’s palate and continue to develop his or her skill as a classical chef. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 1305. Garde Manger
An introduction to three main areas of the cold kitchen: reception foods, plated appetizers and buffet arrangements. Students learn to prepare canapés, hot and cold hors d’oeuvres, appetizers, forcemeats, pates, galantines, terrines, salads and sausages. Curing and smoking techniques for meat, seafood and poultry items are practiced, along with contemporary styles of presenting food and preparation of buffets. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 1306. Culinary French
This elective course is designed to help students develop a basic proficiency in culinary French terms, names and phrases to improve students’ writing, spelling, speaking and definitions. This is an elective course and does not meet fine arts requirements for any certificate or degree. This course is not transferable for core French classes. 3 lecture hours. (3 credit hours)

CUL 2302. Food Production III
This course reviews basic cooking methods and techniques and strengthens the understanding and application of culinary terminology, proper care and use of tools, sanitation and safety techniques. Students gain an advanced knowledge of the correct procedures for the following methods: poach, fry, bake, broil, boil, roast, stew, sauté, grill and steam. Students also gain an advanced knowledge of vegetable, pasta, grain and potato cookery and an introduction to the preparation of game, fish, shellfish, lamb and veal. Vegetarian and healthy cooking is covered, along with identification of the components of an entrée and plate presentation. Advanced soups and sauces are also covered. Prerequisites: CUL 1302 and CUL 1303, or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)
CUL 2303. Meat and Seafood
This course is an introduction to meat and meat fabrication for food service operations. In this course, students learn the fundamentals of purchasing specifications, receiving, handling and storing meat, as well as techniques for fabricating cuts for professional kitchens. This course also covers an introduction of the principles of receiving, identifying, fabricating and storing seafood. Identification involves round fish, flat fish, crustaceans and shellfish. Topics include knife skills, yield results, quality checking, product tasting, storage of various types of fish, techniques for fabrication for professional kitchens, special storage equipment and commonly used and underutilized species of fish. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2304. Banquets and Catering
This course teaches students how to cook for large groups. Students learn organizational skills for translation of recipes to large-scale events such as wine dinners, wedding receptions and rehearsals, graduation parties and other events. Buffet-style service including sanitation, presentation and proper flow of food are covered. Plated dinners for 150 and more are taught. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2305. Food Production IV
Students demonstrate their practical knowledge through rotating stations in our culinary kitchen in this course. Students plan, cook and plate meals. Prerequisites: CUL 1302, CUL 1303 and CUL 2302, or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2306. American Regional Cuisine
This course examines regional trends. Northwestern, Southern, Central, Coastal and Eastern American foods are explored, while the interconnection between cookery and immigration patterns is taught. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2307. Healthy Foods/Nutrition
This course discusses the contemporary issues facing our country including food insecurity, obesity and the diabetes crisis, and discusses the role chefs can play in creating a healthy food culture. Specific diets are discussed, and students examine the role a chef could assume in school cafeterias and hospital settings. 3 lecture hours. (3 credit hours)

CUL 2308. Breakfast Cookery
This course is an introduction to the basic skills necessary to prepare breakfast in a food service operation. Students learn to organize and maintain a smooth work flow on the breakfast line, present and garnish food, and the basic methods of egg cookery, quick breads, grains, fruit plates, breakfast beverages, meat and potatoes. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)
CUL 2309. Culinary Competition I
This course is open to students who have completed two semesters and pass a practical skills test. This course prepares students for culinary competitions at the regional and/or national level. Prerequisite: CUL 1302 and CUL 1303, BAK 1301, or permission of instructor. 2 lecture hour, 4 lab hours. (3 credit hours/special course fee)

CUL 2310. International Cuisine
Students prepare, taste, serve, and evaluate traditional, regional dishes of Europe. Emphasis is placed on ingredients, flavor profiles, preparations and techniques representative of the cuisines of the Middle East, Spain, France, and Eastern Europe. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2311. Culinary Apprenticeship I
This capstone course gives students practical experience in a workplace environment that is closely related to classroom theory and lab educational goals. Students enrolled in the ACF Central Arkansas Chapter Apprenticeship Program must complete 4,000 on-the-job training hours in various competency areas and must enroll in the class each semester they are in the Apprenticeship Program. Program faculty work with the employer in providing relevant work experiences and in evaluating the student’s performance. Prerequisites: Consent of program director/instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2312. Culinary Apprenticeship II
This capstone course gives students practical experience in a workplace environment that is closely related to classroom theory and lab educational goals. Students enrolled in the ACF Central Arkansas Chapter Apprenticeship Program must complete 4,000 on-the-job training hours in various competency areas and must enroll in the class each semester they are in the Apprenticeship Program. Program faculty work with the employer in providing relevant work experiences and in evaluating the student’s performance. Prerequisites: Consent of program director/instructor. Prerequisites: CUL 2311. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2313. Culinary Apprenticeship III
This capstone course gives students practical experience in a workplace environment that is closely related to classroom theory and lab educational goals. Students enrolled in the ACF Central Arkansas Chapter Apprenticeship Program must complete 4,000 on-the-job training hours in various competency areas and must enroll in the class each semester they are in the Apprenticeship Program. Program faculty work with the employer in providing relevant work experiences and in evaluating the student’s performance. Prerequisites: CUL 2312. 2 lecture hours, 4 lab hours. (3 credit hours/ special course fee)
CUL 2314. Culinary Apprenticeship IV
This capstone course gives students practical experience in a workplace environment that is closely related to classroom theory and lab educational goals. Students enrolled in the ACF Central Arkansas Chapter Apprenticeship Program must complete 4,000 on-the-job training hours in various competency areas and must enroll in the class each semester they are in the Apprenticeship Program. Program faculty work with the employer in providing relevant work experiences and in evaluating the student’s performance. Prerequisites: CUL 1213. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2315. Culinary Apprenticeship V
This capstone course gives students practical experience in a workplace environment that is closely related to classroom theory and lab educational goals. Students enrolled in the ACF Central Arkansas Chapter Apprenticeship Program must complete 4,000 on-the-job training hours in various competency areas and must enroll in the class each semester they are in the Apprenticeship Program. Program faculty work with the employer in providing relevant work experiences and in evaluating the student’s performance. Prerequisites: CUL 1214. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2316. Culinary Apprenticeship VI
This capstone course gives students practical experience in a workplace environment that is closely related to classroom theory and lab educational goals. Students enrolled in the ACF Central Arkansas Chapter Apprenticeship Program must complete 4,000 on-the-job training hours in various competency areas and must enroll in the class each semester they are in the Apprenticeship Program. Program faculty work with the employer in providing relevant work experiences and in evaluating the student’s performance. Prerequisites: CUL 1215. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2317. Cuisines of the Southern United States
This course explores the culinary traditions of different regions of the American South including the Tidewater, Low County, Appalachian, Deep South, Mid-South, Southern Louisiana and Texas regions. Prerequisites: CUL 1301 and CUL 1302, or permission of the instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

CUL 2319. Culinary Competition II
This course is open to students who have completed two semesters and pass a practical skills test. This course prepares students for culinary competitions at the regional and/or national level. Prerequisites: CUL 1301, 1302, 1303, and BAK 1301, and permission of instructor, CUL 2309. 2 lecture hours/ 4 lab hours. (3 credit hours/special course)
CUL 2320. Culinary Competition III  
This course is open to students who have completed two semesters and pass a practical skills test.  
This course prepares students at the regional and/or national level.  Prerequisites:  CUL 1301, 1302, 1303 and BAK 1301, permission of instructor and CUL 2319. 2 lecture hours/ 4 lab hours.  (3 credit hours/special course fee)

CUL 2321. Culinary Competition IV  
This course is open to students who have completed two semesters and pass a practical skills test.  
This course prepares students at the regional and/or national level.  Prerequisites: CUL 1301, 1302, 1303 and BAK 1301, permission of instructor and CUL 2320. 2 lecture hours/ 4 lab hours. (3 credit hours/special course)

CUL 2322. French Regional Cuisine  
Each region of France is proud of its specialty dishes.  This course will teach students how to make the specialty dishes of selected regions, providing a foundational repertoire of French regional cuisine.  Technique will be learned according to the French tradition, maintaining authentic flavors and presentation. Prerequisite: CUL 1302 or permission of instructor. 2 lecture hours, 4 lab hours.  (3 credit hours/special course fee)

CUL 2323. Restaurant Patisserie  
This class offers recipes and techniques for the creation of individually plated desserts that are as beautiful to the eye as they are to the palate. Special emphasis will be on finishing: creating structural appeal in plating and complementing with sauces, coulis and garnishes to enhance the base recipe flavors.  Prerequisite: CUL 1302, BAK 1301 and BAK 1302 or permission of instructor. 2 lecture hours, 4 lab hours.  (3 credit hours/special course fee)

CUL 2324. Food Preservation History  
This course covers the history of food preserving starting with English cookery methods of the 17th century. This class explores Martha Washington’s Booke of Cookery from 1799 to Amelia Simmons’ first American cookbook of 1796. Their methods over the centuries have uses in our modern Garde Manger kitchens today. This class will perfect the students’ knowledge and skills in food preservation techniques throughout our history. (3 credit hours)

CUL 2325 Canning Freezing, Drying and Preserving  
This course covers what one needs to know to get started in canning and preserving foods. It will include the tradition of canning and preserving, how to get started, deciding what to can and preserve, and how to make jams, jellies, condiments, beverages, and how to preserve herbs, meats and seafood. The course will explore the various methods of canning and preserving, water bath, pressure canning, and equipment used in the processes. 2 lecture hours/ 4 lab hours. (3 credit hours/ special course fee)
DEN 1103. Dental Science
This course includes a unit on dental anatomy, which is the study of the development of the head and neck, face, and oral cavity, along with the form and function of the structures of the oral cavity, including innervation, circulation and mastication. It also includes disease transmission/ infection control, a unit that prepares students with the knowledge and skills to prevent disease transmission through infection control procedures. (3 credit hours/special course fee)

DEN 1203. Biomedical Science
This course includes the study of anatomy and physiology, which introduces the student to basic structure and function of each system of the body and their contributions to the body as a whole. Emphasis is placed on anatomical structures of the head and neck and their effect on salivation, deglutition and respiration. A unit on microbiology/oral pathology includes historical contributions to the study of microbiology, recognition of growth patterns and means of destruction. Body defense to inflammation, healing and repair, various types of lesions of the oral cavity, including cancer and secondary oral disorders is also included. The study of therapeutics includes a brief history of drugs, methods of administration, drug effect terminology and commonly used drugs in the treatment of oral lesions, anxiety and pain control. (3 credit hours/special course fee)

DEN 1303. Clinical Science I
This course includes an orientation of the dental profession, which is historical information on the dental profession from early times to the present. Basic information concerning education and licensure of the dentist and each member of the dental health team with emphasis on the dental assistant is included. A unit on legal and ethical aspects of dentistry introduces the ethical principles and laws that pertain to the state and national practice of dentistry, including the dentist and all members of the dental health team. In the unit on medical and dental emergencies, the fundamental principles, skills, preventive measures and knowledge to function effectively in various emergency situations that may arise in the dental office are studied. Cardiopulmonary resuscitation (CPR) training for certification is included. (3 credit hours/special course fee)

DEN 1404. Chairside Assisting I
This course provides background knowledge for clinical practice and prepares students to develop competence in performing assignments in general dentistry, including an introduction to the dental specialty practices. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

DEN 1504. Dental Materials I
This course provides students with an understanding of dental materials used in intraoral and lab procedures, including experience in manipulation. 3 lecture hours, 3 lab hours. (4 credit hours/ special course fee)
DEN 1603. Dental Radiography I
Students receive a fundamental knowledge of the basic principles of radiation physics to produce x-rays, biological effects of ionizing radiation, safety, radiographic quality assurance, exposure techniques, processing, mounting and evaluation of finished radiographic images. 2 lecture hours, 2 lab hours. (3 credit hours/special course fee)

DEN 1702. Preventive Dentistry
This course prepares students to provide oral health instruction and basic nutritional counseling. In addition, instruction is given and competence is gained in coronal polishing, sealant placement and fluoride application. 2 lecture hours, 1 lab hour. (2 credit hours/special course fee)

DEN 2101. Dental Materials II
This course is a continuation of Dental Materials I. The course provides students with an opportunity to gain competence in the manipulation of dental materials. 1 lecture hour, 1 lab hour. (1 credit hour/special course fee)

DEN 2201. Dental Radiography II
This course is a continuation of Dental Radiography I. The course provides students with an opportunity to gain competence in exposure, processing and interpretation skills of dental radiographs. 2 lab hours. (1 credit hour/special course fee)

DEN 2303. Chairside Assisting II
This course is a continuation of Chairside Assisting I, with an emphasis on dental specialty practices and improving competency in chairside procedures. 3 lecture hours, 1 lab hour. (3 credit hours/special course fee)

DEN 2405. Clinical Science II
This course introduces students to practical management, which provides information and practice in performing general duties in the typical dental business office, including maintaining financial records, and applying for and gaining and maintaining employment. The applied psychology unit introduces the principles of the psychological aspects of behavior of the dental patient during treatment communication between the dentist, patient and members of the dental health team. Stress-coping mechanisms and verbal and nonverbal communication are emphasized. (5 credit hours/special course fee)

DEN 2508. Clinical Practice and Seminars
Students perform dental assisting duties in off-campus facilities under the supervision of a dentist and his or her staff. This begins the fifth week of the second semester, Monday through Thursday of each week for approximately eight hours a day with students returning to campus on Fridays to continue theory, lab units and seminar-type activities. No stipend is received for any portion of the off-campus clinical experience. 1 lecture hour, 23 lab hours. (8 credit hours/special course fee)
DEVELOPMENTAL EDUCATION

Developmental (DEVE) courses do not apply toward degree requirements and are not included in the cumulative grade-point average.

DEVE 0110. Reading Bridge
This eight-week, open-exit course provides an overview in building a college-level vocabulary and developing and applying critical reading and thinking skills. Students must work through an individualized, prescribed plan of study until they complete the coursework and pass the COMPASS exam with a score of 83 or above on the Reading test. Prerequisite: COMPASS Reading Skills test score from 78 to 82, or a score of 18 on the Reading section of the ACT. This course requires an online learning component. The final grade will be CR (credit) or NC (no credit). (1 credit hour)

DEVE 0121. Composition Bridge
This eight-week, open-exit course provides an overview in writing and correcting common writing errors. Students must work through an individualized, prescribed plan of study until they complete the coursework and pass the COMPASS exam with a score of 80 or above on the Writing Skills test. Prerequisite: COMPASS Writing Skills test score from 75 to 79, or a score from 17 to 18 on the English section of the ACT. This course can be a stand-alone course or a co-requisite of ENGL 1311 English Composition I. This course requires an online learning component. The final grade will be CR (credit) or NC (no credit). (1 credit hour)

DEVE 0132. Algebra Bridge
This eight-week, open-exit course provides an overview in factoring polynomials, rational expressions, exponents, and radicals, solving quadratic equations and problem-solving techniques. Students must work through an individualized, prescribed plan of study until they complete the coursework and pass the COMPASS exam with a score of 49 or above on the Algebra test. Prerequisite: COMPASS Algebra test score from 45 to 49, or a score of 19 or 20 on the Algebra section of the ACT. This course requires an online learning component. The final grade will be C (credit) or NC (no credit). (1 credit hour)

DEVE 0313. Fast Track Reading Improvement
This course is designed for students who need further instruction and assistance in identifying implied main ideas, patterns of organization, inferences, author’s purpose and tone, and recognizing the difference between fact and opinion. Prerequisite: DEVE 0312 with a grade of “C” or better, a COMPASS Reading Placement test score from 62 to 71, or a score from 13 to 15 on the reading section of the ACT. Students must successfully complete Reading Improvement before enrolling in DEVE 0316, 0317, OR 0110 (College Reading) the following semester. This course requires an online learning component. The final grade will be A, B, C or NC (no credit) This eight-week course will meet for six hours per week. (3 credit hours)
DEVE 0314. Reading Improvement
This course is designed for students who need further instruction and assistance in identifying implied main ideas, patterns of organization, inferences, author’s purpose and tone, and recognizing the difference between fact and opinion. Prerequisite: DEVE 0312 with a grade of “C” or better, a COMPASS Reading Placement test score from 62 to 71, or a score from 13 to 15 on the reading section of the ACT. Students must successfully complete Reading Improvement before enrolling in DEVE 0316 or DEVE 0317 (College Reading) the following semester. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (3 credit hours)

DEVE 0316. College Reading
This course includes the following concepts: building a college-level vocabulary through the study of word parts and context clues, developing and applying critical reading and thinking skills, and practice reading across the disciplines. Prerequisite: DEVE 0313 or 0314 with a grade of “C” or a COMPASS Reading Placement test score from 72 to 82, or a score from 16 to 18 on the reading section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (3 credit hours)

DEVE 0317. Fast Track College Reading
This course includes the following concepts: building a college-level vocabulary through the study of word parts and context clues, developing and applying critical reading and thinking skills, and practice reading across the disciplines. Prerequisite: DEVE 0313 or 0314 with a grade of “C” or a COMPASS Reading Placement test score from 72 to 81, or a score from 16 to 18 on the reading section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). This eight-week course will meet for six hours per week. (3 credit hours)

DEVE 0319. Foundations of Reading and Writing
This course develops college-level literacy by integrating reading and writing skills. This is a fast-paced, reading intensive course, combining the requirements for Reading Improvement and English Skills. Prerequisite: Compass Reading Placement test score from 58 to 71, or a score from 13 to 15 on the reading section of the ACT, as well as a Compass Writing Skills Placement test score from 0 to 40, or a score of 13 or below on the English section of the ACT. (3 credit hours)

DEVE 0320. Foundations of Reading and Writing for Allied Health.
This course introduces allied health majors to health care concepts through instruction in reading, vocabulary development, and writing within the content related to allied health. Reading comprehension, writing, and application of critical thinking skills are emphasized. Allied Health readings are used as a basis for integrated reading and writing assignments. This course integrates the requirements for Reading Improvement and English Skills. Prerequisite: Compass Reading Placement test score from 62 to 71, or a score from 13 to 15 on the reading section of the ACT, as well as a Compass Writing Skills Placement test score from 0 to 40, or a score of 13 or below on the English section of the ACT. (3 credit hours)
DEVE 0321. Advanced Reading and Composition Strategies
This course provides academic support for students enrolled in English Composition I. The course assists students in processing English Composition I content. It integrates reading, writing proficiency and critical thinking skills. It combines College Reading and Composition Fundamentals. Prerequisite: DEVE 0313 or 0314 with a grade of C or better, or a Compass Reading Placement test score from 72-82 or a score from 16-18 on the reading section of the ACT as well as DEVE 0322 or 0327 with a grade of C or better or Compass Writing Skills Placement test score from 41-79, or a score of 14 to 18 on the English section of the ACT. (3 credit hours)

DEVE 0322. English Skills with Lab
This course provides an intensive review of grammar and practice in spelling, punctuating, capitalizing, identifying sentence structures and basic writing. Placement scores: A COMPASS Writing Skills Placement test score from 0 to 40, or a score of 13 or below on the English section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (3 credit hours)

DEVE 0324. English Composition Fundamentals with Lab
This course provides practice in writing, from paragraph construction to essay writing, and an overview of correcting and identifying common writing errors. Prerequisite: DEVE 0322 or 0327 with a grade of “C” or better or DEVE 0342 with a grade of C or better, or a COMPASS Writing Skills test score from 41 to 79, or a score from 14 to 18 on the English section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (3 credit hours)

DEVE 0327. Fast Track English Skills with Lab
This course provides an intensive review of grammar and practice in spelling, punctuating, capitalizing, identifying sentence structures and basic writing. Placement scores: A COMPASS Writing Skills Placement test score from 0 to 40, or a score of 13 or below on the English section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). This eight-week course will meet for six hours per week (3 credit hours)

DEVE 0328. Fast Track English Composition Fundamentals with Lab
This course provides practice in writing, from paragraph construction to essay writing, and an overview of correcting and identifying common writing errors. Prerequisite: DEVE 0322 or 0327 with a grade of “C” or better or DEVE 0342 with a grade of C or better, or a COMPASS Writing Skills test score from 41 to 79, or a score from 14 to 18 on the English section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). This eight-week course will meet for six hours per week (3 credit hours)
DEVE 0334. Pre-Algebra Skills with Lab
This course includes, but is not limited to, the following concepts: addition, subtraction, multiplication and division of whole numbers; operations on integers, fractions, and decimals; exponents and order of operations on integers, fractions, decimals and variable expressions. Placement is determined by a COMPASS Algebra test score of 22 or less, or a score of 15 or less on the mathematics section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (3 credit hours)

DEVE 0335. Fast Track Pre-Algebra Skills with Lab
This course includes, but is not limited to, the following concepts: addition, subtraction, multiplication and division of whole numbers; operations on integers, fractions, and decimals; exponents and order of operations on integers, fractions, decimals and variable expressions. Placement is determined by a COMPASS Algebra test score of 22 or less, or a score of 15 or less on the mathematics section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). This eight-week course will meet for six hours per week (3 credit hours)

DEVE 0336. Elementary Algebra with Lab
This course includes, but is not limited to, the following concepts: solving linear equations and inequalities in one variable; graphing linear equations and inequalities in two variables; operations on exponents and polynomials; and problem-solving techniques. Prerequisite: DEVE 0334 or 0335 with a grade of “C” or better, a COMPASS Algebra placement test Score from 23 to 32, or a score of 16 or 17 on the mathematic section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (3 credit hours)

DEVE 0337. Fast Track Elementary Algebra with Lab
This course includes, but is not limited to, the following concepts: solving linear equations and inequalities in one variable; graphing linear equations and inequalities in two variables; operations on exponents and polynomials; and problem-solving techniques. Prerequisite: DEVE 0334 or 0335 with a grade of “C” or better, a COMPASS Algebra placement test Score from 23 to 32, or a score of 16 or 17 on the mathematic section of the ACT. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). This eight-week course will meet for six hours per week (3 credit hours)

DEVE 0338. Intermediate Algebra with Lab
This course includes, but is not limited to, the following concepts: factoring polynomials, rational expressions, exponents, and radicals, solving quadratic equations and problem-solving techniques. Prerequisite: DEVE 0336 OR 0337 with a grade of “C” or better, a COMPASS Algebra placement test score from 33 to 49, or a score from 18 to 20 on the mathematics section of the ACT. This course requires an online learning component. Final grade will be A, B, C or NC (no credit). (3 credit hours)
DEVE 0339. Fast Track Intermediate Algebra with Lab
This course includes, but is not limited to, the following concepts: factoring polynomials, rational expressions, exponents, and radicals, solving quadratic equations and problem-solving techniques. Prerequisite: DEVE 0336 OR 0337 with a grade of “C” or better, a COMPASS Algebra placement test score from 33 to 49, or a score from 18 to 20 on the mathematics section of the ACT. This course requires an online learning component. Final grade will be A, B, C or NC (no credit). This eight-week course will meet for six hours per week (3 credit hours)

DIESEL TECHNOLOGY

DTM 1003. Tractor/Trailer Operation
This course focuses on the operation of a tractor and trailer in and around the freight terminal with basic yard maneuvering skills such as straight up and back parking, right-hand turns, alley docking and tractor trailer coupling. Classroom instruction focuses on safety, rules and policies of proper truck driving. 2 lecture hours, 3 lab hours. (3 credit hours/special course fee)

DTM 1103. Diesel Fundamentals
A study of the theory of diesel engines — Cummins, Detroit, Cat and Mack — and related components, functions, engine design, measuring devices, and tools is the focus of this course. Students gain knowledge in proper use of service manuals and parts and labor manuals and in developing work habits that promote general and overall safety. Content includes supervised diesel engine and related components, such as fuel pumps, oil coolers, air compressors and air conditioning and repair techniques. (3 credit hours/special course fee)

DTM 1204. Diesel Engines
Basic fundamentals of internal combustion engines, different types of engine cylinder and valve arrangements, ignition, fuel, lubrication, air induction and cooling systems are examined in this course. Laboratory work includes disassembly and reassembly of engines and component parts, with emphasis on diagnosis and repair and tractor operation. Proper use of tools and safety are emphasized. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

DTM 1302. Electrical/Electronic Systems
This course teaches basic electricity, magnetism and circuitry as they pertain to diesel equipment. Course covers batteries, charging, starting and accessory circuits with emphasis on testing, maintenance and repair. The electronic systems of Peek, Pace and D-Deck II are studied. Safety and special tools are emphasized. 1 lecture hour, 2 lab hours. (2 credit hours/special course fee)

DTM 1403. Workplace Safety
This course covers the basics of workplace safety for diesel mechanics. Classroom instruction and shop demonstrations emphasize personal safety of hands, feet, eyes, back and safety with hand tools, power tools and operation of equipment. (3 credit hours/special course fee)
DTM 1502. Diesel Fuel Injection Systems
A study of fuel injection systems and operational principles, including removal and replacement of pumps and injectors, timing and troubleshooting is the focus of this course. Safety and the use of special tools are emphasized. 1 lecture hour, 2 lab hours. (2 credit hours/special course fee)

DTM 1603. Power Trains
This course is a study of the different types of gears and their arrangements, clutches, transmissions (manual and fluid drive), transfer cases, differentials and final drives. Content includes removal, disassembly, inspection and repair in lab assignments. Emphasis is placed on safety and special tools. 2 lecture hours, 2 lab hours. (3 credit hours/special course fee)

DTM 1702. Air Conditioning Systems
This course covers the operational principles of air-conditioning systems and related components as applied to diesel equipment with emphasis on testing, maintenance and repair. Emphasis is also placed on safety and special tools. 1 lecture hour, 2 lab hours. (2 credit hours/special course fee)

DTM 1803. Brake Systems
This course is a study of the different types and makeup of mechanic, air and hydraulic brake systems. Emphasis is placed on maintenance, repair, safety and special tools. 2 lecture hours, 2 lab hours. (3 credit hours/special course fee)

DTM 1904. Servicing Road Tractors and Trailers
This course includes supervised hands-on driving of tractor and trailer; oil, filters and lubrication of tractor and trailer; tandem alignment and brake repair; and troubleshooting of tractor and trailer. 2 lecture hours, 5 lab hours. (4 credit hours/special course fee)

DIGITAL MEDIA PRODUCTION
DMP 1301. Introduction to Digital Production
This course covers the basics of digital video and audio production. Students are exposed to all aspects of the DMP Program. (3 credit hours/special course fee)

DMP 1302. Introduction to the Mac
This course introduces students to the fascinating and elegant universe of the Mac and its operating system. Topics include: Basic Mac functions, interfaces, software maintenance, keystroke distinctions (Mac vs. Windows) and troubleshooting. (3 credit hours/special course fee)

DMP 1303. Intro to Web 2.0
This course offers a study in today’s interactive Web 2.0 applications and tools, including blogging, podcasting, wikis, social networking and more. (3 credit hours/special course fee)
DMP 1304. Introduction to Computer Graphics
This course is an introduction to the graphic programs Adobe Illustrator and Adobe Photoshop. Students learn to create images using the various tools and capabilities of these programs. This course also covers image scanning, photographic retouching, printing and fundamental artistic concepts with regard to aesthetics, composition, color theory and how these two programs interrelate. This class also explores real-life applications for these skills such as website design, illustration, graphic design, production layout, photo retouching and freelancing. (3 credit hours/special course fee)

DMP 1305. Digital Cinematography I
This course covers cinematography and its evolution from film to digital. Topics include: camera and lens types, knowing the camera, depth of field, framing the shot, timecode basics, acquisition methods and the role of the camera assistant. (3 credit hours/special course fee)

DMP 1306. Digital Page Layout and Design
This course includes page layout design and pre-press production practices using Adobe InDesign. (3 credit hours/special course fee)

DMP 1307. Introduction to Recording Software
Introduction to Recording Software will introduce students to the DAW (Digital Audio Workstation). Students will learn how to create and manage a project/session, manage audio input and output, use basic functions within a DAW, and output recorded media.

DMP 1308. Introduction to Editing
This course covers video editing fundamentals. Topics for the first half of the course include: history of the editorial process. The second half of the course introduces students the concepts of non-linear editing and the primary tools involved. (3 credit hours/special course fee)

DMP 1310. Intro to Web Design
Essentials of creating HTML documents are presented in this course. The course introduces students to elements of graphic design and layout and offers practical experience creating, formatting, enhancing and programming Web pages using HTML. Students create basic pages that include simple text, links, and in-line images, tables, frames, fonts and multimedia using both HTML and an HTML editor. (3 credit hours/special course fee)

DMP 1311. Web Research
This course provides students with research techniques on the Internet with special emphasis on the business environment. This course introduces the student to conducting searches using a variety of Internet search engines, searching databases online, and subscribing to databases and e-mail lists. (3 credit hours/special course fee)
DMP 1312. E-Commerce
This course is an introduction to business use of the Internet through the examination of current applications. Focusing on Internet, intranets and other online technologies in business, students investigate and evaluate various strategies and technologies for buying and selling on the World Wide Web. (3 credit hours/special course fee)

DMP 2304. Music Production I
This course explores the techniques of audio recording for the music industry. Topics include: microphone types and uses, V/U metering and “the tone,” recording concepts and digital audio theory. (3 credit hours/special course fee)

DMP 2305. Digital Cinematography II
This course covers Advanced Cinematography from the lens to the “magazine.” Topics include: zoom vs. prime lenses, frame rates, filtration, and the role of the “DP.” Prerequisite: DMP 1305. (3 credit hours/special course fee)

DMP 2306. Graphic Design I
This course is an exploration of the formal elements of design including composition, color, texture, and shape in the form of applied visual problem-solving exercises in which typography and meaningful content are added in order to shape the work into effective graphic design communications. Prerequisites: DMP 1304. (3 credit hours/special course fee)

DMP 2311. Animation
This class focuses on the most efficient work practices for developing both interactive and view only animations. The course will cover the most basic and primitive forms of animation (like frame by frame or flipbook animation) as well as how to create sophisticated graphics and animations using the various effects and techniques that Adobe Flash has to offer. (3 credit hours/special course fee)

DMP 2312. Web Server Administration
This course is an introduction to website maintenance and administration with special emphasis on website security, protection of proprietary information and network stability using firewalls, security protocols and encryption. Prerequisite: CIS 2523 or DMP 1310. (3 credit hours/special course fee)

DMP 2314. Music Production II
This course explores more advanced techniques of audio recording for the music industry. Topics include: multi-track techniques, editing concepts, mixing and mastering. Prerequisite: DMP 2304. (3 credit hours/special course fee)
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DMP 2315. Advanced Web Design
This course covers web page design using advanced design concepts and popular languages such as PERL, JavaScript, Dynamic HTML, Active-X, CGI Script and frames. Prerequisites: CIS 2523 or DMP 1310. Prerequisites: CIS 2523 or DMP 1310. (4 credit hours/special course fee)

DMP 2316. Graphic Design II
This course covers various design and typographic principles and approaches in graphic design and applies them to design projects of moderate and increasing complexity. Emphasis is on development of portfolio quality, strong concepts that communicate persuasively and effectively both type and image in a variety of 2D, 3D and interactive prototypes. Prerequisite: DMP 2306. (3 credit hours/special course fee)

DMP 2320. Design Portfolio
Students prepare a portfolio for a job search that demonstrates professional competence in design, concept, technical skills, and craft and meets high standards of excellence. New projects are combined with project revisions to create a comprehensive, market-ready portfolio presentation reflecting each student’s best and unique capabilities. Open only to certificate students who have completed or will concurrently complete all other certificate requirements. (3 credit hours/special course fee)

DMP 2321. Sound for Film
This course will focus on the technique of planning to record and recording audio for film and video. This course will also focus on the post-production elements of editing and designing sound for film and video. (3 credit hours/special course fee)

DRAFTING AND DESIGN TECHNOLOGY

DFT 1005. Drawings and Specifications
This course introduces basic construction drawings and specification interpretation. Emphasis is placed on construction drawings and blueprint reading, CSI specifications and master format, project manual, shop drawings, as-built drawings and proper construction terminology. Prerequisites: Completion of MTH 1203 Tech Math II with grade of B or better or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math and CIS 1103 Computer Concepts. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours/special course fee)

DFT 1104. Print Reading and Sketching
This course is for drafting and design technology students and is designed to initiate the student to basic boardwork, sketching and lettering. Students complete a set of residential drawings that demonstrate the fundamentals of boardwork: drawing, dimensioning, geometric construction, orthographic projection and reading plans for interpretation. This course is also designed for
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construction technology students and helps them understand orthographic views, dimensioning, lettering, free hand three-dimension sketching and plan reading. Students are also introduced to computer-aided drafting (CAD). 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

DFT 1205. Introduction to Computer Aided Drafting (CAD)
This course introduces students to CAD software and explores basic constructions, dimensioning, editing and drawing manipulation functions. Students complete a variety of drawings that develop the skills needed to complete a residential floor plan. Prerequisites: Completion of MTH 1203 Tech Math II with grade B or better or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math and CIS 1103 Computer Concepts. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours) (5 credit hours/special course fee)

DFT 1305. Architectural (CAD) Drafting
Using CAD, students complete the architectural portion of a commercial set of plans in this course. This includes floor plan, foundation plan, sections, elevations, details, custom stairs, and millwork. Students are required to provide laptops and flash drives. Review Autodesk Revit Certification Examination. Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade of B or higher. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours/special course fee)

DFT 1405. Structural (CAD) Drafting
In this course, students develop structural plans for commercial and industrial buildings with details for construction, fabrication and bill of materials using CAD software. Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade of B or higher. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours /special course fee)

DFT 1505. Mechanical (CAD) Drafting
In this course, students complete a study of the concepts and functions of sectional and auxiliary view drawings using a computer and AutoCAD software. Fundamentals of working drawings, including detail and assembly drawings and technical data are covered. Prerequisites: DFT 1205, DFT 2103 and DFT 1005. (5 credit hours/special course fee)
COURSE DESCRIPTIONS

DFT 1605. Estimating
In this course, students complete a bid for a residential unit, are introduced to the basic methods of estimating and the systems commonly used to complete quantity surveys, use plans and specifications for bid development, and become familiar with the basic principles of construction time requirements and project scheduling. Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade of B or higher. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours/special course fee)

DFT 1705. Basic Building Information Modeling (BIM)/ REVIT (CAD) Drafting
This course covers the basic principles of Basic Building Information Modeling (BIM) through the use of Revit Architecture. Students are introduced to the tools of Revit Architectural CAD software and parameter modeling. Fundamental concepts to be presented include user interface, parameters, and families, massing, rendering and printing. Prerequisites: Completion of MTH 1203 Tech Math II with B or higher or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math and CIS Computer Concepts. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours/special course fee)

DFT 2103. Construction Techniques and Methods
This course is for drafting and design technology students and introduces students to building construction methods used in light and heavy framed structures. The course also introduces construction technology students to employment opportunities in the construction trades. Students develop skills to interpret architectural plans. This course also introduces students to construction techniques, basic materials, and tools and hardware used in light and heavy framed structures. (3 credit hours/special course fee)

DFT 2505. Advanced (CAD) Drafting
The Advance CAD is a Capstone course that covers advance topics using BIM/Revit, constructs modeling, 3-D solids, rendering techniques, and CAD customization and other 3-D processes. Review of Autodesk Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade of B or higher. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours/ special course fee)

DFT 2605. HVAC, Plumbing and Electrical (CAD) Drafting
Using CAD REVIT, students complete the mechanical, electrical and plumbing portion of a commercial set of plans in this course. This includes heating, ventilating and air conditioning, electrical lighting and power, plumbing and related schedules and details. Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade of B or higher. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours/special course fee)
DFT 2705. Building Information Modeling (BIM)/REVIT Management (CAD) Drafting
This course extends the use of BIM/Revit covering BIM in more detail. Students take a deeper look at the tools of Revit Architecture and parametric modeling. The course covers advanced topics using Revit software, construction modeling, 3-D solids, rendering techniques, and CAD customization and other 3-D processes. Prerequisites: DFT 1205, DFT 1705, and DFT 1005 with grade of B or better. Students are required to provide a laptop computer, mouse and flash drive. Visit with a DFT program advisor for computer specification. (5 credit hours/special course fee)

EARLY CHILDHOOD DEVELOPMENT

ECD 1003. Foundations of Early Childhood Education
This course is designed to acquaint students with the historical roles of families in their children’s development. Students become familiar with the theories supporting early childhood education and learn how to develop an effective program designed uniquely for children birth to eight. Students also obtain knowledge of state and federal laws pertaining to the care and education of young children. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours/special course fee)

ECD 1103. Child Growth and Development
This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds from within and outside of the United States. Students are introduced to methods to observe and evaluate children’s development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of 5 hours of observation. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Prerequisite: DEVE 0316, 0317, OR 0110 with a grade of “C” or better, a COMPASS Reading Placement test score of 8383 and above, or a score of 19 and above on the reading section of the ACT. (3 credit hours/special course fee)

ECD 1113 Strengthening Families
This course is the study of the principles and skills necessary for effective communications between caregiver/teacher and parents in the childcare/school settings. Students will develop an understanding of the types of programs teachers and providers can offer parents to promote healthy child development leading to future successes in school experiences. This course will complement the Arkansas Better Beginnings requirements that address Strengthening Families prevention strategies. (3 credit hours/special course fee)
ECD 1013. CDA Portfolio and Field Experience  
This course is designed for students to complete 20 hours of field experience in four levels of early child care and to complete the professional portfolio required for students to apply to Washington, DC for the CDA Credential. Students are required to have clear maltreatment and criminal background checks and a current student ID. (3 Credit hours/special course fee)

ECD 1203. Environments for Young Children  
This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are age, stage and culturally appropriate for children birth to five. (3 credit hours/special course fee)

ECD 1423. Advanced Field Experience  
Students are required to demonstrate competency in the following areas: health and safety, interaction with children, implementation of curriculum, personal qualities, professionalism and working with staff. These areas are aligned to NAEYC Associate Degree Standards. Students are required to respond to weekly journals through the PTC Blackboard Online System. Students are also required to complete a minimum of 96 clock hours of observation and working with young children. Of those 96 clock hours, 12 hours of observation are required in additional mandatory childcare sites. Students are required to have clear maltreatment and criminal background check results and a current student ID prior to going in the field and are employed or volunteer in a licensed childcare facility in order to apply the skills learned in the previous courses. Observation of the student’s work and evaluation of student skills are conducted by instructors. Prerequisites: ECD 1003, ECD 1103, or instructor permission. (3 credit hours/special course fee)

ECD 2503. Health, Safety and Nutrition for the Young Child  
This course focuses on the health, safety and nutritional guidelines for children, birth through eight years of age, child care licensing requirements and activity planning. Emphasis is placed on establishing safe, quality learning environments and practices that respect the diversity of settings, families and teachers who care for young children. Prerequisites: ECD 1003, ECD 1103 and ECD 1203. (3 credit hours/special course fee)

ECD 2803. Special Needs  
This course acquaints students with disabilities they may encounter in the child care setting and familiarizes them with the effects of early intervention and mainstreaming and working on a multidisciplinary team. Students also learn how to adapt traditional materials for children with special needs. Practical application and theory is provided through a five-hour field observation. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. Prerequisites: ECD 2503, and ECTC 2603. (3 credit hours/special course fee)
EARLY CHILDHOOD TEACHING CREDENTIAL

ECTC 2303. Literacy and Language Arts for Early Childhood
This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs, with language rich environments by incorporating the four areas of language: speaking, listening, reading and writing. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Prerequisites: ECD 1423 and EDUC 1301. (3 credit hours/special course fee)

ECTC 2403. Math and Science for Early Childhood
This course familiarizes students with a variety of ways to introduce children birth through pre-kindergarten, including children with special needs, to ideas and concepts related to math and science. Students create activities and plan practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas. Practical application and theory is provided through a 5-hour field observation. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Prerequisites: ECD 1423 and EDUC 1301. (3 credit hours/special course fee)

ECTC 2503. Child Guidance
This course links principles of child development to appropriate methods of guiding children’s behavior for children birth through pre-kindergarten, including children with special needs. Techniques for managing groups of children in the various childcare settings are practiced. This course is part of the Birth through Pre-kindergarten Teaching Credential core. This course includes five hours of field experience. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. Prerequisites: ECD 1423 and EDUC 1301. (3 credit hours/special course fee)

ECTC 2603. Practicum
Students must be employed or volunteer in a licensed childcare facility to apply the knowledge acquired and skills learned in previous coursework. Observation of the student’s work and evaluation of student skills are conducted by instructors following the NAEYC Associate Standards. Students must demonstrate competency in all areas observed and complete a minimum number of clock hours, determined by the institution, of observation and work experience with children birth to five. Emphasis is on the observation of physical, cognitive, language, social and emotional development in connection with previous courses. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. Prerequisites: ECD 1423, ECTC 2303, ECTC 2403 and ECTC 2503. (3 credit hours/special course fee)
ECTC 2703. Preschool Curriculum
This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for children ages three to five years, including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy and social/emotional growth and development. Competencies are based on standards developed by the National Association for the Education of Young Children for quality early childhood settings. Information on the quality approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings, and the Arkansas Frameworks Handbook for Three and Four Year Olds is also covered. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Practical application and theory is provided through a 5-hour field observation. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. Prerequisites: ECD 2503, ECD 2803 and ECTC 2603. (3 credit hours/special course fee)

ECTC 2803. Infant Toddler Curriculum
This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for children ages birth through two years, including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy and social/emotional growth and development. Competencies are based on standards developed by the National Association for the Education of Young Children for quality early childhood settings. Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings, and Arkansas Frameworks Handbook for Infants and Toddlers is also covered. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Practical application and theory is provided through a 5-hour field observation. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. Prerequisites: ECTC 2603. (3 credit hours/special course fee)

ECTC 2903. Future Perspectives of Early Childhood
This course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Ethical Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice and developing a professional portfolio to demonstrate competencies in the skills relating to the NAEYC associate degree standards. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Prerequisites: ECTC 2503, ECTC 2703, ECTC 2803 and ENGL 1312. (3 credit hours/special course fee)
ECONOMICS

ECON 2322. Principles of Microeconomics
This course presents theory and application of microeconomic behavior in regard to individuals and firms, including production, distribution, and exchange of goods and services. Prerequisite: DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT. (3 credit hours)

ECON 2323. Principles of Macroeconomics
This course presents theory and application of macroeconomic behavior as a whole. The course focus is on national and global economic implementation of macroeconomic theory and principles. Prerequisites: DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT. (3 credit hours)

EDUCATION

EEDUC 1301. Introduction to K-12 Educational Technology
This course is designed to provide pre-professional students with an overview of the technologies that are available to enhance teaching and the educational setting. Students are taught basic computer skills and the uses of various software applications (i.e., word-processing, database, spreadsheet, graphics, multimedia, etc.) in the educational setting. Prerequisite: CIS 1103 with a grade of “C” or better or permission of instructor. (3 credit hours/special course fee)

EDUC 2300. Introduction to Education
This course is designed to provide the student with an overview of teaching as a profession. A primary goal for this course is to allow students the opportunity to decide if the education profession is an appropriate vocational choice. This course introduces the student to the historical, philosophical and foundational aspects of the discipline. It also introduces the vocabulary unique to the field of education. Each student is required to complete a minimum of 20 hours of observation within cooperating schools. Each student must complete the required paperwork for these observations. Students are required to have clear maltreatment and criminal background checks and a current student ID prior to going in the field. Prerequisite: Enrollment by permission of department chair and satisfactory completion of state minimum core. (3 credit hours/ special course fee)
EDUC 2301. Development and Learning Theories
This course introduces the candidate to the physical, cognitive, language/communication, social, and emotional development of individuals from infancy through adulthood. This course surveys six developmental stages: prenatal development, infancy and toddlerhood, early childhood, middle childhood, adolescence, and early adulthood, and the physical, cognitive and emotional changes that occur during these periods. Lectures, discussions, visual presentations, demonstrations, and field experiences are central to this course. Course restricted to K-12 Education majors only. Prerequisite: DEVE 0316, 0317, OR 0110 with a grade of “C” or better, a COMPASS Reading Placement test score of 83 and above, or a score of 19 and above on the reading section of the ACT. (3 credit hours/special course fee)

EDUC 2302. Children’s Literature
The course reviews the major theories and concepts related to cognition, metacognition, and motivation for reading for students in K-12 settings including students with special needs. The course teaches candidates how to analyze and integrate developmentally appropriate literature across a standards-based curriculum--digitally and through traditional print. This is one course in a series of literacy courses for teacher candidates. Fall and/or spring. Course restricted to K-12 Education majors only. Prerequisite: DEVE 0316, 0317, OR 0110 with a grade of “C” or better, a COMPASS Reading Placement test score of 83 and above, or a score of 19 and above on the reading section of the ACT. (3 credit hours/special course fee)

EDUC 2303. Praxis Core Preparation
This course is designed to provide students with the necessary fundamental skills and test information to become better prepared for the Praxis Core examination. It may also be useful to students who are preparing for other standardized tests of foundational academic knowledge. Students must be sophomore level or have the Dean’s approval before registering for this class. (3 credit hours/special course fee)

MATH 2330. Math for Teachers I
This course is for education majors only, with an emphasis on teaching mathematics in P-4 and middle school. This is not a methods course. The course focuses on sets, logic and numbers with emphasis on the axiomatic development of the real numbers. Prerequisite: MATH 1302 with a grade of “C” or better. (This course may not be used to satisfy the Associate of Arts or Associate of Applied Science mathematics requirement.) (3 credit hours)

MATH 2340. Math for Teachers II
This course is for education majors only, with an emphasis on teaching mathematics in P-4 and middle school. This is not a methods course. The course focuses on mathematical systems, elementary algebra, probability and statistics, and geometry with applications. Prerequisite: MATH 2330 with a grade of “C” or better. (This course may not be used to satisfy the Associate of Arts or Associate of Applied Science mathematics requirement.) (3 credit hours)
EDUCATION PHYSICAL ACTIVITY

EDPA 1100. Walking for Life
An elective educational activity course, this course emphasizes the development of an individual level of walking performance. Practical applications acquaint students with the principles of exercise and the components of an effective cardiovascular workout to achieve fitness through a walking program. (1 credit hour)

EDPA 1101. Aerobics
An elective educational activity course, this course emphasizes the development of an individual exercise program through aerobic exercise. Practical applications acquaint students with the principles of exercise and the components of an effective cardiovascular workout to achieve fitness through aerobic exercise. (1 credit hour)

EDPA 1105. Beginning Karate
An elective educational activity course, this course introduces students to the theory and practice of fundamental Karate. Emphasis is on the development of skills, rules, regulations and necessary equipment. Practical applications acquaint students with the principles of exercise and the skills to appreciate the benefits of physical exercise. (1 credit hour)

EDPA 1107. Stretch/Stress
An elective educational activity course, this course introduces a series of relaxation and effective stretches to help relieve tension and increase flexibility and range of motion. The stress reduction section provides techniques to help relieve stress and tension. Practical applications acquaint students with the principles of exercise and the skills to appreciate the benefits of physical exercise. (1 credit hour)

EDPA 1108. Self-Defense
An elective educational activity course, this course introduces students to the fundamentals of self-defense designed to present the scientific principles of gravity and body control over opposing forces as a self-protective device. Practical applications acquaint students with the principles of self-defense and provide instruction on body movement. (1 credit hour)

EDPA 1110. Beginning Strength Building
An elective educational activity course, this course emphasizes the development of an individual strength training program using resistance bands and handheld weights, resulting in muscular strength and endurance. This course is appropriate for all ages and fitness levels. (1 credit hour)
EDPA 1111. Intermediate Aerobics
An elective educational activity course, this course is a continuation of Aerobics and emphasizes the continuing development of an individual exercise program through aerobic exercise. Continued practical applications acquaint students with the principles of exercise and the components of an effective cardiovascular workout to achieve fitness through aerobic exercise. Prerequisite: EDPA 1101. (1 credit hour)

EDPA 1112. Advanced Aerobics
A continuation of the advanced study and practice of aerobics. Continued practical applications acquaint students with the principles of exercise and the components of an effective cardiovascular workout to achieve fitness through aerobic exercise. Prerequisite: EDPA 1111. (1 credit hour)

EDPA 1113. Intermediate Walking for Life
An elective educational activity course, this course is a continuation of Walking for Life and emphasizes the continuing development of an individual level of walking performance. Continued practical applications acquaint students with the principles of exercise and the components of an effective cardiovascular workout to achieve fitness through a walking program. Prerequisite: EDPA 1100. (1 credit hour)

EDPA 1114. Advanced Walking for Life
An elective educational activity course, this course is a continuation of Intermediate Walking for Life and emphasizes the continuing development of an individual level of walking performance. Continued practical applications acquaint students with the principles of exercise and the components of an effective cardiovascular workout to achieve fitness through a walking program. Prerequisite: EDPA 1113. (1 credit hour)

EDPA 1119. Zumba
This course introduces students to a cardiovascular and body toning class through Zumba fitness. This course combines Latin dancing with interval and resistance training for a full-body rhythms workout. (2 credit hours)

EDPA 1201. Introduction to Physical Education and Exercise Science
An elective educational lecture/activity course, this course is designed to provide the knowledge of the history of physical education, exercise science and coaching aspects as well as promote the health and wellness of the individual through engagement in physical activity. (2 credit hours)
EDPA 1211. Lifetime Fitness
An elective educational activity course, this course is designed to promote life fitness behaviors for the well-being of the individual as well provide the knowledge and appreciation of the importance of physical activity for lifelong health, wellness and a quality of life. The different concepts of exercise, nutrition, weight controls and stress management will be emphasized. Activities in the course will provide the student with the opportunity to develop muscular strength, cardiovascular endurance and flexibility. (2 credit hours)

EDPA 1215. Recreational Games I
This course focuses on the study of and participation in recreational games for individuals or groups. It is designed to develop the basic skills, knowledge and techniques of a variety of recreational games. (2 credit hour)

EDPA 1216. Recreational Games II
This course is the continuation of Recreational Games I. It continues to focus on the study of and participation in recreational games for individuals or groups. It is designed to develop the basic skills, knowledge and techniques of a variety of recreational games. Prerequisite: EDPA 1215. (2 credit hour)

EDPA 2301. Teaching Physical Education
This course is designed to help students understand the need for effective K – 6 physical education programs. It will provide the prospective PK-6 school classroom teacher, as well as the PK-6 physical education specialist, with a knowledge base in the principles of physical fitness, elementary physical education curriculum planning and appropriate selection of physical activities for children. The students will be working with hands-on projects integrating the discipline of physical education and other curriculum subjects found in grades PK-6. Proper nutrition for the elementary student will also be discussed. (3 credit hours/special course fee)

ELECTRONICS TECHNOLOGY
ELT 1114. Basic Electrical Circuits
This is an introductory electrical course for all Electronics Technology, Air Conditioning and Refrigeration, Industrial Technology and Industrial Equipment Technology students. Each student receives a computer- aided instruction program (ETCAI) on CD, which simplifies the Ohm’s law calculations. This allows more lab exercises and a preview of electronic devices. Prerequisite: Completion of MTH 1103 or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)
ELT 1214. Circuit Analysis I
This is an introductory electronic course for all ELT and IEL students. However, some Air Conditioning and Refrigeration students may want to take this course because the HVACR field is becoming more electronic. Basic electronic circuit and applications are taught as building blocks to more complicated circuitry. The emphasis is on basic circuit applications rather than design. Students are required to build circuits and evaluate performance. A solid foundation in basic electricity and Ohm’s law is required. Prerequisite: ELT 1114 or consent of instructor. 3 lecture, 3 lab hours. (4 credit hours/special course fee)

ELT 1314. Circuit Analysis II
This course is a continuation of Circuit Analysis I. Whereas Circuit Analysis I emphasized the individual circuits, Circuit Analysis II emphasizes the microprocessor approach to complex circuitry. Application of existing design circuitry to many applications is stressed. Previous engineering-type mathematics is replaced with a “black box” method of study that is very broad-based. Some of the industries studied are security, lighting, HVACR, telephone and process automation. The intent is to prepare the student for a broad range of career options. Prerequisite: ELT 1214 or consent of instructor. 3 lecture, 3 lab hours. (4 credit hours/special course fee)

ELT 1414. Photonics I Fundamentals of Lights and Lasers
Introduction to optics, lasers and fiber-optics. Topics covered: (1) nature and properties of light; (2) handling and positioning of optical elements; (3) light sources and laser safety; (4) basic geometric optics; (5) basic physical optics; (6) principles of lasers. Prerequisite: ELT 1114 or consent of instructor. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

ELT 1514. Photonics II
Continued exploration of optics, lasers and fiber optics. Topics covered: (1) operational characteristics of lasers; (2) specific laser types; (3) optical detectors and human vision; (4) principles of fiber Optic communication; (5) photonic devices for imaging, display and storage; (6) basic principles and applications of holography. Course will include on-line homework which will allow student to practice concepts taught in classroom. Prerequisites: Photonics I Fundamentals of Lights and Lasers, and consent of instructor, 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

ENGLISH
ENGL 1311. English Composition I
This course teaches principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods and critical thinking. Prerequisites: Completion of DEVE 0324, 0328, OR 0121 (Composition Fundamentals) with a grade of “C” or better, a score of 19 or above on the English section of the ACT, a score of 80 or above on the COMPASS Writing Placement test AND completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test. (3 credit hours)
ENGL 1312. English Composition II
This course offers further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods and critical thinking. Prerequisite: Completion of English 1311 (or an equivalent course) with a grade of “C” or better. (3 credit hours)

ENGL 2303. Introduction to Literature
This class focuses on an introduction to the various schools of literary criticism and on application of critical theories to poetry, fiction and drama. Literature is read and analyzed, with the emphasis on understanding and application of the various critical theories. Prerequisites: ENGL 1311 and 1312 with a grade of “C” or better. (3 credit hours)

ENGL 2312. Advanced Composition
This course is designed to prepare students for writing in advanced courses as well as writing in the workplace. This course provides students with the opportunity to master the following types of writing: argumentation, persuasion, exposition and business communication. Prerequisite: ENGL 1312 with a grade of “C” or better. (3 credit hours)

ENGL 2313. Creative Nonfiction
This workshop/lecture class focuses on writing creative nonfiction essays. This genre, also known as literary journalism, gives accounts of actual events and people with artistry and literary technique. Students read and analyze such work and compose original creative nonfiction of their own, with emphasis on elements such as style, grace and voice. Prerequisites: ENGL 1311 with a grade of “C” or better. (3 credit hours)

ENGL 2330. Creative Writing I
This course helps students gain practical experience in the techniques of writing poetry and fiction. Prerequisite: ENGL 1311 with a grade of “C” or better or consent of instructor. (3 credit hours)

ENGL 2331. Creative Writing II
This is an intermediate level workshop/lecture course designed to build on the concepts introduced in Creative Writing I. The main focus of the course is the improvement of student writing of original work in multiple genres. Emphasis is placed on studying the fundamental techniques, theory and practice of creative writing. Requirements for the course include reading and detailed discussion of student and published writing. Prerequisite: ENGL 2330 with a grade of “C” or better. (3 credit hours)

ENGL 2333. English Literature from the Beginning to 1785
Selected works for British literature from its beginnings through the Renaissance are studied in this course. Prerequisites: ENGL 1311 and ENGL 1312 (English composition I and II) with a grade of “C” or better in ENGL 1312. (3 credit hours)
ENGL 2334. English Literature from 1785 to the Present  ACTS # ENGL 2683
Selected works of British literature from the Renaissance to present are studied in this course. Prerequisites: ENGL 1311 and ENGL 1312 (English Composition I and II) with a grade of “C” or better in ENGL 1312. (3 credit hours)

ENGL 2335. American Literature from the Beginning to 1865  ACTS # ENGL 2653
This course presents selected works of American literature from its beginnings to 1865. Prerequisites: ENGL 1311 and ENGL 1312 (English Composition I and II) with a grade of “C” or better in ENGL 1312. (3 credit hours)

ENGL 2336. American Literature from 1865 to the Present  ACTS # ENGL 2663
This course presents selected works of American literature from 1865 to present. Prerequisites: ENGL 1311 and ENGL 1312 (English Composition I and II) with a grade of “C” or better in ENGL 1312. (3 credit hours)

ENGL 2337. World Literature from the Beginning to 1650  ACTS # ENGL 2113
Selected significant works of world literature from ancient, medieval and Renaissance periods are studied in this course. It includes study of movements, schools and periods. Prerequisites: ENGL 1311 and ENGL 1312 (English Composition I and II) with a grade of “C” or better in ENGL 1312. (3 credit hours)

ENGL 2338. World Literature from 1650 to the Present  ACTS # ENGL 2123
Selected significant works of world literature from the Renaissance to the present are studied in this course. It includes study of movements, schools and periods. Prerequisites: ENGL 1311 and ENGL 1312 (English Composition I and II) with a grade of “C” or better in ENGL 1312. (3 credit hours)

ENGL 2340. Mythology
This course provides a general overview of mythology and its relationship to ancient and contemporary cultures. It covers the different purposes and types of myths; the development of myths and mythological characters; the primary characteristics of deities and heroes in myth. Prerequisites: ENGL 1311 and ENGL 1312 (English Composition I and II) with a grade of “C” or better in ENGL 1312. (3 credit hours)

ENGL 2370. Introduction to Fiction
This class focuses on analyzing the craft and significance of fiction. Students read short stories, novellas and short novels and discuss, analyze and write about those works. Prerequisites: ENGL 1311 and 1312 with a grade of “C” or better. (3 credit hours)
ENGL 2380. Introduction to Poetry
This class focuses on analyzing the craft and significance of poetry. Students read poems and discuss, analyze and write about those works. Prerequisites: ENGL 1311 and 1312 with a grade of “C” or better. (3 credit hours)

ENGL 2390. Introduction to Drama
This class focuses on analyzing the craft and significance of drama. Students read dramatic works and discuss, analyze and write about those works. Prerequisites: ENGL 1311 and 1312 with a grade of “C” or better. (3 credit hours)

ENTREPRENEURSHIP
ENTR 1003. Introduction to Entrepreneurship
This course is an introduction to the role of entrepreneurial businesses in the United States, the impact of entrepreneurial businesses on the U.S. and global economy, how ideas become businesses, how entrepreneurs operate within a company, and the general precepts of entrepreneurial businesses. (3 credit hours)

ENTR 2003. Professional Selling/Advertising (Fall Semester Only)
This course is specifically designed to teach the tools of professional selling and advertising methods. Students learn successful sales techniques for retail and non-retail customers. Students also learn to develop an advertising program for products and services and the appropriate medium to use. Prerequisites: BUS 2673, ENTR 1003, ENGL 1311 (3 credit hours)

ENTR 2033. Feasibility and Funding (Spring Semester Only)
This course will develop the student’s knowledge of exploiting, determining, evaluating, funding and implementing strategies for potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of these opportunities. Prerequisites: ACCT 2310, ENGL 1311, ENTR 1003. (3 credit hours)

FILM
FILM 2300. Introduction to Film
This course is designed to enhance the understanding and appreciation of cinema as one of the major art forms of the 20th and 21st centuries. Students study various film techniques and terminology, as well as a variety of films. Students learn to observe films more closely and critically and become active participants in the film experience. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)
FRENCH

FREN 1311. Elementary French I ACTS # FREN 1013
This is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of French-speaking people. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours) (3 credit hours)

ACTS # FREN 1023
This course is a continuation of FREN 1311. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of French-speaking people. Prerequisite: FREN 1311 with a grade of “C” or better, or placement by examination. (3 credit hours)

FREN 2311. Intermediate French I ACTS # FREN 2013
This course is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of French-speaking people. Prerequisite: FREN 1312 with a grade of “C” or better, or placement by examination. (3 credit hours)

ACTS # FREN 2023
This course is a continuation of FREN 2311. It seeks to further develop an intermediate-level proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of French-speaking people. Prerequisite: FREN 2311 with a grade of “C” or better, or placement by examination. (3 credit hours)

GEOGRAPHY

GEOG 1310. Physical Geography ACTS # GEOG 2223
This course examines the nature and character of various components of the physical environment, including weather elements, climate, landforms, soil and natural vegetation. (3 credit hours)

GEOG 2310. Cultural Geography ACTS # GEOG 2113
This course examines various cultures, dynamics of resource utilization and patterns of economic development. (3 credit hours)
GEOLOGY
GEOL 1403. Physical Geology ACTS # GEOL 1114
This course is the study of the earth and the modification of its surface by internal and external processes. It includes examination of the earth’s interior, magnetism, minerals, rocks, landforms, structure, plate tectonics, geological processes and resources. Lab is required. Prerequisite: PHYS 1401 with a grade of “C” or better. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

GERMAN
GERM 1311. Elementary German I
This is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of German-speaking people. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

GERM 1312. Elementary German II
This course is a continuation of GERM 1311. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of German-speaking people. Prerequisite: GERM 1311 with a grade of “C” or better, or placement by examination. (3 credit hours)

HEALTH SCIENCES
HLSC 1300. Concepts of Lifetime Health and Wellness ACTS # HEAL 1003
This course is a study designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices. (3 credit hours)

HLSC 2300. Nutrition
This course is designed to cover the fundamental principles and applications of human nutrition throughout the life cycle. Basic principles of modification for therapeutic diets are integrated throughout this course. (3 credit hours)

HISTORY
HIST 1311. History of Civilization I ACTS # HIST 1113
This course is a study of world civilizations to the early modern period. Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test. (3 credit hours)
HIST 1312. History of Civilization II   ACTS # HIST 1123
This course is a study of world civilizations since the early modern period. Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test. (3 credit hours)

HIST 2311. U.S. History to 1877   ACTS # HIST 2113
This course is a survey of United States history through the Civil War era. Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test. (3 credit hours)

HIST 2312. U.S. History since 1877   ACTS # HIST 2123
This course is a survey of United States history since the Civil War era. Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test. (3 credit hours)

HIST 2355. History of Arkansas
This course covers physiographic and demographic patterns; exploration, settlement and political, social and economic evolution of Arkansas from the Spanish and French excursions to the present; and contemporary policies and government in Arkansas. For teacher certification or elective only. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

HOSPITALITY
HOS 1301. Introduction to Hospitality
This course introduces students to the broad world of hospitality and tourism and to the topics which begin to prepare them for managerial careers in these fields. Any required developmental education courses must be successfully completed before taking this course. 3 lecture hours. (3 credit hours)

HOS 1302. Product ID and Quantity Food Purchasing
Students learn to identify and evaluate food service products in this course. Emphasis is placed on the selection and specification requirements for purchasing the major types of foods, beverages and non-food items. Principles of product identification, proper receiving methods, storing, issuing of inventory items and inventory control are covered. Any required developmental education courses must be successfully completed before taking this course. Prerequisite: CUL 1302 or permission of instructor. 3 lecture hours. (3 credit hours)
HOS 2301. Menu Design and Strategy
This is a comprehensive course teaching the fundamentals of menu planning including industrial, institutional and commercial operations, chef’s menus, banquets, restaurant, wine and spirits, special occasions, prix, ethnic, children’s, dietary and nutritional menus for all meal periods. Students also gain an understanding of menu planning based on equipment needs, station strategy, and skill level of employees and concept in conjunction with the characteristics of menus for commercial use. This course is also designed to allow the students to effectively be able to write and cost out standard recipes to use as a tool in controlling food cost and menu pricing. Merchandising and advertising to a target market are also covered. Prerequisite: CUL 1302 or permission of instructor. 3 lecture hours. (3 credit hours)

HOS 2302. The Restaurant Industry
This course provides students with the opportunity to plan, organize, staff, direct and control a restaurant or bakery café from the perspective of menu design, service, finances, staff, design, layout, production, purchasing and productivity. This course discusses sexual harassment in the workplace, legal issues, staffing and proper training. It integrates material taught in other classes and results in a culminating assignment developed by each student. 3 lecture hours. (3 credit hours)

HOS 2303. Professional Beverage and Wine Studies
This course will provide the student an introduction to building a strong foundation of industry knowledge in wines, spirits, beer and specialty beverages. This will allow the opportunity to gain a deep, multi-sensory understanding of these beverages and their practical applications in the industry. Students will be given the opportunity to pass a certification from London’s Wine and Spirits Education Trust Level 1 Award in Wines. (3 credit hours)

HOS 2304. Dining Room Operations
Students learn front and back-of-the-house operation in an environment that mimics the professional kitchen. Speed, consistency, communication, organization, customer service and teamwork are emphasized. Students are cycled through stations: expediter, stewarding, server, host, bartender, and busser. Prerequisites: HOS 1301, HOS 2302 or permission of instructor. 3 lecture hours. (3 credit hours)

HOS 2305. Food Writing and Social Media
This course focuses on communicating about food clearly and effectively, both as a reviewer/observer outside the foodservice industry and as a professional chef/restaurant owner. Students will practice food writing for traditional media (newspaper, magazines) as well as blogs and social media (Twitter, Facebook). Course will culminate in a final project that includes a blog and social media schedule appropriate for the student’s intended field of work. (3 credit hours)
HOS 2306. Practicum
Students are placed in sponsor houses to gain practical experience in various aspects of the industry. Student goals and evaluation of performance are a cooperative effort between sponsor house and a supervising faculty member. Permission of instructor required. 115 contact hours. (3 credit hours)

HOS 2307. Intermediate Wine and Spirits Studies
Intermediate Wine Studies provides students the foundational knowledge needed in the customer service and sales functions of the hospitality industries. Students study varietals characteristics, sensory evaluation and winemaking techniques. Upon completion of this course, students will be able to demonstrate understanding of the factors that influence the main styles of wine, describe the characteristics of the principal grape varieties, use the key terms on a bottle label to deduce the style and flavors of wines made from the principal grape varieties and regions, apply principles of food and wine matching to the key styles of wines, provide information on health issues relating to wines and spirits, and provide information and advice on the correct storage and service of wines and spirits. The coursework prepares students to qualify for the Wine and Spirits Education Trust Intermediate Certificate. Wine tasting and evaluation labs required. Students must be 21 years old to enroll in this course. Prerequisite: HOS 2303 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

HOS 2308. Advanced Wine and Spirits Studies - L3, Part 1
This course provides students the foundational knowledge needed in the customer service and sales functions of the hospitality industries. Students study varietal characteristics, sensory evaluation and winemaking techniques. Upon completion of this course, students will be able to demonstrate understanding of the factors that influence the main styles of wine, describe the characteristics of the principal grape varieties, use the key terms on a bottle label to deduce the style and flavors of wines made from the principal grape varieties and the regions of France, Italy, Spain and Portugal, apply principles of food and wine matching to the key styles of wines, provide information on health issues relating to wines and spirits, and provide information and advice on the correct storage and service of wines and spirits. This coursework in congruence with HOS 2317 will allow students the opportunity to pass and qualify for the Wine and Spirits Education Trust Level 3: Advanced Certificate. Wine tasting and evaluation labs required. Students must be 21 years old to enroll in this course. Prerequisite: HOS 2307 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

HOS 2309. Lodging Operations
This introduction to the hotel business offers a detailed study of different departments within hotel properties, including the development and classification of hotel establishments, the front office, hotel and room division operations, food and beverage operations, engineering, security, sales and marketing, night auditing, human resources and culture. 3 lecture hours. (3 credit hours)
HOS 2310. Fundamentals of Tourism  
This course provides an overview of tourism and economic development planning at the local, regional and national level. The course examines the various activities that constitute tourism, including recreation and leisure, the gaming industry, meetings, conventions and expositions, within the context of meeting the diverse needs of travelers. 3 lecture hours. (3 credit hours)

HOS 2311. Hospitality Marketing and Sales  
This course focuses on convention sales and management, travel-related services, and the role of marketing in the hospitality industry. It also examines current and future trends and the effects on the local and regional economy. 3 lecture hours. (3 credit hours)

HOS 2312. Hospitality Facilities  
This course covers the fundamentals of facilities planning, management and maintenance for all segments of the hospitality and tourism industries. Typical layout and design principles are examined, as well as workflow, planning for the future, funding options and franchises. 3 lecture hours. (3 credit hours)

HOS 2313. Food and Beverage Management  
This introduction to food and beverage management examines culinary arts, restaurant and lodging business development. Selection, storage and service of food and beverages are covered. Special emphasis is placed on beverage controls, pricing, history, social and legal concerns and merchandising. 3 lecture hours. (3 credit hours)

HOS 2314. Resort Management  
This course covers the fundamentals of facilities planning, management and maintenance for all segments of the hospitality/tourism industry. Typical layout and design principles are examined, as well as workflow, planning for the future, funding options and franchises. 3 lecture hours. (3 credit hours)

HOS 2315. Food and Wine Pairing  
This course allows students to participate in focused sessions involving core knowledge of food and wine pairing. The course will examine the altered changes by food preparation, wine style, glassware, character and variety. Students learn about food compatibilities, creative ways to improve menu and wine list design and contrasting pairings. Wine tasting and evaluation labs required. Students must be at least 21 years old to enroll in this course. Prerequisite: CUL 1302 and HOS 2303, or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)
HOS 2316. Professional Study of Spirits and Distillation, L2
This course provides a comprehensive level of focused product knowledge required to underpin job skills and competencies in bar service, restaurant management and the sales and distribution of wine and spirits. Students develop key skills in communication, application of number, self-study and information technology. Spirits tasting and evaluation labs required. Students must be 21 years old to enroll in this course. Recommended prerequisite: HOS 2302. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

HOS 2317. Advanced Wine and Spirits Studies - L3, Part 2
This course provides students the foundational knowledge needed in the customer service and sales functions of the hospitality industries. Students study varietal characteristics, sensory evaluation and winemaking techniques. Upon completion of this course, students will be able to demonstrate understanding of the factors that influence the main styles of wine, describe the characteristics of the principal grape varieties, use the key terms on a bottle label to deduce the style and flavors of wines made from the principal grape varieties and the regions of Europe and the New World, apply principles of food and wine matching to the key styles of wines, provide information on health issues relating to wines and spirits and provide information and advice on the correct storage and service of wines and spirits. This coursework in congruence with HOS 2308 will allow students the opportunity to pass and qualify for the Wine and Spirits Education Trust Level 3: Advanced Certificate. Wine tasting and evaluation labs required. Students must be 21 years old to enroll in this course. Prerequisite: HOS 2038 or permission of instructor. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

HOS 2318. Tourism Niche Studies
This class offers education about the various niches that fill the tourism industry such as culinary tourism, sports marketing, event planning, group travel, festival planning, etc. This knowledge will prepare students entering the tourism workplace with an overall proficiency in an area that is not typically available. Special emphasis will be placed on the sales and marketing of these niches. Prerequisite: HOS 2310 – Fundamentals of Tourism, 3 credit hours

HOS 2319. Professional Mixology
This course will provide the student with the skill set and knowledge to professionally and responsibly prepare and serve mixed beverages, including traditional cocktails, beer, wine, and other beverages served in the foodservice industry. Students will have access to the mixology lab and tools, giving them a hands-on experience that will hone their multi-tasking skills, creativity, and sense of urgency. Students will be given the opportunity to pass a certification in alcohol service. 3 credit hours
HOS 2330. Food Production for Hospitality
This course is an introduction to and application of fundamental cooking theories and techniques. Topics of study include professionalism, sanitation, tools and equipment, knife skills and sharpening, flavors and flavorings, mise en place, stocks, soups, sauces, thickening agents, timing, station organization, palate development, food costing and vegetable, potato, grain and pasta cookery. Any required developmental education courses must be successfully completed before taking this course. – (3 credit hours; 45 contact hours) Offered online only for Hospitality majors. Permission of Department Chair or Dean required.

HUMANITIES
HUMN 2330. Introduction to Gender Studies
This course is an examination of gender and gender issues through interdisciplinary analysis of the arts, philosophy, history and literature. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

HUMN 2340. Introduction to African-American Studies. This course is an interdisciplinary survey of African-American culture from its beginnings in Africa continuing through contemporary issues in the African-American experience with special focus on leaders and writings of significance. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

INDUSTRIAL ELECTRONICS TECHNOLOGY
IEL 2104. Industrial Electronics
This course is a study of the solid-state devices and circuits used in control and power applications found in the industrial environment. Topics include stepper motor controls, FETs, SCRs, triacs and motor speed control. Practical experience is provided in the laboratory. Prerequisites: ELT 1214 and ELT 1314. 3 lecture hours, 3 lab hours. (4 credit hours)

IEL 2204. Programmable Logic Controllers I
This course is an introduction to industrial machine controls and programmable logic controllers. Topics include traditional motor control devices and circuits, PLC hardware, and programming basic PLC instructions, including timers and counters. PLC laboratory experience is provided with Allen-Bradley SLC500 controllers using RSLogix programming software. Prerequisites: ELT 1114 or permission of instructor. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

IEL 2404. Programmable Logic Controllers II
This course is a continuation of Programmable Logic Controllers I. Topics covered include program control, data manipulation, math instructions, sequencers, data acquisition and troubleshooting.
PLC laboratory experience is provided with Allen-Bradley SLC500 controllers using PSLLogix programming software. Prerequisites: IEL 2204 and ELT 1314 recommended. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

IEL 2504. Industrial Automation
This course is an introduction to the concerns and technologies of modern industrial automation systems. Topics include industrial robotics, circuits and vision systems. Practical experience is provided in the laboratory. Prerequisites: ELT 1214 and ELT 1314. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

IEL 2604. Electronic Motor Drives
This course is a study of the operation of DC and AC solid-state motor controllers. Topics include regenerative DC spindle drives, DC servo axis drives, DC PWM drives, AC vector drives, general-purpose drives and AC servo drives. Laboratory experience includes calibration, operational analysis and troubleshooting. Prerequisites: IET 1404 and ELT 1214. 3 lecture hours, 3 lab hours. (4 credit hours)

INDUSTRIAL EQUIPMENT TECHNOLOGY
IET 1304. Industrial Power Transmission
This course is an introduction to fluid power (pneumatic and hydraulic) and mechanical power transmission systems. Fluid power topics include physical principles, basic fluid circuits, fluid actuators, basic valves, pumps, compressors and accessories. Mechanical power topics include physical principles, belt drives, chain drives, gear drives and shaft couplings. Practical experience is provided in the laboratory. Prerequisite or co-requisite: MTH 1203 or consent of instructor. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

IET 1404. Industrial Electricity
This course is a study of the distribution and application of electricity in the industrial environment. Topics include electrical safety, power transformers, single- and three-phase AC motors, DC motors and specialty motors. Practical application is provided in the laboratory. Prerequisite: ELT 1114. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

INTERPRETATION
INTR 1320. American Sign Language I
This course introduces the student to basic knowledge about American Sign Language (ASL) and knowledge of the deaf community. Emphasis is on acquisition of a basic working vocabulary and grammar, incorporating both receptive and expressive skills through interactive ASL lessons without voice. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)
INTR 1321. American Sign Language II
This course is a continuation of ASL I and emphasizes expansion and refinement of the fundamental receptive and expressive skills. Progression is through interactive ASL lessons without voice. Students move from common, concrete communicative events and interactions to language usage expressing abstract ideas. Prerequisite: American Sign Language I with a grade of “C” or better. (3 credit hours)

INTR 2320. American Sign Language III
This course is a conversational ASL course focusing on specific grammatical and cultural topics. Emphasis is on the development of fluent conversational skills utilizing grammatical non-manual signals and markers. Students learn how to narrate, describe, compare and comment. Videotaped narratives of native language users are utilized to build students’ comprehensions skills and review language features taught in class. Interactive ASL lessons without voice lead to expanded vocabulary mastery and fluency. Prerequisite: INTR 1321 with a grade of “C” of better. (3 credit hours)

INTR 2321. American Sign Language IV
This is an advanced ASL performance course integrating cultural and linguistic competencies ranging from informal to formal communication events. Emphasis is on greater fluency in idiomatic language usage and mastery of vocabulary and syntax. Linguistic competence is enhanced through interactive discourse with native language users. Prerequisite: INTR 2320 with a grade of “C” or better. (3 credit hours)

LEGAL SECRETARIAL
LGS 1103. Legal Terminology
This course is designed to familiarize students with the meaning and spelling of Latin and English legal terms. Prerequisite: DEVE 0324, 0328, OR 0121 with a grade of “C” or better, a score of 75 or above on the COMPASS Writing Placement test or a 19 or above on the English section of the ACT. (3 credit hours)

LGS 1203. Introduction to Law
This course provides a general overview of the legal system and various important areas of the law, such as contracts, criminal law, torts and real estate. Students become familiar with the structure and functions of the court systems, the steps in legal proceedings, law books and the law library, and the American system of law. Prerequisite: DEVE 0324, 0328, OR 0121 with a grade of “C” or better, a score of 75 or above on the COMPASS Writing Placement test or a 19 or above on the English section of the ACT. (3 credit hours)
MACHINE TOOL TECHNOLOGY

MST 1204. Machining I
This course provides instruction in shop safety procedures and basic methods of machining metal, measurement (precision and non-precision) and inspection of machined parts. It includes instruction in the use and care of basic support machines including pedestal grinder, belt sander, drill presses, power saws and hand tools. 3 lecture hours, 4 lab hours. (4 credit hours/ special course fee/Machine Shop/CNC Course Fee)

MST 1304. Machining II
Basic nomenclature of milling machines and lathes is studied in this course. It includes an introduction to all basic machine operations, tools and tooling, speeds and feeds, thread cutting and safety. 3 lecture hours, 4 lab hours. (4 credit hours/ special course fee/Machine Shop/CNC Course Fee)

MST 1404. Machining III
This course offers instruction in advanced machine techniques for milling machines and lathes, including surface grinding. Prerequisites: MST 1304. 3 lecture hours, 4 lab hours. (4 credit hours/ special course fee/Machine Shop/CNC Course Fee)

MST 1503. Computer Numerical Control (CNC) I
This course is an introduction to numerical control. It includes history and evolution and instruction in basic CNC programming, tape coding, specifications and format. Computer-aided machining (CAM) is also introduced. 2 lecture hours, 3 lab hours. (3 credit hours/ special course fee/Machine Shop/CNC Course Fee)

MANUFACTURING TECHNOLOGY

MFT 1103. Manufacturing Processes
This course is a study of modern manufacturing materials and their applications in today’s industries. Emphasis is placed on metallic, polymeric and ceramic materials. Topics include casting, molding, forming, separating, conditioning, assembly and finishing. (3 credit hours)

MFT 2103. Quality Management
This course is a study of the quality management theories and tools as used in the manufacturing industry. Topics include quality control, quality assurance, team building and statistical process control. (3 credit hours)

MFT 2203. Tool Design
This course is a study of the fundamental concepts of tool design. Emphasis is placed on tool materials, cutting tool design, fixture design and press-working tools. Students also study bending, forming, drawing and forging dies. Prerequisite: MST 1404 or permission of instructor. (3 credit hours)
MFT 2303. Computer-Aided Design/Computer-Aided Machining (CAD/CAM)
This course is a study of the relationship between CAD and CAM. Topics include part geometry, tool path definition, tool library, post processing and program verification. Classroom theory is supplemented with lab exercises. Prerequisite: DFT 1205. 2 lecture hours, 3 lab hours. (3 credit hours/special course fee)

MFT 2403. Computer Numerical Control (CNC) II
This course is a continuation of Computer Numerical Control (CNC) I and introduces students to advanced programming techniques, sub-programs, multiple setups and APT programming. Practical experience is provided on CNC machining centers, turning center and wire EDM machine. Prerequisite: MST 1503 or permission of instructor. 2 lecture hours, 3 lab hours. (3 credit hours/special course fee)

MFT 2502. Computer Integrated Manufacturing (CIM)
The study of manufacturing automation is the focus of this course. Students explore the use of CAD, CNC, robotics, flexible manufacturing, computer-aided process planning and materials handling as they apply to the modern manufacturing concept. (2 credit hours)

MFT 2603. Quality Control/Inspection
In this course, students study destructive and non-destructive inspection procedures. They gain knowledge in the use of coordinate measurement machines, surface finish analyzers, gauging, comparators, ultrasonic inspection, instrument calibration, record keeping and inspection codes and standards. (3 credit hours)

MFT 2705. Tool and Die I
This course is a study of basic die-making principles. Topics include blanking and piercing dies, basic die construction and individual die components. Prerequisite: MST 1404. 3 lecture hours, 6 lab hours. (5 credit hours)

MFT 2808. Aircraft Modification and Installation
This course is a study of the manufacturing processes and installations related to the interior completion of corporate aircraft. Topics include aircraft drawings/blueprint reading, electrical systems, cabinetmaking, sheet metal and upholstery. The use of hand and power tools is emphasized. 6 lecture hours, 6 lab hours. (8 credit hours)

MFT 2905. AWS Weld Inspection Exam Review
This course is designed to provide the classroom instruction for those planning to take the American Welding Society’s Certified Welding Inspector exam. The course covers the closed book fundamentals, hands-on practical and the AWS code review. Testing is provided similar in content to the actual CWI exam. (5 credit hours)
MFT 2913. Principles of Nondestructive Testing
This course provides an overview of the major NDT methods including magnetic particle, liquid penetrant, radiography, eddy current and ultrasonic testing. (3 credit hours)

MFT 2923. Magnetic Particle/Liquid Penetrant Testing
This course provides the student with Level I and Level II classroom training for magnetic particle and liquid penetrant requirements suggested by ANST SNT-TC-1A. Emphasis is placed on types of discontinuities and evaluation techniques. (3 credit hours)

MFT 2935. Industrial Radiography
This course covers evaluation of materials for subsurface discontinuities and internal assemblies of foreign objects using x-ray sources. The course meets the training requirements suggested by ANST SNT-TC-1A for Level I and II. (5 credit hours)

MFT 2944. Eddy Current Testing
Designing, implementing and interpreting nondestructive evaluations using eddy currents is covered in this course, meeting the training requirements of ANST SNT-TC-1A for Level I and II. (4 credit hours)

MFT 2955. Ultrasonic Testing Principles
This course covers fundamentals of ultrasonic testing in industry and the selection, calibration and operations of industrial ultrasonic flaw detectors, thickness gauges and composite examination instruments. Training meets ANST SNT-TC-1A standards for Level I and II. (5 credit hours)

MFT 2963. Ultrasonic Testing Level II – Advanced
This course provides a condensed review of the level I knowledge requirements and provides extensive advanced knowledge and practice skills. Students gain a basic understanding of fabrication processes and in-service demands related to metal and composites, inspection methods and requirements for evaluating products and application of NDT (Non-Destructive Testing) methods. The course includes practical application of ultrasonic methods on flaw detection, thickness measurement, weld evaluation and composite material inspection. Training meets ANST NDT standards.

MASS COMMUNICATION
MCOM 2300. Beginning Reporting
This course provides instruction and practice in the basic news and feature writing skills for print and electronic media. The course involves writing and editing various types of news stories for publication, with an emphasis on accuracy, brevity, clarity, deadlines, editing, proofreading, structure, spelling and style. Basic computer skills are recommended. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)
MCOM 2330. Mass Media and Society
This course is a survey of relationships involving mass media, culture, and various other interconnected systems, both nationally and globally. It includes discussion of functions, freedoms and responsibilities of mass media, and effects on individuals and social groups. Topics include newspapers, magazines, radio, television and other media. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

MCOM 2340. Introduction to Scriptwriting
This course provides study and practice in basic writing and scripting skills needed for the production of electronic media messages and programs. The course covers analysis, formatting, structure, and construction of scriptwriting. Prerequisite: ENGL 1311 with a grade of “C” or better or consent of instructor. (3 credit hours)

MCOM 2350. Publications I
This course provides students with an opportunity to study and practice the production of various student publications, including the college’s literary journal, *The View from Here*. Students receive guidance in all aspects of a publication’s production including planning, initiating, financing, overseeing, creating, editing and reviewing. Students serve as editorial members of the college publications and are involved in events related to the publications. Prerequisite: ENGL 1311 with a grade of “C” or better. (3 credit hours)

MCOM 2360. Publications II
This course provides students with additional opportunities to do advanced work on the production of various student publications, including the college’s literary journal, *The View from Here*. Students receive guidance in all aspects of a publication’s production including planning, initiating, financing, overseeing, creating, editing, and reviewing. Students serve as editorial members of the college publications, assume leadership roles for these publications and are involved in events related to the publications. Prerequisite: MCOM 2350 with a grade of “C” or better. (3 credit hours)

**MATHEMATICS**

MTH 1103. Introduction to Technical Mathematics
This course includes, but is not limited to, the following concepts: fractions, decimals, percentages, measures, introductory algebra and basic plane figure and solid geometry. Prerequisite: Completion of DEVE 0334 or 0335 (Pre-Algebra Skills) with a grade of “C” or better, a score or 16 or above on the Math section of the ACT, or a score of 23 or above on the COMPASS Algebra Placement Test. (3 credit hours)
MTH 1203. Applied Technical Mathematics
This course includes, but is not limited to, the following concepts: algebraic operations, simple and complex equations, fundamentals of plane geometry, geometric measures, right triangle trigonometry and the solution of oblique triangles. Prerequisite: Completion of MTH 1103 or appropriate entrance placement test results, 33 Compass Algebra, or 18 ACT Math. (3 credit hours)

MTH 1303. Math for Allied Health
This course includes, but not limited to, the following concepts: ratio, rates and proportions; dimensional analysis, algebraic expressions and equations, factoring polynomials; rational expressions, exponents, and radicals; solving quadratic equations and problem-solving techniques. This course uses a technology-assisted, mastery-based and modular approach to learning. This course is designed to be used in specific Allied Health programs of study. Prerequisite: DEVE 0336 OR 0337 with a grade of “C or better, a COMPASS Algebra placement test score from 33 to 49, or a score from 18 to 20 on the mathematics section of the ACT. (3 credit hours)

MATH 1300. Quantitative Literacy ACTS # MATH 1113
This course includes, but is not limited to, providing students with mathematical understandings and skills to be productive workers, discerning consumers, and informed citizens. Students will solve problems using mathematical reasoning involving logic, proportions, algebra, and relations. This course is designed to deliver instruction that focuses on process, conceptual understanding, communication and problem solving found in the following strands: (a) Personal, state and national finance (b) Statistics and probability (c) Mathematical modeling (d) Quantities and measurement. A TI-83 or TI-84 graphing calculator is required for this course and requires an online learning component called MyMathLab. Note: This course satisfies the state-mandated requirement for the baccalaureate degree and is for students in courses of study not requiring College Algebra as a prerequisite. This course is not appropriate for STEM majors, such as Science, Technology, Engineering and Mathematics. Prerequisite: Prerequisites: Completion of DEVE 0338, 0339, OR 0132 or MTH 1303 with a grade of “C” or better, a COMPASS Algebra placement test score of 50 or higher, or a score of 21 or higher on the mathematics section of the ACT. (3 credit hours).

MATH 1301. College Business Mathematics
This course will include, but is not limited to, the development and understanding of concepts in mathematics through practical problem solving with business applications, consisting of the following topics: measurement, probability and statistics, functions, graphs, and solving systems of equations. A TI-83 or TI-84 graphing calculator is required for this course. Prerequisite: DEVE 0336 OR 0337 with a grade of “C” or better, a COMPASS Algebra placement test score of 33 or higher, or a score of 18 or higher on the mathematics section of the ACT. (3 credit hours)
MATH 1302. College Algebra
This course offers a study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic and exponential systems of equations and matrices. A TI-83 or TI-84 graphing calculator is required for this course. Prerequisite: DEVE 0338, 0339, OR 0132 or MTH 1303 with a grade of “C” or better, a COMPASS Algebra placement test score of 50 or higher, or a score of 21 or higher on the mathematics section of the ACT. (3 credit hours)

MATH 1303. Trigonometry
Study of trigonometric functions, identities, equations and applications. A TI-83 or 84 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better, a COMPASS Algebra placement test score of 70 or higher, or a score of 26 or higher on the mathematics section of the ACT. (3 credit hours)

MATH 1308. Business Calculus
This course includes, but is not limited to, the following concepts when working with various types of functions: 1) derivatives – limits, continuity, slopes, rates of change, definition of derivative, derivatives as rates of change, techniques for finding derivatives and non-differentiable functions; 2) integration – anti-derivatives, indefinite and definite integrals and techniques for finding integrals. Applications include graphing functions using derivatives and optimization. Emphasis is on applied problems in the management sciences and economics. A TI-83 or 84 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better, a COMPASS Algebra placement test score of 70 or higher, or a score of 26 or higher on the mathematics section of the ACT.

MATH 1404. Calculus I
Course topics include function (including exponential, trigonometric and logarithmic), limits, continuity, differentiation, anti-derivatives, inverse functions and introduction to integration. A TI-83 or 84 graphing calculator is required for this course. Prerequisite: MATH 1303 with a grade of “C” or better or a COMPASS Algebra placement test score of 85 or higher, or a score of 30 or higher on the mathematics section of the ACT. (4 credit hours)

MATH 1405. Calculus II
This course is a continuation of MATH 1404. It includes integration and applications, integration by parts, sequences and series, parametric equations, polar coordinates and conic sections. A TI-83 or TI-84 graphing calculator is required for this course. Prerequisite: MATH 1404 with a grade of “C” or better or placement by exam. (4 credit hours)
MATH 2301. Finite Mathematics
This course includes, but is not limited to, the following concepts: applications of linear equations and inequalities, linear programming, matrices, statistics and probability. This is a survey and applications course and is not designed for students who need other mathematical courses. A TI-83 or 84 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better, a COMPASS Algebra placement test score of 70 or higher, or a score of 26 or higher on the mathematics section of the ACT. (3 credit hours)

MATH 2310. Discrete Mathematics
This course includes, but is not limited to, the following concepts: mathematical reasoning, set theory, proofs by induction, number systems, relations, directed graphs, trees and related topics of study. Emphasis will be placed on applications of mathematics in computer science and other areas of modern technology. Prerequisite: MATH 1302 with a grade of “C” or better, a COMPASS Algebra placement test score of 70 or higher, or a score of 26 or higher on the mathematics section of the ACT. (3 credit hours)

MATH 2320. Introduction to Statistics and Probability
This course is an algebra-based course involving the presentation and interpretation of data, probability, sampling, basic inference, correlation, and regression and analysis of variance. It may include the use of statistical software. A TI-83 or 84 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better, a COMPASS Algebra placement test score of 70 or higher, or a score of 26 or higher on the mathematics section of the ACT. (3 credit hours)

MATH 2406. Calculus III
This course is a continuation of MATH 1405. The study of multidimensional calculus, including multiple integration, partial differentiation, vector functions and other topics are included. A TI-83 or IT-84 graphing calculator is required for this course. Prerequisite: MATH 1405 with a grade of “C” or better or placement by exam. (4 credit hours)

MEDICAL TRANSCRIPTION
MET 1103. Medical Terminology I
This course is the study of words that relate to body systems, anatomical structures, medical processes and procedures, drugs and a variety of diseases that afflict humans. Prefixes, suffixes, abbreviations, plural endings, word roots and combined forms are covered. (3 credit hours)

MET 1203. Medical Transcription
This course emphasizes the importance of Health Insurance Portability and Accountability Act (HIPAA) standards with regard to Medical Transcription, introduces proper formatting and transcription of various medical reports, and provides practice on keyboarding speed-building skills. Prerequisites: MET 1103 or 1303, BUS 1253 or BUS 1513, BUS 1243. (3 credit hours/special course fee)
MET 1213. Introduction to Human Anatomy
This course is designed for the student desiring knowledge relative to the gross structure and basic functioning of the human body. This course meets the basic requirements of in-breadth, but not in-depth, study of the human body. This course is not intended to meet the core curriculum science requirements. (3 credit hours)

MET 1303. Medical Terminology II
Emphasis is placed on terms that relate to all areas of medical science and complex anatomy terms. (3 credit hours)

MET 1413. Disease Processes
This course covers the nature of diseases and human conditions. Includes symptoms, signs, etiological factors, diagnostic studies and treatments. This course is not intended to meet the core curriculum science requirements. (3 credit hours)

MET 1503. Medical Office Practices
This course covers the importance of applying ethics in the medical profession. The student also gains knowledge and skills in work organization, the preparation of medical billing forms and reports as well knowledge of medical office filing systems. (3 credit hours)

MET 1613. CPT Procedural Coding I
This course emphasizes the concepts of CPT procedural coding in evaluation and management, primary care, and specialty areas. Coding exercises are utilized to provide practice in development of coding skills. Prerequisites: MET 1103 or MET 1303 and MET 1413 or approval of instructor. (3 credit hours)

MET 2303. Diagnosis Coding
Current rules and regulations are introduced to accurately identify and code principal and primary diagnoses along with appropriate assignment of V and E codes. Coding exercises are utilized to provide practice in development of coding skills. Prerequisites: MET 1103 or MET 1303 and MET 1413 or approval of instructor. (3 credit hours)

MILITARY TECHNOLOGIES
MILT 1101. Leadership and Personal Development I
This course introduces cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, physical fitness and stress management relate to leadership, officership and the Army profession. The focus is on developing basic knowledge and comprehension of Army leader attributes and core leader competencies while gaining a broader understanding of ROTC’s purpose in the Army and its advantages for the students. (1 credit hour)
MILT 1102. Leadership and Personal Development II
This course is a continuation of MILT 1101 and focuses on leadership development, officership and the Army profession. (1 credit hour)

MILT 1300. Introduction to Military Science
This course provides training in general knowledge of military organization and culture, understanding of group combat skills, achievement of minimal physical conditioning standards and application of basic safety and group living skills. Course includes lecture, demonstrations and performance exercises. (3 credit hours)

MILT 1310. Records and Information Management
This course provides training in proper collection, storage, processing and reporting of data in a military or civilian environment. This includes oral and written reports and the production and administration of staff journals, files, records and reports. (3 credit hours)

MILT 1320. Personnel Supervision
This course provides training in planning, directing and controlling personnel functions in military or civilian environments. It introduces students to personnel challenges and competencies that are critical for effective leadership. Students learn how personal development of life skills such as time management, physical fitness and stress management relate to leadership. (3 credit hours)

MILT 1330. Leadership Development and Team Management
This course includes application of management and supervision principles. Lessons include problem solving, critical thinking, leadership theory, group interaction, goal setting and effective communication within a military environment. (3 credit hours)

MILT 2304. Foundations of Leadership
This course explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army Leadership Requirements Model (trait and behavior theories). Cadets practice aspects of personal motivation and team building in the context of planning, executing and assessing team exercises and participating in leadership labs. The focus is on continued development of the knowledge of leadership values and attributes through an understanding of Army rank, structure and duties and basic aspects of land navigation and squad tactics. Case studies provide tangible context for learning the Soldiers’ Creed and Warrior Ethos as they apply in the Contemporary Operative Environment (COE). (3 credit hours)

MILT 2305. Map Reading
This course is a continuation of MILT 2304. (3 credit hours)
MUSIC

MUSC 1202. Public School Music
The course is designed to provide experiences that will enable the future educator to develop the necessary skills and knowledge to teach musical concepts and integrate music learning with other core subjects. The goals and objectives of this course are aligned with the Arkansas Standards for Beginning Teachers and are directed toward the goal of becoming an exemplary elementary teacher. (2 credit hours)

MUSC 1310. Fundamentals of Music
Students learn about the fundamental rhythmic, melodic and harmonic practices in Western music and the notational terms and symbols commonly used to communicate these aspects of a musical language in this course. In addition to the study of written materials, the course also includes the development of complementary aural skill and the establishment of basic keyboard knowledge. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

MUSC 2300. Introduction to Music    ACTS # MUSC 1003
This course is an introductory survey of music including the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods and composers and an introduction to major musical instruments. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

PMUS 1110. Applied Guitar I
Students receive private instruction in the techniques of guitar playing and the concepts of music that pertain to music performance. The core content consists of exercises, studies and literature. One hour daily practice is recommended. (1 credit hour/special course fee)

PMUS 1111. Applied Guitar II
Students receive private instruction in the techniques of guitar playing and the concepts of music that pertain to music performance. The core content consists of exercises, studies and literature. One hour daily practice is recommended. Prerequisite: PMUS 1110 with a grade of “C” or better. (1 credit hour/special course fee)

PMUS 1210. Choir I
For students interested in participating in a concert choir, this course offers the opportunity to study and perform choral literature. Music is from a variety of time and style periods. (2 credit hours/special course fee)
COURSE DESCRIPTIONS

PMUS 1211. Choir II
This course is a continuation of Choir I and intended for students interested in participating in a concert choir. This course offers the opportunity to study and perform choral literature. Music is from a variety of time and style periods. Prerequisite: PMUS 1210 with a grade of “C” or better. (2 credit hours/special course fee)

PMUS 1230. Guitar I
This course is designed to teach the rudiments of guitar pedagogy. Topics include sight reading, chording, scales and technique. Each student is expected to provide his or her own six-string (nylon) guitar. (2 credit hours/special course fee)

PMUS 2110. Applied Guitar III
Students receive private instruction in the techniques of guitar playing, and the concepts of music that pertain to music performance. The core content consists of exercises, studies and literature. One hour daily practice recommended. Prerequisite: PMUS 1111 with a grade of “C” or better. (1 credit hour/special course fee)

PMUS 2111. Applied Guitar IV
Students receive private instruction in the techniques of guitar playing, and the concepts of music that pertain to music performance. The core content consists of exercises, studies and literature. One hour daily practice recommended. Prerequisite: PMUS 2110 with a grade of “C” or better. (1 credit hour/special course fee)

PMUS 2210. Choir III
This course is a continuation of Choir II and intended for students interested in participating in a concert choir. This course offers the opportunity to study and perform choral literature. Music is from a variety of time and style periods. Prerequisite: PMUS 1211 with a grade of “C” or better. (2 credit hours/special course fee)

PMUS 2211. Choir IV
This course is a continuation of Choir III and intended for students interested in participating in a concert choir. This course offers the opportunity to study and perform choral literature. Music is from a variety of time and style periods. Prerequisite: PMUS 2210 with a grade of “C” or better. (2 credit hours/special course fee)

PMUS 2230. Guitar II
This course is a continuation of Guitar I and designed to teach the rudiments of guitar pedagogy. Topics include sight reading, chording, scales and technique. Each student is expected to provide his or her own six-string (nylon) guitar. Prerequisite: PMUS 1230 with a grade of “C” or better. (2 credit hours/special course fee)
NURSING ASSISTANT
CNA 1007. Nursing Assistant
This course provides instruction with an emphasis on technical skills, professional relationships and workplace ethics. Permission to enroll is required. Graduates of the program are eligible to complete the Arkansas skills test to become a Certified Nursing Assistant (CNA) and are prepared to work in long-term care, acute care and home-health care settings. (7 credit hours/special course fee) This course is offered as needed to meet industry needs.

OCCUPATIONAL THERAPY ASSISTANT
BOTA 1112. Level I Fieldwork I
This course includes supervised clinical experience in which students engage in observation, communication and professional behavior skills in various settings, including medical, rehabilitation and community models. Prerequisite: Admission to the Baptist Health College Little Rock-School of Occupational Therapy Assistant. (2 credit hours/special course fee)

BOTA 1113. Medical Terminology for the OTA
The course is a study of words that relate to human body systems, anatomical structures, pathology and medical procedures. Word roots combining forms, prefixes, suffixes, plural endings, abbreviations and pronunciations are covered. The language of the Occupational Therapy Practice Framework is also studied. Emphasis is placed upon demonstrating a functional, working knowledge of medical terminology encountered in practice as an occupational therapy assistant. Prerequisite: Admission into the Baptist Health College Little Rock-School of Occupational Therapy Assistant. (3 credit hours/special course fee)

BOTA 1114. Fundamentals of OTA I
This course is an introduction to the fundamental concepts and aspects of occupational therapy philosophy, goals, values and ethics. The unique nature of occupation as it is viewed by the profession and the role of occupational therapy in the healthcare community are explored. The use of activity analysis is introduced, and the role of group dynamics is investigated. An understanding of the working relationship between the occupational therapist and the occupational therapy assistant is gained. Documentation skills and the use of professional literature are introduced. The teaching and learning process is explored, and activities of daily living training as well as transfer training will be addressed. Class experiences include, but are not limited to, lecture, group activities, lab practicum and clinical experience. Prerequisite: Admission into the Baptist Health College Little Rock-School of Occupational Therapy Assistant. 3 lecture, 2 lab hours. (4 credit hours/special course fee)
BOTA 1312. Level I Fieldwork II
This course offers supervised clinical experience in which students engage in observation, communication, professional behavior, activity analysis and beginning clinical reasoning, and therapeutic intervention skills in various settings, including medical, rehabilitation and community models. Prerequisite: Grade of “C” or better in all previous BOTA required courses. (2 credit hours/special course fee)

BOTA 1212. Functional Anatomy
This course is an introduction to the human body basic function. Content presented focuses on central and peripheral nervous systems, the musculoskeletal system, the neurological system and understanding human movement. Prerequisite: Grade of “C” or better in all previous BOTA required courses. 1 lecture hour, 2 laboratory hours. (2 credit hours/special course fee)

BOTA 1213. Human Development
This course is a comprehensive view of human life from conception to death. Emphasis is placed on the unique characteristics of each phase of life and the implications for occupational therapy during each phase. Prerequisite: Grade of “C” or better in all previous BOTA required courses. (3 credit hours/special course fee)

BOTA 1224. Fundamentals of OTA II
The theories, models of practice and frames of reference that underlie occupational therapy practice are examined in this course. The role of the occupational therapy assistant in the assessment and evaluation process is explored, and practical application of data gathering, screening and evaluation are provided. Selected evaluation and assessment procedures are learned. Activity analysis and documentation skills are further developed. The dynamics of occupation and purposeful activity are also explored. Class experiences include, but are not limited to, lecture, group activities, lab practicum and clinical experiences. Prerequisite: Grade of “C” or better in all previous BOTA required courses. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

BOTA 1233. Disease Processes for OTA
This course is an introduction to the study of the nature and cause of selected diseases. Changes in body structure, function and the resulting conditions are examined. Occupational therapy interventions are emphasized. Prerequisite: Grade of “C” or better in all previous BOTA required courses. (3 credit hours/special course fee)

BOTA 2312. Level I Fieldwork III
This course offers supervised clinical experience in which students engage in observation, communication, professional behavior, activity analysis and beginning clinical reasoning, and therapeutic intervention skills in various settings, including medical, rehabilitation and community models. Prerequisite: Grade of “C” or better in all previous BOTA required courses. (2 credit hours/special course fee)
BOTA 2334. Fundamentals of OTA III
In this course, students engage in practical application and implementation of treatment techniques and interventions. The use of occupation throughout the treatment process is emphasized. Adaptation of self, tools and the environment during treatment are discussed. Documentation skills as they pertain to discharge planning and client education materials are further developed. Client and family education are addressed. Class experiences include but are not limited to lecture, group activities, lab experiences and clinical observations. Prerequisite: Grade of “C” or better in all previous BOTA required courses. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

BOTA 2343. Professional Development
Management skills, self-directed learning, understanding of state and federal regulatory and legislative bodies, reimbursement issues, professional responsibility in fieldwork, professional literature and ethical decision making are among the topics addressed in this course. Interview skills, job search and application skills, licensure requirements, continuing education and certification examination preparation and registration are also covered. Prerequisite: Grade of “C” or better in all previous BOTA required courses. (3 credit hours/special course fee)

BOTA 2416. Level II Fieldwork I
This course is an eight-week full-time clinical experience conducted under the supervision of a licensed occupational therapist or a certified occupational therapy assistant. Experience must be completed within 18 months of completion of the didactic portion of the coursework. Final grade will be CR or NC (credit or no credit). Prerequisite: Grade of “C” or better in all previous BOTA required courses. (6 credit hours/special course fee)

BOTA 2426. Level II Fieldwork II
This course is an eight-week, full-time clinical experience conducted under the supervision of a licensed occupational therapist or a certified occupational therapy assistant. Experience must be completed within 18 months of completion of the didactic portion of the coursework. Final grade will be CR or NC (credit or no credit). Prerequisite: Grade of “C” or better in all previous BOTA required courses. (6 credit hours/special course fee)

BHSP 1101. Spiritual Perspectives
This course is a study of the concept of spiritual perspective of the whole person, and the relationship of this to healthcare practice is examined from the perspective of an individual’s quest for purpose and meaning. The course also examines major religions as avenues of spiritual expression. Final grade with be CR or NC (credit or no credit). 16 contact hours. (1 credit hour)
PARALEGAL TECHNOLOGY

PLG 1103. Legal Research and Writing I
This course is designed to help students develop the fundamental skills needed to accurately research and analyze legal problems. Students also develop the writing skills necessary to communicate the results of the research and analysis. The student is introduced to writing case briefs and legal memoranda and spends time in the law library. Prerequisites or co-requisites: LGS 1103 and LGS 1203. (3 credit hours)

PLG 1203. Legal Research and Writing II
This course is a continuation of the development of fundamental skills needed to research and analyze legal problems, with an emphasis on legal analysis and writing. Students learn to communicate the results of the research and analysis. Students are expected to know the basic principles of grammar, punctuation, legal writing and citation. The course includes developing a legal argument and strategy and writing interoffice memoranda, case briefs, court briefs, letters and legal documents. Prerequisites: CIS 1403, PLG 1103. (3 credit hours)

PLG 1302. Torts
This course covers tort law and includes topics of negligence, intentional torts, strict liability, product liability, personal injury, litigation and insurance. Investigation, legal interviewing, pretrial preparation and settlement of tort cases are covered. Prerequisites: LGS 1103 and LGS 1203. (2 credit hours)

PLG 1802. Constitutional Law
This course offers a case method analysis of landmark Supreme Court decisions addressing basic criminal rights and procedures, First Amendment freedoms, the 14th amendment, Congress, the presidency and federalism. Prerequisites: PLG 1103, PLG 2403 and POLS 1310. (2 credit hours)

PLG 1822. Bankruptcy Law
This course is designed to teach the fundamentals of bankruptcy law with an emphasis on practical aspects of the process. Students learn to draft the necessary documents for filing a bankruptcy. Prerequisites: LGS 1103 and LGS 1203. (2 credit hours)

PLG 2103. Civil Litigation
This is an intensive study of civil procedure and includes the study of federal and state rules. Emphasis is placed upon the functions and duties of the legal assistant in the litigation process, with special attention paid to the interviewing of clients, drafting of pleadings, writing of motions and discovery documents, and preparing and filing of other legal documents. Prerequisites: PLG 1103 and PLG 1302. Recommended co-requisite: PLG 2803. This course is offered only in fall semesters. (3 credit hours)
PLG 2202. Legal Ethics
This course covers professional conduct for attorneys, the client-lawyer relationship and the confidentiality of information. Special focus is given to the Arkansas Model Rules of Professional Conduct for attorneys as well as limitations on what the paraprofessional may do. Prerequisites: LGS 1103 and LGS 1203. (2 credit hours)

PLG 2302. Real Estate Law
This course covers real property and common types of real estate transactions and conveyances. Preparation of legal instruments including deeds, contracts, leases, deeds of trust and mortgages are studied. Prerequisites: LGS 1103 and LGS 1203. (2 credit hours)

PLG 2403. Criminal Law
In this course, students become familiar with fundamental principles and tasks that paralegals are required to know and undertake in a criminal law practice or public agency. Preparation of specific legal documents is also studied. Prerequisites: LGS 1103 and LGS 1203. (3 credit hours)

PLG 2502. Family Law
This course covers legal issues in family relations, including the formation and dissolution of marriage, marital property, child custody and support and other related matters. Students draft appropriate legal documents. Prerequisites: PLG 1103 and PLG 1302. (2 credit hours)

PLG 2603. Commercial Law
This course covers business law of commercial transactions. Included are contract law, the debtor-creditor relationship, sales, commercial paper and secured transactions. The students are taught specific skills in the drafting of appropriate U.C.C. documents. Prerequisite: PLG 2103. (3 credit hours)

PLG 2703. Wills, Trusts and Probate
This course covers drafting of wills and trusts, administration of estates, formal and informal probate proceedings with special focus on the laws of Arkansas. Emphasis is placed on the acquisition of knowledge and skills that a paralegal would need. Prerequisites: LGS 1103 and LGS 1203. (3 credit hours)

PLG 2802. Business Organizations
This course presents a study of the variety of business organizations. Special emphasis is given to the practical aspects of the preparation and completion of documents that relate to partnerships and corporations. Prerequisites: LGS 1103 and LGS 1203. (2 credit hours)
PLG 2803. Computer Support
This course introduces the importance of utilization of computers in the law office. Emphasis is on advanced legal applications of Word, Excel and PowerPoint. Students are introduced to litigation support software and are required to complete document preparation assignments applicable to the litigation process. Prerequisites: CIS 1403, PLG 1103, and PLG 1302. Recommended co-requisite: PLG 2103. This course is offered as a webinar only course meeting on Saturday mornings only in the fall semester. (3 credit hours/ special course fee)

PLG 2903. Trial Practice
This course covers trials and pretrial procedures. Special emphasis is placed on the actual drafting of pleadings, discovery documentation and motion practice. This course continues to stress the importance of utilization of computers in the law office with emphasis on litigation support software and billing software. Students are required to complete document preparation assignments applicable to the litigation process. Prerequisites: PLG 1203, PLG 2103 and PLG 2803. This course is offered only in spring semesters. (3 credit hours)

PLG 2913. Paralegal Work-Based Learning
Work-based learning is a comprehensive treatment of relevant work experience related to the student’s major field of study. Students participate in a systematic planned and supervised work experience in a state, federal or private legal office. The proposed work experience must be approved by the dean and the instructor in advance of registration. The student must have a cumulative grade point average of 3.0 to be eligible. This course may substitute for PLG 2903. Prerequisites: PLG 1203, PLG 2103, PLG 2803. Variable contact hours. (3 credit hours)

PHILOSOPHY
PHIL 1310. Introduction to Philosophy ACTS # PHIL 1103
This course is an examination of basic philosophical topics including the nature of reality and knowledge, human values and critical thinking. Both historical and contemporary readings are included in the course content. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

PHIL 1330. Introduction to Critical Thinking ACTS # PHIL 1003
This course offers a comprehensive study of applied reasoning, including the analysis of arguments, informal and formal fallacies, syllogisms, definitions and scientific reasoning. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)
PHIL 2330. Ethics and Society
This course is a survey of the fundamental issues in the history of philosophical ethics with an emphasis on the relevance of these issues to contemporary moral topics. The course includes discussions of the correct standards of right and wrong, abortion, euthanasia, capital punishment and animal rights. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours)

PHIL 2350. Introduction to Logic
This course presents an introduction to traditional and modern deductive and inductive logic. Topics include the structural use of language, immediate inferences, formal fallacies, syllogisms, quantification and proofs of validity. Prerequisite: PHIL 1310 with a grade of “C” or better, or consent of the instructor. (3 credit hours)

PHOTOGRAPHY
PHOT 1330. Introduction to Digital Photography
This course is an introduction to the basic skills of using a digital camera and its techniques and procedures. The course also addresses composition and lighting and gives each student hands-on, practical experience. Students learn about a variety of types of photography, including landscape, portrait and photojournalism. Each student is expected to provide his or her own camera. (3 credit hours)

PHYSICAL SCIENCE/PHYSICS
PHYS 1301. Applied Physics
This course is a survey of the major topics of physics and is designed for technical programs. Topics include mechanics; properties of matter, heat, sound, electricity and magnetism; and light, atomic and nuclear physics. Laboratory activities are included. This course is not intended to meet the core curriculum science requirements. Prerequisite: MTH 1103 or DEVE 0336 OR 0337. (3 credit hours/special course fee)

PHYS 1400. Earth Science ACTS # PHSC 1104
Introduction to the basic concepts of Earth sciences. Topics of study include Earth structure and processes; earthquakes, volcanism, glacial formations, plate tectonics, weathering, and erosion; atmosphere, climate, and weather; oceans; rocks, minerals, and fossils; history of the Earth; and scientific method. This course is not appropriate for transfer for STEM majors (such as Science, Technology, Engineering, and Mathematics and other related majors). This is not acceptable for courses requiring Physical Science as a prerequisite. Prerequisite: DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)
1401. Physical Science  
ACTS # PHSC 1004  
This is a general survey course of the physical sciences designed for general education. Course topics include physics and chemistry and may also include other physical science topics. Lab is required. Prerequisite: DEVE 0338, 0339, OR 0132 with a grade of “C” or better, a score of 50 or above on the COMPASS Algebra Placement test, or a score of 21 or above on the mathematics section of the ACT. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

PHYS 1402. College Physics I  
ACTS # PHYS 2014  
This is an algebra and trigonometry-based physics course. It is not recommended for physics and engineering majors. Topics include mechanics in one and two dimensions, fluids, thermodynamics and mechanical waves and sound. Lab is required. Prerequisites: MATH 1302 and either a) PHYS 1401 with a grade of “C” or better or b) MATH 1303 Trigonometry or c) high school Trigonometry and permission of the Department Chair. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

PHYS 1403. College Physics II  
ACTS # PHYS 2024  
This course is a continuation of PHYS 1402. It is an algebra and trigonometry-based physics course and is not recommended for physics and engineering majors. Topics include thermodynamics, electricity and magnetism, optics, quantum physics, atomic and nuclear physics. Lab is required. Prerequisite: PHYS 1402. (4 credit hours/special course fee)

PHYS 1404. Advanced College Physics I  
This is a calculus-based physics course. It is recommended for physics and engineering majors. Topics include mechanics, wave motion, fluids, and thermal physics. Lab is required. Prerequisites: MATH 1302 (or higher college math) and either a) MATH 1404 Calculus or b) high school Calculus and permission of the Department Chair. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

PHYS 1405. Advanced College Physics II  
This course is a continuation of PHYS 1404. It is a calculus-based physics course and is recommended for physics and engineering majors. Topics include electricity and magnetism, circuits, light and optics. Lab is required. Prerequisites: PHYS 1404 and MATH 1405 (MATH 1405 may be taken concurrently). 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

PHYS 2306. Statics  
This is an introductory course recommended for physics and engineering majors. Topics include forces, free body diagrams, equilibrium, moments of forces, work, moments of inertia, friction and analysis of structures. Prerequisites: PHYS 1404 and MATH 1404. (3 credit hours)
POLITICAL SCIENCE
POLS 1310. American National Government ACTS # PLSC 2003
This course is an introduction to the principles, structure, processes and functions of the United States federal government and other related political activities. (3 credit hours)

POLS 2301. Introduction to Politics
This course is an introduction to social science concepts as applied to political analyses: analyses of individuals, groups, and society, particularly the study of social, economic and political structures and behavior. This course also covers the introduction to the discipline of political science as a social science, including enduring questions about politics, nature of political analyses, major theoretical and empirical approaches and critiques of the discipline. (3 credit hours)

POLS 2320. American State and Local Government ACTS # PLSC 2103
This course is an introduction to the organization, structure, functions and administration of state and local governments. Recommended prerequisite: ENGL 1311. (3 credit hours)

POLS 2330. Introduction to Comparative Politics
This course introduces students to the concepts and methods of comparative politics. The lecture and discussion-based course emphasizes comparison of various political systems and processes. (3 credit hours)

POWER SPORTS AND EQUIPMENT TECHNOLOGY
POW 1104. Two and Four-Cycle Small Engines
This course focuses on the safety, tools, fasteners and measuring devices as they relate to the repair of small engines. It includes a study of the construction and operation of two- and four-cycle engines. Laboratory work includes operation, disassembly, inspection and reassembly of various types of engines. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

POW 1202. Electrical Systems
This course is a study in the fundamentals of basic electricity and magnetism for the use of small gasoline engines. Emphasis is placed on various types of manual and electric starters, charging systems and circuits, batteries, ignition systems and magnetos. Practical application is provided in the laboratory. Safety is emphasized. 1 lecture hour, 2 lab hours. (2 credit hours/special course fee)

POW 1306. Servicing Small Engines
This course is a fundamental study of the lubrication cooling systems, engine fuel systems and engine governor speed control systems. Includes identification and repair of problems relating to engines and related systems. Safety is emphasized. 4 lecture hours, 7 lab hours. (6 credit hours/special course fee)
POW 1402. Fuel Systems
Maintenance, diagnosis and repair of fuel systems common to lawn equipment, motorcycle and all-terrain vehicles are covered in this course. 1 lecture hour, 2 lab hours. (2 credit hours/special course fee)

POW 1404. Lawn and Garden Equipment Fundamentals
A study of the maintenance and repair of brakes, clutches, hydraulics, steering assemblies and accessory equipment for lawn and garden equipment. Practical application is provided in the laboratory. Safety is emphasized. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

POW 1502. Drive Trains for Lawn and Garden Equipment
This course presents a study of belts, chains, pulleys, gears, transmission and final drives as they relate to mobile outdoor power equipment. Practical application is provided in the laboratory. Safety is emphasized. 1 lecture hour, 3 lab hours. (2 credit hours/special course fee)

POW 1604. Power Sport Pro-Maintenance and Repair
This course is designed to understand the importance of performing various engine and chassis maintenance procedures/repair, troubleshooting, diagnosis of components of motorcycles and ATV’s. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

POW 1606. Chain Saw Drives
A study of clutches and reduction gear systems used in powered chain saws is offered in this course. It includes types of chains, types of guide bars, lubrication, repair, sharpening and care of chains. Students disassemble and rebuild components using the manufacturer’s specifications and appropriate equipment. Safety equipment is emphasized. 4 lecture hours, 6 lab hours. (6 credit hours/special course fee)

POW 1704. Power Sport Pro-Frames and Suspension
This course will identify the common frame types, steering, wheel alignment and suspension systems. This course deals with two important, interrelated systems: Frame and the suspension. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

POW 1804. Power Sport Pro-Performance and Drivetrains
This course focuses on the different types of engines found in motorcycles and ATV’s. Student will distinguish between the different engine configurations, understanding how engines are rated and their performance. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)
PRACTICAL NURSING

LPN 1101. Vocational, Legal and Ethical Concepts
This course includes personal development, ethical, legal and social responsibilities with the client, family and members of the health care team. Communication skills, vocational responsibilities of the practical nurse, nursing organizations, state and national health resources, delegation as it relates to the role of the practical nurse and an introduction to current federal and state patient care guidelines are included in the course and integrated throughout the program. The impact of genetic research and cloning in the practice of nursing is also included in the course. (1 credit hour/special course fee)

LPN 1112. Basic Nursing Principles and Skills
This course content includes fundamental principles, skills and attitudes needed to give nursing care and prevent spread of disease. Common procedures used in the care of the sick and development of the ability to adapt them to various situations with skill and comfort for the client, first aid, CPR and medical terminology are also included. Development of awareness to report and record observations of the client are part of the course theory. The course also includes the study of growth and development throughout the lifespan and end of life care. Also included is the study of culture and ethnicity as related to the provision of culturally sensitive care. Prerequisite: All previous term courses. (12 credit hours/special course fee)

LPN 1204. Pharmacology
The course content includes a brief history of drugs; methods of administration, drugs commonly used in the treatment of illness and such information as usual dosages, expected actions, side effects, contraindications and points of observation following the administration of drugs. Formulas for conversions of measures from apothecary to the metric system, as well as formulas for calculations of dosages for adults, infants and children, are included. Performance of intravenous infusion therapy and introduction of a peripheral intravenous device on the adult client are included in the content. Prerequisite: All previous term courses. (4 credit)

LPN 1501. Nursing of the Geriatric Client
The course content includes the normal aging process, characteristics of aging and special problems of the geriatric client. Also included in the course of study are end-of-life care issues, environments of care, common medical diagnosis, restorative care and pharmacology and its significance for the older adult. The management role of the practical nurse to include delegation is also included. The course also incorporates the signs of elder abuse and neglect and the role of the nurse as a mandatory reporter. Prerequisite: All previous term courses. (1 credit hour)
LPN 1702. Nutrition in Health and Illness
The course content includes the principles of good nutrition for all age groups and the principles of modifications for therapeutic purposes. The nutritional concepts are integrated throughout the entire curriculum. Prerequisite: All previous term courses. (2 credit hours)

LPN 1802. Nursing of Mothers and Infants
The course content includes the principles and practices of nursing care during prenatal, labor, delivery, post-partum and neonatal periods. The content includes modern maternity nursing with emphasis on normal obstetrics. Specific content includes history and trends in family-centered childbearing, prenatal care and adaptations to pregnancy and the nurse’s role in reproductive health and nursing care during labor and birth to include care of the newborn. Prerequisite: All previous term courses. (2 credit hours)

LPN 1402. Nursing of Children
This course is an introduction to the nursing of children. The course content includes the principles of growth and development, nursing the infant through adolescence, the behavior of well and sick children and client and family teaching. The course also incorporates the signs and symptoms of child abuse and neglect and the role of the nurse as a mandatory reporter. Common diseases of the child and adolescent are also covered. Prerequisite: All previous term courses. (2 credit hours)

LPN 1608. Nursing of Adults
The course content includes information about common conditions of illness and nursing care of clients in acute, sub-acute and convalescent stages of illness of both short- and long-term duration. The course content includes the study of common conditions of the medical surgical client using a body systems approach of study. Included in each system’s study are the cultural influences on nursing, nutritional needs of the client, pharmacological issues and special needs of the older adult. The course also includes the study of current and emerging infectious disease, bioterrorism disease issues and emergency preparedness for natural and man-made disasters in today’s society. Prerequisite: All previous term courses. (8 credit hours)

LPN 1901. Mental Health Nursing
The course content includes an introduction of common conditions of mental illness, prevention of such conditions and care of clients suffering from abnormal mental and emotional responses. Mental hygiene aspects are integrated throughout the course. Prerequisite: All previous term courses. (1 credit hour)
LPN 2102. Nursing Process/Course Review
The course content provides the student with a review of the nursing process, in preparation for the actual practice of nursing. The course also provides insight into development of a study plan for the NCLEX exam. Completion of a two-day PN NCLEX Review Course is a required component of the course. Also included is a pharmacology review and pharmacology exit exam. The role of the practical nurse related to delegation of patient care is covered and a review of patient confidentiality and the role of the nurse as a mandatory reporter are reiterated. Additional content provides the student with information and explanation of the Arkansas Nurse Practice Act and the NCLEX application process. Prerequisite: All previous term courses. (2 credit hours/special course fee)

LPNT 1103. Clinical Nursing I
This course is a practical, clinical component with an emphasis on procedural skills, basic nursing principles and the care of the geriatric client. As the student progresses through the clinical areas, progression from basic skills to complex skills will be incorporated into patient care being delivered. Students will develop the ability to adapt nursing procedures to give individualized patient care. Prerequisite: All previous term courses. (3 credit hours/special course fee)

LPNT 1111. Clinical Nursing II
This course is a practical, clinical component with an emphasis on nursing of the mother, infant and child, clients with mental health disorders and clients with medical and surgical problems. As the student progresses through the clinical areas, patient assignments will pertain to the body system being studied in Nursing of Adults theory course or the units in Nursing of Mother and Infant, Nursing of Children, and Mental Health Nursing. Nursing care is delivered with a focus on specific standards of care for the diagnosis of the patient. Procedures learned in Clinical Nursing I continue to be performed with emphasis on adaptations necessary for the medical or surgical client, mother and infant, children and the client with mental health disorders. Students administer medications to their assigned patients after check off with the instructor. Prerequisites: All previous term courses. (11 credit hours/special course fee)

LPNT 1104. Clinical Nursing III
This course is a practical, clinical component with an emphasis on total patient care of the medical surgical patient. As students’ progress through the course, patient assignment load will increase to develop time management skills and assist in the transition from student role to Licensed Practical Nurse role. Students will continue to deliver individualized nursing care and administer medications under supervision. Prerequisites: All previous term courses. (4 credit hours/special course fee)
LPNN 1104. Clinical Nursing I
This course is a practical, clinical component with an emphasis on procedural skills, basic nursing principles and the care of the geriatric client. As the student progresses through the clinical areas, progression from basic skills to complex skills will be incorporated into patient care being delivered and patient assignments will pertain to Nursing of the Mother and Infant. Students will develop the ability to adapt nursing procedures to give individualized patient care. Prerequisite: All previous term courses. (4 credit hours/special course fee)

LPNN 1102. Clinical Nursing II
This course is a practical, clinical component continuing to emphasize procedural skills and basic nursing principles. As the student progresses through the clinical areas, patient assignments will pertain to the pediatric patient and patients with common mental health disorders. Prerequisites: All previous term courses. (2 credit hours/special course fee)

LPNN 1204. Clinical Nursing III
This course is a practical, clinical component with an emphasis on nursing of clients with medical and surgical problems. As the student progresses through the clinical areas, patient assignments will pertain to the body systems being studied in Nursing of Adults theory course. Nursing care is delivered with a focus on specific standards of care for the diagnosis of the patient. Procedures learned in Clinical Nursing I and II continue to be performed with emphasis on adaptations necessary for the medical or surgical client. Students administer medications to their assigned patients after check off with the instructor. Prerequisites: All previous term courses. (4 credit hours/special course fee)

LPNN 1208. Clinical Nursing IV
This course is a practical, clinical component with an emphasis on total patient care of the medical surgical patient. As students’ progress through the course, the patient assignment load will increase to develop time management skills and assist the transition from student role to Licensed Practical Nurse role. Students will continue to deliver individualized nursing care and administer medications under supervision. Prerequisites: All previous term courses. (8 credit hours/special course fee)

PRIOR LEARNING ASSESSMENT
PLA 1001. Portfolio Development
This course focuses on the preparation, development, and submission of a portfolio for students seeking credit through prior learning assessment. Course modules will walk students through reflecting and writing on knowledge and skills acquired through life experiences, culminating in a portfolio that may be used for educational and professional purposes. Final grade will be CR or NC (credit or no credit). Course offered online in the first 8 week term of the fall and spring semester. Permission of PLA Director required (1 credit hour).
PSYCHOLOGY
PSYC 2300. Psychology and the Human Experience ACTS # PSYC 1103
This course is an overview of major topics in modern psychology, the scientific study of behavior and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles and theories with a consideration for the complexity of human behavior. Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test. (3 credit hours)

PSYC 2320. Developmental Psychology ACTS # PSYC 2103
This course is a survey course covering the processes and domains of human development from conception through the whole lifespan. Prerequisite: PSYC 2300 with a grade of “C” or better. (3 credit hours)

PSYC 2330. Abnormal Psychology
This course is the study of the etiology and treatment of abnormal behavior and the psychological processes involved. This includes a comprehensive analysis of the clinical and developmental aspects in regards to psychological disorders as well as the diagnostic categories, treatment and prevention. Prerequisite: PSYC 2300 with a grade of “C” or better. (3 credit hours)

PSYC 2340. Behavioral Statistics
This course is designed to facilitate the understanding and analysis of data in psychological research as well as in other related fields. This includes, but is not limited to, the study of descriptive statistics and probability distributions, inferential statistics, and data analysis. Prerequisite: MATH 1302 with a grade of “C” or better. (3 credit hours)

RADIOGRAPHY
RADG 1001. Introduction to Radiography
The student is oriented to the structure, policies and procedures of the school, radiology department and hospital. A brief history of medicine and radiology is reviewed. The student is acquainted with professional organizations, licensure and career opportunities. The basic principles of radiation protection are introduced. Human diversity is also covered in this course. (1 credit hour/special course fee)
RADG 1002. Pre-Clinical Education
Pre-Clinical practice preparations are evaluated in this course. It is designed to introduce the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Clinical practice preparation is designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. This course includes cardio-pulmonary resuscitation, clinical exploration, facility orientation and safety. (2 credit hours/special course fee)

RADG 1011. Medical Ethics and Law
The content of this course is designed to provide a fundamental background in ethics. The historical and philosophical basis of ethics, as well as the elements of ethical behavior, is discussed. The student examines a variety of ethical issues and dilemmas found in clinical practice. An introduction to legal terminology, concepts and principles are also presented. Topics include misconduct, malpractice, legal and professional standards and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. A study of the concepts of care of the patient in radiology including both physical and psychological conditions. General nursing procedures, patient preparation for radiographic procedures, the basic forms of contrast media and the precautions for administering such and emergency care are discussed. The student prepares to deal with patients in a manner that does not add further discomfort or injury or hinder recovery. The basic concepts of IV therapy are covered in the course. (1 credit hour/special course fee)

RADG 1021. Image Processing
This course provides the student with a thorough knowledge of processing chemistry, the various systems of automatic processors and the radiographic film characteristics. The design and structure of the processing room and appropriate accessories are discussed. The causes of, and methods of eliminating, artifacts on film are learned, as well as means of silver reclamation. (1 credit hour/special course fee)

RADG 1031. Medical Terminology
To work effectively in radiology, it is necessary to understand the language of medicine. The students learn the word-building system of medical terminology-prefixes, suffixes and root or stem words relating to the body and its systems. Terms, abbreviations and symbols especially pertinent to medical imaging are studied with emphasis on understanding the meaning of such words and their proper use in medicine. (1 credit hour/special course fee)
RADG 1041. Patient Care in the Radiologic Science  
This course is a study of the concepts of care of the patient in radiology, including both physical and psychological conditions. General nursing procedures, patient preparation for radiographic procedures, basic forms of contrast media and the precautions for administering such, and emergency care are discussed. The student prepares to deal with patients in such a manner that does not add further discomfort or injury or hinder recovery. (1 credit hour/special course fee)

RADG 1051. Introduction to Quality Assurance  
This course is a study of the evaluation of radiographic systems to assure consistency in the production of quality images. The regulations governing quality assurance and the techniques, equipment and procedures for attaining it are discussed. (1 credit hour/special course fee)

RADG 1101. Image Analysis I  
Content is designed to provide a basis for analyzing radiographic images in this course. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images are included for analysis. (1 credit hour/special course fee)

RADG 1111. Image Analysis II  
Content is designed to provide a basis for analyzing radiographic images in this course. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images are included for analysis. Prerequisite: RADG 1101. (1 credit hour/special course fee)

RADG 1201. Radiographic Procedures I  
This course is the first in a sequence of courses that instruct the student in the radiographic positioning of the anatomic structures and organs of the body, correlated with human structure and function. In addition to the basic radiographic positions and procedures, special or supplementary radiographic views, studies using contrast media, special procedures and pediatric radiography are studied. (1 credit hour/special course fee)

RADG 1212. Radiographic Procedures II  
This course is the second in a sequence of courses that instruct the student in the radiographic positioning of the anatomic structures and organs of the body, correlated with human structure and function. In addition to the basic radiographic positions and procedures, special or supplementary radiographic views, studies using contrast media, special procedures and pediatric radiography are studied. Prerequisite: RADG 1201. (2 credit hours/special course fee)
RADG 1303. Clinical Education I
Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experience is designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. (3 credit hours/special course fee)

RADG 1313. Clinical Education II
Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experience is designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Prerequisite: RADG 1303. (3 credit hours/special course fee)

RADG 1402. Digital/Film Acquisition and Display I
Content is designed to impart an understanding of the components, principles and operation of digital imaging and film-based imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented. (2 credit hours/special course fee)

RADG 2001. Radiographic Pathology
An introduction to the concepts of disease. Trauma/physical injury, the systemic classifications of disease and repair and replacement of tissue are discussed. (1 credit hour/special course fee)

RADG 2002. Imaging Equipment
This course introduces the student to various methods of recording images, fundamentals of maintenance and relates principles of diagnostic imaging to the process of image production and the specific equipment it requires. Content includes image intensification, magnification, tomography and digital. The student is acquainted with advanced imaging techniques, including computed tomography, ultrasound, nuclear medicine and magnetic resonance imaging. (2 credit hours/special course fee)
RADG 2011. Principles of Radiation Protection
This course is the study of interactions of radiation with matter, its biological effects and the need for protection. Methods of minimizing exposure to patients, maximum permissible dose equivalents, personnel monitoring, shielding and methods of measuring ionizing radiation are discussed. A study of the effects of ionizing radiations on living tissues. Included are discussions on relative sensitivity and resistance of organ systems, cellular and systematic response to radiation and in utero response to radiation. The acute and late effects of radiation are discussed. (1 credit hour/special course fee)

RADG 2021. Principles of Radiation Biology
This course is a study of the effects of ionizing radiations on living tissues. Included are discussions on relative sensitivity and resistance of organ systems, cellular and systematic response to radiation and in utero response to radiation. The acute and late effects of radiation are discussed. (1 credit hour/special course fee)

RADG 2031. Senior Seminars
In this course, students review sessions in those courses deemed critical for the registry examination. Students are also given simulated registry examinations to aid in the preparation and familiarization with conditions under which the registry is given. Scheduled computer review is also scheduled during this time. (1 credit hour/special course fee)

RADG 2121. Image Analysis III
Content is designed to provide a basis for analyzing radiographic images in this course. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation and the factors that can affect image quality. Actual images are included for analysis. Prerequisite: RADG 1111. (1 credit hour/special course fee)

RADG 2131. Image Analysis IV
Content is designed to provide a basis for analyzing radiographic images. Included are the importance of minimum imaging standards, discussion of a problem-solving technique for image evaluation, and the factors that can affect image quality. Actual images are included for analysis. Prerequisite: RADG 2121. (1 credit hour/special course fee)

RADG 2231. Radiographic Procedures III (Contrast)
This course is the third in a sequence of courses that instruct the student in the radiographic positioning of the anatomic structures and organs of the body, correlated with human structure and function. In addition to the basic radiographic positions and procedures, special or supplementary radiographic views, studies using contrast media, special procedures and pediatric radiography are studied. Prerequisite: RADG 1212. (1 credit hour/special course fee)
COURSE DESCRIPTIONS

RADG 2222. Radiographic Procedures IV (Specials)
This course is the fourth in a sequence of courses that instruct the student in the radiographic positioning of the anatomic structures and organs of the body, correlated with human structure and function. In addition to the basic radiographic positions and procedures, special or supplementary radiographic views, studies using contrast media, special procedures and pediatric radiography are studied. Prerequisite: RADG 2231. (2 credit hours/special course fee)

RADG 2241. Radiographic Procedures V
This course is the fifth in a sequence of courses that instruct the student in the radiographic positioning of the anatomic structures and organs of the body, correlated with human structure and function. In addition to the basic radiographic positions and procedures, special or supplementary radiographic views, studies using contrast media, special procedures and pediatric radiography are studied. Prerequisites: RADG 2222. (1 credit hour/special course fee)

RADG 2322. Clinical Education III
Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experience is designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Prerequisite: RADG 1313. (2 credit hours/special course fee)

RADG 2333. Clinical Education IV
Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experience is designed to give the student the ability to provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Prerequisite: RADG 2322. (3 credit hours/special course fee)
RADG 2343. Clinical Education V  
Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experience is designed to give the student the ability provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Prerequisite: RADG 2333. (3 credit hours/special course fee)

RADG 2352. Clinical Education VI  
Clinical practice experiences and competencies are evaluated in this course. It is designed to allow the student to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiologic procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined and evaluated. Clinical practice experience is designed to give the student the ability provide excellent patient care and assessment, competent performance of radiologic imaging and total quality management. Levels of competency and outcomes measurement ensure the well-being of the patient preparatory to, during and following the radiologic procedure. Prerequisite: RADG 2343. (2 credit hour/special course fee)
RADG 2412. Digital/Film Image Acquisition and Display II
Content is designed to impart an understanding of the components, principles and operation of digital imaging and film-based imaging systems found in diagnostic radiology. Factors that impact image acquisition, display, archiving and retrieval are discussed. Guidelines for selecting exposure factors and evaluating images within a digital system assist students to bridge between film-based and digital imaging systems. Principles of digital system quality assurance and maintenance are presented. Prerequisite: RADG 1402. (2 credit hours/special course fee)

RADG 2502. Radiation Physics - Production & Characteristics I
A study of the general theories of physics at atomic and sub-atomic levels, electrostatics and electronics related to radiographic practice, X-ray tubes and transformers, circuits and equipment. The production of X-radiation, its properties, measurements and interaction with matter are studied. (2 credit hours/special course fee)

RADG 2511. Radiation Physics - Production & Characteristics II
This course is a study of the general theories of physics at atomic and sub-atomic levels, electrostatics and electronics related to radiographic practice, X-ray tubes and transformers, circuits and equipment. The production of X-radiation, its properties, measurements and interaction with matter are studied. Prerequisite: RADG 2502. (2 credit hours/special course fee)

RELIGION
RELG 2305. World Religions
This course introduces students to the study of great religions of the world—Hinduism, Buddhism, Islam, Judaism, Christianity and others—by examining their history, beliefs, moral teachings, rituals and practices. It examines the global patterns of contemporary world religions as symbol systems and expressions of discrete, coherent world views. The course combines lecture and discussion. (3 credit hours)

RELG 2320. Old Testament Survey
This course critically studies the major teachings of the collection of books that make up the Jewish Bible/Old Testament. It includes the history, literature and teachings of the books and selected readings from representative portions of the books of history, the prophets and other writings. The course combines lecture and discussion. (3 credit hours)

This course critically studies the major teachings of the books that make up the Christian New Testament. It includes the history, literature and teachings of the books, an emphasis on the life and teachings of the historical Jesus, and how the development and spread of Christianity was reported in Acts and the letters of Paul. The course combines lecture and discussion. (3 credit hours)
RESPIRATORY THERAPY

RES 1103. Respiratory Care Sciences
This lecture and laboratory course focuses on the scientific foundations of patient care in respiratory therapy. Units include math—a review of basic operations with an introduction to calculations used in respiratory care; chemistry—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; and microbiology and infection control—overview of disease-causing microorganisms with community and hospital-based precautions to prevent the spread of infection. (3 credit hours/special course fee)

RES 1203. Non-Critical Care
This lecture and laboratory course is a comprehensive study of topics and knowledge required for patient care at the sub-acute level through classroom instruction and laboratory experience. Units include general patient care, which introduces students to patient psychology, communication skills, patient assessment, CPR and essentials of respiratory therapy treatments, and respiratory pharmacology, which presents the process of medication administration by respiratory therapists. Topics include drugs commonly used in the treatment of cardiopulmonary illness, dosages, expected reactions, side effects and contraindications to drug therapy. A unit on medical ethics, which emphasizes the importance of legal and professional behavior in the relationships between therapists and doctors, nurses, allied health personnel and patients, is presented. Students are also instructed in the use of oxygen and air delivery devices, medical gas safety codes and regulations and hazards of use in the section on medical gas, aerosol and humidity therapy. Students learn the proper techniques for use of aerosol and humidity appliances. Students are also introduced to the basic principles of mechanical ventilation. (3 credit hours/special course fee)

RES 1305. Clinical Practicum I
This laboratory and clinical instruction course involves students in practical laboratory and hospital procedures such as oxygen setup, medical gas cylinders, arterial blood gas sampling and analysis, basic spirometry and airway care. Prerequisites: RES 1103 and RES 1203. (5 credit hours/special course fee)

RES 1403. Mechanical Ventilation I
This lecture and laboratory course offers an introduction to mechanical ventilation equipment and principles. Prerequisites: RES 1103 and RES 1203. (3 credit hours/special course fee)

RES 1503. Anatomy and Physiology
This course presents a study of the structure and function of the human body with emphasis on the circulatory and respiratory systems, acid-base balance and oxygen transport. Prerequisites: RES 1103 and RES 1203. (3 credit hours/special course fee)
RES 1603. Critical Care  
The study and practice of respiratory care for the critically ill are presented in this course. The airway management unit presents airway care in classroom, laboratory and clinical settings. Students become proficient in techniques of tracheostomy care; endotracheal intubation and extubation; endotracheal and nasotracheal suctioning; and bronchial hygiene. The unit on physiologic monitoring covers topics related to management of acute and chronic illness from a respiratory care perspective. Students learn patient assessment skills, ECGs, cardiovascular evaluation, stress testing, care of postoperative patients and hemodynamic monitoring. The Critical Care Pharmacology unit offers an overview of drugs used in critical care areas and their interactions with those administered by respiratory therapists. Prerequisite: RES 1203. (3 credit hours/special course fee)

RES 1801. Internal Medicine I  
This course is a study of pulmonary diseases and a basic understanding of radiological findings and patient assessment. (1 credit hour/special course fee)

RES 2103. Mechanical Ventilation II  
Procedures for initiating ventilator use, ventilator management, troubleshooting and testing are covered in the classroom and laboratory, and students participate in supervised care of ventilator patients in hospital critical care units. Prerequisite: RES 1403. (3 credit hours/special course fee)

RES 2203. Neonatal and Pediatric Respiratory Care  
Therapy and procedures applied to the care of premature infants, sick infants and pediatric patients is the emphasis of this course. Students participate in supervised care of these patients in critical care areas. Prerequisite: RES 1603. (3 credit hours/special course fee)

RES 2305. Clinical Practicum II  
Students participate in supervised care of patients throughout the hospital, with an emphasis on critical care areas. Experience in specialized respiratory care practice is part of this course. Prerequisite: RES 1305. (5 credit hours/special course fee)

RES 2403. Cardiopulmonary Diagnostic Testing  
This course offers classroom, laboratory and clinical presentation of complete pulmonary function testing, medical imaging techniques and other diagnostic tests related to the practice of respiratory therapy. Prerequisite: RES 1603. (3 credit hours/special course fee)

RES 2502. Internal Medicine II  
This course is a continuation of RES 1801 Internal Medicine I. Prerequisite: RES 1801. (2 credit hours/special course fee)
SOCIAL WORK
SOWK 1301. Introduction to Social Work
This course covers the historical background and description of social work in the areas of medicine, psychiatry, public assistance, social insurance, and community service, with emphasis on the function of the social worker, professional standards and ethics. Prerequisite: SOCI 2300 with a grade of “C” or better. (3 credit hours)

SOCIOLOGY
SOCI 2300. Introduction to Sociology ACTS # SOCI 1013
This course is an introduction to the theories, concepts and basic principles used in the study of group life, social institutions and social processes. Completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement test. (3 credit hours)

SOCI 2333. Social Problems ACTS # SOCI 2013
The application of sociological principles to the investigation of major social problems currently faced by societies is the focus of this course. Prerequisite: SOCI 2300 with a grade of “C” or better. (3 credit hours)

SPANISH
SPAN 1300. Spanish for the Workplace I*
This course is designed for professionals who work with Spanish-speaking people on their jobs, and/or who would like to possess the basic vocabulary and sentence structure needed to communicate simple sentences. (3 credit hours)

SPAN 1311. Elementary Spanish I ACTS # SPAN 1013
This is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours) (3 credit hours)

SPAN 1312. Elementary Spanish II ACTS # SPAN 1023
This course is a continuation of SPAN 1311. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. Prerequisite: SPAN 1311 with a grade of “C” or better, or placement by examination. (3 credit hours)
SPAN 2311. Intermediate Spanish I
This course is designed to help students develop an intermediate-level proficiency in the four skills of listening, speaking, reading and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. Prerequisite: SPAN 1312 with a grade of “C” or better, or placement by examination. (3 credit hours)

SPAN 2315. Intermediate Spanish Conversation
This course is designed to increase fluency in narrating, describing, comparing and commenting in Spanish. Prerequisites: SPAN 2311 with a grade of “C” or better, or placement by examination. (3 credit hours)

*NOTE:* This is an elective course and does not meet any fine arts requirements for any certificate, degree or program of study.

SPCH 1300. Speech Communication
This course is a study of the theory and practice of communication in interpersonal, small group and public speaking. It emphasizes proficiency in research methods, speech organization and delivery, and critical thinking/listening applications. Prerequisite: Completion of DEVE 0324, 0328, OR 0121 (Composition Fundamentals) with a grade of “C” or better, or a score of 19 or above on the English section of the ACT, or a score of 80 or above on the COMPASS Writing Placement test AND completion of DEVE 0316, 0317, OR 0110 (College Reading) with a grade of “C” or better, or a score of 83 or above on the COMPASS Reading Placement test. (3 credit hours)

SPCH 2311. Business and Professional Speaking
This course is designed to develop student’s ability to effectively prepare and deliver various types of speeches for business and professional settings. Topics studied include audience analysis, critical thinking and listening, communication barriers and use of supporting materials and visual aids. Prerequisite: SPCH 1300 with a grade of “C” or better or consent of instructor; ENGL 1311 recommended. (3 credit hours)

SPCH 2312. Interpersonal Communication
This course is designed to enhance student’s ability to understand major concepts and theories of interpersonal communication. Topics studied include verbal and nonverbal communication, relational development and management, self-concept and relationship roles. In-class activities and presentations are used to develop interpersonal skills as applied to student’s personal and professional lives. Prerequisite: SPCH 1300 with a grade of “C” or better or consent of instructor; ENGL 1311 recommended. (3 credit hours)
SPCH 2313. Small Group Communication
This course is designed to develop student’s ability to effectively communicate in groups. Topics studied include group formation, leadership styles, problem-solving techniques, group roles and management of group conflict. In-class and group activities are used to develop small-group interaction and presentation skills. Prerequisite: SPCH 1300 with a grade of “C” or better or consent of instructor; ENGL 1311 recommended. (3 credit hours)

SPCH 2314. Introduction to Communication Research
An introduction to and practice in the construction to understand the research and application focus of communication. Focuses on the basics of library research, good research questions, case studies, writing and organizing, and acquiring the tools that make the research processes more efficient. (3 credit hours)

TECHNICAL
TECH 1103. Introduction to Engineering
This course is designed to introduce students to the fields of civil, architectural, electrical and mechanical engineering. Engineering graphics (AutoCAD, Feature CAM) are used to design projects. (3 credit hours)

TECH 2101. Work-Based Instruction (Capstone)
This capstone course provides the student with practical experience in a workplace environment that is closely related to classroom theory and lab educational goals. Program faculty work with the employer in providing relevant work experiences and in evaluating the student’s performance. Prerequisites: Within 16 hours of program completion, 2.55 GPA and consent of program instructor and dean. (1 to 14 variable credit hours)

THEATRE
THEA 1110, 1111, 2110, 2111. Theatre Practicum
These lab hours offer practical application of performance and technical theatre principles through participation in productions. Prerequisite: Consent of instructor. 1 lab hour. (1 credit hour)

THEA 1320. Acting I
This course introduces the basics of acting: body, voice and characterization. Students work to increase breath support, to learn basic movement, and to increase physical and vocal flexibility. Character work and script analysis explore the ideas of the expressions of truth and meaning in the imaginary situations of theatre. (3 credit hours)
THEA 2300. Introduction to Theatre
This course is an introductory survey of theatre arts including history, dramatic works, stage techniques and production procedures as they relate to the fine arts, society and the individual. Prerequisites: Completion of DEVE 0316, 0317, OR 0110 with a grade of “C” or better, or 83 or above on the COMPASS Reading Placement Test. (3 credit hours).

THEA 2310. The Theatre Experience
This course intensively covers all aspects of theatre performance and production. Students work together to produce, design and perform a theatrical production. Students become members of a theatre company which fills each position whether it is onstage or off. Each student fills two job assignments from two different performance/production areas ranging from acting to sets, costumes and lighting to sound to marketing and publicity. Students engage in script analysis, theatre history discussions, design theory discussions, acting, stage management, technical theory and application, and ultimately in giving and running a live performance. Prerequisite: THEA 2300 or permission of instructor. (3 credit hours)

THEA 2320. Stagecraft/Lighting Technology
This course introduces the fundamentals of stagecraft and lighting technology. Students will cover the basic elements and procedures of the theatrical setting with practice in construction, painting, dressing of scenery, lighting and the use of equipment and methods in those areas. (3 credit hours/special course fee)

THEA 2330. Fundamentals of Theater Design
This course introduces students to the various aspects and approaches utilized in the development and performance of the physical elements of theater production and performances. Included in the subject matter will be lighting, sound, scenery, props, make-up and costumes. A critical thinking methodology will be utilized to focus on the process from design to implementation of the theatrical elements in a production environment. (3 credit hours/special course fee)

THEA 2370. Text Analysis
This course is designed to teach the student basic elements of text analysis for production, including text analysis for directors, actors and designers. Areas explored include scene breakdown, rhythm and pace concerns, historical research, detail determination and practical concerns. Prerequisite: THEA 2300. (3 credit hours)

TRACTOR AND TRAILER
TRT 1003. Legal Requirements of Tractor and Trailer Operation
Legal aspects of tractor and trailer operation including Department of Transportation (DOT) requirements, log books and record keeping are covered in this course. (3 credit hours/special course fee)
TRT 1011. Tractor Trailer Logistics  
This course will focus on driving tractor trailer vehicles and study of Department of Transportation (DOT) requirements, log books, record keeping, and road test. (11 credit hours/special course fee)

TRT 1904. Pre-Trip for Road Tractors and Trailers  
This course will focus on the vehicle inspection of tractors and trailers before operation including Department of Transportation (DOT) requirements. (4 credit hours/special course fee)

WELDING TECHNOLOGY

WLD 1103. Welding I Lecture  
This instructional program prepares individuals to apply technical knowledge and skills to unite or separate metal parts by various types of welding and cutting processes. This course along with a welding process lab will help the student develop correct handling and safety while using welding equipment and gases found in the welding industry. 3 lecture hours. Required Co-requisite: WLD 1105 Welding I Lab. (3 credit hours/special course fee/Welding Course Fee)

WLD 1105 Welding I Lab  
This welding process lab will help the student develop correct handling and safety while using welding equipment and gases found in the welding industry. 9 lab hours. Required Co-requisite: WLD 1103 Welding I Lecture. (5 credit hours/special course fee/Welding Course Fee)

WLD 1104. Basic Welding I  
This course is an introduction to basic welding skills. The course covers arc and gas welding in the flat position and provides practice in stick, mig, brazing and cutting. Correct and safe handling of welding equipment and gases is emphasized. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee/Welding Course Fee)

WLD 1404 Basic Welding II  
This course is a continuation of Basic Welding I and is a combination of WLD 1104 and an introduction to basic welding skills. Course covers arc and gas welding and provides practice in stick, mig and cutting. Correct and safe handling of welding equipment is emphasized. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee/Welding Course Fee)

WLD 1204. SMAW I (Shielded Metal Arc Welding I)  
This course presents a study of theory and application of basic shielded metal arc welding (SMAW), including the setting of equipment, selecting electrodes and running beads. Students receive instruction and practice in out-of-position welding, welding qualification test requirements and take the welder qualification test. 2 lecture hours, 5 lab hours. (4 credit hours/special course fee/Welding Course Fee)
WLD 1303. Welding Design and Techniques
This course is designed for Visual Arts students interested in metal construction techniques. Curriculum includes welding safety, proper use of various shop tools and the following technical skills: copper soldering, wire welding, arc welding and oxyacetylene welding. 2 hours lecture, 2 hours lab (3 credit hours/special course fee)

WLD 1304. SMAW II (Shielded Metal Arc Welding II)
This course is a continuation of SMAW I (Shielded Metal Arc Welding II) with further emphasis on theory and application of basic shielded metal arc. 2 lecture hours, 5 lab hours. (4 credit hours/special course fee/Welding Course Fee)

WLD 1604. Welding Layout
This course examines shop and production layout including, but not limited to, effective welding joint design, tape measure interpretation and proper measurements as applied to various shapes and designs. Laboratory layout projects include all aspects of position welding. Students study and practice qualification requirements and take performance tests in various types of welding in which instruction has been received. 3 lecture hours, 3 lab hours. (4 credit hours)

WLD 1704. Gas Metal and Flux Cored (GMAW/FCAW))
This instructional program prepares individuals to apply technical knowledge and skills to Gas Metal Arc Welding (GMAW) and Flux-Cored Arc Welding (FCAW) processes. The student will develop knowledge of ferrous and nonferrous metals and their properties. This will include welding processes on aluminum, stainless steel and carbon steel welding. 2 lecture hour, 5 lab hours. (4 credit hours/special course fee/Welding Course Fee)

WLD 1904. GTAW (Gas Tungsten Arc Welding)
This course is a study of the principles of gas tungsten arc welding (GTAW) in relationship to ferrous and nonferrous metals. It offers practical application in aluminum, stainless steel and carbon steel in a simulated work environment. 2 lecture hour, 5 lab hours. (4 credit hours/special course fee/Welding Course Fee)

WLD 2110. Welding II
This course is a combination of WLD 1304 SMAW II (Shielded Metal Arc Welding II), WLD 1604 Welding Layout and WLD 1904 GTAW (Gas Tungsten Arc Welding). The class is designed for the full-time day welding student to work toward marketable job skills with emphasis on layout and continuation of welding certifications. Correct and safe handling of welding and shop equipment is emphasized. Prerequisite: WLD 1103 and 1105 or WLD 1110 or permission of instructor. 3 lecture hours, 17 lab hours. (10 credit hours/special course fee/Welding Course Fee)
CAMPUS INFORMATION
OTHER PULASKI TECH LOCATIONS

BUSINESS AND INDUSTRY CENTER
3303 East Roosevelt Road • Little Rock, AR 72206 • (501) 907-6670
The Business and Industry Center houses the Building Sciences Center of Excellence and provides high-quality customized training in response to the needs of Arkansas business and industry. A staff of training specialists provides training and instruction in mechanical maintenance, industrial electricity, electronics, aircraft modification, programmable logic controllers, computer applications, community education, management development and supervision. Community education classes also are offered.

SALINE COUNTY CAREER CENTER
3199 South Reynolds Road • Bauxite, AR 72011 • (501) 602-2420
The Saline County Career Center, operated by Pulaski Technical College on the former campus of Alcoa/Reynolds campus at Bauxite, offers secondary career programs for high school students in Saline County and the surrounding area. This is the location for Pulaski Technical College’s Cosmetology program of study. College students are offered evening classes in cosmetology during the spring and fall. This campus is not a full-service location.

SALINE COUNTY ADULT EDUCATION CENTER
16936 I-30 • Benton, AR 72015 • (501) 778-3235
Pulaski Technical College operates the Saline County Adult Education Center at Benton offering General Educational Development (GED) preparation, basic skills, English as a Second Language (ESL), and computer literacy programs for residents of Saline County and the surrounding area. The center is located at 16936 Interstate 30 in Benton at Exit 117. This location is not a full-service location.

AEROSPACE TECHNOLOGY CENTER
1600 West Maryland Avenue • North Little Rock, AR 72120 • (501) 835-5420
This site is a location for students taking aviation courses. The Aviation Maintenance Technology program offered at Pulaski Technical College trains students for FAA certification. Training technologies include computer-based instruction, PowerPoint instructional presentations, video presentations, lectures, training aids, field trips, day and evening classes, school-affiliated FAA designated mechanics examiners, FAA certified instructors, FAA/FCC approved federal testing center and a comfortable learning environment. This is not a full-service location.
LITTLE ROCK-SOUTH
13000 I-30 • Little Rock, AR 72205 • (501) 812-2200
The Pulaski Technical College Little Rock-South site at 13000 Interstate 30 can accommodate up to 3,300 students. The 159,000-square-foot building in south Pulaski County is conveniently located just off I-30 near the Saline and Pulaski county boundary. Little Rock-South is home to expanded programs in automotive technology, collision repair technology, diesel technology, Power Sports Technology, motorcycle/ATV technology, commercial driver training, and transportation facility management training. In addition, the site is home to classrooms, laboratories, student services, faculty and staff offices, as well as food services, a library and tutoring services. General and developmental education and other college courses are offered.

The Pulaski Technical College Culinary Arts and Hospitality Management Institute (CAHMI) provides an intensive, comprehensive course of study in the culinary arts. The programs are designed to prepare students for professional careers in the food service industry. It integrates classical and modern culinary techniques with strong kitchen management skills. Students in these hands-on programs will master preparation of breads, pastries, desserts, appetizers, soups, sauces, garde manger, charcuterie and entrees.
PRESIDENT’S EXECUTIVE COUNCIL
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B.S. Iowa State University

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B.S. Arkansas State University

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Vice President for Economic Development
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B.S. Arkansas State University

Shannon Boshears
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B.A. University of Arkansas at Little Rock

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B.A. Hendrix College

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Associate Vice President for Technology/Chief Information Officer
CDP Institute for Certification of Computing Professionals
MCSE Microsoft Corporation
MCITP Microsoft Corporation
Certificate Pulaski Technical College

Stacey Hogue
Associate Vice President for Finance
M.B.A. Webster University
B.S. Southern Illinois University

Sherry Young
Associate Vice President for Human Resources
B.S. University of Arkansas at Little Rock

Jasmine Ray
Associate Vice President for Planning and Effectiveness
M.Ed. University of Arkansas at Little Rock
B.A. University of Arkansas at Little Rock

Dr. Pamela K. Cicirello
Associate Vice President for Learning
Ed.D. Arkansas State University
M.Ed. University of Arkansas
B.S.E. Henderson State University
PULASKI TECHNICAL COLLEGE BOARD OF TRUSTEES

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James Herzfeld • Vice Chair/Secretary
Bonnie Davis
Tamika Edwards

PULASKI TECHNICAL COLLEGE FOUNDATION

The Pulaski Technical College Foundation is the sole official fundraising and private gift-receiving agency for the college. Chartered as a non-profit organization for educational purposes, the foundation solicits and receives tax-deductible gifts and manages these gifts and bequests for the benefit of the college.

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Sharon Heflin • Executive Vice Chair
Ryan Hamra • Vice Chair for Internal Operations
Phyllis Brown • Vice Chair for Development
Dr. Margaret A. Ellibee • President • Pulaski Technical College
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IN CASE OF AN EMERGENCY

GET THE MESSAGE

SIGN UP FOR THE RAVE ALERT SYSTEMS TODAY!

Pulaski Tech has partnered with Rave Wireless Alert Systems to provide an emergency alert system capable of delivering instant messages by e-mail and/or text message. The college strongly encourages all students to sign up for Rave Alerts.

All students, faculty and staff with a Pulaski Tech e-mail address will receive e-mail notifications automatically.

If you want to receive text messages you will need to log in to enter and verify your cell phone number and provider. When you are done, you will be able to send yourself a test message.

This service is free unless your cellular phone provider charges a per-text message fee. You (and, if you like, your loved ones) can receive important information in a timely manner if the business of the college is disrupted by bad weather or other emergencies.

If you do not verify your cell phone information, you will be notified of emergency situations via Pulaski Tech e-mail only.

We encourage you to login to the Rave Wireless website to confirm your contact information and choose your notification preferences. You may sign in using your current Pulaski Tech email address. Then you will be prompted to complete the registration process.

To sign up and/or manage your account, please visit:

Thank you, and STAY SAFE!
FACULTY
Glenn Acrey  Instructor of Machine Shop  
A.S. Arkansas State University  

James Almstrom  Instructor of Automotive Tech  
Certificates Pulaski Technical College  

Maribeth Anders  Co-Chair of Visual Arts  
M.A. University of Arkansas at Little Rock  
B.A. University of Arkansas at Little Rock  

Janine Armstrong  Instructor of Speech Communication  
M.A. University of Arkansas at Little Rock  
B.A. University of Arkansas at Little Rock  

Vondra Armstrong  Instructor of Business  
Ed.D. University of Arkansas at Little Rock  
M.B.A. University of Tennessee  
B.S. University of Tennessee  

Mark Barnes  Instructor of English  
M.A. University of Illinois at Urbana-Champaign  
B.A. University of Southern Florida at St. Petersburg  

Cynthia Beck  Chair of Developmental Reading  
M.A. University of Arkansas at Little Rock  
B.A. University of Arkansas at Little Rock  

James Becker  Department of Social Sciences  
M.A. Southeast Missouri State University  
B.A. Southeast Missouri State University  

Terrill Beckerman  Instructor of Computer Information Systems  
Ph.D. University of Missouri  
M.Ed. University of Missouri  
B.S. University of Missouri  

Alvin Bell  Adjunct Instructor of Physics  
M.S. Purdue University  
B.A. Hendrix College
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
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</thead>
</table>
| Paul Bennett           | Instructor of English             | M.A. University of Arkansas at Little Rock  
B.A. University of Arkansas at Little Rock  
A.A. Orange Coast College |
| Robert Best            | Culinary Instructor               | Certificate Arkansas Culinary School Apprenticeship Program                |
| Aiwei Borengasser      | Instructor of Biology             | Ph.D. University of Arkansas for Medical Sciences  
M.S. Midwestern State University  
B.S. Sichuan University   |
| Joey Bowman            | Instructor of Automotive Technology | Certificate of Training United States Air Force                           |
| Sherry Bowman          | Director of Practical Nursing Program | B.S. College of St. Francis  
A.S. University of Arkansas at Little Rock  
A.S. University of Arkansas for Medical Sciences  
L.P.N. Little Rock Vo-Tech |
| Brenda Bradley         | Chair of History                  | M.S.E. University of Central Arkansas  
B.S.E. University of Central Arkansas |
| Casson Brock           | Instructor of Education           | M.S.E. Henderson State University  
B.S.E. Henderson State University  
A.A.T Pulaski Technical College |
| Scottie Burchett       | Instructor of Cosmetology         | Cosmetology License  
Cosmetology Instructor License Metropolitan Career Center |
<p>| Campbell Suzanne       | Instructor of Culinary            | Catering Certificate West Cumberland College of Science and Technology    |</p>
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education</th>
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<tbody>
<tr>
<td>David Carpenter</td>
<td>Instructor of Visual Arts</td>
<td>M.F.A. Louisiana State University, B.F.A. University of Central Arkansas</td>
</tr>
<tr>
<td>Rachel Caruthers</td>
<td>Instructor of Developmental Mathematics</td>
<td>M.S. University of Arkansas at Little Rock, B.S. University of Arkansas at Little Rock</td>
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<tr>
<td>Matthew Chase</td>
<td>Instructor of English</td>
<td>M.A. University of New Hampshire, B.A. University of Central Arkansas</td>
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<tr>
<td>Jonathan Childs</td>
<td>Digital Media Production Instructor</td>
<td>M.F.A. University of Central Arkansas, B.A. University of Central Arkansas, A.A. National Park Community College</td>
</tr>
<tr>
<td>Rebecca Chism</td>
<td>Department Chair for Developmental Reading</td>
<td>M.Ed. University of Arkansas at Little Rock, B.A. Ouachita Baptist University, B.S. University of Arkansas at Little Rock</td>
</tr>
<tr>
<td>Elizabeth Clyburn</td>
<td>Instructor of Fine Art and Humanities</td>
<td>M.F.A. University of Arkansas at Little Rock, B.A. Harding University, A.A. Arkansas State University- Beebe</td>
</tr>
<tr>
<td>Robert D. Coates</td>
<td>Instructor of Accounting</td>
<td>M.S.A. Texas A&amp;M University Texarkana, M.B.A. University of Phoenix, B.S. Philander Smith College</td>
</tr>
<tr>
<td>Charles Rex Cole</td>
<td>Instructor of Physical Science</td>
<td>M.S. University of Memphis, B.S. University of Arkansas at Monticello</td>
</tr>
<tr>
<td>Ebony Conley</td>
<td>Chair of Developmental Mathematics</td>
<td>M.B.A. University of Central Arkansas, M.A. University of Central Arkansas, B.B.A. University of Arkansas at Little Rock</td>
</tr>
</tbody>
</table>
Cheri Courtright  Instructor of American Sign Language  
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A.A.  University of Arkansas at Little Rock

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B.S.  University of the Ozarks

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B.A.  Spelman College

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B.A.  University of Central Arkansas

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B.S.E.  Arkansas State University

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B.F.A.  Memphis College of Art

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B.A.  University of California-Los Angeles  

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B.S.  Embry-Riddle Aeronautical University  

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B.S.  Xavier University  

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A.O.S.  Scottsdale Culinary Institute  

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B.A.  Henderson State University  

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A.A.S.  Southern Technical College  

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B.A.  University of Arkansas  

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B.A.  Arkansas State University  
A.A.  Arkansas Northeastern College
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B.S.  University of Arkansas

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B.A.  University of Arkansas

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M.S.  University of Southern Mississippi
B.A.  Our Lady of the Lake University at San Antonio

Marilyn Harris  Instructor of Information Technology
M.A.  Webster University

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B.S.  Arkansas State University
B.S.  Arkansas State University

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M.A.  University of Arkansas at Little Rock
B.A.  University of Arkansas at Little Rock

Michelle Herrera  Director of Clinical Education of Respiratory Therapy Program
M.Ed.  American Intercontinental University
B.A.  University of Central Arkansas
RT Certificate  UAMS-AHEC

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J.D.  UALR Bowen School of Law
M.S.E.  Harding University
B.A.  Harding University

Allen Holloway  Instructor of Automotive Technology
College Studies  University of Central Arkansas
College Studies  Pulaski Technical College
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<td>Brandon Houk</td>
<td>Instructor of Truck Driving</td>
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<td>Deborah Huber</td>
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<td>Jennifer Ingram</td>
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<td>Susan James</td>
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<td>Karen Jensen</td>
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<td>Mayo Johnson</td>
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<td>Michael Julian</td>
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<td>Jerry Keller</td>
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Shirley Kelley  Instructor of Nursing  
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B.S. Ahmadu Bello University
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<td>James McAfee</td>
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<tr>
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<td>Mimi McAfee</td>
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<td>Patricia McCormack</td>
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<td>Michael McMillan</td>
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<td>Barry McVinney</td>
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<td>Constance Meadors</td>
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<td>Paula Miles</td>
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<td>Beth Miller</td>
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<td>Michael Milligan</td>
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Carla Moody-Milligan  Department Chair for Behavioral Sciences  
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<td>Candace Pierce</td>
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<td>Pat Pierce</td>
<td>Department of Developmental Reading Chair</td>
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<td>Melissa Potter</td>
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<td>Lekita Pounds</td>
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<td>Donald Powell</td>
<td>Training Specialist</td>
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<td>John Price</td>
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<td>Jonathan Purkiss</td>
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<td>Julia Ramey</td>
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<td>Eugene Rathfon</td>
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Sherrie Ray-Trevino  Instructor of Spanish
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B.A. University of Arkansas at Little Rock
B.A. University of Arkansas at Little Rock

Paige Redd  Instructor of History
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Jamie Ryan  Instructor of Nutrition
M.S. University of Central Arkansas
B.S. University of Central Arkansas
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<td>Ralph Schultz</td>
<td>Instructor of Aerospace Technology</td>
<td>A.A.S. Pulaski Technical College</td>
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<td>Michael Slater</td>
<td>Instructor of Small Engines</td>
<td>A.A. Pierce College&lt;br&gt;Certificate Briggs &amp; Stratton&lt;br&gt;Certificate Equipment &amp; Engine Training Council</td>
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<td>Jacqueline Smith</td>
<td>Instructor of Dental Assisting</td>
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<td>Mandie Smith</td>
<td>Instructor of Health and Nutrition</td>
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<td>Nicolette Smith</td>
<td>Department Chair for Philosophy and Interdisciplinary Studies</td>
<td>MED University of Arkansas at Little Rock&lt;br&gt;B.A. University of Arkansas at Little Rock</td>
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<td>Robyn Spence</td>
<td>Instructor of Nursing</td>
<td>R.N. Baptist School of Nursing</td>
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<td>Don Spitler</td>
<td>Instructor of Speech Communication</td>
<td>M.A. Regent University&lt;br&gt;B.A. Central Baptist College&lt;br&gt;Ph.D. Trinity Theological Seminary</td>
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<td>Jay Sprigg</td>
<td>Instructor of Chemistry</td>
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<td>Jacob Standley</td>
<td>Instructor of Collision Repair</td>
<td>College Studies Pulaski Technical College</td>
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<td>Jean Swillum</td>
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<td>Werner Trieschmann</td>
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<td>Primo Voisin</td>
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<td>Elivia Wafford</td>
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<td>Jessica Walker</td>
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<td>Rodney Warren</td>
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<td>Josh Weaver</td>
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<td>Tammye Whitfield</td>
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<td>Shannon Wilcox</td>
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<td>Darrellyn Williams</td>
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<td>Robert Williams</td>
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Steve Williams  Instructor of Welding  
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<tr>
<td>K. Aurora Adney</td>
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<tr>
<td>Jeremy Allen</td>
<td>Skilled Tradesman</td>
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<td>Marvene’ Allen</td>
<td>Student Services Representative</td>
<td>M.S. Walden University</td>
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<td>Michelle Anderson</td>
<td>Dean of Students</td>
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<td>Susanne Ashby</td>
<td>Assessment Coordinator</td>
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<td>Laura Austin</td>
<td>Outreach and Reference Librarian</td>
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<td>Mike Bamburg</td>
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<td>Kyanna Beard</td>
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Somerly Crawford  Administrative Specialist III  
A.A.  Northwest Arkansas Community College

Erin Dail  Early College Coordinator  
M.A.  Forest Institute of Professional Psychology  
B. A.  Drury University

Jennifer Danser  Executive Chef/Director of Purchasing CAHMI  
A.A.S.  Pulaski Technical College

Katie Davis  Access Services Librarian  
M.S.  University of Kentucky  
M.A.  University of Kentucky  
B.A.  University of Central Arkansas

Sam Davis  Financial Aid Advisor  
M.A.  American Public University  
B.A.  University of Arkansas at Little Rock

Wendy Davis  Dean of Libraries  
M.S.  University of Central Arkansas  
B.S.  University of Arkansas at Little Rock

Douglas Diaz  Coordinator of Housekeeping

Catherine DiVito  Registrar  
M.A.  Gordon-Conwell Theological Seminary  
B.S.B.A.  University of South Carolina

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B.S.  University of Arkansas at Little Rock  
A.A.  Pulaski Technical College  
A.A.S.  Pulaski Technical College

Robert Dixon  Building Trades Training Specialist

Cathy Donohoe  Administrative Specialist II

Cynthia Donohoe  Fiscal Support Specialist
Yvonne Dougherty  Director of Saline County Adult Education Center  
M.A.  University of Arkansas at Little Rock  
B.A.  University of Arkansas at Little Rock  

Chad Durham  Public Safety Officer  
Certificate  University of Arkansas  

Billie Egli  Assistant Controller  
B.S.  University of Arkansas at Little Rock  
B.B.A.  University of Arkansas at Little Rock  

Alice Evans  Accounting Coordinator  
M.A.  Webster University  
B.A.  Philander Smith College  
A.A.S.  Mississippi County Community College  

Matthew Faircloth  Public Safety Officer  

Arrayon Farlough  Academic Advisor  
M.A.  University of Arkansas at Little Rock  

Brian Fernbacher  Director of Catering / Executive Chef  
A.A.S.  Pulaski Technical College  

Billy Fewell  Skilled Tradesman  
A.S.  Pulaski Technical College  

Serena Figueroa  Financial Aid Advisor  
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A.A.  Pulaski Technical College  

Catherean Floyd  Library Technician  
A.A.  Pulaski Technical College  

Wayne Floyd  Director of Systems Programming and Database Services  
B.S.  Henderson State University  
A.S.  Southern Arkansas University Tech  

Paul Fortune  Public Safety Supervisor  
Graduate  Arkansas Law Enforcement Training Academy  

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PROFESSIONAL/SUPPORT STAFF

Amy Green  Director of Creative Services  
M.A.  University of Mississippi  
B.A.  University of Mississippi

Jason Green  Director of Academic Technology  
M.M.  University of Missouri-Columbia  
M.A.  University of Missouri-Columbia  
B.A.  Nebraska Wesleyan University

Megan Greenwood  Counselor  
M. Ed.  Arkansas State University  
B.A.  Arkansas State University

Daphne Hale  Administrative Specialist III

Kay Harrington  Administrative Specialist III

David Harris  Director of Computer Operations South  
M.B.A.  Webster University  
B.S.  University of Arkansas Little Rock

Tierra Harris  Software Support Analyst  
B.S.  University of Arkansas Monticello

Verkeytia Harris Long  Administrative Specialist III  
B.A.  University of Arkansas Little Rock

Kendel Haycook  Development Associate  
B. A.  University of Arkansas Little Rock

Marsha Hines  Grants and Major Gifts Officer  
B.S.E.  University of Arkansas

Cynthia Holleman  Disability Services Counselor  
M.Ed.  University of Arkansas at Little Rock  
B.S.  John Brown University  
A.A.  Pulaski Technical College

Wesley Howard  Public Safety Officer  
B.S.  West Texas State University
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<td>Director of Professional Development Institute</td>
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<td>Dean of Mathematics, Natural, and Social Sciences</td>
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