W E L C O M E

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.

I am 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
# Table of Contents

- President’s Greeting ................................................................. 1
- 2013-2014 Academic Calendar ................................................... 3
- Helpful Telephone Numbers ...................................................... 6
- General Information ................................................................. 7
- Admissions ............................................................................. 13
- Student Services .................................................................. 23
- Student Life .......................................................................... 29
- Expenses .............................................................................. 61
- Financial Aid and Scholarships ............................................. 67
- Academic Information ............................................................ 81
- Programs of Study ................................................................. 93
- Course Descriptions .............................................................. 197
ACADEMIC CALENDAR

Fall 2013
Current Student Registration ................................Tuesday, April 16-Thursday, August 15
First Time College Student Application and Document Deadline ...Wednesday, August 7
New Student Registration ..................................................Monday, June 3-Thursday, August 15
Faculty/Staff Convocation (Campus Closed) .........................Monday, June 3-Thursday, August 15
Last Day to Register ............................................................Thursday, August 15
Fall 2013 Classes Begin ......................................................Monday, August 19
Last day to change from credit to audit ....................................Friday, August 23
Last day to change schedule (add/drop/swap online) ..................Friday, August 23
Labor Day Holiday .............................................................Monday, September 2
Current Student Registration for Spring 2014.....Tuesday, October 15-Thursday, January 9
Priority application deadline for December graduates ................Wednesday-Saturday, November 27-30
Last day to drop or withdraw ...............................................Monday, November 25
Last day of instruction ..........................................................Saturday, December 7
Finals begin ............................................................................Monday, December 9
Last day of finals .................................................................Saturday, December 14
Grades due by 3 p.m. ..............................................................Monday, December 16
Grades available online .......................................................Thursday, December 19
Holiday Break.................................................................Saturday-Wednesday, December 21-January 1

Spring 2014
Current Student Registration.............................................Tuesday, October 15-Thursday, January 9
New Student Registration .....................................................Monday, November 4 - Thursday, January 9
First Time College Student Application
    and Document Deadline ...................................................Friday, January 3
Last day to register .............................................................Thursday, January 9
Spring 2014 classes begin .....................................................Monday, January 13
Last day to change from credit to audit ..................................Friday, January 17
Last day to change schedule (add/drop/swap online) .................Friday, January 17
Dr. Martin Luther King, Jr. holiday ........................................Monday, January 20
Priority application deadline for May 2013 graduates ..............Friday, February 7
Spring break (no classes/campus open) .........................Monday-Saturday, March 24-March 29
Last day to drop or withdraw ..............................................Monday, April 18
Last day of instruction ..........................................................Saturday, May 3
Finals begin ..........................................................................Monday, May 5
Last day of finals .................................................................Saturday, May 10
Grades due by 3 p.m. ..............................................................Monday, May 12
Commencement .....................................................................Tuesday, May 13
Grades available online .......................................................Thursday, May 15
Current Student Registration for Summer 2014 ......................Tuesday, April 1-Thursday, May 22
Current Student Registration for Fall 2014 ..........................Tuesday, April 15 –Thursday, August 14
Summer I 2014
Current Student Registration ...........................................Tuesday, April 1 – Thursday, May 22
First Time College Student Application
     and Document Deadline ...........................................Wednesday, May 14
New Student Registration ............................................Monday-Thursday, May 19-22
Last day to register for Summer I 2014 .........................Thursday, May 22
Memorial Day holiday (no classes/campus closed) ..........Monday, May 26
Summer I classes begin ..............................................Tuesday May 27
Last day to change from credit to audit .........................Wednesday, May 28
Last day to change schedule (add/drop/swap online) ....Wednesday, May 28
Last day of instruction ..............................................Friday, June 20
Finals ...........................................................................Monday, June 23
Grades due by 3 p.m. .....................................................Wednesday, June 25
Grades available online ..............................................Friday, June 27

Summer I Extended 2014
Current Student Registration .......................................Tuesday, April 2 – Thursday, May 22
First Time College Student Application and Document Deadline ........Wednesday, May 14
New Student Registration ............................................Monday-Thursday, May 19-22
Last day to register for Summer I Extended 2014 ..........Thursday, May 22
Memorial Day holiday (no classes/campus closed) ........Monday, May 26
Summer extended classes begin ...................................Tuesday, May 27
Last day to change from credit to audit .........................Tuesday, May 28
Last day to change schedule (add/drop/swap online) ....Tuesday, May 28
Independence Day holiday (no classes/campus closed) ....Friday, July 4
Last Day of Instruction ................................................Tuesday, July 22
Finals (for MW classes) ..............................................Wednesday, July 23
Finals (for TR classes) ................................................Thursday, July 24
Grades due by 3 p.m. .....................................................Wednesday, July 30
Grades available online ..............................................Friday, August 1

Summer II 2014
Current Student Registration .......................................Tuesday, April 1 – Thursday, June 26
First Time College Student Application
     and Document Deadline ...........................................Friday, June 20
New Student Registration ............................................Monday-Thursday, May 19-June 26
Last day to register ......................................................Thursday, June 26
Summer II 2014 classes begin .....................................Monday, June 30
Last day to change from credit to audit .........................Tuesday, July 1
Last day to change schedule (add/drop/swap online) ....Tuesday, July 1
Independence Day holiday (no classes/campus closed) ....Friday, July 4
Last day of instruction ..............................................Friday, July 25
Finals ...........................................................................Monday, July 28
Grades due by 3 p.m. .....................................................Wednesday, July 30
Grades available online ..............................................Friday, August 1
Fall 2014
Current Student Registration.................................Tuesday, April 15 – Thursday, August 14
First Time College Student Application
   and Document Deadline ..................................................Wednesday, August 6
New Student Registration ......................................Monday, June 2 – Thursday, August 14
Convocation (Campus Closed) ....................................................Monday, August 11
Last day to register.................................................................Thursday, August 14
Fall 2014 classes begin ..........................................................Monday, August 18
Last day to change from credit to audit ................................Friday, August 22
Last day to change schedule (add/drop/swap) online........................Friday, August 22
Labor Day holiday (no classes/ campus closed) .........................Monday, September 1
Priority application for December graduates ......................Thursday, November 6
Thanksgiving holiday
   (no classes/ campus closed)........................................Wednesday - Saturday, November 26-29
Current student registration
   for Spring 2015...............................................................Tuesday, October 14 – Thursday, January 8
Last day to drop or withdraw .................................................Monday, November 24
Last day of instruction...............................................................Saturday, December 6
Finals begin ...........................................................................Monday, December 8
Last day of finals .................................................................Saturday, December 13
Grades due by 3 p.m. .........................................................Monday, December 15
Grades available online ....................................................Thursday, December 18
Holiday Break..............................................................Saturday-Friday, December 20-January 2
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
Fine Arts and Humanities • 812-2338
Information Technology • 812-2329
Mathematics/Natural and Social Sciences • 812-2269
Technical and Industrial Programs • 812-2239

LOCATIONS
Aerospace Technology Center • 835-5420
Arkansas Culinary School • 812-2860
Baptist Health Schools Little Rock • 202-7464
Business and Industry Center • 907-6670
Little Rock-South • 812-2200
Little Rock-West • 683-5240
Saline County Adult Education Center • 778-3235
Saline County Career Center • 602-2420

STUDENT SERVICES
Admissions and Records • 812-2231
Counseling, Advising, and Career Services • 812-2220
Financial Aid • 812-2289 or 812-2283
Learning Assistance Center • 812-2270
Registrar • 812-2206
Veterans Affairs • 812-2360
Other Offices
Bookstore • 812-4102
Campus Police/Public Safety • 580-1831
Career Links/Tech Prep • 812-2237
Cashier’s Office • 812-2278
Early Childhood Lab Schools • 753-0357
Public Relations and Marketing • 812-2388
Computer Services • 812-2205
Dental Assisting • 812-2339
Development • 812-2221
Early Childhood Development • 812-2342
Human Resources • 812-2203
Little Rock-South • 812-2878
Little Rock-West • 771-6071
Ottenheimer Library • 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 • 812-2750
Vice President for Learning • 812-2251
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); and the Aviation Maintenance Technology programs are certified by the Federal Aviation Administration (FAA).
• The Culinary Arts and Baking and Pastry Arts Programs are accredited by the American Culinary Federation Education Foundation. 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, and the Respiratory Technician program is accredited through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) of the American Medical Association.
• The Practical Nursing program is approved by the Arkansas Board of Nursing.
• 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 a few 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 62-credit hour transfer degree designed for transfer to a four-year institution.

The Associate of Arts in Teaching (A.A.T.) degree is a two-year transfer degree designed to introduce students to the profession of teaching and prepare students to enter a teacher education program at a four-year institution.

The Associate of Science (A.S.) degree is a 62-credit hour transfer degree designed for students planning to seek a baccalaureate degree in business, natural science, mathematics or computer science.

Registration is permitted in more than one area at a time, depending upon the needs of the student. Day, evening, Saturday and online courses are scheduled upon demand.
DEGREES AND CERTIFICATES OFFERED

ASSOCIATE OF ARTS
Degree Program
General Education

ASSOCIATE OF ARTS IN TEACHING DEGREE PROGRAMS
• Middle School Language Arts/Social Studies Emphasis
• Middle School Math/Science Emphasis
• Preschool - 4th Grade Emphasis

ASSOCIATE OF SCIENCE DEGREE PROGRAMS
Aviation
• Aviation Management Option
• Professional Pilot Option
Business
General Education
Computer Science
Information Science

ASSOCIATE OF GENERAL STUDIES

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS
Air Conditioning and Refrigeration
Applied Electronics Technology
Aviation Maintenance Technology
Baking and Pastry Arts
Business
• Accounting Option
• Entrepreneurship Option
• Office Supervision and Management Option
• Office Technology Option
Computer Information Systems
• Applied Programming
• End-user Support
• Networking
• Web Design
Construction Management
• Electrical Option
• General Option
• Plumbing Option
• Structural Steel Fabrication Option
Crime Scene Investigation
Culinary Arts
Drafting and Design Technology
Early Childhood Development
Environmental/Safety Technology
General Technology
Health Studies
• Anesthesia Technology
• Dental Assisting Option
• Histotechnology Option
• Radiography Option
• Sleep Technology Option
• Surgical Technology Option
Hospitality Management
Industrial Technology
Law Enforcement Administration
Manufacturing Technology
Military Technologies
Occupational Therapy Assistant
Paralegal Technology
Respiratory Therapy

ADVANCED CERTIFICATE PROGRAM
Computer Information Systems

TECHNICAL CERTIFICATES
Programs
Accounting
Air Conditioning and Refrigeration
Automotive Technology
Aviation Airframe Maintenance
Aviation Powerplant Maintenance
Avionics Technology
Baking and Pastry Arts
Collision Repair Technology
Construction Technology
Computer Information Systems
Cosmetology
Cosmetology Instructor
Crime Scene Investigation
Culinary Arts
Dental Assisting
Diesel Technology
Drafting and Design Technology
Early Childhood Development
Entrepreneurship
General Studies
Industrial Equipment Technology
Law Enforcement Administration
Legal Secretarial
Machine Tool Technology/Computerized Numerical Control
Medical Technology
Nail Technology
Office Technology
Practical Nursing
• Traditional Track
• Nontraditional Track
Small Engine Repair
• Lawn and Garden Equipment Repair
• Motorcycle/ATV Repair
Welding Technology
Wine and Spirits Studies

COSTERTIFCATES OF PROFICIENCY
Accounting
Alternative Fuels
Computer Information Systems
Crime Scene Investigation
Damage Analysis and Estimation
Early Childhood Development
Engine Machinist
Law Enforcement Administration
Nursing Assistant
(for Career Pathways participants only)
Office Technology
Parts Specialist
Tire Center Operator
Tractor and Trailer Operation
Tractor and Trailer Servicing
Welding Technology

ONLINE PROGRAMS
Associate of Arts in General Education
CAMPUSES AND 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 North Little Rock 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, 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 the Fine Arts and Humanities Division, Career Pathways, TriO Scholars, Veterans Upward Bound, the Office of the President, and administration offices and classrooms. The Industrial Technology Center provides laboratory and lecture rooms for the Machine Shop, Welding and Diesel Technology 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, an open computer lab and a multipurpose community room. It houses the Information Technology Division, as well as academic and administrative Computing Services.

The main campus’s newest building, the Business Technology Center, houses the accounting, entrepreneurship, management and supervision, office technology, paralegal technology, law enforcement studies 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.

In fall 2004, the college opened the Little Rock-West location at 8901 Kanis Road in west Little Rock. General and developmental education courses are offered at the West campus.

In 2008, the college opened the Little Rock-South site in the former Little Rock Expo Center building, located on Interstate 30. The site houses the Culinary Arts and Hospitality Management Institute and the college’s programs in Automotive Technology, Collision Repair Technology, Diesel Repair Technology, and Motorcycle/ATV Repair 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 will open its doors at the Little Rock-South site in fall 2013. The 57,800 square-foot facility has 11 multi-purpose kitchens, a multi-media kitchen, program-specific classrooms, a community education center, and much more.
Pulaski Technical College has three libraries to serve its growing community:
- Ottenheimer Library is on the Main Campus across the promenade from the Campus Center.
- Little Rock-South Library is located at the Little Rock-South site adjacent to Bakke Hall.
- Little Rock-West Library is housed in Room 106 of the Little Rock-West site.

Each library location contains 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 houses the Building Sciences Center of Excellence and 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 and technical courses and programs for the general public.

VISITORS ON CAMPUS
Pulaski Technical College encourages visitors on campus. Visitors should check in at the Office of Student Services 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. To schedule a tour, call (501) 812-2275 or (501) 812-2231.

AFFIRMATIVE ACTION/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 or religion.
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. First time entering college students must also meet minimum ACT, COMPASS or ASSET reading scores for admission.

ACT……………………… 13 Reading
COMPASS……………..62 Reading
ASSET……………………35 Reading

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 schooling, 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 at any time. For more information visit the Pulaski Tech website at www.pulaskitech.edu 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) 812-2275 or (501) 812-2231.

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) 812-2231 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 April 15 for summer admission. Applicants for Dental Assisting are encouraged to apply early since applications are accepted until all positions are filled.
ENROLLMENT DATES
Enrollment dates for Pulaski Technical College programs are generally as follows:

FALL ONLY
Aviation Maintenance Technology
Avionics Technology
Dental Assisting
Practical Nursing (exact start dates may vary from academic calendar)
Occupational Therapy Assistant

SPRING ONLY
Anesthesia Technology

FALL AND SPRING
Accounting
Air Conditioning and Refrigeration
Applied Electronics Technology
Automotive Technology
Baking and Pastry Arts
Collision Repair Technology
Construction Management
Construction Technology
Cosmetology
Crime Scene Investigation
Culinary Arts
Diesel Technology
Drafting and Design Technology
Early Childhood Development
Entrepreneurship
Environmental/Safety Technology
General Technology
Hospitality Management
Industrial Electronics Technology
Industrial Equipment Technology
Law Enforcement Administration
Legal Secretarial
Machine Tool/Computerized Numerical Control
Manufacturing Technology
Medical Technology
Office Supervision/Management
Office Technology
Paralegal Technology
Small Engine Repair
Welding Technology
Wine and Spirits Studies

SUMMER ONLY
Respiratory Therapy
Radiography
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 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.

3. Complete new student orientation for first time college students.

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. Students must be in good academic and disciplinary standing at the last institution attended as determined by Pulaski Technical College. A student on suspension and unable to return to the previous institution is not eligible for admission until the suspension has been satisfied.
   - 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.

3. Complete new student orientation for transfer students.

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 DUAL CREDIT HIGH SCHOOL STUDENTS
Act 1097 of the Arkansas General Assembly provides for students who are enrolled in an accredited high school and meet the admission standards of Pulaski Technical College to concurrently enroll for academic courses. Pulaski Technical College considers those students who are less than 18 years of age and who have not graduated from high school as falling under the provisions of this policy. Students in grades nine through twelve may enroll for credit courses by meeting the following criteria that apply to fall, spring, or summer enrollment:

1. Students must have completed the eighth grade and be enrolled in an accredited public or private secondary school or home school.

2. Students must complete an application for admission and provide COMPASS or ACT test scores. Home-schooled students must provide a copy of the Notification of Intent to Home School Form, which is on file with the local school district.
To be eligible to enroll in college credit classes, a concurrent student must achieve the following minimum ACT scores (or comparable COMPASS score):

- ENGL 1311 English Composition: ACT English 19 and ACT Reading 19
- MATH 1302 College Algebra: ACT Math 21 and ACT Reading 19
- All other State Minimum Core Curriculum: ACT Reading 19

3. Concurrently enrolled students are classified as non-degree/non-certificate seeking and are not eligible for financial aid.

4. Concurrently enrolled students may not enroll for more than seven semester hours during any semester.

5. The course load may not include developmental courses.

6. All arrangements for receiving dual high school/college credit and/or arrangements of third party payment of tuition and fees are the responsibility of the student.

7. Concurrently enrolled high school students must be advised and registered by a counselor or advisor. Appointments can be made by calling (501) 812-2220.

APPLICATION PROCEDURES FOR INTERNATIONAL STUDENTS

Any individual who is not a United States citizen or a permanent resident alien of the United States must meet the following admission requirements for international students. All of the following must be met before admission to Pulaski Technical College is granted. The deadline for international students’ admission is May 15 for fall, October 15 for spring, and March 15 for summer. International students who are transferring to Pulaski Technical College from another U.S. institution must be in full compliance with INS and in good standing with the last institution attended. An I-20 will not be issued until all documentation is received and processed. Any international student applying for admission to the college must contact the Director of Admissions by calling (501) 812-2734. International students should submit the following documents to the Office of Admissions and Records:

1. A completed application for admission.

2. A $250 non-refundable application fee in the form of a check drawn on a U.S. bank account or an international money order should be submitted with the application.

3. A completed International Student Data Form.

4. Original or certified copies of all secondary, college, and university academic transcripts, including certified English translations. Students who have attended an out-of-country institution must submit complete course descriptions or syllabi, in English, for evaluation of transfer credit.
5. If the student is not from an English-speaking country, a TOEFL score of 500 on the paper-based exam, a 173 on the computer-based exam, or a 61 on the Internet-based exam sent directly from the Educational Testing Service (ETS) or proof of graduation from an Intensive English Program (IEP) in the United States is required.

6. Proof of financial support. Applicants must submit a letter in English from their financial sponsor’s bank certifying that they will have a minimum of $20,000 available for each academic year of study. Tuition and fees must be paid in full at the beginning of each semester. Pulaski Technical College does not award financial aid or scholarships to international students.

7. Proof of health insurance coverage in the United States.

8. Proof of two MMR (measles, mumps and rubella) immunizations given on or after the student’s first birthday and on or after January 1, 1968, as required by state law.

9. ACT (American College Test) or COMPASS test scores. Tests must have been taken within the last five years. The COMPASS is given on campus through the Testing Center. For information on COMPASS test dates and times, contact Counseling Services at (501) 812-2220. Scores will be used to place students in English or mathematics.

10. A student transferring from a college or university in the United States must submit, in addition to an official transcript, a Transfer Notification Form completed by an advisor from the transfer institution. Copies of the student’s current I-20, passport and I-94 card must also be submitted.

11. Proof of tuberculosis screening as required by state law.

*Note:* All international students must be enrolled as full-time (12 or more semester hours) degree- or certificate-seeking students. There are no residential facilities on campus, and the college does not provide assistance with locating housing.
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. PTC reserves the right to revise previously granted transfer credit.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)
The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as No Comparable Course. 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 an application or information on an Allied Health program, call (501) 812-2231 or refer to the Allied Health section of the Pulaski Technical College web site.

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 two subsequent years. 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 Schools 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.stvincenthealth.com/radtech/). For information about pre-requisite courses, minimum GPA requirement, and application procedures, please visit the Pulaski Technical College website.

Anesthesia Technology applicants are accepted into the program based on a point system and interview. Points are based on GPA, testing scores, completion of required coursework, and prior related employment. Students can apply to the program on the Pulaski Technical College website.

REGISTRATION
All students must fulfill admissions requirements prior to registration for classes. Advisement is required for all new students. Former students may be required to meet with an advisor prior to being eligible for Web registration. Continuing students are eligible to register via the Web 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 Office of Career and Academic Advising 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 counselors, 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.
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.
BIG ROCK BISTRO AND FINISH LINE CAFE
The Pulaski Technical College Culinary Arts and Hospitality Management Institute’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 served cafeteria style, made-to-order sandwiches and burgers, a pasta bar, 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. Students, faculty and staff receive a 20 percent discount on purchases. The PTC Culinary Arts and Hospitality Management Institute offers catering services at both the Main Campus and Little Rock-South locations. 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 not eligible to register via the Web until they have completed a semester at PTC. All prerequisites must be completed before registration may be completed in certain courses. The catalog provides a list of the required prerequisites for each class.

CAREER LINKS
Currently enrolled students or recent graduates of the school districts in which articulation agreements are established with Pulaski Technical College may be able to receive college credit for some high school courses in the areas of Business, Drafting and Design, Electronics and Automotive Technology.
CAREER PATHWAYS
Career Pathways is a statewide initiative designed to provide support services and direct financial assistance to parents who want to increase their education and access to better employment. Career Pathways provides students with career and educational advising, assistance in finding jobs during school and after graduation, extra instruction for building successful academic and employment skills, tutoring and a computer lab for doing homework and improving computer skills. Some participants may qualify for childcare and transportation assistance. To be eligible for Career Pathways, parents must meet certain income requirements and have full-time custody of a least one child who is under the age of 21 and living at home. Call 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, 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 (IT303) and in the Learning Assistance Center located at Main Campus, Little Rock-South and Little Rock-West.

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.

Students should consult with a counselor whenever they need assistance in any area or subject. For more information, visit Counseling Services. 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. Students requesting accommodations must provide reasonably recent and complete documentation of their disability to document their needs. Students should provide sufficient notification of needs and register with Disability Services in the office of Counseling and Advising Services six to ten weeks prior to the semester of planned enrollment. 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.

Students who feel they have been discriminated against under the Americans with Disabilities Act may file a written grievance with the Vice President for Student Services.

**GRADUATE PLACEMENT**

College personnel work closely with area businesses and industry for the purpose of job placement. The college staff can assist students in obtaining permanent employment upon graduation; however, the college does not guarantee employment. Students in their last semester may elect to register their credentials (resumes, recommendations, etc.) with Career Services to enhance placement efforts.

**HEALTH INSURANCE**

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

**HOUSING AND TRANSPORTATION**

There are no residential facilities on campus. Central Arkansas Transit Authority bus transportation is available from various areas of Little Rock/North Little Rock to the campus. Bus schedules are available in the Administration building lobby.

**ID CARDS**

All students enrolled at Pulaski Technical College are required to obtain a student identification card at the time of registration for classes. 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 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 in Campus Center Rooms 302 and 303, at the Little Rock-West site in Rooms 120 and 130, and at Little Rock-South in Room 220. The Learning Assistance Center operations on the Main Campus and at Little Rock-West feature a computer lab and tutorial center. Any student enrolled at PTC may use the facilities of the LAC to improve or review academic skills in several college disciplines, do word processing, use the Internet, check email, use Blackboard and do database research. Students are encouraged to visit the LAC to see what computerized tutorials are available. The computer lab is open most semesters from 8 a.m. to 8 p.m. Monday through Thursday and from 8 a.m. to 2 p.m. Friday. The hours of operation are posted outside the labs each semester.
Tutoring also is available for a wide variety of college classes. 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 their hours of availability outside of the tutoring center. Students may email tutors at tutoring@pulaskitech.edu. Supplemental materials, including videotapes and workbooks, are available for student use. Students can find additional information about the LAC on the Pulaski Technical College website under Current Students.

**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. Police and Public Safety is located in the Administration building Room 126 and may be reached by phone at (501) 812-2711.

**PTC LIBRARIES**
Pulaski Technical College has three libraries to serve its growing community. Ottenheimer Library on the main campus, Little Rock-South Library, and Little Rock-West Library contain an expanding collection of resources to help students and faculty achieve their educational and professional goals.

Among these resources are six professional librarians, five library technicians, more than 23,500 print volumes, 340 print periodicals and 2,800 videos and DVDs. The library website provides access to a wealth of electronic resources including 55 databases and more than 19,000 e-books. All PTC Libraries offer research computer areas, wireless access, and access to a broad range of print, audiovisual and online resources. Ottenheimer and Little Rock-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 information literacy training program with interactive online modules, email reference, professional development workshops, group and individual instruction, and research assistance for students, staff and faculty. 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**
First aid kits are located in almost all campus buildings for minor emergencies. Students who are injured while on campus should notify Student Services.

**POLICE AND PUBLIC SAFETY**
The PTC Police and Public Safety Department is located in the Administration building on the Main Campus. A police substation is located on the first floor of the Campus Center. 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 PTC Police and Public Safety Department 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 and Public Safety 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 at (501) 812-2275 or (501) 812-2231.

**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.

**VETERANS UPWARD BOUND**
Veterans Upward Bound (VUB) is a federally funded program designed to help qualified military veterans prepare to enroll in a postsecondary university, community college or vocational/technical program. 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) 812-2802.

**VETERANS SERVICES**
Service members, veterans and dependants can use their military benefits and educational assistance programs at Pulaski Technical College. The Veterans Services office provides information and assistance with military benefits, application to the college, academic advising and access to other resources on campus and in the community. Veterans Services is located in the Campus Center building, room 338, on the North Little Rock campus. For more information, 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) 812-2750. 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.

CONNECT COLLEGE MINISTRY
PTC is a state-supported institution and therefore non-denominational. The purpose of Connect College Ministries is to encourage student fellowship, to develop student leadership skills, to provide opportunities to study the Bible and to practice its teachings, to organize students for ministry project, and to assist students in communicating the meaning of their faith in significant ways. Membership is open. Meetings are held at the Little Rock-South site.

COLLEGIATE ENTREPRENEURS' 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.

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
PTC is a state-supported institution and therefore non-denominational. 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.

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.

PULASKI TECH ATHLETIC CLUB
The mission of the Pulaski Technical College Athletic Club is to help students stay active and healthy as they develop social and leadership skills by participating in athletic activities on campus. The club’s members and advisor will conduct activities that enhance the development of these skills. The activities may include football, basketball, running, walking, tennis and other sports. The club’s members and advisor will also focus on and promote health awareness on campus.

PULASKI TECH DIAMONDS BASEBALL CLUB
The purpose of the Pulaski Technical College Baseball club is to create and provide an environment where all members of the community can participate in and help to expand the game of baseball, and in doing so, expand the positive role that all levels of sports can provide in fostering teamwork and building leaders.
PULASKI TECH DIAMONDS BASKETBALL CLUB
The purpose of the Pulaski Technical College Basketball club is to create and provide an environment where all members of the community can participate in and help to expand the game of basketball, and in doing so, expand the positive role that all levels of sports can provide in fostering teamwork and building leaders.

PULASKI TECH DIAMONDS SOFTBALL CLUB
The purpose of the Pulaski Technical College Softball club is to create and provide an environment where all members of the community can participate in and help expand the game of softball, and in doing so, expand the positive role that all levels of sports can provide in fostering teamwork and building leaders.

SKILLSUSA
Membership in SkillsUSA is open to students and other persons interested in the various career fields represented.

The purpose of SkillsUSA is to help students develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the clubs’ members and advisors. The activities may include events between vocational technical institutions and between students, such as parliamentary procedure contests and troubleshooting contests for mechanics.

Each club elects officers from its membership to serve as follows: president, vice president, secretary, treasurer, reporter and parliamentarian.

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. Each Student Ambassadors event/activity is assigned a point value, and ambassadors are required to accrue a set number of points per semester to maintain active status. 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. Applications are available in the Office of Public Relations and Marketing (A116). Scholarship recipients will be notified before the beginning of the fall or spring semesters. For more information, contact the Student Ambassador coordinator at (501) 812-2324.
STUDENT GOVERNMENT ASSOCIATION
The Student Government Association (SGA) consists of elected student representatives. Elections are held each spring for president, vice president, secretary and treasurer. The SGA president appoints the parliamentarian and historian. Division senators are elected during the fall semester. Individuals from each division of the college are represented. An advisor is appointed by college administration. For more information, call (501) 812-2750.

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 in the flower bed behind the building at Little Rock-West or in the front of the building in the grassy area. 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 and Little Rock-West, 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 the Main Campus. Banners may not be displayed at the Little Rock-West or 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 VISITOR POLICY
Pulaski Technical College encourages individuals seeking more information about the college to schedule a campus tour. Campus visitors should call and schedule a tour with the Student Services office 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. To schedule a tour, call (501) 812-2275 or (501) 812-2231.

CHILDREN ON CAMPUS
Students should not bring children on campus, but if it is necessary, the children should never be left unattended. Childcare facilities are available for small children on a limited basis at Little Learners Academy child care center. Child care is available from 7:30 a.m. until 5:30 p.m.

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 the interior halls, away from glass windows and doors. 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.

The College is not public in the sense of a park or city street and, as such, it is not open for expression of free speech and assembly by the general public.

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 area designated for demonstrations and mass gatherings is the sidewalk south of Ottenheimer Library and the Information Technology Center. Other outdoor areas may be approved on a case-by-case basis on request to the Dean of Students. 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 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 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.

Students should first attempt to resolve the issue with the employee involved. If the complaint is not resolved after a meeting with the employee, the complainant should discuss the matter with the employee’s immediate supervisor. If, following a meeting with the appropriate supervisor, a resolution is not possible, the complainant should file a formal complaint.
Formal complaints must be made in writing and signed, or may be submitted using a valid PTC e-mail account. Formal complaints should be submitted to the Office of the Provost. The complaint should include:

1.) Complainant’s name, phone number and student ID number
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 will investigate each formal complaint and notify the complainant of the outcome within ten (10) business days of formal written complaint.

**SEXUAL ASSAULT POLICY**

Pulaski Technical College explicitly condemns sexual assault as a violation of an individual’s human rights and dignity. Therefore, the policy of Pulaski Technical College is that members of the college community neither commit nor condone sexual assault in any form. This prohibition applies equally to male and female staff, faculty and students, to all persons on premises subject to College control and to those engaged to further the interests of the College. Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action.

Pulaski Technical College is committed to providing an environment free from sexual assault. Therefore, the college administration strongly encourages all PTC community members to report incidents of sexual assault. To that end, reporting and investigating procedures are supportive of and sensitive to the victim. At the same time, they adequately safeguard the rights of the alleged offender.

**DEFINITION/SEXUAL ASSAULT**

Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is “any sexual act directed against another person forcibly and/or against that person’s will, or not forcibly or against a person’s will where the victim is incapable of giving consent.” These sex offenses include forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling. Non-forcible sex offenses are acts of “unlawful, non-forcible sexual intercourse,” and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category. As used in this policy, the term “sexual assault” is generally descriptive of conduct specifically prescribed as rape, carnal abuse, sexual misconduct, sexual abuse and sodomy under Arkansas Code Annotated 5-14-101 through 123.
DISCIPLINARY SANCTIONS
Sexual Assault Forcible and Non-Forcible Sex Offenses: The college will not tolerate sexual assault in any form, including rape and acquaintance rape. A student or employee charged with sexual assault can be prosecuted under Arkansas criminal statute and/or disciplined by the college. Even if criminal prosecution is not pursued, the college can pursue disciplinary action. Where there is probable cause to believe that the campus regulations prohibiting sexual assault have been violated, the campus will pursue strong disciplinary action through its own internal judicial channels. This discipline includes, but is not limited to, the possibility of termination, expulsion, suspension, disciplinary probation, counseling, mediation or educational sanctions or a combination. Any conduct that constitutes a sexual offense under Arkansas law shall also be subject to disciplinary sanctions under this policy.

SEXUAL ASSAULT VICTIMS RIGHTS
As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from the college in notifying the local law enforcement authorities. The Dean of Students and/or Human Resources staff will explain how to use the college internal complaint process.

An individual has the right to file a complaint with the college and have a sexual assault complaint investigated by the College and the right to participate in any disciplinary proceedings regarding the sexual assault complaint.

If the individual wishes, two non-participating support persons may be present at such proceedings. The person accused may also have a representative present at such proceedings.

The college will notify the individual as to the outcome of any disciplinary proceeding regarding the complaint subject to limitations of state and federal laws relating to data privacy practices. The person accused will also be notified of the outcome of such proceedings.

The college will cooperate with law enforcement authorities in obtaining, securing and maintaining evidence in connection with the sexual assault incident. The college also will assist the individual in preserving any materials relevant to the campus disciplinary proceedings. The college will, in cooperation with law enforcement authorities, make efforts to shield the individual from unwanted contact with the alleged assailant, including the transfer of the victim to alternative classes if this option is available and feasible.

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 • Department of Police/Public Safety
SEXUAL HARASSMENT POLICY
Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Act of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed students may lodge a complaint immediately and confidentially.

Any person found to have violated the college’s policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

It is also a violation for any person to attempt, in any way, to retaliate against a person who makes a claim of sexual harassment.

RESOLUTIONS PROCEDURES
Students who believe that they have been sexually harassed should first seek an informal resolution as outlined below. If that is not possible, a formal resolution should be pursued. All complaints should be made within 30 days of the occurrence of the alleged harassment.

1. Informal Resolution: A person who believes that he or she has been subjected to sexual harassment should report the incident promptly to the Vice President for Learning or the Dean of Students. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable settlement is not made within 14 days from the date of the complaint, the complainant may initiate the formal complaint. During all informal attempts to resolve a complaint, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

2. Formal Resolution: If a complaint cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint with the Dean of Students. All formal complaints will be given full, impartial and timely investigation. During such investigations, every effort will be made to protect the privacy rights of all parties; however, confidentiality cannot be guaranteed.

SANCTIONS
If an investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the college’s policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment or expulsion from the college.

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 chief of police 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 Police and Public Safety Department 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 web site.

A written summary of campus guidelines and the notification plan for each offender will be maintained in the PTC Police and Public Safety Department. Determinations regarding notifications will be made by the Pulaski Technical College Police and Public Safety Department, 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. Copies of the policy and a directory of educational records listing all institutional student records may be found in this office.
A student may request to examine his or her records. 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
- Major field of study
- Full- or part-time status

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.

**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 240 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. (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.

There is no fee for registering a vehicle. 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 sticker obtained. If a parking sticker becomes unreadable, a new sticker must be obtained. Parking stickers are not transferable to other students, non-students, faculty or staff.
DISPLAY OF PARKING STICKERS
Students may be issued up to two parking stickers once they have completed online vehicle registration. If a person chooses to register only one vehicle, they may only receive one parking sticker. Students may obtain their stickers, after they have registered their vehicle(s), from the Cashier’s Window on the second floor of the Campus Center Building. The sticker must be displayed on the outside, lower left of the driver’s side back window.

All stickers must be displayed clearly without obstruction of permit information. People who are permitted to park in donor spaces must also have a valid parking sticker 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 sticker 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 sticker 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 sticker 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 sticker was needed. Drivers must display a sticker 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 Administrative Summons: A written notice to a student to report to a college administrative office at a designated date and time.

2.10 Public Law: Local, state and federal laws.

2.11 Commercial Solicitation: Any activities related to the sale of goods and/or services for a profit.
2.12 Complainant: Any person who submits a charge alleging that a student has violated this Student Code.

2.13 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 that serves 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**
- Conduct (not of sexual nature) that creates an intimidating, hostile, or offensive campus, education or working environment for another person.
- Conduct that threatens or endangers a person’s emotional, mental or physical well-being.
- Action or statements that threaten, harm or intimidate another person.
- 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. (See the Sexual Harassment Policy for further explanations of policies and procedures.)
- 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 his or her 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 hearing bodies.

c) Passing insufficient funds checks or fraudulent money orders in payment of any financial obligations to the college.

d) 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.

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.

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 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).
• 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.

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 a hearing with the Dean of Students, or his or her designee, and one additional college official.

• At this hearing, 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 his or her 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 is 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 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 hearing, the Dean of Students will make a determination based on the information available at the time. Failure to attend this hearing 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. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the hearing with the Dean of Students and supporting documents for one or more of the following purposes:

  a. To determine whether the hearing 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 hearing because such information and/or facts were not known to the person appealing at the time of the original conduct hearing.

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-opening of a hearing 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 met. 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.
• 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 hearing with 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 - $ 95 per credit hour up to a maximum of $1,995 per semester. Six-month residency is required.
• Non-Arkansas residents - $ 153 per credit hour up to a maximum of $3,213 per semester.

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 registration for classes: 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.

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.

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, Discover 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 (formerly known as FACTS) 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, students must have a term balance of at least $400.
**SPECIAL FEES**

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment fee</td>
<td>$5 per semester*</td>
</tr>
<tr>
<td>Equipment/facility use fee</td>
<td>$13 per credit hour (maximum-$273)*</td>
</tr>
<tr>
<td>Technology fee</td>
<td>$7 per credit hour (maximum $147)*</td>
</tr>
<tr>
<td>Library fee</td>
<td>$10 per semester*</td>
</tr>
<tr>
<td>Property maintenance fee</td>
<td>$11.50 per semester*</td>
</tr>
<tr>
<td>Online course fee</td>
<td>$35 per class*</td>
</tr>
<tr>
<td>Public safety fee</td>
<td>$20 per semester*</td>
</tr>
<tr>
<td>Special course fee</td>
<td>$30 per class*</td>
</tr>
<tr>
<td>Student support Services fee</td>
<td>$10 per semester*</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>Experience credit fee</td>
<td>$50 per class</td>
</tr>
<tr>
<td>International application fee</td>
<td>$250 (non-refundable)</td>
</tr>
<tr>
<td>International student fee</td>
<td>$500 per semester*</td>
</tr>
<tr>
<td>TEAS (Test of Essential Academic Skills)</td>
<td>$50</td>
</tr>
<tr>
<td>Returned check</td>
<td>$30</td>
</tr>
</tbody>
</table>

*Note: Only the assessment, equipment/facility use, property maintenance, technology, library, online course, public safety, special course, student support services, 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 Culinary, Dental Assisting, Practical Nursing, Occupational Therapy Assistant, Radiography, and Respiratory Therapy programs, require additional course fees. For information regarding course fees for these programs, please contact the program division.

**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**

<table>
<thead>
<tr>
<th>Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before the first day of the semester and through first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Second week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>After second week of classes</td>
<td>No refund</td>
</tr>
</tbody>
</table>
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
• Death of the student

Appeals for all other reasons should be submitted to the Dean of Students in writing using an Academic and Registration Appeals 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 will be waived for students who are 60 years of age or older and show proper proof of age.

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 semester, 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 SECTION
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 web site (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 Schools Little Rock are not eligible to receive financial aid through Pulaski Technical College. Students enrolled in the Occupational Therapy Assistant program at Baptist Health Schools 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 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.

REPEATED COURSE WORK
Classes that you have successfully completed (a grade of D or better) will not be considered in determining your enrollment status for federal financial aid.

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 and spring 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>

Successful completion of a course is defined as a passing grade. Grades of W (withdrawal), WX (administrative withdrawal), F (failing), NC (no credit) or INC (incomplete) are not considered successful completion.
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.

- 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. Students seeking multiple degrees or certificates are required to submit a degree audit with the Financial Aid Appeal form. 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.

FINANCIAL AID WARNING

Students who fail to meet the satisfactory academic progress policy will be placed on Financial Aid Warning for 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.

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. Any student who regains eligibility will be considered as making satisfactory academic progress.

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.

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.
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 complete 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.

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 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.

FEDERAL SUBSIDIZED AND UNSUBSIDIZED DIRECT LOANS
The Federal 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.

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 YOUUniversal 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. Veterans and their dependents may be entitled to educational assistance programs from the Department of Veterans Affairs to pay their tuition for the approved training. Veterans should apply for admission to the college and visit with the VA representative in the Office of Admissions and Records 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 dropping a class during a semester may affect their benefits and should discuss this situation with the VA representative prior to dropping a class. Courses completed with a passing grade may not be repeated. The VA representative may be contacted at (501) 812-2710 or (501) 212-6644.

If veterans’ benefits are not available at the deadline for payment due each semester, the veteran should make other arrangements to pay the tuition and fees. VA rehab payments must be documented at the time of the deadline or the veteran will be required to make payment.
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 or (501) 676-2721 for Lonoke County residents, (501) 315-7702 for Saline County residents and (501) 730-9865 for Faulkner County residents.

SCHOLARSHIPS
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: Varies
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

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.
ARKANSAS ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS (AASFAA)
Awarded to at least two Arkansas students who are planning to attend a member institution. Recipients are selected through a random drawing during the Spring AASFAA Conference. Amount: $500
Deadline to apply: Varies
Application: Available at www.aasfaa.net

BEN GARCIA MEMORIAL TOOL SCHOLARSHIP - CLASSIC AMERICAN MUSCLE & STREETRODS (CAMS) CLUB AND ARKANSAS PONTIAC CLUB (APC)
Two separate scholarships awarded to students who are enrolled in the final semester of the Automotive Technology or Collision Repair programs. A 300-word essay outlining desire to complete training and work in automotive repair profession is required. Selected applicants will be interviewed by the PTC Foundation scholarship committee. Amount: $250 per scholarship
Deadline to apply: April 1 and November 1 (CAMS) November 1 (APC)

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

BUMPER-TO-BUMPER/CROW BURLINGAME SCHOLARSHIP
Awarded by the PTC Foundation to student who has completed at least one semester, has a 3.0 GPA and is pursuing a degree or certificate in Automotive Technology. 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: Varies
Deadline to apply: April 1
Application: Available at Pulaski Technical College Foundation Office

BUSINESS AND FINE ARTS SCHOLARSHIPS
Two different scholarships are available. One for business majors and one for art majors. Awarded by the PTC Foundation to students who have completed at least one semester at PTC and who have a 3.0 GPA. Applicants must display evidence of a commitment to complete degree plan and must submit a 300-word essay outlining personal background, academic goals, achievements, and financial need. Selected applicants will be interviewed by the PTC Foundation scholarship committee. Amount: Up to $2,500 for each scholarship
Deadline to apply: April 1 and November 1
Application: Available at the 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 diesel mechanic instructor or 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: Varies
Deadline to apply: April 1 and November 1
Application: Available through the automotive technology instructor or the Pulaski Technical College Foundation Office

DELTA DENTAL SCHOLARSHIP
Awarded by the PTC Foundation to student in Dental Assisting program who has completed at least one semester, who has a 3.0 GPA and who has 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. 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: $1,500 for each scholarship
Deadline to apply: April 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

GED SCHOLARSHIP
Awarded to first-time entering students who score an average of 600 or higher on the General Educational Development (GED) exam or comparable COMPASS scores. Must have taken the GED at a center in Pulaski, Saline, Lonoke or Faulkner counties during the preceding 12 months and never previously enrolled in any college or postsecondary institution. The GED Scholarship may be renewed up to four consecutive semesters if a 3.0 semester GPA and full-time enrollment are maintained.
Amount: Tuition & Fees (excluding specialty fees)
Deadline to apply: August 1 for fall semester; December 1 for spring semester
Application: Visit www.gedscholarship.org 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

HEATHCOTT ENDOWED SCHOLARSHIP
Awarded by PTC Foundation to students with a 3.0 GPA who have completed at least one semester at PTC. Applicants must be pursuing an associate degree. 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: November 1
Application: Available at Pulaski Technical College Foundation 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

JANET AND DR. GLENN DAVIS SCHOLARSHIP
Awarded by the PTC Foundation to student who is pursuing an associate of arts degree, has completed at least one semester at PTC and has a 3.0 GPA. 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: November 1
Application: Available at 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. Must submit 300-word essay on “How diversity enriches my life” or “How PTC is life 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 PFEIFER ENDOWED SCHOLARSHIP**
Awarded by the PTC Foundation to students who have completed at least one semester at PTC 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 and November 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 in the Technical/Industrial Division who has completed at least one semester and who has a 2.0 GPA. Applicant should be enrolled in the Technical/Industrial Division at PTC (required majors may vary from year to year) and must have a commitment to complete program certification. 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: November 1
Application: Available at Pulaski Technical College Foundation 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, or rank in the top 20 percent of graduating class required. The Presidential Scholarship may be renewed up to four consecutive semesters if a 3.0 semester GPA and full-time enrollment are maintained.
Amount: Tuition & Fees (excluding specialty fees)
Deadline to apply: August 1 for fall semester; December 1 for spring semester
Application: Visit www.presidentialscholarship.org

**SMEI-AR (SALES AND MARKETING EXECUTIVES INTERNATIONAL-AR CHAPTER) “TOP MANAGER” SCHOLARSHIP**
Awarded by the PTC Foundation to a full or part-time student who has completed at least two semesters at PTC and who has a 3.0 GPA. Student must major in Sales and Marketing with a goal of pursuing a career in this major. 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 (based on availability of funds)
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: Varies
Deadline to apply: April 1
Application: Available at the Pulaski Technical College Foundation Office

**SINGLE PARENT SCHOLARSHIP FUND OF PULASKI COUNTY (SPSF)**
A competitive scholarship awarded to single parents who are residents of Pulaski County. Applicants must have custody of children ages 17 years or younger and meet other qualifying requirements.
Amount: $850
Deadline to apply: Varies
Application: Contact Donna McSpadden, Counselor, PTC (501) 812-2814 or Karin Bara, SPSF Executive Director, (501) 301-7773

**SKILLSUSA HIGH SCHOOL-LEVEL SCHOLARSHIP**
Awarded to students placing in the state SkillsUSA competitions. Full-time enrollment must begin during the fall semester after high school graduation and maintain a 3.0 GPA. Renewable up to four semesters.
Amount: Tuition & Fees (excluding specialty fees)
Deadline to apply: Open
Application: Certificate of Placement

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

**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. 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 student in the department of Nursing who has completed at least one semester. Applicant must have a 3.0 GPA and express a commitment to pursue a career in nursing. 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: April 1
Application: Available at the Pulaski Technical College Foundation Office
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 and counselors are available in the PTC Advising and Career Center to assist students in planning academic programs and developing course schedules.

Students who have attended at least one semester at PTC will be eligible to enroll in classes via Web registration through Campus Connect. Although meeting requirements for graduation is the responsibility of the student, continuing students are strongly encouraged to consult with an advisor from their division or in the Advising and Career Center prior to registering for classes via the Web.

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 encouraged 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 student learning. During their studies at Pulaski Tech, students will be involved in various assessment activities that will help determine the nature and extent of their learning. Students may take a pre-test and a post-test in a particular course, or writing samples may be collected in order to ascertain how well students are learning and applying writing skills that they have learned in the classroom. Students may be asked to fill out student surveys to determine how well Pulaski Tech services are supporting their learning. Graduate and employer surveys may also be administered in order for Pulaski Tech to garner feedback from students about their learning experiences and how well that learning translates into the workplace. Students may take end-of-program tests. All of these assessment procedures provide feedback to the college in order to 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 a counselor or 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 COURSE
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 Admissions and Records. 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.

**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.
CREDIT BY EXAMINATION
Credit by examination may be obtained through the College Level Examination Program (CLEP), the Advanced Placement Program (AP) and DANTES DSST exams. PTC uses the following policies for awarding college credit by examination to students:

• Students must be currently enrolled before CLEP, AP or DANTES credit can be posted to the transcript.
• Students may earn a maximum of 30 hours of credit by examination.
• No grade is awarded for credit, and credit is not calculated in the grade-point average.
• Credit will not be awarded if the class has been taken and a grade earned.
• Official copies of CLEP, AP or DANTES score reports should be sent directly to the college. No credit will be awarded until official score reports are received and approved.

Additional information concerning credit by examination policies, tests accepted and required scores is available on the PTC website at www.pulaskitech.edu.

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. 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 November 1 for fall graduation, February 7 for spring graduation and July 7 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 2012, semester grades from the spring 2012 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.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>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 B(3)</td>
<td>= 9</td>
<td></td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>3 x A(4)</td>
<td>= 12</td>
<td></td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science</td>
<td>4 x B(3)</td>
<td>= 12</td>
<td></td>
</tr>
<tr>
<td>Math 1302</td>
<td>College Algebra</td>
<td>3 x A(4)</td>
<td>= 12</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>13</strong></td>
<td></td>
<td><strong>45</strong></td>
<td></td>
</tr>
</tbody>
</table>

*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.

**REGISTRATION**
All students are expected to register for classes on the days designated for a given term. There is no registration after classes begin. Continuing students are strongly encouraged to consult an advisor prior to registering for classes.
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.

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, computing skills and stress management.

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. 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, at LR-West in Rms 120 & 130, and at LR-South in rooms 218 & 200.

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.
• respond to individual differences and special needs among students.
• work diligently with students to develop communication, critical thinking, problem solving and analytical skills necessary for the completion of a rigorous collegiate curricula.

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 within the first 12 hours of coursework.

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.

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.

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.
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. The Counseling and Advising Office 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.
Courses included in the college’s core curriculum are as follows:

English/Speech Communication
Nine (9) credit hours required from the following:
- ENGL 1311 English Composition I (ACTS# ENGL 1013)
- ENGL 1312 English Composition II (ACTS# ENGL 1023)
- ENGL 1313 Technical Composition II
- ENGL 2330 Creative Writing I (ACTS # ENGL 2013)
- SPCH 1300 Speech Communication (ACTS# SPCH 1003)

Mathematics
Three (3) credit hours required from the following:
- MATH 1302 College Algebra (ACTS# MATH 1103)
- MATH 1303 Trigonometry (ACTS# MATH 1203)
- MATH 1404 Calculus I (ACTS# MATH 2405)
- MATH 1405 Calculus II (ACTS# MATH 2505)
- MATH 2406 Calculus III (ACTS# MATH 2603)
- MATH 1308 Business Calculus

Science*
Eight (8) credit hours required from the following:
- BIOL 1401 Biological Science (ACTS# BIOL 1004)
- BIOL 1402 Human Anatomy and Physiology I (ACTS# BIOL 2404)
- BIOL 1403 Human Anatomy and Physiology II (ACTS# BIOL 2414)
- BIOL 2401 Microbiology (ACTS# BIOL 2004)
- BIOL 2402 General Botany (ACTS# BIOL 1034)
- PHYS 1401 Physical Science (ACTS# PHSC 1004)
- PHYS 1402 College Physics I (ACTS# PHYS 2014)
- PHYS 1403 College Physics II (ACTS# PHYS 2024)
- CHEM 1403 Fundamental Chemistry I (ACTS# CHEM 1214)
- CHEM 1404 Fundamental Chemistry II (ACTS# CHEM 1224)
- CHEM 1405 General Chemistry I (ACTS# CHEM 1414)
- CHEM 1406 General Chemistry II (ACTS# CHEM 1424)

*Note: Pulaski Technical College requires one biological science course (4 credit hours) and one physical science course (4 credit hours) from this list.

Fine Arts/Humanities
Six (6) credit hours required from the following list of courses. Students who plan to transfer to a four-year institution are strongly encouraged to complete three (3) credit hours of fine arts and three (3) credit hours of humanities.

Six (6) credit hours required from the following:
- ARTS 2300 Introduction to Visual Arts (ACTS# ARTA 1003)
- MUSC 2300 Introduction to Music (ACTS# MUSC 1003)
- THEA 2300 Introduction to Theatre (ACTS# DRAM 1003)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>ACTS Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2333</td>
<td>English Literature from the Beginning to 1785</td>
<td>ENGL 2673</td>
</tr>
<tr>
<td>ENGL 2334</td>
<td>English Literature from 1785 to the Present</td>
<td>ENGL 2683</td>
</tr>
<tr>
<td>ENGL 2335</td>
<td>American Literature from the Beginning to 1865</td>
<td>ENGL 2653</td>
</tr>
<tr>
<td>ENGL 2336</td>
<td>American Literature from 1865 to the Present</td>
<td>ENGL 2663</td>
</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>
<tr>
<td>PHIL 1310</td>
<td>Introduction to Philosophy</td>
<td>PHIL 1103</td>
</tr>
<tr>
<td>SPAN 1311</td>
<td>Elementary Spanish I*</td>
<td>SPAN 1013</td>
</tr>
<tr>
<td>SPAN 1312</td>
<td>Elementary Spanish II*</td>
<td>SPAN 1023</td>
</tr>
<tr>
<td>SPAN 2311</td>
<td>Intermediate Spanish I*</td>
<td>SPAN 2013</td>
</tr>
<tr>
<td>SPAN 2315</td>
<td>Intermediate Spanish Conversation*</td>
<td></td>
</tr>
</tbody>
</table>

**Social Sciences/U.S. History/Government**

Three (3) credit hours required from the following:

- HIST 2311  U.S. History to 1877 (ACTS# HIST 2113)
- HIST 2312  U.S. History since 1877 (ACTS# HIST 2123)
- POLS 1310  American National Government (ACTS# PLSC 2003)

*Note: Spanish classes may be used to complete the requirement for Pulaski Technical College’s fine arts/humanities courses but may not complete requirements in this area at the transfer institution.*

**Other Social Sciences**

Six (6) credit hours required from the following:

Three (3) credit hours required from two (2) of the following areas*

- HIST 1311  History of Civilization I (ACTS# HIST 1113)
- HIST 1312  History of Civilization II (ACTS# HIST 1123)
- PSYC 2300  Psychology and the Human Experience (ACTS# PSYC 1103)
- PSYC 2320  Developmental Psychology (ACTS# PSYC 2103)
- SOCI 2300  Introduction to Sociology (ACTS# SOCI 1013)
- SOWK 1301  Introduction to Social Work
- GEOG 1310  Physical Geography (ACTS# GEOG 2223)
- GEOG 2310  Cultural Geography (ACTS# GEOG 2113)
- ANTH 1415  Physical Anthropology
- ANTH 2310  Cultural Anthropology (ACTS# ANTH 2013)
- ECON 2322  Principles of Microeconomics (ACTS# ECON 2203)
- ECON 2323  Principles of Macroeconomics (ACTS# ECON 2103)
- POLS 2320  American State and Local Government (ACTS# PLSC 2103)
- HIST 2311  U.S. History to 1877* (ACTS# HIST 2113)
- HIST 2312  U.S. History since 1877* (ACTS# HIST 2123)

*Note: These courses may be used if not selected to meet U.S. History/Government requirements.*
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 web site; 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 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 at Little Rock-West 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 to learn “fun stuff” through its Community Education Program. An adult education program at the Saline County Adult Education Center also provides many learning programs.

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

PROGRAMS OF STUDY
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 the Aerospace Education Center/IMAX campus in Little Rock. For more information on these programs, or to obtain a proposal for classes designed specifically for your organization, contact the BIC at (501) 907-6670.

Building Sciences Center of Excellence
Through a partnership with the Arkansas Energy Office, PTC has been designated as a Building Sciences Center of Excellence providing job training and credentialing for energy auditors and energy raters. The following courses, targeted at HVAC and construction professionals, are offered through the Center of Excellence:

Building Analyst—for Building Performance Institute (BPI) Certification
RESNET Energy Rater Training —for RESNET Certification
HVAC Residential Duct and Load Training for ACCA Certification
Duct Sealing and Duct Testing Training for ACCA Certification
HVAC Heat Load Software Training for ACCA Certification

Contributing to the Green Economy—Residential Energy Efficiency
www.pulaskitech.edu/green_tech/
Weatherization Training Center
PTC has also been designated as the site for an Arkansas Weatherization Training Center (WTC) through a partnership with the Weatherization Assistance Program within the Arkansas Department of Human Services. This center provides workforce development opportunities for persons interested in pursuing a career as a weatherization technician or a weatherization crew chief. The WTC features the following hands-on training set-ups to ensure skill development:

Big Picture: Site Built Homes Weatherization Fundamentals
Big Picture: Mobile Homes Weatherization Fundamentals
Weatherization Health and Safety
Intermediate Weatherization
HVAC Weatherization Fundamentals
Energy Auditor
Weatherization Crew Chief

Saline County Adult Education Center
The Saline County Adult Education Center in Benton 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 residents of Saline County and the surrounding area. The center is located at 16936 Interstate 30. For more information on these programs, contact the SCAEC at (501) 778-3235.

Community Education
This program continually seeks to provide a variety of short-term courses designed to meet the learning interests of individuals in the community. Often considered “fun education,” participants can learn a variety of skills from duck-calling to cake decorating. The Community Education program is housed in the Business and Industry Center. A copy of the current schedule of classes is available on the website or call (501) 907-6670 for information.

To learn more about Continuing Education/ Business Outreach, visit the website at http://bic.pulaskitech.edu.
Course Codes
The following legend is used for courses in this catalog:

ACCT       Accounting
ACRA       Air Conditioning and Refrigeration
AMHU       American Humanics
ANES       Anesthesia Technology
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
EST        Environmental/Safety Technology
FILM       Film
FREN       French
GEOG       Geography
GEOL       Geology
GERM  German
HLSC  Health Sciences
HIST  History
HOS  Hospitality
HUMN  Humanities
IEL  Industrial Electronics Technology
IET  Industrial Equipment Technology
INTR  Interpretation
LGS  Legal Secretarial
MST  Machine Tool Technology
MFT  Manufacturing Technology
MCOM  Mass Communication
MTH  Technical Mathematics
MATH  Mathematics
MET  Medical Transcription
MILT  Military Technologies
MUSC  Music
PMUS  Music – Performance
CNA  Nursing Assistant
BOTA  Occupational Therapy Assistant
PLG  Paralegal Technology
PHIL  Philosophy
PHOT  Photography
PHYS  Physical Science/Physics
POLC  Political Science
LPN  Practical Nursing
LPNN  Practical Nursing – Nontraditional Track
LPNT  Practical Nursing – Traditional Track
PSYC  Psychology
RADG  Radiography
RELG  Religion
RES  Respiratory Therapy
SER  Small Engine Repair
SOWK  Social Work
SOCI  Sociology
SPAN  Spanish
SPCH  Speech Communication
BHSP  Spiritual Perspectives
TECH  Technical
THEA  Theatre
TRT  Tractor and Trailer
WLD  Welding Technology
ASSOCIATE OF ARTS

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 62 credit hours with a minimum 2.00 cumulative grade-point average. 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. Successful completion of 15 degree credit hours as a regular student of PTC and satisfaction of all financial obligations due to the college are required for graduation.

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.

<table>
<thead>
<tr>
<th>English/Communications</th>
<th>Course 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>

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

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

<table>
<thead>
<tr>
<th>Health</th>
<th>Course Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLSC 130</td>
<td>Concepts of Lifetime Health and Wellness</td>
<td>HEAL 1003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Literature</th>
<th>Course Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2333</td>
<td>English Lit from the Beginning to 1785 (P)</td>
<td>ENGL 2673</td>
</tr>
<tr>
<td>ENGL 2334</td>
<td>English Lit from 1785 to the Present (P)</td>
<td>ENGL 2683</td>
</tr>
<tr>
<td>ENGL 2335</td>
<td>American Lit from the Beginning to 1865 (P)</td>
<td>ENGL 2653</td>
</tr>
<tr>
<td>ENGL 2336</td>
<td>American Lit from 1865 to the Present (P)</td>
<td>ENGL 2663</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>
<tr>
<td>Course</td>
<td>Title</td>
<td>ACTS #</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Arts</td>
<td>ARTA 1003</td>
</tr>
<tr>
<td>ARTS 2330</td>
<td>Art History: Prehistoric to Renaissance</td>
<td>ARTS 2003</td>
</tr>
<tr>
<td>ENGL 2330</td>
<td>Creative Writing I (P)</td>
<td>ENGL2013</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>
<tr>
<td>ENGL 2333</td>
<td>English Lit from the Beginning to 1785 (P)</td>
<td>ENGL 2673</td>
</tr>
<tr>
<td>ENGL 2334</td>
<td>English Lit from 1785 to the Present (P)</td>
<td>ENGL 2683</td>
</tr>
<tr>
<td>ENGL 2335</td>
<td>American Lit from the Beginning to 1865 (P)</td>
<td>ENGL 2653</td>
</tr>
<tr>
<td>ENGL 2336</td>
<td>American Lit from 1865 to the Present (P)</td>
<td>ENGL 2663</td>
</tr>
<tr>
<td>MUSC 2300</td>
<td>Introduction to Music</td>
<td>MUSC 1003</td>
</tr>
<tr>
<td>SPAN 1311</td>
<td>Elementary Spanish I (or higher)</td>
<td>SPAN 1013</td>
</tr>
<tr>
<td>FREN 1311</td>
<td>Elementary French I (or higher)</td>
<td>FREN 1013</td>
</tr>
<tr>
<td>GERM 1311</td>
<td>Elementary German I (or higher)</td>
<td></td>
</tr>
<tr>
<td>THEA 2300</td>
<td>Introduction to Theatre</td>
<td>THEA 2300</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>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>

<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>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>
</tr>
<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>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>
</tbody>
</table>

Courses chosen below must not have been completed in US History and World Civilization above. Courses chosen below must be from 3 separate areas indicated below.

<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>
</tr>
<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>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>
</tbody>
</table>
PROGRAMS OF STUDY

ASSOCIATE OF SCIENCE

The Associate of Science (AS) is a 62-credit hour transfer degree designed for students planning to seek a baccalaureate degree in natural science or mathematics. The A.S. degree includes the state minimum core curriculum, but differs from the Associate of Arts degree and the Associate of Applied Science degree in that students are required to take additional hours in math and science and are allowed a wider choice of elective courses. Students seeking the A.S. degree should refer to the curriculum requirements of the intended transfer institution when selecting courses to ensure maximum transfer credit.

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.

<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>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P) or higher</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>ACTS #</td>
</tr>
<tr>
<td>----------</td>
<td>-------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>Physical Science (P) or higher</td>
<td>PHYS 1401</td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science (P) or higher</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>ENGL 2333</td>
<td>English Lit from the Beginning to 1785 (P)</td>
<td>ENGL 2673</td>
</tr>
<tr>
<td>ENGL 2334</td>
<td>English Lit from 1785 to the Present (P)</td>
<td>ENGL 2683</td>
</tr>
<tr>
<td>ENGL 2335</td>
<td>American Lit from the Beginning to 1865 (P)</td>
<td>ENGL 2653</td>
</tr>
<tr>
<td>ENGL 2336</td>
<td>American Lit from 1865 to the Present (P)</td>
<td>ENGL 2663</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>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Arts</td>
<td>ARTA 1003</td>
</tr>
<tr>
<td>ARTS 2330</td>
<td>Art History: Prehistoric to Renaissance</td>
<td>ARTS 2003</td>
</tr>
<tr>
<td>ARTS 2331</td>
<td>Art History: Renaissance to the Present</td>
<td>ARTA 2103</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>
<tr>
<td>ENGL 2333</td>
<td>English Lit from the Beginning to 1785 (P)</td>
<td>ENGL 2673</td>
</tr>
<tr>
<td>ENGL 2334</td>
<td>English Lit from 1785 to the Present (P)</td>
<td>ENGL 2683</td>
</tr>
<tr>
<td>ENGL 2335</td>
<td>American Lit from the Beginning to 1865 (P)</td>
<td>ENGL 2653</td>
</tr>
<tr>
<td>ENGL 2336</td>
<td>American Lit from 1865 to the Present (P)</td>
<td>ENGL 2663</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>FREN 1311</td>
<td>Elementary French I (or higher)</td>
<td>FREN 1013</td>
</tr>
<tr>
<td>GERM 1311</td>
<td>Elementary German I (or higher)</td>
<td></td>
</tr>
</tbody>
</table>
## World Civilization Complete One (3hrs)

<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>

## Social Science Complete One (3hrs)

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>
</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 (P)</td>
<td>ECON 2203</td>
</tr>
<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>
</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>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>
<tr>
<td>POLS 2320</td>
<td>American State and Local Government</td>
<td>PLSC 2103</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 (P)</td>
<td>PSYC 2103</td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 2013</td>
</tr>
</tbody>
</table>

## Science and Mathematics Complete Two (6-8hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1402</td>
<td>Human Anatomy and Physiology I (P)</td>
<td>BIOL 2404</td>
</tr>
<tr>
<td>BIOL 1403</td>
<td>Human Anatomy and Physiology II (P)</td>
<td>BIOL 2414</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Microbiology (P)</td>
<td>BIOL 2004</td>
</tr>
<tr>
<td>BIOL 2402</td>
<td>General Botany (P)</td>
<td>BIOL 1034</td>
</tr>
<tr>
<td>CHEM 1403</td>
<td>Fundamental Chemistry I (P)</td>
<td>CHEM 1214</td>
</tr>
<tr>
<td>CHEM 1404</td>
<td>Fundamental Chemistry II (P)</td>
<td>CHEM 1224</td>
</tr>
<tr>
<td>CHEM 1405</td>
<td>General Chemistry I (P)</td>
<td>CHEM 1414</td>
</tr>
<tr>
<td>CHEM 1406</td>
<td>General Chemistry II (P)</td>
<td>CHEM 1424</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics I (P)</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>PHYS 1403</td>
<td>College Physics II (P)</td>
<td>PHYS 2024</td>
</tr>
<tr>
<td>MATH1303</td>
<td>Trigonometry (P)</td>
<td>MATH 1203</td>
</tr>
<tr>
<td>MATH 1404</td>
<td>Calculus I (P)</td>
<td>MATH 2405</td>
</tr>
<tr>
<td>MATH 1405</td>
<td>Calculus II (P)</td>
<td>MATH 2505</td>
</tr>
<tr>
<td>MATH 2406</td>
<td>Calculus III (P)</td>
<td>MATH 2603</td>
</tr>
<tr>
<td>MATH 2320</td>
<td>Introduction to Statistics (P)</td>
<td>MATH 2103</td>
</tr>
</tbody>
</table>
Electives  Complete 15 credit hours

Students should consult with an advisor for assistance when choosing appropriate courses for transfer. Generally, elective courses should be chosen from courses with the following course prefixes:

<table>
<thead>
<tr>
<th>ANTH</th>
<th>GEOG</th>
<th>PHIL</th>
<th>ART</th>
<th>GEOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS</td>
<td>ASTR</td>
<td>GERM</td>
<td>POLS</td>
<td>BIOL</td>
</tr>
<tr>
<td>HLSC</td>
<td>PSYC</td>
<td>CHEM</td>
<td>HIST</td>
<td>RELG</td>
</tr>
<tr>
<td>COLL</td>
<td>HUMN</td>
<td>SOWK</td>
<td>CRJU</td>
<td>INTR</td>
</tr>
<tr>
<td>SOCI</td>
<td>ECON</td>
<td>MCOM</td>
<td>SPAN</td>
<td>ENGL</td>
</tr>
<tr>
<td>MATH</td>
<td>SPCH</td>
<td>FILM</td>
<td>MUSC</td>
<td>THEA</td>
</tr>
<tr>
<td>FREN</td>
<td>PMUS</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ASSOCIATE OF SCIENCE
OPTION: 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 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. Refer to the course description in the Academic Catalog to determine the prerequisite.

<table>
<thead>
<tr>
<th>English/Communications</th>
<th>Complete all (9hrs)</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>SPCH 1300</td>
<td>Speech Communications (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Complete all (6hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P) or higher</td>
</tr>
<tr>
<td>MATH 1308</td>
<td>Business Calculus (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lab Sciences</th>
<th>Complete all (8hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>Physical Science (P) or higher</td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science (P) or higher</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Literature</th>
<th>Complete One (3hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ENGL 2337</td>
<td>World Lit from the Beginning to 1650(P)</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Lit from 1650 to the Present (P)</td>
</tr>
</tbody>
</table>
### Fine Arts Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS 2300</td>
<td>Introduction to Visual Arts</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>THEA 2300</td>
</tr>
</tbody>
</table>

### Social Science

<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>
<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>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 2013</td>
</tr>
</tbody>
</table>

### Business Core Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2310</td>
<td>Principles of Accounting I (P)</td>
<td>ACCT 2003</td>
</tr>
<tr>
<td>ACCT 2330</td>
<td>Principles of Accounting II (P)</td>
<td>ACCT 2013</td>
</tr>
<tr>
<td>BUS 2633</td>
<td>Legal Environment of Business (P)</td>
<td>BLAW 2003</td>
</tr>
<tr>
<td>MATH 2320</td>
<td>Introduction to Statistics and Probability (P)</td>
<td>MATH 2103</td>
</tr>
<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
<td></td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics (P)</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics (P)</td>
<td>ECON 2103</td>
</tr>
<tr>
<td>BUS 1243*</td>
<td>Business Communications</td>
<td>BUSI 2013</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>BUS 2603*</td>
<td>Introduction to Business</td>
<td>BUSI 1013</td>
</tr>
</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>
<td>Business Communication</td>
</tr>
<tr>
<td>University of Arkansas at Little Rock</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>University of Arkansas at Monticello</td>
<td>Introduction to Business</td>
</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
OPTION: COMPUTER SCIENCE

The Associate of Science degree in Computer Science is a transfer degree designed for students who plan to transfer to a four-year college or university and complete a bachelor's degree in computer science with an emphasis in software development. The degree is specifically designed to transfer to the University of Arkansas at Little Rock (UALR) but will also transfer to other institutions. Students should consult the transfer institution concerning the transferability of specific courses.

General Education Courses (44 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>MATH 1304</td>
<td>Calculus I</td>
<td>MATH 2405</td>
</tr>
<tr>
<td>MATH 1405</td>
<td>Calculus II</td>
<td>MATH 2505</td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>Physical Science</td>
<td>PHSC 1004</td>
</tr>
<tr>
<td>PHIL 1310</td>
<td>Introduction to Philosophy</td>
<td>PHIL 1103</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>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>ECON 2301</td>
<td>Survey of Economics</td>
<td></td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics</td>
<td>ENGL 2203</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>
<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>
</tbody>
</table>
OPTION: COMPUTER SCIENCE
The Associate of Science degree in Computer Science is a transfer degree designed for students who plan to transfer to a four-year college or university and complete a bachelor's degree in computer science with an emphasis in software development. The degree is specifically designed to transfer to the University of Arkansas at Little Rock (UALR) but will also transfer to other institutions. Students should consult the transfer institution concerning the transferability of specific courses.

Computer Information Systems Courses (18 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1113</td>
<td>Problem Solving</td>
<td></td>
</tr>
<tr>
<td>CIS 1133</td>
<td>Internet Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 2513</td>
<td>Introduction to Computer Science I</td>
<td></td>
</tr>
<tr>
<td>CIS 2633</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><strong>Total</strong></td>
<td><strong>64 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

OPTION: INFORMATION SCIENCE
The Associate of Science degree in Information Science is a transfer degree designed for students who plan to transfer to the University of Arkansas at Little Rock (UALR) and complete a bachelor's degree in Information Science. Students should consult the transfer institution concerning the transferability of specific courses.

Computer Information Systems Courses (18 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1113</td>
<td>Problem Solving</td>
<td></td>
</tr>
<tr>
<td>CIS 1143</td>
<td>Programming I</td>
<td></td>
</tr>
<tr>
<td>CIS 1504</td>
<td>Programming II</td>
<td></td>
</tr>
<tr>
<td>CIS 1133</td>
<td>Internet Technologies</td>
<td></td>
</tr>
<tr>
<td>CIS 2613</td>
<td>Object-Oriented Programming</td>
<td></td>
</tr>
<tr>
<td><strong>One course from the following:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>ACTS #</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>62 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>
ASSOCIATE OF GENERAL STUDIES
The Associate of General Studies (AGS) is a 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.

General Education Courses (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</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>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
</tbody>
</table>

Social Sciences Approved Course (3 credit hours)

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.

Total 60 Credit Hours

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. Courses must have a grade of “C” or better in order to transfer to another institution.

General Education Core Courses (31 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>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
</tbody>
</table>

Fine Arts/ Humanities Approved Course (3 credit hours)
Social Sciences  Three Approved Courses (9 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS</td>
<td>Physical Science Course with lab</td>
<td></td>
</tr>
<tr>
<td>BIOL</td>
<td>Biological Science Course with lab</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>31 Credit Hours</td>
<td></td>
</tr>
</tbody>
</table>

**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 six degree options consist of a block of general education requirements and selected allied health professional curriculum credits. The Histotechnology, Sleep Technology and Surgical Technology options are offered through a partnership with Baptist Health Schools Little Rock. The Radiography option is offered through a partnership with St. Vincent Infirmary School of Radiologic Technology. The Anesthesia Technology option is offered through a partnership with Arkansas Children’s Hospital. Students will be admitted into the professional core through specific requirements of the admission/selection criteria of the affiliated school.

**OPTION: HISTOTECHNOLOGY**

Option: Histotechnology

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

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

<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></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>
<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>
<tr>
<td><strong>Total</strong></td>
<td><strong>68 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>
OPTION: SLEEP TECHNOLOGY

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

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

General Education Courses (19 credit hours)

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

Total 61 Credit Hours

OPTION: SURGICAL TECHNOLOGY

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

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

General Education Courses (19 credit hours)

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

Total 60 Credit Hours
OPTION: RADIOGRAPHY

Students enrolled in this program of study obtain 19 credit hours of general education prerequisite courses listed below. If selected for the professional program at St. Vincent Infirmary School of Radiologic Technology, students then complete the 49 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</td>
<td>Structure and Function of the Human Body</td>
<td></td>
</tr>
<tr>
<td>CIS</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>ENGL</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
</tr>
</tbody>
</table>

Radiography Courses (49 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADG</td>
<td>Introduction to Radiography</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Pre-Clinical Education</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Medical Ethics and Law</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Image Processing</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Medical Terminology</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Patient Care in the Radiologic Science</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Radiographic Procedures I</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Radiographic Procedures II</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Radiographic Procedures III (Contrast)</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Radiographic Procedures IV (Specials)</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Radiographic Procedures V</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Image Analysis I</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Image Analysis II</td>
<td></td>
</tr>
<tr>
<td>RADG</td>
<td>Image Analysis III</td>
<td></td>
</tr>
</tbody>
</table>
OPTION: ANESTHESIA TECHNOLOGY

Students enrolled in this program of study obtain 17 credit hours of general education prerequisite courses listed below and 12 credit hours of related courses. If selected for the professional program at Arkansas Children’s Hospital, students then complete the 38 credit hours of anesthesia technology courses. Enrollment in Anesthesia Technology 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 Anesthesia Technology program. This program of study includes required summer courses and special program fees beyond current tuition and college fees.

The Anesthesia Technology program is approved by the American Society of Anesthesiologist Technicians and Technologists (ASATT). 7044 South 13th Street. Oak Creek, WI 53154-1429. (414) 908-4942 ext 450. Upon successful completion of the program, graduates are eligible to apply for admission to the certification exam administered by the ASATT. Upon passing the certification examination, the graduate is certified as an Anesthesia Technologist. Students will be eligible for active membership to ASATT.

General Education Courses (19 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL</td>
<td>Structure and Function of the Human Body</td>
<td></td>
</tr>
<tr>
<td>CIS</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>ENGL</td>
<td>English Composition I</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL</td>
<td>English Composition II</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MATH</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
</tr>
</tbody>
</table>
Related Courses (10 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1403</td>
<td>Fundamental Chemistry I</td>
<td>CHEM 1214</td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication</td>
<td>SPCH 1003</td>
</tr>
<tr>
<td>MET 1103</td>
<td>Medical Terminology I</td>
<td></td>
</tr>
</tbody>
</table>

Anesthesia Technology Courses (32 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANES 1002</td>
<td>Introduction to Anesthesia Technology</td>
<td></td>
</tr>
<tr>
<td>ANES 1003</td>
<td>Anesthesia Technology Fundamentals I</td>
<td></td>
</tr>
<tr>
<td>ANES 1012</td>
<td>Anesthesia Technology Clinical Procedures</td>
<td></td>
</tr>
<tr>
<td>ANES 1013</td>
<td>Anesthesia Technology Instrumentation I</td>
<td></td>
</tr>
<tr>
<td>ANES 2002</td>
<td>Anesthesia Technology Clinical Seminar</td>
<td></td>
</tr>
<tr>
<td>ANES 2003</td>
<td>Anesthesia Technology Clinical Experience I</td>
<td></td>
</tr>
<tr>
<td>ANES 2008</td>
<td>Anesthesia Technology Clinical Experience II</td>
<td></td>
</tr>
<tr>
<td>ANES 2023</td>
<td>Physical Principles of Medicine</td>
<td></td>
</tr>
<tr>
<td>ANES 2033</td>
<td>Anesthesia Technology Fundamentals II</td>
<td></td>
</tr>
<tr>
<td>ANES 2043</td>
<td>Anesthesia Technology Instrumentation II</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>61 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

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>CPSI 1003</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1311</td>
<td>English Composition I</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II</td>
<td></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>
<tr>
<td>DEN 1303</td>
<td>Clinical Science I</td>
<td></td>
</tr>
<tr>
<td>DEN 1404</td>
<td>Chairside 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>
</tbody>
</table>
DEN 2303 Chairside Assisting II
DEN 2405 Clinical Science II
DEN 2508 Clinical Practice and Seminars

Total 62 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 required prerequisite courses 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 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>
<tr>
<td>DEN 1303</td>
<td>Clinical Science I</td>
<td></td>
</tr>
<tr>
<td>DEN 1404</td>
<td>Chairside 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>Chairside 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 &amp; Seminars</td>
<td></td>
</tr>
</tbody>
</table>

Total 43 Credit Hours
CULINARY ARTS AND HOSPITALITY MANAGEMENT INSTITUTE

The Culinary Arts Program provides an intensive course of study that prepares students for professional entry into the food service 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. 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 licensing by the Accrediting Commission of 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>
<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>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 1301</td>
<td>College Business Math</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>ANTH 2310</td>
<td>Cultural Anthropology</td>
<td>ANTH 2013</td>
</tr>
<tr>
<td>ECON 2301</td>
<td>Survey of Economics</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics</td>
<td>ECON 2103</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>GEOG 2310</td>
<td>Cultural Geography (ACTS# GEOG 2113)</td>
<td></td>
</tr>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology (ACTS# SOCI 1013)</td>
<td></td>
</tr>
</tbody>
</table>

Culinary Arts and Related Courses (45 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAK 1301</td>
<td>Baking I</td>
<td></td>
</tr>
<tr>
<td>BAK 1302</td>
<td>Basic Pastry Techniques</td>
<td></td>
</tr>
<tr>
<td>BAK 1303</td>
<td>Cakes and Cake Decoration</td>
<td></td>
</tr>
<tr>
<td>BAK 1304</td>
<td>Baking II</td>
<td></td>
</tr>
<tr>
<td>BAK 1305</td>
<td>Candies and Chocolates</td>
<td></td>
</tr>
<tr>
<td>BAK 1306</td>
<td>Artisan Breads, Yeast Breads, Flatbreads, Crackers and Rolls</td>
<td></td>
</tr>
<tr>
<td>BAK 1307</td>
<td>Centerpiece Cake Production</td>
<td></td>
</tr>
<tr>
<td>BAK 2301</td>
<td>Baking Science</td>
<td></td>
</tr>
<tr>
<td>BAK 2302</td>
<td>Advanced Pastry Techniques</td>
<td></td>
</tr>
<tr>
<td>BAK 2303</td>
<td>Advanced Wedding Cake Production</td>
<td></td>
</tr>
<tr>
<td>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
<td></td>
</tr>
<tr>
<td>CUL 1302</td>
<td>Food Production I</td>
<td></td>
</tr>
<tr>
<td>CUL 2307</td>
<td>Healthy Foods and Nutrition</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>
</tbody>
</table>

Two courses from the following electives (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2350</td>
<td>Introduction to Two-Dimensional Design</td>
<td></td>
</tr>
<tr>
<td>ART 2351</td>
<td>Three Dimensional Design</td>
<td></td>
</tr>
<tr>
<td>CUL 1303</td>
<td>Food Production II</td>
<td></td>
</tr>
<tr>
<td>CUL 1305</td>
<td>Garde Manger</td>
<td></td>
</tr>
<tr>
<td>CUL 1306</td>
<td>Culinary French</td>
<td></td>
</tr>
<tr>
<td>CUL 2308</td>
<td>Breakfast Cookery</td>
<td></td>
</tr>
<tr>
<td>CUL 2309</td>
<td>Culinary Competition I</td>
<td></td>
</tr>
<tr>
<td>CUL 2310</td>
<td>International Cuisine</td>
<td></td>
</tr>
<tr>
<td>CUL 2323</td>
<td>Restaurant Patisserie</td>
<td></td>
</tr>
<tr>
<td>HOS 1302</td>
<td>Product ID and Quantity Purchasing</td>
<td></td>
</tr>
<tr>
<td>HOS 2301</td>
<td>Menu Design and Strategy</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 2313</td>
<td>Food and Beverage Management</td>
<td></td>
</tr>
</tbody>
</table>

**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)

<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 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>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>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
</tr>
</tbody>
</table>

Total: 30 Credit Hours
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. Graduates will earn the Certified Culinarian designation, which is the first level of certification from the American Culinary Federation. The 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)

<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>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 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>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>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
<td></td>
</tr>
<tr>
<td>CUL 1302</td>
<td>Food Production I</td>
<td></td>
</tr>
<tr>
<td>CUL 1303</td>
<td>Food Production II</td>
<td></td>
</tr>
</tbody>
</table>
CUL 1304  Stocks, Sauces and Soups  
CUL 1305  Garde Manger  
CUL 2302  Food Production III  
CUL 2303  Meat and Seafood  
CUL 2304  Banquets and Catering  
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 2301  Menu Design and Strategy  
HOS 2302  The Restaurant Industry  

Two courses from the following electives (6 credit hours):

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 1300</td>
<td>Spanish for the Workplace I</td>
<td></td>
</tr>
<tr>
<td>CUL 1306</td>
<td>Culinary French</td>
<td></td>
</tr>
<tr>
<td>CUL 2306</td>
<td>American Regional Cuisine</td>
<td></td>
</tr>
<tr>
<td>CUL 2308</td>
<td>Breakfast Cookery</td>
<td></td>
</tr>
<tr>
<td>CUL 2309</td>
<td>Culinary Competition I</td>
<td></td>
</tr>
<tr>
<td>CUL 2310</td>
<td>International Cuisine</td>
<td></td>
</tr>
<tr>
<td>CUL 2317</td>
<td>Cuisines of the Southern United States</td>
<td></td>
</tr>
<tr>
<td>CUL 2319</td>
<td>Culinary Competition II</td>
<td></td>
</tr>
<tr>
<td>CUL 2322</td>
<td>Regional French Cuisine</td>
<td></td>
</tr>
<tr>
<td>CUL 2323</td>
<td>Restaurant Patisserie</td>
<td></td>
</tr>
<tr>
<td>BAK 1302</td>
<td>Basic Pastry Techniques</td>
<td></td>
</tr>
<tr>
<td>BAK 1303</td>
<td>Cakes and Cake Decoration</td>
<td></td>
</tr>
<tr>
<td>BAK 1304</td>
<td>Baking II</td>
<td></td>
</tr>
<tr>
<td>BAK 1305</td>
<td>Candies and Chocolates</td>
<td></td>
</tr>
<tr>
<td>BAK 1306</td>
<td>Artisan Breads, Yeast Breads, Flatbreads, Crackers and Rolls</td>
<td></td>
</tr>
<tr>
<td>BAK 1307</td>
<td>Centerpiece Cake Production</td>
<td></td>
</tr>
<tr>
<td>HOS 2303</td>
<td>Wine Studies</td>
<td></td>
</tr>
<tr>
<td>HOS 2304</td>
<td>Dining Room Operations</td>
<td></td>
</tr>
<tr>
<td>HOS 2305</td>
<td>Professional Food Writing</td>
<td></td>
</tr>
<tr>
<td>HOS 2306</td>
<td>Practicum</td>
<td></td>
</tr>
<tr>
<td>HOS 2313</td>
<td>Food and Beverage Management</td>
<td></td>
</tr>
</tbody>
</table>

**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 (ACTS# ENGL 1013)</td>
<td></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 1301</td>
<td>College Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (ACTS# MATH 1103)</td>
<td></td>
</tr>
</tbody>
</table>

Culinary Arts Courses (24 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAK 1301</td>
<td>Baking I</td>
<td></td>
</tr>
<tr>
<td>CUL 1301</td>
<td>Applied Foodservice Sanitation</td>
<td></td>
</tr>
<tr>
<td>CUL 1302</td>
<td>Food Production I</td>
<td></td>
</tr>
<tr>
<td>CUL 1304</td>
<td>Stocks, Sauces and Soups</td>
<td></td>
</tr>
<tr>
<td>CUL 1305</td>
<td>Garde Manger</td>
<td></td>
</tr>
<tr>
<td>CUL 2303</td>
<td>Meat and Seafood</td>
<td></td>
</tr>
<tr>
<td>CUL 2304</td>
<td>Banquets and Catering</td>
<td></td>
</tr>
<tr>
<td>HOS 1301</td>
<td>Introduction to Hospitality</td>
<td></td>
</tr>
</tbody>
</table>

**Total 30 Credit Hours**

ASSOCIATE OF APPLIED SCIENCE IN HOSPITALITY MANAGEMENT
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 1301</td>
<td>College Business Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td></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</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>CUL 1302</td>
<td>Food Production I</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>
<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 2312</td>
<td>Hospitality Facilities</td>
<td></td>
</tr>
<tr>
<td>HOS 2313</td>
<td>Food and Beverage Management</td>
<td></td>
</tr>
<tr>
<td>ACCT 2310</td>
<td>Principles of Accounting I</td>
<td>ACCT 2003</td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
<td>BUSI 1013</td>
</tr>
<tr>
<td>BUS 2543</td>
<td>Business Organization and Management</td>
<td></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>CUL 2307</td>
<td>Healthy Foods/Nutrition</td>
<td></td>
</tr>
<tr>
<td>HLSC 2300</td>
<td>Nutrition (recommended for transfer)</td>
<td></td>
</tr>
</tbody>
</table>

Two courses from the following electives (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAK 1301</td>
<td>Baking I</td>
<td></td>
</tr>
<tr>
<td>CUL 1303</td>
<td>Food Production II</td>
<td></td>
</tr>
<tr>
<td>CUL 2306</td>
<td>American Regional Cuisine</td>
<td></td>
</tr>
<tr>
<td>CUL 2309</td>
<td>Culinary Competition I</td>
<td></td>
</tr>
<tr>
<td>HOS 2303</td>
<td>Wine Studies</td>
<td></td>
</tr>
<tr>
<td>HOS 2305</td>
<td>Professional Food Writing</td>
<td></td>
</tr>
<tr>
<td>HOS 2314</td>
<td>Resort Management</td>
<td></td>
</tr>
<tr>
<td>HOS 2318</td>
<td>Tourism Niche Studies</td>
<td></td>
</tr>
<tr>
<td>BUS 2633</td>
<td>Legal Environment of Business</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microcomputer Applications I</td>
<td>BLAW 2003</td>
</tr>
<tr>
<td>SPAN 1300</td>
<td>Spanish for the Workplace I</td>
<td></td>
</tr>
</tbody>
</table>

Total 66 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)
Course  Title  ACTS #
ENGL 1311  English Composition I  ENGL 1013

One course from the following:
Course  Title  ACTS #
MATH 1301  College Business Mathematics  
MATH 1302  College Algebra  MATH 1103

Wine and Spirits Studies Courses (24 credit hours)
Eight courses from the following:
Course  Title  ACTS #
CUL 1302  Food Production I  
HOS 1301  Introduction to Hospitality  
HOS 2301  Menu Design and Strategy  
HOS 2303  Wine Studies  
HOS 2304  Dining Room Operations  
HOS 2307  Intermediate Wine and Spirits Studies  
HOS 2308  Advanced Wine and Spirits Studies - L3, Part 1  
HOS 2316  Professional Study of Spirits and Distillation, L2  
HOS 2317  Advanced Wine and Spirits Studies - L3, Part 2  
HOS 2315  Food and Wine Pairing  
Total  30 Credit Hours

PTC 3D PROGRAM
Beginning fall, 2013, Pulaski Technical College's Culinary Arts and Hospitality Management Institute will offer a new program for students with special abilities and special learning needs. This non-credit training program will focus on workforce development skills with an end goal of gaining employment in hospitality or culinary related programs. The pilot program will begin with the fall semester, 2013. For more information, please contact the Culinary Arts and Hospitality Management Institute's office at 501-812-2860.

Department of Education
ASSOCIATE OF ARTS IN TEACHING

The Associate of Arts in Teaching (AAT) degree is a two-year transfer degree designed to introduce students to the profession of teaching and prepare them to enter a teacher education program at a four-year institution. The AAT allows students to select an emphasis in teaching Middle School Language Arts/Social Studies, Middle School Math/Science or P-4 (Preschool through 4th grade). Each track includes four education courses that serve as an introduction to the education profession. Introduction to Education is a pre-professional course that includes field experience and is designed to acquaint potential teachers with the classroom environment and provide a general introduction to education major requirements. The Introduction to K-12 Educational Technology course focuses on standard technology skills and the use of the various software applications for educational purposes. Math I and Math II assist students in preparation to teach math in P-4 and middle school settings. The Introduction to Education course requires permission to enroll. This program of study includes special program fees beyond current tuition and college fees.

Note: All students are required to have a current cleared maltreatment background check, a clear criminal background check and a PTC Education I.D. badge in any education course.

In order to assure quality and equality with students who begin education majors at the four-year institutions, this degree has similar requirements:

1. Students must earn a grade of "C" or better in courses taken to satisfy the Associate of Arts in Teaching degree;

2. Students must have a final grade-point average of at least 2.65;

3. Students must pass Praxis I, an academic skills assessment that measures reading, writing and mathematical skills designed to be taken prior to the junior year. Scores must be sent to the Registrar prior to verification of graduation.

OPTION: MIDDLE SCHOOL LANGUAGE ARTS/SOCIAL STUDIES EMPHASIS

General Education Courses (35 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>BIOL 1401</td>
<td>Biological Science</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>Physical Science</td>
<td>PHSC 1004</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>ENGL 2337</td>
<td>World Literature to 1650</td>
<td>ENGL 2113</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Literature 1650 to 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>
</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 Arts</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>

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

Other Required Courses (18 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2330</td>
<td>Math I</td>
<td></td>
</tr>
<tr>
<td>MATH 2340</td>
<td>Math II</td>
<td></td>
</tr>
<tr>
<td>HIST 2335</td>
<td>History of Arkansas</td>
<td></td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
</tr>
</tbody>
</table>

3 hours  Directed Elective

One course from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2335</td>
<td>American Literature to 1865</td>
<td>ENGL 2653</td>
</tr>
<tr>
<td>ENGL 2336</td>
<td>American Literature 1865 to Present</td>
<td>ENGL 2663</td>
</tr>
</tbody>
</table>

Education Courses (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1301</td>
<td>Introduction to K-12 Educational Technology</td>
<td></td>
</tr>
<tr>
<td>EDUC 2300</td>
<td>Introduction to Education</td>
<td></td>
</tr>
</tbody>
</table>

**Total 62 Credit Hours**
### OPTION: MIDDLE SCHOOL MATH/SCIENCE EMPHASIS

General Education Courses (35 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>BIOL 1401</td>
<td>Biological Science</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>Physical Science</td>
<td>PHSC 1004</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>ENGL 2337</td>
<td>World Literature to 1650</td>
<td>ENGL 2113</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Literature 1650 to 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>
</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 Arts</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>

Other Required Courses (21 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1303</td>
<td>Trigonometry</td>
<td>MATH 1203</td>
</tr>
<tr>
<td>MATH 2330</td>
<td>Math I</td>
<td></td>
</tr>
<tr>
<td>MATH 2340</td>
<td>Math II</td>
<td></td>
</tr>
<tr>
<td>GEOG 1310</td>
<td>Physical Geography</td>
<td>GEOG 2223</td>
</tr>
<tr>
<td>HIST 2355</td>
<td>History of Arkansas</td>
<td></td>
</tr>
<tr>
<td>PSYC 2300</td>
<td>Psychology and the Human Experience</td>
<td>PSYC 1103</td>
</tr>
</tbody>
</table>

3 hours  Directed Elective
### Education Courses (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1301</td>
<td>Introduction to K-12 Educational Technology</td>
<td></td>
</tr>
<tr>
<td>EDUC 2300</td>
<td>Introduction to Education</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>62 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

### OPTION: PRESCHOOL THROUGH 4TH GRADE EMPHASIS

#### General Education Courses (35 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>BIOL 1401</td>
<td>Biological Science</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>PHYS 1401</td>
<td>Physical Science</td>
<td>PHSC 1004</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>ENGL 2337</td>
<td>World Literature to 1650</td>
<td>ENGL 2113</td>
</tr>
<tr>
<td>ENGL 2338</td>
<td>World Literature 1650 to 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>
</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 Arts</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>

Other Required Courses (22 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH2330</td>
<td>Math I</td>
<td></td>
</tr>
<tr>
<td>MATH 2340</td>
<td>Math II</td>
<td></td>
</tr>
</tbody>
</table>
EDPA               Physical Activity Course Elective
ECD 1003           Foundations of Early Childhood Development
ECD 1103           Child Growth and Development
GEOG 2310          Cultural Geography
HIST 2355          History of Arkansas
PSYC 2300          Psychology and the Human Experience

Education Courses (6 credit hours)
EDUC 1301          Introduction to K-12 Educational Technology
EDUC 2300          Introduction to Education
Total               63 Credit Hours

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.

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>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>
</tr>
</tbody>
</table>

Related Elective (3 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
<td>BUSI 1013</td>
</tr>
</tbody>
</table>

Early Childhood Development Courses (12 credit hours)

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

Education Core Course (3 credit hours)

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

Early Childhood Teaching Credential Core Courses (21 credit hours)

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

Two courses from the following electives (6 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 2503</td>
<td>Health, Safety and Nutrition</td>
<td></td>
</tr>
<tr>
<td>ECD 2803</td>
<td>Special Needs</td>
<td></td>
</tr>
<tr>
<td>ECD 2203</td>
<td>Program Administration</td>
<td></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.
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. The one-semester Certificate of Proficiency allows students to meet the requirements to apply for the Child Development Associate Credential (CDA) issued by the CDA Council in Washington, DC.

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.

### General Education Courses (6 credit hours)

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

### Social Sciences Approved Elective

### Early Childhood Development Courses (21 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 1003</td>
<td>Foundations of Early Childhood Education*</td>
<td></td>
</tr>
<tr>
<td>ECD 1103</td>
<td>Child Growth and Development*</td>
<td></td>
</tr>
<tr>
<td>ECD 1203</td>
<td>Environments for Young Children</td>
<td></td>
</tr>
<tr>
<td>ECD 1401</td>
<td>Field Experience</td>
<td></td>
</tr>
<tr>
<td>ECD 1423</td>
<td>Advanced Field Experience</td>
<td></td>
</tr>
<tr>
<td>ECTC 2503</td>
<td>Child Guidance*</td>
<td></td>
</tr>
<tr>
<td>EDUC 1301</td>
<td>Introduction to K-12 Technology</td>
<td></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>ECTC 2703</td>
<td>Preschool Curriculum*</td>
<td></td>
</tr>
<tr>
<td>ECTC 2803</td>
<td>Infant/Toddler Curriculum*</td>
<td></td>
</tr>
</tbody>
</table>

### Total 27 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 1202: CDA Essentials, 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.

Early Childhood Development Courses (10 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 1003</td>
<td>Foundations of Early Childhood Education*</td>
<td></td>
</tr>
<tr>
<td>ECD 1103</td>
<td>Child Growth and Development*</td>
<td></td>
</tr>
<tr>
<td>ECD 1203</td>
<td>Environments for Young Children</td>
<td></td>
</tr>
<tr>
<td>ECD 1401</td>
<td>Field Experience</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>10 Credit Hours</strong></td>
<td></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.
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 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 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 MATH 1103</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 (53 credit hours)

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

Total 60 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 credit hours)

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

Practical Nursing Courses (53 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><strong>Total</strong></td>
<td><strong>60 Credit Hours</strong></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.

<table>
<thead>
<tr>
<th>Nursing Assistant Course (7 credit hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
<td>CNA 1007</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
</tbody>
</table>

DEPARTMENT OF OCCUPATIONAL THERAPY ASSISTANT
ASSOCIATE OF APPLIED SCIENCE IN OCCUPATIONAL THERAPY ASSISTANT

The Occupational Therapy Assistant (OTA) program is offered through a partnership between Baptist Health Schools Little Rock and Pulaski Technical College. The majority of the courses for this program are offered on the Baptist Health Colonel Glenn and Barrow campuses in Little Rock. 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 clinical 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 Schools Little Rock. Please contact Baptist Health Schools at (501) 202-6200 or (501) 202-6633 for more information on application procedures.

The Baptist Health Schools Little Rock-School of Occupational Therapy Assistant (BHSRL-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. BHSRL-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
Enrollment in Occupational Therapy Assistant 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 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>ENGL 1023</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>70 Credit Hours</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.
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. 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>ENGL 1023</td>
</tr>
<tr>
<td>PHYS 1402</td>
<td>College Physics I</td>
<td>PHYS 2014</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Microbiology</td>
<td>BIOL 2004</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra</td>
<td>MATH 1103</td>
</tr>
<tr>
<td></td>
<td>(or approved mathematics course)</td>
<td></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>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>
</tr>
</tbody>
</table>

Respiratory Therapy Courses (37 credit hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>RES 1103</td>
<td>Respiratory Care Sciences</td>
<td></td>
</tr>
<tr>
<td>RES 1203</td>
<td>Non-Critical Care</td>
<td></td>
</tr>
<tr>
<td>RES 1305</td>
<td>Clinical Practicum I</td>
<td></td>
</tr>
<tr>
<td>RES 1403</td>
<td>Mechanical Ventilation I</td>
<td></td>
</tr>
<tr>
<td>RES 1503</td>
<td>Anatomy and Physiology</td>
<td></td>
</tr>
<tr>
<td>RES 1603</td>
<td>Critical Care</td>
<td></td>
</tr>
<tr>
<td>RES 1801</td>
<td>Internal Medicine I</td>
<td></td>
</tr>
<tr>
<td>RES 2103</td>
<td>Mechanical Ventilation II</td>
<td></td>
</tr>
<tr>
<td>RES 2203</td>
<td>Neonatal and Pediatric Respiratory Care</td>
<td></td>
</tr>
<tr>
<td>RES 2305</td>
<td>Clinical Practicum II</td>
<td></td>
</tr>
<tr>
<td>RES 2403</td>
<td>Cardiopulmonary Diagnostic Testing</td>
<td></td>
</tr>
<tr>
<td>RES 2502</td>
<td>Internal Medicine II</td>
<td></td>
</tr>
</tbody>
</table>

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 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 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.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course 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>CPSI1003</td>
</tr>
<tr>
<td>MATH 1301</td>
<td>College Business Math (P3)</td>
<td></td>
</tr>
<tr>
<td>SPCH 1300</td>
<td>Speech Communication (P1)</td>
<td>SPCH 1003</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Course 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 Accounting/QuickBooks (P5)</td>
<td></td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Spreadsheet Applications/Excel (P6)</td>
<td></td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
<td>BUSI 1013</td>
</tr>
<tr>
<td>BUS 1243</td>
<td>Business Communications (P7)</td>
<td>BUSI 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester III</th>
<th>Course Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2413</td>
<td>Financial Analysis (P8)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Comp II (P9)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>ACCT 2533</td>
<td>Payroll Accounting (P4)</td>
<td></td>
</tr>
<tr>
<td>BUS 2633</td>
<td>Legal Environment of Business (P2)</td>
<td>BLAW 2003</td>
</tr>
</tbody>
</table>
BUS 2493  Spreadsheet Applications/Adv Excel (P10)

Semester IV  Complete all (15hrs)

Course  Title  ACTS #

Elective Social Science
BUS 2683  Business Ethics (P13)
ACCT 2503  Federal Income Tax (P8)
ACCT 2603  Accounting Capstone (P11)
ECON 2322  Principles of Microeconomics (P12)  ECON 2203
OR  OR  OR
ECON 2323  Principles of Macroeconomics (P12)  ECON 2103

Prerequisites
(P1)  Completion of DEVE0316 (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 DEVE0324 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 DEVE0316 (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)  DEVE0336 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, or meet minimum entrance score requirements for ENGL1311
(P8)  ACCT 2330
(P9)  ENGL 1311 with a grade of “C” or better
(P10)  BUS 2393
(P11)  ACCT 2413 and ACCT 2533
(P12)  DEVE 0338 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
(P13)  Completion of DEVE0316 (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 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 4 year institution.

Semester 1 Complete all (15hrs)
Course Title ACTS #
ENGL 1311 English Composition I (P1) ENGL 1013
ACCT 2310 Principles of Accounting I (P2) ACCT 2003
CIS1103 Computer Concepts CPSI1003
BUS 2603 Introduction to Business BUSI 1013
MATH 1301 College Business Math (P3)

Semester II Complete all (15hrs)
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)
ACCT 2533 Payroll Accounting (P4)
BUS 1243 Business Communications (P7) BUSI 2013

Prerequisites
(P1) Completion of DEVE0316 (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 DEVE0324 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) DEVE0336 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 2310
(P5) BUS 1123 and CIS 1103, or ACCT 2310
(P6) CIS 1103
(P7) Keyboarding ability and DEVE 0324, 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 4 year institution.

Semester 1 Complete all (12hrs)
Course Title ACTS #
ENGL 1311 English Composition I (P1) ENGL 1013
ACCT 2310 Principles of Accounting I (P2) ACCT 2003
CISI103 Computer Concepts CPSI1003
BUS 2603 Introduction to Business BUSI 1013

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

Prerequisites
(P1) Completion of DEVE0316 (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 DEVE0324 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 DEVE0316 (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 1 Complete all (15hrs)
Course Title ACTS #
ENGL 1311 English Composition I (P1) ENGL 1013
BUS 1153 Keyboarding I
OR OR
BUS 1253 Keyboarding II (P2)
ACCT 2310 Principles of Accounting (P3) ACCT 2003
CIS 1103 Computer Concepts CPSI1003
MATH 1302 College Algebra (P4) MATH 1103
Semester II Complete all (15hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTR 1003</td>
<td>Introduction to Entrepreneurship</td>
<td></td>
</tr>
<tr>
<td>ACCT 2330</td>
<td>Principles of Accounting II (P5)</td>
<td>ACCT 2013</td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
<td>BUSI 1013</td>
</tr>
<tr>
<td>BUS 2673</td>
<td>Markets and Consumers</td>
<td></td>
</tr>
<tr>
<td>BUS 2543</td>
<td>Business Organization and Management</td>
<td></td>
</tr>
</tbody>
</table>

Semester III Complete all (15hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1243</td>
<td>Business Communications (P6)</td>
<td>BUSI 2013</td>
</tr>
<tr>
<td>BUS 2633</td>
<td>Legal Environment of Business (P3)</td>
<td>BLAW 2003</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (P7)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>ENTR 2003</td>
<td>Professional Selling/Advertising (P8)</td>
<td></td>
</tr>
<tr>
<td>ENTR 2033</td>
<td>Feasibility and Funding (P9)</td>
<td></td>
</tr>
</tbody>
</table>

Semester IV Complete all (15hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1300</td>
<td>Speech Communications (P1)</td>
<td>SPCH 1003</td>
</tr>
</tbody>
</table>

Elective Social Science

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2663</td>
<td>Legal Environment of Business II (P10)</td>
<td>ECON 2203</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>BUS 2683</td>
<td>Business Ethics (P11)</td>
<td></td>
</tr>
<tr>
<td>BUS 2613</td>
<td>Small Business Management (P9)</td>
<td></td>
</tr>
<tr>
<td>ECON 2322</td>
<td>Principles of Microeconomics (P4)</td>
<td>ECON 2103</td>
</tr>
<tr>
<td>OR</td>
<td>OR</td>
<td>OR</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Macroeconomics (P4)</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites

(P1) Completion of DEVE0316 (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 DEVE0324 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 25-30 wpm (take test in Testing Lab)

(P3) Completion of DEVE0316 (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) DEVE0338 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) ENGL 1311 with a grade of “C” or better
Completion of DEVE0316 (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 DEVE0324 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.

Prerequisites
(P1)  Completion of DEVE0316 (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 DEVE0324 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 DEVE0316 (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 DEVE0316 (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 DEVE0324 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.

(P4)  BUS 2673, ENTR 1003, ENGL 1311

(P5)  ENGL 1311, ACCT 2310, ENTR 1003
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.

Semester I  Complete all (15hrs)
Course       Title                            ACTS #
ENGL 1311    English Composition I (P1)    ENGL 1013
BUS 1153     Keyboarding I                 
OR          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

Semester II  Complete all (15hrs)
Course       Title                            ACTS #
BUS 2393     Spreadsheet Applications/Excel (P5) 
BUS 2643     Human Relations                
BUS 2363     PowerPoint (P6)                
BUS 2603     Introduction to Business       BUSI 1013
ACCT 2330    Principles of Accounting II (P7) ACCT 2013

Semester III Complete all (15hrs)
Course       Title                            ACTS #
BUS 2503     Office Management (P3)         
ENGL 1312    English Composition II (P8)   ENGL 1023
BUS 2633     Legal Environment of Business (P3) BLAW 2003
BUS 2623     Human Resource Management (P9) 
BUS 1243     Business Communications (P10)  BUSI 2013

Semester IV  Complete all (15hrs)
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 2683     Business Ethics (P11)          
BUS 2653     Office Supervision/Management Capstone (P12) 
ECON 2322    Principles of Microeconomics (P4) ECON 2203
OR          OR
ECON 2323    Principles of Macroeconomics (P4) ECON 2103
Prerequisites

(P1) Completion of DEVE0316 (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 DEVE0324 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 25-30 wpm (take test in Testing Lab)

(P3) Completion of DEVE0316 (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) DEVE0338 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) ENGL 1311, BUS 2643, BUS 2603

(P10) Keyboarding ability and DEVE0324, or meet minimum entrance score requirements for ENGL 1311

(P11) Completion of DEVE0316 (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) ACCT 2330, BUS 2623, BUS 2393, BUS 2363, BUS 2503

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.

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>BUS 1253</td>
<td>Keyboarding II (P2)</td>
<td></td>
</tr>
<tr>
<td>BUS 1123</td>
<td>Accounting Fundamentals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[May substitute ACCT 2310 (P3)]</td>
<td></td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
<tr>
<td>Math 1301</td>
<td>College Business Math (P4)</td>
<td></td>
</tr>
</tbody>
</table>

Semester II

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1513</td>
<td>Introduction to Word Processing/</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Microsoft Word (P5)</td>
<td></td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Spreadsheet Applications/Excel (P6)</td>
<td></td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
<td>BUSI 1013</td>
</tr>
<tr>
<td>BUS 1243</td>
<td>Business Communications (P7)</td>
<td>BUSI 2013</td>
</tr>
<tr>
<td>BUS 2353</td>
<td>Database Management with Access (P6)</td>
<td></td>
</tr>
</tbody>
</table>
### Semester III

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2493</td>
<td>Advanced Excel (P8)</td>
<td></td>
</tr>
<tr>
<td>BUS 2503</td>
<td>Office Management (P3)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (P9)</td>
<td></td>
</tr>
<tr>
<td>BUS 2413</td>
<td>Advanced Word Processing/Microsoft Word (P10)</td>
<td></td>
</tr>
<tr>
<td>BUS 2403</td>
<td>Desktop Publishing (P11)</td>
<td></td>
</tr>
</tbody>
</table>

### Semester IV

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPCH 1300</td>
<td>Speech Communications (P1)</td>
<td>SPCH 1003</td>
</tr>
<tr>
<td>Elective</td>
<td>Approved Elective (must have BUS/CIS/ENTR prefix)</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Social Science (must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)</td>
<td></td>
</tr>
<tr>
<td>BUS 2683</td>
<td>Business Ethics (P12)</td>
<td></td>
</tr>
<tr>
<td>BUS 2433</td>
<td>Integrated Business Applications (P13)</td>
<td></td>
</tr>
</tbody>
</table>

### Prerequisites

(P1) Completion of DEVE0316 (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 DEVE0324 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 25-30 wpm (take test in Testing Lab)

(P3) Completion of DEVE0316 (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) DEVE0336 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) BUS 1253 with 40 wpm or documented comparable keyboarding skills, CIS1103 and DEVE 0324 or minimum entrance score requirements. Additional lab time outside of class time may be required.

(P6) CIS 1103

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

(P8) BUS 2393

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

(P10) CIS 1103 and BUS 1513

(P11) BUS 1513 or permission of instructor

(P12) Completion of DEVE0316 (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) BUS 2353, BUS 2403, 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.

Semester 1 Complete all (15hrs)
Course Title ACTS #
ENGL 1311 English Composition I (P1) ENGL 1013
BUS 1253 Keyboarding II (P2)
BUS 1123 Accounting Fundamentals [May substitute ACCT 2310 (P3)]
CIS 1103 Computer Concepts CPSI 1003
BUS 2603 Introduction to Business BUSI 1013

Semester II Complete all (15hrs)
Course Title ACTS #
BUS 1513 Introduction to Word Processing/ Microsoft Word (P4)
BUS 2393 Spreadsheet Applications/Excel (P5)
BUS 1243 Business Communications (P6) BUSI 2013
BUS 2503 Office Management (P3)
BUS 2353 Database Management with Access (P5)

Prerequisites
(P1) Completion of DEVE0316 (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 DEVE0324 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 25-30 wpm (take test in Testing Lab)

(P3) Completion of DEVE0316 (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) BUS 1253 with 40 wpm or documented comparable keyboarding skills, CIS1103 and DEVE 0324 or minimum entrance score requirements. Additional lab time outside of class time may be required.

(P5) CIS 1103

(P6) Keyboarding ability and DEVE 0324, or meet minimum entrance score requirements for ENGL1311
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 I</th>
<th>Complete all (12hrs)</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>BUS 1253</td>
<td>Keyboarding II (P2)</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td>BUS 2603</td>
<td>Introduction to Business</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester II</th>
<th>Complete all (6hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>BUS 1513</td>
<td>Introduction to Word Processing/ Microsoft Word (P3)</td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Spreadsheet Applications/Excel (P4)</td>
</tr>
</tbody>
</table>

Prerequisites
(P1) Completion of DEVE0316 (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 DEVE0324 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 25-30 wpm (take test in Testing Lab)
(P3) BUS 1253 with 40 wpm or documented comparable keyboarding skills, CIS1103 and DEVE 0324 or minimum entrance score requirements. Additional lab time outside of class time may be required.
(P4) CIS 1103

DEPARTMENT OF CRIME SCENE INVESTIGATION
Rapid advances in the forensic sciences have had a tremendous impact on criminal investigations. Utilizing new technologies and techniques, today’s investigators have more resources than ever before to successfully process crime scenes. The Crime Scene Investigation program is designed to provide law enforcement practitioners with these resources. Through hands-on instruction and access to experts in the field, participants gain the knowledge and skills needed to recognize and appropriately document, collect, preserve and store evidence from a crime scene, ultimately allowing them to solve more crimes in their communities. This program is available exclusively to Arkansas law enforcement personnel who are actively employed within a criminal justice organization in the state.

ASSOCIATE OF APPLIED SCIENCE IN CRIME SCENE INVESTIGATION
Students enrolled in this program of study obtain 35-38 credit hours by completing advanced law enforcement training at an ACLEST-accredited academy and attending advanced law enforcement courses presented by the Criminal Justice Institute of the University of Arkansas. Students then complete 24-27 credit hours of general education at Pulaski Technical College.
Criminal Justice Institute (35-38 credit hours)
Crime Scene Certificate of Proficiency
Crime Scene Investigation Technical Certificate
Advanced Crime Scene Technician Certificate
Advanced Crime Special Topics

Pulaski Technical College Courses (24-27 credit hours)
ENGL 1311 English Comp I (ACTS# ENGL 1013)
MATH 1302 College Algebra (ACTS# MATH 1103)
CIS 1103 Computer Concepts (ACTS# CPSI 1003)

Six courses from the following:
BUS 2603 Introduction to Business (ACTS# BUSI 1013)
BIOL 1401 Biological Science (ACTS# BIOL 1004)
CRJU 2300 Introduction to Criminal Justice (ACTS# CRJU 1023)
ENGL 1312 English Composition II* (ACTS# ENGL 1023)
HIST 2355 History of Arkansas
POLS 1310 American National Government (ACTS# PLSC 2003)
PSYC 2300 Psychology and the Human Experience (ACTS# PSYC 1103)
SPAN 1311 Elementary Spanish I (ACTS# SPAN 1013)
SPCH 1300 Speech Communication (ACTS# SPCH 1003)
Social Sciences Approved Elective*
Total 62-65 Credit Hours
*Required Course

TECHNICAL CERTIFICATE IN CRIME SCENE INVESTIGATION
Students enrolled in this program of study obtain 27-30 credit hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Students then complete six to nine credit hours of general education at Pulaski Technical College.

Criminal Justice Institute (27-30 credit hours)
Crime Scene Investigation Certificate of Proficiency
Special Topics
Computer Applications

Pulaski Technical College Course (6-9 credit hours)
ENGL 1311 English Composition I (ACTS# ENGL 1013)
MATH 1302 College Algebra (ACTS# MATH 1103)
CIS 1103 Computer Concepts (ACTS# CPSI 1003)
Total 33-39 Credit Hours
CERTIFICATE OF PROFICIENCY IN CRIME SCENE INVESTIGATION
Students enrolled in this program of study obtain 15 credit hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Students then complete three credit hours of general education at Pulaski Technical College.

Criminal Justice Institute (15 credit hours)
Crime Scene Technician Certificate Program
Arkansas Law Enforcement Training Academy Certificate of Completion

Pulaski Technical College Course (3 credit hours)
ENGL 1311 English Composition I (ACTS# ENGL 1013)
Total 18 Credit Hours

DEPARTMENT OF LAW ENFORCEMENT ADMINISTRATION
The Law Enforcement Administration program is designed to prepare law enforcement professionals for the challenges they will face as supervisors and agency heads. Utilizing proven management principles specific to law enforcement, participants learn how to better meet the needs of their personnel and constituents. In addition, they develop necessary skills in law enforcement management, including communication, case law, agency development and more. This program is available exclusively to Arkansas law enforcement personnel who are actively employed within an Arkansas criminal justice organization.

ASSOCIATE OF APPLIED SCIENCE IN LAW ENFORCEMENT ADMINISTRATION
Students enrolled in this program of study obtain 36 credit hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Students then complete 27 credit hours of general education at Pulaski Technical College.

Criminal Justice Institute (36 credit hours)
Law Enforcement Administration Certificate of Proficiency
Law Enforcement Administration Technical Certificate
Integrity in Law Enforcement
School of Law Enforcement Supervision
Legal Aspects of Law Enforcement

Pulaski Technical College Courses (27 credit hours)
Select from the following:
ENGL 1311 English Composition I* (ACTS# ENGL 1013)
ENGL 1312 English Composition II* (ACTS# ENGL 1023)
MTH 1103 Technical Mathematics I*
SPCH 1300 Speech Communication (ACTS# SPCH 1003)
CIS 1103 Computer Concepts (ACTS# CPSI 1003)
BUS 2603 Introduction to Business (ACTS# BUSI 1013)
CRJU 2300 Introduction to Criminal Justice (ACTS# CRJU 1023)
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI 2300</td>
<td>Introduction to Sociology</td>
<td>SOCI 1013</td>
</tr>
<tr>
<td>POLS 1310</td>
<td>American National Government</td>
<td>PLSC 2003</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Approved Elective*</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>63 Credit Hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Required Course

**TECHNICAL CERTIFICATE IN LAW ENFORCEMENT ADMINISTRATION**

Students enrolled in this program of study obtain 21 credit hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Students then complete 15 credit hours of general education at Pulaski Technical College.

Criminal Justice Institute (21 credit hours)
- Law Enforcement Administration and Management
- Advanced Law Enforcement Special Topics

Pulaski Technical College Courses (15 credit hours)
- BUS 2603 Introduction to Business (ACTS# BUSI 1013)
- CIS 1103 Computer Concepts (ACTS# CPSI 1003)
- ENGL 1311 English Composition I (ACTS# ENGL 1013)
- MTH 1103 Technical Mathematics I
- SPCH 1300 Speech Communication (ACTS# SPCH 1003)

**Total 36 Credit Hours**

**CERTIFICATE OF PROFICIENCY IN LAW ENFORCEMENT ADMINISTRATION**

Students enrolled in this program of study obtain 15 credit hours by completing basic law enforcement training at an ACLEST-accredited academy and attending advanced courses presented by the Criminal Justice Institute of the University of Arkansas. Students then complete three credit hours of general education at Pulaski Technical College.

Criminal Justice Institute (15 credit hours)
- Law Enforcement Administration and Management
- Law Enforcement Communications

Pulaski Technical College Course (3 credit hours)
- ENGL 1311 English Composition I (ACTS# ENGL 1013)

**Total 18 Credit Hours**
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.

Semester 1 Complete all (12hrs)
Course                      Title                      ACTS 
MET 1103                    Medical Terminology I       
BUS 1253                    Keyboarding II (P1)         
MET 1213                    Intro to Human Anatomy       
MET 1503                    Medical Office Practices      

Semester II Complete all (12hrs)
Course                      Title                      ACTS 
MET 1303                    Medical Terminology II      
MET 1413                    Disease Processes (P2)     
BUS 1243                    Business Communications (P3) 
MTH 1103                    Technical Math I           
OR OR                       
MATH 1301                   College Business Math (P4)   

Semester III Complete all (9hrs)
Course                      Title                      ACTS 
MET 1203                    Medical Transcription (P5)  
MET 2303                    Diagnosis coding (P6)         
MET 1613                    CPT Procedural Coding (P6)    

Prerequisites
(P1) BUS 1153 –Keyboarding I or Typing test score of 25-30 wpm (take test in Testing Lab)
(P2) MET 1213 or approved Human Anatomy course or approval of instructor
(P3) Keyboarding ability and DEVE 0324, or meet minimum entrance score requirements for ENGL 1311
(P4) DEVE 0336 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
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.

### Semester I
**Complete all (15hrs)**

<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>POLS 1310</td>
<td>American National Government</td>
<td>PLSC 2003</td>
</tr>
<tr>
<td>LGS 1103</td>
<td>Legal Terminology (P2)</td>
<td></td>
</tr>
<tr>
<td>LGS 1203</td>
<td>Introduction to Law (P2)</td>
<td></td>
</tr>
<tr>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
<td></td>
</tr>
</tbody>
</table>

### Semester II
**Complete all (16hrs)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLG 1103</td>
<td>Legal Research and Writing I (P3)</td>
<td></td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (P4)</td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>PLG 1302</td>
<td>Torts (P3)</td>
<td></td>
</tr>
<tr>
<td>PLG 2202</td>
<td>Legal Ethics (P3)</td>
<td></td>
</tr>
<tr>
<td>PLG 2403</td>
<td>Criminal Law (P3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elective Social Science/Humanities</td>
<td></td>
</tr>
</tbody>
</table>

### Semester III
**Complete all (14hrs)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P5)</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>PLG 1203</td>
<td>Legal Research and Writing II (P6)</td>
<td></td>
</tr>
<tr>
<td>PLG 2103</td>
<td>Civil Litigation (P10)</td>
<td></td>
</tr>
<tr>
<td>PLG 2803</td>
<td>Computer Support (P7)</td>
<td></td>
</tr>
<tr>
<td>PLG 2302</td>
<td>Real Estate Law (P3)</td>
<td></td>
</tr>
</tbody>
</table>

### Semester IV
**Complete all (16hrs)**

<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 (P8)</td>
<td>PSYC 1103</td>
</tr>
<tr>
<td>PLG 2703</td>
<td>Wills, Trusts, and Probate (P3)</td>
<td></td>
</tr>
<tr>
<td>PLG 2903</td>
<td>Trial Practice (P9)</td>
<td></td>
</tr>
<tr>
<td>PLG 2502</td>
<td>Family Law (P10)</td>
<td></td>
</tr>
<tr>
<td>PLG 2603</td>
<td>Commercial Law (P11)</td>
<td></td>
</tr>
<tr>
<td>PLG Elective</td>
<td>Choose one from the list of classes below:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLG 2802 Business Organization (P3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLG 1802 Constitutional Law (P12)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLG 1822 Bankruptcy Law (P3)</td>
<td></td>
</tr>
</tbody>
</table>
Prerequisites

(P1) Completion of DEVE0316 (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 DEVE0324 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) DEVE0324 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) DEVE0338 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 I</th>
<th>Course</th>
<th>Title</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete all (15hrs)</td>
<td>ENGL 1311</td>
<td>English Composition I (P1)</td>
<td>ENGL 1013</td>
</tr>
<tr>
<td></td>
<td>LGS 1103</td>
<td>Legal Terminology (P2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>LGS 1203</td>
<td>Introduction to Law (P2)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CIS 1403</td>
<td>Microcomputer Applications I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 1123</td>
<td>Accounting Fundamentals</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>Complete all (14hrs)</td>
<td>BUS 1513</td>
<td>Introduction to Word Processing/ Microsoft Word (P3)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BUS 1243</td>
<td>Business Communications (P4)</td>
<td>BUSI 2013</td>
</tr>
<tr>
<td></td>
<td>BUS 2503</td>
<td>Office Management (P5)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLG 1103</td>
<td>Legal Research and Writing I (P6)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PLG 2202</td>
<td>Legal Ethics (P6)</td>
<td></td>
</tr>
</tbody>
</table>
Prerequisites

(P1) Completion of DEVE0316 (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 DEVE0324 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) DEVE0324 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 1253 with 40 wpm or documented comparable keyboarding skills, CIS 1103 and DEVE0324 or minimum entrance score requirements. Additional lab time outside of class time may be required.

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

(P5) Completion of DEVE0316 (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

INFORMATION TECHNOLOGY DIVISION
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. Students should enroll in CIS 1113 as early in the course of study as possible. Students should then consult a CIS department advisor before selecting 15 credits from the CIS core courses, which are prerequisites to more advanced study. Finally, each student completes 30 credit hours in one of the four degree options: Applied Programming, End-user Support, Networking and Web Design.

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

The Applied Programming option is designed for students who are interested in developing and applying programming skills for use in scripting, website development, and database management.

General Education Courses (15 credit hours)
ENGL 1311  English Composition I (ACTS# ENGL 1013)
ENGL 1312  English Composition II (ACTS# ENGL 1023)
MATH 1302  College Algebra (ACTS# MATH 1103)
SPCH 1300  Speech Communication (ACTS# SPCH 1003)
Social Sciences Approved Elective

Required CIS course (3 credit hours)
CIS 1113  Problem Solving

CIS Core Courses (15-16 credit hours)
Five courses from the following:
CIS 1143  Programming I
CIS 1403  Microcomputer Applications I
CIS 1413  Introduction to Databases
CIS 1823  Customer Service and Support
CIS 1233  Fundamentals of Information Security
CIS 1254  IT Essentials I
CIS 2303  Introduction to Networking
CIS 2523  Introduction to Web Page Design OR DMP 1310 Intro to Web Design

Applied Programming Requirements (15 credit hours)
CIS 1504  Programming II
CIS 2624  Programming III
CIS 1424  Introduction to SQL

Choose one from the following:
CIS 2613  Object-Oriented Programming
CIS 1173  Programming for the Web

Applied Programming Electives (13 credit hours from the following)
CIS 1425  Database Administration I
CIS 1426  Database Administration II
CIS 2533  Website Administration and Security OR DMP 2312 Web Server Administration
CIS 2554  Web and Graphic Design
CIS 2543  Mobile Applications Development
CIS 2513  Introduction to Computer Science I
CIS 1334  Ethical Hacking I
CIS 2153  Game Design I
CIS 2163  Game Design II
CIS 2563  Scripting Languages
CIS 2556  Fundamentals of Robotics
CIS 2113  CIS Internship
CIS  Free Elective
**Total 62 Credit Hours**

**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; and customer service.

General Education Courses (15 credit hours)
ENGL 1311  English Composition I (ACTS# ENGL 1013)
ENGL 1312  English Composition II (ACTS# ENGL 1023)
MATH 1302  College Algebra (ACTS# MATH 1103)
SPCH 1300  Speech Communication (ACTS# SPCH 1003)

Social Sciences  Approved Elective

Required CIS course (3 credit hours)
CIS 1113  Problem Solving

CIS Core Courses (15-16 credit hours)
Five courses from the following:
CIS 1143  Programming I
CIS 1403  Microcomputer Applications I
CIS 1413  Introduction to Databases
CIS 1823  Customer Service and Support
CIS 1233  Fundamentals of Information Security
CIS 1254  IT Essentials I
CIS 2303  Introduction to Networking
CIS 2523  Introduction to Web Page Design OR DMP 1310 Intro to Web Design

End-user Support Requirements (18 credit hours)
CIS 1513  Microcomputer Applications II
CIS 1923  Help Desk Applications
CIS 1264  IT Essentials II
CIS 2214  Microsoft Server Administration

End-user Support Electives (12 credit hours from the following)
CIS 1123  Internet Foundations
CIS 1623  Internet Research Tools OR DMP 1311 Web Research Tools
CIS 1334  Ethical Hacking I
CIS 1344  Network Defense
CIS 2134 Computer Forensics I  
CIS 2144 Computer Forensics II  
CIS 1154 Data Cabling  
CIS 2043 A+ Certification Preparation  
CIS 2053 Network + Certification Preparation  
CIS 2113 CIS Internship  
**Total 63 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)**
- ENGL 1311 English Composition I (ACTS# ENGL 1013)
- ENGL 1312 English Composition II (ACTS# ENGL 1023)
- MATH 1302 College Algebra (ACTS# MATH 1103)
- SPCH 1300 Speech Communication (ACTS# SPCH 1003)

**Required CIS course (3 credit hours)**
- CIS 1113 Problem Solving

**CIS Core Courses (15-16 credit hours)**
Five courses from the following:
- CIS 1143 Programming I
- CIS 1403 Microcomputer Applications I
- CIS 1413 Introduction to Databases
- CIS 1823 Customer Service and Support
- CIS 1233 Fundamentals of Information Security
- CIS 1254 IT Essentials I
- CIS 2303 Introduction to Networking
- CIS 2523 Introduction to Web Page Design OR DMP 1310 Intro to Web Design

**Networking Requirements (20-21 credit hours)**
- CIS 1814 Local Area Networks – CCNA 1
- CIS 2214 Microsoft Server Administration

One course from the following:
- CIS 1264 IT Essentials II
- CIS 2903 Linux Desktop
One course from the following:
CIS 1824  Network Routing – CCNA 2
CIS 1833  LAN Switching – CCNA 3

One course from the following:
CIS 2374  Microsoft Active Directory Services

Networking Electives (9-13 credit hours from the following)
CIS 1264  IT Essentials II
CIS 1824  Network Routing – CCNA 2
CIS 1833  LAN Switching – CCNA 3
CIS 1853  WAN Technologies – CCNA 4
CIS 2374  Microsoft Active Directory Services
CIS 1334  Ethical Hacking I
CIS 1344  Network Defense
CIS 1154  Data Cabling
CIS 2023  Microsoft Network Client Administration Certification Preparation
CIS 2033  Microsoft Server Admin Certification Preparation
CIS 2043  A+ Certification Preparation
CIS 2053  Network+ Certification Preparation
CIS 2073  CCNA Certification Preparation
CIS 2304  VMware Virtual Infrastructure
CIS 2913  Linux Server
CIS 2113  CIS Internship
CIS    Free Elective
Total 63- 68 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)
ENGL 1311  English Composition I (ACTS# ENGL 1013)

One course from the following:
MTH 1203  Technical Mathematics II
MATH 1302  College Algebra (ACTS# MATH 1103)

CIS Core Elective Courses
15 credit hours from the following:
CIS 1113  Problem Solving
BUS 1212  Keyboarding Speed Skills
CIS 1123  Internet Foundations
CIS 1143  Programming I
CIS 1403  Microcomputer Applications I
CIS 1413  Introduction to Databases
CIS 1814  Local Area Networks – CCNA 1
CIS 1843  Introduction to Computer Graphics  OR  DMP 1304 Introduction to Computer Graphics
CIS 2303  Introduction to Networking
CIS 2523  Introduction to Web Page Design OR DMP 1310 Intro to Web Design

CIS Advanced Elective Courses
9 credit hours from the following:
CIS 1133  Internet Technologies
CIS 1154  Data Cabling
CIS 1254  IT Essentials I
CIS 1264  IT Essentials II
CIS 1424  Introduction to SQL
CIS 1504  Programming II
CIS 1513  Microcomputer Applications II
CIS 1613  The Business of the Internet OR DMP 1312 E-Commerce
DMP 1312  E-Commerce
CIS 1623  Internet Research Tools OR DMP 1311 Web Research Tools
CIS 1823  Customer Service and Support
CIS 1824  Network Routing – CCNA 2
CIS 1833  LAN Switching – CCNA 3
CIS 1853  WAN Technologies – CCNA 4
CIS 1923  Help Desk Applications
CIS 2023  Microsoft Network Client Administration Certification Preparation
CIS 2033  Microsoft Server Administration Certification Preparation
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 2223  Advanced Computer Graphics OR DMP 2311 Animation
CIS 2214  Microsoft Server Administration
CIS 2374  Microsoft Active Directory Services
CIS 2513  Introduction to Computer Science I
CIS 2533  Website Administration and Security OR DMP 2312
   Web Server Administration
CIS 2544  Advanced Web Page Design and Languages OR DMP 2315 Advanced Web Design
CIS 2554  Web and Graphic Design
CIS 2613  Object-Oriented Programming
CIS 2624  Programming III
CIS 2633  Introduction Computer Science II
CIS 2653 Computer Organization and Assembly Language
CIS 2733 Data Structures
CIS 2903 Linux Desktop
CIS 2913 Linux Server
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
This emphasis covers audio engineering both in the field and in the post-production environment. Students first learn the proper techniques for acquiring audio in the field. Students also learn audio post-production and Sound Design techniques.

General Education Courses (12 credit hours)
ENGL 1311 English Composition I (ACTS# ENGL 1013)
ENGL 1312 English Composition II (ACTS# ENGL 1023)
MATH 1302 College Algebra (ACTS# MATH 1103)
Social Sciences Approved Elective

Digital Media Production Core Courses (15 credit hours)
DMP 1301 Introduction to Digital Production
PHOT 1330 Introduction to Digital Photography
DMP 1302 Introduction to the Mac
DMP 1303 Introduction to the Web 2.0
DMP 1304 Introduction to Computer Graphics
Digital Media Production Emphasis Electives (21 credit hours)
FILM 2300 Introduction to Film
DMP 1307 Apple Logic Pro I
DMP 1309 ProTools I
DMP 2304 Music Production I
DMP 2307 Apple Logic Pro II
DMP 2309 ProTools II
DMP 2314 Music Production II

DMP or CIS Emphasis Electives (12 credit hours)

Total 60 Credit Hours

OPTION: DIGITAL CINEMATOGRAPHY/EDITING
This emphasis covers cinematography and its evolution from film to digital. Students learn cinematography theory and have the opportunity to get hands-on experience with current camera technology.

General Education Courses (12 credit hours)
ENGL 1311 English Composition I (ACTS# ENGL 1013)
ENGL 1312 English Composition II (ACTS# ENGL 1023)
MATH 1302 College Algebra (ACTS# MATH 1103)

Social Sciences Approved Elective

Digital Media Production Core Courses (15 credit hours)
DMP 1301 Introduction to Digital Production
PHOT 1330 Introduction to Digital Photography
DMP 1302 Introduction to the Mac
DMP 1303 Introduction to the Web 2.0
DMP 1304 Introduction to Computer Graphics

Digital Media Production Emphasis Electives (27 credit hours)
FILM 2300 Introduction to Film
DMP 1305 Digital Cinematography I
DMP 1308 Introduction to Editing
DMP 2305 Digital Cinematography II
DMP 2303 Avid Media Composer
DMP 2308 Lighting for the Big and Small Screen
DMP 2313 Apple Final Cut Pro
DMP 2319 Adobe Premier Pro
DMP 2318 Lightworks

DMP or CIS Electives (6 credit hours)

Total 60 Credit Hours
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)
ENGL 1311    English Composition I (ACTS# ENGL 1013)
ENGL 1312    English Composition II(ACTS# ENGL 1023)
MATH  1302    College Algebra (ACTS# MATH 1103)
Social Sciences   Approved Elective

Digital Media Production Core Courses (15 credit hours)
DMP 1301    Introduction to Digital Production
PHOT 1330    Introduction to Digital Photography
DMP 1302    Introduction to the Mac
DMP 1303    Introduction to the Web 2.0
DMP 1304    Introduction to Computer Graphics

Digital Media Production Emphasis Electives (27 credit hours)
ARTS 1310    Drawing I
ARTS 2350    2D Design
DMP 1306    Digital Page Layout and Design
ARTS 2310    Drawing II
ARTS 2351    3D Design
DMP 2306    Graphic Design I
DMP 2311    Animation
DMP 2316    Graphic Design II
DMP 2320    Digital Production Portfolio

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)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (ACTS# ENGL 1013)</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Composition II (ACTS# ENGL 1023)</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (ACTS# MATH 1103)</td>
</tr>
</tbody>
</table>

Social Sciences Approved Elective

Digital Media Production Core Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>DMP 1302</td>
<td>Introduction to the Mac</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>

Digital Media Production Emphasis Electives (21 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</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>
</tr>
<tr>
<td>DMP 2320</td>
<td>Digital Production Portfolio</td>
</tr>
</tbody>
</table>

DMP or CIS Electives (12 credit hours)

**Total 60 Credit Hours**

**TECHNICAL CERTIFICATE IN DIGITAL MEDIA PRODUCTION**

General Education Courses (6 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (ACTS# ENGL 1013)</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (ACTS# MATH 1103)</td>
</tr>
</tbody>
</table>

Digital Media Production Courses (15 credit hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course 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>DMP 1302</td>
<td>Introduction to the Mac</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>

Digital Media Production Electives (9 credit hours)

**Total 30 Credit Hours**
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.

**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>
<td></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>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:
ARTS 2300  Introduction to Art (ACTS# ARTA 1003)
MUSC 2300  Introduction to Music (ACTS# MUSC 1003)
THEA 2300  Introduction to Theatre (ACTS# DRAM 1003)

Aviation Courses (12 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 2203  Aviation Safety
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)
ENGL 1311  English Composition I (ACTS# ENGL 1013)
ENGL 1312  English Composition II (ACTS# ENGL 1023)
SPCH 1300  Speech Communication (ACTS# SPCH 1003)
MATH 1302  College Algebra (ACTS# MATH 1103)
MATH 1303  Trigonometry (ACTS# MATH 1203)
BIOL 1401  Biological Science (ACTS# BIOL 1004)
PHYS 1402  College Physics I (ACTS# PHYS 2014)
PHYS 1403  College Physics II (ACTS# PHYS 2024)
CIS 1103  Computer Concepts (ACTS# CPSI 1003)
Social Sciences Approved Elective

One course from the following:
ENGL 2337  World Literature from the Beginning to 1650 (ACTS# ENGL 2113)
ENGL 2338  World Literature from 1650 to the Present (ACTS# ENGL 2123)

One course from the following:
HIST 1311  History of Civilization I (ACTS# HIST 1113)
HIST 1312  History of Civilization II (ACTS# HIST 1123)

One course from the following:
HIST 2311  U.S. History to 1877 (ACTS# HIST 2113)
HIST 2312  U.S. History since 1877 (ACTS# HIST 2123)
POLS 1310  American National Government (ACTS# PLSC 2103)
One course from the following:
ARTS 2300 Introduction to Art (ACTS# ARTA 1003)
MUSC 2300 Introduction to Music (ACTS# MUSC 1003)
THEA 2300 Introduction to Theatre (ACTS# DRAM 1003)

Aviation Courses (23 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 2201 Commercial Pilot Lab I
AVN 2103 Aviation Weather
AVN 2301 Commercial Pilot Certification
AVN 2203 Aviation Safety
AVN 2303 Instrument Flight Preparation and Procedures
AVN 2401 Instrument Pilot Certification
AVN 2501 Instrument Pilot Lab
AVN 2601 Commercial Pilot Lab II
Total 68 Credit Hours

DEPARTMENT OF AVIATION MAINTENANCE TECHNOLOGY
The Aviation Maintenance Technology program provides students with instruction in the general powerplant and airframe curricula. Students may choose to seek FAA certification as an aircraft maintenance technician with an airframe rating and/or a powerplant 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 (12hrs)

<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</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>
Aviation General Courses Complete all (16hrs)
Course Title
AVA 1110 Aviation General
MTH 1203 Technical Mathematics II (P)
PHYS 1301 Applied Physics (P)

Aviation Maintenance Courses Complete all (31hrs)
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

TECHNICAL CERTIFICATE IN AIRFRAME AVIATION MAINTENANCE TECHNOLOGY
The Aviation Maintenance Technology program provides students with instruction in the general powerplant and airframe curricula. Students may choose to seek FAA certification as an aircraft maintenance technician with an airframe rating and/or a powerplant 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 (16hrs)
Course Title
AVA 1110 Aviation General
MTH 1203 Technical Mathematics II (P)
PHYS 1301 Applied Physics (P)

Aviation Maintenance Courses Complete all (32hrs)
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
TECHNICAL CERTIFICATE IN POWERPLANT AVIATION MAINTENANCE TECHNOLOGY
The Aviation Maintenance Technology program provides students with instruction in the general powerplant and airframe curricula. Students may choose to seek FAA certification as an aircraft maintenance technician with an airframe rating and/or a powerplant 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 (16hrs)
Course Title
AVA 1110 Aviation General
MTH 1203 Technical Mathematics II (P)
PHYS 1301 Applied Physics (P)

Aviation Maintenance Courses Complete all (29hrs)
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

TECHNICAL CERTIFICATE IN AVIONICS TECHNOLOGY
This program includes theory and laboratory experiences in the proper use and maintenance of communications and navigational systems commonly used in aircraft. The program prepares students for a variety of opportunities in industries using avionic, navigational or communication systems.

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 Courses Complete all (6hrs)
Course Title
MTH 1203 Technical Mathematics II (P)
PHYS 1301 Applied Physics (P)

Avionic Core Courses Complete all (24hrs)
Course Title
AVI 1701 Avionics Fundamentals (P)
AVI 1801 Aircraft Navigation-Communication Aux (P)
AVI 1906 Air Power Distribution and Electrics (P)
AVI 2008 Aircraft Communication Navigation Systems (P)
AVI 2201 Aircraft Auto Pilot Systems (P)
AVI 2301 Aircraft Radar and Aux (P)
AVI 1403 Aircraft Digital Communications (P)
AVI 1503 Communication Electronics (P)
DEPARTMENT OF AIR CONDITIONING AND REFRIGERATION
ASSOCIATE OF APPLIED SCIENCE IN AIR CONDITIONING AND REFRIGERATION

The 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.

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.

<table>
<thead>
<tr>
<th>General Education Complete all (12hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>ENGL 1311</td>
</tr>
<tr>
<td>MTH 1203</td>
</tr>
<tr>
<td>CIS 1103</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>English Composition II Complete One (3hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>ENGL 1312</td>
</tr>
<tr>
<td>ENGL 1312</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Air Conditioning and Refrigeration Courses Complete all (30hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>ACR 1104</td>
</tr>
<tr>
<td>ACR 1202</td>
</tr>
<tr>
<td>ACR 1302</td>
</tr>
<tr>
<td>ACR 1402</td>
</tr>
<tr>
<td>ACR 1404</td>
</tr>
<tr>
<td>ACR 1441</td>
</tr>
<tr>
<td>ACR 1701</td>
</tr>
<tr>
<td>ACR 2104</td>
</tr>
<tr>
<td>ACR 2304</td>
</tr>
<tr>
<td>ACR 2504</td>
</tr>
<tr>
<td>ELT 1114</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACR/TECH Approved Electives Complete all (15hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>ACR 2103</td>
</tr>
<tr>
<td>ACR 2303</td>
</tr>
<tr>
<td>ACR 2204</td>
</tr>
<tr>
<td>ACR 2404</td>
</tr>
</tbody>
</table>
ACR 2703 Light Commercial Load Calculation/Manual N  
DFT 1205 Introduction to Computer Aided Drafting (CAD)  
DFT 2605 HVAC, Plumbing and Electrical (CAD) Drafting (P)  
ELT 1214 Circuit Analysis I (P)  
ELT 1314 Circuit Analysis II (P)  
IEL 2204 Programmable Logic Controllers I (P)  
IET 1404 Industrial Electricity (P)  
TECH 2101 Work-based Instruction (Capstone)

TECHNICAL CERTIFICATE IN 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 (6hrs)
Course Title
MTH 1103 Technical Mathematics I  
COM 1203 Technical Communication

Air Conditioning and Refrigeration Courses Complete all (26hrs)
Course Title
ACR 1104 Principles of Air Conditioning and Refrigeration  
ACR 1202 Tubing and Pipe  
ACR 1302 Introduction to Sheet Metal  
ACR 1404 Basic Heating  
ACR 1441 Honor Intern  
ACR 1701 HVAC Intern  
ACR 2104 Residential HVAC  
ACR 2504 Advanced Troubleshooting  
ELT 1114 Basic Electrical Circuits

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.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Complete all (12hrs)</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 Composition II (P)</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
</tr>
<tr>
<td></td>
<td>Social Science</td>
</tr>
<tr>
<td></td>
<td>(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Complete One (3hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>MTH 1203</td>
<td>Technical Mathematics II</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Applied Electronics Technology Courses</th>
<th>Complete all (27hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ELT 1114</td>
<td>Basic Electrical Circuits</td>
</tr>
<tr>
<td>ELT 1214</td>
<td>Circuit Analysis I (P)</td>
</tr>
<tr>
<td>ELT 1314</td>
<td>Circuit Analysis II (P)</td>
</tr>
<tr>
<td>IEL 2204</td>
<td>Programmable Logic Controllers I (P)</td>
</tr>
<tr>
<td>TECH 2101</td>
<td>Work-based Instruction (Capstone)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACR/PHYS Elective</th>
<th>Complete One (3-4hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>ACR 1104</td>
<td>Principles of Air Conditioning and Refrigeration</td>
</tr>
<tr>
<td>PHYS 1301</td>
<td>Applied Physics (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ACR/TECH Approved Electives</th>
<th>Complete all (15hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<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>IEL 2404</td>
<td>Programmable Logic Control II (P)</td>
</tr>
<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>
</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).

General Education Complete all (6hrs)

<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 (58hrs)

<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>
</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 (17hrs)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 2210</td>
<td>Engine Performance</td>
</tr>
<tr>
<td>AST 1103</td>
<td>Conversion and Installation of Alternative Fuel Systems</td>
</tr>
<tr>
<td>AST 1302</td>
<td>Diagnosis and Repair of Alternative Fuel Systems</td>
</tr>
<tr>
<td>AST 1102</td>
<td>Maintenance of Alternative Fuel Systems</td>
</tr>
</tbody>
</table>
CERTIFICATE OF PROFICIENCY IN ENGINE MACHINIST
This program prepares students to rebuild automotive, motorcycle and diesel engines in positions with engine rebuilding companies.

<table>
<thead>
<tr>
<th>Automotive Technology Courses Complete all (17hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>AST 2306</td>
</tr>
<tr>
<td>MST 1204</td>
</tr>
<tr>
<td>MST 1304</td>
</tr>
<tr>
<td>MTH 1203</td>
</tr>
</tbody>
</table>

CERTIFICATE OF PROFICIENCY IN PARTS SPECIALIST
This program prepares students for positions in automotive, motorcycle, diesel parts stores and other facilities involved in the parts industry.

<table>
<thead>
<tr>
<th>Parts Specialist Courses Complete all (15hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>TRT 1203 Parts Identification and Nomenclature</td>
</tr>
<tr>
<td>TRT 1303 Inventory Maintenance and Control</td>
</tr>
<tr>
<td>TRT 1403 Customer Relations</td>
</tr>
<tr>
<td>AST 1203 Component Refurbishing and Installation</td>
</tr>
<tr>
<td>TRT 1103 Fundamentals of Service Management</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Parts Specialist Courses Complete all (13hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>AST 2105 Chassis and Steering</td>
</tr>
<tr>
<td>AST 1405 Automotive Brake Systems</td>
</tr>
<tr>
<td>TRT 1103 Fundamentals of Service Management</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>General Education Complete all (6hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>MTH 1103 Technical Mathematics I</td>
</tr>
<tr>
<td>COM 1203 Technical Communication</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.

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.

OPTION: ELECTRICAL
General Education Courses (15 credit hours)
ENGL 1311  English Composition I (ACTS# ENGL 1013)
ENGL 1312  English Composition II (ACTS# ENGL 1023)
POLS 1310  American National Government (ACTS# PLSC 2003)

One course from the following:
SPCH 1300  Speech Communication (ACTS# SPCH 1003)
COM 1203  Technical Communication
One course from the following:
MATH 1302  College Algebra (ACTS# MATH 1103)
MTH 1203  Technical Mathematics II

Construction Management Courses (52 credit hours)
DFT 1205  Introduction to Computer-Aided Drafting (CAD)
DFT 1605  Estimating
DFT 2103  Construction Techniques and Methods
DFT 2205  Surveying and Elevations
CTT 2104  Construction Contracts and Codes
CTT 2203  Drawings and Specifications
CTT 2304  Project Management
ELT 1114  Basic Electrical Circuits
ELT 1214  Circuit Analysis I
IET 1404  Industrial Electricity
CIS 1103  Computer Concepts (ACTS# CPSI 1003)
ACCT 2310  Principles of Accounting I (ACTS# ACCT 2003)

One course from the following:
DFT 1305  Architectural (CAD) Drafting
DFT 1405  Structural (CAD) Drafting
DFT 2305  Civil CAD Drafting
DFT 2605  HVAC, Plumbing and Electrical (CAD) Drafting
Total 67 Credit Hours

OPTION: GENERAL

General Education Courses (15 credit hours)
ENGL 1311  English Composition I (ACTS# ENGL 1013)
ENGL 1312  English Composition II (ACTS# ENGL 1023)
POLS 1310  American National Government (ACTS# PLSC 2003)

One course from the following:
SPCH 1300  Speech Communication (ACTS# SPCH 1003)
COM 1203  Technical Communication

One course from the following:
MATH 1302  College Algebra (ACTS# MATH 1103)
MTH 1203  Technical Mathematics II

Drafting and Design Technology Courses (54 credit hours)
DFT 1205  Introduction to Computer-Aided Drafting (CAD)
DFT 1605  Estimating
DFT 2103  Construction Techniques and Methods
DFT 2205  Surveying and Elevations
CTT 2104  Construction Contracts and Codes
CTT 2107 Construction Processes I  
CTT 2203 Drawings and Specifications  
CTT 2207 Construction Processes II  
CTT 2304 Project Management  
CIS 1103 Computer Concepts (ACTS# CPSI 1003)  
ACCT 2310 Principles of Accounting I (ACTS# ACCT 2003)

One course from the following:  
DFT 1305 Architectural (CAD) Drafting  
DFT 1405 Structural (CAD) Drafting  
DFT 2305 Civil CAD Drafting  
DFT 2605 HVAC, Plumbing and Electrical (CAD) Drafting  
**Total 69 Credit Hours**

**OPTION: PLUMBING**

General Education Courses (15 credit hours)  
ENGL 1311 English Composition I (ACTS# ENGL 1013)  
ENGL 1312 English Composition II (ACTS# ENGL 1023)  
POLS 1310 American National Government (ACTS# PLSC 2003)

One course from the following:  
SPCH 1300 Speech Communication (ACTS# SPCH 1003)  
COM 1203 Technical Communication

One course from the following:  
MATH 1302 College Algebra (ACTS# MATH 1103)  
MTH 1203 Technical Mathematics II

Construction Management Courses (54 credit hours)  
DFT 1205 Introduction to Computer-Aided Drafting (CAD)  
DFT 1605 Estimating  
DFT 2103 Construction Techniques and Methods  
DFT 2205 Surveying and Elevations  
CTT 2104 Construction Contracts and Codes  
CTT 2107 Construction Processes I*  
CTT 2203 Drawings and Specifications  
CTT 2204 Construction Building Systems  
CTT 2303 Construction Techniques and Methods II  
CTT 2304 Project Management  
CIS 1103 Computer Concepts (ACTS# CPSI 1003)  
ACCT 2310 Principles of Accounting I (ACTS# ACCT 2003)
One course from the following:
DFT 1305 Architectural (CAD) Drafting
DFT 1405 Structural (CAD) Drafting
DFT 2305 Civil CAD Drafting
DFT 2605 HVAC, Plumbing and Electrical (CAD) Drafting
**Total 69 Credit Hours**
* Plumbing Apprenticeship

**OPTION: STRUCTURAL STEEL FABRICATION**

General Education Courses (15 credit hours)
ENGL 1311 English Composition I (ACTS# ENGL 1013)
ENGL 1312 English Composition II (ACTS# ENGL 1023)
POLS 1310 American National Government (ACTS# PLSC 2003)

One course from the following:
SPCH 1300 Speech Communication (ACTS# SPCH 1003)
COM 1203 Technical Communication

One course from the following:
MATH 1302 College Algebra (ACTS# MATH 1103)
MTH 1203 Technical Mathematics II

Construction Management Courses (54 credit hours)
DFT 1205 Introduction to Computer-Aided Drafting (CAD)
DFT 1605 Estimating
DFT 2103 Construction Techniques and Methods
DFT 2205 Surveying and Elevations
CTT 2104 Construction Contracts and Codes
CTT 2203 Drawings and Specifications
CTT 2304 Project Management
WLD 1104 Basic Welding
WLD 1110 Welding I
CIS 1103 Computer Concepts (ACTS# CPSI 1003)
ACCT 2310 Principles of Accounting I (ACTS# ACCT 2003)

One course from the following:
DFT 1305 Architectural (CAD) Drafting
DFT 1405 Structural (CAD) Drafting
DFT 2305 Civil CAD Drafting
DFT 2605 HVAC, Plumbing and Electrical (CAD) Drafting
**Total 69 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 (6hrs)
Course Title
COM 1203 Technical Communication
MTH 1103 Technical Mathematics

Construction Technology Courses Complete all (39hrs)
Course Title
CTT 1207 Cabinet Layout and Construction
CTT 2107 Construction Processes I
CTT 2203 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)

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 (6hrs)
Course Title
MTH 1103 Technical Mathematics I
COM 1203 Technical Communication

Cosmetology Courses Complete all (24hrs)
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  Complete One (5-7hrs)
Course  Title
COSM 2701  Cosmetology Lab* – A
COSM 2507  Cosmetology Lab* - B

*COSM 2701 and COSM 2507 are repeatable courses that allow students to complete the 1,500 clock hours required to take the state licensing exam.

**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 (6hrs)
Course  Title
MTH 1103  Technical Mathematics I
COM 1203  Technical Communication

Cosmetology Courses  Complete all (30hrs)
Course  Title
COSM 1401  Preparing for Instructing
COSM 1405  Instructor Lab
COSM 1701  Internship
COSM 2406  Records/License Preparation

**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  Complete all (6hrs)
Course  Title
MTH 1103  Technical Mathematics I
COM 1203  Technical Communication

Cosmetology Courses  Complete all (24hrs)
Course  Title
COSM 1403  General Cosmetology
COSM 1801  Nail Tech Lab-A
COSM 1104  Salon Management
COSM 1202  Manicuring and Pedicuring
COSM 1702  Nail Tech Lab-B
COSM 2101  Nail Theory
---

### 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.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MTH 1103</td>
<td>Technical Mathematics I</td>
</tr>
<tr>
<td></td>
<td>COM 1203</td>
<td>Technical Communication</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Diesel Technology Courses</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DTM 1003</td>
<td>Tractor/Trailer Operation</td>
</tr>
<tr>
<td></td>
<td>DTM 1103</td>
<td>Diesel Fundamentals</td>
</tr>
<tr>
<td></td>
<td>DTM 1204</td>
<td>Diesel Engines</td>
</tr>
<tr>
<td></td>
<td>DTM 1302</td>
<td>Electrical/Electronic Systems</td>
</tr>
<tr>
<td></td>
<td>DTM 1403</td>
<td>Workplace Safety</td>
</tr>
<tr>
<td></td>
<td>DTM 1502</td>
<td>Diesel Fuel Injection Systems</td>
</tr>
<tr>
<td></td>
<td>DTM 1603</td>
<td>Power Trains</td>
</tr>
<tr>
<td></td>
<td>DTM 1702</td>
<td>Air Conditioning Systems</td>
</tr>
<tr>
<td></td>
<td>DTM 1803</td>
<td>Brake Systems</td>
</tr>
<tr>
<td></td>
<td>DTM 1904</td>
<td>Servicing Road Tractors and Trailers</td>
</tr>
</tbody>
</table>

---

#### CERTIFICATE OF PROFICIENCY IN TRACTOR AND TRAILER OPERATIONS

This program prepares students to operate over-the-road tractor and trailer units for trucking companies and/or as owner-operators.

<table>
<thead>
<tr>
<th>Parts Specialist Courses</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DTM 1904</td>
<td>Servicing Road Tractors and Trailers</td>
</tr>
<tr>
<td></td>
<td>DTM 1003</td>
<td>Tractor and Trailer Operation</td>
</tr>
<tr>
<td></td>
<td>TRT 1003</td>
<td>Legal Requirements of Tractor and Trailer Operation</td>
</tr>
<tr>
<td></td>
<td>TRT 1008</td>
<td>Tractor and Trailer Operation Internship</td>
</tr>
</tbody>
</table>

---

#### CERTIFICATE OF PROFICIENCY IN TRACTOR AND TRAILER SERVICING

This program prepares students for positions in trucking centers and terminals servicing tractor and trailer rigs.

<table>
<thead>
<tr>
<th>Parts Specialist Courses</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DTM 1904</td>
<td>Servicing Road Tractors and Trailers</td>
</tr>
<tr>
<td></td>
<td>DTM 1003</td>
<td>Tractor and Trailer Operation</td>
</tr>
<tr>
<td></td>
<td>TRT 1208</td>
<td>Tractor and Trailer Servicing Internship</td>
</tr>
</tbody>
</table>
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). All four areas of drafting and design are introduced, including architectural, civil, mechanical and structural.

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.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Course Title</th>
<th>Complete all (15hrs)</th>
<th>ACTS #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1311</td>
<td>English Composition I (P)</td>
<td></td>
<td>ENGL 1013</td>
</tr>
<tr>
<td>ENGL 1312</td>
<td>English Comp II (P)</td>
<td></td>
<td>ENGL 1023</td>
</tr>
<tr>
<td>MTH 1203</td>
<td>Tech Math II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td></td>
<td>CPSI 1103</td>
</tr>
</tbody>
</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 (41hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>DFT 1205</td>
<td>Intro to Computer Aided Drafting (CAD)</td>
</tr>
<tr>
<td>DFT 1305</td>
<td>Architectural (CAD) Drafting (P)</td>
</tr>
<tr>
<td>DFT 1405</td>
<td>Structural (CAD) Drafting (P)</td>
</tr>
<tr>
<td>CTT 2203</td>
<td>Drawing and Specifications</td>
</tr>
<tr>
<td>DFT 1605</td>
<td>Estimating (P)</td>
</tr>
<tr>
<td>DFT 2103</td>
<td>Construction Techniques and Methods</td>
</tr>
<tr>
<td>DFT 2205</td>
<td>Surveying and Elevations (P)</td>
</tr>
<tr>
<td>DFT 2305</td>
<td>Civil (CAD) Drafting (P)</td>
</tr>
<tr>
<td>DFT 2605</td>
<td>HVAC, Plumbing and Electrical (CAD) Drafting (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Drafting and Design Technology Electives</th>
<th>Complete One (3-5hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>DFT 2505</td>
<td>Advanced CAD (P)</td>
</tr>
<tr>
<td>DFT 1505</td>
<td>Mechanical (CAD) Drafting (P)</td>
</tr>
<tr>
<td>MFT 2303</td>
<td>Computer-Aided Design/Computer-Aided Machining (CAD/CAM) (P)</td>
</tr>
</tbody>
</table>
TECHNICAL CERTIFICATE 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). All four areas of drafting and design are introduced, including architectural, civil, mechanical and structural.

General Education
Course Title
MTH 1103 Technical Mathematics I
COM 1203 Technical Communication

Drafting and Design Technology Courses
Course Title
DFT 1205 Intro to Computer Aided Drafting (CAD)
DFT 2103 Construction Techniques and Methods
CTT 2203 Drawing and Specifications
CIS 1103 Computer Concepts

Drafting and Design Technology Electives
Course Title
DFT 1305 Architectural (CAD) Drafting (P)
DFT 1405 Structural (CAD) Drafting (P)
DFT 1505 Mechanical (CAD) Drafting (P)
DFT 1605 Estimating (P)
DFT 2205 Surveying and Elevations (P)
DFT 2305 Civil (CAD) Drafting (P)
DFT 2605 HVAC, Plumbing and Electrical (CAD) Drafting (P)

DEPARTMENT OF ENVIRONMENTAL/SAFETY TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE IN ENVIRONMENTAL/SAFETY TECHNOLOGY

The Associate of Applied Science in Environmental/Safety Technology provides entry-level education and training in the areas of hazardous waste treatment and disposal; wastewater treatment; air, soil and water sampling; safety management; laboratory skills; emergency response; and statistical analysis. These skills may be utilized in the industrial workplace, waste water treatment plants and governmental agencies. Graduates of the program may be employed as safety officers, industrial hygienists, inspectors, lab technicians or waste water plant technicians. This program also provides a timely upgrading of skills for currently employed technicians. The curriculum combines courses and labs in specialty skills areas with general education to provide students with a firm foundation for entry-level employment.

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.
<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>PHYS 1401</td>
<td>Physical Science (P)</td>
<td>PHSC 1004</td>
</tr>
<tr>
<td>BIOL 1401</td>
<td>Biological Science (P)</td>
<td>BIOL 1004</td>
</tr>
<tr>
<td>BIOL 2401</td>
<td>Microbiology (P)</td>
<td>BIOL 2004</td>
</tr>
<tr>
<td>CHEM 1405</td>
<td>General Chemistry I (P)</td>
<td>CHEM 1414</td>
</tr>
<tr>
<td>MATH 1302</td>
<td>College Algebra (P)</td>
<td>MATH 1103</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1003</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1406</td>
<td>General Chemistry II (P)</td>
<td>CHEM 1424</td>
</tr>
<tr>
<td>EST 1404</td>
<td>Introduction to Air Pollution (P)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFT 1205</td>
<td>Introduction to Computer-Aided Drafting (CAD)</td>
<td></td>
</tr>
<tr>
<td>DFT 2205</td>
<td>Surveying and Elevations (P)</td>
<td></td>
</tr>
<tr>
<td>EST 2603</td>
<td>Environmental Problem/Practicum</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>ACTS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>EST 1103</td>
<td>Environmental Science</td>
<td></td>
</tr>
<tr>
<td>EST 1203</td>
<td>Environmental Law (P)</td>
<td></td>
</tr>
<tr>
<td>EST 1304</td>
<td>Waste Water Treatment</td>
<td></td>
</tr>
<tr>
<td>EST 2204</td>
<td>Emergency Response</td>
<td></td>
</tr>
<tr>
<td>EST 2304</td>
<td>Accident Prevention and OSHA Compliance (P)</td>
<td></td>
</tr>
<tr>
<td>EST 2404</td>
<td>Hazardous Waste Treatment</td>
<td></td>
</tr>
<tr>
<td>EST 2504</td>
<td>Environmental Sampling for Technicians (P)</td>
<td></td>
</tr>
</tbody>
</table>
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 (15hrs)

<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>MTH 1203</td>
<td>Tech Math II</td>
<td></td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Concepts</td>
<td>CPSI 1103</td>
</tr>
</tbody>
</table>

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

Major Technical Discipline Complete all (24hrs)

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 (21hrs)

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.
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.

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.

<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>PHYS 1301</td>
<td>Applied Physics (P)</td>
<td></td>
</tr>
<tr>
<td>MTH 1203</td>
<td>Tech Math 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</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>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<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>
<tr>
<td>IET 1304</td>
<td>Industrial Power Transmissions</td>
</tr>
<tr>
<td>IET 1404</td>
<td>Industrial Electricity (P)</td>
</tr>
<tr>
<td>MFT 2603</td>
<td>Quality Control/Inspection</td>
</tr>
<tr>
<td>MST 1204</td>
<td>Machining I</td>
</tr>
<tr>
<td>MST 1503</td>
<td>Computer Numerical Control I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2556</td>
<td>Fundamentals of Robotics</td>
</tr>
<tr>
<td>ELT 1214</td>
<td>Circuit Analysis I (P)</td>
</tr>
<tr>
<td>ELT 1314</td>
<td>Circuit Analysis II (P)</td>
</tr>
<tr>
<td>IEL 2404</td>
<td>Programmable Logic Controllers II (P)</td>
</tr>
<tr>
<td>MFT 2303</td>
<td>CAD/CAM (P)</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MTH 1203</td>
<td>Technical Mathematics II (P)</td>
</tr>
<tr>
<td></td>
<td>COM 1203</td>
<td>Technical Communication</td>
</tr>
<tr>
<td></td>
<td>PHYS 1301</td>
<td>Applied Physics (P)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Industrial Equipment Technology Courses</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ELT 1114</td>
<td>Basic Electrical Circuits</td>
</tr>
<tr>
<td></td>
<td>IEL 2204</td>
<td>Programmable Logic Controllers I (P)</td>
</tr>
<tr>
<td></td>
<td>IET 1304</td>
<td>Industrial Power Transmissions</td>
</tr>
<tr>
<td></td>
<td>IET 1404</td>
<td>Industrial Electricity (P)</td>
</tr>
<tr>
<td></td>
<td>MST 1304</td>
<td>Machining II</td>
</tr>
<tr>
<td></td>
<td>WLD 1104</td>
<td>Basic Welding</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>COM 1203</td>
<td>Technical Communication</td>
</tr>
<tr>
<td></td>
<td>MTH 1103</td>
<td>Technical Mathematics I</td>
</tr>
<tr>
<td></td>
<td>MTH 1203</td>
<td>Technical Mathematics II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Machine Tool and Related Courses</th>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>DFT 1104</td>
<td>Printreading and Sketching</td>
</tr>
<tr>
<td></td>
<td>MFT 1103</td>
<td>Manufacturing Processes</td>
</tr>
<tr>
<td></td>
<td>MST 1204</td>
<td>Machining I</td>
</tr>
<tr>
<td></td>
<td>MST 1304</td>
<td>Machining II</td>
</tr>
<tr>
<td></td>
<td>MST 1404</td>
<td>Machining III (P)</td>
</tr>
<tr>
<td></td>
<td>MST 1503</td>
<td>Computer Numerical Control (CNC) I</td>
</tr>
</tbody>
</table>
Manufacturing Technology Courses   Complete One (3hrs)
Course   Title
MFT 2103   Quality Management
MFT 2203   Tool Design (P)

DEPARTMENT OF MANUFACTURING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE IN MANUFACTURING TECHNOLOGY

This Associate of Applied Science degree program integrates the basic skills of machining, welding and computer numerical control with instruction in quality management and advanced manufacturing techniques to produce multi-skilled technicians and/or supervisors for the manufacturing industry.

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 (21hrs)
Course   Title   ACTS#
ENGL 1311   English Composition I (P)   ENGL 1013
ENGL 1312   English Composition II (P)   ENGL 1023
COM 1203   Technical Communication
CIS 1103   Computer Concepts   CPSI 1003
MATH 1302   College Algebra (P)   MATH 1103
MATH 1303   Trigonometry (P)   MATH 1203
Social Science
(must have HIST, POLS, PSYC, SOCI, RELG, GEOG, ANTH, or ECON prefix)

Machine Tool and Related Courses   Complete all (26hrs)
Course   Title
DFT 1104   Printreading and Sketching
DFT 1205   Introduction to Computer-Aided Drafting (CAD)
MST 1204   Machining I
MST 1304   Machining II
MST 1503   Computer Numerical Control (CNC) I
Technical Elective
Technical Elective

Manufacturing Technology Courses Complete all (20hrs)
Course   Title
MFT 1103   Manufacturing Processes
MFT 2103   Quality Management
MFT 2203   Tool Design (P)
MFT 2303   Computer-Aided Design/Computer-Aided Machining (CAD/CAM) (P)
MFT 2603   Quality Control/Inspection
MFT 2403   Computer Numerical Control (CNC) II (P)
MFT 2502   Computer Integrated Manufacturing (CIM)
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 soldier 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 (12hrs)
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 (12hrs)
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 (33hrs)
Soldiers may complete these hours with military training hours, college hours, or any combination of military training and college hours.

DEPARTMENT OF SMALL ENGINE REPAIR TECHNOLOGY
TECHNICAL CERTIFICATE IN SMALL ENGINE REPAIR

This program provides knowledge and laboratory experiences that prepare students to maintain and repair small internal-combustion engines used on portable power equipment, motorcycles and all-terrain vehicles. Students may also choose the Lawn and Garden Equipment Repair option or the Motorcycle/ATV Repair option. Graduates may become employed with maintenance repair shops or become self-employed.

Option 1: Lawn and Garden Equipment Repair
General Education Complete all (6hrs)
Course Title
MTH 1103 Technical Mathematics I
COM 1203 Technical Communication
Small Engine Repair Courses Complete all (14hrs)
Course    Title
SER 1104  Two and Four Cycle Small Engines
SER 1202  Electrical Systems
SER 1306  Servicing Small Engines
SER 1402  Fuel Systems

Lawn and Garden Equipment Repair Courses Complete all (12hrs)
Course    Title
SER 1404  Lawn and Garden Equipment Fundamentals
SER 1606  Chainsaw Drives
SER 1502  Drive Trains for Lawn and Garden Equipment

Option 2: Motorcycle/ATV Repair
General Education Complete all (6hrs)
Course    Title
MTH 1103  Technical Mathematics I
COM 1203  Technical Communication

Small Engine Repair Courses Complete all (14hrs)
Course    Title
SER 1104  Two and Four Cycle Small Engines
SER 1202  Electrical Systems
SER 1306  Servicing Small Engines
SER 1402  Fuel Systems

Lawn and Garden Equipment Repair Courses Complete all (12hrs)
Course    Title
SER 1604  Motorcycle/ATV Assembly and Dealer Preparation
SER 1704  Motorcycle/ATV Rideability and Performance
SER 1804  Motorcycle/ATV Transmissions
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.

<table>
<thead>
<tr>
<th>General Education</th>
<th>Complete all (6hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
</tr>
<tr>
<td>MTH 1103</td>
<td>Technical Mathematics I</td>
</tr>
<tr>
<td>COM 1203</td>
<td>Technical Communication</td>
</tr>
</tbody>
</table>

Welding Technology Courses

<table>
<thead>
<tr>
<th>Complete all (27hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>WLD 1110</td>
</tr>
<tr>
<td>WLD 2110</td>
</tr>
<tr>
<td>MFT 1103</td>
</tr>
<tr>
<td>DFT 1104</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Complete all (10hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>MTH 1103</td>
</tr>
<tr>
<td>COM 1203</td>
</tr>
</tbody>
</table>

Welding Technology Courses

<table>
<thead>
<tr>
<th>Complete all (26hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>WLD 1110</td>
</tr>
<tr>
<td>OR</td>
</tr>
</tbody>
</table>

Welding Technology Courses

<table>
<thead>
<tr>
<th>Complete all (12hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>WLD 1104</td>
</tr>
<tr>
<td>WLD 1204</td>
</tr>
<tr>
<td>WLD 1704</td>
</tr>
</tbody>
</table>
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 (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. (3 credit hours)

ACCT 2330. Principles of Accounting II
ACTS #ACCT2013
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 2513. Cost Accounting
This course focuses on cost systems with an emphasis on generating information for cost control and product costing. Prerequisite: ACCT 2330. (3 credit hours)

ACCT 2523. Managerial Accounting
This course is designed to guide the student in using accounting information for decision making, budgeting and allocating costs. Prerequisite: ACCT 2330. (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. Pre-requisites: 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)

ACCT 2703. Computer Applications for Accounting II
This course further develops the accounting student’s ability to use database and spreadsheet theory and tools in order to produce a variety of advanced computerized accounting applications. Capstone simulations are used relating to the accounting business environment. Prerequisites: ACCT 2330, ACCT 2413, BUS 1143, BUS 2353, and BUS 2393. (3 credit hours)

AIR CONDITIONING AND REFRIGERATION
ACR 1104. Principles of Air Conditioning & Refrigeration
This course is a comprehensive study of mechanical refrigeration systems emphasizing proper service techniques through analysis of problems. Testing procedures, parts removal and installation are covered in depth. Includes a study of the computation of temperature pressure relation and related problems. Environmental impacts and safety are emphasized, including Environmental Protection Agency certification. 3 lecture hours, 3 lab hours. (4 credit hours/ special course fee)

ACR 1202. Tubing and Pipe
This course is designed to enable the student to identify and work with all types of tubing and pipe in the heating, ventilation, air conditioning and refrigeration (HVACR) field. The course covers flow and pressure drops associated with various tubing and pipe. The student is expected to solder and braze common tubing. 1 lecture hour, 3 lab hours. (2 credit hours/special course fee)

ACR 1301. Duct Board Fabrication
Duct board use and fabrication are taught to NAIMA standards. Significant time is spent on “hands on” layout, cutting, and sealing. (1 credit hour)

ACR 1302. Introduction to Sheet Metal
This course is intended as an introduction to the fundamentals of sheet metal. The student is taught the proper use of sheet metal tools and equipment. 1 lecture hour, 3 lab hours. (2 credit hours/special course fee)

ACR 1402. Codes and Ordinances
This course covers instruction on how to reference appropriate building, mechanical, gas and energy codes and ordinances as they apply to design, installation and service of heating and air-conditioning equipment. (2 credit hours)
ACR 1404. Basic Heating
This course is intended as an introduction to the heating processes. Both gas and electrical heating are included. The course includes combustion air and venting tables. The student should be able to troubleshoot and repair the most common furnaces upon completion. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

ACR 1441. Honor Intern
This course is designed to provide students with the opportunity to observe experienced technicians, installers and other professionals in a real work environment as they perform skills of importance to the education of the student. The internship is unpaid. Honor Intern is a required course but may be substituted with previous HVACR work experience and the approval of the Division Dean. 1 lecture hour, 7 field hours. (1 credit hour)

This course provides an introduction to performing heat loss and gain calculations on a residential structure. Students learn the effect of products frequently used in the thermal envelope, how to manually calculate thermal loads created by conduction, infiltration and internal gains, as well as how to use a computer program to determine a Manual J load calculation. (3 credit hours/special course fee)

ACR 1603. Manual D, Residential Duct Design
This course provides an introduction to the design of duct systems using ACCA and ASHRAE design criteria for residential applications. Students review equipment selection with emphasis on its application to overcoming static loss and duct friction. Significant time is spent on total equivalent lengths, static to friction conversion, grill section, and air movement and placement for comfort and efficiency. (3 credit hours/special course fee)

ACR 1701. HVAC Intern
This course is designed to introduce students to real work experiences in the HVACR industry as well as provide time and opportunity for tutoring. The internship is unpaid. HVAC Intern is a required course which may be substituted with previous HVACR work experience and the approval of the Division Dean. (1 credit hour)

ACR 2103. Boiler Operations
This course is designed as an introduction to boiler operation and safety. (3 credit hours)

ACR 2104. Residential HVAC
This course is a study of residential and air conditioning. Understanding of the psychometric chart, equipment sizing data and zoning is emphasized. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

ACR 2204. Commercial Refrigeration
This course covers a variety of refrigeration equipment such as ice machines, drink machines, ice cream machines, walk-in coolers and freezers and refrigerated display cases. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)
ACR 2303. Business Management for the HVACR Contractor
This course is designed to assist the small-to-medium HVACR contractor in business management practices with special attention given to understanding overhead, determining margins and pricing for profit. (3 credit hours)

ACR 2304. System Design
This course presents multi-zone heating/cooling units, split systems and rooftop systems. This course is designed for applications with consideration for Manual J and Manual N requirements for space and occupancy comfort and environmental impacts. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

ACR 2404. Commercial HVAC
This course is a study of commercial and industrial HVAC systems. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

ACR 2504. Advanced Troubleshooting
This course is a study of the diagnostics of electronic controls, electrical circuitry, sensors and microprocessors. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

ACR 2604. Advanced Controls
Topics in this course include advanced automatic controls, programmable controls and computerized environmental control centers and applications in programming, installation, setup and maintenance. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

ACR 2703. Light Commercial Load Calculation/Manual N
This course is a study of Manual N load calculation, both manual and computerized. Application is then made to light commercial installations of multizone heating/cooling units, split systems and rooftop systems. Consideration is given to the thermal envelope, airflow, environmental impacts and comfort considerations. 3 lecture hours, 2 lab hours. (3 credit hours/special course fee)

ACR 2803. NATE Certification
This course is designed to prepare students to take the Core, Heat Pump, Furnace and Air Flow Service sections of the NATE certification exam. (3 credit hours)

AMERICAN HUMANICS
AMHU 1300. Introduction to Nonprofit Professional Studies
This course provides an introduction to the nonprofit sector in the United States with an emphasis on the historical and philosophical foundations of youth and human service organizations. Topics covered include the roles of nonprofit organizations in meeting human service needs, philanthropic structure of nonprofit organizations, importance of a mission orientation for nonprofit organizations and possible careers in nonprofit organizations. This course includes a 30-hour practicum requirement. 1 lecture hour, 2 practicum hours per week. (3 credit hours)
ANESTHESIA TECHNOLOGY
ANES 1002. Introduction to Anesthesia Technology
This course provides an introduction to distinctive areas of anesthesia technology and the role of the technologist. An overview of typical surgical procedures and instrumentation and surgical department orientation are covered as well as medical terminology, blood-borne pathogens and non-patient related emergencies. (2 credit hours/special course fee)

ANES 1003. Anesthesia Technology Fundamentals I
Students are introduced to the surgical suite and the typical daily duties of an anesthesia technologist. Didactic as well as laboratory instruction are provided to supply the student with the required theoretical principles of the profession. (3 credit hours/special course fee)

ANES 1013. Anesthesia Instrumentation I
The primary focus of this course is the anesthesia machine. However, all ancillary equipment, including but not limited to gas cylinders, hospital supply lines, ventilators and absorbers will also be covered. The setup, calibration, operation, basic troubleshooting, maintenance and safety checks for each is taught. (3 credit hours/special course fee)

ANES 1012. Anesthesia Technology Clinical Procedures
This course is the student's first opportunity to observe and gain experience in a health care facility. Clinical hours are scheduled in the hospital setting under direct supervision. Students will observe all procedures and may begin to assist in non-direct patient duties. Students experience various anesthesia technology environments as scheduled. (2 credit hours/special course fee)

ANES 2002. Anesthesia Technology Clinical Seminar
Students discuss with other students the cases most recently performed during their clinical experience. Research papers will be required on a variety of related topics as well as a review of the written journal detailing the clinical phase of instruction. This course will help to prepare students for the written examinations that will lead to credentialing in AT. Guest speakers may be scheduled. Resume-writing and interview skills will be covered. Prerequisite: ANES 2003. (2 credit hours/special course fee)

ANES 2003. Anesthesia Technology Clinical Experience I
This course presents students with the first opportunity in a direct patient care setting, while beginning to perform the duties of an AT. Students will be able to correlate their didactic and laboratory classes with the day-to-day duties of an Anesthesia Technologist. Prerequisite: ANES 1012. (3 credit hours/special course fee)

ANES 2008. Anesthesia Technology Clinical Experience II
This course provides the practical application of the principles covered in the didactic and laboratory portions of the program. Students observe, assist and perform duties assigned in the clinical setting. A written journal detailing the clinical phase of instruction will be required. Prerequisite: ANES 2002. (8 credit hours/special course fee)
ANES 2023. Physical Principles of Medicine
This course introduces the theoretical and practical aspects of the physical sciences. The
dependence of medical diagnostics and the analogous relationship to the human body to
the sciences are emphasized. Topics include flow, pressure, resistance, electronic circuit
analysis and Ohm’s Law. (3 credit hours/special course fee)

ANES 2033. Anesthesia Technology Fundamentals II
The concepts of Anesthesia Technology Fundamentals I will be expanded upon. Focus will
be on the various types of surgical procedures, including emergency situation management
and how the role of the anesthesia technologist varies in each. Patient transport, monitoring
and positioning will be stressed. Prerequisites: ANES 1003, ANES 1012. (3 credit hours/
special course fee)

ANES 2043. Anesthesia Technology Instrumentation II
This course is a continuation of Anesthesia Technology Instrumentation I and expands upon
the scope of anesthesia instrumentation. Various pieces of instrumentation such as cell
savers, patient warmers, fluid warmers, ACT machines and pulse oximeters will be discussed.
Prerequisites: ANES 1013, ANES 1012. (3 credit hours/special course fee)

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. (3
credit hours)

ARABIC
ARAB 1311. Elementary Arabic 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 Arabic-speaking people. It stresses correct
pronunciation, aural comprehension and simple speaking ability. Basic grammar is taught
inductively through oral and written skills. (3 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. Drawing I
This course is an introduction to various drawing techniques and skills. Students explore and develop their skills using a variety of media. 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 credit hours/special course fee)

ARTS 2300. Introduction to Visual Arts 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. Recommended prerequisite: ENGL 1311. (3 credit hours)

ARTS 2310. Drawing II
Building on basic drawing skills, this course explores various media, techniques and compositional elements with special emphasis on portrait and life drawing. Students develop drawing skills and awareness using a structured approach to drawing through the study of the human figure. 3 lecture hours, 3 lab hours. Prerequisite: ARTS 1310 with a grade of “C” or better. (3 credit hours/special course fee)

ARTS 2320. Designing with New Technologies
This course utilizes new technologies for the visual artist to explore problems in design. Emphasis is on 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. (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. (3 credit hours)

ARTS 2350. Introduction to Two-Dimensional Design
This course is an introduction to the elements and techniques of two-dimensional design. This course allows students to design projects using a variety of methods and materials. Areas of emphasis include elements and principles of design, such as surface, shape line, color and color theory, light, unity/variety, balance, depth, space, texture and meaning. 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 1203. Component Refurbishing and Installation
Skills in automotive component refurbishing and rebuilding services common to automotive parts stores are taught in this course. Topics include turning brake drums and rotors, and testing and installing electrical components. Recommended co-requisite: TRT 1203. 2 lecture hours, 2 lab hours. (3 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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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)

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 load 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, powerplant 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)

AVP 1205. Aircraft Powerplant Theory, Systems and Operations II
This course is an in-depth study of powerplant-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)

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)

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), un-ducted fans and auxiliary power units. 4 lecture hours, 12 lab hours. (7 credit hours/special 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: CUL 1302, 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 1401. Biological Science ACTS # BIOL 1004
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. This is a general education course for non-science majors. Lab is required. Prerequisite: Completion of DEVE 0324 (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 75 or above on the COMPASS Writing Placement test AND completion of DEVE 0316 (College Reading) with a grade of "C" or better, or 82 or above on the COMPASS Reading 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: BIOL 1401 with a grade of “C” or better. 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. Prerequisite: BIOL 1401 with a grade of “C” or better. 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: BIOL 1401 with a grade of “C” or better. 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: For transferability, Human Anatomy and Physiology I and II, or equivalent, must be taken at the same institution.

BUSINESS

BUS 1113. Business Machines/Math Applications

This course is designed to provide instruction in the application of mathematic processes to particular business problems using the electronic calculator. Emphasis is placed on developing speed and accuracy through touch operation of the 10-key keypad. Prerequisite: DEVE 0334 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. (3 credit hours/special course fee)

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
This course provides a brief English review and emphasizes activities involved in the mechanics of written and spoken business communications. Prerequisites: Keyboarding ability and DEVE 0324, 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. A speed of 25-30 wpm to enter the course is strongly recommended. Also 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. Pre-requisite: BUS 1153 – Keyboarding I OR Typing test score of 25-30 wpm (take test in Testing Lab) (3 credit hours/special course fee)

BUS 1333. Introduction to the Internet
This course focuses on utilizing e-mail and other communication tools, Internet research techniques and the basics of Web page design. Special emphasis is given to etiquette for business e-mail usage, as well as the legal, ethical and security concerns of using the Internet or a company intranet. Prerequisite: CIS 1103. (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 1253 with
40 wpm or documented comparable keyboarding skills, CIS 1103 and DEVE 0324 or minimum entrance score requirements. 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. Pre-requisite: 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 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. Pre-requisite: 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 (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. (3 credit hours)

BUS 2533. Organizational Management
This course focuses on organizational theory, concepts, principles, behavior and practices in operating an organization. The course examines internal and external forces, planning, decision and control processes, motivation, formal and informal structure, productivity and leadership. (3 credit hours)

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. (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. (3 credit hours)

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 (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. (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, BUS2363, BUS 2503. This course meets as an evening class in fall semesters and a day class in spring semesters. (3 credit hours)

BUS 2663. Legal Environment of Business II
This course is a continuation of BUS 2633 and includes the study of property, estate planning, insurance, agency, partnership, corporations and the regulatory environment. Prerequisite: BUS 2633. (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 (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 BUS 2603. (3 credit hours)

CHEMISTRY
CHEM 1403. Fundamental Chemistry I ACTS # CHEM 1214
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 ACTS # CHEM 1224
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  
ACTS # CHEM1414
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 PHYS 1401 with a grade of “C” or better. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

CHEM 1406. General Chemistry II  
ACTS # CHEM1424
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 1100. Introduction to College for Military Personnel
This course is designed to provide an overview of the college experience for military personnel interested in pursuing higher education. The course explains how military and civilian work experience and training can be assessed for college credit. In addition, students examine what it takes to be successful in college-level learning and the military. Topics covered include learning management with an overview of college and career opportunities, degree programs and degree delivery options for military personnel, time management, goal setting, learning styles, reading, writing, note-taking and test-taking strategies. (1 credit hour)

COLL 1300. College Seminar: A Pathway to Excellence
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. All first-time entering degree-seeking students must enroll in COLL 1300 within the first 12 hours of course work. This course requires an online learning component. (3 credit hours)

COLL 1302. Career Seminar
This course is recommended 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. Utilizing career assessments and employment data, students are able to decide on a major, select a career and develop a plan for achieving educational, financial and career goals. The course focuses on refining pre-employment skills, reinforcing work values, exploring employment trends and issues and developing writing and public speaking skills. In addition, students explore learning styles and construct strategies for success in college and the work world. Students also learn strategies for effective time management, reading, note-taking, test-taking and maintaining personal health as a part of life-long learning. The course also features guest lecturers who address career topics. This course requires an online learning component. (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. (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)

COLL 1324. Critical Thinking and Reading for Academic and Technical Disciplines
This course is designed to aid students in the reading and comprehension of academic writings with an intense emphasis on tone, language and critical analysis. Students learn to assess current skills in these areas and identify topics, subtopics and main ideas in readings of various lengths from various academic disciplines. Readers learn to grasp main ideas from reading selections, analyzing tone and purpose, recognizing patterns within the readings and detecting bias. Students learn to recognize basic reasoning fallacies, identify arguments and evaluate, support and study the steps of the scientific method. Strategies for active listening and effective note-taking are also explored. (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, and 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)

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)

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, 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)

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. (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. 2 lecture hours, 2 lab hours. (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. This course helps prepare students for the BICSI Registered Certified Installer, Level 1 certification exam. This course is endorsed by the Communications Workers of America (CWA). 3 lecture hours, 2 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. The course is sponsored jointly by Cisco Systems and Hewlett Packard. 3 lecture hours, 2 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. Prerequisite: CIS 1254. 3 lecture hours, 2 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. (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 honeypots. Prerequisite: CIS 1233 and CIS 1334. (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 lecture hours, 1 lab hour. (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 lecture hours, 1 lab hour. (3 credit hours/special course fee)

CIS 1424. Introduction to SQL
Emphasis on programming using Structure Query Language (SQL) is the focus of this course. An overview of general structured programming concepts is provided as an introduction to the language. Students become proficient with both basic SQL and procedural language concepts and in using all basic SQL commands and report processing. Prerequisite: CIS 1413. 3 lecture hours, 2 lab hours. (4 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 1504. 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 lecture hours, 2 lab hours. (4 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 lecture hours, 2 lab hours. (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. Local Area Networks – 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 IP addressing topics, including subnetting and VLSM. 3 lecture hours, 3 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. 2 lecture hours, 2 lab hours. (3 credit hours/special course fee)

CIS 1824. Network Routing – CCNA 2
This course is part of the Cisco Networking Academy program. It is the second of four courses designed to cover objectives from Cisco’s CCNA certification exam. The curriculum provides instruction for routing concepts, RIP, EIGRP, OSPF, router configuration, IOS images and network troubleshooting. Prerequisite: CIS 1814 or CIS 1024. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

CIS 1833. LAN Switching – CCNA 3
This course is part of the Cisco Networking Academy program. It is the third of four courses designed to cover objectives from Cisco’s CCNA certification exam. Topics include LAN switching concepts and configuration including VLANS, trunking and VTP, STP, and basic wireless concepts and configuration. Prerequisite: CIS 1814. 3 lecture hours, 2.5 lab hours. (3 credit hours/special course fee)
CIS 1853. WAN Technologies - CCNA 4
This course is part of the Cisco Networking Academy program. It is the fourth of four courses designed to cover objectives from Cisco's CCNA certification exam. Topics include WAN design, scaling IP addressing using NAT and DHCP, Point-to-Point Protocol, Frame Relay, ACLs, Security and Teleworker services. Prerequisites: CIS 1824 and CIS 1833. 4 lecture hours, 2.5 lab hours. (3 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, workflow, escalation and knowledge base development. 3 lecture hours, 1 lab hour. Prerequisite: CIS 1823. (3 credit hours/special course fee)

CIS 2023. Microsoft Network Client Administration Certification Preparation
This course is designed to prepare students to pass the Microsoft Certified System Administrator (MCSA) and Microsoft Certified System Engineer (MCSE) exam 70-270. This exam is one of the core requirements for MCSA and MCSE professional certifications from Microsoft. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. (3 credit hours/special course fee)

CIS 2033. Microsoft Server Administration Certification Preparation
This course is designed to prepare students to pass the Microsoft Certified System Administrator (MCSA) and Microsoft Certified System Engineer (MCSE) exam 70-270. This exam is one of the core requirements for MCSA and MCSE professional certifications from Microsoft. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. (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 640-801. The course focuses on exam preparation specific to the testable course materials and exam-taking techniques. (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 I
This course introduces students to tools, techniques and procedures used to gather evidence in computer-related crimes. This focus is on data acquisition and basic data analysis using EnCase, the industry leading software application. Prerequisite: CIS 1233. (4 credit hours/special course fee)

CIS 2144. Computer Forensics II
Students continue to advance data analysis skills developed in Computer Forensics I while learning the legal procedures that must be followed to acquire, analyze and store data in this course. Legal report writing and preparing to testify in court are also emphasized. Prerequisite: CIS 2134. (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 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 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 lab hours. (4 credit hours/special course fee)

CIS 2513. Introduction to Computer Science I
This is a programming course that covers the syntax and coding rules of C++. Topics covered include forming C++ statements, if-then statements, loops, arrays, functions and pointers. 2 lecture hours, 2 lab hours. (3 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
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. 3 lecture hours, 2 lab hours. (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. 2 lecture hours, 2 lab hours. (3 credit hours/special course fee)

CIS 2624. 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 lecture hours, 2 lab hours. (4 credit hours/special course fee)
CIS 2633. Introduction to Computer Science II
This course is a continuation of Introduction to Computer Science I. Topics covered include object-oriented programming, Windows programming and data structures. Prerequisite: CIS 2513. 2 lecture hours, 2 lab hours. (3 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 lecture hours, 1 lab hour. (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. 2 lecture hours, 2 lab hours. (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 2203. 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. (3 credit hours)

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)

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 A
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. (4 credit hours/special course fee)

COSM 1701. Internship
This internship course includes observation and intern teaching in both theory and lab settings. (7 credit hours)

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)
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. Students who enroll in this lab will not complete the 1,500 clock hours required to take the state licensing exam in three semesters. When combined with 10 credit hours of theory, with perfect attendance, students can expect to complete 352 clock hours. (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. Students must enroll in this class each semester to complete the 1,500 clock hours required to take the state licensing exam in the three-semester course of study. Students with perfect attendance and 10 credit hours of theory can expect to complete 528 clock hours. (7 credit hours/special course fee)

Criminal Justice

CRJU 1301. Introduction to Homeland Security
This course is designed to provide the student with an awareness of an historical timeline reflecting significant terrorist threats and events in the United States and globally. The origins and development of the U.S. Department of Homeland Security and its partners are discussed. The course allows students to develop an awareness of the domestic and international threats to the United States. (3 credit hours)

CRJU 1302. Intelligence Analysis and Security Management
This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates. (3 credit hours)

CRJU 1303. Transportation and Border Security
This course will provide an in-depth view of modern border and transportation security. Topics include security for seaports, ships, aircraft, trains, trucks, pipelines and buses. The course focuses on the technology needed to detect terrorists and their weapons as well as including discussion on legal, economic, political and cultural aspects of the issue. Prerequisite: CRJU 1302. (3 credit hours)

CRJU 2300. Introduction to Criminal Justice
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. (3 credit hours)
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. 1 lecture hour, 2 lab hours, 88 contact 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 One
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 Two
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 Three
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 Four
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 Five
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 Six
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 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 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 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)

DENTAL ASSISTING
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. 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 mastication, salivation, deglutition, innervation, circulation 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 films. 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. 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, developing 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 & 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 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 (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 0314 with a grade of “C” or better or DEVE 0342 with a grade of C or better, 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. Pursuant to Act 971, all students will be required to take the COMPASS post-test as part of the final exam. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (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: DEVE0312 with a grade of C or better, a Compass Reading Placement test score from 58-71, or a score from 13-15 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: DEVE0312 with a grade of C or better, a Compass Reading Placement test score from 62 to 71, or a score from 13-15 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: DEVE0314 with a grade of C or better, or a Compass Reading Placement test score from 72-81 or a score from 16-18 on the reading section of the ACT as well as DEVE 0322 with a grade of C or better or Compass Writing Skills Placement test score from 41-74, or a score of 14 to 18 on the English section of the ACT. (3 credit hours)

DEVE 0322. English Skills
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
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 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 74, or a score from 14 to 18 on the English section of the ACT. Pursuant to Act 971, all students will be required to take the COMPASS post-test as part of the final exam. This course requires an online learning component. The final grade will be A, B, C or NC (no credit). (3 credit hours)
DEVE 0334. Pre-Algebra Skills
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 0336. Elementary Algebra
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 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 0338. Intermediate Algebra
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 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. Pursuant to Act 971, all students will be required to take the COMPASS post-test as part of the final exam. This course requires an online learning component. Final grade will be A, B, C or NC (no credit). (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. Apple Logic Pro I
This course covers the basics of Apple’s Logic Pro audio editing software. Topics include: optimizing the Mac for logic, getting to know the interface, creating a project, importing/exporting, introduction to sound design and basic editing and mixing. (3 credit hours/special course fee)

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 1309. ProTools I
This course covers the basics of Avid’s ProTools audio editing software. Topics include: Optimizing the Mac for Protools, Getting to know the interface, creating a session, Importing/exporting, Introduction to Sound Design and basic editing & mixing. (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 2303. Avid Media Composer
This course delves into Avid’s Media Composer. Topics include: optimization of the host, I/O options, media volumes, the interface, the W/V scope and metering, log and digitize, basic editing techniques and output. (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 2307. Apple Logic Pro II
This course covers more advanced aspects of Apple’s Logic Pro audio editing software. Topics include: automation, midi, working with video, plugins, advanced sound design techniques and mastering. Prerequisite: DMP 1307. (3 credit hours/special course fee)
DMP 2308. Lighting for the Big and Small Screen
This course explores lighting techniques with emphasis on style and execution. Topics include: the role of “The Gaffer,” indoor lighting techniques, outdoor lighting techniques, power measurement & management, taking a minimalist approach, the fundamentals of electricity and production crew fundamentals. (3 credit hours/special course fee)

DMP 2309. ProTools II
This course covers more advanced aspects of Avid’s ProTools audio editing software. Topics include: automation, midi, working with video, plugins, advanced sound design techniques and mastering. Prerequisite: DMP 1309. (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 2313. Apple Final Cut Pro
This course delves into Apple’s Final Cut Pro. Topics include: optimization of the host, I/O options, media volumes, the interface, the W/V scope and metering, log and capture, basic editing techniques and output. (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)

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 2318. Lightworks
This course delves into the Lightworks Public Beta Non-Linear Editing System. Topics include: optimization of the host, I/O options, media volumes, the interface, the W/V scope and metering, log and capture, basic editing techniques and output. (3 credit hours/special course fee)

DMP 2319. Adobe Premier Pro
This course delves into Adobe Premier Pro. Topics include: optimization of the host, I/O options, media volumes, the interface, the W/V scope and metering, log and capture, basic editing techniques and output. (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)

DRAFTING AND DESIGN TECHNOLOGY
DFT 1004. 3-D Computer Animations I
This course is designed to introduce computer students to the use of 3dMax 5.0. Topics covered include understanding 3D geometry, modeling basics, materials, cameras, lights and animation. Prerequisite: CIS 1103 or equivalent computer experience. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

DFT 1014. 3-D Computer Animations II
This course is designed for students to make a fully articulated character with a skeletal structure and animate it in a live-action environment with a custom interface written from scratch. Advanced concepts enable the student to master the art of computer animation production. Prerequisite: DFT 1004 or consent of instructor. 3 lecture hours, 3 lab hours. (4 credit hours/special course fee)

DFT 1104. Printreading 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 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 is for drafting and design technology students and introduces students to computer-aided drafting using AutoCAD software and explores basic constructions, dimensioning, editing and drawing manipulation functions. Students are introduced to the four areas of drafting and complete a residential plan. This course is also for construction technology students. Using computer and AutoCAD software, students explore 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. Students are required to provide laptops and flash drives. (5 credit hours/special course fee)

DFT 1305. Architectural (CAD) Drafting
Using AutoCAD, students complete the architectural portion of a commercial set of plans in this course. This includes floor plan, foundation plan, sections, elevations, details and millwork. Students are required to provide laptops and flash drives. Prerequisites: DFT 1205, DFT 2103 and CTT 2203 (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 AutoCAD software. Students are required to provide laptops and flash drives. Prerequisites: DFT 1205, DFT 2103 and CTT 2203 (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 CTT 2203. (5 credit hours/special course fee)

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 2103 and CTT 2203. (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 2205. Surveying and Elevations
This course covers fundamental principles of surveying. Computers and surveying instruments are used to develop plot/lot plans. Topics included are tape measurement, differential lev-
eling, traversing, contours, computations and land surveys. Co-requisite: MATH 1303 or consent of instructor. Prerequisites: DFT 1205, DFT 2103 and CTT 2203. (5 credit hours/special course fee)

DFT 2305. Civil (CAD) Drafting
In this course, students develop drafting techniques using conventional and CAD systems related to site improvement, construction of contour lines from field data, plotting land profiles, open and closed traverses, determination of land areas and volumes and calculations of ground slopes. Students also draw sample drawings of public utility construction plans. Students are required to provide laptops and flash drives. Prerequisites: DFT 1205, DFT 2103 and CTT 2203. (5 credit hours/special course fee)

DFT 2505. Advanced (CAD) Drafting
This course covers advanced topics using REVIT, construction modeling, 3-D solids, rendering techniques, and AutoCAD customization and other 3-D processes. Students are required to provide laptops and flash drives. Prerequisites: DFT 1205, DFT 2103 and CTT 2203. (5 credit hours/ special course fee)

DFT 2605. HVAC, Plumbing and Electrical (CAD) Drafting
Using AutoCAD 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. Students are required to provide laptops and flash drives. Prerequisites: DFT 1205, DFT 2103 and CTT 2203. (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. (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 prior to going in the field. This course is part of the Birth through Pre-kindergarten Teaching Credential core. Prerequisite: DEVE 0316 with a grade of “C” or better, a COMPASS Reading Placement test score of 82 and above, or a score of 19 and above on the reading section of the ACT. (3 credit hours/special course fee)
ECD 1202. CDA Essentials
This course is designed to assist students seeking to apply for CDA credential from Washington D.C. meet the requirements to prepare for the national assessment. The CDA competency statements and professional portfolio are completed in this course. This course will not provide the student with the Child Development Associate Credential, this can only be issued through the CDA Council in Washington, DC (2 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 1401. Field Experience
This course provides students with an introduction to the types of programs that employ graduates of the Early Childhood Development program. Students are required to have clear maltreatment and criminal background check results prior to going in the field. Students complete a total of 20 hours working in a variety of settings with infant to school-age children. (1 credit hour/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 prior to going in the field and be employed or volunteer in a licensed childcare facility in order to apply the skills learned in the previous three 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 2203. Program Administration
This course covers topics pertinent to the current or future childcare director/owner. Students plan all aspects of opening a childcare center, budgeting, personnel management and state licensing regulations. Prerequisites: ECD 1003, ECD 1103 and ECD 1203. (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 prior to going in the field. Prerequisites: ECD 2203, 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 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 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 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 prior to going in the field. Prerequisites: ECD 2203, 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 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 1310. Current Issues in Contemporary Economics
This course is an introduction to practical economic problems within the U.S. political context, such as unemployment, poverty, education and Social Security. This is an elective course for non-majors in economics or business. This is a research, writing and analysis course. The course requires access to the Internet. (3 credit hours)

ECON 2301. Survey of Economics
This course helps students develop the ability to apply economic theories and models to the real world and devise solutions to economic problems. Both microeconomics and macroeconomics are examined. The role of markets and resource allocation are also introduced. This course is designed for non-business, non-economics majors and may be applied toward Arkansas Secondary Teacher licensure requirements. Prerequisites: DEVE 0316 with a grade of “C” or better, or a score of 19 or above on the Reading section of the ACT, or score of 82 or above on the COMPASS Reading Placement test, and MATH 1301 or MATH 1302 with a “C” or better.

ECON 2322. Principles of Microeconomics ACTS # ECON 2203
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 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 ACTS # ECON 2103
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 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
EDUC 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 re-
quired paperwork for these observations. Students are required to have clear maltreatment and criminal background checks 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 2303. Praxis I Preparation
This course is designed to provide students with the necessary fundamental skills and test information to become better prepared for the Praxis I 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 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 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 1103. Beginning Golf
An elective educational activity course, this course introduces students to the basic strokes, rules, history, strategy and techniques for beginning golfers. Practical applications acquaint students with the principles of exercise and the skills to appreciate the benefits of physical exercise. (1 credit hour)
EDPA 1104. Beginning Judo
An elective educational activity course, this course introduces students to the theory and practice of fundamental Judo. 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 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 1106. Beginning Badminton
An elective educational activity course, this course introduces students to the fundamentals, theory and practice of basic skills and techniques of badminton. Emphasis is on stroke perfection and strategy and techniques of singles and doubles play. 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 1109. Beginning Ballroom Dancing
An elective educational activity course, this course introduces students to the basic moves, style, history, technique, and etiquette for beginning ballroom dancing. Practical applications acquaint students with the principles of exercise and the skills to appreciate the benefits of physical exercise. (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 1115. 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. (1 credit hour)

EDPA 1116. 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 1115. (1 credit hour)

EDPA 1117. Basketball
This course offers an introduction to the basic skills, rules and strategy of basketball. (1 credit hour)

EDPA 1118. Volleyball
This course offers an introduction to the basic skills, rules and strategy of volleyball. (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)

ELECTRONICS TECHNOLOGY
ELT 1114. Basic Electrical Circuits
This is an introductory electrical course for all electronics technology, industrial electronics technology and industrial equipment technology students. Each student receives a computer-aided instruction program (ETCAI) on CD, which simplifies the old Ohm’s law calculations. This allows more lab exercises and a preview of electronic devices. 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)
ENGLISH

ENGL 1311. English Composition I  ACTS # ENGL 1013
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 (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 75 or above on the COMPASS Writing Placement test AND completion of DEVE 0316 (College Reading) with a grade of “C” or better, or 82 or above on the COMPASS Reading Placement test. (3 credit hours)

ENGL 1311. English Composition I (Thematic)  ACTS # ENGL 1013
This course addresses the same competencies as ENGL 1311 but through exploration of a specific topic. This course satisfies the core requirement and may be taken for credit. Prerequisites: Completion of DEVE 0324 (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 75 or above on the COMPASS Writing Placement test AND completion of DEVE 0316 (College Reading) with a grade of “C” or better, or a score of 82 or above on the COMPASS Reading Placement test. (3 credit hours)

ENGL 1312. English Composition II  ACTS # ENGL 1023
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 1312. English Composition II (Thematic)  ACTS # ENGL 1023
This course addresses the same competencies as ENGL 1312 through exploration of a specific topic. This course satisfies the core requirement and may be taken for credit. A significant research paper project is required. Prerequisite: ENGL 1311 with a grade of “C” or better. (3 credit hours)

ENGL 1313. Technical Composition II
This class focuses on technical and process writing. Students study technical writing and then draft projects such as memos, letters, process descriptions, abstracts, proposals and technical reports, with the emphasis on researching and producing a substantial technical report. This course satisfies the ENGL 1312 requirement. Prerequisite: ENGL 1311 (or an equivalent course) with a grade of “C” or better. (3 credit hours)

ENGL 2300. Advanced Grammar
This course presents a study of the principles of traditional English grammar and sentence diagramming and a brief study of comparative grammars, dialectical awareness, English language history and general linguistics, including phonology, morphology, syntax and semantics. Prerequisites: ENGL 1311 and ENGL 1312 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 and 1312 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 of 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
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
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 2339. World Literature Themes
This course addresses the same competencies as ENGL 2337 and 2338 but through exploration of a specific topic. ENGL 2337, 2338 or 2339 satisfies the core requirement, but they are distinctive courses and may be taken for credit. Prerequisites: ENGL 1311 and 1312 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
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
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. Pre-requisites: ACCT 2310, ENGL 1311, ENTR 1003. (3 credit hours)

Environmental/Safety Technology
EST 1103. Environmental Science
This is an introduction to environmental and safety occupations. Students study carcinogens, toxins, pollutants and hazardous waste and the effects on the environment; the health effects of hazardous materials in the workplace and home; and laws and regulatory bodies established for the protection of the environment. (3 credit hours)

EST 1104. Introduction to Biohazards
This is an introductory course on the nature and origins of biological hazards, such as viruses, bacteria and fungi. Sources of these hazards including vectors and vehicles for transmission, are discussed. Techniques for the safe identification, handling, and disposal of biohazards are emphasized, along with proper decontamination of personnel and materials. The threat of bioterrorism in the workplace and to society in general is also covered. (4 credit hours)

EST 1203. Environmental Law
This course is designed to familiarize students with environmental laws affecting industry. The Clean Air and Water Act, Right to Know and laws governing hazardous materials management are discussed. Prerequisite: EST 1103. (3 credit hours)

EST 1304. Waste Water Treatment
This course covers techniques of waste water treatment and the functions of waste water treatment plants. Certification for waste water plant operator. 3 lecture hours, 2 lab hours. (4 credit hours)
EST 1404. Introduction to Air Pollution Control
This course familiarizes students with sources of air pollution, the nature of various air pollutants, environmental and health impacts and control and monitoring technologies. Legislation and regulations pertaining to air pollution control are covered, as well as permitting issues. Prerequisite: MATH 1302. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

EST 2204. Emergency Response
This course focuses on topics on responding to emergency spills, fires and explosions, use of personal protective equipment and containment of hazardous materials. Certification in CFR 1910.120. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

EST 2304. Accident Prevention and OSHA Compliance
Emphasis is placed on writing a safety program. Other topics include employee training programs in personal protection equipment, Right to Know, material safety data sheets, three step lock-out procedures, confined space entry, related accident prevention and response, and organization and communicating plans for compliance to management. Prerequisite: EST 1203. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

EST 2404. Hazardous Waste Treatment
Discussions on the procurement, storage, transportation and disposal of hazardous waste. 3 lecture hours, 2 lab hours. (4 credit hours/special course fee)

EST 2504. Environmental Sampling for Technicians
The focus is on collecting, preserving and handling environmental samples. Environmental regulations and standards are emphasized. Prerequisite: EST 1203. 3 lecture hours, 2 lab hours. (4 credit hours)

EST 2603. Environmental Problem/Practicum
Students apply learning obtained in the classroom to actual problems encountered in the work force. Oral reports and a log of activities are maintained for evaluation. (3 credit hours/special course fee)

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 twentieth and twenty-first 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. Recommended prerequisite: ENGL 1311. (3 credit hours)

FRENCH
FREN 1311. Elementary French 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 French-speaking people. (3 credit hours)
FREN 1312. Elementary French II
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
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)

FREN 2312. Intermediate French II
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
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
This course examines various cultures, dynamics of resource utilization and patterns of economic development. (3 credit hours)

Geology
GEOL 1403. Physical Geology
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. (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 communicative-
tively 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. Recommended prerequisite: ENGL 1311. (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. Recommended prerequisite: ENGL 1311. (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. Recommended prerequisite: ENGL 1311. (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. Recommended prerequisite: ENGL 1311. (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. (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, pre-fixe, 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, 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. Wine Studies
This course provides students a practical and comprehensive introduction to the world of wines, beers and spirits in the food and beverage industry. The course covers the fundamentals, including grape varietals and production techniques, wine regions of the world, beer and spirits production methods, safety considerations, cost control, legal matters and marketing strategies for beverage operations. The course also prepares students to pass and qualify for a certificate in Serve Safe Alcohol, The Fundamentals of Responsible Alcohol Service. Wine tasting and evaluation labs required. Students must be at least 21 years old to enroll in this course. 2 lecture hours, 4 lab hours. (3 credit hours/special course fee)

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. Professional Food Writing  
This course examines the genre of food magazines, newspapers and books with the aim of producing professional culinary food writers. Rhetorical analysis of a variety of food writing is taught, and students must produce one essay of sufficient quality to submit to a leading magazine. Prerequisites: HOS 1301, HOS 2301, HOS 2302, CUL 1302 and CUL 1303, or permission of instructor. 3 lecture hours. (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 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 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

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. Recommended prerequisite: ENGL 1311. (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. Recommended prerequisite: ENGL 1311. (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 PSLogix 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, C 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. (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” or 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 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 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)

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)

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)

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)

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. Recommended prerequisite or co-requisite: ENGL 1311. (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. (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)

MATHMATICS
MTH 1103. Technical Mathematics I
This course includes, but is not limited to, the following concepts: whole numbers, fractions, decimals, percentages, measures, introductory algebra and basic plane figure geometry. Prerequisite: Appropriate entrance placement test results. (3 credit hours)

MTH 1203. Technical Mathematics II
This course includes, but is not limited to, the following concepts: signed numbers, basic 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. (3 credit hours)

MTH 1303. Math for Allied Health
Using a modular, mastery-based, and technology-assisted approach, students build on the following skills: whole number, integer, decimal, fraction and percent operations; ratios, rates and proportions; dimensional analysis; algebraic expressions; and solutions to basic linear equations. This course is designed to be used in certain Allied Health degree certificate and degree programs. (3 credit hours)
MATH 1301. College Business Mathematics
This course includes, 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: algebra, geometry, probability and statistics, functions, graphs and solving systems of equations. Prerequisite: DEVE 0336 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 1302. College Algebra ACTS # MATH 1103
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 graphing calculator is required for this course. Prerequisite: DEVE 0338 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 ACTS # MATH 1203
Study of trigonometric functions, identities, equations and applications. A TI-83 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better. (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 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better. (3 credit hours)

MATH 1404. Calculus I ACTS # MATH 2405
Course topics include function (including exponential, trigonometric and logarithmic), limits, continuity, differentiation, anti-derivatives, inverse functions and introduction to integration. A TI-83 graphing calculator is required for this course. Prerequisite: MATH 1303 with a grade of “C” or better or placement by exam. (4 credit hours)

MATH 1405. Calculus II ACTS # MATH 2505
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 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 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better. (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. (3 credit hours)

MATH 2320. Introduction to Statistics and Probability ACTS # MATH 2103
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 graphing calculator is required for this course. Prerequisite: MATH 1302 with a grade of “C” or better. (3 credit hours)

MATH 2406. Calculus III ACTS # MATH 2603
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 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 1113. Introduction to Medical Transcription
This course emphasizes the importance of Health Insurance Portability and Accountability Act (HIPAA) standards with regard to Medical Transcription, introduces proper formatting of various medical reports and provides practice on keyboarding speed-building skills. Co-requisite: BUS 1243. 3 lab hours (3 credit hours/special course fee)

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 1403. Medical Transcription II
This course emphasizes accurate transcription of original medical dictation, advanced proof-reading and editing skills, and increasing accuracy and speed in keying medical documents. Pre-requisite: MET 1203. 2 lecture hours, 3 lab hours (3 credit hours/special course fee)

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. Prerequisite: MET 1213 or approved Human Anatomy course or approval of instructor. (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. Pre-requisites: 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. Pre-requisites: 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 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. (3 credit hours)
MUSC 2300. Introduction to Music
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. Recommended prerequisite: ENGL 1311. (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)

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 Schools 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 Schools 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 Schools 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 with 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 with 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 1402. Appellate Advocacy
This course builds on the analytical and writing skills introduced in Legal Research and Writing I and II. This course includes an introduction to appellate advocacy and researching applicable appellate rules with concentration on preparation of an appellate brief. Prerequisite: PLG 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 1812. Administrative Law
This course is an introduction to the field of administrative and public law. Emphasis is placed on powers and procedures of governmental agencies. Prerequisites: LGS 1103 and LGS 1203. (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
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. (3 credit hours)

PHIL 1330. Introduction to Critical Thinking
This course offers a comprehensive study of applied reasoning, including the analysis of arguments, informal and formal fallacies, syllogisms, definitions and scientific reasoning. (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. (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. (3 credit hours/special course fee)

PHYS 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 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: PHYS
1401 and MATH 1302. 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
mechanics in one and two dimensions, fluids, thermodynamics and mechanical waves and
sound. Lab is required. Prerequisite: PHYS 1402. 3 lecture hours, 3 lab hours. (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: PHYS 1401 and MATH 1404. 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
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)

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 NLN 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)

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. Recommended prerequisite: ENGL 1311. (3 credit hours)
PSYC 2320. Developmental Psychology
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 cardiopulmonary 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, are 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 radi-
raphic 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 student learns 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
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
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)

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 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 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 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 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 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 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
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)

SMALL ENGINE REPAIR
SER 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)

SER 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)

SER 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)

SER 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)

SER 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)

SER 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)
SER 1604. Motorcycle and ATV Assembly and Dealer Preparation
This course focuses on receipt of new motorcycle/ATV shipments and setting up and assembling according to manufacturers’ specifications for dealer sales. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

SER 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)

SER 1704. Motorcycle and ATV Rideability and Performance
Assembly and adjustment of motorcycles and ATVs to maximize rideability, safety, performance and rider comfort is the focus of this course. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

SER 1804. Motorcycle and ATV Transmissions
This course covers maintenance, diagnosis and repair of transmissions common to motorcycle and all-terrain vehicles. 2 lecture hours, 4 lab hours. (4 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
This course is an introduction to the theories, concepts and basic principles used in the study of group life, social institutions and social processes. Recommended prerequisite: ENGL 1311. (3 credit hours)

SOCI 2333. Social Problems
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 1301. Spanish for Law Enforcement*
This course presents a study of the Spanish language as it specifically relates to the field of law enforcement. It provides useful terminology and expressions used in the courts and in law enforcement situations. (3 credit hours)

SPAN 1302. Spanish for Healthcare and Social Services*
This course presents a study of the Spanish language as it specifically relates to the fields of healthcare and social services. It provides useful terminology for medical and social service situations with a minimum of grammar. (3 credit hours)

SPAN 1303. Spanish for Business*
This course presents a study of the Spanish language as it specifically relates to the field of business. (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. (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 1313. Spanish Reading I*
This course focuses on strengthening reading skills and developing reading comprehension. It builds upon student knowledge of advanced grammar and vocabulary with a minor emphasis on pronunciation, with content based on culturally authentic and career-specific reading matter of a documentary and/or expository nature. Prerequisite: SPAN 1311 with a grade of “C” or better, or placement by examination. (3 credit hours)

SPAN 1315. Conversational Spanish
This is course is a performance course with emphasis on elementary conversation and discussion. It is designed for students with a basic knowledge of Spanish grammar. Prerequisite: SPAN 1312 with a grade of “C” or better, or placement by examination. (3 credit hours)

SPAN 2300. Spanish for the Workplace II*
This course is designed for professionals who work with Spanish-speaking people at their jobs and would like to develop a more detailed vocabulary and the advanced sentence structure needed to communicate with clientele. It offers a continuation of Spanish for the Workplace I and is specifically designed for but not limited to candidates who are not specializing in business, health care or law enforcement. Prerequisite: SPAN 1300 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 2313. Spanish Reading II*
This course focuses on building vocabulary, strengthening reading skills and developing a reading comprehension of reading material such as articles, basic documentary material, and short stories in the Spanish world. The course enhances awareness of the culture via extensive practice with culturally authentic materials. Prerequisites: SPAN 1312 and SPAN 1313 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.

SPEECH COMMUNICATION
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 (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 75 or above on the COMPASS Writing Placement test AND completion of DEVE 0316 (College Reading) with a grade of "C" or better, or a score of 82 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)

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: 2.0 GPA or 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. Recommended prerequisite: ENGL 1311. (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)

TRT 1103. Fundamentals of Service Management
This course explores the legal aspects of tractor and trailer operation including Department of Transportation (DOT) requirements, log books and record keeping. (3 credit hours)

TRT 1008. Tractor and Trailer Operation and Internship
This course allows students to acquire tractor/trailer operation skills via internship agreements with local trucking companies. (8 credit hours)

TRT 1203. Parts Identification and Nomenclature
This course includes comparison of operational systems comprising transportation vehicles and identification and proper name of the parts comprising those systems. Product knowledge is stressed. (3 credit hours)

TRT 1208. Tractor and Trailer Servicing Internship
This course enables students to acquire basic tractor/trailer servicing skills via internship agreements with local tractor/trailer shops. (8 credit hours)

TRT 1303. Inventory Maintenance and Control
Computerized maintenance of inventory including location, acquisition, shrinkage and merchandizing are the focus of this course. Parts catalogs and part numbers are stressed. (3 credit hours)
TRT 1403. Customer Relations
This course covers understanding and meeting customer needs and complaints, involving customers in decision making, communication skills, interpreting customer requests and meeting customer needs. Sales skills, product knowledge and merchandizing are stressed. (3 credit hours)

WELDING TECHNOLOGY
WLD 1104. Basic Welding
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 gasses is emphasized. 2 lecture hours, 4 lab hours. (4 credit hours/special course fee)

WLD 1110. Welding I
This course is a combination of WLD 1104 Basic Welding, WLD 1204 SMAW I (Shielded Metal Arc Welding I) and WLD 1704 GMAW (Gas Metal Arc Welding). The class is designed for the full-time day student working toward a full-time career as a welder. The sequential order of these classes prepares the student for better performance skills and certification. Correct and safe handling of welding and shop equipment is emphasized. 3 lecture hours, 17 lab hours. (10 credit hours/special 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)

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)

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. GMAW (Gas Metal Arc Welding)
This course presents a study of the principles of gas metal arc welding (GMAW) 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)

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)

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 1110 or permission of instructor. 3 lecture hours, 17 lab hours. (10 credit hours/special course fee)
DIRECTIONS TO MAIN CAMPUS
OTHER PULASKI TECH LOCATIONS

LITTLE ROCK-WEST
8901 Kanis Road • Little Rock, AR 72205 • (501) 683-5240
At the Little Rock - West location, the college offers both day and evening courses in areas such as business, education, English, fine arts, health sciences, history, mathematics, social sciences and developmental education. Eight full-time faculty members, a student services representative and several adjunct faculty members are housed at the site. In addition, the location houses the Pulaski Technical College Office of Governmental Relations. This location is not a full-service location.

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, avionics, electronics, aircraft modification, programmable logic controllers, computer applications, community education, management development and supervision. Community education classes are also 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 in 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, and both day and evening classes in cosmetology are offered in the summer. 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.

**CAMP ROBINSON**
Civilian Education Center • Building 6201 • North Little Rock, AR 72199 • (501) 212-6644
This site was established to help military personnel with their educational needs. 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 newly renovated 159,000-square-foot building in south Pulaski County, formerly known as the Expo Center, is conveniently located just off I-30 near the Saline and Pulaski county boundary.

- The Transportation Technology Center is home to expanded programs in automotive technology, collision repair technology, diesel technology, small engine repair, 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 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.