

OUACHITA TECHNICAL COLLEGE

CATALOG 2008-09

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Ouachita Technical College is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are ADA accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

TABLE OF CONTENTS

Mission Statement	3
Academic Calendar	4
General Information	8
President's Message	11
College Profile	12
Glossary of Terms.....	13
Admissions Requirements	14
Tuition and Refunds.....	23
Financing your Education	25
Student Organizations	30
Campus Services.....	32
Academic Information	34
Instructional Divisions	
Allied Health Sciences	41
Applied Science Technology.....	55
Arts, Sciences, and Education	65
Basic Skills Program	77
Business Technology.....	79
Professional Studies	122
Course Descriptions	
Adult Education	133
Allied Health Sciences	94
Applied Science Technology.....	98
Arts, Sciences, and Education	105
Basic Skills Program	113
Business Technology.....	114
Professional Studies	127
Continuing Education/Fun-Ed/Professional Development.....	130
Adult Education.....	131
Administration/Staff/Faculty	135
Index	142

MISSION AND PURPOSES

Ouachita Technical College is a public, two-year institution of higher education that continually identifies and addresses the changing learning needs of the communities it serves through:

- Developmental courses and services that promote collegiate-level success;
- Associate-degree programs and courses that prepare learners to transfer and to succeed at universities;
- Associate degree, certificate, and continuing professional education programs and courses that prepare learners to succeed in the workforce;
- Services and resources that meet the needs of students in order to support successful learning;
- Specialized training courses and services that meet the needs of business and individuals;
- Partnerships with K-12 schools, other colleges and universities, businesses, industries, public agencies, and civic groups that support learning and promote the economic development of Arkansas;
- Non-credit, lifelong learning programs and opportunities that meet community needs;
- Continuous improvement through a system of inquiry, evidence, and accountability.

VISION

Ouachita Technical College is a community of successful, lifelong learners and is acknowledged as responsive to the economic development needs of the region.

VALUES

As a student-centered institution, Ouachita Technical College is committed to ethical dealings with its constituencies—faculty, staff, administration, businesses, industries, students, and other educational institutions and agencies. We formally adopt the following set of values to guide the direction and operations of the College,

Integrity

We act honestly, courteously, decently, and fairly in all our dealings with our constituencies. Respect must characterize all of our internal and external relationships.

Quality and Accountability

Quality education is the guiding principle in all our actions; consequently, we hold ourselves and each other accountable for our results through a culture of inquiry and evidence.

Leadership

We lead by innovation in meeting the changing needs of our constituencies.

Independence

We recognize that academic freedom, used responsibly, fosters the innovation and initiative which make OTC unique.

Environment

We provide an accessible, safe, clean, and attractive collegiate environment for learning and working.

Community

We are an integral contributor to our community and to its economic development.

The Individual

We know that the commitment and contributions of all employees and students will determine our success. Each employee and student has the opportunity to participate fully, to grow professionally, and to develop to his or her highest potential.

Diversity

We value diversity and the learning opportunities that it creates.

2008-2009 ACADEMIC CALENDAR

SPRING 2008

Campus Re-opens	January 2
Registration Spring 2008 Continues	January 2 - 11
Faculty Return to Campus	January 7
Classes Begin	January 14
Last Day to Adjust Schedule by 6:00 p.m.	January 15
Martin Luther King Jr. Holiday (No Classes)	January 21
August Nursing Program Application Deadline (for the PN program only)	March 3
Mid Semester	March 7
Spring Break (No Classes)	March 24 – 28*
(Campus Closed)	March 27 – 28*
Last Day to Withdraw with a "W"	April 4
Summer Application Deadline for Cosmetology	April 1
Priority Registration Summer I, II, III & Fall 2008 (Current Students Only)	April 14 – May 9
Awards Ceremony	May 2
Summer Orientation and Registration for Cosmetology	May 2
Final Exams	May 5 – 8
PN Pinning Ceremony	May 8
Graduation	May 10
Grades Due by 11:59 p.m.	May 11
Registration Summer I and II	May 12 – May 23
Registration Summer III	May 12 – June 27
Registration Fall 2008	May 12 – August 15
Spring Cosmetology Class ends	May 15
New Fall Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.)	May 22
New Fall Practical Nursing Student Registration (9:00 a.m.)	May 28

SUMMER I 2008 (5 Week)

Registration Summer I 2008	May 12 - May 23
Memorial Day Holiday (Campus Closed)	May 26
Classes Begin	May 27
Last Day to Adjust Schedules by 6:00 p.m.	May 27
New Fall Practical Nursing Student Registration (9:00 a.m.)	May 28
Last Day to Withdraw with a "W" Summer I 5- Week Classes	June 17
Final Exams	June 26
Adult Education Graduation	June 26
Grades Due by 11:59 p.m.	June 29

SUMMER II 2008 (10 Week)

Registration Summer II	May 12 - May 23
Memorial Day Holiday (Campus Closed)	May 26
Classes Begin	May 27
Last Day to Adjust Schedules by 6:00 p.m.	May 27
New Fall Practical Nursing Student Registration (9:00 a.m.)	May 28
Independence Day Holiday (Campus Closed)	July 4
Last Day to Withdraw with a "W" Summer II 10-Week Classes	July 8
Fall Cosmetology Application Deadline	July 11
New Student Orientation 9:00 a.m. (for all New Registered Fall Students)	July 11
Final Exams	July 30 – 31

SUMMER II 2008 (10 Week) (cont.)

Orientation and Registration for New Fall Cosmetology Students.....	August 1
Grades Due by 11:59 p.m.	August 3
Summer II Cosmetology Class ends.....	August 7

SUMMER III 2008 (5 Week)

Registration Summer III	May 12 - June 27
Classes Begin	June 30
Last Day to Adjust Schedules by 6:00 p.m.	June 30
Independence Day Holiday (Campus Closed).....	July 4
Fall Cosmetology Application Deadline	July 11
New Student Orientation 9:00 a.m. (for all New Registered Fall Students)	July 11
Last Day to Withdraw with a "W" Summer II Classes	July 22
Final Exams	July 31
Orientation and Registration for New Fall Cosmetology Students.....	August 1
Grades Due by 11:59 p.m.....	August 3

FALL 2008

Registration Fall	May 12 - August 15
New Fall Practical Nursing Student Registration (9:00 a.m.).....	August 7
Faculty Return to Campus	August 11
Campus Closed for In-Service...8:00 a.m. – 1:00 p.m.	August 11
New Fall Practical Nursing Student Registration (1:00 p.m.).....	August 14
Classes Begin	August 18
Last Day to Adjust Schedule by 6:00 p.m.	August 19
New Student Orientation 1:00 p.m. (New Fall Students)	August 22
Labor Day Holiday (Campus Closed)	September 1
January Nursing Program Application Deadline (for PN & RN programs).....	October 6
Mid Semester.....	October 10
Last Day to Withdraw with a "W"	October 31
New Spring Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.).....	November 18
Priority Registration Spring 2009 (Current Students Only)	November 10 – 14
General Registration Spring 2009.....	November 17 - January 9
Thanksgiving Holiday (No Classes).....	November 25 – 28
(Campus Closed).....	November 26 – 28
Spring Cosmetology Application Deadline.....	November 14
Orientation and Registration for New Spring Cosmetology Students	December 5
New Spring Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.).....	December 5
Final Exams	December 8 – 11
RN Pinning Ceremony	December 10
PN Pinning Ceremony	December 11
Grades Due by 11:59 p.m.....	December 14
Christmas Holidays Begin for Students and Faculty.....	December 15
Fall Cosmetology Class ends	December 17
Campus Closed	December 23 - January 2

SPRING 2009

Campus Re-opens	January 5
Registration Spring 2008 Continues	January 5 - 9
Faculty Return to Campus	January 5
Classes Begin	January 12
Last Day to Adjust Schedule by 6:00 p.m.	January 13
Martin Luther King Jr. Holiday (No Classes).....	January 19
August Nursing Program Application Deadline (PN program only)	March 2

SPRING 2009 (cont.)

Mid Semester.....	March 6
Spring Break (No Classes)	March 23 – 27*
(Campus Closed)	March 26 – 27*
Last Day to Withdraw with a "W"	April 3
Summer I Cosmetology Application Deadline.....	April 17
Priority Registration Summer I, II, III & Fall 2009 (Current Students Only).....	April 13 – May 8
Awards Ceremony	May 1
Cosmetology Orientation and Registration for New Summer Cosmetology Students	May 1
Final Exams	May 4 - 7
PN Pinning Ceremony	May 7
Graduation	May 9
Grades Due by 11:59 p.m.	May 10
Registration Summer I and Summer II 2009.....	May 11 - 22
Registration Summer III 2009	May 11 - June 26
Registration Fall 2009.....	May 11 – August 14
Spring Cosmetology Class ends.....	May 14
New Fall Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.)	May 21
New Fall Practical Nursing Student Registration (9:00 a.m.).....	May 28

SUMMER I 2009 (5 Week)

Registration Summer I 2009	May 11 - May 22
Registration Summer II 2009	May 11 - May 22
Registration Summer III 2009	May 11 - June 26
Registration Fall 2009.....	May 11 – August 14
New Fall Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.)	May 21
Memorial Day Holiday (Campus Closed).....	May 25
Classes Begin.....	May 26
Last Day to Adjust Schedules by 6:00 p.m.	May 26
New Fall Practical Nursing Student Registration (9:00 a.m.).....	May 28
Last Day to Withdraw with a "W" Summer I 5- Week Classes.....	June 17
Final Exams	June 25
Adult Education Graduation.....	June 25
Grades Due by 11:59 p.m.	June 28

SUMMER II 2009 (10 Week)

Registration Summer II 2009	May 11 - May 22
Registration Summer III 2009	May 11 - June 26
Registration Fall 2009.....	May 11 – August 14
New Fall Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.)	May 21
Memorial Day Holiday (Campus Closed).....	May 25
Classes Begin.....	May 26
Last Day to Adjust Schedules by 6:00 p.m.	May 26
New Fall Practical Nursing Student Registration (9:00 a.m.).....	May 28
Independence Day Holiday (Campus Closed).....	July 3
Last Day to Withdraw with a "W" Summer II 10-Week Classes.....	July 7
Fall Cosmetology Application Deadline	July 10
New Student Orientation 9:00 a.m. (for all New Registered Fall Students)	July 10
Final Exams	July 29 – 30
Orientation and Registration for New Fall Cosmetology Students	July 31
Grades Due by 11:59 p.m.....	August 2
Summer II Cosmetology Class ends.....	August 6

SUMMER III 2009 (5 Week)

Registration Summer III	May 11 - June 26
Registration Fall	May 11 – August 14
Classes Begin	June 29
Last Day to Adjust Schedules by 6:00 p.m.	June 29
Independence Day Holiday Observance (Campus Closed)	July 3
New Student Orientation 9:00 a.m. (for all New Registered Fall Students)	July 10
Last Day to Withdraw with a "W" Summer III Classes	July 21
Final Exams	July 30
Orientation and Registration for New Fall Cosmetology Students	July 31
Grades Due by 11:59 p.m.....	August 2

FALL 2009

Registration Fall	May 11 - August 14
Faculty Return to Campus	August 10
Campus Closed for In-Service	August 10, 8:00 a.m. – 1:00 p.m.
New Fall Practical Nursing Student Registration (9:00 a.m.)	August 11
New Fall Practical Nursing Student Orientation (9:00 a.m.)	August 13
New Fall Practical Nursing Student Registration (1:00 p.m.)	August 13
Classes Begin	August 17
Last Day to Adjust Schedule by 6:00 p.m.	August 18
New Student Orientation 1:00 p.m.(all New Fall Students not attending July Orientation)	August 28
Labor Day Holiday (Campus Closed)	September 7
January Nursing Program Application Deadline (for PN & RN programs)	October 5
Mid Semester	October 9
Last Day to Withdraw with a "W"	October 30
Priority Registration Spring 2009 (Current Students Only)	November 9 - 13
General Registration Spring 2009.....	November 16 – January 8
Spring Cosmetology Application Deadline	November 18
New Spring Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.)	November 19
Thanksgiving Holiday (No Classes)	November 24 – 27
(Campus Closed)	November 25 – 27
New Spring Practical Nursing Student Registration (9:00 a.m. OR 1:00 p.m.)	December 3
Spring Cosmetology Orientation and Registration	December 11
Final Exams	December 7 - 10
RN Pinning Ceremony	December 9
PN Pinning Ceremony	December 10
Grades Due by 11:59 p.m.....	December 13
Christmas Holidays Begin for Students and Faculty	December 14
Fall Cosmetology Class ends	December 18
Campus Closed	December 23 - January 4**

*OTC reserves the right to adjust spring break week up until the beginning of the fall semester.

**TBA by the Board of Trustees

GENERAL INFORMATION

Accreditations

Ouachita Technical College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and School, www.ncahigherlearningcommission.org. Program accreditations include Arkansas State Board of Nursing approval of the Practical Nursing Program, Arkansas State Board of Cosmetology accreditation of the Cosmetology Program, and National Automotive Technician Education Foundation accreditation of the Automotive Service Technology Program (ASE). Ouachita Technical College also has institutional approval for Veterans' educational benefits through the Arkansas State Approving Agency of Veterans.

Articulation Agreements

General Education core courses taken at OTC, with a "C" or better grade, will transfer to all public two-year and four-year institutions of higher education in Arkansas, provided the courses taken are required in the four-year program of study. The purpose of these agreements among two-year and four-year institutions of higher education in Arkansas is to assist students holding an Associate of Arts degree to move smoothly from a two-year college to a four-year institution. The partnership reflected by these agreements will facilitate the transfer process. Satisfactory completion of an Associate of Arts degree designed for transfer will be accepted as satisfying the general education requirements of the signatory four-year institutions. These agreements do not address specific degree requirements outside of the General Education component, such as major or minor courses. Students should select those courses based on the specific degree requirements at the institution expected to award the baccalaureate degree.

Assessment Program

Ouachita Technical College views assessment as a holistic process by which information is gathered and analyzed and then used to evaluate the accomplishment of the mission and to enhance the College's effectiveness. OTC's assessment procedures measure student academic achievement and institutional effectiveness. The primary purposes of assessment are:

1. To improve teaching and learning.
2. To improve the educational environment.
3. To make the College more accountable to constituents through documentation of student and institutional outcomes.
4. To link educational programs and services to measures of student learning and development.
5. To gather and utilize information vital to effective planning and resource management.

Assessment is accomplished through a variety of tools. Students participate through taking standardized tests and comprehensive exams, completing surveys, and evaluating courses and services. The College's Assessment Plan is available for review in the Library/Learning Resource Center.

Catalog Disclaimer

The Arkansas Higher Education Coordinating Board and the Board of Trustees of Ouachita Technical College reserve the right to restrict or limit the enrollment of any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this catalog when such action is deemed to be in the best interest of the student or College. The provisions of this publication do not represent in any way a contract between a student, prospective or otherwise, and the Board or the College and should not be regarded as such. If any changes are made in the provisions listed in this catalog, appropriate notification will be made.

College Catalog

A student enrolled at Ouachita Technical College may receive a copy of this Catalog and the Student Handbook free of charge. The catalog contains the rules and regulations of the College. The student is held responsible for being knowledgeable of all information published in the Catalog, Student

Handbook, Course Outlines, General Notices, Memoranda, and Announcements placed on the bulletin boards or read aloud by the instructors, or sent to his/her OTC e-mail account. Students wishing to receive information on placement rates, graduation rates by division, and crime rates on campus should contact the Vice President for Student Affairs.

Equal Opportunity/Affirmative Action

Ouachita Technical College is an equal opportunity college. Discrimination on the basis of race, color, creed, religion, gender, national origin, disability, age, sexual orientation, veteran status, or any other category protected by law is prohibited. Facilities and services are ADA accessible. Any questions regarding this policy should be addressed to the College's Affirmative Action Officer. Any person may also contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C. 20201.

Information Technology Resources

Pursuant to the Communications Act of 1934 and the Communications Decency Act of 1996, and their subparts, OTC reserves the right to limit, restrict, or extend the use of and access to information technology resources. Those who do not abide by the policies as outlined in College Operating Policies and Procedures (COPP) 6.02 and 6.09, whether through deliberate disregard, negligence, or naiveté, should expect suspension of their privileges and possible referral to the appropriate judicial process. Users must behave responsibly in light of access to vast services, sites, systems, and people. An example of particular importance to ALL users of OTC's Technology Resources is delineated in COPP 6.02 and 6.09 that states: "Users shall not access or display sexually explicit materials on any OTC terminals, microcomputers, printers, or any other equipment."

Dishonesty in the Classroom

Ouachita Technical College will not tolerate dishonesty, such as cheating or plagiarism in the classroom. Each instructor determines the penalty for a student found performing a dishonest act pertaining to his or her class work.

Sexual Harassment Policy

It is the policy of Ouachita Technical College to prohibit sexual harassment of all students, faculty, and staff. Incidents of sexual harassment seriously affect the working and learning environment. The Board of Trustees assumes an affirmative posture in preventing and eliminating sexual harassment in any and all forms.

Sexual harassment of students is illegal under title IX of the Education Amendments of 1972. Sexual harassment is defined as unwelcome sexual advances which interfere with an individual's work or academic environment, or as coercive behavior which threatens employment or academic reprisal or promises rewards contingent upon obtaining sexual favors, or as spreading false stories about a person's conduct, or falsely accusing someone of sexual harassment. Such conduct becomes illegal and contrary to policy when:

1. The harassed individual's submission is an explicit or implicit condition of employment or of grades, honors, admissions, or any award associated with a student's enrollment at OTC.
2. The harassed individual's response becomes a basis for employment decisions or educational progress.
3. The harassing behavior interferes with the individual's performance in such a way that an intimidating, hostile, or offensive work or learning environment is created.

The procedure for complaints can be found in the *Student Handbook*.

Miscellaneous Federal Legislation Affecting Students

Equal Employment Opportunity

Title VII of the Civil Rights Act of 1964

Sex Discrimination

Race Discrimination

Religious Discrimination
National Origin Discrimination
Equal Pay Act of 1963
Disability Discrimination
 Americans with Disabilities Act of 1990
 Rehabilitation act of 1973, Section 504
Age Discrimination in Employment Act of 1967
Civil Rights Act of 1991

Students and Program Nondiscrimination

Title VI of the Civil Rights Act of 1964
Title IX of the Education Amendments of 1972
Rehabilitation Act of 1973, Section 504
Americans with Disabilities Act
Age Discrimination Act of 1975

Privacy of Student Records

Family Educational Rights and Privacy Act of 1974

Consumerism

Student Right-to-Know Act of 1990
Education Amendments of 1976

Campus Crime Reporting

Campus Security Act of 1990

Drug Use by Employees and Students

Drug-free Schools and Communities Act of 1989
Drug-free Workplace Act of 1988

Questions concerning any of the above statutes should be directed to the Vice President of Student Affairs or Vice President of Finance and Administration.

PRESIDENT'S MESSAGE



Thank you for your interest in Ouachita Technical College. We hope you decide to further your education here. A college education has never been more important. The new global economy in which we live annually creates thousands of new jobs for workers who have obtained knowledge and skills that are documented by college certificates and degrees. Today's economy creates very few new jobs for persons who lack college credentials. Whether you're a recent high school graduate choosing OTC to complete the first two years of a bachelor's degree, someone who wants a certificate or degree to qualify for a good job, or a working adult interested in a few specific courses to upgrade your job skills, OTC is the place for you. Since OTC courses transfer to every state university in Arkansas, our low tuition and fees turn out to be a great bargain.

Though the costs for tuition, fees and textbooks at OTC are among the lowest in the state, we understand that most students need financial assistance to go to college. For this reason, we have one of the most comprehensive financial aid programs around. We annually provide OTC students with over \$2,000,000 in aid when we count Pell grants, Stafford and private loans, VA benefits, WIA and TAA assistance, OTC scholarships and easy pay plans, Career Pathways assistance, state scholarships, and work study jobs. We can usually find a way to help every student with a financial need.

As a growing two-year college, OTC provides high quality instructional programs to suit almost every interest. Our programs include career training, continuing education, transfer options, courses and degrees you can complete over the Internet at your convenience, and custom-designed training for employees of area businesses. Our Student Affairs staff can assist you with the admissions process, assessing your academic skills so you can start at the level where you can succeed, career counseling, financial aid and scholarships, course selection, transferring to a university, finding a job, obtaining course credits for your work experience and training in industry or the military, and getting your cap and gown for graduation.

We welcome you to come and become part of a dynamic and growing college and community. For almost 40 years, the accomplishments of our students and the difference that college credentials make in their opportunities is proof of the power of education to change lives and build futures.

Sincerely,

A handwritten signature in black ink that reads "J. Barry Ballard". The signature is written in a cursive, flowing style.

J. Barry Ballard, Ed.D.
President

Changing Lives....Building Futures!

COLLEGE PROFILE

Ouachita Technical College, formerly Ouachita Vocational Technical School (OVTS), located in Malvern, Arkansas, was authorized by the State Board of Education in July, 1969, to serve the vocational training needs of a five-county area surrounding Malvern and Hot Spring County. Ouachita Technical College is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and School, www.ncahigherlearningcommission.org.

In May, 1985, OVTS was designated as a high school vocational center as the state attempted to make vocational education accessible to all Arkansas high school students. Five high school vocational programs were made available to 11 high schools in the area surrounding Malvern. Additionally, various federally funded short-term programs have been offered to meet the employment training needs of the area.

In September of 1988, the Arkansas Business Council Foundation, a group of 19 prominent Arkansas business and industry leaders, issued a report entitled *In Pursuit of Excellence* that called for "reform of and increased support for our state's system of elementary, secondary, vocational, and higher education." Among the Arkansas Business Council recommendations were transfer of postsecondary vocational programs from the State Board of Education to the State Board of Higher Education (SBHE), expansion of general education programs in the vo-tech schools, development of more sophisticated technical training in close cooperation with business and industry, conversion of existing vo-tech schools into technical colleges or comprehensive community colleges, and support for additional funding of these proposals.

The 1991 Arkansas Legislature responded to *In Pursuit of Excellence* with a series of Acts centered on Act 1244, the "Two-Year Postsecondary Education Reorganization Act of 1991." OVTS was not included in the original legislation that became Act 1244; but, following a meeting of Malvern and Hot Spring County business leaders, legislators, and OVTS faculty and administrators, Senator George Hopkins introduced separate legislation to designate OVTS as Ouachita Technical College (OTC) under the coordination of SBHE. This separate legislation (Act 617 of 1991) actually was signed into law before the enabling legislation (Act 1244) was passed; thus, OTC became the first Arkansas technical college.

Transfer from the State Board of Vocational Education to the State Board of Higher Education took place on July 1, 1991. The governing board of Ouachita Technical College was appointed by Governor Bill Clinton in October, 1991, and a President was hired by the Board in August, 1992. In February, 1996, Ouachita Technical College received initial accreditation and in February, 2001, continuing accreditation from The Higher Learning Commission - North Central Association of Colleges and Schools, www.ncahigherlearningcommission.org.

Currently, OTC serves a five-county area in south-central Arkansas. The counties include Clark, Dallas, Grant, Hot Spring, and Saline. OTC's service area is more than 50% rural and predominantly white (89%). Nine percent of the population is African-American, and two percent are other ethnicities. Females constitute 51% of the population and males 49%.

GLOSSARY OF TERMS

ADD - Adding another course to the student schedule. Must be done within time designated in printed schedule of classes.

AUDIT - Registered in a course but does not receive credit.

CLEP - College Level Examination Program permits student to earn college credit by successfully completing national standardized test. Contact Student Affairs.

COMPASS - a comprehensive, computer-adaptive testing system to measure academic preparedness. Contact Student Affairs.

CREDIT HOUR - Quantitative measure of college courses. See semester hour.

CSI – College Student Inventory helps students to identify their strengths and the areas in which the college may help them succeed.

CUMULATIVE GRADE POINT AVERAGE - Record of all grades received while attending college.

DEGREE PLAN - List of required courses for a specific certificate or degree. Contact Student Affairs or advisor.

DROP - Dropping a course from the student's schedule. Must be done during time designated in printed schedule of classes.

G.P.A. - Grade point average.

GRADUATION APPLICATION - Form to be completed one semester before planned graduation.

INDEPENDENT STUDY - Student may work individually with permission of Division Chairperson and instructor rather than as part of a class.

SEMESTER - Length of college term. Usually 16 weeks in Fall and Spring and 5 or 10 weeks in Summer.

SEMESTER HOUR - Earned by student for taking one hour of academic class work each week for a semester. The last digit of each course number indicates the number of (credit) semester hours earned in a course.

TRANSCRIPT - Official copy of student's academic record.

TRANSFER - Transferring college credit from one college to another.

WITHDRAW - Withdrawing from all registered courses. Must be done properly. Contact Student Affairs.

ADMISSIONS REQUIREMENTS

Academic Advising

First time students meet with a counselor in Student Affairs to prepare an academic plan. Students are assigned an academic advisor during their first semester at OTC. Students may confer with their academic advisor at any time when decisions concerning registration (such as withdrawing from class) are made. The purpose of advising is to provide students with information regarding program requirements and career options. Designated full-time faculty will serve as academic advisors for the student body. Students whose advising needs are not being met should bring the matter to the attention of their Division Chairperson. Counselors are also available in Student Affairs to visit with students at any time.

ADMISSION POLICIES

Ouachita Technical College has an "open door" policy of admission and offers equal educational opportunity to all high school or GED graduates without regard to race, sex, creed, color, national origin, age, marital status, or disability. However, some programs and State regulations may require specific entrance requirements. Admission to the College does not ensure acceptance into a particular course or program of study. The College Board of Trustees is committed to providing area residents with quality educational opportunities at an affordable cost in the areas of academic, technical, occupational, business/industry, and developmental education. They also recognize the value of community and continuing education programs and services.

No person will be denied admission based on race, color, religion, sex, national origin, age, or disability. You may be admitted to Ouachita Technical College in one of the following ways:

- by a certificate of graduation (transcript) from high school;
- by transfer (transcript) from other accredited colleges and universities;
- by presentation of a General Education Development Certificate (GED) with scores;

Ouachita Technical College will not admit students who are on academic suspension from another institution of higher education. A student's term of academic suspension must be completed before enrolling at OTC in order to ensure acceptance of credits by other higher education institutions.

Admission to adult and continuing education non-credit courses is open to all members of the community. The described methods of admission and acceptance do not apply to those who wish to enroll in non-credit and continuing education classes for personal growth and enrichment. See the section in the catalog on Non-Credit Continuing Education courses.

Admission Criteria:

1. Any applicant who has no previous college enrollment and who is a high school graduate or GED recipient may be admitted as a first-time entering student. An official transcript showing all high school work completed and the date of graduation or a GED certificate with scores must be submitted.
2. Any applicant seeking transfer status must submit an official transcript from **each** institution. OTC reserves the right to determine the number of credit hours accepted toward a degree. Grades of "C" or better may be transferred; however, the student must be award-seeking, complete nine (9) credit hours at OTC and request credit be transferred before transfer credit is posted to the OTC transcript.
3. Any applicant who is maintaining primary enrollment at another institution may enroll for courses to be transferred back to the institution from OTC as a transient student. A letter of good standing must be presented to the Admissions Office for each academic term of enrollment. A transcript may be required to show proof of prerequisite courses.
4. Any currently enrolled high school student in grades 9 through 12 may enroll with a written recommendation from the high school principal or counselor. Students must meet placement standards, by submitting placement scores (ACT, SAT ASSET, or COMPASS) prior to enrollment. In compliance with the Arkansas Department of Higher Education, high school students are not eligible to register for any Basic Skills classes while they are still official high school students.

Conditional Admission as Required by the State of Arkansas

1. Public School Students

Act 1290 of 1997 as amended by Act 520 of 1999, requires students graduating high school May 1, 2002 and after, to have completed the Arkansas core curriculum. Students who lack the approved state college core at the time of high school graduation will be admitted to OTC on a conditional status. Students who are admitted conditionally must take 12 hours of general education courses within the first 30 degree hours of enrollment, excluding developmental courses. These hours are in addition to any developmental courses required of the student because of his/her placement scores.

Students who are lacking college core courses must enroll in course(s) designated as closely related to those core subjects they did not complete while in high school. General education courses most closely paralleling the high school core are listed in the chart below.

High School Core	OTC General Education Courses
English (4 units)	ENGL 1113 Composition I* *If required, Basic Grammar and/or Basic Composition must be completed prior to enrollment in ENGL 1113. If Academic Reading and Principles of Collegiate Success are required, students must take within the first 15 hours.
Natural Science (3 units)	Select from; BIOL 1124 Introduction to Biology CHEM 1214 General Chemistry BIOL 2114 General Botany BIOL 2124 General Zoology PHYC 1124 Introduction to Physics
Mathematics (4 units beginning 2004)	MATH 1143 College Algebra* MATH 1153 Math for Liberal Arts* *If required, any developmental or intermediate math courses must be completed prior to enrollment.
Social Studies (3 units)	Select from: HIST 1113 Civilization through 16 th Century HIST 1123 Civilization since 16 th Century HIST 2113 U.S. History through 1865 HIST 2123 U.S. History since 1865 GOVT 1113 American National Government

2. GED, Home-Schooled, Private or Unaccredited High School Students

In accordance with state law, Ouachita Technical College will not require college core evaluation of students who have earned a GED, are home-schooled or graduate from private or unaccredited high schools. However, if any of these students score less than a composite ACT score of 19 or its equivalent s/he must complete one course from each of the core areas (see previous table) with GPA of 2.00 within the first 30 degree hours of enrollment at OTC. Additionally, students must complete any remedial course required by placement scores. If the GED student tests at the college level in Math and English, they may also be unconditionally admitted.

3. General Information

Students seeking an Associate of Arts degree, who do not successfully meet the high school college core must complete 12 hours of general education core academic course work with a 2.0 (or better) cumulative GPA. Students seeking an Associate of Applied Science Degree or a technical certificate must complete 6 hours (excluding developmental courses) of general education core academic work and 6 hours of technical/degree course work with a cumulative GPA of 2.00.

OTC Conditional Admission

Students who are first time, full-time, award seeking whose assessment scores place them in two or more Basic Skills classes are conditionally admitted to OTC. Students admitted under this policy are required to sign a contract which the student agrees to:

1. Enroll in GNED1113 Principles of Collegiate Success during the first term at OTC;
2. Participate in a "First Year Interest Group" (FYIG) approximately one hour per week;
3. Attend all classes and FYIG meetings;
4. Make satisfactory progress in all courses;
5. Attend tutoring session each week as outlined in the "Student Conditional Admission Contract";
6. Attend assigned workshops; and
7. Meet with educational counselor three times before mid-term and once with academic advisor for registration of the next semester.

Students who do not fulfill their contract may be administratively withdrawn from classes. Students who are withdrawn during the first eleven days of the semester receive 100% refund. Students complete their contract when they are eligible to take Composition I and the mathematics course required for graduation in their major.

ADMISSION PROCEDURES

Students planning to enroll at Ouachita Technical College for the first time must access the *Care Connection* at www.otcweb.edu and then complete the following admission procedures:

1. Complete an Application for Admission and return it to the Office of Student Affairs.
2. Provide proof of two (2) measles, one (1) mumps and one (1) rubella immunization or an authorized waiver signed by the appropriate Arkansas Department of Health official and return it to the Office of Student Affairs.
3. Submit ACT, SAT, COMPASS or ASSET Placement scores to the Office of Student Affairs. If you do not have placement scores, you can take the ASSET or COMPASS assessment at OTC for a fee of \$10.
4. Submit an official high school transcript, or proof of GED with scores with date of graduation.
5. If college transfer, submit official transcripts from each institution attended.

Application forms may be obtained from the Office of Student Affairs or downloaded from the OTC web site at www.otcweb.edu. Forms will be mailed upon request. To contact the college for an application form, send correspondence to: Ouachita Technical College, Office of Student Affairs, One College Circle, Malvern, AR 72104, or call (501)337-5000 or (800)337-0266.

You are considered accepted for admittance to Ouachita Technical College when the above documents have been received in the Office of Student Affairs and financial arrangements have been documented. Your rights under the Family Educational Rights and privacy Act begin on the first day that you begin attending class.

ADMISSION OF CONCURRENT 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 requirements of Ouachita Technical College to concurrently enroll for academic courses. Ouachita 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, and/or summer enrollment:

1. The student must have successfully completed the eighth grade in an accredited public, private secondary school or home school.
2. The student must submit a completed application for admission.
3. The student must submit placement scores (ACT or COMPASS) indicating college level in English, reading, and math.
4. The student may not be enrolled in Basic Skills courses.
5. The student must complete the Concurrent Enrollment Registration Form with the signatures of the student and their high school counselor or principal.

6. The student's high school transcript must be available from the high school.
7. The student will be classified as non-degree/non-certificate seeking and will not be eligible for financial aid.
8. The concurrently enrolled student will be enrolled at their high school campus by OTC counselors or on the OTC campus through the Office of Student Affairs.
9. To send credits received at OTC to another college, the concurrently enrolled student must send a signed transcript request to the Registrar with the student's name, Social Security number or date of birth, approximate date of attendance and the name and address of the college to whom the transcript should be sent. This request must be signed by the student, not a parent, guardian or spouse. There is no fee for this service.

ADMISSION OF INTERNATIONAL STUDENTS

International students seeking admission to Ouachita Technical College must follow the regular admission procedure in addition to providing evidence of financial responsibility and English language proficiency. All documents must be **official** and on file before registration can occur.

Applicants must submit the following documents to the Office of Student Affairs **eight weeks prior to the beginning of the semester** in which they are seeking enrollment:

1. Completed Application for Admission.
2. Proof of two (2) measles and (1) rubella immunization if born after January 1, 1957 as required by state law.
3. Proof of tuberculosis screening as required by state law.
4. Authenticated copies of academic records translated into English. These records should describe the course of instruction, the number of years spent in school and the subject matter covered with the grades earned in each subject.
5. Proof of English language proficiency prior to enrollment. Students should submit official documentation of having completed the Test of English as a Foreign Language (TOEFL) with a score of 500 (paper based), 173 (computer based) or better with the admission application. Arrangements to take the TOEFL test may be made by writing to TOEFL Program Director, CN 6151, Princeton, New Jersey 08541-6151.
6. Official documented evidence of financial support translated in English must be provided to the College.
7. Proof of medical insurance recognized by the American Medical System.

The International student must enroll as a full-time student (at least 12 semester credit hours) each semester.

Students transferring from a college or university in the United States must submit, in addition to an official transcript, a Transfer Notification Form completed by the student's advisor at the school from which s/he is transferring. Copies of the student's current I-20, passport, and I-94 card must also be submitted.

Upon acceptance, OTC will furnish the student an I-20 form, which must be processed through the United States Immigration Service and returned to Ouachita Technical College prior to day of registration. This process takes several months to complete.

Tuition which is assessed as International tuition and \$100 non-refundable processing fee must be paid on the day of registration.

The international student should be aware that OTC has **no** residential housing nor is the College responsible for obtaining housing.

ADDITIONAL ADMISSION REQUIREMENTS

In addition to the College's general admission requirements, requirements exist for the Practical Nursing Program, the LPN to RN Nursing Program, Medication Assistant Program and the Cosmetology Program. Refer to individual program descriptions for specific requirements.

Basic Skills Requirements

Arkansas law requires that all students seeking admission to state-supported institutions demonstrate a mastery of basic skills in reading, writing, and mathematics. The minimum performance scores are determined by the State Board of Higher Education; however, institutions may set higher standards as institutional policy. If the specified scores are not met, the student may still be admitted to Ouachita Technical College. However, the student **must** enroll in, and successfully complete, Basic Skills courses prior to enrolling in college level course work. Basic Skills courses will not count for credit toward a degree in most programs nor will they transfer to another institution for college credit. Students taking Basic Skills courses must receive a final grade of "C" or better to advance to the next course level. GNED1113 Principles of Collegiate Success is required for first-time entering, full-time award seeking students who are required to take two or more Basic Skills.

College Credit

Each course is given a specific value. The credit hours usually correspond to the number of class meetings per week. For example, a standard three credit hour course will normally meet three hours per week for a minimum of 16 weeks. However, there are some exceptions. Four credit hour courses, for example, meet for three hours of lecture each week and two hours of lab time (a total of five hours per week). The last digit of the 4-digit course number indicates the number of credit hours offered in each course.

College-Level Examination Program (CLEP Policy)

The College-Level Examination Program (CLEP) permits students to earn college credit by national examinations. Although the CLEP Tests are standardized on a national level, each college or university may set additional standards or limits on accepting CLEP credits. A number of schools will not accept more than 15 hours. OTC's policy is as follows:

1. A student must first matriculate at Ouachita Technical College and earn nine semester hours of credit before petitioning for CLEP credit to be posted on a transcript.
2. OTC will accept no more than 15 hours by CLEP credits.
3. No grade is awarded for CLEP credit nor is such credit calculated in a student's grade point average.
4. CLEP credit shall be entered on a student's transcript as "credit by CLEP examination" with CR recorded in lieu of grade.
5. CLEP credit earned at other colleges and universities shall be accepted without challenge.
6. Students who take CLEP tests must meet the standards of the college in order to receive Ouachita Technical College credit for CLEP work.

Ouachita Technical College is a CLEP Center and CLEP Tests are given to any interested person on regularly scheduled dates. Contact the Office of Student Affairs to obtain more information about CLEP test dates. Students are encouraged to make use of the CLEP Tests in order to receive credit for those courses and academic areas in which they already have knowledge. Successful completion of CLEP Tests and scores which meet the College CLEP Policy will result in records of the credit earned being placed on the student's transcript and on official college records.

Credit by Examination

Credit by Examination (CE) tests, administered by OTC faculty, are available in many courses. Students who wish to take a CE exam should contact their advisor prior to registering for a course. The examination may require written and verbal tests, performance test, portfolio review, or other evaluations. A \$50 test fee must be paid through the Business Office before taking the CE or other evaluations.

Credit for Experience

Students who feel they have mastered the content of a course through on-the-job experience may petition to receive credit for such experience. However, it should be noted that in some programs the State of Arkansas licensing or regulating agencies do not permit credit by work experience. Before credit for work experience can be granted, a student must be formally admitted to a program of study. The College must have on file the student's application, high school transcript, and any college transcripts. Credit for work experience will not be entered on the grade record until the student has successfully completed a minimum of nine credit hours in a major program of study at OTC. A \$50 fee is charged for each course in which Credit for Experience is granted.

Students who desire credit for work experience should first discuss the matter with the appropriate Division Chair who will make a preliminary recommendation. If the Division Chair feels there has been sufficient work experience to consider granting credit, the student must complete a Credit for Work Experience form and present documented proof from all employers where the experience was obtained. Faculty may also administer an examination (either oral, written, and/or mechanical) to assess the student's skill and knowledge. Such a test would not be as extensive as a credit-by-examination test. The College will review a veteran's credentials for possible credit for prior training or experience.

After completion of the examination and acceptance of the employer's verification of work experience, faculty and other representatives make a recommendation to the Vice President for Instruction. The student will be notified of the results by the appropriate Division Chair.

Immunization Records

Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501 - 504, and 20-78-206 requires all full-time students to provide the College with (a) immunization records dated after the first birthday and after 1/1/68 against both (2) measles, (1) mumps and (1) rubella, or (b) an authorized waiver – religious, philosophical or health reasons only – granted by the Arkansas Department of Health. Immunization records may be obtained from your family physician, public school records, or the County Health Department.

Non-Credit Continuing Education

OTC offers non-credit courses, seminars, and conferences for persons wishing to take courses for fun, personal enrichment, or career advancement. Requests for customized courses or training considered. For more information, contact the Vice President for Workforce and Adult Education.

Non-High School Graduates

Individuals not completing high school but having a General Education Development Certificate (GED) should submit certification of the GED to the Office of Student Affairs. Individuals who do not have a high school diploma or a GED certificate can be admitted into the Adult Education program in order to prepare for the GED exam.

Orientation

All new or returning students must access and complete the *Care Connection* at www.otcweb.edu or in the Office of Student Affairs prior to registration. Also, new students are expected to attend the one of two general orientation sessions prior to the beginning of classes or right after classes begin. The orientation acquaints students with available services and general policies and procedures. The Student Handbook, which provides ongoing orientation, is available at registration, in the bookstore, on the OTC web site, and from the Office of Student Affairs.

Academic Placement

The purpose of OTC's academic placement is to:

1. Help the student by correctly identifying existing skills and knowledge in reading, writing, and mathematics.
2. Provide the student with correct and current information regarding the level of skills and knowledge required to succeed in the chosen career field.
3. Recommend course(s) of study in which the student may reasonably expect to achieve academic success.

In compliance with Act 1052, Ouachita Technical College will administer and utilize the COMPASS, which measures academic preparedness in reading, writing, and mathematics. ASSET, ACT or SAT scores **less than five years old** will also be accepted. The student is responsible for providing official documentation of assessment scores. Those affected by these College Placement Testing Guidelines include:

1. All full-time, first-time entering freshmen who have not taken either the ASSET, ACT, COMPASS, or SAT assessment and met the minimum score used by the College.
2. Any student pursuing a degree or certificate requiring upper-level math/English courses for completion of that degree or certificate.

If students do not meet the specified guidelines, they will still be admitted to OTC. However, they **must** enroll in, and successfully complete, a prescribed sequence of Basic Skills courses prior to enrolling in college level course work. Students have successfully completed Basic Skills courses when they have fulfilled all course requirements with a "C" or better. Principles of Collegiate Success (GNED1113) is required for full-time, first-time entering award seeking students who are required to take two or more Basic Skill courses. (With the occasional exception of Intermediate Algebra, **Basic Skills courses do not count toward certificate or degree credit.**)

If a student has not declared a degree or certificate intent, s/he may be exempt from testing for up to twelve credit hours. At the 13th hour, the student must then test and submit scores. Under no circumstances will a student be placed in a math or English course without testing except in the lowest level of the Basic Skills courses.

Advanced Placement Testing (AP)

Advanced Placement Tests (AP), published by the College Entrance Examination Board, can only be taken while a student is in high school. Students who take these tests should request the results be sent to OTC. Credit will be granted only if the AP tests are applicable to the program concerned, the student meets minimum score of 3 or above, and the student enrolls in the OTC program within one year.

ACT Placement Score Information

SKILL AREA	SCALED SCORE	COURSE RECOMMENDATIONS
Mathematics	0-13 14-16 17-20 21 & Above	Basic Math Basic Algebra Intermediate Alg., Business Math, or Tech. Math College Algebra
Writing	0-15 16-18 19 & Above	Basic Grammar Basic Composition Composition I
Reading	18 & Below	Academic Reading

ASSET Placement Score Information

SKILL AREA	SCALED SCORE	COURSE RECOMMENDATIONS
Numerical Skills	23-38 39-55	Basic Math Place by Elementary or Intermediate Algebra score OR, if no EA or IA score, place in Basic Algebra
Elementary Algebra	23-47 48-55	Basic Algebra if NS score 39+ Intermediate Alg., Business Math, or Tech. Math
Intermediate Algebra	23-47 48-55	Intermediate Alg., Business Math, or Tech. Math College Algebra
Writing	23-36 37-44 45 & Above	Basic Grammar Basic Composition Composition I
Reading	42 & Below	Academic Reading

COMPASS Placement Score Information

SKILL AREA	SCALED SCORE	COURSE RECOMMENDATIONS
Pre-Algebra	0 - 46 47 - 100	Basic Math Basic Algebra
Algebra	0 - 45 46 - 58 59+	Basic Algebra Intermediate Alg., Business Math, or Tech. Math College Algebra
Writing	0 - 46 47 - 74 75 - 100	Basic Grammar Basic Composition Composition I
Reading	0 - 81	Academic Reading

Contact the Office of Student Affairs for information about SAT scores.

Registration

After completing the application process, students may register for classes during the official registration period. Refer to the Academic Calendar for registration dates each semester. Students will not be admitted to classes after classes have begun. Registration information is retained by the Business Office and the Office of Student Affairs.

Residency

Students, who are residents of Arkansas and indicate this on the admission and registration forms, are presumed to be Arkansas residents. Residency is determined by Arkansas State Law. Out-of-state tuition rates and International tuition rates are set by the OTC Board of Trustees. Residency classifications may change if a student relocates and files a formal change of address notification with the Registrar.

Returning Student

Returning students who have interrupted their attendance at OTC will be re-admitted after a review of their academic standing. Returning students with academic deficiencies will be placed on academic probation for at least one grading period. If the returning student attended another college or university during the interim, the student must submit an official transcript from that college or university before re-admittance is granted.

Student Classifications

Freshman - Students with fewer than 30 semester hours are classified as freshmen.

Sophomore - Students with 30 through 59 hours are classified as sophomores.

Full-Time Student - Students enrolled in 12 or more semester credit hours during the Fall or Spring Semesters are classified as full-time students. Students enrolled in 6 or more credit hours during a Summer Semester are classified as full-time students; however, financial aid programs consider and pay students half-time. The normal class load at OTC is defined as 16 semester credit hours with 17 hours as a maximum load for the average student. A student with a semester grade point average of 2.75 may enroll for 18 hours during the next succeeding semester; with 3.25 GPA a student may enroll for 19 hours. Any deviation from these requirements must be approved by the Vice President of Instruction.

Part-Time Student - Students enrolled in less than 12 semester credit hours in the Fall or Spring Semesters and less than six hours in a Summer Semester are part-time students.

Transfer Students

Any student wishing to transfer from another college or university must submit, prior to or at the time of application, an official transcript of credits earned from all institutions previously attended and placement scores. If a transcript or placement scores are not available, the student should take the ASSET or COMPASS Battery administered by the College. Transfer credit will be accepted for college-level work that fits the OTC educational program in which a "C" or higher grade is earned at other accredited colleges and universities. **Transfer credit in computer applications courses will be accepted only if the course has been taken in the last five years.** Final approval of transfer credit rests with the Registrar. Credits earned at business colleges and other specialized schools must be evaluated and approved by the Registrar before credit will be granted. College credit earned while in military service through MOS and Service Schools will be evaluated upon presentation of a certified copy of the discharge Form DD 214 or DD 295 to the Registrar. College Level Examination Program (CLEP) scores should also be forwarded to the Registrar. Transfer students must meet the general admissions requirements of the College.

To qualify for the:

Associate of Applied Science Degree - a student must complete 15 semester credit hours of the degree or diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Associate of Arts Degree - a student must complete 15 semester credit hours of the degree or diploma at the College. These credits must be earned as a regular student rather than by test-out or other means of advanced placement.

Certificate of General Studies - a 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.

Technical Certificate - a 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.

Certificate of Proficiency - a student must complete all semester credit hours of the certificate as a regular student of the College (no provision for transfer of credits from other institutions.)

Transient Students

Students who are maintaining primary enrollment at another college or university may enroll in courses at OTC for transfer consideration. Students must complete an OTC application for admission and submit either a letter of good standing or an official transcript from the primary institution. The transcript will be reviewed for evidence of good standing to ensure proper course placement at OTC. Ouachita Technical College will not admit students who are on academic suspension from another institution of higher education. A student's term of academic suspension must be completed before enrolling at OTC in order to ensure acceptance of credits by the student's primary institution. Students must contact the Registrar in writing with a valid signature to have an official transcript forwarded to another institution.

TUITION AND REFUNDS

Tuition and Fees

All students, as a condition for completing registration, are required to pay all fees and charges assessed at registration. Recipients of scholarships or grants should verify acceptance and the amount with the Financial Aid Office prior to registration. Tuition and fees are assessed to assist in the funding of a student's cost of education. The Board of Trustees establishes the fee rate schedule each year.

General Tuition And Fees	
Tuition Schedule Per Semester	
Arkansas Residents	\$56.00 Per Semester Credit Hour
Out-of-State Residents	\$112.00 Per Semester Credit Hour
International Students	\$165.00 Per Semester Credit Hour
Non-Credit Courses	Will Vary According to Class
Auditing	Same as For Credit
Standard Fees	
Technology Fee*	\$ 7.00 Per Semester Credit Hour
Building/Supply User Fee*	\$ 7.00 Per Semester Credit Hour
Student Government Fee*	\$ 1.00 Per Semester Credit Hour
Lab Fee*	\$ 5.00 Per Lab Course
Science Lab Fee*	\$10.00 Per Science Lab Course
Assessment Fee	\$10.00 Per Semester
COMPASS/ASSET	\$10.00
Math Lab Fee	\$100.00 Per Math Lab Course
Cabling Lab Fee	\$100.00 Per Cabling Lab
Cisco Fee	\$150.00 Per Cisco Course
MCSE Fee	\$100.00 Per MCSE Course
Online Course Fee	\$ 35.00 Per Online Course
Other Fees	
Returned Check Fee	\$15.00
Schedule Change (Drop/Add)	\$ 5.00 per course
Withdrawal from College	No Charge
International Student Processing Fee	\$100.00

*These fees do not apply to concurrent enrollment courses delivered in local high schools.

All costs are subject to change based upon recommendation of the State Department of Higher Education and approval by the OTC Board of Trustees.

Student Accounts Receivables

The College provides a payment plan as a benefit and service to its students. The student benefits by spreading education costs over time. The plan includes nine steps.

1. Fall/spring semesters, account balances are divided in three installments. Summer account balances are divided in two installments. A \$35.00 non-refundable finance fee is applied to each promissory note.
2. For Fall/spring semesters, payment in full, financial aid, or a payment plan is due twenty (20) days before the first day of classes. If the student pre-registers, the first installment is due before the purge or drop dates which are twenty (20) and again ten (10) days before the first day of class. The ten (10) day purge or drop will cause a hold to be put on their account until satisfactory payment

arrangement is made. The second installment is due a month into the semester; while the third installment is due two months after the semester begins. For summer semesters, the first half of the balance is due the day the semester begins, and the second half is due a week after the semester begins.

3. Students sign a promissory note acknowledging they understand if they fail to make payments on or before the due date they will be administratively withdrawn; will not be allowed to register for subsequent semesters; will have their grades and transcript flagged and withheld; and collection procedures may be instituted.
4. A \$15.00 fee will be applied to a student's account for returned checks. A \$35.00 fee is applied to student accounts when installment payments are late.
5. Types of payments that are accepted are cash, check, or credit card.
6. Ouachita Technical College will not release a transcript or grades, nor allow pre-registration for another semester, until a student's balance is paid in full.
7. Students with an outstanding balance of more than \$100 will be administratively withdrawn on the Friday of the tenth week in Fall/Spring and on the last date to withdraw with a "W" in the Summer sessions.
8. The following steps will be taken for student accounts that remain unpaid:
 - a. The business office will try to collect the overdue balance with a series of in-house letter writing (at least three).
 - b. Accounts over one year old and greater than \$20 will be turned over to the state and be withheld from income tax refunds and/or turned over to collection agencies.
 - c. Old accounts will be written off if any of the following conditions exist:
 - 1) Less than \$20.00 balance and more than two years old.
 - 2) Less than \$100.00 balance and at least two years on the income refund list.
 - 3) Accounts over seven years old and more than three years on the income refund list.
9. Students will be required to sign a Financial Responsibility Agreement upon admission, agreeing to be responsible for their student account balances.

Tuition Refund Policy

In order to receive a refund, students must complete and turn in a "Refund Request Form." Refund of fees and/or tuition will not be made unless claim is made through the Business Office at the time of withdrawal. To be eligible for a tuition refund, students must officially withdraw from classes. This procedure should begin in the Office of Student Affairs. Refunds are handled by the Business Office according to the following schedule:

	Fall/Spring	Summer
First Week	100%	100%
Second Week	100%	0%
Third Week	0%	0%

Transcripts will not be issued for students who fail to meet or make arrangements to fulfill financial obligations. (See the section on Withdrawing from College in Academic Information.) After computation of refunds for financial aid recipients, the amounts to be returned to each of the financial aid programs will be computed according to current federal regulations. Any student withdrawing prior to completion of 60% of the term will be required to repay a portion of federal funds received.

Tuition Freeze Guarantee

The Tuition Freeze Guarantee is designed to provide an incentive for matriculated students to graduate from their declared Technical Certificate or Associate Degree. Ouachita Technical College guarantees that tuition rates, exclusive of associated fees, will be frozen for students who graduate within two years of initial enrollment from their declared Technical Certificate program and within four years of initial enrollment in an Associate Degree program. Any tuition increase levied by OTC during those years will be refunded to the student upon graduation. To qualify for the tuition freeze program, a student must complete all course work at Ouachita Technical College, graduate within the time frame indicated, and apply for a tuition rebate after graduation.

FINANCING YOUR EDUCATION

Various types of financial aid are available to students who need assistance to continue their education. A student's financial aid package is based on their demonstrated financial need as determined by the U.S. Office of Education's Uniform Methodology for federal student aid programs. These guidelines are used to provide a standardized, objective analysis of a student's financial need.

Some aid programs are administered under the policies and guidelines established by the state and federal governments; other programs are administered directly by a state or federal agency, the College, or by outside organizations.

Financial assistance consists of grants, scholarships, and loans, which may be offered to students singularly or in various combinations. Financial assistance from OTC and other sources is viewed only as supplementary to the efforts of the student and/or student's family.

Applying for Federal Financial Aid

Apply for admission to OTC and complete the **Free Application for Federal Student Aid (FAFSA)**. The paper version of the FAFSA is available from the Student Financial Aid Office or your high school guidance counselor. The FAFSA Application is also available in electronic form via the Internet to encourage students to transmit their application over the Internet. The web address for this site is <http://www.fafsa.ed.gov>.

Students should apply for all aid types every year around February 15 to ensure they will not miss any deadlines for federal aid or OTC scholarships. Actual deadlines fall between March 1 and July 1, but applications should be mailed by March 1 for priority consideration for all programs.

Student Aid Reports will be sent to the applicant by the Federal Processor four to five weeks after the student submits the FAFSA. Applicants should review these forms very carefully! The Student Financial Aid/Scholarship Office will send the applicant notification if additional documents are needed. Turn in all documents that are requested to the Student Financial Aid/Scholarship Office in order for the file to be reviewed as soon as possible. Keep in mind that it can take up to six weeks for the review process in our office AFTER your file is complete. So be sure to send all requested documents promptly.

Once a file is complete, it will be reviewed by the financial aid officer who will package the financial aid award. The award will be based on the information that was provided on the FAFSA. An award letter will be mailed to the applicant.

The Financial Aid Office is available to assist with financial aid counseling, general information about financial resources, and application procedures. Questions should be directed to:

Ouachita Technical College, ATTN: Office of Financial Aid
One College Circle, Malvern, AR 72104
(501) 337-5000 or (800) 337-0266
E-mail: financialaid@otcweb.edu

Financial Aid Eligibility

Eligibility for student financial aid is based on a variety of factors and is determined, in general, by need. Financial need is the difference between the reasonable cost of a student's education and the amount the applicant and his/her family can reasonably be expected to contribute from their income and assets to meet the expenses of that education. A need analysis through the Federal Financial Aid Form is required for all federal financial aid programs. The required verification documents must be submitted to the Financial Aid Office. All information obtained for determining a student's financial aid eligibility is confidential and is protected from any unauthorized use by the Family Education and Privacy Act of 1974.

In addition, students must be admitted as a regular student, be enrolled in an approved degree or certificate program, and make satisfactory academic progress. Financial aid recipients will receive a

copy of OTC's Satisfactory Academic Progress Policy upon signing their award letter. Student transcripts are reviewed at the end of each semester to determine eligibility for the next semester. Students must reapply for financial assistance each year as aid is not automatically renewed. Students should apply well ahead of deadlines.

Financial Aid Ineligibility

A student is ineligible to receive financial assistance if he/she has defaulted on a student loan, owes a refund to any of the federal programs, does not maintain satisfactory academic progress, or has been convicted of selling or possessing illegal drugs.

Financial Aid 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. Academic progress will be reviewed each semester. These standards will apply even if the student was not receiving aid during any enrollment period. Students are considered to be making satisfactory progress if they meet the following criteria:

1. Degree seeking: The student must be admitted and enrolled in an associate or certificate degree program.
2. Cumulative grade point average (GPA). Students must progress each term according to the following grade scale:

Hours attempted	Minimum GPA
1-15	1.75
16-90	2.00

Remedial coursework will be averaged into the grade point average (GPA) even though the official college transcript will only reflect the average of college level coursework.

3. Credit hour requirement: Students must complete a required amount of credit hours each semester. Audits, Incompletes, Failing, and Withdrawals are not completed coursework. The completion of the following is required:

Hours attempted	Must complete
12 or more	9
9-11	6
6-8	6
Less than 6	3

Students are allowed to drop below the required hours one time only in their careers and still maintain eligibility. Subsequent drops below eligibility require the completion of a minimum of six credit hours without federal aid.

4. Maximum credit hours: Students must complete the requirements for a degree within the following timeframe:

Associate Degrees	90 credit hours
LPN Technical Certificate	82 credit hours
Technical Certificates	150% of program hourly requirement
LPN to RN Associate Degree	151 credit hours

All students:

Withdrawals, incompletes, and grades of audit are included in cumulative attempted credit hours. Maximum hours apply whether or not the student was receiving aid at the time credits were attempted. Students may receive aid for remedial courses up to a maximum of 30 attempted credit hours. Eighteen hours of remedial courses may be excluded from the maximum time frame. An additional 30 semester hours will be granted to students who have completed an associate degree and wish to pursue an additional associate degree.

Transfer students:

For financial aid purposes, attempted hours will include all credit hours transferred from other institutions and all hours attempted the last semester of enrollment at the previous college. Academic transcripts are required from all institutions previously attended.

Students who do not maintain satisfactory progress will be suspended from further aid and must complete at least six credit hours without federal aid. A transcript must be presented to the Financial Aid Office showing deficiencies have been brought up to meet satisfactory progress. Students who have extenuating circumstances (such as illness or death of a family member) may appeal their suspension to the Financial Aid Office in writing within 30 days of the time the student is notified. The Financial Aid Appeals Committee will hear appeals and the student will be notified in writing of the decision of the Committee.

Federal PELL Grant

A Federal Pell Grant is awarded to help Undergraduate students pay for their education after high school. For the Federal Pell Grant Program, an undergraduate is one who has not earned a bachelor's or professional degree. These Grants provide a "foundation" of financial aid for many students to which aid from other federal sources may be added. Unlike loans, grants do not have to be repaid.

The PELL Grant award will depend not only on your Expected Family Contribution (EFC), but on the cost of education, enrollment status, and whether or not attendance is for a full academic year or less. A part-time student's financial aid is adjusted each semester according to the number of credit hours in which the student is enrolled. For financial aid, the College defines a full-time and part-time student in the following manner:

1. A student enrolled in 12 or more credit hours during the Fall, Spring, and Summer Semesters is considered a full-time student.
2. A part-time student is one who is enrolled in less than 12 credit hours during the Fall, Spring, and Summer Semesters.

Students need to discuss financial needs with the Financial Aid Office well in advance of the semester in which enrollment is planned.

Federal PELL Grants are distributed on a per semester basis after educational costs are credited to the grant. Federal guidelines determine the fund disbursement schedule. Student aid awards are calculated based on academic load, cost of education, and the eligibility index determined by the uniform application for the grant.

If a student receiving financial aid merits a tuition refund due to withdrawal or a drop in the number of credit hours, the amount to be refunded shall be determined by the institution's refund policy. When tuition and fees are paid by a financial aid account, the refund is returned to that account and not to the student. Federal aid recipients who withdraw are subject to the federal return of funds regulations. A repayment of federal aid is required if a student withdraws before attending 60% of the semester. Students withdrawing or changing course loads should report this change to the Financial Aid Office.

College Work Study

College Work Study is a federal program that provides part-time employment opportunities to dispense financial assistance to students. Eligibility is restricted to students having the greatest need, as determined by the Federal Financial Aid Form. Applications are available in the Student Affairs office.

Federal Supplemental Education Opportunity Grant (FSEOG)

Federal Supplemental Education Opportunity Grants make federal funds available to qualified students who, for lack of financial means, would be unable to obtain their education. Eligibility is based on the Federal Financial Aid Form, and the amount will vary depending upon the student's need level and availability of funds. Students must be eligible to receive PELL Grant in order to receive FSEOG funds.

State of Arkansas Scholarships

The State of Arkansas provides several grants and scholarships. State financial aid includes the Workforce Improvement Grant, Governor's Scholarship, Arkansas Academic Challenge, MIA/KIA Dependent's Scholarship, Law Officers Dependent's Scholarship, and Emergency Secondary Educational Loan Program. For more information, call 1-800-54-STUDY.

Career Pathways

Students may be eligible for the Career Pathways Initiative (CPI) which may provide childcare or help with transportation to qualified students. The CPI program provides a career counselor to help the student choose whether a career or college is the best fit for them. If the student chooses college, the counselor will help with assessment, classes, and enrollment; if the student chooses a career, the counselor will help them earn a WAGE certificate which will help them qualify for many jobs.

Veterans Affairs

EDUCATION: Students may be eligible for educational assistance while pursuing approved training if they participated in the Montgomery GI Bill (Chapter 30) while on active duty. Members of the National Guard and reserves may also be eligible for benefits. **For more information, contact your VA Counselor at: (888) 442-4551, or visit the website at www.gibill.va.gov.**

Program Using Survivor's/Disability Benefits: Generally, those eligible for education benefits from the VA are survivors of deceased veterans, spouses of living veterans, and children between the age of 18 and 26 years when the death or permanent and total disability was the result of service in the military.

VOCATIONAL REHABILITATION: For disabled veterans, VA will pay tuition, fees, and the cost of books, tools and other program expenses. Upon completion of the Vocational Rehabilitation Program, VA will assist in finding employment. To certify VA eligibility, students should contact their local VA Office.

Rehabilitation Services

In certain situations, students may be eligible for tuition assistance from the Arkansas Rehabilitation Services. Students should contact their county disability counselor.

OTC Student Government Association (SGA) Scholarship

The SGA sponsors an academic scholarship. Contact the Office of Student Affairs for more information.

Single Parent Scholarship

Scholarships are available to single parents who have custody of a minor child/children. Application for this scholarship must be made prior to each semester. Scholarships are not available for the summer. Interested applicants from Hot Spring County may contact the chairperson of the Single Parent Scholarship Fund Task Force at 332-5426. For Single Parent Scholarship information from other counties, contact the Director of State Single Parent Scholarship Fund at (501)521-1394.

Tax Credits

Several tax benefits are available to help families meet the cost of post-secondary education. These tax benefits are intended to help students and their parents as well as all working Americans to fulfill a variety of educational objectives. Taxpayers can claim one or, in some cases, two tax credits for expenses they pay for post-secondary education for themselves and their dependent children. These tax credits can directly reduce the amount of federal income tax due. Please see the Financial Aid Office or your tax preparer for details on these tax credits.

Other Scholarships

Many area businesses and professional organizations award scholarships or grants. Most of these are available to students who do not fall under the guidelines established for any other program. The Office of Student Affairs can provide information on these scholarships, grants, and waivers.

Stafford Loan

The Stafford Loan Program enables an eligible student to receive low-interest loans from a participating Arkansas lender and is available in a subsidized or unsubsidized version. The subsidized Stafford is a need-based and the Federal government pays the interest on the loan while the student is either in school or has deferment status. The unsubsidized Stafford is available to any student regardless of need, but the interest on this loan is payable by the student from the date of loan disbursement. Repayment of the loan for both programs begins six months after graduation or withdrawal. PELL grant eligibility must be determined prior to loan eligibility. Applicants must attend Loan Counseling prior to filing a loan application and an EXIT interview before graduating or leaving OTC. Information about student loan eligibility may be found on our website at www.otcweb.edu.

President's Scholarship

The College is authorized to award a scholarship of tuition or fees for any student determined to be deserving. The scholarship application is available in the Office of Student Affairs. The Ouachita Technical College Scholarship Committee selects the recipients based on financial need and academic achievement.

OTC Academic and Merit Scholarships

High school seniors who plan to attend OTC may apply for academic scholarships. Student selection is based on the ACT score and rank in the graduating class. Application deadline is August 1. Scholarships are renewable for the second year of study.

College Linkages Scholarship

Scholarships are available to participants in the College Linkages program that are technical completers with a grade of "B" or higher in a sequence of courses that are part of an OTC program.

Non-Traditional Scholarship

Scholarships are available to students who graduated in the past school year from an Adult Education Program with a score of 600 or more on the GED examination.

TRiO Student Support Services

TRiO Student Support Services offers a grant aid scholarship program awarded during the fall and spring semesters to eligible TRiO participants who are currently enrolled at Ouachita Technical College, Federal Pell Grant eligible and enrolled in the first two years of post secondary education.

A book and calculator loan program is available to eligible TRiO students. This loan program enables TRiO participants the opportunity to "check out" available text books and scientific calculators for required subjects and keep them for an entire semester.

Senior Citizens Waiver

The Arkansas General Assembly in 1975 established Act 678 "to provide that the Board of Trustees of the respective state-supported institutions of higher learning shall waive tuition charges and fees for students who are sixty years of age or older." The Office of Student Affairs will verify that a student is over sixty years of age through the "Application for Admission." The policy adopted by the General Assembly does not stipulate minimal academic requirements in terms of College performance or indicate the duration of eligibility. Therefore, once certification is obtained by the Office of Student Affairs documenting that the applicant is sixty years of age or older, he/she may attend OTC free of tuition and fees.

Individuals 60 years of age or older may attend college tuition free when enrolling in a course for college credit. Sixty-plus students must pay tuition for community services courses, continuing education, professional development, and for auditing a college course. Fees, book costs, and special charges must be paid by the student.

STUDENT ORGANIZATIONS

Student organizations and activities are intended to compliment the academic program and to meet identified needs of the student body. Student organizations must operate under the policies and procedures established by the Board of Trustees, be sanctioned by the administration and Student Government Association, and be registered with the Vice President for Student Affairs. Registration must be renewed each year no later than October 1. Should renewal not occur, all privileges extended to the organization by the College will be withdrawn. Each organization will have elected officers and faculty advisor(s); records of officers, membership, and financial transactions must be available to the Student Senate.

The Freshman and Sophomore Classes may organize under the sponsorship of the Student Government Association by electing officers during the first three weeks of the fall term. Their primary purpose is for class-wide social activities.

Baptist Collegiate Ministries (BCM)

The Baptist Collegiate Ministries is a Christian organization which seeks to encourage Christian fellowship, to develop biblical leadership skills, to provide opportunities for Bible study, to organize students for service and ministry projects both on- and off- campus, to assist students in communicating their faith in significant ways, to offer guidance as students face crises and critical choices in life, and to promote awareness of religious culture and history. BCM has an open membership policy.

Black Students' Association (BSA)

The Black Students' Association's purpose is to promote, protect, and defend the individual rights and political welfare of students. This organization works to assist students in receiving the best academic, social, and cultural education possible and to offer students information on the contributions made to America's society by African American personalities in order to expand cultural awareness and growth.

Missionary Baptist Student Fellowship (MBSF)

The Missionary Baptist Student Fellowship (MBSF) is a campus religious organization designed to provide students with spiritual encouragement and support during their college years that will help them when they enter the secular workplace. The goal is accomplished by building relationships-through weekly meetings, special events, campus involvement, recreational outings, social activities and specialized ministry teams.

Phi Theta Kappa (PTK)

The purpose of PTK, an international society of two-year colleges, is to recognize and encourage scholarship among students. To achieve this purpose, the Alpha Omega Sigma Chapter of Ouachita Technical College provides an opportunity for the development of leadership and service, for an intellectual climate to exchange ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. Membership is by invitation by the President of the college. To be eligible, a student must have a 3.5 grade point average in a minimum of 12 semester credit hours. (These hours do not include basic skill courses.) After eligibility has been established, a student must then maintain a 3.0 grade point average.

Student Arkansas Education Association (S-AEA)

The Student Arkansas Education Association is a state affiliate organization that has a local chapter on the Ouachita Technical College campus. Its focus is on educational issues and is beneficial to any student, but has a target membership of those students who are seeking a degree in teaching/education.

Student Government Association (SGA)

The SGA membership consists of representation from each program area and recognized school organizations. Senators are chosen within the first two weeks of the Fall Semester. Senators and officers must be full-time students and have a minimum grade point average of 2.0.

Student Nurses' Association (SNA)

The Student Nurses' Association is a local organization for students enrolled in the Practical Nursing Program. The parent organization is the Arkansas Licensed Practical Nurses Association (ALPNA), which is an affiliate of the National Association for Practical Nurse Education and Service, Inc. (NAPNES). SNA members are involved in community-oriented, career-related, and leadership-development activities. The objectives of the SNA are to promote personal development of the student practical nurse; promote interest, enthusiasm and respect for practical nursing as a rewarding career; promote the development of leadership skills among the members; promote academic standards among the members; recognize the worth and maintain the respect of each member; develop an understanding of the need for the value of a local, state, and national organization, and to prepare the student, upon graduation and licensure, for active participation.

Skills USA

Skills USA is a club designed to help students develop social and leadership skills. Activities that enhance the development of these skills will be conducted by the club's members and advisors. The activities include events such as parliamentary procedure contests between colleges, troubleshooting contests for Automotive Service students, and similar activities. Membership in this club is open to students and OTC alumni.

CAMPUS SERVICES

Bookstore

The OTC Bookstore sells textbooks and supplies needed for classes. When purchasing textbooks and supplies, the student must bring their registration form and any necessary vouchers for payments. Book Buy Backs are held on selected days during final exam week. The dates are posted in all campus bulletin boards.

Counseling

The Office of Student Affairs offers counseling to all interested students. Students may obtain career counseling and guidance, personal counseling and/or assessment to assist them in identifying their abilities or occupational interests. Students are encouraged to seek assistance in selecting an occupation and the necessary training by contacting the Office of Student Affairs. All counseling sessions are confidential.

Food Service

Food and drink vending machines are located in the Eagle's Nest Student Center. A concession stand, operated by the Arkansas Rehabilitation Services for Blind, is open daily in the Student Center from 7:30 – 3:00 p.m.

Health Care

Ouachita Technical College does not have an on-campus health-care clinic and, therefore, does not provide health-care services to its students or staff. It is the policy of the College to refer all health-care needs to available area agencies and the individual's personal physician. All students born after January 1, 1957, must show proof of immunization against measles and rubella. Adequate records must be submitted to the Office of Student Affairs.

ID Cards

Picture ID cards are required for all students registered for classes at OTC and are obtained and updated in the library. Bring your printed schedule from the Business Office to the library to have your picture taken and your ID card made, or to have your card updated. Your initial card is free and must be updated with a semester sticker each subsequent semester you are enrolled. Cards will be made for all new students during registration periods and until the end of the second week of each semester. Returning students may have your cards updated any time as long as you have your printed schedule from the Business Office. Cost for replacement for lost cards and cards requested during times other than those listed above is \$5.00.

Your ID card will contain your library barcode for checking out materials and is required if you wish to check out any library books and/or videos.

Library/Learning Resource Center

The Library/LRC provides access to information for all students, faculty, staff, and also community members in the surrounding area. A wealth of information can be found in books, magazines, newspapers, and via electronic media, including the Internet. The Library/LRC has online indexes for newspapers and magazines, online encyclopedias and full-text databases to meet the varied needs of our patrons.

The Library is open from 7:30 a.m. until 7:30 p.m. Monday through Thursday, and 7:30 a.m. until 4:30 p.m. on Friday during the Fall and Spring semesters. A schedule for Summer sessions and any changes that must be made to our regular schedule will be posted.

Lost and Found

Contact the Office of Student Affairs or the receptionist for lost and found items.

Parking

Traffic signs are posted throughout the campus, and students are encouraged to familiarize themselves with the posted speed limits, directions, and parking areas. Parking permits are not required. However, a special permit, which must be displayed in the vehicle while it is parked on campus, is required to park in the handicapped zone.

Services for Students with Disabilities

The purpose of the Americans with Disabilities Act (ADA) is to extend to people with disabilities civil rights similar to those now available on the basis of race, color, sex, national origin, and religion through the Civil Rights Act of 1964. It prohibits discrimination on the basis of disability in the private sector employment, services rendered by state and local governments, places of public accommodation, transportation, and telecommunications services.

It is the policy of Ouachita Technical College to accommodate students with disabilities, pursuant to federal and state laws. Services available to disabled students include, but are not limited to, personalized orientation to campus, assistance with course registration, special parking, assistance with class scheduling, tutoring, recording of lectures, reader service, special seating arrangements, interpreter services, recording of class lectures, physical access to educational and related facilities and personal counseling. The OTC campus is accessible to wheelchairs. Any student needing accommodations must contact the instructor at the beginning of the course or contact the Disability Counselor in the Office of Student Affairs. All students with disabilities are encouraged to contact the Office of Student Affairs for assistance and additional information on services.

Smoking/Tobacco Policy

The College is dedicated to the health and comfort of all employees and to those who wish to work and learn in a smoke- and tobacco-free environment. **The use of tobacco in any form is prohibited in all buildings and within twenty-five (25) feet of any doorway. The Governor's Policy Directive #15 (GPD-15, effective 07/01/04) prohibits smoking of any kind within 25 feet of any entrance to any building owned or operated by the State of Arkansas.**

TRiO Student Support Services

TRiO Student Support Services program is designed to help qualified students enter and graduate from college. The goals are achieved through the following services: tutoring (personal and computer-aided); disability services; counseling (personal, career, and academic); cultural activities; and special events.

Tours and Visits

Tours and visits to the College campus, by groups and individuals, are always welcome. The Office of Student Affairs should be contacted to schedule tours or visits.

ACADEMIC INFORMATION

The primary purpose of OTC is to provide high quality college-level instruction. The College strives to meet the academic needs of students with the following goals: (1) Those students who wish to complete the first two years of general education courses through the A.A. Degree or the A.A.T. and then transfer to a four-year college or university. (2) Those students who seek an Associate of Applied Science Degree that will allow them to enter a rewarding career or enhance career mobility. (3) Those students who seek one year of study that will allow them to upgrade technical skills and knowledge, leading to a certificate from the College. (4) Those students who desire retraining in order to upgrade existing job skills.

To ensure high quality academic instruction, the College requires that students meet academic standards and adhere to general academic policies. It is the responsibility of the student to know and understand the general policies of the College and to work within these guidelines. The student is encouraged to ask questions concerning the College's academic policies. Contact a college counselor for specific information.

Academic Honors

The College names to the President's List any student who has earned 12 or more credit hours in a given semester, a 4.00 term GPA, and who has no "D" or "F" grades for the term involved. Basic Skills Advancement classes are not considered in determining President's List eligibility.

The College names to the Dean's List any student who has earned 12 or more credit hours in a given semester, a 3.50 to 3.99 term GPA, and who has no "D" or "F" grades for the term involved. Basic Skills Advancement classes are not considered in determining Dean's List eligibility.

Adding or Dropping Classes

Students may add courses to their schedules or change from one class to another the first two days of the fall and spring semester and the first day of the summer semesters. If it becomes necessary for students to drop courses after registration, arrangements must be made through the Office of Student Affairs. Courses added and/or dropped must be processed through the Office of Student Affairs and the Business Office. Failure to complete the established procedure will nullify either action. Additional fee charges or reductions may result. The deadline for adding courses or changing courses or sections is given in the Academic Calendar. Thereafter, dropping a course is the only change permissible. Courses officially dropped during the first 10 weeks of a semester or the first 6 weeks of the 10-week summer term or first 3 weeks of 5-week summer term will be recorded as a "W." Courses dropped after these dates will be recorded as an "F." A \$5.00 fee is charged for each dropped course.

Withdrawing from College

The College recognizes and understands that there are circumstances in which a student must withdraw from the College. Students are urged to discuss withdrawal with a counselor or academic advisor to determine if an alternate action may be available. If a student does find it necessary to withdraw, it is important that the proper withdrawal procedures be followed completely. Stopping payment on a check for tuition does not cancel registration or drop a course.

- Obtain an official withdrawal form from the Office of Student Affairs.
- Clear all financial obligations to the College by obtaining signatures from the College Library and Financial Aid Office.
- For final clearance return form to Business Office after all appropriate signatures have been obtained.
- Prior to the published deadline date, students should turn in their completed withdrawal forms.
- **Students not officially withdrawing will receive a grade of "F" in all courses.**

Merely stopping class attendance DOES NOT constitute withdrawal and may result in receiving an "F" in the course(s).

Auditing Classes

Auditing courses requires official admission to the College, approval of the Division Chairperson and the faculty involved, and payment of the regular fee for the course. Students auditing courses are subject to the same regulations as other students with regard to registration and attendance, but they neither take examinations nor receive credit for the course. A student accumulating an excessive number of unjustifiable absences in an audited course may be administratively withdrawn at the request of the faculty. A student may change from taking a course for credit to audit during the first week of the semester or the first two days of the 10-week summer term or the first day of the 5-week summer term with the approval of the faculty. An auditing student who does not wish to complete the course(s) must complete official withdrawal/drop procedures.

Class Attendance

Regular class attendance is considered essential if a student is to receive maximum benefit from any course. Control of class attendance is vested with the faculty, who has the responsibility of defining standards and procedures at the beginning of each course. Absences are subject to review by agencies granting financial aid. A student accumulating an excessive number of unjustifiable absences in a course may be dropped from the course by the faculty with a grade of "F."

Students who register for classes but do not attend during the two weeks of class will be dropped on the eleventh day.

Disciplinary Probation

Disciplinary probation will be enforced when a student breaks the rules and regulations of the College pertaining to conduct. These rules and regulations are outlined in the Student Handbook.

Disclaimer: Associate of Applied Science (A.A.S.)

The Arkansas Department of Higher Education has asked all Arkansas institutions offering an A.A.S. Degree to print the following general disclaimer: "The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. Degrees are not accepted in transfer toward bachelor's degrees. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer."

Academic Progress Standards

A cumulative 2.00 grade point average is required for the successful completion of all degree and certificate programs. This level of performance is considered as satisfactory progress while undertaking any academic program. Students who have a GPA under 2.00 after attempting six to eleven credit hours, which excludes basic skills courses, are selected for academic monitoring for the following term and are referred to their academic advisor to select classes for that term. A student who does not achieve a 2.00 cumulative GPA after attempting 12 credit hours, which excludes basic skills courses, will be placed on academic probation. The student will be eligible to enroll in the first semester of the Academic Probation with the understanding their cumulative GPA must be raised to a 2.00 or better by the end of that semester. If the GPA is not raised to 2.00 or better, or if at least six credit hours with a minimum 2.00 GPA has not been earned, the student will not be allowed to register for the following term, and (if applicable) financial aid will be denied. Termination will be for a minimum of one semester after which, in some instances, it may be advisable for the student to transfer to a program more relevant to his/her aptitude, interest, and ability. In order to graduate, a student must have a cumulative grade point average of "C" (2.00 GPA) and no failing grade in any one required course.

The progress policy for Practical Nursing students requires that an average of 76 percent or above be maintained in each course. If a student has an average below 76 percent in any one course, the above probationary action will be taken.

The College adheres to the following grading system to evaluate students at mid-semester and at the end of the semester:

Grade-Description Point System		
Grade	Descriptions	Quality Points
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Unsatisfactory	0
Code	Status Designations	Quality Points
I	Incomplete	*0
W	Withdrawal	*0
AU	Audit	*0
S	Satisfactory (used at mid-term only)	*0
U	Unsatisfactory (used at mid-term only)	*0
CR	Credit	*0
* Excluded From The Computation of GPA		

Grade Point Average (GPA)

The College uses the preceding Grade Point Value Scale to compute a student's current or cumulative grade point average. To calculate a grade point average, convert the letter grade to its assigned point value and multiply that number by the credit hours earned in the course. Total all course values and divide by the total number of credit hours attempted.

EXAMPLE:	<u>Course</u>	<u>Credit Hours</u>	<u>Grade</u>	<u>Point Value</u>
	1	3	A	3 x 4 = 12
	2	3	F	3 x 0 = 0
	3	4	B	4 x 3 = 12
	4	3	C	3 x 2 = 6
	5	3	D	3 x 1 = 3
	6	<u>2</u>	A	2 x 4 = <u>8</u>
		18		41

41 divided by 18 = 2.28 GPA

Grade Point Average (GPA) - Cumulative

A student's grade point average is a cumulative average of grades for all college-level courses taken at Ouachita Technical College. Basic Skills courses do not count toward the cumulative GPA except when Intermediate Algebra is the general education requirement for the program.

Grading and Examinations

Grades are reported to the Registrar twice during the term -- at midterm for counseling purposes and the final grade at the end of the term. Midterm and final grades are entered into the student data system. Students may view their grades on the OTC web site at www.otcweb.edu, through their personal account in IQ Web. Grades are no longer mailed.

Graduation

To be eligible for the Associate of Applied Science Degree, Associate of Arts Degree, Technical Certificate, or Certificate of Liberal Studies, a student must have a minimum cumulative GPA of 2.00 and must have completed 15 semester credits at Ouachita Technical College. To be eligible for a Certificate of Proficiency a student must have a minimum cumulative GPA of 2.00 and must have completed all hours at Ouachita Technical College. An **Application for Graduation** must be submitted to the Registrar prior to or at the beginning of the student's final semester.

Guaranteed Skills

The Guaranteed Skills Policy outlines the College's commitment to producing graduates who are technically competent. Any OTC graduate of an associate degree or technical certificate program who is judged by his/her employer to be deficient in technical job skills identified as exit competencies for his/her specific program, will be provided additional training of up to 12 tuition-free semester credit hours. For specific details, please contact the college counselor.

Incomplete Grades

A grade of "I" may be recorded for a student who has not completed all the requirements of a course because of illness or other circumstances beyond the student's control, provided work already completed is of passing quality. A grade of "I" will not be computed in the grade point average for the semester recorded. Nonetheless, the "I" will be changed automatically to a grade of "F" for grade and grade point purposes at the end of the next regular semester (Fall or Spring) unless course requirements are completed and the final grade is reported before the end of that semester. Petitions for extension (not to exceed one year) may be granted due to extenuating circumstances, if a written request is submitted to and approved by the Vice President for Instruction. Students may not re-register to take a course for which an "I" designation has been received unless the designation has been converted to an "F." No grade other than "I" may be changed after it is recorded unless a faculty member finds that a grade has been erroneously recorded. The faculty may correct the grade by completing a Change of Grade Request Form.

Outcomes Assessment

Through an on-going process of assessment, Ouachita Technical College ensures the quality and effectiveness of its programs and services. Students will participate in multiple methods of assessing academic achievement. Results are kept confidential and will not create barriers to hinder student progress. Data are used to identify strengths and areas of concern in a particular educational program or course in order to facilitate improvement. All technical certificate and degree-seeking students must take competency exams in order to fulfill graduation requirements. The College's Assessment Plan is available for review in the Library/Learning Resource Center.

Measure of Academic Proficiency and Progress

Ouachita Technical College requires students with 45-60 credit hours who are seeking a degree requiring the State Minimum Core of 35 hours (AA degree, AAT degree or students pursuing credits for a baccalaureate degree) to take the Measure of Academic Proficiency and Progress Assessment (MAPP). Specific exam dates and times are available in the Office of Student Affairs.

PRAXIS I

Students in the Associate of Arts in Teaching program must submit proof of successfully completing the PRAXIS I as well as the MAPP assessment to complete graduation requirements. Contact Student Affairs for additional information.

Arkansas Course Transfer System

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 the ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting Course Transfer (<http://adhe.edu>).

COMPASS e-Write

A study of Composition I and Composition II students, funded through Title III, will be conducted in the fall and spring semesters. In the fall semester all Composition I students (on campus, concurrent, and online) will be Compass e-Write tested within the first three weeks of the semester. At the end of the spring semester all Composition II students will be tested within the last three weeks of the semester.

Outstanding Student Award

The Outstanding Student in each program will be given an award honoring their outstanding achievement. The criteria used to determine this award are academic achievement, attendance, and service.

Repeating Courses

A student may repeat courses taken at the College for the purpose of grade point adjustments only by re-enrolling in the same course and subject to the following provisions:

- Only the grade which is the highest grade of the repeated course is calculated into the academic record.
- Adjustments to cumulative grade points are not made for courses transferred from other colleges or universities.

Academic Clemency

Academic clemency is a “second chance” for those who performed poorly early in their academic careers and wish to return to college. Clemency may be granted to returning students who have not been enrolled in a college/university for at least five years and covers credits earned during the granted terms, regardless of grade(s). Petitions must be submitted to the Registrar.

Disciplinary Actions and Dispute Resolution

Disciplinary actions fall into one of four categories: College-initiated actions of an academic nature; College initiated actions of a non-academic nature; Student-initiated actions of an academic nature; and Student-initiated actions of a non-academic nature.

Academic Dispute Resolution

1. In cases of disrupting, cheating, plagiarism, and tampering, the course instructor will determine the initial disciplinary action in accordance with college regulations, departmental policies, and syllabus provisions. If the disciplinary action merits suspension, the action shall go directly through the division chair and the Vice President of Instruction to the Vice President of Student Affairs who refers the action to the Chair of the Student Discipline Committee. Policies and procedures related to policies, as established by class syllabi may not be appealed through the internal process described below.
2. Disciplinary decisions short of suspension or dismissal from the College may be appealed in writing within five working days to the Chair of the division in which the incident occurred. The Chair must provide the student with a written decision within five working days.
3. The student may appeal the decision of the Division Chair to the Vice President of Instruction, with such appeal to be made in writing within five working days of the chairperson’s finding. The Vice President of Instruction shall render a decision in writing within five working days.
4. If unsatisfied with the decision of the Vice President of Instruction, the student may appeal to the Student Appeals Committee following the procedure outlined below under the Student Appeals Procedure.

Non-Academic Dispute Resolution

To ensure due process of law protection for students involved in conduct that violates the preceding and other College regulations unrelated to academic integrity, the following procedure is established.

1. The Office of the Vice President of Student Affairs will publish student conduct regulations that will be available to all students no later than the first day of classes. Those regulations may be found in the College Catalog, the Schedule of Classes, the Student Handbook, and on the College web page.

2. If a non-academic conflict arises, the case goes to the Vice President of Student Affairs. The Vice President of Student Affairs may recommend to the President of the College the temporary suspension of a student until the Student Discipline Committee can convene, if such a suspension is deemed to be in the best interest of the College. The suspension may or may not place the student in violation of an instructor's course policies. The Vice President of Student Affairs will have three working days in which to notify the Chair of the Student Discipline Committee and to inform the student in writing of the circumstances leading to the referral to the Student Discipline Committee. In the event that a quorum is not available for the Student Discipline Committee, an ad-hoc committee will be appointed by the Vice President of Student Affairs that matches the profile of the Student Discipline Committee. In the event that the Vice President of Student Affairs is not available, the Vice President of Instruction will fulfill that role.
3. The Student Discipline Committee has three working days to act on the problem and notify the student in writing of their findings. Following the decision by the Student Discipline Committee, the student has the right to appeal that decision to the Student Appeals Committee following the procedure outlined below.

Student Discipline Procedure

Students have the right to appeal a decision of the Student Discipline Committee in cases of non-academic misconduct, or students may appeal the findings of the Vice President of Instruction or of the Supervisor.

1. The student must appeal the decision to the Chair of the Student Appeals Committee in writing within five working days.
2. The Student Appeals Committee must render a written decision within five working days of the student's appeal.
3. If not satisfied with the decision of the Student Appeals Committee, the student may appeal in writing to the President of the College within five working days of the decision of the Appeals Committee.
4. The President will respond in writing within five working days.

Appeals Committee/Student Grievance Procedure

When students have concerns or problems with any aspect of their college experience, they have the right to a fair dispute resolution. To ensure due process of law protection for all involved, the following procedure is followed.

1. When students have a conflict with their coursework, resolution begins with their instructor. If the conflict is non-academic, resolution is between the student and the College staff member.
2. If an academic problem cannot be resolved between the student and the instructor, the student may take the concern forward to the division chair, and if necessary, to the Vice President of Instruction. If a non-academic problem cannot be resolved between the student and the staff member, the student may take the concern forward to the staff member's immediate supervisor or supervisors.
3. If the student disagrees with the resolution of an academic problem by the Vice President of Instruction, or if the student disagrees with the resolution of a non-academic problem by the staff supervisor, the student may appeal the decision to the Student Appeals Committee by taking the grievance forward through the Vice President of Student Affairs.
4. In the event that a student chooses to grieve an academic suspension decision, that dispute goes directly from the Vice President of Student Affairs to the Student Appeals Committee.

A student who feels subjected to Civil Rights violations may appeal directly to the Office of Civil Rights.

Academic Records Privacy Rights

Annually Ouachita Technical College informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the College complies fully, was designated to protect the privacy of the education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearing. Students have the right to file complaints with The Family Education Rights and Privacy Act (FERPA) Office, Department of Education, Room 4511, Switzer Building, Washington, D.C. 20202 concerning alleged failures by the institution to comply with the Act.

In compliance with the Family Educational Rights and Privacy Act of 1974, OTC lists the following as directory information that may be released without a student's signature:

- | | |
|----------------------------------|---|
| Name, address, telephone number; | Degrees and awards received; |
| Major Field of study; | Most recent previous education institutions attended; |
| Dates of attendance; | And other similar information. |

Questions concerning FERPA may be directed to the Registrar.

Academic Records Encumbered

Records will be encumbered (placed on hold) for any of the following actions, but is not limited to a non-submitted official transcript from another institution, a financial obligation to the College or library books due. Students encumbered will not be permitted to do any of the following until the hold is removed:

1. Drop or add any classes during the semester
2. Enroll in courses in future semesters
3. Obtain a transcript
4. Receive a diploma or certificate

Student Records

Each student who completes a College course has an official transcript on file. This is the student's official College record. A student can obtain an official transcript by completing the procedures in the next paragraph. Students may obtain an unofficial copy of their transcript by visiting the OTC website and logging on to I Q Web.

Request a Transcript

Transcripts may be requested by mail, FAX or in person in the Office of Student Affairs through written form that includes the following:

1. FULL NAME as it appears on your record. Please include your maiden name, if married, or any other name used while enrolled at the College.
2. SOCIAL SECURITY NUMBER or DATE OF BIRTH;
3. LAST TERM ATTENDED;
4. ADDRESS to which the transcript is to be mailed;
5. Your RETURN ADDRESS and TELEPHONE NUMBER;
6. Your SIGNATURE and the date of the request; this form may not be signed by a parent or spouse.
7. Mail to Ouachita Technical College
Attn: Assistant Registrar
One College Circle
Malvern, AR 72104
8. Fax to (501)337-9382

OTC participates in the Electronic Transcript program. Transcripts cannot be faxed to other colleges or employers: only mailed transcripts or transcripts given to the student in a sealed envelope for hand delivery or transcripts sent electronically are official. OTC produces "unofficial" transcripts for internal purposes only. The Office of the Registrar makes every effort to process transcript requests in a timely manner. There is no charge per request. Students may also view or print an unofficial transcript from their individual account in *I Q Web* on the OTC web site at www.otcweb.edu.

Any student who feels a grade has been recorded in error has until the end of the following semester, excluding summer sessions, to notify the Registrar. Any exceptions to this procedure must be approved by the Vice President of Instruction.

Other Documents

Ouachita Technical College **does not re-release other college transcripts or photocopies of other college transcripts** that have been submitted for admission purposes. These are kept in the student's record. A student will need to have those transcripts mailed directly from their original source.

ALLIED HEALTH SCIENCES

The Allied Health Sciences Division offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE

LPN to RN/Paramedic to RN

This program is only open to students who are already Licensed Practical Nurses or Paramedics. This 12-month program admits students each January and classes are held in the Spring, Summer, and Fall semesters.

TECHNICAL CERTIFICATE

Practical Nursing

The Practical Nursing (PN) program is designed to prepare students for employment in the health care field and for the national licensure exam for practical nurses. Students attend classes for three full semesters with the summer off.

CERTIFICATE OF PROFICIENCY

Medication Administration

This program consists of seven credit hours. This program is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for at least one year. The main course, Basic Medication Administration Skills, prepares Certified Nursing Assistants for the task of medication administration.

CERTIFICATE OF PROFICIENCY

Nursing Assistant

This program consists of seven credit hours. This course of study includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information important in providing a solid foundation of skills and critical procedures necessary for becoming a Nursing Assistant.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING LPN/PARAMEDIC TO RN

The Allied Health Science Division offers an LPN/Paramedic to RN Program. **This program is only open to students who are already Licensed Practical Nurses or Paramedics and who have completed all of the 27 hours of general education prerequisites with a grade of “C” or better.**

This 12-month program admits students each January and classes are held in the Spring, Summer, and Fall semesters. Classes meet two nights a week, and clinical is on Saturday and Sunday every other weekend. Upon completion of this course the individual must apply for licensure and write the National Licensure Exam for RN.

PRE-ADMISSION ADVISING

All potential applicants must talk to a Department of Nursing advisor prior to submitting an application. Appointments may be scheduled by calling 501-337-5000, Ext. 1200 or 1201 during the office hours of 8:00 to 4:30. Copies of all transcripts are required for the advising session. The purpose of this session is to provide you with information about the program. This session does not take the place of academic advising for prerequisite courses and registration clearance.

Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

APPLICATION AND ADMISSION PROCEDURES/DEADLINE: Beginning in May of each year, applications are accepted for the January entering class. New students are admitted each January. Class size is limited to 30, and not all applicants are accepted for admission into the program. **The application deadline is the first Monday in October. Applicants accepted into this program must attend a mandatory orientation session, generally held the first week in November.**

Students applying to the program must meet all of the general admission requirements of the College **and** must have completed all of the general education prerequisites with a grade of “C” or better in order to be considered for admission. (Note: The required general education prerequisite classes are listed later in this section.)

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

APPLICATION PROCEDURES: PART I

Students must submit the following information to the **Office of Student Affairs** prior to the application deadline:

1. Nurse Entrance Test (NET) scores. The NET is given on campus in the Office of Student Affairs Monday through Friday at 9:00 a.m. and at 1:00 p.m. The cost is \$25.00.
(NOTE: In addition to the NET, Paramedics must also achieve a passing score on the NLN Nursing ACE I PN to RN: Foundations of Nursing. The cost is \$45.00. This test is given on campus Monday through Friday at 9:00 a.m. and 1:00 p.m. in the Office of Student Affairs.
2. OTC Application for Admission
3. Official transcripts showing completion of the 27 hours of general education course prerequisites, **with a grade of “C” or better in each course.**
4. Official College Transcript(s) from each college attended.
5. Shot records of one rubella and two measles immunization.

APPLICATION PROCEDURES: PART II

Students must submit the following information to the **Allied Health Division Secretary** prior to the application deadline:

1. LPN/Paramedic to RN Application for Admission
2. Official copy of a current Practical Nursing License (PN)
3. Current CPR Card with expiration date following expected date of graduation from the RN program.
4. If you were previously enrolled in an RN program in another School of Nursing, submit a letter of eligibility to return to Nursing School.

(NOTE: In addition to the above, Paramedics must also submit the following documentation:

- Proof of certification from the Arkansas Department of Health as an Arkansas paramedic.
- Proof of registration with the National Registry of EMT's as a paramedic.
- A letter verifying employment as a paramedic.

ACCEPTANCE PROCEDURE:

The Nursing Entrance Test (NET) scores will determine acceptance to the Associate Degree Program. Applicants may only take the NET test once per year. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the submission date of the Practical Nursing Application for Admission.

All students accepted into the Associate Degree nursing program will be required to have state and national criminal background checks and will pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Associate Degree Nursing Program. Random drug screening may be utilized at any time during the course of the program at the student's expense.

LPN/Paramedic to RN Prerequisite Courses

Students are required to complete **all** general education requirements **with a grade of "C" or better prior** to entering the LPN/Paramedic to RN program: Students taking general education prerequisite courses will be advised by appropriate faculty in the Division of Arts, Sciences and Education (ASE). Please contact ASE Division Chair Pat Simms for advising information. Upon successful completion of the 27 prerequisite hours, a technical certificate is given in Pre-Allied Health.

COURSE	CREDITS
BIOL 2224 Anatomy and Physiology I with Lab	4
BIOL 2234 Anatomy and Physiology II with Lab	4
BIOL 2244 Microbiology with Lab	4
ENGL 1113 Composition I	3
ENGL 1213 Composition II	3
PSYC 1113 General Psychology	3
*RNUR2113 Math for Nurses OR MATH 1143 College Algebra OR EDUC 1153 Mathematics for Liberal Arts	3
DATA 1123 Fundamentals of Information Technology	3
TOTAL	27 Credits

*Students who plan to pursue a four-year nursing degree should take College Algebra or Mathematics for Liberal Arts. Math for Nurses will not transfer to a four-year nursing program.

CURRICULUM – LPN TO RN/PARAMEDIC TO RN

1st Semester (Spring)		Credit Hours
RNUR 2115	Nursing Process I	5
RNUR 2124	Pediatric Nursing Care	4
RNUR 2133	Nursing Practicum	3
	Total Semester Hours	12

2nd Semester (Summer)		Credit Hours
RNUR 2214	Maternal/Child and Women’s Health	4
RNUR 2223	Psychiatric Health Nursing	3
RNUR 2232	Nursing Practicum II	2
	Total Semester Hours	9

3rd Semester (Fall)		Credit Hours
RNUR 2318	Nursing Process II	8
RNUR 2311	NCLEX-RN Preparation	1
RNUR 2333	Nursing Practicum III	3
	Total Semester Hours	12

	Total Program Credit Hours	33
	Total Program Theory Hours	25
	Total Program Clinical Hours	8

COMPLETION AWARD: *Associate of Applied Science Degree in Nursing*

PROGRESSION

All courses required for the nursing program must be completed with a “C” or better. Nursing courses include a theory grade and a clinical grade. Both components of the course must be passed to progress in the program. All first semester courses must be completed with a “C” before the student may progress to second semester.

READMISSION

Students admitted and enrolled in nursing are allowed one re-admission according to space available. Students must enroll within three years of previous enrollment in a nursing accelerated option for LPN applicants.

PRACTICAL NURSING TECHNICAL CERTIFICATE

The Practical Nursing (PN) program is designed to prepare students for employment in the health care field and for the national licensure exam for practical nurses. Students attend classes for three full semesters with the summer off. Class size is limited with 35-45 students accepted in the fall and spring semesters. Students in the Practical Nursing program must pass a drug test and a criminal background check. Drug tests may be administered at any time during the program.

Students spend time in the classroom and in clinical experiences. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., and/or physicians in the cooperating clinical facilities. Clinical labs are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience in facilities in Malvern, Arkadelphia, Hot Springs, Benton, and Little Rock.

Students who complete the program will be eligible to apply for the National Licensure Exam for Practical Nursing and should have acquired the skills and performance of nursing skills in the health field. Instruction consists of theory and supervised practice in areas required by the Arkansas State Board of Nursing. A criminal background check is required before students will be permitted to sit for the NCLEX exam. Individuals who are convicted felons may not take the NCLEX.

A grade of "C" is required to pass each of the practical nursing courses. A student who fails one class may not re-enroll the following semester. The student must apply for re-admission to the Practical Nursing program by the stated deadline for the next entering class before being permitted to continue in the program. A student is only allowed entry into the program two times regardless of the circumstances.

A student in the following categories will not be readmitted to the Practical Nursing Program:

1. Failing any 2 courses in the curriculum in a given semester.
2. Failing twice in the curriculum (even if different courses and/or semesters).
3. Dropping/Withdrawing from the program twice, regardless of the reason.
4. Dropping (withdrawing) once from the program and failing one course in the program regardless of the semester dropping and/or failing occurs.
(This is considered entering the program two times)

PRACTICAL NURSING APPLICATION PROCEDURE AND DEADLINES:

New students are admitted in August and January. Class size is limited, and all applicants are not accepted for participation. All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality.

Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

Application Deadlines: **For the August (Fall) entering class: 1st Monday in March**
 For the January (Spring) entering class: 1st Monday in October

APPLICATION PROCEDURES, PART I

Students must submit the following information to the **Office of Student Affairs** prior to the application deadline:

1. Nurse Entrance Test (NET) scores. The NET is given on campus Monday through Friday at 9:00 a.m. and at 1:00 p.m. The cost is \$25.00.
2. COMPASS placement scores, dated within the past five years. The COMPASS test is given on campus Monday through Friday, at 9:00 a.m. and at 1:00 p.m. A fee of \$10.00 is required to take the COMPASS).
3. OTC Application for Admission.
4. Official College Transcript(s) from each college attended and an official copy of your high school transcript or G.E.D. scores.
5. Shot records of one rubella and two measles immunization.

APPLICATION PROCEDURES, PART II

Students must submit the following information to the **Allied Health Division Secretary** prior to the application deadline:

1. Practical Nursing Program Application for Admission.

Any applicant who does not have ALL of the above information in to the correct office by 4:30 p.m. on the day of the application deadline may not be considered for admission. The admission process to this program is selective and not all students who apply will be admitted.

ACCEPTANCE PROCEDURE:

The Nursing Entrance Test (NET) scores will determine acceptance to the program. Applicants may only take the NET test once per year. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the submission date of the Practical Nursing Application for Admission. After acceptance into the Practical Nursing program, the student must submit evidence of the following in order to begin classes.

1. Current CPR Certification-American Heart Association Health Care Provider or American Red Cross Professional Rescuer with an expiration date following the expected date of graduation. If you are not certified, you **must** attend the mandatory CPR Certification training, held in early August for students entering in the fall and in early January for students entering in the spring. Certification must be valid for entire period of enrollment.
2. TB skin test must be submitted before beginning of 2nd semester.
3. Hepatitis B Series or signature on OTC College Vaccination Waiver Claim Form.
4. Attend the mandatory Class Orientation.

All students accepted into the Practical Nursing Program will be required to have state and national criminal background checks and will pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Practical Nursing Program. Random drug screening may be utilized at any time during the course of the program at the student's expense.

CURRICULUM - PRACTICAL NURSING

1st Semester		Credit Hours
PNUR 1002	Nursing Geriatric Patient	2
PNUR 1111	Vocational, Legal, & Ethical Concepts	1
PNUR 1113	Body Structure & Function I	3
PNUR 1116	Basic Nursing Skills (*)	6
PNUR 1122	Clinical I (Basic Nursing Skills Lab)	2
PNUR 1132	Nursing of Adults I	2
PNUR 1211	Applied Math for Nurses	1
PNUR 1202	Nutrition in Health & Illness	2
AHHS 1000	1 st Year Interest Group	0
Total Semester Credit Hours		19

***Certificate of Proficiency in Nursing Assistant**

2nd Semester		Credit Hours
PNUR 1112	Nursing of Mothers & Infants	2
PNUR 1203	Body Structure & Function II	3
PNUR 1213	Nursing of Adults II	3
PNUR 1222	Introduction to Pharmacology	2
PNUR 1302	Intravenous Therapy (*)	2
PNUR 1307	Clinical II	7
Total Semester Credit Hours		19

3rd Semester		Credit Hours
PNUR 1102	Nursing of Children	2
PNUR 1201	Mental Health	1
PNUR 1313	Nursing of Adults III (Includes NCLEX Review)	3
PNUR 1333	Advanced Pharmacology	3
PNUR 1337	Clinical III	7
Total Semester Credit Hours		16
Total Program Credit Hours		54

(Contact hours are set by the Arkansas State Board of Nursing.)

COMPLETION AWARD: *Technical Certificate in Practical Nursing*

Clinical Training: Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentations into "hands-on" practical applications. Students will spend not less than 780 hours in clinical. Rules and regulations regarding clinical experiences can be found in the nursing handbook. Local long-term care facilities, acute-care facilities, and ambulatory care centers will be utilized for clinical experiences. Transportation is not provided to these areas.

*MEDICATION ADMINISTRATION PROGRAM

CERTIFICATE OF PROFICIENCY

This Medication Administration Program consists of 115 clock hours and seven credit hours. **This program is only open to Certified Nursing Assistants who have been employed in that capacity in a nursing home for at least one year.** The main course, Basic Medication Administration Skills, prepares Certified Nursing Assistants for the task of medication administration. This course of study also includes introduction to medication administration, a brief history of health care, the development of the role of Medication Assistant, state and federal regulatory issues; principles of medication administration including pharmacology, medications, medication orders, prescriptions and transcription; information on medications and their effect on the body including a review of body systems; and special circumstances, such as, substance abuse by the individual being cared for by Medication Assistants as well as by their coworkers.

Admission Requirements:

1. COMPASS Test (given on campus Monday-Friday, 9:00 a.m. or 1:00 p.m., cost of \$10.00) with minimum scores of:

Battery	Compass Minimum Score	Course Placement
Reading	82	Test out of Academic Reading
Writing	75	Test out of Academic Writing

Scores must be dated within the last five years.

2. Official copies of all college transcripts and an official copy of a high school transcript or G.E.D. scores.
3. Completion of an OTC Application for Admission and a Medication Administration Application for Admission.
4. Proof of a current listing in good standing on the Arkansas Certified Nurse Aide Registry.
5. Proof of maintained registration on the Arkansas Certified Nurse Aide Registry continuously for a minimum of one year.
6. Proof of current employment at a nursing home.
7. Immunization record of one rubella and two measles (Only required if born on or after 1/1/1957, all immunizations must be after first birthday and after 1/1/1968).

For readmission to the program, the student must:

1. Reapply to the program by submitting another Application for Admission.
2. Write a statement explaining why they were not successful on the previous attempt and give a plan of action to correct the problem(s) that initially led to being unsuccessful in the program.
3. Retake and complete the entire course content in the program.

The decision of placement of a student requesting to return to the Medication Administration Program, whose cycle in the curriculum is interrupted for any reason, remains at the discretion of OTC officials based on class size and instructor and clinical slot availability.

*** REAPPLICATION DOES NOT GUARANTEE READMISSION

CURRICULUM - *MEDICATION ADMINISTRATION PROGRAM

<u>Dept.</u>	<u>Sec</u>	<u>Course Name</u>	<u>**Days</u>	<u>**Start/End</u>	<u>Room</u>
MNUA 1117	01	Basic Medication Administration	M,R	3:30p-9:00p	H119
		Lab	T,W,R	3:30p-9:00p	H118
		Clinical	M,T,W,R	6:00a-3:00p	NH

****These meeting times and days are tentative and are subject to change. Please consult the class schedule for current scheduling information.**

Two days a week at 5 hours a day for 6 weeks = 60 hours Theory

Three days a week for 5 hours a day = 15 hours Lab

Three days a week for 8 hours a day and
two evenings a week for 8 hours = 40 hours Clinical

Clinical Training: Clinical experiences are designed to allow students to transfer knowledge gained through classroom presentation into "hands on" medication administration. Students will spend not less than 40 hours in clinical. Rules and regulations regarding clinical experiences can be found in the MA-C Handbook. The student is responsible for their transportation to the clinical facilities.

NURSING ASSISTANT CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency in the Nursing Assistant course consists of seven credit hours. This course includes information necessary to improve the quality of life of clients in long-term care facilities and other health care facilities. The course consists of information important in providing a solid foundation of skills and critical procedures necessary for becoming a Nursing Assistant.

CURRICULUM – NURSING ASSISTANT (CNUA 1117)

	Hours
The Healthcare Team, Attitudes/Actions/Goals	1.5 CT
Infection Control and Prevention.....	2.0 CT
Communication and Interpersonal Skills.....	0.5 CT
Fire and Safety	1.5 CT
Employee and Resident Safety.....	1.0 CT
Basic Emergency and First Aid.....	1.0 CT
Independence, Resident's Rights, and Confidentiality.....	2.5 CT
Ethical and Legal Rights of the Resident.....	0.5 CT
Caring for the Resident's Environment	1.0 CT
Unoccupied Bed Making.....	2.0 CT
Serving Trays and Set-up	2.0 CT
Transferring/Positioning/Turning.....	1.0 CT
Restraints.....	1.0 CT
Feeding Residents	0.5 CT
Skin Care	1.5 CT
Vital Signs/Height/Weight	4.0 CT
Transferring/Positioning/Turning.....	2.0 L
Bed Making.....	1.0 L
Restraints.....	0.5 L
Lunch (Students feed each other in classroom)	1.5 L
Vital Signs.....	3.0 L
Bathing/Grooming/Dressing.....	3.5 CT
Toileting and Elimination.....	2.5 CT
Toileting/Elimination in Lab.....	1.0 L
Bathing/Grooming/Dressing Continued in Lab.....	1.0 L
Hydration	1.5 CT
Reporting and Recording Abnormal Changes	1.0 CT
Admission/Transfer/Discharge.....	1.0 CT
Cognitive/Behavior.....	4.0 CT
Social Care	1.0 CT
Restorative Care.....	12 CL
Range of Motion	2 CT/L
Death and Dying	1.0 CT
Review	1.0 L
Clinical (Skills Test).....	8.0 CL
Alzheimer/Dementia.....	<u>15 CT</u>

Contact Hours **115**
Credit Hours **7**

LEGEND:

CT = CLASSROOM/THEORY

L = LAB

CL = CLINICAL

PROGRAM OUTCOMES – ALLIED HEALTH SCIENCES

ASSOCIATE OF APPLIED SCIENCE (LPN TO RN) AND (PARAMEDIC TO RN)

The Associate of Applied Science Degree in Nursing outcomes are based on the Arkansas State Board of Nursing minimum competencies. These outcomes should be lifelong goals for becoming a more proficient and safe associate degree nurse.

Outcome 1: The student will demonstrate fundamental nursing skills in the clinical and laboratory setting:

- Develop practice skills using critical thinking skill in simulated patient care situations.
- Demonstrate expertise in fundamental nursing skills in the laboratory and clinical setting.

Outcome 2: The student will demonstrate critical thinking and decision-making skills in simulated medical surgical patient care situations:

- Demonstrate proficiency in head-to-toe assessments.
- Recognize deviations from normal health including specialty areas of pregnancy, the newborn, the pediatric patient, the critically ill patient, the psychiatric patient, and the geriatric patient.

Outcome 3: The student will use the nursing process format to stimulate critical thinking, problem solving, and decision making in applying fundamental principles to nursing skills and procedures:

- Demonstrate knowledge of scientific principles based on nursing theory in providing patient care.
- Possess complex skills and knowledge in assessing, diagnosing, planning, implementing, and evaluating nursing care through the formation of nursing care plans.

Outcome 4: The student will demonstrate the ability to identify human response to physical, emotional, intellectual, social, and spiritual dimensions:

- Application of nursing theory with emphasis on emotional-intellectual-social-spiritual responses in the clinical setting.
- Integration of principles and practices of psychiatric-mental health nursing in the clinical setting.

Outcome 5: The student will demonstrate critical thinking skills in making decisions concerning patient care in the clinical setting:

- Demonstrate knowledge of scientific principles and theories in nursing in providing nursing care.
- Function effectively as a member of the health care team.

Outcome 6: The student will use the nursing process, including specific nursing diagnoses in relation to patients and families both in a clinical setting and in a health promotion and maintenance setting:

- Develop and manage the nursing care plan.
- Teach necessary information for health promotion and maintenance.

Outcome 7: The student will demonstrate the ability to delegate nursing tasks to appropriate health care workers in the clinical setting:

- Possess knowledge of tasks that may be delegated within compliance with the Arkansas Nurse Practice Act.
- Demonstrate delegation of nursing care to both licensed and unlicensed personnel within the framework of the job description and the organizational policies and procedures

Outcome 8: The student will demonstrate the ability to function in the leadership role by using curricular concepts of theory and by:

- Demonstrate leadership skills in the management of licensed personnel within the framework of the job description and the organizational policies and procedures.
- Be aware of the constantly changing nature of nursing and therefore, the need for continuing education.

PRACTICAL NURSING PROGRAM

The Practical Nursing Outcomes are based on the Arkansas State Board of Nursing minimum competencies for LPN's. These outcomes should be lifelong goals for becoming a more proficient and safe practical nurse.

Outcome 1: Students will provide for the emotional, physical, and spiritual comfort of patients. Provided that the student meets attendance and academic requirements, they should:

- Demonstrate kindness, rapport, and empathy in giving patient care.
- Develop an understanding of the holistic approach to health care, which emphasizes the uniqueness of man and the need to meet human needs of the body, mind, and spirit.

Outcome 2: Students will be proficient in observing, recording, and reporting the status of the patient's condition to the appropriate person. Provided that the student meets attendance and academic requirements, they should:

- Develop an understanding of the normal structure and function of the human body.
- Become proficient in performing thorough head-to-toe assessments.
- Use effective communication skills while working with patients, families, staff and peers.
- Recognize deviations from normal health, including specialty areas such as pregnancy, the newborn, the pediatric patient, the critically ill, and the geriatric patient.
- Possess the necessary skills to monitor vital signs and other measurements of the patient's condition.

Outcome 3: Students will perform nursing procedures for which they have the necessary degree of skill and judgment. Provided that the student meets attendance and academic requirements, they should:

- Demonstrates knowledge of scientific principles in providing patient care.
- Possess the necessary skills to perform treatments, such as dressing changes, applying bandages, etc., and administer medication safely.
- Provide for basic human needs and activities of daily living which include hygiene, assisting with elimination needs, providing proper nutrition, monitoring fluids and electrolytes, maintaining or improving mobility, etc.

Outcome 4: Students will assist with the rehabilitation of patients according to the patient's care plan. Provided that the student meets attendance and academic requirements, they should:

- Participate in the nursing process by assisting the Registered Nurse in assessing, diagnosing, planning, implementing, and evaluating nursing care through the formulation of nursing care plans.
- Function effectively as a member of the health care team.

Outcome 5: Students will familiarize themselves with the Arkansas Nurse Practice Act. Provided that the student meets attendance and academic requirements, they should:

- Pass the NCLEX-PN exam for licensure as a Licensed Practical Nurse in Arkansas.
- Exhibit ethical behavior in working with patients and in vocational relationships.
- Be aware of the scope of practice of the Licensed Practical Nurse.

Outcome 6: Students will assume responsibility and accountability for all actions taken in carrying out nursing activities. Provided that the student meets all attendance and academic requirements, they should:

- Develop an understanding of the principles of autonomy, advocacy, confidentiality, patient rights, and informed consent, among others.
- Develop an understanding of the legal principles of assault, battery, negligence, malpractice, slander, libel, among others.

Outcome 7: Students will recognize the need for continuing education to update and improve nursing skills. Provided that the student meets attendance and academic requirements, they should:

- Develop practical and specific knowledge, skills, and competencies to enter and advance in the nursing profession.
- Develop those occupational competencies consistent with their interests, aptitudes, and ability in the nursing profession.
- Become involved in a professional organization, such as ALPNA and/or NAPNES.
- Be aware of the constantly changing, and increasingly technological nature of the nursing profession, and therefore, the need to update skills periodically.

Outcome 8: Students will recognize the need for delegation. Provided that the student meets the attendance and academic requirements, they should:

- Demonstrate delegation of nursing care to the unlicensed personnel within the framework of the job description and the organizational policies and procedures.
- Possess knowledge of tasks that may be delegated within compliance with the Arkansas Nurse Practice Act.

MEDICATION ADMINISTRATION PROGRAM

The Medication Administration Program outcomes are based on the Arkansas State Board of Nursing Minimum Standards. These outcomes should be lifelong goals for becoming a more proficient and safe MA-C.

Outcome 1: The student will demonstrate fundamental medication assistant skills in the laboratory and clinical setting. Provided the student meets attendance and academic requirements they should:

- Develop an understanding of the different documents, medication names, abbreviations and tasks to be handled.
- Identify common methods of medication administration.
- Become proficient in the measurement of medications and the forms in which medication is manufactured.
- Recognize conditions necessitating the disposal of medications.
- State the types of information that should be known before medication administration.

Outcome 2: Students will be proficient in performance of safety checks, identification of patients and basic steps of medication preparation. Provided the student meets attendance and academic requirements, they should:

- List the three safety checks of medication administration.
- Identify the six rights of medication administration.
- Describe the basic steps of medication preparation prior to administration.

Outcome 3: Students will demonstrate knowledge of medication safety. Provided the student meets attendance and academic requirements, they should:

- State information needed prior to medication administration.
- Identify common causes of medication errors.
- State steps taken when a medication error occurs.

Outcome 4: Students will be proficient in communication and documentation. Provided the student meets attendance and academic requirements, they should:

- State when the nurse needs to be notified of patient changes.
- Perform different vital signs.
- State documentation requirements.
- Explain the importance of effective communication.

Outcome 5: Students will have knowledge of the body systems and the effect of medication on the body. Provided the student meets attendance and academic requirement they should:

- List body systems affected by medication administration.
- State common effects of medication on the body.
- Identify factors affecting how the body uses medication.
- Identify different classifications of medications.
- Identify resource materials and professions used to clarify medication questions.

Outcome 6: Students will demonstrate knowledge of the ethical and legal issues of medication administration. Provided the student meets attendance and academic requirements they should:

- List the tasks a MA-C can and cannot accept.
- Recognize what should be reported to the nurse.
- Identify delegated tasks that should not be accepted.
- List reasons the MA-C can be disciplined by the State Board.
- State the difference in assignments and delegation.
- Describe the responsibilities to the patient.
- Discuss types of abuse and other legal problems that can occur.
- Understand the importance of the rights of medication administration and safety checks.

Outcome 7: Students will recognize the need for continuing education to update and improve medication administration skills. Provided the student meets attendance and academic requirements they should:

- Identify continuing education requirements.
- Identify acceptable and unacceptable continuing education activities.

APPLIED SCIENCE TECHNOLOGY

The Division of Applied Science Technology offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE DEGREES

Computer Information Systems - Network Management
Criminal Justice
General Technology

TECHNICAL CERTIFICATES

Computer Information Systems – Network Management
Computer Repair
Cosmetology

CERTIFICATES OF PROFICIENCY

Cisco Certified Networking Associate
Computer Repair
Computer Programming
Criminal Justice
Hair Care
Microsoft Certified Professional
Nail and Skin Care
Network Security

COMPUTER INFORMATION SYSTEMS – NETWORK MANAGEMENT ASSOCIATE OF APPLIED SCIENCE

Students in this program will develop a working knowledge of network administration, e-mail, the Internet, voice mail, network operating systems, network security, network applications, and basic knowledge of microcomputer installation and repair and the operation of a variety of software packages. Graduates may enter the workforce as a network manager, database administrator, hardware support specialist, software specialist, or as a specialist in the area of microcomputer sales and service.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM - COMPUTER INFORMATION SYSTEMS - NETWORK MANAGEMENT (AAS)

CNWT 1434	*Cisco Networking Academy I	4
MCSE 1104	*Microsoft Professional	4
DATA 1123	Fundamentals of Information Technology	3
ENGL 1113	Composition I	3
MATH 1133	Technical Math OR MATH 1143 College Algebra	3
CNWT 1444	**Cisco Networking Academy II	4
ELCT 2113	Intro to Data, Voice and Video Cabling	3
MCSE 1204	**Microsoft Server	4
CISS 2303	**Introduction to Visual Basic.net	3
ENGL 1213	Composition II OR Composition II for Industry	3

COMPLETION AWARD: *Technical Certificate* **34**

CISS 2143	*Computer Security Fundamentals	3
CISS 2443	*Introduction to SQL	3
MCSE 2106	*Microsoft Network Infrastructure/Active Dir. Services	6
ELCT 2413	Computer Repair	3
CISS 2233	**Advanced Network Hardware	3
CISS 2133	**Introduction to UNIX and TCP/IP	3
CISS 2244	**Network Security +	4
CISS 2253	**Introduction to Java	3
PSYC 1113	General Psychology OR General Psychology for Industry	3

*Courses that are typically only offered in the fall

** Courses that are typically only offered in the spring

COMPLETION AWARD: *Associate of Applied Science* **65**

CCNA - CISCO CERTIFIED NETWORKING ASSOCIATE CERTIFICATE OF PROFICIENCY

This program prepares students to become certified in network design, installation, management, and repair of networks. Students learn important protocols associated with networking such as TCP/IP, Frame Relay, ISDN, OSPF, IGRP, EIGRP and Point to Point Protocol. Router configuration, LAN switching and segmentation are also studied. Students who complete the Cisco Networking Academy I, II and III should be prepared to take the CCNA Certification Exam (Cisco Certified Networking Associate).

CURRICULUM – CISCO CERTIFIED NETWORKING ASSOCIATE (CP)

CNWT 1434	Cisco Networking Academy I	4
CNWT 1444	Cisco Networking Academy II	4
CNWT 1436	Cisco Networking Academy III	6
COMPLETION AWARD:	<i>Certificate of Proficiency</i>	14

MCP (MICROSOFT PROFESSIONAL) CERTIFICATE OF PROFICIENCY

This program prepares students to become a Microsoft Certified Professional. This program will focus on Microsoft client/server operating systems with emphasis placed on networking, installing, configuring, managing, monitoring, and troubleshooting in a Microsoft network infrastructure and directory services.

CURRICULUM – MCP (CP)

MCSE 1104	Microsoft Professional	4
MCSE 1204	Microsoft Server	4
MCSE 2106	Microsoft Network Infrastructure/Active Directory Services	6
COMPLETION AWARD:	<i>Certificate of Proficiency – MCP</i>	14

COMPUTER PROGRAMMING CERTIFICATE OF PROFICIENCY

This certificate prepares students with the necessary tools in programming to enhance their abilities to manage and support network administration. Programming skills in UNIX, Visual Basic, Java, and SQL Server give networking students an edge in managing networks.

CURRICULUM – COMPUTER PROGRAMMING (CP)

CISS 2133	Introduction to UNIX and TCP/IP	3
CISS 2303	Introduction to Visual Basic.net	3
CISS 2253	Introduction to Java	3
CISS 2443	Introduction to SQL	3
COMPLETION AWARD:	<i>Certificate of Proficiency</i>	12

NETWORK SECURITY CERTIFICATE OF PROFICIENCY

This certificate prepares students to effectively safeguard and secure a network against hackers, intruders and anyone trying to gain access to a network that is not authorized to do so.

CURRICULUM – NETWORK SECURITY (CP)

CNWT 1434	Cisco Networking Academy I	4
CISS 2143	Computer Security Fundamentals	3
CISS 2244	Network Security +	4
COMPLETION AWARD:	<i>Certificate of Proficiency</i>	11

COMPUTER REPAIR CERTIFICATE OF PROFICIENCY

CURRICULUM – COMPUTER REPAIR (CP)

DATA 1123	Fundamentals of Information Technology	3
MCSE 1104	Microsoft Professional	4
ELCT 2413	Computer Repair	3
COMPLETION AWARD:	<i>Certificate of Proficiency</i>	10

COMPUTER REPAIR TECHNICAL CERTIFICATE

This program prepares students to troubleshoot computer and interface circuits, test and repair digital equipment, and test and repair computer hardware.

CURRICULUM – COMPUTER REPAIR (TC)

1st Year – 1st Semester Credit Hours

CNWT 1434	CISCO Networking Academy I	4
MCSE 1104	Microsoft Professional	4
DATA 1113	Fundamentals of Information Technology	3
MATH 1133	Technical Math	<u>3</u>
		14

1st Year – 2nd Semester Credit Hours

ENGL 1113	Composition I	3
ELCT 2413	Computer Repair	3
ELCT 2113	Introduction to Data, Voice, and Video Cabling	3
MCSE 1204	Microsoft Server	4
CISS 2143	Computer Security Fundamentals	<u>3</u>
		16

COMPLETION AWARD: Technical Certificate **30**

CRIMINAL JUSTICE CERTIFICATE OF PROFICIENCY

CURRICULUM – CRIMINAL JUSTICE (CP)

CJUS 1113	Introduction to Criminal Justice	3
CJUS 1123	Survey of Corrections	3
DATA 1113	Fundamentals of Information Technology	<u>3</u>
COMPLETION AWARD: Certificate of Proficiency		9

Professional Training Credit for Short Courses

OTC will award up to 12 hours of credits toward Special Topics and/or Internship classes for students who demonstrate completion of basic training courses certified by the Commission on Law Enforcement Standards and Training (CLEST) or the Arkansas Department of Correction (ADC). This credit for professional training is based on the number of classroom and other instructional hours received by the student and may be awarded by OTC as follows:

Course Name	Course Hours	Credit Hours
Basic Correction Officer Training	240 hour course	5
Basic Law Enforcement Training	320 hour course	6
Basic Law Enforcement Training	400 hour course	8
Basic Law Enforcement Training	480 hour course	9
Basic Law Enforcement Training	545 hour course	12

In addition to credit for completion of a basic officer training course, credit may also be awarded toward the Associate of Applied Science Degree in Criminal Justice for completion of groups of approved specified “short courses.” At least forty-eight instructional hours must be obtained within a particular course grouping to qualify for an award of three OTC credit hours. The so-called “short course” instruction is furnished by many providers certified by CLEST, including; OTC, University of Arkansas System Criminal Justice Institute, Arkansas Department of Correction, Arkansas State Police, Arkansas Highway Police, Arkansas Game and Fish Commission and similar providers of law enforcement training. Twelve hours is currently the maximum number of credit hours awarded by OTC for CLEST or ADC certified Basic Law Enforcement or Basic Correction Officer training courses.

After completing the OTC application process, students may apply for credit hour awards for law enforcement professional short course training by furnishing; (1) a copy of their certificate(s) of completion of course(s), and (2) a copy of their Individual Audit Report from the Commission on Law Enforcement Standards and Training (CLEST). Credit hour awards will then be granted upon approval by the Division Chair and posted on the student’s transcript (after a student has successfully completed nine credit hours enrolled at OTC).

GENERAL TECHNOLOGY ASSOCIATE OF APPLIED SCIENCE

This degree will enable a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any associate's degree program presently offered at the college. With the approval of the division chair for applied science, the student will select courses from one or more technical disciplines and complete fifteen hours of general education courses.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

General Education Courses (15 credit hours)

ENGL 1113	English Composition I	3 hours
ENGL 1213	English Composition II OR ENGL 1213 Composition II for Industry	3 hours
MATH 1143	College Algebra OR MATH 1133 Technical Math	3 hours
DATA 1113	Fundamentals of Information Technology	3 hours
	Approved Social Science OR Communication Course	3 hours
		Total: 15 hours

Major Technical Courses – 24 to 48 hours

Electives – 0 to 24 hours

Minimum Degree Credits: 60 Hours

For high school students who have completed appropriate courses in the Ouachita Area High School Career Center program, a technical area of emphasis may be chosen from Automotive Technology, Power Equipment Technology, or Welding Technology. **(Note: High School Career Center courses are designed primarily for high school students and are available to the general public only on a space available basis.)**

OTHER PROGRAMS

ASSOCIATE OF APPLIED SCIENCE AND CERTIFICATE OF PROFICIENCY IN LAW ENFORCEMENT ADMINISTRATION AND CRIME SCENE INVESTIGATION

These are collaborative programs with the Criminal Justice Institute in Little Rock and **are not open to the general public**. These degrees are open only to Arkansas law enforcement personnel who are actively employed with a criminal justice organization in the State and should not be confused with the online degree in Criminal Justice described in a previous section. For more information, please contact the Division Chair of Applied Science.

PROGRAM OUTCOMES – APPLIED SCIENCE TECHNOLOGY

COMPUTER INFORMATION SYSTEMS – NETWORK MANAGEMENT

- Develop skills necessary to successfully design, document, install and manage a network.
- Prepare students to take certification tests in networking including Net+, A+, CCNA, Security + and MCP.
- Demonstrate skills in computer programming including Unix/TCP/IP, Visual Basic, JAVA, and SQL Server.
- Understand intrusion detection and network security.
- Troubleshoot and repair computers, network cabling plants, and network devices.

COSMETOLOGY

- Demonstrate proper techniques of modern hair washing, cutting, styling, conditioning, and treating.
- Understand salon business techniques, including customer relations, appointment booking, fees, and maintaining inventory.
- Understand skin treatment, facials, makeup techniques, and skin conditioning,
- Demonstrate proper techniques of nail care, nail analysis, unwanted hair removal, and manicuring.
- Understand chemicals, chemical treatments and applications, chemical hair coloring, and chemical hair relaxing techniques.

CRIMINAL JUSTICE

- Understand the court system and how law enforcement, correctional, social and educational service agencies interact with the criminal justice system.
- Work effectively with and interact with law enforcement personnel, attorneys, judges in the courtroom, diverse individuals and groups, and with various community agencies.
- Understand the legal problems associated with the investigation of crime and the legal rights of citizens, accused persons, and inmates.
- Utilize effective techniques in the corrections environment to ensure security and sound operation of facilities.

ARTS, SCIENCES, & EDUCATION

Purpose & Philosophy

The Division of Arts, Sciences, and Education (ASE) at OTC offers the Associate of Arts and three tracks of the Associate of Arts in Teaching degrees. In addition, ASE offers the Certificate of General Studies and the Technical Certificate in Pre-Allied Health. ASE also offers transfer-to-degree classes that allow students to earn credit toward a four-year degree. The division also provides the general education component of the technical programs. Finally, ASE offers a basic skills program for students needing work at the pre-college level.

The College has established its general education program and courses in conjunction with the following philosophy that was adopted by the OTC faculty.

Ouachita Technical College prepares students with the general and technical education necessary for successful careers or for further higher education. General education is recognized as the area that is common to all fields of study and imparts the knowledge, concepts, and attitudes that every educated person should have. Since general education is a driving force of this institution, the College is dedicated to emphasizing general education skills across the curriculum.

Arkansas Course Transfer System

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 the ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting Course Transfer (<http://adhe.edu>).

Transfer Information

Many students plan to transfer and complete a bachelor's degree at a senior college or university. In most cases, OTC students who complete the Associate of Arts or Associate of Arts in Teaching degree requirements with a grade of “C” or better should readily transfer 60-62 credit hours to most public four-year college or university in Arkansas. **However, students planning to transfer to a four-year institution should provide their advisor with a degree plan from the senior institution they plan to attend as curriculum requirements differ at each college. Students planning to transfer individual courses must have completed each course with a grade of “C” or better.** Most colleges and universities require a minimum 2.0 GPA for admission; however, a higher GPA may be required for specific programs within the colleges and universities. In addition, OTC requires degree-seeking students with 45 or more credit hours to participate in the Arkansas Assessment of General Education by taking the MAAP exam.

State Minimum Core Curriculum		
<u>English/Communications</u> Nine (9) Hours Required	ENGL 1113	Composition I
	ENGL 1213	Composition II
	COMM2113	Oral Communication
<u>Math</u> Three (3) Hours Required	MATH 1143	College Algebra
	MATH 1153	Mathematics for Liberal Arts
<u>Science</u> Four (4) Hours Required	BIOL 1124	Introduction to Biology
	BIOL 2114	General Botany
	BIOL 2124	General Zoology
Four (4) Hours Required	CHEM 1114	Chemistry I for General Ed.
	CHEM 1214	General Chemistry I
	PHYC 1124	Introduction to Physics
	PHYC 1134	Introduction to Astronomy
	PHYC 1144	Introduction to Physical Science
<u>Fine Arts / Humanities</u> Three (3) Hours Required	ENGL 2213	World Literature I
	ENGL 2223	World Literature II
Three (3) Hours Required	PHIL 2113	Introduction to Philosophy
	HUMN 2113	Humanities: Art
	HUMN 2123	Humanities: Music
	HUMN 2133	Humanities: Theater
<u>Social Sciences</u> Three (3) Hours Required	GOVT 2113	American National Government
	HIST 2113	U.S. History through 1865
	HIST 2123	U.S. History since 1865
Three (3) Hours Required	HIST 1113	Civilization through 16 th Century
	HIST 1123	Civilization since 16 th Century
Three (3) Hours Required	ECON 2113	Principles of Macroeconomics
	ECON 2213	Principles of Microeconomics
	GEOG 1113	Geography
	PSYC 1113	General Psychology
	SOCI 1113	Introduction to Sociology

ASSOCIATE OF ARTS (AA)

To obtain an Associate of Arts degree at OTC, students must successfully complete 60-61 hours of college credit. Courses taken to satisfy AA degree requirements must have a "C" or better in order to transfer to most four-year universities. Successful completion of 15 degree credits as a regular student at OTC and satisfaction of all financial obligations due to the College are required for graduation.

Students planning to transfer to a four-year institution should provide their ASE academic advisor with a degree plan from the senior institution as curriculum requirements differ at each college.

***An asterisk by a course indicates the course may not be offered each semester. Please meet with your ASE academic advisor or the ASE division chair for more information about course offerings.**

CURRICULUM – ASSOCIATE OF ARTS (60-61 Credit Hours)

English (9 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II
ENGL 2213 World Literature I **OR**
ENGL 2223 World Literature II

Prerequisites

Basic Composition
Composition I
Composition II
Composition II

Communications (6 credit hours)

COMM 2113 Oral Communication
DATA 1113 Fundamentals of Information Technology

Academic Reading/Basic Composition

Mathematics (3 credit hours)

MATH 1143 College Algebra **OR**
MATH 1153 Mathematics for Liberal Arts*

Intermediate Algebra
Intermediate Algebra

Humanities (6 credit hours)

PHIL 2113 Introduction to Philosophy
HUMN 2113 Humanities: Art* **OR**
HUMN 2123 Humanities: Music* **OR**
HUMN 2133 Humanities: Theater*

Academic Reading/Basic Composition
Academic Reading
Academic Reading
Academic Reading

Life/Physical Science (11-12 credit hours)

Choose One

BIOL 1124 Introduction to Biology
BIOL 2114 General Botany*
BIOL 2124 General Zoology*

Academic Reading
Intro to Biology or Instructor Consent
Intro to Biology or Instructor Consent

Choose One

CHEM 1114 Chemistry I for General Education*
CHEM 1214 General Chemistry I*

Academic Reading/Intermediate Algebra
Academic Reading/College Algebra or
concurrently enrolled

PHYC 1124 Introduction to Physics*
PHYC 1134 Introduction to Physical Science*
PHYC 1144 Introduction to Astronomy*

Academic Reading/ Intermediate Algebra
Academic Reading
Academic Reading

Choose One

PHYC 1114 Earth Science*
BIOL 2123 Environmental Science

Academic Reading
Academic Reading

Social Science (12 credit hours)

Choose One

HIST 1113 Civilization through 16th CenturyHIST 1123 Civilization since 16th Century

Choose One

HIST 2113 U.S. History through 1865

HIST 2123 U.S. History since 1865

GOVT 2113 American National Government*

Choose Two

PSYC 1113 General Psychology

SOC 1113 Introduction to Sociology

ECON 2113 Principles of Macroeconomics*

ECON 2213 Principles of Microeconomics*

GEOG 1113 Geography*

Prerequisites

Academic Reading/Basic Composition

Academic Reading/Basic Composition

Academic Reading/Basic Composition

Academic Reading/Basic Composition

Academic Reading

Academic Reading

Academic Reading

Academic Reading

Academic Reading

Academic Reading

Physical Education (1 hour)

PHYS 1221 Life Fitness

Academic Reading

Electives (12 credit hours)

**At least six hours of the AA degree electives must be selected from the ASE curriculum.

Electives may be chosen from any of the above courses not used to meet another requirement or may be chosen from the following:

BIOL 1133 Nutrition

BIOL 2224 Anatomy & Physiology I

BIOL 2234 Anatomy & Physiology II

BIOL 2244 Microbiology

EDUC 2113 Foundations of Education

EDUC 2123 Instructional Technology*

EDUC 2223 Child Growth and Adolescent Dev*

ENGL 2313 American Literature I*

ENGL 2323 American Literature II*

GOVT 2123 State and Local Government*

HIST 2143 Arkansas History

GNED 1113 Principles of College Success (Must be taken within the first 20 credit hours attempted to count as an AA elective)

MATH 1213 Math for Elem & Middle Schools I*

MATH 1223 Math for Elem & Middle Schools II*

MATH 2153 Plane Trigonometry*

PSYC 2113 Abnormal Psychology*

PSYC 2123 Developmental Psychology*

SOC 2123 Social Problems*

SOC 2133 Cultural Diversity*

SOC 2213 Juvenile Delinquency*

SPAN 1113 Elementary Spanish I*

SPAN 1123 Elementary Spanish II*

**Up to six hours of AA electives may be chosen from the following:

ACTG 1113 Principles of Accounting I

BOIS 2203 Legal Environment

BOIS 2213 Business Ethics

BOIS 2303 Business Communications

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE MADE TO MEET THOSE REQUIREMENTS SUBJECT TO APPROVAL BY THE DIVISION CHAIR.

ASSOCIATE OF ARTS IN TEACHING (AAT) P-4 TRACK

Arkansas higher education policy requires that in order to receive an Associate of Arts in Teaching degree to transfer to a state 4-year college, students must a) have a 2.65 GPA or higher, b) pass the PRAXIS I exam, and c) take the MAAP test.

The Associate of Arts in Teaching degree curriculum (all tracks) is mandated by the Arkansas Department of Higher Education to be standardized at all two-year colleges in Arkansas. However, four-year colleges and universities may have different requirements so please check with the college/university to which you intend to transfer for specific degree requirements.

Students planning to transfer to a four-year institution should provide their ASE advisor with a degree plan from the senior institution as curriculum requirements differ at each college.

*An asterisk by a course indicates the course may not be offered each semester. Please meet with your ASE academic advisor or the ASE division chair for more information about course offerings.

To obtain an Associate of Arts in Teaching degree under the P-4 track at OTC, students must successfully complete 60 hours of college credit. Courses taken to satisfy AAT degree requirements must have a "C" or better in order to transfer to most four-year universities. Successful completion of 15 degree credits as a regular student at OTC and satisfaction of all financial obligations due to the College are required for graduation.

CURRICULUM – ASSOCIATE OF ARTS IN TEACHING – P-4 TRACK (60 Credit Hours)

English (9 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II (or for Future Teachers)
ENGL 2213 World Literature I **OR**
ENGL 2223 World Literature II

Prerequisites

Basic Composition
Composition I
Composition II
Composition II

Communications (3 credit hours)

COMM2113 Oral Communication

Academic Reading/Basic Composition

Mathematics (9 hours)

MATH 1143 College Algebra
MATH 1213 Math for Elementary and Middle Schools I*
MATH 1223 Math for Elementary and Middle Schools II*

Intermediate Algebra

College Algebra

Math for Elem & Middle Schools I

Humanities (3 credit hours)

HUMN 2113 Humanities: Art* **OR**
HUMN 2123 Humanities: Music* **OR**
HUMN 2133 Humanities: Theater*

Academic Reading

Academic Reading

Academic Reading

Life/Physical Science (8 credit hours)

BIOL 1124 Introduction to Biology
 PHYC 1124 Introduction to Physics* **OR**
 PHYC 1134 Introduction to Astronomy* **OR**
 PHYC 1144 Introduction to Physical Science*

Prerequisites

Academic Reading
 Academic Reading/ Intermediate Algebra
 Academic Reading
 Academic Reading

^Students planning to transfer to HSU may opt to take an additional required science elective from the courses above or from the following: BIOL 1133, BIOL 2114, BIOL 2123, BIOL 2124, BIOL 2224, BIOL 2244, CHEM 1114, CHEM 1214, or PHYC 1114

Social Science (18 credit hours)

GEOG 1113 Geography*
 GOVT 2113 American National Government*
 HIST 1113 Civilization through 16th Century **OR**
 HIST 1123 Civilization since 16th Century
 HIST 2113 U.S. History through 1865 **OR**
 HIST 2123 U.S. History since 1865
 HIST 2143 Arkansas History
 PSYC 1113 General Psychology^

Academic Reading
 Academic Reading
 Academic Reading/Basic Composition
 Academic Reading/Basic Composition
 Academic Reading/Basic Composition
 Academic Reading/Basic Composition
 3-hours college-level history
 Academic Reading

^Students planning to transfer to HSU must take PHIL 2113 Introduction to Philosophy instead of PSYC 1113 General Psychology.

Physical Education (1 credit hour)

PHYS 1221 Life Fitness

Education Courses (9 credit hours)

EDUC 2213 Foundations of Education
 EDUC 2123 Instructional Technology*
 EDUC 2223 Child Growth & Adolescent Development*

Composition I with a grade "C" or better
 Comp I/ Fund. Info. Tech. or Required score
 General Psychology

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE MADE TO MEET THOSE REQUIREMENTS SUBJECT TO APPROVAL BY THE DIVISION CHAIR.

ASSOCIATE OF ARTS IN TEACHING (AAT)

MIDDLE SCHOOL LANGUAGE ARTS/SOCIAL STUDIES TRACK

Arkansas higher education policy requires that in order to receive an Associate of Arts in Teaching degree to transfer to a state 4-year college, students must a) have a 2.65 GPA or higher, b) pass the PRAXIS I exam, and c) take the MAAP test.

The Associate of Arts in Teaching degree curriculum (all tracks) is mandated by the Arkansas Department of Higher Education to be standardized at all two-year colleges in Arkansas. However, four-year colleges and universities may have different requirements so please check with the college/university to which you intend to transfer for specific degree requirements.

Students planning to transfer to a four-year institution should provide their ASE advisor with a degree plan from the senior institution as curriculum requirements differ at each college.

***An asterisk by a course indicates the course may not be offered each semester. Please meet with your ASE academic advisor or the ASE division chair for more information about course offerings.**

To obtain an Associate of Arts in Teaching degree under the Middle School Language Arts/Social Studies track at OTC, students must successfully complete 62 hours of college credit. Courses taken to satisfy AAT degree requirements must have a "C" or better in order to transfer to most four-year universities. Successful completion of 15 degree credits as a regular student at OTC and satisfaction of all financial obligations due to the College are required for graduation.

CURRICULUM – ASSOCIATE OF ARTS IN TEACHING – MIDDLE SCHOOL LANGUAGE ARTS/SOCIAL STUDIES TRACK (60-62 Credit Hours)

English (18 credit hours)

- ENGL 1113 Composition I
- ENGL 1213 Composition II (or for Future Teachers*)
- ENGL 2213 World Literature I
- ENGL 2223 World Literature II
- ENGL 2313 American Literature I*^
- ENGL 2323 American Literature II*^

Prerequisites

- Basic Composition
- Composition I
- Composition II
- Composition II
- Composition II
- Composition II

^Students planning to transfer to HSU are not required to take these two courses.

Communications (3 credit hours)

- COMM2113 Oral Communication Academic Reading/Basic Composition

Mathematics (3 credit hours)

- MATH 1143 College Algebra Intermediate Algebra

Humanities (3 credit hours)

- HUMN 2113 Humanities: Art* **OR** Academic Reading
- HUMN 2123 Humanities: Music* **OR** Academic Reading
- HUMN 2133 Humanities: Theater* Academic Reading

Life/Physical Science (8 credit hours)

BIOL 1124 Introduction to Biology
 PHYC 1124 Introduction to Physics* **OR**
 PHYC 1134 Introduction to Astronomy* **OR**
 PHYC 1144 Introduction to Physical Science*

Prerequisites

Academic Reading
 Academic Reading/ Intermediate Algebra
 Academic Reading
 Academic Reading

^Students planning to transfer to HSU must take an additional science course from the above or from the following: BIOL 2114, BIOL 2124, BIOL 2224, BIOL 2244, CHEM 1114, CHEM 1214, or PHYC 1114

Social Science (21 credit hours)

GEOG 1113 Geography*
 GOVT 2113 American National Government*
 HIST 1113 Civilization through 16th Century
 HIST 1123 Civilization since 16th Century
 HIST 2113 U.S. History through 1865
 HIST 2123 U.S. History since 1865
 PSYC 1113 General Psychology^

Academic Reading
 Academic Reading
 Academic Reading/Basic Comp
 Academic Reading/Basic Comp
 Academic Reading/Basic Comp
 Academic Reading/Basic Comp
 Academic Reading

^Students planning to transfer to HSU must take PHIL 2113 Introduction to Philosophy instead of PSYC 1113 General Psychology

Education Courses (6 credit hours)

EDUC 2213 Foundations of Education
 EDUC 2123 Instructional Technology*

Composition I with a grade "C" or better
 Comp I/ Fund. Info. Tech. or Required score

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE MADE TO MEET THOSE REQUIREMENTS SUBJECT TO APPROVAL BY THE DIVISION CHAIR.

ASSOCIATE OF ARTS IN TEACHING (AAT) MIDDLE SCHOOL MATH/SCIENCE TRACK

Arkansas higher education policy requires that in order to receive an Associate of Arts in Teaching degree to transfer to a state 4-year college, students must a) have a 2.65 GPA or higher, b) pass the PRAXIS I exam, and c) take the MAAP test.

The Associate of Arts in Teaching degree curriculum (all tracks) is mandated by the Arkansas Department of Higher Education to be standardized at all two-year colleges in Arkansas. However, four-year colleges and universities may have different requirements so please check with the college/university to which you intend to transfer for specific degree requirements.

Students planning to transfer to a four-year institution should provide their ASE advisor with a degree plan from the senior institution as curriculum requirements differ at each college.

*An asterisk by a course indicates the course may not be offered each semester. Please meet with your ASE academic advisor or the ASE division chair for more information about course offerings.

To obtain an Associate of Arts in Teaching degree under the Middle School Math/Science track at OTC, students must successfully complete 60 hours of college credit. Courses taken to satisfy AAT degree requirements must have a "C" or better in order to transfer to most four-year universities. Successful completion of 15 degree credits as a regular student at OTC and satisfaction of all financial obligations due to the College are required for graduation.

CURRICULUM – ASSOCIATE OF ARTS IN TEACHING – MIDDLE SCHOOL MATH/SCIENCE TRACK (60-62 Credit Hours)

English (9 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II (or for Future Teachers)
ENGL 2213 World Literature I **OR**
ENGL 2223 World Literature II

Prerequisites

Basic Composition
Composition I
Composition II
Composition II

Communications (3 hours)

COMM2113 Oral Communication

Academic Reading/Basic Composition

Mathematics (12 hours)

MATH 1143 College Algebra
MATH 1213 Math for Elementary and Middle Schools I*
MATH 1223 Math for Elementary and Middle Schools II*
MATH 1143 Plane Trigonometry*^

Intermediate Algebra
College Algebra
Math for Teachers I
College Algebra

^Students planning to transfer to HSU should not take MATH 2153 Plane Trigonometry

Humanities (3 hours)

HUMN 2113 Humanities: Art* **OR**
HUMN 2123 Humanities: Music* **OR**
HUMN 2133 Humanities: Theater*

Academic Reading
Academic Reading
Academic Reading

Life/Physical Science (12 hours)

BIOL 1124 Introduction to Biology
 PHYC 1114 Earth Science*
 PHYC 1124 Introduction to Physics* **OR**
 PHYC 1134 Introduction to Astronomy* **OR**
 PHYC 1144 Introduction to Physical Science*

Prerequisites

Academic Reading
 Academic Reading
 Academic Reading/ Int. Algebra
 Academic Reading
 Academic Reading

^Students planning to transfer to HSU must take BIOL 1124, CHEM 1114 or CHEM 1214, PHYC 1134, and a choice of the following: PHYC 1114, PHYC 1124, or PHYC 1144.

Social Science (15 hours)

GOVT 2113 American National Government*
 HIST 1113 Civilization through 16th Century **OR**
 HIST 1123 Civilization since 16th Century
 HIST 2113 U.S. History through 1865 **OR**
 HIST 2123 U.S. History since 1865
 HIST 2143 Arkansas History
 PSYC 1113 General Psychology^

Academic Reading
 Academic Reading/Basic Composition
 Academic Reading/Basic Composition
 Academic Reading/Basic Composition
 Academic Reading/Basic Composition
 3-hours college-level history
 Academic Reading

^Students planning to transfer to HSU must take PHIL 2113 Introduction to Philosophy instead of PSYC 1113 General Psychology.

Education Courses (6 hours)

EDUC 2213 Foundations of Education
 EDUC 2123 Instructional Technology*

Composition I with a grade "C" or better
 Comp I/ Fund. Info. Tech. or Required score

^Students planning to transfer to HSU may opt to take the additional required course PHYS 1221 Life Fitness.

WHERE SPECIFIC TRANSFER PLANS/AGREEMENTS REQUIRE CERTAIN COURSES/HOURS, SUBSTITUTIONS MAY BE MADE TO MEET THOSE REQUIREMENTS SUBJECT TO APPROVAL BY THE DIVISION CHAIR.

CERTIFICATE OF GENERAL STUDIES (CGS)

The Certificate of General Studies is awarded after completion of thirty-one credit hours that serve as a cross-discipline introduction to a liberal arts education. Generally, this certificate reflects the ideal course balance and hours taken in the first year of a student's Associate of Arts degree plan.

***An asterisk by a course indicates the course may not be offered each semester. Please meet with your academic advisor or the division chair for more information about course offerings.**

CURRICULUM - CERTIFICATE OF GENERAL STUDIES – (31 Credit Hours)

English (6 credit hours)

ENGL 1113 Composition I
ENGL 1213 Composition II

Prerequisites

Basic Composition
Composition I

Communications (6 hours)

COMM2113 Oral Communication
DATA 1113 Fund. of Info. Technology

Academic Reading/Basic Composition

Mathematics (3 hours)

Choose One

MATH 1143 College Algebra
MATH 1153 Mathematics for Liberal Arts*

Intermediate Algebra
Intermediate Algebra

Humanities (3 hours)

Choose One

PHIL 2113 Introduction to Philosophy
HUMN 2113 Humanities: Art*
HUMN 2123 Humanities: Music*
HUMN 2133 Humanities: Theater*

Academic Reading/Basic Composition
Academic Reading
Academic Reading
Academic Reading

Life/Physical Science (4 hours)

Choose One

BIOL 1124 Introduction to Biology
BIOL 2114 General Botany*
BIOL 2124 General Zoology*
CHEM 1114 Chemistry I for General Education*
CHEM 1214 General Chemistry I*

Academic Reading
1 year H.S. Botany or Intro to Biology
1 year H.S. Botany or Intro to Biology
Academic Reading/Int. Algebra
Academic Reading/College Algebra or
concurrently enrolled
Academic Reading/Int. Algebra
Academic Reading
Academic Reading

PHYC 1124 Introduction to Physics*
PHYC 1134 Introduction to Astronomy*
PHYC 1144 Introduction to Physical Science*

Social Science (9 hours)

Choose One

HIST 1113	Civilization through the 16 th Century	Academic Reading/Basic Composition
HIST 1123	Civilization since the 16 th Century	Academic Reading/Basic Composition
HIST 2113	U.S. History through 1865	Academic Reading/Basic Composition
HIST 2123	U.S. History since 1865	Academic Reading/Basic Composition
GOVT 2113	American National Government*	Academic Reading

Prerequisites

Choose Two (one must be General Psychology or Introduction to Sociology)

PSYC 1113	General Psychology	Academic Reading
SOCI 1113	Introduction to Sociology	Academic Reading
ECON 2113	Principles of Macroeconomics*	Academic Reading
ECON 2213	Principles of Microeconomics*	Academic Reading
GEOG 1113	Geography*	Academic Reading

TECHNICAL CERTIFICATE IN PRE-ALLIED HEALTH

The Technical Certificate in Pre-Allied Health is awarded after the successful completion of a rigorous 27 credit hour curriculum required for admission into the Associate of Applied Science Degree in Nursing (LPN to RN). A grade of "C" or better must be earned in each course listed in the curriculum.

CURRICULUM – TECHNICAL CERTIFICATE IN PRE-ALLIED HEALTH – (27 Credit Hours)

*An asterisk by a course indicates the course may not be offered each semester. Please meet with your ASE academic advisor or the ASE division chair for more information about course offerings.

English (9 credit hours)

ENGL 1113	Composition I
ENGL 1213	Composition II

Prerequisites

Basic Composition
Composition I

Communications (3 hours)

DATA 1113	Fund. of Info. Technology
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Mathematics (3 hours)

Choose One

RNUR 2113	Math for Nursing [^] *	
MATH 1143	College Algebra	Intermediate Algebra
MATH 1153	Mathematics for Liberal Arts	Intermediate Algebra

[^]This course is offered and administered through OTC's Allied Health Division. Please contact the Allied Health division chair regarding this course. This course will not transfer to a four-year degree in nursing.

Life Science (12 hours)

BIOL 2224	Anatomy & Physiology I	Academic Reading
BIOL 2234	Anatomy & Physiology II	Anatomy and Physiology I
BIOL 2244	Microbiology	Intro to Biology or A&P I or a valid LPN license

Social Science (3 hours)

PSYC 1113	General Psychology	Academic Reading
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BASIC SKILLS PROGRAM

Purpose

To fulfill its mission, Ouachita Technical College offers developmental courses and programs to enhance students' academic skills for success in college-level course work. The Basic Skills Program offers an academic curriculum that enables students to achieve basic college-level competency in reading, writing, and mathematics. OTC accepts a variety of placement scores to identify students' academic preparedness and to recommend courses at the appropriate level. Courses in the Basic Skills Program may not transfer to four-year colleges and universities in Arkansas. Available courses in OTC's Basic Skills Program are as follows:

READ 1003	Academic Reading
ENGL 1003	Basic Grammar
ENGL 1013	Basic Composition
MATH 1003	Basic Math
MATH 1013	Basic Algebra
MATH 1023	Intermediate Algebra

PROGRAM OUTCOMES – ARTS, SCIENCES, AND EDUCATION

ASSOCIATE OF ARTS (AA)

The purpose of the Associate of Arts Program is to guide each student toward attaining a broad cultural background as a foundation to his or her eventual profession and to ensure that students develop fundamental skills and a lifelong commitment to learning. Course syllabi specify how each class will help students achieve the outcomes and competencies of the general education curriculum.

Outcome 1: Students will communicate competently through writing, reading, speaking, and listening.

Outcome 2: Students will demonstrate mathematical proficiency, including analytical as well as computational skills.

Outcome 3: Students will increase their understanding of the culture and society in which they live.

Outcome 4: Students will increase their understanding of the physical and biological world in which they live and of themselves as physical beings.

Outcome 5: Students will be prepared to compete academically upon transfer to a four-year institution.

ASSOCIATE OF ARTS IN TEACHING (AAT)

The purpose of the AAT degree is to lay a foundation for preparing qualified and competent elementary and middle school teachers. Courses required in each track (P-4; Middle School Language Arts/Social Studies; Middle School Math/Science) will determine the specific objectives and competencies of the AAT outcomes.

Outcome 1: Students will communicate competently through writing, reading, speaking, and listening.

Outcome 2: Students will demonstrate mathematical proficiency, including analytical as well as computational skills.

Outcome 3: Students will increase their understanding of the culture and society in which they live.

Outcome 4: Students will increase their understanding of the physical and biological world in which they live and of themselves as physical beings.

Outcome 5: Students will understand the historical and organizational foundation of the American educational system and be able to address contemporary issues in the teaching profession.

Outcome 6: Students will be prepared to compete academically upon transfer to a four-year institution.

BUSINESS TECHNOLOGY

The Business Technology Division offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE

Accounting
Management
Medical Office Administration
Office Administration

TECHNICAL CERTIFICATES

Accounting
Management
Medical Coding
Medical Office Administration
Medical Transcription
Office Administration

CERTIFICATE OF PROFICIENCY

Medical Office Administration
Medical Terminology

ACCOUNTING

Technical Certificate Program Description: Accounting is a 30-credit hour certificate program. All credit is applicable to the AAS Accounting Degree. Graduates are trained for entry-level accounting positions.

Associate of Applied Science Program Description: Accounting is a 63 or 64-credit hour program offering specialized knowledge and working applications of accounting principles, federal income taxation, and payroll regulations and procedures in both manual and computerized accounting systems. Graduates are trained for positions such as junior accountants, payroll clerks, accounts receivable/payable clerks, and budget or credit analysts.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – ACCOUNTING – TECHNICAL CERTIFICATE

Technical Courses:

ACTG 1113	Principles of Accounting I	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word®)	3
ACTG 1203	Principles of Accounting II*	3
ACTG 1213	Computerized Accounting*	3
DATA 1243	Spreadsheet Applications (MS Excel®)	3
DATA 1233	Database Management (MS Access®)	3
	TOTAL TECHNICAL HOURS	24

General Education Courses:

ENGL 1113	Composition I	3
	Choose one of the following:	
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	
	TOTAL GENERAL EDUCATION HOURS	6
COMPLETION AWARD:	Technical Certificate	30

Courses displayed in bold text indicate specialty courses which require final grades of “C” or better.

(*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

CURRICULUM – ACCOUNTING – ASSOCIATE DEGREE

Technical Courses:

ACTG 1113	Principles of Accounting I	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word®)	3
ACTG 1203	Principles of Accounting II*	3
ACTG 1213	Computerized Accounting*	3
DATA 1243	Spreadsheet Applications (MS Excel®)	3
DATA 1233	Database Management (MS Access®)	3
MGMT 1113	Principles of Management	3
BOIS 1103	Business English	3
ACTG 1223	Payroll Accounting*	3
ACTG 2313	Federal Income Tax*	3
BOIS 2303	Business Communications	3
DATA 2203	Integrated Applications*	3
Choose one of the following:		
BOIS 2203	Legal Environment	3
BOIS 2213	Business Ethics	
Choose one of the following:		
ECON 2113	Principles of Macroeconomics	3
ECON 2213	Principles of Microeconomics	
TOTAL TECHNICAL HOURS		48

General Education Courses:

ENGL 1113	Composition I	3
ENGL 1213	Composition II	3
Choose one of the following:		
MATH 1123	Business Math (does not transfer)	
MATH 1143	College Algebra	
MATH 1153	Math for Liberal Arts	
Choose one of the following:		
BIOL 1124	Introduction to Biology	4
BIOL 2123	Environmental Science	3
PHYC 1124	Introduction to Physics	4
PHYC 1114	Earth Science	4
Choose one of the following:		
PSYC 1113	General Psychology	3
ECON 2113	Principles of Macroeconomics (if not used as a technical course)	
ECON 2213	Principles of Microeconomics (if not used as a technical course)	
SOCI 1113	Introduction to Sociology	
TOTAL GENERAL EDUCATION HOURS		15/16
COMPLETION AWARD: Associate of Applied Science		63/64

Courses displayed in bold text indicate specialty courses which require final grades of “C” or better.

(*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

MANAGEMENT

Technical Certificate Program Description: Management is a 30-credit hour certificate program. All credit is applicable to the AAS Management Degree. Graduates are trained for entry-level supervisory positions.

Associate of Applied Science Program Description: Management is a 63-credit hour program offering specialized knowledge and skills used by managers to organize operations, motivate employees, recognize and solve problems, make decisions, and manage resources. The dynamics of building and utilizing teams in the workplace and how to effectively handle the challenges of organizational life are included. Graduates are trained for mid-level management positions.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – MANAGEMENT – TECHNICAL CERTIFICATE

Technical Courses:

MGMT 1113	Principles of Management	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word ®)	3
MGMT 1123	Supervisory Management*	3
MGMT 2013	Human Resource Management*	3
DATA 1243	Spreadsheet Applications (MS Excel ®)	3
DATA 1233	Database Management (MS Access ®)	3
	TOTAL TECHNICAL HOURS	24

General Education Courses:

ENGL 1113	Composition I	3
	Choose one of the following:	
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	
	TOTAL GENERAL EDUCATION HOURS	6
COMPLETION AWARD:	Technical Certificate	30

Courses displayed in bold text indicate specialty courses which require final grades of "C" or better.

(*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

CURRICULUM – MANAGEMENT – ASSOCIATE DEGREE

MGMT 1113	Principles of Management	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word ®)	3
MGMT 1123	Supervisory Management*	3
MGMT 2013	Human Resource Management*	3
DATA 1243	Spreadsheet Applications (MS Excel ®)	3
DATA 1233	Database Management (MS Access ®)	3
ACTG 1113	Principles of Accounting I	3
BOIS 1103	Business English	3
MGMT 2343	Small Business Management*	3
DATA 2213	Web Design*	3
BOIS 2303	Business Communications	3
DATA 2203	Integrated Applications*	3
<i>Choose one of the following:</i>		
BOIS 2203	Legal Environment	3
BOIS 2213	Business Ethics	
<i>Choose one of the following:</i>		
ACTG 1203	Principles of Accounting II*	3
ACTG 1213	Computerized Accounting*	
TOTAL TECHNICAL HOURS		48

General Education Courses:

ENGL 1113	Composition I	3
ENGL 1213	Composition II	3
<i>Choose one of the following:</i>		
MATH 1123	Business Math (does not transfer)	
MATH 1143	College Algebra	
MATH 1153	Math for Liberal Arts	
<i>Choose one of the following:</i>		
BIOL 1124	Introduction to Biology	4
BIOL 2123	Environmental Science	3
PHYC 1124	Introduction to Physics	4
PHYC 1114	Earth Science	4
<i>Choose one of the following:</i>		
PSYC 1113	General Psychology	3
ECON 2113	Principles of Macroeconomics	
ECON 2213	Principles of Microeconomics	
SOCI 1113	Introduction to Sociology	
TOTAL GENERAL EDUCATION HOURS		15/16
COMPLETION AWARD: Associate of Applied Science		63/64

Courses displayed in bold text indicate specialty courses which require final grades of “C” or better.

(*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

MEDICAL OFFICE ADMINISTRATION

Certificate of Proficiency Program Description: Medical Office Administration Certificate of Proficiency is a 9-credit hour program designed to provide students with minimum knowledge and skills for entry-level positions in the healthcare setting.

Certificate of Proficiency Program Description: Medical Terminology Certificate of Proficiency is a 10-credit hour program designed to provide students with knowledge of medical terminology and an introduction to human anatomy and the functions of organ systems.

Technical Certificate Program Description: Medical Office Administration is a 30-credit hour certificate program. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are trained for entry-level medical office positions such as receptionists and office clerks.

Associate of Applied Science Program Description: Medical Office Administration is a 64- or 66-credit hour program offering specialized clinical and administrative skills required to coordinate office functions in a healthcare setting. This program is approved by the American Medical Technologists (AMT) Association of Allied Health Professionals. Graduates will sit for the Certified Medical Administrative Specialist (CMAS) examination. Graduates are prepared for positions such as medical transcriptionists, medical assistants, medical coding associates, and medical office administrators.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer. Contact the Division Chair of Business Technology for information regarding articulation agreements for the A.A.S. in Medical Office Administration.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – CERTIFICATE OF PROFICIENCY

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
COMPLETION AWARD:	Certificate of Proficiency	9

Courses displayed in bold text indicate specialty courses which require final grades of “C” or better.

(*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

CURRICULUM – MEDICAL TERMINOLOGY – CERTIFICATE OF PROFICIENCY

MEDT 1123	Medical Terminology I*	3
MEDT 1143	Medical Terminology II*	3
MEDT 2214	Basic Human Anatomy & Physiology	4
COMPLETION AWARD:	Certificate of Proficiency	10

Courses displayed in bold text indicate specialty courses which require final grades of “C” or better.

*(*An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – TECHNICAL CERTIFICATE

Technical Courses:

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word ®)	3
MEDT 1143	Medical Terminology II	3
MEDT 1223	Principles of Disease*	3
DATA 1243	Spreadsheet Applications (MS Excel ®)	3
DATA 1233	Database Management (MS Access ®)	3
	TOTAL TECHNICAL HOURS	24

General Education Courses:

ENGL 1113	Composition I	3
	Choose one of the following:	
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	
	TOTAL GENERAL EDUCATION HOURS	6
COMPLETION AWARD:	Technical Certificate	30

Courses displayed in bold indicate specialty courses which require final grades of “C” or better.

*(*An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

CURRICULUM – MEDICAL OFFICE ADMINISTRATION – ASSOCIATE DEGREE

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word ®)	3
MEDT 1143	Medical Terminology II	3
MEDT 1223	Principles of Disease*	3
DATA 1243	Spreadsheet Applications (MS Excel ®)	3
DATA 1233	Database Management (MS Access ®)	3
MEDT 2333	Medical Coding I*	3
MEDT 2023	Medical Transcription I*	3
MEDT 2413	Advanced Medical Office Administration*	3
MGMT 2013	Human Resource Management*	3
BOIS 2303	Business Communications	3
Choose one of the following:		
ACTG 1113	Principles of Accounting I	3
ACTG 1223	Payroll Accounting*	
Choose one of the following:		
BIOL 2234	Anatomy and Physiology II	4
MEDT 2013	Basic Pharmacology w/Overview of Microbiology*†	3
Choose one of the following:		
MEDT 2414	Medical Assisting*	4
MEDT 2033	Medical Transcription II*	3
MEDT 2343	Medical Coding II*	3
TOTAL TECHNICAL HOURS		48/50
General Education Courses:		
ENGL 1113	Composition I	3
ENGL 1213	Composition II	3
Choose one of the following:		
MATH 1123	Business Math (does not transfer)	3
MATH 1143	College Algebra	
MATH 1153	Math for Liberal Arts	
Choose one of the following:		
BIOL 2224	Anatomy and Physiology I	4
MEDT 2214	Basic Human Anatomy & Physiology *††	
Choose one of the following:		
PSYC 1113	General Psychology	3
ECON 2113	Principles of Macroeconomics	
ECON 2213	Principles of Microeconomics	
SOCI 1113	Introduction to Sociology	
TOTAL GENERAL EDUCATION HOURS		16
COMPLETION AWARD: Associate of Applied Science		64/66

Courses displayed in bold indicate specialty courses which require final grades of “C” or better. (*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

†This course only satisfies the requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN prerequisites or other allied health programs. Take this course only if you are majoring in Medical Office Administration. Either BIOL 2224 or MEDT 2214 will meet the General Education Science requirement.

††This course only satisfies the requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN prerequisites or other allied health programs. Take this course only if you are majoring in Medical Office Administration.

MEDICAL CODING

Technical Certificate Program Description: Medical Coding is a 30-credit hour program offering specialized training in the review of medical documents for the assignment of ICD-9-CM and CPT codes used for medical billing and insurance purposes. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are trained to be medical coding associates and are prepared to take the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – MEDICAL CODING – TECHNICAL CERTIFICATE

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
MEDT 2333	Medical Coding I*	3
MEDT 1143	Medical Terminology II	3
MEDT 1223	Principles of Disease*	3
MEDT 2343	Medical Coding II*	3
Choose one of the following:		
DATA 1213	Word Processing (MS Word®)	3
DATA 1233	Database Management (MS Access®)	
DATA 1243	Spreadsheet Applications (MS Excel®)	
TOTAL TECHNICAL HOURS		24
General Education Courses:		
ENGL 1113	Composition I	3
Choose one of the following:		
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	
TOTAL GENERAL EDUCATION HOURS		6
COMPLETION AWARD:	Technical Certificate	30

Courses displayed in bold indicate specialty courses which require final grades of “C” or better.

()An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

MEDICAL TRANSCRIPTION

Admission Requirements: *Students must pass a keyboarding proficiency test before enrolling in this program.*

Technical Certificate Program Description: Medical Transcription is a 30-credit hour program offering specialized training in the preparation and transcription of medical documents. All credit is applicable to the AAS Medical Office Administration Degree. Graduates are prepared for transcriptionists positions in healthcare settings.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – MEDICAL TRANSCRIPTION – TECHNICAL CERTIFICATE

MEDT 1123	Medical Terminology I	3
MEDT 1133	Medical Office Administration*	3
DATA 1123	Fundamentals of Information Technology	3
MEDT 2023	Medical Transcription I*	3
MEDT 1143	Medical Terminology II	3
MEDT 1223	Principles of Disease*	3
MEDT 2033	Medical Transcription II*	3
Choose one of the following:		
DATA 1213	Word Processing (MS Word®)	3
DATA 1233	Database Management (MS Access®)	
DATA 1243	Spreadsheet Applications (MS Excel®)	
TOTAL TECHNICAL HOURS		24
General Education Courses:		
ENGL 1113	Composition I	3
Choose one of the following:		
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	
TOTAL GENERAL EDUCATION HOURS		6
COMPLETION AWARD:	Technical Certificate	30

Courses displayed in bold indicate specialty courses which require final grades of "C" or better.

()An asterisk indicates that said course will be offered once a year. Check course description for further information.*

Curriculum subject to modification.

OFFICE ADMINISTRATION

Technical Certificate Program Description: Office Administration is a 30-credit hour certificate program. All credit is applicable to the AAS Office Administration Degree. Graduates are trained for entry-level office positions.

Associate of Applied Science Program Description: Office Administration is a 63-credit hour program offering specialized knowledge and skills in the areas of administrative management, communication, computer applications, and accounting used to organize and maintain an office. Graduates are prepared for positions such as administrative assistants and office managers.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to all four-year institutions. While some institutions do accept some (or in some cases all) courses in A.A.S./Technical Certificate programs, the general rule is that courses in A.A.S. degrees and Technical Certificates are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – OFFICE ADMINISTRATION – TECHNICAL CERTIFICATE

Technical Courses:

ACTG 1113	Principles of Accounting I	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word®)	3
DATA 2303	Advanced Word Processing (MS Word®)*	3
SECR 1213	Office Administration*	3
DATA 1243	Spreadsheet Applications (MS Excel®)	3
DATA 1233	Database Management (MS Access®)	3
	TOTAL TECHNICAL HOURS	24

General Education Courses:

ENGL 1113	Composition I	3
	Choose one of the following:	
MATH 1023	Intermediate Algebra	3
MATH 1123	Business Math (does not transfer)	
	TOTAL GENERAL EDUCATION HOURS	6
COMPLETION AWARD:	Technical Certificate	30

Courses displayed in bold indicate specialty courses which require final grades of “C” or better.

(*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

CURRICULUM – OFFICE ADMINISTRATION – ASSOCIATE DEGREE

Technical Courses:

ACTG 1113	Principles of Accounting I	3
BOIS 1113	Business Calculator Applications	3
DATA 1123	Fundamentals of Information Technology	3
DATA 1213	Word Processing (MS Word®)	3
DATA 2303	Advanced Word Processing (MS Word®)*	3
SECR 1213	Office Administration*	3
DATA 1243	Spreadsheet Applications (MS Excel®)	3
DATA 1233	Database Management (MS Access®)	3
MGMT 1113	Principles of Management	3
BOIS 1103	Business English	3
ACTG 1223	Payroll Accounting*	3
DATA 2213	Web Design*	3
BOIS 2303	Business Communications	3
DATA 2203	Integrated Applications*	3
MGMT 2013	Human Resource Management*	3
Choose one of the following:		
BOIS 2203	Legal Environment	3
BOIS 2213	Business Ethics	
TOTAL TECHNICAL HOURS		48

General Education Courses:

ENGL 1113	Composition I	3
ENGL 1213	Composition II	3
Choose one of the following:		
MATH 1123	Business Math (does not transfer)	3
MATH 1143	College Algebra	
MATH 1153	Math for Liberal Arts	
Choose one of the following:		
BIOL 1124	Introduction to Biology	4
BIOL 2123	Environmental Science	3
PHYC 1124	Introduction to Physics	4
PHYC 1114	Earth Science	4
Choose one of the following:		
PSYC 1113	General Psychology	3
ECON 2113	Principles of Macroeconomics	
ECON 2213	Principles of Microeconomics	
SOCI 1113	Introduction to Sociology	
TOTAL GENERAL EDUCATION HOURS		15/16
COMPLETION AWARD: Associate of Applied Science		63/64

Courses displayed in bold indicate specialty courses which require final grades of “C” or better.

(*)An asterisk indicates that said course will be offered once a year. Check course description for further information.

Curriculum subject to modification.

PROGRAM OUTCOMES – BUSINESS TECHNOLOGY

TECHNICAL CERTIFICATES

The curriculum in each Technical Certificate is designed to provide valuable and essential skills needed to prepare students for entry-level jobs. The courses completed in these programs are transferable to corresponding A.A.S. degrees.

General Education Outcomes

Graduates will:

- Use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and/or verbal instructions.
- Solve problems using basic principles of mathematics.
- Identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Demonstrate teamwork and leadership skills and the ability to adapt to an ever-changing workplace environment.
- Manage available resources, time, material, and equipment efficiently and effectively.
- Become lifelong learners in order to remain employable in the ever-changing job market.

Broad Technology Outcomes

Graduates will:

- Know how a computer works and how to use computer application software efficiently.
- Use word processing software in the preparation of common business documents and refine touch keyboarding skills to acceptable speed and accuracy levels.
- Use spreadsheet application software to create, manipulate, sort, and chart data to be analyzed for decision-making purposes.
- Use database application software to organize, store, maintain, and sort records so that information can be retrieved efficiently.
- Apply accounting principles to journalize transactions and generate financial statements.

Accounting Specialty Core Outcomes

Graduates will:

- Apply financial accounting concepts and principles with relation to the sole proprietor, partnership and corporate forms of business.
- Apply accounting principles to integrate accounts receivable/payable, payroll, and inventories into a commercial, computerized accounting software package.

Management Specialty Core Outcomes

Graduates will:

- Apply the principles needed to recruit, select, promote, and compensate employees in a manner compliant with federal employment law.
- Apply the management principles needed to delegate, train, and orient employees, objectively evaluate employee performance, and build and motivate teams.

Medical Office Administration Specialty Core Outcomes

Graduates will:

- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Use medical terminology, communication skills, and computer applications in the preparation of medical documents.
- Maintain medical records, process insurance claims, and perform accounting and billing operations for the medical facility.

Medical Coding Specialty Core Outcomes

Graduates will:

- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Use medical terminology, communication skills, and computer applications in the preparation of

medical documents.

- Maintain medical records, use ICD-9 and CPT-4 systems to code illness and medical procedures, process insurance claims, and perform accounting and billing operations for the medical facility.

Medical Transcription Specialty Core Outcomes

Graduates will:

- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Use medical terminology, communication skills, and computer applications in the preparation of medical documents.
- Transcribe medical dictation in order to document patient care and facilitate delivery of healthcare services.

Office Administration Specialty Core Outcomes

Graduates will:

- Use computer applications to perform office tasks.
- Use advanced word processing features to increase efficiency in the production of business documents.

ASSOCIATE OF APPLIED SCIENCE

The curriculum in each degree is designed to prepare students for professional careers in a specific business field. These degree plans prepare students to recognize and solve problems, manage resources, interact and work effectively in teams, and communicate well using all forms of technology. Graduates will demonstrate proficiency in the Microsoft Office Suite.

General Education Outcomes

Graduates will:

- Use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and/or verbal instructions.
- Solve and analyze problems using principles of mathematics.
- Use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Demonstrate teamwork and leadership skills and the ability to adapt to an ever-changing workplace environment.
- Manage available resources, time, material, and equipment efficiently and effectively.
- Become lifelong learners to remain employable in the ever-changing job market.

Broad Technology Outcomes

Graduates will:

- Know how a computer works and how to use computer application software efficiently.
- Use word processing software in the preparation of common business documents and refine touch keyboarding skills to acceptable speed and accuracy levels.
- Use spreadsheet application software to create, manipulate, sort, and chart data to be analyzed for decision-making purposes.
- Use database application software to organize, store, maintain, and sort records so that information can be retrieved efficiently.
- Apply accounting principles to journalize transactions and generate financial statements.
- Compose sound business documents using correct and forceful English.
- Manage data, resources, and personnel from all areas of business to make profitable and ethical management decisions.
- Solve and analyze business-related mathematical problems using calculators.
- Integrate all components of the Microsoft Office suite to effectively and efficiently complete multi-task projects.
- Understand how the law impacts ethical and legal decision-making in the business environment.

Accounting Specialty Core Outcomes

Graduates will:

- Use accounting procedures to make decisions about planning, organizing, and allocating resources.
- Apply financial accounting concepts and principles with relation to the sole proprietor, partnership, and corporate forms of business.
- Apply the federal and state laws and regulations that govern payroll systems and prepare payroll documents.
- Apply income tax regulations in the preparation of forms and schedules to complete an income tax return.
- Apply accounting principles to integrate accounts receivable/payable, payroll, and inventories into a commercial, computerized accounting software package.

Management Specialty Core Outcomes

Graduates will:

- Apply management principles necessary to delegate work, train and orient employees, objectively evaluate employee performance, build and motivate teams, recruit and select employees, compensate and promote employees.
- Create and design structured and interactive web documents.
- Select a viable business idea, the appropriate form of ownership, and write a business plan that includes financing and marketing options.

Medical Office Administration Specialty Core Outcomes

Graduates will:

- Develop a basic understanding of the anatomy and pathophysiology of the human body.
- Use medical terminology, communication skills, and computer applications in the preparation of medical documents.
- Maintain medical records, use ICD-9 and CPT-4 systems to code illness and medical procedures, process insurance claims, and perform accounting and billing operations for the medical facility.
- Transcribe medical dictation in order to document patient care and facilitate delivery of healthcare services.
- Develop an understanding of legal and ethical responsibilities as they relate to the healthcare professional.
- Develop an understanding of information and skills necessary to assist physicians in basic medical procedures.

Office Administration Specialty Core Outcomes

Graduates will:

- Use computer applications to perform office tasks.
- Use advanced word processing features to increase efficiency in the production of business documents.
- Create and design structured and interactive web documents.

COURSE DESCRIPTIONS BY DIVISION

ALLIED HEALTH SCIENCES

Courses are listed in alphabetic/numeric order by the course number.

Ouachita Technical College reserves the right to alter semester offerings based on enrollment, student needs, clinical site and instructor availability.

PRACTICAL NURSING (LPN)

PNUR 1002 Nursing of the Geriatric Patient: This course is designed to prepare the student for nursing care of the aging population. The normal aging process, characteristics of aging, and the special problems associated with aging will be covered. Clinical experiences will be received in PNUR 1110 Basic Nursing Principles and Skills Lab and PNUR 1307 Clinical II.

PNUR 1102 Nursing of Children: This course includes the principles of growth and development, nursing the infant through adolescence, and the behavior of well and sick children. Observation and experience may be found in the nursery, physician's offices, well-child conference, and other agencies. The experiences will be received in PNUR 1337 Clinical III.

Prerequisite: All first semester courses.

PNUR 1116 Basic Nursing Principles and Skills: The course begins with basic nursing principles; skills and attitudes needed to give nursing care; procedures related to basic nursing needs and development of the ability to adapt these needs to various situations; incorporates the basic needs approach to nursing and presents commonly occurring problems relative to the ambulatory, acutely ill and chronically ill patient. An introduction to microbiology, the spread and control of disease, and local, state, and national health resources are included.

PNUR 1111 Vocational, Legal and Ethical Concepts: This course will cover study skills, nursing history and development, legal and ethical issues, nursing organizations, and local, state, and national resources.

PNUR 1112 Nursing of Mothers and Infants: This course includes the principles and practices of nursing care during prenatal, labor, and delivery, post-partum and neonatal periods. Clinical experiences will be scheduled in PNUR 1307 Clinical II and PNUR 1337 Clinical III.

Prerequisite: All first semester courses.

PNUR 1113 Body Structure & Function I: This course includes anatomy and physiology of the human body in all its systems—a foundation for understanding the principles of maintaining positive health, as well as understanding the deviations from the normal.

PNUR 1122 Clinical I: Provides supervised experience and return demonstration of skills learned in PNUR 1110 Basic Nursing Skills theory course. CPR and first aid skills are included.

PNUR 1132 Nursing of Adult Patients I: This course prepares the student in the nursing care of the adult patient, incorporating all phases of the nursing process to insure personal responsibility for the maintenance of one's health, management of disease, and patient education. Within the nursing process framework, the student will utilize the theory and practice of the disease process as it affects body systems.

PNUR 1201 Mental Health Nursing: Includes an introduction of the common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses.

PNUR 1203 Body Structure and Function II: This course continues to cover the anatomy and physiology of the human body systems-a foundation for understanding the principles of maintaining positive health, as well as understanding the deviations from the normal.

Prerequisite: Body Structure and Function I.

PNUR 1211 Applied Math for Nurses: This course covers the development of skills in converting measurements between household-apothecary-metric systems; calculating dosages of drugs; intravenous infusion rates and a basic review of math. Formulas for calculations of dosages for infants and children are included.

Prerequisite: All first semester courses.

PNUR 1213 Nursing of Adult Patients II: This course continues to prepare the student in the nursing care of the adult patient, incorporating all phases of the nursing process to insure personal responsibility for the maintenance of one's health management.

Prerequisite: All first semester courses.

PNUR 1202 Nutrition in Health and Illness: This course includes the principles of good nutrition for all age groups, the four basic food groups, the importance of good nutrition, and modification of these principles for therapeutic purposes.

PNUR 1222 Introduction to Pharmacology: This course includes an introduction to the foundations of pharmacology, principles of drug action and interaction, use of the nursing process, and routes of administering medications. The student will learn the skills needed to administer medications through the various routes. This course also utilizes the nursing process and body systems approach to guide the students in learning drug actions, dosages, expected reactions, side effects, contraindications and points of observation following the administration of drugs.

Co-requisites: All second semester courses.

Prerequisites: All first semester courses.

PNUR 1302 Intravenous Therapy: This course is designed to prepare the practical nursing student to administer IV therapy. Legal implications of IV therapy, IV equipment devices used in administering IV solutions and drugs, anatomy and physiology as applied to IV therapy, IV therapy methods and techniques, infection control in IV therapy, complications of IV infusions, rational of fluid and electrolyte therapy, IV drug therapy, blood transfusions, chemotherapy, total parenteral nutrition, and supervised laboratory and clinical performance will be covered in the course.

PNUR 1307 Clinical II: This lab course will give the student an opportunity to continue the application of nursing skills to the patients in hospitals, doctors' offices, and other community health facilities. Experiences with pediatric, obstetric, and medical/surgical patients will be provided in a facility setting assigned by the department. At the end of the course, the student will have met all Arkansas State Board of Nursing requirements for clinical experience.

Prerequisite: All 1100 level PNUR courses.

PNUR 1313 Nursing of Adult Patients III: This course is a continuation of the preparation of the student in the nursing care of the adult patient, incorporating all phases of the nursing process to insure personal responsibility for the maintenance of one's health management.

Prerequisite: All 1100 and 1200 level PNUR courses.

PNUR 1337 Clinical III: This lab course will give the student an opportunity to continue the application of nursing skills to the hospital patient. Experience with geriatric, pediatric, obstetric, and medical/surgical patients will be provided in a long-term care facility, acute care facility or ambulatory care facility as assigned by the instructor.

Prerequisite: All first and second semester PN courses.

PNUR 1333 Advanced Pharmacology: This course continues to utilize the nursing process and body systems approach to guide the students in learning drug actions, dosages, expected reactions, side effects, contraindications and points of observation following the administration of drugs for those systems not covered in PNUR 1222 Pharmacology II.

Co-requisites: All third semester courses.

Prerequisites: All first and second semester PN courses.

ASSOCIATE OF APPLIED SCIENCE DEGREE IN NURSING (LPN TO RN)

Prerequisite to all other RNUR Courses:

RNUR 2113 Math for Nursing

(3 Cr., 3 Lec.)

This course is directed to students who need to increase their performance level with mathematics for nursing purposes. The course makes a natural progression of basic to more complex information. Included in the course is a mathematics diagnostic evaluation, a mathematics review, essential information that is the foundation for accurate dosage calculations, safe medication administration, including medicine orders, labels, and equipment, introduction of the three systems of measurement (metric, apothecary, and household), conversion from one system of measurement to another, how to recognize and select appropriate equipment for the administration of medications based on the drug, dosage, and method of administration, common abbreviations used in health care, computerized medication administration, risks and responsibilities of medication administration ratio-proportion and dimensional analysis method of drug calculation, and calculation of pediatric and adult dosages and concentrates on the body weight method.

SPRING COURSES

RNUR 2115 Nursing Process I

(5 Cr., 5 Lec.)

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to the goals, philosophy, and learning objectives of the LPN to RN program. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. Growth and development is included with the introduction of well-known developmental theorists including Kolberg, Erikson, Skinner, and Freud. Incorporated into the content is an emphasis on lifestyle and health practices, relationships and role development, self-esteem and self-concept development. The student's fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. Introduction to body system pathophysiology & nursing care throughout the lifespan will be taught. Also explored are the legal, ethical, and social issues related to the Registered Nursing role.

Prerequisite: Admission to the OTC LPN to RN program.

Co-requisite: RNUR 2111, RNUR 2124, RNUR 2133

RNUR 2124 Pediatric Nursing Care

(4 Cr., 4 Lec.)

This course provides lecture content for the age group involving the newborn through adolescence. The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

Prerequisite: Admission to the OTC LPN to RN program

Co-requisite: RNUR 2114, RNUR 2111, RNUR 2133

RNUR 2133 Nursing Practicum I**(3 Cr., 9 Lab)**

This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNUR 2114 and RNUR 2124. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, pediatric client care, and medical/surgical client care. Curriculum concepts and comprehension are carried out per clinical application.

Prerequisite: Admission to the OTC LPN to RN program

Co-requisites: RNUR 2114, RNUR 2111, RNUR 2124

SUMMER COURSES**RNUR 2214 Maternal/Child & Women's Health****(4 Cr., 4 Lec.)**

This course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women's health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, and family planning. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas.

Prerequisite: RNUR 2114, RNUR 2111, RNUR 2124, RNUR 2133

Co-requisite: RNUR 2223, RNUR 2232

RNUR 2223 Psychiatric Health Nursing**(3 Cr., 3 Lec.)**

This course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process.

Prerequisite: RNUR 2114, RNUR 2111, RNUR 2124, RNUR 2133

Co-requisite: RNUR 2214, RNUR 2232

RNUR 2232 Nursing Practicum II**(2 Cr., 10 Lab)**

This clinical allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women's health. Students also use the skills in assessing and caring for children and adults with genetic abnormalities. This clinical also provides students with the opportunity to experience interacting with adolescent, adult, and geriatric clients with mental illness. Students will engage in the clinical application of concepts covered in RNUR 2214 and RNUR 2223, demonstrating progressive mastery and independence in Registered Nursing practice.

Prerequisite: RNUR 2114, RNUR 2111, RNUR 2124, RNUR 2133

Co-requisite: RNUR 2214, RNUR 2223

FALL COURSES**RNUR 2318 Nursing Process II****(8 Cr., 8 Lec.)**

This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated.

Prerequisites: RNUR 2214, RNUR 2223, RNUR 2232

Co-requisite: RNUR 2311, RNUR 2333

RNUR 2333 Nursing Practicum III**(3 Cr., 9 Lab)**

This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Students will engage in the clinical application of concepts covered in RNUR 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse.

Prerequisites: RNUR 2214, RNUR 2223, RNUR 2232

Co-requisite: RNUR 2318, RNUR 2311

RNUR 2311 NCLEX-RN Preparation**(1 Cr., 1 Lec)**

This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse.

Prerequisites: RNUR 2214, RNUR 2223, RNUR 2232

Co-requisite: RNUR 2318, RNUR 2333

NOTE: The numerical values following each course description represent semester hours, lecture hours, and lab hours. EXAMPLE: (3,1,4) = 3 Semester Hours, 1 Lecture Hour, and 4 Lab Hours.

APPLIED SCIENCE TECHNOLOGY

ACHR 1123 Basic Compression Refrigeration

A series of lectures and demonstrations on compression refrigeration components, system accessories, refrigerants, temperature pressure charts, purging and evacuation, pressurizing and leak testing, charging, basic refrigeration cycle, and refrigerant recovery/recycling. (3,2,3)

This course is offered when there is demand from business, industry, or the general public.

ACHR 1213 Residential Heating Systems

A series of lectures and demonstrations on the components and control devices for residential gas-fired furnaces, oil-fired furnaces, electric heaters, schematic wiring diagrams and operation of residential heating systems. (3,2,3)

Prerequisites: ACHR 1123 Basic Compression Refrigeration or Instructor permission.

This course is offered when there is demand from business, industry, or the general public.

ACHR 1223 Residential Air Conditioning Systems

A series of lectures and demonstrations on installation, related components and control devices, service, schematic wiring diagrams and operation of residential air conditioning systems. Also, motors and motor controls will be covered in this course. (3,2,3)

Prerequisites: ACHR 1123 Basic Compression refrigeration or Instructor permission.

This course is offered when there is demand from business, industry, or the general public.

CISS 2133 Introduction to UNIX & TCP/IP

This is an introductory course designed to familiarize students with basic concepts terms, functions, and designs. This course will focus on several aspects of UNIX and TCP/IP. Upon completion of this course, the student will be able to perform basic UNIX functions, such as use of UNIX commands, create network directory structures, and understand aspects of TCP/IP. Students will also understand the file systems and architecture of the UNIX operating system and the file functions that make them so useful. Students will use Telnet to login to and manage a Linux server. (3,2,3)

CISS 2443 Introduction to SQL

This course is designed to introduce students to the SQL Server 2005 database management system. Students will be introduced to the different types of databases, create a variety of Windows-based database applications, create reports using Crystal Reports, perform queries to retrieve data, create SQL Server database tables using T-SQL scripts as well as write T-SQL stored procedures and database triggers with an emphasis on developing practical knowledge and marketable skills. (3,3,0)

CISS 2143, Computer Security Fundamentals

The main goal of this course is to provide you with a fundamental understanding of securing computers from hackers, intrusion software, spammers, viruses and other forms of attack. You will learn about the technologies used and principles involved in insuring safe connections for online banking, and shopping. You will learn about the authentication, the types of attacks and malicious code that may be used against your network, the threats and countermeasures for e-mail, Web applications, remote access, and file and print services. A variety of secure methodologies and assessments are discussed as well as technologies and concepts used for providing secure communications channels, secure internetworking devices, and network medium. Further, you will learn about intrusion detection systems, firewalls, and physical security concepts. In addition, security policies, computer disaster recovery, and computer forensics are covered. Aside from learning the technologies involved in security, you will understand the daily tasks involved with managing and troubleshooting those technologies. You will have a variety of hands-on and case project assignments that reinforce the concepts you read in each chapter. (3,3,0)

Prerequisites: DATA 1123 Fundamentals of Information Technology, CNWT 1234 Cisco I or Instructor Permission

CISS 2244, Network Security +

This course prepares the student for Security + Certification. Demilitarized Zones, Network Security, VPNs, and advanced network security principles are covered. Network monitoring, user rights to critical material access, ACL's, and network security implementation are also covered. Students will set protocol usage, install network security software and implement security access to LANs, wireless access points and server usage. Offsite storage, backups, network disaster recovery and secure recovery are also taught. (4,3,3)

Prerequisites: CISS 2143, Computer Security Fundamentals or Instructor Permission

CISS 2233 Advanced Network Hardware

This course is designed to introduce students to the planning, installation, and maintenance of network hardware platforms. Topics include: Network planning and design, choosing a network solution, hardware components of a network, network operating systems, network troubleshooting techniques, managing users and resources, wireless technology, network security, and upgrading hardware. Students will design and upgrade a simple LAN for a small business. Outside computer practice and projects are required. (3,2,3)

*Prerequisites: **This is a capstone course that should only be taken in the fourth semester.***

CISS 2303 Introduction to Visual Basic

This course is designed to provide the foundation necessary to succeed in future programming courses. Topics include the .NET Framework, structured programming, and debugging techniques using Microsoft Visual Basic.NET. Students will apply the skills of programming to create modules, functions, and subroutines. (3,2,3)

Outside computer practice is required.

CISS 2253 Introduction to JAVA

This one-semester course focuses on giving the students with no prior programming background the skills to build, compile and run Java applications. The student will begin writing simple Java applications by the second week. Students are then introduced to Classes and Objects, Control Statements, Methods, Arrays and Object-Oriented Programming using Inheritance and Polymorphism. Students also create simple java applets and applications. (3,2,3)

CJUS 1113 Introduction to Criminal Justice

Surveys the history, development, and philosophy of law enforcement, courts, and corrections. This course examines the organization and jurisdiction of local, state, and federal law enforcement agencies and provides an introduction to social problems and current police issues. (3,3,0)

CJUS 1123 Survey of Corrections

An introduction to the history and development of program, theories, and philosophies, with emphasis on contemporary correctional institutions on the federal, state, and local level. (3,3,0)

CJUS 1143 Law Enforcement Ethics

This course introduces students to the fundamentals of law enforcement ethics and practice, doctrines, controversies, and rules of moral judgment. Students will examine cases of moral judgment and the ways and means of making judgments in the field. Some difficult judgments would include; whether to arrest, use of deadly force, to prosecute, to participate in plea bargaining, to impose penalties or fines, to adhere to police standards of ethics and policy, and to cooperate with supervisors on questions of ethics. (3,3,0)

CJUS 1213 Police Organization and Management

A study of the principles of administration and management and the application to law enforcement. Analyzes the police organizational structure, including line operations, staff services, the inspection services bureau, SEAT, and juvenile services. (3,3,0)

CJUS 2113 Criminal Procedures and Evidence

This course examines the criminal process, legal problems associated with the investigation of a crime, acquisition and preservation of evidence, commencement of a criminal proceeding, prosecution and defense of charges, sentencing, appeals, Supreme Court rulings, and search and seizure. (3,3,0)

CJUS 2123 Police-Community Relations

A survey of the role of police in community crime prevention efforts, citizen participation and involvement in crime protection, and a study of the police officer achieving and maintaining a positive public image. (3,3,0)

Prerequisite: CJUS 1113 Introduction to Criminal Justice with a "C" or better.

CJUS 2253 Criminal Investigation

This course includes fundamental theory of criminal investigation, crime scene analysis, collection and preservation of physical evidence, and some specific methods used in police laboratories. (3,3,0)

CJUS 2226 Criminal Justice Internship

Criminal Justice interns will be assigned to observe, record, and to the extent possible, participate in routine agency operations under the supervision of agency officials. Students submit written reports covering specific agency functions at regular intervals and a final work project paper in accordance with work-study plan agreed upon by the student and instructor. Students must complete at least 45 clock hours. (6,0,18)

Prerequisite: CJUS 1213 Police Organization and Management with a "C" or better and instructor and agency approval.

CJUS 2313 Special Topics in Criminal Justice

Special courses or independent studies in criminal justice topics are offered only as needed and must be approved in advance by the Division Chair of Applied Science. Students will plan individual projects and research in consultation with the instructor. (3,3,0)

CJUS 1101 Criminal Justice Workshop I

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CJUS 1002 Criminal Justice Workshop II

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CJUS 1003 Criminal Justice Workshop III

This course is designed to meet specific needs of criminal justice personnel and is only offered as needed.

CNWT 1434 Cisco Networking Academy I

This course is the first in the Cisco Networking Academy series and is designed to introduce students to the basics of computer networking, network fundamentals, and media types used to design and implementation of a computer network. Students will perform cabling projects, learn LAN and WAN design, discuss and apply Ethernet principles in the design of a network; as well as, Ethernet Switching. In addition, the students will be introduced to Routing Fundamentals, Subnetting, IP Addressing, and Protocols needed for proper network communications. Lab is required. (4,3,3)

CNWT 1444 Cisco Networking Academy II

This course is the second in the Cisco Networking Academy series and is designed to give students a more in-depth understanding of networks and networking devices necessary for their operation. Students will be introduced to WANs and routers, router configuration, IOS software, routing and routed protocols, and the TCP/IP protocol suite. Additionally, students will learn troubleshooting techniques, upper layer protocols, and security measures necessary for protecting network from malicious intruders. Lab is required. (4,3,3)

Prerequisites: CNWT 1434 Cisco Networking Academy I

CNWT 1436 Cisco Networking Academy III

This course is the third and final in the Cisco Networking Academy series and is designed to give students advanced knowledge in switching and routing concepts including trunking, switch configurations, and advanced routing protocols. Students will configure routers and switches, connect devices through virtual connections, protocols, and interfaces. Troubleshooting and repair of network connectivity is also covered. (6,3,6)

Prerequisites: CNWT 1444 Cisco Networking Academy II

COSM 1109 Basic Standards and Properties of Cosmetology

In this course, students will learn what constitutes a professional image in the field of cosmetology. They will also learn about bacteria, and sterilization and sanitation of work area and tools. Additionally, students will learn the properties of hair and scalp. (9,4,15)

COSM 1119 Introduction to General Hair Care and Styling

In this course, students will learn the proper steps in preparing a customer for shampooing, rinsing, and conditioning. Student will also demonstrate skills in haircutting, finger waving, wet hair styling and thermal hair styling. Upon completion of this class students will demonstrate all the skills necessary to perform a basic shampoo, rinse, condition, and hair style. (9,4,15)

Co-requisites: COSM 1109 Basic Standards and Properties of Cosmetology.

COSM 1209 Permanent, Hair Color, and Chemical Treatments

In this course, students will learn more advanced colors and chemical treatments. This will include permanent waves, hair coloring, chemical relaxing and soft curl perms, and thermal straightening of hair. Additionally, students will learn the art of styling artificial hair pieces. Upon completion students will demonstrate the skills necessary to apply and control chemical treatments. (9,4,15)

Co-requisites: COSM 1119 Introduction to General Hair Care and Styling.

COSM 1610 Manicures, Pedicures, and General Nail Care

In this course, students will learn the proper techniques for manicures and pedicures. They will demonstrate the proper sculpture and coloring of nail on both hands and feet. Additionally, students will learn about disorders unique to nail care. (10,4,18)

Co-requisites: COSM 1209 Permanent, Hair Color, and Chemical Treatments.

COSM 1316 Massage, Facials, and Skin Care

In this course, students will learn the theory of massage. They will learn proper techniques for a facial, facial make-up, and common skin disorders. Additionally, students will learn the proper procedures for removing unwanted body hair. Upon completion students will demonstrate the proper skills in massage, make-up, and will be able to identify common skin orders. (6,4,6)

Co-requisites: COSM 1610 Manicures, Pedicures, and General Nail Care.

COSM 1326 Anatomy, Light Therapy, and Chemistry of Skin Care

In this course, students will learn the properties of cell, anatomy, and the physiology of skin structure. They will also learn techniques in light and electrical therapy and how the skin and hair react. Additionally, students will learn the basic chemistry involved in skin and hair care as well as basic salon business responsibilities. Upon completion students will demonstrate an understanding cell structure, light therapy, and general salon management and operation. (6,4,6)

Co-requisites: COSM 1316 Massage, Facials, and Skin Care.

ELCT 1204 Motors and Motor Controls

This class is a study of the principles of operation of D.C. motors, single-phase A.C. motors and 3-phase A.C. motors. Also covered are control devices such as motor starters, contractors, relays, solenoids, and switches. Wiring techniques and troubleshooting are incorporated into a supportive lab. (4,3,3)

Prerequisite: IEMT 1104 Fundamentals of Electricity or instructor's permission

This course is offered when there is demand from business, industry, or the general public.

ELCT 1223 Basic Digital Logic Circuits

This class covers the fundamentals and theory of digital logic circuits. Topics include: operation and design of digital logic gates, use of Boolean Algebra, Flip-flops, Counters, Shift Registers, Semiconductor Memories, Analog to Digital converters and Digital to Analog converters. Experimental circuits are constructed in an associated lab. (4,3,3)

Prerequisite: ELCT 1304 Electronic Circuits or instructor's permission.

This course is offered when there is demand from business, industry, or the general public.

ELCT 1304 Electronic Circuits

This class is an introduction into the design of semiconductor materials and the basic components that are made from them. Topics of study include diodes, transistors, power supplies, voltage regulators, field effect transistors, transistor operation, transistor configurations, load line analysis, and small signal amplifiers. Devices such as Oscillators, SCRs, Triacs, Diacs, UJTs, power amplifiers and operational amplifiers are covered in the classroom and practical circuits are built in lab. (4,3,3)

Prerequisite: IEMT 1104 Fundamentals of Electricity or instructor's permission.

This course is offered when there is demand from business, industry, or the general public.

ELCT 2113 Introduction to Data, Voice, and Video Cabling

This course is designed to give students a basic understanding and practical experience in copper and fiber optic cable termination, installation, and testing as it applies to computer networks and home/office requirements. This course will benefit students who plan to work in areas dealing with computers or electronics. Topics covered include: Structured Cabling, Telephone Wiring, Video System Installations, Network Cabling, Testing, and Fiber Optic Systems to include light basics, fiber types, installation, connectors and splices and testing. (3,2,3)

ELCT 2314 Programmable Logic Controllers

This class is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance and operation of PLCs for industrial applications. Troubleshooting and programming experiments are performed in lab. (4,3,3)

Prerequisite: ELCT 1204 Motors and Motor Control or instructor's permission.

This course is offered when there is demand from business, industry, or the general public.

ELCT 2323 PLC Applications

PLC Applications is a course designed to give the student practical, hands-on experience with industrial PLC's. The student will write PLC programs that cause real-world equipment to function according to industry standards. The student will wire control devices, such as limit switches, solenoid valves, timers, photo-sensors, three-phase motors, and capacitive sensors and write PLC programs to make them function on actual equipment. This course is an extension of the basic PLC course. (3,2,3)

Prerequisites: ELCT 2314 Programmable Logic Controllers and ELCT 1204 Motors and Motor Controls.

This course is offered when there is demand from business, industry, or the general public.

ELCT 2413 Computer Repair

The objective of this course is to instruct students in maintenance, troubleshooting, and repair of computers and computer systems. Theory of operation and basic nomenclature are covered with IBM clone computers used as a lab trainer to teach troubleshooting and repair techniques using test equipment and diagnostic software. (3,2,3)

IEMT 1103 Wiring Methods

Wiring methods is a course designed to give the student practical hands-on experience in electrical wiring techniques. Students will learn all conduit and wire terminology, wire and conduit sizes and their proper use, how to properly bend and install electrical conduit and pull wire, how to properly install breaker boxes and power panels, and how to solder and de-solder. (3,2,3)

This course is offered when there is demand from business, industry, or the general public.

IEMT 1104 Fundamentals of Electricity

This course introduces students to the basic concepts of D.C. and A.C. electricity. All topics of D.C. circuits are covered, including current flow, voltage, power and resistance, Ohm's Law, complex circuits and magnetism. In A.C., coils, capacitors, transformers, and their associated formulae are introduced. Three-phase voltage is also discussed. This course will enable the student to gain an understanding of the essentials of electricity and electrical power. (4, 3, 3)

Prerequisite: Basic Algebra

This course is offered when there is demand from business, industry, or the general public.

IEMT 1203 Fluid Power (Hydraulics and Pneumatics)

This course covers the principles of hydraulic and pneumatic equipment and their uses and application in industry. Some of the topics covered in this class include: hydraulic pumps, control valves, cylinders, seals, air compressors, filters, pressure regulators, pressure control valves, and flow controls. (3,2,3)

This course is offered when there is demand from business, industry, or the general public.

IEMT 1213 Mechanical Devices and Systems

This class is an overview of the principles, concepts, and applications of mechanisms found in an industrial plant. Topics covered include belt drive systems, chains, chain drives, conveyor belts, conveyor systems, bearings, sheaves, lubrication, sprockets, and mechanical fasteners. Lab will be used to emphasize practical maintenance, installation, and procedures for repair and replacement. (3,2,3)

This course is offered when there is demand from business, industry, or the general public.

IEMT 2203 Industrial Power Transmission Equipment

In this course the student will be introduced to heavy duty power transmission equipment such as clutches, transmissions, gear boxes, gear drives, torque converters, couplings and drive lines. Instruction covers theory of operation and industrial applications for these devices. Lab will focus on maintenance and installation of this type of equipment. (3,2,3)

This course is offered when there is demand from business, industry, or the general public.

IEMT 2413 Industrial Safety

This course is designed to provide students with the basic safety knowledge required in today's industrial workplace. It is also designed to give the supervisor, or future supervisor, the necessary tools to manage a safe work environment. With knowledge of industrial hazards, and the skills required to correct them, the worker or supervisor will be better equipped to deal with today's modern industrial environment. Topics covered include: Accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine safeguarding, tool safety, materials handling safety, electrical and fire safety, hazard communication, and an introduction to hazardous chemical safety. (3,3,0)

This course is offered when there is demand from business, industry, or the general public.

MACH 1103 Basic Blueprint Reading

This is a basic course designed for the student pursuing a career in any of the manufacturing and industrial fields. The student will develop the basic skills required for visualizing and interpreting mechanical drawings and blueprints. Students seeking careers in engineering, architectural, mechanical, electrical, and electronics fields will benefit from visualizing shapes, line usage, dimensioning and tolerances, and notes and symbols. (3,3,0)

Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math.

This course is offered when there is demand from business, industry, or the general public.

MACH 2103 Introduction to CAD

Computer Aided Drafting is an introductory course for the technician or the person seeking to draft for a living. Engineers, architects, mechanical, electrical, and electronics persons all need the ability to complete finished drawings of parts and structures. Manufacturers rely on computer drawings of parts and other manufactured goods. This course expands on MACH 1103 Basic Blueprint Reading. It will explore the use of CAD graphics software through the use of microcomputers, plotters and printers. Included will be operations through logging-on and off, geometric entity creations, zooming, dimensioning, moving, plotting, layering, mirroring, saving, and recalling drawings. Upon completion of this course the student should be able to produce a useful mechanical drawing using the microcomputer and plotter or printer. This course requires considerable work outside of class time. (3,1,4)

Prerequisite or Co-requisite: MACH 1103 Basic Blueprint Reading or instructor permission.

This course is offered when there is demand from business, industry, or the general public.

MACH 2233 Intermediate CAD

Intermediate Computer Aided Drafting is a continuation of Introduction to CAD. In this course, the student will draw advanced three view machine drawings, isometric drawings, advanced floor plans, advanced electrical, plumbing, and other plans as assigned by the instructor. Students will use AUTOCAD Light to complete drawings to industry standards. Students will be expected to complete a considerable amount of work outside of the normal weekly class period. (3,1,4)

Prerequisite: MACH 2103 Introduction to CAD.

This course is offered when there is demand from business, industry, or the general public.

MATH 1133 Technical Math

Technical Math is an applied math that prepares students for problem solving, calculating, designing, measuring and interpreting mathematical concepts associated with job skills. Students are taught to apply mathematical skills in metrics, binary, hexadecimal, trigonometry, geometry, algebraic equations, basic math and the use of some precision measuring tools. This course is designed to increase the understanding of math skills as they relate to the work force. Industry has identified these skills as an important component for success on the job. (3,3,0)

This course is not transferable to four-year institutions and should only be considered if no degree higher than an A.A.S. will be sought in the future.

MCSE 1104 Microsoft Professional

This course utilizes lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs to develop the skills and knowledge necessary to install, configure, and manage Microsoft Windows XP Professional. The course is designed to give students practical experience in installation methods and troubleshooting network protocols, hardware device installation and management, storage management, disaster recovery planning and management, and performance analysis. (4,3,3)

MCSE 1204 Microsoft Server

This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to install, configure, administer, and support the primary services in the Microsoft Windows Server 2003 operating system. The course begins by examining basic system administration procedures. Subsequent chapters are devoted to the creation and management of Windows Server 2003 user, group, and computer accounts, to the sharing of system resources, and to the installation and maintenance of system hardware. (4,3,3)

MCSE 2106 Network Infrastructure Administration/Active Directory Services

This course is designed to show students how to plan a network infrastructure in different computing environments. Issues such as network protocols and compatibility with Novell NetWare, UNIX, and Macintosh computers will be discussed. Students will also learn how to configure, manage, secure, and troubleshoot features and services for Windows-based enterprise networks. Students will also learn how to configure the Domain Name System (DNS) to manage name resolution, schema, and replication, and how to use Active Directory to centrally manage users, groups, shared folders, and network resources. (6,3,6)

Prerequisites: MCSE 1104 Microsoft Professional and MCSE 1204 Microsoft Server

ARTS, SCIENCES, AND EDUCATION

Courses are listed in alphabetic/numeric order by the course number.

Ouachita Technical College reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability.

Classes are offered fall (F), spring (S), and summer (SU).

GENERAL EDUCATION COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF ACADEMIC READING (READ 1013).

BIOL 1124 Introduction to Biology

A general education course in biology for **NON-MAJORS** introducing key concepts and methods such as photosynthesis, respiration, genetics, DNA, and protein synthesis. F, S, SU

BIOL 1133 Nutrition

This course is designed for college-level students enrolled in allied health science programs as well as students who are interested in obtaining information on nutrition in order to better their lives and the lives of their families. This course covers the principles of good nutrition for all age groups including in-depth information concerning the food guide pyramid, diet planning, vitamin and mineral functions and sources, and also how to modify these principles for therapeutic purposes. F,S

BIOL 2123 Environmental Science

A general education course in environmental science for **NON-MAJORS** introducing key concepts and methods such as politics and the environment, air and water pollution, the law of conservation of energy, carrying capacity, population dynamics, water problems of our state, bio-diversity, and world poverty. F, S

BIOL 2114 General Botany

A plant science course for MAJORS consisting of a survey of the major plant groups, taxonomy, and structure and function at all levels. Offering is based on student interest.

Prerequisite: one year high school Biology or Introduction to Biology (BIOL 1124) with a "C" or better.

BIOL 2124 General Zoology

An animal science class for MAJORS consisting of a survey of life forms from the microscopic to mammals to include taxonomy, organ systems, function, similarities of structure, and animal behavior. Offering is based on student interest.

Prerequisite: one year high school Biology or Introduction to Biology (BIOL 1124) with a "C" or better.

BIOL 2224 Anatomy and Physiology I

This course is the first semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. After an introduction, the following topics will be discussed: basic chemistry, cell, biology, histology, integumentary system, skeletal system, nervous system, and sensory system. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology. **This course cannot be used for credit toward a biology major or minor.** F, S, Su

BIOL 2234 Anatomy and Physiology II

This course is the second semester of a two-semester sequence. This course emphasizes the anatomy and physiology of the human organism with reference to health-related topics. The following topics will be discussed: endocrine system, the cardiovascular system (including blood, blood vessels, and the heart), the lymphatic system, the immune system, the respiratory system, the digestive system, the urinary system and the reproductive system. Nutrition, metabolism, and temperature regulation; fluid, electrolyte and acid-base balance; pregnancy and human development; and heredity will be discussed. Laboratory exercises will be provided to demonstrate and reinforce the principles of anatomy and physiology. **This course cannot be used for credit toward a biology major or minor.**

F, S, Su

Prerequisite: Anatomy and Physiology I (BIOL 2224) with a "C" or better.

BIOL 2244 Microbiology

This course emphasizes microbiology with reference to health-related topics. After an introduction, the following topics will be discussed: microbiology overview, observing microorganisms, anatomy, metabolism, growth, control, genetics, taxonomy, disease and epidemiology, pathogenicity, host defenses and associated disorders, and antimicrobial drugs. Laboratory exercises will be provided to demonstrate and reinforce the principles of microbiology and its impact on public health. This course is designed for associate degree health related programs and is not recommended to meet the requirements for a baccalaureate degree in health related professions. **This course cannot be used for credit toward a biology major or minor.** F, S, SU

Prerequisite: Introduction to Biology (BIOL 1124) with a "C" or better or Anatomy and Physiology I (BIOL 2224) with a grade of "C" or better or hold a valid LPN license.

CHEM 1114 Chemistry I for General Education

A general education course designed for NON-MAJORS to gain a working knowledge in the basic principles of chemistry and how they relate to everyday life. The students will study measurements and calculations, matter and energy, an introduction to reactions, chemical qualities, and nomenclature. Laboratory exercises will be conducted in which experiments are performed to demonstrate the principles covered in class. Offering is based on student interest.

Prerequisite: Intermediate Algebra (MATH 1023) with a "C" or better or required placement score.

CHEM 1214 General Chemistry I

A course in the fundamental laws and theories of chemistry designed for MAJORS in science, engineering, medicine, dentistry, and pharmacy. The students will study the following concepts including but not limited to: stoichiometry, atoms, chemical bonding, molecular structure, chemical reactions, periodic table, gas reactions, solutions and colloids, and chemical kinetics. Laboratory exercises will be conducted in which experiments are performed to demonstrate the principles covered in class. Offering is based on student interest.

Prerequisite: One year high school Chemistry or Chemistry for Non-Majors I (CHEM 1114) with a "C" or better AND College Algebra (MATH 1143) with a "C" or better or concurrently enrolled in College Algebra.

COMM 2113 Oral Communication

A course designed to guide the student in examining the components of oral communication and in improving one-to-one communication, group discussion, and public speaking. F, S

Prerequisite: Basic Composition (ENGL 1013) with a "C" or better OR ASSET/ACT Writing cut-off score.

ECON 2113 Principles of Macroeconomics

A study of macroeconomic principles including market system, national income equilibriums, money and the banking system. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government's effect on general business conditions. Students do not have to take this economics course in sequence. F,S

ECON 2213 Principles of Microeconomics

A study of microeconomic principles including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making. Students do not have to take this economics course in sequence. F,S

EDUC 2113 Foundations of Education

This course provides prospective teachers and those who have an interest in education a fundamental background in the teaching profession, including career opportunities, educational infrastructure, students and their communities, legal aspects of education, educational philosophy, and curriculum and instruction. This course includes a fifteen-hour observation component. F, S

Prerequisites: Composition I (ENGL 1113) with a grade of "C" or better.

EDUC 2123 Instructional Technology

This course is designed for current and future teachers and/or industry trainers to develop a solid understanding of current technology and how it can be used effectively to enhance the delivery of course/training objectives. Students will use the computer to access information from the Web and will learn how to use the MS Office Suite to create e-lectures, calculate grades, and prepare tests and lecture presentations. Student will also learn the basics of developing and designing a web-based course. Students will use media equipment such as document cameras (ELMOs) and multimedia projectors in the delivery of course projects. F, S

Prerequisite: Fundamentals of Info Technology (DATA 1113) with a grade of "C" or better or a satisfactory score on the Computer Competency Exam; AND Composition I (ENGL 1113) with a grade of "C" or better; keyboarding proficiency is strongly recommended.

EDUC 2223 Child Growth and Adolescent Development

A study of the relationship of the physical, emotional, social, cognitive, hereditary and environmental factors of growth and development of children from birth to adolescence. Students observe, record, and analyze behavior and development of children in an educational setting as well as acquire the knowledge and skills essential to the care and guidance of children as teacher or caregiver. S

ENGL 1113 Composition I

A course designed primarily to develop in the student the ability to think coherently and to write clearly and effectively, to increase knowledge of the structure of the language, and to read with understanding and appreciation. The course includes the study of grammar and its application in the short essay (350-500 words). F, S, SU

Prerequisite: Basic Composition (ENGL 1013) with a "C" or better or required placement score.

ENGL 1213 Composition II

A course designed to refine the ability to think logically and coherently, to write clearly and effectively, to gain further knowledge of the structure of the language, and to read with understanding, critical acumen, and appreciation. Furthermore, the class will help students understand audience and work toward developing a fully-documented research paper that demonstrates mastery of thesis statement, organization, quotes, summarizing, paraphrasing, and editing of the written word. The study of short stories, poetry, drama, and essays provides topical ideas for more lengthy and scholarly essays (500-1000 words using accepted documentation formats). F, S, SU

Prerequisite: Composition I (ENGL 1113) with a "C" or better.

ENGL 1213 Composition II for Industry

This course is designed primarily to develop in students the ability to think coherently and to write clearly and effectively. It is also designed to give students strategies for developing, writing, and evaluating the types of documents and presentations used for communicating in industry. Students will be working collaboratively, as is done in industrial environments, and they will use research strategies and Standard Business English to generate such written work products as might be found in various industrial fields today. S

Prerequisite: Composition I (ENGL 1113) with a "C" or better.

ENGL 2213 World Literature I

This course is designed to provide students with the opportunity to read, analyze, evaluate, and discuss representative works by writers from across the globe. The course will cover works from antiquity through the Renaissance, with such Western and non-Western authors as Akhenaton, Homer, Sappho, the Old Testament, Sophocles, the Bhagavad-Gita, Li Po, Dante, Chaucer, Cervantes, Shakespeare, and Milton. The course will introduce students to the tragedy, the epic, lyric and pastoral poetry, and drama. F, S, SU

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

ENGL 2223 World Literature II

This course is designed to provide students with the opportunity to read, analyze, evaluate, and discuss representative works by world writers from the Renaissance to the present. Such Western and non-Western writers such as Ibsen, Soyinka, Tayama, Chandar, Kawabata, Neruda, Paz, Munro, Mansfield, Conrad, Hemingway, Dickinson, Lessing, Gordimer, Ogot, Hayashi, Mistral, Walker, Rossetti, and Eliot will be presented. Students will become familiar with short stories, drama, and poetry in this course. F, S, SU

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

ENGL 2313 American Literature I

This course is designed to provide students with opportunities to read, analyze, evaluate, and discuss major American authors, genres, and movements beginning with the earliest explorers and Native Americans and ending with the Civil War. The course will cover such works as the Native American Oral Literatures, works of the Colonial period, Columbus, and the Hopi; the settlers of the Chesapeake such as Morton, Bradstreet, and Mather; themes of revolution and nationalism by writers Franklin, Jefferson, and the Federalists; the New England writers Emerson and Thoreau; the antebellum writers such as Lincoln, Stanton, and Douglas; early narratives by Hawthorne, Poe, Melville; and the development of the poetic voice with songs, ballads, and works of Whitman and Dickinson. F

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

ENGL 2323 American Literature II

This course is designed to provide students with opportunities to read, analyze, evaluate, and discuss major American authors, genres, and movements from the Civil War to the present. The course will cover such works as African American folktales; the works of Clemens, Dunbar, Crane, London, Gilman, and Adams; women's writings by Alcott and Freeman; works by Eaton, Antin and Marti that define what it means to be American; works of Modernism by Washington, Du Bois, Wharton, Frost, and Dreiser; works of alienation and experimentation by Pound, Stein, Eliot, Fitzgerald, and Faulkner; Negro Renaissance writers Hughes, Cullen, Hurston and related Blues Lyrics; the works of Dos Passos, LeSueur, Steinbeck, Kang, and the poetry of early Chinese Immigrants; contemporary works by Welty, Malamud, and Paley; drama by Williams and Albee; poetry by Roethke, Brooks, Rich, and the Beatnik poets; prose of Morrison, Updike, Momaday, and Mukherjee; Vietnam conflict writings by Levertov, Bly, and Komunyakaa; and poetry by Snyder, Plath, Baraka, Soto, and Dove. S

Prerequisite: Composition II (ENGL 1213) with a "C" or better. Students do not have to take this literature course in sequence.

GEOG 1113 Geography

A survey of the basic concepts of geography including the basic themes and standards of the discipline. The study includes an overview of physical, cultural, political and economic geography as well as an introduction to the use of maps. S

GNEC 1113 Principles of Collegiate Success

This course is designed to teach students strategies, techniques, and skills essential to becoming a successful college student and a lifelong learner. Students will explore learning strategies that lead to success in college, career, and life. Topics covered include time management, goal setting, stress management, learning styles, note taking, memory techniques, college etiquette, and test taking strategies as well as critical thinking and information processing. This course is a college-level, credit-bearing course open to all students, but it is a required course for students taking two or more developmental courses. This course must be taken within the first 20 credit hours. F, S

GOVT 2113 American National Government

An analytical survey of the principles, organization, and functioning of the American national government. The course requires students to examine the ideals upon which the United States was founded and the development of the government under the Constitution in order to better understand the American political system. F

GOVT 2123 State and Local Government

The principles, organization, and functioning of state, county, and township government, with special reference to Arkansas. Offering is based on student interest.

HIST 1113 Civilization through 16th Century

This course offers a survey of the significant economic, social, and political currents of Western Civilization from the pre-historic era to the mid-seventeenth century. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. F, S, even SU
Prerequisite: Basic Composition (ENGL 1013) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 1123 Civilization since 16th Century

This course offers a survey of the significant economic, social, and political currents of Western Civilization from the Protestant Reformation to the late twentieth century. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. F, S
Prerequisite: Basic Composition (ENGL 1013) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 2113 U.S. History through 1865

This course offers a survey of the significant economic, social, and political currents of American history from the Age of Exploration to the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. F, S, odd SU
Prerequisite: Basic Composition (ENGL 1013) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 2123 U.S. History since 1865

This course offers a survey of the significant economic, social, and political currents of American history since the conclusion of the War Between the States. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. F, S
Prerequisite: Basic Composition (ENGL 1013) with a "C" or better OR ASSET/ACT Writing cut-off score.

HIST 2131-3 History Activities

Topics in this course will vary, and emphasis will be placed on student activities or special studies rather than on classroom instruction. Generally, the course will focus on reading and writing assignments, although some seminar presentations or research projects may be offered on occasion. This course is designed primarily as an elective course for Associate of Arts degree majors, and students who are planning to transfer to another college should check with that school concerning the transferability of this course. Offering is based on student interest.
Prerequisite: Recommendation of the instructor.

HIST 2143 Arkansas History

This course offers a survey of the significant economic, social, and political currents of Arkansas history from the Pre-Columbian Era to the end of the twentieth century, with a special emphasis on the cultural history of Arkansas. The course may be used as an elective for the Associate of Arts degree at Ouachita Technical College. In addition, this course fulfills the state public-school-teaching elementary certification requirement of three college-level hours of Arkansas history. This class is offered at the sophomore level; students planning to transfer the hours to a baccalaureate program should check with that school concerning the transferability of the course. F, S, SU
Prerequisite: Three hours of college-level history or recommendation of the instructor.

HUMN 2113 Humanities: Art

An art appreciation course for general education credit that uses the history of art as a framework to explore and discuss the art of peoples and periods of creativity. Offering is based on student interest. F, SU

HUMN 2123 Humanities: Music

A music appreciation course for general education credit designed to heighten the student's awareness of music's role in society, to introduce basic elements of music, and to assist in the development of analytical listening skills. F, S

HUMN 2133 Humanities: Theater

A theater appreciation course for general education credit designed to give students an orientation to the theory and practice of theater arts including reading of selected plays and discussion of playwrights from the Greek period to the present. S

MATH 1143 College Algebra

A course designed to prepare students to pursue degrees in mathematics, business, or the sciences, and to meet the state minimum core curriculum. Emphasis is placed on problem solving and analysis. Topics include: quadratic equations and inequalities; polynomial, rational, exponential, and logarithmic functions; graphing functions; inverse functions; zeros of polynomial functions; non-linear equations; and matrices. F, S, SU

Prerequisite: Intermediate Algebra (MATH 1023) with a grade of "C" or better or required placement score.

MATH 1153 Mathematics for Liberal Arts

This course is designed to meet the general education requirement of students majoring in liberal arts programs outside of business, mathematics, or science. The course consists of units dealing with elementary number theory, set theory and logic, algebraic functions, plane and solid geometry, and probability and statistics. F,S

Prerequisite: Intermediate Algebra (MATH 1023) with a grade of "C" or better or required placement score.

MATH 1213 Math for Elementary and Middle Schools I

This course includes influences on and directions in mathematics education, learning theories, problem solving, assessment, number concepts, numeration, number theory, and whole-number operations. This course contains mathematics content, teaching techniques, mathematics manipulatives, and technology with emphasis on problem-solving, reasoning, communication, connections, and representation. This course is designed for future elementary and middle-school teachers. F

Prerequisite: College Algebra (MATH 1143) with a grade of "C" or better.

MATH 1223 Math for Elementary and Middle Schools II

This course includes developing fraction concepts and computation; developing decimal concepts and computation; understanding ratio, proportion, and percent; developing geometric thinking and spatial sense; developing measurement concepts and skills; collecting, organizing, and interpreting data; and developing algebraic thinking. This course contains mathematics content, teaching techniques, mathematics manipulatives, and technology with emphasis on problem-solving, reasoning, communication, connections, and representation. This course is designed for future elementary and middle-school teachers. S

Prerequisite: Math for Teachers I (MATH 1213) with a grade of "C" or better

MATH 2153 Plane Trigonometry

A course designed to prepare students to pursue degrees in mathematics, certain technical fields, or the sciences. Emphasis is placed on problem solving and analysis. Topics include: trigonometric ratios; trigonometric functions, their properties and their graphs; inverse trigonometric functions; trigonometric equations; oblique triangles and vectors; complex numbers; and polar coordinates. S

Prerequisite: College Algebra (MATH 1143) with a grade of "C" or better.

PHIL 2113 Introduction to Philosophy

This course will provide the student with an overview of both the history and the major topics of consideration in the broad study of Western philosophy. Specifically, students will examine logic, epistemology, metaphysics, religion, ethics, political and social philosophy along with the major philosophers who have contributed to these areas. An emphasis will also be placed on the application of these areas of study to everyday life decisions which may assist the student in developing a life philosophy. F, S, SU

Prerequisite: Basic Composition (ENGL 1013) with a "C" or better OR ASSET/ACT Writing cut-off scores.

PHYC 1114 Earth Science

This course is a description and analysis of the physical universe with emphasis on the evolutionary processes, basic forces, and interrelations which mark people's use and understanding of the universe. This is a lab integrated course that reinforces the classroom lectures with laboratory activities aligned to the course objectives. This course includes the study of selected concepts from the fields of astronomy, climatology, meteorology, oceanography, and geology. F

PHYC 1124 Introduction to Physics

A general education course for NON-MAJORS introducing the scientific method in the study of the dynamic laws governing the physical universe. A study will be conducted of the forces that arise from mechanics, heat, light, gravity, electricity, and magnetism. The class will meet five hours per week (three hours of lecture and two hours of lab). F, S

Prerequisite: Intermediate Algebra (MATH 1023) with a grade of "C" or better or required placement score.

PHYC 1134 Introduction to Physical Science

This course introduces students to basic laws that describe the concepts of physics as applied to the universe. It will relate the laws to the physical, biological, earth science, and chemistry concepts. This course is designed to bring student awareness to how the laws of physics apply to the universe in the fields of physical science, biology, earth science, meteorology, astronomy, and oceanography. F, S

PHYS 1144 Introduction to Astronomy

This course introduces students to the concepts of the solar system, stars, galaxies, clusters, the universe and cosmology, as well as the physics, chemistry, and biology by which they operate. It also includes current events in astronomy that are too recent to be included in modern astronomy texts. F, S

PHYS 1221 Life Fitness

Basic concepts of physical activity and nutrition as they relate to healthful living. One hour of lecture and one hour of laboratory per week. F, S, SU

PSYC 1113 General Psychology

An introduction to the study of human behavior including heredity, intelligence, personality, learning, motivation, and emotions. F, S, SU

PSYC 2113 Abnormal Psychology

The origin, treatment, social implication, and specific therapies of various mental and emotional disorders. F, S

Prerequisite: General Psychology (PSYC 1113) with a "C" or better.

PSYC 2123 Developmental Psychology

Students will study the developmental stages from birth to death and how they influence upon human behavior. F, S

Prerequisite: General Psychology (PSYC 1113) with a "C" or better.

RNUR 2113 Math for Nursing

(3 Cr., 3 Lec.)

This course is directed to students who need to increase their performance level with mathematics for nursing purposes. The course makes a natural progression of basic to more complex information. Included in the course is a mathematics diagnostic evaluation, a mathematics review, essential information that is the foundation for accurate dosage calculations, safe medication administration, including medicine orders, labels, and equipment, introduction of the three systems of measurement (metric, apothecary, and household), conversion from one system of measurement to another, how to recognize and select appropriate equipment for the administration of medications based on the drug, dosage, and method of administration, common abbreviations used in health care, computerized medication administration, risks and responsibilities of medication administration ratio-proportion and dimensional analysis method of drug calculation, and calculation of pediatric and adult dosages and concentrates on the body weight method.

SOCI 1113 Introduction to Sociology

An introduction to the systematic study of society; an orderly approach to the analysis and explanation of human behavior as it is manifested in culture, personality, and social organization. F, S, SU

SOCI 2123 Social Problems

The nature, cause, and treatment of current social problems with an emphasis on the student's development of critical thinking skills. Topics include crime, emotional problems, drug abuse, racism, sexism, poverty, education, and the family. F, S

Prerequisite: Introduction to Sociology (SOCI 1113) with a "C" or better.

SOCI 2133 Cultural Diversity

A study of various cultural and minority groups in America, such as Native Americans, Jewish Americans, Black Americans, Hispanic Americans, Women, and Americans with Disabilities. This course will explore the rich ethnic heritage and diversity in these cultures, as well as, immigration practices, prejudices, conflicts, and accommodations. F, S

Prerequisite: Introduction to Sociology (SOCI 1113) with a "C" or better.

SOCI 2213 Juvenile Delinquency

This course focuses on juvenile delinquent behavior, problems, theories, as well as cause, control, and prevention. S

Prerequisite: Introduction to Sociology (SOCI 1113) with a "C" or better.

SPAN 1113 Elementary Spanish I

A beginning course designed for the student having little or no knowledge of Spanish that includes instruction in correct pronunciation, aural comprehension, and simple speaking and writing ability. Offering is based on student interest.

Prerequisite: Basic Composition (ENGL 1013) with a "C" or better or required placement score.

SPAN 1123 Elementary Spanish II

This course is a continuation of Elementary Spanish I (SPAN 1113) and includes practice in correct pronunciation, aural comprehension, and simple speaking and writing ability leading to a mastery of basic grammar and limited reading ability. Offering is based on student interest.

Prerequisite: Elementary Spanish I (SPAN 1113) with a "C" or better.

BASIC SKILLS

ENGL 1003 Basic Grammar

A course designed to help the student master the various sentence components and paragraph functions in a multi-paragraph essay. After completing the course, the student should understand how to generate, revise, edit, and proof-read writing. F, S

ENGL 1013 Basic Composition

This course builds on a student's writing process to include the various modes of communication in essays and the strategies for clear writing, peer editing, and collaborative work. Successful completion of this course prepares students for Composition I. F, S

Prerequisite: Basic Grammar (ENGL 1003) with a "C" or better or required placement test score.

MATH 1003 Basic Math

A course which develops competencies in fractions, decimals, ratio and proportion, per cents, as well as, pre-algebra topics such as signed numbers, simplifying expressions, and solving simple equations. This course is designed to give the student a solid foundation in arithmetic and pre-algebra skills in preparation for Basic Algebra. F, S, SU

MATH 1013 Basic Algebra

A course which develops competencies solving linear equations and inequalities, graphing, operations with polynomials, and factoring. This course is designed to introduce problem solving skills and prepare students for Intermediate Algebra, Business Math, and Technical Math. F, S, SU

Prerequisite: Basic Math (MATH 1003) with grade of "C" or better or required placement score.

MATH 1023 Intermediate Algebra

A course which develops competencies in absolute value equations and inequalities, systems of linear equations, operations with rational and radical expressions, and solving quadratic equations. This course is designed to strengthen problem solving skills and prepare students for College Algebra and Mathematics for Liberal Arts. This course may meet some A.A.S. degree or technical certificate requirements at OTC. F, S, SU

Prerequisite: Basic Algebra (MATH 1013) with grade of "C" or better or required placement score.

READ 1013 Academic Reading

A course designed for students to learn and apply the reading and comprehension skills necessary to do effective work in college-level courses. F, S

Courses are listed in alphabetic/numeric order by the course number.

BUSINESS TECHNOLOGY

Ouachita Technical College reserves the right to alter semester offerings based on enrollment, student needs, and instructor availability.

Classes are offered fall (F), spring (S), and summer (SU).

***Denotes course may be offered via Internet.**

***ACTG 1113 Principles of Accounting I**

Instruction includes the fundamental principles of accounting as they apply to the sole-proprietorship, partnership, and corporate forms of business. The preparation of basic financial statements and the study of basic financial accounting concepts are stressed. F, S, (SU-Internet Only)

Prerequisite: MATH 1013 Basic Algebra or required placement score for MATH 1023 Intermediate Algebra or higher.

ACTG 1203 Principles of Accounting II

This course is a continuation of Accounting I. Emphasis is placed on accounting for partnerships, limited liability companies, and corporations along with an introduction to the use of managerial accounting systems for planning, control, and decision-making. S

Prerequisite: ACTG 1113 Principles of Accounting I with a grade of "C" or better.

ACTG 1213 Computerized Accounting

This course provides a learning environment that integrates standard principles of accounting with a commercial computerized accounting software package. S

Prerequisites: DATA 1123 Fundamentals of Information Technology and ACTG 1113 Principles of Accounting I, both with a grade of "C" or better.

ACTG 1223 Payroll Accounting

This course introduces the student to different laws and regulations that affect payroll preparation in today's business world. Areas covered include the computation of salaries and wages, social security, income tax, unemployment compensation, and the journalizing of payroll transactions. F

Prerequisite: ACTG 1113 Principles of Accounting I.

ACTG 2313 Federal Income Tax

This course covers tax regulations applicable to individuals and business enterprises. Emphasis is placed on tax determination and planning and includes the preparation of related schedules and forms. S

Prerequisite: ACTG 1113 Principles of Accounting I.

***BOIS 1103 Business English**

This course focuses on improving English usage skills with emphasis on grammar and style rules, punctuation, capitalization, and spelling within the context of writing effective business documents. F, S, (SU-Internet Only)

Prerequisite: Completion of or placement scores for ENGL 1013 Basic Composition.

BOIS 1113 Business Calculator Applications

This course teaches fundamentals of operating an electronic calculator and its use in solving business-related mathematical problems. Emphasis is placed on developing speed and accuracy through touch operation of ten-key keypads. F, S

Prerequisite: MATH 1003 Basic Math or required placement score for MATH 1013 Basic Algebra or higher.

***BOIS 2203 Legal Environment**

This course provides a study of the law and its application to business and industry. Emphasis is placed on laws that govern and regulate commercial activity in our dynamic world marketplace. F, (SU-Internet Only)

***BOIS 2213 Business Ethics**

This course is designed to provide the business student with a general introduction to ethical philosophy relevant to decision-making in a business environment. Practical decision-making will be emphasized. Offered Internet Only. S

***BOIS 2303 Business Communications**

This course develops the ability to compose business documents using correct and forceful English. Oral presentations and written reports are required. Emphasis is placed on preparing students for the employment process. F, S, (SU- Internet Only)

Prerequisites: BOIS 1103 Business English and DATA 1123 Fundamentals of Information Technology.

***DATA 1123 Fundamentals of Information Technology (formerly DATA 1113 Introduction to Computers)**

This course stresses a working knowledge of computer concepts, hardware, software, file management, networks, e-mail, and the Internet. It also provides hands-on application in word processing, presentation, spreadsheet, and database management software. Keyboarding skills are **strongly** recommended. F, S, SU

***DATA 1213 Word Processing (MS Word®)**

This course introduces features of a popular word processing program. Students learn to format common business documents while developing keyboarding speed and accuracy. F, S, (SU-Internet Only)

Prerequisite: SECR 1003 Beginning Keyboarding with a grade of "C" or better or required placement score.

DATA 1233 Database Management (MS Access®)

This course familiarizes students with the capabilities of a standard database management program. Students will create tables, queries, forms, and reports for practical applications. F, S

Prerequisites: DATA 1123 Fundamentals of Information Technology with a grade of "C" or better, and SECR 1003 Beginning Keyboarding with a grade of "C" or better or required placement score for DATA 1213 Word Processing.

DATA 1243 Spreadsheet Applications (MS Excel®)

This course familiarizes students with the capabilities of a standard spreadsheet program. Students will create and modify worksheets in order to generate analytical reports for use in the business decision-making process. F, S

Prerequisites: DATA 1123 Fundamentals of Information Technology with a grade of "C" or better, and SECR 1003 Beginning Keyboarding with a grade of "C" or better or required placement score for DATA 1213 Word Processing.

DATA 2203 Integrated Applications (MS Professional Office®)

This course, through the uses of simulations and lab projects, develops skills necessary to effectively integrate all programs within an office suite. S

Prerequisites: DATA 1123 Fundamentals of Information Technology, DATA 1213 Word Processing, DATA 1233 Database Management, and DATA 1243 Spreadsheet Applications all with grades of "C" or better.

DATA 2213 Web Design

This course introduces the student to basic web page development and editing techniques using a variety of web design software. Emphasis is placed on e-commerce concepts and creating structured and interactive web pages. F

Prerequisites: DATA 1123 Fundamentals of Information Technology.

***DATA 2303 Advanced Word Processing (MS Word®)**

This course develops in-depth knowledge and proficiency in advanced application and desktop publishing concepts of a popular word processing program. Decision-making and problem-solving skills are emphasized while students create business documents and publications. S

Prerequisite: DATA 1213 Word Processing with a grade of "C" or better.

ECON 2113 Principles of Macroeconomics

A study of macroeconomic principles including market system, national income equilibriums, money and the banking system. Emphasis is placed on policies regarding inflation, unemployment, and economic growth and the government's effect on general business conditions. Students do not have to take this economics course in sequence. F, S

ECON 2213 Principles of Microeconomics

A study of microeconomic principles including the foundation of demand (consumer theory), supply (theory of the firm), the operation of the market system, and government intervention. Emphasis is placed on application of these principles of business and government decision-making. Students do not have to take this economics course in sequence. F, S

GBUS 2013 Quantitative Analysis for Business Decisions

This course provides a study of basic principles of linear algebra and calculus with emphasis on applications to business problems. Course topics include: Mathematical Modeling, Optimization, Linear Programming, Calculus, Mathematics of Finance, and Probability and Statistics.

Prerequisite: MATH 1143 College Algebra.

Transferability: Check with your business faculty advisor for a list of 4-year colleges accepting this course.

GBUS 2023 Business Statistics

This course provides a study of statistical methods for describing and analyzing data for use in business decisions. Topics include: data sources, descriptive statistics (frequency charts and graphs, central tendency and dispersion), probability and special probability distributions, sampling distributions, estimation techniques, hypothesis testing of means and proportions, analysis of variance, nonparametric statistics, regression analysis, time series and forecasting techniques, and quality control procedures.

Prerequisite: MATH 1143 College Algebra.

Transferability: Check with your business faculty advisor for a list of 4-year colleges accepting this course.

MATH 1123 Business Math

This course provides instruction in advanced problem solving as related to business situations and financial management. It is designed to provide students with an opportunity to gain a working knowledge of mathematics and its use in business. Topics covered include payroll, purchasing, pricing, simple and compound interest, annuities, financial loans, insurance, and investments. F, S

Prerequisites: MATH 1013 Basic Algebra with a grade of C or better or a placement score for MATH 1023 Intermediate Algebra or higher.

MEDT 1123 Medical Terminology I

This course introduces the spelling and meaning of medical terms as they relate to anatomy, physiology, and pathophysiology. Root words, prefixes, suffixes, and multiple combinations are introduced as they relate to body systems. F

MEDT 1133 Medical Office Administration

This course introduces the student to medical/legal responsibilities, ethics, medical records, confidentiality, and other day-to-day medical office functions. F

MEDT 1143 Medical Terminology II

This course is a continuation of MEDT 1123 Medical Terminology I. Students continue to build upon knowledge of terms related to complex anatomy, physiology and pathophysiology of body systems.

Prerequisite: MEDT 1123 Medical Terminology I. S

MEDT 1223 Principles of Disease

This course is an introduction to the etiology, treatment and prognosis of various diseases. Emphasis is given to the medical information as viewed from the standpoint of a health information management professional, offering access to the pathological conditions most commonly seen in the healthcare setting. S

MEDT 2023 Medical Transcription I

This course teaches the basic concepts of medical transcription. Students learn how to operate a transcribing machine and begin transcription of medical terms and procedures via dictation of medical cases. F

MEDT 2033 Medical Transcription II

This course is a continuation of MEDT 2023 Medical Transcription I. Students continue transcription of medical documents. Speed and accuracy are emphasized. S, SU

Prerequisite: MEDT 2023 Medical Transcription I with a grade of "C" or better.

MEDT 2214 Basic Human Anatomy & Physiology

This course provides an introduction to human anatomy for students who have a need for basic studies in the function of the organ systems of the human body. The course includes familiarization with essential vocabulary and reference to general functions of organs and organ systems. Lecture three hours, laboratory two hours. F

This course only satisfies the requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN pre-requisites or other allied health programs. Take this course only if you are majoring in Medical Office Administration.

MEDT 2213 Basic Pharmacology with an Overview of Microbiology

This course provides an introduction to pharmacology as well as basic chemistry as it applies to the medical laboratory. A brief overview of microbiology and immunology will be included. Drug interactions and basic pharmacology as it relates to the drug interactions with each of the body systems and classification of drugs will be covered. S

This course only satisfies the requirement for the Medical Office Administration degree. This course will not apply towards general education credit for LPN - RN pre-requisites or other allied health programs. Take this course only if you are majoring in Medical Office Administration.

MEDT 2333 Medical Coding I

This course introduces the student to formats, conventions, and basic principles of medical coding as it relates to the individual body systems and conditions. Review of patients' medical records and assignment of ICD-9 code numbers to the diagnoses and CPT codes for procedures are emphasized. F

MEDT 2343 Medical Coding II

This course is a continuation of MEDT 2333 Medical Coding I. This course continues to refine the skill of ICD-9 coding medical diagnoses and CPT codes for procedures for billing purposes. S, SU

Prerequisites: MEDT 2333 Medical Coding I with a grade of "C" or better.

MEDT 2413 Advanced Medical Office Administration

This course is a continuation of MEDT 1133 Medical Office Administration. This course continues to refine computer-specific skills and office procedures and techniques required for organizing and maintaining a medical office. Students will participate in a nine hour per week internship experience that will provide hands-on training by medical professionals within an instructor-approved medical facility. S

Prerequisites: MEDT 1123 Medical Terminology I and MEDT 1133 Medical Office Administration with grades of "C" or better.

MEDT 2414 Medical Assisting

This course provides information and skills necessary to assist physicians in basic medical procedures and offers an introduction to basic pharmacology while focusing on the development of healthcare skills necessary for becoming a Certified Nursing Assistant (CNA). Students successfully completing the course earn CPR and first Aid certification and are prepared to take the state CAN examination. *This course will **not** earn a Certificate of Proficiency in Certified Nursing Assistant.* S, SU

***MGMT 1113 Principles of Management**

This course provides the student with a practical study of contemporary management concepts and techniques needed to manage challenges related to people, diversity, quality, ethics, and the global environment. Offered Internet Only. F, S, SU

***MGMT 1123 Supervisory Management**

This course is designed to introduce the student to the techniques needed to effectively manage the workforce. It stresses the importance of attaining and utilizing a variety of essential resources in support of an organization's objectives. Emphasis is placed on management skills and employee-supervisor relationships. Offered Internet Only. S

Prerequisite: MGMT 1113 Principles of Management with a grade of "C" or better.

MGMT 2013 Human Resource Management

This course provides an overview of human resource management practices. Topics include staffing, employee recruitment, selection and placement, promotions, transfers, separations, and wage and salary administration. Offered Internet Only. S

***MGMT 2343 Small Business Management**

This course introduces students to entrepreneurship. Topics include personal qualities of the successful entrepreneur, developing a viable business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities, and financing the business. Offered Internet Only. F

Prerequisite: MGMT 1113 Principles of Management

SECR 1003 Beginning Keyboarding

This course is designed for students with no previous keyboarding skills or deficient keyboarding technique. Emphasis is placed on learning to key by touch, developing correct keyboarding techniques, building speed and accuracy, improving language skills, and proofreading documents. No degree credit is given for this course. F, S, SU

SECR 1213 Office Administration

This course introduces students to skills required to organize and manage an office. Students will participate in a nine hour per week internship experience that will provide hands-on training by office professionals within an instructor-approved work site. S

Prerequisites: DATA 1123 Fundamentals of Information Technology with a grade of "C" or better, and SECR 1003 Beginning Keyboarding with a grade of "C" or better or required placement score for DATA 1213 Word Processing.

OUACHITA AREA HIGH SCHOOL CAREER CENTER

The Ouachita Area High School Career Center has seven programs for high school students in the service area. These programs are: Automotive Service Technology, Cosmetology, Criminal Justice, Industrial Equipment Maintenance (located in Arkadelphia only), Medical Professions Education, Power Equipment Maintenance, and Welding. Students may be awarded Certificates of Proficiency in the following areas upon successful completion of the required courses:

AUTOMOTIVE SERVICE TECHNOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

ASST 1243 Engine Performance
ASST 2243 Automotive Computers and Electronic Fuel Injection
ADST 1223 Brakes
ASST 2223 Ignition Systems
ADST 2133 Transportation Electronics
ADST 1283 Steering and Suspension

COSMETOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

COSM 1013 Special Topics
COSM 1023 Special Topics
COSM 1033 Special Topics
COSM 1043 Special Topics

CRIMINAL JUSTICE

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

CJUS 1113 Introduction to Criminal Justice
CJUS 2313 Special Topics
CJUS 2123 Police Community Relations
CJUS 2133 Criminal Procedures and Evidence

INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of "C" or better will earn a Certificate of Proficiency.

MACH 1113 Introduction to Machine Technology
IEMT 2413 Industrial Safety
MACH 1103 Basic Blueprint Reading
WELD 1113 Introduction to Welding
IEMT 1203 Fluid Power

MEDICAL PROFESSIONS EDUCATION

Certificate of Proficiency

Certified Nursing Assistant

Career Center students who complete the Certified Nursing Assistant course **and** the required clinical hours with a grade of “C” or better will earn a Certificate of Proficiency.

CNUA 1117 Certified Nursing Assistant

MEDICAL PROFESSIONS EDUCATION

Certificate of Proficiency

*Medical Terminology

Career Center students who complete the below courses with a grade of “C” or better will earn a Certificate of Proficiency.

MEDT 1123 Medical Terminology I
PNUR 1113 Body Structure and Function I
MEDT 1143 Medical Terminology II
PNUR 1203 Body Structure and Function II

***Note: This Certificate is pending approval by the Arkansas Department of Higher Education.**

POWER EQUIPMENT MAINTENANCE TECHNOLOGY

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of “C” or better will earn a Certificate of Proficiency.

PEMT 1103 Power Equipment Safety
PEMT 1123 Troubleshooting and Diagnosing Systems
PEMT 1203 Engine and Hydraulic Systems
PEMT 1223 Brakes, Transmissions, and Steering Systems
PEMT 1113 Small Engine Fundamentals
PEMT 1213 Service and Maintenance

WELDING

Certificate of Proficiency

Career Center students who complete at least nine semester credit hours of the below courses with a grade of “C” or better will earn a Certificate of Proficiency.

WELD 1113 Introduction to Welding
WELD 1103 Arc Welding
WELD 1123 Gas Welding and Cutting
WELD 1203 Certification Welding I

PROFESSIONAL STUDIES

The Professional Studies courses earn college credit and are designed to provide needed skills, knowledge and understanding in all areas that will assist an individual in meeting the annual requirements of his/her profession. The Professional Studies Division offers the following degrees and certificates:

ASSOCIATE OF APPLIED SCIENCE

Early Childhood Education

CERTIFICATES OF PROFICIENCY

Early Childhood Education

Electrical Apprentice

Family Development Credential

Truck Driver Training

EARLY CHILDHOOD EDUCATION

ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science in Early Childhood Education provides education and training for persons employed or entering the child care profession who will be working with infants through preschool children.

The Associate of Applied Science degree, Technical Certificates, and Certificates of Proficiency are designed for employment purposes, and it should not be assumed that the degree or the courses in these programs can be transferred to another institution. While some institutions do accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor's degrees unless that degree has been articulated with that specific institution. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

CURRICULUM – EARLY CHILDHOOD EDUCATION (AAS)

1st Year – 1st Semester		Credit Hours
ECDE 1113	Intro to Early Childhood Development	3
ECDE 1123	Foundations of Early Childhood Education	3
DATA 1113	Fundamentals of Information Technology	3
ENGL 1113	Composition I	3
SOCI 1113	Introduction to Sociology	3
Total Semester Credit Hours		15

1st Year – 2nd Semester		Credit Hours
ECDE 1213	Curriculum and Materials	3
	ECDE 2243 Parenting*	3
ECDE 1223	Early Childhood Practicum I **	3
ECDE 1233	Health, Safety, and Nutrition	3
PSYC 1113	General Psychology	3
ENGL 1213	Composition II	3
Total Semester Credit Hours		15

2nd Year – 1st Semester		Credit Hours
ECDE 2113	Language Arts for Children	3
	ECDE 2213 World Literature I*	3
ECDE 2123	Early Childhood Practicum II	3
HIST 1113	Civilization through 16th Century	3
BIOL 2123	Environmental Science OR Earth Science	¾
PSYC 2123	Developmental Psychology	3
	4 Hours Physics, Chemistry, or Astronomy*	4
SOCI 2133	Cultural Diversity	3
	COMM 2113 Oral Communication*	3
Total Semester Credit Hours		18/19

2nd Year – 2nd Semester		Credit Hours
ECDE 2213	Special Education in the Preschool	3
	BIOL 1124 Introduction to Biology*	3
ECDE 2223	Art and Music for Preschool Children	3
	HIST 2113 US History thru 1865 OR	
	HIST 2123 US History since 1865*	3

ECDE 2233	Infants and Toddlers	3
	PHIL 2113 Introduction to Philosophy*	3
SOCI 2123	Social Problems	3
MATH 1123	Business Math	3
	MATH 1143 College Algebra*	3
	Total Semester Credit Hours	15

COMPLETION AWARD: Associate of Applied Science 63-64

*Due to an articulation agreement with Henderson State University, these classes are to be taken instead of the class immediately above it if the student desires to transfer to HSU to obtain a Bachelors degree in Family Consumer Science with an emphasis in Early Childhood Education.

**Students enrolled in this class and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.

***Students may take an additional course at OTC which will transfer to HSU. This course is PHYS 1221 Life Fitness. It is not listed above because there is no course in the present OTC degree plan that can be substituted.

Additional courses that a student may take at OTC which will articulate in preparation of their transfer to HSU are:

		<u>Credit Hours</u>
ECDE 2243	Parenting	3
ECDE 2353	Organization and Administration of Preschools	3

EARLY CHILDHOOD EDUCATION CERTIFICATE OF PROFICIENCY

Students who complete the following courses will be awarded a Certificate of Proficiency and will be eligible to take the Child Development Associate (C.D.A.) Exam. The C.D.A. exam is a national credential awarded through the Council for Early Childhood Professional Recognition in Washington, D.C. for persons who work in the child care field.

CURRICULUM – EARLY CHILDHOOD EDUCATION (CP)

<u>1st Year - 1st Semester</u>		<u>Credit Hours</u>
ECDE 1113	Intro to Early Childhood Development	3
ECDE 1123	Foundations of Early Childhood Education	3
	Total Semester Credit Hours	6

<u>1st Year - 2nd Semester</u>		<u>Credit Hours</u>
ECDE 1213	Curriculum and Materials	3
ECDE 1223	Early Childhood Practicum I *	3
	Total Semester Credit Hours	6

COMPLETION AWARD: Certificate of Proficiency 12

*Students enrolled in this class and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.

ELECTRICAL APPRENTICESHIP CERTIFICATE OF PROFICIENCY (BASIC)

The Electrical Apprenticeship program is not open to the general public. Students entering this program must be an apprentice in an approved electrical contracting business and be in the third year class.

			<u>Credit Hours</u>
IEMT	1104	Fundamentals of Electricity	4
IEMT	1103	Wiring Methods	3
ELCT	1204	Motors and Motor Controls	4
Total Semester Credit Hours			11

ELECTRICAL APPRENTICESHIP CERTIFICATE OF PROFICIENCY (ADVANCED)

The Electrical Apprenticeship program is not open to the general public. Students entering this program must be an apprentice in an approved electrical contracting business and be in the fourth year class.

			<u>Credit Hours</u>
ELCT	2314	Programmable Logic Controllers	4
IEMT	2413	Industrial Safety	3
MACH	1103	Basic Blueprint Reading	3
Total Semester Credit Hours			10

FAMILY DEVELOPMENT CREDENTIAL CERTIFICATE OF PROFICIENCY (7 CREDIT HOURS)

This Certificate of Proficiency consists of 7 credit hours and 90 contact hours.

The modules in this program are:

1. Family Development: Route to Healthy Self-Reliance
2. Communication with Skill and Heart
3. Taking Good Care of Yourself
4. Diversity in Clients
5. Strength-based Assessment
6. Helping Families Set and Reach Goals
7. Helping Families Access Specialized Services
8. Home Visiting
9. Facilitation Skills: Family Conference, Support Groups and Community Meetings
10. Collaboration Among agencies

Portfolio Advisement - Students work with a trained portfolio advisor associated with the course, who provides guidance to complete required portfolio work.

Portfolio Development - Prepare a portfolio that contains, for each of ten chapters:

- Responses to at least three “Activities to Extend Your Learning” from the Worker Handbook.
- Plan and carry out at least one skills practice for each chapter.
- Share this with your portfolio advisor and document it in the portfolio.

The last section of the portfolio contains three Family Development Plans that the worker creates with one family, to demonstrate an ability to work with family member(s) as they choose a goal and begin to take steps toward that goal.

Examination - Successfully complete an examination based on "Forest,C. (2003). *Empowerment Skills for Family Workers*, Ithaca, NY: Cornell Family Development Press (distributed by Cornell University Press)." Costs include a fee charged by the local FDC program (fees vary, averaging around \$850), the Worker Handbook (\$35) and a \$250 credentialing fee charged by Cornell.

*Pending approval from the Arkansas Department of Higher Education

TRUCK DRIVER TRAINING CERTIFICATE OF PROFICIENCY

The Division of Professional Studies has partnered with Mid-America Truck Driving School to offer a Certificate of Proficiency in truck driver training. Qualified truck drivers are desperately needed in Arkansas. Truck driving is one of the “high demand occupations” listed with the Arkansas Department of Labor. Department of Labor statistics indicate that prospects for employment in the area of truck driving are excellent. Upon completion of the program students can be tested at Ouachita Technical College. We are a third party testing site for all classifications of Commercial Driving License (CDL).

4 Week Course		Credit Hours
TKDR 1105	Commercial Driving Theory	5
TKDR 1102	Truck Driving Lab	2
	Total Semester Credit Hours	7

PROGRAM OUTCOMES – PROFESSIONAL STUDIES

ASSOCIATE OF APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION

General Education Outcomes

- Students will communicate competently through writing, reading, speaking, and listening.
- Students will increase their knowledge of the evolving ideas, politics, and society in world civilization.
- Students will analyze and solve problems using the principles of business mathematics.
- Students will increase their knowledge of the earth or environment.
- Students will understand human behavior and mental processes.

Broad Core Outcomes

- Students will demonstrate knowledge of and competency with computers.
- Students will understand the influence of the social environment on human behavior.
- Students will study the developmental stages from birth to death and how they influence human behavior.
- Students will increase their knowledge of the nature, cause, and treatment of current social problems.
- Students will explore the cultural diversity of various minority groups in America.

Specialty Core Outcomes

- Students will understand the physical and intellectual development of children.
- Students will increase their knowledge of the early childhood profession.
- Students will utilize high quality, innovative teaching methods and materials.
- Students will implement proper procedures for the health and safety of children.
- Students will understand how language is acquired and how to provide children with a language-rich environment.
- Students will increase their knowledge of disabilities in the childcare setting.
- Students will learn the value of and demonstrate creative activities for children.
- Students will understand the uniqueness of working with children ages birth through thirty-six months.
- Students will demonstrate the knowledge and skills learned in early childhood courses in a formal child care setting.

COURSE DESCRIPTIONS FOR PROFESSIONAL STUDIES

ECDE 1113 Introduction to Early Childhood Development

This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories that early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to age five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines by the Council for Early Childhood Professional Recognition.

ECDE 1123 Foundations of Early Childhood

Foundations of Early Childhood is a study of the principles of child development and learning, and their implication to the teacher in early childhood education programs. The emphasis of this course is on safety, health, and the learning environment. This course is designed to acquaint the student with the historical roles of families in their child's development. The student will become familiar with the theories that early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to age eight. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course content is based upon guidelines by the Council for Early Childhood Professional Recognition.

ECDE 1213 Curriculum and Materials

Curriculum and Materials is a study of early childhood educations as a profession. Emphasis of this course includes strategies to establish family relationships, managing an effective program, and maintaining a commitment to professionalism. 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. This course provides opportunity to plan environments that are physically and emotionally secure. Students will plan curriculum, develop classroom materials, and implement activities that are age, stage, and culturally appropriate for children birth to age eight. Course content is based upon guidelines established by the Council for Early Childhood Professional Recognition.

ECDE 1223 Early Childhood Practicum I *

This Practicum involves working with children in a professional childcare setting. Emphasis of this course includes completing a Case Study/Portfolio for one individual child during the semester and planning a unit of study.

*Students enrolled in this class and competing for the CDA credential must be working in a child development setting due to OJT hours required for the credential.

ECDE 1233 Health, Safety and Nutrition

Health, Safety, and Nutrition in Early Education, covers the four major subject areas of safety, nutrition, health, and special topics. We will also cover children with disabilities and other special needs; updated information on nutrition, including the new pyramid food guidance information and practical information on creating linkages with children, families, staff, community, and community resources. This text combines basic information and theory, as well as practical applications, resources, and other early education skills needed for working with children, families, and staff.

ECDE 2113 Language Arts for Children

Early Childhood Experience in the Language Arts: Early Literacy, This course has a goal to produce teachers, who matter, teachers who are prepared, and teachers who are knowledgeable companions, exploring and sharing literature and language experiences with young children. In order to achieve this, we encourage reflective thinking, allow practice of skills, and inspire the collection of ideas for future use. This course thoroughly addresses the interrelation of listening, speaking, reading, writing, and viewing language art's areas. While taking a high level view that paints a comprehensive picture of the most important aspects of teaching early literacy, the course also takes a practical approach. The student will learn very specific activities that include stories, poems, finger plays, and puppetry that they can utilize in a classroom setting. They will also learn curriculum for infants, toddlers, and preschoolers,

with the theory followed up by deliberate “how-to” suggestions. The student will learn program planning ideas for English language learners and special needs children.

ECDE 2123 Early Childhood Practicum II

Students must be employed or volunteer in a licensed childcare facility in order to demonstrate the knowledge and skills learned in the previous courses. Students will be observed by an OTC instructor following the C.D.A. guidelines.

ECDE 2213 Special Education in the Preschool

The course provides essential information about children with a variety of diverse abilities that educators will be teaching in today’s schools. It provides information about the disabilities themselves and ways to plan for and includes these children in regular educational settings

ECDE 2223 Arts and Music for Preschool Children

This course is for early childhood educators as well as professionals who work with children birth through age eight. The focus of this course is on making the vital connection to music, movement, drama, and the visual arts in all areas of the classroom, as well as, developing creative teachers and professionals who will be able to foster an artistic environment. The course includes observations and pictures of teachers and children that demonstrate practical ways the arts can be used to help children reach their potential. There are expanded sections on multi-intelligences. There are many ideas in the course for open-ended activities that are important for the development of young children and will encourage them to think in new ways. The standards and recommendations from professional organizations are addressed so that the reader can recognize what goals these organizations believe are important in the early years.

ECDE 2233 Infant and Toddlers

This is a course that has been designed for students taking courses in Assessment and Early Childhood Special Education, as well as for professionals in the field who work with families and young children, birth to age three. The course includes specific instructions for observing, administering, scoring, and interpreting results of assessment, as well as two extensive illustrations from the field. The course highlights an assessment which is appropriate for evaluating infants and toddlers with a wide range of actual and suspected delays and abilities including children with environmental risk factors, children born prematurely, children with Pervasive Developmental Disorders, and youngsters with other neurological and/or developmental problems.

ECDE 2243 Parenting

A course designed to help students understand the need for parent education in today’s society. Topics of study will include the need for parent education, parenting decisions, becoming a parent in today’s changing world, responsibilities and caring for children, and special issues pertaining to parenting.

ECDE 2353 Organization and Administration of Preschool Programs

A study of organization and administration of early childhood programs including the program philosophy, licensing requirements, types of programs, staff selection, management techniques and responsibilities, community resources, and parent involvement strategies.

IEMT 1104 Fundamentals of Electricity (for Apprentices)

This course introduces the non-electronics student to the basic concepts of D.C. and A.C. electricity. All topics of D.C. circuits are covered, including current flow, voltage, power and resistance, Ohm’s Law, complex circuits and magnetism. In A.C., coils, capacitors, transformers, and their associated formulae are introduced. Three-phase voltage is also discussed. This course will enable the student to gain an understanding of the essentials of electricity and electrical power. (4, 3, 3)

Prerequisite: Basic Algebra test Score and/or acceptance into the Electrical Apprentice program.

IEMT 1103 Wiring Methods (for Apprentices)

Wiring methods is a course designed to give the student practical hands-on experience in electrical wiring techniques. Students will learn all conduit and wire terminology, wire and conduit sizes and their

proper use, how to properly bend and install electrical conduit and pull wire, how to properly install breaker boxes and power panels, and how to solder and de-solder. (3,1,4)

Prerequisite: Acceptance into the Electrical Apprenticeship program.

ELCT 1204 Motors and Motor Controls (for Apprentices)

This class is a study of the principles of operation of D.C. motors, single-phase A.C. motors and 3-phase A.C. motors. Also covered are control devices such as motor starters, contractors, relays, solenoids, and switches. Wiring techniques and troubleshooting are incorporated into a supportive lab. (4,3,3)

Prerequisite: IEMT 1104 Fundamentals of Electricity and acceptance into the Electrical Apprenticeship program.

ELCT 2314 Programmable Logic Controllers (for Apprentices)

This class is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance and operation of PLCs for industrial applications. Troubleshooting and programming experiments are performed in lab. (4,3,3)

Prerequisite: ELCT 1204 Motors and Motor Control and acceptance into the Electrical Apprenticeship program.

IEMT 2413 Industrial Safety (for Apprentices)

Industrial Safety is a course designed to provide all students with the basic safety knowledge required in today's industrial workplace. It is also designed to give the supervisor, or future supervisor, the necessary tools to manage a safe work environment. With knowledge of industrial hazards, and the skills required to correct them, the worker or supervisor will be better equipped to deal with today's modern industrial environment. Topics covered include: Accident reduction, safety training, safety involvement, safety inspections, accident investigations, industrial hygiene, ergonomics, machine safeguarding, tool safety, materials handling safety, electrical and fire safety, hazard communication, and an introduction to hazardous chemical safety. (3,3,0)

Prerequisite: Acceptance into the Electrical Apprenticeship program.

MACH 1103 Basic Blueprint Reading (for Apprentices)

This is a basic course designed for the person pursuing a career in any of the manufacturing and industrial fields. It is a study to help the student develop the basic skills required for visualizing and interpreting mechanical drawings and blueprints. Persons seeking careers in engineering, architectural, mechanical, electrical, and electronics fields will benefit from visualizing shapes, line usage, dimensioning and tolerances, and notes and symbols. (3,3,0)

Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math and acceptance into the Electrical Apprenticeship program.

TKDR 1105 Commercial Driving Theory

This course involves learning the basic controls associated with the tractor, such as acceleration, steering and shifting gears. The students will learn and discuss methods of safely securing, inspecting and transporting cargo whether it is in bulk or liquid form. The course will also involve discussions on transporting hazardous materials and the best methods of loading and unloading the cargo along with driver responsibilities to the public as well as what to do in the case of a spill. This course will provide discussions on professionalism, such as: carrier standards; appearance, attitude, and conduct; qualifications; and wellness as well as, logbook basics.

TKDR 1102 Truck Driving Lab

This course is grounded in a defensive driving module which covers driving safety, vehicle inspections, seeing, communicating, night and winter driving. The course includes discussion on driving and inspecting tank vehicles. It covers components of navigation and communication. The final part of the course will include components on: combination vehicles, double and triples, and basic vehicle controls skills test.

FUN-ED/ CONTINUING EDUCATION/ PROFESSIONAL DEVELOPMENT

CONTINUING EDUCATION

The Continuing Education courses are designed to provide training on a wide variety of subjects that are related to personal interest and improvement of basic skills related to those interests.

FUN-ED

The Fun Education (Fun Ed) courses are designed to provide essential skills, allow an individual to investigate or develop an interest in a hobby or vocation and to provide an individual with the opportunity to participate in an environment that adds to their quality of life and sense of personal fulfillment.

ED2GO

Update your skills, discover a new talent, or chart a career path at your own pace and at your convenience with instructor-led online classes. All online courses run for six weeks, with a two-week grace period at the end. Two lessons are released each week for the six-week duration of the course. You do not have to be present when the lesson is release, but you must complete each lesson within two weeks of its release. Interactive quizzes, assignments, and online discussion areas supplement the lessons – all provided in each course over the Web. All you need to get started is an Internet connection, an e-mail address, and Web browser. Please visit our website: www.otcweb.edu and click on WorkforceTraining/Continuing Education then Ed2Go for requirements, demonstrations, and additional information.

ADULT EDUCATION

The Ouachita Area Adult Education Center at Ouachita Technical College offers to interested students an opportunity to complete or enhance their education by either achieving a General Development Diploma (GED) or by competing for a WAGE (Workforce for Growth in the Economy) Certificate. The program is designed for adults (18 years of age or older) to accomplish the following:

1. To acquire the basic skills necessary to be successfully in society
2. To continue their education and achieve a GED
3. To take advantage of WAGE certificate program in order to make them more employable, productive, and responsible citizens
4. To acquire the basic skills necessary for self-improvement/enhancement

Emphasis is placed on providing educational opportunities to those who are least educated and most in need, such as minorities, single parents, teen parents, unemployed, and the educationally disadvantaged.

The Ouachita Area Adult Education Center is fully approved and funded by the Arkansas Department of Workforce Education, Adult Education Section. Therefore, there is no tuition fee. The length of the program will be determined by individual student need. The only charge is for your time, interest, and energy.

Students may be eligible for WIA benefits, Department of Health and Human Services benefits, Unemployment benefits, etc. while attending classes. More information on these benefits is available from the individual agency at the Arkansas Workforce Center.

Enrollment Policy

Adult Education programs may reserve the right to serve only persons eighteen (18) years or older or limit the number of students below the age of eighteen (18) that are accepted. Adults age eighteen (18) or older may enroll at any time by coming to **Ouachita Area Adult Education Center** located in the **Arkansas Workforce Center** at 1735 East Sullenberger during hours of normal operation.

In accordance with Acts 30 and 31 of 1994 (enacted in the Second Extraordinary Session, August 1994, and Acts 572 and 837 of 1995 enacted in the Eightieth General Assembly, March 1995), adult education programs reserve the right to decide whether or not to enroll persons sixteen (16) or seventeen (17) years of age. Ouachita Area Adult Education Center's Policy specifies the following:

1. It is the policy of the Adult Education Department to deny enrollment to 16 or 17 year olds who are currently suspended from public school or other adult education programs.
2. Enrollment may be denied if the enrollment paperwork is not satisfactorily completed.
3. Enrollment may be denied if past behavior is determined to be a threat to the safety and learning environment of the school (according to Adult Education Policy & Procedures Manual).

For further information concerning enrollment of these students, contact the Ouachita Area Adult Education Center at 332-5002 or the counselor at the public school of his/her enrollment.

Attendance Policy

The Adult Education Department does not have a specific attendance policy for adults. All classes are open-entry/open-exit. However, students are expected to attend class the number of hours that specific agencies, such as the Department of Health and Human Services, Malvern Housing Authority, Military Recruitment Center, probation and juvenile programs require.

Students referred by agencies who require specific attendance will be required to work out a schedule with their instructors, and are expected to attend each day that they are scheduled with their instructors.

There is a specific attendance policy for sixteen (16) and seventeen (17) year old students (youth). These youth are required by law to attend 20 hours each week until they complete the program by passing the GED examination or reaching their eighteenth (18) birthday. A schedule of attendance is determined jointly by the student, parent, and Adult Education staff. For further information concerning attendance, call the Adult Education Department at 332-5002.

Participation

Participation of youth in the Ouachita Area Adult Education Center will be contingent upon the following:

1. The student and parent/guardian must agree to have attendance, behavior and progress monitored as required by the program.
2. Upon acceptance into the adult education program, an Individual Adult Education Plan (IAEP) will be completed for the student based on the results of the TABE enrollment exam. The student must have satisfactory progress as determined by their instructor and/or staff based on the IAEP.
3. Students must attend a minimum of 20 hours per week as determined by their schedule of attendance upon enrollment. Those students who work at least 30 hours per week will be required to attend a minimum of 10 hours with proper documentation prepared by the employer.
4. Weekly academic progress and attendance reports will be sent to the referring agency or educational institution or juvenile court.
5. Students attending less than the required number of hours will be placed on attendance probation the first time. If the student does not maintain appropriate attendance for the second week (per semester), reports will be filed with the Office of Juvenile Court and the Department of Finance & Administration.
6. In emergency situations, students may be given make-up work. These situations will be decided on a case-by-case basis.
7. Students will be given credit for scheduled hours in the event that the program is closed for school business.

Denial of Participation

The Ouachita Area Adult Education Center reserves the right to deny continued participation of students who disrupt classes or who violate attendance policies or any other policy established by the Center.

COURSE DESCRIPTIONS FOR OUACHITA AREA ADULT EDUCATION

Arkansas High School Diploma: Adult Education provides a means whereby out-of-school individuals may reach at least the level of high school completion and receive the Arkansas High School Diploma (GED certificate). Curriculum covers each of the five areas that are included on the GED Tests:

1. Language Arts, Writing
 - a. Knowledge of the conventions of written English
 - b. Written Essay
2. Social Studies
3. Science
4. Language Arts, Reading
5. Mathematics

Other offerings include:

Basic Skills Enhancement provides a review of academic areas for the high school graduate in need of upgrading skills to enter higher education or the workforce.

English as a Second Language (ESL) allows adults to learn to speak, read, and write English for their second language.

Literacy provides one-to-one tutoring in cooperation with the Literacy Council Hot Spring County Inc./READ.

Even Start - Parenting Skills Education provides parents with a better understanding of a child's development during various stages, teaches parents the means of handling special situations, answers basic questions to prepare him/her for what is to be expected, and help reduce the stress and friction that might occur due to any of these factors.

Even Start – Family Literacy Training provides parents with the tools to work with their children to improve literacy skills.

Study Skills, Resume Writing, and Job Search Skills are provided when needed.

Workplace classes are arranged with local businesses or industries to upgrade employees' basic skills needed on the job.

WAGE™ (Workforce Alliance for Growth in the Economy) is a competency-based program designed to help workers improve basic and job-readiness skills. This industry driven program also provides employers with a more skilled labor force. Upon completion of the competencies and other requirements, individuals will be able to receive one of three WAGE™ certificates: Employability, Industrial, or Clerical.

Official GED Examination

The Official GED Examination is given at the Workforce Center weekly. The examination must be scheduled with the GED Examiner.

Requirements to Receive an Arkansas High School (GED) Diploma

1. To receive an Arkansas High School Diploma an examinee must attain a score of 410 on each sub-test and a total score of 2250 for a battery average of 450.
2. Qualified individuals will receive an Arkansas High School Diploma from the State of Arkansas.
3. Transcripts and/or duplicate diplomas may be requested from the state GED administrator. GED Test Applications are available from the Ouachita Area Adult Education Center at the Arkansas Workforce Center, 1735 East Sullenberger.

General Requirements for GED Testing

Persons who have not graduated from an accredited high school nor received a high school equivalency diploma are eligible to take the GED Tests. The following are requirements for testing:

1. Applicants must be at least sixteen years of age and not enrolled in a secondary school.
2. Applicants must be a legal resident of Arkansas. A "legal resident" is a person who spends most of his/her time in Arkansas, who pays property taxes or who possesses a valid Arkansas driver's license.
3. Applicants must present proof two forms of positive identification including full name and date of birth (birth certificate, official Social Security card or other legally accepted document) and a photo identification (a valid driver's license or other photo identification (Arkansas ID card, Military ID card or passport).
4. Applicant must pass the official GED Practice Test with a score of 410 on each of the five tests in the battery with an average score of 450 for a total score of 2250. These tests must be administered through an Ouachita Area Adult Education Center - GED Testing Center.
5. Applicant must be 18 years of age and not enrolled in a high school, excluding the special exception which follows:
EXCEPTION: Persons 16 and 17 years old will be approved to take the Official GED Tests after having met the provisions specified in the approved Adult Education Attendance and Enrollment Policy as a result of Acts 30 and 31 of 1994.

FOR FURTHER INFORMATION: Contact GED Administrator, GED Testing Office, (501)682-1980.

Requirements for Retesting

1. Persons scoring at least 2150 (average of 430) on the first Official GED Test may retest at the next scheduled test date without retaking the Official GED Practice Test.
2. If a total score is 2050-2149 (average 410-429) or the examinee has been retested one or more times, the examinee must wait three months OR complete 30 hours of instruction through an approved Adult Education program AND pass the Official Practice Test with a score of 450 in each area to be retested.
3. If the score is below 2049 or below (average 409 or below), the examinee must wait six months OR complete 60 hours of instruction through an approved Adult Education program AND pass each part of the Official GED Practice Test with a score of 450 in each area to be retested.

NOTE: An examinee is required to take only the part(s) of the practice test that are to be administered on the Official GED Test.

Graduation

Adult Education students who have successfully completed their GED are invited and encouraged to participate in an annual GED graduation ceremony held each July. Graduation attire (cap & gown) is required and may be purchased for approximately \$25.00 to \$30.00. Attending rehearsal for graduation is not a requirement for graduating. Individuals who agree to participate in the graduation ceremony are expected to dress appropriately for this type of occasion and exhibit proper behavior during the ceremony.

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B.S., University of Arkansas at Little Rock; M.Ed, University of Arkansas at Monticello; 21 hours towards Ed.D., University of Memphis

Dr. Blake Robertson Vice President of Adult and Workforce Education
B.A., Hendrix College; M.A.C.J., Ed.D., University of Arkansas at Little Rock

Administrative/Professional/Support Staff

Clark “Corky” Allen Physical Plant Maintenance Supervisor
Journeyman Electrician; +54 hours toward A.A.S.

Jennie Ashcraft System Analyst
B.S., University of Arkansas at Monticello

Joy Ashley Computer Lab Technician/Helpdesk
MCP, CSSA

Teresa Avery, CPA Director of Financial Aid
B.B.A., University of Arkansas at Little Rock; Certified Public Accountant

Allen Beene Counselor
B.S.E., M.S.E., Henderson State University

Marjory Bradford Purchasing Agent
A.A.S., Ouachita Technical College

Dana BrownfieldOffice of Instruction Administrative Assistant
A.A., A.A.S, Ouachita Technical College; B.S., Franklin University

Jan Capossela Custodial Worker

Amy Carter..... Offices of Student Affairs/Finance and Administration Administrative Assistant
A.A.S., Garland County Community College

Kori Clayton.....Accounts Payable Officer
A.A.S., Ouachita Technical College

Bryan Cunningham..... Custodial Worker

Linda Cunningham Library Technician
A.A.S., Ouachita Technical College

Sandra Davis.....Assistant Registrar
B.S., Southern Arkansas University

Shari Douglas.....Bookstore Manager
A.A.S., Ouachita Technical College

Crystal Dunn Continuing Education Secretary
A.A.S., Ouachita Technical College

Billy FrancisCollege Pathways Director
B.A., Ouachita Baptist University; M.B.A., University of Phoenix

Etheree “E.T.” Guin.....Shipping/Receiving Clerk
Food Service Certificate, Ouachita Vocational Technical School; Cosmetology Diploma, Hot Springs
Beauty College

Mary Ann Harper..... Director, Library/Learning Resource Center
B.S., Henderson State University; M.L.S., University of North Texas

Laurie HawthorneFinancial/Accounting Technician for Career Pathways
A.A.S. Ouachita Technical College

Melissa Hedges Payroll Officer
A.A.S., Ouachita Technical College

Josh Holiman Admissions Advisor/Testing Coordinator
B.S.E., Henderson State University

Diane HurstTRiO Computer Lab/Tutor Coordinator
A.A.S., Ouachita Technical College

Shelia Jenkins..... Nursing Secretary
30 hours toward A.A.S.

Linda Johnson Registrar
 B.S., Southern Arkansas University; M.Ed., University of Arkansas at Little Rock

Marshel Johnson Director, TRiO Student Support Services
 B.A., M.S., Henderson State University

Mike Kolb.....Director of Community and Business Education
 B.B.A., Stephen F. Austin State University

Vaughn Kesterson..... Counselor
 B.S.E., M.S.E., Henderson State University; +39 post graduate hours

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 A.A.S., Ouachita Technical College

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INDEX

Academic Advising	14
Academic Calendar	4
Academic Clemency	38
Academic Information	34
Academic Honors	34
Academic Placement	19
Academic Progress Standards	35
Academic Records Encumbered	40
Academic Records Privacy Rights	39
Academic Scholarship	29
Acceptance Procedures	43, 46
Accounting	79, 80
Accreditations	8
ACT Placement Scores Information	20
Adding/Dropping Classes	34
Administration/Staff/Faculty	135
Admission of Concurrent High School Students	16
Admission of International Students	17
Admissions Criteria	14
Admissions Procedures	16, 42
Admissions Policies	14
Admissions Requirements	14, 17, 48
Adult Education Department	131
Attendance Policy	131
Course Descriptions	133
Denial of Participation	132
Enrollment Policy	131
General Requirements for GED Testing	134
Graduation	134
Participation	132
Requirements for Retesting	134
Requirements to Receive an Arkansas High School (GED) Diploma	133
Advanced Placement Testing	20
Affirmative Action	9
Allied Health Sciences Division	41
Course Descriptions	94
Program Outcomes	51
Appeals Committee	39
Application Deadline (Allied Health)	42, 45
Application Procedures	42, 45, 46
Applied Science Technology Programs	55
Course Descriptions	98
Program Outcomes	64
Applying for Financial Aid	25
Arkansas Course Transfer System	37, 65
Articulation Agreements	8
Arts, Sciences and Education Division	65
Course Descriptions	105
Program Outcomes	78
Assessment Program	8
ASSET Placement Scores Information	21
Associate Degree in Nursing	42
Progression	44
Readmission	44
Associate of Applied Science Programs	22
Associate of Arts Degree	22, 67

Associate of Arts in Teaching	69
Associate of Arts in Teaching P-4 Track	69
Associate of Arts in Teaching Middle School Language Arts/Social Studies Track	71
Associate of Arts in Teaching Middle School Math/Science Track	73
Attendance	35
Auditing Classes	35
Baptist Collegiate Ministries (BCM)	30
Basic Skills Program	77
Course Descriptions	113
Basic Skills Requirements	18
Black Student Association (BSA)	30
Board of Trustees	135
Bookstore	32
Business Technology Division	79
Course Descriptions	114
Program Outcomes	91
Campus Crime Reporting	10
Campus Services	32
Career Pathways	28
Certificate of General Studies	22, 75
Certificate of Proficiency Programs	22
Child Development Associate (CDA)	124
Cisco	55, 56
Class Attendance	35
Clubs and Associations	30
College Catalog	8
College Credit	18
College-Level Examination Program - CLEP Policy	18
College Linkages Scholarship	29
College Profile	12
College Purposes	3
College Work Study	27
COMPASS e-Write	38
COMPASS Placement Scores Information	21
Computer Information Systems – Network Management	55, 56
Computer Programming	55, 58
Computer Repair	55, 58, 59
Conditional Admission	15, 16
Public School Students, GED, Home-Schooled, Private, Unaccredited High School Students	15
General Information	15
Consumerism	10
Continuing Education (Non-Credit)	130
Cosmetology	55, 60
Entrance Requirements	60
Counseling	32
Course Descriptions:	
Adult Education	133
Allied Health Sciences	94
Applied Science Technology	98
Arts, Sciences and Education	105
Basic Skills	113
Business Technology	114
Professional Studies	127
Credit by Examination	18
Credit for Experience	19
Crime Scene Investigation	63
Crime Reporting	10
Criminal Justice	61, 62

Curriculum	
Accounting	80, 81
Associate of Arts	67
Associate of Arts Middle School Language Arts/Social Studies Track	71
Associate of Arts Middle School Math/Science Track	73
Associate of Arts P-4 Track.....	69
Cisco Certified Networking Associate	57
Computer Information Systems – Network Management	56
Computer Programming.....	58
Computer Repair	58, 59
Cosmetology	60
Criminal Justice	61, 62
Early Childhood Education.....	123, 124
LPN to RN	44
Management	82, 83
MCSE	57
Medical Coding	87
Medical Office Administration.....	84, 85, 86
Medical Transcription	88
Medication Assistant	49
Network Security	58
Nursing Assistant	50
Office Administration	89, 90
Practical Nursing	47
Disabilities (Services for Students with Disabilities)	33
Disciplinary Actions and Dispute Resolution	38
Disciplinary Probation	35
Disclaimer:	
Associate of Applied Science (A.A.S.)	35
Catalog	8
Dishonesty in the Classroom	9
Drug Use by Employees & Students	10
Early Childhood Education	122, 123, 124
Ed2Go.....	130
Electrical Apprentice	122, 124, 125
English as a Second Language	133
Equal Opportunity/Affirmative Action	9
Even Start	133
Faculty	135
FAFSA	25
Family Development Credential	122, 125
Federal PELL Grant.....	27
Federal Supplemental Education Opportunity Grant (FSEOG)	27
Financial Aid	25
Financial Aid, Applying For.....	25
Financial Aid Eligibility	25
Financial Aid Ineligibility	26
Financial Aid Satisfactory Academic Progress Policy	26
Financing your Education	25
Food Service.....	32
Free Application for Federal Student Aid (FAFSA)	25
Fun-Education Classes	130
GED	131-134
General Information	8, 15
General Studies	22, 75
General Technology	55, 63
GI Bill	28
Glossary of Terms	13
Grade Point Average (GPA)	36
Grading and Examinations	36
Grading System	36

Graduation	36
Graduation, Adult Education	134
Grievance Procedures	39
Guaranteed Skills	37
Hair Care	55, 60
Health Care	32
Home Schooled Students	15
ID Cards	32
Immunization Records	19
Incomplete Grades	37
Information Technology Resources	9
Law Enforcement Administration	63
Legislation Affecting Students	9
Library/Learning Resource Center	32
Lost and Found	32
LPN to RN	41, 42
Management	79, 82
MCP	55, 57
Measure of Academic Proficiency and Progress	37
Medical Coding	79
Medical Office Administration	79, 84, 87
Medical Terminology	79, 84
Medical Transcription	79, 88
Medication Administration	41, 48
Merit Scholarships	29
Message from President	11
Microsoft Professional (MCP)	55, 57
Mission Statement	3
Missionary Baptist Student Fellowship (MBSF)	30
Nail and Skin Care	55, 60
Network Security	55, 58
Non-Credit Continuing Education	19
Nondiscrimination	10
Non-High School Graduates	19
Non-traditional Scholarship	29
Nursing	
Associate Degree in Nursing (LPN to RN)	41, 42
Medication Administration	41, 48
Nursing Assistant	41, 50
Practical Nursing Program	41, 45
Office Administration	78, 79
Orientation	19
Ouachita Area High School Career Center	120
Automotive Service Technology	120
Cosmetology	120
Criminal Justice	120
Industrial Equipment Maintenance Technology	120
Medical Professions Education	121
Certified Nursing Assistant	121
Medical Terminology	121
Power Equipment Maintenance Technology	121
Welding	121
Outcomes Assessment	37
Outstanding Student Award	38
Paramedic to RN	41, 42
Parking	33
PELL Grant	27
Phi Theta Kappa (PTK)	30
Placement, Academic	19
Placement Minimum Scores	20
Practical Nursing Program	41, 45

PRAXIS.....	37
Pre-admission Advising.....	42
Pre-Allied Health.....	76
President’s Scholarship.....	29
Privacy of Student Records.....	10
Private School Students.....	15
Professional Development.....	130
Professional Studies.....	122
Program Outcomes.....	126
Records.....	10, 19, 40
Rehabilitation Services.....	28
Registration.....	21
Repeating Courses.....	38
Residency.....	21
Returning Student.....	21
SAT Placement Scores Information.....	21
Scholarships.....	28-29
Senior Citizens.....	29
Sexual Harassment Policy.....	9
Single Parent Scholarship.....	28
Skills USA.....	31
Smoking/Tobacco Policy.....	33
Staff.....	135
Stafford Loan.....	29
State of Arkansas Scholarship.....	28
Student Accounts Receivable.....	23
Student Activities.....	30
Student Appeals Committee/Student Grievance Procedure.....	39
Student Arkansas Education Association.....	30
Student Classifications.....	22
Student Government Association (SGA).....	31
SGA Scholarships.....	28
Student Nurses’ Association (SNA).....	31
Student Organizations.....	30
Student Records.....	10, 40
Student Support Services.....	29, 33
Students and Program Nondiscrimination.....	10
Supplemental Education Opportunity Grant (SEOG).....	27
Survivor’s Benefits.....	28
Tax Credits.....	28
Technical Certificate Programs.....	22
Tours and Visits.....	33
Transcripts.....	40
Transfer Information.....	65
Transfer Students.....	22, 27
Transient Students.....	22
TRiO Student Support Services.....	29, 33
Truck Driving.....	122, 126
Tuition and Fees.....	23
Tuition and Refunds.....	23
Tuition Freeze Guarantee.....	24
Tuition Refund Policy.....	24
Unaccredited High School Students.....	15
Values.....	3
Veterans Affairs.....	28
Vision.....	3
Vocational Rehabilitation.....	28
WAGE™.....	133
Waiver of Fees.....	29
Withdrawing from College.....	34
Work-Study.....	27

NOTES

NOTES

NOTES

NOTES

NOTES

NOTES