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MISSION STATEMENT

Ouachita Technical College is a public, open-access, community-based, affirmative action, equal opportunity two-year technical college. The **College** mission is to enable individuals to develop to their fullest potential and to support the economic development of Arkansas. **Ouachita Technical College** prepares residents of Arkansas with the general and technical education needed for successful careers or for further higher education. The **College** provides courses, programs, counseling and related services, technical assistance, and community service to individuals, communities, and businesses and industries in its service area. **Ouachita Technical College** promotes educational mobility through partnerships with local schools and other higher education institutions.

College Purposes

1. To promote and expand access to programs and services that meet students' abilities, interests, and potentials.
2. To ensure that every graduate of a Ouachita Technical College program possesses the technical skills to be successful in the workplace.
3. To provide a wide range of continually improving educational programs and services to individuals, businesses, industries, and communities.
4. To contribute to area economic development by providing the skilled workforce needed to attract and retain businesses and industries.
5. To serve multiple and diverse populations.
6. To promote opportunities for individuals who have the ability, potential, and desire to continue their education at a four-year institution.
7. To promote mastery of the general education skills needed to be successful in the workplace and/or continued higher education.

Statement of Vision

Ouachita Technical College, through careful environmental scanning and strategic planning, finds itself well positioned to face the challenges and opportunities of the new millennium. As an accredited two-year college, OTC is widely recognized for excellence in teaching and learning. The College encourages lifelong learning through affordable academic, career-oriented, and continuing education. As a growing provider of education and services of exceptional quality and value, OTC contributes substantially to the economic advancement and quality of life of our community. As a community partner, we will share and expand resources to provide accessible and relevant educational opportunities to our service area.

Students remain our highest priority. Their success is promoted through personal attention, instructional innovation and flexibility, technical and educational expertise, technology, collaboration, and leadership in a dynamic and caring environment.

Values

As a public institution of higher education, 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 demand honesty, courtesy, decency, and fairness in all our dealings with our constituencies. Respect must characterize all of our internal and external relationships.

Quality

We insist that quality education be the guiding principle in all our actions. This means a continual evaluation of our educational product and methods.

Accountability

We hold ourselves and each other, as individuals and as an institution of higher education, accountable for our results.

Leadership

We are a leader, not a follower. We lead by innovation in meeting the changing needs of our constituencies.

Independence

We cherish our academic freedom. We recognize that this freedom, used responsibly, fosters the innovation and initiative which makes OTC unique.

Environment

We value an accessible, safe, clean, and aesthetic collegiate environment. We seek to provide equipment and facilities that allow for the implementation of all campus functions with efficiency and effectiveness.

Community

We value community involvement and economic development. We strive to be a substantial contributor to an enriched quality of life for all citizens of the community.

The Individual

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

2001-03 ACADEMIC CALENDAR

Fall Semester 2001: August 20 - December 13, 2001

Fall Semester Early Registration Begins	July 9
Faculty Return to Campus	August 14
New Student Orientation	August 14
General Registration	August 15
Late Registration begins	August 16
First Day of Classes	August 20
Last Day to Register or Add a Class by 6:00 p.m.	August 21
Labor Day Holiday (Campus Closed)	September 3
Nursing Students' Break (Benton Campus)	October 8 - 12
2002 Nursing Program Application Deadline (Benton)	October 12
Mid-Semester	October 12
Nursing Students' First Day of Classes (Benton Campus)	October 15
Last Day to Withdraw from a Class or from School/Change to Audit	November 9
Thanksgiving Holidays (Campus Closed)	November 21 - 23
Spring Semester Early Registration	November 26
Final Exams	December 10 - 13
Nursing Pinning Ceremony	December 13
Christmas Holidays begin for students and faculty	December 17

Spring Semester 2002: January 14 - May 9, 2002

Nursing Students' First Day of Spring Classes	January 7
Faculty Return to Campus	January 7
New Student Orientation	January 8
General Registration	January 9
Late Registration begins	January 10
First Day of Classes	January 14
Last Day to Register or Add a Class by 6:00 p.m.	January 15
Martin Luther King Jr Holiday (No Classes)	January 21
Mid-Semester	March 8
Spring Break (No Classes; Campus Closed March 21 - 22)	March 18 - 22
Last Day to Withdraw from a Class or from School/Change to Audit	April 12
Fall Semester Early Registration (Returning students only)	April 15 - 19
Summer Semesters I (5 wk), I (8 wk), and II (5 wk) Early Registration Begins	April 22
Final Exams	May 6 - 9
2002 - 2003 Nursing Program Application Deadline (Malvern Campus)	May 10
Graduation	May 11
Nursing Students' Break (Benton Campus)	May 13 - 24

2001-03 Academic Calendar (Continued)

Summer I (5 Week) Semester 2002: May 28 - June 27, 2002

Summer I (5 wk), I (8 wk), II (5 wk) Early Registration	April 22
Summer I (5 wk), I (8 wk) General Registration	May 22
Memorial Day (Campus Closed)	May 27
First Day of Classes	May 28
Last Day to Register or Add a Class by 4:30 p.m.	May 29
Last Day to Withdraw from a Class or from School/Change to Audit	June 14
Summer II (5 wk) General Registration	June 26
Final Exams	June 27

Summer I (8 Week) Semester 2002: May 28 - July 18, 2002

Summer I (5 wk), I (8 wk), II (5 wk) Early Registration Begins	April 22
Nursing Students' First Day of Summer Classes (Malvern Campus)	May 20
Summer I (5 wk), I (8 wk) General Registration	May 22
Memorial Day (Campus Closed)	May 27
First Day of Classes	May 28
Nursing Students' First Day of Summer Classes (Benton Campus)	May 28
Last Day to Register or Add a Class by 4:30 p.m.	May 30
Last Day to Withdraw from Class or from School/Change to Audit	July 3
Independence Day (Campus Closed)	July 4
Fall Semester Early Registration Begins	July 8
Nursing Students' Final Exams(Benton Campus)	July 11 - 12
Nursing Students' Break (Benton Campus)	July 15 - 26
Final Exams	July 17 - 18
Nursing Students' Pinning Ceremony (Malvern Campus)	July 19

Summer II (5 Week) Semester 2002: July 1 - August 1, 2002

Summer I (5 wk), I (8 wk), II (5 wk) Early Registration Begins	April 22
Summer II (5 wk) General Registration	June 26
First Day of Classes	July 1
Last Day to Register or Add a Class by 4:30 p.m.	July 2
Independence Day (Campus Closed)	July 4
Fall Semester Early Registration Begins	July 8
Last Day to Withdraw from a Class or from School/Change to Audit	July 19
Final Exams	August 1

2001-03 Academic Calendar (Continued)

Fall Semester 2002: August 19 - December 12, 2002

Fall Semester Early Registration Begins	July 8
Faculty Return to Campus	August 13
New Student Orientation	August 13
General Registration	August 14
Late Registration Begins	August 15
First Day of Classes	August 19
Last Day to Register or Add a Class by 6:00 p.m.	August 20
Labor Day (Campus Closed)	September 2
Nursing Students' Break (Benton Campus)	October 7 - 11
Mid Semester	October 11
2002 - 2003 Nursing Program Application Deadline (Benton)	October 11
Nursing Students' First Day of Class (Benton Campus)	October 14
Last Day to Withdraw from a Class or from School/Change to Audit	November 8
Thanksgiving Holidays (Campus Closed)	November 20 - 22
Spring Semester Early Registration Begins	December 2
Final Exams	December 9 - 12
Nursing Students' Pinning Ceremony (Benton Campus)	December 12
Christmas Holidays begin for students and faculty	December 16

Spring Semester 2003: January 13 - May 8, 2003

Faculty Return to Campus	January 6
Nursing Students' First Day of Spring Classes	January 6
New Student Orientation	January 7
General Registration	January 8
Late Registration Begins	January 9
First Day of Classes	January 13
Last Day to Register or Add a Class by 6:00 p.m.	January 14
Martin Luther King Jr Holiday (No Classes)	January 20
Mid-Semester	March 7
Spring Break (No Classes; Campus Closed March 20 - 21)	March 17 - 21
Last Day to Withdraw from a Class or from School/Change to Audit	April 11
Summer Semesters I (5 wk), I (8 wk), II (5 wk) Early Registration Begins	April 11
Fall Semester Early Registration (Returning Students Only)	April 14 - 18
Final Exams	May 5 - 8
2002 - 2003 Nursing Program Application Deadline (Malvern Campus)	May 9
Graduation	May 10

2001-03 Academic Calendar (Continued)

Summer I (5 Week) Semester 2003: May 27 - June 26, 2003

Summer I (5 wk), I (8 wk), II (5 wk) Early Registration Begins	April 21
Summer I (5 wk), I (8 wk) General Registration	May 21
Memorial Day (Campus Closed)	May 26
First Day of Classes	May 27
Last Day to Register or Add a Class by 4:30 p.m.	May 28
Last Day to Withdraw from a Class or from School/Change to Audit	June 13
Summer II (5 wk) General Registration	June 25
Final Exams	June 26

Summer I (8 Week) Semester 2003: May 27 - July 17, 2003

Summer I (5 wk), I (8 wk), II (5 wk) Early Registration	April 21
Nursing Students' Break (Benton Campus)	May 12 - 25
Nursing Students First Day of Summer Classes (Malvern Campus)	May 19
Summer I and II General Registration	May 21
Memorial Day (Campus Closed)	May 26
First Day of Classes	May 27
Nursing Students First Day of Summer Classes (Benton Campus)	May 27
Last Day to Register or Add a Class by 4:30 p.m.	May 29
Last Day to Withdraw from Class or from School/Change to Audit	July 2
Independence Day (Campus Closed)	July 4
Fall Semester Early Registration	July 7
Nursing Students' Final Exams (Benton Campus)	July 10 - 11
Nursing Students' Break (Benton Campus)	July 14 - 25
Final Exams	July 16 - 17
Nursing Students' Pinning Ceremony (Malvern Campus)	July 18

Summer II (5 Week) Semester 2003: June 30 - July 31, 2003

Summer I (5 wk), I (8 wk), II (5 wk) Early Registration Begins	April 21
Summer II (5 wk) General Registration	June 25
First Day of Classes	June 30
Last Day to Register or Add a Class by 4:30 p.m.	July 1
Independence Day (Campus Closed)	July 4
Fall Semester Early Registration	July 7
Last Day to Withdraw from a Class or from School/Change to Audit	July 18
Final Exams	July 31

GENERAL INFORMATION

Accreditations

Ouachita Technical College is accredited by the North Central Association of Colleges and School - The Higher Learning Commission, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, www.ncahigherlearningcommission.org, (312)263-0456. 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. 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. Students wishing to receive information on placement rates, graduation rates by department, and crime rates on campus should contact the Director for Enrollment Management.

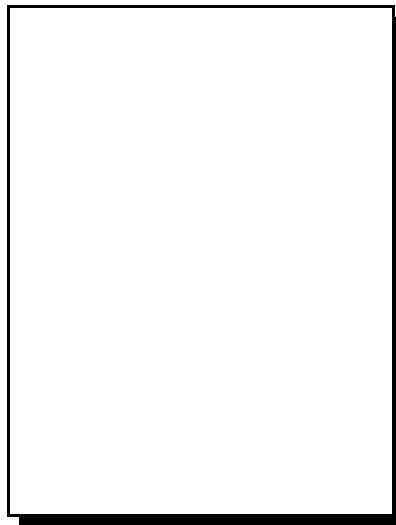
Equal Opportunity/Affirmative Action

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) 3.43, whether through deliberate disregard, negligence, or naivete, 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 3.43(6)(j) that states: "Users shall not access or display sexually explicit materials on any OTC terminals, microcomputers, printers, or any other equipment."

Message from the President



Whether you're wrapping up your high school career or you've been out of school for a while, you may already know that a college education is more important than ever. In fact, earning a college degree is the best investment you can make toward realizing your career goals and achieving greater success in life. That's why Ouachita Technical College is ready to equip you with the education you need to succeed.

As a growing two-year college, OTC provides excellent and affordable programs to suit every interest and need. Our curriculum includes career training, continuing education, transfer options, and custom-designed training for business and industry.

Through the following pages, you'll see what our College has to offer. For over 30 years, OTC has been dedicated to providing residents of Arkansas a quality education that supports the economic needs of our state.

The accomplishments of our students and the contribution of education to their hopes and dreams is proof of the power of education to change lives and shape the future.

We extend the opportunity to become part of a dynamic and growing college and community. We're here. Come and grow with us.

Sincerely,

J. Barry Ballard, Ed.D.
President

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 North Central Association of Colleges and Schools - Commission on Institutions of Higher Education.

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 from the North Central Association of Colleges and Schools Commission on Institution of Higher Education, www.ncacihe.org, (312)263-0456.

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%). African-Americans make up another 9.7% of the population. 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.

ASSET - Assessment of Skills of Successful Entry and Transfer test to measure academic preparedness. Contact Student Services.

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 Services.

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

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 Services 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 department 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 8 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 Services.

ADMISSIONS REQUIREMENTS

Academic Advising

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. The 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 Department Chairperson. Counselors are also available in Student Services 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 persons 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);

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.

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 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 will transfer; however, the student must be award-seeking and complete nine (9) credit hours at OTC before transfer credit is posted to the OTC transcript.

3. Students who are 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.
4. Currently enrolled high school students in grades 9 through 12 may enroll with a written recommendation from the high school principal or counselor. Students must meet placement standards 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.

Admission Procedures

Students planning to enroll at Ouachita Technical College for the first time should complete the following admission procedures.

1. Complete an Application for Admission and return it to the Office of Student Services.
2. If born on or after January 1, 1957, provide proof of measles and rubella immunization or an authorized waiver signed by the appropriate official and return it to the Office of Student Services.
3. Submit ACT, SAT, COMPASS or ASSET Test scores to the Office of Student Services. If you do not have test scores, you can take the ASSET Test at OTC at no charge.
4. Submit an official high school transcript, or proof of GED.
5. If college transfer, submit official transcripts from each institution attended.

Application forms may be obtained from the Office of Student Services. Forms will be mailed upon request.

Ouachita Technical College
Office of Student Services
Post Office Box 816
Malvern, AR 72104
(501)332-3658 or (800)337-0266

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.

Applicants must submit the following documents:

1. An application for admission.
2. Proof of immunization for measles and rubella.
3. 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.

4. All international students should be proficient in the English language prior to enrollment. Students should submit official documentation of having completed the Test of English as a Foreign Language (TOEFL). Those with TOEFL scores of 500 or better will be accepted unconditionally. TOEFL scores of 425-499 will enable a student to enroll on academic probation for one semester. Arrangements to take the TOEFL test may be made by writing to TOEFL Program Director, CN 6151, Princeton, New Jersey 08541-6151.
5. Documented evidence of financial support must be provided to the College. 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.
6. International students are required to be enrolled in at least 12 hours each semester.
7. Tuition will be assessed as out of state tuition.

The international student should be aware that OTC has **no** residential housing.

Admission of Exchange Students

International high school students who are participating in the foreign exchange program may apply for admission as do resident high school students. Required documentation includes, a letter from the local high school indicating the student is in good standing and giving permission for concurrent enrollment. The exchange student must also request the local high school to send copies of the I-20 form, immunization, and TOEFL scores.

Practical Nursing Application Procedures

Admission to the OTC Practical Nursing Program is competitive since the Practical Nursing program usually has more applicants than openings available. In the spring of each year, students are selected for fall admission on the basis of the below listed criteria:

1. Complete and submit by the published deadline an OTC Practical Nursing Application.
2. Complete the admission requirements for OTC.
3. Provide recent ASSET scores (taken in the last 4 years) which meet the minimum skills levels listed:

Numerical.....	39
Writing.....	42
Reading.....	39
4. Provide an official high school transcript or submit a copy of the GED Certificate.
5. A physical exam is required of those admitted to the program. The applicant should have the following abilities and skills necessary to meet the requirements of the program:

OBSERVATION: Must have functional use of the senses of touch, vision, smell, and hearing to observe and assess the patient accurately at a distance and close at hand.

MOTOR: Applicants must have sufficient motor function to elicit information from patients by palpation, auscultation, and other assessment maneuvers. Applicants must be able to tolerate physically taxing workloads and to function effectively under stress.

EMOTIONAL: Applicants must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgement, the prompt completion of all responsibilities required in the care of patients, and the development of mature, sensitive, and effective relationships with patients. Flexibility, compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for practical nursing. Applicants who feel that they cannot meet one or more of these standards without reasonable accommodations or modifications should contact the Office of Student Services upon submission of their application.

6. A urine drug screen will be conducted during the school year. This screen must be paid for with the fall nursing tuition. The drug screen cannot be done as part of the physical exam, or done independently by the student.

MEETING THE MINIMUM CRITERIA FOR ADMISSION DOES NOT GUARANTEE ADMISSION TO THE PRACTICAL NURSING PROGRAM. Students not admitted must reapply to be considered for another class.

Selection: After all criteria are met, the top 30 students (based on ASSET results) at the Malvern campus and the top 20 at the Benton campus will be admitted into the program. Refer to the Academic Calendar for the date of admission notification to the nursing program. Since the Practical Nursing Program usually has more applicants than positions available, admission is competitive. In the case of a tie, the applicants ASSET scores will be ranked according to (1) numerical score, (2) reading score, or (3) writing score.

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. Student Success (GNED 1103) 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. The process of applying for and writing a CLEP Exam may take several weeks. Contact the Office of Student Services 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. A \$50 fee is charged for each course in which Credit for Experience is granted. 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.

Students who desire credit for work experience should first discuss the matter with the appropriate Department Chair who will make a preliminary recommendation. If the Department 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/Provost. The student will be notified of the results by the appropriate Department Chair.

Immunization Records

Arkansas law requires all full-time students born on or after January 1, 1957, to provide the College with (a) immunization records dated after the first birthday and after 1/1/68 against both measles and rubella, or (b) an authorized waiver-religious or health reasons only-singled by the appropriate official. 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 will be considered. For more information, contact the Dean of Evening Programs and Continuing 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 Services. 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 students are encouraged to participate in an orientation program at the beginning of their first semester of classes. The orientation acquaints students with available services and general policies and procedures. The Student Handbook, which provides ongoing orientation, is available at registration, orientation, and from the Office of Student Services.

Placement Testing

The purpose of OTC's placement testing 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 American College Testing Program's Assessment of Skills for Successful Entry and Transfer (ASSET), which measures academic preparedness in reading, writing, and mathematics. COMPASS, ACT or SAT test scores **less than five years old** will also be accepted. The student is responsible for providing official documentation of test 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 test 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. Student Success (GNED 1103) 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, he/she 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 4 or above, and the student enrolls in the OTC program within one year.

Placement Testing Minimum Scores

COURSE/ PROGRAM	ASSET SUBTEST SCORES	ACT SUBTEST SCORES	SAT SUBTEST SCORES	COMPASS SUBTEST SCORES
To Test Out of Academic Reading	Reading 41+	Reading 19+	Verbal 470+	Reading 81+
Freshman Composition I	Writing 42+	Writing 19+	TWSE 40+	English 75+
College Algebra	Intermediate Algebra 48+	Mathematics 21+	Quantitative 460+	Mathematics 59+
Business AAS or TC Programs	Reading 41+ Writing 42+ Numerical 39+	Reading 19+ Writing 19+ Numerical 14+	Verbal 470+ TWSE 40+ Quantitative 460+	Reading 81+ Writing 75+ Numerical 36+
Industrial Electronics AAS	Reading 41+ Writing 37+ Inter. Alg. 45+	Reading 19+ Writing 19+ Numerical 14+	Verbal 470+ TWSE 40+ Quantitative 460+	Reading 81+ Writing 47+ Inter. Alg. 63+
Industrial Maintenance AAS	Reading 41+ Writing 37+ Numerical 39+	Reading 19+ Writing 16+ Numerical 14+	Verbal 470+ TWSE 40+ Quantitative 460+	Reading 81+ Writing 47+ Numerical 36+
Practical Nursing	Nursing Applicants with the Highest ASSET Scores are Admitted to the Program.			

ACT Placement Test Scores Information

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

ASSET Placement Test Scores 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 Algebra, Business Math, or Technical Math
Intermediate Algebra	23-45 46-55	Intermediate Algebra, Business Math, or Technical Math College Algebra
Writing	23-36 37-41 42 & Above	Basic Grammar Basic Composition Freshman Composition I
Reading	40 & Below	Academic Reading

COMPASS Placement Test Scores Information

SKILL AREA	SCALED SCORE	COURSE RECOMMENDATIONS
Numerical Skills	0-35 36-100	Basic Math Basic Algebra
Elementary Algebra	0-62 63-100	Basic Algebra Intermediate Algebra or Technical Math
Writing	0-46 47-74 75-100	Basic Grammar Basic Composition Freshman Composition I
Reading	0-80 81-100	Academic Reading Exempt

SAT Placement Test Scores Information

SKILL AREA	SCALED SCORE	COURSE RECOMMENDATIONS
Quantitative (Mathematics)	460 & Above	College Algebra
Verbal	469 & Below	Academic Reading
TWSE (Writing)	40 & Above	Freshman Composition I

Student Success (GNED 1103) is required for full-time, first-time entering award seeking students who are required to take two or more Basic Skills courses.

OTC also accepts equivalent 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 are strongly encouraged to register for courses before the start of classes. Students will not be admitted to classes after the second day of Fall, Spring, or 8-week Summer classes. Students will not be admitted to classes after the first day of 5-week Summer classes. Copies of the registration form are retained by the Business Office and the Office of Student Services.

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 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.

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/Provost.

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 test scores. If a transcript or test scores are not available, the student should take the ASSET Test 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. Final approval of transfer credit rests with the Vice President/Provost. 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 must be reviewed by 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:

1. **Associate of Applied Science Degree** - a student must complete the last 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.
2. **Associate of Arts Degree** - a student must complete the last 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.
3. **Technical Certificate** - a student must complete the last 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.
4. **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 OTC Dean of Enrollment Management 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	\$41.00 Per Semester Credit Hour
Out-of-State Residents	\$123.00 Per Semester Credit Hour
Non-Credit Courses	Will Vary According to Class
Auditing	Same as For Credit
Standard Fees	
Technology Fee*	\$ 5.00 Per Semester Credit Hour
Building/Supply User Fee*	\$ 4.00 Per Semester Credit Hour
Student Government Fee*	\$ 1.00 Per Semester Credit Hour
Lab Fee*	\$ 5.00 Per Lab Class
Science Lab Fee*	\$10.00 Per Science Lab Class
Matriculation Fee (Non-Refundable)	\$20.00 Upon First Registration
Graduation Fee (Non-Refundable)	\$25.00 Upon Application for Graduation
Other Fees	
Returned Check Fee	\$15.00
Late Registration Fee	\$ 5.00 After Close of Official Registration
Schedule Change (Drop/Add)	\$ 5.00
Withdrawal from College	No Charge
International Student Processing Fee	\$100

*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.

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 Services. Refunds are handled by the Business Office according to the following schedule:

	Fall/Spring	Summer	Mini-mester
First Week	100%	100%	100%
Second Week	80%	50%	50%
Third Week	60%	0%	0%
Fourth Week	40%	0%	0%
Fifth Week	20%	0%	0%
Sixth Week	0%	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.

WAIVER OF FEES

Fall-Term Tuition Award

The Fall Term Tuition Award is designed to provide an incentive to graduating high school seniors or GED recipients to pursue higher education at Ouachita Technical College. OTC will waive six (6) semester credit hours tuition, exclusive of associated fees, for full-time students enrolling in the fall semester immediately following graduation from high school or upon completion of the GED.

Senior Citizens

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 Services 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 Services 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.

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 by applying by February 15, no deadlines will be missed. Remember: always reapply every year.

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 a 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 Officer 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
Post Office Box 816
Malvern, AR 72104
(501) 332-3658 or (800) 337-0266

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 grade levels, or has been convicted of selling or possessing illegal drugs.

Financial Aid Satisfactory Academic Progress Policy

Federal regulations require a student to be making satisfactory academic progress toward completion of his/her degree or certificate program in order to receive federally funded student financial aid. This policy applies to all Federal Title IV programs. These standards will be applied automatically to all students. Academic progress, for financial aid eligibility for each semester, will be determined by evaluation of the last semester of enrollment (this applies to transfer student's last semester of enrollment at the previous institution). The following standards apply whether or not the student received financial assistance.

For determining financial aid eligibility, students are considered to be making satisfactory progress as long as they meet all of the following qualitative and quantitative criteria:

1. Are admitted and enrolled in a degree or certificate-granting program that meets the federal program length requirements, or a course of study that is directly transferable toward completion of a baccalaureate or professional degree.

2. Qualitative - Maintain a cumulative grade point average of 1.75 for the first 15 hours attempted and 2.00 thereafter. (Basic skills courses will be averaged in the cumulative grade point average by the Financial Aid Office for this standard, even though they are not averaged in on your OTC transcripts.)
3. Complete requirements for an Associate degree within a maximum of 90 credit hours attempted. Technical certificates must be completed within 150% of the program requirements measured in credit hours attempted. For financial aid purposes all hours attempted at OTC, all hours accepted from other institutions, and all hours attempted the last semester of enrollment at a previous institution are included in hours attempted. All hours attempted includes W's, I's, Audits.
4. Quantitative - The student completes the minimum number of semester hours during each semester. The following chart reflects the number of hours required:

<u>Enrollment Status</u>	<u>Fall/Spring/Summer</u>	<u>Minimum Hours Completed</u>
Full-Time	12 or More Hours	9 Hours Completed
Three-Quarter	9-11 Hours	6 Hours Completed
Half-Time	6-8 Hours	6 Hours Completed

Students are allowed to drop below eligibility one time only in their careers without penalty. Subsequent drops below eligibility require completion of a minimum of six credit hours without financial aid. This applies whether or not the withdrawal was at OTC or another institution the previous semester of enrollment and whether or not the student was receiving aid during the withdrawal semester.

Students who do not maintain satisfactory progress will not be eligible for any further Federal Financial Aid until the student presents the Financial Aid Office with a transcript showing deficiencies have been brought up to Satisfactory Progress.

Reinstatement of Financial Aid - Satisfactory progress was made, the student will be eligible for financial aid for the following semester and succeeding semesters as long as satisfactory progress is maintained.

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 Officer 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. U.S. 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. Student aid disbursements will be adjusted if a student changes course load.

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 and State regulations require that any student owing a repayment of student aid will not be eligible for future financial aid until the liability has been repaid. 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 services office.

Supplemental Education Opportunity Grant (SEOG)

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 SEOG funds.

State of Arkansas Scholarships

The State of Arkansas provides several grants and scholarships. State financial aid includes the State Grant, Governor's Scholarship, Arkansas Academic Challenge, MIA/KIA Dependent's Scholarship, Law Officers Dependent's Scholarship, and Emergency Secondary Educational Loan Program.

Veterans Affairs:

EDUCATION: Students may be eligible for educational assistance while pursuing approved training if they participated in either the Post-Vietnam Era Veterans' Educational Assistance Program (VEAP) (Chapter 32) or the Montgomery GI Bill (Chapter 30) while on active duty. For members of the Montgomery GI Bill-Selected Reserve (Chapter 106), benefits will end on the date of separation from the Selected Reserve or ten (10) years from the date eligibility began, whichever happens first. **For more information, contact your VA Counselor at: (800)442-4551.**

VOCATIONAL REHABILITATION: For disabled vets, VA will pay tuition and 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.

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.

Rehabilitation Service

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

OTC Foundation Scholarships

The OTC Foundation sponsors academic and need-based scholarships. Contact the Office of Student Services for more information.

OTC Student Government Association (SGA) Scholarship

The SGA sponsors an academic scholarship. Contact the Office of Student Services 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, students should contact the Director of State Single Parent Scholarship Fund at (501) 521-1394.

New Tax Credits

Several new 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 new 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 for returns filed in 1999 or later. The HOPE Scholarship Credit is available on a per-student basis for the first two years of post-secondary education, while the Lifetime Learning Credit applies on a tax-return basis and covers a broader time frame and range of educational courses. Education paid for with tax-free grants, scholarships, and employer-education assistance are not eligible for either tax credit. Education paid with loans are eligible for these tax credits. Please see the Financial Aid Office or your tax preparer for details on these new 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 Services 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 interest on the loan is paid by the Federal government 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. Loan limits are \$2,625 for freshmen and \$3,500 for sophomore level students. Subsidized and unsubsidized Staffords combined cannot exceed these limits. Repayment of the loan for both programs begins six months after graduation or withdrawal. PELL 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. Applicants must also meet the application criteria of the lender.

Student Emergency Loan

The Student Emergency Loan provides funds to students to meet certain emergency expenses not covered by the normal Student Financial Aid programs. Applicants must be in good standing and enrolled at least on a half-time basis. Each loan must meet the following criteria:

- Loan must be repaid within sixty (60) days.
- Loan may not exceed \$100 per fiscal year.
- The maximum amount any one student may have outstanding at any time is \$100.
- Loans are subject to a \$5.00 service charge.
- Defaulted loans will be referred to an outside collection agency.

President's Scholarship

The College is authorized to waive tuition fees for any student determined to be deserving. The scholarship application is available in the Office of Student Services. The Ouachita Technical College Scholarship Committee selects the recipients based on financial need and academic achievement. No more than ten scholarships per year will be granted.

STUDENT ACTIVITIES

Alpha Beta Gamma (ABG)

Alpha Beta Gamma is an International Business Honor Society established to recognize and enhance the collegiate experience among students enrolled in two-year business curricula. The organization operates as an integral part of the business educational program under the guidance of business instructors, national supervisors, college administrators, and members of the business community. Alpha Beta Gamma provides leadership opportunities, forums for the exchange of ideas and the stimulation of interest in continuing academic excellence. Alpha Beta Gamma is a member of the Association of College Honor Societies, and an affiliate member of both the American Association of Community Colleges (AACC) and The Association of Canadian Community Colleges (ACCC).

Baptist Collegiate Ministries (BCM)

The Baptist Collegiate Ministry is an organization to help meet the needs of students who are seeking relationships with others of common interest. It is Christian in perspective. BCM hopes to build student concern for others on their campuses and in the community. Through BCM a student will have opportunities for study of the Bible and to practice its teachings. There are opportunities for service and ministry projects, both on campus and off campus. It offers guidance as students face crisis and critical choices in life. It is an open membership for any student at OTC.

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.

Class Organizations

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.

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 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.

Student Organizations and Activities

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 Dean of Enrollment Management. 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.

Vocational Industrial Clubs of America (VICA)

VICA is a club designed to help students develop social and leadership skills. Activities which 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 Services 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 Services. 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 the Blind, is open daily in the Student Center from 7:30 a.m. - 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 Services.

Job Placement Assistance

Assistance in placing graduates is an integral function of the College. Consequently, the College has a job placement assistance counselor to serve its students and graduates who are seeking employment. The Job Placement Office assists in the placement of OTC students in part-time and career positions. Please see the Job Placement Assistance Counselor for more information.

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 Services 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 Services. All students with disabilities are encouraged to contact the Office of Student Services for assistance and additional information on services.

Smoking 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.**

Student Support Services

Student Support Services (SSS) is one of the federally funded TRIO programs 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 Services 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 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 GPA, and who has no "D" or "F" grades for the term involved. (For the summer session, the student must have earned six or more credit hours, a 4.00 term GPA, and must have no "D" or "F" grades.) 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. (For the summer session, the student must have earned six or more credit hours, a 3.50 to 3.99 term GPA, and must have no "D" or "F" grades.) 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 up to the late registration deadline. If it becomes necessary for students to drop courses after late registration, arrangements must be made through the Office of Student Services. Courses added and/or dropped must be processed through the Office of Student Services. 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, changing to audit or dropping a course are the only changes permissible. Courses officially dropped during the first 13 weeks of a semester or the first five weeks of the 8-week summer term or mini-semester or first three weeks of 5-week summer term will be recorded as a "W." Courses dropped after these dates will be recorded as an "F."

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 Services.
- Obtain signature of Financial Aid Officer.
- 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 Department 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 13 weeks of the semester or the first five weeks of the 8-week summer term or the first three weeks 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 have 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." A student who is dropped from three courses in a semester for unsatisfactory class attendance may be suspended from the College.

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 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 completing 12 credit hours will be placed on academic probation. A student who fails to attain a cumulative "C" average (2.00 GPA) during probation will be terminated from college. 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	
A-Excellent	4
B-Above Average	3
C-Average	2
D-Below Average	1
F- Unsatisfactory	0
Status Designations	
I-Incomplete *	0
W-Withdrawal *	0
AU-Audit *	0
S-Satisfactory *	0
U-Unsatisfactory *	0
T-Transfer Credit *	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>Semester Hours</u>	<u>Grade</u>	<u>Point Value</u>
	1	3	A	12
	2	3	F	0
	3	4	B	12
	4	3	C	6
	5	3	D	3
	6	<u>2</u>	A	<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. Official grade reports are mailed to the student after the semester ends. **It is important that students inform the Registrar of name and address changes for mailing purposes.**

Graduation

To be eligible for the Associate of Applied Science Degree, Associate of Arts Degree, Technical Certificate, or Certificate of Proficiency, a student must have a minimum cumulative GPA of 2.00 and must have completed the last 15 semester credits at Ouachita Technical College. An **Application for Graduation** must be submitted to the Dean of Enrollment Management prior to or at the beginning of the student's final semester. A \$20 non-refundable graduation fee, which includes cap and gown, must be paid by each graduating student.

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 VP/Provost. 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.

Arkansas Assessment of General Education

State law requires students with 45-60 credit hours who are seeking a degree requiring the State Minimum Core of 35 hours (AA degree or students pursuing credits for a baccalaureate degree) to take the Arkansas Assessment of General Education. Specific exam dates and times are available in the Office of Student Services. Associate of Arts/General Education degree-seeking students must take this exam in order to fulfill graduation requirements. Contact Student Services for additional information.

Arkansas Common Course Index System (ACCIS)

Ouachita Technical College participates in the Arkansas Common Course Index System which was developed in 1998 by the Arkansas Association of Collegiate Registrars and Admissions Officers for the purpose of facilitating the transfer of general academic courses between higher education institutions in Arkansas. It is an index of the State Minimum Core courses that are common across all Arkansas institutions. The numbering of indexed courses does not reflect any other state's numbering system. For more information you may contact the Dean of Enrollment Management at OTC or visit the ACCIS website at <http://www.gccc.cc.ar.us/arkacrao/ACCIS.HTM>.

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 from the last attempt 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.

Student Appeals Committee/Student Grievance Procedure

A Student Appeals Committee has been created to deal with all cases relating to the disciplinary or academic status of students. Grievances of students regarding their disciplinary and academic status may be heard by the Student Appeals Committee. Students wishing to file a grievance must follow these procedures:

- The complainant must present, in written form, within five (5) working days of the alleged grievous incident, the complaint to the Coordinator of Evening Programs and Continuing Education, who is designated as the College Affirmative Action and Grievance Officer. **The complaint must include specific grievance/complaint and specific remedies sought by the student. Only complaints in writing and mailed or delivered to the College's Affirmative Action and Grievance Officer are considered formal complaints.**
- The Coordinator of Evening Programs and Continuing Education has a working week (5 days) in which to investigate and respond in written form.
- If not satisfied, the complainant may appeal to the Student Appeals Committee within five (5) working days. That appeal must be in written form.
- If not satisfied with the decision of the Student Appeals Committee, the complainant may appeal in writing to the President within five (5) working days from the Student Appeals Committee decision date.
- Response by the President will be given within five (5) working days. That response must be in written form.
- If complainant is not satisfied at this level, an appeal may be made in writing through the President to the College Board of Trustees within five (5) working days. The Board will review the complaint/grievance at the next regularly scheduled meeting and render a decision within ten (10) working days. The decision of the Board shall be final.
- A student who feels subjected to Civil Rights violations may appeal directly to the Office of Civil Rights.

Transcripts and Records

Each student who completes a College course has an official transcript on file. This is the student's official College record. Students can obtain an official or unofficial copy of their

transcript upon written request. The Family Education Right and Privacy Act (FERPA) of 1974 requires that all transcript requests be in **writing, signed and dated by the person to whom the record belongs**. Transcript request forms are available from the Office of Student Services. **Requests cannot be honored without the student's written signature.**

OTC participates in the Electronic Transcript program (SPEEDE). 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 by SPEEDE 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. 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.) Transcripts may be requested by:

Written Request Procedure:

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;
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;
7. Mail to Ouachita Technical College
Attn: Assistant Registrar
P.O. Box 816
Malvern, AR 72104

FAX Request Procedure:

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;
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;
7. FAX Number: (501)337-9382
Attn: Assistant Registrar

In Person Request Procedure

Come to room A118 in the Student Services area between the hours of 8:00 a.m. and 4:30 p.m. and complete a transcript request form. There is no charge for an OTC transcript.

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 Dean of Enrollment Management/Registrar.

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.

Directory Information

Directory Information, information that may be released without a student's signature, as defined by OTC includes the following:

Name, address, telephone number;

Major Field of study;

Dates of attendance;

Degrees and awards received;

Most recent previous education institutions attended; and

Other similar information.

INSTRUCTIONAL PROGRAMS

Ouachita Technical College is committed to educational quality and to meeting the needs of its service area. The purposes of OTC's programs are to develop competent workers for initial employment, to upgrade the skills of those already employed, and to provide a foundation of thinking and analytical skills to meet the requirement of society's expanding knowledge base. OTC also offers basic skills instruction for students who request or require academic support and/or study skills to assist them in successful completion of a regular program of study.

Associate of Applied Science Degree (AAS):

The Associate of Applied Science Degree prepares students for careers, career changes, and career advancement at the technician or technology level. The program content is approximately 75 percent technical and 25 percent general education. AAS Degrees are offered in the following programs:

Department	Specialty
Business & Office Information Systems Technology	Accounting Automated Office Technology Administrative Assistant Medical Transcriptionist Management and Supervision Visual Arts and Spatial Technologies
Applied Science Technologies	Comp. Information Systems-Network Mgmt. Industrial Electronics Technology Industrial Equipment Maintenance Technology
General Education	Criminal Justice Early Childhood Education

Associate of Arts Degree (AA):

The Associate of Arts Degree (A.A.) is offered for students who wish to complete the first two years of a baccalaureate degree program and then transfer to a senior institution. By selecting appropriate options and electives, this degree can be structured to satisfy the Freshman and Sophomore requirements of most baccalaureate degree programs. Students must submit placement scores prior to taking General Education courses. The AA Degree is offered in General Education.

Arkansas Assessment of General Education

State law requires students with 45-60 credit hours who are seeking a degree requiring the State Minimum Core of 35 hours (AA degree or students pursuing credits for a baccalaureate degree) to take the Arkansas Assessment of General Education. Specific exam dates and times are available in the Office of Student Services. Associate of Arts/General Education degree-seeking students must take this exam in order to fulfill graduation requirements. The Office of Student Services can provide additional information on this exam.

Technical Certificate Programs (TC):

Technical Certificate Programs provide training for specific occupations. They require a demonstration of competency in communications and mathematics necessary to be successful in the field. The total credit hours for completion of the program is 30 semester hours. TC's are offered in the following programs:

Department	Specialty
Business & Office Information Systems Technology	Automated Office Technology Computer Applications Technology
Applied Science Technologies	Computer Repair Industrial Electronics Technology
Practical Nursing	Practical Nursing

Certificate of Proficiency Programs (CP):

Certificate of Proficiency Programs are planned sequences of credit courses, totaling fewer than 15 credits, that focus on specific occupational skills. CP's are offered in the following programs:

Department	Specialty
Applied Science Technologies	Industrial Electronics Technology CISCO Networking Academy I (Basic) CISCO Networking Academy II (Advanced)
General Education	Early Childhood Education

Basic Skills Advancement Program

The Basic Skills Advancement Program includes courses and other services to develop and refine basic academic skills such as reading, writing, communication, mathematics, and problem solving. Basic Skills Advancement courses provide the academic foundation necessary to meet the entry requirements for General Education courses and for success in the chosen program of study. With the occasional exception of Intermediate Algebra, Basic Skills Advancement course credit does not count toward certificate/degree completion or graduation.

Special Topics:

A Special Topics class consisting of one to four semester credits is available in each AAS degree program. These classes are designed to provide the student an opportunity to study topics not offered in the regular sequence of program course offerings. For more information please contact the appropriate Department Chair.

APPLIED SCIENCE

COMPUTER INFORMATION SYSTEMS - NETWORK MANAGEMENT **Associate of Applied Science**

The A.A.S. in Computer Information Systems (CIS) is designed to produce graduates skilled in the field of networked client/server microcomputer applications. This program is designed to prepare individuals for entry-level positions as network specialists who will possess a working knowledge of such timely topics as Network Administration, e-mail, Voice Mail, Network Operating Systems, and the Internet. This program also provides a knowledge of the operation of microcomputer installation and repair as well as the operation of a variety of software packages. Application of this technology in a modern business environment will be emphasized. Significant class time will be allotted for hands on lab exercises so that the graduate will enter the workforce with a large exposure to the daily tasks required of them. A graduate of the Computer Information Systems - Network Management program may enter the workforce as a network manager, web author, database administrator, hardware support specialist, software specialist, or as a specialist in the area of microcomputer sales and service. Opportunities for experienced personnel exist in such areas as operations management, systems analysis, job control and scheduling, software development and programming. There is also an increasing demand for the services of individually owned data processing service companies.

Program Outcomes

The A.A.S. in Computer Information Systems is designed to produce graduates skilled in the field of networked Microcomputer Applications. This program is designed to prepare individuals for entry-level positions as network management specialists who will possess a working knowledge of such timely topics as network administration, e-mail, voice mail, remote communications, and the Internet. This program also provides a knowledge of network installation, configuration, and maintenance. The installation and operation of a variety of network and personal computer software packages. A graduate of this program may enter the workforce as a network manager, network installation specialists, network database manager, network hardware and software support specialist, or as a specialist in the area of network-based sales and service. Opportunities for experienced personnel exist in such areas as network management, systems analysis, job control and scheduling, software development and database management. There is also an increasing demand for the services of individually owned computer information systems companies.

General Education Outcomes

- Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instruction.
- Students will solve problems using basic principles of mathematics.
- Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
- Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
- Students will use available resources, time, materials, and equipment efficiently and effectively.
- Students will develop a commitment to continued learning to remain employable in the job market.

Broad Technology Outcomes

1. Students will develop the ability to install, configure, use, and maintain PC and network operating systems.
2. Students will apply the basic principles of DC and AC electricity, including: Ohms Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits
3. Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (word processing, spreadsheets, and database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.
4. Students will develop networking skills including: installation and use of network and PC hardware, software, and testing equipment.
5. Students will learn the skills required by virtually all computer industries today: to troubleshoot computer and interface circuits, test and repair computer hardware, and test and repair various network media.
6. Students will learn the basics of computer hardware and software.

Specialty Core Outcomes

1. Students will learn the concepts and practical applications of desktop operating systems such as: MS-DOS, Windows and the Internet for IBM and IBM compatible microcomputers.
2. Students will learn the fundamentals of network operating systems such as: Novell's NetWare, Windows NT, and Windows. Students will be introduced to the applications of peer-to-peer, network operating systems, and migration to networks as well as configuration and support aspects of networking with an emphasis on problem solving in network operations.
3. Students will learn the basics of installing and operating local area and peer-to-peer networks such as: Novell, Windows NT, and Windows using IBM PC compatible microcomputers and software. Students will install server-based hardware and software and connect client PCs to the server in order to make a network operational.
4. Students will learn advanced networking techniques such as: security, tuning, error diagnostics, and multiple users of networks such as Novell, Windows NT.

5. Students will learn the management of organizational relational databases for business and industry. Students will create and generate reports, and run queries using a server-based database such as Microsoft Access. Students will receive an introduction into Windows network operating systems. Topics covered will include hardware and software components of a network, PC client network interface, problem solving, and daily operation of a network.
6. Students will learn about the hardware, software, and management of Client/Server networks including the planning for installations and operation of Client/Server networks, consideration and utilization of the features and commands available through various operating systems with access to the Internet.
7. Students will design and run Windows applications created with MS Visual Basic.
8. Students will use Internet Explorer, web page design, and e-mail for research while designing their personal web page.
9. Students will be introduced to top-down design, structured programming, and debugging techniques using Microsoft QBASIC and Visual Basic.
10. Students will be introduced to the planning, installation, and maintenance of network-based applications. Software used includes the Microsoft Office Suite.
11. Students will be introduced to the planning, installation, and maintenance of network hardware platforms including: hardware components of network SCSI devices, media types, routers, bridges, repeaters, protocols, category V wiring, PCI, and selection, installation, problem solving, and daily operation of server-based hardware.

**Computer Information Systems - Network Management
Associate of Applied Science**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ENGL 1113	Freshman Composition I	3	3	0
MATH 1143	College Algebra	3	3	0
DATA 1113	Introduction to Computers	3	3	0
CISS 1123	Client-Server Concepts	3	0	0
PSYC 1113	General Psychology	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ENGL 1213	Freshman Composition II	3	3	0
CISS 1243	Desktop Operating Systems	3	1	2
CISS 1103	Network Essentials OR	3	2	2
CNWT1416	CISCO I	6	3	6
PHYC 1124	Introduction to Physics OR	4	3	3
BIOL 1124	Introduction to Biology			
IEMT 1104	Fundamentals of Electricity	4	3	3

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CISS 2113	Network Database Mgmt. OR	3	3	0
VAST 1104	Intro. to Visual Technology	4	0	0
CISS 1203	Computer Programming I	3	3	0
CISS 1112	Network Installation OR	2	1	3
CNWT1426	CISCO II	6	3	6
CISS 2133	Introduction to UNIX & TC/PIP	3	1	3
CISS 2123	Internet and WWW	3	3	0
CISS 1223	Introduction to Windows Network Operating System	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 2413	Computer Repair	3	2	3
CISS 2103	Network Administration	3	3	0
CISS 2232	Advanced Network Hardware	2	1	3
CISS 2343	Network Applications Mgmt OR	3	3	0
VAST 1204	Graphics Design	4	0	0
ELCT 2112	Introduction to Fiber Optics	2	1	3
CISS 2203	Computer Programming II	3	3	0

CISCO NETWORKING ACADEMY

Certificates of Proficiency

Cisco Networking Academy consists of two Certificates of Proficiency that prepare students to become a Cisco Certified Networking Associate (CCNA) in the field of Internet Technologies. They will include networking fundamentals, as well as, router technologies and configuration. The certificates are offered in the Computer Information Systems Program.

Cisco Networking Academy Specialty Core Outcomes

1. Students will demonstrate knowledge of computer networking. They will be familiar with various computer and networking components required in a LAN environment. They will become familiar with various NOS's such as Novell NetWare and Windows NT/2000.
2. Students will develop competency in the use of routers, bridges, switches, repeaters, and hubs. Understanding the application of each of these devices will require in-depth knowledge and planning to properly establish network layouts.
3. Students will develop competency in LAN, MAN, and WAN Technologies. A thorough understanding of internal and external protocols will be required. Mastery of the basic terminology and concepts will be required as well as critical thinking to design and implement complex networks.
4. Students will develop competency in configuring routers and switches and applying these configurations to predetermined network design requirements. Skills in research, planning, and implementation will be required to meet established configuration requirements and deadlines.

**Cisco Networking Academy I (Basic)
Certificate of Proficiency**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CNWT1416	Cisco Networking Academy I	6	3	6

Topics discussed will include Network Topologies, IP Addressing, Networking Components, Basic Network Design, Router Configuration, Routing Protocols, and Introduction to LAN Switching.

**Cisco Networking Academy II (Advanced)
Certificate of Proficiency**

The prerequisite for Cisco Networking Academy II (Advanced) is completion of Cisco Networking Academy I (Basic) with a “C” or better.

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CNWT1426	Cisco Networking Academy II	6	3	6

Topics discussed will include Advanced Router Configurations, LAN Switching, Network Management, Advanced Network Design Project, and Advanced Network Management Project.

COMPUTER REPAIR

Technical Certificate

The Technical Certificate in Computer Repair is designed to prepare students to troubleshoot, service, and maintain computers. After completing this program, the graduate will be able to: (1) troubleshoot computer and interface circuits, (2) test and repair digital equipment, (3) install and maintain a network system, and (4) test and repair computer hardware.

Program Outcomes

This program prepares students in the critical thinking skills, technical skills, and communication skills needed by industry.

General Education Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instructions.
2. Students will solve problems using basic principles of mathematics.
3. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, materials, and equipment efficiently and effectively.
6. Students will develop a commitment to continued learning to remain employable in the job market.

Broad Technology Outcomes

1. Students will learn the basic principles of DC and AC electricity, including Ohm's Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits. Students will also prove competency through laboratory experiments.
2. Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (word processing, spreadsheets, and database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.
3. Students will learn the technical mathematics skills required to be proficient in the calculations that are a part of technical skills today. With this knowledge, students will be able to advance in their mathematical skills in the future, and meet employer requirements for technical work.

Computer Repair Specialty Core Outcomes

1. Students will develop competency in semiconductor technology. Mastery of basic semiconductor devices such as diodes, rectifiers, transistors (bipolar and FET), operational amplifiers, and oscillators will be required as will critical thinking in building and troubleshooting solid state circuits.

2. Students will develop competency in digital technology. They will be required to master Boolean algebra, the basic gates (NOT, AND, OR, NAND, NOR, XOR, ...), the use of Karnaugh maps; R-S, D, and J-K flip-flops; synchronous and asynchronous counters; shift registers; various memory IC's, D/A and A/D converters.
3. Students will develop competency in computer repair. They will be required to master the installation of the various pieces of hardware that make up a PC, the installation and use of the software packages (operating systems and drivers), troubleshooting and replacement of faulty components (hardware or software).
4. Students will acquire in-depth knowledge in most widely used computer operating systems such as MS-DOS and Windows.
5. Students will demonstrate knowledge of computer networking. They will be familiar with various NOS's such as Novell NetWare and Windows NT. They will install various hardware and software components required in a LAN environment.

**Computer Repair
Technical Certificate**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MATH1023	Intermediate Algebra	3	3	0
IEMT 1104	Fundamentals of Electricity	4	3	3
DATA 1113	Introduction to Computers	3	3	0
CISS 1243	Desktop Operating Systems	3	1	2
ELCT 1304	Electronic Circuits	4	3	3

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ENGL 1113	Freshman Composition I	3	3	0
ELCT 2413	Computer Repair	3	2	3
CISS 1112	Network Installation	2	1	3
CISS 1103	Network Essentials	3	2	2
ELCT 1223	Basic Digital Circuits	3	2	3

MANUFACTURING TECHNOLOGY

Associate of Applied Science

The Manufacturing Technology curriculum is designed to provide the essential skills needed by students to prepare them for professional technical careers in industry and business. Industry needs trained technicians, specifically electricians/electronics, industrial maintenance, and machinist technicians, to meet the demands of production and quality. This degree plan prepares students in the required critical thinking skills, technical skills, and communication skills needed by American industry today. Students successfully completing the degree will be able to meet industries's needs today, and learn new technologies as they emerge.

General Education Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instructions.
2. Students will solve problems using basic principles of mathematics.
3. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, materials, and equipment efficiently and effectively.
6. Students will develop a commitment to continued learning to remain employable in the job market.

Broad Technology Outcomes

1. Students will develop the ability to visualize and interpret mechanical drawings and architectural, electrical, and electronic blueprints.
2. Students will learn the basic principles of DC and AC electricity, including; Ohm's Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits. Students will also prove competency through laboratory experiments.
3. Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (word processing, spreadsheets, and database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.
4. Students will learn electrician skills through practical hands-on training. Skills included are; bending and running conduit, wiring actual electrical circuits, using proper electrical tools and benders, installing and repairing breaker/fuse boxes, and meeting electrical code requirements.
5. Students will learn skills, required by virtually all industry today, in industrial safety, safety equipment, OSHA regulations, safety management, and environmental concerns. Modern industry requires technical personnel to work safely and obey safety rules. Students will learn through lecture, demonstration, and written assignments.
6. Students will learn the technical mathematic skills required to be proficient in the

calculations that are so much a part of technical skills today. With this knowledge, students will be able to advance in their mathematical skills in the future, and meet employer requirements for technical work.

7. Students will learn the fundamentals of using an industrial metal-cutting lathe and horizontal mill. Students will meet industry standards of layout, measurement, and cutting.

Industrial Electronics Core Outcomes

1. Students will learn the basics of semiconductor materials and basic semiconductor devices.
2. Students will develop understanding of basic single and three phase motors, motor starters, and their associated circuitry and diagrams.
3. Students will learn advanced concepts in solid state devices, circuits, and components.
4. Students will learn digital devices, their uses, circuits, and applications.
5. Students will learn fundamentals of the computers used in modern industry as the primary control mechanism for all industrial automation. Programming, implementation, and applications will be learned through lecture and lab exercises.
6. Students will learn advanced techniques in programmable logic controllers through lab exercises and lecture.
7. Students will learn the fundamentals of repairing computers through field experience, laboratory exercise, and lecture.
8. Students will learn the instrumentation used by modern industry through lecture, field, and lab exercises.

Industrial Equipment Maintenance Core Outcomes

1. Students will develop competency in industrial fluid power (hydraulics and pneumatics). Mastery of basic hydraulic and pneumatic components like pumps, cylinders, and valves will be required, along with the critical thinking skills required to install and troubleshoot systems.
2. Students will develop an understanding of basic mechanical concepts, such as gears systems, pulley and chain drive systems, and gear boxes through the use of lecture and practical hands-on laboratory exercises.
3. Students will develop skills in basic industrial power transmission equipment, such as gear boxes, conveyors, transmissions, couplings, and drive components through lecture and laboratory exercises.
4. Students will develop skills in basic compression refrigeration equipments, its components, wiring, troubleshooting, and servicing through lecture and hands-on training.
5. Students will develop competency in basic welding, cutting, and braising techniques as required by industry through lecture and hands-on training

Special Topics Courses

Students can enroll in selected courses to focus on specific skills; some courses require prerequisites. Prerequisite: Sophomore standing and consent of instructor and Department Chair. Special investigation, under faculty supervision, topics not offered in the Industrial Electronics Technology curriculum. (1-4 Semester Hours)

Department Minimum Scores For Program Entry

The following minimum scores have been set for entry into the Industrial Electronics Technology Associate of Applied Science program of study:

Battery	Score	Course Placement
ASSET Minimum Scores:		
Numerical Skills	45	Basic Algebra
Writing	37	Basic Composition I
Reading	41	TEST OUT OF ACADEMIC READING

**Manufacturing Technology
Associate of Applied Science**

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 1104	Fundamentals of Electricity	4	3	3
ENGL 1113	Freshman Composition I	3	3	0
MATH1023	Intermediate Algebra	3	3	0
IEMT 1102	Electrical Wiring Methods	2	1	3
DATA 1113	Introduction to Computers	3	3	0

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ENGL 1213	Freshman Composition II	3	3	0
IEMT 2413	Industrial Safety	3	3	0
MACH1103	Basic Blueprint Reading	3	3	0
MACH2103	Introduction to CAD	3	3	0
ELCT 2102	Introduction to CIM	2	1	3

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
PSYC 1113	General Psychology	3	3	0
PHYC 1124	Introduction to Physics	4	3	3

Students will take one each in three of the following four categories:

Industrial Electronics Technology

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 1204	Motors and Motor Controls	4	3	3
ELCT 2314	Programmable Logic Controllers	4	3	3

Computer Integrated Manufacturing (CIM) Technology

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 2404	Robotics and CIM Applications	4	2	4
IEMT 2433	CIM Processes	3	0	6

Machine Tool Technology

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MACH1113	Introduction to Machining I	3	2	3
MACH2233	Intermediate CAD	3	3	0

Industrial Equipment Maintenance Technology

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 1203	Hydraulics and Pneumatics	3	2	3
IEMT 1213	Mechanical Devices & Systems	3	2	3

Students will take 14 - 17 hours from the following electives:

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 1304	Electronic Circuits	4	3	3
ELCT 2323	PLC Applications	3	1	4
ACHR 1123	Basic Compression Refrigeration	3	2	3
WELD1112	Introduction to Welding	2	1	3
MACH1223	Basic Milling Technology	3	2	3
MACH1123	Lathe Technology	3	2	3
ELCT 2112	Introduction to Fiber Optics	2	1	3

Students may elect to take any course not taken under Electronics, Industrial Maintenance, or Machine Tool listed above. Manufacturing Special Projects, particularly using the CIM lab, are also available.

INDUSTRIAL ELECTRONICS TECHNOLOGY

Certificate of Proficiency

The Certificate of Proficiency in Industrial Electronics consists of three courses from the specialty core of the electronics curriculum. This program is designed specifically for those companies employing people who have related skills such as plant maintenance mechanics and electricians. It is the intent of this curriculum to assist industry in providing additional training to their employees in skill areas that compliment the background skills these employees currently possess. There has been tremendous growth in electronic technology in industry in the last few years. The development of programmable logic controllers has been so rapid and so widespread that some industries have a need for a training program to assist their employees with the transition to the more sophisticated equipment on the market today. This program is not designed to produce students that are employable as electronic technicians, but rather to add additional skills and understanding to those who already have related skills.

Technical Certificate

The Technical Certificate in Industrial Electronics is a one-year program. The course work is identical to the first year of the Associate of Applied Science in Manufacturing Technology Degree program for Industrial Electronics Technology majors. Students who do not wish to take the upper-level electronics classes may choose this program as an alternative. The classes in the program are more fundamental and pertain primarily to electrical concepts rather than electronics. It is designed to prepare students for employment opportunities that require a basic understanding of electricity. It also should provide part-time students with a certificate that is attainable in less time than the two-year degree. Instruction will include: the design and construction of electrical circuits, a comprehensive study of DC and AC electricity, the use of test equipment and meters, the study of electric motors, control wiring techniques, semiconductor technology, and digital electronics in industry. Some of the employment possibilities include: Apprentice Electricians and Electrician helpers for the construction and industrial trades.

Program Outcomes

General Education Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instructions.
2. Students will solve problems using basic principles of mathematics.
3. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, materials, and equipment efficiently and effectively.
6. Students will develop a commitment to continued learning to remain employable in the job market.

Broad Technology Outcomes

1. Students will learn the basic principles of DC and AC electricity, including Ohm's Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits. Students will also prove competency through laboratory experiments.
2. Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (word processing, spreadsheets, and database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.
3. Students will learn the technical mathematics skills required to be proficient in the calculations that are a part of technical skills today. With this knowledge, students will be able to advance in their mathematical skills in the future, and meet employer requirements for technical work.

Industrial Electronics Core Outcomes

1. Students will develop competency in semiconductor technology. Mastery of basic semiconductor devices such as diodes, rectifiers, transistors (bipolar and FET), operational amplifiers, and various integrated circuits along with power supplies, small and large signal amplifiers, oscillators, and radio transmitters and receivers will be required as will critical thinking in building and troubleshooting solid state circuits.
2. Students will develop competency in digital technology. They will be required to master Boolean algebra; the basic gates (NOT, AND, OR, NAND, NOR, XOR...) The use of Karnaugh maps; R-S, D, and J-K flip flops, synchronous and asynchronous counters; shift registers, various memory IC's D/A and A/D converters.
3. Students will develop competency in motors and motor controls. They will be required to master the various types of motors (AC and DC) and their control circuits, along with the multiple devices used in motor controls (switches, magnetic starters, transformers).
4. Students will develop competency in Programmable Logic Controllers. They will be required to master various brands of PLC (Allen-Bradley, Siemens, Modicon), their programming software, the most commonly used instructions, the wiring of systems, and the development of their ladder programs.
5. Students will develop competency in industrial instrumentation. They will master the various types of sensors for pressure, temperature, flow, level, and humidity along with their applications.

Associate of Applied Science

The Industrial Electronics program is one of the major areas of study leading to the Associate of Applied Science Degree in Manufacturing Technology. The program contains 16 semester credit hours of general education, 14 semester credit hours of broad technology, and 32 semester credit hours of the specialty core. The total number of semester credit hours in the program is 62. These classes are scheduled in 4 semesters that are 16 weeks in length each. Most of the Electronics classes are in the specialty core. These classes will consist of theory covered in classroom sessions with an associated lab. The general education classes and the broad technology core will also be 16 weeks in

length and will be dispersed through the program. These courses are listed in the following degree plan. Not all of the courses are offered each semester, but each course is offered at least once in a two year cycle. Students who do not have to remediate should be able to complete the program in two years.

Students enrolled in this program should develop the broad based educational foundation to pursue a wide variety of employment opportunities. Some of the occupational possibilities include: Field Service Technicians, Electronic Technicians, Instrumentation Technicians, Industrial Electricians, Process Control Technicians, Engineering Assistants, Computer Service Technicians, and Business Machine Repair Technicians.

There is a significant amount of time spent in this course calculating circuit values mathematically using formulas and theorems. Students entering the electronics curriculum should have a good math background and be inclined toward precision work.

Program Outcomes

The Manufacturing Technology curriculum is designed to provide the essential skills needed by students to prepare them for professional technical careers in industry and business. Industry needs trained technicians, specifically electricians/electronics, industrial maintenance, and machinist technicians, to meet the demands of production and quality. This degree plan prepares students in the required critical thinking skills, technical skills, and communication skills needed by American industry today. Students successfully completing the degree will be able to meet industries' needs today, and learn new technologies as they emerge.

General Education Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instructions.
2. Students will solve problems using basic principles of mathematics.
3. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, materials, and equipment efficiently and effectively.
6. Students will develop a commitment to continued learning to remain employable in the job market.

Broad Technology Outcomes

1. Students will develop the ability to visualize and interpret mechanical drawings and architectural, electrical, and electronic blueprints.
2. Students will learn the basic principles of DC and AC electricity, including; Ohm's Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits. Students will also prove competency through laboratory experiments.
3. Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (word processing, spreadsheets, and

database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.

4. Students will learn electrician skills through practical hands-on training. Skills included are; bending and running conduit, wiring actual electrical circuits, using proper electrical tools and benders, installing and repairing breaker/fuse boxes, and meeting electrical code requirements.
5. Students will learn skills, required by virtually all industry today, in industrial safety, safety equipment, OSHA regulations, safety management, and environmental concerns. Modern industry requires technical personnel to work safely and obey safety rules. Students will learn through lecture, demonstration, and written assignments.
6. Students will learn the technical mathematic skills required to be proficient in the calculations that are so much a part of technical skills today. With this knowledge, students will be able to advance in their mathematical skills in the future, and meet employer requirements for technical work.
7. Students will learn the fundamentals of using an industrial metal-cutting lathe and horizontal mill. Students will meet industry standards of layout, measurement, and cutting.

Industrial Electronics Core Outcomes

1. Students will learn the basics of semiconductor materials and basic semiconductor devices.
2. Students will develop understanding of basic single and three phase motors, motor starters, and their associated circuitry and diagrams.
3. Students will learn advanced concepts in solid state devices, circuits, and components.
4. Students will learn digital devices, their uses, circuits, and applications.
5. Students will learn fundamentals of the computers used in modern industry as the primary control mechanism for all industrial automation. Programming, implementation, and applications will be learned through lecture and lab exercises.
6. Students will learn advanced techniques in programmable logic controllers through lab exercises and lecture.
7. Students will learn the fundamentals of repairing computers through field experience, laboratory exercise, and lecture.
8. Students will learn the instrumentation used by modern industry through lecture, field, and lab exercises.

Special Topics Courses

Students can enroll in selected courses to focus on specific skills; some courses require prerequisites. Prerequisite: Sophomore standing and consent of instructor and Department Chair. Special investigation, under faculty supervision, topics not offered in the Industrial Electronics Technology curriculum. (1-4 Semester Hours)

Department Minimum Scores For Program Entry

The following minimum scores have been set for entry into the Industrial Electronics Technology Associate of Applied Science program of study:

Battery	Score	Course Placement
ASSET Minimum Scores:		
Numerical Skills	45	Basic Algebra
Writing	37	Basic Composition I
Reading	41	TEST OUT OF ACADEMIC READING

**Industrial Electronics Technology
Certificate of Proficiency**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 1104	Fundamentals of Electricity	4	3	3
ELCT 1204	Motors and Motor Controls	4	3	3
ELCT 2314	Programmable Logic Controllers	4	3	3

Technical Certificate

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 1104	Fundamentals of Electricity	4	3	3
IEMT 1102	Wiring Methods	2	1	3
DATA1113	Introduction to Computers	3	3	0
MATH1023	Intermediate Algebra	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 1204	Motors and Motor Controls	4	3	3
ELCT 1304	Electronic Circuits	4	3	3
ELCT 1223	Basic Digital Logic Circuits	3	2	3
ELCT 2314	Programmable Logic Controllers	4	3	3
ENGL1113	Freshman Composition I	3	3	0

Associate of Applied Science

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 1104	Fundamentals of Electricity	4	3	3
MACH1103	Basic Blueprint Reading	3	3	0
IEMT 1102	Wiring Methods	2	1	3
DATA 1113	Introduction to Computers	3	3	0
MATH1133	Technical Math	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 1204	Motors and Motor Controls	4	3	3
ELCT 1304	Electronic Circuits	4	3	3
ELCT 2112	Introduction to Fiber Optics	2	1	3
ELCT 1223	Basic Digital Logic Circuits	3	2	3
ENGL 1113	Freshman Composition I	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 2314	Programmable Logic Controllers	4	3	3
ELCT 2102	CIM Concepts	2	1	3
ENGL 1213	Freshman Composition II	3	3	0
IEMT 2413	Industrial Safety	3	3	0
PSYC 1113	General Psychology	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ELCT 2403	Industrial Instrumentation	3	2	3
ELCT 2413	Computer Repair	3	2	3
MACH2103	Introduction to CAD	3	3	0
ELCT 2323	PLC Applications	3	1	4
PHYC 1124	Introduction to Physics	4	3	3

INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY

Associate of Applied Science

The Industrial Equipment Maintenance Technology (IEMT) program is one of the major areas of study in the Associate of Applied Science Degree in Manufacturing Technology.

The trend in industry the last few years has been toward developing a maintenance department with employees who possess multicraft skills. The intent of the IEMT program is to provide the instructional background that would prepare students for these career opportunities. This curriculum covers skill areas such as welding, machine shop, industrial electronics, hydraulics, pneumatics, and mechanical devices and systems. Students will receive instruction in several existing technical programs at OTC in an effort to expose the students to a wide range of occupational skills taught by a specialist in each field. The general education core curriculum is also incorporated into the schedule for the IEMT program. This type of educational background should prepare the student for a variety of career opportunities in industry. Students who enroll in this program should have a strong math background and be inclined toward mechanical skills.

Some of the employment possibilities include: industrial mechanics, millwrights, industrial equipment repairmen, field service technicians, and equipment installation technicians. Most of these occupations exist in the industrial or construction trades.

Program Outcomes

The Manufacturing Technology curriculum is designed to provide the essential skills needed by students to prepare them for professional technical careers in industry and business. Industry needs trained technicians, specifically electricians/electronics, industrial maintenance, and machinist technicians, to meet the demands of production and quality. This degree plan prepares students in the required critical thinking skills, technical skills, and communication skills needed by American industry today. Students successfully completing the degree will be able to meet industries' needs today, and learn new technologies as they emerge.

General Education Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and verbal instructions.
2. Students will solve problems using basic principles of mathematics.
3. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, materials, and equipment efficiently and effectively.
6. Students will develop a commitment to continued learning to remain employable in the job market.

Broad Technology Outcomes

1. Students will develop the ability to visualize and interpret mechanical drawings and architectural, electrical, and electronic blueprints.
2. Students will learn the basic principles of DC and AC electricity, including; Ohm's Law, series and parallel circuits, network theorems, magnetism, RC, LC, RLC, and transformer circuits. Students will also prove competency through laboratory experiments.
3. Students will apply computer technology to complete tasks effectively and efficiently. Through learning current software applications (word processing, spreadsheets, and database), students will apply technological concepts that are of lasting value rather than mastery of specific hardware/software skills and knowledge.
4. Students will learn electrician skills through practical hands-on training. Skills included are; bending and running conduit, wiring actual electrical circuits, using proper electrical tools and benders, installing and repairing breaker/fuse boxes, and meeting electrical code requirements.
5. Students will learn skills, required by virtually all industry today, in industrial safety, safety equipment, OSHA regulations, safety management, and environmental concerns. Modern industry requires technical personnel to work safely and obey safety rules. Students will learn through lecture, demonstration, and written assignments.
6. Students will learn the technical mathematic skills required to be proficient in the calculations that are so much a part of technical skills today. With this knowledge, students will be able to advance in their mathematical skills in the future, and meet employer requirements for technical work.
7. Students will learn the fundamentals of using an industrial metal-cutting lathe and horizontal mill. Students will meet industry standards of layout, measurement, and cutting.

Industrial Equipment Maintenance Core Outcomes

1. Students will develop competency in industrial fluid power (hydraulics and pneumatics). Mastery of basic hydraulic and pneumatic components like pumps, cylinders, and valves will be required, along with the critical thinking skills required to install and troubleshoot systems.
2. Students will develop an understanding of basic mechanical concepts, such as gears systems, pulley and chain drive systems, and gear boxes through the use of lecture and practical hands-on laboratory exercises.
3. Students will develop skills in basic industrial power transmission equipment, such as gear boxes, conveyors, transmissions, couplings, and drive components through lecture and laboratory exercises.
4. Students will develop skills in basic compression refrigeration equipments, its components, wiring, troubleshooting, and servicing through lecture and hands-on training.
5. Students will develop competency in basic welding, cutting, and braising techniques as required by industry through lecture and hands-on training.

Special Topics Courses

Students can enroll in selected courses to focus on specific skills; some courses require prerequisites. Prerequisite: Sophomore standing and consent of instructor and Department Chair. Special investigation, under faculty supervision, topics not offered in the Industrial Maintenance Technology curriculum. (1-4 Semester Hours)

Department Minimum Scores For Program Entry

The following minimum scores have been set for entry into the Industrial Equipment Maintenance Technology Associate of Applied Science program of study:

Battery	Score	Course Placement
ASSET Minimum Scores:		
Numerical Skills	39+	Basic Algebra
Writing	37	Basic Composition I
Reading	41	TEST OUT OF ACADEMIC READING

**Industrial Equipment Maintenance Technology
Associate of Applied Science**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 1104	Fundamentals of Electricity	4	3	3
ELCT 1124	Semiconductor Fundamentals	4	3	3
WELD1112	Introduction to Welding	2	1	3
IEMT 1102	Wiring Methods	2	1	3
DATA 1113	Introduction to Computers	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 1203	Fluid Power (Hydraulics & Pneumatics)	3	2	3
IEMT 1213	Mechanical Devices & Systems	3	2	3
ELCT 1204	Motors and Motor Controls	4	3	3
ENGL 1113	Freshman Composition I	3	3	0
MATH1023	Intermediate Algebra	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACHR1123	Basic Compression Refrigeration	3	2	3
ELCT 2314	Programmable Logic Controllers	4	3	3
MACH1103	Basic Blueprint Reading	3	3	0
MACH1113	Introduction to Machining I	3	2	3
PSYC 1113	General Psychology	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
IEMT 2202	Industrial Power Trans Equipment	2	1	3
IEMT 2413	Industrial Safety	3	3	0
MACH2103	Introduction to CAD	3	3	0
ENGL 1213	Freshman Composition II	3	3	0
PHYC 1124	Introduction to Physics	4	3	3

BUSINESS, OFFICE, AND INFORMATION SYSTEMS TECHNOLOGY

AUTOMATED OFFICE TECHNOLOGY Technical Certificate

Automated Office Technology is a 30-credit hour educational program. The curriculum is designed to provide students with knowledge and technical skills necessary to perform a variety of automated office duties. Most courses under this program are applicable to the A.A.S. degree. Graduates of this program are prepared for entry-level positions such as office clerks, receptionists, and secretaries.

COMPUTER APPLICATIONS TECHNOLOGY Technical Certificate

Computer Applications Technology is a 30-credit hour educational program. The curriculum is designed to provide students with knowledge and technical skills necessary to use computers to process and manage information. Most courses under this program are applicable to the A.A.S. degree. Graduates of this program are prepared for entry-level positions such as data entry clerks and computer application specialists.

Program Outcomes

The Technical Certificates curricula in Automated Office Technology and Computer Applications Technology are designed to provide valuable and essential skills needed to prepare students for entry-level jobs in specific business fields. Today's student must be equipped with new skills, attitudes, and knowledge. These technical certificates prepare students with basic skills and knowledge needed for success in the workforce. The courses completed in these programs are transferable to the A.A.S. in Business Information Technology.

General Education Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and/or verbal instructions.
2. Students will solve problems using basic principles of mathematics.
3. Students use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, material, and equipment efficiently and effectively.
6. Students will develop a commitment to lifelong learning in order to remain employable in the ever-changing job market.

Broad Technology Outcomes

1. Students will apply computer technology to complete tasks effectively and efficiently. Students will learn skill-based concepts that are of lasting value as well as mastering specific hardware/software skills and knowledge.
2. Students will apply accounting principles to journalize transactions and generate financial statements.

Automated Office Technology Specialty Core Outcomes

1. Students will master a popular word processing software to compose, organize, and edit business documents.
2. Students will master a popular spreadsheet application program to create, manipulate, retrieve, sort, and chart data to produce useful results that can be analyzed for decision-making purposes.

OR

Students will master a popular database application program to organize, store, maintain, and sort data so that information can be retrieved efficiently.

3. Students will, within a timed-controlled environment, refine touch keyboarding skills to acceptable speed and accuracy levels and utilize composition and decision-making skills in the preparation of business documents.

OR

Students will transcribe taped documents using a popular word processing software and a transcribing machine in a timed-controlled environment.

4. Students will use state-of-the-art technology and up-to-date procedures to simulate work assignments of today's office professionals.

OR

Students will be introduced to the concepts of records management and apply all facets of the life cycle of a record as they file documents for alphabetic, numeric, subject, and geographic filing systems according to current ARMA filing guidelines.

Computer Applications Technology Specialty Core Outcomes

1. Students will use accounting procedures to make decisions about planning, organizing, and allocating resources.

OR

Students will apply accounting principles to integrate accounts receivable, accounts payable, payroll, and inventories into a commercial, computerized accounting software package.

2. Students will master a popular word processing software to compose, organize, and edit business documents.
3. Students will master a popular spreadsheet application program to create, manipulate, retrieve, sort, and chart data to produce useful results that can be analyzed for decision-making purposes.
4. Students will master a popular database application program to organize, store, maintain, and sort data so that information can be retrieved efficiently.

BUSINESS INFORMATION TECHNOLOGY

Associate of Applied Science Degree

The A.A.S. degree in Business Information Technology, comprised of 60 semester credit hours, is an educational program that focuses on career options and provides students with an opportunity to specialize in one of the following specialty core curricula.

MAJOR: Accounting

Accounting is a 60-credit hour program designed to provide students with in-depth knowledge and hands-on applications of accounting principles, theories, and practices. The curriculum includes instruction in manual and computerized accounting systems and emphasizes both private and public accounting, including cost accounting and income tax preparation. Graduates of the program are prepared for para-professional accounting occupations such as accounting and payroll clerks.

MAJOR: Automated Office Technology

Specialty Core: Administrative Assistant

Administrative Assistant is a 60-credit hour program designed to provide students with in-depth knowledge of business and technical skills necessary for today's office professional. State-of-the-art procedures and up-to-date information prepare the student for careers in the electronic office. The program emphasizes professionalism and promotes positive work habits. Graduates of the program are prepared for occupations such as word processing specialists, administrative assistants, and for broader roles as professional members of the management team.

MAJOR: Automated Office Technology

Specialty Core: Medical Transcriptionist

Medical Transcriptionist is a 60-credit hour program designed to provide students with specialized knowledge, vocabulary, and business and technical skills necessary for today's electronic medical office. The program emphasizes medical terminology, document preparation, ethics, accounting, records management, and medical office procedures. Graduates of the program are prepared for careers as medical transcriptionists and medical office support professionals.

MAJOR: Management and Supervision

Management and Supervision is a 60-credit hour program which provides formal training in current techniques and principles of management and supervision. In this program students learn how to set goals, plan, organize, staff, direct, motivate, and control operations. These skills are applied to supervision, quality control, project management, production control, safety, and methods improvement. The dynamics of building and utilizing teams in the workplace is emphasized. Graduates are prepared for occupations such as entry-level managers and supervisors in business, industry, or government.

MAJOR: Visual Arts and Spatial Technologies (VAST)

VAST is a 63-credit hour program designed to develop relevant, performance-based skills essential for survival in an information and technology driven work environment. It provides an educational avenue to merge creativity with computer technology skills in order to

produce graduates with skills needed in today's e-commerce industry. The VAST option takes a new and unique approach to the teaching/learning process in higher education by incorporating the performance-based learning environment utilized by high school facilitators in the popular Arkansas Environmental and Spatial Technology (EAST) Initiative that continues to successfully transform "Industrial Age Classrooms into Information Era Learning Centers." *Students who have successfully completed two or more semesters of a high school EAST program may be eligible for articulated course credit. See your advisor for more information.*

Program Outcomes

The Business Information Technology curriculum is designed to provide valuable and essential skills needed to prepare students for their professional careers in specific business fields. Today's students must be equipped with new skills, attitudes, and knowledge. This degree plan prepares students to think, make decisions, to interact effectively with co-workers, to use creativity to solve problems, and to communicate using all forms of emerging technology.

General Education Outcomes

1. Students will use communication skills necessary to read and listen for understanding, to speak and write clearly, and to follow written and/or verbal instructions.
2. Students will solve and analyze problems using principles of mathematics.
3. Students will use critical thinking skills to identify problems, analyze alternative solutions, and make appropriate decisions for themselves, business, and society.
4. Students will demonstrate teamwork and leadership skills and the ability to adapt to the ever-changing workplace environment.
5. Students will use available resources, time, material, and equipment efficiently and effectively.
6. Students will develop a commitment to lifelong learning in order to remain employable in the ever-changing job market.

Broad Technology Outcomes

1. Students will apply computer technology to complete tasks effectively and efficiently. Students will learn skill-based concepts that are of lasting value as well as mastering specific hardware/software skills and knowledge.
2. Students will apply accounting principles to journalize transactions and generate financial statements.
3. Students will compose sound business documents using correct and forceful English.
4. Students will manage data and personnel from all areas of business in order to make wise management decisions.

Accounting Specialty Core Outcomes

1. Students will use accounting procedures to make decisions about planning, organizing, and allocating resources.
2. Students will apply financial accounting concepts and principles with relation to the partnership and corporate forms of business.

3. Students will apply managerial accounting concepts and principles to support management's planning, directing, controlling, improving, and decision-making ability.
4. Students will apply the federal and state laws and regulations that govern payroll systems and will prepare payroll documents.
5. Students will apply income tax regulations in the preparation of forms and schedules to complete an income tax return.
6. Students will apply accounting principles to integrate accounts receivable, accounts payable, payroll, and inventories into a commercial, computerized accounting software package.

Automated Office Technology-Administrative Assistant Specialty Core Outcomes

1. Students will, within a timed-controlled environment, refine touch keyboarding skills to acceptable speed and accuracy levels and utilize composition and decision-making skills in the preparation of business documents.
2. Students will use state-of-the-art technology and up-to-date procedures to simulate work assignments of today's office professionals.
3. Students will use advanced capabilities of a popular word processing software.
4. Students will learn and apply principles and techniques of desktop publishing by using a popular software program to design printed or electronic publications.
5. Students will transcribe taped documents using a popular word processing software and a transcribing machine in a timed-controlled environment.
6. Students will learn how to integrate all components of a popular software package to effectively and efficiently complete multi-task projects.
7. Students will be introduced to the concepts of records management and apply all facets of the life cycle of a record as they file documents for alphabetic, numeric, subject, and geographic filing systems according to current ARMA filing guidelines.

Management and Supervision Specialty Core Outcomes

1. Students will learn the management principles needed to delegate, train and orient employees, objectively evaluate employee performance, and build and motivate teams.
2. Students will learn the principles needed to recruit, select, promote, and compensate employees in a manner compliant with federal employment laws.
3. Students will learn principles of human behavior in organizations at the individual and group levels.
4. Students will learn the principles needed to manage multiple projects utilizing financial, human and physical resources.

OR

- Students will select a viable business idea, the appropriate form of ownership, and write a business plan, negotiate its financing, and execute the business plan.
5. Students will learn various styles of effective leadership.
 6. Students will develop an advertising campaign by utilizing proper media selection, creating advertising copy, and selecting target markets while adhering to current advertising regulations.

Medical Transcriptionist Specialty Core Outcomes

1. Students will use medical terminology and excellent written communication skills in the preparation of medical documents.
2. Students will learn how to maintain medical records, process insurance claims, and perform accounting and billing operations for the medical facility.
3. Students will transcribe dictation by physicians and other healthcare professionals in order to document patient care and facilitate delivery of healthcare services.
4. Students will gain extensive knowledge of anatomy and physiology of the human body in all its systems.
5. Students will efficiently use a computer in the preparation of medical documents.
6. Students develop a good understanding of ethics and professional responsibility as it relates to the medical transcriptionist's role in the healthcare profession.

Visual Arts and Spatial Technologies Specialty Core Outcomes

1. Students will learn to work together as a team in a performance-based learning environment to accomplish program competencies.
2. Students will use computer-based technology used by visual artists and designers to create electronic media projects.
3. Students will learn how to integrate all components of a popular software package to effectively and efficiently complete multi-task projects.
4. Students will express creativity through analysis and interpretation of the elements and principles of graphic design and visual communication.
5. Students will learn how to utilize GIS/GPS equipment and software in data collection, analysis, and map production.
6. Students will learn the fundamentals of producing analog and digital video media.
7. Students will develop and design creative, user-friendly web pages.
8. Students will develop the ability to create animated characters through traditional and digital media production.

Department Minimum Scores for Program Entry

The following minimum scores have been set for entry into the BOIST Department A.A.S. or Technical Certificate programs of study:

Battery	Score	Course Placement
ASSET Minimum Scores:		
Numerical Skills	39+	Basic Algebra
Writing	42	Freshman Composition I
Reading	41	TEST OUT OF ACADEMIC READING
ACT Minimum Scores:		
Mathematics	14	Basic Algebra
Writing	19	Freshman Composition I
Reading	19	TEST OUT OF ACADEMIC READING
SAT Minimum Scores:		
Quantitative (Mathematics)	290	Basic Algebra
Verbal	340- Above	TEST OUT OF ACADEMIC READING
TWSE (Writing)	40- Above	Freshman Composition I

These scores require students to test out of Academic Reading and into Freshman Composition I and Basic Algebra. Students needing Academic Reading and other Basic Skills courses will be conditionally admitted to the BOIST Department. Students not meeting departmental entry scores will require additional semesters to complete certificate and/or degree programs.

**Automated Office Technology
Technical Certificate**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1113	Principles of Accounting I	3	3	0
BOIS 1113	Electronic Calculators	3	3	0
DATA 1113	Introduction to Computers	3	3	0
SECR 1103	Intermediate Keyboarding*	3	3	0
ENGL 1113	Freshman Composition I	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
DATA 1213	Word Processing I*	3	3	0
SECR 1213	Office Procedures* OR	3	3	0
SECR 2413	Records Management*	3	3	0
DATA 1233	Database Management* OR	3	3	0
DATA 1243	Spreadsheet Applications*	3	3	0
VAST 1103	Integrated Applications* OR	3	3	0
SECR 2403	Machine Transcription*	3	3	0
MATH 1023	Intermediate Algebra OR	3	3	0
MATH 1123	Business Math	3	3	0

* Denotes Specialty Core Courses which require final grades of "C" or better.
Curriculum subject to modification.

**Computer Applications Technology
Technical Certificate**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1113	Principles of Accounting I*	3	3	0
BOIS 1113	Electronic Calculators	3	3	0
DATA 1113	Introduction to Computers	3	3	0
SECR 1103	Intermediate Keyboarding	3	3	0
ENGL 1113	Freshman Composition I	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1203	Principles of Accounting II* OR	3	3	0
ACTG 1213	Computerized Accounting*	3	3	0
DATA 1213	Word Processing I*	3	3	0
DATA 1233	Database Management*	3	3	0
DATA 1243	Spreadsheet Applications*	3	3	0
MATH 1023	Intermediate Algebra OR	3	3	0
MATH 1123	Business Math	3	3	0

* Denotes Specialty Core Courses which require final grades of "C" or better.
Curriculum subject to modification.

**Accounting
Associate of Applied Science**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1113	Principles of Accounting I*	3	3	0
BOIS 1113	Electronic Calculators	3	3	0
DATA 1113	Introduction to Computers	3	3	0
SECR 1103	Intermediate Keyboarding	3	3	0
ENGL 1113	Freshman Composition I	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1203	Principles of Accounting II*	3	3	0
ACTG 1223	Payroll Accounting*	3	3	0
DATA 1213	Word Processing I	3	3	0
DATA 1243	Spreadsheet Applications	3	3	0
MATH 1143	College Algebra OR	3	3	0
MATH 1153	Mathematics for Liberal Arts	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1213	Computerized Accounting*	3	3	0
BOIS 2303	Business Communications	3	3	0
ACTG 2313	Federal Income Tax*	3	3	0
BOIS 2203	Legal Environment OR	3	3	0
BOIS 2213	Business Ethics	3	3	0
ENGL 1213	Freshman Composition II	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MGMT 1113	Principles of Management	3	3	0
ACTG 2413	Managerial Accounting*	3	3	0
DATA 1233	Database Management	3	3	0
PSYC 1113	Social Science Elective	3	3	0
ECON xxx3		3	3	0
SOCI 1113		3	3	0
BIOL xxx4	Science Elective	4	3	2
BIOL xxx3		3	3	0
PHYC xxx4		4	3	2
PHYC xxx3		3	3	0

* Denotes Specialty Core Courses which require final grades of "C" or better.
Curriculum subject to modification.

**Major: Automated Office Technology
Associate of Applied Science**

Specialty Core: Administrative Assistant

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1113	Principles of Accounting I	3	3	0
BOIS 1113	Electronic Calculators	3	3	0
DATA 1113	Introduction to Computers	3	3	0
SECR 1103	Intermediate Keyboarding*	3	3	0
ENGL 1113	Freshman Composition I	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
DATA 1213	Word Processing I	3	3	0
VAST 1103	Integrated Applications*	3	3	0
SECR 1213	Office Procedures*	3	3	0
DATA 1233	Database Management OR	3	3	0
DATA 1243	Spreadsheet Applications	3	3	0
MATH 1143	College Algebra OR	3	3	0
MATH 1153	Mathematics for Liberal Arts	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
BOIS 2203	Legal Environment OR	3	3	0
BOIS 2213	Business Ethics	3	3	0
BOIS 2303	Business Communications	3	3	0
DATA 2303	Word Processing II*	3	3	0
DATA 2313	Desktop Publishing*	3	3	0
ENGL 1213	Freshman Composition II	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MGMT 1113	Principles of Management	3	3	0
SECR 2403	Machine Transcription*	3	3	0
SECR 2413	Records Management*	3	3	0
PSYC 1113	Social Science Elective	3	3	0
ECON xxx3		3	3	0
SOCI 1113		3	3	0
BIOL xxx4	Science Elective	4	3	2
BIOL xxx3		3	3	0
PHYC xxx4		4	3	2
PHYC xxx3		3	3	0

* Denotes Specialty Core Courses which require final grades of "C" or better.
Curriculum subject to modification.

**Major: Automated Office Technology
Associate of Applied Science**

Specialty: Medical Transcriptionist

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MEDT 1123	Medical Terminology I*	3	3	0
ACTG 1113	Principles of Accounting I	3	3	0
DATA 1113	Introduction to Computers	3	3	0
SECR 1103	Intermediate Keyboarding	3	3	0
ENGL 1113	Freshman Composition I	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MEDT 1143	Medical Terminology II*	3	3	0
SECR 2413	Records Management	3	3	0
DATA 1233	Database Management OR	3	3	0
DATA 1243	Spreadsheet Applications	3	3	0
MEDT 1133	Medical Office Administration*	3	3	0
DATA 1213	Word Processing I	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MEDT 2023	Medical Transcription I*	3	3	0
BOIS 2303	Business Communications	3	3	0
MEDT 2333	Medical Coding*	3	3	0
MEDT 2013	Pharmacology for Medical Transcription*	3	3	0
ENGL 1213	Freshman Composition II	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MGMT 1113	Principles of Management OR	3	3	0
MGMT 2013	Human Resource Management	3	3	0
MEDT 2033	Medical Transcription II*	3	3	0
PSYC 1113	Psychology OR	3	3	0
ECON xxx3	Economics OR	3	3	0
SOCI 1113	Sociology	3	3	0
BIOL 1124	Biology OR	4	3	2
PNUR 1104	Body Structures and Functions	4	4	0
MATH 1143	College Algebra OR	3	3	0
MATH 1153	Mathematics for Liberal Arts	3	3	0

* Denotes Specialty Core Courses which require final grades of "C" or better.
Curriculum subject to modification.

**Major: Management and Supervision
Associate of Applied Science**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MGMT 1113	Principles of Management*	3	3	0
DATA 1113	Introduction to Computers	3	3	0
SECR 1103	Intermediate Keyboarding	3	3	0
ENGL 1113	Freshman Composition I	3	3	0
ACTG 1113	Principles of Accounting I	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MGMT 1123	Techniques of Supervision*	3	3	0
VAST 1103	Integrated Applications	3	3	0
DATA 1243	Spreadsheet Applications OR	3	3	0
DATA 1233	Database Management	3	3	0
ENGL 1213	Freshman Composition II	3	3	0
MATH 1143	College Algebra OR	3	3	0
MATH 1153	Mathematics for Liberal Arts	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ACTG 1203	Principles of Accounting II OR	3	3	0
ACTG 1213	Computerized Accounting	3	3	0
BOIS 2303	Business Communications	3	3	0
MGMT 2013	Human Resource Management*	3	3	0
MGMT 2313	Leadership*	3	3	0
BOIS 2203	Legal Environment OR	3	3	0
BOIS 2213	Business Ethics	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
MGMT 2303	Project Management* OR	3	3	0
MGMT 2343	Small Business Management*	3	3	0
XXXX 2xx3	Business Elective	3	3	0
MGMT 2333	Promotions Management*	3	3	0
PSYC 1113	Social Science Elective	3	3	0
ECON xxx3		3	3	0
BIOL xxx4	Science Elective	4	3	2
BIOL xxx3		3	3	0
PHYC xxx4		4	3	2
PHYC xxx3		3	3	0

*Denotes Specialty Core Courses which require final grades of "C" or better.
Curriculum subject to modification.

**Major: Visual Arts & Spatial Technologies (VAST)
Associate of Applied Science**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
VAST 1003	Introduction to Visual Technology*	3	3	0
DATA 1113	Introduction to Computers	3	3	0
VAST 1104	Graphic Design*	4	4	0
SECR 1103	Intermediate Keyboarding	3	3	0
MATH 1143	College Algebra OR	3	3	0
MATH 1153	Mathematics for Liberal Arts	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CISS 1103	Networking Essentials	3	3	0
CISS 2123	Internet & the World Wide Web	3	3	0
VAST 2324	Introduction to Spatial Technology*	4	4	0
DATA 1213	Word Processing I	3	3	0
ENGL 1113	Freshman Composition I	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
DATA 2313	Desktop Publishing	3	3	0
VAST 2304	2D/3D Design*	4	4	0
VAST 2134	Web Design*	4	4	0
DATA 1243	Spreadsheet Applications OR	3	3	0
DATA 1233	Database Management	3	3	0
ENGL 1213	Freshman Composition II OR	3	3	0
COMM2113	Oral Communications	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
VAST 1103	Integrated Applications*	3	3	0
VAST 2414	Character Animation*	4	4	0
VAST 2404	Media Production*	4	4	0
PSYC 1113	Social Science Elective	3	3	0
SOCI 1113		3	3	0
ECON xxx3		3	3	0
BIOL xxx4	Science Elective	4	3	2
BIOL xxx3		3	3	0
PHYC xxx4		4	3	2
PHYC xxx3		3	3	0

*Denotes Specialty Core Courses which require final grades of "C" or better.
Curriculum is subject to modification.

GENERAL EDUCATION

Purpose & Philosophy

The General Education Department (GenEd) at Ouachita Technical College offers degree programs in General Education, Early Childhood Education, and Criminal Justice. GenEd also offers transfer-to-degree classes that allow students to earn credit toward their baccalaureate degrees. In addition, the department provides the general education component of the technical programs. Finally, GenEd offers a basic skills program for students in need of remedial work.

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

Program Outcomes

The general education outcomes are necessarily broad and some will be a lifelong pursuit for many individuals. Nevertheless, they provide guidelines for the general education program, especially for the required core courses. Course syllabi determine how each class will help students achieve the specific objectives and competencies of the general education outcomes.

Outcome 1: Students will communicate competently through writing, reading, speaking, and listening. Provided that students successfully complete the appropriate courses, they should:

1. Clearly and effectively communicate ideas, experiences, and observations in writing.
2. Increase their knowledge of standard English.
3. Read with understanding and appreciation all types of literature.
4. Examine and increase understanding of the communication process.

Outcome 2: Students will demonstrate mathematical proficiency, including analytical as well as computational skills. Provided that students successfully complete the appropriate courses, they should:

1. Use mathematical language to communicate ideas or solve problems.
2. Develop the ability to formulate problems and to propose and evaluate solutions to the problems.

Outcome 3: Students will increase their understanding of the culture and society in which they live and realize how the choices they make influence that culture and society. Provided that students successfully complete the appropriate courses, they should:

1. Think critically about the nature of human knowledge and belief.
2. Increase their awareness of and appreciation for the role of art, music, or theater in society.
3. Increase their knowledge of the evolving ideas, politics, and society in world civilization.
4. Increase their knowledge of our nation's political, economic, and social heritage.
5. Learn the principles, organization, and function of the United States national government.
6. Understand human behavior and mental processes.
7. Understand the influence of the social environment on human behavior.
8. Increase their understanding of the global economy.
9. Examine the basic concepts of geography.

Outcome 4: Students will increase their understanding of the physical and biological world in which they live. Provided that students successfully complete the appropriate courses, they should:

1. Increase their understanding of biological concepts.
2. Increase their awareness and understanding of the laws governing the physical universe.
3. Increase their knowledge of the earth or environment.

Outcome 5: Students will develop the knowledge and competency necessary for attaining and maintaining physical fitness. Provided that students successfully complete the appropriate courses, they should:

1. Learn the basic concepts of physical activity and nutrition as they relate to healthful living.

Outcome 6: Students will commit to information literacy and to a lifetime of learning. Provided that students successfully complete the appropriate courses, they should:

1. Demonstrate knowledge of and competency with computers.
2. Increase their knowledge and utilization of educational resources.

EARLY CHILDHOOD EDUCATION

Purpose and Outcomes

The Associate of Applied Science in Early Childhood Education is a degree program designed to provide education and training for persons employed or entering the child care profession who will be working with infants through preschool children. Graduates successfully completing the Early Childhood Education program will possess the knowledge and skills necessary to:

1. Implement proper procedures for the health and safety of children.
2. Understand the physical and intellectual development of children.
3. Develop interpersonal relationships.
4. Effectively manage program operations.
5. Utilize high quality, innovative teaching methods.

Specialty courses (30 hours)

Introduction to Early Childhood Development
Foundations of Early Childhood Education
Curriculum and Materials
Early Childhood Practicum I
Health, Safety, and Nutrition
Language Arts for Children
Early Childhood Practicum II
Special Education in the Preschool
Art and Music for Preschool Children
Infants and Toddlers

Broad core courses (15 hours)

Introduction to Computers
Developmental Psychology
Introduction to Sociology
Cultural Diversity
Social Problems

General Education Courses (18 hours)

Freshman Composition I
Freshman Composition II
Civilization through 16th century
Business Math
Environmental Science or Earth Science
General Psychology

Certificate of Proficiency

Students will be awarded a Certificate of Proficiency and be allowed to sit for the Child Development Associate (C.D.A.) Exam by completing the following courses:

ECDE 1113	Introduction to Early Childhood Development
ECDE 1123	Foundations of Early Childhood Education
ECDE 1213	Curriculum and Materials
ECDE 1223	Early Childhood Practicum I

**Early Childhood Education
Associate of Applied Science Degree**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ECDE 1113	Intro. to Early Childhood Development	3	3	0
ECDE 1123	Foundations of Early Childhood Education	3	3	0
DATA 1113	Introduction to Computers	3	3	0
ENGL 1113	Freshman Composition I	3	3	0
SOCI 1113	Introduction to Sociology	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ECDE 1213	Curriculum and Materials	3	3	0
ECDE 1223	Early Childhood Practicum I	3	0	3
ECDE 1233	Health, Safety, and Nutrition	3	3	0
PSYC 1113	General Psychology	3	3	0
ENGL 1213	Freshman Composition II	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ECDE 2113	Language Arts for Children	3	3	0
ECDE 2123	Early Childhood Practicum II	3	0	3
HIST 1113	Civilization through 16 th Century	3	3	0
BIOL2123 OR PHYC 1113	Environmental Science OR Earth Science	3	3	0
PSYC 2123	Developmental Psychology	3	3	0
SOCI 2133	Cultural Diversity	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
ECDE 2213	Special Education in the Preschool	3	3	0
ECDE 2223	Art and Music for Preschool Children	3	3	0
ECDE 2233	Infants and Toddlers	3	3	0
SOCI 2123	Social Problems	3	3	0
MATH 1123	Business Math	3	3	0

CRIMINAL JUSTICE

Purpose and Outcomes

The Associate of Applied Science in Criminal Justice is a degree program designed to meet the needs of students who wish to pursue a career in law enforcement or corrections or those individuals already employed in the field of criminal justice who are seeking professional advancement opportunities. Graduates successfully completing the Criminal Justice program will possess the knowledge and skills necessary to:

1. Work effectively with inmates in the workplace; with paralegals, attorneys, and judges in the courtroom; and with various community agencies.
2. Understand human psychology and motivation and apply basic principles of problem resolution.
3. Interact with diverse individuals and groups.
4. Utilize correct techniques to ensure sound operation of facilities and security.
5. Understand the legal rights of employees, citizens, and inmates.
6. Manage case investigation.

Specialty Courses (27 hours)

Introduction to Criminal Justice
Survey of Corrections
Police Organization & Management
Criminal Procedures and Evidence
Police-Community Relations
Criminal Law
Juvenile Delinquency
Criminal Justice Internship
Special Studies in Criminal Justice

Broad Core Courses (18 hours)

Introduction to Computers
American National Government
State and Local Government
General Psychology
Abnormal Psychology
Social Problems

General Education Courses (15 - 16 hours)

Freshman Composition I
Freshman Composition II
College Algebra or Mathematics for Liberal Arts
Introduction to Sociology
Science elective

**Criminal Justice
Associate of Applied Science Degree**

Semester I

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CJUS 1113	Introduction to Criminal Justice	3	3	0
CJUS 1123	Survey of Corrections	3	3	0
DATA 1113	Introduction to Computers	3	3	0
ENGL 1113	Freshman Composition I	3	3	0
SOCI 1113	Introduction to Sociology	3	3	0

Semester II

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CJUS 1213	Police Organization & Mgmt.	3	3	0
CJUS 2113	Criminal Procedures & Evidence	3	3	0
GOVT 1123	American National Government	3	3	0
PSYC 1113	General Psychology	3	3	0
ENGL 1213	Freshman Composition II	3	3	0

Semester III

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CJUS 2123	Police-Community Relations	3	3	0
PARA 2403	Criminal Law	3	3	0
GOVT 1123	State and Local Government	3	3	0
MATH 1143 OR MATH 1153	College Algebra OR Mathematics for Liberal Arts	3	3	0
PSYC 2113	Abnormal Psychology	3	3	0

Semester IV

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
CJUS 2213	Juvenile Delinquency	3	3	0
CJUS 2223	Criminal Justice Internship	3	0	3
CJUS 2313	Special Studies in Criminal Justice	3	3	0
SOCI 2123	Social Problems	3	3	0
	Science elective	3 or 4	3	0 or 2

**General Education Requirements
for A.A.S. Degrees and Technical Certificates**

Curriculum guidelines for the required general education component are outlined for the Associate of Applied Science Degrees and Technical Certificates as follows:

	Technical Certificate		Associate of Applied Science	
	Credit Hours	%	Credit Hours	%
General Education				
English	3		6-9	
Mathematics	0-3		3-6	
Humanities/Social Sciences	0-3		3-6	
Life/Physical Sciences	0-3		3-6	
Subtotal	6	20%	15	25%
Technical Education				
Broad Technology Core	3-9		18-24	
Specialty Core	15-21		24-27	
Subtotal	24	80%	45	75%
Total Credit Hours	30		60	

The specific general education courses required for a particular degree or certificate determines the general education outcomes achieved in that program. These requirements may be found in the section of the catalog outlining that particular program.

BASIC SKILLS ADVANCEMENT PROGRAM

Purpose and Outcomes

To fulfill its mission, Ouachita Technical College provides instruction that meets students' abilities and potentials. The Basic Skills Advancement Program offers an academic curriculum that enables students to achieve basic competency for college-level courses in reading, writing, mathematics, and study skills. OTC accepts a variety of placement test scores to identify students' existing knowledge and academic preparedness and to recommend courses at that level.

Outcome 1: Students will demonstrate strategies that will enhance their college experience. Provided that students successfully complete the appropriate courses, they should:

1. Learn techniques and skills to improve their grades.
2. Adopt strategies that will increase their chances for academic success.

Outcome 2: Students will demonstrate basic skills of communication. Provided that students successfully complete the appropriate courses, they should:

1. Gain knowledge of the structure of standard English.
2. Develop the ability to write clearly and effectively.
3. Increase their vocabulary.
4. Read with improved comprehension.

Outcome 3: Students will demonstrate proficiency in basic mathematical skills. Provided that students successfully complete the appropriate courses, they should:

1. Perform computations accurately.
2. Describe and solve basic problems in mathematical terms.
3. Choose and correctly apply formulas to the solution of problems.

HEALTH AND HUMAN SERVICES

PRACTICAL NURSING **Technical Certificate**

The nursing program prepares individuals for the practice of Licensed Practical Nursing. To become an L.P.N., one must complete the one-year course and successfully pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN). The course integrates clinical experiences as well as theory. Clinical experience will take place in hospitals, nursing homes, and other health care facilities in the local area. Following completion of all requirements, LPN's may find work in a variety of settings. For example, graduates of this program are now employed in hospitals, nursing homes, doctor's offices, public health departments, schools, and various government programs.

Program Outcomes

The Practical Nursing Outcomes are based on the Arkansas State Board of Nursing's 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:

4. Demonstrate kindness, rapport, and empathy in giving patient care.
5. 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:

1. Develop an understanding of the normal structure and function of the human body.
2. Become proficient in performing thorough head-to-toe assessments.
3. Use effective communication skills while working with patients, families, staff and peers.
4. Recognize deviations from normal health, including specialty areas such as pregnancy, the newborn, the pediatric patient, the critically ill, and the geriatric patient.
5. 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 judgement. Provided that the student meets attendance and academic requirements, they should:

1. Demonstrate a knowledge of scientific principles in providing patient care.
2. Possess the necessary skills to perform treatments, such as dressing changes, applying bandages, etc., and administer medication safely.
3. 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:

1. 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.
2. 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:

1. Pass the NCLEX-PN exam for licensure as a Licensed Practical Nurse In Arkansas.
2. Exhibit ethical behavior in working with patients and in vocational relationships.
3. 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:

1. Develop an understanding of the principles of autonomy, advocacy, confidentiality, patient rights, informed consent, among others.
2. 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:

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

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 768 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.

**Practical Nursing
Technical Certificate**

1st Semester

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
PNUR 1101	Nursing of the Geriatric Patient	1	1	0
PNUR 1104	Body Structure and Function	4	4	0
PNUR 1110	Basic Nursing Principles and Skills	10	10	0
PNUR 1111	Vocational, Legal & Ethical Concepts	1	1	0
PNUR 1122	Basic Nursing Skills Clinical Lab	2	0	96
PNUR 1132	Nursing of Adult Patients I	2	2	0
PNUR 1201	Mental Health Nursing	1	1	0
PNUR 1202	Nutrition in Health and Illness	2	2	0

2nd Semester

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
PNUR 1102	Nursing of Children	2	2	0
PNUR 1112	Nursing of Mothers and Infants	2	2	0
PNUR 1204	Pharmacology	4	4	0
PNUR 1208	Clinical I	8	0	408
PNUR 1211	Applied Math for Nurses	1	1	0
PNUR 1213	Nursing of Adult Patients II	3	3	0

3rd Semester

Course Number	Course Title	Credit Hours	Lecture Hours	Lab Hours
PNUR 1306	Clinical II	6	0	264
PNUR 1313	Nursing of Adult Patients III	3	6	0

CONTACT HOURS ARE SET BY THE ARKANSAS STATE BOARD OF NURSING.

COURSE DESCRIPTIONS

****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).

APPLIED SCIENCE TECHNOLOGIES

COMPUTER INFORMATION SYSTEMS - NETWORK MANAGEMENT

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.

CISS 1103 Network Essentials: This course gives students a fundamental overview of Network Operating Systems such as: Novell's NetWare, and Windows. The theory and applications of peer to peer, network operating systems, and migration to networks will be covered. Configuration and support aspects of networking will be discussed and an emphasis will be placed upon problem solving in network operations. Outside computer practice is required. Prerequisite: Introduction to Computers or instructor permission. (3,2,2)

CISS 1112 Network Installation: This course is designed to give students an introduction to installing and operating local area and peer to peer networks such as: Novell Netware and Windows, using IBM PC compatible microcomputers and software. Students will install server-based hardware and software and connect client PC's to the server making a network operational. The student will accomplish installation of network wiring and hardware components. Outside computer practice is required. Prerequisites: Network Essentials, Introduction to Computers, Computer Repair, or Instructor permission. (2,1,3)

CISS 1123 Introduction to Client Server Concepts: This course provides an introduction to the Client/Server networking concept. The course focuses upon the hardware, software, and management of Client/Server networks. Topics include: planning, installation, and operation of Client/Server networks, consideration and utilization of the features and commands available through these operating systems to access the Internet. Outside computer practice is required. Prerequisite: Introduction to Computers or instructor permission. (3,3,0)

CISS 1203 Computer Programming I: This course is designed to provide the foundation necessary to succeed in future programming courses. Topics include top-down design, structured programming, and debugging techniques using Microsoft QBASIC and Visual Basic. Outside computer practice is required. Prerequisites: Intermediate Algebra or corresponding placement scores, and Introduction to Computers or instructor permission. (3,3,0)

CISS 1223 Introduction to Windows Network Operating Systems: This course is designed to introduce students to Windows Server network operating systems. Topics include: hardware and software components of a network, PC client network interface, problem solving, and daily operation of a network. Outside computer practice is required. Prerequisites: Network Essentials or instructor permission. (3,3,0)

CISS 1243 Desktop Operating Systems: This is a microcomputer course designed for persons who want to learn the concepts and practical applications of desktop operating systems such as: MS-DOS and Windows for IBM and IBM compatible microcomputers. Hands-on computer exercises are used to teach the applications of MS-DOS and Windows concepts and capabilities. Students will install, configure, and maintain these operating systems. Outside computer practice is required. Prerequisite: Introduction to Computers or instructor permission. (3,1,2)

CISS 2103 Network Administration: This course is designed to introduce students to advanced networking techniques such as: security, tuning, error diagnostics, and user management on networks such as: Novell NetWare and Windows. Outside computer practice is required. Prerequisite: Network Installation or instructor permission. (3,3,0)

CISS 2113 Network Database Management: This course will deal with the management of organizational relational databases for business and industry. Students will create, modify, generate reports, and run queries using a server based database such as: Microsoft Access. Outside computer practice is required. Prerequisites: Computer Programming I or instructor permission. (3,3,0)

CISS 2123 The Internet and the World Wide Web: This is an introductory course that covers Internet Explorer, web page design, e-mail, and a job search. Students will use these tools for research while designing their personal web page with resume, cover letter, and interview. Outside computer practice is required. Prerequisites: Introduction to Computers or instructor permission. (3,3,0)

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. Prerequisites: Network Essentials or instructor permission. (3,1,3)

CISS 2203 Computer Programming II: This is an advanced programming course that covers most of the syntax and coding rules of MS, or C++. Students will design and run Windows applications created with these programs. Outside computer practice is required. Prerequisite: Introduction to Computer Programming or instructor permission. (3,3,0)

CISS 2232 Advanced Network Hardware: This course is designed to introduce students to the planning, installation, and maintenance of network hardware platforms. Topics include: hardware components of a network, SCSI devices, media types, protocols, category V wiring, PCI, and selection, installation, problem solving, and daily operation of server and PC based hardware. Students will install, maintain, and troubleshoot on campus labs of the college. Outside computer practice is required. Prerequisites: Computer Repair or instructor permission. (3,1,3)

CISS 2343 Network Applications Management: This course is designed to introduce students to the modern business software suites such as Microsoft Office 97 or 2000. Students will install, create and modify files and folders using a word processor, spreadsheet, database, presentation program and personal information manager. Prerequisites: Introduction to Computer or instructor permission. (3,3,0)

ELCT 2112 Introduction to Fiber Optics: Fiber Optics Technology is a course designed to give the student the optical fundamentals needed in communications, telephone, and computer systems today. Fiber optic technology has become the transmission method of choice for high-speed computer, internetwork, and intranetwork technologies, and telecommunications. Copper wire is being replaced as a medium of transmitting data from servers to computers whether over network or modem. This course will benefit students going into all technical areas dealing with computers or electronics. Topics covered include light basics, fiber types, fiber installations, troubleshooting, tools and equipment used in fiber installations, and fiber repair. Prerequisites: IEMT 1104 Fundamentals of Electricity. (2,1,3)

CNWT 1416 Cisco Networking Academy I: This course is designed to give students an introduction to networking fundamentals. These concepts include; network topologies, IP addressing, network components, basic network design and configuration, and network maintenance. It will also introduce router technologies, configuration, protocols, and LAN switching. Lab is required. Prerequisite: Introduction to Computers, Computer Repair, or instructor permission. (6,3,6)

CNWT 1426 Cisco Networking Academy II: This course is designed to give students a further understanding and practical experience in network design, configuration, maintenance of switches, LANs WANS (wide area networks), and virtual wide area networks (VLANS). Novell networks, IPX, routing, Interior Gateway Routing Protocol (IGRP), other protocols, and troubleshooting is also included. The course will provide experience in ISDN lines, point to point protocols (PPP), Frame Relay design, configuration, and maintenance. Lab is required. Prerequisites: Cisco Networking Academy I AND Introduction to Computers, AND Computer repair, or instructor permission. (6,3,6)

INDUSTRIAL ELECTRONICS TECHNOLOGY

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. Prerequisite: IEMT 1104 Fundamentals of Electricity or instructor permission. (4,3,3)

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. Prerequisite: ELCT 1124 Semiconductor Fundamentals or instructor permission. (3,2,3) S

ELCT 1233 Special Projects in Computer Repair: In Special Projects in Computer Repair, the student will be expected to demonstrate advanced knowledge of computer repair by completing a project mutually agreed upon by the student and instructor. This may include research of a scholarly nature in the computer field, actual repair and installation of computer equipment on campus, network installation and maintenance on campus, or other tasks that would merit credit. Work performed by the student must be college-level, must satisfy the time requirements of a major project, and must be completed within the time allowed. (3,1,4) Offering is based on student interest.

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. Co-requisite: IEMT 1104 Fundamentals of Electricity or instructor permission. (4,3,3) F

ELCT 2102 Computer Integrated Manufacturing Concepts: This course is designed to teach the student the student the basic electrical and programming skills needed to operate high-tech robotic and optical equipment. Students will learn basic robotics, bar-coding, conveyor systems, pneumatic controls, optical scanning, and some PLC use for CIM systems. Prerequisite: ELCT 2314 PLC's or instructor permission. (2,1,3)

ELCT 2112 Introduction to Fiber Optics Technology: This course is designed to give the student the optical fundamentals needed in communications, telephone, and computer systems. Fiber optic technology has become the transmission method of choice for high-speed computer, internetwork and intranetwork technologies, and telecommunications. Copper wire is being replaced as a medium of transmitting data from servers to computers whether over network or modem. This course will benefit students interested in all technical areas dealing with computers or electronics. Topics covered include: light basics, fiber types, fiber installation, troubleshooting, tools and equipment used in fiber installations, and fiber repair. (2,1,3) F, S

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. Prerequisite: ELCT 1204 Motors and Motor Control or instructor permission. (4,3,3) F

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. Prerequisites: ELCT 2314 Programmable Logic Controllers and ELCT 1204 Motors and Motor Controls. (3,1,4) S

ELCT 2403 Industrial Instrumentation: This course utilizes many of the concepts of electronics previously covered in the program. It also introduces the student to the basic principles and applications of instrumentation and control devices used in industry. Topics include: temperature control, gas and humidity sensors, pressure and strain measurements, flow control and measurement, and chart recorders. Prerequisite: ELCT 1204 Motors and Motor Control or instructor permission. (3,2,3) Offering is based on student interest.

ELCT 2404 Robotics and CIM Applications: Students will learn industrial robotic techniques and applications of logistic and transport systems. Heavy emphasis on conveyor systems, work cell design and installations, CNC machining centers, using the vertical CNC milling machine, robotics applications in industry, light systems, and data acquisition systems. Practical hands-on laboratory exercises, research, design, and applications of machines will be part of the student's learning process. Prerequisites: Completion of all first semester courses, Concurrent enrollment in ELCT 2102, Computer Integrated Manufacturing Concepts, or instructor permission. (4,2,4) Offered every other Spring OR based on student interest.

ELCT 2413 Computer Repair: The objective of this class is to instruct the student in maintenance, troubleshooting, and repair of computers and computer systems. Theory of operation and basic nomenclature are covered in the classroom, with an IBM clone computer used as a lab trainer to teach troubleshooting and repair techniques using test equipment and diagnostic software. Prerequisite: IEMT 1104 Fundamentals of Electricity. (3,2,3) F, S

IEMT 1104 Fundamentals of Electricity: 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. This course does not substitute for ELCT 1115, but ELCT 1115 does substitute for this course. Prerequisite: Basic Algebra test score. (4,3,3) F, S

IEMT 2433 CIM Processes: In this laboratory and research course, students will learn to set up an entire manufacturing process. Motion, optic, CNC machining, inventory control, and quality will all be researched, designed and tested in the laboratory, and installed in a real world environment. Outside research in will be required . Actual process control using state of the art CIM equipment and other control mechanisms will be employed. Prerequisites: Completion of all basic electrical classes and Intro to CIM, concurrent enrollment in ELCT 2404 of instructor permission. (3,0,6). Offering is based on student interest.

INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY

IEMT 1102 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. (2,1,3) F, S

IEMT 1104 Fundamentals of Electricity: 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. Prerequisite: Basic Algebra Test Score. (4,3,3) F, S

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) S

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) F

IEMT 2202 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. (2,1,3) Offered every other Spring

IEMT 2413 Industrial Safety: 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 a 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) F, S

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) Offered every other Spring

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. Also introduction to hydronics. (3,2,3) Offering is based on student interest.

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) Offering is based on student interest.

WELD 1112 Introduction to Welding: In this class a student will be introduced to basic safety and welding procedures, including striking an arc, running a bead, gas safety, and simple gas welding and cutting procedures, identifying and using correct welding rods, and simple brazing. This course is a co-requisite for welding students in their first semester of school. (2,1,3) F, S

WELD 1103 ARC Welding: This course provides hands-on practice and lab demonstrations in the SMAW welding process. Practical application of welds is taught through construction and repair projects. Group projects are often used to teach teamwork skills required in industry. (3,1,4) Offering is based on student interest.

WELD 1122 Certification Welding I: Students are required to study and practice qualification requirements and to take performance tests in types of welding in which instruction has been received. Provides the opportunity for the student to take the American Welding Society's radiographic test for 1G through 2G certification. Instruction will be given on proper test plate preparation. (2,0,6) Offering is based on student interest.

WELD 1123 Gas Welding and Cutting: This course is designed to teach students to weld and cut proficiently using oxygen and acetylene equipment. Theory and safety associated with gas equipment and gas welding techniques are covered. (3,1,4) Offering is based on student interest.

MANUFACTURING TECHNOLOGY

MACH 1103 Basic Blueprint Reading: 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 tolerancing, notes and symbols. Prerequisites: MATH 1003 Basic Math with a grade of "C" or above or ASSET or ACT score of 14 or above in Math. (3,3,0) F, S, SU

MACH 1113 Introduction to Machining I: This course is designed to cover a broad area of technology in the machine shop for those persons interested in any of the mechanical fields of manufacturing and industry. It is a comprehensive study in the identification, care, and use of hand tools and precision measuring instruments, and a study of basic machining concepts and basic Metallurgy as it applies to metal identification and heat treating. It involves practice in the use of Machine Shop bench work procedures, basic layout, use of hand taps and dies and deals with reading basic blueprints, using layout tools, measuring instruments, and setup tools in the process of constructing parts while learning the basic care and operation of utility grinders, power saws, drill presses, engine lathes, and milling machines. The student should develop an understanding of the most basic ideas and concepts needed in the machine shop and develop skills that are absolutely essential for further progress in the machine trades. All other courses of study in the machine shop program will build upon the materials learned in this course. Persons interested in careers in the related maintenance fields will also use the materials covered in this course. Practical application is provided with "hands-on" experience in the machine shop. Safety is stressed as an integral part of this program. Prerequisite: Basic Math (MATH 1003) with a grade of "C" or above or ASSET or ACT score of 14 or above in Math. (3,2,3) F

MACH 1123 Basic Lathe Technology: This is one of a series of courses designed to help the person desiring a career as a machinist. It is a study of the setup, care and operation of the engine lathe and its accessories. It is a program of study to help the student understand the construction, setup, and use of the metal turning lathe. The student will learn the theory of "turning" on the engine lathe including operations such as turning, boring, tapering, threading, drilling and tapping. The student will learn the techniques involved in selecting, grinding, and setting up of the cutting tools used in these operations, including both high speed steel and carbide tools. The student must combine the cognitive skills learned in this course with the cognitive skills learned in the Basic Machine Shop Operations course and both are to be applied to the projects produced in the shop. Prerequisites or Co-requisite: MACH 1113 Basic Machine Shop Operations. (3,2,3) F

MACH 1323 Advanced Lathe Technology: This is a lab course designed to give practical experience in the advanced procedures used on the engine lathe. The student will apply the cognitive skills learned in the MACH 1123 Basic Lathe Technology course by producing a core of assigned projects working from drawings. In addition to setting up the lathe for turning, drilling, facing and parting, the student will develop the following manipulative skills: knurling, boring, external and internal threading, tapering, and toolpost grinding. Use

measuring instruments to verify compliance with blueprint specifications, and assemble completed parts. Assigned projects must be completed to the instructor's satisfaction. Safety is stressed. Prerequisites: MACH 1113 Basic Machine Shop Operations and MACH 1123 Basic Lathe Technology. (3,1,6) Offering is based on student interest.

MACH 1223 Basic Milling Technology: This course is one of a series of major courses designed to help the person desiring a career as a machinist. It is a study of the basic setup, care and operation of vertical and horizontal milling machines and their accessories. The student will learn the use of standard and special cutters, methods of holding them in the machine, correct cutter speeds and table feeds and the particular techniques involved in cutting different shapes and types of metals, and the methods of holding the work. Special cutting techniques will include boring holes using an adjustable boring head and cutting keyseats and drilling hole patterns using both jig boring procedures and use of the rotary table. Safety is stressed. Upon completion of this course the student should be able to set up the milling machine, selecting the proper cutters and proper speeds, feeds, and depth of cut to produce a part from a blueprint. This includes use of the vise, rotary table, boring head and jig boring procedures. Prerequisite or Co-requisite: MACH 1103 Basic Blueprint Reading, and MACH 1113 Basic Machine Shop Operations. (3,2,3) Offering is based on student interest.

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. Prerequisite or Corequisite: MACH 1103 Basic Blueprint Reading. (3,3,0) F

MACH 2113 Introduction to CNC: This course is an introduction to computer controlled machinery. In this course the student will study the history, evolution and applications of computer controlled machinery, Cartesian and Polar coordinate systems and relating blueprints to absolute and incremental measuring concepts. The student will describe a part from a blueprint using the standard G code system and write a program to operate the controls of the CNC vertical milling machine. Prerequisites: MACH 1123 Basic Lathe Technology and MACH 1223 Basic Milling Technology, or 2 years of documented machine shop experience. (3,3,0) Offering is based on student interest.

MACH 2404 CNC Programming and Operation: This course is intended for the person desiring to work in the manufacturing trades requiring an in-depth knowledge of programming, setting up and operating a CNC turning center. The course builds on MACH 2113 Introduction to CNC. It deals primarily with the controls, tooling and setup on a CNC turning center with a FANUC controller and makes extensive use of a video training course, produced by CNC Concepts, which presents the total programming capabilities of the

FANUC turning center controls. The student plans the machining process from blueprint through finished part describing the part on paper using the standard G code format and works with CAD/CAM to write a program and download it to the machine. The student learns to work with techniques such as canned cycles, multiple repetitive cycles, automatic tool radius compensation, geometry offsets, wear offsets and assigning program zero, selecting and setting up the various tools, making the settings and adjustments necessary. He learns to operate the controls of the machine, coordinate the program from computer to the machine, test and edit the program, and produce a finished part. The machine used for training is a Mori-Seiki AL 20 with a FANUC OT Mate controller. Prerequisite: MACH 2113 Introduction to CNC or two years of machine shop experience plus six months operating a CNC machine or equivalent experience. (4,2,6) Offering is based on student interest.

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. Prerequisite: MACH 2103 Introduction to CAD. (3,3,0) Offering is based on student interest.

BUSINESS, OFFICE, & INFORMATION SYSTEMS TECHNOLOGY

ACTG 1113 Principles of Accounting I: This course introduces the fundamental principles of accounting as they apply to sole proprietorships and merchandising businesses. Areas covered include the accounting cycle, preparation of financial statements, systems design, special journals and ledgers, handling of cash, and control of receivables. Prerequisite: MATH 1013 Basic Algebra or required placement test score for MATH 1023 Intermediate Algebra or higher. F, S, SU

ACTG 1203 Principles of Accounting II: This course is a continuation of Principles of Accounting I. Emphasis is placed on inventory valuation, depreciation methods, payroll, corporations, bonds, and financial statement analysis. Prerequisite: ACTG 1113 Principles of Accounting I. F, S

ACTG 1213 Computerized Accounting: This course provides a learning environment that integrates standard principles of accounting with a commercial computerized accounting software package. Prerequisites: DATA 1113 Introduction to Computers and ACTG 1113 Principles of Accounting I, both with a grade of "C" or better. F, S

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. Prerequisite: ACTG 1113 Principles of Accounting I. F

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. Prerequisite: ACTG 1113 Principles of Accounting I. S

ACTG 2413 Managerial Accounting: This course examines the accounting process in relation to the manufacturing business. Emphasis is placed on decision making with relation to job order and process cost systems, cost behavior, budgeting, and setting standards. Prerequisite: ACTG 1203 Principles of Accounting II. S

BOIS 1113 Electronic Calculators: This course teaches fundamentals of operating an electronic calculator and its use in solving mathematical problems. Emphasis is placed on developing speed and accuracy through touch operation of ten-key keypads. Prerequisite: MATH 1003 Basic Math or required placement score for MATH 1013 Basic Algebra or higher. F, S

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 day, S night

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 and to provide the general education student with an opportunity to evaluate ethical philosophy in a practical setting. Practical decision making will be emphasized. S day, F night

BOIS 2303 Business Communications: This course develops the ability to compose sound business documents using correct and forceful English. Preparation of letters, business reports, and employment documents are covered. Prerequisites: ENGL 1113 Freshman Composition I and SECR 1103 Intermediate Keyboarding. F day, S night

DATA 1113 Introduction to Computers: This course stresses a working knowledge of computer concepts, hardware, software, networks, e-mail, and the Internet. It also provides hands-on applications in word processing, spreadsheet, and database management. Keyboarding skills are **strongly** recommended. F, S, SU

DATA 1213 Word Processing I: This course is designed to introduce theories and practical applications of a popular word processing software package. Prerequisites: DATA 1113 Introduction to Computers and SECR 1103 Intermediate Keyboarding, both with a grade of "C" or better. F, S, SU

DATA 1233 Database Management: This course familiarizes students with the capabilities of a standard database management system package. The student will create tables, queries, forms, and reports for practical applications. Prerequisites: DATA 1113 Introduction to Computers with a grade of "C" or better, and SECR 1003 Beginning Keyboarding or required placement test score for SECR 1103 Intermediate Keyboarding. F, S

DATA 1243 Spreadsheet Applications: This course provides the student with the opportunity to learn how to create and modify worksheets in order to generate analytical reports for use in the business decision-making process. Prerequisites: DATA 1113 Introduction to Computers with a grade of “C” or better, and SECR 1003 Beginning Keyboarding or required placement test score for SECR 1103 Intermediate Keyboarding. F, S

DATA 2303 Word Processing II: This course is designed to develop in-depth knowledge and proficiency in advanced applications of a popular word processing software package. Decision-making and problem-solving skills are emphasized in the production of business documents. Prerequisite: DATA 1213 Word Processing I with a grade of “C” or better. S

DATA 2313 Desktop Publishing: This course is designed to give students in-depth experience using desktop publishing concepts and includes the preparation of electronic slide presentations. Emphasis is placed on the creation of newsletters, flyers, announcements and other printed or electronic publications. Prerequisites: DATA 1113 Introduction to Computers with a grade of “C” or better, and SECR 1003 Beginning Keyboarding or required placement test score for SECR 1103 Intermediate Keyboarding. F

MATH 1123 Business Math: This course, designed to give students a working knowledge of mathematics and how it is used in business, provides instruction in advanced problem solving related to business situations and financial management. Topics include: purchasing, pricing, simple and compound interest, annuities, business and consumer loans, international business, investments, and statistics. Prerequisite: MATH 1013 Basic Algebra with a grade of “C” or better; or required placement test score. S

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. S

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 2013 Pharmacology for Medical Transcription: This course introduces the student to the usage, normal dosages, and side effects of medications as they relate to body functions, with a strong emphasis on the spelling of these medications. Prerequisites: MEDT 1123 and MEDT 1143 Medical Terminology I & II. F

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 cassette tapes of actual medical cases. Prerequisite: MEDT 1123 Medical Terminology I and SECR 1103 Intermediate Keyboarding. 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. Prerequisites: MEDT 1143 Medical Terminology II and MEDT 2023 Medical Transcription I. S

MEDT 2333 Medical Coding: 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 code numbers to the diagnoses and procedures are emphasized. Prerequisite: MEDT 1123 Medical Terminology I. F

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. F, S

MGMT 1123 Techniques of Supervision: 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. Prerequisite: MGMT 1113 Principles of Management. F

MGMT 2013 Human Resource Management: This course includes staffing, employee recruitment, selection and placement, promotions, transfers, separations, and wage and salary administration. This course emphasizes employee training as an organizational resource and demonstrates development and implementation of effective training programs. S

MGMT 2303 Project Management: This course introduces the student to the challenges of successfully managing multiple projects. Topics include the effective use of time, GANTT and PERT charts, effective communication with clients and project team members, and other techniques for project management. Prerequisites: MGMT 1113 Principles of Management and MGMT 1123 Techniques of Supervision. S

MGMT 2313 Leadership: This course introduces the student to various effective leadership approaches and to the development of an appropriate personal leadership style at the individual, group, and organizational level. Qualities and skills for organizational leadership are emphasized. Prerequisites: MGMT 1113 Principles of Management and MGMT 1123 Techniques of Supervision. S

MGMT 2343 Small Business Management: This course introduces the student to the problems and challenges of entrepreneurship. Topics include personal qualities of the successful entrepreneur, finding a business idea, analyzing the market and market segmentation, buying a franchise, selecting locations and facilities, and financing the business. Prerequisite: MGMT 1113 Principles of Management. F

MGMT 2333 Promotions Management: This course focuses on advertising as the key element in the promotion of goods and services in the market place. Attention is given to advertising media and media selection, advertising copy strategy, advertising regulations and organization of advertising functions. Prerequisite: MGMT 1113 Principles of Management. S

SECR 1003 Beginning Keyboarding: This course is designed for students with no previous and/or weak keyboard skills. 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 1103 Intermediate Keyboarding: This course places emphasis on formatting different styles of business letters, tabulations, and reports. Emphasis is placed developing appropriate speed and accuracy levels. Prerequisite: SECR 1003 Beginning Keyboarding with a grade of "C" or better, or required placement test score for SECR 1103 Intermediate Keyboarding. F, S, SU

SECR 1213 Office Procedures: This course emphasizes technology and the changing skills needed for the electronic office. Students will use state-of-the-art technology and up-to-date procedures to simulate work situations in an electronic office. S

SECR 2403 Machine Transcription: This course is designed to develop proficiency in the operation of a transcribing machine to produce business documents. Keyboarding speed, accuracy, proofreading and language skills are emphasized. Prerequisite: SECR 1103 Intermediate Keyboarding. F

SECR 2413 Records Management: This course is designed to introduce students to the scope of records management including the life cycle of records, as well as, storage and retrieval rules for alphabetic, subject, numeric, geographic, and chronological filing systems. Records management technology and records control are also studied. S

VAST 1003 Introduction to Visual Technology: This survey course is designed to introduce the student to a variety of the computer-based technology used by visual artists and designers. Student explore the creative potential of basic program options and experience how each relates to the new electronic media environment. Corequisite: DATA 1113 Introduction to Computers. F

VAST 1103 Integrated Applications: This course, through the uses of simulations and lab projects, develops skills necessary to effectively integrate all programs within an office suite. Prerequisites: DATA 1113 Introduction to Computers, and SECR 1103 Intermediate Keyboarding. S

VAST 1104 Graphic Design: This course introduces the student to use of the computer as an effective mode of expressing creativity. An analysis and interpretation of the elements and principles of design as applied to the practice of graphic design and visual communication is included. Emphasis is placed on developing a portfolio of work through directed laboratory work. Prerequisites: DATA 1113 Introduction to Computers, and VAST 1003 Introduction to Visual Technology. F

VAST 2134 Web Design: This course introduces the student to basic web development and editing techniques using a variety of web design software. As a class project, students will design, upload, and maintain web pages. Prerequisites: DATA 1113 Introduction to Computers, VAST 1003 Introduction to Visual Technology and CISS 2123 Internet & the World Wide Web. F

VAST 2304 2D/3D Design: This course provides the student with a beginning experience in the study and use of fundamental design elements and principles. Exploration of spatial relationships and the application of the three-dimensional forms in visual art and design will be covered. Prerequisites: DATA 1113 Introduction to Computers, and VAST 1003 Introduction to Visual Technology. F

VAST 2324 Introduction to Spatial Technology: This course introduces the student to the use of GIS/GPS equipment and software. Through a project-based learning environment, students will use GPS equipment and software for data collection, automation and maintenance, data management, spatial analysis, and map production. Prerequisites: DATA 1113 Introduction to Computers, and VAST 1003 Introduction to Visual Technology. S

VAST 2404 Media Production: This course will focus on the process and the aesthetics of analog video production. This course lays the foundation for students desiring to move from analog production into the digital post-production. Emphasis is placed on specific studio and computer production alternatives used by professionals. Prerequisites: DATA 1113 Introduction to Computers, and VAST 1003 Introduction to Visual Technology. S

VAST 2414 Character Animation: This course, through application of animation software, teaches students to go beyond the mechanics of software usage and bring characters to life. Students will consider the scope as well as limitations of technology as part of the design while learning basic skills in 3D character animation. Prerequisites: DATA 1113 Introduction to Computers, and VAST 1003 Introduction to Visual Technology. S

GENERAL EDUCATION

BASIC SKILLS ADVANCEMENT

ENGL 1003 Basic Grammar: A course for the student who needs review in the parts of speech, sentence structure, types of sentences, and capitalization and punctuation. After completing this course, the student should be able to apply the rules of standard English when writing sentences and paragraphs and to recognize that using correct grammar is an important factor in achieving personal and professional success. F, S, SU

ENGL 1013 Basic Composition: A course designed to help the student master the essential rules of grammar, mechanics, punctuation, and usage needed for clear writing. Successful completion of this course should prepare the student for Freshman Composition I. F, S, SU

GNED 1103 Student Success: This course is designed to teach students techniques, skills, and strategies that will improve their grades, increase their chances for retention, and enhance their college experience. Topics include: time management, memory, reading, note-taking, and test-taking, as well as, creativity, relationships, health, money, resources, career planning, and locating and using various campus resources. **Required for full-time, first-time award seeking students who are required to take two or more Basic Skills courses.** F, S, SU

MATH 1003 Basic Math: A course which develops competencies in fractions, decimals, ratio and proportion, percents, 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 and Business Math. Prerequisite: Basic Math (MATH 1003) with grade of "C" or better or required placement test score. F, S, SU

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. Prerequisite: Basic Algebra (MATH 1013) with grade of "C" or better or required placement test score. This course may meet some A.A.S. degree or technical certificate requirements at OTC. F, S, SU

READ 1013 Academic Reading: A course designed for students to learn and apply the reading skills necessary to do effective work in college-level courses. In addition, this course will help developmental college students become independent readers and thinkers. Topics include: vocabulary development, main ideas, supporting details, implied main ideas and central point, relationships involving time, addition, illustration, comparison or contrast, cause and effect, fact and opinion, inferences, and purpose and tone. F, S, SU

GENERAL EDUCATION

GENERAL EDUCATION COURSES REQUIRE COLLEGE-LEVEL READING SKILLS OR SUCCESSFUL COMPLETION OF ACADEMIC READING (READ 1013) AND STUDENT SUCCESS (GNED 1103) IF REQUIRED.

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. The class will meet five hours per week (three hours of lecture and two hours of lab). F, S, SU

BIOL 2123 Environmental Science: A general education course in environmental science for NON-MAJORS introducing key concepts and methods such as the law of conservation of energy, the second law of energy, carrying capacity, population dynamics, water problems of our state, biodiversity, and plate tectonics. F, S, SU

COMM 2113 Oral Communication: A course designed to guide the student in examining and understanding the communication process. Experience is provided in improvements of one-to-one communication, group discussion, and public speaking. F, S, SU

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. Offering is based on student interest.

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. This course may be taken prior to ECON 2113. Offering is based on student interest.

ENGL 1113 Freshman Composition I: A course designed primarily to develop in the student the ability to think coherently and to write clearly and effectively, to gain 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). Prerequisite: Basic Composition (ENGL 1013) with a grade of "C" or better; or required placement test score. F, S, SU

ENGL 1213 Freshman 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. 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). Prerequisite: Freshman Composition I (ENGL 1113) with a grade of "C" or better. F, S, SU

ENGL 2113 Masters of Western Literature: This course is designed to provide the student with the opportunity to read, analyze, evaluate, discuss, and come to appreciate representative works by such masters of Western literature as Homer, Sophocles, Virgil, Dante, Chaucer, Montaigne, Cervantes, Shakespeare, Milton, Voltaire, Swift, Goethe, Wordsworth, Keats, Emerson, Whitman, Tennyson, Dostoevsky, Ibsen, Joyce, O'Neill, and Faulkner. Prerequisite: Freshman Composition II (ENGL 1213) with a grade of "C" or better. F, S, SU

ENGL 2123 World Literature: This course is designed to provide the student with the opportunity to read, analyze, evaluate, discuss, and come to appreciate representative works by various Western and non-Western writers. The course will cover literary heritages and traditions of such authors as Akhenaton, Sappho, Dante, Schiller, Isben, Rilke, Camus, Senghor, Lessing, Soyinka, Li Po, Tayama, Chandar, Borges, Neruda, Paz, Munro, the Zuni, Joyce, Mansfield, Conrad, and others. The assigned readings will represent several national literatures and will cover works from antiquity, medieval, early modern, and the modern period. Prerequisite: Freshman Composition II (ENGL 1213) with a grade of "C" or better. F, S

GEOG 1113 Geography: A survey of the basic concepts of geography that illustrates environmental and cultural conditions and introduces map reading. Offering is based on student interest.

GOVT 1113 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, S

GOVT 1123 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: An analytical survey of the evolution of ideas, politics, and society through the 1500s. Particular attention is paid to the emergence of religions, the growth of dynastic government, and the importance of the major empires of the ancient, classic, medieval, and early modern periods. The course requires students to examine the historical links between various cultures in order to develop a thoughtful understanding of their heritage. Prerequisite: An ASSET Writing score of 42+, an ACT Writing score of 19+, or successful completion of ENGL 1013. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. F, S, SU

HIST 1123 Civilization since 16th Century: An analytical survey of the evolution of ideas, politics, and society since the 1500s. Particular attention is paid to the emergence of modern philosophies, the growth of nationalism, and the importance of militarism. The course requires students to examine the historical links between various cultures in order to develop a thoughtful understanding of their heritage. Prerequisite: An ASSET Writing score of 42+, an ACT Writing score of 19+, or successful completion of ENGL 1013. Students do not have to take civilization courses in sequence, but they generally find the classes easier if they do. F, S, SU

HIST 2113 U. S. History through 1865: An analytical survey of the nation's economic, social, political, and diplomatic history from the colonial period through the end of the Civil War. The course emphasizes the development of capitalism, the emergence of constitutional government, and the importance of sectional conflicts. The course requires students to examine the historical links between various periods in American history in order to develop a thoughtful understanding of their heritage. Prerequisite: An ASSET Writing score of 42+, an ACT Writing score of 19+, or successful completion of ENGL 1013. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. F, S, SU

HIST 2123 U. S. History since 1865: An analytical survey of the nation's economic, social, political, and diplomatic past since the end of the Civil War. The course emphasizes the development of an expansive economy, the emergence of positive government, and the importance of international relations. The course requires students to examine the historical links between various periods in American history in order to develop a thoughtful understanding of their heritage. Prerequisite: An ASSET Writing score of 42+, an ACT Writing score of 19+, or successful completion of ENGL 1013. Students do not have to take history courses in sequence, but they generally find the classes easier if they do. S

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. Prerequisite: Recommendation of the instructor. 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.

HIST 2143 Arkansas History: A presentation of the political, economic, and social developments in Arkansas from the pre-Columbian era to the present. The course will pay particular attention to the folklore, customs, and traditions that are integral to Arkansas history. This course may be used as an elective for the Associate of Arts degree at Ouachita Technical College. In addition, the class meets the state-mandated Arkansas History requirement for certification as a public school teacher; elementary education majors and secondary non-social studies education majors are encouraged to take the class. Students should, however, confer with the course instructor concerning transferability to specific degree programs. Prerequisite: Three hours of college-level history or recommendation of the instructor. F, S

HIST 2153 The American South: A presentation of political, economic, social, and cultural developments in the southern United States from the pre-Columbian era to the present. The course will examine the colonial and frontier experience, the development of slavery and the Civil War, and the emergence and growth of the New South. Prerequisite: Recommendation of the instructor. 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.

HUMN 2113 Humanities: Art: An art appreciation course for general education credit that uses the history of art as a framework in which the student is taught to “read” a work of art and to interpret its formal and human contents. Offering is based on student interest.

HUMN 2123 Humanities: Music: A course designed to heighten the student's awareness of music's role in society, to introduce the elements of music, to assist in the development of analytical listening skills, and to broaden the student's musical appreciation. F

HUMN 2133 Humanities: Theater: An orientation to the theory and practice of theater arts including reading of selected plays, discussion of playwrights, and a basic study of the arts and crafts of the theater from the Greek period to the present. S

MATH 1123 Business Math: Provides instruction in advanced problem solving related to business situations and financial management. This course is designed to give students a working knowledge of mathematics and how it is used in business. Topics include: purchasing pricing, simple and compound interest, annuities, business and consumer loans, international business, investments, and statistics. Prerequisite: Basic Algebra (MATH 1013) with a grade of “C” or better; or required placement test scores. S

MATH 1143 College Algebra: A course designed to prepare students to pursue degrees in mathematics, business, or the sciences. 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; systems of linear equations and inequalities; non-linear equations; and matrices. Prerequisite: Intermediate Algebra (Math 1023) with a grade of "C" or better; or required placement test score. F, S, SU

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. Prerequisite: Intermediate Algebra (Math 1023) with a grade of "C" or better; or required placement test score. Offering is based on student interest.

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. Prerequisite: College Algebra (MATH 1143) with a grade of "C" or better. S

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, determinism, ethics, political and social philosophy, and aesthetics 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

PHYC 1113 Earth Science: A description and analysis of the physical universe with emphasis upon the evolutionary processes, basic forces, and interrelations which mark people's use and understanding of the universe. This course includes the study of selected concepts from the fields of astronomy, climatology, meteorology, oceanography, and geology. F, S, SU

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). Prerequisite: Intermediate Algebra (MATH 1023) with a grade of "C" or better; or required placement test score. F, S, SU

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

PSYC 1113 General Psychology: An introduction to the study of human behavior. Aspects include heredity, intelligence, personality, learning, motivation, and emotions. F, S, SU

PSYC 2113 Abnormal Psychology: The origin, treatment, and social implication of selected mental and emotional disorders. Prerequisite: Completion of General Psychology with a "C" or better or consent of instructor. F, S

PSYC 2123 Developmental Psychology: Provides the basic facts about the developmental stages we experience on our trip from birth to death. Students will study the biological, social, emotional, and personal changes encountered in life and how they integrate and impact upon human behavior. Prerequisite: Completion of General Psychology with a "C" or better or consent of instructor. F, S

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. Prerequisite: Completion of Introduction to Sociology with a "C" or better or consent of instructor. F, S

SOCI 2133 Cultural Diversity: A study of 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 diverse differences in these cultures, as well as, immigration practices, prejudices, conflicts, and accommodations. Prerequisite: Completion of Introduction to Sociology with a “C” or better or consent of instructor. F, S

CRIMINAL JUSTICE

Courses are offered on a rotational basis as needed.

CJUS 1113 Introduction to Criminal Justice: Surveys the history, development, and philosophy of law enforcement, courts, and corrections. This course also examines the organization and jurisdiction of local, state, and federal law enforcement agencies and provides an introduction of social problems and current police problems.

CJUS 1123 Survey of Corrections: History and development of program, theories, and philosophies with emphasis on contemporary correctional institutions on the federal, state, and local level.

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.

CJUS 2113 Criminal Procedures and Evidence: This course examines the criminal process, legal problems associated with the investigation of 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.

CJUS 2123 Police-Community Relations: A survey of the role of the 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. Prerequisite: CJUS 1113 Introduction to Criminal Justice with a “C” or better.

CJUS 2213 Juvenile Delinquency: This course focuses on juvenile delinquent behavior, problems, theories, as well as cause and prevention, analysis of case histories, and the role of the police in community programs of prevention and control. Prerequisite: CJUS 1113 Introduction to Criminal Justice with a “C” or better.

CJUS 2223 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 a work-study plan agreed upon by the student and instructor. Students must complete at least 45 clock hours. Prerequisite: CJUS 1213 Police Organization and Management with a “C” or better and consent of the instructor.

CJUS 2313 Special Studies in Criminal Justice: Special courses or independent studies in criminal justice topics are offered as presented to and approved by the department chair. Students will plan individual projects and research in consultation with the instructor.

EARLY CHILDHOOD

Courses are offered on a rotational basis as needed.

ECDE 1113 Introduction to Early Childhood Development: Students will study all aspects of a child's development from birth to five years. They will become familiar with developmental norms and how to recognize when development is not following these norms.

ECDE 1123 Foundations of Early Childhood Education: An introduction to the early childhood profession, including issues pertinent to the professional. Students will learn about the history of the field and how societal changes have affected it.

ECDE 1213 Curriculum and Materials: This course will provide students with an opportunity to develop lesson plans and teacher-made materials that are developmentally appropriate for children birth through five years of age. Prerequisite: ECDE 1113 Introduction to Early Childhood Development and ECDE 1123 Foundations of Early Childhood Education.

ECDE 1223 Early Childhood Practicum I: Students must be employed or volunteer in a licensed childcare facility in order to demonstrate the knowledge and skills learned in previous courses. Students will be observed by OTC instructors and must show competence in 13 functional areas following the C.D.A. standards and guidelines. Students must complete 144 clock hours, professional resource files, and all C.D.A. requirements during the semester so that the student is eligible for C.D.A. assessment. Prerequisite: ECDE 1113 Introduction to Early Childhood Development and ECDE 1123 Foundations of Early Childhood Education.

ECDE 1233 Health, Safety, and Nutrition: This course will make students aware of current health and safety guidelines. They will learn how to handle potentially unsafe situations, both indoors and out, recognize communicable diseases, and plan meals and snacks according to USDA guidelines.

ECDE 2113 Language Arts for Children: This course is designed to make the early childhood educator aware of how language is acquired and how to provide children birth through age 5 with language rich environments by incorporating the four areas of language: speaking, listening, writing, and reading into the curriculum.

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 previous courses. Students will be observed by OTC instructors following the C.D.A. guidelines, NAEYC standards and the Early Childhood Environment Rating Scale. Students must complete 240 hours of work. Prerequisite: ECDE 1223 Early Childhood Practicum I.

ECDE 2213 Special Education in the Preschool: This course will acquaint students with the disabilities they may encounter in the child care setting and will make them familiar with the effects of early intervention and main streaming. Students will also learn how to adapt traditional materials for children with special needs.

ECDE 2223 Art and Music for Preschool Children: In this course, students will learn the value of creative activities for young children. They will participate in hands-on activities to see the importance of developmentally appropriate expectations when providing children with open-ended materials.

ECDE 2233 Infants and Toddlers: Students will gain a deeper understanding of the special nature of working with children ages birth through 36 months. They will develop detailed plans of how to promote a child's unique growth pattern while in group care and how to form a partnership with the parents of these young children.

PRACTICAL NURSING

PNUR 1101 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 1208 Clinical I.

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 conferences, and other agencies. The experiences will be received in PNUR 1208 Clinical I and PNUR 1306 Clinical II. Prerequisites: All first semester courses.

PNUR 1104 Body Structure & Function: 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 1110 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, delivery, post-partum and neonatal periods. Clinical experiences will be scheduled in PNUR 1208 Clinical I and PNUR 1306 Clinical II. Prerequisites: All first semester courses.

PNUR 1122 Basic Nursing Principles and Skills Lab: Provides supervised experience and return demonstration of skills learned in PNUR 1110 Basic Nursing Skills theory course. CPR and first aid 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 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 1204 Pharmacology: This course includes a brief history of drugs, methods of administering, drugs commonly used in the treatment of illness, and such information as usual dosages, expected reactions, side effects, contraindications, and points of observation following the administering of drugs. Prerequisites: All first semester courses.

PNUR 1208 Clinical I: This lab course will give the student an opportunity to continue the application of nursing skills to the hospital patient. Experiences 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. Prerequisites: All first semester courses.

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. Prerequisites: 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 PNUR first semester courses.

PNUR 1306 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 requirement for clinical experience. Prerequisite: All 1100 and 1200 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.

CONTINUING EDUCATION/ FUN-ED

Ouachita Technical College recognizes that a portion of our population, both young and old, are interested in courses and training that provide them with an opportunity to learn or improve in a non-pressurized atmosphere. To meet this demand, OTC offers Professional Development, Continuing Education, and Fun Education courses.

The **Professional Development** courses 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 **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.

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.

CENTER FOR WORKFORCE EXCELLENCE

Ouachita Technical College (OTC) recognizes that it has an essential and emerging role to play in economic development and workforce training.

The College mission of OTC as it relates to economic development and workforce training is to be the key provider of services that accomplish the transformation of the region's workforce. OTC can provide the training to upgrade the knowledge, skills, and understanding necessary for the current and future workforce. OTC offers a competitive advantage through the Center for Workforce Excellence (CWE). The Center is designed to respond to the needs and provide the support required for local economic development.

KEY ELEMENTS OF THE COLLEGE'S VISION FOR ECONOMIC DEVELOPMENT

- Become the premier provider of training as demanded by the region's continuously changing workplace by offering more technologically advanced courses needed by the Arkansas Workforce.
- Expand training services to include workplace systems that assist and encourage long-term employee training.
- Become the "linking" institution coordinating the educational programs that ensure the quality of tomorrow's workplace technician.
- Provide database related services, including the development of a technical reference computer library, for multiple users.
- Develop and implement workplace literacy programs that integrate basic skills, technology application, and advanced cognitive skills.
- Incorporate instructional technologies to provide alternative learning systems to complement or replace traditional teaching methods.
- Offer technology transfer assistance by applying technology in the workplace.
- Serve as a community and regional economic development resource.

We at OTC and The Center for Workforce Excellence hope that "YOU" as a potential student, or as a business/industrial customer understand and embrace these goals as realistic and obtainable. Training of the Workforce is an essential element of long term economic development. National figures show that for every one dollar invested in training the workforce a business or industry can expect a fifteen dollar return in profitability because the employees will increase productivity, creativity, efficiency, and safety.

MICROSOFT CERTIFIED SYSTEM ENGINEER (MCSE) PROGRAM

The Microsoft Certified System Engineer Program (MCSE) will ensure that course graduates have the necessary skills to effectively implement business solutions using MS networking technologies. The Microsoft Certified System Engineer is qualified to effectively plan, implement, maintain and support information systems with Microsoft Windows 2000 family of software.

Applicants must demonstrate college level English and reading skills. This can be accomplished by completion of Freshman English or placement scores from ACT, ASSET, Compass, or SAT. The student also needs to have basic computer keyboarding skills.

This year long, 3 semester, 40 week, 320 hour group of courses will prepare the student to enter the job market as a Microsoft Certified Systems Engineer on the Windows 2000 track. Students will receive a Certificate of Completion for each of the 7 courses successfully completed. Class time will consist of applying the text theory to actual desktop and network operating systems. Completion of the program and achievement of the MCSE certification will enhance the graduate's employment opportunities.

The student must successfully pass all 7 MCSE exams to obtain the MCSE 2000 certification. Testing is available on the OTC campus.

CERTIFIED INTERNET WEBMASTER

Certification establishes and validates critical job skills for Web team members. CIW certification establishes an individual as an expert in internet technologies. Like a professional license, the CIW designation offers, structured, reliable evidence of Internet skills competency. CIW certification exams are built on rigorous and standardized criteria. Benefits of CIW certification include:

1. Objective validation of critical Internet skills.
2. For employers, a verification tool to distinguish among candidates for hiring and promotion.
3. For individuals, a worldwide credential attesting to their mastery of important skills.
4. International acceptance.

CIW is recognized as a leading industry standard by several independent Web professional associations, organizations, and corporations, and is quickly becoming the certification and education standard in the internet industry.

ADULT EDUCATION

The Adult Education Department at Ouachita Technical College offers to interested students an opportunity to complete or expand their education. The program is designed for adults (18 years of age or older) to accomplish the following:

1. To acquire the basic skills necessary to function in society
2. To continue their education to at least the level of completion of secondary school
3. To take advantage of a means of receiving training that will enable them to become 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 Adult Education Department 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.

Students may be eligible for WIA benefits, Department of Human Services benefits, Unemployment benefits, and Veterans benefits while attending classes. More information on these benefits is available from the individual agency or the Career Development 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 the **OTC Adult Education Career Development Center** at 1519 East Page 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) years of age or older. OTC's Adult Education Department Policy specifies the following:

1. It is the policy of the Adult Education Department to deny enrollment to 17 year olds who are currently suspended from public school or other adult education programs.

2. It is the policy of the Adult Education Department to deny enrollment to 16 year olds except under **extreme and unusual circumstances** and as approved by the President of OTC.
3. Enrollment may be denied if the enrollment paperwork is not satisfactorily completed.
4. 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 Adult Education Department 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 Human Services, Military Recruitment Center, Veterans Affairs, probation and juvenile programs, etc. 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 Adult Education Department will be contingent upon the following:

1. The student and parent/guardian must agree to have attendance, behavior and progress monitored by the Counseling Clinic of Benton, Malvern Office. The Counseling Clinic's program provides monitoring for truancy prevention & counseling.
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. Monthly academic progress and attendance reports will be sent to the Counseling Clinic, referring agency or educational institution.
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 Truancy & Probation 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 Adult Education Department reserves the right to deny continued participation of students who disrupt classes or who violate attendance policies or any other policy established by Ouachita Technical College Adult Education Department.

ADULT EDUCATION

Course Descriptions

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 Hot Spring County Literacy Council.

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.

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 Career Development 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 40 on each sub-test and a total score of 225 for a battery average of 45.
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 of GED Test Applications are available from the OTC Adult Education Department at the Career Development Center, 1519 East Page Avenue.

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 40 on each of the five tests in the battery with an average score of 45 for a total score of 225. These tests must be administered through an Adult Education Program or 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 215 (average of 43) 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 200-214 (average 40-42) 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 adult education program AND pass the Official Practice Tests with a score of 45 in each area to be retested.
3. If the score is below 200 (average 39 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 45 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 \$20.00. 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.

Governor of Arkansas

The Honorable Mike Huckabee

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Associate Degree, Oklahoma State University Technical Institute, 1966; B.S., Oklahoma State University, 1967; M.S., Oklahoma State University, 1969; Ed.D., Oklahoma State University, 1973

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B.S.E., Mississippi State University, 1965

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B.S., Southern Arkansas University, 1967; M.Ed., University of Arkansas at Little Rock, 1995

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B.B.A., University of Arkansas at Little Rock, 1979; Certified Public Accountant

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B.A., Henderson State University, 1986; Multi-ethnic Parent Trainer, Center for Youth and Families, 1996; M.S., Henderson State University, 1988

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B.A., Central Bible College, 1978; M.A., University of Chicago, 1983; M.S., Henderson State University, 2001

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B.S., Southern Arkansas University, 1973

Marshel Johnson TRIO Transfer/Career Counselor
B.A., Henderson State University, 1996; M.S., Henderson State University, 2000

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B.A., University of Arkansas at Little Rock, 1993

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A.A.S., Business Information Technology, Management and Supervision, Ouachita Technical College, 1998

Rhonda Smith Personnel Officer
Business Diploma, Ouachita Vocational Technical School, 1985

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Academic Faculty

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