

**UNIVERSITY OF ARKANSAS AT MONTICELLO  
COLLEGE OF TECHNOLOGY-CROSSETT  
MISSION**

The mission the University of Arkansas at Monticello College of Technology-Crossett (UAM CTC) shares with all universities is the commitment to search for truth and understanding through scholastic endeavor. UAM CTC seeks to enhance and share knowledge, to preserve and promote the intellectual content of society, and to educate people for critical thought. UAM CTC provides learning experiences that enable students to synthesize knowledge, communicate effectively, use knowledge and technology with intelligence and responsibility, and act creatively within their own and other cultures.

UAM CTC strives for excellence in all its endeavors. Educational opportunities encompass the liberal arts, basic and applied sciences, selected professions, and vocational/technical preparation. These opportunities are founded in a strong program of general education and are fulfilled through contemporary disciplinary curricula, certification programs, and vocational/technical education or workforce training. UAM CTC assures opportunities in higher education for both traditional and non-traditional students and strives to provide an environment which fosters individual achievement and personal development.

The University of Arkansas at Monticello College of Technology-Crossett seeks to fulfill its mission by:

1. offering quality educational opportunities in the form of masters, baccalaureate, and associate degree preparation, as well as certification in a variety of vocational/technical programs and workforce training;
2. offering a well-rounded program of general education designed to broaden and enrich students' awareness of the world around them;
3. providing contemporary curricula which prepare students for careers in selected fields, for personal development, and for meeting societal needs;
4. strengthening students' capabilities as thoughtful contributors to society by encouraging them to take personal responsibility and seek the benefits of life-long learning;
5. providing support programs which increase the probability of success for those students needing additional academic preparation to meet college standards;
6. assisting students in developing interpersonal skills needed by responsible and productive members of society;
7. providing viable programs of public service, continuing education in selected areas, and cooperative programs with other educational institutions;
8. promoting research programs which strengthen the institution and contribute new information to the existing body of knowledge and the extension of knowledge to serve the public;
9. providing cultural and aesthetic experiences that will serve to enhance appreciation of the arts;
10. maintaining regional and national recognition of the institution and its academic and technical programs by continuing to meet the standards of accrediting bodies, and seeking similar recognition of appropriate programs for which accreditation is available but yet to be achieved; and
11. preparing students to live and work in a technological and global society.

**ACCREDITATIONS/CERTIFICATIONS**

UAM CTC is accredited by the Higher Learning Commission (a commission of the North Central Association of Colleges and Schools). The Arkansas State Board of Nursing certifies UAM CTC's Practical Nursing program, and UAM CTC's programs are approved by the State Approving Agency for Veterans. UAM CTC is accredited by the Council on Occupational Education (COE); persons wishing to make comments to the Commission of the Council on Occupational Education may contact the Executive Director at 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346, (770) 396-3898, ext. 21.

**UAM CTC PROGRAMS OF STUDY  
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Graduates of technical certificate programs may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found at the end of this booklet. NOTE: Technical courses required for each program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

The University of Arkansas at Monticello is committed to the policy of providing educational opportunities to all qualified students and employment opportunities to all persons, regardless of their economic or social status, and will not discriminate on the basis of race, color, religion, creed, gender, ethnic or national origin, disability, age, or any legally protected class. The Office of Special Student Services (ADA Coordinator) has been designated to coordinate efforts to comply with all laws and regulations applicable to qualified individuals with disabilities, as required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Inquiries concerning the applications of all federal laws and regulations regarding discrimination should be directed to the Human Relations Officer, located in the Office of Finance and Administration at the Babin Business Center on the University of Arkansas at Monticello campus. Additional information can be obtained by calling (870) 460-1422.

**UNIVERSITY OF ARKANSAS AT MONTICELLO  
COLLEGE OF TECHNOLOGY-CROSSETT  
STAFF/FACULTY MEMBERS**

Administration

Vice Chancellor  
Assistant Vice Chancellor  
Counselor  
Information Technology Coordinator  
Student Services Coordinator

Linda Rushing  
Janie Carter  
Linda Tucker  
Landon Mercer  
Mitch Powell

Faculty

Administrative Office Technology  
Computer Maintenance/Networking  
Correctional Law Enforcement  
Early Childhood Education  
Electromechanical Technology  
Electromechanical Technology-Instrumentation  
Electromechanical Technology-Instrumentation  
Health Information Technology  
Hospitality Services  
English  
Mathematics  
Practical Nursing  
Practical Nursing – Clinical Instructor  
Welding Technology

Sherry Harris  
Randall Mixon  
Rodney Pickens  
Alisa White  
Gary Stevenson  
Frederick Binns  
Kirk Kemp  
  
Alice Lindsey  
Carolyn Hart  
Connie Smith  
Shela Upshaw  
Brandi Maxwell  
Jimmy DuBose

Support Staff

Administrative Specialist III  
Administrative Specialist III  
Administrative Specialist II  
Fiscal Support Specialist  
Fiscal Support Specialist  
Maintenance Supervisor  
Public Safety Officer

Susan Smith  
Stephanie Morgan  
Loleta Myers  
Patricia Todd  
Lorraine Carr  
Thomas Oden, Jr.

Special Programs

Adult Education Instructor  
Adult Education Instructor  
Adult Education Instructor  
Adult Ed Paraprofessional  
Adult Ed Paraprofessional  
Adult Ed Paraprofessional  
Career Pathways Director  
Career Pathways Employability Specialist  
Career Pathways Administrative Specialist III

Rhonda Avery  
Yulanda Lowry  
Kathy Martin  
Carlene Bryant  
Donna Rogers  
Marilyn Spurlock  
Tina Bardin  
Ritha Bates

**UNIVERSITY OF ARKANSAS AT MONTICELLO**  
**2011-12 CALENDAR**

**Fall 2011**

August 15 (Mon) – Application deadline for regular registration. Tuition and fees due for preregistered students. Schedule changes for preregistered students.  
August 16-19 (Tues-Fri) – Professional Development for faculty and staff.  
August 22 (Mon) – Schedule changes. New student orientation. Night registration.  
August 23 (Tues) – Open registration.  
August 24 (Wed) – First day of classes (regular and first 8-week fast-track\* classes).  
August 31 (Tues) – Last day to register or add classes.  
September 5 (Mon) – Labor Day Holiday. Offices and classes closed.  
October 3 (Mon) – Last day to drop with a W in first 8-week fast-track\* classes.  
October 7 (Fri) – Deadline to apply for May 2012 graduation.  
October 12 (Wed) – Last day to withdraw from first 8-week fast-track\* classes.  
October 17 (Mon) – Last day of first 8-week fast-track\* classes.  
October 18 (Tues) – First day of second 8-week fast-track\* classes.  
November 7 (Mon) – Preregistration for Spring 2012 begins.  
November 9 (Wed) – Last day to drop with a W in regular classes; not applicable to fast-track\* classes.  
November 18 (Fri) – Preregistration for Spring 2012 ends.  
November 23 (Wed) – Classes closed.  
November 24-25 (Thurs-Fri) – Thanksgiving Holiday. Offices and classes closed.  
November 28 (Mon) – Last day to drop with a W in second 8-week fast-track\* classes.  
December 6 (Tues) – Last day to withdraw from class (regular and second 8-week fast-track\* classes).  
December 9 (Fri) – Last day of classes.  
December 12-16 (Mon-Fri) – Final exam period.  
December 21 (Wed) – Fall conferral of degrees.

**Spring 2012**

January 3 (Tues) – Application deadline for regular registration. Tuition and fees due for preregistered students.  
January 9 (Mon) – Schedule changes. New student orientation. Night registration.  
January 10 (Tues) – Open registration.  
January 11 (Wed) – First day of classes (regular and first 8-week fast-track\* classes).  
January 16 (Mon) – Martin Luther King Holiday. Offices and classes closed.  
January 18 (Wed) – Last day to register or add classes.  
February 20 (Mon) – Last day to drop with a W in first 8-week fast-track\* classes.  
February 24 (Fri) – Deadline to apply for August and December graduation.  
February 29 (Wed) – Last day to withdraw from first 8-week fast-track\* classes.  
March 5 (Mon) – Last day of first 8-week fast-track\* classes.  
March 6 (Tues) – First day of second 8-week fast-track\* classes.  
March 19-23 (Mon-Fri) – Spring Break.  
April 2 (Mon) – Preregistration for Summer and Fall 2012 begins.  
April 4 (Wed) – Last day to drop with a W in regular classes; not applicable to fast-track\* classes.  
April 13 (Fri) – Preregistration for Summer and Fall 2012 ends.  
April 19 (Wed) – Last day to drop with a W in second 8-week fast-track\* classes.  
April 26 (Thurs) – Last day to withdraw from class (regular and second 8-week fast-track\* classes).  
May 1 (Tues) – Last day of classes.  
May 2-8 (Wed-Tues) – Final exam period.  
May 11 (Fri) – Commencement.

### **Summer I 2012**

May 21 (Mon) – Application deadline for regular registration.

May 25 (Fri) – Self registration for Summer I.

May 28 (Mon) – Memorial Day Holiday. Offices and classes closed.

May 29 (Tues) – Registration for undergraduate classes and graduate forestry classes. First day of classes.

May 30 (Wed) – Last day to register or add undergraduate classes and graduate forestry classes.

June 4 (Mon) – Registration and first day of 3-week graduate education classes.

June 18 (Mon) – Last day to drop a 3-week graduate education class. Grade will be W.

June 21 (Thurs) – Commencement for UAM College of Technology - Crossett.

June 21 (Thurs) – Last day of 3-week graduate education classes. Final exams for those classes.

June 22 (Fri) – Last day to drop other Summer I classes. Grade will be W.

June 22 (Fri) – Commencement for UAM College of Technology - McGehee.

June 27 (Wed) – Last day of classes. Final exams.

June 27-29 (Wed-Fri) – Self registration for Summer II.

### **Summer II 2012**

June 27 (Mon) – Application deadline for regular registration.

June 27-29 (Wed-Fri) – Self registration for Summer II.

July 2 (Mon) – Registration for undergraduate and graduate classes. First day of classes.

July 3 (Tues) – Last day to register or add classes.

July 4 (Wed) – Independence Day Holiday. Offices and classes closed.

July 17 (Tues) – Last day to drop a 3-week graduate class. Grade will be W.

July 23 (Mon) – Last day of 3-week graduate classes. Final exams for those classes.

July 27 (Fri) – Last day to drop any remaining Summer II class. Grade will be W.

August 1 (Wed) – Last day of classes. Final exams.

August 6 (Mon) – Summer conferral of degrees.

## **ADMISSIONS INFORMATION**

University of Arkansas at Monticello College of Technology-Crossett requirements for admission include:

- (1) a completed application for admission,
- (2) college entrance exam scores and
- (3) official academic transcripts.

The following admission requirements are mandated by law.

- (1) Proof of immunization against measles, mumps and rubella (two doses each).
- (2) A selective service statement. Students who are required to register with selective service must sign a statement attesting that they have registered or are exempt from doing so. This statement appears on the application for admission and must be completed by all male applicants.
- (3) Proof of tuberculin skin testing within the last six months for foreign-born students.
- (4) A signed program of study or waiver for first-time freshmen.

All first-time freshmen graduating from high school after May 1, 1999, will be admitted unconditionally provided they have successfully completed the Arkansas High School Core Curriculum for unconditional admission to public colleges and universities. This curriculum must be completed with a minimum cumulative grade point average of 2.00 on a 4.00 scale. Out-of-state high school graduate transcripts will be evaluated individually to determine if the core curriculum and the grade point requirements are met. Students who receive a GED or who are graduates of home schooling or private high schools must make a composite of 19 on the ACT or the equivalent score on the ASSET, COMPASS, or SAT in order to be unconditionally admitted.

Students not meeting the standards as stated above will be admitted with conditions, as directed by the Office of Academic Affairs.

*NOTE: Additional detailed admission status and information is available through the UAM catalog or Office of Admissions at 1-800-844-1826 or the UAM CTC Counselor at 870-364-6414 or 1-866-323-3384.*

## PROGRAM LENGTHS

UAM CTC operates on a semester system as indicated on the school calendar. In addition to the spring and fall semesters, there are two summer terms. The number of credits required to meet graduation requirements varies for each program as outlined below and in program descriptions:

Administrative Office Technology – Technical Certificate, 39 Credit hours  
Computer Maintenance/Networking – Technical Certificate, 41 Credit hours  
Correctional Law Enforcement – Technical Certificate, 34 Credit hours  
Early Childhood Education – Technical Certificate, 45 Credit hours  
Electromechanical Technology – Technical Certificate, 38-39 Credit hours  
Electromechanical Technology-Instrumentation – Advanced Technical Certificate,  
28 Credit hours **(does not include prerequisites)**  
Health Information Technology – Technical Certificate, 39 Credit hours  
Health Professions – Technical Certificate, 35 Credit hours  
Hospitality Services – Technical Certificate, 35 Credit hours  
Practical Nursing – Technical Certificate, 42 Credit hours **(does not include prerequisites)**  
Welding Technology – Technical Certificate, 37 Credit hours  
Associate of Applied Science in Industrial Technology degree – 72 Credit hours  
Associate of Applied Science in General Technology degree – 64 Credit hours

## COURSE SCHEDULES

Courses required for graduation from a technical certificate program are usually scheduled between 8 a.m. and 4 p.m. Monday through Friday. In order to assist students (including rotation shift workers) with graduation requirements, courses may be offered at night if justified by sufficient demand. Usually a minimum of twelve students in each of the day and night sessions is required.

## CONTINUING EDUCATION (CLOCK-HOUR) COURSES

Continuing education (clock-hour) courses are offered by UAM CTC on campus and at various locations throughout Ashley, Bradley, and Drew Counties. These courses are offered based on sufficient demand. Courses are also designed and taught for business and industry to assist employers with the training of their employees.

Individuals interested in taking a particular course should contact UAM CTC to indicate their interest and to seek information. Other than course prerequisites, there are no additional entrance requirements for non-credit continuing education (clock-hour) courses other than the individual should be 17 years of age or older or have graduated from high school. Courses leading to licensure require that an individual be a minimum of 18 years of age in order to take credentialing examinations. The cost of continuing education courses will vary according to the course curriculum, books and supplies needed.

## READMISSION OF FORMER STUDENTS

A student who attended Forest Echoes Technical Institute in previous years must meet all admission requirements in order to resume his/her course of study.

Former UAM CTC students who have attempted fewer than 30 hours of credit and who have not attended a post-secondary institution during the last two years (24 months) will be placed under the current UAM catalog when they are re-admitted. The catalog chosen and the student's graduation may not span a period of more than six years.

## EARLY ADMISSION

Students may be admitted to UAM CTC during high school if they have submitted the following documentation:

- (1) application for admission,
- (2) entrance exam and placement test scores,
- (3) proof of immunizations against measles, mumps and rubella (two doses each),
- (4) a high school transcript and
- (5) a letter from the high school principal indicating that the student may enroll in college level work.

Following graduation from high school, the student must request that a final official high school transcript reflecting all credits, grades, and graduation date be sent to UAM CTC.

## TRANSFER ADMISSION FOR TECHNICAL CERTIFICATE COURSES

In addition to general admission requirements, the student who has attended other post-secondary institutions must assure that transcripts of all course work attempted at all post-secondary institutions attended be sent from those institutions directly to UAM CTC. Transfer credit will be granted only for those courses with a 2.0 ("C") grade or above that meet required course curriculum standards. See "Credit/Transfer Credit Previous Training" in the Academic Regulations section of the UAM CTC Handbook. If a student desires to transfer credit for courses taken at UAM CTC to another post-secondary institution, he/she should be fully aware that the determination for accepting transfer credits will be made by the admitting post-secondary institution.

### TUITION/FEEES

Tuition for technical courses is \$68.00 per credit hour for all semesters and terms. A technology infrastructure fee of \$6.00 and a facilities fee of \$3.00 per credit hour per semester or term will be required of all students, along with an assessment fee of \$5.00 per semester or \$3.00 per summer term.

Tuition is \$68.00 per credit hour for general studies/academic courses that are required for the completion of an Associate of Applied Science degree **and** are taught on the UAM CTC campus by an on-site instructor. A technology fee of \$6.00 and a facilities fee of \$3.00 per credit hour per semester or term will be required of all students, along with an assessment fee of \$5.00 per semester or \$3.00 per summer term.

General studies courses may also be available on campus through Compressed Interactive Video (CIV) at a higher rate of tuition. In addition to the higher tuition, a distance learning fee of \$65.00 per credit hour will be applied.

A late fee of \$25.00 will be charged for all students enrolling after the designated registration time.

Out-of-state tuition will be waived for students from the contiguous states of Louisiana, Mississippi, Missouri, Oklahoma, Tennessee, and Texas.

**NOTE:** *Students attending 12 credit hours or more per fall and spring semester and six credit hours per summer term will be considered full-time.*

**NOTE:** *Tuition and fees are subject to change upon approval by the University of Arkansas (UA) Board of Trustees.*

### TRANSCRIPTS

A fee of \$5.00 will be assessed for each transcript requested. The fee must be paid in advance and a transcript request form completed at that time. Fees can be paid to the cashier at the administration office.

### ATTENDANCE POLICY

Regular and prompt attendance is expected of all students enrolled at UAM CTC and is necessary to maintain satisfactory progress. Attendance will be recorded for each student by course. A student will be placed on attendance probation once he/she has been absent 15% of the total scheduled hours of a course.

When the student is absent 20% of the total scheduled hours of a course, the student will be officially notified in writing and dropped from the course. A letter grade of "F" will be recorded for the course unless official withdrawal by the student has been accomplished (see Withdrawal). The student will be notified of attendance probation in writing provided he/she has returned to school before reaching 20% absences. A student terminated for poor attendance may be considered for re-enrollment in the course at its next offering with the consultation and approval of the instructor and school administration.

**NOTE:** *The only exception to this attendance policy is that of the Practical Nursing Program, which is mandated by the Arkansas State Board of Nursing to a much stricter policy concerning clinical attendance. This policy is detailed in the Practical Nursing Handbook.*

A student cannot use make-up time to reduce hours of absence any time during the school year. Each time a student is late for class or leaves early, the student will be charged a full hour or hours of absence (rounded up to the larger hour of time).

In a case of extreme emergency, a student may request a leave of absence. A leave of absence must be requested in writing and may be granted or denied by the Student Services Coordinator. Written documentation supporting the request for a leave of absence must be provided prior to the granting of the leave or the first day back in class after the leave. The leave of absence must be for no less than seven (7) calendar days and for no more than 21 calendar days during a fall or spring semester or 10 calendar days during a summer term. If a student's absences reach 20% of the total class hours and the student has not been approved for a leave of absence, the student will be dropped. No more than one such leave of absence can be granted in a twelve-month period.

Upon receipt of proper documentation, absences caused by court subpoena, jury duty, military orders, or other government ordered visit(s) will be recorded but not included in the total cumulative hours of absence per course. The documentation must be submitted on the first day the student returns to school. Also, absences because of a natural disaster (as determined by the administration) will not be counted in the hours of absence.

Agencies granting financial assistance will be notified as required of all absences of those students receiving financial aid. The policy of each agency regarding payment when a student is absent will apply in each case.

### **STANDARDS OF PROGRESS**

Each student is expected to make satisfactory progress toward the completion of his/her program. Each student will receive a grade and an evaluation report at the end of each semester or term. A student will receive a grade only at the end of each summer term due to the short time of courses. If a course is scheduled during a semester and will end before or at mid-semester, the student will receive a grade only at the end of the course.

When a student retains a "C" average or 2.00 grade point average (GPA) or above but makes a failing grade of "F" (59% or below) in any course in the program curriculum, that course must be retaken and passed with a grade of "D" (60%) or above to satisfy graduation requirements.

The satisfactory progress policy for the Practical Nursing program requires that a student have a 78% grade average or above in each course for each semester or summer term. If a Practical Nursing student does not make a grade average of 78% or above upon completion of each course, the student will be suspended from the program at that time. A Practical Nursing student does not have to first be placed on conditional academic standing before being suspended. The Practical Nursing program's policies require that the student must make a 78% grade average or above in each completed course for each semester or summer term in order to continue in the program.

The following grading system will be utilized to evaluate students at mid-semester and the end of the semester (unless otherwise designated in writing by individual departments):

<b>Grade – Meaning of Grade</b>	<b>Percent</b>	<b>Grade Points</b>
A Outstanding	90% -100%	4
B Good	80% - 89%	3
C Average	70% - 79%	2
D Passing **	60% - 69%	1
F Unsatisfactory Work or Withdrew failing	0% - 59%	0
CR Credit Received (no grade points)		
W Withdrew-Passing (no grade points)		
I Required Work Incomplete (no grade points)		

Any student receiving an "I" (Incomplete) will have a maximum of one year to satisfy the requirements for the course. Failure to complete course requirements within one year will automatically result in the "I" being replaced with a grade of "F". Credits and grade point averages will be recalculated to reflect this change. See the "Academic Regulations" section in the University catalog for specific guidance regarding an "Incomplete."

\*\*A grade of "C" or better must be earned in some courses in order to progress to a higher-level course or to graduate in some programs. The following **will not** be used in calculating grade point averages (GPA's): "CR", "W", or transfer grades from another institution.

## **GRADUATION REQUIREMENTS - TECHNICAL CERTIFICATES**

A student completing a program of study at UAM CTC as approved by the Arkansas Department of Higher Education with a grade point of 2.00 or above will receive a technical or an advanced technical certificate. Courses required for graduation are listed under each program area. Occasionally circumstances make it necessary to make course substitutions within the curriculum prior to the courses being taken by the student. If this is the case students will be made aware of those substitutions and will be required to take those substituted courses in the place of classes deleted from their original curriculum. All programs require certain mathematics and communications courses. A student who tests out of required math and communications courses can enroll in elective courses (if scheduling permits). It is the student's responsibility to check course offerings each semester to determine which courses should be taken to fulfill graduation requirements.

## **JOB PLACEMENT**

Program graduates and interested students are highly encouraged to keep an updated resume and application (every sixty days) on file at an Arkansas Workforce Center. Ashley County's Center, located at 304 North Alabama Street in Crossett, provides access to multiple resources through its "One-Stop" design and offers career planning and placement guidance for area residents and employers, as well as placement services for business and industry. The region's Employment Security Department, Department of Human Services, Veterans Administration, Arkansas Rehabilitation Services, and numerous other agencies represented in the Center work together to provide collaborative services that are easily accessible for consumers and that are both cost-efficient and -effective for service providers.

The UAM CTC staff work closely with businesses and industries in assisting graduates with obtaining employment. The Arkansas Workforce Center, advisory committees, and various agencies are utilized to assist graduates in placement; however, the school does not guarantee employment.

Announcements received from companies concerning job openings and employment recruiting procedures will be provided to instructors for referrals and/or posted on bulletin boards for students' information.

Students will receive employability training that will assist them in seeking, obtaining, and maintaining employment. Students will be allowed to attend job interviews during their final semester or summer term without counted absences, provided their interview is for a job that is related to their field of training and they have requested permission and approval from their instructor prior to the interview. Students will be required to submit documentation of their interview to the instructor. Students wishing to go for a job interview during course hours, who are not in their final semester (or summer term), must receive approval from their instructor and from campus administration to receive excused absences.

## ADULT EDUCATION

The Adult Education program at UAM CTC is designed to strengthen an individual's academic skills in reading, language, math, and other subjects. The program is open to individuals eighteen (18) years of age or over who are not enrolled in a high school. An applicant for enrollment may be asked to provide proof of age. Enrollment of individuals under the age of 18 is governed by Act 1659 of 2001 and Act 604 of 2003. The program serves non-high school graduates desiring to earn a high school equivalency diploma (GED), as well as high school graduates who need academic refresher courses to prepare for employment tests, college entrance tests, military entrance tests, and other opportunities.

There is no cost for classes in the Adult Education program and all classes operate on an open-entry/open-exit basis. Orientation and assessment sessions are scheduled on a regular basis. A student is not officially enrolled in the Adult Education program until he/she has completed 12 hours of classroom instruction. Because the U.S. Department of Education and the Arkansas Department of Career Education mandate the 12-hour attendance requirement, students are urged to attend at least 12 hours before leaving the program.

Adult education classes are offered on the UAM CTC campus, at a satellite site in Crossett and in Hamburg according to the following schedules and at other locations based on demand.

<b>Fall &amp; Spring Semesters</b>	<b>Summer Session*</b>
Monday thru Thursday 8:00 a.m. – 1:00 p.m. 1:30 p.m. – 3:30 p.m.	Monday thru Thursday 8:00 a.m. – 1:00 p.m.
Monday & Tuesday 5:00 p.m. – 8:00 p.m.	Monday & Tuesday 5:00 p.m. – 8:00 p.m.

\*Summer Session adult education classes are generally mid-May through mid-August. See adult education personnel for exact dates.

UAM CTC also provides a free Distance Education study program (GED Online). Enrollment and participation requirements include completing an assessment, orientation, the official practice GED test, and the actual GED test on site at one of the program locations.

Instructors for the Adult Education program are licensed teachers. Some instructors are also certified to screen students for learning and vision problems. All screening is strictly confidential.

There is no specific attendance policy for adult education classes. Students may attend classes based upon their needs and preferences unless students are below the age of 18 and have been referred to the Adult Education program by a public school, county court system, or other qualifying agency. Students in this category are required to sign an Attendance Agreement form stating they will abide by specific attendance guidelines. Refusal to do so will result in the student being dropped from the program.

## ADMINISTRATIVE OFFICE TECHNOLOGY

### Program Description

The Administrative Office Technology program provides contemporary training required in today's business office in computer applications, word processing, accounting, administrative support procedures, and communication.

Administrative Office Technology students receive computer training in utilization of Windows, database management, spreadsheet applications, desktop publishing, and word processing. English and communication courses developed specifically for business are integral parts of the program. Students have the opportunity to enhance and refine their skills in the Tech Vocabulary Development and the Tech Administrative Support Procedures courses. Field trips to technologically efficient offices, up-to-date videotapes, current business publications and training in obtaining employment give the student the self-confidence needed to make successful applications for appropriate jobs.

### Student Learning Outcomes

Successful completers of this program will be able to:

- demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents, and other materials inherent in office technology using appropriate software.
- demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
- demonstrate the integration of theory, lab, and field content necessary to obtain employment in entry-level business offices.

The program length for a full-time student is two (2) semesters and one (1) summer term. The program costs are approximately \$3,046 for tuition and fees and approximately \$1,679 for books and supplies.

### GRADUATION REQUIREMENTS (Suggested Schedule)

<u>Fall Semester</u>		Credit Hours
BUS 1123	Tech Accounting	3
BUS 1203	Tech Keyboarding	3
BUS 2143	Tech Business Mathematics	3
BUS 2003	Tech Business English	3
BUS 1303	Tech Computer Applications for Business	3
<b>Exit: Office Support Certificate of Proficiency</b>		
<u>Spring Semester</u>		
BUS 1213	Tech Keyboarding Applications	3
BUS 1563	Tech Administrative Support Procedures	3
BUS 1503	Tech Word/Information Processing	3
BUS 2013	Tech Business Communications	3
BUS 2153	Tech Computerized Accounting	3
BUS 1603	Tech Vocabulary Development	3
<u>Summer I Term</u>		
BUS 2163	Tech Spreadsheet Applications	3
BUS 2623	Tech Business Practicum	3
<b>Exit: Administrative Office Technology Technical Certificate</b>		<b>39</b>

**CHILD DEVELOPMENT ASSOCIATE  
Certificate of Proficiency**

**Program Description**

The Child Development Associate (CDA) training program provides students with the opportunity to develop knowledge and skills necessary to complete the Assessment and Competency Standards for the Child Development Associate credential awarded through the Council for Early Childhood Professional Recognition. This certification is mandatory in many childcare facilities and educational settings, especially those receiving state and/or federal funding. The required certification has enhanced the quality of childcare services being provided.

The CDA requires twelve (12) credit hours of college courses that lead to a Certificate of Proficiency and provides eligibility to apply for national certification from the Council for Early Childhood Professional Recognition in Washington, D. C. Semester credit hours earned for the CDA may be applied toward a technical certificate in Early Childhood Education. Early Childhood Education students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found at the end of this booklet. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

The Child Development Associate Certificate of Proficiency can be obtained in two (2) semesters. The costs are approximately \$1,004 for tuition and fees and approximately \$530 for books and supplies.

**MAJOR REQUIREMENTS SCHEDULE**

<b><u>Fall Semester</u></b>			<b>Credit Hours</b>
ECED	1053	Environments in Early Childhood	3
ECED	1063	Foundations of Early Childhood Education	3
<b><u>Spring Semester</u></b>			
ECED	1043	Development and Curriculum in Early Childhood	3
ECED	1071	Introduction to Practicum	1
ECED	1082	Practicum I	2
<b>Exit: Child Development Associate Certificate of Proficiency</b>			<b>12</b>

## COMPUTER MAINTENANCE/NETWORKING

### Program Description

The Computer Maintenance/Networking program prepares individuals for entering occupations in the information technology (IT) field that involve troubleshooting, repair, and maintenance of personal computers (PCs). Skills are developed by hands-on practice in electronic circuit testing, computer assembly, computer upgrades and configurations and computer networks. Networking classes provide opportunities for students to design, build, and maintain computer inter-networks.

Successful completion of the Cisco system classes (I and II) will allow students to take the national exam for certifying as a CCENT (Cisco Certified Entry Network Technician). Students also prepare for industry standard certifications, including the Cisco Certified Network Associate (CCNA™), A+, and the Building Industries Consulting Service International, Inc., (BICSI) Installer Level I exam. Individuals interested in only the Cisco classes may enroll in Networking as a stand-alone program.

### Student Learning Outcomes

Successful completers of this program will be able to:

- install, maintain, and troubleshoot computer hardware.
- setup, maintain, and troubleshoot networks.
- setup, install, maintain and troubleshoot Microsoft-based desktop and server operating systems.
- create and maintain a secure network.
- Install and maintain physical cabling infrastructure of a network.
- apply knowledge, skills, and abilities to obtain the CompTIA A+ certification.
- apply knowledge, skills, and abilities to obtain the CompTIA Servers+ certification.
- apply knowledge, skills, and abilities to obtain the Cisco Certified Entry-level Network Technician certification.

The program length for a full-time student in Computer Maintenance/Networking is two (2) semesters and one (1) summer term. The program costs are approximately \$3,170 for tuition and fees and approximately \$1,105 for books and supplies.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

<u>Fall Semester</u>			<b>Credit Hours</b>
MAT	2214	Advanced Industrial Mathematics	4
CMP	1012	Tech Network Servers	2
CMP	1024	Tech Computer Maintenance/Core Hardware	4
CFA	1103	Tech Computer Fundamentals (or higher-level computer course)	3
CMP	2074	Tech Cisco CENT I <b>OR</b> CMP 1034 Tech Networking I	4
<b>Exit: Computer Repair and Networking Certificate of Proficiency</b>			<b>17</b>
<u>Spring Semester</u>			
CMP	1053	Tech Network Security	3
CMP	1064	Tech Operating Systems	4
CMP	1504	Tech Fundamentals of Voice and Data Cabling	4
CMP	2084	Tech Cisco CENT II <b>OR</b> CMP 1044 Tech Networking II	4
COM	1203	Technical Communications (or higher-level composition course)	3
<u>Summer I Term</u>			
CMP	1802	Tech Computer Peripheral Maintenance	2
COM	1102	Employability Skills/Ethics	2
CMP	1092	Tech Project Management	2
<b>Exit: Computer Maintenance/Networking Technical Certificate</b>			<b>41</b>

## CORRECTIONAL LAW ENFORCEMENT

### Program Description

The Correctional Law Enforcement Technical Certificate provides students the opportunity to complete coursework appropriate for employment in various positions in the field of corrections. In addition to core courses, students receive in-depth training in ethical considerations for correctional law enforcement officers. The program was developed in cooperation with the Arkansas Department of Corrections in an effort to fill hundreds of vacant positions in the correctional industry in Arkansas.

Students will learn the historic and present day role of correctional entities in the state and the nation. They will be instructed in the importance of ethics, safety, and security procedures in correctional facilities and the dynamics of correctional inmates and offenders. Coursework in correctional inmate cultures and offender management help prepare students for specialized and supervisory positions. The program includes supervised visits to correctional facilities and lab experiences to simulate realistic situations. The Correctional Law Enforcement program can lead to a certificate of proficiency, a technical certificate, and an Associate of Applied Science in General Technology degree. Some courses will apply to other associate and bachelor level degrees.

### Student Learning Outcomes

Successful completers of this program will be able to:

- understand the historic and present day role of correctional entities in the state and the nation.
- understand the importance of ethics, safety, and security procedures in correctional facilities.
- understand the dynamics of correctional inmates and offenders.
- apply these concepts for successful employment in the field of corrections.

The program length for a full-time student in Correctional Law Enforcement is two (2) semesters. The program costs are approximately \$2,628 for tuition and fees and approximately \$928 for books and supplies.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

<u>1<sup>st</sup> Semester</u>			<b>Credit Hours</b>
CJ	1013	Introduction to Criminal Justice	3
CJ	2133	Criminal Justice Ethics	3
CLE	1032	Tech Correctional Health and Safety	2
CLE	1053	Tech Correctional Enforcement in Arkansas	3
CLE	1043	Tech Correctional Security and Control	3
BUS	2003	Tech Business English (or higher-level composition course)	3
<b>Exit: Correctional Law Enforcement Certificate of Proficiency</b>			<b>17</b>
<u>2<sup>nd</sup> Semester</u>			
CJ	2123	Corrections	3
CLE	2023	Tech Survey of Correctional Inmates and Offenders	3
CLE	2012	Tech Applied Ethics for Correctional Officers	2
MAT	1203	Technical Math or higher-level mathematics course	3
CFA	1103	Tech Computer Fundamentals (or higher-level computer course)	3
PSY	1013	Introduction to Psychology <b>OR</b>	3
		SOC 2213 Introduction to Sociology	
<b>Exit: Correctional Law Enforcement Technical Certificate</b>			<b>34</b>

## EARLY CHILDHOOD EDUCATION

### Program Description

The Early Childhood Education program prepares individuals for entering occupations in the childcare field. Successful graduates of the technical certificate program will be prepared to take advantage of opportunities such as the following: a classroom assistant in a private childcare center or nursery school; a classroom assistant in a Head Start or public school preschool classroom; a paraprofessional working with children with special needs; or as preparation for continuation of an early childhood education in a four-year institution.

The program combines classroom study and lab experience with infants, toddlers, and preschoolers. Through this curriculum individuals gain an understanding of the social, emotional, intellectual, and physical growth and development of young children. Students will learn to use materials, supplies, and equipment found in childcare situations through their classroom and laboratory experiences.

### Student Learning Outcomes

Successful completers of this program will be able to:

- plan a safe, healthy learning environment.
- advance children's physical and intellectual development.
- implement positive strategies to support children's social and emotional development.
- establish productive relationships with families.
- implement strategies to manage an effective program operation.
- maintain a commitment to professionalism.
- be familiar with a variety of observing and recording techniques to document children's development.
- understand and apply principles of child growth and development.

The program length for a full-time student in the Early Childhood Education program is two (2) semesters and two (2) summer terms. The program costs are approximately \$3,562 for tuition and fees and approximately \$1,738 for books and supplies.

### GRADUATION REQUIREMENTS (Suggested Schedule)

		<u>Summer II Term</u>	<b>Credit Hours</b>
MAT	1203	Technical Mathematics (or higher-level math course)	3
 <u>Fall Semester</u>			
ECED	1071	*Introduction to Practicum	1
ECED	1082	*Practicum I	2
ECED	1053	*Environments in Early Childhood	3
ECED	1063	*Foundations of Early Childhood Education	3
HOEC	2153	Tech Child Development	3
HOEC	1113	Tech Curriculum Development for Infants and Toddlers	3
CFA	1103	Tech Computer Fundamentals (or higher-level computer course)	3
 <u>Spring Semester</u>			
HOEC	2083	Tech Observation and Assessment in Early Childhood Education	3
HOEC	2073	Tech Child Guidance	3
HOEC	2033	Tech Child Care Practicum II	3
HOEC	2103	Tech Methods and Materials	3
COM	1203	Tech Communications or higher-level composition course	3
ECED	1043	*Development and Curriculum in Early Childhood	3
<b>*Courses required for Child Development Associate Certificate of Proficiency (see page 12 of this booklet)</b>			<b>(*12)</b>
 <u>Summer I Term</u>			
HOEC	2143	Tech Childcare Program Planning	3
HOEC	2173	Tech Children with Special Needs	3
<b>Exit: Early Childhood Education Technical Certificate</b>			<b>45</b>

## ELECTROMECHANICAL TECHNOLOGY

### Program Description

The Electromechanical Technology (ET) program is designed to prepare individuals for entry-level jobs in industrial settings that require electrical and mechanical skills. While the program focuses primarily on industrial settings, graduates of the program are prepared for maintenance jobs in a variety of workplaces such as schools, hospitals, banks, government agencies, and independent contractors.

Upon satisfactory completion of the first semester of the Electromechanical Technology program, students will earn a certificate of proficiency in Industrial Equipment Repair. This certificate of proficiency acknowledges that the student has developed basic competencies in industrial electricity and mechanics for limited entry-level maintenance jobs (usually outside of the industrial setting unless the student has multiple years of maintenance work experience).

Students continuing on to satisfactorily complete the one-year Electromechanical Technology program will earn a technical certificate. Graduates of the Electromechanical Technology program should possess those skills necessary to compete for entry-level maintenance jobs in a variety of workplace settings and apprentice/trainee positions in the industrial setting. Students pursuing high-demand, high-wage maintenance jobs in the industrial setting should note that these jobs usually require advance training (at least two years) and/or maintenance work experience. Some of the courses in the Electromechanical Technology program may be offered both day and night to accommodate rotation shift workers provided there is sufficient enrollment to support duplicate offerings.

Graduates of the Electromechanical Technology program desiring to receive advanced training may continue their studies by enrolling in the second year program, Electromechanical Technology-Instrumentation, which leads to an advanced technical certificate. With the successful completion of three to five additional courses beyond the advanced technical certificate, a student can earn an Associate of Science in Industrial Technology degree.

### Student Learning Outcomes

Successful completers of this program will be able to:

- perform reading for the purpose of machining, quality checks, or assembly of components for assembly and will have an understanding as to how tolerances affect equipment runability.
- safely work with machine shop, hand and power tools and perform precise measurements with layout tools.
- demonstrate an understanding of power components to include: bearings and seals, chains and sprockets, speed reducers and pumps.
- understand and utilize precision maintenance practices and be able to perform equipment shaft alignment by straight edge, dial indicator and laser alignment methods. Also demonstrate the importance of balancing and vibration analysis and its effect on the facility's return on investment.
- read and understand components of hydraulic circuits, and demonstrate troubleshooting techniques through trainer exercises.

The length of the Electromechanical Technology Technical Certificate for a student attending full-time is two (2) semesters and one (1) summer term. Program costs are approximately \$3,136 for tuition and fees are \$1,096 for books and supplies.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

		<u>Fall Semester</u>	<u>Credit Hours</u>
MAT	2214	Advanced Industrial Math <b>OR</b> **MATH 0183 Intermediate Algebra (3 Credit Hours)	4
ELM	1064	Industrial Electricity	4
ELM	1074	Industrial Mechanics	4
ELM	1033	Industrial Diagrams	3
ELM	1012	Maintenance Welding	2
<b>Exit: Industrial Equipment Repair Certificate of Proficiency</b>			<b>(16-17)</b>
		<u>Spring Semester</u>	
ELM	1054	Industrial Circuits & Controls	4
ELM	2084	Advanced Industrial Mechanics	4
ELM	1043	Pneumatics & Hydraulics	3
ENGL	1013	**Composition I <b>OR</b> COM 1203 Tech Communications	3
CIS	1013	**Introduction to Computer-based Systems (or higher-level) <b>OR</b> CFA 1103 Tech Computer Fundamentals	3
		<u>Summer I Term</u>	
ELM	1023	Basic Machine Shop	3
COM	1102	Employability Skills/Ethics **Required for AAS	2
<b>Exit: Electromechanical Technology Technical Certificate</b>			<b>38-39</b>

## ELECTROMECHANICAL TECHNOLOGY – INSTRUMENTATION

### Program Description

The Electromechanical Technology-Instrumentation (ETI) program is designed to provide students with advanced industrial electromechanical skills with an emphasis in electrical motors, AC drives, DC controls, programmable logic controllers, instrumentation, and precision maintenance. Graduates of the ETI program should possess the solid foundational knowledge and maintenance skills necessary to successfully compete for high-demand, high-wage jobs in advanced technological workplace settings. Examples of such maintenance jobs includes electrical and instrumentation technicians, electrical and mechanical technicians, industrial mechanics, millwrights and other related jobs. It should be noted, however, that work experience is necessary to becoming a master technician in this career field.

The course prerequisites for enrolling in the Electromechanical Technology-Instrumentation (ETI) program are satisfactory completion of all the courses required for the one-year Electromechanical Technology Technical Certificate. Additionally, all the credits earned in ETI program will apply toward an Associate of Applied Science (AAS) in Industrial Technology degree. Students ultimately desiring to pursue the AAS in Industrial Technology should make note of the general education course requirements when scheduling their classes each semester or term.

### Student Learning Outcomes

Successful completers of this program will be able to:

- promote a safe working environment.
- troubleshoot and wire electrical equipment.
- perform mechanical adjustments and repairs.
- calibrate instrument devices.
- describe industrial process control loops.
- wire and program programmable logic controllers (PLCs).

The length of the Electromechanical Technology-Instrumentation program for a full-time student is two (2) semesters. The approximate program costs are \$2,286 for tuition/fees and \$619 for books and supplies. *NOTE: Students must have completed Electromechanical Technology technical certificate to enroll in the following courses.*

### **GRADUATION REQUIREMENTS**

(Suggested Schedule)

#### Fall Semester

EIT	2103	Industrial Electric Motors/AC Drives	3
EIT	1704	Solid State/Analog Circuits	4
EIT	2613	DC Controls	3
EIT	1123	Industrial Safety	3

#### Spring Semester

EIT	2155	Programmable Logic Controls	5
EIT	2145	Instrumentation	5
EIT	1112	Precision Maintenance	2
EIT	2133	Basic Digital Technology	3

**Exit: Electromechanical Technology-Instrumentation  
Advanced Technical Certificate 28**

**ASSOCIATE OF APPLIED SCIENCE – INDUSTRIAL TECHNOLOGY  
GRADUATION REQUIREMENTS  
(Suggested Schedule)**

			<b>Credit Hours</b>
<b><u>Fall Semester</u></b>			
MATH	0183	Intermediate Algebra or higher-level mathematics course	3
ELM	1064	Industrial Electricity	4
ELM	1074	Industrial Mechanics	4
ELM	1033	Industrial Diagrams	3
ELM	1012	Maintenance Welding	2
<b>Exit: Industrial Equipment Repair Certificate of Proficiency</b>			<b>(16)</b>
<b><u>Spring Semester</u></b>			
ELM	1054	Industrial Circuits & Controls	4
ELM	2084	Advanced Industrial Mechanics	4
ELM	1043	Pneumatics & Hydraulics	3
ENGL	1013	Composition I	3
CIS	1013	Introduction to Computer-based Systems or higher-level computer course	3
<b><u>Summer I Term</u></b>			
ELM	1023	Basic Machine Shop	3
COM	1102	Employability Skills/Ethics	2
<b>Exit: Electromechanical Technology Technical Certificate</b>			
<b><u>Fall Semester</u></b>			
EIT	2103	Industrial Electric Motors/AC Drives	3
EIT	1704	Solid State/Analog Circuits	4
EIT	2613	DC Controls	3
EIT	1123	Industrial Safety	3
<b><u>Spring Semester</u></b>			
EIT	2155	Programmable Logic Controls	5
EIT	2145	Instrumentation	5
EIT	1112	Precision Maintenance	2
EIT	2133	Basic Digital Technology	3
<b>Exit: Electromechanical Instrumentation Technology Advanced Technical Certificate</b>			
ENGL	1023	Composition II	3
<b><u>One of the following courses:</u></b>			<b>3</b>
PSY 1013 Introduction to Psychology			
HIST 1013 Survey of Civilization I			
HIST 1023 Survey of Civilization II			
HIST 2213 American History I			
HIST 2223 American History II			
SOC 2213 Introduction to Sociology			
PSCI 2213 American National Government			
<b>Exit: Associate of Applied Science in Industrial Technology Degree</b>			<b>72</b>

**EMERGENCY MEDICAL TECHNICIAN-BASIC  
Certificate of Proficiency**

**Program Description**

EMT-Basic Course is an introductory study of emergency medical pre-hospital care. The course prepares individuals for employment as a Basic EMT. It follows the national standard curriculum set forth by the Department of Transportation. Instruction includes standard of care, legal/ethical issues, and pre-hospital procedures and techniques performed during emergencies. Upon successful completion, the EMT candidate will meet the requirements to challenge the National Registry EMT-Basic examination. NOTE: *EMT-Basic is a prerequisite for the Paramedic program (offered on the McGehee campus).*

The EMT-Basic Certificate of Proficiency can be obtained in one (1) semester. The costs are approximately \$641 for tuition and fees and approximately \$150 for books and supplies.

**MAJOR REQUIREMENTS SCHEDULE**

		<b><u>Fall or Spring Semester</u></b>	<b>Credit Hours</b>
EMT	1138	Emergency Medical Technician-Basic	8

**Exit: Emergency Medical Technician-Basic  
Certificate of Proficiency**

*EMT-Basic is a prerequisite for the Paramedic program*

**Specific Requirements:**

- 120 hours in theory
- 24 hours in the hospital
- 24 hours in the ambulance (six emergency runs)
- 8 hours in extrication by State of Arkansas (can use videos, PowerPoint presentations or work with the fire department when training in extrication)

## HEALTH INFORMATION TECHNOLOGY

### Program Description

The Health Information Technology program is designed to provide individuals with opportunities to acquire the knowledge and skills needed to become a medical assistant, medical office assistant, medical transcriptionist, medical insurance coder, or medical insurance technician with emphasis on the analysis of medical records. **Note:** Medical coders must take and pass the national certification examinations that are administered through various accrediting agencies.

Several of the courses required for the Health Information Technology technical certificate are also required for the Administrative Office Technology technical certificate. Students who want to broaden their knowledge bases and enhance business skills may complete both technical certificates.

### Student Learning Outcomes

Successful completers of this program will be able to:

- demonstrate the knowledge and skills necessary to provide support in health care office environments.
- demonstrate the ability to effectively communicate pertinent information to patients, billing specialists and members of the medical team.
- use instruction, information, and training related to academic and technical skills required to enhance career-related skills in technology, ethics and professionalism.

The length of this program is two (2) semesters and one (1) summer term. Tuition and fees will cost approximately \$2,885 and books and supplies are approximately \$2,220.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

<u>Fall Semester</u>			Credit Hours
BUS	1203	Tech Keyboarding	3
BUS	2003	Tech Business English or higher-level composition course	3
HIT	1133	Tech Medical Terminology	3
HIT	1033	Tech Medical Coding I	3
HIT	1022	Tech Law and Ethics in Healthcare	2
NUR	1514	PN Anatomy & Physiology	4
<b>Exit: Healthcare Office Skills Certificate of Proficiency</b>			<b>18</b>
<u>Spring Semester</u>			
BUS	1303	Tech Computer Applications for Business <b>OR</b>	3
CIS	2223	Microcomputer Application	
HIT	2053	Tech Reimbursement Methodologies	3
HIT	2043	Tech Medical Coding II	3
BUS	2143	Tech Business Mathematics or higher-level mathematics course	3
HIT	1063	Tech Medical Office Procedures	3
<u>Summer I Term</u>			
<b><u>Two of the following courses:</u></b>			
HIT	2083	Tech Electronic Health Records	3
HIT	2073	Tech Procedural Coding	3
HIT	2013	Tech Medical Transcription	
HIT	2023	Tech Advanced Medical Terminology	
BUS	2163	Tech Spreadsheet Applications	
<b>Exit: Health Information Technology Technical Certificate</b>			<b>39</b>

## HEALTH PROFESSIONS

### Program Description

The Health Professions Technical Certificate is designed to provide successful students with instruction that assists in mastery of core knowledge and skills to provide the foundation for various health professions. Students exiting the program with a technical certificate in Health Professions may go directly into the healthcare support workforce as nursing assistants, emergency medical technicians, community health workers or phlebotomists (depending on emphasis chosen); or continue on for advanced training and education.

The length of this program is two (2) semesters and one (1) summer term. Tuition and fees will cost approximately \$2,570 and books and supplies are approximately \$1,150.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

<u>Fall Semester</u>			Credit Hours
NUR	1514	PN Anatomy and Physiology <b>OR</b> BIOL 2233 Anatomy and Physiology I <b>AND</b> BIOL 2291 Anatomy and Physiology I Lab	4
HIT	1022	Tech Law and Ethics in Healthcare	2
HIT	1113	Tech Medical Terminology (or higher-level medical terminology course)	3
PHL	1013	Tech Orientation to Clinical Experiences	3
MAT	1203	Tech Math (or higher-level mathematics course)	3
			(15)
<u>Spring Semester</u>			
CFA	1103	Technical Computer Fundamentals (or higher-level computer course)	3
COM	1203	Tech Communication (or higher-level composition course)	3
NA	1017	Nursing Assistant	7
			<b>4 Credits from the following:</b>
HIT	2023	Tech Advanced Medical Terminology	3
BUS	1631	Introduction to E-mail and Internet	1
COM	1102	Employability Skills/Ethics	2
BIOL	2243	Anatomy and Physiology II	3
BIOL	2301	Anatomy and Physiology II Lab	1
PSY	1013	Introduction to Psychology	3
SOC	2213	Introduction to Sociology	3
			(17)
<u>Summer I Term</u>			
PE	2113	Nutrition	3
<b>Exit: Technical Certificate in Health Professions With a Nursing Assistant/Pre-Practical Nursing Emphasis*</b>			<b>35</b>

*\*Health Professions Technical Certificates with an EMT/Pre-Paramedic Emphasis or a Phlebotomy/Clinical Laboratory Technician Emphasis may be offered if there is sufficient demand.*

## HOSPITALITY SERVICES

### Program Description

The Hospitality Skills certificate of proficiency provides students with the basic knowledge needed for entry-level employment in food-service and lodging industries. Upon completion of the HOSP 1023 Safety and Sanitation course students will be prepared to earn the ServSafe™ national certification. The Hospitality Services certificate of proficiency can be earned in one semester.

The Hospitality Services program is designed to provide individuals with the knowledge, skills, and technical ability appropriate for employment in a wide variety of positions in the hospitality industry. This program includes supervised internships with work-related experiences to simulate realistic problems and opportunities. Students may seek careers in the field of hotel and restaurant management, tourism, or guest services. This program prepares students for entry-level positions in the hospitality industry as well as enhancing the skills of individuals currently employed in lodging, gaming, entertainment venues, and restaurants.

### Student Learning Outcomes

Successful completers of this program will be able to:

- demonstrate safety and sanitation in the food and lodging industry.
- identify and safely utilize commercial tools and equipment.
- demonstrate the skills and behaviors required during customer involvement to analyze, judge and act in ways that contribute to customer satisfaction.
- demonstrate knowledge of operations relative to the provisions of goods and services in the hospitality foodservice and hotel management industries.
- demonstrate effective written and interpersonal communication skills.
- understand the various career opportunities and options within the hospitality foodservice and hotel industry.
- demonstrate fundamental supervisory responsibilities.

The length of this program is two (2) semesters and one (1) summer term. Tuition and fees will cost approximately \$2,888 and books and supplies will cost approximately \$1,503.

### **GRADUATION REQUIREMENTS**

(Suggested Schedule)

<u>Fall Semester</u>			<b>Credit Hours</b>
HOSP	1023	Safety and Sanitation	3
HOSP	1033	Hospitality Customer Service Relations	3
HOSP	1043	Introduction to Hospitality Operations	3
HOSP	1093	Culinary Fundamentals	3
BUS	2003	Tech Business English (or higher-level composition course)	3
CFA	1103	Tech Computer Fundamentals (or higher-level computer course)	3
<b>Exit: Hospitality Skills Certificate of Proficiency</b>			<b>18</b>
<u>Spring Semester</u>			
HOSP	1103	Culinary Preparation and Presentation	3
HOSP	1063	Principles of Lodging Operations	3
HOSP	1073	Supervision Concepts for Hospitality Services	3
HOSP	1113	Principles of Baking	3
BUS	2143	Tech Business Mathematics (or higher-level mathematics course)	3
<u>Summer I Term</u>			
HOSP	1082	Internship in Hospitality Services	2
<b>Exit: Hospitality Services Technical Certificate</b>			<b>35</b>

**NURSING ASSISTANT  
Certificate of Proficiency**

**Program Description**

The Nursing Assistant (NA) program focuses on providing knowledge and skills specific to nursing assistant duties. Students will be provided classroom, applied lab, and clinical training in long-term health care facilities. Students who successfully complete the NA program are eligible to take the skills and written examination that leads to Arkansas State Certification. Those students who successfully become certified are placed on the State Registry as a Certified Nurse Assistant (CNA).

The Nursing Assistant Certificate of Proficiency can be obtained in one (1) semester. The costs are \$653 for tuition and fees and approximately \$124 for books and supplies.

**MAJOR REQUIREMENTS SCHEDULE**

		<b><u>Fall or Spring Semester</u></b>	<b>Credit Hours</b>
NA	1017	Nursing Assistant	7
<b>Exit: Nursing Assistant Certificate of Proficiency</b>			

## PRACTICAL NURSING

### Program Description

The Practical Nursing (PN) program is approved by the Arkansas State Board of Nursing with regular evaluations to ensure a quality education in the nursing field. The program is designed to prepare qualified individuals to meet community nursing needs and perform those functions which are generally recognized as being within the scope of practical nursing and where the skill of registered nursing is not required. Practical nursing is a career that offers many rewards including the satisfaction that comes from helping others. The practical nursing student is prepared for giving direct and primary nursing care under the immediate supervision of the instructor/clinical instructor, physicians, and staff nurses of the cooperating clinical facilities.

### Student Learning Outcomes

Successful completers of this program will be able to:

- utilize the nursing process when providing nursing care to a variety of patients across the life span.
- safely and efficiently perform skills and procedures within the scope of LPN practice.
- practice within the accepted ethical-legal nursing framework.
- assume responsibility for continuing personal and professional growth.
- use effective communication skills in interactions with patients, families, and other members of the health care team.
- function effectively as a member of the health care team.

To be considered for the Practical Nursing program, applicants must take the ACT, ASSET, COMPASS, or SAT exam. Applicants will be ranked for program acceptance based upon academic and other specific criteria outlined in a separate publication. The top applicants, not to exceed the Arkansas State Board maximums for instructor-student ratio, will be accepted into the Practical Nursing program provided all of the following conditions are met:

- Applicant must be a high school graduate or high school equivalency (GED) graduate;
- Applicant must complete UAM enrollment requirements;
- Applicant must attend and complete all orientations, appointments, assessments, and study sessions required; and
- Applicant must declare their chosen PN track in writing and meet all prerequisite courses required.

### Applying for the Practical Nursing Program

Applicants must complete the following activities (not necessarily in the order listed) to apply for the UAM CTC Practical Nursing program:

- Submit an admission application to UAM CTC and meet all admission requirements.
- Submit an application to the Practical Nursing program at UAM CTC.
- Declare PN Track (AASN or Technical).
- Successfully complete all prerequisites (with the exception of mathematics and English) within the past five (5) years with a grade of "C" or higher.
- Have an ASSET, ACT, COMPASS, or SAT test that meets the minimum requirements specified in the chart below. See supplemental handout for additional testing information.

<u>Test</u>	<u>Reading</u>	<u>Writing or English</u>	<u>Math</u>
ACT	17	15	17
ASSET	40	40	40
COMPASS	76	48	43
SAT		Verbal-400	480

Students are enrolled into the program once a year beginning with the fall semester. The curriculum of the program is standardized to meet the approval of the Arkansas State Board of Nursing. Regular evaluations are conducted by the Arkansas State Board of Nursing (ASBN) to ensure continued quality education. The program evaluation and the annual pass rate of graduates on the licensure exam must be within ASBN's established standards in order for the program to receive continued approval.

**Prerequisites for the Associate of Applied Science in Nursing or the  
Practical Nursing Technical Certificate:**

BIOL	2233	Anatomy & Physiology I (Corequisites: ENGL 1013; BIOL 1063 recommended)
BIOL	2291	Anatomy & Physiology I Lab (Corequisite: BIOL 2233)
BIOL	2243	Anatomy & Physiology II (Prerequisites: BIOL 2233; CHEM 1023 Corequisite for CHEM 1023: ENGL 1013; MATH 0183 or equivalent)
BIOL	2301	Anatomy & Physiology II Lab (Corequisite: BIOL 2243)
ENGL	1013	Composition I (or higher-level composition course)
MATH	183	Intermediate Algebra (or higher-level mathematics course)
PE	2113	Nutrition
NA	1017	Nursing Assistant
CIS	1013	Introduction to Computer-based Systems (or higher-level computer course)

**OR**

**Prerequisites for Practical Nursing Technical Certificate Only:**

COM	1203	Tech Communication (or higher-level composition course)
MAT	1203	Tech Mathematics (or higher-level mathematics course )
NUR	1514	PN Anatomy & Physiology
PE	2213	Nutrition
NA	1017	Nursing Assistant
CFA	1103	Tech Computer Fundamentals (or higher-level computer course)

Applicants eligible for consideration should schedule a placement exam. The exam can be taken only once per year. Entrance exam requirements must be met to be eligible to take a placement exam. The top ranking applicants, not to exceed twenty (20), will be accepted into the Practical Nursing program provided all of the following conditions are met:

- Submit transcripts as proof of high school graduation or GED
- Submit transcripts from all colleges and/or technical schools attended
- Attend a scheduled nursing career orientation
- Attend a scheduled Practical Nursing program orientation
- Complete a personal conference with the UAM CTC Practical Nursing program Committee
- Complete a *Student Acknowledgement Statement Form*
- Complete a scheduled individual learning assessment
- Complete scheduled study skills sessions at UAM CTC
- **Provide evidence of the following:**
  - Proof of immunization against measles, mumps and rubella (two doses each).
  - A current TB skin test (and a chest x-ray if TB skin test is positive)
  - A signed Hepatitis B acknowledgement waiver or evidence of the first of three shots

NOTE: If candidates do not meet stated conditions/requirements, other candidates—designated as alternates—will be enrolled provided they have met all enrollment conditions/requirements. Alternates accepted will not exceed the enrollment maximum.

Practical Nursing students may choose to continue their studies and earn an Associate of Applied Science in Nursing or an Associate of Applied Science in General Technology degree.

Estimated program costs for the 42 credit hours are approximately \$3,597 for tuition and fees and approximately \$2,172 for books and supplies (does not include pre-requisites).

**PRACTICAL NURSING  
GRADUATION REQUIREMENTS**

**Please Note:** Prerequisites for the Associate of Applied Science Nursing Degree and the Practical Nursing Technical Certificate are listed on **page 25:**

**Major Requirements for Students Seeking an  
Associate of Applied Science in Nursing Degree  
or a Practical Nursing Technical Certificate**

<b><u>Fall Semester</u></b>			<b>Credit Hours</b>
NUR	1162	PN Nursing of Geriatrics/Management	2
NUR	1231	PN Nursing of Mother & Infant	1
NUR	1117	PN Basic Nursing Principles & Skills	7
NUR	1002	PN Pharmacology	2
NUR	1242	PN Nursing of Children	2
NUR	2264	PN Clinical I	4
<b><u>Spring Semester</u></b>			
NUR	1317	PN Adult Medical-Surgical Nursing I	7
NUR	1101	PN Vocational/Legal/and Ethics	1
NUR	1203	PN IV Therapy	3
NUR	2151	PN Mental Health & Illness	1
NUR	2326	PN Clinical II	6
<b><u>Summer I Term</u></b>			
NUR	2422	PN Adult Medical-Surgical Nursing II	2
NUR	2414	PN Clinical III	4
<b>Exit: Practical Nursing Technical Certificate</b>			<b>42</b>

## WELDING TECHNOLOGY

### Program Description and Student Learning Outcomes

The increased demand for certified welders has generated a need to offer in-depth training and lab experiences necessary for the development of combination and advanced welding skills required for certification in multiple areas. The Welding Technology program is designed to meet those objectives. Students will be trained in Shielded Metal Arc Welding (SMAW), Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW), and Pipe Welding.

The Welding Technology program is designed to provide hands-on training in the lab. Students who successfully accomplish welding skills in accordance with established proficiency standards will be eligible to earn various American Welding Society certifications. Classes are scheduled to accommodate area high school students who would like to attend the program for concurrent credit which awards both high school and college credit. The one-year technical certificate program may be continued to an Associate of Applied Science in General Technology degree.

Successful completers of this program will be able to:

- demonstrate proper oxy-fuel cutting process (OFC), and torch adjustments, with emphasis on safety.
- demonstrate the ability to produce sound and discontinuity-free welds, with the Shielded Metal Arc process (SMAW) in the 1G, 2G, 3G, and 4G positions.
- demonstrate the ability to produce quality welds in all positions using the Gas Metal Arc process (GMAW).
- demonstrate the ability to produce quality welds in all positions using the Gas Tungsten Arc process (GTAW).
- demonstrate the ability to produce sound and discontinuity-free welds on pipe using both the SMAW and STAW process in the 2G, 5G, and 6G positions.

The program length for a full-time student is two (2) semesters and one (1) summer term. The program costs are approximately \$3,212 for tuition and fees and approximately \$745 for books and supplies. *Tests for welding certifications are in addition to the tuition and fees and are based on the type of test being taken.*

Individuals who desire only a Certificate of Proficiency in welding may complete the 11 credit hours indicated with an asterisk (\*) in the suggested schedule below.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

		<u>Fall Semester</u>	<b>Credit Hours</b>
WELD	1103	Blueprint Reading	3
WELD	1115	*Basic Welding	*5
WELD	1215	*SMAW (Shielded Metal Arc Welding)	*5
WELD	1401	*Welding Lab I	*1
MAT	1203	Technical Mathematics or higher-level math course	3
		<b>*Exit: Welding Certificate of Proficiency <u>OR</u></b>	<b>*11</b>
		<b>continue to Welding Technical Certificate.</b>	
		<b>(NOTE: If student plans to continue he/she should also complete WELD 1103 and MAT 1203 as outlined above.)</b>	<b>17</b>
		 <u>Spring Semester</u>	
WELD	1315	GTAW (Gas Tungsten Arc Welding)	5
WELD	1415	GMAW (Gas Metal Arc Welding)	5
WELD	1501	Welding Lab II	1
COM	1203	Technical Communications (or higher-level composition course)	3
CFA	1103	Tech Computer Fundamentals (or higher-level computer course)	
		 <u>Summer I Term</u>	
WELD	1513	Pipe Welding	3
		 <b>Exit: Welding Technology</b>	<b>37</b>
		<b>Technical Certificate</b>	

## ASSOCIATE OF APPLIED SCIENCE IN GENERAL TECHNOLOGY

Students attending UAM CTC may enter a program that allows them to earn an Associate of Applied Science degree. The courses required for the AAS will be offered on the UAM CTC campus.

**Option 1:** A student completes all the requirements for a one-year technical certificate. A student must also complete the required 15 hours of general education courses plus additional elective hours (either technical or non technical courses) for a total of 64 credit hours.

**Required General Education Courses: 15 hours**

ENGL 1013 Composition I

ENGL 1023 Composition II

**One of the following:**

MATH 0183 Intermediate Algebra **or**

MATH 1043 College Algebra (or higher-level math course)

**One of the following:**

CIS 1013 Introduction to Computer-based Systems **or**

CIS 2223 Microcomputer Applications

**One of the following, appropriate for the field of study:**

ECON 2203 Principles of Macroeconomics

ECON 2213 Principles of Microeconomics

HIST 1013 Survey of Civilization I

HIST 1023 Survey of Civilization II

HIST 2213 American History I

HIST 2223 American History II

PSY 1013 Introduction to Psychology

SOC 2213 Introduction to Sociology

PSCI 2213 American National Government

*All of the general education courses, with the exception of MATH 0183, may be applied toward a baccalaureate degree at UAM or transferred to another university.*

**Option 2:** A student completes 28 hours in a major technical area **and** 21 hours in the technical core of support courses from other related technical disciplines **and** completes 15 hours of required general education courses. With the approval of the academic advisor or unit head and the Vice-Chancellor of Academic Affairs, the student may select courses from one or more technical disciplines and develop a coherent technical program that will prepare him/her for employment in occupational and technical fields.

**Required General Education Courses: 15 hours**

ENGL 1013 Composition I

ENGL 1023 Composition II

**One of the following:**

MATH 0183 Intermediate Algebra **or**

MATH 1043 College Algebra (or higher-level math course)

**One of the following:**

CIS 1013 Introduction to Computer-based Systems **or**

CIS 2223 Microcomputer Applications

**One of the following, appropriate for the field of study:**

ECON 2203 Principles of Macroeconomics

ECON 2213 Principles of Microeconomics

HIST 1013 Survey of Civilization I

HIST 1023 Survey of Civilization II

HIST 2213 American History I

HIST 2223 American History II

PSY 1013 Introduction to Psychology

SOC 2213 Introduction to Sociology

PSCI 2213 American National Government

*All of the general education courses, with the exception of MATH 0183, may be applied toward a baccalaureate degree at UAM or transferred to another university.*