

**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 or 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;
11. preparing students to live and work in a technological and global society.

**ACCREDITATIONS/CERTIFICATIONS**

UAM CTC is accredited by the North Central Commission on Accreditation and School Improvement. 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.

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

Administration

Vice Chancellor	Linda Rushing
Associate Vice Chancellor of Technical Education	Misty Paschall
Director of Adult Education/Project Coordinator	Janie Carter
Student Services Coordinator	Mitch Powell
Administrative Specialist III	Susan Smith
Fiscal Support Specialist	Patricia Todd
Fiscal Support Specialist	Lorraine Carr
Administrative Specialist III	Stephanie Morgan
Administrative Specialist II	Jennifer Norrell
Maintenance Supervisor	Thomas Oden, Jr.

Faculty

Administrative Office Technology	Sherry Harris
Computer Maintenance/Networking	B. J. Vail, Jr.
Electromechanical Technology	Kirk Kemp
Electromechanical Technology	Thomas Swan
Health Information Technology	Tonya Loe
Hospitality Services	Alice Lindsey
Electromechanical Technology	Gary Stevenson
Practical Nursing	Shela Upshaw
Practical Nursing – Clinical Instructor	Brandi Maxwell
Welding Technology	Jimmy DuBose

Instructional Support Services

Counselor	Linda Tucker
Career Pathways Director	Caleb Walsh
Career Pathways Counselor & Student Advisor	Rubye Emerson-Graham
Career Pathways Employability Specialist	Steven Wooten, II
Career Pathways Administrative Specialist III	Dee Dee Smith
Information Technology Coordinator	Landon Mercer
Math and Communications	Carolyn Hart
Adult Education	Rhonda Avery
Adult Education	Remona Bishop
Adult Education & Employability/Computer Instruction	Sonia Bradford
Adult Education	Yulanda Lowry
Adult Education	Kathy Martin
Adult Ed Administrative Specialist III	Carlene Bryant
Adult Ed Administrative Specialist III	Donna Rogers
Adult Ed Paraprofessional	Marilyn Spurlock

**UNIVERSITY OF ARKANSAS AT MONTICELLO**  
**2009-2010 CALENDAR**

**Summer II 2009**

June 29 (Mon) – Application deadline for regular registration.  
July 2 (Thurs) – Self registration for Summer II.  
July 3 (Fri) – Observance of Independence Day Holiday. Offices and classes closed.  
July 6 (Mon) – Registration for undergraduate and graduate classes. First day of classes.  
July 7 (Tues) – Last day to register or add classes.  
July 30 (Thurs) – Last day to drop an undergraduate class. Grade will be W.  
August 4 (Tues) – Last day of undergraduate classes. Final exams.  
August 7 (Fri) – Summer conferral of degrees.

**Fall 2009**

August 17 (Mon) – Application deadline for regular registration. Tuition and fees due for preregistered students. Schedule changes for preregistered students.  
August 18-21 (Tues-Fri) – Professional Development for faculty and staff.  
August 24 (Mon) – Schedule changes. New student orientation. Night registration.  
August 25 (Tues) – Open registration.  
August 26 (Wed) – First day of classes (regular and first 8-week fast-track\* classes).  
September 1 (Tues) – Last day to register or add classes.  
September 7 (Mon) – Labor Day Holiday. Offices and classes closed.  
September 19 (Sat) – Parent/Family Appreciation Day.  
October 5 (Mon) – Last day to drop with a W in first 8-week fast-track\* classes.  
October 9 (Fri) – Deadline to apply for May graduation.  
October 14 (Wed) – Last day to withdraw from first 8-week fast-track\* classes.  
October 19 (Mon) – Last day of first 8-week fast-track\* classes.  
October 20 (Tues) – First day of second 8-week fast-track\* classes.  
October 24 (Sat) – Homecoming.  
November 9 (Mon) – Preregistration for Spring 2010 begins.  
November 11 (Wed) – Last day to drop with a W in regular classes; not applicable to fast-track\* classes.  
November 20 (Fri) – Preregistration for Spring 2010 ends.  
November 25 (Wed) – Classes closed.  
November 26-27 (Thurs-Fri) Thanksgiving Holiday. Offices and classes closed.  
November 30 (Mon) – Last day to drop with a W in second 8-week fast-track\* classes.  
December 8 (Tues) – Last day to withdraw from class (regular and second 8-week fast-track\* classes).  
December 11 (Fri) – Last day of classes.  
December 14-18 (Mon-Fri) – Final exam period.  
December 23 (Wed) – Fall conferral of degrees.

**Spring 2010**

January 4 (Mon) – Application deadline for regular registration.  
Tuition and fees due for preregistered students.  
January 11 (Mon) – Schedule changes. New student orientation. Night registration.  
January 12 (Tues) – Open registration.  
January 13 (Wed) – First day of classes (regular and first 8-week fast-track\* classes).  
January 18 (Mon) – Martin Luther King Holiday. Offices and classes closed.  
January 20 (Wed) – Last day to register or add classes.  
February 22 (Mon) – Last day to drop with a W in first 8- week fast-track\* classes.  
March 3 (Wed) – Deadline to file for August and December graduation.  
March 3 (Wed) – Last day to withdraw from first 8-week fast-track\* classes.  
March 8 (Mon) – Last day of first 8-week fast-track\* classes.  
March 9 (Tues) – First day of second 8-week fast-track\* classes.  
March 22-26 (Mon-Fri) – Spring Break.  
April 5 (Mon) – Preregistration for Summer and Fall 2010 begins.  
April 7 (Wed) – Last day to drop with a W in regular classes; not applicable to fast-track\* classes.  
April 16 (Fri) – Preregistration for Summer and Fall 2010 ends.  
April 21 (Wed) – Last day to drop with a W in second 8- week fast-track\* classes.  
April 29 (Thurs) – Last day to withdraw from class (regular and second 8-week fast-track\* classes).  
May 4 (Tues) – Last day of classes.  
May 5-11 (Wed-Tues) – Final exam period.

May 14 (Fri) – Commencement.

### **Summer I 2010**

May 24 (Mon) – Application deadline for regular registration.

May 28 (Fri) – Self registration for Summer I.

May 31 (Mon) – Memorial Day Holiday. Offices and classes closed.

June 1 (Tues) – Registration for undergraduate classes and graduate forestry classes. First day of classes.

June 2 (Wed) – Last day to register or add classes.

June 7 (Mon) – Registration and first day of 3-week graduate education classes.

June 22 (Tues) – Last day to drop a 3-week graduate education class. Grade will be W.

June 24 (Thurs) – Commencement for UAM College of Technology at Crossett.

June 25 (Fri) – Last day of 3-week graduate education classes. Final exams for those classes.

June 25 (Fri) – Last day to drop an undergraduate class. Grade will be W.

June 25 (Fri) – Commencement for UAM College of Technology at McGehee.

June 29 (Tues) – Registration for Summer II.

June 30 (Wed) – Last day of undergraduate classes. Final exams.

June 30 (Wed) – Fiscal year end close out. No registrations on this date.

## **ADMISSIONS INFORMATION**

University of Arkansas at Monticello College of Technology-Crossett requirements for admissions 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 is a Summer I Term and a Summer II Term. The number of credits required to meet graduation requirements varies from program to program as outlined in the program descriptions and as follows:

Administrative Office Technology – Technical Certificate, 39 Credits  
Computer Maintenance/Networking – Technical Certificate, 39 Credits  
Electromechanical Technology – Technical Certificate, 38-39 Credits  
Electromechanical Instrumentation Technology – Advanced Technical Certificate, 28 Credits **(this does not include prerequisites)**  
Health Information Technology – Technical Certificate, 39 Credits  
Hospitality Services – Technical Certificate, 35 Credits  
Practical Nursing – Technical Certificate, 42 Credits **(this does not include prerequisites)**  
Welding Technology – Technical Certificate, 37 Credits  
Associate of Applied Science Degree in Industrial Technology – 72 Credits  
Associate of Applied Science Degree in General Technology – 64 Credits

## 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 \$63.00 per credit hour for all semesters and terms. A technology fee of \$5.00 and a facilities fee of \$2.00 per credit hour per semester or term will be required of all students, along with an assessment fee of \$5.00 per semester or \$2.50 per summer term.

Tuition is \$63.00 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 \$5.00 and a facilities fee of \$2.00 per credit hour per semester or term will be required of all students, along with an assessment fee of \$5.00 per semester or \$2.50 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 \$55 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. Students should note any specific attendance requirements listed in course syllabi. Attendance will be recorded for each student by course and reported as required by the University of Arkansas at Monticello.

## 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 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:

<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.

Fall & Spring Semesters	Summer Session*
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. The only exceptions are those students who are below the age of 18 who 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.

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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.

## 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.

### Curriculum

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.

The program length for a full-time student is two (2) semesters and one (1) summer term. The program costs are approximately \$2,743.00 for tuition and fees and approximately \$1,400.00 for books and supplies.

### GRADUATION REQUIREMENTS (Suggested Schedule)

	<b>Fall Semester</b>	<b>Credit Hours</b>
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 Applications	3
	<b>Exit: Office Support Certificate of Proficiency</b>	
	<b>Spring Semester</b>	
BUS 1213	Tech Keyboarding Applications	3
BUS 1563	Tech Administrative Support Procedures	3
BUS 1303	Tech Computer Applications for Business	3
BUS 2013	Tech Business Communications	3
BUS 2143	Tech Business Mathematics	3
BUS 1603	Tech Vocabulary Development	3
	<b>Summer I Term</b>	
BUS 1383	Tech Spreadsheet Applications	3
BUS 2623	Tech Business Practicum	3
	<b>Exit: Administrative Office Technology</b>	

**CHILD DEVELOPMENT ASSOCIATE  
Certificate of Proficiency**

**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.

**Curriculum**

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 (offered on the McGehee campus), and with approval may apply as electives toward an Associate of Applied Science or more advanced degree.

The Child Development Associate Certificate of Proficiency can be obtained in two (2) semesters. The costs are approximately \$910.00 for tuition and fees and approximately \$225.00 for books and supplies.

**Major Requirements Schedule**

		<b>Fall Semester</b>	<b>Credit Hours</b>
ECED	1053	Environments in Early Childhood	3
ECED	1063	Foundations of Early Childhood Education	3
<b>Spring Semester</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.

### Curriculum

Cisco System classes that teach students to design, build, and maintain computer inter-networks are incorporated into the Computer Maintenance/Networking program. Students are prepared 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.

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 \$2743.00 for tuition and fees and approximately \$900.00 for books and supplies.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

		<b>Fall Semester</b>	<b>Credit Hours</b>
MAT	2214	Advanced Industrial Mathematics	4
CMP	1012	Tech Network Servers	2
CMP	1024	Tech Computer Maintenance/Core Hardware	4
CMP	1903	Tech Fundamentals of Electronics	3
CSC	2034	Tech Cisco Network Exploration I <b>OR</b>	4
CMP	1034	Tech Networking I	
		<b>Exit: Computer Repair and Networking Certificate of Proficiency</b>	<b>17</b>
		<b>Spring Semester</b>	
CMP	1064	Tech Operating Systems	4
CMP	1504	Tech Fundamentals of Voice and Data Cabling	4
CSC	2044	Tech Cisco Network Exploration II <b>OR</b>	4
CMP	1044	Tech Networking II	
COMM	1203	Technical Communications or higher-level composition course	3
CMP	1053	Tech Network Security	3
		<b>Summer Term I</b>	
CMP	1802	Tech Computer Peripheral Maintenance	2
COMM	1102	Employability Skills/Ethics	2
		<b>Exit: Computer Maintenance/Networking Technical Certificate</b>	<b>39</b>

## **ELECTROMECHANICAL TECHNOLOGY**

### **Program Description**

The Electromechanical Technology (ET) program is designed to prepare individuals for 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. The Industrial Equipment Repair Certificate of Proficiency and the Electromechanical Maintenance Technical Certificate provide both one semester and one year educational opportunities for students.

### **Curriculum**

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.

Graduates of the Electromechanical Technology (ET) program desiring to continue their training to an advanced technical certificate should note that the ET technical certificate qualifies as meeting all the prerequisites for entering the Advanced Technical Certificate in Electromechanical Instrumentation Technology (which also leads to an Associate of Applied Science Degree in Industrial Technology).

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. 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 \$2,768.00 for tuition and fees are \$1070.00 for books and supplies.

**ELECTROMECHANICAL TECHNOLOGY  
GRADUATION REQUIREMENTS**  
(Suggested Schedule)

<b><u>Fall Semester</u></b>			<b><u>Credit Hours</u></b>
MAT	2214	Advanced Industrial Math <b><u>OR</u></b>	4
		**MATH 0183 Intermediate Algebra	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>(16-17)</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	2223	**Microcomputer Applications	3
			<b>(17)</b>
<b><u>Summer Term I</u></b>			
ELM	1023	Basic Machine Shop	3
COMM	1102	Employability Skills/Ethics	2
<b>Exit: Electromechanical Technology Technical Certificate</b>			<b>(5)</b>
			<b>38-39</b>

## **ELECTROMECHANICAL INSTRUMENTATION TECHNOLOGY**

### **Program Description**

The Electromechanical Instrumentation Technology (EIT) Advanced Technical Certificate program is designed to provide students with advanced industrial, electrical, mechanical, programmable logic skills, and instrumentation knowledge and skills. Graduates of the EIT 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.

### **Curriculum**

The course prerequisites for enrolling in the Electromechanical Instrumentation Technology (EIT) program are satisfactory completion of all the courses required for the one-year Electromechanical Technology technical certificate. Additionally, all the credits earned in EIT program will apply toward an Associate of Applied Science (AAS) Degree in Industrial Technology. Additionally, all the credits earned in EIT program will apply toward an Associate of Applied Science (AAS) Degree in Industrial Technology. 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.

The length of the Electromechanical Instrumentation Technology program for a full-time student is two (2) semesters. The approximate program costs are \$1,970.00 for tuition/fees and \$700 for books and supplies. *NOTE: Students must have completed Electromechanical Technology technical certificate to enroll for the following courses.*

**ELECTROMECHANICAL INSTRUMENTATION TECHNOLOGY  
GRADUATION REQUIREMENTS  
(Suggested Schedule)**

<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
			(13)
<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
			(15)
<b>Exit: Electromechanical Instrumentation Technology Advance Technical Certificate</b>			<b>38</b>

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

			<u>Credit</u>
<b><u>Fall Semester</u></b>			
MATH	0183	**Intermediate Algebra	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>			(16)
<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	2223	**Microcomputer Applications	3
			(17)
<b><u>Summer Term I</u></b>			
ELM	1023	Basic Machine Shop	3
COMM	1102	Employability Skills/Ethics	2
<b>Exit: Electromechanical Technology Technical Certificate</b>			(5)
<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>			(15)
ENG	1023	Composition II	3
<u>One</u> of the following courses:			3
PSY 1013 Introduction to Psychology			
HIST 1012 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 Degree in Industrial Technology</b>			<b>72</b>

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

**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.

The EMT-Basic Certificate of Proficiency can be obtained in one (1) semester. The costs are approximately \$580.00 for tuition and fees and approximately \$150.00 for books and supplies.

**Major Requirements: 8 credits**

EMT 1138 Emergency Medical Technician-Basic  
*EMT-Basic is a prerequisite for the Paramedic program.*

**Major Requirements Schedule**

		<b>FALL or SPRING SEMESTER</b>	<b>Credit Hours</b>
EMT	1138	EMT-Basic	8
		<b>Exit: Emergency Medical Technician-Basic Certificate of Proficiency</b>	<b>8</b>

**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

### Description

The Health Information Technology technical certificate 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.*

### Curriculum

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, as well as continue toward earning the Associate of Applied Science Degree in General Technology.

The length of this program is two (2) semesters and one (1) summer term. Tuition and fees will cost approximately \$2743.00; book and supplies will cost approximately \$1,200.00.

### GRADUATION REQUIREMENTS (Suggested Schedule)

FALL SEMESTER			CREDIT HOURS
BUS	1203	Tech Keyboarding	3
BUS	2003	Tech Business English	3
BUS	1133	Tech Medical Terminology	3
HIT	1033	Tech Medical Coding 1	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>
SPRING SEMESTER			
BUS	1303	Tech Computer Applications for Business	3
HIT	2053	Tech Reimbursement Methodologies	3
HIT	2043	Tech Medical Coding II	3
BUS	2143	Tech Business Mathematics	3
HIT	1063	Tech Medical Office Procedures	3
SUMMER TERM I			
BUS	2163	Tech Spreadsheet Applications	3
HIT	2013	Tech Medical Transcription	3
<b>Exit: Health Information Technology Technical Certificate</b>			<b>39</b>

## HOSPITALITY SERVICES

### 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 technical certificate 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.

### Curriculum

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. The length of this program is two (2) semesters and one (1) summer term. Tuition and fees will cost approximately \$2968.00; books and supplies will cost approximately \$1,170.00.

### GRADUATION REQUIREMENTS

(Suggested Schedule)

		Fall Semester	Credit Hours
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	3
CFA	1103	Computer Fundamentals <b>OR</b>	
CIS	2223	Microcomputer Applications	3
		<b>Exit: Hospitality Skills Technical Certificate</b>	<b>18</b>
		Spring Semester	
HOSP	1103	Culinary Preparation and Presentation	3
HOSP	1063	Principles of Lodging Operations	3
HOSP	1073	Supervision Concepts for Hospitality	3
HOSP	1113	Principles of Baking	3
BUS	2143	Tech Business Mathematics <b>OR</b>	3
MATH	0183	Intermediate Algebra	
		Summer Term I	
HOSP	1082	Hospitality Services Internship	2
		<b>Exit: Hospitality Services Technical Certificate</b>	<b>35</b>

**NURSING ASSISTANT  
Certificate of Proficiency**

**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).

**Major Requirement: 7 Hours**

The Nursing Assistant Certificate of Proficiency can be obtained in one (1) semester. The costs are \$510.00 for tuition and fees and approximately \$105.00 for books and supplies

**Major Requirements Schedule**

		<b>FALL or SPRING SEMESTER</b>	<b>Credit Hours</b>
NA	1017	Nursing Assistant Training	7
		<b>Exit: Nursing Assistant Certificate of Proficiency</b>	<b>7</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. Upon satisfactory completion of the Practical Nursing program, the student is eligible to apply to take the Practical Nursing Licensure Exam.

### Curriculum

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;
- 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.
- Successfully complete all prerequisites listed for the program.
- 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

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

BIOL	2233	Anatomy & Physiology I <i>Corequisites: ENGL 1013; BIOL 1063 recommended</i>
BIOL	2291	Anatomy & Physiology I Lab <i>Corequisite: BIOL 2233</i>
BIOL	2243	Anatomy & Physiology II <i>Prerequisites: BIOL 2233; CHEM 1023</i> <i>Corequisite for CHEM 1023: ENGL 1013; MATH 0183 or equivalent</i>
BIOL	2301	Anatomy & Physiology II Lab <i>Corequisite: BIOL 2243</i>
ENGL	1013	Composition I or higher-level English composition course
MATH	1083	Intermediate Algebra or higher-level mathematics course
PE	2113	Nutrition
NA	1017	Nursing Assistant
CIS	2223	Microcomputer Applications

**OR**

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

COMM	1203	Tech Communication or higher-level composition course
MAT	1203	Tech Mathematics or higher-level mathematics course
NUR	1514	PN Anatomy & Physiology
PE	2113	Nutrition
NA	1017	Nursing Assistant
CFA	1103	Tech Computer Fundamentals

**OR**

CIS	2227	Microcomputer Applications
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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.

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. Estimated program costs for the 42 technical courses required for both tracks are approximately \$3,148.00 (does not include pre-requisites) for tuition and fees and approximately \$2,050.00 for books and supplies.

**PRACTICAL NURSING  
GRADUATION REQUIREMENTS**  
(Tentative Schedule)

Prerequisites for students seeking an Associate of Applied Science Nursing Degree and a Practical Nursing Technical Certificate:

BIOL	2233	Anatomy & Physiology I	3
BIOL	2291	Anatomy & Physiology I Lab	1
BIOL	2243	Anatomy & Physiology II	3
BIOL	2301	Anatomy & Physiology II Lab	1
ENGL	1013	Composition I or higher-level English composition course	3
MATH	0183	Intermediate Algebra or higher-level mathematics course	3
PE	2113	Nutrition	3
NA	1017	Nursing Assistant	7
CIS	2223	Microcomputer Applications	3

Prerequisites for students seeking only a Practical Nursing Technical Certificate:

COMM	1203	Tech Communication or higher-level composition course	3
MAT	1203	Tech Mathematics or higher-level mathematics	3
NUR	1514	PN Anatomy & Physiology	4
PE	2113	Nutrition	3
NA	1017	Nursing Assistant	7
CFA	1103	Tech Computer Fundamentals <b>OR</b>	3
CIS	2223	Microcomputer Applications	3

**Major Requirements an Associate of Applied Science in Nursing Degree and a  
Practical Nursing Technical Certificate**

<b>Fall Semester</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>Spring Semester</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>Summer Term I</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

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.

### Curriculum

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 Degree in General Technology.

The program length for a full-time student is two (2) semesters and one (1) summer term. The program costs are approximately \$2,778.00 for tuition and fees and approximately \$600.00 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)

		<b>Fall Semester</b>	<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</b>	<b>11</b>
		<b>Certificate Proficiency OR</b>	
		<b>Continue to Welding Technical Certificate.</b>	
		(NOTE: If student plans to continue they should also complete WELD 1103 and MAT 1203 as outlined above.)	<b>17</b>
		<b>Spring Semester</b>	
WELD	1315	GTAW (Gas Tungsten Arc Welding)	5
WELD	1415	GMAW (Gas Metal Arc Welding)	5
WELD	1501	Welding Lab II	1
COMM	1203	Technical Communications or higher level composition course	3
CFA	1103	Computer Fundamentals <u>OR</u> CIS 2223 Microcomputer Applications	3
		<b>Summer Term I</b>	
WELD	1513	Pipe Welding	3
		<b>Exit: Welding Technology Technical Certificate</b>	<b>37</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.