



1989-90 CATALOG

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SCHOOL CALENDAR, 1989-1990

FALL SEMESTER, 1989

August 21-25

Registration, Placement
Testing, and Payment of
fees.

August 28

Instruction begins

September 4

Labor Day recess

November 13

Veterans Day recess

November 23-24

Thanksgiving Holiday recess

December 22

Semester ends

(81 instructional days)

SPRING SEMESTER, 1990

January 2-5

Registration, Placement
Testing, and Payment of
fees.

January 8

Instruction begins

April 13-16

Spring Break

May 4

Semester ends

(83 instructional days)

SUMMER TERM, 1990

May 7-11

Registration, Placement
Testing, and Payment of
fees.

May 14

Instruction begins

May 28

Memorial Day recess

June 20

Term ends

June 21

Graduation Exercises

(27 instructional days)

(Total for year: 191 instructional days)

PERSONNEL

GOVERNOR OF ARKANSAS
THE HONORABLE BILL CLINTON

STATE BOARD FOR VOCATIONAL EDUCATION

Mr. Jeff Starling, Chairman	Pine Bluff
Mr. Earle Love, Vice-Chairman	Morrilton
Mr. Walter Turnbow	Springdale
Mrs. Elaine Scott	Little Rock
Mr. Robert Newton	Warren
Dr. Harry P. McDonald	Fort Smith
Mrs. Alice Preston	Murfreesboro
Mr. L. D. Harris	Blytheville
Mrs. Nancy M. Wood	Little Rock

STAFF
DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL & TECHNICAL EDUCATION

Mr. Lonnie McNatt	Acting Director
Mr. Don Harlan	Coordinator, Vocational Technical Schools

WHITE RIVER VOCATIONAL TECHNICAL SCHOOL

Administrative Staff

Garland Hankins	Director
Bob Stiger	Supervisor of Instruction
Pamela Cicirello	Coordinator of Student Services
Charmian Wright	Administrative Assistant
Patty Cordell	Secretary
Maudie Michaels	Secretary
Candy Victory	Secretary

INSTRUCTIONAL STAFF

Danny Doss	Appliance Service
Johnny Bratcher	Auto Body Repair
Tom Hampton	Automotive Service Technician
Margaret Berry	Business Education--Accounting
Rebecca Landreth	Business Education--Secretarial
Janna Kegley	Business Education--Data Processing
Cledas Manuel	Diesel Mechanics
Bob Hatfield	Parts Specialist
Paulette White	Practical Nursing
Bruce Berry	Welding

SUPPORT SERVICES STAFF

Georgia Shocklee, Sr. Instructor	Adult Basic Education
Judy Hogue, Sr. Instructor	Adult Education Coordinator
Linda Duncan	Communications
Mary Robertson	Counselor
Sandra Lacy	General Adult Education
Jayne Black	Math
Catherine Proctor	Media Specialist

SPECIAL PROJECTS STAFF

Kaye Wooten	Cashier/Checker
Ben Baxter, Sr. Instructor	JTPA Coordinator
Carolyn Whitehead	JTPA Internship Coordinator
Linda Prince	JTPA Practical Nursing
Dale Martin	Truck Driver Training
Stacey Davis	Secretary
Helen Skipper	Clerk-Stenographer

MAINTENANCE STAFF

Charles Patterson	Maintenance Supervisor
Hugh Fisher	Maintenance Worker
Columbus Robinson	Maintenance Worker

GENERAL INFORMATION

PHILOSOPHY

White River Vocational Technical School believes in serving the training needs of all individuals who wish to obtain employable skills. Training is also provided to those already employed who need to upgrade or update their occupational knowledge so that advancement on their job is possible. Enrollment is open to individuals seventeen (17) years of age or older. In keeping with guidelines on TITLE VI, Section 601, Civil Rights Act of 1964, TITLE IX, Section 901, Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, White River Vocational Technical School assures that no person in the United States shall, on the basis of race, color, national origin, sex or handicap be excluded from the participation in, be denied the benefit of, or be subjected to discrimination under any program or activity administered by the school.

The personnel employed at White River Vocational Technical School will always be the most qualified, most efficient and most conscientious individuals employable. Next to the trainee, we feel the instructors are the most important individuals in the institution. These individuals impart the job skills, job attitudes and knowledge necessary for each person to become employable.

White River Vocational Technical School believes each individual is entitled to every assistance the school is able to provide in helping the individual plan a realistic vocational objective, assisting individual while pursuing the plan and aiding them in finding employment. Each individual will be admitted for enrollment on the basis of potential for achieving competence in an area of instruction suited to the desires, interests, needs and abilities of each.

White River Vocational Technical School recognizes the need to be constantly aware of change and adapting its facilities, supplies, equipment and instructional procedures to fulfill its purpose of training individuals. To identify changes and/or new needs, the school believes in perpetual evaluation of the total program participated in by the entire school personnel and all students, present and past.

White River Vocational Technical School believes in supporting student organizations. It is believed that these organizations enable individuals to experience leadership roles and group involvement. It is believed that these experiences better prepare the individuals to assume their responsibilities as well-rounded citizens of Arkansas.

White River Vocational Technical School shall always strive to cooperate with industry and business in an effort to secure and maintain programs which supplement each individual's training. It is believed that a cooperative program permits the trainee an opportunity to put into practice the skills and knowledge learned at the institution.

School personnel will assist individuals that cannot benefit from training programs, by cooperating with other agencies that can provide training better suited to the individuals' desires, needs, interests and abilities.

OBJECTIVES

The primary purpose of White River Vocational Technical School is to provide occupational skills, theory and technical knowledge, and an opportunity to develop good work habits and desirable attitudes to all individuals in the service area that desire and will benefit from such training. This knowledge will enable individuals to enter at an advanced level and progress in the occupation of their choice:

1. By providing learning activities for all categories of students including high school graduates, high school drop-outs and individuals who have entered the labor market that need and desire retraining or upgrading. An advanced exploratory program will be provided for high school students. Learning activities will be provided for disadvantaged and handicapped persons who could profit from such training.
2. By providing training activities in the occupational areas that are selected by the Advisory Committee to include Appliance Service, Auto Body Repair, Automotive Service Technician, Business Education, Cashier/Checker, Diesel Mechanics, Parts Specialist, Practical Nursing, Truck Driving, and Welding to allow students to obtain employment in these or any related careers. General Adult Education will be provided to those individuals who are not high school graduates so they may obtain their equivalency diploma.
3. By providing a highly trained instructional staff that is aware of innovations in the industry to be served. This will be accomplished by the instructional staff attending various workshops, seminars, and college courses that are offered by industry, colleges, and universities.
4. By providing the opportunity to participate in student organizations in each department such as Health Occupations Students of America (HOSA); Vocational Industrial Clubs of

America (VICA); and Phi Beta Lambda (PBL). Our objective is that every student that enrolls in school will be an active member of one of these organizations.

5. By providing guidance and counseling for every student who enrolls in White River Vocational Technical School in selecting a course of study, progressing in the course of study, and assisting in job placement once the objectives of the course have been met.

6. By providing an annual evaluation of the entire school to determine if the changing needs of industry and students are being met.

7. By providing free bus transportation to and from school for those students most in need.

STATEMENT OF ASSURANCE

In keeping with guidelines on Title VI, Section 601, Civil Rights Act of 1964; Title IX, Section 901, Educational Amendment of 1972; and Section 504 of the Rehabilitation Act of 1973, White River Vocational Technical School assures that no person in the United States will, on the basis of race, color, national origin, sex, or handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. The Coordinator at White River Vocational Technical School is Bob Stiger, P. O. Box 1120, Newport, AR 72112; phone: 501-523-8966.

CATALOG CHANGES

Any changes in the catalog after it is printed are covered by a letter indicating that all school bulletins will be so annotated.

FACILITIES

White River Vocational Technical School is a state-supported post-secondary school under the direct supervision of the State Board of Vocational Education. It is located five miles northeast of Newport, Arkansas, at the Jackson County Air Industrial Park.

The \$800,000 facility is constructed of brick, concrete block, and steel and contains 41,000 square feet. It is located on a 35-acre site on the southern edge of the

Industrial Park. Operations of the school began in the fall of 1975.

Each of the shop areas has a large laboratory room with an adjacent classroom and direct access to the outside. All classrooms and offices are air-conditioned as is the spacious student center.

The school is in compliance with all federal, state, and local laws in regard to fire, building, and sanitation codes. Fire extinguishers and alarm signals are provided throughout the building. Evacuation routes are posted throughout the campus. Students should familiarize themselves so that they may leave the building in an orderly manner.

MEDIA/RESOURCE CENTER

The Media/Resource Center will be opened at 8:00 a.m. and remain open throughout the day. Students are encouraged to use these facilities for research or pleasure reading. From time to time it may be desirable for a student to visit the Media/Resource Center during class time. In such cases, the student should first get permission from the instructor and should immediately check in with the person on duty in the Media/Resource Center.

STUDENT CENTER

There is a large student center where both hot and cold sandwiches, candy, drinks, and other refreshments may be purchased. The canteen is operated by the Enterprises for the Blind. No food or drinks will be taken into other parts of the building by the students.

DRUG AND ALCOHOL INFORMATION

Students desiring information or counseling in regards to drugs or alcohol may contact the school counselor.

TRANSPORTATION AND HOUSING

School buses operate daily providing free transportation for many students who live outside of Newport. Routes originate within a 50-mile radius of the school and are scheduled to accommodate as many students as possible. Buses operate on the main highways only. There is no on-campus housing available to students.

INTERNSHIP PROGRAM

White River Vocational Technical School offers an internship program as part of its curriculum. This program is a learning experience for both the employer and the student. The student has the opportunity to use the skills he/she obtained through training received at White River Vocational Technical School. This allows the employer to see first hand the quality of students who are trained at White River Vocational Technical School.

Once the student has met the guidelines for internship, he/she may be placed with an employer for on-the-job training for a period of two or more weeks to help prepare to enter the labor market. This service is available only to full-time students.

Internship training is part of the training for graduation; therefore, there is no cost to the employer. VA students who go on internship will lose VA benefits during that period.

Upon completion of the training, the employer will be requested to complete an evaluation form on each student. All pertinent documentation for students participating in the internship program will be maintained in the individual student's file.

EXTENSION CLASSES

Short term extension classes are offered throughout the year. They are organized when there is a need for refresher courses, related instruction, or to upgrade or update persons already employed. Classes requested by industry are designed to meet their needs.

Fees for extension classes are dependent upon the length of the class in clock hours and the cost of consumable supplies for the course.

Most extension courses will follow the same curriculum as the day classes. Credit from these classes can be used to enter White River Vocational Technical School on a full-time basis and/or toward completion of the requirements for a diploma.

To make application for extension classes or for more information, contact White River Vocational Technical School.

STUDENT ORGANIZATIONS

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA (VICA)

These clubs are active at all area vocational technical schools. Membership in VICA is open to students, former students, and other persons interested in the various career fields represented.

The purpose of these VICA clubs is to help the student develop social and leadership skills. Activities which enhance the development of these skills will be conducted by the clubs' members and advisors. The activities may include events between vocational technical schools and between students such as parliamentary procedure contests between schools, troubleshooting contests for Auto Mechanics students, etc.

Each club elects officers from its membership to serve as follows: President, Vice-President, Secretary, Treasurer, Reporter, and Parliamentarian.

PHI BETA LAMBDA

Phi Beta Lambda (PBL) is the national organization for students enrolled in programs of business or business education on the postsecondary level. The organization, composed of more than 450 chapters, operates as an integral part of the educational program under the guidance of business instructors, state supervisors, school administrators, and members of the business community.

The activities of PBL provide opportunity for business students to establish occupational goals and facilitate the transition from school to work. Members of PBL learn how to engage in individual and group business enterprises, how to hold office and direct the affairs of the group, how to work with other organizations, and how to compete honorably with their colleagues on the local, state, and national levels.

PBL helps build competent, aggressive business leadership; strengthen the confidence of students in themselves and in their work; develop character; prepare for useful citizenship; and foster patriotism and practice efficient money management.

A headquarters office is maintained in Washington, D.C. The Phi Beta Lambda Board of Directors establishes vocational needs of business students.

HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)

Health Occupations Students of America (HOSA) is a national organization for postsecondary vocational students enrolled in health occupation education. Opportunities are provided for the students to sharpen their occupational skills and develop their leadership ability.

HOSA is an organization for and led by students. Organizational concepts enhance decision-making skills; promote fellowship; develop respect on the individual, professional, and community level; and provide a means of active participation in areas concerning health care.

HOSA has been endorsed by the United States Department of Education since 1981 and is designed to allow the student recognition for achievements on the local, state, and national levels.

STUDENT COUNCIL

White River has a Student Council which is composed of a representative from each of the VICA Clubs, three representatives from PBL (one from the Accounting option, one from the Secretarial option, and one from the Data Processing option), and one representative from HOSA. Its purpose is to coordinate at its regular monthly meetings all club activities and conduct all school-wide functions. The Council elects from its membership a president, a vice president, a secretary and a treasurer.

DAILY SCHEDULE

1st period	8:00 a.m. - 9:00 a.m.
2nd period	9:00 a.m. - 10:00 a.m.
Break	10:00 a.m. - 10:15 a.m.
3rd period	10:15 a.m. - 11:15 a.m.
4th period	11:15 a.m. - 12:15 p.m.
Lunch	12:15 p.m. - 12:45 p.m.
5th period	12:45 p.m. - 1:45 p.m.
6th period	1:45 p.m. - 2:45 p.m.

Note: The Practical Nursing program hours will vary during clinical training.

COURSE ENROLLMENT LIMITATIONS, LENGTHS, AND STARTING DATES

<u>COURSE TITLE</u>	<u>ENROLLMENT LIMITATIONS</u>	<u>LENGTH/ CLK HRS</u>	<u>STARTING DATES</u>
Appliance Service	25	1146	August January May
Auto Body Repair	25	1146	August January May
Automotive Service Technician	25	1146	August January May
Business Education	70	1146	August January May
Diesel Mechanics	25	1146	August January May
Parts Specialist	25	1146	August January May
Practical Nursing Regular Class	15	1536	July
JTPA Class	10	1528	January
Welding	30	1146	August January May
Cashier/Checker	20	240	Every 8 weeks
Truck Driving	6	240	Every 16 weeks
Adult Education GAE	20	Up to 660	Open
ABE	20	Up to 660	Open

SCHOOL POLICIES

ENROLLMENT PERIOD

A period of two semesters and one five-week summer term constitute a school year. The length of training will vary according to the number of classes a student is required to take. Students must register prior to or during the first week of the enrollment dates.

ENROLLMENT REQUIREMENTS

White River Vocational Technical School is open to all persons age 17 or over. A high school transcript or Certificate of Equivalency of High School Graduation is required for some courses.

There are courses in which students may enroll on a part-time basis as space is available.

Enrollment will not be complete until the following have been reviewed by the school:

1. Application for enrollment
2. Transcripts of high school credit or GED test results, plus transcripts of all schools attended
3. Results of the General Aptitude Test Battery (GATB)
4. Results of the Stanford Diagnostic Mathematics Test
5. Results of the Tests of Everyday Writing Skills (TEWS)
6. First semester tuition

Individuals scoring low on the math and communications tests may be required to take pre-tech math or pre-tech communications.

A copy of the course outline, course objectives, school attendance, conduct, disciplinary, progress polices, schedule of tuition, fees, and other charges, and grievance procedures will be given to each student on the first day of attendance.

PRIORITY ENROLLMENT TO NEW APPLICANTS

A new applicant will be given preference over an applicant that has previously completed a course of study at any vocational technical school.

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

Persons with previous training or experience in their vocational objective may be granted advanced standing if approved by the School Administration and the instructor of the course in which the student is enrolled. The student must furnish evidence, request evaluation, and may be required to take proficiency examinations in order to receive this credit. The Veterans Administration and other financial aid offices are notified of previous credit when applicable.

TRANSFER STUDENTS

A student currently enrolled in another area vocational technical school may transfer to White River Vocational Technical School and may be admitted at the first available opening if transfer is not due to disciplinary or academic reasons. If a transfer student was dropped because of failure to adhere to the attendance policy, he/she may not enroll at White River Vocational Technical School but may be considered for enrollment at the appropriate time in the curriculum.

Students scoring below the set criteria on the entrance tests will be required to complete a course in pre-Tech Math or pre-Tech Communications as the case applies.

COURSE LOAD

A full time student is enrolled in twelve (12) semester credit hours during the Fall and Spring Semesters and six (6) semester credit hours during each summer term. Students may apply for eighteen (18) hours or over with the permission of the program instructor and counselor.

ATTENDANCE POLICY

Regular and prompt attendance is expected of all students enrolled at White River Vocational Technical School and is necessary in maintaining acceptable grades.

In the event of absence because of illness or emergency, students are responsible for contacting instructors regarding work missed. No make-up for classes will be permitted without approval of the instructor.

When a student stops attending class, his/her progress becomes unsatisfactory because of missed work resulting from irregular attendance, the student will be dropped by the instructor with administration approval, and a letter grade of "F" will be recorded for the course unless official withdrawal by the student has been accomplished (see Withdrawal).

Absences are recorded and are subject to review by agencies granting financial assistance.

NOTICES TO STUDENTS

Each student is held responsible for information published through notices and announcements placed on bulletin boards or read to the class by the instructor.

INCLEMENT WEATHER POLICY

In the event that the weather is so severe that the school administration feels that life and property may be in danger, the school director may cancel classes until weather conditions improve.

General Student Information:

- I. If you are snowed in or iced in:
 - A. Turn to a radio station or TV station listed below no later than 6:15 a.m. for announcements of whether or not:
 1. The bus in your area will not run due to weather.
 2. School has been closed due to weather.
 - B. If no announcement has been made by 6:30 a.m., then assume school is being held and try to attend.

REMINDER: Even though the bus in your area may not be able to make the run, you are still expected to be at school if school is in session. The bus is a free service and not a mandatory form of transportation. If the bus has not arrived at your bus stop by the regular arrival time, give it adequate time

to arrive and come to school the best way you can. This notice is in case the bus may be snowed in at the origination point, but the roads may be open and clear in your area. Also, in clear weather our buses have had mechanical failure and may be delayed. In these cases you should strive to attend.

II. Radio and TV stations to listen to:

Newport	KNBY/KOKR
Batesville	KZLE
Batesville	KWOZ
Jonesboro	KFIN
Jonesboro	KAIT-TV 8

CONDUCT AND DISCIPLINE STANDARDS

The Arkansas area vocational technical schools have the responsibility of training people to meet employment needs of business and industry and have a genuine concern for the integrity of all students enrolled. The conduct of all students is expected to be wholesome and display the educational objectives of the school at all times.

Our student body consists of adults only; therefore, we do not anticipate a need for comprehensive rules and regulations regarding discipline. Students will be regarded as adults and are expected to respond accordingly.

The use, sale, or possession of alcoholic beverages or drugs on campus will not be permitted.

Students will be held responsible for school property assigned to them.

Misconduct in the school, such as interruption of classes or disturbance of normal school operation, will result in termination.

Each student is given a detailed listing of conduct and disciplinary standards upon enrollment. Documentation of this is maintained in the student's file.

STUDENT GRIEVANCE PROCEDURE

As a part of due process, the following steps will be used in any complaint or grievance:

Step 1 - The complainant must present, in written form within five (5) working days of the alleged grievable incident, the complaint to the office of Bob Stiger, designated as the school grievance officer. Complainant must include specific grievance/complaint, and specific remedies sought by the student.

Step 2 - The responsible person has a work week (5 days) in which to investigate and respond in written form.

Step 3 - If not satisfied, the complainant may appeal within five (5) working days to the Director of White River Vocational Technical School.

Step 4 - Response by the School Director will be given within five (5) working days. That response will be in written form.

Step 5 - If the complainant is not satisfied at this level, an appeal may be made within five (5) working days to the State Board for Vocational Education's appointed Affirmative Action Officer who will hear the complaint and render a decision within ten (10) working days.

If the complainant is handicapped, an impartial person will assist the Affirmative Action Officer in conducting a hearing at this point of the grievance procedure.

Step 6 - If the complainant is not satisfied with the decision of the Affirmative Action Officer, an appeal may be made to the Director of the Division. The director may conduct whatever hearings, interrogations, investigations, and fact-findings he/she deems necessary or may appoint an Ad Hoc Committee whose Chair will report the Committee's findings/recommendations to the Director. The Division Director will notify the student within ten (10) working days from the date of receipt of the appeal of his/her decision. The decision of the Division Director will be final.

Step 7 - If a complaint or grievance concerns compliance with Title VI (race), Title IX (sex), or Section 504 of the Rehabilitation Act of 1973 (handicap), it may be submitted directly to:

Office for Civil Rights
U.S. Department of Education
1200 Main Tower Building
Dallas, TX 75202

These issues may be submitted to the Office for Civil Rights in conjunction with or without regard to this procedure.

The Vocational and Technical Division, Department of Education, names the following person as the Affirmative Action Officer for complaints and/or grievances under TITLE VI, TITLE IX, and Section 504 of the Rehabilitation Act of 1973:

Dianne Farquhar, Personnel Administrator
Room 409-D, Education Building West
State Capitol Mall
Little Rock, Arkansas 72201
Telephone: (501) 682-1808

PRIVACY RIGHTS OF STUDENTS

Students may examine the school records pertaining to them. The school keeps the following types of records or information:

1. Original application for enrollment
2. Attendance
3. Grades and progress reports
4. Counseling notes

These records are kept in the Student Services Office. A request to look at the records will be granted within a reasonable period of time that does not interrupt the normal work of the office.

If you feel that the records are inaccurate or misleading, you will be given an opportunity to present your views and facts to a person who has no direct interest in the records. Copies of your records will be provided upon written request.

Data from your records cannot be released without your consent in writing except:

1. School personnel who need information
2. Other schools where student may be seeking to enroll
3. Student's application for financial aid
4. Accrediting organizations
5. Research studies for developing tests, administering student aid, improving instruction
6. Oral communications not based on educational records
7. Protection of health and safety to others
8. State and Federal educational authorities
9. Directory information:
 - a. Name, address, and telephone
 - b. Date and place of birth

- c. Major field of study and official school activities
- d. Degrees and awards
- e. Most recent school attended

If you give someone at the school as a reference for prospective employers or want the school to release information other than directory information, you should sign a release form.

STANDARDS OF PROGRESS

Each student is expected to make satisfactory progress in all courses taken. For fall and spring semesters, students will receive grade reports at mid-semester and at the end of each semester. For the summer term, students will receive grade reports at the mid-point and at the end of the summer term.

A grading period is mid-point of the Fall and Spring semester and mid-point of the summer term. A student with a cumulative grade point average below 2.0 (or 76%) for a grading period will be placed on academic probation of the next grading period. If the student fails to attain a 2.0 (or 76%) cumulative average during the probation period, the student will be placed on academic suspension for a minimum of one semester, or one summer term. A student may re-enter after the suspension period has lapsed.

It shall be understood that prompt and regular attendance is directly related to successful progress (see Attendance Policy). Any time work missed due to absenteeism contributes to a student's grade falling to an "F", the teacher may drop the student from the course and record a grade "F". (See also grading system that follows.)

When a student maintains a 2.0 (or 76%) cumulative average but makes a failing grade (below 1.0) in any course, that course may be retaken and passed with a 1.0 or above to satisfy graduation requirements.

Should a student have below a 2.0 (or 76%) average and no failing grades, upon advise of the major program advisor and the Administration, the student will retake the appropriate course or courses to raise the average to 2.0 or 76% as required for graduation.

EXCEPTION:

The progress policy for Practical Nursing students who fail to maintain a 76% average in any course, including related

subjects, at the end of a term will be terminated from the program.

The following grading system will be utilized to evaluate students at mid-semester and at the end of the semester:

A-Excellent	93%-100%	D-Conditional	65%-75%
B-Above Average	85%-92%	F-Failing	0%-64%
C-Average	76%-84%	I-Incomplete*	
	WP-Withdrew Passing		
	WF-Withdrew Failing**		

*An "I" may be removed by completion of assignments as assigned by the instructor. This should be done within a six week period.

**Students whose grades are failing at the time of withdrawal, or a student who drops a course without notifying Student Services within five days, will receive a grade of "F".

SATISFACTORY PROGRESS AND FINANCIAL AID REQUIREMENT

Federal regulations require students to be making measurable progress toward a diploma in order to receive federally funded student aid. This policy applies to funds received through the Pell Grant, Arkansas Student Assistance Grant Program, and the Stafford Student Loan Programs.

A student is considered to be making satisfactory academic progress as long as that student meets the following criteria:

1. The student is not on Academic Suspension.
2. A full-time student (enrolled in at least 12 semester hours) is earning at least 9 semester credit hours per regular (spring and fall) semester. Summer term and part-time students are required to earn a proportionate number of credit hours per semester.
3. No financial aid will be disbursed to students retaking a course.
4. An incomplete ("I") will be counted as an "F" until such time as it is removed with a "D" or better.
5. Students on Academic Probation may receive financial aid until they are academically suspended. Students re-admitted after Academic Suspension will be on Academic Probation during the first semester and will not receive

Financial Aid during this time. Upon demonstration of satisfactory progress for one semester, financial aid will be reinstated for the remaining semester, or the equivalent for the summer term.

WITHDRAWALS AND RE-ENTRIES

Students withdrawing from training must report to the Counselor's office so proper steps may be taken for interruption of training. A student withdrawing from training due to hardship or illness may re-enter at the beginning of the next semester if they have the approval of the administration and there is room in the class.

GRADUATION REQUIREMENTS

Students who complete a program of study as prescribed by the White River Vocational Technical School, including related course requirements, will receive a diploma. Prospective graduates must clear all charges against their account before noon on the day of graduation. Graduates should contact the school to determine if an account is due.

GRADUATE PLACEMENT

School personnel will work closely with area businesses and industry for the purpose of job placement. Also advisory committees and other agencies will be utilized for placement purposes. Effort is made by the staff to assist students in obtaining permanent employment upon completion of their training; however, the school does not guarantee employment.

FEES AND EXPENSES

TUITION

Tuition for full-time students is \$180 per semester (12 or more credit hours) and \$90 for each summer term (6 or more credit hours). Part-time students are charged on the following pro-rated basis:

\$15 per Credit Hour

Most programs are designed to be completed in two semesters and one summer term.

Tuition may be waived for any student 60 years of age or older.

TUITION REFUND POLICY

Students desiring to withdraw should refer to the WITHDRAWAL section of this catalog. Upon official withdrawal from classes, White River Vocational Technical School will refund fees according to the following schedule.

FALL AND SPRING SEMESTERS

	<u>Refund Rate</u>
Prior to first day of classes	100%
One week or less	80%
Second through fourth week	50%
Beginning of fifth week	None

SUMMER SEMESTERS

Prior to first day of classes	100%
During first week of classes	50%
After first week of classes	None

CASHIER/CHECKER REFUND POLICY

Prior to first day of classes	100%
One week or less	75%
During second or third week of program	50%
After third week of program	None

No refunds will be allowed for fees, books, or equipment.

REPAYMENT POLICY

Repayment to the various programs will be in the following priority: Arkansas Student Assistance Grant and Pell Grant.

The repayment to the various programs will be in proportion to the amount received.

FINANCIAL ASSISTANCE

For the purpose of determining financial aid eligibility, 12 semester hours is considered to be full time.

PELL Grant--This is a federal student financial aid program designed to assist students in their post-secondary education. Its purpose is to provide eligible students with a "foundation" of financial aid to help defray the costs of their education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula applied consistently to all applicants. The formula is an annual basis. Students may receive a Pell Grant until they have completed their undergraduate course of study. These grants are to be used solely for educational purposes.

Stafford Student Loan--This is a program designed to make low interest loans available to students for their educational expenses. The funds come through local lending agencies and are guaranteed by Student Loan Guarantee Foundations. A student can borrow up to \$2,625 per academic year. The loan accrues interest at the rate of 8%. The amount of the loan is dependent on the amount of the need. Application and information for this loan may be secured in the school Financial Aid Office or from the local lender.

Arkansas Student Assistance Grant Program--This program provides scholarships to aid undergraduate students in need of financial assistance. The program's primary purpose is to enable the most program of education in an approved public or private institution. Scholarships range from a minimum of \$100 to a maximum of \$500 or one-half the tuition and fees charged to all students, whichever is less. The scholarship may be prorated as to the availability of funds. Students must adhere to the satisfactory progress requirements established by the institution.

To be eligible for a grant from the Arkansas Student Assistance Grant Program a person must:

1. Be a citizen of the United States or maintain a permanent resident status.
2. Be an Arkansas resident. A dependent student is a resident only when his/her parents reside within the state and are classified as residents who pay taxes, vote, have Arkansas licenses, etc. Self-supporting

students must have established a legal home of permanent character in Arkansas other than for attendance in school and reside here six consecutive months prior to application deadline date.

3. Be enrolled or accepted for enrollment as a full-time undergraduate student. For purposes of Student of Arkansas Student Assistance Grant eligibility, a "full-time" student must be pursuing 12 semester credit hours or equivalent clock hours.
4. Be an undergraduate student. A student is considered in undergraduate if he/she has not earned a first baccalaureate degree.
5. Satisfactorily meet the qualifications of satisfactory academic progress as established by the local institution.

Loans Through Arkansas Rural Endowment Fund, Inc.--Applications may be obtained upon request from:

1. Vocational technical schools.
2. High school Counselors.
3. County school supervisors (County Department of Educations).
4. County Agricultural Extension Agent.
5. Arkansas Rural Endowment Fund, Inc.
P. O. Box 750
Little Rock, AR 72203

Department of Veterans Affairs--White River Vocational Technical School is approved for veterans training for eligible veterans. Information and enrollment forms are available through the Financial Aid Office.

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

Rehabilitation Service--In certain situations, students may be eligible to attend school under the sponsorship of Rehabilitation Service. To qualify for this program, the applicant must have a physical or mental disability. Rehabilitation Service will pay for all fees, books, and

supplies for the students. For more information, contact the local Department of Human Services Office on the Financial Aid Office at White River Vocational Technical School.

Arkansas Human Development Corporation--The purpose of this program is to provide educational assistance to qualified students under the AHDC's program. The program may pay fees, books, supplies, and a weekly allowance to the trainee. To be eligible a student or parents of a dependent student must have derived 51 percent of their gross income for the past year from farm-related employment. The AHDC representative will make the determination as to student eligibility.

Job Training Partnership Act (J.T.P.A)--This program is designed to provide training for unemployed persons if definite employment opportunities are available in the occupations. Financial assistance may cover tuition, books, supplies, and transportation. Contact Ben Baxter or Carolyn Whitehead at White River Vocational Technical School, P. O. Box 1120, Newport, AR 72112, 523-8966 or your local Employment Security Division office.

Non-Traditional Scholarship--This scholarship is given to students that are enrolled in a non-traditional class. Scholarships are for approximately \$600. The purpose of the scholarship is to encourage individuals to enroll in non-traditional classes. An application may be obtained from Ben Baxter or the Student Service Office at White River Vocational School.

GED Scholarship--This scholarship is granted to individuals that have completed their GED at a vocational school or an approved GED center. The scholarship is for 75% of tuition. An application may be obtained from the school.

James A. Coudret Scholarship Program--This program gives preference to children of American War Veterans and physically handicapped students. It provides up to \$800 per year which may be used for books, tuition, and miscellaneous supplies associated with the training program. An application may be obtained at the school.

Single Parent/Homemaker Program--The Single Parent/Homemaker Program is a part of a statewide network which helps Single Parents and Displaced Homemakers.

The thrust of the program is "Job Seekers Clinics", which are held at the school and surrounding counties. The workshop, scheduled over a two or three-day period, will include vocational planning, interviewing techniques, resume writing, client goals and "job keeping" strategy, along with other topics of interest to the group.

Transportation and Child Care are provided while attending the workshops.

Scholarships and Child Care are available to Single Parents and Displaced Homemakers attending vocational technical training. Applications are available from the Financial Aid Office.

PROGRAMS OF STUDY AND COURSE DESCRIPTIONS

COMMUNICATIONS AND MATHEMATICS

Most programs at White River Vocational Technical School require students to satisfactorily complete related communications and mathematics courses. Business Education students follow a different course of study. Students whose placement test scores indicate pre-tech level performance must complete the respective pre-tech courses prior to beginning tech level courses.

All tech level requirements must be satisfied in order for the student to graduate.

COM 1000 PRE-TECH COMMUNICATIONS

This course is designed to establish speaking, reading, and writing competencies required for basic literacy. Placement in this course is based upon results of a communications placement test.

COM 1103 TECHNICAL COMMUNICATIONS

This course is designed to develop listening, speaking, reading, writing, and human relations skills with emphasis on competencies required in the employment setting. Included are techniques useful in applying for employment. Placement in this course is based upon results of a communications placement test.

MTH 1000 PRE-TECH MATHEMATICS

This course is designed to develop arithmetic competencies. Emphasis is on whole numbers, decimals, and addition and subtraction of like fractions. Placement in this course is based upon results of a mathematics placement test.

MTH 1103 TECHNICAL MATHEMATICS

This course is designed to develop competencies in fractions, decimals, percents, measurements, tables, and graphs. Placement in this course is based upon results of a mathematics placement test.

ADULT EDUCATION

GENERAL ADULT EDUCATION

The objectives of this course are:

1. To provide an educational program for those who did not receive a high school diploma
2. To enable the student to pass the General Education Development Test
3. To educate the whole person that he/she may function happily and successfully in his/her environment
4. To improve the person's job and educational opportunities

Eligibility Requirements:

1. Any resident of Arkansas 17 years of age or older, may be enrolled in the G.A.E. program.
2. Under certain conditions, applicants who are 17 years of age may be eligible to take the G.E.D. test provided the following provisions are met:
 - a. Name of last school attended
 - b. Proof of having been out of school at least 6 months or be a member of a class that has already graduated
 - c. A written statement from superintendent that taking the G.E.D. test is probably in the best interest of the applicant
 - d. A statement of approval from parent or guardian for applicant to take the G.E.D. test or proof of marriage

Individualized Prescribed Instruction Laboratory (IPI):

The General Adult Education program uses the Individualized Prescribed Instruction system for preparing for the General Education Development Test. This laboratory is designed to examine, diagnose, and prescribe for each trainee's academic needs (deficiencies).

1. An interview is the first phase in order to get background information which will help identify the trainee.
2. The standardized achievement test is given to define the trainee's deficiencies in reading, language, and

- arithmetic. This phase will prescribe modules of instruction which will correct these deficiencies.
3. A study schedule is made from the trainee's test on various levels in reading, arithmetic, and language deficiencies.
 4. The trainee is tested at the end of each prescription on the study schedule to determine his or her progress.
 5. The trainee is evaluated by taking the Official Practice GED Test. The trainee is required to make an average of 45 or above on the Practice Test with 40 on each subject taken before recommendation to take the G.E.D. test is given.

Approximate Cost:

- No charge for Tuition or Books

Approximate Length of Course:

- Clock Hours: 640
- Weeks: 22
- 30 Hours per Week, Monday - Friday 8:00 a.m. - 2:45 p.m.

Enrollment Limitation: 20

(Enrollment is open entry/open exit; students may start at any time.)

G.A.E. Course Outline

I. WRITING SKILLS - 128 hours

- A. Spelling, Punctuation, Capitalization
- B. Grammar
- C. Diction
- D. Logic and Organization
- E. Sentence Structure

II. SOCIAL STUDIES - 128 hours

- A. Economics
- B. Geography
- C. Political Science
- D. History
- E. Behavioral Science

III. SCIENCE - 128 hours

- A. Biology
- B. Earth Science
- C. Chemistry
- D. Physics

IV. READING SKILLS - 128 hours

- A. Practical Reading
- B. General Reading
- C. Prose Literature
- D. Poetry
- E. Drama

V. MATH - 128 hours

- A. Arithmetic
- B. Geometry
- C. Algebra

G.E.D. Scholarship Criteria

A scholarship for full-time vocational training programs is available to people who have successfully completed the G.E.D. test.

To be eligible for a scholarship the following criteria must be met:

1. A student must have received a G.E.D. certificate from an approved school or center.
2. Students must be enrolled full-time in a vocational training program. Scholarships will be awarded on a first-come, first-serve basis.

ADULT BASIC EDUCATION

Approximate Cost:

- No Charge for Tuition or Books

Approximate Length of Course:

- Clock Hours: 640
- Weeks: 22
- 30 Hours per Week, Monday - Friday 8:00 - 2:45 p.m.

Enrollment Limitation: 20

(Enrollment is open entry/open exit; students may start at any time.)

Adult Basic Education Course Outline

I. WRITING SKILLS - 212 hours

- A. Spelling, Punctuation, Capitalization
- B. Grammar
- C. Diction
- E. Logic and Organization
- F. Sentence Structure

II. READING SKILLS - 214 hours

- A. Practical Reading
- B. General Reading

III. ARITHMETIC - 214 hours

- A. Addition
- B. Subtraction
- C. Multiplication
- D. Division

APPLIANCE SERVICE

The Appliance Service program is designed to prepare individuals with the skills and knowledge to repair, install, and service major home appliances. Instructional activities involve classroom and laboratory activities which help the students understand service and repair procedures of gas, electric, and refrigeration/air conditioning type appliances.

Students also receive instruction in related areas such as math and communications.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term
- Tools: \$600
- Books and Supplies: \$135
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 37
- Clock Hours: 1146
- 30 Hours per Week, Monday - Friday 8:00 a.m. - 2:45 p.m.

Enrollment Limitation: 25

Courses Required for Graduation:			Credit	Clock
Class Number	Course		Hours	Hours
MAS 1106	Electricity For Appliance Service ..	6	194
MAS 1203	Motors For Electrical Appliances ...	4	145
MAS 1303	Resistance Heating & Gas Appliances	2	49
MTH 1103	*Technical Math	3	49
COM 1103	*Technical Communications	3	49
MAS 1404	Motor Driven Appliances	4	150
MAS 1507	Domestic Refrigeration	7	246
MAS 1703	Refrigeration & Air Conditioning I .	3	102
MAS 1802	Refrigeration & Air Conditioning II	2	89
MAS 1903	Microwave Ovens	3	73
MAS 2000	**Directed Experience/Internship	no credit		
	*Or MAS 2101 Related Lab	1		

**MAS 2000 Directed Experience/Internship will be taken when the above courses are completed before the scheduled time.

APPLIANCE SERVICE COURSE DESCRIPTIONS

MAS 1106 ELECTRICITY FOR APPLIANCE SERVICE

This course includes instruction in safety, hand tools, fundamentals of electricity, electrical test equipment, wiring diagrams, and AC/DC circuitry. Practical applications to appliance service are emphasized in the laboratory.

MAS 1203 MOTORS FOR ELECTRICAL APPLIANCES

This course is an introduction to the types of motors used in electrical appliances. Emphasis will be on the electrical application, schematics, and wiring diagrams of different types of motors. Practical applications and safety will be emphasized in laboratory.

MAS 1404 MOTOR DRIVEN APPLIANCES

This course introduces different types of motor-driven appliances such as washers, dryers, and dishwashers. Proper installation and maintenance will be emphasized in the laboratory. Safety will be emphasized.

MAS 1303 RESISTANCE HEATING AND GAS APPLIANCES

This course will cover the installation and maintenance of resistance heating and gas appliances. Safety and codes affecting installation will be emphasized.

MAS 1507 DOMESTIC REFRIGERATION/AIR CONDITIONING

This course will cover basic refrigeration fundamentals, applications, and installation. The emphasis will be on electrical circuitry and sealed system servicing. Safety practices will be emphasized in the laboratory.

MAS 1703 REFRIGERATION/AIR CONDITIONING I

This course will cover controls, circuitry, and commercial refrigeration applications as well as air conditioning fundamentals. Emphasis will be on troubleshooting and servicing air conditioners. Safety practices will be emphasized in the laboratory.

MAS 1903 MICROWAVE OVENS

This course covers the fundamentals of microwave cooking with emphasis on installation and maintenance. Safety will be emphasized, especially as it relates to radiation hazards.

MAS 1802 REFRIGERATION AND AIR CONDITIONING II

This course is a continuation of Refrigeration and Air Conditioning I with emphasis on residential refrigerators and air conditioning equipment. Additional troubleshooting and servicing will be included.

MTH 1103 TECHNICAL MATHEMATICS

This course is described on page 27.

COM 1103 TECHNICAL COMMUNICATIONS

This course is described on page 27.

MAS 2401 RELATED LAB

This course allows students additional time to apply their skills on selected projects in the lab setting. The instructor is responsible for assigning students to these projects.

MAS 2000 DIRECTED EXPERIENCE/INTERNSHIP

This course provides additional lab and study time in order for students to acquire knowledge and competencies required for graduation that they were not able to achieve during the regular scheduled classes. This class is provided at the discretion of the instructor and in consultation with Supervisor of Instruction. Based on the student's progress and level of achievement in regular courses this course may be required for graduation. Although this course does not carry credit toward graduation, it may extend other credit courses.

AUTO BODY REPAIR

The work of the auto body repairer consists of those jobs which require a knowledge of automotive construction and a relatively high degree of manual dexterity.

Students enrolled in this department will become skilled in frame alignment, removing dents, replacing damaged parts, painting, and glass installation.

Upon completion of this course, employment may be obtained in the field as a body shop manager, insurance adjustor, paint representative for a major paint company, or body shop owner or employee.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term
- Tools: \$625
- Books and Supplies: \$130
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 40
- Clock Hours: 1146
- 30 Hours per Week, Monday - Friday 8:00 a.m. - 2:45 p.m.

Enrollment Limitations: 25

Courses Required for Graduation:		Credit	Clock
Class Number	Course	Hours	Hours
ABR 1108	Basic Metal Repair I	8	241
ABR 1204	Body and Frame Alignment I	4	98
COM 1103	*Technical Communications	3	49
MTH 1103	*Technical Math	3	49
ABR 1803	Auto Body Safety	3	49
ABR 1303	Body and Frame Alignment II	3	101
ABR 1604	Basic Metal Repair II	4	148
ABR 1404	Painting	4	148
ABR 1504	Color Matching	4	101
ABR 1904	Related Auto Body Repair	4	162
ABR 2000**	Directed Experience/Internship	no credit	
ABR 2401	*Or Related Lab	1	

**ABR 2000 Directed Experience/Internship will be taken if the above courses are completed before the scheduled time.

AUTO BODY REPAIR COURSE DESCRIPTIONS

ABR 1108 BASIC METAL REPAIR I

This course will cover the straightening, alignment, and fitting of major panels. Procedures necessary to rough, shrink, bump, and finish are included. Emphasis in this course is on theory. Safety is emphasized.

ABR 1204 BODY AND FRAME ALIGNMENT I

In this course students will receive instruction on the use of frame equipment, frame construction, sectioning, and straightening. Experience working with unitized construction using frame alignment equipment will be provided. The fundamentals of welding, heating, cutting, and shaping are included. Emphasis in this course is on theory. Safety is emphasized.

ABR 1303 BODY AND FRAME ALIGNMENT II

This course is a continuation of ABR 1204 with emphasis on practical application. Safety is emphasized.
Prerequisite: ABR 1204 Body and Frame Alignment I.

ABR 1604 BASIC METAL REPAIR II

This course is a continuation of ABR 1107 with emphasis on practical application. Safety is emphasized.
Prerequisite: ABR 1108 Basic Metal Repair I.

ABR 1404 PAINTING

This course includes skills and technical knowledge in the preparation of metal for paint; chemical stripping of old finishes; use and maintenance of painting equipment; mixing and spraying of all types of automotive finishes; and identification of common materials used. Safety is emphasized.

ABR 1504 COLOR MATCHING

This course is a continuation of painting with emphasis on spraying techniques, tinting of paints to achieve color match, and estimating. Safety is emphasized.
Prerequisite: ABR 1404 Painting

ABR 1904 RELATED BODY REPAIR

This course includes the removal and replacement of the glass, trim, electrical wiring, and the repair of

plastic components. Safety is emphasized.
Prerequisite: ABR 1108.

ABR 1803 AUTO BODY SAFETY

This course is designed to develop sound safety practices in the auto body environment. Emphasis is given to the safe use of tools, equipment, facilities, and hazardous materials.

MTH 1103 TECHNICAL MATHEMATICS

This course is described on page 27.

COM 1103 TECHNICAL COMMUNICATIONS

This course is described on page 27.

ABR 2401 RELATED LAB

This course allows students additional time to apply their skills on selected projects in the lab setting. The instructor is responsible for assigning students to these projects.

ABR 2000 DIRECTED EXPERIENCE/INTERNSHIP

This course provides additional lab and study time in order for students to acquire knowledge and competencies required for graduation that they were not able to achieve during the regular scheduled classed. This class is provided at the discretion of the instructor and in consultation with Supervisor of Instruction. Based on the student's progress and level of achievement in regular courses this course may be required for graduation. Although this course does not carry credit toward graduation, it may extend other credit courses.

AUTOMOTIVE SERVICE TECHNICIAN

The Automotive Service Technician program is designed to give students a working knowledge in the ever-expanding field of automobile service and repair. This field has become so specialized and technical that demand for trained mechanics increases daily.

During the training period, the student will receive approximately 50% of instruction in theory and 50% in practical application. The shop is equipped with the latest and most modern diagnostic equipment found in most shops in this area.

Graduates of this program will find employment as technicians in: service stations, specialty shops, independent garages, fleet garages, and auto dealers.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term
- Tools: \$800
- Books and Supplies: \$210
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 47
- Clock Hours: 1146
- 30 Hours per Week, Monday - Friday 8:00 a.m.- 2:45 p.m.

Enrollment Limitation: 25

Courses Required for Graduation:

Class Number	Course	Credit Hours	Clock Hours
AST 1106	Gasoline Engine Repair	6	145
AST 1207	Basic Electronic and	7	193
	Electrical Systems		
MTH 1103	*Technical Math	3	49
COM 1103	*Technical Communications	3	49
AST 1903	Automotive Safety	3	50
AST 1406	Engine Performance	6	149
AST 1504	Automotive Power Trains	4	100
AST 1805	Automatic Transmissions	5	149
AST 1604	Automotive Brake Systems	4	100
AST 1704	Automotive Chassis and Steering	4	108
AST 2102	Automotive Climate Control	2	54
AST 2000	**Directed Experience/Internship	no credit	
	*Or AST 2201 Related Lab	1	

**AST 2000 Directed Experience/Internship will be taken when the above courses are completed before the scheduled time.

AUTOMOTIVE SERVICE TECHNICIAN COURSE DESCRIPTIONS

AST 1106 GASOLINE ENGINES REPAIR

This is the study of construction and engine operation which includes engine types, cylinder arrangements, valve arrangements, cooling systems, and lubrication systems. It also covers measurements, piston rings, valves, connecting rods, and includes the proper methods of grinding valves and seats.

AST 1604 AUTOMOTIVE BRAKE SYSTEMS

This course is a study of automobile brakes, including drum, disc, and anti-lock brake systems. Brake hydraulics are also studied. Safety is emphasized.

AST 1504 AUTOMOTIVE POWER TRAINS

This course is a study of the manual transmission/transaxle including disassembly, evaluation, and reassembly. The student will be able to identify the main parts, describe the operation of, and follow the power flow through the transmission/trans-axle. Safety is emphasized.

AST 1805 AUTOMATIC TRANSMISSIONS

This course is designed to provide the student with an understanding of the construction, operation, and service of the transmission including hydraulics, fluid couplings, planetary gear systems, governor control valves, clutch units, servos, bands, and the methods of disassembling and reassembling. Safety is emphasized.

AST 2102 AUTOMOTIVE CLIMATE CONTROL

This course is a study of the fundamentals and principles of the operation and construction of the automotive air conditioning and heating systems. Included is the study of testing, diagnosis and evaluation of the systems. Safety is emphasized.

AST 1406 ENGINE PERFORMANCE

This course is a study of the various ignitions, fuel system, and emission control systems. Also included are the diagnostic and testing procedures used in the maintaining and repairing of the ignition, fuel, and emission systems. Safety is emphasized.

AST 1704 AUTOMOTIVE CHASSIS AND STEERING

This course is a study of automobile frames and springs, front and rear suspension systems. The diagnosis of steering geometry including alignment and leveling hydraulics. Safety is emphasized.

AST 1207 BASIC ELECTRONICS AND ELECTRICAL SYSTEMS

This course is a study of basic electricity, electrical circuits, wiring, electronic components and CRT digital and metered gauges used on late model vehicles, including the diagnosis and repair of electrical components. Safety is emphasized.

AST 1903 AUTOMOTIVE SAFETY

This course is designed to cover the various safety applications in the automotive environment. Emphasis is placed on the safe use of tools, equipment, electrical devices, and facilities.

MTH 1103 TECHNICAL MATHEMATICS

This course is described on page 27.

COM 1103 TECHNICAL COMMUNICATIONS

This course is described on page 27.

AST 2201 RELATED LAB

This course allows students additional time to apply their skills on selected projects in the lab setting. The instructor is responsible for assigning students to these projects.

AST 2000 DIRECTED EXPERIENCES/INTERNSHIP

This course provides additional lab and study time in order for students to acquire knowledge and competencies required for graduation that they were not able to achieve during the regular scheduled classes. This class is provided at the discretion of the instructor and in consultation with Supervisor of Instruction. Based on the student's progress and level of achievement in regular courses, this course may be required for graduation. Although this course does not carry credit toward graduation, it may extend other credit courses.

BUSINESS EDUCATION

The Business Education Department offers the following training options: Business Data Processing, Computerized Accounting, and Secretarial--Options 1 and 2.

The program provides students with a realistic view of today's office, its procedures, equipment, and activities. Through the use of textbooks, workbooks, tests, applications, and simulations, students are given the opportunity to develop and refine knowledge.

The training provides preparation for many positions such as accounting clerk, clerical typist, secretary, data entry operator, transcriptionist, word processing operator, and computer operator.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term
- Books and Supplies: \$450
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 42
- Clock Hours: 1146
- 30 Hours per Week, Monday - Friday 8:00 a.m. - 2:45 p.m.

Enrollment Limitations: 70

CORE CURRICULUM

Core Curriculum Required for All Students:		Credit	Clock
Class Number	Course	Hours	Hours
BUS 1003	Business English	3	50
BUS 1103	Business Mathematics	3	50
BUS 1203	Keyboarding	3	100
BUS 1303	Computer Applications for Business	3	100
BUS 1123	Accounting I	3	100
BUS 1113	Business Machines	3	50
BUS 1013	Business Communications	3	50
BUS 1503	Word/Information Processing I ...	3	100
INT 2500	*Internship	no credit	

*INT 2500 Internship will be taken if all required courses are completed before the scheduled time.

Specialty Core

BUSINESS DATA PROCESSING

BUS	1323	Programming Language I - BASIC ..	3	100
BUS	1133	Accounting II	3	100
BUS	1373	Database Management	3	82
BUS	1383	Spreadsheet Applications	3	82
BUS	1223	Data Entry	3	82
BUS	_____	Elective	3	100

COMPUTERIZED ACCOUNTING

BUS	1133	Accounting II	3	100
BUS	1563	Administrative Support Procedures	3	100
BUS	1213	Keyboarding Applications	3	100
BUS	1143	Computer Applications for Accounting	3	82
BUS	1383	Spreadsheet Applications	3	82
BUS	_____	Elective	3	82

SECRETARIAL -- OPTION 1

BUS	1543	Shorthand I	3	100
BUS	1213	Keyboarding Applications	3	100
BUS	1553	Shorthand II	3	82
BUS	1563	Administrative Support Procedures	3	100
BUS	1523	Machine Transcription	3	82
BUS	1373	Database Management <u>or</u>		
BUS	1383	Spreadsheet Applications	3	82

SECRETARIAL -- OPTION 2

BUS	1213	Keyboarding Applications	3	100
BUS	1563	Administrative Support Procedures	3	100
BUS	1523	Machine Transcription	3	82
BUS	1513	Word/Information Processing II... ..	3	100
BUS	1373	Database Management <u>or</u>		
BUS	1383	Spreadsheet Applications	3	82
BUS	_____	Elective	3	82

BUSINESS EDUCATION COURSE DESCRIPTIONS

BUS 1003 BUSINESS ENGLISH

Business English provides an introduction/review of the basics in punctuation, English grammar, spelling, and other mechanics as needed in current business usage. Dictionary usage and proofreading techniques are included. Prerequisites: None. Class Limit: 20.

BUS 1013 BUSINESS COMMUNICATIONS

Business Communications covers the principles of effective oral and written communications in a business office. Topics include: verbal/nonverbal skills, writing skills, reading skills, listening skills, psychological principles, employment skills involved in effective business communications. Prerequisite: Keyboarding and Business English
Class Limit: 20.

BUS 1103 BUSINESS MATHEMATICS

Business Mathematics provides training in the fundamentals of math and in problem solving related to business situations and financial management. This includes percentages, payroll and taxes, insurance, statistics, and graphs. The course also provides instruction in using algebraic principles to solve business problems. Prerequisite: Enrollment in this course is based upon results of mathematics placement test. Class limit: 20

BUS 1113 BUSINESS MACHINES

Business Machines is designed to teach students employable skills using the basic machines found in business offices. Emphasis will be placed on teaching both speed and accuracy through touch operation of ten-key keypads. In addition, reprographic equipment operation will be taught. Prerequisite: None. Class limit: 20

BUS 1123 ACCOUNTING I

Accounting I is the study of fundamental accounting concepts and procedures for sole proprietorships. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is given to cash,

banking, payroll procedures, sales, purchases, and accounts receivables/payables. Simulated accounting activities offer decision-making opportunities encountered in the business world. Prerequisites: None. Class limit: 25

BUS 1133 ACCOUNTING II

Accounting II is the continuation of the accounting concepts and procedures presented in Accounting I with emphasis on the optional methods of accounting for notes, inventories, prepaid expenses, owner's equity, and property, plant, and equipment assets. Special emphasis will be given to end-of-period adjustments and preparation and interpretation of financial statements. Prerequisite: Accounting I and Business Mathematics. Class limit: 25

BUS 1143 COMPUTER APPLICATIONS FOR ACCOUNTING

Computer Applications for Accounting is an innovative, integrated learning program that covers the major components of a computerized accounting system. Major components covered are general ledger, accounts receivable, accounts payable, and payroll. Prerequisite: Accounting I, II. Class limit: 15

BUS 1203 KEYBOARDING

Keyboarding provides training in the touch operation of the alphabetic and numeric. Basic skill development through drills for speed and accuracy control, centering, tabulation, and formatting of basic business documents is included in Keyboarding. This course provides basic skills necessary to operate computer terminals and information processors. Prerequisite: None. Class limit: 25

BUS 1213 KEYBOARDING APPLICATION

Keyboarding Application provides production training in the refinement of the operation alphabetic and numeric keyboards. Production work includes: letters, memos, reports, business forms, resumes, tabulation, and legal/medical/government applications. Skill development through drills for speed and accuracy control continues as an integral part of Keyboarding Applications. This course builds production skills necessary to operate computer terminals and information processors with accuracy and speed. Prerequisite: Keyboarding. Class limit: 25

BUS 1223 DATA ENTRY

Data Entry introduces the procedures and techniques most commonly used in recording data in machine-readable form. Emphasis is given to data entry proficiency for a variety of business applications. Prerequisites: Keyboarding, Computer Applications for Business. Class limit: 15

BUS 1303 COMPUTER APPLICATIONS FOR BUSINESS

Computer Applications for Business provides a working vocabulary of terms used by computer personnel and an introduction to business software applications. This course includes descriptions of and hands-on work with common application packages. Prerequisites: None. Class limit: 15.

BUS 1323 PROGRAMMING LANGUAGE - BASIC

BASIC programming introduces the student to problem solving, design, coding, debugging, and documentation of programs using the BASIC language. Prerequisite: Enrollment in Computer Applications for Business and Keyboarding. Class limit: 15.

BUS 1373 DATABASE MANAGEMENT SYSTEMS

Database Management Systems familiarizes students with basic models and capabilities of standard DBMS packages. This course stresses application development and modeling. Prerequisites: Computer Applications for Business and Keyboarding. Class limit: 15

BUS 1383 SPREADSHEET APPLICATION

Spreadsheet Applications gives practical experience in the development of spreadsheets. Activities will include creating templates and financial models for entering and processing data. Prerequisites: Computer Applications for Business and Keyboarding. Class limit: 15.

BUS 1503 WORD/INFORMATION PROCESSING I

Word/Information Processing I is designed for students to produce documents used in business offices. The student will keyboard, edit, format, store, retrieve, and print acceptable documents using a word processor. Prerequisites: Computer Applications for Business and Keyboarding. Class limit: 15.

BUS 1513 WORD/INFORMATION PROCESSING II

Word/Information Processing II is designed to include advanced work and information processing concepts, administrative and communication skills, and advanced applications. Spreadsheet and database activities will be merged with word processing applications. Prerequisite: Word Processing I. Class limit: 15.

BUS 1523 MACHINE TRANSCRIPTION

Machine Transcription provides training in the transcribing of mailable documents from recordings using a typewriter or word processor/microcomputer. Prerequisite: Keyboarding and Business English. Class limit: 15.

BUS 1543 SHORTHAND I

Shorthand I introduces the principles and theory of writing shorthand, develops the ability to read and write outline from well-written shorthand notes, develops the ability to take simple dictation from both familiar and new materials, and provides for transcription readiness through emphasis on business vocabulary, spelling, punctuation, and grammar. Prerequisite: Keyboarding or currently enrolled. Class limit: 20.

BUS 1553 SHORTHAND II

Shorthand II continues the development of speed and accuracy in taking dictation on both familiar and unfamiliar materials; reviews shorthand principles; increases skill in transcribing on the typewriter and/or word processor; and continues development of grammar and transcription skills through emphasis on business vocabulary, spelling, and punctuation. Prerequisites: Shorthand I, Business English, and Keyboarding. Class limit: 20.

BUS 1563 ADMINISTRATIVE SUPPORT PROCEDURES

Administrative Support Procedures emphasizes administrative practices and procedures used in a business office. Topics include personal development; interpersonal relations; mail handling; telecommunications and telephone usage; travel arrangements; receptionist duties; records management; decision making; organization concepts, skills, and

procedures; traditional and electronic information resources; time and stress management ; and purchasing procedures. Prerequisite: Keyboarding. Class limit: 25.

INT 2500 INTERNSHIP

Internship provides an opportunity for the students(s) to obtain additional experience in a "work setting." Appropriate training stations will be developed and supervision will be provided by vocational technical personnel in cooperation with business and industry. Training plans will be developed for each training station.

CASHIER/CHECKER TRAINING

The Cashier/Checker Training Program is an eight (8) week program designed to prepare students for entry level employment as cashier/checkers.

The students will be taught customer relations, food stamp rules and regulations, handling of WIC, money, coupons and checks. Product identification, applied math, and cash register operations, both conventional and electronic scanning types, will be part of the instruction program.

The instructional program content is based upon occupational analysis in the checking field and adjusted to meet local employment needs. This program is not approved for Veterans benefits.

Approximate Cost:

-Tuition: \$50

Approximate Length of Course:

-Clock Hours: 240

-Weeks: 8

-30 Hours per Week, Monday - Friday 8:00 a.m. - 2:45 p.m.

Enrollment Limitation: 20

Program Outline

- I. CUSTOMER RELATIONS
- II. FOOD STAMPS RULES AND REGULATIONS
- III. W.I.C. (WOMEN, INFANTS, AND CHILDREN)
- IV. HANDLING OF MONEY, COUPONS, AND CHECKS
- V. PRODUCT IDENTIFICATION
- VI. APPLIED MATH
- VII. CASH REGISTERS
- VIII. INTERNSHIP (60 HOURS)

DIESEL MECHANICS

Enrollees in the Diesel Mechanics program will be trained in the repairing and maintenance of heavy equipment, e.g., farm equipment, industrial equipment and heavy trucks.

There is an ever increasing demand for mechanics in this field due to the growth in diesel engines used in mobile equipment and in farming.

Students completing this course should be qualified to find employment in the following areas: Farm equipment dealership, heavy truck dealership, industrial equipment dealership, independent truck shop, independent diesel mechanics shop, river boat mechanic, and in some auto mechanic shops.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term
- Tools: \$450
- Books and Supplies: \$225
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 38
- Clock Hours: 1146
- 30 Hours per Week, Monday - Friday 8:00 a.m. - 2:45 p.m.

Enrollment Limitation: 25

Courses Required for Graduation:

Class Number	Course	Credit Hours	Clock Hours
DTM 1206	Diesel Engines	6	194
DTM 1303	Diesel Fuel Systems	3	114
DTM 1402	Power Trains	2	82
MTH 1103	*Technical Math	3	48
COM 1103	*Technical Communications	3	48
DTM 1503	Differentials	3	100
DTM 1603	Transmissions	3	100
DTM 1703	Hydraulics	3	100
DTM 1807	Electronics & Electrical Systems ..	7	198
DTM 1903	Brake Systems	3	105
DTM 2102	Air Conditioning Systems	2	57
DTM 2000**	Directed Experience/Internship	no credit	
	*Or DTM 2401 Related Lab	1	

**DTM 2000 Directed Experience/Internship will be taken when the above courses are completed before the scheduled time.

DIESEL MECHANICS COURSE DESCRIPTIONS

DTM 1206 DIESEL ENGINES

This course is a study of the basic diesel engine construction, operation, and principles. This includes fuel injection systems, removal and replacement, engine timing and troubleshooting. Safety and the use of special tools will be emphasized.

DTM 1402 POWER TRAINS

This course is a study of the different types of gears and their arrangements, clutches, transmissions (manual and fluid drive), transfer cases differentials, and final drives. Safety and the use of special tools will be emphasized.

DTM 1503 DIFFERENTIALS

This course is a continuation of power trains and their components. More emphasis is given to transfer cases differentials and final drive output. Safety and the use of special tools will be emphasized.

DTM 1303 DIESEL FUEL SYSTEMS

A study of fuel injection systems (PT type and distributor type) and operational principles to include removal and replacement of pumps and injectors, timing, and troubleshooting. Safety and the use of special tools will be emphasized.

DTM 1603 TRANSMISSIONS

This course is designed to provide the student with an understanding of the construction, operation, and service of the heavy duty transmission including hydraulics, fluid couplings, gear systems, governor control valves, clutch units, bands, and the methods of disassembling and reassembling. Safety is emphasized.

DTM 1703 HYDRAULICS

This course covers hydraulic principles and the makeup of hydraulic systems. A study of pumps, motors, controls, valves, cylinders, and symbols. Students will demonstrate the ability to check pressures, troubleshooting the systems and make necessary repairs and/or adjustments. Safety and the use of special tools will be emphasized.

DTM 1903 BRAKE SYSTEMS

This course is a study of the different types and makeup of mechanical, air, and hydraulic brake systems will be covered. Emphasis will be on maintenance, repair, safety and special tools.

DTM 1807 ELECTRONICS & ELECTRICAL SYSTEMS

This course is the study of basic electricity through the diagnostic stage of circuits, A.C. circuits, and diagram reading and the use of electricity to control other systems on the vehicles. Safety and the use of special tools is emphasized.

DTM 2102 AIR CONDITIONING SYSTEMS

This course covers the operational principles of air conditioning systems and related components as applied to diesel equipment with emphasis on testing, maintenance, and repair. Safety and special tools are emphasized.

MTH 1103 TECHNICAL MATHEMATICS

This course is described on page 27.

COM 1103 TECHNICAL COMMUNICATIONS

This course is described on page 27.

DTM 2401 RELATED LAB

This course allows students additional time to apply their skills on selected projects in the lab setting. The instructor is responsible for assigning students to these projects.

DTM 2000 DIRECTED EXPERIENCE/INTERNSHIP

This course provides additional lab and study time in order for students to acquire knowledge and competencies required for graduation that they were not able to achieve during the regular scheduled classes. This class is provided at the discretion of the instructor and in consultation with Supervisor of Instruction. Based on the student's progress and level of achievement in regular courses this course may be required for graduation. Although this course does not carry credit toward graduation, it may extend other credit courses.

PARTS SPECIALIST

The Parts Specialist program is designed to prepare individuals for employment in an auto parts business. This network supplies replacement parts for service stations, independent garages, specialty repair shops, car and truck dealerships, fleet and industrial operations, and the general buying public--consumers interested in maintaining and servicing their own vehicles. Three areas emphasized in the auto parts specialist program include product knowledge, sales and service skills, and professional discipline.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term
- Books and Supplies: \$51
- Graduation Fees: \$15

Approximate Length of Course:

- Clock Hours: 1146
- Credit Hours: 38
- 30 Hours per Week, Monday - Friday, 8:00 a.m. - 2:45 p.m.

Enrollment Limitation: 25

Courses Required for Graduation:		Credit	Clock
Class Number	Course	Hours	Hours
PSP 1106	Parts and Systems	6	195
	Identification I	
PSP 1206	Parts Jobber Operations	6	195
MTH 1103	*Technical Mathematics	3	48
COM 1103	*Technical Communications	3	48
PSP 1406	Catalogs and Pricing Procedures ..	6	198
PSP 1506	Counter Sales and Services	6	198
PSP 1304	Parts and Systems	4	102
	Identification II		
PSP 1604	Tool and Equipment Operations	4	162
PSP 2000**	Directed Experience/Internship	no credit	
	*Or PSP 2101 Related Lab	1	

**PSP 2000 Directed Experience/Internship will be taken when the above courses are completed before the scheduled time.

PARTS SPECIALIST COURSE DESCRIPTION

PSP 1106 PARTS AND SYSTEMS IDENTIFICATION I

This course is designed to help the student identify automotive parts, components, tools, equipment, and supplies by the correct terminology. Students will also study the relationships of various parts and their systems.

PSP 1206 PARTS JOBBER OPERATIONS

This course provides the student with an understanding of parts inventory procedures, stocking, and shipping techniques. Also included are customer relations and safety practices. Students receive an orientation to the many operations connected with a parts business.

PSP 1406 CATALOGS AND PRICING PROCEDURES

This course provides instruction in the proper use of parts catalogs and price sheets with emphasis on acquiring maximum speed and minimum error skills. Familiarization of indexing, nomenclature, and updating of catalogs is also stressed.

PSP 1506 COUNTER SALES AND SERVICES

This course is designed to prepare the student for parts counter sales. Students are provided instruction in accurate recordkeeping transactions for the parts specialist field. Included are techniques related to selling and merchandising.

PSP 1304 PARTS AND SYSTEMS IDENTIFICATION II

This is a continuation of the previous course PSP 1106. Emphasis is given to more advanced parts systems found in the parts specialist field.

PSP 1604 TOOL AND EQUIPMENT OPERATIONS

This course includes various principles and practices of tool and equipment operations in parts stores pertaining to automotive applications. Some of the operations include valve guide replacement, brake drum resurfacing, valve grinding, custom hydraulic hose fitting, etc.

MTH 1103 TECHNICAL MATHEMATICS

This course is described on page 27.

COM 1103 TECHNICAL COMMUNICATIONS

This course is described on page 27.

PSP 2101 RELATED LAB

This course allows students additional time to apply their skills on selected projects in the lab setting. The instructor is responsible for assigning students to these projects.

PSP 2000 DIRECTED EXPERIENCE/INTERNSHIP

This course provides additional lab and study time in order for students to acquire knowledge and competencies required for graduation that they were not able to achieve during the regular scheduled classes. This class is provided at the discretion of the instructor and in consultation with Supervisor of Instruction. Based on the student's progress and level of achievement in regular courses, this course may be required for graduation. Although this course does not carry credit toward graduation, it may extend other credit courses.

PRACTICAL NURSING

Practical Nursing provides the student with the basic knowledge and skills for passing the State Board of Nursing Licensure Examination and for the satisfactory performance of nursing skills in the health field. Instruction consists of theory and supervised practice in the following areas: basic nursing procedures; personal, family, and community health; nutrition; anatomy and physiology; pharmacology; medical-surgical nursing; pediatrics; nursing of mother and infant; and mental health nursing. Clinical training is planned to give the student varied experiences in the health care field. Upon satisfactory completion of the program, the student may take the State Board of Nursing Examination. Passing the exam assures the individual of a license to practice as a licensed practical nurse.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term

- Books and Supplies: \$550*

*The approximate cost of supplies includes the price of two required uniforms.

- Graduation Fees: \$15

Additional Cost to Students: Watch with a second hand, bandage scissors, nursing shoes, stethoscope, name pin, white hose, travel to clinical facility, personal expenses at two HOSA conventions, and C.P.R. Certification.

Approximate Length of Course:

- Clock Hours: 1536 for Regular Class, 1528 for JTPA Class

- Credit Hours: 67

Enrollment Limitation: 15

Persons interested in enrolling in the Practical Nurse Class must: (1) be at least 17 years of age, (2) be a high school graduate or have a GED or American Correspondence Certificate, and (3) submit an application.

Entrance Requirements (must be completed before acceptance)

1. Submit copy of complete high school transcript or copy of GED scores.
2. Take General Aptitude Test Battery.
3. Take TEWS and Stanford Tests.
4. Be interviewed by school personnel.

Accepted students will be required to obtain a physical from the physician of their choice stating that the student is physically capable of performing the duties of a practical

nurse and is free from any communicable disease. A form for the physical may be obtained from the school.

CLASSROOM AND HOSPITAL SCHEDULE

Practical Nurse students spend the first seven weeks of the eleven month course in classroom sessions from 8:00 a.m. to 2:45 p.m. Monday through Friday. During the remaining weeks the students are in clinical practice three days a week. They also spend two days a week in classroom study at the school. The majority of clinical experience is during the day (6:45 a.m.-3:00 p.m.); however, the students will work two to three weeks on evening duty and one to two weeks on night duty.

AFFILIATED CLINICAL FACILITIES:

Newport, AR

McCrory, AR

Harris Hospital Inc.
Newport Hospital & Clinic
Regional Health Care
Pinedale Nursing Home

Woodruff Co. Nursing Home

Students are required to rotate to all facilities during their clinical training.

Courses Required for Graduation for Regular (July) Class

Class Number	Course	Credit Hours	Clock Hours
LPN 1003	Introduction to Basic Nursing Principles	3	44
LPN 1103	Basic Nursing Principles and Skills I	3	38
LPN 1206	Basic Nursing Principles and Skills II	6	92
LPN 1104	Body Structure & Function	4	60
LPN 1102	Pharmacology I	2	30
LPN 1203	Mother and Infant	3	40
LPN 1305	Personal, Family and Community Health	5	70
LPN 1503	Nursing of Children	3	40
LPN 2103	Pharmacology II	3	30
LPN 1605	Medical/Surgical Nursing I	5	80
LPN 1702	Nutrition	2	32
LPN 2605	Medical/Surgical Nursing II	5	80
LPN 1303	Medical/Surgical Clinical I	3	330
LPN 2203	Medical/Surgical Clinical II	3	330
LPN 2303	Medical/Surgical Clinical III	3	44
LPN 2302	Maternity Clinical	2	35
LPN 2402	Pediatric Clinical	2	25
LPN 2501	*Advanced Directed Clinical	1	40
MTH 1103	Technical Mathematics	3	48
COM 1103	Technical Communications	3	48

*Elective

Courses Required for Graduation for JTPA (January) Class**

Class Number	Course	Credit Hours	Clock Hours
LPN 1106	Basic Nursing Principles and Skills I	6	85
LPN 1206	Basic Nursing Principles and Skills II	6	86
LPN 1104	Body Structure and Function	4	58
LPN 1102	Pharmacology I	2	30
LPN 1203	Mother and Infant	3	40
LPN 1305	Personal, Family and Community Health	5	80
LPN 1503	Nursing of Children	3	35
LPN 2103	Pharmacology II	3	35
LPN 1605	Medical/Surgical Nursing I	5	70
LPN 1702	Nutrition	2	35
LPN 2605	Medical/Surgical Nursing II	5	76
LPN 1303	Medical/Surgical Clinical I	3	319
LPN 2203	Medical/Surgical Clinical II	3	320
LPN 2303	Medical/Surgical Clinical III	3	45
LPN 2302	Maternity Clinical	2	35
LPN 2402	Pediatric Clinical	2	35
LPN 2501	*Advanced Directed Clinical	1	48
MTH 1103	Technical Mathematics	3	48
COM 1103	Technical Communications	3	48

*Elective

**This class is open to JTPA certified applicants only.

PRACTICAL NURSING CALENDARS

Regular Class (begins every July)

Summer Term, 1989

July 24	Instruction begins
August 14	AVA Conference
August 25	Term ends

(24 days)

Fall Semester, 1989

August 28	Instruction begins
September 4	Labor Day recess
October 26-27	Fall Health Occupations Students of America (HOSA) Conference
November 13	Veterans Day recess
November 23-24	Thanksgiving recess
December 22	Semester ends

(81 days)

Spring Semester, 1990

January 8	Instruction begins
April 13-16	Spring break
April 26-27	Spring HOSA contest
May 11	Semester ends

(88 days)

Summer Semester, 1990

May 14	Instruction begins
May 28	Memorial Day recess
June 20	Term ends

(27 days)

(Total for year: 220 days)

JTPA Class (begins every January)
(continuation of January 1989 class)

Summer Term, 1989

July 3	Instruction begins
July 4	Independence Day recess
July 10-21	Summer Recess
July 24	Instruction resumes
August 14	AVA Conference
August 25	Summer term ends

(28 days)

Fall Semester, 1989

August 28	Instruction begins
September 4	Labor Day recess
October 26-27	Fall Health Occupations Students of America (HOSA) Conference
November 13	Veterans Day recess
November 23-24	Thanksgiving recess
November 30	Semester ends

(63 days)

(class completed)

Total Clock hours for complete class - 1528

(new class begins)

Spring Semester, 1990

January 8	Instruction begins
April 13-16	Spring break
April 26-27	Spring HOSA contest
May 4	Semester ends

(83 days)

Summer Term, 1990

May 14	Instruction begins
May 28	Memorial Day recess
June 29	Term ends

(34 days)

PRACTICAL NURSING COURSE DESCRIPTIONS

LPN 1003 INTRODUCTION TO BASIC NURSING PRINCIPLES

This course is a study of first-aid, CPR, and Medical Terminology. This course will include computer fundamentals.

LPN 1103 BASIC NURSING PRINCIPLES AND SKILLS I

Covers the fundamental principles, skills and attitudes needed to give nursing care; common procedures used in the care of the sick, the development of the ability to adapt them to various situations with skills, safety, and comfort for the patient; development of an awareness of responsibility to make, report and record observations. Also covers the development of the personal and professional self including vocational relations skills.

LPN 1206 BASIC NURSING PRINCIPLES AND SKILLS II

This course is a continuation of LPN 1103.
Prerequisite: LPN 1103

LPN 1106 BASIC NURSING PRINCIPLES AND SKILLS I

This course covers materials included in LPN 1003 and LPN 1103.

LPN 1104 BODY STRUCTURE & FUNCTION

Covers anatomy and physiology of the human body in all its systems - a foundation for understanding the principles of maintaining positive health as well as understanding the deviations from the normal.

LPN 1102 PHARMACOLOGY I

Covers the development of skills in converting measurements between household-apothecary-metric systems; figuring dosages of drugs; intravenous infusion rates; temperature conversion from Celsius to Fahrenheit. Roman numerals will be reviewed.
Prerequisite: MTH 1103.

LPN 1203 MOTHER AND INFANT

Covers the modern aspects of maternity nursing with emphasis on normal obstetrics. The components of maternity nursing are anatomy and physiology,

communication skills, prenatal care, labor and delivery, postpartum care, family planning, and care of the newborn.

LPN 1305 PERSONAL, FAMILY AND COMMUNITY HEALTH

Covers the use of community resources for health and a better understanding of his/her own health care. Physical and psychological aspects of all ages are covered, as well as interpersonal relationships within the family unit. Also provides training on the common condition of mental illness, prevention of such condition, and the care of patients suffering from abnormal and emotional responses.

LPN 1503 NURSING OF CHILDREN

Covers the nursing of the infant through adolescence; the behavior of well and sick children.

LPN 2103 PHARMACOLOGY II

A continuation of the theory and purposes, properties, actions and reactions associated with specific drugs. The drugs are presented as they affect the various body system. The student is given instruction in the administration of drugs and is provided with adequate practice in learning the correct techniques. Prerequisite: LPN 1102

LPN 1605 MEDICAL/SURGICAL NURSING I

Covers the common condition of illness and nursing care of patients in acute, sub-acute or convalescent stages of illness, of both short and long term duration, including nutrition and administration of drugs.

LPN 1702 NUTRITION

Covers the principles of good nutrition for all age groups. There is a brief description of special diets for treatment in diseases or body system disorders. The students applies the principles of diet therapy by making menus for modified diets. The basic four groups are taught as well as the importance of good nutrition.

LPN 2605 MEDICAL/SURGICAL NURSING II

A continuation of the study of common conditions of illness and nursing care of patients in acute, sub-acute or convalescent stages of illness. Prerequisite: LPN 1605.

LPN 1303 MEDICAL/SURGICAL CLINICAL I

Provides supervised experience for the student in a medical/surgical area. Rotations are provided through cooperating facilities.

LPN 2203 MEDICAL/SURGICAL CLINICAL II

A continuation of LPN 1303. Prerequisite: LPN 1303

LPN 2303 MEDICAL/SURGICAL CLINICAL III

A continuation of LPN 2203. Prerequisite: LPN 2203

LPN 2302 MATERNITY CLINICAL

Provides supervised experience for the student in the maternity ward and delivery room of the cooperating hospitals. Prerequisite: LPN 1203.

LPN 2402 PEDIATRIC CLINICAL

Provides supervised experience for the student in the pediatric ward of the hospital. Prerequisite: LPN 1503.

LPN 2501 ADVANCED DIRECTED CLINICAL

Provides an opportunity for the student to select an area of practice for a designated period of time. Prerequisite: Permission of instructor.

MTH 1103 TECHNICAL MATHEMATICS

This course is described on page 27.

COM 1103 TECHNICAL COMMUNICATIONS

This course is described on page 27.

TRUCK DRIVING

The Truck Driver Training Program is designed to prepare students as drivers in the trucking industry. Students are provided eight (8) weeks of instruction including classroom and on-the-road driving applications. Subjects covered include safety regulations, tractor operations, log procedures, maintenance procedures, road driving and other related areas. This program is funded through the Job Training Partnership Act. This program is not approved for Veterans benefits.

Approximate Cost:

- No Charge for Tuition or Books
- Graduation Fees: \$15

Approximate Length of Course:

- Clock Hours: 240
- Weeks: 8
- 30 Hours per Week, Monday - Friday 8:00 a.m. - 2:45 p.m.

Enrollment Limitation: 6

Minimum Requirements for Enrollment:

- Ability to read and write
- Drug screening
- Eligible for JTPA certification
- GATB (Pre-enrollment examination)
- Personal interview
- Moving Violation Records check for information on number of tickets and accidents
- Must be 23 years old
- Submit high school transcript (not required to be a graduate)

PROGRAM OUTLINE

1. Log books and safety regulations
2. Related information
3. Shift pattern and shifting
4. Tractor operations
5. Air brakes and trouble-shooting
6. Maintenance
7. Obstacle course
8. Road driving

CALENDAR

1. Session 1--September 18, 1989 through November 17, 1989
2. Session 2--January 15, 1990 through March 9, 1990
3. Session 3--May 7, 1990 through June 29, 1990

WELDING

The Welding Program is designed to prepare individuals with the skills and knowledge required in this occupational area. This program consists of instructional activities which help the students understand the proper techniques used in arc welding, gas welding, metal cutting, and inert gas welding.

Students also receive instruction in blueprint reading, metallurgy, math, and communications.

Approximate Cost:

- Tuition: \$180 per semester, \$90 per summer term
- Books and Supplies: \$180
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 41
- Clock Hours: 1146
- 30 Hours per week, Monday - Friday, 8:00 a.m. - 2:45 p.m.

Enrollment Limitation: 30

Courses Required for Graduation:			Credit	Clock
Class Number	Course		Hours	Hours
WLD 1104	Gas Welding/Cutting	4	146
WLD 1205	Introduction to Arc Welding I.....	5	146
WLD 1302	Metallurgy	2	50
BPR 1103	Blueprint Reading	3	48
MTH 1103	*Technical Mathematics	3	48
COM 1103	*Technical Communications	3	48
WLD 1404	Position Welding	4	149
WLD 1505	Inert Gas Welding	5	197
WLD 1603	Introduction to Arc Welding II	3	100
WLD 1702	Weldment Testing	2	52
WLD 1804	Certification Welding	4	162
WLD 2000	**Directed Experience/Internship	no credit		
	*Or WLD 2101 Related Lab	1		

**WLD 2000 Directed Experience/Internship will be taken when the above courses are completed before the scheduled time.

WELDING COURSE DESCRIPTIONS

WLD 1104 GAS WELDING/CUTTING

This course covers the principles and procedures for oxyacetylene welding, including: flame cutting processes, bronze welding, brazing and silver brazing, correct handling of welding equipment, and safe shop practices.

WLD 1205 INTRODUCTION TO ARC WELDING I

This study of the theory and application of basic Shielded Metal Arc Welding (SMAW) will include the setting of equipment, selecting electrodes, and running of beads and flat positions. Practical application is provided through a laboratory (shop) experience. Safety is emphasized.

WLD 1302 METALLURGY

An elementary and practical approach to the structure, marking classifications, machinability, ratings, interpretation and specifications of steel and their properties as found in the various manufacturer catalogs, bulletins, and charts. Also, the principles, methods, and techniques of heat treating various metals will be studied. Heat treatment terminology, testing procedures, and equipment will also be covered from the practical and applied approach. Lectures, demonstrations, and laboratory experiments will be utilized during this course.

BPR 1103 BLUEPRINT READING

This course is a study of reading and interpreting various kinds of blueprints and working drawings, and it also covers making simple two and three-dimensional sketches.

MTH 1103 TECHNICAL MATHEMATICS

This course is described on page 27.

COM 1103 TECHNICAL COMMUNICATIONS

This course is described on page 27.

WLD 1404 POSITION WELDING

A continuation of the study of SMAW in the flat, vertical, horizontal, and overhead positions. Metallurgy

heat treating of residual stresses of metal is included. Practical application is provided through a laboratory (shop) experience. Safety is emphasized.

WLD 1505 INERT GAS WELDING

This course is a study of Gas Metal Arc Welding (MIG) and Tungsten Inert Gas Welding (TIG). Equipment, safety practices, different uses and advantages of this type of welding, and the general practice of inert gas welding will be covered.

WLD 1603 INTRODUCTION TO ARC WELDING II

This is a continuation of WLD 1205 with emphasis on running continuous beads in vertical and overhead positions. Included is cast iron, carbon steel, alloy steel, and nonferrous metals applications. Safety is emphasized.

WLD 1702 WELDMENT TESTING

This unit covers both destructive and non-destructive testing of welded joints. Some of the destructive tests include free bend and guided bend test, tensile test, fracture test, and acid etch test. Some of the non-destructive tests include magnetic particle, dye-penetrant, radiographic, ultrasonic, microscopic, and visual inspection.

WLD 1804 CERTIFICATION WELDING

Students are required to study and practice qualification requirements and to take performance tests in types of welding in which instruction has been received.

WLD 2000 DIRECTED EXPERIENCE/INTERNSHIP

This course provides additional lab and study time in order for students to acquire knowledge and competencies required for graduation that they were not able to achieve during the regular scheduled classes. This class is provided at the discretion of the instructor and in consultation with Supervisor of Instruction. Based on the student's progress and level of achievement in regular courses, this course may be required for graduation. Although this course does not carry credit toward graduation, it may extend other credit courses.

WLD 2101 RELATED LAB

This course allows students additional time to apply their skills on selected projects in the lab setting. The instructor is responsible for assigning students to these projects.

DISCLAIMER

The State Board of Vocational Education and the White River Vocational Technical School reserve the right to restrict or limit the enrollment of any program and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this catalog when such action is deemed to be in the best interests of the student or school. The provisions of this publication do not represent, in any way, a contract between a student, prospective or otherwise, and the Board of Vocational Education or between a student and White River Vocational Technical School and should not be regarded as such.

I certify this catalog to be true and correct.

Garland Hankins, Director

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