

White River
Technical College
Education...on Target

A black and white line drawing of a target with three concentric circles and a central bullseye. An arrow with three feathers is shown in flight, hitting the bullseye. The target is positioned to the right of the main text.

**1991-92
CATALOG**

WHITE RIVER TECHNICAL COLLEGE

1991-1992 CATALOG

VOLUME XVII

**7648 Victory Boulevard
P. O. Box 1120
Newport, Arkansas 72112
(501) 523-8966**

White River Technical College is an equal opportunity institution and will not discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or other unlawful factors in employment practices or admission and treatment of students. Any questions regarding this policy should be addressed to the Coordinator of Equal Opportunity/Affirmative Action, White River Technical College, P.O. Box 1120, Newport, AR 72112, Telephone (501) 523-8966.

POLICY STATEMENT

Policies and procedures stated in this catalog--from admission through graduation--require continuing evaluation, review, and approval by appropriate College officials. All statements reflect policies in existence at the time this catalog went to press, and the College reserves the right to change policies at any time and without prior notice.

College officials determine whether students have satisfactorily met admission, retention, or graduation requirements. White River Technical College reserves the right to require a student to withdraw from the College for cause at any time.

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Students are encouraged to acquaint themselves with White River Technical College by studying the policies and procedures listed in this catalog. While students are responsible for selecting a field of study and enrolling in the prescribed courses for that field, they may get assistance from administrators, counselors, and advisors.

SCHOOL CALENDAR, 1991-1992

FALL SEMESTER, 1991

Returning student registration	August 26
New student registration	August 27
Classes begin	August 28
Labor Day Holiday	September 2
Last day to register or add courses	September 12
Midsemester grade report due	October 18
Thanksgiving Holidays	November 28-29
Pre-registration for spring	December 4-6
Last day to withdraw	December 10
Final examinations	December 11-17
Final grade reports due	December 18

SPRING SEMESTER, 1992

New student registration	January 14
Returning student registration	January 15
Classes begin	January 16
Last day to register or add courses	January 29
Midsemester grade report due	March 13
<u>Spring break</u>	<u>March 23-27</u>
Last day to withdraw	May 5
Final examinations	May 6-12
Final grade report due	May 13
<u>Commencement</u>	<u>May 14</u>

SUMMER SEMESTER, 1992

Five-Week Terms

Term I

Registration	June 1
Classes begin	June 2
Last day to withdraw	July 2
Final examinations	July 3

Term II

Registration	July 6
Classes begin	July 7
Last day to withdraw	August 6
Final examinations	August 7

Eight-Week Term

Registration	June 15
Classes begin	June 16
Last day to withdraw	August 6
Final examinations	August 7

PERSONNEL

WHITE RIVER TECHNICAL COLLEGE

ADMINISTRATIVE STAFF

Archie L. Musselman	Director
Bob Stiger	Assistant Director
Pamela K. Cicirello	Assistant Director
Patty Cordell	Administrative Assistant
Stacey Crofts	Accounting Technician
Barbara A. Wheeler	Personnel Assistant
Candy Victory	Institutional Research Officer
Carolyn Craft	Secretary

INSTRUCTIONAL STAFF

Georgia Shocklee	Adult Basic Education
Judy Hogue	Adult Education Coordinator
Danny Doss	Appliance Service
Tom Hampton	Automotive Service Technology
Margaret Berry	Business Education--Accounting
Rebecca Landreth	Business Education--Secretarial
Janna Kegley	Business Education--Data Processing
Johnny Bratcher	Collision Repair Technology
Linda Duncan	Communications
Cledas Manuel	Diesel Mechanics
Phil Hart	Electronic Technology
Sandra Lacy	General Adult Education
Jayne Black	Mathematics
Mary Marcum	Practical Nursing
Linda Sharp	Practical Nursing
Paulette White	Practical Nursing
Dale Martin	Truck Driving

SUPPORT SERVICES STAFF

Mary Robertson	Counselor
Donna Martin	Librarian
Steve Pankey	Recruitment Coordinator
Kaye Moore	Employment Transition Coordinator
LeAnn Cordell Nelson	Computer Lab Manager

MAINTENANCE STAFF

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

GENERAL INFORMATION

PHILOSOPHY

White River Technical College 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.

The personnel employed at White River Technical College 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 Technical College 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 Technical College 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 Technical College 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 Technical College 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 Technical College 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, Collision Repair Technology, Automotive Service Technology, Business Education, Diesel Mechanics, Electronic Technology, Practical Nursing, and Truck Driving 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 Technical College 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.

FACILITIES

White River Technical College is a state-supported post-secondary school under the direct supervision of the State Board of Higher 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.

LIBRARY/COMPUTER LAB

The Library/Computer Lab will be opened at 8:00 a.m. and remain open throughout the day. Students are encouraged to use the library for research or pleasure reading. The computer lab is staffed with a full-time lab assistant. Students may be referred to the lab for refresher courses and related instruction, as well as typewritten assignments.

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 Technical College 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 Technical College. Also, many times, the students receives additional specialized training available only a work-site situation can provide. This program also allows the employer to see first hand the quality of students who are trained at White River Technical College.

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. 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.

CONTINUING EDUCATION

Short term continuing education 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 continuing education classes are dependent upon the length of the class in clock hours and the cost of consumable supplies for the course.

To make application for continuing education classes or for more information, contact White River Technical College.

STUDENT ORGANIZATIONS

VOCATIONAL INDUSTRIAL CLUBS OF AMERICA (VICA)

These clubs are active at all area technical schools and colleges. 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 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 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 Technical College 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

Monday, Wednesday, and Friday

1st period	8:00 a.m. - 8:55 a.m.
2nd period	9:00 a.m. - 9:55 a.m.
3rd period	10:00 a.m. - 10:55 a.m.
4th period	11:00 a.m. - 11:55 a.m.
5th period	12:00 p.m. - 12:55 p.m.
6th period	1:00 p.m. - 1:55 p.m.
7th period	2:00 p.m. - 2:55 p.m.
8th period	3:30 p.m. - 4:25 p.m.
9th period	4:30 p.m. - 5:25 p.m.

Tuesday and Thursday

1st period	8:00 a.m. - 9:25 a.m.
2nd period	9:30 a.m. - 10:55 a.m.
3rd period	11:00 a.m. - 12:25 p.m.
4th period	1:15 p.m. - 2:40 p.m.
5th period	3:30 p.m. - 4:55 p.m.

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

Evening Schedule

Two nights per week	6:30 p.m. - 7:50 p.m.
two night per week	8:00 p.m. - 9:20 p.m.

ADMISSIONS POLICIES

ENROLLMENT PERIOD

The length of training will vary according to the number of classes a student is required to take for each department. Students must register before or during the day listed in the school calendar as "the last day to register or add courses."

ENROLLMENT REQUIREMENTS

White River Technical College is open to all persons age 17 or over. A high school transcript or Arkansas High School Diploma must be on file in Student Services. Students may be admitted without a high school diploma or GED in some courses with school administration approval under the "Ability to Benefit" clause. (Other regulations may exist for financial aid approval. LPN students must have a high school or GED diploma.)

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 ASSET test
4. First semester tuition

Individuals scoring low on the ASSET test may be required to take pre-technical math or pre-technical communications.

Individuals with marginal scores on the placement test will be enrolled on conditional enrollment status. Students admitted on conditional enrollment status will be required to maintain a 2.0 cumulative grade point average for their first semester. Business Education students enrolled on conditional status will be restricted to maximum of twelve credit hours their first semester.

A copy of the course outline, course objectives, school attendance, conduct, disciplinary, progress policies, 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 or technical college.

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. Credit for previous training will be given after being evaluated under current curriculum guidelines. 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 post-secondary institution may transfer to White River Technical College and may be admitted at the first available opening if transfer is not due to disciplinary or academic reasons and if the curriculum content and standards are deemed by the administration as equivalent. The transfer student's transcript will be reviewed, and credit will be awarded based on current White River Technical College curriculum guidelines. If work from several accredited institutions is transferred, the work from all institutions will be evaluated in computing the grade average. All transfer students will abide by the financial aid policies and procedures of White River Technical College.

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 Technical College 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's grade will be based on the entire semester's work, and any failing grades received from inattendance will be averaged with the other grades.

GRADING SYSTEM

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

A-Excellent	93%-100%
B Above Average	83%-92%
C-Average	70%-82%
D-Conditional	60%-69%
F-Failing	0%-59%
I-Incomplete*	
W-Withdrawn	

EXCEPTION:

The following grading system will be used to evaluate nursing students:

A-Excellent	93%-100%
B-Above Average	85%-92%
C-Average	76%-84%
D-Condiltional	65%-75%
F-Failing	0%-64%
I-Incomplete	
W-Withdrawn	

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.

Students may withdraw from a course on or before the date designated in the school calendar. A student will not be allowed to withdraw after this date and will receive the grade earned during that semester.

If a student stops attending class and does not go through the proper withdrawal procedures, the student will remain enrolled until the end of the semester or summer term. The student's grade in the class will be based on the entire semester's work, and any failing grades received from inattendance will be averaged with the other grades.

*An "I" will only be assigned in the event that the student is unable to complete assignments within the grading period. An "I" can only be used with instructor's approval given prior to the close of the grading period. Assignments must be completed within a six week time-frame following the grading period. An incomplete grade (I) not removed within six (6) weeks will be recorded as an "F". Grade reports are issued to the student at the end of each semester.

GRADE POINTS

For the purpose of computing current and cumulative grade averages, grade points are assigned as follows: A=4; B=3; C=2; D=1; F=0. A student's grade point average is computed by multiplying the number of credit hours by the grade points assigned to the grade and then dividing the sum of these products by the total number of credit hours which the student has attempted.

AUDITING COURSES

A student will be permitted to audit a course during a semester, if the student secures the permission of the instructor of the course and the Assistant Director of Student Services. No entry will be made on the student's permanent record concerning the auditing of the course. Audit students will pay the regular course fee as indicated under the section of Fees and Expenses.

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. Mid-semester grades are used to inform students of their progress and will not be entered on their permanent transcript. For the summer term, students will receive one grade report at the end of the summer term.

ACADEMIC PROBATION and SUSPENSION

A student will be placed on academic probation at the close of any enrollment period in which the student's cumulative grade point average is below 2.00. He/She will be removed from academic probation at the close of any enrollment period when the student's cumulative grade point average is 2.00 or above.

A student will be suspended for poor scholarship when:

If the student fails to attain a 2.0 cumulative average during the probation period, the student will be placed on academic suspension for a minimum of one semester. A student may re-enter after the suspension period has lapsed.

When a student maintains a 2.0 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.

REPETITION OF COURSES

Up to 15 hours may be repeated. The last grades earned will become the official grades. They will be used in computing cumulative grade point averages.

SATISFACTORY PROGRESS AND FINANCIAL AID REQUIREMENT

Federal regulations require students to be making measurable academic progress toward completion of his/her program in order to receive federally funded student financial aid. This policy applies to all Federal Title IV Programs which include, but not necessarily limited to Pell Grant, Arkansas State Student Assistance Grant, Guaranteed Student Loans (Stafford, SLS/PLUS). A student is considered to be making satisfactory academic progress as long as that student meets the following criteria:

1. Must maintain academic grades in accordance with institutional grading policy.
2. Must complete educational program within five semesters.

3. Must satisfactorily complete three-fourths of coursework each semester. (Enrolled for 12 hours must complete 9 hours; enrolled for 9 hours must complete at least 6 hours, etc.)
4. Repeat courses may count toward enrollment status.
5. Academic progress will be determined at the end of each semester. EXCEPTION: Academic progress will be reviewed at the time a student applies for a student loan if grades are available.
6. Students placed on academic probation may continue to receive financial aid for the next semester. Students placed on academic probation may not have a student loan application processed until probation status is reviewed.
7. If at the end of the probationary semester, a student is not maintaining satisfactory progress he/she will not be awarded any further Title IV aid until satisfactory progress is re-established.
8. Students withdrawing from the program will be considered not making satisfactory progress.
9. Anyone receiving an "I" will not receive financial aid until each "I" is removed and academic satisfactory progress is achieved according to institutional grading policy.
10. Students required to enroll in remedial courses may count such courses toward enrollment status so long as remedial course work does not exceed fifty percent (50%) for total enrollment for that period.
11. To re-establish financial aid eligibility, students must complete one (1) regular semester or two (2) summer sessions at their own expense, and achieve academic standing consistent with the institutional grading policy and graduation requirements. Staying OUT of school a semester will not change eligibility status.
12. It is possible that exceptions can be made to this policy under extenuating circumstances. Students removed from financial aid eligibility may file an appeal with the Director of Financial Aid. The appeal must be in writing and extenuating circumstances must be well documented. Appeals will be responded to within three weeks of submission.
13. The above policy applies to all initial, transfer, continuing, and re-entry students.

WITHDRAWALS AND RE-ENTRIES

A student withdrawing from a course must have the written permission of the advisor, instructor, and the Assistant Director of Student Services. This form will then enter the student's permanent file in Student Services. 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.

Students withdrawing from training must report to Student Services so proper steps may be taken for interruption of training. Refunds will be made according to the Refund of Fees Schedule which appears in this catalog.

Proper withdrawal will protect the student's academic record and provide for refund of fees when appropriate. Students considering withdrawal are strongly encouraged to consult with the counseling staff before doing so.

Refunds will be made according to the Refund of Fees Schedule which appears in this catalog.

GRADUATION REQUIREMENTS

Students who complete a program of study as prescribed by the White River Technical College, 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.

SCHOOL POLICIES

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

White River Technical College has 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 Technical College.

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

Division'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.

PRIVACY RIGHTS OF STUDENTS

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

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.

FEES AND EXPENSES

TUITION

Tuition for full-time students is \$240 per semester (12 or more credit hours) and \$120 for each summer term (6 or more credit hours). Part-time students are charged on the following pro-rated basis: \$20 per Credit Hour. Tuition may be waived for any student 60 years of age or older.

GRADUATION FEE

All students must pay a \$15 graduation fee at the beginning of their last semester.

TUITION REFUND POLICY

Students desiring to withdraw should refer to the WITHDRAWAL section of this catalog. Upon official withdrawal from classes, White River Technical College will refund tuition 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

Any student receiving Title IV funds may be eligible for a pro-rata refund of tuition.

Under the statute and regulations, a student is entitled to a pro-rata refund if the student's last recorded day of attendance at the institution falls before the earlier of--

- (1) The halfway point (in time) for the student's program of study;

Or

- (2) Six months after the commencement of the student's program.

All students not eligible for a pro-rata refund will follow the institutional refund policy as stated above.

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. A student requesting a loan for only one semester, can borrow up to \$1312.50 for the semester. The loan accrues interest at the rate of 8%. The amount of the loan is dependent on the amount of the need. (Other requirements for this loan must be met. For a detailed list, refer to the Financial Aid Handbook or visit the Financial Aid Office). 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. Scholarships are a minimum of \$120. 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.
4. Be an undergraduate student. A student is considered an 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. High school Counselors
2. County school supervisors (County Department of Educations)
3. County Agricultural Extension Agent
4. Arkansas Rural Endowment Fund, Inc.
P. O. Box 750
Little Rock, AR 72203

Department of Veterans Affairs: White River Technical College is approve 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 approved by Rehabilitation Service. Rehabilitation Service will pay the tuition for the student. For more information, contact the local Department of Human Services Office on the Financial Aid Office at White River Technical College.

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, day care, and transportation. Contact the JTPA representative at White River Technical College, 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 the Student Service Office at White River Technical College.

James A. Coudret Scholarship Program: This program gives preference to children of American War Veterans or physically handicapped students. It provides up to \$900 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 with prior approval.

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

RELATED COURSES

Most programs at White River Technical College require students to satisfactorily complete related courses. Business Education students follow a different course of study. Students whose placement test scores indicate pre-technical level performance must complete the respective pre-technical courses prior to beginning any technical level courses. Pre-technical courses will not be counted toward graduation requirements and will not be figured in a student's grade point average.

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

BUS 1613 ENTREPRENEURSHIP

Entrepreneurship is the study of the basic economics of small business ownership and management. Students are given information necessary to start and manage a small business. Topics include selecting, organizing, planning, raising capital, recordkeeping, law, insurance, advertising, personnel management, technology, and future trends.

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. This course can be replaced with the ASU-Beebe course ENG 10003 Freshman English I.

COM 1305 TECHNICAL WRITING AND SPEAKING

Introduces student to the basic principle of technical report research, organization, and writing; also provides instruction preparation and delivery of speeches and interviewing techniques used in technical setting.

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 placement test. This course can be replaced with

one of the ASU-Beebe courses: MATH 14014 Intermediate Algebra or MATH 14023 College Algebra.

MTH 1305 ALGEBRA AND GEOMETRY

Covers the basic algebraic and geometric skills. Topics include signed numbers, algebraic notation, equations, rectangular coordinates/linear equations, and geometric terms, relationships, and formulas.

UTC 1103 UNIFIED TECHNICAL CONCEPTS

A system of instruction in physics, consisting of concept and application. The course attempts to unify the basic physics concepts in four major disciplines--mechanical, fluidal, thermal, and electrical. The course is designed with specially designed laboratory assignments for the technician. Technical concepts include: force, work rate, momentum, resistance, power, energy, force transformers, energy convertors, transducers, vibrations and waves, time constants, and radiation.

CFA 1102 COMPUTER FUNDAMENTALS

This course is designed to introduce students to computer hardware, software, procedures, systems and human resources as applied to specific occupational areas. It focuses on computer literacy, the computer capabilities and applications specific to the occupational area.

INT 1102 INTERNSHIP (Optional)

This course offers students additional specialized training available only a work-site situation can provide. Students are placed with employers only at the beginning of a semester for a two-week period. Students must apply for internship placement six weeks prior to enrollment. Students must complete all requirements for graduation before being eligible for internship. (Internship is not required for graduation in any department. Tuition for this course is charged at the normal rate per credit hour.)

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: 660
- 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 - 132 hours

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

II. SOCIAL STUDIES - 132 hours

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

III. SCIENCE - 132 hours

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

IV. READING SKILLS - 132 hours

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

V. MATH - 132 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: 660
- Weeks: 22
- 30 Hours per Week

Enrollment Limitation: 20

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

Adult Basic Education Course Outline

- I. WRITING SKILLS - 220 hours
 - A. Spelling, Punctuation, Capitalization
 - B. Grammar
 - C. Diction
 - E. Logic and Organization
 - F. Sentence Structure

- II. READING SKILLS - 220 hours
 - A. Practical Reading
 - B. General Reading

- III. ARITHMETIC - 220 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:

- Tools: \$800
- Books and Supplies: \$300
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 32

Enrollment Limitation: 25

Courses Required for Graduation:

Class Number	Course
MAS 1104	Electricity For Appliance Service
MAS 1304	Resistance Heating & Gas Appliances
MTH 1103	Technical Math
COM 1103	Technical Communications
MAS 1204	Motor Driven Appliances
MAS 1404	Domestic Refrigeration
MAS 1504	Refrigeration & Air Conditioning
MAS 1602	Microwave Oven Repair
CFA 1102	Computer Fundamentals
MAS 2102	Related Lab

APPLIANCE SERVICE COURSE DESCRIPTIONS

MAS 1104 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 1204 MOTOR DRIVEN APPLIANCES

This course is an introduction to the types of motors used in electrical appliances. It also introduces the student to different types of motor-driven appliances such as washers, dryers, and dishwashers. Proper installation, maintenance and safety will be emphasized in the laboratory. Emphasis will be on the electrical application, schematics, and wiring diagrams of different types of motors.

MAS 1304 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 1404 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 1504 REFRIGERATION/AIR CONDITIONING

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 1602 MICROWAVE OVEN REPAIR

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

MAS 2102 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.

AUTOMOTIVE SERVICE TECHNOLOGY

The Automotive Service Technology 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:

- Tools: \$850
- Books and Supplies: \$350
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 49

Enrollment Limitation: 25

Courses Required for Graduation:

Class Number	Course
AST 1105	Automotive Engine Repair
AST 1207	Basic Electronics and Electrical Systems
MTH 1103	Technical Math COM 1103
	Technical Communications
AST 1507	Engine Performance
AST 1303	Automotive Suspension & Steering
AST 1403	Brakes
AST 1603	Heating & Air Conditioning
AST 1806	Manual Drive Train & Axles
AST 1906	Automatic Transmissions/Transaxles
CFA 1102	Computer Fundamentals
AST 2101	Related Lab

AUTOMOTIVE SERVICE TECHNOLOGY COURSE DESCRIPTIONS

AST 1105 AUTOMOTIVE ENGINE 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 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 1303 AUTOMOTIVE SUSPENSION 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 1403 BRAKES

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 1507 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 1603 HEATING AND AIR CONDITIONING

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 1806 MANUAL DRIVETRAIN AND AXLES

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 1906 AUTOMATIC TRANSMISSIONS/TRANSAXLES

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 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.

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:

- Books and Supplies: \$550
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 42

Enrollment Limitations: 70

CORE CURRICULUM

Required for All Students:

Class Number	Course
BUS 1003	Business English
BUS 1103	Business Mathematics
BUS 1203	Keyboarding
BUS 1303	Computer Applications for Business
BUS 1123	Accounting I
BUS 1113	Business Machines
BUS 1013	Business Communications
BUS 1503	Word/Information Processing I

Specialty Core

BUSINESS DATA PROCESSING

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

COMPUTERIZED ACCOUNTING

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

SECRETARIAL -- OPTION 1

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

SECRETARIAL -- OPTION 2

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

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: 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 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. Prerequisites: 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 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. Prerequisites: 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.

COLLISION REPAIR TECHNOLOGY

The work of the collision repair technician 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:

- Tools: \$800
- Books and Supplies: \$275
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 45
- Enrollment Limitations: 25

Courses Required for Graduation:

Class Number	Course
CRT 1103	Principles of Collision Technology
CRT 1203	Paint Preparation
CRT 1304	Basic Metal Repair
CRT 1403	Automotive Welding
CRT 1505	Body and Frame Alignment
CRT 1604	Painting
CRT 1703	Automotive Sheet Metal Replacement
CRT 1803	Plastic Repair
CRT 1904	Estimating
CRT 2005	Related Auto Body Repair
MTH 1103	Technical Mathematics
COM 1103	Technical Communications
CFA 1102	Computer Fundamentals

COURSE DESCRIPTIONS:

CRT 1103 Principles of Collision Technology

An introduction to Collision Repair, safety, hand and power tools, and use of facilities is taught. Introduction to painting and metal are included. Emphasis in the course is on theory and practical application. Safety is emphasized.

CRT 1203 Paint Preparation

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

CRT 1304 Basic Metal Repair

Sheet metal straightening is taught. Procedures necessary to rough, shrink, bump, and finish are included. Emphasis in this course is on theory and practical application. Safety is emphasized.

CRT 1403 Automotive Welding

The fundamentals of welding, heating, cutting, and shaping are taught. Students will receive instruction in the use of the mig welder, plasma torch, resistance spot welder, and oxy-acetelene torch. Emphasis in this course is on theory, practical application, and safety.

CRT 1505 Body and Frame Alignment

Students will receive instruction in vehicle structural design, collision theory, gaging analyzing, and straightening. Steering and suspension alignment is included.

CRT 1604 Painting

Students will receive instruction in spraying techniques and tinting of paints to achieve color match. This course includes skills and technical knowledge in the mixing and spraying of all types of automotive topcoats, and identification of common materials used. Safety is emphasized.

CRT 2005 Related Body Repair

This course includes the removal and replacement of glass, electrical wiring and mechanical components

included in collision repair. Emphasis in this course is on theory, practical application, and safety.

CRT 1803 Automotive Plastic Repair

This course includes skills and technical knowledge in the repair of automotive plastics. Repairing, refinishing, identification of plastics, and identification of common repair materials is included. Emphasis in the course is on theory and practical application. Safety is emphasized.

CRT 1904 Estimating

Students will receive instruction in estimating collision damage. This course includes use of collision estimating manuals, writing damage reports and customer relations in the collision repair shop. Emphasis in this course is on theory and practical application.

CRT 1703 Automotive Sheet Metal Replacement

The replacement of automotive sheet metal is taught. Procedures necessary to remove, re-install and align bumpers, fenders, hoods, doors, quarter panels, deck lids, and roof panels are included. Emphasis in this course is on theory, practical application, and safety.

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:

- Tools: \$550
- Books and Supplies: \$350
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 33

Enrollment Limitation: 25

Courses Required for Graduation:

Class Number	Course
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DTM 1204	Diesel Engines
DTM 1304	Diesel Fuel Systems
DTM 1402	Heavy Duty Suspension & Steering
MTH 1103	Technical Math
COM 1103	Technical Communications
DTM 1503	Power Trains
DTM 1703	Hydraulics
DTM 1804	Electrical Systems
DTM 1903	Brakes
DTM 1602	Air Conditioning Systems
CFA 1102	Computer Fundamentals

DIESEL MECHANICS COURSE DESCRIPTIONS

DTM 1204 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 1503 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 1402 HEAVY DUTY SUSPENSION & STEERING

This course is designed to provide the student with an understanding of bearings, wheel hubs, springs, frames, suspension and steering systems. Emphasis is given to the diagnosis of wheel bearing noises, wheel shimmy, and vibration problems. Students are provided instruction in the removal, inspection, replacement, and adjustment of suspension components.

DTM 1304 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 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, troubleshoot 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 1804 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 1602 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.

ELECTRONIC TECHNOLOGY

Electronic technology is a competency-based program with concentrations in both industrial and consumer electronics. The core courses will provide the student a basic foundation in electronics. The industrial option will provide the student with several specialties from Robotics to Programmable controls. The consumer option will provide the student with skills in the video cassette recorder maintenance and computer maintenance to include peripherals.

Approximate Cost:

- Tools: \$110
- Books and Supplies: \$700
- Graduation Fees: \$15

Approximate Length of Course:

- Credit Hours: 91
- Enrollment Limitation: 20

Courses Required for Graduation:

Class Number	Course
ELT 1104	Basic Electricity
ELT 1204	Circuit analysis
MTH 1103	Technical Mathematics
COM 1103	Technical Communications
CFA 1102	Computer Fundamentals
ELT 1304	Active Devices
ELT 1404	Linear Integrated Circuits
ELT 1504	Digital Electronics I
UTC* 1103	Unified Technical Concepts
MTH* 1303	Algebra/Geometry
COM* 1303	Technical Writing and Speaking
ELT 1804	Microprocessor Fundamentals

Option 1 -- Industrial Electronics

ELT 2004	Microprocessor Interfacing
ELT 1904	Industrial Electronics
ELT 2204	Introduction to Robotics
ELT 2404	Fluid Power
ELT 2304	Digital Circuits

Option 2 -- Consumer Electronics

BUS* 1613	Entrepreneurship
BUS 1123	Accounting I
ELT 2504	VCR Maintenance
ELT 2605	Computer Maintenance
ELT 2705	Electronic Communications

*The following ASU-Beebe courses are appropriate substitutions:

GSP 10204	Physical Science for UTC	1103
MATH 14023	College Algebra for MTH	1303
ENG 11013	Technical Communications for COM	1303
MGMT 21053	Small Business Management for BUS	1613

ELECTRONIC TECHNOLOGY COURSE DESCRIPTIONS

ELT 1104 BASIC ELECTRICITY

Basic circuit theory, covering electrical parameters and units, Ohm's Law, Kirchoff's Laws, power and energy in DC circuits, inductance, capacitance, DC instruments, alternating current, phase relations, vector algebra, application of basic laws to sinusoidal steady state analysis, power relations in AC circuits, resonance, polyphase systems, AC instruments and introduction to transformers.

ELT 1204 CIRCUIT ANALYSIS

Mathematical analysis of DC and AC circuits using Kirchoff's laws, Thevenin's, Norton's, and Millman's theorems, determinants, polar-rectangular conversions, and impedance and admittance vectors.

ELT 1504 DIGITAL ELECTRONICS

A study of basic numbering systems, basic computer codes, Boolean Algebra, Basic Logic gates and the simplification of logic circuits using Boolean Algebra and Karnaugh maps is included. Implementation of circuitry using AND, OR, NAND, NOR and inverter gates; construction and verification of operation of various digital circuits.

ELT 1304 ACTIVE DEVICES

An introductory course in solid-state bi-polar devices and the basic circuits in which they are used. Included are semiconductor physics, the junction diode, large and small signal diode approximations, common base, common emitter, common collector approximations, large signal operations, biasing methods, AC operation, cascading of stages, temperature effects, frequency response, the operational amplifier and its characteristics and parameters in practical circuits, and the operation of analog switches and their use in circuits.

ELT 1804 MICROPROCESSOR FUNDAMENTALS

This course introduces both hardware and software aspects of microprocessor systems. Assembly language programming is emphasized along with hardware skills involved in interfacing and debugging a typical microprocessor based system. The course concentrates on the principles and applications of microprocessors and peripheral IC's such as Programmable Timers, Serial and Parallel I/O, Display Controllers, and Memory, as well as various linear, digital, and electro-optical devices

used with microcomputer systems. The ability to work from manufacturer's data sheets and application notes is stressed.

ELT 2004 MICROPROCESSOR INTERFACING

This course covers interfacing techniques utilizing many commonly used integrated circuits. Some of the interface chips covered include the PIA (Peripheral Interface Adapter), ACIA (Asynchronous Communication Interface Adapter), programmable timers, modems and others. The operation and programming of these interface chips is included.

ELT 2304 DIGITAL CIRCUITS

Utilization of the J-K Flip-Flop as a building block for the design of counters, storage and shift registers; utilization of decoder circuitry to drive LED's for displaying readouts; use of both stable and monostable multivibrators for timing and control of digital circuits; design of digital to analog and analog to digital converters to interface electronic circuitry; implementation of addressing and movement of data in RAM and ROM; design and assembly of circuitry using conventional bread boarding and wirewrap techniques.

ELT 1904 INDUSTRIAL ELECTRONICS

A study of electronic devices, circuits, and systems used to control machinery and processes in industry. All of the important solid state devices used in industry are presented in design situations with appropriate applications. Included are field effect transistors, silicon controlled rectifiers, triacs, diacs, PNP silicon switches, unijunction transistors, industrial control relays, time delay circuits, digital control concepts, digital sequence control, linear and digital integrated circuits and electronic control of motors and power supplies.

ELT 2204 INTRODUCTION TO ROBOTICS

An introduction to the operation and application of Robotics, economic justification, safety, maintenance, and minimal programming. Laboratory activities will include problem solving assignments and trouble shooting with laboratory robots.

ELT 1404 LINEAR INTEGRATED CIRCUITS

A course to teach design and troubleshooting of circuits that use linear integrated circuits. To include the operational amplifier characteristics, differential

amplifier, wave form generator, interface, and some special purpose linear integrated circuits.

ELT 2404 FLUID POWER

This course in FLUID POWER is designed to provide the student with an overview of fluid power technology and a working knowledge of each of the components used in fluid power circuits. Hydraulic and pneumatic systems will be discussed.

ELT 2504 VCR MAINTENANCE

This course will introduce the student to the history of videotape recording and progress through the theory and operation of home video cassette recorders. Lab exercises will consist of adjusting, maintaining, and troubleshooting the VHS video cassette recorder.

ELT 2605 COMPUTER MAINTENANCE

This course prepares individuals to assemble, install, operate, maintain, and repair computers and digital-control instruments. Includes instruction in power supplies, number systems, displays, timing circuitry, memory structure, address modes, buffers and registers, microprocessor design, peripheral equipment, programming, and interfacing, including the use of testing equipment and various computer electronic applications.

ELT 2705 ELECTRONIC COMMUNICATIONS

This course prepares individuals to assemble, install, operate, maintain, and repair one- and two-way communications equipment and systems, such as power supplies, amplifiers, and digital circuitry.

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. The White River Technical College Practical Nursing program is approved by the State Board of Nursing.

Practical Nursing Philosophy

The faculty believes that every person has value and that nursing should strive to maintain this to the highest degree physical, and cultural experiences. When certain changes occur, mankind may not maintain his/her independence in life and will require assistance from others.

The faculty believes that nursing provides preventive, rehabilitative, and supportive measures to assist an individual in functioning at his own optimum level of health or face death with dignity. Nursing is an art and science which utilizes the nursing process to assist individuals in meeting their basic scientific needs.

The faculty believes that the practical nurse is a distinct member of the health care team whose goal is to recognize each unique being who has basic needs common to all age groups within the life cycle. Nursing education and care exists to study responses of man holistically.

The faculty believes that the teacher serves as a guide to direct the student through a learning environment. Learning is an individual process enhanced by an organized program of nursing offered at levels of increasing complexity. The faculty is responsible for planning, implementing, and evaluating the learning experience of the student.

The faculty believes that the graduate is prepared to meet or exceed the basic competencies developed by the Arkansas State Board of Nursing.

The faculty believes in supporting the student nursing organization. This organization enables the students to experience fellowship and acquire leadership abilities through participation.

Practical Nursing Objectives

White River Technical College endeavors to develop a practical nurse who:

1. Functions as an effective member of the health care team in providing care to persons with common nursing problems and to assist the registered nurse or physician with more complex problems.
2. Implements effective communication skills regarding health care with members of the health care system and the community.
3. Recognizes that each person is a holistic, ever-changing being who is affected by environmental changes and is able to apply this concept competently in wellness and in illness.
4. Has adequate health care knowledge and skills, gained through study and utilization of scientific principles, with which to render safe care.
5. Observes and responds to the person's needs on an individual basis using the nursing process.
6. Accepts responsibility for his/her own personal growth and understands the needs for continuing education and adheres to the moral standards and principles of the profession.

Approximate Cost:

- Books and Supplies: \$750*

*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:

- Credit Hours: 58

Enrollment Limitation: 40 (for both classes)

Note: The spring enrollment is open to JTPA and Dislocated Worker eligible students only.

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.
3. Take ASSET test.
4. Write an autobiography.
5. Be interviewed.

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 Nursing 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

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

McCrary, AR

Woodruff Co. Nursing Home

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

Courses Required for Graduation for LPN

Class Number	Course
LPN 1001	Vocational, Legal, & Ethical Concepts
MTH 1103	Technical Mathematics
COM 1103	Technical Communications
LPN 1104	Basic Nursing Principles I
LPN 2001	Basic Nursing Principles Clinic I
LPN 1204	Body Structure & Function
LPN 1203	Medical/Surgical Nursing I
LPN 2002	Medical/Surgical Nursing Clinic I
LPN 1101	Geriatric Nursing
LPN 2101	Geriatric Nursing Clinic
LPN 1201	Nursing of Children I
LPN 2201	Nursing of Children Clinical I
LPN 1304	Pharmacology
LPN 1302	Basic Nursing Principles II
LPN 2301	Basic Nursing Principles Clinic II
LPN 1403	Medical/Surgical Nursing II
LPN 2304	Medical/Surgical Nursing Clinic II
LPN 1502	Nutrition
LPN 1602	Nursing of Mothers and Infants
LPN 2402	Nursing of Mothers and Infants Clinic
LPN 1801	Mental Health
LPN 1703	Basic Nursing Principles III
LPN 2501	Basic Nursing Principles Clinic III
LPN 1802	Medical/Surgical Nursing III
LPN 2504	Medical/Surgical Nursing Clinic III
LPN 1901	Nursing of Children II
LPN 2601	Nursing of Children Clinical II

PRACTICAL NURSING CALENDARS

LPN Class Schedule

Fall Semester, 1991

Classes begin	August 26
Labor Day recess	September 2
Mid-semester grade report due	October 18
Thanksgiving Holiday recess	November 28 and 29
Last day to withdraw from classes	December 11
Semester ends/grades are due	December 19

Spring Semester, 1992

Classes begin	January 6
Mid-semester grade report due	February 28
Spring break	March 23 - 27
Last day to withdraw from classes	April 22
Semester ends/grades are due	April 30

Summer Semester, 1992

Classes begin	May 5
Memorial Day recess	May 25
Mid-semester grade report due	June 26
Independence Day recess	July 3-6
Last day to withdraw from classes	August 13
Semester ends/grades are due	August 21

Fall Semester, 1992

Classes begin	August 31
Labor Day recess	September 7
Mid-semester grade report due	October 23
Thanksgiving Holiday recess	November 26-27
Last day to withdraw from classes	December 10
Semester ends/grades are due	December 18

PRACTICAL NURSING COURSE DESCRIPTIONS

LPN Courses --

LPN 1001 VOCATIONAL, LEGAL & ETHICAL CONCEPTS

This course includes personal development; ethical, legal and social responsibilities with the patient, family and co-workers; communication skills; vocational responsibilities of the practical nurse; nursing organizations; and local, state and national health resources.

LPN 1104 BASIC NURSING PRINCIPLES I and LPN 2001 BASIC NURSING PRINCIPLES CLINIC I

Covers the fundamental principals, skills and attitudes needed to give nursing care. Common procedures used in the care of the sick will be discussed and demonstrated with competency in a laboratory setting. The prevention of the spread of disease, safety and comfort measures will be taught. The student will be taught the development of responsibility to make report and record observations using the nursing care process. (These courses must be taken together.)

LPN 1502 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 1204 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 1203 MEDICAL/SURGICAL NURSING I

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

LPN 1101 GERIATRIC NURSING

This course includes the normal aging process, characteristics of aging, special problems associated with aging and experience in the care of the aging patient.

LPN 1304 PHARMACOLOGY

Covers the development of skills in converting measurements between household-apothecary-metric systems; figuring dosages of drugs with instruction in formulas for calculation of dosages for infants and children. Also covers intravenous infusion rate calculation, temperature conversion from Celsius to Fahrenheit. Roman numerals will be reviewed. The drugs are presented as they affect the various body systems. The student is given instruction in the administration of drugs that includes usual dosage, expected actions, side effects, contraindications and appropriate observations. The student is provided adequate practice in learning correct techniques. Prerequisite: MTH 1103.

LPN 2002 MEDICAL/SURGICAL NURSING CLINIC I

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

LPN 2101 GERIATRIC NURSING CLINIC

Provides supervised experience for the student in a long term care facility.

LPN 1302 BASIC NURSING PRINCIPLES II and

LPN 2301 BASIC NURSING CLINIC II

These are continuations of LPN 1104 and LPN 2001.
Prerequisites: LPN 1104 and LPN 2001.

LPN 1403 MEDICAL/SURGICAL NURSING II

A continuation of the study of common conditions of illness and nursing care of adult patients in acute, sub-acute or convalescent stages of illness.
Prerequisite: LPN 1203

LPN 1602 NURSING OF MOTHERS AND INFANTS

Covers the modern principles and practices of nursing care during prenatal, labor, delivery, post-partum and neonatal periods.

- LPN 2304 MEDICAL/SURGICAL NURSING CLINIC II
A continuation of LPN 2002. Prerequisite: LPN 2002.
- LPN 2402 NURSING OF MOTHERS AND INFANTS CLINICAL
Provides supervised experience for the student in the prenatal, labor, delivery, post-partum and neonatal areas of cooperating facilities.
- LPN 1201 NURSING OF CHILDREN I
This includes the principles of growth and development; nursing the infant through adolescence; the behavior of well and sick children.
- LPN 1801 MENTAL HEALTH
Includes an introduction of common conditions of mental illness, prevention of such conditions, and the care of patients suffering from abnormal mental and emotional responses.
- LPN 2201 NURSING OF CHILDREN CLINICAL I
Provides supervised experience for the student in the pediatric ward of cooperating agencies.
- LPN 1802 MEDICAL/SURGICAL NURSING III
A continuation of LPN 1403. Prerequisite: LPN 1403
- LPN 2504 MEDICAL/SURGICAL NURSING CLINIC III
A continuation of LPN 2304. Prerequisite: LPN 2304.
- LPN 1703 BASIC NURSING PRINCIPLES III
A continuation of LPN 1302. Prerequisite: LPN 1302
- LPN 1901 NURSING OF CHILDREN II
A continuation of LPN 1201. Prerequisite: LPN 1201.
- LPN 2601 NURSING OF CHILDREN CLINICAL II
A continuation of LPN 2201. Prerequisite: LPN 2201.

TRUCK DRIVER TRAINING

TTD 1108 Tractor Trailer Driving (4-12-8)

This course covers motor operation, such as: drive trains, brakes, fuel, exhaust, cooling, electrical, suspension, steering, and coupling; shift patterns, securing loads, and principles of maneuvering; laws and regulations, log books, bill of lading, and trip reports. Safety is emphasized throughout the course. Practical application is provided through field exercises and road trips. 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: 300
- Weeks: 10
- 30 Hours per Week, Monday - Friday

Enrollment Limitation: 7

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

- I. Planning the trip
 - A. Display cargo placards
 - B. Check for required licenses
 - C. Check for required permits
 - D. Select route
 - E. Obtain weights
- II. Inspecting the truck
 - A. Perform pre-trip safety inspection
 - B. Perform a performance inspection

- III. Hooking up and unhooking the unit
 - A. Couple tractor to trailer
 - B. Couple dolly to first trailer
 - C. Couple trailer to second trailer
 - D. Uncouple tractor to trailer
 - E. Uncouple tractor and front trailer from dolly
 - F. Uncouple back trailer from dolly
 - G. Uncouple back trailer and dolly from another trailer

- IV. Filling out record forms
 - A. Record service hour information in the driver's daily log book
 - B. Record information on trip report
 - C. Record information on cargo description (loss or damage report)
 - D. Record information on driver's weight certificate
 - E. Record information on cargo inventory
 - F. Record information on vehicle inspection report
 - G. Record information on forms for equipment use

- V. Driving the truck
 - A. Start the engine
 - B. Stop the engine
 - C. Shift gears up in transmission and rear axle
 - D. Shift gears down in transmission and rear axle
 - E. Stop the vehicle (brake)
 - F. Slow the vehicle with engine brake (jake brake)
 - G. Turn right at intersection
 - H. Turn left at intersection
 - I. Back in a straight line
 - J. Back to the left
 - K. Back to the right
 - L. Pass (overtake) vehicle
 - M. Park in a parallel space
 - N. Park in an angle space (jackknife)
 - O. Adjust driving techniques according to weather conditions
 - P. Adjust driving techniques according to driving situations
 - Q. Handle hazardous materials

- VI. Performing related non-driving tasks
 - A. Service vehicle to insure proper air flow, fuel, and oil
 - B. Repair minor damage to electrical wiring
 - C. Restore electricity to dead circuits
 - D. Replace worn/faulty elements in the lighting system
 - E. Make temporary repairs to damaged coolant lines
 - F. Take appropriate action when involved in an accident
 - G. Perform first aid

- H. Load the cargo
- I. Unload the cargo
- J. Collect money for cargo and transportation
- K. Operate two-way commercial radio
- L. Operate citizens band radio

VII. Preparing for the Commercial Drivers License (CDL) test

TRUCK DRIVER TRAINING CALENDAR, 1991-92

SUMMER CLASS, 1991 - Searcy -- Foothills Vo-Tech

AVA Conference	August 5
Classes begin	August 6
Classes end	October 11

FALL CLASS, 1991 - Newport -- White River Vo-Tech

Class begins	October 21
Thanksgiving Holiday recess	November 28 and 29
Classes end	December 20

SPRING CLASS, 1992 - Searcy -- Foothills Vo-Tech

Class begins	January 6
Classes end	March 13

SUMMER CLASS, 1992 - Newport -- White River Vo-Tech

Class begins	March 30
Classes end	June 5

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