

# TECHNICAL & PROFESSIONAL PROGRAMS

**MISSION STATEMENT:** *The mission of the Technical and Professional Programs is to provide quality education and training that enhance the employment opportunities and increase the personal development of students.*

## Faculty

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## Description of Programs

### Associate of Applied Science in General Technology (60 credit hours)

The A.A.S. in General Technology is designed to meet the needs of students who wish to combine technical or vocational coursework with general education requirements to complete a two-year degree.

The Associate of Applied Science in General Technology degree enables a student to design an individual program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the college. It also serves as a bridge program for students enrolled in technical programs at other institutions who wish to complete an Associates Degree.

Students wishing to complete the A.A.S. in General Technology will develop an individual course of study through a structured advising process with faculty and college counselors. A total of at least 60 credit hours are required for the A.A.S. in General Technology. The courses are distributed in the following areas:

**Major Technical Discipline** (24 - 30 credit hours)

**Technical Minor/Approved Support Courses** (15 - 21 credit hours)

**General Education Courses** (15 credit hours, minimum)

#### Communication Skills - 6 credit hours, select one from each group

Comp I and II are recommended for those considering study beyond the A.A.S. in General Technology.

##### *Group One*

ENG	1113	English Composition I
ENG	1133	Technical Report Writing
OFAD	1133	Business English

##### *Group Two*

SPCH	1103	Speech
SUPM	1183	Effective Communication
ENG	1123	English Composition II
BUS	2033	Business Communication

**Computer Literacy - 3 credit hours, select one course**

CIS	1013	Information Systems I
OFAD	1063	Word Processing I

**Social Sciences - 3 credit hours, select one course**

HIST	2223	US History I
HIST	2233	US History II
HIST	2203	Western Civilization I
HIST	2213	Western Civilization II
PSYC	1103	General Psychology
PSYC	1123	Applied Psychology
SOC	1103	Introduction to Sociology
POLS	1113	American National Government
POLS	1123	State and Local Government

**Mathematics - 3 credit hours, select one course**

MATH 1013 or MATH 1123 is recommended for those considering study beyond the A.A.S. in General Technology.

MATH	1013	Math for General Education
MATH	1123	College Algebra
MATH	1293	Introduction to Statistics
MATH	1133	Trigonometry
OFAD	1053	Business Math with Calculators
TECM	1103	Technical Math

**Early Childhood Education, Associate of Applied Science (AAS)  
(60 credit hours)**

The AAS Degree includes those courses required in the Early Childhood Education Technical Certificates (36 hours) plus an additional 24 hours of classroom and/or laboratory instruction for a total of 60 credit hours. The AAS Degree in Early Childhood Education will provide students with a solid knowledge base upon which to build a career in the childcare profession. Students who have earned their Child Development Associate (CDA) License may qualify for credit in specific courses.

## Required Courses:

ECE	1183	Health, Safety & Nutrition
ECE	1283	Special Needs
ECE	1143	Family Involvement
ECE	1173	Methods and Materials
ECE	1223	Infant and Toddler
ECE	1133	Child Guidance
ECE	1103	Practicum I
ECE	1203	Practicum II <b>OR</b>
ECE	1403	Nanny Orientation
<b>OR</b>		
TECH	1102	Technical Communications

TECH	1101	Computer Technology
ECE	1113	Child Development*
ECE	1163	Program Management*
ECE	1253	Curriculum Development*

**OR**

\* Child Development Associate (CDA) License

Electives (9 credits minimum)

MUS	2213	Public School Music
ART	2203	Public School Art
PE	1113	Health and Safety
HPR	1113	Personal Safety and First Aid

*Natural or Physical Science w/Lab*

BIOL	1114	General Biology
BIOL	1154	Zoology
BIOL	1164	Botany
CHEM	1104	Chemistry for Non-Majors
ESCI	1104	Earth Science
GEOL	1104	Geology
PHYS	1114	Physical Science
PHYS	1204	General Physics

General Education Courses (15 credit hours, minimum):

*Communication Skills - 6 credit hours, select one from each group*

Comp I and II are recommended for those considering study beyond the A.A.S. in General Technology.

*Group One*

ENG	1113	English Composition I
ENG	1133	Technical Report Writing
OFAD	1133	Business English

*Group Two*

SPCH	1103	Speech
SUPM	1183	Effective Communication
ENG	1123	English Composition II
BUS	2033	Business Communication

*Computer Literacy - 3 credit hours, select one course*

CIS	1013	Information Systems I
OFAD	1063	Word Processing I

*Social Sciences - 3 credit hours, select one course*

HIST	2223	US History I
HIST	2233	US History II
HIST	2203	Western Civilization I

HIST	2213	Western Civilization II
PSYC	1103	General Psychology
PSYC	1123	Applied Psychology
SOC	1103	Introduction to Sociology
POLS	1113	American National Government
POLS	1123	State and Local Government

*Mathematics - 3 credit hours, select one course*

MATH 1013 or MATH 1123 is recommended for those considering study beyond the A.A.S. in General Technology.

MATH	1013	Math for General Education
MATH	1123	College Algebra
MATH	1293	Introduction to Statistics
MATH	1133	Trigonometry
OFAD	1053	Business Math with Calculators
TECM	1103	Technical Math

Associate of Applied Science in Hospitality Administration  
(60 credit hours)

The AAS degree in Hospitality Administration will provide students with a solid knowledge base upon which to build a career in the hospitality industry. The degree includes those courses required in the hospitality certificate of proficiency and the hospitality technical certificate (30 hours), hospitality related electives (15 hours), and core general education courses (15 hours).

#### Required Courses

HA	1043	Introduction to Hospitality Administration
HA	1103	Principles of Food Preparation I
HA	1013	Restaurant Orientation/Sanitation
HA	1053	Introduction to Food & Beverage Management
HA	1063	Hotel Operations
HA	1113	Principles of Food Preparation II
HA	1163	Restaurant Management
HA	1153	Beverage Management
TECH	1101	Computer Technology
TECH	1102	Technical Communication
HA	1073	Hospitality Administration Internship

Electives (15 credit hours, minimum)

HPR	2403	Commercial Recreation, Tourism, & Hospitality Enterprises
HPR	1113	Personal Safety & First Aid
HPR	1803	Promotion & Production of Programs & Special Events

HPR 1703	Leadership in Recreation, Hospitality, & Tourism
HPR 2213	Marketing of Leisure Services
GRD 1143	Adobe Illustrator
GRD 2073	Advertising Design for the Small Business
GRD 1183	Desktop Publishing and Design I

General Education Courses (15 credit hours, minimum)

*Communication Skills - 6 credit hours, select one from each group*

Comp I and II are recommended for those considering study beyond the A.A.S. in General Technology.

*Group One*

ENG 1113	English Composition I
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*Group Two*

ENG 1123	English Composition II
ENG 1133	Technical Report Writing

*Computer Literacy - 3 credit hours, select one course*

CIS 1013	Information Systems I
OR	
CIS 1011	Introductino to Computer I
CIS 1011	Introductin to ComputerII
CIS 1501	Introduction to Internet

*Social Sciences - 3 credit hours, select one course*

HIST 2223	US History I
HIST 2233	US History II
HIST 2203	Western Civilization I
HIST 2213	Western Civilization II
PSYC 1103	General Psychology
PSYC 1123	Applied Psychology
SOC 1103	Introduction to Sociology
POLS 1113	American National Government
POLS 1123	State and Local Government

*Mathematics - 3 credit hours, select one course*

MATH 1013	Math for General Education
MATH 1123	College Algebra
MATH 1293	Introduction to Statistics
MATH 1133	Trigonometry
OFAD 1053	Business Math with Calculators
TECM 1103	Technical Math

**Technical Certificates**

The Technical Certificate is awarded after successful completion of combined classroom and laboratory work. Successful completion of the certificate requirements provides a minimum degree of competency in the field of choice. This certificate program is designed for entry level technicians.

Placement requirements for unconditional entry in to the Certificate Program:

1. A minimum score of 48 on the Pre-Algebra section of the COMPASS. Students falling below 48 will be required to enroll in TECM 1103 Technical Math.
2. Students falling below 52 on the reading section of the COMPASS will be required to complete Reading Practice and review in Adult Education.

### **Automotive Service Technology (36 credit hours)**

The mission of the Automotive Service Technology program is to assist students in gaining employment in new car agencies, independent repair facilities, automotive supply stores, service stations and as fleet mechanics. The program is certified through the National Automotive Technicians Education Foundation (NATEF).

AST	1103	Electrical/Electronics I
AST	1303	Electrical/Electronics II
AST	1803	Engine Performance I
AST	1403	Engine Performance II
AST	1203	Brakes
AST	1503	Suspension & Steering
AST	1603	Engine Repair
AST	1703	High Performance
AST	1102	Automotive Lab I
AST	1101	Automotive Lab II
AST	1202	Automotive Lab III
AST	1301	Automotive Lab IV
AST	1903	Heating and Air Conditioning
TECH	1102	Technical Communications
TECH	1101	Computer Technology

### **Early Childhood Education (36 credit hours)**

The mission of the Early Childhood Education program is to provide knowledge and practical experience for students seeking employment in a variety of child care settings. The program also affords those currently working with children opportunities for updating and improving their knowledge and skills through classes, workshops and seminars. Classroom instruction is complemented by practical experience in child care settings, including the on-campus Child Development Center.

The curriculum is flexible and permits several points of entry into classes. The program provides student preparation in five areas: Associate of Applied Science in Child Care, Child Care Teacher, Child Care Center Owner/Director, Nanny and readiness for the Child Development Associate (CDA) credential examination.

**Teacher Option**

ECE	1103	Practicum I
ECE	1203	Practicum II
ECE	1113	Child Development
ECE	1143	Family Involvement
ECE	1173	Methods & Materials
ECE	1183	Health, Safety and Nutrition
ECE	1223	Infant & Toddler Curriculum
ECE	1133	Child Guidance
ECE	1253	Curriculum Development
ECE	1283	Special Needs
ECE	1353	Internship
TECH	1102	Technical Communications
TECH	1101	Computer Technology

**Owner/Director Option**

ECE	1103	Practicum I
ECE	1203	Practicum II
ECE	1113	Child Development
ECE	1143	Family Involvement
ECE	1163	Program Management
ECE	1183	Health, Safety and Nutrition
ECE	1223	Infant & Toddler
ECE	1133	Child Guidance
ECE	1253	Curriculum Development
ECE	1283	Special Needs
ECE	1353	Internship
TECH	1102	Technical Communications
TECH	1101	Computer Technology

**Nanny Option**

ECE	1103	Practicum I
ECE	1403	Nanny Orientation
ECE	1113	Child Development
ECE	1183	Health, Safety and Nutrition
ECE	1143	Family Involvement
ECE	1223	Infant & Toddler
ECE	1133	Child Guidance
ECE	1253	Curriculum Development
ECE	1173	Methods & Materials
ECE	1283	Special Needs
ECE	1363	Internship
TECH	1102	Technical Communications
TECH	1101	Computer Technology

**Heating, Ventilation, Air Conditioning and Refrigeration (34 credit hours)**

The mission of the HVAC program is to provide entry level skills in a broad spectrum of maintenance areas on all types of home and commercial heating, ventilation, air condition-

ing and refrigeration. Students are prepared for a variety of employment opportunities including national dealers, independent contractors or for self-employment.

Students completing the HVAC program are eligible for membership in the Refrigeration Service Engineers Society. Certification in EPA Refrigeration is also available.

HVAC	1014	Basic Electricity
HVAC	1013	Schematics
HVAC	1023	Air Properties
HVAC	1033	Intro to Air Conditioning
HVAC	1043	Heating Technology
HVAC	1054	Residential Systems
HVAC	1064	Refrigeration Systems
HVAC	1074	Air Conditioning Systems
HVAC	1083	Tubing, Pipe, and Welding
TECH	1101	Computer Technology
TECH	1102	Technical Communications

### **Hospitality Administration**

#### **Associate of Applied Science in Hospitality Administration**

(60 credit hours)

The AAS degree in Hospitality Administration will provide students with a solid knowledge base upon which to build a career in the hospitality industry. The degree includes those courses required in the hospitality certificate of proficiency and the hospitality technical certificate (30 hours), hospitality related electives (15 hours), and core general education courses (15 hours).

#### **Certificate of Proficiency in Hospitality Administration (18 credit hours)**

HA	1043	Introduction to Hospitality Administration	3
HA	1013	Restaurant Orientation, Safety & Sanitation	3
HA	1103	Principles of Food Preparation I	3
HA	1053	Introduction to Food and Beverage Management	3
HA	1063	Hotel Operations	3
HA	1113	Principles of Food Preparation II	3
		TOTAL	18

#### **Technical Certificate in Hospitality Administration (30 credit hours)**

HA	1043	Introduction to Hospitality Administration	3
HA	1013	Restaurant Orientation, Safety & Sanitation	3
HA	1103	Principles of Food Preparation I	3
HA	1053	Introduction to Food and Beverage Management	3
HA	1063	Hotel Operations	3
HA	1113	Principles of Food Preparation II	3
HA	1163	Restaurant Management	3
HA	1153	Beverage Management	3

HA	1073	Hospitality Administration Internship	3
TECH	1102	Technical Communications	2
TECH	1101	Computer Technology	1
		TOTAL	30

**Associate of Applied Science in Hospitality Administration**

HA	1043	Introduction to Hospitality Administration	3
HA	1013	Restaurant Orientation, Safety & Sanitation	3
HA	1103	Principles of Food Preparation I	3
HA	1053	Introduction to Food and Beverage Management	3
HA	1063	Hotel Operations	3
HA	1113	Principles of Food Preparation II	3
		TOTAL	18

HA	1043	Introduction to Hospitality Administration	3
HA	1013	Restaurant Orientation, Safety & Sanitation	3
HA	1103	Principles of Food Preparation I	3
HA	1053	Introduction to Food and Beverage Management	3
HA	1063	Hotel Operations	3
HA	1113	Principles of Food Preparation II	3
HA	1163	Restaurant Management	3
HA	1153	Beverage Management	3
HA	1073	Hospitality Administration Internship	3
TECH	1102	Technical Communications	2
TECH	1101	Computer Technology	1
		TOTAL	30

**Electives - 15 credit hours, minimum**

**Choose 9 hours from the following:**

HPR	2403	Commercial Recreation, Tourism & Hospitality Enterprises	3
HPR	1113	Personal Safety & First Aid	3
HPR	1803	Promotion & Production of Programs and Special Events	3
HPR	1703	Leadership in Recreation, Hospitality and Tourism	3
HPR	2213	Marketing of Lesiure Services	3

Choose 6 hours from the following:

GRD	1143	Adobe Illustrator	3
GRD	2073	Advertising Design for the Small Business	3
GRD	1183	Desktop Publishing and Design I	3
		Total	45

General Education Courses

15 credit hours, minimum

Communication Skills - 6 credit hours (select one from each group)

Group One

ENG	1113	English Composition I	3
Eng	1133	Technical Report Writing	3
OFAD	1133	Business English	3

Group Two			
SPCH	1103	Speech	3
SUPM	1183	Effective Communication	3
ENG	1123	English Composition II	3
BUS	2033	Business Communication	3
Computer Literacy - 3 credit hours (select one)			
CIS	1013	Information Systems I	3
OFAD	1063	Word Processing I	3
Social Sciences - 3 credit hours (select one)			
HIST	2223	US History I	3
HIST	2233	US History II	3
HIST	2203	Western Civilization I	3
HIST	2213	Western Civilization II	3
PSYC	1103	General Psychology	3
SOC	1103	Introduction to Sociology	3
POLS	1113	American National Government	3
POLS	1123	State and Local Government	3
Mathematics - 3 credit hours (select one)			
MATH	1013	Mathematics for General Education	3
MATH	1123	College Algebra	3
MATH	1293	Introduction to Statistics	3
MATH	1133	Trigonometry	3
MATH	1103	Technical Mathematics	3
OFAD	1053	Business Math with Calculators	3
		TOTAL CREDIT HOURS	60

### **Industrial Maintenance Technology (31 credit hours)**

The Technical Certificate in Industrial Maintenance Technology is designed to provide students with skill necessary for general facilities and equipment maintenance in an industry setting. Students who complete this program will have a broad knowledge of electronics, heating and air conditioning, hydraulics, welding and industrial safety. This certificate program is offered primarily as an evening program.

WLD	1023	Introduction to Welding
HVC	1014	Basic Electricity
ELT	1153	Electrical Circuit Fundamentals
ELT	1163	Industrial Wiring Methods
ELT	1263	Programmable Logic Controllers I
ELT	1233	Instrumentation
MMFG	1204	Machine Technology I
MMFG	1143	Industrial Safety
MMFG	1153	Hydraulics
TECH	1102	Technical Communications
TECH	1101	Computer Technology

### **Marine Technology (33 credit hours)**

The mission of the Marine Technology program is to provide entry level mechanical skills in the repair and service of marine engines and drives. The program covers all facets of the marine repair industry including engine repair and service, fiberglass and off-season boat maintenance.

Students are prepared for employment as entry-level repair technicians. Opportunities are available in the repair and service field with national and local dealerships, dealership management, marine sales or as an independent service provider.

The Marine Technology program is the only one of its kind in the state of Arkansas and only one of a handful in the country.

MAR	1303	2 & 4 Cycle Theory
MAR	1313	2 & 4 Cycle Lab
MAR	1903	Fuel Systems
MAR	1504	Electrical Systems I
MAR	1524	Electrical Systems II
MAR	1703	Service & Routine Maintenance
MAR	1604	Major Overhaul
MAR	1603	Major Overhaul Lab
MAR	1223	Fiberglass
TECH	1102	Technical Communications
TECH	1101	Computer Technology

### **Residential Carpentry (34 credit hours)**

The mission of the Residential Carpentry program is to prepare students for entry-level positions in the field of carpentry. The program is certified by the Associate General Contractor of America (AGC).

The Residential Carpentry program requires students to have an understanding of math and geometry, attention to detail, manual dexterity and physical stamina. Instruction covers all phases of residential construction. Students will be prepared for employment in general carpentry or in construction management. The program provides training in several special areas including framing, roofing, cabinet making, siding applications, finish carpentry and dry wall installation.

RCC	1103	Blueprint Reading
RCC	1205	Pre-Construction
RCC	1305	Floor & Wall
RCC	1215	Interior
RCC	1505	Exterior
RCC	1405	Roofing
RCC	1403	Cabinet Making
TECH	1102	Technical Communications
TECH	1101	Computer Technology

## **Welding Technology (32 credit hours)**

The mission of the Welding Technology program is to provide students with the training necessary to make them leaders in the industry.

Students are prepared for employment in industry with a variety of specialization including metal fabrication, basic metallurgy, use and application of various types of welding equipment and welding techniques. Students will be prepared for employment in industrial operations, privately owned shops and personal business ownership.

The program provides students with the opportunity to receive certification in several welding processes that are recognized nationally.

WLD	1023	Intro to Welding
WLD	1035	Position Welding
WLD	1013	Blueprint Reading
WLD	1043	Metallurgy
WLD	1255	Inert Gas Welding
WLD	1275	Welding Metal Alloys
WLD	1265	Pipe Welding and Metal Fabrication
TECH	1102	Technical Communications
TECH	1101	Computer Technology