

2005 - 2006 CATALOG ADDENDUM

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CALENDAR 2005 - 2006

Spring Semester 2006

Registration:

| | |
|-----------------------------------------------------------|--------------------------|
| Open Campus Connect (Returning Students)..... | November 14 |
| Open Registration (First-time Entering and Transfer)..... | November 28 - December 9 |
| | January 3 - January 13 |

Interession - Summer I - Summer II Sessions 2006

Registration:

| | |
|-----------------------------------------------------|------------------|
| Open Campus Connect (Returning Students)..... | April 17 |
| Interession (First-time Entering and Transfer)..... | May 1 - May 5 |
| Summer I (First-time Entering and Transfer)..... | May 22 - May 30 |
| Summer II (First-time Entering and Transfer)..... | June 26 - July 5 |

Fall Semester 2006

Registration:

| | |
|------------------------------------------------------------|----------------|
| Open Campus Connect (Returning Students)..... | April 17 |
| Faculty Advisement (First-time Entering and Transfer)..... | June 12 - 15 |
| Faculty Advisement (First-time Entering and Transfer)..... | July 17 - 20 |
| | August 7 - 11 |
| | August 16 - 25 |

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Freshman Assessment and Placement

Students who are testing and entering BRTC as a first-time entering or transfer student for the spring 2006 semester will be placed by the new ACT and ASSET placement scores. All references to the ACT or ASSET placement scores throughout the BRTC catalog are superseded by the addendum.

The Arkansas State Board of Higher Education Freshman Assessment and Placement program prescribes statewide minimum standards to decide if entering freshman should be in college math and English courses, or in academic transition courses in math, English, and reading. At BRTC, students whose scores indicate that they will be placed in academic transition programs must enroll in, and satisfactorily complete, those programs in their first academic year, except for reading, which must be taken and satisfactorily completed their first semester.

ASSET, ACT, Compass, and SAT scores will be accepted from other accredited institutions. BRTC provides a list of ASSET testing dates, times, and locations for each semester of the school year, at both the Pocahontas and Paragould campuses. This list may be found online at www.blackrivertech.edu or by calling 1-870-248-4000, ext. 4011 or ext. 4012 to schedule an appointment. Test scores that are over five years old cannot be used for enrollment purposes.

The following standards apply to all admitted, first-time freshmen or transfer students seeking enrollment in any program at BRTC.

Mathematics

Students must earn a passing grade of a “C” or higher in all academic transition mathematics courses to progress to the next level.

ACT Math

Score

| | | |
|-------------|-----------------------------------|----------------------|
| 21 or above | MATH 1023 | College Algebra |
| 19-20 | MATH 0033 | Intermediate Algebra |
| 17-18 | MATH 0023 | Introductory Algebra |
| 17 or above | MTH 1023, MTH 1203, and MTH 1043* | |
| 0-16 | MATH 0013 | Pre-Algebra |

*MTH 1023, MTH 1203, and MTH 1043 require an ACT score of 17 or above, **OR** completion of MATH 0013 Pre-Algebra with a passing grade of “C” or higher.

ASSET Numerical Test

Score

| | | |
|-------------|-----------------------------------|----------------------|
| 41-55 | MATH 0023 | Introductory Algebra |
| 41 or above | MTH 1023, MTH 1203, and MTH 1043* | |
| 23-40 | MATH 0013 | Pre-Algebra |

*MTH 1023, MTH 1203, and MTH 1043 require an ASSET Numerical score of 41 or above, **OR** completion of MATH 0013 Pre-Algebra with a passing grade of “C” or higher.

ASSET Intermediate Test

Score

| | | |
|-------|-----------|----------------------|
| 42-55 | MATH 1023 | College Algebra |
| 38-41 | MATH 0033 | Intermediate Algebra |
| 34-37 | MATH 0023 | Introductory Algebra |
| 23-33 | MATH 0013 | Pre-Algebra |

SAT Math

Score

| | | |
|--------------|-----------|----------------------|
| 430 or above | MATH 1023 | College Algebra |
| 380-429 | MATH 0033 | Intermediate Algebra |

0-379 MATH 0023 Introductory Algebra

English Composition

Students must successfully complete the following English composition courses if they score below 19 on the English section of the Enhanced ACT, or below 45 on the ASSET Language Usage Test.

ACT English

Score

| | | |
|-------------|----------|-----------------------|
| 19 or above | ENG 1003 | Freshman English I |
| 14-18 | ENG 0023 | Writing Fundamentals |
| 0-13 | ENG 0013 | Language Fundamentals |

ASSET English

Score

| | | |
|-------|----------|-----------------------|
| 45-55 | ENG 1003 | Freshman English I |
| 33-44 | ENG 0023 | Writing Fundamentals |
| 23-32 | ENG 0013 | Language Fundamentals |

SAT English

Score

| | | |
|---------|----------|-----------------------|
| 470+ | ENG 1003 | Freshman English I |
| 360-469 | ENG 0023 | Writing Fundamentals |
| 0-359 | ENG 0013 | Language Fundamentals |

Reading

Students must enroll in a reading course in their first semester if they score below 19 on the reading section of the Enhanced ACT, or below 44 on the ASSET Reading Skills Test.

ACT Reading

Score

| | | |
|-------------|-----------|-----------------------------|
| 19 or above | Exempt | |
| 14-18 | READ 0033 | Advanced Reading Techniques |
| 0-13 | READ 0013 | College Reading Skills |

ASSET Reading

Score

| | | |
|-------|-----------|-----------------------------|
| 44-53 | Exempt | |
| 34-43 | READ 0033 | Advanced Reading Techniques |
| 23-33 | READ 0013 | College Reading Skills |

SAT Reading

Score

| | | |
|--------------|-----------|-----------------------------|
| 420 or above | Exempt | |
| 320-419 | READ 0033 | Advanced Reading Techniques |

Refunds

Tuition Refund

Students must claim tuition refunds through the Finance Office at the time of withdrawal or no refund will be made.

Refund for Credit Courses - Fall or Spring Semester

| | |
|------------------------------|------|
| Before semester begins..... | 100% |
| Second week of semester..... | 70% |
| Third week of semester..... | 50% |

Refund for Credit Courses - Summer Session

| | |
|------------------------------|------|
| Before semester begins..... | 100% |
| Second week of semester..... | 50% |
| Third week of semester..... | 0% |

Refund for Intersession and Accelerated Classes

| | |
|---------------------------|------|
| Before classes begin..... | 100% |
| Second day of class..... | 50% |
| Third day of class..... | 0% |

Refund for Short Duration Classes (1 to 7 days)

| | |
|--------------------------|------|
| Before class begins..... | 100% |
| Start of class..... | 0% |

Refund for Non-Credit Courses

| | |
|---------------------------------|------|
| Before first class meeting..... | 100% |
| After first class meeting..... | 0% |

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**Associate of Applied Science in Business Technology
Business Administration Option**

Second Year

Second Semester

| | | Credits |
|------|-------------------------------------------------|----------------|
| BSYS | 2003 Business and Professional Presentations or | |
| CIS | 2073 Desktop Publishing | 3 |
| BUAD | 1023 Marketing | 3 |
| MGMT | 2623 Small Business Management | 3 |
| | Any elective as approved by academic advisor | 3 |
| | Social Science Elective | 3 |

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**Medical Transcription
Certificate of Proficiency**

This program prepares individuals to execute verbatim medical conference minutes, medical reports, and medical orders. Includes instruction in dictation and

simultaneous recording, analysis of notes and visual evidence, medical terminology, data processing applications and skills, formal medical report and correspondence formats, professional standards, and applicable law and regulations. Upon successful completion of this 15 credit-hour program, individuals will earn a certificate of proficiency. This program provides a pathway into the Business Administrative Services Certificate.

Applicants must complete all enrollment requirements and submit all documents before the student selection for each class is made.

| Required Courses | | | Credits |
|-------------------------|------|---------------------------------------------|----------------|
| ADMS | 1213 | Medical Transcription | 3 |
| ADMS | 2413 | Introduction to Word Processing | 3 |
| MEDL | 1003 | Medical Terminology | 3 |
| CA | 1903 | Introduction to Computer Concepts | 3 |
| MEDL | 1033 | Foundations of Human Anatomy and Physiology | 3 |

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Business

BSYS 2013 Web Page Design / 3 credits (3 lec.)

Students learn how to create a web page using Microsoft Frontpage, format the page, and create forms with highly visual step-by-step instructions. Students will also learn how to enhance web pages and create their own designs.

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**Patient Care Technician
Certificate of Proficiency**

This program prepares individuals to provide routine care and assistance to patients under the direct supervision of other health care professionals, and/or to perform routine maintenance and general assistance in health care facilities and laboratories. Upon successful completion of this 12 credit-hour program, individuals will earn a certificate of proficiency.

Applicants must complete all enrollment requirements and submit all documents before the student selection for each class is made. Before applying for this program, a student must be a CNA (Certified Nursing Assistant).

| Required Courses | | | Credits |
|-------------------------|------|---------------------------------------------|----------------|
| MEDL | 1001 | Introduction to Health Care Issues | 1 |
| MEDL | 1002 | Patient Care Practicum | 2 |
| MEDL | 1003 | Medical Terminology* | 3 |
| MEDL | 1023 | Patient Care Technician | 3 |
| MEDL | 1033 | Foundations of Human Anatomy and Physiology | 3 |

Course Descriptions

MEDL 1001 Introduction to Health Care Issues / 1 credit (16 lec.)

This course introduces the student to the field of health care with an emphasis on hospital and laboratory organization. This course includes professional ethics, communication skills, and OSHA requirements.

MEDL 1002 Patient Care Practicum / 2 credits (8 lab)

This course is focused on direct patient care services on a specific hospital or ambulatory care unit under supervision of an instructor or a registered nurse. Students will learn knowledge and skill necessary to perform routine personal care to complex patients and observe and report changes in patient conditions.

MEDL 1023 Patient Care Technician / 3 credits (3 lec.)

This course builds on the foundational skills obtained by a Certified Nursing Assistant (CNA). In addition to the basic CNA skills, this course is focused on knowledge and skills necessary to perform electrocardiogram, phlebotomy, and specific clinical laboratory duties. The content includes basic anatomy and physiology of the cardiac, pulmonary, and vascular systems. Technique, equipment and supplies used in telemetry, including information for interpreting rhythm strips, will be covered.

MEDL 1033 Foundations of Human Anatomy and Physiology / 3 credits (3 lec)

This course will familiarize students with fundamental concepts and basic terminology associated with anatomy and physiology. It will provide an understanding of root words as well as prefixes and suffixes commonly used in science. The course will include the following format to enhance student learning: lecture, discussion, demonstration, computer models, and library work. It is designed for students that do not have a strong background in science or need a refresher course prior to attempting ZOO 2003 Human Anatomy and Physiology I. (This is a non-transferable course.)

**Phlebotomy
Certificate of Proficiency**

This program prepares individuals, under supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations. Upon successful completion of this 13 credit-hour program, individuals will earn a certificate of proficiency.

Applicants must complete all enrollment requirements and submit all documents before the student selection for each class is made.

| Required Courses | | | Credits |
|-------------------------|------------------------------------|--|----------------|
| MEDL 1001 | Introduction to Health Care Issues | | 1 |
| MEDL 1003 | Medical Terminology | | 3 |
| MEDL 1022 | Phlebotomy Practicum | | 2 |

| | | |
|-----------|---------------------------------------------|---|
| MEDL 1024 | Phlebotomy | 4 |
| MEDL 1033 | Foundations of Human Anatomy and Physiology | 3 |

Course Descriptions

MEDL 1002 Phlebotomy Practicum / 2 credits (8 lab)

This course consists of 120 contact hours of supervised practice in phlebotomy at an assigned clinical affiliation site. The practicum provides the student the opportunity to observe and gain proficiency in skin punctures, venipuncture, and special collection techniques.

MEDL 1024 Phlebotomy / 4 credits (3 lec, 1 lab)

This course provides an in-depth study of current phlebotomy techniques. Students will acquire the skills necessary to properly obtain blood specimens for laboratory testing. Units of study include safety precautions, collection equipment, venipuncture and skin puncture techniques, and special collection procedures.

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Associate of Applied Science Registered Nursing

| General Education Requirements | | Hours |
|--------------------------------|---------------------------------|-------|
| ZOOL 2003 | Human Anatomy and Physiology I* | 3 |

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Associate of Applied Science Respiratory Care

| Pre-professional Courses | | | Credits |
|--------------------------|--------------------------------------|--|---------|
| CA 1903 | Introduction to Computer Concepts* | | 3 |
| CHEM 1003 | Introduction to Chemistry* | | 3 |
| ENG 1003 | Freshman English I* | | 3 |
| MATH 0033 | Intermediate Algebra* | | 3 |
| ZOOL 2001 | Human Anatomy and Physiology Lab I* | | 1 |
| ZOOL 2003 | Human Anatomy and Physiology I* | | 3 |
| ZOOL 2011 | Human Anatomy and Physiology Lab II* | | 1 |
| ZOOL 2013 | Human Anatomy and Physiology II* | | 3 |

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Student Appeal Process

Step 5 In the event a student(s) is dissatisfied with the decision of the *Administrative Appeals Committee*, she/he may petition within 5 working days (in writing) the governing board, *through the president*, to review the case. Upon receipt of the appeal by the president, a meeting date and time will be established within 14 to 21 days (or earlier if possible) with the *Executive Committee*. The *Executive Committee* of the BRTC Board of Trustees (or appointees by the president if unavailable) will review the appeal. A majority

vote of the *Executive Committee* will be the final decision. If the *Executive Committee* does not derive at a majority decision, the appeal will be presented to the full board and the decision shall be final.

Revised 11-22-2005