Black River TECHNICAL COLLEGE

Associate of Applied Science
Business Technology
Networking Option
2013-2014

Name _____   Anticipated Graduation Date _____

Developmental Courses

Original placement in developmental education courses is determined by ACT, ASSET, Compass, or SAT test scores. I understand that if required to enroll in developmental education courses as a result of my test scores and Arkansas law, Act 1101 an additional semester may be required to complete my program of study.

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
ENG0004	College Literacy			ACT reading score of 0-18, ASSET reading score of 23-43, COMPASS score of 0-84, or SAT reading score of 0-319.	None
ENG0023	Writing Fundamentals OR ALP			ACT English score of 0-18, ASSET English score of 0-43, COMPASS writing score of 0-79, or SAT English score of 360-469.	None
MATH0013	Pre-Algebra			ACT math score of 0-14, ASSET numerical test score of 23-40, ASSET intermediate test score of 0-29, COMPASS algebra test of 0-29, COMPASS pre-algebra test of 0-45, or SAT math score of 0-330.	None
MATH0023	Introductory Algebra			ACT math score of 15-16, ASSET numerical test score of 41-55, ASSET intermediate test score of 30-36, COMPASS algebra test of 30-36, COMPASS pre-algebra test of 46 or above, or SAT math score of 331-379.	None
MATH0033	Intermediate Algebra			ACT math score of 17-18, ASSET intermediate test score of 37-42, COMPASS algebra test score of 37-40, or SAT math score of 380-429.	None

First Year

First Semester

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
	Directed Elective			As advised by IT instructor	3hours
ENG1003	Freshman English I			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT English score of 19 or above or COMPASS	3 hours

					English score of 80 or above or Asset English score of 44 or above (b) Completion of Writing Fundamentals ENG 0023 with a grade of "C" or higher.	
CIS1044	PC Troubleshooting Repair I					4 hours
CIS2204	Networking Concepts					4 hours

Second Semester

ADMS2563	Business Communications			Prerequisites: ENG 1003 Freshman English I, Ability to keyboard.	3 hours
CIS2044	PC Troubleshooting Repair II				4 hours
	Directed Elective			As advised by IT instructor	3hours
CIS2004	Networking Operating System Technology				4 hours

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Second Year

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First Semester

	Directed Elective			As advised by IT instructor	3hours
CIS2014	LAN Administration			Prerequisite: CIS 2004 Network Operating System Technology or approval of instructor.	4 hours
CIS2303	Network Applications (OR)				3 hours
BSYS2013	Web Page Design				
	Social Science Elective			ACT combined English/reading scores of 33 or below with at least one remedial score; COMPASS combined English/reading scores of 134 or below with at least one remedial score; ASSET combined English/reading scores of 79 or below with at least one remedial score; SAT combined English/reading scores of 659 or below with at least one remedial score or complete English Essentials with a "C" or higher.	3 hours
MATH1023	College Algebra (or equivalent)			Prerequisite: Each student must meet the criteria under either (a) or (b) as follows: (a) score 19 or above on the mathematics section of the ACT, score 43 or above on the ASSET Intermediate Algebra test, or score 41 or above on the COMPASS Algebra Test; or (b) the student must have earned a grade of "C" or higher in MATH 0033 Intermediate Algebra.	3 hours

Second Semester

	Directed Elective			As advised by IT instructor	**3hours**
CIS2424	**Advanced LAN Administration**			**Prerequisite: CIS 2014 LAN Administration. Instructor approval required for prerequisite.**	**4 hours**
ENG1013	**Freshman English II OR**			**Prerequisite: ENG 1003 Freshman English I, with grade "C" or higher.**	**3 hours**
ENG1023	**Technical Writing**				
MGMT2633	**IT Project Management**				**3 hours**
CIS1024	**Network Server Technology**			**Prerequisite: CIS 1044 Troubleshooting & Repair or instructor approval.**	**4hours**

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Student Signature   Date

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Advisor Signature   Date

As mandated by Act 472 of 2007, I have been informed of the Arkansas Course Transfer System, and how to determine which courses will transfer to other Arkansas public institutions. Website http://acts.adhe.edu

Prior Learning Assessment
For more information concerning Prior Learning Assessment (PLA) contact the Registrar's office (870) 248-4015

Refunds
Tuition Refund
Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made within one year of the occurrence of the credit 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%
Fourth day of class 50%
Fifth day of class 0%
Refund for Intersession and Accelerated Classes
Before classes begin 100%
Second day of class 0%
Refund for Short Duration Classes (1 to 7 days)
Before classes begin 100%
Start of class 0%
Refund for Non-Credit Courses
Before first class meeting 100%
After first class meeting 0%
Bookstore Refunds
Bookstore refunds will be made only during the first two weeks of the Fall and Spring semesters; the first two days of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are allowed during the first week of the Fall and Spring semesters; the first day of Intersession; and the first two days of the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are subject to the following conditions:
New Books
• Book has defect from publisher

- Book is still in same condition as it came from publisher; e.g. shrink-wrap plastic intact

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- Book has not been written/marked in and spine is not broken

Used Books

- Purchased for the wrong class

SERVICES FOR THE DISABLED

Black River Technical College's coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities should be addressed to the coordinator, Shana Akers, BRTC Student Services, P.O. Box 468, Pocahontas, Arkansas, 72455, 870-248-4000 ext. 4014.

CALENDAR

Fall Semester 2013

Faculty report back ....August 12 (M)
Registration……………………………………………………………………………through August 14(W)
Orientation for Fall (first-time and transfer students) ....August 15-16 (R-F)
Classes begin ....August 19 (M)
Last Day to Add a Classes(es) ....August 21 (W)
Labor Day Holiday ....September 2 (M)
Mid-Term Exams...October 7-12 (M-S)
Intent to Graduate Form Due ....October 14 (M)
Fall Break for Students (faculty workdays) ....October 14-15 (M-T)
Spring Registration for (returning students)………………………………………….November 4-Jan 8 (M-W)
Campus Connect Opens...November 4 (M)
Thanksgiving Holiday……………………………………………………………...…..November 28-29 (R-F)
Administration offices open (W) Campus Closed (R-F)
Spring Registration (first-time and transfer students)…………………………………November 11- Jan 8 (M-W)
Last Day to Drop a Class(es) ....October 18 (F)
Finals ....December 4-10 (W-T)
Graduation ....December 12 (R)
Offices closed for Holidays ....December 23 – January 1

Spring Semester 2014

Orientation for Spring (first-time and transfer students) ....January 9 – 10 (R-F)
Faculty report back ....January 2 (R)
Registration……………………………………………………………………….through January 8 (W)
Classes begin ....January 11 (S)
Last Day to Add a Class(es) ....January 15 (W)
Martin Luther King Day ....January 20 (M)
Mid-Term Exams...March 1-7 (S-F)
Intent to Graduate Form Due ....March 10 (M)
Spring Break ....March 24-28 (M-F)
Registration Summer I, Summer II, and Fall for(returning students) Campus Connect Opens..April 7 (M)
Intersession/Summer I/Summer II Registration for(first-time & transfer students) ....April 14 (M)
Last Day to Drop a Class(es) ....March 14 (F)
Finals……………………………………………………………………………..April 30 - May 6 (W-T)

Graduation ....May 8 (R)

Intersession 2014

Orientation for Intersession (first-time and transfer students) ....May 1 (R)
Registration...through May 7 (W)
Last Day to Add or Drop a Class(es) ....May 12 (M)
Classes begin (M-R 8:00am – 2:30pm) ....May 12 (M)
Final Exam..May 22 (R)

Summer I 2014

Registration (first-time & transfer students) ....May 19 (M)
Orientation for Summer I (first-time and transfer students) ....May 22 (R)
Memorial Day (Campus Closed) ....May 26 (M)
Classes begin (M-R) ....May 27 (T)
Last Day to Add a Class(es) ....May 27 (T)
Last Day to Drop a Class(es) ....June 12 (R)
Final Exams ....June 26 (R)

Summer II 2014

Registration (first-time & transfer students) ....June 16 (M)
Orientation for Summer II (first-time and transfer students) ....June 26 (R)
Classes begin ....July 1 (T)
Last Day to Add a Class(es) ....July 1 (T)
Offices closed for Holiday..July 3-4 (R-F)
Fall Registration (first-time & transfer students)……………………………………….July 14 - August 13 (M-W)
Last Day to Drop a Class(es) ....July 17 (R)
Final Exams ....July 31 (R)