The University of Arkansas at Monticello offers the following certificates of proficiency and technical certificates at its locations in Crossett and McGehee, Arkansas. Courses that enable a student to work toward an advanced degree are also offered at these locations. Technical courses required for these programs may be transferable toward a limited number of associate and baccalaureate degrees. Contact the school at each location for information regarding transferability of courses.

**UAM College of Technology at Crossett**
Telephone: 870-364-6414 / 866-323-3384 / Fax: 870-364-5707
Mailing Address: 1326 Highway 52 West, Crossett, AR 71635
E-mail: rushingl@uamont.edu

**UAM College of Technology at McGehee**
Telephone: 870-222-5360 or 1-800-747-5360 / Fax: 870-222-4709
Mailing Address: 1609 East Ash Street, P. O. Box 747, McGehee, AR 71654 / E-mail: wareb@uamont.edu

**Bachelor of Applied Science Degree**
Students may choose to earn a Baccalaureate of Applied Science degree. Details of requirements for this degree are found in the Division of General Studies section of this catalog.

**Associate of Applied Science in General Technology Degree**
Students may choose to earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan; details of requirements for this degree are found in the Division of General Studies section of this catalog.
**Associate of Applied Science in Industrial Technology (Crossett)**

Electromechanical Technology – Instrumentation

Electromechanical Technology-Instrumentation students may choose to earn an Associate of Applied Science in Industrial Technology degree by completion of the following courses:

**Major Requirements: 72 Credit hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIT 1112</td>
<td>Precision Maintenance</td>
</tr>
<tr>
<td>EIT 1123</td>
<td>Industrial Safety</td>
</tr>
<tr>
<td>EIT 1704</td>
<td>Solid State/Analog Circuits</td>
</tr>
<tr>
<td>EIT 2103</td>
<td>Industrial Electrical Motors/AC Drives</td>
</tr>
<tr>
<td>EIT 2145</td>
<td>Instrumentation</td>
</tr>
<tr>
<td>EIT 2155</td>
<td>Programmable Controls</td>
</tr>
<tr>
<td>EIT 2163</td>
<td>Advanced Instrumentation and Troubleshooting</td>
</tr>
<tr>
<td>EIT 2613</td>
<td>DC Controls</td>
</tr>
<tr>
<td>ELM 1012</td>
<td>Maintenance Welding</td>
</tr>
<tr>
<td>ELM 1023</td>
<td>Basic Machine Shop</td>
</tr>
<tr>
<td>ELM 1033</td>
<td>Industrial Diagrams</td>
</tr>
<tr>
<td>ELM 1043</td>
<td>Pneumatics and Hydraulics</td>
</tr>
<tr>
<td>ELM 1054</td>
<td>Industrial Circuits and Controls</td>
</tr>
<tr>
<td>ELM 1064</td>
<td>Industrial Electricity</td>
</tr>
<tr>
<td>ELM 1074</td>
<td>Industrial Mechanics</td>
</tr>
<tr>
<td>ELM 2084</td>
<td>Advanced Industrial Mechanics</td>
</tr>
<tr>
<td>ENGL 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 1023</td>
<td>Composition II</td>
</tr>
<tr>
<td>CIS 1013</td>
<td>Introduction to Computer-based Systems or higher-level computer course</td>
</tr>
<tr>
<td>COM 1102</td>
<td>Employability Skills/Ethics</td>
</tr>
<tr>
<td>MATH 1043</td>
<td>College Algebra or equivalent-level MATH course</td>
</tr>
</tbody>
</table>

One of the following courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 1013</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>HIST 1013</td>
<td>Survey of Civilization I</td>
</tr>
<tr>
<td>HIST 1023</td>
<td>Survey of Civilization II</td>
</tr>
<tr>
<td>HIST 2213</td>
<td>American History I</td>
</tr>
<tr>
<td>HIST 2223</td>
<td>American History II</td>
</tr>
<tr>
<td>SOC 2213</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>PSCI 2213</td>
<td>American National Government</td>
</tr>
</tbody>
</table>

**Communication: 3 hours**

All students must complete COM 1203 Tech Communication or a higher-level composition course with a grade of “C” or better. Individual technical programs may require a higher-level composition course.

**Mathematics: 3 hours**

All students must complete MAT 1203 Tech Mathematics or a higher-level mathematics course with a grade of “C” or better. Individual technical programs may require a higher-level mathematics course.

1. Each technical program of study requires designated mathematics and English courses. Some courses within a program have mathematics or language course prerequisites or corequisites for enrollment.

2. Placement in mathematics and English courses is determined by ASSET, Compass, ACT, SAT or equivalent placement test scores. Students whose placement test scores fall below minimum requirements listed for each program will be assigned to appropriate mathematics and/or English courses.

3. Students must be consistently enrolled in a mathematics and/or English course until a grade of “C” or higher is achieved to satisfy the prerequisite for other courses.

4. Students receiving a grade of “C” or higher will not be allowed to enroll for credit in any course which is a prerequisite or lower-level course.

5. Students who wish to enroll more than three times in a specific course must have approval of the administration.

6. Students with low entrance scores in both mathematics and English will be restricted to a credit hour enrollment limit based on their specific program requirements including the appropriate math and English course. A student should consult his/her counselor or advisor to make appropriate course selections to satisfy the credit hour enrollment limit.

**Administrative Office Technology Technical Certificate* (Crossett and McGehee)**

The Administrative Office Technology program provides contemporary training required in today's business office in computer applications, word processing, accounting, administrative support procedures, and communication.

**Major Requirements: 39 hours**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1123</td>
<td>Tech Accounting</td>
</tr>
<tr>
<td>BUS 1203</td>
<td>Tech Keyboarding</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>Tech Keyboarding Applications</td>
</tr>
<tr>
<td>BUS 1503</td>
<td>Tech Word/Information Processing</td>
</tr>
<tr>
<td>BUS 1563</td>
<td>Tech Administrative Support Procedures</td>
</tr>
<tr>
<td>BUS 1603</td>
<td>Tech Vocabulary Development</td>
</tr>
<tr>
<td>BUS 2003</td>
<td>Tech Business English or higher-level composition course</td>
</tr>
</tbody>
</table>
Colleges of Technology

BUS 2013  Tech Business Communications
BUS 2143  Tech Business Mathematics or higher-level mathematics course
BUS 2623  Tech Business Practicum

One of the following courses:
BUS 1303  Tech Computer Applications for Business
CIS 2223  Microcomputer Applications

Six hours from the following courses:
BUS 1073  Tech Introduction to Law
BUS 1083  Tech Legal Transcription
BUS 1661  Tech Introduction to Presentations
BUS 1671  Tech Introduction to Financial Software
BUS 2153  Tech Computerized Accounting
BUS 2163  Tech Spreadsheet Applications
BUS 2173  Tech Data Entry
BUS 2613  Tech Small Business Management

*Administrative Office Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

Automotive Service Technology Technical Certificate* (McGehee)

The Automotive Service Technology certificate prepares individuals to engage in the service and maintenance of all types of automobiles. The program includes instruction in the eight areas of ASE certification: Engine Repair, Automotive Transmission and Transaxle, Manual Drive Train and Axles, Suspension and Steering, Brakes, Electrical/Electronic Systems, Heating and Air Conditioning and Engine Performance. All courses are approved by the National Automotive Technicians Education Foundation (NATEF).

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Major Requirements: 45 hours
The A.S.E. Certification Practice Test is taken at the end of each unit of study.
AUTO 1134  Suspension & Steering
AUTO 1214  Engine Repair
AUTO 1227  Electrical/Electronic Systems
AUTO 1237  Engine Performance
AUTO 1244  Automotive Transmission and Transaxle
AUTO 1253  Heating and Air Conditioning
AUTO 1264  Brakes
AUTO 1273  Manual Drive Train and Axles
CFA 1103  Tech Computer Fundamentals or higher-level computer course
COM 1203  Technical Communication or higher-level composition course
MAT 1203  Technical Mathematics or higher-level mathematics course

*Automotive Service Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

Child Development Associate Certificate of Proficiency
Monticello, Crossett and McGehee campuses

This program provides students with the opportunity to develop knowledge and skills to successfully complete the Assessment and Competency Standards for the Child Development Associate credential awarded through the Council for Early Childhood Professional Recognition, a national credentialing agency. For further information on credentialing procedures and requirements, contact the Council for Early Childhood Professional Recognition.

Major Requirements: 12 hours
ECED 1043  Development and Curriculum in Early Childhood
ECED 1053  Environments in Early Childhood
ECED 1063  Foundations of Early Childhood Education
ECED 1071  Introduction to Practicum

Computer Maintenance/Networking Technical Certificate* (Crossett)

The Computer Maintenance/Networking Program prepares individuals for occupations in the information technology (IT) field that involve troubleshooting, repair, and maintenance of personal computers (PCs). Skills are developed by hands-on practice in electronic circuit testing, computer assembly, computer upgrades and configurations, and computer networks. Networking classes provide opportunities for students to design, build, and maintain computer inter-networks.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Major Requirements: 40 hours
CFA 1103  Tech Computer Fundamentals or higher-level computer course
CMP 1092  Tech Project Management
CMP 1012  Tech Network Servers
CMP 1053  Tech Network Security
CMP 1063  Tech Operating Systems
CMP 1502  Tech Fundamentals of Voice and Data Cabling
CMP 2404  Tech IT Essentials I: PC Hardware and Software
CMP 2604  Tech IT Essentials II: Network Operating systems
COM 1102  Employability Skills/Ethics
COM 1203  Technical Communications or higher-level composition course
MAT 2214  Advanced Industrial Mathematics
One of the following courses:

- CMP 2074 Tech Cisco CENT I
- CMP 1034 Tech Networking I

One of the following courses:

- CMP 2084 Tech Cisco CENT II
- CMP 1044 Tech Networking II

*Computer Maintenance/Networking Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology (AASGT) degree. There are two options for completion of the AASGT degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

**Cisco Network Associate Certificate of Proficiency (Crossett)**

The Cisco Network Associate program provided on the Crossett campus is designated as a local Cisco Academy. The Academy provides learning opportunities through Cisco Systems courses that cover the designing, building, and maintenance of computer inter-networks. Students who successfully complete the Cisco courses are prepared to take the certification test to become a Cisco Certified Network Associate (CCNA™). NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 16 hours**

- CSC 2034 Tech Cisco Network Exploration I
- CSC 2044 Tech Cisco Network Exploration II
- CSC 2054 Tech Cisco Network Exploration III
- CSC 2064 Tech Cisco Network Exploration IV

**Computer Repair and Networking Certificate of Proficiency (Crossett)**

The Computer Repair/Networking Certificate of Proficiency provides students with a foundational knowledge needed for entry-level employment in the computer repair and/or networking field. Upon completion of this certificate of proficiency, students will have options for completing a technical certificate in Computer Maintenance/Networking and/or an Associate of Applied Science Degree in General Technology.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 18 hours**

- CFA 1103 Tech Computer Fundamentals or higher-level computer course
- CMP 1063 Tech Operating Systems
- CMP 2404 Tech IT Essentials I: PC Hardware and Software
- MAT 2214 Advanced Industrial Mathematics

**Correctional Law Enforcement Certificate of Proficiency (Crossett and McGehee)**

**Major Requirements: 17 hours**

The Correctional Law Enforcement program provides opportunities for acquiring the knowledge, skills and technical abilities necessary and appropriate for employment in entry-level positions in the field of corrections. Students are provided, through classroom experiences, an overview of various phases of the correctional system. The program includes supervised visits to correctional facilities and lab experiences to simulate real problems and opportunities. Students completing the Certificate of Proficiency may choose to continue on to the Correctional Law Enforcement Technical Certificate program. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

- BUS 2003 Tech Business English or higher-level composition course
- CJ 1013 Introduction to Criminal Justice
- CJ 2133 Criminal Justice Ethics
- CLE 1032 Tech Correctional Health and Safety
- CLE 1043 Tech Correctional Security and Control
- CLE 1053 Tech Correctional Enforcement in Arkansas

**Correctional Law Enforcement Technical Certificate* (Crossett and McGehee)**

**Major Requirements: 34 semester hours**

The Correctional Law Enforcement Technical Certificate provides students the opportunity to complete advanced coursework appropriate for employment in various positions in the field of corrections. In addition to core courses, successful students receive in-depth training in ethical considerations for correctional law enforcement officers. Coursework in correctional inmate cultures and offender management help prepare students for specialized and supervisory positions. The program includes supervised visits to correctional facilities and lab experiences to simulate real problems and opportunities.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

- BUS 2003 Tech Business English or higher-level composition course
- CFA 1103 Technical Computer Fundamentals or higher-level computer course
- CJ 1013 Introduction to Criminal Justice
- CJ 2133 Criminal Justice Ethics
- CJ 2123 Corrections
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CLE 1032  Tech Correctional Health and Safety
CLE 1043  Tech Correctional Security and Control
CLE 1053  Tech Correctional Enforcement in Arkansas
CLE 2012  Tech Applied Ethics for Correctional Officers
CLE 2023  Tech Survey of Correctional Inmates and Offenders
MAT 1203  Technical Math or higher-level mathematics course

One of the following courses:
PST 1013  Introduction to Psychology
SOC 2213  Introduction to Sociology

*Correctional Law Enforcement students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements of the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

Early Childhood Education
Technical Certificate* (Crossett and McGehee)

This program is designed to prepare students for occupations in early child care and education, often under the supervision of professional personnel. Instruction includes child growth and development; nutrition; program planning and management; health and safety; behavior guidance; inclusion of children with special needs; adult-child interactions; appropriate assessment; curriculum development; and laws, regulations, and polices relating to early care education; and maintenance of childcare environments. A criminal background check, child maltreatment check and negative TB screening are required.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Major Requirements: 45 hours
CFA 1103  Tech Computer Fundamentals or higher-level computer course
COM 1203  Tech Communication or higher-level composition course
ECED 1043  Development and Curriculum in Early Childhood
ECED 1053  Environments in Early Childhood
ECED 1063  Foundations of Early Childhood Education
ECED 1071  Introduction to Practicum
ECED 1082  Practicum I
HOEC 1113  Tech Curriculum Development for Infants/Toddlers
HOEC 2033  Tech Child Care Practicum II
HOEC 2073  Tech Child Guidance
HOEC 2083  Tech Observation and Assessment in Early Childhood Education
HOEC 2103  Tech Methods and Materials
HOEC 2143  Tech Child Care Program Planning
HOEC 2153  Tech Child Development
HOEC 2173  Tech Children with Special Needs
MAT 1203  Tech Mathematics or higher-level mathematics course

*Early Childhood Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

Electromechanical Technology
Technical Certificate* (Crossett)

The Electromechanical Technology program is designed to prepare individuals for entry-level maintenance jobs in industrial settings that require electrical/electronic and mechanical skills. While the program focuses primarily on industrial settings, graduates of the program are prepared for maintenance jobs in a variety of workplaces such as schools, hospitals, banks, government agencies, and independent contractors.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Prerequisites: 16-17 hours
All prerequisites must be completed prior to enrollment in the Electromechanical Technology Technical Certificate program. A student who successfully completes the prerequisite courses will obtain a Certificate of Proficiency in Industrial Equipment Repair.

ELM 1012  Maintenance Welding
ELM 1033  Industrial Diagrams
ELM 1064  Industrial Electricity
ELM 2084  Advanced Industrial Mechanics

One of the following courses:
MATH 183  Intermediate Algebra
MAT 2214  Advanced Industrial Mathematics

Major Requirements: 38-39 hours
(includes prerequisites listed above)
COM 1102  Employability Skills/Ethics
COM 1203  Tech Communication or higher-level composition course
ELM 1023  Basic Machine Shop
ELM 1043  Pneumatics and Hydraulics
ELM 1054  Industrial Circuits and Controls
ELM 2084  Advanced Industrial Mechanics

One of the following courses:
CFA 1103  Tech Computer Fundamentals
CIS 1013  Introduction to Computer-based Systems or higher-level computer course

*The Electromechanical Technology student may choose to continue his/her studies and earn an Associate of Applied Science in Industrial Technology degree or an Associate of Applied Science in General Technology (AASGT) degree. There are two options for completion of the AASGT degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.
Electromechanical Technology (Instrumentation)
Advanced Technical Certificate (Crossett)

The Electromechanical Technology – Instrumentation program is designed to provide individuals with the advanced industrial, electrical, mechanical, and instrumentation skills needed to become a technician in a highly developed industrial environment. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Prerequisite: A student must successfully complete the Electromechanical Technology Technical Certificate program listed above prior to enrollment in the Advanced Technical Certificate in Electromechanical Instrumentation Technology program.

Major Requirements: 66-67 hours
38-39 hours from the Electromechanical Technology Technical Certificate listed above plus 28 hours from listed below:

- EIT 1112 Precision Maintenance
- EIT 1123 Industrial Safety
- EIT 1704 Solid State/Analog Circuits
- EIT 2103 Industrial Electrical Motors/AC Drives
- EIT 2145 Instrumentation
- EIT 2163 Advanced Instrumentation and Troubleshooting
- EIT 2155 Programmable Logic Controls
- EIT 2613 DC Controls

*The Electromechanical Technology - Instrumentation Advanced Technical Certificate student may choose to continue his/her studies and earn an Associate of Applied Science in Industrial Technology degree or an Associate of Applied Science in General Technology (AASGT) degree. There are two options for completion of the AASGT degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

Emergency Medical Technician (Basic)
Certificate of Proficiency (Crossett and McGehee)

EMT-Basic course is an introductory study of emergency medical pre-hospital care. The course prepares individuals for employment as a Basic EMT. It follows the national standard curriculum set forth by the Department of Transportation. Instruction includes standard of care, legal/ethical issues, and pre-hospital procedures and techniques performed during emergencies. Upon successful completion, the EMT candidate will meet the requirements to challenge the National Registry EMT-Basic examination. Successful completion of the program prepares individuals for employment as an EMT-Basic.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Major Requirements: 8 hours
- EMER 1138 Emergency Medical Technician-Basic

Emergency Medical Technology (Intermediate Program)
Certificate of Proficiency (McGehee)

The EMT-Intermediate program is a continuum of Emergency Medical Technician-Basic. It follows the national standard curriculum set forth by the Department of Transportation. Instruction includes standard of care, legal/ethical issues, and pre-hospital procedures and techniques performed during emergencies. Upon successful completion, the EMT-Intermediate candidate will meet the requirements to challenge the National Registry EMT-Intermediate 85 examination. Successful completion of the program prepares individuals for employment as an EMT-Intermediate.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Major Requirements: 14 hours
- EMER 1103 Paramedic Human Anatomy and Physiology
- EMER 1117 Paramedic I
- EMER 1124 Paramedic Clinical I

Emergency Medical Technology (Paramedic Program)
Technical Certificate* (McGehee)

The Emergency Medical Technology Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. It follows the national standard curriculum set forth by the Department of Transportation. Upon successful completion of the program, the student is granted a technical certificate and is eligible to apply to take the National Registry EMT-Paramedic Examination.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability. Information regarding requirements for the paramedic program and the National Registry Test can be accessed at www.healthyarkansas.com/ems or by contacting your advisor/instructor.

Progression in the Emergency Medical Technology Paramedic Program:

A minimum grade of "C" in each paramedic course is required for progression in the Emergency Medical Technology Paramedic Program sequence.

NOTE: Because of the nature of the program, enrollment times may vary and class sizes are limited; completion of prerequisites does not necessarily indicate Emergency Medical Technology program admittance.

Prerequisites for the EMT Paramedic Program:
- COM 1203 Tech Communication or higher-level composition course
- EMER 1103 Paramedic Human Anatomy and Physiology or higher-level anatomy and physiology course
Colleges of Technology

MAT 1203  Tech Mathematics or higher-level mathematics course

**Major Requirements: 44 hours**

EMER 1117  Paramedic I
EMER 1124  Paramedic Clinical I
EMER 2217  Paramedic II
EMER 2224  Paramedic Clinical II
EMER 2237  Paramedic III
EMER 2244  Paramedic Internship I
EMER 2317  Paramedic IV
EMER 2334  Paramedic Internship II

*Emergency Medical Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of the requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

**Health Information Technology**

**Technical Certificate ( Crossett and McGeehe)**

The Health Information Technology Technical Certificate is designed to provide individuals with opportunities to learn basic knowledge and skills needed to become a medical assistant, medical office assistant, medical transcriptionist, medical insurance coder, or medical insurance technician with emphasis on the analysis of medical records. Of special note, medical coders must successfully complete the national certification examination of the American Academy of Professional Coders or those of the American Health Information Management Association for proper certification.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 39 hours**

BUS 1203  Tech Keyboarding
BUS 2003  Tech Business English or higher-level composition course
BUS 2143  Tech Business Mathematics or higher-level mathematics course
HIT 1022  Tech Law and Ethics in Healthcare
HIT 1033  Tech Medical Coding I
HIT 1063  Tech Medical Office Procedures
HIT 1133  Tech Medical Terminology or higher-level medical terminology course
HIT 2043  Tech Medical Coding II
HIT 2053  Tech Reimbursement Methodologies
NUR 1514  PN Anatomy and Physiology

*One of the following courses:*

BUS 1303  Tech Computer Applications for Business
CIS 2223  Microcomputer Application

*Two of the following courses:*

BUS 2163  Tech Spreadsheet Applications
HIT 2023  Advanced Medical Terminology

*Health Information Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of the requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

**Healthcare Office Skills**

**Certificate of Proficiency ( Crossett and McGeehe)**

The Healthcare Office Skills Certificate of Proficiency is available for any student who successfully completes one semester of office skills related to healthcare. The student exits with entry-level skills for employment as a data entry operator, medical file clerk, secretary, or receptionist in a health care facility.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 18 hours**

HIT 1133  Tech Medical Terminology or higher-level medical terminology course
BUS 1203  Tech Keyboarding
BUS 2003  Tech Business English or higher-level composition course
HIT 1022  Tech Law and Ethics in Healthcare
HIT 1033  Tech Medical Coding I
NUR 1514  PN Anatomy and Physiology

**Health Professions**

**Technical Certificate* (Crossett and McGeehe)**

The Health Professions Technical Certificate is designed to provide instruction that assists in mastery of core knowledge and skills to provide the foundation for various health professions. Students exiting this program may enter the healthcare support workforce as nursing assistants, emergency medical technicians, community health workers, phlebotomists, or continue advanced training and education.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 35 hours**

**Required Courses: 21 hours**

CFA 1103  Tech Computer Fundamentals or higher-level computer course
COM 1203  Tech Communication or higher-level composition course
HIT 1022  Tech Law and Ethics in Healthcare
HIT 1133  Tech Medical Terminology or higher-level medical terminology course
MAT 1203  Tech Math or higher-level mathematics course
PHL 1013  Tech Orientation to Clinical Experiences

One of the following courses:
   BIOL 2233  Anatomy and Physiology I and
   BIOL 2291  Anatomy and Physiology I Lab
   or
   NUR 1514  PN Anatomy and Physiology

One of the following emphasis areas: 14 hours
Nursing Assistant/Pre-Practical Nursing Emphasis:
   NA 1017  Nursing Assistant
   PE 2113  Nutrition

Four credit hours from the following courses:
   BIOL 2243  Anatomy and Physiology II
   BIOL 2301  Anatomy and Physiology II Lab
   BUS 1631  Introduction to Email and Internet
   COM 1102  Employability Skills/Ethics
   COMM 2203  Interpersonal Communication
   HIT 2023  Tech Advanced Medical Terminology
   PSY 1013  Introduction to Psychology
   SOC 2213  Introduction to Sociology

EMT/Pre-Paramedic Emphasis:
   EMER 1138  EMT Basic

Three credit hours from the following courses:
   BUS 1631  Introduction to Email and Internet
   COM 1102  Employability Skills/Ethics
   EMER 1103  Paramedic Anatomy and Physiology
   HIT 2023  Advanced Medical Terminology

One of the following courses:
   COMM 2203  Interpersonal Communication
   PE 2113  Nutrition
   PSY 1013  Introduction to Psychology
   SOC 2213  Introduction to Sociology

Phlebotomy/Clinical Laboratory Technician Emphasis:
   PHL 1054  Tech Phlebotomy
   PHL 1062  Tech Phlebotomy Practicum
   COM 1102  Employability Skills/Ethics

Six credit hours from the following courses:
   COMM 2203  Interpersonal Communication
   HIT 2023  Tech Advanced Medical Terminology
   PE 2113  Nutrition
   PSY 1013  Introduction to Psychology
   SOC 2213  Introduction to Sociology

*Health Professions students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of the requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

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Heavy Equipment Operator
Technical Certificate* (McGehee)
Classes held in Warren, Arkansas

The Heavy Equipment Operator program is designed to train students to operate heavy equipment, to become proficient in safety procedures and to provide short-term re-training to existing heavy equipment operators.

Class work and hands-on experiences required for the Heavy Equipment Operator Technical Certificate provide the student with the opportunity to develop knowledge and skills to successfully complete the Assessment and Competency Standards for the National Center for Construction Education and Research certification.

There are two options for completion of the Heavy Equipment Operator technical certificate: Construction Option and Timber Production Option.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

Total Hours Required for HEO Technical Certificate: 42 hours

Major Course Requirements for both options: 19 hours
   COM 1203  Tech Communication or higher-level composition course
   HEO 1012  Orientation
   HEO 1023  Basic Safety
   HEO 1033  Employability
   HEO 1153  Heavy Equipment Safety
   HEO 2082  Introduction to Earth Moving
   MAT 1203  Tech Mathematics or higher-level mathematics course

Construction Option Requirements: 23 hours
   HEO 1046  Construction Equipment I
   HEO 2109  Construction Equipment II
   HEO 2162  Construction Equipment I Field Work

One of the following courses:
   HEO 2126  Construction Equipment II Internship
   HEO 2116  Construction Equipment II Field Work

Timber Production Option Requirements: 23 hours
   HEO 1066  Timber Equipment I
   HEO 2109  Construction Equipment II
   HEO 2162  Construction Equipment I Field Work

One of the following courses:
   HEO 2146  Timber Equipment II Field Work
   HEO 2156  Timber Equipment II Internship

*Heavy Equipment Operator Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.
**Hospitality Skills Certificate of Proficiency (Crossett and McGehee)**

The Hospitality Skills Certificate of Proficiency provides students with the basic knowledge needed for entry-level employment in food service and lodging businesses. Upon successful completion of the HOSP 1023 Safety and Sanitation course, students will be prepared to earn ServSafe™ national certification. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 18 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 2003</td>
<td></td>
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<tr>
<td>CFA 1103</td>
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<tr>
<td>HOSP 1023</td>
<td></td>
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<tr>
<td>HOSP 1033</td>
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<tr>
<td>HOSP 1043</td>
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<tr>
<td>HOSP 1093</td>
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</tr>
</tbody>
</table>

**Hospitality Services Technical Certificate* (Crossett and McGehee)**

The Hospitality Services Program Technical Certificate is designed to provide individuals with the knowledge, skills, and technical ability appropriate for employment in a wide variety of positions in the hospitality industry. Upon successful completion of the HOSP 1023 Safety and Sanitation course, students will be prepared to earn ServSafe™ national certification. This program includes supervised internships and work-related experiences to simulate real world situations and opportunities. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 35 Hours**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 2143</td>
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<tr>
<td>BUS 2003</td>
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<tr>
<td>CFA 1103</td>
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<tr>
<td>HOSP 1023</td>
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<td>HOSP 1043</td>
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<td>HOSP 1103</td>
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<tr>
<td>HOSP 1113</td>
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</tbody>
</table>

*Hospitality Services students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of the requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

**Industrial Equipment Repair Certificate of Proficiency (Crossett)**

The Industrial Equipment Repair Certificate of Proficiency will provide students with the basic maintenance knowledge needed in workplace settings requiring limited electrical and mechanical skills. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 16-17 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ELM 1012</td>
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<tr>
<td>ELM 1033</td>
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<tr>
<td>ELM 1064</td>
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<tr>
<td>ELM 1074</td>
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</tbody>
</table>

One of the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MAT 2214</td>
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<tr>
<td>MATH 183</td>
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</table>

**Nursing Assistant Certificate of Proficiency (Crossett and McGehee)**

The Nursing Assistant (NA) Program focuses on providing knowledge and skills specific to nursing assistant duties. Students will be provided classroom, applied lab, and clinical training in long-term healthcare facilities. Students who successfully complete the NA Program are eligible to take the skills and written examination that leads to Arkansas State Certification. Those students who successfully become certified are placed on the State Registry as a Certified Nurse Assistant (CNA). NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 7 hours**

<table>
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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NA 1017</td>
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**Office Support Certificate of Proficiency (Crossett and McGehee)**

The Office Support Certificate of Proficiency offers training in basic office skills needed by the data entry and/or word processing operator, accounting clerk, secretary, or receptionist. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 15 hours**

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<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 1123</td>
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</table>
BUS 1203  Tech Keyboarding
BUS 2003  Tech Business English or higher-level composition course
BUS 2143  Tech Business Mathematics or higher-level mathematics course

One of the following courses:
BUS 1303  Tech Computer Applications for Business
CIS 2223  Microcomputer Applications

**Practical Nursing Technical Certificate** (Crossett and McGehee)

The Practical Nursing (PN) program is approved by the Arkansas State Board of Nursing with regular evaluations to ensure quality education in the nursing field. The program is designed to prepare qualified individuals to meet community-nursing needs to perform those functions that are generally recognized as being within the scope of practical nursing and where the skill of registered nursing is not required.

1. To be considered for the Practical Nursing Program, an applicant must:
   2. Complete the ACT, ASSET, COMPASS, or SAT exam;
   3. Be a high school graduate or high school equivalency (GED) graduate;
   4. Complete UAM requirements for admission to the University;
   5. Attend and complete all required orientations, appointments, assessments, and study sessions;
   6. Declare his/her chosen PN track in writing and apply for the program; and
   7. Successfully complete all prerequisite courses with a grade of “C” or higher. With the exception of mathematics, English, and computer courses, all Practical Nursing program prerequisites must have been completed within the past five (5) years with a grade of “C” or higher.

Any applicant who meets all stated conditions/requirements will be considered part of the applicant pool. The applicant pool will be ranked based upon academic and other specific criteria outlined in a separate publication. The number of applicants accepted into the program will not exceed Arkansas State Board maximums for instructor-student ratio. If selected applicants fail to meet stated conditions/requirements, alternate applicants will be accepted into the program, provided he/she has met all stated conditions/requirements.

The University of Arkansas at Monticello Colleges of Technology Practical Nursing Program does not offer advanced placement or the transfer of nursing credit from other institutions for the Practical Nursing Technical Certificate or the Associate of Applied Science in Nursing (AASN) Degree.

A student in the technical track should be aware that if he/she subsequently pursues the UAM Associate of Applied Science in Nursing (AASN), the UAM Bachelor of Science in Nursing (BSN) Degree, or a Registered Nurse (RN) program, he/she would be required to complete all prerequisites required for those individual programs. Information regarding the UAM Associate of Applied Science Nursing (LPN-RN Fast Track Program) and the UAM Bachelor of Science in Nursing (BSN) degree programs can be found in the Division of Nursing section elsewhere in this catalog.

**NOTE:** Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Prerequisites for students seeking an Associate of Applied Science Nursing (AASN) degree and a Practical Nursing Technical Certificate:**

- BIOL 2233  Anatomy and Physiology I
- BIOL 2243  Anatomy and Physiology II
- BIOL 2291  Anatomy and Physiology I Lab
- BIOL 2301  Anatomy and Physiology II Lab
- ENGL 1013  Composition I or higher-level English composition course
- MATH 183  Intermediate Algebra or higher-level mathematics course
- NA 1017  Nursing Assistant*
- PE 2113  Nutrition
- CIS 1013  Introduction to Computer-Based Systems or higher-level computer course

*NOTE: Specific substitutions may be accepted for NA 1017. Contact the Practical Nursing Program Director for more information.

**Prerequisites for students seeking only a Practical Nursing Technical Certificate:**

- CFA 1103  Tech Computer Fundamentals or higher-level computer course
- COM 1203  Tech Communication or higher-level composition course
- MAT 1203  Tech Mathematics or higher-level mathematics course
- NUR 1514  PN Anatomy and Physiology
- NA 1017  Nursing Assistant*
- PE 2213  Nutrition

*NOTE: Specific substitutions may be accepted for NA 1017. Contact the Practical Nursing Program Director for more information.

**Major Requirements for students seeking an AASN degree and students seeking a Technical Certificate:** 42 hours

- NUR 1002  PN Pharmacology
- NUR 1101  PN Vocational/Legal/and Ethics
- NUR 1117  PN Basic Nursing Principles and Skills
- NUR 1162  PN Nursing of Geriatrics/Management
- NUR 1203  PN IV Therapy
- NUR 1231  PN Nursing of Mothers and Infants
- NUR 1242  PN Nursing of Children
### Progression in the Nursing Sequence:
A minimum grade of “C” in each nursing course is required for progression in the nursing sequence.

*Practical Nursing Technology students may choose to continue their studies and earn an Associate of Applied Science in General Technology degree. There are two options for completion of this degree plan. Details of requirements for the Associate of Applied Science in General Technology degree are found in the Division of General Studies section of this catalog.

### Welding Technology Certificate of Proficiency (Crossett and McGehee)
The Welding Technology Certificate of Proficiency is available for those students who complete only one semester of welding courses prior to exiting for employment. Students will have the opportunity to earn American Welding Society certification in accordance with the skill levels developed in the Basic and Arc Welding courses. NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 11 hours**
- WELD 1115 Basic Welding
- WELD 1215 SMAW (Shielded Metal Arc Welding)
- WELD 1401 Welding Lab I

### Welding Technology Technical Certificate (Crossett and McGehee)
The Welding Technology Technical Certificate program will provide students with opportunities to develop skills in gas, arc, shielded metal arc, gas metal arc, gas tungsten arc, and pipe welding. Students may earn various American Welding Society certifications in accordance with their developed skill level.

NOTE: Technical courses required for this program may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Major Requirements: 37 hours**
- CFA 1103 Tech Computer Fundamentals or higher-level computer course
- COM 1203 Tech Communication or higher-level composition course
- MAT 1203 Tech Mathematics or higher-level mathematics course
- WELD 1103 Blueprint Reading
Colleges of Technology