

**University of Arkansas at Monticello  
College of Technology-McGehee  
2008-2009 Assessment Report**



**Section One: Administrative Office Technology  
(formerly Business Technology)  
Section Two: Agricultural Technology  
Section Three: Emergency Medical Technology  
(EMT Basic and Paramedic)  
Section Four: Heavy Equipment**

**UAM COLLEGE OF TECHNOLOGY-MCGEHEE  
ASSESSMENT REPORT 2008-2009**

**SECTION ONE  
ADMINISTRATIVE OFFICE TECHNOLOGY  
(FORMERLY THE BUSINESS TECHNOLOGY PROGRAM)**

**1. List the student learning outcomes (goals) for your unit. Include the specific website address where the learning outcomes can be accessed.**

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology.
2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.

These outcomes and additional program information can be found at the following website:

<http://www.uamont.edu/mcgehee/administrativeofficetechnology.htm>

**2. Demonstrate how your unit’s specific student learning outcomes (goals) are linked to the mission of UAM. Please use your enumerated list from Question 1 to complete the section to the right.**

	UAM MISSION STATEMENT	College of Technology Learning Outcomes
1	The mission the University of Arkansas at Monticello	
2	shares with all universities is the commitment to search for	
3	truth, understanding through scholastic endeavor.	
4	The University seeks to enhance and share knowledge, to	SLO #1
5	preserve and promote the intellectual content of society,	
6	and to educate people for critical thought.	SLO #2-3
7	The University provides learning experiences that enable	
8	students to synthesize knowledge, communicate	SLO #2-3
9	effectively, use knowledge and technology with	
10	intelligence and responsibility, and act creatively within	
11	their own and other cultures.	
12	The University strives for excellence in all its	
13	endeavors. Educational opportunities encompass the	SLO #1-3
14	liberal arts, basic and applied sciences, selected	
15	professions, and vocational/ technical preparation. These	
16	opportunities are founded in a strong program of general	
17	education and are fulfilled through contemporary	SLO #1-3
18	disciplinary curricula, certification programs, and	
19	vocational/technical education or workforce training. The	
20	University assures opportunities in higher education for	
21	both traditional and non-traditional students and strives to	
22	provide an environment that fosters individual	SLO #2
23	achievement and personal development.	

**3. Narrate and attach copies of specific evidence of the ways that your unit communicates student learning outcomes (from Question 1) to prospective and current students.**

UAM CTM Administrative Office Technology program student learning outcomes are provided to both prospective and current students in various ways.

Prospective and current students can view the student learning outcomes in the following:

UAM CTM program website

<http://www.uamont.edu/mcgehee/administrativeofficetechnology.htm>

Course syllabi (Appendix A)

Promotional brochure used for recruiting purposes (Appendix B)

Student Programs of Study (Appendix C)

**4. Provide specific evidence including historical patterns or trends of how your unit assesses whether students have achieved your unit’s student learning outcomes.**

The UAM CTM Administrative Office Technology program (formerly Business Technology program) utilizes the following data assess the achievement of student learning outcomes.

UAM CTM has awarded a total of 48 Technical Certificates in the AOT program. The Program Retention Rate shows a cumulative rate of 70%. Please see the chart below for detailed data.

**UAM CTM Administrative Office Technology (formerly Business Technology) Program Rates**

	2005	2006	2007	2008	2009
Number of students who received the TC	7	20	10	8	3
Program Retention Rate	Fall - 84%	Spring- 68% Fall-72%	Spring- 63% Fall- 75%	Spring 53% Fall- 70%	Spring - 75%

**5. Provide evidence of the measures of student performance that your unit collects and analyzes regularly. Address specific examples of how analyses of student performance have been used to improve unit decisions.**

Students completing the Administrative Technology Program (AOT) complete a 10 day internship in area business offices. Students are evaluated by instructors and employers. Students must successfully complete this internship with an overall score of “Good” on the Student Internship Evaluation in order to complete the course. (Student Internship Evaluation Appendix D)

	2005	2006	2007	2008	2009
Number of students who successfully completed internship program	7	20	10	8	3

**6. Describe and provide examples of how your unit utilizes information, other than student performance, to determine necessary unit decisions. Include in your description how your unit analyzes and selects a course of action. Attach documentation that supports your determination.**

The UAM CTM Administrative Office Technology (AOT) (Formerly Business Technology) program utilized both Advisory Committee Meetings and meetings of instructors from both UAM CTC and UAM CTM to make decisions.

The UAM CTM AOT meets twice a year with its Advisory Committee. In 2008 the Advisory Committee provided encouragement regarding constant upgrade of computer equipment and software in order to meet the changing needs of technology in the office environment.

Veronica Studards, instructor at UAM CTM, also requested that Advisory members provide input on “job specific” learning outcomes that members would like included in the course or program Student Learning Outcomes (SLO). Members were given copies of current program and course SLOs to review. Charles Lloyd of the McGehee Bank suggested to “table” the learning outcomes to give the members time to determine additional specific outcomes for our program. (Appendix E Advisory Minutes)

Additionally, the UAM CTM AOT program instructional staff met with UAM CTC AOT program (formerly Administrative Information Technology) in efforts to create a program that could be utilized on both campuses. Instructors met five times during the 2009 spring semester to review current course offerings on both campuses, suggest changes and create a shared program. This need had been identified by Chancellor Jack Lassiter, and supported by Provost David Ray, Vice Chancellor Bob Ware and Vice Chancellor Linda Rushing.

During these meetings instructors designed a new program, Administrative Office Technology, and new course offerings to create a program that provided quality instruction on both campuses, while allowing for a seamless transition for students who wish to take courses on both campuses.

Individuals involved in this process include Veronica Studards and Trudy Stringfellow from UAM CTM, Sherry Harris and Tonya Loe from UAM CTC and Misty Paschall, Associate Vice Chancellor for Technical Education. Janice Holt, instructor UAM CTM, provided input via communication with Trudy Stringfellow. The new program was introduced to Vice Chancellor Bob Ware and Vice Chancellor Linda Rushing and was approved by the Curriculum and Standards Committee in April 2009. (Appendix F Listing of approved Curriculum and Standards Proposals, full Proposals provided upon request)

**7. Based on your answers to Questions 5 and 6 regarding student learning outcomes, prioritize your unit’s future course of action. Include plans for what will be done, by whom, to what extent, and how often.**

The UAM CTM AOT program has adopted the new curriculum approved by the C&S Committee and will offer this program in the fall 2009. Students who were enrolled in the Business Technology were/will be given the opportunity to complete their course requirements. UAM CTM instructors offered Business Technology courses in Summer I and fall 2009 in order to meet these students’ needs. However, new courses are also offered in fall 2009. Each student in the former Business Technology who was still enrolled in Summer I 2009 met with his/her advisor and received counseling regarding the options for completion in either Business Technology or Administrative Office Technology. The following Business Technology courses were offered to

allow students to complete the program before the Administrative Office Technology program was implemented in fall 2009.

McGehee Technical Program All Classes - Summer I 2009

Campus	Seq	SC Pref No	Course Title	Cr Lmt	Enr Days	Time	End	Bld\Rm	Tech	Teacher
McGehee Studards	A832	01	ACCO 2323 TECH ACCOUNTING II	3	25 0	MTWHF	10:10AM 12:10AM	MCG-205		
McGehee Studards	A833	01	ACCO 2333 TECH COMP ACCOUNTG	3	18 0	MTWHF	08:00AM 10:00AM	MCG-206		
McGehee	B198	01	BUS 198V ST:TECH COMP ACCTN	3	1 0	TBA	AR AR AR			Studards
McGehee J	A915	01	BUSI 2153 TECH WORD PROC II	3	24 0	MTWHF	08:00AM 10:00AM	MCG-208		Holt J
McGehee Stringfel	A925	01	BUSI 2253 TECH DESKTOP PUBL	3	24 0	MTWHF	10:10AM 12:10PM	MCG-206		

McGehee Technical Program All Classes - Fall 2009

Campus	Seq	SC Pref No	Course Title	Cr Lmt	Enr Days	Time	End	Bld\Rm	Tech	Teacher
McGehee	A910	01	BUSI 210V TECH BUS INTERNSHP	0	25 10	TBA	AR AR AR			Studards

**8. Describe and provide specific evidence of how your unit is making student learning accessible. Address historical patterns and trends. Include, if applicable, alternative modes of instruction (CIV, WebCT, weekend, Early College High School, etc.). A table of course schedules over time showing efforts to offer courses via alternative formats, different timeframes, etc. will be beneficial.**

In order to meet the needs of working students, and to recruit nontraditional students, the UAM AOT program offers courses at various times, as well as offers courses more than one time during a semester. Previously, Spring 2009, night courses did not have enough registered students to make, but additional efforts were planned for Fall 2009. Please see Spring 2009 schedule listed below.

McGehee	A831	01	ACCO 1313 TECH ACCOUNTING I	3	25 10	M W F	10:10AM 11:00AM	MCG-205		Studards
McGehee	A832	01	ACCO 2323 TECH ACCOUNTING II	3	25 11	M W F	08:10AM 09:00AM	MCG-205		Studards
McGehee	A833	01	ACCO 2333 TECH COMP ACCOUNTG	3	18 3	T H	09:40AM 11:00AM	MCG-207		Studards
McGehee	B100	02	BUS 2003 TECH BUS ENGLISH	3	25 12	M W F	10:10AM 11:00AM	MCG-208		Holt J
McGehee	B114	02	BUS 2143 TECH BUSINESS MATH	3	25 11	T H	09:40AM 11:00AM	MCG-205		Stringfel
McGehee	A900	01	BUSI 1003 TECH KEYBRD/WP I	3	24 13	M W F	09:10AM 10:00AM	MCG-208		Holt J

McGehee A906 01 BUSI 2063 TECH SPREADSH/DBMS 3 18 11 M W F 09:10AM  
 10:00AM MCG-207 Studards  
 McGehee A908 01 BUSI 2083 TECH DATA ENT/MACH 3 25 6 T H 08:10AM  
 09:30AM MCG-207 Studards  
 McGehee A915 01 BUSI 2153 TECH WORD PROC II 3 24 12 M W F 11:10AM  
 12:00PM MCG-208 Holt J  
 McGehee A925 01 BUSI 2253 TECH DESKTOP PUBL 3 24 3 M W F 08:10AM 09:00AM  
 MCG-208 Holt J

The program also plans to increase online course offerings in the Spring 2010. Courses such as Microcomputer Applications and Tech Spreadsheets are planned to be offered online in Spring 2010.

**9. Specifically describe how your unit involves students directly in the assessment process.**

Students enrolled in the UAM CTM AOT program complete end of semester evaluations of the course, instructor and facilities. These evaluations are compiled by UAM and sent to the individual campuses for instructors.

In the future instructors will conduct course specific surveys to gauge student learning and satisfaction with courses. This will be implemented Fall 2009.

**10. Describe and provide evidence of the efforts your unit is making to retain students in your unit and/or at the University.**

UAM CTM AOT works to retain students by maintaining a varied schedule including multiple course offerings and both day and evening classes. UAM CTM AOT instructors provide advising, as well as making referrals to the Office of Student Services and the Career Pathways program regarding financial aid issues.

**APPENDIX A**  
**COURSE SYLLABI**

**INSTRUCTOR:** VERONICA STUDARDS  
**SYLLABUS:** TECH ACCOUNTING BUS 1123  
**CLASS MEETS:** MONDAY-WEDNESDAY-FRIDAY 10:10-11:00  
**MATERIALS:** TEXTBOOK, WORKBOOK, RULER, PENCILS

**Course Number:** BUS 1123

**Course Title:** TECH ACCOUNTING

**Credit Hours:** 3

**Course Description:** This course is designed to teach the students the fundamental accounting concepts and procedures for sole proprietorships, partnerships and corporations. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets and financial statements. Emphasis is given to cash, banking, payroll procedures, sales, purchases and accounts receivables/payables. Simulated accounting procedures offer decision making opportunities in the business world.

**Prerequisite:** None

**Course Text:** COLLEGE ACCOUNTING 19<sup>TH</sup> EDITION

**The student learning outcomes for this course are the student should be able to:**

Identify the three different types of business entities

Identify Accounting procedures for all three types

Apply the Accounting equation

Prepare balance sheets, income statements, worksheets, trial balances, ledgers

Complete the posting process

Prepare payroll reports

**Evaluation:** Student grades are calculated according to the following scale:

75% Chapter Tests

25% Final Exam

**Students successfully completing the UAM CTM Administrative Office Technology program will be able to:**

Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology.

Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.

Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.

<b>Grading Scale:</b>	<b>Percent</b>	<b>Grade</b>	<b>Quality Points</b>
	100% - 90%	A	4

89% - 80%	B	3
79% - 70%	C	2
69% - 60%	D	1
59% - Below	F	0
Withdrawal	W	W's & I's are
Incomplete	I	disregarded
		when calculating
		grade point averages.

### **Students with Disabilities:**

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University’s commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

**Absences:** The only excused absences consist of being called for jury duty or being officially summoned to appear in court. Refer to absence policy in student handbook.

**Disruptive behavior:** College regulations, which serve to control all aspects of personal conduct, must be observed. The safety, rights, and feelings of others must be respected. A student may be suspended or dismissed from the school for conduct or personal habits, which are not in the best interest of the student, fellow students, or the instructor.

**Holidays** **LABOR DAY HOLIDAY SEPTEMBER 7**  
**THANKSGIVING WED-FRI NOVEMBER 25-27**

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar’s Office in Monticello or the Student Services offices in Crossett and McGehee.

A UAM student has access to their course syllabus by going to this web site <http://www.uamont.edu/mcgehee/facstaff.htm>.

### **TECH ACCOUNTING ASSIGNMENTS AND TEST SCHEDULE**

The following is a tentative schedule of assignments and tests which can/may be changed at the discretion of the instructor. This course is designed to teach the students the fundamental accounting concepts and procedures for sole proprietorships, partnerships and corporations as well as service and merchandising business. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets and financial statements. Emphasis is given to cash, banking, payroll procedures, sales, purchases and accounts receivables/payables. Simulated accounting procedures offer decision making opportunities in the business world.

Each student will be responsible for reading each chapter and working all problems in each chapter. Chapter tests will be given after each Chapter is completed (one week).

Any missed test must be made up within one week and the student can only make B.

## **ADMINISTRATIVE OFFICE TECHNOLOGY MAKE-UP WORK/TEST POLICY**

Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.

If a student misses an assigned test 89 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test. Tests will cover the chapters and will be worth various points. All grading will be on a point system. The following schedule is tentative, with changes made at the discretion of the instructor.

### **AUG 26-28**

Chapter 1—Introduction to Accounting

Workbook pages for Chapter 1

### **AUG 31-SEPT 4**

Chapter 2—ANALYZING TRANSACTIONS INTO THE ACCOUNTING EQUATION

Workbook pages for Chapter 2

Chapters 1 & 2 Test

### **SEPT 7-SEPT 12**

Chapter 3—THE DOUBLE ENTRY FRAMEWORK

Workbook pages for Chapter 3

Chapter 3 Test

### **SEPT 14-SEPT 18**

Chapter 4—JOURNALIZING & POSTING TRANSACTIONS

Chapter 4 Workbook pages

Chapter 4 Test

### **SEPT 21-SEPT 25**

Chapter 5—ADJUSTING ENTRIES & WORK SHEET

Chapter Test 5

CHAPTER 5 WORKBOOK PAGES

### **SEPT 28-OCT 2**

Chapter 6—FINANCIAL STATEMENTS & CLOSING PROCESS

Workbook pages

CHAPTER 6 TEST

### **OCT 5-OCT 9**

Chapter 7—ACCOUNTING FOR CASH

Workbook pages

CHAPTER 7 TEST

### **OCT 12-OCT 16**

Chapter 8—PAYROLL ACCOUNTING: EMPLOYEE EARNINGS AND DEDUCTIONS Workbook pages and class discussion

Chapter 8 Test

### **OCT 19-OCT 23**

Chapter 9—PAYROLL ACCOUNTING: EMPLOYER TAXES AND REPORTS

CHAPTER 9 WORKBOOK PAGES

Chapter 9 Test

**OCT 26-OCT 30**

Chapter 10—ACCOUNTING FOR SALES & CASH RECEIPTS JOURNALS

CHAPTER 10 WORKBOOK PAGES

Chapter 10 Test

**NOV 2-NOV 6**

Chapter 11—ACCOUNTING FOR PURCHASES & CASH PAYMENTS

Workbook

**CHAPTER 11 TEST**

**NOV 9-NOV 13**

Chapter 12—SPECIAL JOURNALS

Workbook

CHAPTER 12 TEST

**NOV 16-20**

Chapter 13—ACCOUNTING FOR MERCHANDISING INVENTORY

Workbook PAGES

Chapter 13 test

**NOV 23-24**

CHAPTER 14—ADJUSTMENTS AND THE WORK SHEET FOR A MERCHANDISING BUSINESS

Workbook PAGES

Chapter 14 test

**THANKSGIVING RECESS—NOVEMBER 25-27**

**NOV 30-DEC 4**

CHAPTER 15—FINANCIAL STATEMENTS AND YEAR END ACCOUNTING FOR A  
MERCHANDISING BUSINESS

Workbook PAGES

**DEC 7-DEC 11**

REVIEW FOR FINAL EXAMS

**FINAL EXAM—CHAPTER 15**

### **Course Syllabus - Tech Business Math (BUS 1103)**

Trudy Stringfellow, Instructor e-mail address: [stringfello@uamont.edu](mailto:stringfello@uamont.edu)

Phone number: 870-222-5360, ext. 5214

Spring Semester: August 20 – December 12, 2008

Class meets: Tuesday and Thursday – 9:40 – 11:00

Prerequisites: None

Office hours: M – 11:30 – 1:00; 4:30 – 5:00

W – 11:00 – 1:00

TTH – 8:30 – 9:30; 12:00 – 1:00

Materials Needed: CONTEMPORARY BUSINESS MATHEMATICS FOR COLLEGES,  
Deitz & Southam

ISBN#-0-538-72177-4

Sharpened Pencils

**Mathematics II** provides training in the fundamentals of math and in problem solving related to business situations and financial management. This includes percentages, payroll and taxes, statistics, banking records, functions, and graphs. The course also covers inventory methods, depreciation methods, discounts (cash and trade), interest, and sales markup and discounts.

Students will be expected to complete homework assignments and be able to apply this new learned knowledge each class period.

#### **MATH II ABSENTEE POLICY**

Persistent attendance is expected in order to gain knowledge from this course. However, assignments are due on day assigned in the syllabus and tests will be given on the day assigned. Assignments turned in late are subject to a 1% deduction for each day late

#### **MATH II MAKE-UP WORK/TEST POLICY**

Each student is given a syllabus for each course at the beginning of the semester. It is the student's responsibility to keep up with syllabus and the deadlines listed. If a student misses an assignment, depending on the size of the assignment, he/she will have one (1) week from the time the assignment was due to complete the assignment for grading purposes.

If a student misses an assigned test, he/she will have one (1) week to make up the test. However, the highest grade that can be made will be an 89 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test.

#### **GRADING POLICY**

Tests will cover the chapters and will be worth various points. All grading will be on a total-point system. Grades will be distributed as follows: tests = 75%; final exam = 25%. The following grading scale will be used for assigning final grades: A = 90 -100 B = 80 - 89  
C = 70 - 79 D = 60 - 69 F = 0 - 59

There will be approximately 8 tests given and each will be worth 100 points.  
The final exam *will not* be comprehensive

#### **INCOMPLETE POLICY**

A student must be current with course work assignments and/or examinations and must have completed at least 75% of all required course work assignments and/or examinations to be considered for a grade of Incomplete (I).

### **GRADE REPORTS**

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM homepage, <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the Registrar's Office in Monticello or the Student Services offices in Crossett and McGehee.

### **CHEATING/PLAGIARISM**

Cheating of any type or by any means will not be tolerated! Any student caught cheating should fully expect to be withdrawn from or fail the course. Any appeals to the decision must be filed within 10 days of the instructor's decision.

### **STUDENTS WITH DISABILITIES**

It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

### **DISRUPTIVE BEHAVIOR**

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

If you wish to talk, sleep, play games, pass notes, look at pictures, work on homework, or anything else not related to the class and/or lecture, *don't come to class*.

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology.
2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.

These outcomes and additional program information can be found at the following website:  
<http://www.uamont.edu/mcgehee/administrativeofficetechnology.htm>

**The following schedule is tentative, with changes made at the discretion of the instructor.**

**WEEK OF AUGUST 20 - 22**

Intro to course Chapter 1 – Fundamental Processes

**WEEK OF AUGUST 25 - 29**

Test – Chapter 1 Chapter 2 - Fractions

**WEEK OF SEPTEMBER 2 - 5**

Test – Chapter 2 Chapter 3 - Decimals

**WEEK OF SEPTEMBER 8 - 12**

Test – Chapter 3 Chapter 5 - Percents

**WEEK OF SEPTEMBER 15 - 19**

Continue with Chapter 5

**WEEK OF SEPTEMBER 22 - 26**

Test – Chapter 5 Chapter 7 - Discounts

**WEEK OF SEPTEMBER 29 – OCTOBER 3**

Complete Chapter 7 Test - Chapter 7

**WEEK OF OCTOBER 6 - 10**

Chapter 8 - Markup

**WEEK OF OCTOBER 13 - 17**

Test – Chapter 8

**WEEK OF OCTOBER 20 - 24**

Chapter 9 - Banking

**WEEK OF OCTOBER 27 - 31**

Test – Chapter 9 Chapter 10 – Payroll Records

**WEEK OF NOVEMBER 3 - 7**

Complete Chapter 10 Test - Chapter 10

**WEEK OF NOVEMBER 10 - 14**

Chapter 17 – Inventory and Turnover

**WEEK OF NOVEMBER 17 - 21**

Complete Chapter 17 Test – Chapter 17

**WEEK OF NOVEMBER 24 - 25**

Chapter 18 – Depreciation

**WEEK OF DECEMBER 1 - 5**

Complete Chapter 18

**FRIDAY, DECEMBER 12 – 1:30 PM – 3:30 PM**

FINAL EXAM – Chapter 18

**UAM College of Technology – McGehee**  
*Business Technology/CIS Program Syllabus Agreement – Fall 2008*

August, 2008

I, \_\_\_\_\_ do enter into an agreement with the Instructor of the course listed below.

- I have viewed (at <http://www.uamont.edu/facultyweb/stringfellow>) a copy of the syllabus for the course:  
\_\_\_\_\_
- I have read and do understand the requirements of the course, specifically the grading and attendance policies.
- I understand that all tests including the final are to be taken on the date and during the time given.
- I understand that a 1% penalty will be applied to any assignment turned in late and whether or not the late assignment is accepted is up to the Instructor.
- I understand that cheating, lying, plagiarism, abuse of the Internet, or other illegal or unethical behavior may result in:
  - a grade of “0” on the assignment
  - a grade of “F” for the course
  - dismissal from the above listed course
- I understand that I am responsible for any information presented in orientations, syllabus, lectures, study guides, textbook(s), videos, student handbook, UAM catalog, and other readings or assignments whether I am present for the dissemination of this information or not.
- I understand that my Instructor will report on my attendance to any office or agency as required by UAM or Federal Financial Aid regulations.
- I understand that I must complete the appropriate information permission paperwork and turn in to the Student Services Department if I want any information shared with family, financial aid agency, employer or other entity and that I will inform these entities to direct their inquiries to the Student Services Department only.
- I understand that while I may seek assistance and advising from UAM faculty and staff, I am ultimately responsible for my progress in this course and in my program of study, and that I must be an informed consumer and apply due diligence in choosing courses and following the laws, regulations, policies and procedures of my program of study, UAM, and the Federal Government.
- I understand that the final for this class will be held on \_\_\_\_\_, December \_\_\_\_\_, 2008 from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm.

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Student’s signature

Date

## **BUSI 2003 TECH BUSINESS ENGLISH**

**Janice Holt, Instructor**      **e-mail address—holt@uamont.edu**

**Fall Semester-August 20-December 5, 2008**

**Class meets M W F 10:10 – 11:00 a.m.**

**Materials Needed---**Textbook—*Business English Ninth Edition*, Mary Ellen Guffey, Southwestern Publishing/Thompson Learning. ISBN 0324-36606-X

**Course Number:**                      BUSI 2003

**Credit Hours:**                        3

**Prerequisites:**                        None

**Course Description:** This course includes an intensive instruction in sentence structure, paragraph construction, grammar, usage, punctuation, spelling and vocabulary.

**Course Text:**                        *Business English Eighth Edition*, Mary Ellen Guffey, Southwestern Publishing/Thompson Learning. ISBN 0324-20000-5

### **Student Learning Outcomes:**

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology.
2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.

### **Course Goals:**

1. To provide college students with comprehensive, up-to-date, and relevant instructions in the correct use of English grammar.
2. To develop student proficiency in punctuation, capitalization, and number style skills.
3. To demonstrate realistic applications of current usage and style in today's work world.
4. To furnish optional instruction in spelling, vocabulary development, and business writing skills.
5. To develop student language skills in a context that prepares them to succeed in today's Internet economy and digital workplace.

**Evaluation:** Student grades are calculated according to the following scale:

- 50% Theory and application tests
- 25% Assigned application problems
- 25% Final Exam

**Grades:** Grading scale as follows:

- 90-100—A
- 80-89—B
- 70-79—C
- 60-69—D
- 59 or below—F

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**Students with Disabilities:**

It is the policy of the UAM College of Technology – McGehee to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

**Absences:** The only excused absences consist of being called for jury duty or being officially summoned to appear in court. Refer to absence policy listed on this syllabus.

**Disruptive behavior:** The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

**Office Hours:** MWF- 12:00-1:00 p.m. T/H – 11:00 a.m. – 12:00 p.m.

**Special policies:** Cheating—If caught cheating, student will be dismissed from course and class with a grade of an "F".  
If a student misses an assigned test, he/she will have one (1) week to make up the test. However, the highest grade that can be made will be a 92 (B). If the student fails to make up the test in accordance to the instructor's schedule in the allotted time, he/she will receive a grade of "0" or "F" on the test.

**THE FOLLOWING IS A TENTATIVE SCHEDULE WITH CHANGES MADE AT THE DISCRETION OF THE INSTRUCTOR.**

***A student folder is provided for each student and it must remain in the classroom at all times. It is the student's responsibility to name, save, and label each problem, assignment, project, etc. according to the name provided in the book. You will not receive credit for work completed if it is not labeled correctly and submitted to instructor by due date.***

**BUSINESS ENGLISH COURSE OUTLINE**

- I. Laying a Foundation
  - A. Reference Skills
  - B. Parts of Speech
  - C. Sentences: Elements, Patterns, Types
  - D. Writer's Workshop—Developing Proofreading Skills
  - E. Unit Test
  
- II. Knowing the Namers
  - A. Nouns
  - B. Possessive Nouns
  - C. Personal Pronouns
  - D. Pronouns and Antecedents
  - E. Writer's Workshop—Techniques for Effective Sentences
  - F. Unit Test
  
- III. Showing the Action
  - A. Verb Tenses and Parts
  - B. Verb and Subject Agreement
  - C. Writer's Workshop—Techniques for Effective Paragraphs
  - D. Unit Test
  
- IV. Modifying and Connecting Words
  - A. Modifiers: Adjectives and Adverbs
  - B. Prepositions
  
- V. Punctuating Sentences
  - A. Commas
  - B. Semicolons and Colons
  - C. Other Punctuation
  - D. Writer's Workshop—Informational Business Letters
  - E. Unit Test
  
- VI. Writing with Style
  - A. Capitalization
  - B. Numbers
  - C. Writer's Workshop—Short Reports
  - D. Unit Test

**BUSINESS ENGLISH  
ASSIGNMENT AND TEST SCHEDULE**

**The following is a tentative schedule of assignments and tests which can/may be changed at the discretion of the instructor.  
August 20—First day of class—**

<b>Date</b>	<b>Chapter</b>	<b>Quiz/Unit Test</b>
20		Pre-test
22	One—Reference Skills	
25	One	Chapter One Quiz
27	Two—Parts of Speech	

September			
	1	<b>Labor Day Holiday—No class</b>	
	3	Two continued	
	5	Two continued	
	7	9	Two
	12	Three—Sentences, Elements, Patterns, & Types	Chapter Two Quiz
	14	Three continued	
	16	Three	Chapter Three Quiz
	19	Writer’s Workshop	
	21	Unit I	Unit I Test
	23	Four—Nouns	
	26	Four continued	
	28	Four	Chapter Four Quiz
	30		
October			
	3	Five—Possessive Nouns	
	5	Five continued	
	7	Five	Chapter Five Quiz
	10	Six—Personal Pronouns	Six continued
	12	Six	Chapter Six Quiz
	14	Seven—Pronouns & Antecedents	
	17	Seven continued	
	19	Seven	Chapter Seven Quiz
	21	Writer’s Workshop	
	24	Unit II	Unit II Test
	26	Nine—Verb Tenses & Parts	
	28	Nine continued	
November			
	3	Nine	Chapter Nine Quiz
	5	Ten—Verb & Subject Agreement	
	6	Ten continued	
	7	Ten	Chapter Ten Quiz
	9	Writer’s Workshop	
	11	Unit III	Unit III Test
	14	Twelve Modifiers: Adjectives & Adverbs	
	16	Twelve continued	
	18	Twelve	Chapter Twelve Quiz
	21	Thirteen—Prepositions	
	23	Thirteen continued	
	25	Thirteen	Chapter Thirteen Quiz
	28	Sixteen—Commas	
	30		
December			
	2	Seventeen—Semicolons & Colons	
	5	Eighteen—Other Punctuation	
	7	Writer’s Workshop	
<b>December 8-12</b>		<b>Final Exam Week</b>	

## **APPENDIX B COURSE BROCHURE**

# Administrative Office Technology



## THINK ABOUT YOUR FUTURE...

One of the most important decisions you will make during your lifetime is your choice of a career. We're glad you're interested in knowing more about UAM College of Technology-McGehee, because career choices are what we're all about.

**UAM COLLEGE OF TECHNOLOGY-MCGEHEE Student learning outcome is to prepare men and women for good-paying jobs for which there is a demand in the local area, elsewhere in the state and throughout the country.**

Students successfully completing the UAM CTM Administrative Office Technology program will be able to:

1. Demonstrate abilities to produce appropriate business documents such as letters, forms, tables, graphs, financial documents and other materials inherent in office technology.
2. Demonstrate the ability to rapidly and appropriately respond to multiple requests within a contemporary office environment.
3. Demonstrate the integration of theory, lab and field content in manners to obtain employment in entry level business office.

### Administrative Office Technology

Nearly every business office today has a computer of some kind. The demand for people trained to use computers is growing rapidly. In fact, the computer field offers several of the fastest growing occupations in this decade.

A person trained in business technology uses and adapts to software to perform business functions such as computerized accounting, databases, and spreadsheets. Our Business Technology program will provide you the training you need to learn skills in being a computer operator, word processor, data processor or data entry clerk.

Many experienced business majors command much higher salaries. Therefore, we ask for input from local employers, the State Employment Security Division, our own advisory council,



and other community agencies to ensure we offer the most up-to-date technology and the professional skills needed to be successful in your field of study.

Enrollment as a full-time student is open to anyone holding a GED or high school diploma. You will first need to take the ACT, SAT, ASSET or Compass (within the past five years); testing dates are available upon request. An application for admission can be obtained from the Student Services

Department, as well as a list of all other documents needed for enrollment.

### **The Business Technology program offers:**

- ❖ Technical Certificate
- ❖ Associate of Applied Science Degree in General Technology
- ❖ Bachelor of Applied Science Degree



For more information contact the Administrative Office Technology program  
University of Arkansas at Monticello-McGehee  
P.O. Box 747  
1609 East Ash  
McGehee, Arkansas  
Phone: (870) 222-5360  
Fax: (870) 222-4709  
[www.uamont.edu](http://www.uamont.edu)

**APPENDIX C  
PROGRAM OF STUDY**



**University of Arkansas at Monticello College of  
Technology – McGehee Technical Certificate Program of Study  
Administrative Office Technology**

To be eligible for a Technical Certificate from the University of Arkansas at Monticello College of Technology-McGehee, a student should complete a Program of Study approved by his/her advisor upon entering the University. The Program of Study indicates the minimum semester hours of unduplicated credit at the technical certificate level. Specific certificate requirements are listed on this Program of Study.

The Program of Study is for informational purposes only; it is the responsibility of the student to meet all requirements to be eligible for a technical certificate at UAM College of Technology – McGehee. The University reserves the right to substitute courses.

NOTE: Some courses require pre-requisite and/or co-requisite classes. Some courses may be offered only during specific semesters. This Program of Study requires General Education courses to be completed during any semester/term of enrollment. Contact your advisor or Director of Instruction for specific information.

Students who score below the required minimal level on the entrance exam may be required to take additional credit hours as part of this University’s developmental education program. See current academic catalog for more information.

The technical certificate may serve as a terminal credential or as an intermediate credential for students who wish to pursue an associate or baccalaureate degree program.

For more information about this certificate, contact the UAM College of Technology – McGehee’s Office of Student Services or call 870-222-5360 ext. 5220. Students may also visit [www.uamont.edu](http://www.uamont.edu).

<b>Semester I</b>					<b>Semester II</b>				
	BUS	1123	Tech Accounting I	3 credit hours		BUS	1213	Tech Keyboarding Applications	3 credit hours
	CIS BUS	2223 1303	Microcomputer Applications or Tech Computer Applications	3 credit hours		BUS	1503	Tech Word Processing/ Information Processing	3 credit hours
	BUS	1203	Tech Keyboarding	3 credit hours		BUS	1563	Tech Administrative Support Procedures	3 credit hours
	BUS MATH	2143 0183	Tech Business Math or Intermediate Algebra	3 credit hours		BUS	1603	Tech Vocabulary Development	3 credit hours
	BUS ENGL	2003 1013	Tech Business English or Composition I	3 credit hours		BUS	2013	Tech Business Communication	3 credit hours
								3 Hours from electives listed below	3 credit hours
			<b>TOTAL</b>	<b>15 credit hours</b>				<b>TOTAL</b>	<b>18 credit hours</b>
<b>Semester III</b>									
	BUS	2623	Tech Business Practicum	3 credit hours					
			3 Hours from electives listed below	3 credit hours					
			<b>TOTAL</b>	<b>6 credit hours</b>					



**APPENDIX D  
INTERN EVALUATION**

***Evaluation of Intern Form for Business Technology  
(Administrative Office Technology)***  
Cooperative Internship Program

Intern Name \_\_\_\_\_ Date Fall 2008

Training Station First Service Bank Supervisor Betty Morse

Your completion of this evaluation sheet will assist the Internship Coordinator in helping the intern to be a better employee. Think of the intern as a new entry level employee and evaluate them accordingly. Please check in the right hand columns your impression of the following area. Omit parts that do not apply to the activities performed by the intern.

<b>SKILLS</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>OUTSTANDING</b>
Typing				X	
Proofreading					X
Filing				X	
Receptionist				X	
Transcribing Machine	N/A				
Word Processing					x
Electronic Calculators					
Journalize/Post Transactions	N/A				
Data Entry	N/A				
Storage and Retrieval				X	
Printer Familiarity				X	
Data Base Management Package	N/A				
<b>FUNDAMENTALS</b>					
Grammar					X
Spelling					X
Mathematics					X
Punctuation					X
Capitalization					X

<b>PRODUCTION</b>	<b>POOR</b>	<b>FAIR</b>	<b>AVERAGE</b>	<b>GOOD</b>	<b>OUTSTANDING</b>
Volume of Work				X	
Quality of Work				X	
Steadiness of Work				X	
<b>ABILITY TO</b>					
Meet People					X
Work Harmoniously with Others					X
Use Office Telephone					X
Follow Instructions				X	
Accept Constructive Criticism				X	
<b>PERSONAL</b>					
Grooming					X
Courtesy					X
Cooperativeness					X
Enthusiasm					X
Judgment and Common Sense					X
Attendance					X
Punctuality					X
Tact					X
Attitude					X

Comments: Student performed most tasks very well, and will make some employer a very good employee.

---

Please submit a completed attendance sheet. One is attached for your convenience.

**ATTENDANCE REPORT FORM  
COOPERATIVE INTERNSHIP PROGRAM**

Intern Name \_\_\_\_\_

Training Station \_\_\_\_\_

Telephone \_\_\_\_\_

Supervisor \_\_\_\_\_

DATE	DAY	HOURS

\_\_\_\_\_  
Intern's Signature (DO NOT PRINT) Date

\_\_\_\_\_  
Supervisor's Signature (DO NOT PRINT) Date

Note: It is the responsibility of the intern to get the attendance report form signed by the supervisor each week and to get it to the Intern Coordinator no later than the following Monday morning.

**APPENDIX E**  
**ADVISORY COMMITTEE MEETING MINUTES**

**ADVISORY MINUTES BUSINESS TECHNOLOGY  
NOVEMBER 17, 2008**

The members present were David Holt, Charles Loyd, Angela Case, Reathel Harris and Waverland Vance. The members absent were Patty Nowlin and Chiquita Hampton.

Veronica opened the meeting discussing the new equipment purchased July 2008. Twenty new computers were placed in Room 206 for Micro Applications for Computers Course #2223 and Intro to Computer Based Systems Course #1013. These computers had the Vista system installed. Computers are purchased annually as explained to the members to always have the most recent software available for classroom training and to meet the student learning outcomes for the BT program of being able to produce letters, forms, etc.. **The committee members encouraged the constant upgrade of equipment and software.**

The student learning outcomes were discussed for the Business Technology program. **Veronica requested input from the members on “job specific” learning outcomes their businesses would require.** The following student learning outcomes were noted by the committee members. The students should be able to:

1. Demonstrate proficiency and speed on a ten-key calculator (or keypad on the keyboard)
2. Demonstrate basic skills in Word and Excel
3. Demonstrate good communications skills (telephone, writing)

**Charles Loyd of the McGehee Bank suggested to “table” the learning outcomes to give the members time to determine additional specific outcomes for our program.**

Veronica discussed the Certificate of Proficiencies that are currently being considered for the fall 2009 semester also these programs were adopted to increase enrollment and the length of the programs was shortened to retain students to completion of the program. The Curriculum and Standards Committee has to review these proposals and then approve them. Veronica informed the members the courses, textbooks and other materials needed for these certificates have been selected.

Veronica discussed the retention figures for Tech Accounting I Course #1313. She stated her first-day roster for the fall 2008 semester had 19 students. As of this date, the number of students in class has dropped to 12. The question was asked why that number was occurring. Veronica stated Tech Accounting I normally has a high drop-out rate because many students are unable to acquire the basic concepts of accounting. Veronica stated instead of a tutor, she often spends at least one to two hours with the students who are struggling which seems to have helped retain more students in the class this semester.

Trudy explained the new “attendance policy” and the open admissions policy adopted this semester. The committee members then made the following recommendations to increase retention and graduates for the Business Technology program:

1. Re establish Asset entrance scores
2. Re establish attendance policy
3. Set later dates for disbursement of Pell Grant funds

The meeting was adjourned at 7:45 PM.

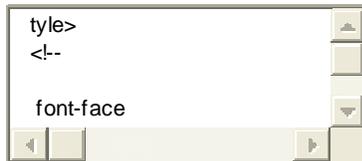
**APPENDIX F  
C&S PROPOSALS LISTING**



You forwarded this message on 3/26/2009 11:56 AM.

Attachments can contain viruses that may harm your computer. Attachments may not display correctly.

From: Paschall Misty Sent: Thu 3/26/2009 9:24 AM  
To: Liechty Hal  
Cc: Rushing Linda; Ware Bob  
Subject: Email #3 C & S Proposals to Combine Business Programs on Crossett and McGehee Campus  
Attachments: [CTC&CTM 1 Add Tech Computerized Accounting 3-16-09.docx\(24KB\)](#) [SYLABUS TECH COMPUTERIZED ACCOUNTING.docx\(17KB\)](#) [CTC&CTM 2 Add Tech Data Entry 3-16-09.docx\(24KB\)](#) [SYLABUS TECH DATA ENTRY.docx\(16KB\)](#) [CTC&CTM 3 Add Tech Spreadsheet Applications 3-16-09.docx\(23KB\)](#) [SYLABUS TECH SPREADSHEET APPLICATIONS.docx\(17KB\)](#) [CTC&CTM 4 Add AOT Technical Certificate 3-16-09.docx\(25KB\)](#) [CTC&CTM 5 Modify Office Support CP 3-16-09.docx\(24KB\)](#) [CTC & CTM 6 Modify Business Practicum Course 3-16-09.doc\(47KB\)](#) [CTC & CTM 7 Delect Bus Tech Program 3-16-09.docx\(23KB\)](#) [CTC&CTM 8 Delete AIP Program 3-16-09.docx\(24KB\)](#) [CTC & CTM 9 Delete Secretarial Certificate of Proficiency.doc\(34KB\)](#) [CTC & CTM 10 Delete Legal Certificate of Proficiency.doc\(38KB\)](#) [CTC & CTM 11 Delete Courses from Business Programs 3-16-09.docx\(26KB\)](#)



In efforts to align the Business programs at Crossett and McGehee we would like to offer the following proposals for your review:

1. Add Tech Computerized Accounting Courses, syllabus attached
2. Add Tech Data Entry Courses, syllabus attached
3. Add Tech Spreadsheet Applications Courses, syllabus attached
4. Add Administrative Office Technology Technical Certificate
5. Modify Office Support Certificate of Proficiency
6. Modify Business Practicum Course
7. Delete Business Technology Program
8. Delete Administrative Information Processing Program
9. Delete Secretarial Certificate of Proficiency
10. Delete Legal Office Certificate of Proficiency
11. Delete Courses from Business Programs that will no longer be applicable to new program

Misty L. Paschall, Associate Vice Chancellor for Technical Education  
University of Arkansas at Monticello  
Colleges of Technology at Crossett and McGehee  
McGehee-870-222-5360, ext 5420  
Crossett-870-364-6414, ext 7163  
[paschallm@uamont.edu](mailto:paschallm@uamont.edu)

**University of Arkansas at Monticello** *Celebrating a Century of Opportunity 1909-2009*

**UAM COLLEGE OF TECHNOLOGY-MCGEHEE  
ASSESSMENT REPORT 2008-2009**

**SECTION TWO  
AGRICULTURAL TECHNOLOGY**

**1. List the student learning outcomes (goals) for your unit. Include the specific website address where the learning outcomes can be accessed.**

The Agriculture Technology Program teaches students the necessary occupational skills vital to personal interaction and employment operations. It trains prospective farm managers and owners in agriculture production management methods. A student completing the program should work as an apprentice with a successful farm manager in order to be competent as a farm manager and/or farm owner. No formal Student Learning Outcomes are available at this time.

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**2. Demonstrate how your unit’s specific student learning outcomes (goals) are linked to the mission of UAM. Please use your enumerated list from Question 1 to complete the section to the right.**

	UAM MISSION STATEMENT	College of Technology Learning Outcomes
1 2 3 4 5 6 7 8 9 10 11	<p>The mission the University of Arkansas at Monticello shares with all universities is the commitment to search for truth, understanding through scholastic endeavor.</p> <p>The University seeks to enhance and share knowledge, to preserve and promote the intellectual content of society, and to educate people for critical thought.</p> <p>The University provides learning experiences that enable students to synthesize knowledge communicate effectively, use knowledge and technology with intelligence and responsibility, and act creatively within their own and other cultures.</p>	<p>Agriculture Technology Overview</p>
12 13 14 15 16 17 18 19 20 21 22 23	<p>The University strives for excellence in all its endeavors. Educational opportunities encompass the liberal arts, basic and applied sciences, selected professions, and vocational/ technical preparation. These opportunities are founded in a strong program of general education and are fulfilled through contemporary disciplinary curricula, certification programs, and vocational/technical education or workforce training. The University assures opportunities in higher education for both traditional and non-traditional students and strives to provide an environment that fosters individual achievement and personal development.</p>	<p>Agriculture Technology Overview</p>

**3. Narrate and attach copies of specific evidence of the ways that your unit communicates student learning outcomes to prospective and current students.**

No formal Student Learning Outcomes are available at this time.

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**4. Provide specific evidence including historical patterns or trends of how your unit assesses whether students have achieved your unit's student learning outcomes.**

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**5. Provide evidence of the measures of student performance that your unit collects and analyzes regularly. Address specific examples of how analyses of student performance have been used to improve unit decisions.**

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**6. Describe and provide examples of how your unit utilizes information, other than student performance, to determine necessary unit decisions. Include in your description how your unit analyzes and selects a course of action.**

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**7. Based on your answers to Questions 5 and 6 regarding student learning outcomes, prioritize your unit's future course of action. Include plans for what will be done, by whom, to what extent, and how often.**

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**8. Describe and provide specific evidence of how your unit is making student learning accessible. Address historical patterns and trends. Include, if applicable, alternative modes of instruction (CIV, WebCT, weekend, Early College High School, etc.).**

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct

instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**9. Specifically describe how your unit involves students directly in the assessment process.**

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**10. Describe and provide evidence of the efforts your unit is making to retain students in your unit and/or at the University.**

Due to lack of full time instructor(s) since Fall 2008, and only functioning with a part time adjunct instructor since 2006 UAM CTM Agriculture Technology program has 0 students enrolled and has awarded no Technical Certificates since 2006. Meetings are being planned to see if UAM CTM will retain this program.

**UAM COLLEGE OF TECHNOLOGY-MCGEHEE  
ASSESSMENT REPORT 2008-2009**

**SECTION THREE  
EMERGENCY MEDICAL TECHNOLOGY  
(EMT BASIC AND PARAMEDIC)**



19	vocational/technical education or workforce training. The	
20	University assures opportunities in higher education for	
21	both traditional and non-traditional students and strives to	
22	provide an environment that fosters individual	
23	achievement and personal development.	

**3. Narrate and attach copies of specific evidence of the ways that your unit communicates student learning outcomes to prospective and current students.**

The Student Learning Outcomes are located in the following locations for current and future students:

UAM CTM Emergency Medical Technology program webpage:

<http://www.uamont.edu/mcgehee/EMTParamedic.htm>

UAM CTM Emergency Medical Technology faculty webpage:

<http://www.uamont.edu/facultyweb/singh/>

EMT and Paramedic Course syllabi (Appendix A)

Emergency Medical Technology Program of Study (Appendix B)

UAM CTM Emergency Medical Technology recruitment brochure (Appendix C)

**4. Provide specific evidence including historical patterns or trends of how your unit assesses whether students have achieved your unit’s student learning outcomes.**

UAM CTM has awarded a total of 30 Certificates of Proficiency in Emergency Medical Technician (EMT) and 19 Technical Certificates in the Paramedic program. Students completing the Paramedic program have shown a 47% pass rate on the National Registry Exam for Paramedic. The UAM CTM Emergency Medical Technology program has an average retention rate of approximately 70%. The following graph shows a cumulative number for each year between 2006-2009. Please see the chart below for additional data.

**UAM CTM Emergency Medical Technology Program Graduation/National Registry**

	2006	2007	2008	2009
Number of students who received EMT Basic CP	0	10	16	4
Number of students who received Paramedic TC	2	14	2	1
Number of students who passed the National Registry Exam for Paramedics	0	7	2	Data not available
EMT Basic and Paramedic Retention Rate	Fall-100% Spring-71.43%	Fall-76.68% Spring-100%	Fall-79.40% Spring-65.98%	Spring-83.59%

**5. Provide evidence of the measures of student performance that your unit collects and analyzes regularly. Address specific examples of how analyses of student performance have been used to improve unit decisions.**

Along with retention/completion rates, written and clinical performance exams are utilized to assess student performance and to ensure completion of student learning outcomes.

**6. Describe and provide examples of how your unit utilizes information, other than student performance, to determine necessary unit decisions. Include in your description how your unit analyzes and selects a course of action. Attach documentation that supports your determination. (Examples: senior surveys, alumni surveys, professional meetings, minutes from faculty or committee meetings, etc.)**

Any changes in course requirements or curriculum will be dictated from the Department of Transportation <http://www.arkansashighways.com/> and adopted by UAM. The class times can vary, but course requirements are set at the Federal level then state adopted.

An example of changes mandated by DOT include teaching the appropriate use of the tourniquet in field experiences. The DOT changed the method due to the Iraq War and the loss of limbs using the old method of applying a tourniquet. The Arkansas DOT adopted this change and is now in effect in our Paramedic program. This change occurred in March 2009.

Advisory Committee meetings are held yearly, see Appendix D for the Advisory Minutes for the EMT and Paramedic program held in fall 2008. Curriculum changes are announced at the meetings when the DOT has dictated any change.

**7. Based on your answers to Questions 5 and 6 regarding student learning outcomes, prioritize your unit's future course of action. Include plans for what will be done, by whom, to what extent, and how often.**

Changes in the teaching the proper tourniquet technique will now be implemented in all EMT and Paramedic courses.

**8. Describe and provide specific evidence of how your unit is making student learning accessible. Address historical patterns and trends. Include, if applicable, alternative modes of instruction (CIV, WebCT, weekend, Early College High School, etc.). A table of course schedules over time showing efforts to offer courses via alternative formats, different timeframes, etc. will be beneficial.**

UAM CTM Emergency Medical Technology students can access tests through WebCT which provides the students the opportunity to complete exams at their home or on campus.

English and math classes required for this program are offered by CIV as well as traditional classroom style for convenience of the students.

Classes are offered primarily in the evening so students can work during the days and attend classes at night. The schedule below provides an example of course offerings.

McGehee	B610 01 EMER 1103 PARAMED HUMAN A&P	T	10:00AM 01:00PM MCG	Singh G
McGehee	B613 01 EMER 1138 EMT BASIC	T	02:00PM 10:00PM MCG	Singh G
McGehee	B621 01 EMER 2217 PARAMEDIC II	H	12:00PM 10:00PM MCG	Singh G
McGehee	B622 01 EMER 2224 PARAMEDIC CLN II	H	12:00PM 10:00PM MCG	Singh G

McGehee	B631 01 EMER 2317 PARAMEDIC IV	W	12:00PM 10:00PM MCG	Singh G
McGehee	B632 01 EMER 2323 ADV CARDIAC LIFE S	H	12:00PM 10:00PM MCG	Singh G
McGehee	B633 01 EMER 2334 PARAMEDIC INTRN II	W	12:00PM 10:00PM MCG	Singh G

**9. Specifically describe how your unit involves students directly in the assessment process.**

Students enrolled in the UAM CTM Emergency Medical Technology program complete end of semester evaluations of the course, instructor and facilities. These evaluations are compiled by UAM and sent to the individual campuses for instructors.

In the future instructors will conduct course specific surveys to gauge student learning and satisfaction with courses. This will be implemented Fall 2009.

**10. Describe and provide evidence of the efforts your unit is making to retain students in your unit and/or at the University.**

Instructors discuss opportunities for students to continue education from EMT Basic onto EMT Paramedic, as well as opportunities to work towards that AASGT.

## **APPENDIX A COURSE SYLLABI**

**University of Arkansas at Monticello**

College of Technology, McGehee

Paramedic Program

**Syllabus EMER 1138**

**Basic EMT**

Instructor: Gursarn Singh BS

1609 E Ash St.

McGehee, AR 71654

870-222-5360 Ext 5504

870-222-8929 Cell Ph

870-222-4709 Fax

Course Description: Basic EMT is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. The program graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to take the state examination for certification as an EMT-A. Admission requirement.

Credit: 11hours, Clock hours = 120

Prerequisites: CPR Card Health Care Provider Level Must be 18 year old to challenge the National Registry Examination and meet UAM College of Technology-McGehee admission requirements

Required Text Books: Brady, Prehospital Emergency Care 9<sup>th</sup> edition ISBN# 0-13-049288-4  
Workbook for Brady Prehospital Emergency Care 9<sup>th</sup> edition  
EMS Field Guide ALS Version SKU = BE2731

Faculty: Gursarn Singh BS, NREMT-P, ACLS Instructor

Videos: Lifting and Moving, Suctioning, C-Collar, Pass EMT-Basic, and Rescue Operation

CD's: Brady's "Instructor's Outline CD" power point

Lab. Exercises: Listed in the psychomotor skill check out package

Office Hours: Posted on faculty door. One hour before and one hour after each class session and by appointments

Students with Disabilities: It is the policy of the University of Arkansas – Monticello to accommodate individuals with disabilities pursuant to federal law and the University's commitment to equal educational

opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services located in Harris Hall, Room 219, phone 870-460-1154; TDD 870-460-1251; or fax 870-460-1810

Policies: Refer to the EMT-Basic Handbook

**Course Student Learning Outcomes:** This course is designed to instruct a student to the level of Emergency Medical Technician Basic, formerly the EMT-Ambulance, who serves as a vital link in the chain of the health care team. It is recognized that the majority of prehospital emergency medical care will be provided by the EMT\_Basic. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Specifically, after successful completion of the program, the student will be capable of performing the following functions at the minimum entry level:

- ! Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care;
- ! Administer appropriate emergency medical care based on assessment findings of the patient's condition;
- ! Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury; and,
- ! Perform safely and effectively the expectations of the job description.

**EMT Program Student Learning Outcomes:**

Demonstrate affective, cognitive and psychomotor skills for the appropriate practice of emergency medical care.

Demonstrate the ability to rapidly and appropriately provide emergency care at both clinical and emergency sites.

Demonstrate integration of theory, clinical and field content in manners that are appropriate, ethical and legal.

Demonstrate competence to pass the National Registry Exam.

**Course Objectives:** At the completion of this course a student will be able to:

- Learn Introduction to Emergency Medical Care
- Discuss The Well-Being of the EMT-Basic
- Explain Medical, Legal, and Ethical Issues
- Learn The Human Body
- Perform Baseline Vital Signs and History Taking
- Preparing to Lift and Move Patients
- Perform Airway Management, Ventilation, and Oxygen Therapy
- Learn Scene Size-up
- Perform Patient Assessment

Perform Assessment of the Geriatric Patient  
Learn Communication  
Perform Documentation  
Explain General Pharmacology  
Manage Respiratory Emergencies  
Manage Cardiac Emergencies  
Learn Automated External Defibrillation  
Recognize Mental Status and Manage Diabetic Emergencies  
Manage Acute Stroke: Altered Speech, Sensory Function, Motor Function, or Mental Status  
Manage Seizures and Syncope  
Manage Allergic Reaction  
Manage Poisoning Emergencies  
Manage Drug and Alcohol Emergencies  
Manage Acute Abdominal Pain  
Manage Environmental Emergencies  
Manage Submersion, Drowning, and Diving Emergencies  
Manage Behavioral Emergencies  
Treat Obstetric and Gynecological Emergencies  
Recognize Mechanism of Injury: Kinetic or Trauma  
Control Bleeding and Shock (Hypoperfusion)  
Manage Soft Tissue Injuries  
Treat Burn Injuries  
Treat Musculoskeletal Injuries  
Treat Injuries to the Head  
Treat Injuries to the Spine  
Manage Eye, Face, and Neck Injuries  
Manage Chest, Abdomen, and Genitalia Injuries  
Recognize Agricultural and Industrial Emergencies  
Manage Infants and Children  
Learn Moving Patients  
Learn Ambulance Operations  
Learn Gaining Access and Extrication  
Recognize Hazardous Materials Emergencies  
Manage Multiple-Casualty Incidents  
Recognize EMS Response to Weapons of Mass Destruction

**GRADING POLICY:** Written exams scores will account for 50% of the final grade. The comprehensive final exam score will account for 25% of the grade. Home work will account for 15% and class participation and pop tests will account for 10% of the final grade. Class participation grades will come for class/lab evaluation.

**EXAMS:** There will be (17) seventeen exams given during the course, a mid-term comprehensive and a final comprehensive exam at the completion of the course.



University of Arkansas at Monticello College of Technology-McGehee  
Paramedic Program *Syllabus EMER 1103 Paramedic Human A & P*

Instructor: Gursarn Singh BS  
P.O. Box 747 McGehee, AR 71654  
870-222-5292 Wk 870-222-5360 ext. 5504 @ College  
870-222-8929 Cell 870-222-4709 Fax singh@uamont.edu

EMER 1103: Paramedic Human A&P

Course Description: A basic course in human anatomy and physiology with an emphasis on structure and function of cells, tissues, organs and systems in the human body to prepare the Emergency Medical Technology students to enter the paramedic field.

Credit: 3 hours, Clock hours = 48

Prerequisites: Acceptance in Paramedic Program

Required Text Books: Sanders, M. (2001). Mosby's Paramedic Textbook 3<sup>rd</sup> Edition. St. Louis, MO: Mosby.

Optional Text Book: Principles of Anatomy Physiology. Tortora and Grabowski

Faculty: Gursarn Singh BS, NREMT-P, ACLS Instructor, PALS Instructor

Videos: Anatomy a fun way of learning

CD's: Mosby's "Instructor's Outline CD" power point

Office Hours: Posted on faculty door.

Time: One hour before and one hour after each class session and by appointments

Statement on disruptive behavior: The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

Students with Disabilities: It is the policy of the University of Arkansas at Monticello to accommodate individuals with disabilities pursuant to federal law and the University's

commitment to equal educational opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-4709.

Policies: Refer to the Paramedic Handbook

Student Learning Outcomes: Students successfully completing the UAM CTM EMT Basic and Paramedic program will be able to:

Demonstrate affective, cognitive and psychomotor skills for the appropriate practice of emergency medical care.

Demonstrate the ability to rapidly and appropriately provide emergency care at both clinical and emergency sites.

Demonstrate integration of theory, clinical and field content in manners that are appropriate, ethical and legal.

Demonstrate competence to pass the National Registry Exam.

Course Objectives: At the completion of this course a student will be able to:

Discuss the importance of human anatomy as it relates to the paramedic profession.

Describe the anatomical position.

Properly interpret anatomical directional terms and body planes.

List the structures that compose the axial and appendicular regions of the body.

Define the divisions of the abdominal region.

List the three major body cavities.

Describe the contents of the three major body cavities.

Discuss the functions of the following cellular structures: the cytoplasmic membrane, the cytoplasm (and organelles), and the nucleus.

Describe the process by which human cells reproduce.

Differentiate and describe the following tissue types: epithelial tissue, connective tissue, muscle tissue, and nervous tissue.

For each of the 11 major organ systems in the human body, label a diagram of anatomical structures; list the functions of the major anatomical structures; and explain how the organs of the system interrelate to perform the specified functions of the system.

For the special senses, label a diagram of the anatomical structures of the special senses, list the functions of the anatomical structures of each sense, and explain how the structures of the senses interrelate to perform their specialized functions.

Describe the normal characteristics of the cellular environment and the key homeostatic mechanisms that strive to maintain a fluid and electrolyte balance.

Outline pathophysiological alterations in water and electrolyte balance and their effect on body functions.

Describe the treatment of patients who have selected fluid or electrolyte imbalances.

Describe the mechanisms within the body that maintain normal acid-base balance.

Outline pathophysiological alterations in acid-base balance.

Describe the management of a patient with an acid-base imbalance.

Describe alterations in cells and tissues related to cellular adaptation, injury, neoplasia, aging, or death.

Outline the effects of cellular injury on local and systemic body functions.

Describe alterations in body functions related to genetic and familial disease factors.

Outline the causes, adverse systemic effects, and compensatory mechanisms associated with hypoperfusion.

Describe how the body's inflammatory and immune responses respond to cellular injury or antigenic stimulation.

Explain how alternations in immunity and inflammation can cause harmful effects on body functions.

Describe the impact of stress on the body's response to illness or injury.

**GRADING POLICY:** Class exams average will account for 50% of the semester grade.

Comprehensive first semester final exam will account for 25% of the semester grade. Homework will account for 15% of the semester grade. Class participation and pop tests will account for 10% of the semester grade. Class participation grades will come for class/lab evaluation.

**EXAMS:** There will be (13) thirteen exams given during the course, a mid-term comprehensive and a final comprehensive exam at the completion of the course.

**Class Assignments and Exams**

Date	Exam	Assignment
01-12-06	Exam # 1 Lecture 1	Lecture 1
01-19-06	Exam # 2 Lecture 2	Lecture 2
01-26-06	Exam # 3 Lecture 3	Lecture 3
02-02-06	Exam # 4 Lecture 4	Lecture 4
02-09-06	<b>Mid-Term Exam (1-4)</b>	Lecture 1-4
02-16-06	Exam # 5 Lecture 5	Lecture 5
02-23-06	Exam # 6 Lecture 6	Lecture 6
03-09-06	Exam # 7 Lecture 7	Lecture 7
03-16-06	Exam # 8 Lecture 8	Lecture 8
03-23-06	Exam # 9 Lecture 9	Lecture 9
03-30-06	Exam # 10 Lecture 10	Lecture 10
04-06-06	Exam # 11 Lecture 11	Lecture 11
04-13-06	Exam # 12 Lecture 12	Lecture 12
04-20-06	Exam # 13 Lecture 13	Lecture 13
04-27-06	<b>The Semester Comprehensive Exam</b> Lecture 1-13	

University of Arkansas at Monticello College of Technology, McGehee  
Paramedic Program  
**Syllabus EMER 2323**

**Advanced Cardiac Life Support**

Instructor: Gursarn Singh BS

1609 E Ash St.

P.O. Box 747

McGehee, AR 71654

870-222-5360 Ext. 5504

870-222-8929 Cell Phone

[singh@uamont.edu](mailto:singh@uamont.edu)

EMER 2323: Advanced Cardiac Life Support

**Course Description:** This course is designed to meet the requirements for certification as Advanced Cardiac Life Support Providers. Cognitive and performance standards of the American Heart Association are used..

**Course Goals:** To produce successful ACLS Providers who know how to manage cardiorespiratory emergencies using the systematic ACLS Approach. Providers who know what to do and when to do it using this approach.

**Course Objectives:** At the end of this course, the student will be able to:

1. Manage an airway
2. Recognize normal and abnormal heart rhythms
3. Identify abnormal heart rhythms
4. Perform protocol with specific heart rhythms
5. Perform defibrillation correctly, on a manakin
6. Perform cardioversion correctly, on a manakin
7. Provide transcutaneous pacing
8. Gain IV access to the circulation
9. Provide appropriate resuscitation medications
10. Operate an Automated External Defibrillators
11. Recognize the need to respond.
12. Conduct the primary ABCD survey.
13. Conduct the secondary ABCD survey.
14. Know and apply the cardiac arrest algorithms
15. Know and apply the Aperi-arrest@algorithms
16. Successfully manage the first 10 minutes of a sudden, witnessed VF/Pulseless VT arrest
17. Perform a leadership role by assigning tasks to responders as they arrive on the scene.

**Credit:** 3 hours, total clock hours = 55

Text: ACLS Provider Manual. American Heart Association.

Prerequisites: Concurrent EMER 2217

Faculty: Gursarn Singh BS, NREMT-P, ACLS Instructor

Office Hours: Posted on door.

Time: One hour before and one hour after each class session and by appointments

Policies: Refer to the Paramedic Handbook

Grading: AHA ACLS test will account for 75% of the grade. Mega code and static cardiology flash cards will account for 25% of the grade.

***ACLS (EMER 2323) Advanced Cardiac Life Support***  
**Class Assignments and Exams**

Day	Exam	Assignment
2 <sup>nd</sup> Day	ACLS Exam 1, Chapter 1, 2, 3, and 4	Chapter 1, 2, 3, and 4
3 <sup>rd</sup> Day	ACLS Exam 2, Chapter 5 and Case 1	Chapter 5 and Case 1
4 <sup>th</sup> Day	ACLS Exam 3, Case 2, 3, 4, and 5	Case 2, 3, 4, and 5
5 <sup>th</sup> Day	ACLS Exam4, Case 6 and 7	Case 6 and 7
6 <sup>th</sup> Day	ACLS Exam 5, Case 10, Appendix 1 and Megacode	Case 10, Appendix 1 and Megacode
7 <sup>th</sup> Day	Final Exam ACLS EMER 2323	All Three Skill Stations and Written Exam

**Student Learning Outcomes:** Students successfully completing the UAM CTM EMT Basic and Paramedic program will be able to:

Demonstrate affective, cognitive and psychomotor skills for the appropriate practice of emergency medical care.

Demonstrate the ability to rapidly and appropriately provide emergency care at both clinical and emergency sites.

Demonstrate integration of theory, clinical and field content in manners that are appropriate, ethical and legal.

Demonstrate competence to pass the National Registry Exam.

**APPENDIX B  
PROGRAM OF STUDY**

**McGehee Technical Certificate Program of Study –  
Emergency Medical Technology**

To be eligible for a Technical Certificate from the University of Arkansas at Monticello College of Technology-McGehee, a student should complete a Program of Study approved by his/her advisor upon entering the University. The Program of Study indicates the minimum semester hours of unduplicated credit at the technical certificate level. Specific certificate requirements are listed on this Program of Study.

The Program of Study is for informational purposes only; it is the responsibility of the student to meet all requirements to be eligible for a technical certificate at UAM College of Technology – McGehee. The University reserves the right to substitute courses.

**NOTE:** Some courses require pre-requisite and/or co-requisite classes. Some courses may be offered only during specific semesters. Due to the nature of the program, students in the EMT program must be continuously enrolled; that is, courses during summer terms have required enrollment for Summer I and these same courses conclude Summer II. Contact your advisor or Director of Instruction for specific information.

Students who score below the required minimal level on the entrance exam may be required to take additional credit hours as part of this University’s developmental education program. See current academic catalog for more information. The technical certificate may serve as a terminal degree or as an intermediate degree for students who wish to pursue an associate or baccalaureate degree program. For more information about this certificate, contact the UAM College of Technology – McGehee’s Office of Student Services or call 870-222-5360 ext. 5220. Students may also visit [www.uamont.edu](http://www.uamont.edu).

<b>PREREQUISITES *</b>				
EMER	1103	Paramedic Human A & P *		3 credit hours
COMM	1203	Technical Communication or higher-level composition course*		3credit hours
MAT	1203	Technical Mathematics or higher-level mathematics course *		3credit hours
		<b>TOTAL</b>		<b>9 credit hours</b>

<b>First Semester</b>					<b>Second Semester</b>				
	EMER	1117	Paramedic I	7 credit hours		EMER	2217	Paramedic II	7 credit hours
	EMER	1124	Paramedic Clinical I	4 credit hours		EMER	2224	Paramedic Clinical II	4 credit hours
						EMER	2323	Advanced Cardiac Life Support	3 credit hours
			<b>TOTAL</b>	<b>11 credit hours</b>				<b>TOTAL</b>	<b>14 credit hours</b>
<b>Third Semester</b>					<b>Fourth Semester</b>				
	EMER	2237	Paramedic III	7 credit hours		EMER	2317	Paramedic IV	7 credit hours
	EMER	2244	Paramedic Field Internship I	4 credit hours		EMER	2334	Paramedic Field Internship II	4 credit hours
			<b>TOTAL</b>	<b>11credit hours</b>				<b>TOTAL</b>	<b>11 credit hours</b>



**APPENDIX C**  
**EMT/PARAMEDIC BROCHURE**

# EMERGENCY MEDICAL TECHNOLOGY



**UAM College of Technology-  
McGehee**

**McGEHEE, ARKANSAS 71654**

THINK ABOUT YOUR FUTURE...

One of the most important decisions you will make during your lifetime is your choice of a career. We're glad you're interested in knowing more about UAM College of Technology-McGehee, because career choices are what we're all about.

## **EMT TECHNOLOGY STUDENT LEARNING OUTCOMES**

Students successfully completing the UAM CTM EMT Basic and Paramedic program will be able to:

Demonstrate affective, cognitive and psychomotor skills for the appropriate practice of emergency medical care.

Demonstrate the ability to rapidly and appropriately provide emergency care at both clinical and emergency sites.

Demonstrate integration of theory, clinical and field content in manners that are appropriate, ethical and legal.

Demonstrate competence to pass the National Registry Exam.

**EMT COURSE STUDENT LEARNING OUTCOME:** Student will possess cognitive, psychomotor, and effective skills to function as an entry level EMT.

## **PARAMEDIC STUDENT LEARNING OUTCOMES :**

Student will possess cognitive, psychomotor, and effective skills to function as an entry level Paramedic.

## EMERGENCY MEDICAL TECHNOLOGY CAREERS

The Emergency Medical Technology programs prepare students to perform basic emergency medical procedures in the pre-hospital setting in the basic program and advanced emergency medical procedures in the pre-hospital setting in the paramedic program. Students are trained in theory and a variety of technical skills, and are eligible to apply to take the National Registry EMT- Basic and/or Paramedic Certification Examinations. Should qualified applicants exceed the

available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology Program, the student must submit the following:

EMT Basic:	EMT Paramedic:
1. Current CPR Certification Card (Level HCP)	A current CPR Certification Card (HCP) Physical Examination (with form completed) P.P.D. Skin Test or Chest X-Ray VDRL CBC Urinalysis Tetanus Toxoid Hepatitis B Series

**\*Random drug screening may be utilized at any time during the course of the program at the students' expense.**

**Revised 08-09**

Enrollment in the EMT Programs is open to anyone who is 18 years of age or older. Only students who meet admissions requirements will be allowed to register. All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. An application for admissions can be obtained from the Student Services Department, as well as a list of all other documents needed for enrollment.

Call Charles Rocconi for more information at 870-222-5360.

**The Emergency Medical Technology program offers:**

- ❖ Certificate of Proficiency for EMT Basic
- ❖ Technical Certificate for EMT Paramedic
- ❖ Associate of Applied Science Degree in General Technology

*We invite you to visit our campus soon; we know you'll like what you see!*

UAM CTM  
 P.O. Box 747  
 1609 East Ash  
 McGehee, Arkansas  
 Phone: (870) 222-5360  
 (800) 747-5360 within  
 a 50-mile radius of McGehee  
 Fax: (870) 222-4709  
[www.uamont.edu](http://www.uamont.edu)

**APPENDIX E  
ADVISORY MINUTES**

**UNIVERSITY OF ARKANSAS AT MONTICELLO  
COLLEGE OF TECHNOLOGY, McGEHEE  
EMS ADVISORY BOARD MEETING  
NOVEMBER 17, 2008**

The University of Arkansas College of Technology-McGehee EMS Advisory Board Meeting was held on November 17, 2008, at 6:00 p.m. at the McGehee campus. The meeting was preceded by a dinner for the Advisory Boards.

**MEMBERS PRESENT**

Gursarn Singh, Swinton “Bubba” Bell, Rick Helton, Clint Payne, Kenneth Starnes, Bill Hale and Sarah Calvert.

**EMT BASIC CLASS**

Gursarn Singh passed out an agenda and opened the meeting by reporting that the new text book adopted for the EMT Basic classes is by Mosby, Brady and AAOS. He is developing a computerized web page for Blackboard instead of Web CT.

Mr. Singh mentioned that some marketing of the EMT Basic classes needs to be done. He stated that the majority of the enrolled students are in the Paramedic Program. Our main competition for students is from schools in El Dorado, Pine Bluff and Moorehead, MS. He did note that this program is expensive compared to the other institutions. EMT Basic class supplies college credits of 8 hours. Students are eligible for financial aid. There is an exit point, or the student can elect to continue into paramedic program. Technical Math and Comm 1203 courses make the EMT-Basic student full-time, leading to grant eligibility. PEPP and Emergency Vehicle Defensive Driving have been added to the curriculum now, which is required by the National Safety Council.

Mr. Singh announced that the new building for the Nursing and Allied Health Classes has been completed. He offered to lead a tour of the building at the end of the meeting. There is now a dedicated classroom and lab for the EMS classes. The Practical Nursing classes have moved to the McGehee Campus already. The EMT and Paramedic classes will be moved to McGehee after the Christmas holidays.

**PARAMEDIC CLASS**

Mr. Singh reported that we currently have two paramedic classes in progress. Paramedic III is on Wednesdays from 12 noon to 10 p.m. Thursdays’ group is in A & P and Paramedic I. The next paramedic class will start in June 2009 at the Summer I Semester. Mr. Singh stated we need at least 10 students.

Mr. Singh reported that the national accreditation for the Paramedic/EMT Program is current through 2008. It is due again next year. The expense for the accreditation is now \$1070.00, plus \$450.00.

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Technical Math and English Composition have been added to the pre-requisites for the Paramedic Class along with Anatomy & Physiology.

The asset score was reduced to R 35, W 35 and N 35 from 41. Since Technical Math and English Composition were added to the curriculum, asset scores are not a significant admission requirement.

The Paramedic Program is 4 semesters (one year and one semester because both summer sessions make up one semester.)

Mr. Singh announced that the equipment budget is \$5900.00 per year. UAM-COT was able to purchase a Biphasic 12-Lead capable monitor-defibrillator with pulse oximeter, carbon dioxide monitor and automated B/P monitor for the EMS lab. This defibrillator was close to \$17,000.00.

The last class of Paramedics graduated 2. Both passed the National Registry exams and both are currently working as paramedics.

Dr. Robert B. Scott is the medical director for the EMS programs. He is working for the DePaul clinics in Dumas and Gould.

#### COMMUNITY TRAINING CENTER

The Community Training Center has added American Heart Association classes in Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS). Mr. Singh reported that area hospitals are now taking PALS and ACLS classes at UAM-COT, McGehee.

#### OTHER BUSINESS

Mr. Singh reported that he now has a web site for EMS correspondence. To access the web site, go to [www.uamont.edu](http://www.uamont.edu) then go to **faculty** and then click on **Gursarn Singh**. Syllabi for current classes, 2009 classes, CTC handbook, Paramedic handbook, power point presentations and correspondence information are posted there.

Mr. Singh reported that UAM is one of the National Testing Sites for EMT and Pearson-View Paramedic computerized testing.

The committee discussed the fact that the Governor's Advisory Committee is considering a request to change the Rules and Regulations for Arkansas EMS to be allowed to complete the National Registry skill exam before or immediately after the field internship of the last semester. This way, students would have more time to concentrate on the written exam. Kenneth Starnes stated that he is still serving on this committee and gave an update on recent discussions.

EMS ADVISORY BOARD  
NOVEMBER 5, 2007  
PAGE 3

The committee also discussed the Arkansas Trauma System that legislators are considering at this time. Bubba Swinton discussed the implications of this and the Ryan White Act.

The meeting concluded with a tour of the new classroom and laboratory facilities.

With no further business, the meeting was adjourned at 8:55 p.m.

Advisory Committee Meeting  
11-16-2008, 6 PM @ UAM McGehee Campus

1. EMT Basic
  - a. Text Book AAOS
  - b. Developing Computerized web page for black board instead of web ct.
  - c. Marketing the Basic classes (13students in the current class)
  - d. Expense compared to other teaching institutions.
  - e. Competition Eldorado, Pine Bluff, and Moorehead MS.
  - f. Time (one semester or longer)
  - g. We have dedicated classroom and lab. LPN program did not empty the lab yet.
  - h. EMT Basic class is college credit for 8 credit hours.
    1. Eligibility for financial aid
    2. Full time student status
    3. Increase the fees expense
    4. Exit point or option to continue into paramedic program
    5. Tech Math 1203 and Comm 1203 courses make the EMT-Basic student full time, leading for grant eligibility.
  - J. PEPP and Emergency Vehicle Defensive driving is added in our Basic Class training (National Safety Council).
  
2. Paramedic Class
  - a. Accreditation good until 2008
  - b. Expense each year for Annual Report about \$1070.00 + \$ 450.00
  - c. Tech Math and English Composition added to pre-requests along with A&P
  - e. The asset score reduced to R 35, W 35, and N 35 from 41. Since Technical Math and English added to the program; asset scores are not significant admission requirement.

- f. Our Paramedic program is 4 semesters (one year and one semester because both summer sessions make up to one semester)
  - g. Immediate competition is Eldorado and Pine Bluff.
  - h. The budget is \$5,900.00 per year, UAM able to buy Biphasic 12 Lead capable defibrillator with pulse sox, carbon dioxide monitor and automated BP monitor. This defibrillator was close to 17,000.00
  - k. The last class 2 out of two passed the National Registry and working as paramedics.
  - l. Dr. Robert B Scott is medical director for EMS programs. He is working in Dumas and Gould clinics.
3. CTC (Community Training Center) American Heart Association added PALS (Pediatric Advanced Life Support and ACLS (Advanced Cardiac Life Support) classes.
  4. 2009 Classes are applied Arkansas Department of Health
  5. Our local hospitals are getting cooperative to take these PALS and ACLS classes under us.
  6. Next paramedic class will start June 2009 Summer I Semester needed at least 10 students.
  7. Currently two paramedic classes are in progress:
    - a. Wednesday's class Paramedic III from 12 Noon to 10 PM.
    - b. Thursday's class A& P 8 AM to 11 AM and Paramedic I from 12 Noon to 10 PM.
  8. In the UAM master plan, a building added to McGehee campus to accommodate LPN and EMS classes. The LPN classes moved to McGehee already but EMT and Paramedic classes will be moved to McGehee after Christmas Holidays.
  9. I added web site for EMS correspondence. To access the web go to [www.uamont.edu](http://www.uamont.edu) then go to **McGehee campus** and then **faculty** and then click on **Gursarn Singh**. Syllabi for current classes, 2009 classes, CTC handbook, Paramedic handbook, power point presentations, and correspondence information are posted.

10. UAM Monticello campus is one of the National Testing sites for EMT and Pearson-Vue Paramedic computerized testing.
11. Governor's advisory committee have requested to change Rules and Regulations for AR EMS to complete the national registry skill exam before or immediate after the field internship of the last semester. This way, students can have more time to concentrate on written exam. There is no progress on this issue.

Please give suggestions and so I can implement them to improve our programs.

Respectfully submitted:

*Sarah Calvert, R.N.*

Sarah Calvert, R.N.

Secretary, EMS Advisory Board

**UAM COLLEGE OF TECHNOLOGY  
MCGEHEE  
ASSESSMENT REPORT 2008-2009**

**SECTION FOUR  
HEAVY EQUIPMENT**

**1. List the student learning outcomes (goals) for your unit. Include the specific website address where the learning outcomes can be accessed.**

Students successfully completing the UAM CTM Heavy Equipment program will be able to:

1. Demonstrate the safe, efficient operation of conventional heavy equipment at the basic level according to National Center for Construction Education and Research (NCCER) standards.
2. Successfully obtain Heavy Equipment Operations certification from the National Center for Construction Education and Research.
3. Perform appropriately the skills necessary to obtain employment in the field of Heavy Equipment Operations.

These outcomes and additional program information can be found at the following websites: [www.AHEOTA.com](http://www.AHEOTA.com) and <http://www.uamont.edu/mcgehee/HeavyEquipment.htm>

**2. Demonstrate how your unit’s specific student learning outcomes (goals) are linked to the mission of UAM. Please use your enumerated list from Question 1 to complete the section to the right.**

	UAM MISSION STATEMENT	College of Technology Learning Outcomes
1 2 3 4 5 6 7 8 9 10 11	The mission the University of Arkansas at Monticello shares with all universities is the commitment to search for truth, understanding through scholastic endeavor. The University seeks to enhance and share knowledge, to preserve and promote the intellectual content of society, and to educate people for critical thought. The University provides learning experiences that enable students to synthesize knowledge communicate effectively, use knowledge and technology with intelligence and responsibility, and act creatively within their own and other cultures.	Heavy Equipment SLO 1-3
12 13 14 15 16 17 18 19 20 21	The University strives for excellence in all its endeavors. Educational opportunities encompass the liberal arts, basic and applied sciences, selected professions, and vocational/ technical preparation. These opportunities are founded in a strong program of general education and are fulfilled through contemporary disciplinary curricula, certification programs, and vocational/technical education or workforce training. The University assures opportunities in higher education for both traditional and non-traditional students and strives to	Heavy Equipment SLO 1-3

22	provide an environment that fosters individual	
23	achievement and personal development.	

**3. Narrate and attach copies of specific evidence of the ways that your unit communicates student learning outcomes to prospective and current students**

UAM CTM Heavy Equipment program student learning outcomes are provided to both prospective and current students in various ways.

Prospective students can view the student learning outcomes in the following:

Heavy Equipment program individual website [www.AHEOTA.com](http://www.AHEOTA.com)

UAM CTM program website <http://www.uamont.edu/mcgehee/HeavyEquipment.htm>

Promotional brochure used for recruiting purposes (Appendix A)

Current students are provided with course and/or program student learning outcomes in the following locations:

Course syllabi (Appendix B)

Student Programs of Study (Appendix C)

Heavy Equipment program individual website [www.AHEOTA.com](http://www.AHEOTA.com)

UAM CTM program website <http://www.uamont.edu/mcgehee/HeavyEquipment.htm>

**4. Provide specific evidence including historical patterns or trends of how your unit assesses whether students have achieved your unit’s student learning outcomes.**

UAM CTM has awarded a total of 10 Technical Certificates in the Heavy Equipment program. Students completing the Heavy Equipment program have shown a cumulative pass rate of 96.7% on the NCCER, with 59 out of 61 students obtaining certification. The Heavy Equipment program staff contacted graduates from 2007-2009. Of the 10 individuals who received Technical Certificate, 6 were working in the field of study, 3 were unable to be reached at the contact information, and 1 was unemployed. The Program Retention Rate shows a cumulative rate of 88%. Please see the chart below for detailed data.

**UAM CTM Heavy Equipment Program Rates**

	2005	2006	2007	2008	2009
Number of students who received TC			3	2	5
Pass rate for NCCER	100%	100%	100%	100%	77%
Number of students who found employment in the field of study.			2 working in field; 1 unable to reach	0 working in the field; 1 unable to reach	4 working in the field; 1 unable to reach
Program Retention Rate	Fall - 100%	Spring- 88.89% Fall- 86.97%	Fall- 97.07% Spring- 96.30%	Fall- 74.53% Spring 88.73%	Spring - 72.25%

**5. Provide evidence of the measures of student performance that your unit collects and analyzes regularly. Address specific examples of how analyses of student performance have been used to improve unit decisions.**

Student performance is measured utilizing the NCCER Test Modules, as well as Skill Competency tests. The NCCER Test is divided into sectional modules which can contain both knowledge and performance measurements. (Examples provides Appendix D) Once a student has successfully completed the course work they were given the corresponding module test. A student is required to score 70% or better on the module in order to advance to the next section of the course. Students failing to score 70% are remediated and given an additional opportunity to re-take the module.

In previous years students have been allowed to re-take the NCCER Test Modules as often as needed to score a 70%. In 2008 a change was implemented to address the increasing numbers of attempts students were utilizing to pass the modules. Program directors and instructors implemented the following scoring for the modules:

1<sup>st</sup> attempt- Score earned on the module is considered the test grade; if 70% or better is also considered the NCCER score and student advances.

2<sup>nd</sup> attempt- If the student does not score a 70% on the first attempt the student can retake the module test, however the new score is used only for NCCER score. The test score for the course will remain the score earned in the first attempt. UAM standardized grading scale is utilized for all testing and course purposes.

Also in 2008 instructors implemented a Drug and Alcohol Awareness test that all students must take and pass with 100% before they are allowed to utilize any heavy equipment. Students also receive a portion of their grade for the semester based on attendance, punctuality and attitudes during field work.

**6. Describe and provide examples of how your unit utilizes information, other than student performance, to determine necessary unit decisions. Include in your description how your unit analyzes and selects a course of action. Attach documentation that supports your determination.**

The UAM CTM Heavy Equipment program meets once a year with its Community Advisory Committee. The Committee maintains representation from business, industry, education, workforce development, economic development, local and state government and community. The Advisory Committee provides some input on curriculum, programming, marketing and leadership of the program. (Advisory Minutes Appendix E)

Recent changes that have occurred to the program due to Committee ideas include:

- The program was changed from a two-semester program with 18 credits per semester into a full-year program with approximately 12 credits per semester.
- Internships would also be allowed to count for the field-work when fully approved and supervised by the program.
- The math and English requirements were changed from Algebra and Freshman Composition to Technical English and Technical Math.
- The field work would include the addition of GPS Grade Control Systems to be used with the heavy equipment training.

- Temporary movement of field work to summer terms to save money on equipment rental.
- Elimination of the Certificate of Proficiency to meet Arkansas Department of Higher Education standards regarding credit hours.

UAM CTM Heavy Equipment Program Instructors utilize memberships in professional organizations, attendance and participation in trainings and certifications and professional literature to assess current teaching trends and updates. Examples of these include Master Trainer Certification-NCCER Complete Person Training-National Underground Construction Association *Construction Technology*

**7. Based on your answers to Questions 5 and 6 regarding student learning outcomes, prioritize your unit’s future course of action. Include plans for what will be done, by whom, to what extent, and how often.**

In response to the limitations of numbers of attempts students can utilize to pass the NCCER module tests, UAM CTM Heavy Equipment program instructors have begun to utilize both electronic and paper “practice tests” provided by NCCER Test Generator. These practice tests are available to students through a hyperlink on the instructor’s websites, as well as paper copies being provided in the classroom. These “practice tests” allow students to prepare for current module exams, as well as preparing for future modules. By placing the “practice tests” online students can access the practice tests from various locations at their convenience.

Curriculum and Standard requests will be prepared and presented to alter course offerings allowing field work to be moved permanently to the summer terms. These alterations in course offerings will allow the UAM CTM Heavy Equipment program to save approximately 3000.00 each term in equipment rental charges, in addition to providing more assurance that completion of field hours will not be affected by inclement weather. These C&S proposals will be submitted in fall 2009.

**8. Describe and provide specific evidence of how your unit is making student learning accessible. Address historical patterns and trends. Include, if applicable, alternative modes of instruction (CIV, WebCT, weekend, Early College High School, etc.). A table of course schedules over time showing efforts to offer courses via alternative formats, different timeframes, etc. will be beneficial.**

UAM CTM Heavy Equipment program currently offers classes with consideration to the working students. Courses are “stacked” so that students can complete all courses for the week in two days during the fall and spring semesters, with all field work being completed in the summer terms. Students enrolled in first semester courses meet on Mondays, Monday evenings and Tuesdays. Students enrolled in second semester courses meet on Wednesdays, Wednesday evenings and Thursdays. This allows students to work three days a week during the fall and spring semester.

In previous years math and English classes were not included in the “stacked” schedule. In 2009 course schedules were restructured to include these courses so students could complete all courses necessary for the Technical Certificate. Below is the schedule for the spring 2009 semester which illustrates the “stacked” schedule.

HEO	1012	ORIENTATION	MT	01:30PM	02:20PM	SEACBEC	Dial Terr
HEO	1023	BASIC SAFETY	MT	02:30PM	04:00PM	SEACBEC	Dial Terr
HEO	1033	EMPLOYABILITY	MT	11:10AM	12:30PM	SEACBEC	Carter Da
HEO	1046	CONSTRUCT EQUIP I	MT	08:10AM	11:00AM	SEACBEC	Carter Da
HEO	1052	CON EQUIP I FLD WK	MT	AR	AR	SEACBEC	Dial Terr
MAT	1203	TECHNICAL MATH	M	06:00PM	08:45PM	SEACBEC	Slayton G
COMM	1203	TECH COMMUNICATION	W	06:00PM	08:45PM	SEACBEC	Williams
HEO	2082	INTRO EARTH MOVING	WH	01:30PM	02:20PM	SEACBEC	Dial Terr
HEO	2093	HEAVY EQUIP SAFETY	WH	02:30PM	04:00PM	SEACBEC	Carter Da
HEO	2109	CONSTRUCT EQUIP II	WH	08:10AM	12:30PM	SEACBEC	Dial Terr
HEO	2139	TIMBER EQUIP II	WH	08:10AM	12:30PM	SEACBEC	Carter Da

## **9. Specifically describe how your unit involves students directly in the assessment process.**

Students enrolled in the UAM CTM Heavy Equipment program complete end of semester evaluations of the course, instructor and facilities. These evaluations are compiled by UAM and sent to the individual campuses for instructors.

In the future instructors will conduct course specific surveys to gauge student learning and satisfaction with courses. This will be implemented fall 2009.

## **10. Describe and provide evidence of the efforts your unit is making to retain students in your unit and/or at the University.**

In addition to previously mentioned changes in scheduling to “stack” courses to allow students to attend courses while remaining employed (see Question 8), the UAM CTM Heavy Equipment program took additional steps to retain students.

The UAM CTM Heavy Equipment program changed course curriculum to include the options of Technical Math and Technical Communication or Intermediate Algebra and Composition I meet Technical Certificate requirements. This change allowed students who did not have the appropriate Asset/Compass/ACT scores to register for technical math and English courses. It is believed that this will allow more students to work towards completing the Technical Certificate, thereby retaining students until completion of program.

Since many students attend courses on the “stacked” schedule, students commuting long distances will spend the night in Warren or Monticello. The Program Recruiter has worked with local hotels in Warren and Monticello to negotiate a discounted rate for students committing to a booking room (s) for the semester. The discounted hotel rate provides economic relief to traveling students, and is thought to potentially increase retention and completion rates.

Program faculty host cook-outs each semester and provide free meals to students; provide opportunities for out of classroom learning through field trips every semester and work to allow flexible scheduling for make-up work for excused class absences.

# **APPENDIX A**

## **Program Brochure**



**PREPARE YOURSELF**

The path to success begins with a school that is with you every step of the way, like UAM College of Technology-McGehee. Here, you will experience a rigorous academic environment against the backdrop of a small campus setting. We offer a variety of programs, an open exchange with faculty, teachers who know you by name, and a diversity of experience.

**What We Offer:**

Adult Basic Education (GED)  
Arkansas Heavy Equipment Operator  
Automotive Service Technology  
Technology  
Child Development Associate (CDA)

Agriculture Technology  
Training Academy  
Business & Industry Training Business  
Certified Nursing Assistant (CNA)  
Early Childhood Education

Emergency Medical Technology  
Practical Nursing  
Small Business Development Center

EMT – Basic & EMT - Paramedic  
Welding Technology

The UAM College of Technology-McGehee does not discriminate on the basis of race, color, national origin, sex, age or handicap.

**The Heavy Equipment Operator Training Academy is located at:**

**SEACBEC 800 North Walnut Warren, AR 71671**

**Phone: 870-226-6920 Fax: 870-226-8506**

**For questions related to admissions and financial aid call:**

**UAM COT McGehee P.O. Box 747 1609 East Ash McGehee, Arkansas**

**Phone: (870) 222-5360 Fax: (870) 222-4709 Visit our website [www.uamont.edu](http://www.uamont.edu)**

**HEAVY EQUIPMENT CAREERS**

Would you like a long lasting successful career in a fast growing industry? Have you ever considered heavy equipment operations? A growing need for heavy equipment operators creates unlimited opportunities for the trained and certified operator. Due to the shortage of heavy equipment operators and the growing technology, heavy equipment operation has become a financially rewarding career. The best trained and most experience operators get the best jobs!!

The Heavy Equipment Operator Training Academy specializes in developing the skills of the beginning heavy equipment operator. Our goal is to develop a work force that will be safe, skilled, ethical, and focused. Graduates of our program will receive national certification and a great opportunity as a heavy

equipment operator. Our programs are designed to prepare men and women for good-paying jobs for which there is a demand in the local area, elsewhere in the state and throughout the country.

### **HEAVY EQUIPMENT OPERATOR UPGRADE (Non-Credit Classes)**

The Heavy Equipment Operator Upgrade Courses are designed to meet the needs of current operators with opportunities for upgrade in specific areas or machines in the fast-growing, high tech world of heavy equipment operation. These non-credit classes may be set up as short term training sessions by the employer at their facility or at SEACBEC in Warren.

### **ADMISSION REQUIREMENTS (Credit Classes)**

Enrollment as a full-time student is open to anyone holding a GED or high school diploma. You will first need to take the ACT, SAT, ASSET or Compass (within the past five years); testing dates are available upon request. An application for admission can be obtained from the student services department, as well as a list of all other documents needed for enrollment.

### **FINANCIAL AID**

Ask our financial aid advisor about the many programs available to help you invest in your future. Students successfully completing the UAM CTM Heavy Equipment program will be able to:  
Demonstrate the safe, efficient operation of conventional heavy equipment at the basic level according to National Center for Construction Education and Research (NCCER) standards.  
Successfully obtain Heavy Equipment Operations certification from the National Center for Construction Education and Research.  
Perform appropriately the skills necessary to obtain employment in the field of Heavy Equipment Operations.

### **HEAVY EQUIPMENT OPERATOR TRAINING ACADEMY**

#### **First Semester:**

**Heavy Equipment I Which include the following topics: Orientation and ID, Safety I, Blueprint**

**Introduction to Tools, Soils I, Grades I, Dump Truck/Tractor, Employability Skills I, Field Work Lab I**

#### **Second Semester:**

**Heavy Equipment II Which include the following topics: Introduction to Earth Moving, Safety II, Soils II Grades II, Scrapers & Bulldozers, Front End Loader, Telescoping Excavators, Motor Graders, Excavators/ Backhoe, Employability Skills II, Field Work Lab II**

Students successfully completing the UAM CTM Heavy Equipment program will be able to:  
Demonstrate the safe, efficient operation of conventional heavy equipment at the basic level according to National Center for Construction Education and Research (NCCER) standards.  
Successfully obtain Heavy Equipment Operations certification from the National Center for Construction Education and Research.  
Perform appropriately the skills necessary to obtain employment in the field of Heavy Equipment Operations.

**APPENDIX B**  
**Course Syllabi for David Carter and Terry Dial**

## COURSE SYLLABUS

UAMCTM - AHEOTA  
HEO 1066 Timber Equipment I

<b>Instructor:</b>	David Carter
<b>Office:</b>	SEACBEC – AHEOTA
<b>Phones:</b>	870-226-6920 870-226-8506 (fax)
<b>Email:</b>	<a href="mailto:carterd@uamont.edu">carterd@uamont.edu</a>
<b>Time:</b>	9/18/2008 through 11/12/2008
<b>Course Description:</b>	HEO 1066 Timber Equipment I 6 Credits: 6 hours lecture Timber Equipment I provides classroom in map reading and land location, tree cutter, skidder/loader and forestry and governmental regulations. This course may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.
<b>Prerequisites:</b>	None
<b>Co requisite:</b>	HEO 1072, Timber Equipment I Fieldwork
<b>Course Goal:</b>	Train students to operate and maintain heavy equipment for timber harvesting in a safe, efficient and effective manner emphasizing ethics and employability needed for the timber industry.

### Student Learning Outcomes:

- 1) MAP READING & LAND LOCATION – Student will be able to read and interpret maps relating to timber tracts. Module provides an overview of map reading in relation to management of timber harvesting. Land location, topographic and road maps will be included in this course.
- 2) TREE CUTTER - Student will be able to operate a tree cutter at a basic level in a safe and efficient manner. Module reviews the use and maintenance of the tree cutter, operating techniques and impact of equipment on overall timber harvesting process. Safe operation of the equipment is emphasized.
- 3) SKIDDER & LOADER -- Student will be able to operate a log skidder and a hydraulic log loader at a basic level in a safe and efficient manner. Module covers the safe use and maintenance of skidders and loaders, and how they fit into the overall logging process. Environmental concerns are addressed, as well as residual stand retention and forest aesthetics.
- 4) FORESTRY AND GOVERNMENTAL REGULATIONS – Define the basics of and reasons behind regulations impacting the timber industry. Module introduces the study of operation and site organization and required government standards including but not limited to Department of Labor, Department of Transportation, OSHA, and a general overview of timber trespass law.

**Text:** Instructor developed material.

**Supplemental Texts:** Manufacturers Machine Specific Operating Manuals

**Supplemental Materials:** Machine specific videos, power points for CPR & First Aid.

**Grading Policy:** Grades will be based on the quality of material presented to the instructor, tests on each module, attendance, and classroom participation.

Outside	Classroom	Module
Assignments	Assignments	Tests
10%	15%	75%

**Final Exam:** There is no final exam; the Module Tests meet this requirement.

**Final Grade:** The final grade will be based on: 100-90% = A, 89-80% = B, 79-70% = C  
69-60% = D, 59-0% = F

**Make up Exams:** Make up exams will be given within two week of the module exam missed. A 10% penalty may be applied at the instructor's discretion.

### **Other Information:**

There are two emphasis areas, Construction Emphasis and Timber Emphasis, in the Heavy Equipment technical certificate major. Students may elect to complete one or both of the areas. Reflected on the student's official transcript will be the emphasis area(s) completed at the time the certificate is awarded. Any student who desires to have both emphasis areas on the transcript should complete both of them prior to graduating.

All work you turn is to be your own. Cheating or sharing answers on exams or plagiarizing on papers is unprofessional and unethical. A first offense will result in a 0 grade for the exam or paper. A second offense will result in automatic failure of the course and a note to your permanent record. Any appeal should be addressed to the UAM College of Technology – McGehee's Appeal Committee. Students are expected to uphold standards of academic integrity. Cheating, Plagiarism and academic dishonesty will be dealt with on a case-to-case basis.

### **Late Assignment Policy:**

All assignments with specified due date will be treated with the instructor's late-assignment policy, which is:

- 1) Assignment handed in on or before the due date will be gladly accepted.
- 2) Assignments handed in up to one week past the due date will be accepted with an automatic deduction of 10%.
- 3) Assignments which are more than one week late **will not be accepted** and **will be given a zero grade**.

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM Homepage. <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the registrar's office in Monticello or student services office in Crossett, McGehee or Warren.

### **Students with Disabilities:**

It is the policy of UAM to accommodate individuals with disabilities pursuant to federal law and the university's commitment to equal education opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105. At UAMCT-Warren you need to notify Teresa Sandine, 870-226-6920.

### **Absences from Class:**

If you have an excessive number of absences, (greater than five), or if you display a flagrant lack of punctuality, we reserve the right to lower your grade by a full grade point. Attendance is strongly encouraged, especially during site-work, since skills can only be attained with hands-on experience.

### **Disruptive Behavior:**

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

### **Requirements for Heavy Equipment Operation**

- 1) A score of 100% on the Employability Unit titled "Drugs/Medications and their Consequences in the Workplace" is required before being allowed to operate equipment in the field. The signed test shall be placed on file.
- 2) A score of 80% on the Safety Unit called "Basic Safety" is required before a student operates equipment in the field. The signed test is placed in the student's program file.
- 3) Students shall report to instructors any circumstances or medications that may impair spatial, mental or physical abilities before operating equipment in the field.
- 4) Students shall have a valid driver's license before operating equipment in the field.
- 5) Students are responsible for their personal behavior and well-being. This is a condition of participation in fieldwork activities. Before going into fieldwork students shall understand the general nature of the risks involved in this activity, including, but not limited to the size and power of the equipment operated which could cause injury or death.
- 6) Students shall abide by all specific requests by the AHEOTA program for their personal safety and/or the safety of others, as well as all AHEOTA rules and policies applicable to all activities in this program.
- 7) AHEOTA reserves the right to exclude participation in this program should behaviors detrimental to the safety or welfare of others be demonstrated by the student.

Students successfully completing the UAM CTM Heavy Equipment program will be able to:

1. Demonstrate the safe, efficient operation of conventional heavy equipment at the basic level according to National Center for Construction Education and Research (NCCER) standards.
2. Successfully obtain Heavy Equipment Operations certification from the National Center for Construction Education and Research.
3. Perform appropriately the skills necessary to obtain employment in the field of Heavy Equipment Operations.

**Office Hours:** Generally we will be available to help the students at any time in which we are not in class (on or off campus). Except for class times, instructors will be available from 8:00 a.m. until 4:30 p.m., Monday

COURSE SYLLABUS  
AHEOTA  
HEO 1052 Construction Equipment I Field Work

**Instructor:** Terry Dial

**Office:** SEACBEC – AHEOTA

**Phones:** 870-226-6920  
870-226-8506 (fax)

**Email:** [dial@uamont.edu](mailto:dial@uamont.edu)

**Time:** To be determined

**Course Description:** HEO 1052 Construction Equipment I Field Work  
2 Credits: 2 hours fieldwork  
Construction Equipment I Field Work provides hands-on training in blueprint reading, soils, grades, dump truck, and tractor. This course may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Prerequisites:** None

**Co requisite:** HEO 1046 Construction I

**Course Goal:** Train students to operate and maintain heavy equipment in a safe, efficient and effective manner.

**Course Student Learning Outcomes:**

- 1) FIELD WORK I –student will be able to operate and use equipment including dozer, backhoe, motor grader, excavator, and front end loader.

**Text:** NCCER Heavy Equipment Operations, Core Curriculum, Third Edition, Prentice Hall, 2004

NCCER Heavy Equipment Operations, Level I, Second Edition, Prentice Hall, 2005

NCCER Heavy Equipment Operations, Level II, Second Edition, Prentice Hall, 2006

**Program Student Learning Outcomes:**

Students successfully completing the UAM CTM Heavy Equipment program will be able to:

1. Demonstrate the safe, efficient operation of conventional heavy equipment at the basic level according to National Center for Construction Education and Research (NCCER) standards.
2. Successfully obtain Heavy Equipment Operations certification from the National Center for Construction Education and Research.
3. Perform appropriately the skills necessary to obtain employment in the field of Heavy Equipment Operations.

**Supplemental Texts:** None

**Grading Policy:** Grades for this course will be based solely on the student's performance on and around the equipment.

**Final Exam:** There is no final exam, the Performance evaluation meets this requirement.

**Final Grade:** The final grade will be based on: 100-90% = A, 89-80% = B, 79-70% = C,  
69-60% = D, 59-0% = F

**Other Information:**

There are two emphasis areas, Construction Emphasis and Timber Emphasis, in the Heavy Equipment technical certificate major. Students may elect to complete one or both of the areas. Reflected on the student's official transcript will be the emphasis area(s) completed at the time the certificate is awarded. Any student who desires to have both emphasis areas on the transcript should complete both of them prior to graduating.

All work you turn in is to be your own. Cheating or sharing answers on exams or plagiarizing on papers is unprofessional and unethical. A first offense will result in a 0 grade for the exam or paper. A second offense will result in automatic failure of the course and a note to your permanent record. Any appeal should be addressed to the UAM College of Technology – McGehee's Appeal Committee. Students are expected to uphold standards of academic integrity. Cheating, Plagiarism and academic dishonesty will be dealt with on a case-to-case basis.

Students should refer to items 3, 4, 5, 6, and 7 under the section titled "Requirements for Heavy Equipment Operation" for information on how students are expected to behave when in the field.

**Late Assignment Policy:**

All assignments with specified due date will be treated with the instructor's late-assignment policy, which is:

- 1) Assignment handed in on or before the due date will be gladly accepted.
- 2) Assignments handed in up to one week past the due date will be accepted with an automatic deduction of 10%.
- 3) Assignments which are more than one week late **will not be accepted** and **will be given a zero grade**.

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM Homepage. <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the registrar's office in Monticello or student services office in Crosssett, McGehee or Warren.

**Students with Disabilities:**

It is the policy of UAM to accommodate individuals with disabilities pursuant to federal law and the university's commitment to equal education opportunities. It is the responsibility of the student to inform the student of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105.

At UAMCTM-Warren you need to notify AHEOTA School Liaison, Teresa Sandine, 870-226-2750.

**Absences from Class:**

If you have an excessive number of absences, (greater than five), or if you display a flagrant lack of punctuality, we reserve the right to lower your final grade by a full grade point. Attendance is strongly encouraged, especially during site-work, since skills can only be attained with hands-on experience.

**Disruptive Behavior:**

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

**Requirements for Heavy Equipment Operation**

A score of 100% on the Employability Unit titled “Drugs/Medications and their Consequences in the Workplace” is required before being allowed to operate equipment in the field. The signed test shall be placed on file.

A score of 80% on the Safety Unit called “Basic Safety” is required before a student operates equipment in the field. The signed test is placed in the student’s program file.

Students shall report to instructors any circumstances or medications that may impair spatial, mental or physical abilities before operating equipment in the field.

Students shall have a valid driver’s license before operating equipment in the field.

Students are responsible for their personal behavior and well-being. This condition of participation in fieldwork activities. Before going into fieldwork students shall understand the general nature of the risks involved in this activity, including, but not limited to the size and power of the equipment operated which could cause injury or death.

Students shall abide by all specific requests by the AHEOTA program instructors for their personal safety and/or the safety of others, as well as all AHEOTA rules and policies applicable to all activities in this program.

AHEOTA reserves the right to exclude participation in this program should behaviors detrimental to the safety or welfare of others be demonstrated by the student.

**Office Hours:**

Generally I will be available to help the students at any time in which I am not in class (on or off campus). Except for class times, instructors will generally be available from 8:00 a.m. until 4:30 p.m., Monday through Friday.

COURSE SYLLABUS  
UAMCTM-AHEOTA  
HEO 1012 Orientation

**Instructor:** David Carter    **Office:** SEACBEC – AHEOTA

**Phones:** 870-226-6920 870-226-2739 (fax)    **Email:** carterd@uamont.edu

**Time:** Wed/Thurs 11:10—12:00 P.M.

**Course Description:** HEO 1012 Orientation

2 Credits: 2 hours lecture

Orientation – Information necessary for the use and maintenance of heavy equipment. This course may be transferable toward a limited number of associate and baccalaureate degrees. Contact advisor for information regarding transferability.

**Prerequisites:** None

**Course Goal:** Train students to operate and maintain heavy equipment in a safe, efficient and effective manner emphasizing ethics and employability.

**Student Learning Outcomes: Student learning outcomes for the AHEOTA Program are:**

Students successfully completing the UAM CTM Heavy Equipment program will be able to:

1. Demonstrate the safe, efficient operation of conventional heavy equipment at the basic level according to National Center for Construction Education and Research (NCCER) standards.
2. Successfully obtain Heavy Equipment Operations certification from the National Center for Construction Education and Research.
3. Perform appropriately the skills necessary to obtain employment in the field of Heavy Equipment Operations.

**Student Learning Outcomes for this course are:**

Student will be able to:

- 1) Define and identify the basic terminology and types of equipment and their uses.
- 2) Identify career opportunities available to heavy equipment operators.
- 3) Define the purpose and objectives of an apprentice training program.
- 4) Demonstrate operator responsibilities and the characteristics of a good operator.
- 5) Demonstrate safety in relation to heavy equipment.

**Text:** ISBN – 0-13-109187-5; Heavy Equipment Operations, Core Curriculum , Pearson Education, Inc., 2004 ISBN – 0-13-228197-X; Heavy Equipment Operations, Level Two, Pearson Education, Inc., 2005

**Supplemental Text:** TOOLS FOR SUCCESS Soft Skills for the Construction Industry, Pearson Education, Inc. 2004

**Grading Policy:** Grades will be based on the quality of material presented to the instructor, tests on each module and on the final exam. If a student scores below 70% (minimum score required by NCCER) he/she will be given another test, however, the first score the student achieves will be used as the UAM grade for that module, which will then be averaged with all other modules to obtain the final UAM grade. All students are required to be current on all tests before going to the field.

Outside Classroom Module	Final Assignment	Assignments	Tests	Exam
15%	15%	40%	30%	

**Final Exam:** The final exam will be given Wednesday, December 16, 2009.

**Final Grade:** The final grade will be based on: 100-90% = A  
89-80% = B  
79-70% = C  
69-60% = D  
59-0% = F

**Make up Exams:** Make up exams will be given within two week of the module exam missed. A 10% penalty may be applied at the instructor's discretion.

**Other Information:**

There are two emphasis areas, Construction Emphasis and Timber Emphasis, in the Heavy Equipment technical certificate major. Students may elect to complete one or both of the areas. Reflected on the student's official transcript will be the emphasis area(s) completed at the time the certificate is awarded. Any student who desires to have both emphasis areas on the transcript should complete both of them prior to graduating. All work you turn is to be your own. Cheating or sharing answers on exams or plagiarizing on papers is unprofessional and unethical. A first offense will result in a 0 grade for the exam or paper. A second offense will result in automatic failure of the course and a note to your permanent record. Any appeal should be addressed to the UAM College of Technology – McGehee's Appeal Committee. Students are expected to uphold standards of academic integrity. Cheating, Plagiarism and academic dishonesty will be dealt with on a case-to-case basis.

**Late Assignment Policy:**

All assignments with specified due date will be treated with the instructor's late assignment policy, which is:

- 1) Assignment handed in on or before the due date will be gladly accepted.
- 2) Assignments handed in up to one week past the due date will be accepted with an automatic deduction of 10%.

3) Assignments which are more than one week late **will not be accepted and will be given a zero grade.**

UAM will no longer mail grade reports to all students. You may access your grades through Campus Connect on the UAM Homepage. <http://www.uamont.edu/>. To have your grades mailed to you, complete the grade request form available in the registrar's office in Monticello or student services office in Crosssett, McGehee or Warren.

### **Students with Disabilities:**

It is the policy of UAM to accommodate individuals with disabilities pursuant to federal law and the university's commitment to equal education opportunities. It is the responsibility of the student to inform the instructor of any necessary accommodations at the beginning of the course. Any student requiring accommodations should contact the Office of Special Student Services representative on campus; phone 870-222-5360; fax 870-222-1105. At UAMCT-Warren you need to notify Teresa Sandine, 870-226-2750.

### **Absences from Class:**

If you have an excessive number of absences, (greater than five), or if you display a flagrant lack of punctuality, we reserve the right to lower your final grade by a full grade point. Attendance is strongly encouraged, especially during site-work, since skills can only be attained with hands-on experience.

### **Disruptive Behavior:**

The following action is prohibited under the Student Conduct Code: Disorderly Conduct: Any behavior which disrupts the regular or normal functions of the University community, including behavior which breaches the peace or violates the rights of others.

### **Requirements for Heavy Equipment Operation Students**

1) A score of 100% on the Employability Unit titled "Drugs/Medications and their Consequences in the Workplace" is required before being allowed to operate equipment in the field. The signed test shall be placed on file.

2) A score of 80% on the Safety Unit called "Basic Safety" is required before a student operates equipment in the field. The signed test is placed in the student's program file.

3) Students shall report to instructors any circumstances or medications that may impair spatial, mental or physical abilities before operating equipment in the field.

4) Students shall have a valid driver's license before operating equipment in the field.

5) Students are responsible for their personal behavior and well-being. This condition of participation in fieldwork activities. Before going into fieldwork students shall understand the general nature of the risks involved in this activity, including, but not limited to the size and power of the equipment operated which could cause injury or death.

6) Students shall abide by all specific requests by the AHEOTA program for their personal safety and/or the safety of others, as well as all AHEOTA rules and policies applicable to all activities in this program.

7) AHEOTA reserves the right to exclude participation in this program should behaviors detrimental to the safety or welfare of others be demonstrated by the student.

**Office Hours:**

Generally I will be available to help the students at any time in which I am not in class (on or off campus). Except for class times, instructors will be available from 8:00 a.m. *until 4:30 p.m., Monday through Friday.*

**APPENDIX C**  
**UAM CTM HEAVY EQUIPMENT PROGRAM OF STUDY**



**University of Arkansas at Monticello  
College of Technology - McGehee  
Technical Certificate Program of Study  
Heavy Equipment**

To be eligible for a Technical Certificate from the University of Arkansas at Monticello College of Technology-McGehee, a student should complete a Program of Study approved by his/her advisor upon entering the University. The Program of Study indicates the minimum semester hours of unduplicated credit at the technical certificate level. Specific certificate requirements are listed on this Program of Study.

The Program of Study is for informational purposes only; it is the responsibility of the student to meet all requirements to be eligible for a technical certificate at UAM College of Technology – McGehee. The University reserves the right to substitute courses.

NOTE: Some courses require pre-requisite and/or co-requisite classes. Some courses may be offered only during specific semesters. This Program of Study requires General Education courses to be completed during any semester/term of enrollment. Contact your advisor or Director of Instruction for specific information.

Students who score below the required minimal level on the entrance exam may be required to take additional credit hours as part of this University’s developmental education program. See current academic catalog for more information.

The technical certificate may serve as a terminal credential or as an intermediate credential for students who wish to pursue an associate or baccalaureate degree program. For more information about this certificate, contact the UAM College of Technology – McGehee’s Office of Student Services or call 870-222-5360 ext. 5220. Students may also visit [www.uamont.edu](http://www.uamont.edu).

<b>First Year, Summer II Term</b>					<b>First Year, Fall Semester</b>				
	HEO	1012	Orientation	2 credit hours		HEO	1033	Employability	3 credit hours
	HEO	1023	Basic Safety	3 credit hours		HEO	1046	Construction Equipment I OR	6 credit hours
							1066	Timber Equipment I	
						HEO	1052	Construction Equipment I Field Work OR	2 credit hours
							1072	Timber Equipment I Field Work	
			<b>TOTAL SEMESTER HOURS</b>	<b>5 credit hours</b>				<b>TOTAL SEMESTER HOURS</b>	<b>11 credit hours</b>
<b>Second Year, Spring Semester</b>					<b>Second Year, Summer I Term</b>				
	HEO	2082	Introduction to Earth Moving	2 credit hours		HEO	2116 2126	Construction Equipment II Field Work	6 credit hours
							2146 2156	Construction Equipment II Internship OR Timber Equipment II Field Work Timber Equipment II Internship	
	HEO	2093	Heavy Equipment Safety	3 credit hours					
	HEO	2109 2139	Construction Equipment II OR Timber Equipment II	9 credit hours					

			<b>TOTAL SEMESTER HOURS</b>	<b>14 credit hours</b>			<b>TOTAL SEMESTER HOURS</b>	<b>6 credit hours</b>
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\* This course may be scheduled during any semester or summer term and must be completed before a technical certificate can be awarded.

Required General Education*			
COMM	1203	Technical Communication or higher-level composition course*	3 credit hours
MAT	1203	Technical Mathematics or higher-level mathematics course*	3 credit hours
		<b>TOTAL SEMESTER HOURS</b>	<b>6 credit hours</b>

### Specific Graduation Requirements

Students successfully completing the UAM CTM Heavy Equipment program will be able to:

1. Demonstrate the safe, efficient operation of conventional heavy equipment at the basic level according to National Center for Construction Education and Research (NCCER) standards.
2. Successfully obtain Heavy Equipment Operations certification from the National Center for Construction Education and Research.
3. Perform appropriately the skills necessary to obtain employment in the field of Heavy Equipment Operations.

In addition to completing all coursework, the University of Arkansas at Monticello College of Technology – McGehee, requires all students who are eligible for this technical certificate to meet the following criteria:

- Degree Audit
- At least 2.00 cumulative GPA

My signature below indicates that I (student) agree that it is my responsibility to meet all UAM requirements to be eligible for a technical certificate. This document serves only as a guide to help me fulfill specific program requirements. This University reserves the right to substitute other courses.

Student Printed Name

Student's Date of Birth

Student Signature

Date

Advisor Signature

Date

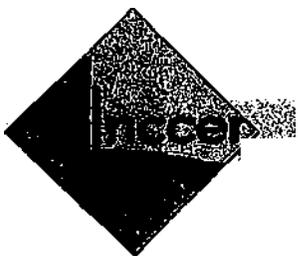
Director of Instruction Signature

Date

Vice Chancellor Signature

Date

**APPENDIX D  
NCCER SAMPLE TESTS**



National Center for Construction Education & Research  
 3600 NW 43rd St, Bldg G, Gainesville, FL 32606 Tel: (352) 334-0911 Fax:  
 (352)334-0932 E-mail: [info@nccer.org](mailto:info@nccer.org)

## HEAVY EQUIPMENT OPERATIONS

### Performance Tasks

#### Level One

##### MODULE 22101-05 - ORIENTATION TO THE TRADE

This is a knowledge based module. There are no Performance Tasks for this module.

##### MODULE 22102-05 - HEAVY EQUIPMENT SAFETY

Task Number	Item	Date(s)	Recorded By
	Demonstrate how to put on various types of personal protection equipment: hardhat, goggles, and ear protection.		
	Place barricades and temporary traffic control devices for a highway construction zone.		
	Demonstrate how to use flags or paddles to control traffic.		

##### MODULE 22103-05 - IDENTIFICATION OF HEAVY EQUIPMENT

Task Number	Item	Date(s)	Recorded By
	Identify the various types of heavy equipment and their uses.		
	Identify the basic parts of each type of equipment and differences in models among the same type of equipment.		
	Point out the primary components of the vehicle drive system.		
4	Point out the primary components of the hydraulic system.		



## MODULE 22104-05 - BASIC OPERATIONAL TECHNIQUES

Task Number	Item	Date(s)	Recorded By
1	Perform prestart inspection, startup, operational movement, and shutdown procedures for the following types of heavy equipment: <ul style="list-style-type: none"><li>• Construction tractors</li><li>• Dozers</li><li>• Loaders</li><li>• Backhoes</li><li>• Excavators</li><li>• Roller compactors</li><li>• Motor graders</li><li>• Scrapers</li><li>• Dump trucks</li><li>• Forklifts</li><li>• Skid steer loaders</li></ul>		

## MODULE 22105-05 -TRACTORS

Task Number	Item	Date(s)	Recorded By
1	Perform prestart inspection and maintenance procedures.		
2	Start, warm up, and shut down a tractor.		
3	Perform basic maneuvering with a tractor.		
4	Attach implements to a drawbar and three-point hitch.		
5	Attach and detach implements to a power takeoff.		

## MODULE 22106-05 - GRADES, PART ONE

Task Number	Item	Date(s)	Recorded By
1	Identify types of stakes and markings on stakes.		
2	Check horizontal and vertical distance of cut and fill slope stakes.		
3	Check finish subgrade on a cross slope.		

## Level Two

### MODULE 22201-06 - INTRODUCTION TO EARTH MOVING

Task Number	Item	Date(s)	Recorded By
22201-1	Explain and describe basic earthmoving operations: clearing and grubbing, excavating the foundation, constructing embankments, backfilling, and compacting.		
22201-2	Lay out a basic earthmoving operation.		
22201-3	Identify/Select the proper equipment for a given earthmoving operation.		

### MODULE 22202-06 - DUMP TRUCKS

Task Number	Item	Date(s)	Recorded By
22202-1	Complete proper prestart inspection and maintenance for a dump truck.		
22202-2	Perform the proper startup, warmup, and shutdown procedures.		
22202-3	Carry out basic operations with a dump truck; dump a load in a designated spot, and tailgate-spread the load.		

### MODULE 22203-06 - ROLLERS

Task Number	Item	Date(s)	Recorded By
22203-1	Complete prestart inspection and maintenance for a roller.		
22203-2	Perform proper startup, warmup, and shutdown procedures.		
22203-3	Carry out basic maneuvers with a roller; compact an area approximately 20 feet long and 10 feet wide.		

## MODULE 22204-06 - SCRAPERS

<b>Task Number</b>	<b>Item</b>	<b>Date(s)</b>	<b>Recorded By</b>
22204-1	Complete proper prestart inspection and preventive maintenance for a scraper.		
22204-2	Perform proper startup, warmup, and shutdown procedures.		
22204-3	Execute basic maneuvers with a scraper (moving forward, backward, and turning).		
22204-4	Carry out basic earthmoving operations with a scraper; pick up a load and hand it to a dump truck. Deposit approximately a 4-inch mat.		

## MODULE 22205-06 - LOADERS

<b>Task Number</b>	<b>Item</b>	<b>Date(8)</b>	<b>Recorded By</b>
22205-1	Complete proper prestart inspection and maintenance for a loader.		
22205-2	Perform proper startup, warmup, and shutdown procedures.		
22205-3	Execute basic maneuvers with a loader, including proper movement and curling the bucket.		
22205-4	Carry out basic earthmoving operations with a loader; load a truck (to capacity, if possible), and build a storage pile.		

## MODULE 22206-06 - FORKLIFTS

<b>Task Number</b>	<b>Item</b>	<b>Date(s)</b>	<b>Recorded By</b>
22206-1	Complete proper prestart inspection and maintenance for a forklift.		
22206-2	Perform proper startup, warmup, and shutdown procedures.		
22206-3	Execute basic maneuvers with a forklift.		
22206-4	Perform basic lifting operations with a forklift.		
22206-5	Demonstrate proper parking of a forklift (with forks down).		

### **MODULE 22207-06 - EXCAVATION MATH**

Task Number	Item	Date(s)	Recorded By
22207-1	Using information provided, calculate the volume and weight of a given excavation operation.		

### **MODULE 22208-06 - GRADES, PART TWO**

Task Number	Item	Date(s)	Recorded By
22208-1	Interpret plans and profile sheets to determine grading requirements and operation.		
<b>22208-2</b>	Set up a level and take three shots of a point on the ground placed by the instructor.		

### **MODULE 22209-06 - CIVIL BLUEPRINT READING**

Task Number	Item	Date(s)	Recorded By
22209-1	Interpret a set of drawings to determine the proper type and sequence of excavation operations needed to prepare the site.		
22209-2	Identify the proper equipment needed in the above operation.		

## Level Three

### MODULE 22301-06 - INTRODUCTORY SKILLS FOR THE CREW LEADER

This is a knowledge-based module. There are no Performance Tasks for this module.

### MODULE 22302-06 - DOZERS

Task Number	Item	Date(s)	Recorded By
22302-1	Demonstrate proper prestart inspection of a dozer.		
22302-2	Perform basic maneuvers with a dozer, including moving forward, moving backward, turning with blade up, and straight dozing.		
22302-3	Create a level pad (approximately 20 X 20 feet, +/- Ko foot).		
22302-4	Push a stockpile while maintaining proper windrows and berms.		

### MODULE 22303-06 - BACKHOES

Task Number	Item	Date(s)	Recorded By
22303-1	Demonstrate prestart inspection of a backhoe.		
22303-2	Perform proper startup and shutdown of a backhoe.		
22303-3	Perform basic backhoe maneuvers, including moving forward, turning, moving in reverse, and operating the front loading bucket		
22303-4	Perform the operation of setting up a backhoe, using stabilizers, and digging with the bucket.		
22303-5	Perform an excavation of a trench 20 to 40 feet long with spoil piles at least 2 feet from the edge.		

### MODULE 22304-06 - EXCAVATORS

Task Number	Item	Date(s)	Recorded By
22304-1	Demonstrate proper prestart inspection of an excavator.		
22304-2	Perform basic maneuvers, including moving forward, moving backward, making a pivot turn, and making a spot turn.		
22304-3	Create a 10 x 10 excavation at least 3 feet deep.		

## MODULE 22305-06 - MOTOR GRADERS

Task Number	Item	Date(s)	Recorded By
22305-1	Demonstrate proper prestart inspection of a motor grader.		
22305-2	Perform basic maneuvers, including moving forward, moving backward, and turning.		
22305-3	Grade a rough grade by following grade stakes placed along a 300-foot section, which is at least double the width of the machine.		
22305-4	Demonstrate rotation of the blade for high-bank grading.		
22305-5	Cut a V ditch with a 3 to 1 slope.		

## MODULE 22306-06 - ADVANCED OPERATIONAL TECHNIQUES

Task Number	Item	Date(s)	Recorded By
22306-1	Calculate cycle time.		
22306-2	Interpret relevant portions of an accident report.		
22306-3	Perform safe over-the-road driving with a loaded dump truck.		

## MODULE 22307-06 - FINISHING AND GRADING

Task Number	Item	Date(s)	Recorded By
22307-1	Demonstrate proper setup of geotextile material for sediment control and for lining a small underdrain.		

## MODULE 22308-06 - SOILS

Task Number	Item	Date(s)	Recorded By
22308-1	Identify five basic types of soils relevant to the local geographic area, and! summarize their characteristics.		
22308-02	Compute shrinkage and relative compaction for two different types of soils.		

**APPENDIX E  
ADVISORY MEETING MINUTES**

***UAM CTM AHEOTA Minutes: May 29, 2008***

Welcome was given by Bob Ware, Vice Chancellor UAM @ McGehee

Terry Dial, Lead Instructor, reported on the number of students enrolled, the outdoor sites used by the students, the employment of the students and answered questions. Terry also handed out a list of the Up-Grade training done by the AHEOTA. (See Attached)

Teresa Sandine, Outreach Liaison, reported on the places she had visited and number of contact made. It was suggested, by the committee, that she identify her contacts by actual person-to-person, those hearing her speak and those receiving brochures and other printed or outreach materials. (See Attached)

Bob Ware explained that a portion of the legislative funding for the program fell in Category B, and that the Governor of Arkansas had pulled that funding. At this time it was not known if it would be released later or not.

Audrey Raines talked about the request to DOL that the grant be used in the AHEOTA Construction as well as in AHEOTA Timber.

Audrey Raines gave an over view of upcoming curriculum changes.

- 1) The program was changed from a two-semester program with 18 credits per semester into a full-year program with approximately 12 credits per semester. This change did several things: (See Attached)
  - a) Reduced the AHEOTA Technical requirements per semester allowed the students to pick up math and/or English each semester, which would allow them to be counted as a completer and receive UAM Technical certification.
  - b) Provided an opportunity to offer the field-work in the summer semester. The rains keep them out of the field in the spring and sometime hamper their work in the fall. Now students will go to the field two weeks in the fall and six weeks in the summer.
  - c) Allowed the dislocated and/or unemployed students to start immediately while they were drawing unemployment, and not have to wait until the fall semester. (i.e. if they were laid off in February, they would have had to wait until August to begin school.)
- 2) Internships would also be allowed to count for the field-work when fully-approved and supervised by the program.
- 3) The math and English requirements were changed from Algebra and Freshman Composition to Technical English and Technical Math.

- a) This change would allow the English and math to more closely correlate with the AHEOTA students' particular needs.
  - b) I would also allow for AHEOTA personnel, who understand the math and English needs of these students to teach those courses.
- 4) The field work would include the addition of GPS Grade Control Systems to be used with the heavy equipment training.

Greg Smith & Bruce McFadden gave a presentation of the GPS system, ICM, to be incorporated into the curriculum.

The following volunteered to write the curriculum: Greg Smith, ICM; Dan Lee, AGC; Terry Dial, AHEOTA Instructor. They would serve as the Curriculum Committee and have the curriculum ready to use in next summer's field-work.

There was a discussion about the need to expand the program to serve the entire state. Several of the contractors from north central Arkansas expressed the need for trained employees. They also expressed the difficulty of prospective student to travel to South Arkansas for training.

Mr. Ware explained that we would have to have the permission of other colleges in order to offer off-site classes in the "territory".

After the meeting adjourned there was still lengthy discussion about off-site classes.

The Advisory Members and personnel are listed below. Red if they were not able to attend this meeting.

Mike Gowen, Damage Prevention Coordinator  
 Keith Riggs, VP Riggs Tractor  
 Danny Moore, T2 Program Manager, AHTD  
 John Lipton, President BCIDC  
 Pres Brailford, Arkansas Municipal League  
 Dan Lee, Associated General Contractors  
 Jonnie Bolin, AR Good Roads Trans. Council  
 Lloyd Baker, Human Resources & Safety Dir.  
 Damon Lampkin, Drew County Judge  
 Donnie Graves, Graves & Associates  
 Sam Light, Scott Equipment Company  
 Chuck Hurley, NLR  
 David Norton, AR Workforce for SE AR  
 Greg Smith, ICM  
 Greg Crow, AR Contractor Licensing Board  
 Don Whittaker, TAW Inc.  
 Jerry Akin, Warrior of Arkansas.  
 Greg Smith, Improved Construction Methods  
 Bob Ware, UAM Vice Chancellor @ McGehee  
 David Carter, Instructor

Ken Jordan, Safety & Training, AHTD  
Gregg Reep, Arkansas Representative  
Bill Rynn, Research Engineer AHTD  
John Suskie, Ex. Dir. AR Asphalt Pavers Assoc.  
David Morris, Arkansas Association of Counties  
Harold Hooper, General Manager, Warrior of AR  
Jimmy Jeffress, Arkansas State Senator  
Keith Neely, Bradley County Judge  
Vance Strange, Original Designer of AHEOTA  
Nita McDaniel, AR Dept of Economic Development  
Tammi Nowlin, AR Workforce Center @ Warren  
Bill Lt a, Associated Builders and (Contractors of Arkansas  
Bill Ruck, Project Manager, Gravers Engineering  
Bruce McFadden, Owner ICM  
Ed Piker, Loss Control Spec., AR Municipal League  
Michael Buckingham, TAW, Inc.  
Kevin Tucker, Project Manager, Time Stripping, Inc.  
Audrey Raines, AHEOTA Director  
Terry Dial, Instructor  
Teresa Sandine, Public Sc