



**Nutrition and Foodservice Management  
One-Year Certificate  
2016-2017**

Name \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

**Developmental Courses**

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

COURSE	TITLE	TERM	GRADE	COMMENT	CREDIT
READ0033	Reading			ACT reading score of 0-18, ACCUPLACER score of 1-77, or COMPASS score of 0-82.	None
ENG0023	Writing Fundamentals OR ALP			ACT English score of 0-18, ACCUPLACER score of 1-82, or COMPASS writing score of 0-79.	None
MATH0013	Pre-Algebra			ACT math score of 0-14, ACCUPLACER score of 0-29, or COMPASS algebra test of 0-29, COMPASS pre-algebra test of 0-45.	None
MATH0023	Introductory Algebra			ACT math score of 15-16, ACCUPLACER score of 30-54, COMPASS algebra test of 30-36, or COMPASS pre-algebra test of 46 or above.	None
MATH0033	Intermediate Algebra			ACT math score of 17-18, ACCUPLACER score of 55-79, or COMPASS algebra test score of 37-40.	None

**First Semester**

~ENG1003	Freshman English I OR			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT English score of 19 or above, ACCUPLACER score of 83 or above, or COMPASS English score of 80 or above (b) Completion of Writing Fundamentals ENG 0023 with a grade of "C" or higher.	3 hours
~SCOM1203	Oral Communications				
HEC1001	Field Experience I				1 hour
HEC1003	Food Science				3 hours
HEC1101	Orientation to Health Care				1 hour

HEC1102	Sanitation and Safety				2 hours
HEC1103	Food Systems Management				3 hours
NRS2203	Basic Human Nutrition			Prerequisite: Students must meet the criteria under either (a) or (b) as follows: (a) ACT reading score of 19 or above, ACCUPLACER score of 78 or above, or COMPASS reading score of 83 or above (b) Completion of Reading READ 0033 with a grade of "C" or higher.	3 hours

### Second Semester

~CA1903	Introduction to Computer Concepts			Prerequisite: Student must be able to key 25 words per minute with less than 5 errors. All Computer Concepts students will be tested on the first day of class to determine words per minute. If the student cannot key 25 wpm with less than 5 errors, it is recommended that the student enroll in ADMS 1513 Keyboarding I.	3 hours
HEC1002	Field Experience II				2 hours
HEC1005	Introduction to Nutrition and Menu Planning				5 hours
HEC1303	Quantity Food Production				3 hours
MATH0023	Introductory Algebra (or higher)			ACT math score of 15-16, ACCUPLACER score of 30-54, COMPASS algebra test of 30-36, or COMPASS pre-algebra test of 46 or above.	3 hours

\_\_\_\_\_  
Student Signature Date

\_\_\_\_\_  
Advisor Signature Date

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

### ACTS Transfer Courses

Courses notated in the degree plan with the "~" symbol are considered ACTS courses. The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements. For further information the ACTS website link can be reached at <http://acts.adhe.edu/studenttransfer.aspx>.

## Prior Learning Assessment

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

### Refunds

#### Tuition Refund

Students must claim tuition refunds through the Finance Office at the time of withdrawal. Claims must be made within one year of the occurrence of the credit or no refund will be made.

#### Refund for Credit Courses- Fall or Spring Semester

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

#### Refund for Credit Courses - Summer Session

Before semester begins .....	100%
Fourth day of class .....	50%
Fifth day of class .....	0%

#### Refund for Intersession and Accelerated Classes

Before classes begin .....	100%
Second day of class .....	0%

#### Refund for Short Duration Classes (1 to 7 days)

Before classes begin .....	100%
Start of class .....	0%

#### Refund for Non-Credit Courses

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

#### Bookstore Refunds

Bookstore refunds will be made only during the first two weeks of the Fall and Spring semesters; the first two days of Intersession; and the first week of the Summer I and Summer II terms. Book charges made to financial aid are allowed during the first week of the Fall and Spring semesters; the first day of Intersession; and the first two days of the Summer I and Summer II terms. Financial aid returns may be made during this time only. All book returns are subject to the following conditions:

#### New Books

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

27

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

#### Used Books

- Purchased for the wrong class

## SERVICES FOR THE DISABLED

Black River Technical College's coordinator of services for the disabled is also the compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The coordinator can arrange for academic adjustments, work place accommodations, and auxiliary aids for qualified students. BRTC will provide auxiliary aids, without cost, to those students with verified disabilities/handicaps who require such services. If necessary, BRTC will provide appropriately trained service providers. Concern about physical access to facilities should be addressed to the coordinators, Bridget Guess, BRTC Student Services, P.O. Box 468, Pocahontas, Arkansas, 72455, 870-248-4000 ext. 4014 or Jenny Weaver, P. O. Box 1565, Paragould, Arkansas, 72450, 870-239-2050 ext. 5020.