

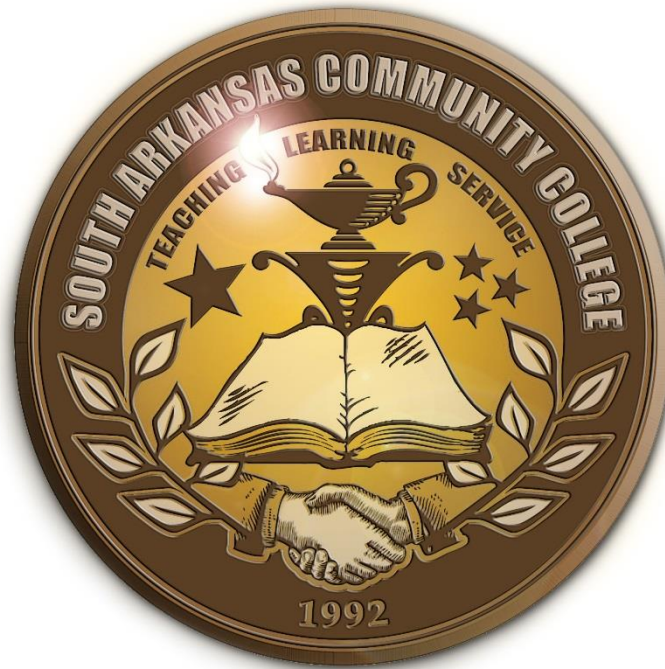


**SOUTH ARKANSAS  
COMMUNITY COLLEGE**

**2019-2020**

# **CATALOG**

# **SOUTH ARKANSAS COMMUNITY COLLEGE**



## **2019-2020 Catalog**

**1-800-955-2289**

**[www.southark.edu](http://www.southark.edu)**

West Campus  
300 S. West Ave.  
El Dorado, AR 71730  
(870) 862-8131

East Campus  
3696 East Main Road  
El Dorado, AR 71730  
(870) 862-4926

Warren Site  
204 Bragg Street  
Warren, AR 71671  
(870) 864-8482

## Welcome to South Arkansas Community College

As a new or returning college student, you have many options for higher education; however, we are pleased you chose SouthArk for your educational journey. Since 1992, the college has had over 6,000 graduates who earned almost 9,500 certificates and degrees.



SouthArk is known for our exceptional career programs in healthcare, technology, education, and 4-year university transfer. As a comprehensive community college, we prepare students for associate-degrees and certificates, and also provide non-credit courses for workforce development and lifelong learning opportunities.

Our faculty, staff and administrators are dedicated to creating a positive and interactive learning environment to enable you to achieve your educational goals and dreams. We provide individual attention, small class sizes, state-of-the-art technology in laboratories, experiential opportunities, and holistic support services to assist you in the learning process.

This catalog contains important information about the college's courses, programs, services and policies. If you require additional information, please visit our website at [www.southark.edu](http://www.southark.edu), contact the college at 1-800-955-2289 or come visit the campus.

Welcome again to the SouthArk family! We wish you the best as you begin your *transformational educational journey* with us.

Barbara R. Jones, Ph.D.  
President



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# **INSTITUTIONAL INFORMATION**



# About the College

## A Historical Summary

South Arkansas Community College, known locally as SouthArk, is a public, comprehensive community college with an open-door policy, providing educational programs, workforce development, civic and cultural enrichment, and support services to students and residents in its service area. Formed from a merger of Southern Arkansas University, El Dorado Branch (SAU-EB), and Oil Belt Technical College (OBTC), SouthArk was approved by majority vote in Union County in March 1992. Then-Governor Bill Clinton appointed a nine-member Board of Trustees, and all assets and liabilities of Oil Belt and SAU-EB were transferred by June 30, 1992, to SouthArk. The former OBTC became known as the East Campus and SAU-EB the West Campus.

## Mission Statement

SouthArk promotes excellence in learning, teaching, and service; provides lifelong educational opportunities; and serves as a cultural, intellectual, and economic resource for the community.

## College Vision

South Arkansas Community College will strive to be the leading resource for accessible education, workforce training, partnerships and economic development for our region.

## Purposes of the College

- To provide an environment that fosters excellence in learning and teaching.
- To provide a university transfer program of high academic quality for students who plan to continue their education.
- To offer degree and certificate programs to develop or enhance occupational skills that prepare learners for a changing global economy.
- To provide developmental courses to prepare students to do college level work.
- To provide adult education and workforce development.
- To provide comprehensive student services to enhance students' success.
- To promote the civic and cultural life and the economic development of the community.
- To make education accessible through innovative instructional methods.

## Values

The college has identified six values statements that serve as guiding principles in fulfilling the Mission Statement.

## Excellence in Education

We are committed to providing students access to a highly competent, innovative, and supportive faculty and staff; modern facilities equipped with current technology; and high-quality academic and occupational programs.

## Student Learning

We are committed to providing support, respect, and encouragement, thereby enabling students to achieve their educational goals and develop skills for lifelong learning.

**Contribution to the Community**

We strive to serve the academic, occupational, and enrichment needs of the community; enhance its quality of life; and support economic development in South Arkansas.

**Quality of Work Environment**

Recognizing that everyone contributes to the learning process, we value each member of our college community; foster respect, trust, and support among faculty, staff, and students; encourage responsible, creative risk-taking and innovation; and recognize and reward exceptional performance and integrity.

**Respect for Diversity**

Believing that everyone should have an opportunity to learn and succeed, we value intellectual and cultural diversity in the classroom, in the workplace, and in the community.

**Commitment to Accountability**

We are committed to continuous evaluation of our institution to address the needs of the present and to meet the challenges of the future.

**Board of Trustees**

A nine-member Board of Trustees governs the college. The governor appoints each member for a six-year term. The college’s board members and their terms are shown below.

- Mr. Steve Cousins, Chair .....12-31-2020
- Mr. Gary Griffis, Vice-Chair .....12-31-2022
- Dr. Kermit Parks, Secretary .....12-31-2020
- Ms. Kerri Brown .....12-31-2022
- Mr. José Covas .....12-31-2024
- Mr. Wayne Gibson .....12-31-2022
- Ms. Melissa Jerry.....12-31-2022
- Ms. Tasha Sinclair.....12-31-2020
- Ms. Crystal Yeager .....12-31-2024

**SouthArk Foundation, Inc.**

The SouthArk Foundation exists to build leadership, scholarship, and partnership by increasing donor support, rewarding excellence, and elevating the stature and importance of the college locally, regionally, and nationally. The Foundation, a private, non-profit corporation organized under a tax exempt 501(c)(3) status, secures funds—above and beyond state and local appropriations—to further enhance the efforts of the college. A listing of scholarships is available online at [SouthArk Foundation](#)

**Accreditation and Affiliations**

SouthArk is accredited by the [Higher Learning Commission](#) [230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, [info@hlcommission.org](mailto:info@hlcommission.org), 800-621-7440].

The institution is approved by the Arkansas State Department of Higher Education and the Veterans Approval Agency of the Arkansas Department of Education. The college also holds institutional membership in the American Association of Community Colleges (AACC) and is a sustaining member of the American Technical Education Association.



## Programmatic accreditations and approvals:

- Arkansas State Board of Nursing (ASBN) approves the Registered Nursing and Licensed Practical Nursing programs. Address: University Tower Bldg., 1123 South University, Suite 800, Little Rock, AR 72204-1619. Phone: 501-686-2700. Website: <https://www.arsbn.org/>
- Arkansas Department of Human Services (DHS) Division of Medical Services Office of Long-Term Care (OLTC) approves the Certified Nursing Assistant program.
- Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) accredits the Occupational Therapy Assistant program. Address: 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. Phone: (301) 652-6611. Website: [www.acoteonline.org](http://www.acoteonline.org).
- Physical Therapist Assistant program (PTA) at SouthArk is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Address: 1111 North Fairfax St., Alexandria, VA 22314. Phone: 703-706-3245; E-mail: [accreditation@apta.org](mailto:accreditation@apta.org). Website: <http://www.capteonline.org>.
- The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Address: 20 N. Wacker Drive, Suite 2850, Chicago IL 60606-3182. Fax: 312-704-5304. E-mail: [mail@jrcert.org](mailto:mail@jrcert.org). Website: <http://www.jrcert.org>. Phone: 312-704-5300.
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), through the Commission on Accreditation of Allied Health Education Programs (CAAHEP), accredits the Emergency Medical Services Paramedic program. Address: 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088. Phone: 214-703-8445. Website: <https://www.coaemsp.org/>
- Accreditation Review Committee on Education in Surgical Technology (ARC-STSA), through Commission on Accreditation of Allied Health Education Programs (CAAHEP), accredits the Surgical Technology program. Address: 6 West Dry Creek Circle, Suite #110, Littleton, CO 80120. Phone: 303-694-9262. Website: <http://www.arcstsa.org/>
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) approves the Phlebotomy program. Address: 5600 N. River Rd, Suite 720, Rosemont IL, 60018-5119. Phone: 773-714-8880. Website: <https://www.naacls.org/Home.aspx>
- National Automotive Technicians Education Foundation (NATEF) accredits the Automotive Service Technology program.
- National Center for Construction Education and Research (NCCER) accredits the welding technology program.
- The programs of Automotive Service Technology, Criminal Justice, Health Science Technology (non-credit) and Welding Technology are jointly approved by the Arkansas Department of Education – Arkansas Department of Career Education.

**Equal Opportunity Statement**

SouthArk does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

The college is in compliance with titles VI and VII of the Civil Rights Act of 1964; title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA), and all other federal and state laws related to equal opportunity practices.

Those having questions or seeking information regarding the college's compliance with and implementation of the aforementioned regulations should contact:

Equal Opportunity Officer c/o Human Resources  
South Arkansas Community College  
300 South West Ave.  
El Dorado, AR 71730  
(870) 862-8131, 1-800-955-2289

**Complaints from the Public**

Members of the public may meet with college administration informally to discuss a concern or issue, or may file a written complaint, as they deem necessary. The complaint may be against an employee, organization, or student. Complaints or suggestions should be presented informally to the Vice President for Academic Affairs. An appointment can be made by phoning (870) 864-7127 or (870) 864-7155. Notification of a complaint should occur as soon as possible after an incident or within 10 working days.

During the appointment, members of the public can informally express their concerns, provide suggestions, or discuss a complaint. Members of the public are advised that if action on a complaint is called for, it may not be possible to maintain confidentiality. Also, college administrators may be required to take action on a complaint as required by law and for the good of the college.

The Vice President for Academic Affairs may respond to the complaint, refer the complaint to another vice president, or assign an investigator to gather facts and provide them to the correct vice president. The appropriate vice president will contact the complainant to describe action taken within 10 working days or identify a date when an investigation will be completed and a decision made. If the action taken or decision rendered by the Vice President is unacceptable to the member(s) of the public, he/she may file a written appeal to the college president. The appeal should be in letter format describing the complaint or issue and explaining why the action or decision of the vice president should be overturned. The President will render a decision within 10 working days after the written complaint is delivered.

**Statement of Compliance**

SouthArk endeavors to be in compliance with all federal, state, and local laws in regard to fire, building, sanitation, and safety codes.

**Important Telephone Numbers**

- All emergencies ..... 911
  - SouthArk Campus Security ..... (870) 864-7125
  - OR..... (800) 955-2289
  - El Dorado Police Department (non-emergency) ..... (870) 863-4141
  - El Dorado Fire Department (non-emergency)..... (870) 881-4855
  - EMS Ambulance..... 911
  - Medical Center of South Arkansas..... (870) 863-2000
  - Union County Sheriff’s Office (non-emergency) ..... (870) 864-1970
- Security phones (red) are located in strategic places on both the West and the East campuses.  
*Picking up the handset will connect with security.*  
*Blue light* emergency telephones located in parking areas will call 911 when activated.

**USEFUL CONTACTS AT SOUTHARK**

<b>FOR</b>	<b>WHO</b>	<b>WHERE</b>	<b>PHONE</b>
<b>Academic Advising:</b>			
General Studies, Associate of Arts, Transfer, and Entertainment and Media Arts	Academic and Career Advisor	Student Services	875-7233
Automotive Services Technology, Criminal Justice, General Technology, Business, Industrial Technology- Multi-Craft, Process Technology, and Welding	Academic and Career Advisor	Student Services	864-7233
Computer Information Technology	Information Technology Advisor	TEC 107	864-8479
Education and Early Childhood Education	Director of Education Program	WHT 237	864-7184
Occupational Therapy Assistant	Program Director	HSC 284	864-7171
<b>Information and Support:</b>			
All other Health Science Programs	Student Advising Coach	Student Services	875-7207
Academic Probation	Advising and Career Services	Student Services	864-8421
Accommodations: Disability Support Services (DSS)	Student Success Services	ECC 211	875-7235
Adult Education TABE, GED, WAGE, ESL	Director of Adult Education	MCG 105	864-8478
Automotive Service Technology Program	AUTO Instructors	MCG 153	862-8131 Ext. 361
Basic Studies Program Reading and Writing	Coordinator of Basic Studies, Reading and Writing	WHT 114	875-7224
Basic Studies Program Mathematics	Coordinator of Basic Studies, Mathematics	WHT 111	864-8444
Career Pathways Initiative	Career Pathways Director	ECC 253	864-8458
Career and Technical Education	Dean of Career and Technical Education	MCG 109	864-7110
Community Classes, Contract Training	Dean of Workforce Development and Continuing Education	WFD 149	864-7193

FOR	WHO	WHERE	PHONE
Computer Services	Associate Vice President for Administration	TEC 226	864-7154
Counseling	Director of Student Success Services	ECC 211	875-7235
Distance Learning	Director of Distance Learning	TEC 134	875-7252
Drop-Add Courses	Dean of Enrollment Services	ECC 258	864-7142
Early Childhood Education	Director of Education	WHT 237	864-7184
Enrollment Services Office	Dean of Enrollment Services	ECC 258	864-7142
Emergency Medical Services Programs	Program Director	HSC 372	864-8490
Financial Aid	Director of Financial Aid	ECC 248	864-7133
Graduation Applications	Dean of Enrollment Services	ECC 258	864-7142
Health Sciences	Dean of Health Sciences	HSC 180	864-7102
Human Resource/Equal Opportunity Affirmative Action	Director of Human Resources	TEC 105	864-7146
Industrial Technology- Multi-Craft	Dean of Career and Technical Education	MCG 109	864-7110
Industry and Business Training	Dean of Workforce Development and Continuing Education	WFD149	864-7193
Institutional Research	Chief Institutional Effectiveness & Advancement Officer	HSC 312	864-8413
Arts and Sciences	Dean of Arts and Sciences	WHT 107B	864-7156
Library	Library Director	LIB	864-7115
Medical Coding	Dean of Health Sciences	HSC 180	864-7102
Music/Piano/Voice Lessons	Program Director	ADM 229C	875-7273
Occupational Therapy Assistant Program	Program Director	HSC 284	864-7171
Parking Decals	Testing and Learning Center (TLC)	ECC 220	864-7196

FOR	WHO	WHERE	PHONE
Parking Issues	Public Safety Director	WHT 125	864-7125
Phlebotomy	Dean of Health Sciences	HSC 180	864-7102
Performance and Media Arts Program	Dean of Arts and Sciences	WHT 107B	864-7156
Physical Therapist Assistant Program	Program Director	HSC 250	864-7189
Practical and Registered Nursing Programs	Program Director	HSC 206	864-7136
Publicity	Coordinator of Marketing and Communications	WHT 229	864-7111
Radiologic Technology	Program Director	HSC 178	875-7226
Recruitment	Recruiter	ECC 243	875-7237
Retention	Vice President for Student Services	ECC 263	864-7128
Scholarships	Director of Financial Aid	ECC 248	864-7133
Secondary Technical Center	Dean of Career and Technical Education	MCG 109	864-7110
Security/Emergencies	Director of Public Safety	WHT 125	864-7125
SouthArk Off-Campus Programs	Vice President for Academic Affairs	WHT 106	864-7155
Student Activities and Organizations	Student Activities Specialist	ECC 243	864-8141
Student ID Cards	Testing and Learning Center (TLC)	ECC 220	864-7196
Student Schedules	Dean of Enrollment Services	ECC 258	864-7142
Surgical Technology	Program Director	HSC 308	875-7283
Teacher Education Program	Director of Education	WHT 237	864-7184
Testing	Testing and Learning Center (TLC)	ECC 220	864-7196
Textbooks	Bookstore Manager	ECC 112	864-7163

<b>FOR</b>	<b>WHO</b>	<b>WHERE</b>	<b>PHONE</b>
Title IX Inquiries	Title IX Coordinator	ECC 211	875-7235
Transcripts	Admissions Assistant	ECC 240	875-7243
Tuition and Fee Information	Business Office	ADM 302C	864-7463
Tuition and Fee Payments	Bookstore	ECC 112	864-7163
Tutoring	Testing and Learning Center (TLC)	ECC 220	864-7196
Veterans' Affairs	Director of Financial Aid	ECC 248	864-7133
Welding Technology Program	Welding Instructor	WEL 107	862-8131 Ext. 337
Withdrawal from Class	Enrollment Services Office	ECC 256	875-7244
Workforce Development	Dean of Workforce Development and Continuing Education	WFD 149	864-7193
Work Study Program	Financial Aid Analyst	ECC 250	875-7238

### ROOM SCHEDULING

FOR	WHO	WHERE	PHONE
Administration Building Board Room, Whitfield Atrium	Executive Assistant to the President, and Administrative Analyst, Office of the President	ADM 306A ADM 306	864-7107 864-8433
Library Auditorium, Gymnasium, Arboretum	Manager/Marketing Director of the El Dorado Conference Center, or Administrative Assistant	ECC 201 ECC 201	864-8448 864-8447
Classrooms (W): Administration Building (ADM) 202, 206; Whitfield Building; Computer Technology Building (TEC)	Administrative Specialist, Arts and Sciences	WHT 107A	864-8475
Conference Room, Health Science Center	Administrative Specialist, Health Sciences	HSC 306	864-8424
Conference Room VPAA Office	Assistant to Vice President for Academic Affairs	ADM 102A	864-7127
ECC Green Conference Room, ECC Red Conference Room	Administrative Specialist to Vice President of Student Services	ECC 262	875-7262
McGehee, Industrial/ Technology, and Welding Buildings, Classrooms/ Conference Rooms (E)	Administrative Specialist, Career & Technical Education	MCG 108	864-7188
SouthArk Center for Workforce Development	Dean of Workforce Development and Continuing Education	WFD 149	864-7193

BUILDING DESIGNATION CODES	
<p><b>West Campus</b></p> <p>ADM = Administrative Building</p> <p>ECC = El Dorado Conference Center</p> <p>HSC = Health Science Center</p> <p>LIB = Library</p> <p>TEC = Computer Technology Building</p> <p>WHT = Whitfield Building</p>	<p><b>East Campus</b></p> <p>MCG = Billy McGehee Classroom Bldg.</p> <p>WEL = Welding Building</p> <p>WFD = Workforce Development Building</p>



## **ACADEMIC CALENDAR 2019-2020**

### **Fall Semester 2019**

- Aug 15 & 23..... New Student Orientation
- Aug 13 ..... Faculty In-Service – administrative offices closed until 12:00 p.m.
- Aug 14 ..... Faculty In-Service – Division, Department, & Committee meetings
- Aug 19 ..... Classes begin
- Aug 21 ..... Last day of late registration or to add a class without instructor permission
- Sept 2 ..... Labor Day Holiday, college closed
- Sept 5 ..... Last day to change to audit status
- Oct 11..... Last day to apply for December graduation
- Nov 15 ..... Last day to withdraw from a course with a grade of “W”
- Nov 27 ..... No Classes
- Nov 28-29..... Thanksgiving Holiday – College closed
- Nov 26 ..... Last day of classes
- Dec 2-5 ..... Final exams
- Dec 6 ..... Semester ends – Grades due electronically at 10:00 a.m.
- Dec 9-11 ..... Assessment days
- Dec 12 ..... Commencement (Thursday)

### **Spring Semester 2020**

- Jan 3 & 7..... New Student Orientation
- Jan 8 ..... Faculty In-Service – administrative offices closed until 12:00 p.m.
- Jan 8 ..... Advising and registration; Division & Department Meetings
- Jan 13 ..... Classes begin
- Jan 15 ..... Last day of late registration or to add a class without instructor permission
- Jan 20 ..... Martin Luther King Holiday, college closed
- Jan 30 ..... Last day to change to audit status

- Mar 6 ..... Last day to apply for Spring Graduation
- Mar 23-27 ..... Spring Break, no classes
- Mar 27 ..... Spring Break, college closed
- Apr 15 ..... Last day to withdraw from a course with a grade of “W”
- Apr 30 ..... Last day of classes
- May 4-7 ..... Final exams
- May 8 ..... Semester ends – Grades due electronically at 10:00 a.m.
- May 11-13 ..... Assessment days
- May 14 ..... Commencement (Thursday)

**Summer 2020 First Term**

- May 25 ..... Memorial Day Holiday, college closed
- June 1 ..... Classes begin
- June 3 ..... Last day of late registration or to add a class without instructor permission
- June 9 ..... Last day to change to audit status
- June 29 ..... Last day to withdraw from a class with a grade of “W”
- June 30 ..... Final exams – Semester ends - Grades due electronically at 5:00 p.m.

**Summer 2020 Second Term**

- July 1 ..... Classes begin
- July 3 ..... Independence Day Holiday (Observed), college closed
- July 6 ..... Last day of late registration or to add a class without instructor permission
- July 8 ..... Last day to change to audit status
- July 29 ..... Last day to withdraw from a class with a grade of “W”
- July 30 ..... Final exams – Semester ends. - Grades due electronically at 5:00 p.m.

**Summer 2020 Long Summer**

May 25 ..... Memorial Day Holiday, college closed

June 1 ..... Classes begin

June 3 ..... Last day of late registration or to add a class without instructor permission

June 9 ..... Last day to change to audit status

July 3..... Independence Day Holiday (Observed), college closed

July 29 ..... Last day to withdraw from a class with a grade of “W”

July 30 ..... Final exams – Semester ends. - Grades due electronically at 5:00 p.m.

Note: The College reserves the right to adjust the calendar in the event of inclement weather or other unforeseen circumstances.

# Admissions Information

## ADMISSION REQUIREMENTS

SouthArk has an open-door admissions policy and offers equal educational opportunities for all citizens in the service area. Admission to the college does not, however, ensure acceptance into a particular course or program of study. SouthArk does not discriminate on the basis of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation in making decisions regarding employment, student admission, or other functions, operations, or activities.

## APPLICATION PROCEDURES

To be accepted to the college, applicants must provide the following to the Enrollment Services Office:

- A completed application for admission.
- Either an official high school transcript and/or General Education Development (GED) scores, and college transcripts from every college attended, or, if not a high school graduate or GED recipient, evidence of the ability to do college-level work.
- Scores from one of the following five admissions tests: American College Testing program (ACT), Scholastic Aptitude Test (SAT), Assessment of Skills for Successful Entry and transfer test (ASSET), Accuplacer, or Computerized Adaptive Placement and Support System (COMPASS).
- Proof of immunization. Arkansas State law requires college students who were born after January 1, 1957, to provide proof of two immunizations against measles, mumps, and rubella. Measles and rubella vaccines must have been received after the first birthday and after January 1, 1968. Students born before January 1, 1957, must provide either a copy of their birth certificate or proof of two immunizations for measles, mumps, and rubella.

Career and Technical Education and Health Science programs may require a background security check (and a fee of approximately \$53), drug screening, and other immunizations before students can work at a medical site as a clinical student.

## WHEN TO APPLY

SouthArk semesters start in August, January, and May. Applications may be made at any time. Check with the Enrollment Services Office. **STUDENTS ARE ENCOURAGED TO APPLY EARLY.** Information on admissions can be found on the SouthArk web site here: [Apply to SouthArk!](#)

## ADMISSIONS CATEGORIES

SouthArk accepts students in the following categories: Regular admission, transfer admission, high school student, and unclassified student. The application file must be completed prior to the student's first term of enrollment.

- **Regular Admission**
  - a. **First Time in College.** Any applicant who has no previous college enrollment, and who is a graduate of an accredited high school, or who has a GED diploma may be admitted. An official transcript of all high school work completed or official GED scores must be sent to the Enrollment Services Office.

- b. **Unconditional Admission.** Students who complete the high school core curriculum will be admitted unconditionally. There is no required score on the ACT for unconditional admission for students graduating from an accredited public high school in Arkansas.
- c. **Conditional Admission.** Students who receive a home school, out of state, GED, or private school diploma or who qualify under the ability to benefit after May 1, 2002, will be conditionally admitted if core curriculum has not been completed. Students who are admitted conditionally to SouthArk will be admitted with certain requirements or restrictions at initial and/or future enrollment.
  - i. Those seeking admission to the Associate of Arts degree program must complete at least 12 hours of required general education core and any necessary basic studies courses with a cumulative grade point average of at least 2.0 within the first 30 semester credit hours.
  - ii. Those seeking admission to the Associate of Applied Science degree or technical certificate must complete at least six hours of required general education core and six hours of required technical courses and any necessary basic studies courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.
- d. **Conditional-Prep Admission.** Conditional-Prep admission status applies to all first-time-in-college applicants who have graduated from an accredited high school or successfully completed the GED examination, and have an ACT score of 14 or lower. These applicants must follow a Student Success Plan before enrolling in an associate degree program, in compliance with Act 1184 according to the Arkansas Higher Education Coordinating Board. **Students enrolling in a non-credit course, a Certificate of Proficiency, or Technical Certificate are exempt from these requirements.**

Beginning in January 2013, a first-time, degree-seeking student who scores below the approved determined Student Ability-to-Benefit assessment score (Composite ACT 14 or below), but has a high school diploma or GED, may only be enrolled by a two-year or four-year institution of higher education only in a specific program approved by the Arkansas Higher Education Coordinating Board (AHECB).

If the applicant did not take the ACT, a comparable state-approved assessment may be used (i.e. ASSET, COMPASS, SAT, Accuplacer, etc.). If the applicant does not meet the admission standards determined by the approved assessment score, an opportunity must be given to reassess. [The Accuplacer exam is an alternative assessment approved by the state of Arkansas, and a minimum score of or below on the Accuplacer Reading assessment determines whether the applicant is admitted to SouthArk under conditional-prep status.](#)

- i. A Student Success Plan for students admitted as conditional-prep was adopted in compliance with Act 1184 according to the Arkansas Higher Education Coordinating Board. The student success plan consists of the following components:
  1. Mandatory orientation program

2. Basic studies coursework/remedial education program
  3. Enrollment in SouthArk success course
  4. Comprehensive advising program
  5. Personalized degree completion pathway (includes degree audit)
- ii. No students admitted under conditional-prep status will be permitted to enroll after the semester begins, nor will they be eligible to enroll in online courses during their first two semesters or before meeting college-readiness standards in reading and writing, and successfully completing Campus Technology. Successful completion of the first semester and adherence to the student success plan will assist student advising coaches in determining whether they should be considered for enrollment in online courses during the third semester.
- e. **Readmission (former students of SouthArk).** Students previously enrolled at SouthArk who have been out of school for one or more semesters and seek readmission should contact the Office of Enrollment Services. Official transcripts must be provided from all other institutions attended since the student's previous enrollment at SouthArk.
- **Transfer Admission**
    - a. **Permanent (degree/certificate seeking at SouthArk).** Students previously enrolled in other postsecondary institutions must provide evidence of good standing at those institutions. An official transcript from each institution previously attended must be sent to the Office of Enrollment Services. Students transferring with 15 or more semester hours earned in general education course work will not be required to take placement tests. However, transfer students must demonstrate basic skills in English and mathematics with either test scores or satisfactory completion of courses.
      - i. Students who are not eligible for readmission to their previous institution will be considered for conditional admission.
      - ii. Transfer students who are on academic probation at their previous institution will be placed on continued academic probation upon admission.
      - iii. Transfer students with less than a 2.0 GPA will be subject to the probation policy and procedures for students who are on probation. **All transcripts must be received by the Admissions Office prior to enrollment.**
    - b. **Transient (Non-degree/Non-certificate Seeking at SouthArk).** Students who are maintaining primary enrollment at another college or university may enroll in courses to be transferred back to the parent institution. A college transcript from the parent institution showing evidence of good standing must be provided prior to fall and spring enrollment. Summer transient students are required to submit only an application, high school transcript, shot records, and proof that they have successfully completed any Pre-requisites.
    - c. **Conditional Transfer Admission (Probation or Suspension).** Students who are on academic probation from their previous postsecondary institution will be placed on Conditional

Admission status. Upon successful completion of 12 semester hours of college-level courses (1000 levels or higher) with a grade point of 2.0 or higher, students admitted conditionally shall be given regular admission status. Students who fall into the category of “Probation” or “Suspension” as defined in SouthArk’s catalog are subject to those guidelines. All students who are on probationary status must see a student advising coach to develop an academic plan prior to enrollment.

- **High School Students**

- a. **Dual Enrollment.** Any qualified student in a public or private high school may enroll in college-level courses with written permission from his/her high school principal. The Office of Enrollment Services approves qualified students who have completed the application for admission and presented placement scores for either ACT, SAT, ASSET, COMPASS, or Accuplacer. Specifically, the following restriction is placed on enrollment of students in the dual enrollment category:

To enroll in college-level courses, students must meet the appropriate placement guidelines set forth by the college. Refer to the Course Placement test Scores in the Registration and Enrollment Section for additional information.

- **Unclassified**

- a. **First Time in College (Non-Degree-Seeking).** This category is intended for students who have never attended college, are not sure that they will ultimately seek a college degree or certificate, and wish to enroll in a limited number of college credit courses. A student in this category who has completed high school\* must follow all regular application procedures with the exception of the placement test. The student may take up to 10 semester hours of credit under these conditions, if the courses taken do not require placement scores in English, Math, or Reading. After completion of 10 semester hours, the student must take the COMPASS or otherwise provide placement test scores and must change his/her status to Regular Admission (degree/certificate seeking).

*\*Note: Non-high school graduates must take the placement test to show ability to benefit before enrolling in college and, therefore, cannot be exempt from this requirement.*

- b. **Business and Industry.** This category is intended for students who wish to enroll in specific courses that have been scheduled by/for business and industry or courses business and industry have specified for their employees. Generally, students in this category will enroll or be registered at the request of an employer. Business and industry students must submit the application for admission and proof of two MMR (measles, mumps, and rubella) shots only; they are exempt from placement testing and transcript requirements as long as they remain in this category. Business and Industry students are ineligible to receive financial aid. The business/industry/ employer is responsible for determining that all appropriate Pre-requisites are met. Should a Business and Industry student wish to change to degree or certificate-seeking status, all requirements of Regular Admissions (readmission) will then apply.

- c. **Other Educational Objectives.** This category is reserved for students who:
- i. hold an associate or bachelor degree and are not seeking an additional degree at SouthArk;
  - ii. are seeking teacher certification;
  - iii. are concurrently enrolled at another college or university;
  - iv. are enrolled for enrichment purposes only;
  - v. are attending college with an over 60 waiver \*\*
- d. *\*\*Students in this category must complete an application for admission and proof of graduation, if applicable. Students taking advantage of the Over 60 waiver who wish to earn a degree or certificate must follow guidelines for Regular or Transfer Admission.*

### **Re-Admission (former students of SouthArk)**

Students previously enrolled at SouthArk who have been out of school for one or more semesters should contact the Office of Enrollment Services. They must provide official transcripts from all institutions attended since their previous enrollment at SouthArk, along with current demographic information.

### **International Students**

SouthArk has established its International Student Program (F-1 Visa) according to the Department of Immigration and Naturalization Service. We welcome students from all over the world. The college will consider for admission international students who apply from their native countries, as well as international students who have completed a program of study in the United States and wish to transfer to SouthArk. For more information, contact [admissions@southark.edu](mailto:admissions@southark.edu).

## **CREDIT FOR PRIOR LEARNING**

At SouthArk, we understand the value of your training and experience. Our institution strives to award academic credit whenever possible for [what you have done and what you know](#). We also understand that you may have credit from other institutions. We do not want you to have to repeat courses, so we will evaluate any credit that you earned from a regionally accredited university.

Evaluation of prior learning begins with your advising coach, who will explain the process and provide you with the forms you need. The evaluation process is called Prior Learning Assessment or PLA. The most common forms of assessment are listed below.

### **Credit Awarded Through Testing**

South Arkansas Community College awards credit for prior learning through several external and internal testing methods. This policy includes the opportunity for an incoming student to enter with sophomore standing if sufficient credit has been earned through testing. Credit permitted will be allowed for the corresponding course or sequence of courses at the college, but no grade will be assigned to the approved credit nor will the hours meet residency requirements. Students should be aware that credit awarded **may not** be transferable should they transfer to another college or university.



**Advanced Placement Program (AP):**

SouthArk participates in the Advanced Placement Program of the College Entrance Examination Board for entering freshmen. A student who submits the official test transcript verifying earned scores of 3, 4, or 5 may be awarded college credit for an equivalent course listed in the general catalog.

**College-Level Examination Program (CLEP):**

The College awards credit on the basis of the College-Level Examination Program for selected courses. The CLEP exam is given at the Testing and Learning Center (TLC), (870) 864-7196. See the [Testing Center](#).

**Credit by Examination**

SouthArk offers credit by examination for some of its introductory courses. In order to receive such credit, the student must petition the department involved. The following guidelines are used for awarding college credit to students:

- A non-refundable testing fee of \$43 must be paid to the cashier in the Bookstore before the test is administered. The Bookstore will provide the student a receipt authorizing testing.
- Examinations are not available for basic studies courses, performing music and studio art courses, physical education courses, or courses covered by the CLEP or AP exams.
- Credit will be awarded to students making a minimum score of 80 percent on the examination. Credit earned is awarded on a pass/fail basis only.
- Students are not permitted to receive credit by examination for courses in which they previously have been enrolled.

**Credit Awarded for Previous Training**

Students may have received training through a former employer for knowledge or skills equivalent to those required in courses taught at SouthArk. The college will consider granting credit based on the following:

- College Credit Recommendations published by the University of the State of New York
- Guide to the Evaluation of Educational Experiences in the Armed Services
- American Council on Education
- Other similar guides

Examples include training received through military service or through a professional organization. Transcripts from the appropriate training organization must be provided for evaluation. Check with the applicable academic advising coach for the submission procedures.

**Credit Awarded via Portfolio**

For learning not measurable through any of the standard testing options or credit guides, students may request to demonstrate learning through a portfolio of evidence. In order to earn such credit, students first must meet with their advising coach, who will explain the process to them. The student will then

enroll in a portfolio development course or may contract with CAEL for portfolio development and evaluation. The appropriate department will make its recommendation upon the evaluation of a portfolio for which credit is sought.

For more information, please go to the SouthArk web site by clicking here: [Prior Learning Assessment](#).

# Registration and Enrollment

## Student Registration

Students may register by visiting the Office of Enrollment Services and complete the following steps:

1. Apply to the college. All previously enrolled students must have met their financial responsibilities to the college.
2. All students will then receive an email with their SouthArk ID number. **Keep this email in a safe place and memorize your student ID number.** Students must present a photo identification to Enrollment Services to obtain their student ID number and password. No student ID numbers or passwords are given over the phone or in person, without proper photo identification. There is an exception for online students who do not live within 100 miles of SouthArk. Those students should expect to go through a lengthy verification process before student ID numbers will be given over the phone. Student ID cards are issued from the [Testing and Learning Center](#).
3. Access the college's website at [www.southark.edu](http://www.southark.edu) and click on [MyCampus](#). Unofficial transcripts are available in [MyCampus](#). All graduation requirements are in the college's catalog, which is available on the college's website.
4. Access the master schedule on the college's website. Confer with a Student Advising Coach for assistance.

## Changing a Schedule: Dropping and Adding Courses

Courses may be added until the last day of late registration as shown in the academic calendar. Students cannot add courses after the sixth (6<sup>th</sup>) day of the semester. Courses that are dropped on or before the eleventh (11<sup>th</sup>) class day are not recorded on the student's permanent record. After the eleventh (11<sup>th</sup>) day, students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences. The last day to drop a class is published in the [academic calendar](#), which is located on the college's website. To change their schedules before the start of classes, students contact the office of Enrollment Services.

To add a course in person, on campus, the student must:

1. Complete an Add/Drop/Withdrawal form,
2. Obtain the Student Advising Coach's signature,
3. Turn in the completed form to the Office of Enrollment Services, and
4. Pay additional tuition or fees, if required.

To drop a course in person, on campus, after the start of classes, the student must:

1. Complete an Add/Drop/Withdrawal form,
2. Obtain the Student Advising Coach's signature,
3. Turn in the completed form to the Office of Enrollment Services, and
4. Retain a student copy for future reference.

## Campus Technology

All first-time students are required to enroll and complete Campus Technology (SASC), which is a non-credit course. Students are required to pay a fee of \$15 in the Bookstore in order to enroll for the course. All new students are required to complete the Campus Technology course before the 11<sup>th</sup> day of class.

**New Student Orientation**

All first-time students enrolling in either fall or spring semester classes are required to attend an orientation session on campus. See the current semester course schedule for more information. Course schedules can be found on the college's website. New student orientation sessions are geared for new and transfer students and are held prior to the beginning of each semester. These orientations are designed to help students become acquainted with one another, become familiar with the campus, and meet college personnel. Students are given information about SouthArk to help them understand the college's policies and procedures.

**Course Availability**

SouthArk offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the academic calendar and in class schedules that are posted on the college's website in advance of each term. Not all classes are offered every semester. Students should check the course descriptions section of the catalog to determine when courses are offered. The college reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.

**Advising and Career Services**

The advising and career services department is committed to striving for excellence in service to our learning community by preparing students for a life of continual learning, adaptability, and individual fulfillment. The primary purpose of the department is to assist students in the development of meaningful academic and career plans. Students in all programs can seek academic guidance by using [advisor@southark.edu](mailto:advisor@southark.edu). The department is available during their posted office hours and during registration; appointments are required.

Students will see a professional advisor for their degree program and area of study:

**ADVISING AND CAREER SERVICES**

**Tim Johnson**, Director of Advising and Career Services

(870) 864-8421

[TRJohnson@southark.edu](mailto:TRJohnson@southark.edu)

**Kathy Reaves**, Director of Career Pathways Initiative/Lead Advisor

*Radiologic Technology, Surgical Technology, Career Pathways, and Student Athletes*

(870) 864-8458

[KReaves@southark.edu](mailto:KReaves@southark.edu)

**Vince Dawson**, Student Advising Coach

*Health Science Students*

(870) 875-7207

[VDawson@southark.edu](mailto:VDawson@southark.edu)

**Dr. John Spencer**, Academic and Career Advisor/Retention Specialist

*Business, Culinary, Criminal Justice and Technical Students*

*Interim: Associate of Arts and EMA Students*

(870) 875-7233

[JSpencer@southark.edu](mailto:JSpencer@southark.edu)

**Alejandra Muñoz**, Early College Coordinator

*Concurrent / Dual Credit Students*

(870) 864-8416

[AMunoz@southark.edu](mailto:AMunoz@southark.edu)

### **FACULTY ADVISORS**

**Dr. Cynthia Meyer**, Occupational Therapy Assistant Program Director

*Occupational Therapy Assistant Students*

(870) 864-7171

[CMeyer@southark.edu](mailto:CMeyer@southark.edu)

**Susan Spicher**, Education and Early Childhood Program Director

*Education and Early Childhood Students*

(870) 864-7184

[SSpicher@southark.edu](mailto:SSpicher@southark.edu)

### **ENROLLMENT SERVICES**

**Dean Inman**, Director of Enrollment Services

(870) 864-7142

[DInman@southark.edu](mailto:DInman@southark.edu)

**Jayna Winiiecki**, Assistant Registrar

(870) 875-7244

[JWiniiecki@southark.edu](mailto:JWiniiecki@southark.edu)

Technical certificate-seeking students must demonstrate competency in communications and mathematics as listed with the certificate requirements in the college's catalog.

Non degree-seeking students may complete ten (10) credits without meeting basic studies requirements; however, all departmental requirements, including basic studies and course pre-requisites, still must be met. Non-degree-seeking students over 60 years of age are exempt from basic studies requirements but must meet pre-requisites.

High school students taking college-level courses must submit appropriate test scores before enrolling in those courses.

**Basic Studies Requirements**

All students must demonstrate basic skills in writing, reading, and mathematics by attaining minimum placement test scores or by passing appropriate courses. Degree-seeking students may meet basic studies requirements by doing the following:

1. Scoring 19 or above on the ACT English section, 45 or above on the ASSET writing section, 80 or above on the COMPASS writing section, 83 or above on the Accuplacer Classic version sentence skills section, 253 or above on the Accuplacer Next Generation version writing section, or by passing English II (BSTD 0613) with a grade of "C" or better.
2. Scoring 19 or above on the ACT reading section, 43 or above on the ASSET reading section, 83 or above on the COMPASS reading section, 78 or above on the Accuplacer Classic version reading section, 253 or above on the Accuplacer Next Generation version reading section, or by passing English II (BSTD 0613) with a grade of "C" or better.
3. Scoring 19 or above on the ACT mathematics section, 39 or above on the ASSET intermediate algebra section, 41 or above on the COMPASS algebra section, 78 or above on the Accuplacer Classic version elementary algebra section, 256 or above on the Accuplacer Next Generation version quantitative reasoning, algebra, and statistics section, or by passing Intermediate Algebra (BSTD 0513) with a grade of "C" or better.

**Basic Studies Courses**

Scores from the ACT, ASSET, COMPASS, and Accuplacer are used to determine whether a student must take basic studies courses. Students who enroll in basic studies courses must satisfactorily complete the work for the courses and meet exit criteria designated by the instructor and/or department. In compliance with Arkansas statutes, SouthArk uses standardized tests for course placement. The ACT, ASSET, COMPASS, and Accuplacer placement exams measure a student's academic skills and preparedness in the areas of reading, writing, and mathematics. Students are placed in basic studies courses if scores on these placement indicate a need for college preparatory work. The following are basic studies courses: English I, English II, Composition I with Lab, Elementary Algebra, and Intermediate Algebra. If students wish to improve their Accuplacer Next Generation placement scores may retake the exam after a 24 hour waiting period, as long as they have not enrolled in any Basic Studies courses. The college will accept ACT, ASSET, COMPASS, and Accuplacer scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

### COURSE PLACEMENT AND TEST SCORES

ACT			ASSET			COMPASS			GED Ready	Course Placement
English	+	Reading	Writing	+	Reading	Writing	+	Reading	RLA	
14 or below	AND	14 or below	35 or below	AND	38 or below	41 or below	AND	50 or below		English I
15 - 16		15 - 18	36 - 40		39 - 40	42 - 60		51 - 66		English II
17 - 18		19+	41 - 44		41 - 42	61 - 79		67 - 82		Composition I with Lab
19+		19+	45+		43+	80+		83+		165 +
Mathematics		Intermediate Algebra			Algebra			Math		
16 or below		33 or below			25 or below				Elementary Algebra	
17 - 18		34 - 38			26 - 40				Intermediate Algebra or Tech Math	
19+		39+			41+				165 +	College Algebra

Accuplacer (Classic 20 - 120)			Accuplacer (Next Generation 200 - 300)		Course Placement
Sentence Skills	+	Reading	Writing	Reading	
60 or below	AND	52 or below	234 or below		English I
61 - 72		53 - 69	235 - 245		English II
73 - 82		70 - 77	246 - 252		Composition I with Lab
83+		78+	253 +		Composition I
Elementary Algebra			QAS		
49 or below			242 or below		Elementary Algebra
50 - 77			243 - 255		Intermediate Algebra or Tech Math
78+			256 +		College Algebra

Students must be enrolled in appropriate courses each semester until the above requirements are met. The student may drop one or more basic studies courses but must re-register for the dropped course(s) during the next semester of enrollment at SouthArk or have qualifying test scores that place them in a higher level course.

Students are encouraged to complete any English I, English II, and mathematics courses as required by their degree or certificate plan as early as possible.

Enrollment in basic studies courses is a condition of admission in accordance with Arkansas state regulations and the policies of SouthArk. Students making a D, F, NC, W, or WE (see grade/grading policies in Academic Standards section of catalog) in any basic studies course will be placed on Basic Studies Hold and will be required to re-enroll in basic studies courses at the next semester of enrollment. These students must continue to enroll in Basic Studies courses until all the required Basic Studies courses have been successfully completed or have qualifying test scores that place them in a higher level course.

The SouthArk Success course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses. Those students who need two (2) or more basic studies courses are required to complete a SouthArk Success (SASC 0103) course.

In Act 971 of 2009, the Arkansas legislature requires all students exiting the basic studies program to take an end-of-course state-approved exam. Students who are required to take basic studies courses as a pre-requisite will be limited in the number of other courses available. These students should see the course description section of the college's catalog for further information about pre-requisites student.



# ACADEMIC STANDARDS



# Academic Standards

## Grade Point Average

The grade point average (GPA) is used to determine a student’s academic standing. The GPA is computed by multiplying the number of grade points earned by the number of hours of credit earned in each course and then adding the grade points received in all courses and dividing by the total number of semester hours attempted.

## Grades/Grading Policies

Instructors announce, in writing, in the course syllabus the specific grading policies for the course. At the end of the course, final grades are assigned and recorded on the student’s record.

SouthArk uses the following grades:

Grade	Interpretation	Grade Point Value
A	excellent	4
B	good	3
C	satisfactory	2
D*	minimum passing	1
F	failing	0
I	incomplete	0
W	withdrawal	0
AU	audit	0
WE	administrative withdrawal	0
NC	no credit	0

*\*Does not apply to basic studies courses. For information concerning basic studies requirements, see the [“Basic Studies Requirements” section](#).*

An “I” (incomplete) grade may be requested by the student but will be given at the discretion of the instructor. The “I” must be removed within the time allotted by the instructor and by the end of the next long academic term, or the grade is changed to “F.”

A “W” (withdrawal) grade indicates a student officially withdrew prior to the end of the scheduled drop period.

An “AU” (audit) indicates the student audited the class. Auditing a course means that the student meets attendance requirements and participates in class activities but is not responsible for examinations and does not receive transcript/graduation credit.

Grades of “W” and “AU” are **not** included in the computation of the grade point average. Grades in basic studies courses that begin with a “O” prefix will not be calculated in determining the grade point average. Hours earned in these courses will be listed in the semester totals for each semester but will not be recorded or counted in the cumulative totals for hours earned at the college.

A “WE” grade indicates a student was administratively withdrawn from class. A “WE” will be calculated as an “F.” The assignment of a “WE” grade is the prerogative of the instructor or administration.

The grade of “NC” may be given by an instructor in a basic studies course if the instructor determines that the student needs more time to complete the course, but progress toward completing that course is being made. This grade is not computed in the cumulative grade point average, and it requires that the course be taken again.

**Grade Reports**

Grade reports will be available online using [MyCampus](#) at the end of each regular semester and summer session.

**Dean’s List**

Degree-seeking students will be placed on the Dean’s List if they earn a grade point average of 3.0 or higher on 12 or more semester hours completed during a regular semester. All courses attempted, except basic studies courses, will be used in computing the grade point average; however, if a student officially withdraws from a course and is assigned a “W,” that course will not be used in computing the average. The Dean’s List will be released at the end of the fall and spring semesters.

**President’s Honor Roll**

Being placed on the President’s Honor Roll recognizes a degree-seeking student who achieves outstanding academic success at the college. In order to be named to the President’s Honor Roll, a student must have completed at least fifteen (15) semester hours of work at the college with a cumulative grade point average of 3.50. Calculations for the President’s Honor Roll will be made after a student has completed 15, 30, 45, and 60 semester hours. The list is compiled following the close of the spring semester for students who have been enrolled during the previous academic year or summer terms.

**Academic Honors**

Academic Honors will be awarded to students who complete their academic program of study and receive an associate degree or technical certificate with distinction. The honor awarded will be recorded on the student’s transcript and on the student’s diploma.

The requirements for the specific award for associate degree recipients are:

<b>Cumulative Grade Point Average</b>	<b>Award</b>
3.50 to 3.74 (inclusive)	cum laude
3.75 to 3.99 (inclusive)	magna cum laude
4.00	summa cum laude

The requirements for the specific award for technical certificate recipients are:

<b>Cumulative Grade Point Average</b>	<b>Award</b>
3.50 to 3.74 (inclusive)	with honors
3.75 to 3.99 (inclusive)	with high honors
4.00	with highest honors

## Academic Appeals

“This process is totally different and separated from any Financial Aid appeals process.”

Students have the right to seek relief from those decisions that adversely affect their academic standing, such as admission to and continuance in programs, grades, and actions relating to cheating or plagiarism. When students believe they have been treated unfairly, the following procedures will provide redress of their complaint or grievances:

**Step 1:** Within 10 days of the alleged incident, the student discusses the problem with his/ her instructor, student advising coach, or program director. If the problem is not resolved, then:

**Step 2:** Within 10 days, the student must discuss the problem with the division dean, who will explore the issue with the persons involved and seek a satisfactory solution. If the student is not satisfied with the solution proposed by the division chairperson, then:

**Step 3:** Within five working days of the discussion with the division dean, the student must present, in writing, a complaint to the office of the Vice President for Academic Affairs (VPAA). This complaint must include the specific grievance and specific remedies sought. The VPAA has five working days to respond in writing to the student. The VPAA shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPAA, then:

**Step 4:** The student may request a formal hearing before the Academic Hearing Committee, a sub-committee of the Academic Standards Committee. This committee shall consist of three faculty members from the Academic Standards Committee and two students appointed by the Student Services Committee. Within five working days of hearing the appeal, the Academic Hearing Committee will submit a written decision to the parties involved and to the President of the college.

In cases of grades, the Academic Hearing Committee can only *recommend* changes, because the instructor has final authority; however, the instructor should give serious consideration to the Committee’s recommendation.

The Academic Hearing Committee is charged with hearing formal complaints from students if problems cannot be resolved at more informal levels. The committee reviews those cases in which rigid application of college regulations or policy might result in injustice to individuals. The committee has the authority to recommend waiving or modifying college policy within the limits of sound educational practices.

Some of the selective-admissions health science programs have specific criteria regarding continuation of studies during the academic appeals process. Students are encouraged to refer to program policies in these matters.

## Probation and Suspension

All students, regardless of admission category, are subject to the academic probation and suspension policies of the college. Students who have a grade-point average (GPA) less than 2.0 will be placed on academic probation.

Students placed on academic probation must consult the student advising coach and develop an academic plan before enrolling for the next term. At this time, the students' aptitudes and interests will be evaluated with respect to future educational goals.

Students on academic probation must have a 2.0 GPA or above on their following semester of enrollment.

Students on academic probation who do not have a 2.0 GPA in the next semester will be placed on academic suspension and must remain out of school for one fall or spring semester. Students who have been placed on academic suspension because they have two consecutive semesters with below a 2.0 semester grade point average but still have a cumulative grade point average above a 2.0 will be permitted to file an appeal of the academic suspension. Students will need to write a letter of explanation concerning the circumstances surrounding the two semesters below a 2.0 grade point average and what plans they have in place to ensure that they will meet satisfactory academic progress. All appeals must be submitted in writing to the Registrar with supporting documents/reasons for not meeting the Academic Suspension policy. Students who appeal are required to present at least one letter of support from their student advising coach, or faculty/staff member familiar with their situation.

Appeals will be considered by the Academic Suspension Appeals Committee. This Committee will then determine if the student is eligible to continue attending in the coming term. Regardless of the outcome of the Academic Suspension Appeals Committee, the student will be placed on Academic Probation the next semester of enrollment.

Once students complete the suspension period, students will meet with respective student advising coaches to create a Success Plan (degree plan and an Academic Recovery agreement form). Individual students will then meet with the Vice President for Academic Affairs (VPAA) to determine whether they are eligible for re-enrollment.

### **Academic Forgiveness**

A student with a poor academic record may petition to have all or selected semesters' grades excluded from calculation of the cumulative grade point average. This process, called *Academic Forgiveness*, is designed to help students who, because of personal crisis, immaturity, or other exceptional circumstances, have not demonstrated their true abilities in performing college work. It is not intended for students struggling to stay in school academically who have subsequently failed to succeed in college work.

#### *Conditions*

1. Academic forgiveness may be granted to a student only once;
2. Coursework excluded must be contiguous and at least two years old;
3. The student must have subsequently completed 15 semester hours of coursework with at least a C average;
4. Selected courses in a given semester may not be excluded.

*Special Notes*

If granted, Academic Forgiveness will apply to all coursework within a semester or contiguous block of semesters; all grades and credits successfully completed during the semester(s) in question will be forfeited. All courses for which academic forgiveness is granted will remain posted on the transcript. Although the grades for that coursework will not be computed in the student's cumulative grade point average at SouthArk, they will be calculated and included when calculations are made for purposes of academic honors.

This policy for Academic Forgiveness may be superseded by state, federal, or other regulations involving financial aid. The granting of Academic Forgiveness at SouthArk does not obligate another college or university to honor the policy.

*Procedure*

- The student submits a written petition to the registrar requesting that the work from a specific semester(s) be excluded in the calculation of the cumulative GPA.
- The Registrar, upon conferral and agreement with the VPAA, may recommend that the request be considered by the Academic Standards Committee and will forward the request accordingly.
- The Academic Standards Committee will consider the requests.
- The decision of the Academic Standards Committee will be final.

**Academic Fresh Start**

Academic Fresh Start allows a person to apply for re-admission without having to include coursework completed 10 or more years prior to the date of anticipated enrollment as consideration in the admission/financial aid decision. This allows students to begin a new course of study with a clear academic record.

*Note: This is an all-or-nothing option.* Students are not able to pick and choose which courses to ignore and which courses to count. If they choose the "Academic Fresh Start" option, they will not receive any credit for any courses taken 10 or more years ago.

This means that:

- Courses taken previously cannot be used to fulfill new pre-requisite requirements.
- Courses taken previously cannot be counted towards a new degree.
- Courses taken previously will not be counted in the new GPA calculations.

The provision does not affect coursework completed between the 10-year prior date and the new enrollment date.

Even if students choose the academic fresh start option, they still must complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools they attended.

- Academic Fresh Start may be claimed only upon re-application.
- Students must apply for readmission and request Academic Fresh Start. The application must be completed and granted prior to re-enrolling.
- Once the Academic Fresh Start provision has been claimed, and the student has enrolled, the provision cannot be reversed.

- An applicant may use the Academic Fresh Start provision only once at SouthArk.

*Applying for Academic Fresh Start.* Students must submit an application for Fresh Start at the time they apply for re-admission. Students will not be granted Fresh Start until they have completed their admissions file and been admitted to SouthArk. The application may be completed at the Office of Enrollment Services during regular office hours.

*Acceptance of Fresh Start Application.* The decision on the acceptance of a Fresh Start Application will be made by the Vice President for Academic Affairs in concert with the Dean of Enrollment Services. When the Fresh Start application is approved, the Dean of Enrollment Services will be notified, and upon enrollment, a message will be posted to the student's academic record indicating admission has been granted through the Academic Fresh Start provision. If the student was previously enrolled at SouthArk, the grade point average will be changed on the academic record for any coursework completed at SouthArk 10 or more years prior to the re-enrollment date. The original courses or grades will not be considered in the grade point average, but they will remain on the academic record.

*Effect on Financial Aid.* Academic Fresh Start clears only the academic record. When deciding eligibility for financial aid, the school still must count all prior credits earned.

### **Course Length**

Fall and spring semesters include 15 weeks of classes and approximately one week of examinations, although some courses are offered on a compressed schedule. The full summer session is approximately 10 weeks in length. First and second summer sessions are five weeks in length. For each semester hour of credit, classes are required to meet a minimum of 750 minutes per lecture course, or approximately 1500 minutes per laboratory course, plus final testing. Clinical and internship courses vary in length depending upon the program.

### **Pre-requisites**

A pre-requisite is a requirement that must be fulfilled prior to enrolling in a specific course. Students should check the course descriptions section of the catalog to be sure they have met course pre-requisites prior to attempting to register for classes. Students are required either to attain the appropriate placement scores for college level course enrollment or successfully complete a basic studies course in integrated reading/writing and mathematics.

### **Co-requisites**

A co-requisite is a requirement that can be fulfilled prior to or in conjunction with another specific course. Students should check the course descriptions section of the catalog to be sure that a course can be taken as a co-requisites prior to attempting to register for classes.

### **Course Load**

A normal course load for a full-time student during a regular semester is 15 semester credits; however, a student enrolling in 12 or more credits is considered to be a full-time student for financial aid purposes. Six credits is considered a normal load for each term of the summer session. Eighteen credits is the maximum load during a regular session without the permission of the VPAA. The VPAA may approve a load of up to 21 semester credits. Eight credits is the maximum for a single summer session with a maximum of 14 earned credit hours for the summer sessions. The VPAA must approve any exceptions in course load.

**Repeating a Course**

Students may repeat a course in an attempt to improve their grade. The grade earned the last time the course is taken will be the final grade. Only that grade will be considered in computing the cumulative grade-point average, but other courses and grades will remain on the transcript.

**Auditing a Course**

Students generally audit courses for self-enrichment, for a refresher of a previously completed course, or for preview of a course before taking it for credit. Audit students will pay the regular fee as indicated in the section entitled Tuition and Fees. No credit will be awarded for courses audited. Audited courses will be counted as part of the stated maximum load for a semester or term.

Students who wish to audit a course must declare their intentions at the time of registration. Students may change from audit-to-credit or credit-to-audit status through the 11<sup>th</sup> class day of the fall and spring semesters and through the 5<sup>th</sup> class day of any summer term. Audit students who do not meet attendance requirements may be dropped with a grade of "W."

**Student Records Policy**

The information contained in student records is generally regarded as private and confidential. Public information is an exception and is given to any inquirer unless the student requests nondisclosure for the enrollment period. Public information includes the following data: full- or part-time status, classification (freshman, sophomore, etc.), degrees, dates degrees were conferred, terms enrolled, name, picture, and address. At the time students register for courses, they may notify the Dean of Enrollment Services in writing that public information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Office of Enrollment Services. Additional information on education records is released only upon written student request except to the following persons:

- SouthArk staff with legitimate need for access to information
- Federal, state, and local officials as specified by law
- Research and accreditation representatives

SouthArk intends to comply fully with the **Family Educational Rights and Privacy Act of 1974 (FERPA)** which was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA office (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-8520) concerning alleged failures by the institution to comply with the Act. Additional information can be obtained at [www2.ed.gov/ferpa/](http://www2.ed.gov/ferpa/).

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Enrollment Services Office along with information about types of student records maintained at SouthArk, the procedure for gaining access to records, and the procedure for challenging the contents of those records.



If a student would like to give access to their educational records, a Consent to Release Educational and Financial Records form may be obtained from the Vice President for Student Services.

### **Changing Personal Data**

Students must keep the Enrollment Services Office informed of any changes in name, address, telephone number, emergency contact, or choice of academic program. Change of Information forms are available in the Office of Enrollment Services or on the website under "Admissions." Having current information on file ensures that notices are mailed to the correct address, and that students can be contacted by instructors or other college personnel when necessary. Accurate personal data are especially important for students taking online courses. Data also can be changed through MyCampus.

### **Standards of Student Conduct**

SouthArk expects students to conduct themselves as responsible members of the college community and to adhere to an appropriate code of conduct and dress (for example, the wearing of scrubs for allied health courses, steel-toed boots for welding classes, and casual business attire for business courses), as stated in course syllabi and program handbooks. Student conduct that interferes with the education of other students, excessive absenteeism, inability to pass required courses, unsatisfactory progress in clinical performance, moral and ethical misbehaviors, poor interpersonal skills, or insubordination may be subject to disciplinary action. All students are obligated to assume responsibility for their actions, to respect the rights of others, to conform to the reasonable rules of conduct, to protect private and public property, and to make effective use of their time in securing the benefits of a college education.

Some of the selective-admission health-science programs have specific criteria regarding student conduct. Students are encouraged to refer to program policies in these matters.

*"A SouthArk student handbook has been developed for your convenience. The handbook lists specific rules, policies, and important information that all students are responsible for adhering to. Knowing these can set you on the right path for student success. Please follow this link to review the [student handbook](#).*

### **Academic Integrity Policy**

Students enrolled at SouthArk are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty.

Academic dishonesty includes cheating and plagiarism, which are defined as follows:

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the

borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

If, upon investigation, the instructor determines that the student is guilty of cheating or plagiarism, the following penalties will apply:

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a Student Academic Misconduct Form, written report of the incident, to the appropriate dean.
- The dean will submit form to Vice President for Academic Affairs to determine disciplinary action.
- The Vice President for Academic Affairs will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college’s academic appeals procedure.

**Class Attendance Policy**

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student’s responsibility to make arrangements to complete or make up any work missed. No make-up work for missed classes will be allowed without the approval of the instructor.

Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period.

An instructor may drop students with a grade of “WE” if students have been absent for an excessive number of days. Class absence emails will be sent to the students advising them of the consequences of nonattendance and urging them to contact their instructors immediately.

Excessive absences are defined as follows:

**Regular Semester**

- Courses which meet once a week ..... 2 absences
- Courses that meet twice per week..... 3 absences
- Courses that meet four times per week..... 5 absences

**Summer Session**

- Courses that meet four times per week in a five week session ..... 3 absences
- Courses which meet two evenings per week in a 10 week session ..... 3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course. Some of the selective-admission, health-science programs have specific criteria regarding attendance. Students are encouraged to refer to program policies in these matters.

**Jury Duty/Military/Official School Function**

Scheduled absences are those that occur due to college-related activities or as a result of summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Make-up work for scheduled absences will be at the discretion of the instructor. In all instances, documentation must be provided to the instructor within 24 hours of receipt. Documentation should come from an appropriate party on letterhead or other official stationery with a signature and contact information. Documentation should list the corresponding dates of the leave.

**Medical leave**

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so.

For students who have a medical condition necessitating time off or accommodation:

- 1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
- 2) Receive appropriate accommodations related to coursework (i.e., excuse from labs with potentially harmful chemicals, have a larger desk, etc.)
- 3) Resume their studies where they left off once they return to classes
- 4) Be allowed to make up any missed work related to medical leave
- 5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract
- 6) Be given a reasonable time frame in which to complete missed coursework

**Scheduled Absences**

Scheduled absences are those that occur as a result of college-related activities or summons to jury duty or military duty. Classes missed as a result of scheduled absences will not be counted as excessive absences if the instructor is notified and provided documentation prior to the absence(s). Makeup work for scheduled absences will be at the discretion of the instructor.

**Early Alert System**

In an effort to ensure student retention and success, SouthArk employs an early alert system to identify and support at-risk students as soon as possible in a given semester. The intent of early alert is to provide assistance while there is still time to address behaviors or issues that have the potential of preventing students from completing their courses and degree plans.

The early alert system relies on faculty to report students in their classes who are struggling with attendance, engagement, conduct, and/or academic performance. Throughout the semester, beginning with the first week of classes, faculty members will report through the early alert system in MyCampus

to the department of advising and career services any students about whom they have these concerns. The Advising and Career Services staff will consult with the faculty making the referrals, if necessary, before attempting to contact the students by email, phone calls, letters, and/or, in some cases, visits to the classroom.

Students referred through the early alert system are encouraged to take advantage of campus resources such as tutoring or counseling, and increased communication with instructors. Once the advising and career services staff have reached the referred student, the staff will update the early alert system so that the instructor is kept informed of the progress in resolving issues.

### **Withdrawal for Excessive Absences**

Instructors may initiate a withdrawal for excessive absences by notifying the student via AN email that states the student has exceeded the class absence policy as defined in the course syllabus. The email will also notify the student of the consequences of not attending class and urges contacting his/her instructor immediately. If the student does not contact his/her instructor within one week, the instructor will then forward the Class Absence email to the Registrar that the student is to be withdrawn from the class because of excessive absences in accordance with SouthArk's attendance policy. The Registrar will then assign a grade of "WE" in accordance with SouthArk's attendance policy. The instructor may not readmit students who have been dropped from class because of excessive absences to class without consulting with Enrollment Services. All excessive absences must be turned into the Registrar's office prior to the last day to drop.

Withdrawal for Excessive Absence procedure.

1st class missed – contact the student

2nd class missed – send early alert

3rd class missed – send Class absence email

6th class missed – Forward the Class Absence email to Enrollment Services.

# STUDENT SERVICES



## Other Student Services

### Learning Center

The Learning Center houses computers that provide access to the Internet, required course software packages, and printers. Free one-to-one and small-group tutoring from either professional or peer tutors is also available. The Learning Center's staff are also able to assist students with many in-house computer programs and technical processes. Students may use the Learning Center's computers and programs to prepare papers, complete assignments, and print documents.

Appointments are strongly encouraged if a student wants to meet with a tutor. Walk-ins for tutoring are welcome on a first-come, first-served basis. The Learning Center is located on the second floor of SouthArk's Student Center, room 220. Call (870) 864-7196 or email [tutoring@southark.edu](mailto:tutoring@southark.edu) to make a tutoring appointment. The Learning Center is open six days a week while fall and spring semesters are in session. Holiday and summer hours vary.

### ID Cards for Students

Student identification (ID) cards are issued to all students who are enrolled at SouthArk. Students are required to have a valid semester sticker on the ID card as proof of current enrollment. The first student ID card and all validation stickers are free. Each replacement ID card costs \$8.00, which is payable in the Bookstore. Student ID cards should be visible at all times while the student is on campus. This ID card also serves as the student's Library card. Both the student ID card and validation stickers are issued at the Learning Center.

### Parking Decals for Students

All students may obtain a free parking decal from the Learning Center. Every student is encouraged to have a parking decal on his or her vehicle while on campus. These decals should be clearly displayed on the back left side window of the vehicle.

### Testing Center

The Testing Center provides courtesy testing by administering and proctoring a variety of course exams, placement, and certification exams. The Testing Center is certified under the professional standards and guidelines of NCTA (National College Testing Association). Most of the course exams administered include SouthArk instructor's make-up exams, distance learning exams, and exams from other higher education institutions in both paper/pencil and Internet-based formats. The placement exams include Accuplacer, ATI TEAS (Test of Essential Academic Skills) for Allied Health. In addition, the Testing Center is an authorized site for several testing certification companies such as Educational Testing Service (ETS), National Healthcare Association (NHA), Certipoint, the College Board, Pearson Vue, National League of Nursing, and ACT Work Keys. Other placement and certification exams are being added, as needed.

The Testing Center is located on the second floor of SouthArk's Student Center, room 220. Call (870) 864-7196 or email [testing@southark.edu](mailto:testing@southark.edu) to make a testing appointment. The Testing Center is open six (6) days a week while fall and spring semesters are in session. Holiday and summer hours vary.

## Library

The library, located on the West Campus, provides support and resources to assist with ~~for~~ student learning. The library offers traditional services for research and life-long learning: including, approximately 33,400 volumes in the general and reference collections, nearly 1,000 multimedia items, print periodicals, databases, e-books, interlibrary loans, and study areas. The student ID card is used as the library card when validated with a current ID sticker. The library is open to the public. The library provides the same services to students enrolled in distance education courses as for on-site students. The library staff will answer reference questions submitted by telephone or email. If possible, distance education students should visit the library in person to take full advantage of its materials and services.

Operational hours: Monday–Thursday 7:30am–6pm, Friday till noon, Sunday 1:00pm–5:00pm during the spring and fall semesters. For more information, please call (870) 864-7115. Visit the library on the web site.

## Bookstore

The Bookstore is located on the first floor of the SouthArk Student Center on the West Campus. The bookstore stocks and sells new and used copies of the textbooks required or recommended for classes – many of these books are also available as one-semester rentals. The bookstore also stocks and sells workbooks, lab kits, access codes and other items required for SouthArk courses. In addition to textbooks and class-specific supplies, the bookstore also stocks general school supplies, laptops, tablets, t-shirts, hoodies, shorts, hats, office supplies, book bags, backpacks, snacks/candy, sodas, and various electronic accessories. Cash, check, Visa, MasterCard, Discover, and American Express are accepted for all purchases.

Used book buy-backs are held at the end of the fall, spring, and second summer terms during the week of exams, when the Bookstore pays cash for used books that are going to be required in the following semester. Students can contact the Bookstore at (870) 864-7163 or visit the bookstore on the SouthArk web site under Student Services, Resources, and then under [the Bookstore. This site lists the books and specific supplies required for each class offered during the current semester.](#)

The Bookstore also functions as the College's **Cashier's Office**, where they accept payment for all registration fees, fines, etc. due SouthArk; they disburse work-study checks and financial aid refund checks; and they serve as the main West Campus depository for lost-and-found items.

Bookstore hours are from 8:00 a.m. until 5:30 p.m. Monday through Thursday and 8:00 a.m. until noon on Fridays.

## Cashier's Office

Cashier's Office services include accepting payment for all registration fees, disbursement of work-study checks and refund checks, and serving as depository for lost-and-found items. This office is located in the Bookstore on the first floor of the Student Center, here [Cashier's office in the Bookstore.](#)

## Campus Distribution of Literature

Individuals or groups may not distribute or solicit on campus without permission from the Vice President for Student Services. All notices must be approved for posting by the VPSS office, located on the second

floor of the Student Center, Room 262. Unauthorized notices will be removed; unauthorized solicitors will be asked to leave the campus. For more information contact the Vice President for Student Services.

## **Arkansas College and Career Coach Program**

The Arkansas College and Career Coach Program is a program funded through the Career and Technical Education Special Projects office of the Arkansas Department of Career Education. The College and Career Coach Program is designed to motivate and support Arkansas students and adults to achieve their goals as it relates to college and career planning through intensive hands-on, programs and services. College and Career Coaches work with students in the 8th – 12th grade. In the middle and high schools, Career Coaches work in partnership with the Career Orientation Instructors and School Counselors to assist with the development and revision college and career plans for their students. The Arkansas College and Career Coach program provides assistance and information for resources in the areas of: academic tutoring, career counseling, college preparation and admission, financial aid guidance, mentoring, and other supports necessary for post-secondary education/training access, retention, and success. SouthArk's career coaches serve Bradley County through Warren school district, Chicot County through Dermott and Lakeside (Lake Village) school districts, and Union County through El Dorado and Strong-Huttig school districts.

Those interested should contact Alejandra Muñoz, Early College Coordinator, at (870) 864-8416 or email [AMunoz@southark.edu](mailto:AMunoz@southark.edu). She is located in the Student Center on the second floor of the El Dorado Conference Center.

## **Secondary Technical Center**

Through a consortium of secondary school districts, Union County high school students may pursue a program of technical skills studies on the SouthArk campus. SouthArk offers a minimum of six career/technical programs to qualified high school students. Students may receive, not only high school credits for course completion, but college credit, as well. Questions regarding the course offerings application process, and student eligibility should be directed to the Dean of Career and Technical Education at (870) 864-7110.

## **Early College Start**

The SouthArk Early College Start Program is an opportunity for high school students to enroll in college courses to enhance their high school education and accelerate their postsecondary education. High school students who are seniors, juniors, or exceptional 10th graders may participate in the Early College Start Program. There are two main ways a student may participate in the Early College Start Program: concurrent enrollment and dual enrollment.

*Concurrent enrollment* refers to high-school students enrolling in college-credit courses on their high-school campuses. When successfully completed, these courses earn students college credit and also satisfy high school graduation requirements.

*Dual enrollment* refers to high-school students enrolling in college-credit courses offered at SouthArk outside of the regular school day and on SouthArk's campus. Students may take any SouthArk course in which they meet the skills and college course Pre-requisites.



Students must meet general SouthArk requirements to enroll in either program:

- Complete a SouthArk application for admission and an ECS form
- Submit a copy of their high school transcripts, a copy of their immunization records, and a copy of their ACT scores\* to SouthArk
- Pay the class registration fee

*\*If ACT scores are not available, or if students do not have sufficient ACT scores required for class admittance, the Accuplacer: Next Generation test may be taken at SouthArk or, in some cases, on their campus.*

Individuals interested in learning more about the Early College Start Program may visit the [High School Students](#) page under Student Services on the SouthArk website.

### **Career Pathways Initiative**

**Career Pathways Initiative Vision** – Providing student assistance in meeting educational and career goals by removing common barriers.

The Career Pathways Initiative (CPI) is a resource that enables SouthArk to offer those who qualify free career training and college classes. In addition, the Pathways Initiative may be able to help students overcome the barriers that have kept them from getting the education and training needed to obtain a career instead of a job. Assistance with child care, transportation, tuition, books, and fees may be available to those students who qualify.

Eligible students must

- Reside in Arkansas AND
- Have dependent children under age 21 living in your home (both married and single people are eligible), AND
- Have annual family income below 250% of federal poverty level (about \$64,375 annually for a family of four)

Assistance with child care and transportation expenses is contingent upon the student's meeting a minimal work requirement. CPI staff will also assist students in applying for other sources of supportive services as needed.

Key features of CPI include individual assessments, career and academic counseling, personal counseling, college survival skills information, academic monitoring and support (tutoring, labs), and job placement assistance. The focus is on helping adults attain degrees, certificates, and credentials that lead to high-demand occupations, increased wage gain, and lifelong learning. Some examples of occupations or industries available are:

- Welding
- Registered Nursing
- Physical Therapist Assistant/Occupational Therapy Assistant/Radiologic Technology
- Industrial Technology - Multi-Craft

- Computer Information Technology
- Automotive Service Technology
- Early Childhood Education

The CPI program is an important component of Arkansas' overall education, workforce development, and economic development strategies. Because CPI helps to prepare students to enter high-demand occupations, everyone wins. The student is better able to support his/her family, local employers have a readily available skilled workforce, and the economy grows.

CPI staff are available to help students apply, choose classes, and get started. For more information on CPI or to make application, contact Kathy Reaves, Director of Career Pathways, at (870) 864-8458 ([Kreaves@southark.edu](mailto:Kreaves@southark.edu)), or Bre Hicks at [LHicks@southark.edu](mailto:LHicks@southark.edu). They are located in the Student Center on the second floor of the El Dorado Conference Center. CPI applications and handbook are also available online from SouthArk's website, [Career Pathways](#).

## COMPUTER USE POLICY

### Computer Labs

The Information Technology Department supports all college computer use. Computers are available on both East and West campuses for classroom access. Computers are available on the West campus in The Testing and Learning Center and the Library for research, Internet access, class homework, and class projects.

### Acceptable Use Policy for Computer Technology

Please consult the SouthArk acceptable use policy available on the website:

[Computers and Acceptable Use - Personnel](#)

## Distance Learning

SouthArk offers and delivers a variety of classes online. Distance learning students share the same admissions standards as traditional students and must follow the same process for enrollment. All prospective distance learning students may apply for admission, register for classes, and pay tuition and fees during registration. Students who have a cumulative GPA of 2.5 or greater here at SouthArk will be able to register themselves online through MyCampus; otherwise, to register for online courses, students must consult with a student advising coach by contacting the Office of Enrollment Services at (870) 864-7142.

The following student support services are available at a distance:

- Students can fill out an application online and then mail, email, or fax in all the supporting documents, shot records, test scores, and other transcripts.
- Once students have been advised, they can either register themselves by [MyCampus](#), fax in their request, or scan and email, or Student Services staff will register them in the Student Center offices.
- All students can withdraw from classes by sending a fax to the Office of Enrollment Services, which will secure the necessary signatures, or scan and email with original signature.
- Students may access degree check lists on the website, and once completed, can fax them to Enrollment Services for processing. Similarly, distance learning students may apply for financial aid and access other student services, such as the Virtual Career Center, on the college website, [www.southark.edu](http://www.southark.edu); or may access additional Student Services information and policies via the Online Course Catalog at <https://www.southark.edu/admissions/resources/course-catalog>.
- The distance learning website is an additional resource for valuable information. The website includes a list of technologies used at SouthArk, including the technical requirements for their use. While visiting the website, students can download files such as a campus technology flyer, which lists specific information that promotes the safe and effective use of technology, and a best practices document to follow in order to succeed in an online course. Students and faculty may also visit here to schedule an appointment. The distance learning website may be accessed at <https://www.southark.edu/academics/distance-learning>.

### Campus Technology Course Requirement

All first time SouthArk students are required to enroll in the Campus Technology preparatory course. This course provides an opportunity to practice using tools related to our institution's learning management system and other campus technologies essential for student success in technology-rich courses. All online students must pass the Campus Technology course. In order to pass Campus Technology, students must earn an 80 percent or better on the final exam. Students who do not pass the Campus Technology course will not be allowed to enroll in online courses. Students are required to complete the Campus Technology course before the 11th day of class. The course may be completed from start to finish in less than three hours.

### **Test Proctoring for Online Courses**

To maintain the integrity of courses and to deter cheating, some online instructors may require students to take tests in a proctored environment. Students who live near El Dorado will be expected to take their tests in the SouthArk Testing and Learning Center, where they will need to show their SouthArk photo ID to receive their test materials and sign a form in which they state that they understand, and will abide by the testing policies. Students enrolled in online courses requiring proctored exams must make arrangements at the beginning of the semester with their instructors for off-campus testing.

Students may also use Respondus Monitor as a way to have a test proctored. Students use their own computer and a webcam, all while completing a test in Blackboard. Once a student logs into a test which uses Respondus Monitor, they will need to show their SouthArk photo ID to the webcam. In addition, their testing environment and audio will be recorded while they are taking their test. If you are interested in using Respondus Monitor, please contact the Distance Learning office.

A student who does not live close to campus and desires to test elsewhere must notify the instructor no later than two weeks after the first official class day so the instructor will have time to arrange for a proctored testing site near the student's home. Typically the instructor may choose a testing center on another college campus, at a public library, or in a high school computer lab or library. Students will need to show their SouthArk photo ID to the recruited proctor who will verify that the student did his or her own work and followed the testing procedures prescribed by the instructor. In some cases, the student may have to pay a proctoring fee to the institution where the test is taken. Contact the SouthArk Testing and Learning Center at (870) 864-7196 in order to find a college approved testing facility.

### **Online and Hybrid Course Attendance Policies**

Faculty members at SouthArk expect students to participate in all instructional activities in the online and hybrid courses they take for credit.

#### **Online Attendance Policy**

Students must log in on the first day of class and submit a graded academic assignment (an assignment that counts toward the student's course grade) by the 11th day class during a regular semester or during the equivalent of the 11th class meeting during a compressed session (summer school classes, mini-terms, etc.). Students who do not log in and submit such an assignment by the 11th day or its equivalent will be dropped from the course.

Student attendance in online courses will be defined as active participation, which will be characterized by the student's timely submission of graded academic assignments. A student is expected to complete all such assignments by the appropriate due date. Failure to submit three graded academic assignments may trigger an Excessive Absence Notice, a form that positions the instructor to drop students in breach of the policy if they do not improve their participation.

#### **Hybrid Attendance Policy**

Hybrid courses have classroom and online attendance requirements. Student attendance in hybrid courses will be defined as active participation, which will be characterized by attending class and the student's timely submission of graded academic assignments. Students enrolled in a hybrid course will meet with their instructor on the first day of the class. The syllabus should include the dates that students are required to be on campus. Failure to submit three graded academic assignments or missing three classes may trigger an Excessive Absence Notice.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Instructors may further refine these requirements to fit a particular course. Such additional requirements should be clearly stated in the syllabus and should not contradict the online or hybrid attendance policies stated above.

### **Helpful Resources for Online Students**

E- Learning Innovations Helpdesk: Students having technical difficulties with Blackboard should contact the E-Learning Innovations Helpdesk. Go to <http://onlinecoursesupport.com/southark> to find information on how to send E-Learning Innovations Helpdesk an email 24 hours a day, 7 days a week, or call or chat with technical support Monday through Friday during the hours of 9 a.m. to 9 p.m.

## **General Information**

### **Food Service**

SouthArk contracts with Valley Services to coordinate all food service on campus, within the Conference Center, and at the SouthArk Bistro. Vending machines are also located on campus. Food and drink are not allowed in computer labs and may not be allowed in classrooms.

### **Parking**

Parking tags are required and available for pick-up in the Testing and Learning Center, located on the second floor of the student center. Parking is available for all faculty, staff, and students. On East Campus, park west of the Billy McGehee Classroom Building (MCG). On West Campus, park behind the Administration Building (ADM), west of the Computer Technology Building or west or south of the Health Science Center (HSC); limited parking also is available in front of the Ben Whitfield Classroom Building (WHT) and the lot south of the Student Center. College students and staff should NOT park in the grocery store lot across from the Ben Whitfield Classroom Building; vehicles improperly parked in this lot may be towed at the owner's expense. Handicapped parking areas are marked with blue lines. Yellow lines indicate loading zones, and red lines indicate fire lanes—**NO PARKING!**

### **Campus Distribution of Literature**

Individuals or groups may not distribute or solicit on campus without permission from the Vice President for Student Services. All notices must be approved for posting by the VPSS office, located on the second floor of the Student Center, Room 262. Unauthorized notices will be removed; unauthorized solicitors will be asked to leave the campus. For more information contact the Vice President for Student Services.

### **Gymnasium**

The gymnasium is located on the west campus. It has a basketball court with seating for observers as well as weight rooms and fitness equipment. This facility is used for classes, intramurals, and college activities but may be reserved by non-college groups with permission of the Vice President for Finance and Administration and the Conference Center Manager. A rental Fee may be charged.

### **Children on Campus**

In consideration of the student body and for the welfare and safety of children involved, all children under the age of 12 who are on campus must be attended by a parent or an adult aged 21 or older. Students may bring their children to class with them only under extraordinary circumstances and only with the prior permission of the instructor.

**Pagers and Cellular Phones on Campus**

All pagers and cellular phones should be turned off when in the classroom. Exception to this practice must be approved by the instructor.

## Health and Student Safety

**Student Insurance**

The college does not provide accident or health insurance for students. However, the college strongly recommends that students purchase health and/or accident insurance. The college will, if possible, refer students who wish to acquire such insurance to potential vendors.

Students who participate in **clinical experience** in health facilities off campus are provided liability insurance as a condition for admission to the clinical areas. The college will arrange for liability insurance, and assure that all students have liability insurance before being allowed to enter a clinical area. Contact the appropriate health science program director for further information.

**HIV or AIDS Virus**

The college recognizes the impact of the Human Immunodeficiency Virus (HIV or AIDS Virus) on students and employees, both in regard to the safety of the work environment and in terms of potential infection. The college has established guidelines based upon prevailing medical and legal information. No restrictions will be automatically placed on students, staff, or faculty who are known to have HIV infection in terms of their abilities to work, study, or take part in activities on campus.

Each case shall be considered individually. It is expected that such case-by-case consideration will use guidelines from the Centers for Disease Control, American College Health Association, and other recognized authorities on the disease. These decisions will also be guided by the [Americans with Disabilities Act](#) (ADA) and the college's exposure control plan as set forth by the Occupational Safety and Health Administration (OSHA) [Bloodborne Pathogens Standards](#).

As with other diseases and conditions which may affect persons at the college from time to time, the college is unable to ensure that a member of the college community may not be exposed to HIV infection. Therefore, the college urges that all members of the college become informed about the infection in order that each person may take precautions as (s)he determines appropriate

**Smoking and Tobacco Products**

Students will follow the [APM Policy 2.04 Use of Tobacco Products](#).

**Weapons on Campus**

Students will follow the [APM Policy 2.05 Weapons](#).

## POLICIES AND PROCEDURES FOR CAMPUS SECURITY

**Policy Statement**

SouthArk will comply with the Clery Act, Title IX, and the Violence Against Women Act by

- maintaining a daily crime log,

- reporting criminal statistics as well as security policies and procedures in an annual campus safety and security report, and
- enforcing the requirements of the Clery Act, Title IX, and the Violence Against Women Act.

This Policy prohibits sexual misconduct as defined herein. The college will respond promptly and effectively to reports of sexual misconduct and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates this policy.

### **Rights of Members of the SouthArk Community with Regard to Sexual Misconduct**

All employees, administrators, staff, visitors, and students of SouthArk have a right to be free from sexual harassment, sexual violence, and sexual discrimination. These rights mandate that everyone is held responsible for behaving in a professional and lawful manner on campus. SouthArk has a zero tolerance policy for sex or gender-based misconduct. The implementation of the policy against sex and gender-based misconduct is an assurance that each alleged violation will be investigated thoroughly and that founded allegations will be sanctioned appropriately. The following Clery Act policies and procedures are set forth to maintain consistent enforcement of this act and to comply with its reporting requirements. The policies and procedures also serve to guide faculty, staff, administrators, students, and other interested stakeholders in conducting themselves according to the Act while on campus.

#### **I. General Policies and Procedures Ensuring the Safety and Security of Campus Facilities**

SouthArk is a public institution of higher education, and facilities on both East, West, and Warren Campuses are open to students, faculty, administration, staff, and the general public.

SouthArk is committed to providing a safe and secure learning environment for all patrons, but campus safety and security are dependent on cooperation among students and college employees. Students and staff are encouraged to report criminal conduct, violations of college policy, or suspicious activity to any campus administrator or security personnel and to file a report promptly when violations occur (see procedures under Section II. below).

#### **Behavioral Review Team**

A Behavioral Review Team (BRT) has been established to assist in dealing with situations present a threat to the general safety and wellbeing of the campus community. The BRT represents a campus-wide, collaborative commitment to ensure the safety of all students, staff, and faculty. Committee members serve to assess and investigate any reported concerns from the campuses or larger community and make appropriate determinations and referrals to facilitate student engagement and success. In pursuit of this mission, the BRT has developed a reporting and communications system whereby potentially dangerous situations are more likely to be detected, addressed, and communicated to appropriate parties before they escalate to more serious levels. Concerns should be directed to the office of the vice president for Student Services.

#### **Campus Security**

For the safety of employees and students, the college provides uniformed campus public safety officers during all hours that the college is in operation. Individuals who are concerned about their immediate safety should call 911. Otherwise, they should contact public safety by phone at (870) 864-7125, via a red security phone in select campus buildings, via a "blue-light" emergency phone in campus parking lots (see below), by dialing 999 from a campus phone, or by going to the public

safety office 248 in the Health Sciences Building. Students are required to report all incidents of campus accidents or crime to Public Safety.

#### **On-Campus Security Phones:**

**Red security phones** have been installed on the West Campus in the hallways of the Whitfield classroom building, the Computer Technology Building, the El Dorado Conference and Student Center, the library (one in the gallery and one at the front desk); and on the East Campus in the atrium of the Center for Workforce Development and in the student lobby of the McGehee Building. When the receiver is picked up, a call is automatically routed to a cell phone carried by the on-duty public safety officer, allowing immediate contact with security.

**“Blue-light” emergency phones** have been installed in the following parking lots: West Campus main (between the Library and Computer Technology building), Health Sciences building, and El Dorado Conference and Student Center, as well as the East Campus main parking lot between the McGehee Classroom Building and the Workforce Development Building.

## **II. Policies and Procedures for Reporting Crimes, Accidents, and Other Incidents**

Members of the SouthArk community should report criminal activity, accidents, and/or violations of college policies to the Public Safety office in person at Health Sciences 248 in the Whitfield Building or by calling (870) 864-7125 or (800) 955-2289. Public safety personnel are on duty during the normal hours of operation Monday-Thursday from 8:00 a.m.-9:00 p.m. and Friday from 8:00 a.m. to 5 p.m. Additionally, public safety personnel are on campus during the weekend when classes, scheduled facility openings, or events are taking place. SouthArk campus community members may also report crimes to the El Dorado Police Department (EPD) at (870) 881-4141. If individuals on campus notify EPD, they should notify Public Safety also. EPD works cooperatively with SouthArk’s public safety personnel and the administration to provide prompt assistance in the event that crime should occur on campus. Public Safety or other personnel will make immediate contact with EPD in cases of emergency.

**Filing Internal Reports** In addition to notifying Public Safety, victims of crime or witnesses to criminal activity, accidents, or violations of college policies also should file a formal report with the office of Public Safety. A victim or witness can also make a confidential report to the office of the vice president for Student Services (SouthArk Student Center, Room 263, (870) 864-7128 or to a college counselor at (870) 864-7235).

**Crime report forms, accident report forms, and incident report forms** are available in the Campus Security office, the library, and in the office of the vice president for Student Services on the West Campus and at the information desk on the east campus. For any completed report to be official, it must be signed by Public Safety or the El Dorado Police Department. Employees of the college are responsible for calling for outside assistance if deemed necessary.

#### **Protecting “Whistleblowers” from Retaliation**

Students are protected under the Arkansas Whistle-Blower Act as described in APM policy [6.12 Whistleblower Act](#).



**External Reporting of Crime Data**

The office of Student Services receives (either directly or from Public Safety) and records all crime, accident, and incident report forms and works with the director of Public Safety and other campus personnel to make appropriate reports to state and federal officials. Federal law requires that data must be collected on the following criminal offenses: murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, hate crimes, sexual assault, domestic violence, dating violence, and stalking. In addition, the college is required to maintain statistics on the number of arrests made for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions. Crime statistics are reported in the college catalog (see below), and crime logs are available upon request from the Public Safety office.

<b>Criminal Offenses Reported</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Murder	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	1	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	2	0	0	0
Burglary	1	0	0	1	0	3	1
Motor Vehicle Theft	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0
Arrests for Violations	0	0	0	0	0	0	0
Referrals	0	0	0	0	0	0	0
Liquor Law	0	0	0	1	0	0	0
Drug Abuse	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0

**Reporting of Registered Sex Offenders**

Registered sex offenders who apply for enrollment in classes at the college are required to notify Public Safety. Anyone interested in a list of registered sex offenders may contact the detective division of the El Dorado Police Department or the SouthArk Public Safety office.

**III. Law Enforcement Policies**

**Working Relationship with Local Police**

SouthArk’s administration and security personnel work with the El Dorado Police Department (EPD) to provide reports as well as a prompt and collaborative response in the event that crimes occurring on campus warrant the assistance of local police. When incidents that have occurred on SouthArk’s East or West Campus call for an investigation by the EPD, SouthArk may request documentation.

**Authority of Security Personnel**

SouthArk security personnel report to the vice president for Finance and Administration. Although they have the power of arrest, in crisis situations security personnel are expected to follow established procedures for contacting EPD for assistance.

**IV. Programs to Inform Students and Employees about Crime and Crime Prevention**

The college employs full- and part-time security personnel to monitor activity and provide campus protection. Security personnel are authorized to handle any incidents that threaten the welfare or security of students or staff. Security personnel are informed of procedures to follow in cases of emergency and are instructed to report all incidents to appropriate authorities.

**Awareness and Prevention**

The need for students to be cautious and aware of the potential for crime in general and sexual offenses, in particular, is discussed at orientation. In addition, the college's counselor conducts seminars and workshops covering topics associated with crime, substance abuse, and sexual assault by request during the academic year. Examples of such workshops include, but are not limited to, the following:

- First-time College Student Workshop
- Risk Reduction and Bystander Intervention
- Date Rape and Crime Prevention Workshop

Posters and announcements placed on bulletin boards and in campus publications or sent via email are used to alert students and staff about crime prevention and precautions that should be taken.

**Timely Warning Notice**

In case of emergency, the college will use email, the college website, the emergency calling system, and/or the Alertus communications system, as appropriate, to communicate serious crimes, violations, and other situations on campus that have an impact or potential impact on the safety and wellbeing of the campus community.

**Emergency Response, Notification, and Testing Policy**

SouthArk has distributed to every employee and every classroom on campus a copy of the *South Arkansas Community College Quick Guides Emergency Handbook*, which details appropriate responses in the event of campus emergencies. The college will conduct drills once annually to test the plan. In addition, the *South Arkansas Community College Administrative Policy Manual (APM)* includes an [“Emergency Communications Plan” \(APM Policy 5.21\)](#), which may be accessed on the college website. This plan has been formulated to provide a guideline for internal and

external communications during an emergency situation at SouthArk. For the purposes of this plan, an emergency event could result from the following cause(s):

Earthquake	Suicide/Sudden death
Flood	Road crash/plane crash involving staff/students
Fire	Pandemic
Chemical explosion	Other medical crises
Toxic leak	Robbery
Terrorist attack/bomb threat	Occupation of buildings
Extreme weather/tornado	Hostage-taking/kidnapping
Energy blackout	Missing person(s)

Once an emergency situation has been identified, the ranking college administrator, upon consultation with the appropriate personnel and in concert with any applicable city, county, state, or federal entities, select and direct a situation-appropriate response. Depending upon the nature of the emergency, the college may suspend or dismiss classes; evacuate one or more buildings; direct students, faculty, and staff to take shelter; or close one or all of the campuses.

#### **A. Campus-Wide Emergency Communications**

The APM Policy on the Emergency Communications Plan can be found here [APM Policy 5.21 Emergency Communications Plan](#)

#### **B. Fire on Campus**

A fire on campus could destroy property and endanger lives. Students who discover a fire should

- Sound the alarm or call 911 immediately
- Inform others of potential danger
- Leave the building immediately and direct the fire department to the fire
- Never enter a burning building

Evacuation plans are posted in all campus buildings.

#### **C. Missing Persons**

Members of the campus community should report missing persons to Public Safety. When Public Safety becomes aware of a missing person among the campus community, personnel will investigate on campus, then contact the El Dorado Police Department and the Union County Sheriff's Office with a welfare concern, including a description of the person so a BOLO ("Be On the Look-Out") alert for the individual can be issued. Personnel will continue to search on campus, investigate known facts, and collaborate with local law enforcement agencies until the case is resolved.

#### **V. How to Deliver Emergency Messages to Students**

The student advising coaches or Enrollment Services should be contacted in case of an external, non-campus emergency involving a member of the student body. Classes may not be disturbed except in cases of extreme emergencies.

## **Drug and Alcohol Policy**

### **Drug-Free Workplace**

In an effort to ensure a drug-free working and learning environment at SouthArk, the college has established a drug and alcohol policy for employees and students.

### **Policy Statement**

SouthArk prohibits the unlawful possession, use, manufacturing, dispensing or distribution of illicit drugs and alcohol by employees and students of the college on college property or as a part of its activities, nor shall employees or students use prescription drugs or alcohol if such use impairs effective performance of their responsibilities. Governor's Policy Directive Number Five notes, "Use of alcoholic beverages or controlled substances is strictly prohibited during working hours and shall be grounds for immediate dismissal."

### **Local, State, and Federal Laws**

Employees and students are expected to abide by local, state, and federal laws regarding the unlawful possession, use, or distribution of illicit drugs and alcohol. The administration is authorized to impose disciplinary action up to and including suspension or expulsion upon those who violate this policy. In addition, if circumstances dictate, local law enforcement authorities will be contacted.

## **VI. Drug Awareness and Reporting**

### **Reporting and Follow-up of Drug-Related Crimes and Abuse**

Individuals who observe violations of the SouthArk drug policy should report the information immediately to any college official or to Public Safety. All reports should be channeled to the Public Safety staff for investigation and follow-up. If an incident requires the immediate attention of campus or local authorities, then the college official should contact local law enforcement authorities immediately.

### **Drug and Alcohol Counseling**

In an effort to inform employees and students about the effects of drugs and alcohol, the college will provide educational programs, counseling, and activities designed to meet the employees' and students' needs. Treatment can be sought at a facility of one's choosing or at:

Southwest Arkansas Counseling & Mental Health Center, Inc.  
715 North College Avenue  
El Dorado, AR 71730  
870-864-2414

**Enforcement**

Disciplinary action will be taken against employees and students found responsible for the unlawful possession, use, manufacturing, dispensing or distribution of illicit drugs and/or alcohol on college property or as a part of any of its activities. Complete information regarding the Standards of Student Conduct can be found in the college catalog. Should a student be charged with any violation of the college Drug Policy or other standard of conduct, Public Safety will investigate and report findings to the vice president for Student Services, who will be responsible for initiating student disciplinary action as necessary after

1. Meeting with the student
2. Determining the nature of the violation, and
3. Allowing the student an opportunity to participate in the disciplinary process

If circumstances dictate, the appropriate local law enforcement agency will be contacted.

The administration may impose disciplinary action, including, but not limited to, the following:

**A. Dismissal** – Termination of employment with or enrollment in the college.

**B. Probation** – An official warning that the employee's or student's conduct is in violation of the college's policy. Probation may be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued employment or enrollment. These conditions may include drug and alcohol abuse counseling.

**C. Letter of Reprimand** – A letter, of which a copy will be placed in the employee's or student's file, stating that the conduct is not acceptable to the college.

**VII. Sexual Misconduct****Procedures to Follow in the Event that a Sexual Offense Occurs on Campus**

Anyone who is subjected to offensive or criminal sexual behavior or assault is encouraged to take action through the established informal or formal channels within the college.

**Informal procedure/channel:** The victim should report the offense to any employee, public safety, or the Title IX coordinator. The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.

**Formal procedure/channel:** The victim should report the offense to college security personnel immediately; an investigation into the incident will follow. In all cases, efforts should be made to preserve any evidence that might be used to apprehend and convict the accused assailant. In all cases, the rights and privacy of victims and alleged violators will be considered and actions will be taken accordingly.

**Disciplinary Proceedings/Due Process/Privacy**

Sex crimes are considered major offenses punishable by both the college and the courts. Crimes involving sexual offenses, which are reported through formal or informal procedures, will be investigated by the college security personnel who will ensure that all rights of both the accuser and accused are protected. These rights include, but shall not be limited to, discreet and professional handling of all matters concerning the alleged incident, and the opportunity to have others present during a campus disciplinary hearing.

If charges are filed, it will be the responsibility of the vice president for Student Services (VPSS) to arrange for due process and documentation of all campus proceedings. In all cases, victims will be informed of their options for reporting crime and for receiving assistance if such is needed or desired. Both the accuser and the accused will be made aware of the outcomes of formal proceedings.

Employees found guilty of such offenses will be subject to a written warning, a suspension without pay, and/or a discharge, depending upon the circumstances of the specific incident. Referral will be made to local law enforcement authorities for further action if this is appropriate. Students found guilty of sexual offenses will be subject to disciplinary action up to and including suspension or expulsion from the college, depending on the circumstances of the specific incident, and will be referred to law enforcement authorities for further action if appropriate.

**Victim Assistance**

The Title IX coordinator is responsible for referring victims of sexual offenses to appropriate college personnel and/or to agencies in the community that handle such situations. The Victim Assistance Program, established through the local court system, offers assistance and support to victims at no cost.

The Victims Assistance contact number is (870) 863-8762. Assistance is also available through the Union County Rape and Family Violence Center at (870) 862-0929.

SouthArk will change a victim's academic situation as necessary after an alleged sexual offense has occurred, or as requested by the victim. Such changes could include, but would not be limited to, a change in the student's class schedule.

**Sexual Harassment**

SouthArk will not tolerate sexual harassment by any of its students or employees, including its managerial and supervisory employees.

It is a violation of federal law and the rules, regulations, and policies of SouthArk for any employee or student to sexually harass another employee or student by (1) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, as a condition of an employee's employment or student's enrollment, (2) making submission or rejection of such conduct the basis for employment decisions affecting the employee or decisions

concerning a student, or (3) creating an intimidating, hostile, or offensive working environment by such conduct.

Anyone who is subjected to offensive sexual behavior is encouraged to pursue the matter through the established informal or formal grievance procedures of the college. All incidents should be reported to the Title IX coordinator immediately, and the college will investigate all complaints. Any person who has been found by SouthArk to have sexually harassed another person shall be subjected to appropriate discipline.

## GLOSSARY

**Definitions** [from the Jeanne Clery Act Training Manual]

**Annual Security Report (ASR):** Annual report with statements of campus security policy and crime statistics provided to current and prospective students and employees under the Clery Act by October 1st of each year.

**Campus Security Authority (CSA):** A campus policy or security official or other official with significant responsibility for campus and student activities. A CSA has responsibilities under Clery to report information for timely warnings and crime statistics.

**Clery Act:** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. All public and private institutions of postsecondary education participating in federal student aid programs are subject to it.

**ED:** U.S. Department of Education. ED is responsible for implementing and enforcing the federal Jeanne Clery Act.

**Family Educational Rights and Privacy Act (FERPA):** FERPA, also known as the Buckley Amendment, is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

**Hierarchy Rule:** A principle used by the FBI's Uniform Crime Reporting program and adopted by Clery that specifies that only the most serious crime in a multi-crime situation is reported.

**NIBRS-**National Incident-Based Reporting System. Next generation UCR program (see below).

**OVC:** Created in 1983, the Office of Victims of Crime (OVC) is a federal office within the U.S. Department of Justice (USDOJ) that provides federal funds to support victim assistance and compensation programs around the country and advocates for the fair treatment of crime victims.

**Clery Center:** Clery Center for Security on Campus, Inc. is a non-profit (501)(c)(3)) organization whose mission is to prevent violence, substance abuse and other crimes in college and university campus communities across the United States, and to compassionately assist the victims of these crimes.

**UCR:** The Uniform Crime Reporting (UCR) Program was conceived in 1929 by the International Association of Chiefs of Police to meet a need for reliable, uniform crime statistics for the nation.

**Murder/Non-Negligent Manslaughter:** the willful (non-negligent) killing of one human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** the killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and /or by putting the victim in fear.

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. Unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classified as motor vehicle theft in all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned-including joy riding)

**Arson:** the willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, the sale of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and the making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotic (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition).

**Definitions & Terms** *(from the Violence against Women Act)*

1. **Domestic violence:** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant



- monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
2. **Dating violence:** : violence committed by a person:
    - a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - i. The length of the relationship.
      - ii. The type of relationship
      - iii. The frequency of interaction between the persons involved in the relationship.
  3. **Stalking:** engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    - a. Fear for his or her safety or the safety of others; or
    - b. Suffer substantial emotional distress

**Definitions of Sex Offenses** [*from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program*]

**Sex Offense:** any sexual act directed against another person, forcibly and /or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

**Two Categories of Sex Offenses:** forcible and non-forcible

**Four types of Forcible Sex Offenses:**

**Forcible Rape:** Is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/youth). This offense includes the forcible rape of both male and females.

**Forcible Sodomy:** Is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Non-consensual sexual intercourse:** Any sexual penetration or intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes, but is not limited to, vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact no matter how slight the penetration or contact. Add, for more information on SouthArk's Title IX policy, please see ["Title IX: Addressing Interpersonal Violence."](#)

**Forcible Fondling:** Is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Two types of Non-Forcible Sex Offenses** (unlawful, non-forcible sexual intercourse):

**Incest:** Non-forcible sexual intercourse between persons who are related to each other than within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Is non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Definitions [from the Association of Title IX Administrators]**

**Sexual Misconduct Offenses Include, but Are not Limited to**

- Sexual Harassment
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Non-Consensual Sexual Contact (or attempts to commit same)
- Sexual Exploitation

### 1. Sexual Harassment

- Unwelcome sexual conduct, whether verbal or physical, that is
- Sufficiently severe, persistent, or pervasive that it
- Has the effect of unreasonably interfering with, denying, or limiting someone's ability to participate in or benefit from SouthArk's educational program and/activities and is
- Based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.
- Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

#### Three Types of Sexual Harassment

- Hostile Environment: Includes any situation in which there is harassing conduct that is sufficiently severe, pervasive /persistent, and patently offensive that it alters the conditions of education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint.
- Quid pro quo sexual harassment exists when
  - There are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
  - Submission to or rejection of such conduct results in adverse educational or employment action.
- Retaliatory harassment is any adverse employment or educational action taken against a person's participation in a complaint or investigation of discrimination or sexual misconduct.

### 2. Non-Consensual Sexual Contact

- any intentional sexual touching
- however slight
- with any object
- by a man or woman upon another person
- that is without consent and/or by force

- sexual touching includes any bodily contact with the breast, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner

### **3. Non-Consensual Sexual Intercourse**

- any sexual intercourse (anal, oral or vaginal)
- however slight
- with any object
- by a person upon another person that is without consent and/or by force

### **4. Sexual Exploitation**

Exists when an individual takes abusive or non-consensual control of someone for his/or her control or advantage. Some examples of sexual exploitation include but are not limited to:

- Prostitution
- Having sexual relationships with another knowing you are infected with HIV, Aids, or any sexually transmitted disease without informing your partner.
- Recording sexual activity and posting it on the Internet without consent.

## **Clubs and Organizations**

The college supports and promotes student organizations and clubs to serve the interest of both the students and the college. Student groups seeking official recognition must be approved by the Student Services Committee. Please contact the Vice President for Student Services (VPSS).

### **How to Start an Organization**

Students who would like to establish an organization or club at SouthArk should submit the following to the Vice President for Student Services for consideration and approval. To apply, submit an official application (available in the VPSS office) and the following:

- Name of organization or club
- A declaration of the purpose, goals, activities, membership requirements, constitution and by-laws
- SouthArk employee sponsor
- At least five names and signatures of potential members (must be students currently enrolled at SouthArk)

The VPSS will take the completed applications to the Student Services Committee for action and approval.

### **How to Join a Club or Organization**

Students enrolled at SouthArk are encouraged to participate in extracurricular activities. Most organizations have open membership available to all students. However, some have selective membership based upon local, state, or national criteria. Students interested in joining a club/organization should contact the appropriate club sponsor.

## Clubs and Organizations

**Association of Radiography Students.** Open to students currently enrolled in the Rad Tech program at SouthArk. Its purpose is to promote the program and to promote ethical conduct while serving as role models/mentors for future students.

**Arkansas Zeta chapter of Lambda Nu.** This is a National Honor Society for Radiologic and Imaging Sciences. Its objectives are to foster academic scholarship at the highest academic levels, promote research and investigation in the radiologic and imaging sciences, and recognize exemplary scholarship.

**Brotherhood of Scholarship and Services (BOSS),** intends to increase, encourage, and support the inclusion and educational success of men of color. The program assists students in their academic and professional endeavors while promoting and advocating for an improved educational experience at South Arkansas Community College. BOSS aims to build a support system consisting of campus and community members with hopes of leading to higher levels of well-being. BOSS intends to empower its members with the motivation and skills needed to exceed personally and professionally while gaining valuable leadership skills at South Arkansas Community College.

**Campus Ministries One (Cm1) Fellowship.** The mission of Campus Ministries One is to be a student-led organization that develops the spiritual life and abilities of the students in relation to God, to each other, and to the world at large within a non-denominational Christian context and in a manner consistent with the Christian faith. As part of this mission, CM1 seeks to introduce fellow collegians to an authentic relationship with Jesus Christ. Campus Ministries One fulfills its mission through prayer, worship, fellowship, discipleship, and mission.

**Competitive Shooting Club.** This club provides a venue for participation in shooting sports to any/all students at South Arkansas Community College in El Dorado and Warren, Arkansas. Members are provided opportunities to acquire skills that can be employed in recreational/leisure and/or competitive activities.

**Criminal Justice Club.** An organization designed to encourage students interested in criminal justice, as well as other interested members of the South Arkansas Community College community, to share interests and ideas, thereby supplementing and enriching the overall learning environment. The Society assists in the expansion of programs of an educational and cultural nature that serves the interests of the students, faculty, and administration of South Arkansas Community College.

**Health Occupations Students of America Secondary School Chapter (HOSA).** HOSA is a national organization for secondary students enrolled in health occupations programs. The activities for HOSA are an integral part of the instructional skills as well as leadership skills. HOSA members are involved in community-oriented, career related, and leadership development activities. Students from local chapters may attend regional, statewide and national conferences for leadership training and chapter management and participate in HOSA competitive events that test and recognize the students' competencies in their chosen health occupation and related skills.

**National Society of Leadership and Success.** This Society is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or

leadership potential. Candidacy is a nationally recognized achievement of honorable distinction. In addition to honorable distinction, the Society provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliation on all statements of personal accomplishment, including their resume.

Membership is for life and provides access to benefits including scholarships and awards, exclusive on-campus events.

**Omega Theta Alpha (OTA).** This group was established to support the SouthArk Occupational Therapy Assistant (OTA) program and its students within SouthArk, to promote the program in college and community activities, to provide curricular and extra-curricular learning experiences, and to serve as role models/mentors for future students.

**Phi Beta Lambda (PBL).** PBL is designed particularly for those students who are preparing for careers in business or business education but is open to all students. Membership in PBL provides students with a variety of activities designed to encourage interest, stimulate motivation, develop business skills, and increase knowledge of the business world. In fall and in spring, PBL will have the opportunity to participate in state leadership conferences. Most of all, PBL offers many opportunities for students to enhance their resumes and network with business people in the community and surrounding areas.

**Phi Theta Kappa (PTK).** The Alpha Gamma Iota Chapter of PTK was established in 1977. The purpose of this national scholastic honor organization is to recognize outstanding academic achievement in community colleges. Membership is by invitation and requires a 3.50 GPA and current student status. This organization fosters leadership, scholarship, fellowship and service.

**Pi Theta Alpha (PTA).** Pi Theta Alpha was established to support and promote the Physical Therapist Assistant (PTA) program at SouthArk and in the community. The organization provides extracurricular learning experiences in the field of physical therapy, and develops its members as role models/mentors for future PTA students at SouthArk. Membership is open to current and former SouthArk PTA students.

**SkillsUSA.** Membership in SkillsUSA is open to secondary and postsecondary students enrolled in the various vocational-technical career fields. SkillsUSA's purpose is to help students develop social and leadership skills. Activities that enhance the development of these skills are conducted by the club's members and advisors. Each technical group elects officers from its membership. Members are eligible to represent the college in statewide and national competitive events. Active SkillsUSA groups include students enrolled in Automotive Technology, Criminal Justice, Welding, and various other program areas.

**SouthArk Nursing Students (SANS).** This group's activities are an integral part of the development of instructional and leadership skills for practical nursing students. SANS members are involved in community-oriented, career-related, and leadership development activities.

**Student Government Association (SGA).** This group of representatives from all college programs serves as the representative student organization and the official voice through which student opinion may be expressed. It investigates student issues and takes appropriate action, encourages the development of responsible student participation in the overall policy and decision making process at SouthArk, fosters an awareness of the student's role in the learning community, enhances the quality and scope of education at the college, and provides a means for responsible and effective participation in the organization of student life.

## Student Activities

A vital part of the college experience, student activities are designed to continue the learning process started in the classroom. These activities provide opportunities to develop leadership potential, social awareness and self-discipline. Students are encouraged to participate in student activities to maintain a proper balance between academic pursuits and personal development.

**Commencement.** All students who have completed college programs during the academic year are strongly encouraged to participate in commencement ceremonies. Students must apply for commencement and confirm participation by securing clearance for graduation from their student advising coach. Application must be submitted by the deadline listed in the academic calendar.

**Pinning and Lighting Ceremony for Nursing Students.** The traditional pinning and lighting ceremony honors the achievements of students who have completed a degree or certificate in nursing.

**SouthArk Bistro.** The SouthArk Bistro is located on the west campus in the SouthArk Student Center on the first level. The Bistro is an area for students to purchase a soft drink, coffee, sandwiches, hot meals, or snacks, as well as to visit with friends or to study.

**Fall Festival and Spring Fling.** Every fall and spring semester, the SouthArk Student Government Association hosts a festival with games, contests, food and music. All students, faculty and staff are invited to attend.

**Student Ambassadors.** Student ambassadors represent and assist the college in recruiting and at official functions. In exchange for their efforts to promote the college, student ambassadors are awarded full-tuition scholarships and part-time work assignments on campus. For more information, contact the Financial Aid office.

Information on institutional scholarships can be found here [Institutional Scholarships](#)

**Student Recognition Ceremony.** Each fall and spring semester students are recognized for outstanding achievement and service to the college. All students and their families are invited to attend.

**Who's Who Among Students in American Junior Colleges.** Students are chosen for this honor by a vote of the faculty and staff. Students are selected each fall based on their academic achievements, service to the community and school, leadership and extracurricular activities and future potential. Those selected are formally recognized at the annual Student Recognition Ceremony.

# Student Support

## Off-campus Employment

Students interested in off-campus employment should check the online Job Board located in the [Career Services](#) section of the SouthArk website. Students needing more information should contact Tim Johnson, Director of Advising and Career Services, at 870-864-8421 or email [TRJohnson@southark.edu](mailto:TRJohnson@southark.edu) for an appointment.

## On-campus Employment

Students interested in finding a work-study job should first complete the FAFSA and then complete a work study application in the Financial Aid Office. The application should be updated every semester. Students considered for employment, may be contacted for a skills assessment and/or interview with the potential employer. To learn more about work-study opportunities visit the SouthArk Financial Aid Office.

## Job Placement

The college maintains job boards in the McGehee Building on east campus and on the SouthArk website under Career Services where open positions are posted regularly. Campus jobs for students are arranged through the Financial Aid Office in the Student Services Center on west campus. SouthArk utilizes College Central Network, a career services manager, to evaluate student resumes and portfolios as well as manage other career related services. SouthArk also maintains a Career Closet as part of its career related services. For more information, speak with Donna Hendricks at 870-864-7177 or [dhenricks@southark.edu](mailto:dhenricks@southark.edu), Vanessa Williams at 870-875-7235 or [vwilliams@southark.edu](mailto:vwilliams@southark.edu), or Tim R. Johnson at 870-864-8421 or [TRJohnson@southark.edu](mailto:TRJohnson@southark.edu) [SouthArk on Facebook](#).

## Veterans' Services

Students receiving veterans benefits may receive personal, career, and academic counseling as needed. Veronda Tatum, Director Financial Aid, is the college's designated VA representative.

In addition, SouthArk provides an opportunity for students who are veterans or merely interested in the military to participate in S3, SouthArk Military Service Support student group. A student veterans' lounge is located in Room 133 of the Computer Technology building on west campus. Learn more by visiting the Veterans' Affairs page on the web site [Veterans' Affairs](#)

## Reasonable Accommodations: Americans with Disabilities Act

It is the intent of SouthArk that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by the college. [Disability Support Services](#) is in the Office of Student Success located on the second floor of the El Dorado Conference and Student Center. The college will work with any student to provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA).

## Counseling

SouthArk offers free mental health counseling services to enrolled SouthArk students, whether they are in credit or non-credit courses. Students seeking services can contact Vanessa Williams at 870-875-7235 or email at [vwilliams@southark.edu](mailto:vwilliams@southark.edu). Students can also be referred for an assessment by faculty and staff.



**Transcripts**

SouthArk makes every effort to ensure the accuracy and privacy of student records. The college will comply with all Family Educational Rights and Privacy Act (FERPA) requirements. Transcripts, test scores, and shot records will be issued only at the written request of the student. No request will be processed until all financial obligations to the college have been met. Transfer work evaluated and granted for degree credit will be recorded on SouthArk's transcript. The college will not copy and release transcripts and/or test scores from other colleges/institutions. Students should request this information directly from the appropriate college, high school, or testing service. Student advising coaches may have access to students' records for advising purposes.

**Transfer Assistance**

Assistance is available to students who plan to transfer to a four-year institution upon completion of their programs at SouthArk through the Advising and Career Services Department. Students are given information on requirements for admission to four-year colleges and transfer scholarships.

Those interested in transfer assistance should contact Advising and Career Services, at (870) 864-8421 or [TRJohnson@southark.edu](mailto:TRJohnson@southark.edu). Learn more by visiting the [Transfer Information](#) page on the web site.

# Financial Aid

## GENERAL INFORMATION

All qualified students will be awarded financial aid, if financial aid funds are available, regardless of age, race, color, creed, gender, religion, marital status, veteran's status, national origin, disability, or sexual orientation. The Financial Aid office provides information and assistance in completing applications.

To receive federally funded financial aid and some other financial aid, students must complete the Free Application for Federal Student Aid ([FAFSA](#)), enroll as regular students in an approved degree or technical certificate program, meet citizenship requirements, demonstrate financial need, and maintain satisfactory academic progress. In addition, students must not be in default on any student loan program or Stafford loan or owe a refund on a Pell grant, Supplementary Educational Opportunity Grant (SEOG), or state aid.

The majority of financial aid programs offered at SouthArk are need-based; however, a number of scholarships are based on academic achievement and merit. Students must reapply for financial aid every year. For all financial aid, enrollment is calculated as of the 11th class day of the semester for fall and spring semesters and the fifth class day for summer term.

## APPLICATION PROCEDURE FOR FINANCIAL AID

To apply for a Pell Grant, SEOG, ARFuture Grant, federal work study, and/or a student loan, students must complete and submit the FAFSA and other SouthArk [Financial Aid Forms](#) as required by the Financial Aid office. Financial aid applicants may be required to provide documentation to verify the information given on their FAFSA application. Awards will not be finalized until all required documentation and all academic transcripts are on file. Students will be notified of the action taken on their completed application. Students who plan to enroll for the fall semester should apply for financial aid in the early spring. Continuing students must reapply each year because financial aid is not automatically renewed. Students who want to receive financial aid for the summer should fill out the summer application form available in the Financial Aid office in late spring.

## SATISFACTORY ACADEMIC PROGRESS

### Policy for Satisfactory Academic Progress

Students who receive federal financial aid are required to make Satisfactory Academic Progress (SAP) in order to receive financial aid. Federal guidelines stipulate the SAP policy will apply to all enrollment periods at SouthArk regardless of whether aid was received. SAP is defined as passing the required percentage of hours (quantitative) and maintaining a minimum grade point average (GPA) of 2.0 on a 4-point scale (qualitative).

Students must be enrolled as an associate's degree or technical certificate seeking student in an eligible program of study in order to receive financial aid. Students may receive financial aid while enrolled in a full- or part-time course of study. Full-time students must enroll in at least 12 semester hours each

semester, including summer. Students receiving financial aid are advised to consult the financial aid staff before making any adjustments to their program of study or course load.

Students may receive financial aid for no longer than 150% of the published length of the educational program. For example, students must complete the requirements for a 60-hour degree or certificate by the time they have attempted 90 course hours. Upon completing a program of study, students may pursue another degree or certificate under the same guidelines described above. This type of “reset” may only be done a maximum of two times. Students must maintain a cumulative GPA of 2.0.

Students must complete the following minimum percentage of courses to maintain SAP:

Hours Attempted	Completion
up to 15 hours	55%
16 - 30 hours	60%
31 or more hours	67%

A student’s official enrollment status will be determined based on the college’s official census records and aid will be awarded accordingly. Students who completely withdraw from the college at any point after they are locked in, per those census records, are subject to the Return to Title IV Calculation and will be held responsible for the minimum percentage of hours for their official enrollment status. Students should refer to the [Return to Title IV Funds Policy](#) for further details. SAP will be reviewed at the end of each payment period/semester. SAP will be checked the first time aid is packaged for each academic year. At such time a student does not meet this policy, they will be notified in writing. This notification will be sent to the current address on file in the Financial Aid office. Students who fail to make SAP after their first payment period/semester will be placed in a financial aid **Warning Status** and will be allowed one additional payment period/semester in order to meet the requisite GPA and/or completion percentage. If after the additional payment period/semester students still do not meet SAP, they will be placed on **Financial Aid Suspension** and will be ineligible to receive Title IV aid until the requisite GPA and/or completion percentage are met. Written notification of warning or suspension will be mailed to the student. Students on financial aid suspension must notify the Financial Aid office **in writing** when the GPA and/or completion percentages are met if they want to be re-considered for financial aid.

See information about FAFSA and Return of Title IV Funds by visiting the SouthArk web site here [FAFSA information and Return of Title IV Funds](#)

## SPECIAL CONDITIONS

- **Developmental/Basic Studies Courses.** Enrollment in these courses will be included in the total hour requirement for calculating financial aid awards, the calculating of cumulative semester hours of credit required, and in the calculation of cumulative semester hours attempted. Developmental/Basic studies courses do not earn a GPA and will not count toward the student’s overall GPA for academic progress purposes. Developmental/Basic studies courses will be considered “completed” if the student earns a grade of “C” or better.

- **Repeating Courses.** The last grade recorded in repeated courses is the grade of record at SouthArk and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted, and the number of hours completed, if applicable. Financial aid will pay for a previously-passed course to be repeated only once.
- **"I," "W," and "WE."** Courses in which a grade of "I," "W," or "WE" is assigned will count toward the student's hours attempted but will not count toward the hours completed.
- **Transfer Students.** Students must report to the Financial Aid office and Admission's office, ALL colleges, universities, and other schools in which they have enrolled prior to SouthArk, including courses while in high school. No financial aid awards will be made until all transcripts have been received and evaluated by the Financial Aid office. Transfer students, including concurrent credit students, are subject to the same policy regarding length of time and grade point average as native SouthArk students for those hours accepted at SouthArk.
- **Audits.** Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.
- **Basic Studies Probation.** Students who are placed on Basic Studies Probation are not necessarily placed on Financial Aid Warning or Suspension. Students will be notified in writing if they do not meet the SAP Policy.
- **Financial Aid Warning Status:** SouthArk reviews SAP at the end of each payment period. This status will be assigned to a student who was making SAP in the prior payment period but now does not meet the standards. These students will receive aid for one additional payment period without having to file an appeal.
- **Pell Lifetime Eligibility Used (LEU)** – Students may receive Pell grant funds for no longer than 600% or the equivalent of 12 full-time semesters over the course of their educational career based upon the information found in the Pell Payment Data of [NSLDS](#).
- **Academic Forgiveness or Fresh Start:** These programs are not part of the federal aid provisions and, therefore, will not be recognized for aid eligibility purposes. All hours and grades will be reviewed when checking SAP standards.

## ROUTE OF APPEAL

Appeals will be considered by the Faculty & Staff Financial Aid Review Committee. This committee will determine whether the student may continue receiving federal financial aid based on the documentation provided and that the student will be able to make SAP standards by the end of the next term enrolled. If the committee determines that a student cannot make SAP by the end of the next term of enrollment, the committee can place the student on a written and agreeable academic plan in order to regain SAP within a specific and reasonable amount of time. These students will be placed on **Financial Aid Probation**. If at any time during the probationary period the student fails to follow this academic plan, he or she will automatically be denied continued financial aid.

## RETURN OF TITLE IV FUNDS

If students receiving Title IV funds withdraw or stop attending on or after the first day of class during the period of enrollment for which they were charged, the college must determine the amount of the Title IV funds students have earned. This calculation is done in accordance with Federal Title IV guidelines. If

students have not been in attendance long enough to earn all of the awarded aid, they may have to repay some of the unearned aid. Copies of SouthArk's Return of Title IV Funds policy are available in the Financial Aid Office.

## TYPES OF FINANCIAL AID

**Federal Pell Grant.** This federally funded program is designed to provide financial assistance to individuals to attend institutions of higher education. Eligibility is determined according to a congressionally mandated formula that computes the expected family contribution. The aid administrator at the school the student attends must calculate the actual amount of the student's award based upon the expected family contribution, the cost of attendance, and the student's enrollment status.

**Federal Supplemental Educational Opportunity Grant (SEOG).** This program provides grants to students with exceptional financial need. Funds are provided by the federal government and administered by the college.

**Federal Work-Study Program.** This program provides part-time employment opportunities for students who have financial need. Most work-study jobs are on campus, but in some instances students are referred to off-campus nonprofit agencies. At SouthArk, students work an average of five (5) to twenty (20) hours per week. Students are paid once per month.

Students eligible for work-study should contact the Financial Aid Office for information on how to apply. Work-study eligibility does not guarantee students a job. The work allowance awarded represents the maximum amount students can earn under the program during the school year.

**Federal Direct Loan.** This program enables students to receive low-interest subsidized or unsubsidized loans to finance educational expenses. If a student receives a subsidized loan, the federal government pays the interest while the student is in school, during the grace period, and during periods of deferment. If a student receives an unsubsidized loan, he/she is responsible for the interest on the loan from the time of issue. Payments normally begin six months after the student graduates, drops below half-time, or withdraws from college. Students may be allowed up to 10 years to repay the loan. The amount of each monthly payment depends upon the size of the debt. Repayment schedules are provided by the lender.

Aid administrators may refuse to certify a loan application or may reduce the amount of the loan if they document the reason and provide an explanation to the student in writing.

**Arkansas Department of Higher Education.** ADHE administers financial-aid programs for Arkansas undergraduate students that include Arkansas Academic Challenge Scholarships, ARFuture Grant, Governor's Distinguished Scholarships, Law Enforcement Officers Dependents' Scholarships, Arkansas Workforce Challenge Scholarships and the Military Dependents' Scholarship. More information about these and other forms of financial aid available from ADHE is available at <http://scholarships.adhe.edu/>

## Scholarships at SouthArk

SouthArk funds a number of scholarships for full-time or part-time students seeking a degree or certificate. Most scholarships are awarded in the spring semester for the following academic year. The priority deadline for most scholarships is March 1; however, scholarships will continue to be awarded to eligible students only as long as funding is available. The value of a full-tuition or a half-tuition scholarship is determined by the recipient's residency status (in-district or out-of-district). The maximum value of any **tuition-based** scholarship will be the value of tuition at the out-of-district rate. Eligible scholarship recipients from outside Arkansas must pay the difference between the out-of-district and out-of-state tuition rates. Pending satisfactory completion of course work in the first year, scholarships are renewable for the second academic year as long as the student meets all renewal requirements. ***If not otherwise noted scholarships can be renewed until student receives the first two-year degree (AA/AAS), not to exceed three years.*** The Scholarship Committee must approve all exceptions to scholarship requirements.

Please visit the SouthArk web site Scholarships page here [Scholarships at SouthArk](#)

This page on the web site contains information about Institutional Scholarships [Institutional Scholarships](#)

There are also Community Scholarships and information on those can be found at this page on the web site [Community Scholarships](#)

### **SOUTH ARKANSAS COMMUNITY COLLEGE FOUNDATION SCHOLARSHIPS**

This page on the web site contains information about Foundation Scholarships [Foundation Scholarships](#)

### **OTHER SOURCES OF AID**

**Sixty-and-Over Waiver.** Any person 60 years of age or older will be granted a tuition and mandatory fees waiver on a space-available basis for enrollment in credit courses. Waiver forms are available in the Bookstore.

**Arkansas Rehabilitation Services.** Arkansas residents who have disabilities that hinder them from employment may receive retraining assistance from the state to prepare them for return to gainful employment. For more information go to [www.arsinfo.org](http://www.arsinfo.org) or contact the El Dorado office at 708 W. Faulkner, (870) 862-5451.

**Workforce Innovation and Opportunity Act.** This program is designed to help job seekers access employment, education, training, and support services to succeed in the labor market. Information and eligibility requirements are available from the following agencies:

**Southwest Arkansas Planning and Development District, Inc.** Counties served: Calhoun, Columbia, Dallas, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Ouachita, Sevier,

and Union. Call (870) 234-4030 or 234-9097 in Magnolia, (870) 863-0218 in El Dorado, (870) 798-3223 in Hampton, or (870) 836-5024 in Camden.

**Southeast Arkansas Economic and Development District, Inc.** Counties served: Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson, and Lincoln. Call (870)226-3742 in Warren.

**Union Community Action Association, Inc.** Parishes served: Morehouse, Union and West Carroll. Call (318) 368-9606 in Farmerville, (318) 283-0849 in Bastrop, and (318) 428-8640 in Oak Grove.

**Arkansas Single-Parent Scholarship Fund.** The Arkansas SPSF works with organizations and individuals at the county level to develop incentive scholarship funds for single parents who wish to complete a college education in preparation for well-paying employment. For more information, visit the state Single Parent webpage at [www.aspsf.org](http://www.aspsf.org).

**Arkansas Human Development Corporation.** This program pays for fees, books, supplies, and an hourly allowance for qualified students. To be eligible, students or parents of dependent students must have derived at least 51 percent of their gross income for the past year from farm-related employment. The AHDC representative will determine student eligibility. For further information contact AHDC at (870) 382-2050.

## VETERANS' BENEFITS

The college is approved to provide assistance to veterans and veterans' beneficiaries. The Financial Aid office will assist students in completing forms necessary to apply for educational assistance from the Veterans Administration.

The Financial Aid Office is responsible for veterans' services and the maintenance of records required for certification. Students receiving educational benefits from the Veterans Administration are subject to the rules, regulations, and policies set forth in this catalog that are applicable to all students. However, students qualifying for veterans' benefits are also required by the Veterans Administration and the State Approving Agency to meet certain other standards of approved certification. All veterans should familiarize themselves with the regulations outlined below.

### *Minimum Standards of Progress for Veterans*

The following will apply to all veterans:

- A freshman student who does not attain a 1.50 grade point average will be placed on academic probation.
- A freshman student on probation whose grade point average for the probationary semester is less than 1.50 will be suspended from drawing Veterans Administration educational benefits.
- A sophomore student whose grade point average is less than 2.00 will be placed on academic probation.
- A sophomore student on probation whose grade point average for the probationary semester is less than 2.00 will be suspended from drawing Veterans Administration educational benefits.

- Students who fail to qualify for V.A. benefits, as a result of being placed on suspension, may appeal their status to the Financial Aid Committee. All appeals must be in writing and must include the reason(s) the student failed to meet minimum academic standards.

**Approved Length of Course for Veterans.** Students drawing full-time benefits are expected to complete an associate degree in a maximum of 5 semesters and a baccalaureate degree in a maximum of 10 semesters. The maximum hours of credit which may be awarded on the basis of previous experience as shown in the “Credit for Previous training or Experience” section of this catalog shall be waived for veterans who can demonstrate that a larger number of credit hours should be awarded. If a veteran is awarded such credit or has previous college credit, the approved length of course at SouthArk will be decreased proportionately; and the veteran and the Veterans Administration shall be notified of the shortening of the course length.

**Class Attendance Policy for Veterans.** All persons receiving veterans’ benefits are required by the Veterans Administration regulations to maintain satisfactory class attendance. The Veterans Administration will be notified of unsatisfactory attendance.

**Withdrawal Policy for Veterans.** If a student receiving VA benefits withdraws from any course, they must notify the financial aid office immediately. If the student wishes to receive a non-punitive grade, mitigating circumstances must exist or benefits for that course may be terminated retroactively to the first date of enrollment.

**Enrollment Certification.** Veterans Affairs will pay for courses that apply toward the student’s declared major. Students must submit a copy of their schedule each semester to the VA Certifying Official before enrollment will be submitted to the VA. Only courses enrolled in that apply to the student’s degree plan will be certified. If a course is repeated and the student can graduate with the previous grade, the repeated course will not be included in the enrollment certification.



## Tuition and Fees

Students will be charged per semester hour according to the schedule below for all credit hours. South Arkansas Community College has three tuition rates: 1) in-district for students who are residents of Union County, 2) out-of-district for students who are Arkansas residents but not residents of Union County, and 3) out-of-state for residents of other states. (See Residency Requirements) The following schedule of tuition rates for the 2016-2017 academic year has been approved by the South Arkansas Community College Board of Trustees:

### Tuition

#### Per Credit Hour

In-District .....	\$84
Out-of-District.....	\$97
Out-of-State.....	\$172

### Fee Required for All Students

Academic Support Fee.....	\$30 per student, per semester
Technology Fee .....	\$10/credit hour
Activity Fee .....	\$1/credit hour
Support Fee .....	\$4/credit hour
Security Fee .....	\$7/credit hour
Academic Enhancement Fee	\$4/credit hour

### Course Related Fees and Other Charges

Campus Technology course fee.....	\$15
CDA Assessment .....	\$425
Challenge Test .....	(per test \$7, plus \$12 per credit hour)
COMPASS Test.....	\$10
Golf .....	\$45
ID Card Replacement.....	\$8
Laboratory and Specific Course Fees.....	Check "Fee" column on Course Schedule*
Music (private lesson) .....	\$100 per credit hour
Online Courses.....	\$28 per credit hour
SAS Critical Thinking Test .....	\$32
TEAS Test (Health Admission Test).....	\$55
Test Proctoring Fee.....	\$15 per test
Transcript.....	Free

### Health Sciences Fees

Emergency Medical Services	
Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
EMT NREMT Practical Exam Fee .....	\$117
AEMT NREMT Practical Exam Fee.....	\$152
Paramedic NREMT Practical Exam Fee .....	\$162
Health Science Simulation Lab Fee .....	\$140*
Course Lab Fee.....	\$30 per course with lab component
Background Check Fee.....	\$53
Drug Testing Fee .....	\$35
Advanced Course Fee.....	\$200

Medical Coding

Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
Course Lab Fee .....	\$30 per course with lab component
Background Check Fee.....	\$53
Drug Testing Fee .....	\$35
Certification Exam Fee .....	\$199
AHIMA Student Membership Fee .....	\$49

Occupational Therapy Assistant

Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
Course Lab Fee .....	\$35-\$100 varies per course with lab component
AOTA Fee .....	\$75
NBCOT Testing Fee.....	\$210
Health Science Simulation Lab Fee .....	\$140*
Visual Media Fee .....	\$50

Phlebotomy

Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
Course Lab Fee .....	\$30 per course with lab component
Background Check Fee.....	\$53
Drug Testing Fee .....	\$35
Certification Exam Fee .....	\$123

Physical Therapist Assistant

Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
Course Lab Fee .....	\$70 per course with lab component
Travel Fee.....	\$75 Fall / \$75 Spring semester
Testing Fee .....	\$285

Practical Nursing

Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
Course Lab Fee .....	\$50 per course with lab component
Travel Fee.....	\$25 per one semester only
Clinical Virtual Excursion Pkg. Fee .....	\$115
Supply Fee .....	\$100
ATI Exam (Days/Warren) Fee.....	\$184 per semester
ATI Exam (Evenings) Fee .....	\$150 per semester
ATI Retake Exam Fee.....	\$60
Drug Screen Fee .....	\$35
Health Science Simulation Lab Fee .....	\$140* per semester

Radiologic Technology

Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
Course Lab Fee .....	\$100 per course with lab component
Travel Fee.....	\$50 per semester X 4 semesters

Testing Fee .....	\$200
Supply Fee .....	\$30 per semester X 2 semesters
<b>Registered Nursing</b>	
Professional Program Fee .....	\$240 per semester
Liability and Accident Insurance .....	\$25
Course Lab Fee .....	\$60 per course with lab component
Travel Fee .....	\$80 per semester
ATI Exam Fee .....	\$230 per semester
ATI Retesting Fee .....	\$60
Drug Screen Fee .....	\$35
Supply Fee .....	\$130
Health Science Simulation Lab Fee .....	\$140* per semester
<b>Surgical Technology</b>	
Professional Program Fee .....	\$150 per semester
Liability and Accident Insurance .....	\$25
Travel Fee .....	\$150 in spring semester
Course Lab Fee .....	\$150 per course with lab component
CST Practice Exam Fee .....	\$40
Drug Screen Fee .....	\$35
Gold Bundle Package Fee .....	\$247
Health Science Simulation Lab Fee .....	\$140
Clinical Orientation Fee .....	\$10
Insolex Clinical Fee .....	\$75

**\*Course Usage/Lab and Supply Fee** (the amount varies per course) \$5-\$140 per course  
 Usage/Lab and Supply Fees may be charged for specific classes. See the current Course Schedule for a list of Usage/Lab and Supply Fees.

**Pass-Through Fees**

Pass-Through fees may be increased or changed at any time. Pass-Through fees are defined as fees collected by the College from the student to pay for specific expenditures associated with program testing and background checks required by external third-party entities such as accrediting agencies or clinical/practicum sites. Vendors periodically increase their costs and this cost is passed on to the student.

**Payment of Tuition and Fees**

All fees must be paid or satisfactory arrangements for payment must be made before a student attends class. All financial obligations must be settled before graduating, reenrolling, or requesting a transcript. Library privileges may also be suspended if financial obligations are not met (See the semester schedule for more information).

**Tuition Payment Plan**

A monthly tuition payment plan is offered through SouthArk by Nelnet (FACTS) Business Solutions. Enrolling for the FACTS monthly payment plan requires a \$25 nonrefundable enrollment fee and a down payment on the student’s account at the time of enrollment. The enrollment fee and down payment will be drafted immediately from either a checking account or credit card. Payments are electronically processed on the 20th of each month throughout the student’s payment agreement. Students can

register for this option by logging on to [www.southark.edu](http://www.southark.edu) through MyCampus and follow the easy online directions.

### **Residency Requirements**

The following policy shall be used in determining the residency classification of students. Students shall be classified as in-district, out-of-district, or out-of-state based upon their bona fide domicile. Domicile means the legal home and place of permanent living of students for all purposes, and the intention to make the domicile the permanent home must have been manifested by good faith acts. Mere physical presence alone is not sufficient evidence of domicile. The domicile is the legal residence of an individual.

The domicile and legal residence of a minor student is the same as that of:

- The parents or surviving parent; or
- The parent to whom custody of the minor has been awarded; or
- The parent with whom the minor in fact makes his/her home, if there has been a separation of parents without judicial award of custody; or
- An adoptive parent, where there has been a legal adoption, even though either or both of the natural parents are living.

A minor emancipated by the law of his/her domicile or on reaching the legal age of majority has the power which any adult has to acquire a different domicile and a different place of residing; however, his/her prior domicile or origin continues until he/she clearly establishes a new one. Marriage constitutes emancipation of minors, both male and female. For either an adult or an emancipated minor to acquire a new domicile, he/she must have permanently left his/her parental home, must have established a legal home (domicile) of permanent character other than for attendance in school, must have resided for six continuous months as a domiciliary, and must have no present definite intent of removing there from as of a certain time.

The domicile of a person is the same as that of his/her spouse as long as they live together. An out-of-state person becomes eligible for in-state or in-district tuition status for college fee purposes following marriage at such time when the spouse is, or has been, domiciled in Arkansas for six continuous months.

A student who knowingly gives erroneous information in an attempt to evade payment of out-of-district or out-of-state fees shall be subject to dismissal or other disciplinary action.

### **Out-of-State Tuition Waiver**

Arkansas income taxpayers and their dependents who reside in a county or parish recognized by the Department of Higher Education for reimbursement may enroll at South Arkansas Community College and receive an out-of-state tuition waiver. To receive the out-of-district rate, students must provide the following:

1. Proof of residence in an eligible county or parish, and
2. Documentation (W-2 form or copy of Arkansas income tax form as filed) of receipt of wages from an Arkansas employer of a minimum of \$5,500 in the tax year preceding enrollment, or Official

verification from an Arkansas employer of current employment at a minimum current salary of \$5,500 or

3. Documentation that the student is a dependent of a nonresident Arkansas income taxpayer who provides documentation satisfying the conditions of paragraphs (1) and either (2) or (3) above.

The institution must keep the above documentation on file in the institution for enrollment audit purposes.

Residents of Union, Claiborne, Morehouse or Webster Parish, Louisiana, who are not eligible for the Arkansas Wage Earner out-of-state tuition waiver according to the above guidelines, will be granted a waiver equal to the difference between out-of-state and out-of-district tuition rates.

## REFUND OF TUITION AND FEES

### Institutional Refund Policy

Students desiring to withdraw from class should refer to the withdrawal section of the catalog or the master schedule. Upon the student’s official withdrawal from class, the college will refund tuition and qualifying fees according to the following schedules:

<b>Regular Semester (16-Week Term)</b>	<b>Tuition</b>	<b>Fees</b>
Classes in session 1-10 class days .....	100%	100%
Classes in session 11 class days.....	0%	0%
 <b>Long Summer (10-Week Term)</b>	 <b>Tuition</b>	 <b>Fees</b>
Classes in session 1-4 class days .....	100%	100%
Classes in session 5 class day .....	0%	0%
 <b>First and Second Summer (Five-Week Term)</b>	 <b>Tuition</b>	 <b>Fees</b>
Classes in session 1-4 class days .....	100%	100%
Classes in session 5 class days.....	0%	0%
 <b>Irregular Terms (mini-mesters)</b>	 <b>Tuition</b>	 <b>Fees</b>
Classes in session 1-6 class days .....	100%	100%
Classes in session 7 class days.....	0%	0%

Administrative cancellation of a class will result in a 100% refund of tuition and fees for the class. The enrollment period for tuition purposes shall be defined as the first day of regularly scheduled classes until the last day of class or final examinations, excluding holidays. Refunds are calculated only on hours that reduce the student’s credit load below full-time, maximum-tuition status. Refunds are calculated based on the above refund tables regardless of non-attendance.

### Tuition and Fee Payments

Tuition and fees are due by the deadline established for early registration or on the day of registration for regular or late registration. These deadlines are established to promote an orderly and efficient registration and ensure compliance with the Arkansas Department of Higher Education student census requirements.

Students who do not meet the set payment arrangement deadlines for early and/or regular registration will be dropped from the current class schedule at the end of the business day.

Non-payment of any outstanding balance by the stated deadline will result in a financial hold on the account. All financial obligations must be settled before graduating, reenrolling, or requesting an official transcript. Library privileges may also be suspended. If a student fails to meet his/her financial obligation the college, any delinquent funds may be referred for collections or may be referred to the Chief Fiscal Officer of the State as outlined in the State Accounting Procedures Manual.

In extreme situations, the Chief Fiscal Officer is authorized to make exceptions to these rules, within the parameters of all applicable laws and regulations.

### **Allocation of Refunds and Overpayments**

If a student who received Title IV Assistance (other than assistance under the Federal Work Study Program) is owed a refund or if a student who received Title IV Assistance (other than assistance under the Federal Work Study, Federal Direct Loan, Federal PLUS, Federal SLS, Federal Direct Stafford, or Federal Direct PLUS Programs) must repay an overpayment, the institution shall allocate that refund and any overpayment collected from the student in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal PLUS Loan
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Direct PLUS Loan
- Federal Perkins Loan
- Federal Pell Grants
- Federal SEOG
- Other assistance awarded under programs authorized by Title IV
- Federal, State, private, or institutional assistance to the student

## Credit Programs and Awards

The college offers programs of instruction designed to meet a variety of educational and occupational needs of students. Students who wish to earn a baccalaureate degree may complete the freshman and sophomore years and then transfer to a senior institution. The college also offers programs that lead to immediate employment. It supplies background courses essential to the up-grading of occupational/technical skills and provides general education courses to broaden one's knowledge beyond the confines of a particular occupational specialty.

Courses are offered in the day and evening and online using the Internet during the academic year and in summer sessions. Students may enroll online on a part-time or full-time basis. Rotation of evening offerings enables students to earn degrees by attending evening sessions on only a part-time basis.

### COLLEGE-WIDE LEARNING OUTCOMES

#### Student Assessment

Learning outcomes assessment is a process by which SouthArk formally and systematically measure and review student learning. The results of the process are used to improve academic programs and academic support services. Learning outcomes assessment is conducted both quantitatively and qualitatively within courses, programs, and through college-wide assessment measures. Faculty are responsible for the identification of course level outcomes and program directors work with the guidance of accrediting bodies and advisory committees to develop and validate program level outcomes.

SouthArk's college-wide student learner outcomes of Communication, Critical Thinking, and Responsibility were identified by the college's Assessment Committee and adopted by the college as a whole. These college-wide student learner outcomes are integrated into the curriculum and assessed in all technical certificate and associate degree programs.

### GRADUATION AWARDS AND REQUIREMENTS

#### Associate of Arts Degree

The Associate of Arts degree is designed to transfer to four-year colleges and forms the foundation for a variety of bachelor's degree programs. The courses required for this program are freshman and sophomore courses at a four-year college. Information regarding the general education requirements for these degrees may be found in the section entitled "Arts and Sciences."

The college offers a number of programs that prepare students for further course work toward a baccalaureate degree in professional areas, such as pre-medicine and pre-law. Students should meet with a student advising coach or counselor who will assist them in selecting the program best suited to their career goals. Students should be aware of the requirements selected by the institution to which they will transfer and should meet with a student advising coach well versed in these requirements.

In order to qualify for the Associate of Arts degree, the student must:

- Meet basic studies requirements.
- Complete 60 semester credits applicable to a baccalaureate degree with a 2.00 cumulative grade point average (GPA). Under certain circumstances, 14 hours of elective credit from occupational courses may apply toward the Associate of Arts degree.
- Have a minimum of a 2.00 GPA on all courses completed at SouthArk and a minimum 2.00 GPA on those courses applicable to the Associate of Arts degree.

**Associate of Applied Science Degree**

The AAS degree is the highest occupational degree offered by the college. It is an integrated sequence of classroom and laboratory courses. Instruction in technical/occupational courses emphasizes principles involved in analyzing and solving problems and design within the area of study. The normal range of credit for the degree is 60-72 semester credits. In order to qualify for the Associate of Applied Science degree, the student must:

- Meet basic studies requirements.
- Complete the following general education requirements:

English/Writing.....	6 credits
Computer Science.....	3 credits
Social Science.....	3 credits
Mathematics.....	3 credits
TOTAL.....	15 semester credits

- Complete respective degree requirements listed in the General Catalog with a 2.00 cumulative GPA. Students who wish to earn an AAS degree must have a grade of “C” or better in ENGL 1113, Composition I.
- Have a minimum cumulative of a 2.00 GPA on all courses completed at SouthArk and a minimum 2.00 GPA on those courses applicable to the Associate of Applied Science degree.
- Apply for graduation through the student advising coaches.
- Meet residency requirements.

The **Technical Certificate** is a planned program of classroom and laboratory work at the collegiate level. It recognizes the acquisition of a specified level of competency in an occupational field and in communications and mathematics. The normal range of credit is 24-42 semester credits. Students in this program must demonstrate basic studies requirements. In order to qualify for a technical certificate, the student must:

- Meet basic studies requirements appropriate to the certificate.
- Complete respective certificate requirements listed in the general catalog.
- Have a 2.00 GPA on all courses completed at SouthArk.



- Apply for graduation through the student advising coaches.
- Meet residency requirements.

The **Certificate of Proficiency** is awarded to students who have demonstrated their mastery of skills or knowledge with specified performance standards. Typically, a registry or competency examination is required of the student. The length of this program is one semester or less. The normal range of credits is 7-15 semester credits. Basic studies requirements are those appropriate to the area of study and are listed with the course requirements. In order to qualify for a certificate of proficiency, the student must:

- If applicable, have met all entrance requirements for the program.
- Meet basic studies requirements to the program.
- Complete respective course requirements listed in the general catalog.
- Have a 2.00 GPA on the course or courses required for the certificate.
- Apply for graduation through the student advising coaches.
- Meet residency requirements.

### **General Education**

General education is that common core of learning experiences of value to each person regardless of occupation or profession. Act 98 of the 1989 Arkansas General Assembly provided for the establishment of a 35-credit minimum core of courses that applies toward the general education curriculum requirements at state-supported institutions of higher education. With few exceptions, as they relate to specific majors, the courses in the core are fully transferable between state institutions. SouthArk's associate of arts degree contains this core. For more information, the student should check with his/her student advising coach.

### **Residency Requirements**

Students attending or having attended other colleges can meet residency requirements for a degree by completing the last 25 percent of course work at SouthArk or by completing any 50 percent of course work at SouthArk.

### **Explanation of Credit Hours**

The unit of credit for work at the college is the semester hour. To earn a semester hour of credit, a student must spend 750 minutes per lecture hour (approximately one hour per week in fall and spring semesters or the equivalent time in summer/shortened semesters) plus the final exam. In laboratory or activity courses, a student may be required to spend more than one hour per week in order to earn a semester hour of credit. In most cases the last digit of the course number indicates the number of semester credits to be earned in the course. There are minimum numbers of credits required for completion of the various certificate and degree programs. Students should consult the catalog for the credit-hour requirements for completion of programs.

### **Choice of Catalog**

Students may meet the graduation requirements listed in the catalog in effect at the time they enter the institution, or they may meet the graduation requirements listed in any later catalog. The catalog used for graduation requirements cannot be more than three years old. In some occupational programs,

external accrediting agencies and/or advisory committees may suggest or require program changes that might alter a program listed in the catalog that is in effect for some students. Students who wish to initiate an appeal should refer to the academic appeals process here [Academic Appeals](#)

### **Honors Program**

SouthArk offers eligible students the opportunity to become members of an honors program. The goal of the honors program is to encourage critical thinking, academic excellence, and academic and cultural enrichment.

#### ***Benefits:***

- Affiliation with students of like abilities in enriched honors courses as well as co-curricular activities
- Small classes with more personalized and individual mentoring of honors faculty
- Guaranteed acceptance into the honors college at Southern Arkansas University upon completion of the program, or a letter of recommendation to other transfer institutions or employers if students should choose another route
- Notation on the SouthArk transcript of honors program completion

***Eligibility:*** The honors program is open to all recent high school graduates or returning adults meeting appropriate academic requirements. Eligible students must have a 23 or higher composite score on the ACT (or equivalent score on the SAT or Accuplacer)

***Requirements:*** Completion of at least 12 credit hours of honors courses while finishing a certificate or degree at SouthArk. Honors program participants' efforts will be reviewed each term to determine continuance in the program. All students in the program must be in good standing, academically and otherwise. Interested students should contact the Vice President for Student Services or the Vice President for Academic Affairs for more information.

## College Partnerships and Articulation Agreements

An articulation agreement is designed to build strong partnerships and coordination between schools to aid in smooth transition for students. By identifying comparable coursework, degree requirements can be met at one institution and transferred to another institution, reducing cost and time to degree completion for students. SouthArk offers a variety of opportunities for students pursuing transfer and additional degree completion. Interested students should contact the appropriate division dean and/or Transfer Advisor for details.

Information on College Partnerships and Articulation Agreements can be found here [Transfer Information](#)

## Basic Studies Requirements

**Reading:** ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) Accuplacer Classic 78/ Next Generation 253 or above (or) complete BSTD 0613 English II.

**Writing:** ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) Accuplacer Classic 83/ Next Generation 253 or above (or) complete BSTD 0613 English II.

**Math:** ACT 19 or above (or) ASSET Intermediate Algebra 39 or above (or) COMPASS Algebra 41 or above (or) Accuplacer Classic 78/ Next Generation 256 or above (or) complete BSTD 0513 Intermediate Algebra.

**SAS** - A course required for students who test into two or more basic studies courses.  
*Required BSTD courses must be completed prior to admission into the Paramedic program.*

Those students whose basic studies scores are below minimum levels must enroll in basic studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.



**ARTS AND  
SCIENCES**



# Arts and Sciences

## Associate of Arts (AA)

### Technical Certificate (TC)

Certificate of General Studies

## Associate of Applied Sciences (AAS)

Computer Information Technology

### Technical Certificate (TC)

Computer Information Technology

### Certificate of Proficiency (CP)

Computer Information Technology – Computer Networking

Computer Information Technology – Computer Support Specialist

## Associate of Applied Sciences (AAS)

Criminal Justice

### Certificate of Proficiency (CP)

Criminal Justice

Law Enforcement

### Technical Certificate (TC)

Criminal Justice

Law Enforcement

### Technical Certificate (TC)

Accounting

### Technical Certificate (TC)

General Business

## Associate of Science (AS)

General Business

Entrepreneurship Option

Entrepreneurship Management Internship Option

Office Technology Option

## Associate of Applied Sciences (AAS)

Entertainment and Media Arts

### Certificate of Proficiency (CP)

Film Production

**Technical Certificate (TC)**

Film Production

**Certificate of Proficiency (CP)**

Entertainment Technology

**Teacher Education Programs:**

**Associate of Applied Sciences (AAS)**

Early Childhood Education

**Technical Certificate (TC)**

Early Childhood Education

**Certificate of Proficiency (CP)**

Early Childhood Education

**Associate of Science (AS)**

Education

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## ACCOUNTING

### Technical Certificate

This program prepares students for entry level positions in the field of accounting. Graduates from the program will be qualified for positions in general accounting, payroll accounting, tax accounting, and inventory management, and as bookkeepers and bank tellers. Computerized accounting will be integrated in much of the coursework.

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ACCT 2003	Principles of Accounting I	3
ADMS 1013	Fundamental of Keyboarding <b>OR</b> Business Elective**	3
MATH 1333	Math for Business Applications <b>OR</b>	3
MATH 1023	College Algebra	
BUSI 1003	The American Enterprise System	3
CSCI 2143	Microcomputers: Business Applications	3
ENGL 1113	Composition I	3
<b>Total</b>		<b>18</b>

#### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ACCT 2103	Principles of Accounting II	3
ACCT 2113	Computerized Accounting Systems	3
BUSI 2063	Business Communications	3
CSCI 2413	Advanced Microsoft Office <b>OR</b>	3
CSCI 2223	Excel	
ENGL 1123	Composition II	3
	Business Elective**	3
<b>Total</b>		<b>18</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>36</b>

\*\*Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)

## ASSOCIATE OF ARTS DEGREE

This 60-hour sequence of courses is designed to fulfill the general requirements of the first two years of study for a four-year degree. Of the courses listed below, 46 hours are required, but students may choose 14 additional hours from the same list as electives to complete the 60 hours required for the degree. Students wishing to transfer should ask for a transfer guide from the college or university where they plan to pursue their baccalaureate. Students may earn certificates and degrees from more than one program in an academic year, but only the highest certificate or degree in any program will be awarded.

### General Transfer

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL1113	Composition I	3
MATH1023/1113/1033/ 2015	College Algebra/ Mathematical Reasoning/Plane Trig/Calculus 1	3
SPCH1113	Principles of Speech	3
HIST 1003/1013	Civilization to /since 1700	3
CSCI1003	Computer and Information Processing	3
<b>Total</b>		<b>15</b>

#### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL1123	Composition II	3
Fine Arts Choice	Fine Arts Choice (Comp II is a prerequisite for Literature)	3
BIOL_____/L	Biological Science with Lab	4
Social Science Choice	Social Science Choice	3
Social Science Choice	Social Science Choice	3
<b>Total</b>		<b>16</b>

#### THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL2213/2223	Literature I/Literature II (if not taken as Fine Arts choice 2 <sup>nd</sup> semester)	3
HIST2013/2023	US to/since 1876	3
HPER 1403/ PHED1001	Personal and Community Health/PE	3/1
PHYS_____/L	Physical Science with Lab	4
	Elective	3
<b>Total</b>		<b>14-16</b>



**FOURTH SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PSCI2003	American Gov't: National	3
	Elective	3
	Elective	3
	Elective	3
Fine Arts Choice	Fine Arts choice (includes ENGL)	3
PHED 1001	PHED 1001 if PHED 1001 w semester	*1
<b>Total</b>		<b>15-16</b>

## CERTIFICATE OF GENERAL STUDIES

### Technical Certificate

The Certificate of General Studies is designed to recognize the completion of a general education core of 34 credits. This program allows students to earn an award after approximately one year of college education. The program is transferable to four year colleges in Arkansas and should have good transferability to colleges in other states. Students should always contact the university to which they wish to transfer for more information.

The following map is a suggested course of study and will vary considerably from student to student.

### Certificate of General Studies (CGS)

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL1113	Composition I	3
MATH1023/1113	College Algebra or Qualitative Literacy	3
SPCH1113	Principles of Speech	3
CSCI1003	Computer and Information Processing	3
History or Social Science Choice	History of U.S. to /since 1876, History of Civilization to/since 1700 or Social Science Choice	3
<b>Total</b>		<b>15</b>

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
Fine Arts Choice	Fine Arts Choice (Comp II is prerequisite for Literature I and II)	3
Fine Arts Choice	Fine Arts Choice (Comp II is a prerequisite for Literature I and II)	3
Natural Science	Biology with Lab or a Physical Science with Lab	4
Social Science Choice	Social Science Choice (Field 1)	3
Social Science Choice	Social Science Choice (Field 2)	3
<b>Total</b>		<b>19</b>

**COMPUTER INFORMATION TECHNOLOGY**  
**Technical Certificate Track First Year**  
**Associate of Applied Science Second Year**

This program emphasizes the basic concepts of computer systems and provides training for entry-level positions. The degree is structured so that the various pathways provide options so that students may individualize their credential to their specific career goals., SouthArk's objective is for students to gain the knowledge, professional confidence, and intellectual maturity to secure higher-level jobs. Students should consult their advising coach regarding individual pathways.

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	-
SASC 0103	SouthArk Success	3
CSCI 1513	Computer Careers and Professional Development	3
ADMS 1003 ACCT 2003	Intro to Accounting <b>OR</b> Accounting I	3
CSCI 1263	Windows Operating System	3
ENGL 1113	Composition I	3
CSCI 2023 CSCI 2063	Visual Basic <b>OR</b> Programming I	3
<b>Total</b>		<b>18</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
MATH 1023 MATH 1333	College Algebra <b>OR</b> Math for Business Applications	3
BUSI 2043	Customer Service and Support	3
CSCI 1323	Network Fundamentals	3
BUSI 2063	Business Communications	3
CSCI 2143	Microcomputer Business Applications	3
<b>Total</b>		<b>15</b>

**Additional courses for Associate of Applied Science**

Students may complete any one of the three specialized pathways to satisfy the requirements for the AAS in Computer Information Technology. Students completing a second track will not receive a second degree since all three earn the same AAS in Computer Information Technology. Students should consult their advising coach regarding individual pathways.

**THIRD SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL 1123 ENGL 2043	Composition II <b>OR</b> Technical Writing for Industry	3
CSCI 1813	Principles of Information Assurance	3
ECON 2003	Macroeconomic Principles	3
CSCI	Approved Restricted Elective	3
CSCI	Approved Restricted Elective	3

<b>Total</b>		<b>15</b>
<b>FOURTH SEMESTER/YEAR:</b>		
<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
SPCH 1113	Principles of Speech	3
CSCI	Approved Restricted Elective	3
CSCI	Approved Restricted Elective	3
CSCI	Approved Restricted Elective	3
CSCI or BUSI	Approved Restricted Elective	3
<b>Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>60</b>

### Approved Restricted Electives

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
CSCI 1113	Social Media	3
CSCI 1114	IT Essentials	4
CSCI 1703	Introduction to Linux	3
CSCI 1713	Alternative Operating Systems	3
CSCI 1833	Mobile Application Programming	3
CSCI 2043	Web Design I	3
CSCI 2053	Javascript	3
CSCI 2183	Introduction to Computer Graphics	3
CSCI 2193	Web Design II	3
CSCI 2203	Database	3
CSCI 2223	Excel	3
CSCI 2351	Special Topics	1
CSCI 2352	Special Topics	2
CSCI 2353	Special Topics	3
CSCI 2361	Special Topics	1
CSCI 2362	Special Topics	2
CSCI 2363	Special Topics	3
CSCI 2373	Windows Server	3
CSCI 2383	Linux Server	3
CSCI 2433	Network Security	3
CSCI 2483	CIT Internship	3
CSCI 2603	Cisco I	3
CSCI 2613	Cisco II	3
CSCI 2703	Professional Projects and Portfolios	3
BUSI 1003	American Enterprise System	3
BUSI 2013	Business Statistics	3

## COMPUTER NETWORKING

### Certificate of Proficiency\*

Course Number	Course Name	Credit Hours
CSCI 1323	Networking Fundamentals	3
CSCI 1813	Principles of Information Assurance	3
CSCI 2143	Microcomputers: Business Applications	3
CSCI 2373	Windows Server	3
<b>Total</b>		<b>12</b>

\*Pre-requisites: BSTD 0603 English I and BSTD 0613 English II

## COMPUTER SUPPORT SPECIALIST

### Certificate of Proficiency\*

Course Number	Course Name	Credit Hours
CSCI 1114	IT Essentials	3
CSCI 1263	Windows Operating Systems	3
CSCI 2143	Microcomputers: Business Applications	3
CSCI 1323 CSCI 1813 CSCI 2023 CSCI 2063	Networking Fundamentals <b>OR</b> Principles of Information Assurance <b>OR</b> Visual Basic <b>OR</b> Programming I	3
<b>Total</b>		<b>12</b>

\*Pre-requisite: BSTD English II

## CRIMINAL JUSTICE

### Associate of Applied Science

This program leads to the Associate of Applied Science degree and is intended for students who are seeking a career in law enforcement or for professional law enforcement officers wishing to upgrade career skills.

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC1101	Campus Technology	0
CSCI 1003	Computers and Information Processing	3
CRJU 1103	Introduction to Criminal Justice	3
CRJU 2303 CRJU 2403	Rules of Criminal Evidence & Procedures <b>OR</b> Criminal Investigation Techniques	3
CRJU 2513 CRJU 2603	Juvenile Justice <b>OR</b> Arkansas Juvenile Law and Procedures	3
ENGL 1113	Composition I	3
<b>Total</b>		<b>15</b>

#### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
PSCI 2003	American Government: National	3
CRJU 2303 CRJU 2403	Rules of Criminal Evidence & Procedures <b>OR</b> Criminal Investigation Techniques	3
CRJU 2503	Arkansas Criminal Law*	3
CRJU 2103	Police Administration*	3
<b>Total</b>		<b>15</b>

#### THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
HIST 1003 HIST 1013	History of Civilization to 1700 <b>OR</b> History of Civilization Since 1700	3
PSYC 2003	General Psychology	3
CRJU 2523	Introduction to Corrections*	3
CRJU 2553	Introduction to Criminology*	3
MATH 1023, MATH 1113	College Algebra <b>OR</b> Math Reasoning	3
<b>Total</b>		<b>15</b>

#### FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SPCH 1113	Principles of Speech	3
PSCI 2013	American Government: State and Local	3
PSYC 2203	Abnormal Psychology	3
CRJU 2543	Juvenile Rehabilitation and Corrections <b>OR</b>	3

CRJU 2533	Community-Based Corrections	
HIST 2013 HIST 2023	History of U.S. to 1876 <b>OR</b> History of U.S. Since 1876	3
<b>Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>60</b>

\*Six hours equivalent credit will be given for persons holding a certificate of completion from the Arkansas Law Enforcement Training Academy, and Introduction to Criminal Justice (CRJU 1103) will not be a required course.

### Basic Studies Requirements

Reading: ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) Accuplacer 78 or above (or) complete BSTD 0613 English II.

Writing: ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) Accuplacer 83 or above (or) complete BSTD 0613 English II.

Math: ACT 19 or above (or) ASSET Intermediate Algebra Skills 43 or above (or) COMPASS 71 or above (or) Accuplacer 78 or above (or) complete BSTD 0513 Intermediate Algebra.

Those students whose basic studies scores are below minimum levels must enroll in basic studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.

## CRIMINAL JUSTICE

### Certificate of Proficiency

This certificate is designed to help students gain entry level experience with the Criminal Justice program. These courses will help the student understand the basics of the criminal justice degree and help them to better understand their role in the judicial system.

Course Number	Course Name	Credit Hours
CRJU 1103	Introduction to Criminal Justice	3
CRJU 2303	Rules of Criminal Evidence & Procedures	3
CRJU 2503	Arkansas Criminal Law	3
<b>Total</b>		<b>9</b>

## LAW ENFORCEMENT

### Certificate of Proficiency

This certificate is designed to help students gain entry level experience with Law Enforcement. These courses will help the student understand the basics of law enforcement and help them to better understand their role in law enforcement.

Course Number	Course Name	Credit Hours
CRJU 2513 CRJU 2603	Juvenile Justice <b>OR</b> Arkansas Juvenile Law and Procedures	3
CRJU 2303	Criminal Investigation Techniques	3
CRJU 2103	Police Administration	3
<b>Total</b>		<b>9</b>

## TECHNICAL CERTIFICATE IN CRIMINAL JUSTICE

### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC1101	Campus Technology	0
CSCI 1003	Computers and Information Processing	3
CRJU 1103	Introduction to Criminal Justice	3
CRJU 2303 CRJU 2403	Rules of Criminal Evidence & Procedures <b>OR</b> Criminal Investigation Techniques	3
CRJU 2303 CRJU 2603	Juvenile Justice <b>OR</b> Arkansas Juvenile Law and Procedures	3
ENGL 1113	Composition I	3
<b>Total</b>		<b>15</b>

### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
CRJU 2303 CRJU 2403	Rules of Criminal Evidence & Procedures <b>OR</b> Criminal Investigation Techniques	3
CRJU 2503	Arkansas Criminal Law	3
CRJU 2103	Police Administration	3
<b>Total</b>		<b>12</b>



**GENERAL BUSINESS**  
**Technical Certificate First Year**  
**Associate of Applied Science Second Year**  
**Management Option**

Options in Management, Entrepreneurship, Office Technology, and Mid-Management Internship are offered in the Associate of Applied Science in General Business. These courses provide education to students seeking employment in this challenging and rewarding career. Graduates of this program are employed in support roles in business, schools, or wherever organizational, computer, and interpersonal skills are important.

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC 0103	SouthArk Success	3
SASC 1101	Campus Technology	1
BUSI 1003 OR ENTR 1003	American Enterprise System or Intro to Entrepreneurship	3
ADMS 1003	Introductory Accounting	3
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
MGMT 1113	Intro to Management	3
<b>Total</b>		<b>19</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
BUSI 2063	Business Communications	3
ACCT 2003	Principles of Accounting I	3
MATH 1023 MATH 1333	College Algebra <b>OR</b> Mathematical Reasoning	3
ENGL 1123	Composition II	3
CSCI 2143	Microcomputer Business Applications	3
<b>Total</b>		<b>15</b>

**THIRD SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
BUS 2013	Business Statistics	3
ENGL 2123	Advanced Grammar & Composition	3
ECON 2003	Macroeconomics	3
BLAW 2013	Legal Environment of Business i	3
ELECTIVE	BUSI, CSCI, MGMT, ENTR, ADMS, ACCT or ECON elective	3-4
<b>Total</b>		<b>15-16</b>

**FOURTH SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
ACCT 2103	Principles of Accounting II	3
ECON 2003	Microeconomic Principles	3
BUS 2043	Customer Service and Support	3
ACCT 2113	Computerized Accounting Systems	3
CSI 2223	Excel	3
<b>Total</b>		<b>15</b>

**GENERAL BUSINESS**  
**Associate of Applied Science**  
**Entrepreneurship Option**

General Business Associate of Applied Science degree with Entrepreneurship gives students the knowledge in business planning, entrepreneurial finance management, and product creation.

**FIRST SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
SASC 0103	SouthArk Success	3
SASC 1101	Campus Technology	1
ADMS 1023 BUSI 1003 OR ENTR 1003	American Enterprise System or Intro to Entrepreneurship (preferred)	3
ADMS 1003	Introductory Accounting	3
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
MGMT 1113	Intro to Management	3
<b>Total</b>		<b>19</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
MATH 1023 MATH 1333	College Algebra <b>OR</b> Mathematical Reasoning	3
ENGL 1123	Composition II	3
ACCT 2103	Principles of Accounting I	3
CSCI 2143	Microcomputer Business Applications	3
ELECTIVE	BUSI, CSCI, MGMT, ENTR, ADMS, ACCT or ECON elective	3-4
<b>Total</b>		<b>15-16</b>

**THIRD SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
BUSI 2063	Business Communications	3
ENTR 2003	Professional Sales and Advertising	3
ECON 2003	Macroeconomics	3
ACCT 2103	Principles of Accounting II	3
ELECTIVE	BUSI, CSCI, MGMT, ENTR, ADMS, ACCT or ECON elective	3-4
<b>Total</b>		<b>15-16</b>

**FOURTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENTR 2003	Feasibility and Funding	3
ECON 2003	Microeconomic Principles	3
BUS 2043	Customer Service and Support	3
CSCI 1113	Social Media	3
MGMT 2113	Management Skills	3
<b>Total</b>		<b>15</b>

**GENERAL BUSINESS**  
**Associate of Applied Science**  
**Mid-Management Internship Option**

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC 0103	SouthArk Success	3
SASC 1101	Campus Technology	1
BUSI 1003 <b>OR</b> ENTR 1003	American Enterprise System or Intro to Entrepreneurship	3
ADMS 1003	Introductory Accounting	3

CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
MGMT 1113	Introduction to Management	3
<b>Total</b>		<b>19</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
MATH 1023 MATH 1333	College Algebra <b>OR</b> Mathematical Reasoning	3
ACCT 2003	Principles of Accounting I	3
CSCI 2143	Microcomputer Business Applications	3
BLAW 2013	Legal Environment of Business	3
MGMT 1114	Job Practicum/Internship I	4
<b>Total</b>		<b>16</b>

**THIRD SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
MGMT 2114	Job Practicum/Internship II	4
ENGL 1123	Composition II	3
BUSI 2063	Business Communications	3
ECON 2003	Macroeconomic Principles	3
ELECTIVE	BUSI, CSCI, MGMT, ENTR, ADMS, ACCT or ECON elective	3
<b>Total</b>		<b>16</b>

**FOURTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
BUS 2043	Customer Service and Support	3
ECON 2003	Microeconomic Principles	3
CSCI 2223	Excel	3
MGMT 2214	Job Practicum/Internship III	4
ELECTIVE	BUSI, CSCI, MGMT, ENTR, ADMS, ACCT or ECON elective	3
<b>Total</b>		<b>16</b>

**GENERAL BUSINESS**  
**Associate of Applied Science**  
**Office Technology Option**

General Business Associate of Applied Science program in The Office Technology option provides students practical training in office equipment, business-related software and other office skills.

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC 0103	SouthArk Success	3
SASC 1101	Campus Technology	1
ADMS 1023	Intermediate Keyboarding	3
ADMS 1003	Introductory Accounting	3
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
MGMT 1113	Intro to Management	3
<b>Total</b>		<b>19</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
MATH 1023 MATH 1333	College Algebra <b>OR</b> Mathematical Reasoning	3
ENGL 1123	Composition II	3
BUSI 1003 <b>OR</b> ENTR 1003	American Enterprise System or Intro to Entrepreneurship	3
CSCI 2143	Microcomputer Business Applications	3
ELECTIVE	BUSI, CSCI, MGMT, ENTR, ADMS, ACCT or ECON elective	3-4
<b>Total</b>		<b>15-16</b>

**THIRD SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
BUSI 2063	Business Communications	3
ENGL 2123	Advanced Grammar & Composition	3
ECON 2003	Macroeconomics	3
ACCT 2103	Principles of Accounting I	3
ELECTIVE	BUSI, CSCI, MGMT, ENTR, ADMS, ACCT or ECON elective	3-4
<b>Total</b>		<b>15-16</b>

**FOURTH SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
ADMS 2703	Profession Projects and Portfolio Design	3
ECON 2003	Microeconomic Principles	3
BUS 2043	Customer Service and Support	3
CSCI 1903	Desktop Publishing	3
CSI 2223	Excel	3
<b>Total</b>		<b>15</b>

## ENTERTAINMENT AND MEDIA ARTS

### Associate Applied Science in Entertainment and Media Arts Degree

This program is intended to provide knowledge and practical skills in the areas of entertainment production, film production, and the use of live and digital technology in creating live entertainment experiences. This program emphasizes experience and performance-based learning, and is committed to improving student and community appreciation and awareness of the crafts and skills involved in the entertainment and media arts.

### ASSOCIATE OF APPLIED SCIENCE ENTERTAINMENT AND MEDIA ARTS (FULL-TIME)

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
COMM 1103	Introduction to Media	3
COMM 2303	Film Pre-Production	3
COMM 1503	Lighting	3
COMM 1303	Audio Production	3
ENGL1113	Composition I	3
<b>Total</b>		<b>15</b>

#### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
COMM 1013	Scriptwriting	3
COMM 2403	Film Production and Design	3
COMM 1403	Editing and Post-Production	3
COMM 2603	Sound Design	3
ENGL 1123	Composition II	3
<b>Total</b>		<b>15</b>

#### THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
CSCI 1003	Comp & Info Processes	3
MATH 1113	Qualitative Literacy	3
CSCI 2183	Intro to Computer Graphics	3
CSCI 1923	Intro to Digital Imaging	3
COMM 2503	Internship I	3
<b>Total</b>		<b>15</b>

**FOURTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
COMM 1603	Digital Photography	3
CSCI 1903	Digital Publishing	3
COMM 2203	Documentary Film-making	3
	Social Science	3
COMM 2513	Internship II	3
<b>Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>60</b>

**ASSOCIATE OF APPLIED SCIENCE  
ENTERTAINMENT AND MEDIA ARTS (PART-TIME)**

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL1113	Composition I	3
COMM 1103	Introduction to Media	3
COMM 2303	Film Pre-Production	3
<b>Total</b>		<b>9</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL1123	Composition II	3
COMM 1503	Lighting	3
COMM 1303	Audio Production	3
<b>Total</b>		<b>9</b>

**THIRD SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
COMM 1013	Scriptwriting	3
COMM 2403	Film Production and Design	3
COMM 1403	Editing and Post-Production	3
<b>Total</b>		<b>9</b>

**FOURTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
COMM 2603	Sound Design	3
CSCI 1003	Comp & Info Processes	3
MATH 1113		3
<b>Total</b>		<b>9</b>



**FIFTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
CSCI 2183	Intro to Computer Graphics	3
CSCI 1923	Intro to Digital Imaging	3
COMM 2503	Internship I	3
<b>Total</b>		<b>9</b>

**SIXTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
COMM 1603	Digital Photography	3
CSCI 1903	Digital Publishing	3
COMM 2203	Documentary Film-making	3
<b>Total</b>		<b>9</b>

**SEVENTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
	Social Science	3
COMM 2513	Internship II	3
<b>Total</b>		<b>9</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>60</b>

**Certificate of Proficiency in Film Production**

Course Number	Course Name	Credit Hours
ENGL1113	Composition I	3
COMM 1103 OR COMM 1203	Introduction to Media OR American Cinema	3
COMM 2303	Film Pre-Production	3
COMM 1503	Lighting	3
COMM 1303	Audio Production	3
<b>Total</b>		<b>15</b>

**Technical Certificate in Film Production****FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL1113	Composition I	3
COMM 1103 OR COMM 1203	Introduction to Media OR American Cinema	3
COMM 2303	Film Pre-Production	3
COMM 1503	Lighting	3
COMM 1303 OR COMM 1033	Audio Production OR Fundamentals of Stagecraft	3
<b>Total</b>		<b>15</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL1123	Composition II	3
COMM 2603	Sound Design	3
COMM 1013	Scriptwriting	3
COMM 2403	Film Production and Design	3
COMM 1403	Editing and Post-Production	3
<b>Total</b>		<b>15</b>

**Certificate of Proficiency in Entertainment Technology**

Course Number	Course Name	Credit Hours
CSCI 1923	Digital Imaging	3
COMM 1103 OR COMM 1203	Introduction to Media OR American Cinema	3
COMM 1603	Digital Photography	3
CSCI 2183	Intro to Computer Graphics	3
CSCI 1903	Digital Publishing	3
<b>Total</b>		<b>15</b>

**Technical Certificate in Entertainment Technology****FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
CSCI 1923	Digital Imaging	3
COMM 1103 OR COMM 1203	Introduction to Media OR American Cinema	3
COMM 1603	Digital Photography	3
CSCI 2183	Intro to Computer Graphics	3
CSCI 1903	Digital Publishing	3
<b>Total</b>		<b>15</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
COMM 1503	Lighting	3
COMM 1303	Audio Production	3
COMM 2603	Sound Design	3
ENGL 1113	Composition I	3
SPCH 1113	Principles of Speech	3
<b>Total</b>		<b>15</b>

## TEACHER EDUCATION PROGRAMS

### **Associate of Applied Science in Early Childhood Education**

The Associate of Applied Science in Early Childhood Education (AAS-ECE) is for individuals who are currently employed or plan a career in childcare facilities as managers, educators and caregivers. This degree in Early Childhood Education provides advanced courses in management, curriculum development and child guidance. It is designed to meet the mandatory competencies for the Birth through Pre-Kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session. The AAS-ECE degree will allow graduates to apply for the Birth through Pre-Kindergarten Teaching Credential from the Division of Early Care and Education in the Department of Human Services. The AAS-ECE will allow graduates to be the lead teachers in a non-public school early childhood classroom or in a Head Start classroom as they continue to pursue a Bachelor's degree from a four-year institution. Students will also be qualified to serve as a paraprofessional in a public school pre-kindergarten classroom. It will NOT allow graduates to be lead teachers in a public school pre-kindergarten classroom. This degree DOES NOT qualify students for direct transfer into a B.S.E. Teacher Education program. The Certificate of Proficiency allows students to meet the basic education requirements to apply for the Child Development Associate Credential (CDA) issued by the CDA Council in Washington, DC. The AAS-ECE may be completed in 4 semesters by following a full time Guided Pathways course of study (Basic Studies courses and less than full time student status will add to the degree completion time).

- Students must earn a grade of "C" or better in all courses taken to satisfy the AAS degree in Early Childhood Education;
- Students must maintain an overall GPA of 2.5 to remain in the program;
- All students are required to have a current cleared child maltreatment background check, a cleared criminal background check, and a negative TB skin test.
- All students must have a SouthArk Student Observer Badge.
- Students who have not taken ECED, ECTC, or EDUC courses for a period of three semesters will be required to resubmit child maltreatment and criminal background clearances.

### **Associate of Science in Education**

The Associate of Science in Education (ASE) is a two-year transfer degree designed to introduce students to the profession of teaching in K–12 and prepare them to enter a teacher education program at a four-year institution to complete a Bachelor's degree and obtain a teaching credential. In order to assure quality and equality with students who begin education majors at the four-year institutions, this degree has similar requirements with fully transferable courses. ASE students are eligible for a Certificate of General Studies. The ASE may be completed in 4 semesters by following a full time Guided Pathways course of study (Basic Studies courses and less than full time student status will add to the degree completion time).

- Students must earn a grade of "C" or better in courses taken to satisfy the Associate of Science in Education;
- Students must have a final grade-point average of at least 2.7. Please note that some four-year institutions require a higher GPA to enter their Teacher Education Program;

- All students are required to have a current cleared child maltreatment background check, a cleared criminal background check, and a negative TB skin test.
- All students must have a SouthArk Student Observer Badge.
- Students who have not taken ECED, ECTC, or EDUC courses for a period of three semesters will be required to resubmit child maltreatment and criminal background clearances.
- Students must pass PRAXIS Core Academic Skills for Educators (CASE), an academic skills assessment that measures reading, writing, and mathematical skills to be accepted into a Teacher Education Program at a four-year institution. Students should send score results to both SouthArk and the four-year program(s) they intend to transfer to. ACT scores may be accepted in lieu of the PRAXIS Core at some four-year institutions. Students should verify this with the transfer institution.

**Articulation**

A program may be provided through articulation with four-year institutions which allows ASE students to complete their Bachelor's degree course work by transferring their ASE degree and entering directly into a teacher education program at a Junior level. Degree completion is subject to the policies and requirements of the transfer institution. Course delivery for the completion of degrees is offered in several modalities including distance learning formats. Students should consult with the transfer institution regarding requirements to complete degrees and obtain licensure for teaching K-12.

**Criminal Background and Child Maltreatment Clearances**

All education and early childhood education students are required to have a criminal background clearance and a child maltreatment clearance prior to taking any education classes which require student observations. To maintain the safety of our young children the State of Arkansas has mandated that people with certain criminal convictions be disqualified from participation in child care and educational settings. The Education Program Director may be contacted for further information regarding obtaining these clearances. Students not complying with this requirement will not be permitted to perform observations and complete observation assignments. Students not complying with this requirement are subject to dismissal from the education program. Clearances must be obtained through the college's vendor.

**Dismissal from the Education/Early Childhood Education Program**

The faculty and director reserve the right to dismiss any student for just cause. Just cause may be defined as: failure to provide a certified criminal background and child maltreatment clearance, excessive absenteeism, inability to pass required courses (core or program specific), unsatisfactory progress in practicum performance, moral and ethical misbehaviors, poor interpersonal skills, and insubordination. Insubordinate behaviors include but are not limited to the following: showing disrespect to the instructor and other students and refusing to comply with the instructor's directions and policies as outlined in course syllabi and by college policy. Participation is determined by physical attendance or logging into a course, and participation is determined by timely submission of assignments. Lack of attendance/participation may lead to instructors withdrawing students from a course due to excessive absenteeism.

Students making unsatisfactory progress in any of the areas mentioned above will be subject to a Three-Step Dismissal Process: the first offense results in an oral warning, the second offense a written warning, and the third offense in removal from the program. The offenses occurring in any ECED OR EDUC course throughout the students' time at SouthArk are cumulative.

Unsatisfactory progress is communicated through Early Alert, guidance and intervention forms, warning letters, email, and/or academic probation.

## Early Childhood Education

### Associate of Applied Science Degree

The Early Childhood Education program is designed to provide early childhood educators with the knowledge and skills to meet the developmental needs of young children, birth to pre-kindergarten. Upon completion of this 61-credit-hour program, graduates will be eligible for employment as early childhood center directors, teachers, teacher's aides and caregivers, and kindergarten or elementary classroom paraprofessionals.

#### Basic Studies Requirements:

##### Technical Certificate and AAS-ECE

Reading: ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) Accuplacer 78 (or) complete BSTD 0613 English II.

Writing: ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) Accuplacer 83 (or) complete BSTD 0613 English II.

Math: ACT 19 or above (or) ASSET Intermediate Algebra Skills 39 or above (or) COMPASS 41 or above (or) Accuplacer 78 or above (or) complete BSTD 0513 Intermediate Algebra.

Those students whose Basic Studies scores are below minimum levels must enroll in Basic Studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.

##### English 6 hours

ENGL 1113      Composition I  
ENGL 1123      Composition II

##### Mathematics 3 hours

MATH 1023      College Algebra

##### Computer Science *Three hours from the following*

CSCI 1003      Computer & Information Processing  
EDUC 2313      Introduction to Educational Technology

##### Natural Science *4 hours from the following:*

BIOL 1004/L      Fundamentals of Biology  
PHYS 1004/L      The Physical Sciences/Lab

##### Geography 3 hours

GEOG 2003      Introduction to Geography

##### Psychology 3 hours

PSYC 2003      General Psychology

**Sociology 3 hours from the following:**

SOCI 2003	Introduction to Sociology
SOCI 2033	Marriage and the Family

**Early Childhood Education 36 hours**

ECED 1003	Foundations of Early Childhood Education
EDUC 2033	Child Growth and Development
ECED 1023	Environments for Young Children
ECED 1033	Practicum I
ECTC 2703	Pre-school Curriculum
ECTC 2303	Literacy and Language Arts for Early Childhood
ECTC 2803	Infant and Toddler Curriculum
EDUC 2023	Survey of Exceptional Children
ECTC 2503	Child Guidance
ECTC 2403	Math and Science for Early Childhood
ECED 2053	Administration of Pre-School Programs
ECTC 2903	Future Perspectives of Early Childhood Education

**Suggested Course of Study for AAS – Early Childhood Education  
(All Basic Studies Class Completed)**

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC 0103	SouthArk Success (as needed)	3
SASC 1101	Campus Technology	-
CSCI 1003	Computers and Information Processing	3
EDUC 2033	Child Growth & Development	3
MATH 1023 MATH 1113	College Algebra OR Quantitative Literacy	3
ECED 1003	Foundations of Early Childhood Education	3
ENGL 1113	Composition I	3
<b>Total</b>		<b>15-18</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
ECED 1023	Environments for Young Children	3
ECED 1033	Practicum I	3
ECTC 2503	Child Guidance	3
PSYC 2003	General Psychology	3
ECED 1043	ECE Ethics & Professionalism	3
<b>Total</b>		<b>18</b>

**THIRD SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ECTC 2303	Literacy & Language Arts for Early Childhood	3
ECTC 2403	Math and Science for Early Childhood	3
ECTC 2803	Infant & Toddler Curriculum	3
ECED 2053	Administration of Preschool Programs	3
GEOG 2003	Introduction to Geography	3
<b>Total</b>		<b>15</b>

**FOURTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ECTC 2703	Preschool Curriculum	3
EDUC 2023	Survey of Exceptional Children	3
ECTC 2903	Future Perspectives	3
SOCI 2003 SOCI 2033	Introduction to Sociology <b>OR</b> Marriage and the Family	3
BIOL 1004 PHYS 1004	Fundamentals of Biology/Lab <b>OR</b> The Physical Sciences/Lab	4
<b>Total</b>		<b>16</b>

**Technical Certificate in Early Childhood Education**

The Early Childhood Education Technical Certificate contains courses in curriculum development and child behavior. *These courses are designed to meet the mandatory competencies for the Birth through Pre-Kindergarten Teaching Credential required by Act 187 passed by the Arkansas Legislature during the 2009 session.*

**Basic Studies**

BSTD 0603     English I  
 BSTD 0613     English II  
 BSTD 0513     Intermediate Algebra

**Mathematics 3 hours from the following:**

MATH 1023     College Algebra

**English Requirements 6 hours**

ENGL 1113     Composition I  
 ENGL 1123     Composition II

**Computer Technology 3 hours**

CSCI 1003     Computer Information Processing  
 EDUC 2313     Introduction to Educational Technology



**Psychology 3 hours**

PSYC 2003      General Psychology

**Early Childhood Education 15 hours**

ECED 1033      Foundations of Early Childhood Education

EDUC 2033      Child Growth and Development

ECED 1023      Environments for Young Children

ECED 1033      Technical Practicum I

ECTC 2503      Child Guidance

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	-
CSCI 1003	Computers and Information Processing	3
EDUC 2033	Child Growth & Development	3
MATH 1023 MATH 1113	College Algebra OR Mathematical Reasoning	3
ECED 1003	Foundations of Early Childhood Education	3
ENGL 1113	Composition I	3
<b>Total</b>		<b>15</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
ECED 1023	Environments for Young Children	3
ECED 1033	Practicum I	3
ECTC 2503	Child Guidance	3
PSYC 2003	General Psychology	3
ECED 1043	ECE Ethics & Professionalism	3
<b>Total</b>		<b>18</b>

**Certificate of Proficiency in Early Childhood Education**

The Certificate of Proficiency in Early Childhood Education, birth through prekindergarten, provides foundational courses in theory and practice for persons desiring to work with young children, birth through pre-kindergarten. **These courses may be used as the required 120 hours of professional training for the CDA credential.**

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	-
EDUC 2033	Child Growth & Development	3
ECED 1003	Foundations of Early Childhood Education	3
SASC 0103	SouthArk Success (as needed)	3
<b>Total</b>		<b>6-9</b>

**SECOND SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
ECED 1023	Environments for Young Children	3
ECED 1033	Practicum I	3
ECED 1043	ECE Ethics & Professionalism	3
<b>Total</b>		<b>9</b>

*These courses are designed to partially meet the mandatory competencies for Birth through Pre-Kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session.*

**Available Credentials from Other Agencies**

SouthArk's early childhood education courses are designed to partially meet the requirements for the following credentials that are obtained through agencies outside of the college. Student's desiring to obtain these credentials are responsible to meet the criteria prescribed by the credentialing agency.

**1. Arkansas Birth to Pre-K Teaching Credential**

ECED courses have been developed to include core competencies for the Birth through Prekindergarten Teaching Credential as mandated by AR law 187 passed in March, 2009. A NOCTI exam is required for this credential.

**2. Child Development Associate Credential (CDA)**

This credential is issued by the Council for Professional Recognition from Washington, D.C. Courses taken for the Certificate of Proficiency in ECE meet the criteria of 120 hours of professional education. To obtain this credential candidates are required to provide proof of 480 hours of experience in an early childhood setting during the last 3 years, create a CDA portfolio, submit family questionnaires, take a CDA exam, be observed by a Professional Development Specialist and pay the assessment fee. For further information visit the website: [www.cdacouncil.org](http://www.cdacouncil.org)

## **ASSOCIATE OF SCIENCE IN EDUCATION**

This degree option includes all of the general education courses required for the Associate of Arts degree plus additional courses from education. This degree option is intended to accommodate students interested in transferring their course work into a baccalaureate program in Teacher Education. Students who meet the graduation requirements of the ASE degree and who apply to one of these institutions may be granted admission to the Teacher Education program as juniors without loss of credits earned at SouthArk.

The degree plan consists of the General Education Core and up to nineteen credits in Education courses. Students should select the university they wish to attend to complete the baccalaureate degree and then enroll in the courses that are specified for that particular university. Students wishing to transfer need to meet with the SouthArk Education Program Director for additional information. Students taking the AS in Education degree program may also be eligible for a Certificate of General Studies by adding as an elective course CSCI 1003 Computer and Information Processing.

### **Basic Studies Requirements:**

#### **AS Education**

Reading: ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) Accuplacer 78 or above (or) complete BSTD 0613 English II.

Writing: ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) Accuplacer 83 or above (or) complete BSTD 0613 English II.

Math: ACT 19 or above (or) ASSET Intermediate Algebra Skills 39 or above (or) COMPASS 41 or above (or) Accuplacer 78 or above (or) complete BSTD 0513 Intermediate Algebra.

Those students whose Basic Studies scores are below minimum levels must enroll in Basic Studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.

#### **Student requirements to be awarded the ASE degree**

Have a cumulative GPA of 2.7 or higher. (Please note that some four-year institutions require a higher GPA for acceptance into Teacher Education Programs).

### **Associate of Science in Education**

#### **Basic Studies**

BSTD 0603	English I
BSTD 0613	English II
BSTD 0513	Intermediate Algebra

#### **English 9 hours**

ENGL 1113	Composition I
ENGL 1123	Composition II
SPCH 1113	Principles of Speech

**Mathematics 3 hours**

MATH 1023 College Algebra

**Natural Sciences Eight hours**

BIOL 1004 Fundamentals of Biology / Lab

PHYS 1004 Physical Sciences / Lab

GEOL 1004 Physical Geology / Lab

CHEM 1014 College Chemistry Principles I / Lab

CHEM 1024 Chemistry I for Science Majors / Lab

**Fine Arts/Humanities 9 hours***Three hours from the following:*

ARTI 2003 Art Appreciation

MUSI 2003 Music Appreciation

THEA 2003 Theatre Appreciation

PHIL 2003 Introduction to Philosophy  
Foreign Language (3 hours)*3 hours from the following:*

ENGL 2213 Literature I

ENGL 2223 Literature II

**Social Sciences 9 hours***Three hours from the following:*

HIST 2013 History of the U.S. to 1876

HIST 2023 History of the U.S. since 1876

PSCI 2003 American Government: National

*3 hours from the following:*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

*3 hours from the following:*

PSCY 2003 American Government: National

PSYC 2003 General Psychology

GEOG 2003 Introduction to Geography

SOCIO 2003 Sociology

ECON 2003 Macroeconomic Principles

**Directed Elective 3 hours**

HIST 2033 Arkansas History

**Physical Activity 1 Hour**

PHED 1001 Physical Activity

HPER 1403 Personal and Community Health

**Education Courses 15 Hours**

EDUC 2003 Introduction to Education

EDUC 2313 Introduction to Educational Technology

EDUC 2033 Child Growth and Development

EDUC 2053	Development & Learning
EDUC 2113	Math for Teachers I
EDUC 2223	Math for Teachers II

**Education Elective 3 hours**

EDUC 2103	Child and Adolescent Literature
ECTC 2503	Child Guidance
EDUC 2023	Survey of Exceptional Children

**Suggested Course of Study for AS – Education  
(All Basic Studies Class Completed)**

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SASC1101	Campus Technology	---
ENGL 1113	Composition I	3
EDUC 2033 EDUC 2053	Child Growth & Development <b>OR</b> Development & Learning	3
EDUC 2003	Introduction to Education	3
ARTI 2003 MUSI 2003 THEA 2003 PHIL 2003 LANG xxxx	Art Appreciation <b>OR</b> Music Appreciation <b>OR</b> Theatre Appreciation <b>OR</b> Intro to Philosophy <b>OR</b> Foreign Language	3
MATH 1023 MATH 1113	College Algebra <b>OR</b> Mathematical Reasoning (Quantitative Literacy)	3
<b>Total</b>		<b>15</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
EDUC 2313	Introduction to Educational Technology	3
HIST 2013 HIST 2023 PSCI 2003	History of the US to 1876 <b>OR</b> History of the US since 1876 <b>OR</b> American Government: National	3
BIOL 1004	Fundamentals of Biology / Lab	4
HIST 1003 HIST 1013	History of Civilization to 1700 <b>OR</b> History of Civilization Since 1700	3
<b>Total</b>		<b>16</b>

**THIRD SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
SPCH 1113	Principles of Speech	3
EDUC 2113	Math for Teachers I	3
PHYS 1004/L	Physical Science/Lab	4

GEOL 1004/L CHEM 1024/L	Physical Geology/Lab Chemistry I for Science Majors/Lab	
ENGL 2213 ENGL 2223	Literature I <b>OR</b> Literature II	3
ARTI 2003 MUSI 2003 THEA 2003 PHIL 2003 LANG xxxx	Art Appreciation <b>OR</b> Music Appreciation <b>OR</b> Theatre Appreciation <b>OR</b> Intro to Philosophy <b>OR</b> Foreign Language	3
<b>Total</b>		<b>16</b>

**FOURTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
EDUC 2223	Math for Teachers II	3
HIST 2003	History of Arkansas	3
EDUC 2103	Child and Adolescent Literature <b>OR</b> Education Elective	3
PSYC 2003 SOCI 2003 PSCI 2003 ECON 2003 GEOG 2003	General Psychology <b>OR</b> Sociology <b>OR</b> American Gov't: National <b>OR</b> Macroeconomic Principles Intro to Geography	3
PHED 1001 HPER 1403	Physical Activity choice <b>OR</b> Personal and Community Health	1-3
<b>Total</b>		<b>13-15</b>

**Students must also maintain a minimum 2.7 cumulative GPA.**

Education majors may obtain more information regarding the PRAXIS CORE Exam by going to [www.ets.org](http://www.ets.org) or by speaking to the Education Program Director.

The courses offered in the ASE degree program are also appropriate for students seeking licensure in a variety of Middle School and High School teaching fields as well as other K-12 licensures. Students should check with advisors at the four-year institution they plan to attend and the SouthArk Education Program Director to tailor courses to meet specific licensure and degree requirements. Educator licensure for the State of Arkansas may be found at: <http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/educator-licensure-unit>.

# HEALTH SCIENCES



# Health Science Programs

## Associate of Applied Science (AAS)

Paramedic

Occupational Therapy Assistant

Physical Therapist Assistant

Radiologic Technology

Registered Nursing

Respiratory Therapy

Surgical Technology

## Technical Certificates

Paramedic

Medical Coding

Practical Nursing

Pre-Health Science

## Certificates of Proficiency

Emergency Medical Technician (EMT)

Community Paramedic

Medical Coding

Phlebotomy



## **EMERGENCY MEDICAL SERVICES PROGRAMS**

We offer a certificate of proficiency (CP) in EMT Basic (Emergency Medical Technician), in Advanced Emergency Medical Technician (AEMT, which is post EMT), and in Community Paramedic (post Paramedic). We also offer both a technical certificate (TC) and an Associates of Applied Science (AAS) in Paramedic.

Metro Emergency Medical Services (MEMS) in Little Rock, Arkansas, is partnered with our EMS department at South Arkansas Community College. They provide their employees with the training in EMT, AEMT, and Paramedic programs within their training academy in Little Rock and their students graduate from SouthArk with the applicable certificate or degree.

### **Emergency Medical Technician (EMT)**

This seven-credit-hour course is designed to prepare students for the EMT licensure examination administered by the Arkansas Department of Health. The course includes an overview of EMS (Emergency Medical Services) systems, well-being of the EMT, airway assessment and management, CPR, introduction to human anatomy and physiology, dealing with trauma, splinting, use of spine motion restriction devices, bandaging, emergency care of patients experiencing a medical emergency, and other approved equipment, techniques, and procedures. Upon successful completion of the program, the student is awarded a Certificate of Proficiency.

Application to the program is not required. The course has open enrollment until filled. Maximum enrollment is 20 students.

### **CURRICULUM**

#### **Emergency Medical Technician (EMT)**

Course Number	Course Name	Credit Hours
EMSP 1007	Emergency Medical Technician	7
<b>Total</b>		<b>7</b>

Required BSTD courses can be completed prior to or concurrently with this course.

### **Advanced Emergency Medical Technician (AEMT)**

This fifteen-credit-hour program is for certified EMT's to obtain further training at an intermediate level between EMT and Paramedic. The program is designed to prepare students for the AEMT licensure examination. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. AEMT's perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene to the

emergency health care system. Almost all of the AEMT program courses are Paramedic program courses. Therefore, the AEMT graduate who is accepted into the Paramedic program will have a majority of the courses already completed, thereby creating an easier path to becoming a paramedic.

**The applicant must already be a certified EMT (Emergency Medical Technician). This program has specific application qualifications and process, selective admission, timelines, and other important information that can be found on the college's website under Academics/Health Science/Emergency Medical Services or from the program director.**

## CURRICULUM

### Advanced Emergency Medical Technician (AEMT)

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EMSP 1011	EMS Environment I	1
EMSP 1013	Shock and Fluid Therapy	3
<b>Total</b>		<b>4</b>

#### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EMSP 2022	EMS Environment II	2
EMSP 1043	Traumatology	3
<b>Total</b>		<b>5</b>

#### THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EMSP 1033	Intermediate Clinical Rotation	3
EMSP 2033	Advanced EMT Concepts	3
<b>Total</b>		<b>6</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>15</b>

### Paramedic (EMT-to-Paramedic)

**The applicant must already be a certified EMT (Emergency Medical Technician) or Advanced EMT (AEMT). Maximum Enrollment in this program is 15 students. This program has specific application qualifications and process, selective admission, timelines, and other important information that can be found on the college's website under Academics/Health Science/Emergency Medical Services or from the program director.**

The Paramedic program consists of three semesters, beginning each fall semester, of concentrated study including classroom, laboratory time, hospital clinical experiences, and field internship rotations with an Advanced Life Support (ALS) ambulance service. A minimum of 1200 contact hours is required for course completion to include: 1) 600 classroom and

laboratory hours, 2) 300 hospital clinical hours, and 3) 300 hours of ALS ambulance field internship (capstone field internship.)

Emergency Medical Services Professionals (EMSP) – Paramedics are health professionals concerned primarily with pre-hospital care of acutely ill and injured patients. Paramedics perform such measures as CPR, extrication of patients from constraining environments, initial patient assessment, stabilization, and emergency and routine transport to healthcare facilities. Paramedics play an expanded role in administering emergency care using invasive techniques through standing orders, and they may assist in various basic settings, such as the Emergency Room (ER) or Intensive Care Unit.

SouthArk's Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP: [www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP).

Students successfully completing the 6 hours of co-requisite work plus the three semesters of Paramedic courses will be awarded a technical certificate. Students are then eligible to sit for the state or national registry licensure exam. Students may earn an Associate of Applied Science (AAS) degree in Paramedic after successfully completing the additional 12 credit hour general education requirement.

### **CURRICULUM: Technical Certificate**

#### **Emergency Medical Technician-to-Paramedic**

##### **CO-REQUISITES:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
MATH 2123 or MATH 1023 or MATH 1073 or MATH 1113	Math for Health Professionals or College Algebra or Technical Mathematics or Mathematical Reasoning	3
HSCI 1003	Medical Terminology	3
<b>Total</b>		<b>6</b>

##### **SEMESTER/YEAR: FALL**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
EMSP 1003	Human Systems and Assessment	3
EMSP 1011	EMS Environment I	1
EMSP 1013	Shock and Fluid Therapy	3
EMSP 1023	Emergency Respiratory Care	3
EMSP 1033	Intermediate Clinical Rotation	3
<b>Total</b>		<b>13</b>

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
EMSP 1014	Paramedic Clinical Rotation I	4
EMSP 1024	Emergency Cardiac Care	4
EMSP 1043	Traumatology	3
EMSP 1053	Medical Emergencies I	3
EMSP 2232	Assessment Based Management	2
<b>Total</b>		<b>16</b>

**SEMESTER/YEAR: LONG SUMMER**

Course Number	Course Name	Credit Hours
EMSP 2022	EMS Environment II	2
EMSP 2101	Paramedic Clinical Rotation II	1
EMSP 2112	Medical Emergencies II	2
EMSP 2224	Field Internship I	4
EMSP 2234	Field Internship II	4
<b>Total</b>		<b>13</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>48</b>

**Associate of Applied Science Degree (AAS):** Emergency Medical Technician-to-Paramedic students desiring an Associate of Applied Science degree will be required to complete the requirements of the Paramedic Technical Certificate plus the following general education requirements.

**Curriculum: AAS in Paramedic****Emergency Medical Technician-to-Paramedic**

Course Number	Course Name	Credit Hours
ENGL 1113	Composition I	3
* ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
CSCI 1003	Computers and Information Processing	3
<b>Total</b>		<b>12</b>

\* May substitute Technical Writing or Interpersonal Communications

Totals for EMT-to-Paramedic Associate of Applied Science Degree	Credit Hours
Paramedic Technical Certificate	48
General Education Requirements	12
<b>PROGRAM CREDIT HOUR TOTAL</b>	<b>60</b>

## Community Paramedic

The Community Paramedic program at South Arkansas Community College is a one-semester, 12-credit hour certificate of proficiency level program that provides additional training to licensed paramedics in the following areas:

- Public health
- Health prevention
- Patient advocacy
- Triage
- Disease management
- Mental health
- Management of ongoing illness or injury

The Community Paramedic works under the direction of an emergency medical services (EMS) medical director in cooperation with a primary care provider. Community Paramedics work for EMS agencies, health care organizations or in other areas of public health.

**The applicant must already be a certified Paramedic. This program has specific application qualifications and process, selective admission, timelines, and other important information that can be found on the college's website under Academics/Health Science/Emergency Medical Services or from the program director.**

### Curriculum:

#### Certificate of Proficiency in Community Paramedic

Course Number	Course Name	Credit Hours
EMSP 2254	Community Paramedic Principles, Practices & Public Health	4
EMSP 2264	Pathophysiology and Disease Management for the Community Paramedic	4
EMSP 2274	Community Paramedic Patient Clinical Care Practicum	4
<b>Total</b>		<b>12</b>

If you are interested in further information regarding these programs, contact:

Emergency Medical Services Program Director

Phone: 870-864-8490

or

Dean of Health Sciences

Phone: 870-864-7102

## MEDICAL CODING

### Certificate of Proficiency and Technical Certificate

We offer a one-semester certificate of proficiency (CP) in medical coding, which is only offered in the fall semester, and a one-year (3-semester) technical certificate (TC) in medical coding, which begins in the fall semester.

The Medical Coding program will prepare individuals for diagnostic and procedural coding positions in hospitals, physician offices and clinics, long-term care facilities, insurance companies, home care agencies, managed care organizations, and surgical centers. The CP consists of online instruction in the HCIT courses plus one BIOL course, which may be taken on campus or online. The TC consists of online instruction in the HCIT courses plus one BIOL and one CSCI course, which may be taken on campus or online.

The Practicum and Certification Preparation course (HCIT 2774) in the final semester requires clinical time in an assigned clinic, hospital setting, and/or online simulation, time along with online medical coding certification preparation.

Students must successfully complete each required program course in a semester with a grade of 'C' or higher to be eligible to progress to the next level of the program and ALL courses in the program MUST be completed with a minimum grade of "C."

### Medical Coding

#### Certificate of Proficiency

##### SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab*	4
HSCI 1003	Medical Terminology*	3
HCIT 1153	Health Care Delivery Systems	3
HCIT 2073	Basic Medical Coding I	3
HCIT 2081	Practice Coding	1
HCIT 2803	Introduction to Medical Science	3
<b>Total</b>		<b>17</b>

*Following successful completion of the 17 semester credit hours in the fall semester, the student will earn the certificate of proficiency in medical coding.*

*\*Human Anatomy and Physiology I/Lab and Medical Terminology may be taken prior to entering the program or concurrently with the HCIT courses in the fall semester.*

#### Technical Certificate

**37 credit hour program.** After successfully completing the medical coding TC program, students are eligible to register for and take the Certified Coding Associate exam with the American Health Information Management Association (AHIMA).

**SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab*	4
HSCI 1003	Medical Terminology*	3
HCIT 1153	Health Care Delivery Systems	3
HCIT 2073	Basic Medical Coding I	3
HCIT 2081	Practice Coding	1
HCIT 2803	Introduction to Medical Science	3
<b>Total</b>		<b>17</b>

*\*Human Anatomy and Physiology I/Lab and Medical Terminology may be taken prior to entering the program or concurrently with the HCIT courses in the fall semester.*

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
BIOL 2074/L	Human Anatomy and Physiology II/Lab*	4
CSCI 1003	Computers and Information Processing*	3
HCIT 2173	Reimbursement Methodology	3
HCIT 2183	Advanced Medical Coding II	3
HCIT 2191	Practice Coding II	1
HCIT 2262	Medical Ethics and Law	2
<b>Total</b>		<b>16</b>

*\*Human Anatomy and Physiology II/Lab and Computers and Information Processing may be taken prior to entering the program or concurrently with the HCIT courses in the fall semester.*

**SEMESTER/YEAR: LONG SUMMER**

Course Number	Course Name	Credit Hours
HCIT 2774	Medical Coding Practicum and Certification Preparation	4
<b>Semester Credit Hour Total</b>		<b>4</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>37</b>

If you are interested in further information regarding this program, please contact:

Health Sciences Student Advising Coach

870-875-7207

or

Dean of Health Sciences

Phone: 870-864-7102

## **OCCUPATIONAL THERAPY ASSISTANT**

### **Associate of Applied Science**

Occupational Therapy is a dynamic profession working with people with physical, emotional, and other challenges. It is a well-paid, satisfying career where a caring professional can make a difference and help people regain independence and get back to enjoying life to its fullest. The Occupational Therapy Assistant (OTA) Program prepares students to work in one of the fastest growing professions in the country. Students in the OTA Program begin with general education pre-requisite courses to prepare them for areas they will study while in the program. Once students are accepted into the program, they take specialized Occupational Therapy Assistant courses that prepare them to work in hospitals, outpatient clinics, schools, and many other areas. The program contains lecture, hands-on learning in the laboratory with application of therapy skills needed to be successful in a variety of jobs, and fieldwork clinical internships in healthcare facilities.

Application to the program is required. Application packets for entry into the program are available in the Program Director's office and applicants are required to meet with and be advised by the Program Director. A maximum of seventeen students are admitted to the program on a yearly basis.

The Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association (ACOTE), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's phone number is (301) 652-6611. ACOTE's website is [www.acoteonline.org](http://www.acoteonline.org).

After successful completion of all academic work, graduates will earn an A.A.S. in Occupational Therapy Assistant and will be eligible to apply to sit for the national certification examination, administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the graduate will be a certified occupational therapy assistant (COTA). State license requirements must also be met and state licensures usually are based on results of the NBCOT certification examination. Graduation from this program does not presume or imply that students will be certified.

Students may need to have a criminal background check performed during the program. Students with a felony in their background may not be able to complete program fieldwork/clinical site visits, be eligible to sit for the national examination given by NBCOT, or to receive licensure in Arkansas. Each case is assessed on an individual basis by fieldwork/clinical sites, NBCOT, and the Arkansas State Medical Board.

More information on this program can be found on the SouthArk website on the OTA webpage.



**CURRICULUM****PRE-REQUISITES:**

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
BIOL 2304/L	Kinesiology/Lab	4
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
MATH 1023	College Algebra	3
OCCU 1003	Introduction to Occupational Therapy**	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
PSYC 2203	Abnormal Psychology	3
SOCI 2003	Introduction to Sociology	3
<b>Pre-requisite Credit Hour Total</b>		<b>39</b>

\*Any substitutions to the stated academic pre-requisites must be approved by the Occupational Therapy Assistant Program Director prior to application to the program.

\*\*OCCU 1003 Introduction to Occupational Therapy course must be taken in the semester immediately preceding the semester of program entry and it is only offered in the spring semester.

**FIRST SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
OCCU 2003	Body Structure and Function in Occupational Therapy Laboratory	3
OCCU 2103	Knowledge, Health, and Wellness of Disease Processes	3
<b>Total</b>		<b>6</b>

**SECOND SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
OCCU 1404	Mental Health and Occupational Therapy Interventions	4
OCCU 1501	Occupation Intervention Analysis and Application I	1
OCCU 2101	Clinical Interventions Laboratory	1
OCCU 2113	Pediatrics and Occupational Therapy Interventions	3
OCCU 2201	Fieldwork Level I	1
OCCU 2203	Geriatrics and Occupational Therapy Interventions	3
<b>Total</b>		<b>13</b>

**THIRD SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
OCCU 1303	Group Intervention Skills	3
OCCU 1502	Occupation Intervention Analysis and Application II	2
OCCU 2303	Advanced Clinical Management	3
OCCU 2304	Advanced Occupational Therapy Interventions	4
OCCU 2402	Physical Dysfunction and Occupational Therapy Interventions I	2
<b>Total</b>		<b>14</b>

**FOURTH SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
OCCU 2412	Physical Dysfunction and Occupational Therapy Interventions II	2
OCCU 2504	Advanced Clinical Intervention Skills	4
<b>Total</b>		<b>6</b>

**FIFTH SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
OCCU 2514	Fieldwork Level II-A* (Fulltime clinical internship for 8 wks.)	4
OCCU 2524	Fieldwork Level II-B* (Fulltime clinical internship for 8 wks.)	4
<b>Semester Credit Hour Total</b>		<b>8</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>86</b>

\*All Occupational Therapy Assistant students are required to complete Level II Fieldwork A and B within 18 months following the completion of academic preparation.

If you are interested in further information regarding this program, contact:

OTA Program Director

Phone: 870-864-7171

or

Dean of Health Sciences

Phone: 870-864-7102

## **NURSING ASSISTANT**

### **Certificate of Proficiency**

The curriculum at SouthArk trains students to work in both acute and long-term care facilities. Upon completion of the program, the successful student should be able to:

- Record medical data for client/resident accurately, timely, and appropriately.
- Discuss appropriate techniques used in communicating with clients, significant others and members of the healthcare team.
- Demonstrate skills used in performing client care by utilizing federally mandated medical safety guidelines and professional standards.
- Show appropriate response to a client emotional, psychosocial, cultural, and reaction to treatments, injury, or intervention.
- Research and interpret evidence based findings relate to ethical and professional conduct/behaviors used in the health care workplace.
- Investigate legal issues commonly found in healthcare and determine how it affects the patient's bill of rights.
- Develop a plan that identifies common work ethics used to promote autonomy and independence when functioning as the health care professional.

**Applicants for admission to the NA program must:**

- Provide an official copy of high school transcript or GED equivalency with transcript and/or official college transcript if applicable.
- Complete general admissions procedures to college.
- Complete the Accuplacer test.
- Meet with NA instructor/advisor.
- Pass the appropriate background checks prescribed by the school.
- Submit proof of receiving the influenza vaccination. Submit proof of TB skin test, IGRA test, or chest X-ray (completed within the last 12 months) prior to admission into the clinical portion of the program.
- Submit a copy of state issued driver's license or state issued identification card.
- Meet the program's physical requirements.

This program is approved through the Arkansas Department of Human Services, Office of Long Term Care. Students successfully completing the program will be awarded the certificate of proficiency and will be eligible to sit for the state registry examination for certified nursing assistants.

**CURRICULUM****Nursing Assistant  
Certificate of Proficiency**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
NSAT 1002	Nursing Assistant Training	2
NSAT 1012	Nursing Assistant Laboratory	2
NSAT 1022	Nursing Assistant Clinical Practicum	2
HSCI 1003	Medical Terminology	3
HSCI 1011	Ethics and Professionalism	1
HSCI 1001 <b>OR</b>	Basic Computers <b>OR</b>	1
CSCI 1003	Computers and Information Processing	(3)
HSCI 1021	CPR and First Aid	1
<b>Total</b>		<b>12-14</b>

If you are interested in further information regarding this program, contact:

Nursing Assistant Instructor

870-862-8131, ext. 340

## **PHLEBOTOMY**

### **Certificate of Proficiency**

The Phlebotomy program centers on the study of phlebotomy, professionalism, patient relations, basic medical terminology, types of specimens, specimen collection procedures, complications of venipuncture, adaptations for special limits and special types of patients, and the actual collection of laboratory specimens.

The Phlebotomy program at South Arkansas Community College is only one semester in length and students successful in all 12 credit hours will graduate with a certificate of proficiency in Phlebotomy. To successfully complete and earn the certificate of proficiency, students **MUST** earn a grade of “C” or higher in all required courses and meet the basic studies requirements. Application to the program isn't required but is on a first-registered, first accepted status. Upon successful completion of all coursework, the student will be eligible to sit for one or more national certification examinations in phlebotomy.

Phlebotomy certification is **NOT** required by the State of Arkansas but may be required by individual health care facilities for employment. Each class is limited to a maximum of 14 students. The first 14 students who complete the admission process to SouthArk will be allowed to register for the course and pay fees. Positions in the class cannot be held for specific individuals until admission requirements are met. If students fail to pay fees by indicated date, those students will be dropped from the course(s) and additional students will be allowed to register for the vacated positions in the class.

#### **Admission Process**

Applicants to the program **MUST**:

- Complete general admission procedures to the college (this is available online at [www.Southark.edu](http://www.Southark.edu) or you may request a paper form from admissions) and submit all required documentation for college admission.
- Provide proof of an unencumbered drug screen and criminal background check upon entry to the program. The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed.
- Provide proof of the following immunizations/vaccinations upon entry to the program:
  - a. PPD (TB) skin test or evidence of negative chest x-ray if skin testing not allowed.
  - b. Hepatitis B immunization upon entry to the program or sign Declination Statement. This involves 3 injections and the student must provide proof of having started this series.
  - c. Immunity to varicella. Proof may consist of 1) proof of vaccination, 2) statement of physician verifying that student had varicella, or 3) varicella antibody titer indicating immunity.
  - d. Current Influenza vaccine.

#### **Phlebotomy Practicum**

Practicum location and clinical setting assignments vary and rotate for each student. The Program Director/Instructor will assign practicum location and hours and will attempt to schedule each student in an area near their residence location but this isn't always possible so students should be prepared to travel within the region for practicum assignments. Potential assigned locations for practicum experiences include health care facilities within the south

Arkansas region, including El Dorado (MCSA), Magnolia (MRMC and/or Southern Medical Group), Crossett (ACMC), and/or Camden (OCMC). Other practicum locations may be added as the need arises and if both parties are agreeable to an affiliation agreement. In the event of problems with practicum assignment placement and/or termination of affiliation agreement(s): the student may be assigned to another health care facility that already has a current affiliation agreement with the SouthArk Phlebotomy program (since the college has affiliation agreements with numerous regional facilities) and/or the college will secure an affiliation agreement with a new health care facility as necessary. Most, but not all, of the current affiliation agreements include a clause that states that a termination “by either party per a minimum of a 90-day written notice... shall not become effective with respect to students currently enrolled in the program and assigned to clinical rotations at the facility until completion of their assignment in the facility.”

### Service work by students

Students performing the required practicum experiences in health care facilities may not count hours working as an employee at a facility, may not be paid by the facility for practicum hours performed, and may not be considered as staff replacement by the assigned health care facility. At NO time is it the responsibility of the student to “work” in an official capacity during clinical hours. Students should be under professional supervision at all times. This includes health fairs, wellness preventions, blood drives, etc. Any service work outside of the clinical setting is not expected nor a requirement of this program and is completely voluntary.

## CURRICULUM

### Phlebotomy Certificate of Proficiency

Course Number	Course Name	Credit Hours
CSCI 1003	Computers and Information Processing	3
HSCI 1003	Medical Terminology	3
MLSC 1014	Phlebotomy/Lab	3
MLSC 1042	Phlebotomy Practicum	2
<b>Total</b>		<b>12</b>

### Basic Studies Requirements

Students must test out of or enroll in BSTD 0613 as a co-requisite to the Phlebotomy program.

If you are interested in further information regarding these programs, please contact:

Health Sciences Student Advising Coach

870-875-7207

or

Dean of Health Sciences

Phone: 870-864-7102

## PHYSICAL THERAPIST ASSISTANT

### Associate of Applied Science

SouthArk's Physical Therapist Assistant program combines a strong general education core with theoretical and applied learning experiences required for PTA education. The PTA Program is a 1 + 1 format. Students must successfully complete 32 semester hours of pre-requisite courses prior to application to the PTA Program.

The technical phase of the PTA training consists of three consecutive semesters of full-time, day-time studies including classroom, lab, and clinical internships (30-40 hours/week). In-program technical studies begin in the summer term and conclude the following spring semester. Clinical education experiences will require students to provide their own transportation (and lodging, if necessary) to clinical education sites outside the immediate college area.

Enrollment in the program is limited to 20 students. Students successfully completing the PTA Program course of studies will be awarded an Associate of Applied Science degree and are eligible to take the national licensure examination.

The PTA Program at SouthArk is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax St., Alexandria, VA 22314, 703- 706-3245, email: accreditation (at) apta.org, website: <http://www.capteonline.org>).

**This program has specific application qualifications and process, selective admission, timelines, and other important information that can be found on the college's website under Academics/Health Science/Physical Therapist Assistant or from the program director.**

### Curriculum

#### PRE-REQUISITES:

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
BIOL 2304/L	Kinesiology/Lab	4
CSCI 1003	Computer and Information Processing	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
HSCI 1003	Medical Terminology	3
MATH 1023	College Algebra	3
PSYC 2003	General Psychology	3
PTAP 1002	Intro for Physical Therapist Assistants	2
<b>Pre-requisite Credit Hour Total</b>		<b>32</b>

*\*Any substitutions to the stated academic Pre-requisites must be approved by the PTA program director prior to application to the program.*

**SEMESTER/YEAR: SUMMER**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PTAP 2304	Pathophysiological Conditions	4
PTAP 2315/L	Applied Physical Therapy I/Lab	5
PTAP 2323	Administration and Management for PTAs	3
<b>Total</b>		<b>12</b>

**SEMESTER/YEAR: FALL**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PTAP 2406/L	Physical Therapy Procedures/Lab	6
PTAP 2415/L	Applied Physical Therapy II/Lab	5
PTAP 2424	Clinical Practicum I	4
<b>Total</b>		<b>15</b>

**SEMESTER/YEAR: SPRING**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PTAP 2503	PTA Seminar	3
PTAP 2514/L	Neuro and Rehab for PTAs/Lab	4
PTAP 2528	Clinical Practicum II	8
<b>Semester Credit Hour Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>74</b>

If you are interested in further information regarding these programs, contact:

PTA Program Director

Phone: 870-864-7189

or

Dean of Health Sciences

Phone: 870-864-7102



## **PRACTICAL NURSING**

### **Technical Certificate**

SouthArk offers three Practical Nursing (PN) programs: 1) A three-semester (12-month) day program on the main campus in El Dorado, which starts in the summer semester each year and concludes in May the following year; 2) A three-semester day (12-month) program on our satellite campus in Warren, Arkansas, which starts in January each year and concludes in December; and 3) A four-semester (18-month) evening program on the main campus in El Dorado, which begins on an alternating January and August schedule. The January cohort concludes 4 semesters later in May and the August cohort concludes four semesters later in December.

The Practical Nursing Programs at SouthArk are designed to prepare the successful graduates who pass the NCLEX-PN licensure exam to provide diverse types of nursing care in a variety of health care environments for patients across the lifespan. Successful graduates will earn a TC (Technical Certificate) in Practical Nursing from the college and will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

- The awarding of the certificate in practical nursing is not contingent upon the successful completion of the NCLEX examination.
- Successful completion of the program doesn't guarantee that the graduate will be allowed by the Arkansas State Board of Nursing (ASBN) to take or successfully pass the NCLEX exam.
- Successfully passing the NCLEX\_PN allows the individual to practice as a Licensed Practical Nurse (LPN), which qualifies him/her to give bedside nursing care including, but not limited to: evaluate patients; record findings; document patient symptoms and progress; administer medications; perform a variety of procedures requiring technical skills; and apply scientific principles, such as sterile technique.
- nursing Career opportunities are wide and varied and include, but are not limited to, employment in hospitals, clinics, schools, industry, and many other areas providing direct or indirect care to diverse patients as well as various other fields that do not include patient care.

#### **Program Approval:**

SouthArk's Practical Nursing Program is approved by the Arkansas State Board of Nursing.

Arkansas State Board of Nursing  
University Tower Bldg.  
1123 South University  
Suite 800  
Little Rock, AR 72204-1619

Phone: 501-686-2700

Fax: 501-686-2714

Website: <https://www.arsbn.org/>

**Application, Selection, and Admission:****To be eligible for selection to any of the PN programs, the applicant MUST:**

- Complete all general admissions procedures to the college and provide all required admission documents to be accepted.
- Complete all necessary basic studies requirements according to placement test results.
- Possess a college cumulative grade point average (GPA) of 2.0 or higher on a 4.0 grading scale (“C” or better).
- Successfully complete all pre-requisite nursing courses with a 2.0 or greater GPA on a 4.0 grading scale (“C” or better).
- Be enrolled in no more than two nursing pre-requisite courses during the semester immediately prior to the semester in which the student desires admission into the LPN program (example, during the spring for summer admission or during the fall for spring admission).
- Successfully complete all remaining pre-requisite courses with a grade of ‘C’ or higher by the end of the semester prior to the beginning of the professional program. *Students who have not successfully passed all pre-requisite courses are not eligible to be in the program.*
- Meet with nursing academic advisor or health-science advising coach.
- Submit official college transcripts, including SouthArk transcript.
- Successfully complete the ATI (Assessment Technology Institute) TEAS (Test of Essential Academic Skills) and achieve acceptable scores in all areas.
  - a. Minimum scores in each TEAS sections are listed here:  
<https://www.southark.edu/academics/health-science/teas-exam>.
  - b. TEAS scores that are older than one year prior to the program application deadline date are not accepted.
  - c. Students are allowed to take the ATI TEAS up to three times within one year of the application deadline. The highest TEAS score on file at the application deadline will be the score utilized to calculate the student’s total points during the selection process.
  - d. NOTE: It is the student's responsibility to hand deliver their TEAS test results to the nursing department the same day that he/she tests. The TEAS test results must be stamped and signed by the Testing and Learning Center or the results will not be accepted.
- Complete and submit the nursing program application, which is located on the Practical Nursing program webpage at <https://www.southark.edu/academics/health-science/licensed-practical-nursing-lpn> or from the nursing department, prior to the deadline posted on SouthArk’s health science program application deadline webpage: <https://www.southark.edu/academics/health-science/program-application-deadlines>

**Selection for the program:**

Applicants will be selected based on a point system derived from a combination of:

- a. Cumulative GPA (Grade Point Average),
- b. Pre-requisite GPA, and
- c. ATI TEAS scores (see ATI TEAS information above)

**Upon being selected for entrance into the program the student will be required to:**

- Provide proof of and pass a criminal background check. Instructions will be provided by the program faculty. (Students with certain offenses on the background check may not be allowed to remain in the program and/ or may not be allowed by the Arkansas State Board of Nursing to take the NCLEX-PN exam.)
- Provide proof of an unencumbered drug screen. Instructions will be provided by the program faculty.
- Provide proof of current AHA (American Heart Association) Healthcare Provider level of CPR certification.
- Provide proof of a negative PPD skin test or evidence of negative chest x-ray if skin testing not allowed.
- Provide proof of Hepatitis B immunization series or sign a Declination Statement.
- Provide proof of immunity to varicella. Proof may consist of: a) proof of vaccination, or b) varicella antibody titer indicating immunity.
- Provide proof of current Influenza vaccination.
- Take ONLY nursing program courses while in the program.

➤ Concurrent Course Policy

The nursing curriculum at South Arkansas Community College is designed to meet the requirements as set forth by the Arkansas State Board of Nursing. The nature of the nursing curriculum is rigorous and fast-paced. Therefore, no nursing student will be allowed to take non-nursing courses, including pre-requisite courses, concurrently while in the nursing program. Although there are some semesters with fewer than 15 credit hours, the nursing program and health science administration believe that it is in the best interest of the student and their ultimate success to be limited to nursing courses only for the duration of the nursing program, therefore no concurrent enrollment of prerequisite or other courses will be allowed.

**Admission to the program:**

- Selected students for entry into the PN program will be notified by mail.
- The student must complete the acceptance form and return it to the nursing program prior to the deadline included in the letter or another applicant may be admitted in his/her place.

**Transfers/Advanced Placement**

Due to differences in nursing curriculum in other nursing programs, the SouthArk practical nursing program does not accept transfer credit for previously taken licensed practical nursing courses. Students who were previously enrolled in another program will follow the same requirements and admission procedures as new students.

**Academic Progression/Graduation Policy**

- Students must complete all components of nursing courses with a grade of “C” (80) or higher to remain in the program and progress to the next semester, as each semester is a pre-requisite to the following semester. Courses are sequenced so that material covered in subsequent courses is based on that covered in previous courses.
- A numerical average of less than 80 (“C”) in any component of the curriculum is considered as a failing grade, which will result in academic dismissal from the program.
- Readmission is not automatic or assumed.

**Readmission of Former Students Procedure**

- Readmission is not automatic or assumed. Students are only allowed to have two attempts in the program so only one readmission is allowed.
- Students wishing to be readmitted must have left the program in good standing (eligible for readmission).
  - a. If a student was accepted for admission into a program one time and did not complete the program for academic or personal reasons, he/she is eligible for readmission into the program for a second time.
  - b. Students may not be eligible for readmission if he/she was dismissed for certain infractions, examples of which are stated in the nursing student handbook. These reasons include, but are not limited to, those involving disciplinary issues, unsafe practice, neglect/abuse, insubordination, poor or uncooperative attitude, behavioral problems, violation of key policies (ex: drug/alcohol, HIPAA, etc...), and/or other severe reasons.
- Students wishing to be considered for readmission to the program must reapply. The program director will review the application of each student who is eligible for a second admission.
- If the ATI TEAS is less than 12 months old from the program application deadline, it will be accepted; if it is older than 12 months, the ATI TEAS scores will not be accepted and the test must be repeated.
- In the event of readmission, the program will have to be repeated in its entirety.

**NCLEX-PN (Licensure exam)**

- Successful graduates of the PN program are eligible to apply to take the NCLEX-PN licensure exam. The application will be performed near the end of the program with guidance from program faculty.
- Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the examination is dependent upon meeting standards in the ASBN Nurse Practice Act and Rules.
- Graduating from a nursing program does not assure that the student will pass the NCLEX-PN licensure exam.

The Arkansas State Board of Nursing requires a criminal background check, which is completely separate/different from the one performed for program admission, for all graduates who are applying for licensure. Each student admitted into the program will be required to sign a statement before beginning the nursing program that states that he/she has read and understands ACA 17-87-312 and the specific offenses which, if pled guilty to, pled nolo contendere to, or found guilty of, will make an individual ineligible to receive or hold a license in Arkansas. You can access this information at the Arkansas State Board website at [www.arsbn.arkansas.gov](http://www.arsbn.arkansas.gov). Each student will also have to answer a question concerning their criminal background while completing the NCLEX-PN exam application near the end of the program. Students who are dishonest on this application may not be allowed by the ASBN to take the NCLEX-PN exam.

**CURRICULUM****PRE-REQUISITES:**

Course Number	Course Name	Credit Hours
BIOL 2003	Nutrition and Diet	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
MATH 2123	Math for Health Professionals	3
<b>Total</b>		<b>10</b>

**PRACTICAL NURSING****Warren Program****Technical Certificate****SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
PRNS 1102	Basics of Pharmacology	2
PRNS 1108	Nursing Fundamentals and Skills	8
PRNS 1112	Body Structure and Function	2
PRNS 1142	Practicum I	2
<b>Total</b>		<b>14</b>

**SEMESTER/YEAR: SUMMER**

Course Number	Course Name	Credit Hours
PRNS 1206	Care of the Adult I	6
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1242	Practicum II	2
<b>Total</b>		<b>10</b>

**SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
PRNS 1319	Care of the Adult II	9
PRNS 1351	NCLEX Prep and Professional Development	1
PRNS 1365	Practicum III	5
<b>Semester Credit Hour Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>51</b>

**PRACTICAL NURSING**  
**El Dorado Day Program**

**Technical Certificate**

**SEMESTER/YEAR: SUMMER**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PRNS 1108	Nursing Fundamentals & Skills	8
PRNS 1102	Basics of Pharmacology	2
PRNS 1112	Body Structure and Function	2
<b>Total</b>		<b>12</b>

**SEMESTER/YEAR: FALL**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PRNS 1206	Care of the Adult I	6
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1245	Practicum I	5
<b>Total</b>		<b>15</b>

**SEMESTER/YEAR: SPRING**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PRNS 1319	Care of the Adult II	9
PRNS 1351	NCLEX Prep and Professional Development	1
PRNS 1364	Practicum II	4
<b>Semester Credit Hour Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>51</b>

**PRACTICAL NURSING**  
**Evening Program: Spring Track (Four-Semesters)**

**Technical Certificate**

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
PRNS 1108	Nursing Fundamentals & Skills	8
PRNS 1112	Body Structure and Function	2
PRNS 1142	Practicum IA	2
<b>Total</b>		<b>12</b>

**SEMESTER/YEAR: SUMMER**

Course Number	Course Name	Credit Hours
PRNS 1102	Basics of Pharmacology	2
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1242	Practicum IIA	2
<b>Total</b>		<b>8</b>

**SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
PRNS 1307	Care of the Adult IA	7
PRNS 1343	Practicum IIIA	3
<b>Total</b>		<b>10</b>

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
PRNS 1318	Care of the Adult IIA	8
PRNS 1351	NCLEX Prep and Professional Development	1
PRNS 1402	Practicum IVA	2
<b>Semester Credit Hour Total</b>		<b>11</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>51</b>

**PRACTICAL NURSING**  
**Four-Semester Evening Program Fall Track**

**Technical Certificate**

**SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
PRNS 1108	Nursing Fundamentals & Skills	8
PRNS 1112	Body Structure and Function	2
PRNS 1142	Practicum IB	2
<b>Total</b>		<b>12</b>

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
PRNS 1102	Basics of Pharmacology	2
PRNS 1502	Care of the Adult IB	2
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1243	Practicum IIB	3
<b>Total</b>		<b>11</b>

**SEMESTER/YEAR: SUMMER**

Course Number	Course Name	Credit Hours
PRNS 1305	Care of the Adult IIB	5
PRNS 1342	Practicum IIIB	2
<b>Total</b>		<b>7</b>

**SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
PRNS 1408	Care of the Adult IIIB	8
PRNS 1351	NCLEX Preparation and Professional Development	1
PRNS 1402	Practicum IVB	2
<b>Semester Credit Hour Total</b>		<b>11</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>51</b>

**SouthArk's LPN-to-RN Matrix for ARNEC (Arkansas Rural Nursing Education Consortium) program**

Pre-Nursing Courses		LPN	LPN-to-RN	Hours
BIOL 2003	Nutrition and Diet	Required	Required	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	Required	Required	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab		Required	4
CSCI 1003	Computers and Information Processing		Required	3
ENGL 1113	Composition I		Required	3
ENGL 1123	Composition II		Required	3
MATH 2123	Math for Health Professionals	Required	Required	3



MBIO 1124/L	Microbiology/Lab		Required	4
PSYC 2003	General Psychology		Required	3
PSYC 2223	Developmental Psychology <b>OR</b> Human Growth and Development		Required	3
<b>Total Hours</b>		<b>10</b>	<b>33</b>	<b>33</b>

### **Pre-Nursing Curriculum for Transfer to Other College Registered Nursing (RN) Programs**

- Students who wish to attend a registered nursing or more advanced nursing degree at another college may take many of their general education and pre-requisite/co-requisite courses at SouthArk.
- Students planning to transfer courses to other nursing programs should consult the director of the nursing department at the selected college or university regarding admission procedures, course requirements, and course transfer options.

If you are interested in further information regarding these programs, contact:

Director of Nursing  
Phone: 870-864-7136

or

Dean of Health Sciences  
Phone: 870-864-7102

## PRE-HEALTH SCIENCE

### Technical Certificate

The Technical Certificate in Pre-Health Sciences is awarded after the successful completion of the 30 credit hour curriculum shown in the Guided Pathways map below. This certificate is designed for students intending to apply to one of the Health Science programs that offers an Associate of Applied Science (AAS) degree at SouthArk. This program allows students to earn an award after approximately one year of college education. In order to receive the technical certificate in Pre-Health Sciences, a grade of “C” or better must be earned in each course in the curriculum and a student must have a cumulative GPA of 2.00 or higher.

Each Health Science AAS program at SouthArk has its own unique grading scale, application process, and pre-requisite requirements. Please meet with the Health Sciences Career Student Advising Coach or a Health Sciences Program Director for specific program application and pre-requisite requirements.

Obtaining a Pre-Health Sciences technical certificate does not indicate or imply pending admission acceptance into a Health Science AAS Program. Furthermore, the Pre-Health Sciences technical certificate does not indicate that all pre-requisites have been completed for application into the various Health Science AAS Programs.

Note: All certificate or degree seeking students must meet basic studies score requirements (ACT/ASSET/COMPASS/Accuplacer Classic) to be eligible to graduate. If deficiencies exist, the student must successfully complete the required basic studies course(s).

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL 1113	Composition I	3
CSCI 1003	Computer and Information Processing	3
MATH 1023 or MATH 2123	College Algebra or Math for Health Professionals	3
BIOL 1004 BIOL 1114 BIOL 2064 BIOL 2074 BIOL 2304	Fundamentals of Biology/Lab Biology for Majors/Lab Human Anatomy and Physiology I/Lab Human Anatomy and Physiology II/Lab Kinesiology/Lab	4
CHEM 1014 or MBIO 1124	College Chemistry I/Lab or Microbiology/Lab	
PSYC 2003	General Psychology	3
<b>Total</b>		<b>16</b>

**SECOND SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
ENGL 1123	Composition II	3
BIOL 1004 BIOL 1114 BIOL 2064 BIOL 2074 BIOL 2304 CHEM 1014 or MBIO 1124	Fundamentals of Biology/Lab Biology for Majors/Lab Human Anatomy and Physiology I/Lab Human Anatomy and Physiology II/Lab Kinesiology/Lab College Chemistry I/Lab or Microbiology/Lab	4
BIOL 1004 BIOL 1114 BIOL 2064 BIOL 2074 BIOL 2304 CHEM 1014 or MBIO 1124	Fundamentals of Biology/Lab Biology for Majors/Lab Human Anatomy and Physiology I/Lab Human Anatomy and Physiology II/Lab Kinesiology/Lab College Chemistry I/Lab or Microbiology/Lab	4
Elective	Elective	3
<b>Semester Credit Hour Total</b>		<b>14</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>30</b>

**RADIOLOGIC TECHNOLOGY****Associate of Applied Science**

The Radiologic Technology (X-ray) program consists of classroom instruction on campus and clinical instruction in area hospitals and clinics. There are also four online courses integrated throughout the curriculum, which may be completed on or off campus. Students in the program learn to transport and position patients for radiologic examination; to produce and critique images, archive images, and maintain patient records.

This 24-month program leads to the Associate of Applied Science degree, and graduates are eligible to take the registry examination for the American Registry of Radiologic Technologists. Employment opportunities for graduates may be found in radiography departments of hospitals, clinics, physicians' offices, and related areas. The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182. Fax (312) 704-5304, e-mail mail@jrcert.org, Web www.jrcert.org, phone (312) 704-5300.

**Admission Process**

Admission to the Radiologic Technology Program is limited to 12 students per year. All applicants to the Radiologic Technology program MUST:

- Complete all basic studies requirements.
- Complete the following pre-requisites prior to applying to professional program: RADT 1001, BIOL 2064/L, and MATH 1023 with a minimum grade of "C." It is recommended that students complete BIOL 2074/L (Human Anatomy and Physiology II), CSCI 1003 (Computers and Information Processing), ENGL 1113 (Composition I), ENGL 1123 (Composition II), and PSYC 2003 (Generally Psychology) prior to applying to the professional program.

- Have a cumulative GPA of at least a 2.5 on a 4.0 scale.
- Have successfully completed the ATI TEAS (Test Of Essential Academic Skills) exam with a minimum acceptable score in all sections including composite scores. Additionally, the ATI TEAS will be limited to 3 attempts - see program faculty for further information.
- Provide proof of an unencumbered drug screen and criminal background check upon request.
- Provide proof of PPD (TB) skin test, IGRA test or evidence of negative chest x-ray if skin testing is not allowed.
- Provide proof of Influenza, Hepatitis B, and Varicella (Chicken Pox) immunization upon entry or sign Declination Statement.
- Request, complete, and submit a Radiologic Technology application packet which is only available through Radiologic Technology faculty.

More information on this program can be found on the SouthArk website under Academics/Health Sciences on the Radiologic Technology webpage.

## CURRICULUM

### RADIOLOGIC TECHNOLOGY

#### PRE-REQUISITES:

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
MATH 1023	College Algebra	3
RADT 1001	Introduction to Radiography (Online Only)	1
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
<b>Pre-requisite Credit Hour Total</b>		<b>24</b>

#### SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
RADT 1002	Orientation/Clinical Education I	2
RADT 1101	Medical Terminology for Radiographers (Online Only)	1
RADT 1102	Patient Care and Protection I	2
RADT 1214	Positioning Procedures I	4
RADT 1222	Image Processing and Procedures	2
<b>Total</b>		<b>11</b>

#### SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
RADT 1122	Patient Care and Protection II (Online Only)	2
RADT 1223	Clinical Education II	3
RADT 1304	Positioning Procedures II	4
RADT 2202	Radiation Physics	2
<b>Total</b>		<b>11</b>

**SEMESTER/YEAR: LONG SUMMER**

Course Number	Course Name	Credit Hours
RADT 1113	Radiographic Exposure	3
RADT 1332	Clinical Education III	2
RADT 1423	Positioning Procedures III	3
<b>Total</b>		<b>8</b>

**SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
RADT 2013	Advanced Clinical Education I	3
RADT 2022	Basic Computed Tomography (Online Only)	2
RADT 2032	Special Procedures	2
RADT 2042	Imaging Modalities	2
<b>Total</b>		<b>9</b>

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
RADT 2002	Image Evaluation	2
RADT 2023	Advanced Clinical Education II	3
RADT 2313	Radiation Biology	3
RADT 2403	Radiographic Pathology	3
<b>Total</b>		<b>11</b>

**SEMESTER/YEAR: LONG SUMMER**

Course Number	Course Name	Credit Hours
RADT 2301	Quality Assurance	1
RADT 2303	Seminar	3
RADT 2312	Advanced Clinical Education III	2
<b>Semester Credit Hour Total</b>		<b>6</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>80</b>

If you are interested in further information regarding this program, contact:

Radiologic Technology Program Director

Phone: 870-875-7226

or

Dean of Health Sciences

Phone: 870-864-7102

## **REGISTERED NURSING ARKANSAS RURAL NURSING EDUCATION CONSORTIUM**

### **Associate of Applied Science Degree in Nursing (LPN/LVN-to-Registered Nursing Transition Program)**

Note: There is a special application and deadline for this program.

#### **Mission Statement**

The mission of the Arkansas Rural Nursing Education Consortium is to provide a quality, comprehensive, accessible, and affordable registered nursing program to students in rural Arkansas. Through the associate degree programs offered at participating institutions, ARNEC seeks to instill the value of educational progression and lifelong learning. ARNEC is committed to providing LPN and LVN students the knowledge, skills, and attitudes necessary for successful entry into registered nursing practice.

#### **Outcomes**

The four program student learning outcomes are:

1. Demonstrate quality and safe care that supports a culture of health through evidence-based nursing.
2. Apply critical thinking necessary to provide patient-centered care to diverse populations.
3. Collaborate with interdisciplinary team members to provide leadership in all healthcare settings.
4. Integrate professional nursing practice through communication, knowledge, technology, and support of quality improvement measures.

This program is a 12-month program that combines classroom instruction with clinical experiences. Eight community colleges with LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by Blackboard Collaborate. The following institutions are members of the ARNEC program: Arkansas State University- Newport, Black River Technical College in Pocahontas, Cossatot Community College of the University of Arkansas in DeQueen, Ozarka College in Melbourne, South Arkansas Community College, University of Arkansas Community College-Morrilton, Rich Mountain Community College in Mena, and the University of Arkansas Community College-Hope and Texarkana.

The program will serve from 10 to 48 students at each of the eight distance learning sites. The number of students selected is dependent upon availability of clinical facilities, classroom space, and approval by the Arkansas State Board of Nursing. Nursing lectures will be scheduled on Tuesday and Thursday evenings from 3:30 to 8:30 p.m. Clinical rotations will be assigned every other weekend from 6:30 a.m. to 4:00 p.m. in the spring and fall semesters, and 6:30 a.m. to 6:30 p.m. in the summer semester. There may be occasional days and/or times that vary from this schedule for events that students are required to attend, some of which are beyond our control. This program is designed to meet the needs of working LPNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program will receive an Associate of Applied Science degree and are then eligible to take the NCLEX-RN (Registered Nurse licensing examination), pending approval from the Arkansas State Board of Nursing.

As the curriculum is rigorous, faculty will admit students based on the students' ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

### **Admission Process**

Applicants to this professional program MUST:

- Complete an ARNEC program application packet. The application must be obtained from the website [www.arnec.org](http://www.arnec.org) and submitted online.
- Provide proof of graduation from a State Board approved technical/practical nursing program.
- Provide proof of a valid, unencumbered LPN/LVN license.
- Complete the required general education courses from an accredited college or university with a grade of "C" or better (furnish official transcripts). Applicants may lack one of the required general education courses by August 31. Only one general education course may be taken the fall semester prior to admission in January and that course may not have been previously taken and completed with a grade of "D" or "F". All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes, without permission from the ARNEC Director.
- Exhibit a cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is calculated on the required general education courses.
- Provide official copy of high school transcript (or GED completion transcript).
- Provide official transcripts from all colleges attended.
- Exhibit proficiency in reading, writing, speaking, and understanding the English language. International students from a non-English speaking country must take the test of English as a Foreign Language (TOEFL).
- Complete the NACE I test, a standardized pre-entrance exam designed for LPNs. Students will be ranked and selected based upon the required general education course cumulative GPA and the score on the NACE I test. In the case of a tie for the last slot, the student who submitted his/her application packet first will receive the admission invitation. Applications will be date and time stamped at submission.

### **Acceptance**

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must:

- Submit an unencumbered drug screen upon request.
- Submit an unencumbered criminal background check with driving record upon acceptance into the program.
- Provide proof of completion of current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP).
- Provide proof of PPD skin test, or evidence of negative chest x-ray if skin testing not allowed.
- Provide proof of Hepatitis B immunization series upon entry or sign Declination Statement.
- Provide proof of immunity to varicella. Proof may consist of 1) proof of vaccination or 2) varicella antibody titer indicating immunity.
- Provide proof of current flu vaccination.

Students selected for admission will receive a letter of acceptance into the program by mid- November, and will need to return the acceptance letter stating that they are accepting the invitation and will enroll in the program.

**Academic Progression**

In order to progress in the nursing curriculum, the student must maintain a 2.0 grade point average (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress.

**Re-admission Candidates**

Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

**Transfers**

Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to, based on space availability and the institution’s requirements for transfer students.

**Advanced Placement of Students**

Refer to Advanced Placement of Students policy in the admitting college’s catalog.

**Note to All Applicants**

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

**Graduation Policy**

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination. **Completion of the program does not guarantee that you will be granted licensure to practice as a nurse.**

The Arkansas State Board of Nursing requires a criminal background check for all graduates who are applying for licensure. The student must be aware that clinical facilities will not allow them to practice as a student if they have committed certain crimes. Therefore, without the clinical experiences, the student will not be able to meet the requirements of the Nursing Program. If the facilities will not allow you to participate in the clinical experiences, you will be advised to withdraw from the program. Graduating



from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the examination is dependent upon meeting standards in the ASBN Nurse Practice Act and Rules. All students applying to the ARNEC LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312 on criminal background checks, and sign a verification statement indicating that he/she understands and acknowledges receiving this information. This act specifies offenses which, if pled guilty to, pled nolo contendere to, or found guilty of, will make an individual ineligible to receive or hold a license in Arkansas. You can access this information at the Arkansas State Board website at <https://www.arsbn.org/> under 'Laws & Rules' through the Nurse Practice Act link. The direct link is currently at [https://www.arsbn.org/Websites/arsbn/images/NURSEPRACTICEACT\\_2018.February2018.Subchapter3.pdf](https://www.arsbn.org/Websites/arsbn/images/NURSEPRACTICEACT_2018.February2018.Subchapter3.pdf).

## CURRICULUM

### Registered Nursing (LPN/LVN-to-RN)

#### General Education Curriculum

LPNs are required to complete the following general education pre-requisite courses prior to entering the RN program.

#### PRE-REQUISITES:

Course Number	Course Name	Credit Hours
BIOL 2003	Nutrition and Diet	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
MBIO 1124/L	Microbiology/Lab	4
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
MATH 2123	Math for Health Professionals	3
<b>Pre-requisite Credit Hour Total</b>		<b>33</b>

#### NURSING COURSE REQUIREMENTS

##### FIRST SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
RNSG 2119	Nursing Process I	9
RNSG 2123	Nursing Practicum I	3
<b>Semester Credit Hour Total</b>		<b>12</b>
<b>Semester Total Theory Clock Hours</b>		<b>144</b>
<b>Semester Total Practicum Clock Hours</b>		<b>144</b>

##### SECOND SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
RNSG 2216	Nursing Process II	6
RNSG 2223	Nursing Practicum II	3
<b>Semester Credit Hour Total</b>		<b>9</b>
<b>Semester Total Theory Clock Hours</b>		<b>96</b>
<b>Semester Total Practicum Clock Hours</b>		<b>144</b>

**THIRD SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
RNSG 2311	NCLEX-RN Preparation	1
RNSG 2318	Nursing Process III	8
RNSG 2323	Nursing Practicum III	3
<b>Semester Credit Hour Total</b>		<b>12</b>
<b>Semester Total Theory Clock Hours</b>		<b>144</b>
<b>Semester Total Practicum Clock Hours</b>		<b>144</b>

<b>Total Program Nursing Theory Clock Hours</b>	<b>384</b>
<b>Total Program Nursing Practicum Clock Hours (1:3 Ratio)</b>	<b>432</b>
<b>Total General Education Pre-Requisite Course Credit Hours</b>	<b>33</b>

If you are interested in further information regarding this programs, contact:

Director of Nursing  
Phone: 870-864-7136

or

Dean of Health Sciences  
Phone: 870-864-7102

## **SURGICAL TECHNOLOGY PROGRAM**

### **Associate of Applied Science in Surgical Technology**

The Associate of Applied Science in Surgical Technology program prepares individuals for employment as an integral part of a surgical team. Surgical technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. The program consists of classroom and laboratory instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area. Students successfully completing this program will be awarded the Associate of Applied Science degree in Surgical Technology. Graduates of the Surgical Technology program are eligible to sit for the National Certified Surgical Technologist Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The Surgical Technology program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP, 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763. Phone (727) 210-2350, Fax (727) 210-2354, [www.caahep.org](http://www.caahep.org).

#### **Admission Process**

Applicants to the professional program MUST:

- Provide official copy of high school or GED Equivalency with transcript, or official college transcript of all colleges attended.
- Complete general admissions procedures to the college.
- Complete all necessary basic studies requirements according to placement tests.
- Complete Health Science Application form.
- Submit 3 reference letters.
- Complete all Pre-requisite courses with a grade of “C” or better.
- Meet with Surgical Technology advisor.
- Submit an unencumbered drug screen upon request.
- Submit an unencumbered background check upon entry to the program.
- Provide proof of current American Heart Association CPR Certification –Health Care Provider Course.
- Provide proof of PPD skin test, IGRA test or chest X-ray if positive PPD test or unable to submit to skin test.
- Provide proof of Hepatitis B immunization series or sign declination statement.
- Provide physical examination form completed by a health care provider documenting good physical and mental health upon being admitted.
- Provide proof of immunity to varicella. Proof may consist of 1) proof of vaccination, 2) statement of physician verifying that student had varicella, or 3) varicella antibody titer indicating immunity.
- Provide proof of current Influenza Virus Vaccination.
- Have earned a cumulative GPA of 2.00 or greater.
  
- Enrollment is limited to 10 students per year. Student selection is based on: Cumulative GPA and GPA in pre-requisite courses.

**Academic Progression**

Students must complete all components of surgical technology courses with a grade of "C" (78%) or higher to progress to the following semester. Each preceding semester is a pre-requisite to the following semester. Courses are sequenced so that material covered in subsequent courses is based on that covered in previous courses.

**CURRICULUM****Surgical Technology****Associate of Applied Science Degree****PRE-REQUISITES:**

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
BIOL 2074/L	Human Anatomy & Physiology II	4
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
HSCI 1003	Medical Terminology	3
MBIO 1124/L	Microbiology/Lab	4
PSYC 2003	General Psychology	3
MATH 2123	Math for Health Professionals	3
<b>Pre-requisite Credit Hour Total</b>		<b>30</b>

\*The following courses must be completed prior to enrollment in the first semester of the program: BIOL 2064/L, BIOL 2074/L, MBIO 1124/L, and HSCI 1003. Three of the five general education courses must be completed before admission into the Surgical Technology Program. Two of the five general-education courses may be taken concurrently with the Surgical Technology courses with a maximum of one course per semester.

**SURGICAL TECHNOLOGY PROGRAM COURSES****SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
SURG 1002	Introduction to Health Sciences	2
SURG 1102	Principles of Pharmacology and Anesthesia	2
SURG 1106	Fundamentals of Surgical Technology	6
SURG 1123	Fundamentals of Surgical Technology Skills Laboratory	3
SURG 1132	Surgical Technology Practicum I	2
<b>Total</b>		<b>15</b>

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
SURG 1202	Surgical Procedures I	2
SURG 1206	Perioperative Techniques and Procedures	6
SURG 1216	Surgical Technology Practicum II	6

SURG 1222	Perioperative Techniques and Procedures Skills Laboratory	2
<b>Total</b>		<b>16</b>

**SEMESTER/YEAR: LONG SUMMER**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
SURG 1302	Surgical Procedures II	2
SURG 1305	Surgical Technology Practicum III	5
SURG 1322	Surgical Procedures III	2
<b>Total</b>		<b>9</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>70</b>

If you are interested in further information regarding this programs, contact:

Surgical Technology Program Director

Phone: 870-875-7283

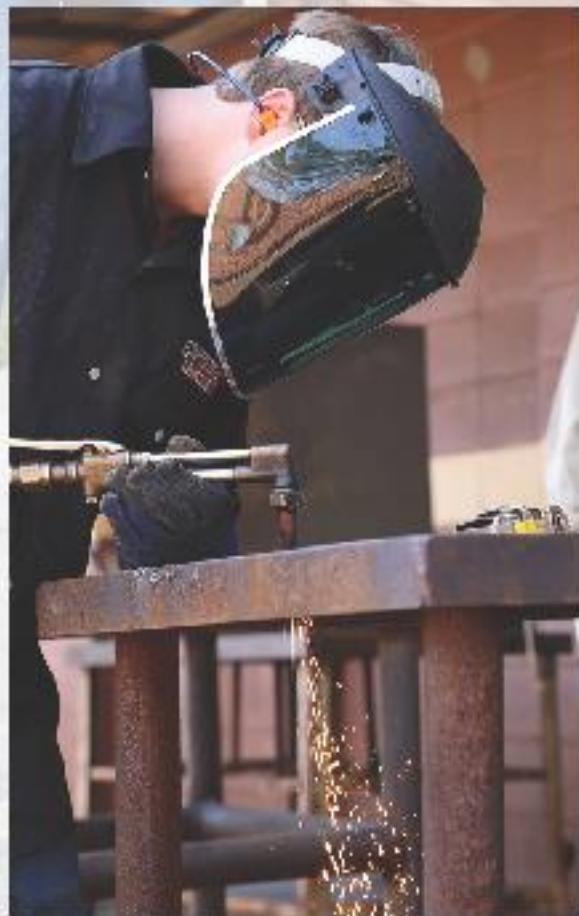
Or

Dean of Health Sciences

Phone: 870-864-7102



# **CAREER AND TECHNICAL EDUCATION**



# Career & Technical Education

## Associate of Applied Sciences (AAS)

General Technology

Industrial Technology-Multi-Craft

Process Technology

## Technical Certificate (TC)

Automotive Service Technology

Culinary Arts

Industrial Technology-Multi-Craft

Process Technology

Welding Technology

## Certificate of Proficiency (CP)

Automotive Maintenance

Automotive Diagnostics

Culinary Arts

Industrial Technology-Multi-Craft

SMAW Welding

MIG Welding

TIG Welding

Welding Layout and Pipefitting

Advanced Pipe Welding

The Career and Technical Education Division (CTE) is committed to meeting the training needs of industry and students in today's rapidly changing technological society. Education and life-long training have become Pre-requisites for successful employment. Many who are currently employed need periodic training to upgrade their knowledge and skills. The Career and Technical programs fill these training needs by providing an appropriate mix of academic and technical instruction, laboratory assignments, and hands-on training. The primary objective of the CTE programs is to impart the necessary knowledge and skills required for employment in industry. All programs are offered on a semester-hour basis. Since most programs in the division are designed to prepare the graduate for a specific career field, some students may be expected to purchase supplies or equipment to perform routine class and laboratory assignments.

## AUTOMOTIVE SERVICE TECHNOLOGY

### Technical Certificate

The technical certificate program is designed to prepare students for entry-level positions in automotive servicing, maintenance, and diagnostics. The ASE Education Foundation, a nationally recognized automotive education organization, accredits the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates may find entry-level positions in automobile dealerships, independent service centers, specialty shops, and related automotive facilities.

#### SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
AUTO 1504	Engine Repair	4
AUTO 1104	Manual Drivetrain & Axles	4
AUTO 1304	Steering & Suspension	4
AUTO 1404	Automotive Electronics	4
MATH 1073	Technical Math or higher level math	3
<b>Total</b>		<b>19</b>

#### SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
AUTO 1804	Automatic Transmission	4
AUTO 1204	Brake Systems	4
AUTO 1604	Engine Performance	4
AUTO 1704	Heating & Air Conditioning	4
<b>Total</b>		<b>16</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>35</b>

Those students whose basic studies scores are below minimum levels must enroll in basic studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.



## **AUTOMOTIVE MAINTENANCE**

### **Certificate of Proficiency**

Students in Automotive Maintenance learn basic automotive knowledge and skills. They earn a Certificate of Proficiency by completing 16 hours of automotive core classes. The ASE Education Foundation, a nationally recognized automotive education organization, accredits the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates will possess the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Maintenance are the following:

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
AUTO 1504	Engine Repair	4
AUTO 1404	Automotive Electronics	4
AUTO 1204	Brake Systems	4
AUTO 1604	Engine Performance	4
<b>Total</b>		<b>16</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>16</b>

## **AUTOMOTIVE DIAGNOSTICS**

### **Certificate of Proficiency**

Students in Automotive Diagnostics learn basic automotive knowledge and skills. They earn the certificate of proficiency by completing 16 credit hours of automotive core courses. The ASE Education Foundation, a nationally recognized automotive education organization, accredits the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates will possess at least the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Diagnostics are the following:

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
AUTO 1104	Manual Drivetrain & Axles	4
AUTO 1304	Steering & Suspension	4
AUTO 1804	Automatic Transmission	4
AUTO 1704	Heating & Air Conditioning	4
<b>Total</b>		<b>16</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>16</b>

## CULINARY ARTS Technical Certificate

**SEMESTER/YEAR: FALL**

Course Number	Course Name	Credit Hours
CULA 1002	Sanitation	2
CULA 1022	Mathematics for Culinary Arts	2
CULA 1013	Nutrition	3
CULA 1033	Culinary IA	3
CULA 1035	Culinary 1B	5
<b>Total</b>		<b>15</b>

**SEMESTER/YEAR: SPRING**

Course Number	Course Name	Credit Hours
CULA 1061	Dining Room Service	1
CULA 1082	Culinary Arts Externship	2
CULA 1053	Menu Planning	3
CULA 1047	Culinary II	7
CULA 1073	Hospitality Supervisory Management	3
ENGL 1113	Composition I	3
<b>Total</b>		<b>19</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>34</b>

**Certificate of Proficiency**

Course Number	Course Name	Credit Hours
CULA 1002	Sanitation	2
CULA 1022	Mathematics for Culinary Arts	2
CULA 1013	Nutrition	3
CULA 1033	Culinary IA	3
CULA 1035	Culinary 1B	5
<b>Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>15</b>

## **GENERAL TECHNOLOGY**

### **Associate of Applied Science**

The Associate of Applied Science in General Technology enables students pursuing technical majors to customize a degree to match their academic career goals. To pursue this program of study a student must be enrolled in a technical program that does not offer an Associate degree option. The degree requires a minimum of 60 credit hours to complete and includes the following:

- Minimum of 24 credit hours from the technical major curriculum
- Minimum of 15 credit hours from the general education Academic Core
- Minimum of 12 credit hours from a technical minor curriculum
- Minimum of 9 additional credit hours from the technical major curriculum, other technical courses, or general education core curriculum

Students should work closely with a student advising coach to ensure completion of the proposed program of study. Students with significant prior military experience, technical training or work experience in a technical field are encouraged to discuss credit for prior learning with their student advising coach. Up to 30 credit hours in this program of study may be awarded through CLEP tests, departmental tests, portfolios or credit granted for other documented training or licensure that is recognized by ACE.

#### **Mathematics**

3 hours from the following:

Course Number	Course Name
MATH 1023	College Algebra <b>OR</b>
MATH 1073	Technical Math

#### **English**

6 hours from the following:

Course Number	Course Name
ENGL 1113	Composition I
ENGL 1123	Composition II <b>OR</b>
ENGL 2043	Technical Writing

#### **Computer Fundamentals**

3 hours from the following:

Course Number	Course Name
CSCI 1003	Computers and Information Processing

**Social Science**

3 hours from the following:

Course Number	Course Name
HIST 1003	History of Civilization to 1700
HIST 1013	History of Civilization since 1700
HIST 2013	History of U.S. to 1876
HIST 2023	History of U.S. since 1876
PSCI 2003	American Government: National
PSCI 2013	American Government: State and Local
PSYC 2003	General Psychology
SOCI 2003	Introduction to Sociology
GEOG 2003	Introduction to Geography
ECON 2003	Macroeconomics

**Technical Major:**

**Twenty-four semester credit hours in a technical discipline.** Approved courses for the major area must be the focus of the program. These courses are to be selected from a program of study whose highest credential is the Technical Certificate.

**Technical Minor/Support Courses:**

Twelve semester credit hours, from a second technical discipline, chosen from the technical program areas listed below:

- Automotive Service Technology
- Culinary Arts
- Entrepreneurship
- Industrial Technology Multi-Craft
- Medical Coding
- Process Technology
- Welding Technology

*Note: Students must meet the basic studies requirements for the major/minor fields of study.*

## INDUSTRIAL TECHNOLOGY – MULTI-CRAFT

### Associate of Applied Science

The Industrial Technology program is designed to meet industry requirements for entry-level technicians. Successful completion will equip students with the technical skills necessary to maintain, repair, and troubleshoot industrial equipment found in today's modern facilities. Specific courses include industrial safety, fundamentals of electricity and electronics, fluid power, instrumentation, and introduction to Classes are designed in lecture and lecture/lab format to give the student a solid foundation in general maintenance skills. Coursework completed is applicable to the Associate of Applied Science degree in General Technology.

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Fundamentals of Industrial Technology	3
MECH 1404	Fundamentals of Electricity and Electronics	4
MECH 1203	Industrial Safety <b>OR</b>	3
PTEC 1123	Safety Health and the Environment	
MATH 1073	Technical Math <b>OR</b>	3
MATH 1023	College Algebra	
CSCI 1003	Computers and Information Processing	3
<b>Total</b>		<b>16</b>

#### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1414	Electronics and Electrical Circuits	4
MECH 1604	Fluid Power	4
MECH 1804	Introduction to Programmable Logic Controllers (PLC's)	4
MECH 1103	Electrical Drawings	3
<b>Total</b>		<b>15</b>

#### THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1111	Student to Work Transition	1
PHYS 1004/L	The Physical Sciences/Lab	4
MECH 1904	Industrial Motor Controls	4
ENGL 1113	Composition I	3
Electives	Social Science (ECON, PSYC, SOC, HIST, PSCI, GEOG)	3+
<b>Total</b>		<b>15</b>

**FOURTH SEMESTER/YEAR:**

Course Number	Course Name	Credit Hours
MECH 2003	Industrial Mechanics & Mechanical Devices	3
MECH 1304	Instrumentation	4
ENGL 1123	Composition II <b>OR</b>	3
ENGL 2043	Technical Writing for Industry	
Electives	Social Science (ECON, PSYC, SOC, HIST, PSCI, GEOG)	3
Electives	Choose three or more credit hours from the list below*	3+
<b>Total</b>		<b>16</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>62</b>

**Choose (You must have at least 60 Credit hours of approved courses to complete this degree):**

**ELECTIVES:**

Course Number	Course Name	Credit Hours
MECH 2803	Industrial Robotics and Robot Programming	3
MECH 2614	Internship	4
MECH 2402	Transducers	2
MECH 2503	Precision Measuring Tools	3
MECH 2203	PLC Applications	3
MECH 1504	Digital Circuit Technology	4

*Other PTEC, or WELD classes can be substituted as electives with the approval of the division dean.*

Those students whose basic studies scores are below minimum levels must enroll in basic studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.

## Industrial Technology - Multi-craft Technical Certificate

The Industrial Technology program is designed to meet industry requirements for entry-level technicians. Successful completion will equip students with the technical skills necessary to maintain, repair, and troubleshoot industrial equipment found in today's modern facilities. Courses include industrial safety, fundamentals of electricity and electronics, fluid power, instrumentation, and introduction to Classes are designed in lecture and lecture/lab format to give the student a solid foundation in general maintenance skills. Coursework completed is applicable to the Associate of Applied Science degree in General Technology.

### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Fundamentals of Industrial Technology	3
MECH 1404	Fundamentals of Electricity and Electronics	4
MECH 1203	Industrial Safety <b>OR</b>	3
PTEC 1123	Safety Health and the Environment	3
MATH 1073	Technical Math <b>OR</b>	
MATH 1023	College Algebra	3
CSCI 1003	Computers and Information Processing	
<b>Total</b>		<b>16</b>

### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1414	Electronics and Electrical Circuits	4
MECH 1604	Fundamentals of Fluid Power	4
MECH 1804	Introduction to Programmable Logic Controllers (PLC's)	4
MECH 1103	Electrical Drawings	3
<b>Total</b>		<b>15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>31</b>

Those students whose basic studies scores are below minimum levels must enroll in basic studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.

## Industrial Technology - Multi-craft Certificate of Proficiency

The Industrial Technology program is designed to meet industry requirements for entry-level technicians. Successful completion will equip students with the technical skills necessary to maintain, repair, and troubleshoot industrial equipment found in today's modern facilities. Specific industrial safety, fundamentals of electricity and electronics, fluid power, instrumentation, and introduction to Classes are designed in lecture and lecture/lab format to give the student a solid foundation in general maintenance skills. Coursework completed is applicable to the Associate of Applied Science degree in General Technology.

### SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Fundamentals of Industrial Technology	3
MECH 1404	Fundamentals of Electricity and Electronics	4
MECH 1203	Industrial Safety <b>OR</b>	3
PTEC 1123	Safety Health and the Environment	
MATH 1073	Technical Math <b>OR</b>	3
MATH 1023	College Algebra	
CSCI 1003	Computer and Information Processing	3
<b>Total</b>		<b>16</b>

Those students whose basic studies scores are below minimum levels must enroll in basic studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.



## PROCESS TECHNOLOGY

### Associate of Applied Science Degree

This degree program is designed to train refinery operators, chemical operators, and process technicians. These operators control and monitor the systems that run industrial plants. Operators gather information using instrumentation and lab equipment to maintain safe work areas and keep plants in compliance with regulatory requirements. Operators work both indoors and outdoors alongside engineers, chemists and other professionals. Operators use knowledge of computers, math, physics and chemistry to keep industrial plants running safely and efficiently.

#### FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
PTEC 1113	Introduction to Process Technology	3
PTEC 1123	Safety, Health and the Environment	3
PTEC 1133	Process Instrumentation I	3
PHYS 1004/L	The Physical Sciences/Lab	4
MATH 1023	College Algebra* <b>OR</b>	3
MATH 1073	Technical Mathematics	
<b>Total</b>		<b>16</b>

#### SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113	Composition I	3
CSCI 1003	Computers and Information Processing**	3
PTEC 1244	Process Technology I – Equipment	4
PTEC 1253	Principles of Quality	3
CHEM 1014/L	College Chemistry Principles I /Lab <b>OR</b>	4
CHEM 1024/L	Chemistry I for Science Majors /Lab *	
<b>Total</b>		<b>17</b>

**Note:** Semesters 1 and 2 complete degree requirements for Technical Certificate in Process Technology

#### THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II * <b>OR</b>	3
ENGL 2043	Technical Writing for Industry*	
PTEC 2364	Process Technology II – Systems	4
Elective	Social Science/Economics Elective	3
Elective	PTEC/MECH /WELD Restricted Elective <b>OR</b> Internship***	3/4
<b>Total</b>		<b>13/14</b>

**FOURTH SEMESTER/YEAR:**

<b>Course Number</b>	<b>Course Name</b>	<b>Credit Hours</b>
PTEC 2474	Process Technology III – Unit Operations	4
PTEC 2484	Process Trouble Shooting	4
PTEC 2333	Process Instrumentation II	3
Elective	PTEC/MECH /WELD Restricted Elective <b>OR</b> Internship***	3/4
<b>Total</b>		<b>14/15</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>60/62</b>

*\* College Algebra, Chemistry I for Science Majors, and Composition II are strongly recommended for those planning to continue their education at a four-year college. Tech Math, College Chemistry Principles I, and Technical Writing are suggested for those going directly into the workforce, with no plan for pursuing additional degrees.*

*\*\*Higher level CSCI courses may be substituted with Dean's approval*

*\*\*\*Electives include up to two industry internships and all 3 or 4 hour MECH or WELD courses*

## WELDING TECHNOLOGY

### Technical Certificate

This technical certificate program prepares students for entry-level placement in the welding industry. Instruction includes metal cutting, arc welding, semi-automatic (MIG) welding, and tungsten inert gas (TIG) welding. The welding program curriculum follows American Welding Society (AWS) education standards for entry-level welders. Students receive instruction in practical applications of welding techniques as well as the operation and maintenance of related tools in the industry. Graduates may find employment in manufacturing, maintenance, independent welding shops, and construction companies.

#### SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
WELD 1114	SMAW I Welding	4
WELD 2114	SMAW II Welding	4
WELD 1214	GMAW I (MIG) Welding	4
WELD 2214	GMAW II (MIG) Welding	4
MATH 1073	Technical Math or higher level math	3
<b>Total</b>		<b>19</b>

#### SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
WELD 1224	GTAW I (TIG) Welding	4
WELD 2224	GTAW II (TIG) Welding	4
WELD 1244	Layout and Pipefitting I	4
WELD 2244	Layout and Pipefitting II	4
<b>Total</b>		<b>16</b>
<b>PROGRAM CREDIT HOUR TOTAL</b>		<b>35</b>

*Those students whose basic studies scores are below minimum levels must enroll in basic studies courses and may concurrently enroll in program courses with the instructor's permission. Minimum levels of basic skills must be attained prior to completion of the program.*

## SMAW WELDING TECHNOLOGY

### Certificate of Proficiency

This Certificate of Proficiency gives students instruction in basic welding skills in oxyacetylene and shielded metal arc welding along with a sound knowledge and understanding of industrial safety practices. The curriculum is based upon the certification criteria of the American Welding Society (AWS). Students may receive employment as entry-level welders at various manufacturing plants and job sites.

Course Number	Course Name	Credit Hours
WELD 1114	SMAW I Welding	4
WELD 2114	SMAW II Welding	4
<b>Total</b>		<b>8</b>

## GMAW (MIG) WELDING

### Certificate of Proficiency

This Certificate of Proficiency gives students a basic understanding of the various wire welding techniques in the welding industry. This certificate requires the completion of 8 semester hours of course work. Graduates may find entry-level employment in manufacturing, maintenance, independent welding shops, and construction companies.

Course Number	Course Name	Credit Hours
WELD 1214	GMAW I (MIG) Welding/Lab	4
WELD 2214	GMAW II (MIG) Welding/Lab	4
<b>Total</b>		<b>8</b>

## GTAW (TIG) WELDING

### Certificate of Proficiency

This certificate is designed to help students gain an entry-level position as a "TIG welder." These courses will help the student understand how to weld both steel plate and pipe with the GTAW process. This certificate will also give a student a beginning knowledge of welding Aluminum and Stainless with the GTAW process. The student will also learn the basics of the Plasma cutting torch.

Course Number	Course Name	Credit Hours
WELD 1224	GTAW (TIG) I Welding	4
WELD 2224	GTAW (TIG) II Welding	4
<b>Total</b>		<b>8</b>

## WELDING LAYOUT AND PIPEFITTING

### Certificate of Proficiency

This certificate is designed to help the student gain an entry-level position as a pipe fitter/ layout person in the welding industry. Upon completion the student should have a vast knowledge of how to layout structure and pipe angles including different fits. The student will also gain the knowledge and ability to cut out these fits with any major cutting procedure.

Course Number	Course Name	Credit Hours
WELD 1244	Layout and Pipefitting I	4
WELD 2244	Layout and Pipefitting II	4
<b>Total</b>		<b>8</b>

## ADVANCED PIPE WELDING

### Certificate of Proficiency

This certificate is designed to offer the student an opportunity to enhance their knowledge and skills in the area of pipe welding. This certificate requires the completion of 11 semester credit hours of course work. The certificate covers courses that introduce GTAW and SMAW applications related to AWS certification using stainless and carbon steel pipe. In addition, the certificate allows the student to earn proficiency making 1g, 2g, 5g, and 6g welds using SMAW and GTAW. As part of the certificate course work, the student is required to pass at least one AWS 6g weld test.

Course Number	Course Name	Credit Hours
WELD 1714	Advanced Pipe Welding I	4
WELD 2714	Advanced Pipe Welding II	4
MATH 1073	Technical Math or higher level math	3
<b>Total</b>		<b>11</b>

**Note:** The courses have been designed to be completed in roughly six weeks (180 clock hours) of intensive training.

# NON-CREDIT PROGRAMS



# Continuing Education

## CORPORATE AND COMMUNITY EDUCATION

### **Purpose**

In addition to the traditional academic and occupational education available at South Arkansas Community College (SouthArk), SouthArk offers a variety of classes which earn no college credit but provide job skills and personal enrichment. The non-credit courses, seminars, and workshops are designed to be informative and enjoyable. Courses are offered throughout the week at various times and locations. Courses vary in length from a one-time meeting to a full semester.

The college offers a wide variety of courses, which can be taken for pleasure or to develop new job skills. The courses are informative and relaxed. The instructors are chosen for their special expertise and come from area businesses and industries, the professional community, local government, the college's faculty, and citizens with expertise.

Special programs on current affairs and cultural activities are a part of the Community Education scope. A program for children, Camp Lotsafun is offered in the summer. Corporate and Community Education endeavors to be a vital part of community life, cooperating with and actively participating in the activities of the Chamber of Commerce and area service clubs and organizations.

### **Examples of courses and programs include:**

The course schedule can be found here [Continuing Education](#)

### **New Courses**

Courses are organized on demand. Anyone interested in offerings not scheduled or anyone wanting to be added to the class schedule mailing list may contact the Corporate and Community Education office, (870) 864-7192 or e-mail [ce@southark.edu](mailto:ce@southark.edu). The schedule of classes is available on SouthArk's website at [www.southark.edu](http://www.southark.edu) under Continuing Education.

### **Instructors**

Corporate and Community Education instructors, selected for their skills and expertise in a variety of fields, are drawn from area business and industry, government, the college faculty, and the community. Anyone interested in teaching may call (870) 864-7192 or email [ce@southark.edu](mailto:ce@southark.edu).

### **Registration**

High school graduation or previous college attendance is NOT required to take a non-credit course. For information regarding a course, students may visit the Center for Workforce Development on East Campus, email [ce@southark.edu](mailto:ce@southark.edu), or call 864-7192. Students are officially registered in a course when they complete registration and pay fees. The college reserves the right to cancel classes due to insufficient enrollment.

### **Fees**

Course fees vary with the length of classes and course content. Some courses require a supply and /or textbook fee in addition to the course fee.

**Refunds**

A full refund of fees paid will be made when classes are canceled. Full refunds will also be made to students who cancel three days before the first class meeting. Refunds may be obtained by making a written request to the Office of Corporate and Community Education.

**Schedules**

Schedules of the Corporate and Community Education courses are prepared three times per year and are available for review on the Continuing Education calendar [www.southark.edu/continuingeducation](http://www.southark.edu/continuingeducation).

**SOUTH ARKANSAS APPRENTICE PROGRAMS**

The El Dorado Plumbing Apprenticeship School is a four-year program hosted by SouthArk for those seeking a career in Plumbing. The apprenticeship program is sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hours (160 contact hours/year) as well as on-the-job training hours (2000/year). The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Plumbing Exam, administered by the State of Arkansas.

The South Arkansas Electrical Apprenticeship School is a four-year program hosted by SouthArk for those pursuing a career in Electricity. The apprenticeship program is sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship training. The program requires both classroom instruction hours (144 contact hours/year) as well as on-the-job training hours (2000/year). The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Electrician Exam, administered by the State of Arkansas.

**ACADEMIC AND CAREER ACHIEVEMENT PROGRAM**

The Academic and Career Achievement Program (ACAP) at South Arkansas Community College is a two-year innovative post-secondary initiative for adults with intellectual disabilities (ID) or developmental disabilities (DD) who desire inclusion in the academic, social, and cultural college experience in a supportive environment. The program serves individuals with intellectual and developmental disabilities (as defined by Statute 20 U.S.C 1140(2)) who are currently (or were formerly) eligible for a free appropriate public education under the Individuals with Disabilities Education Act (IDEA) and have completed a high school program.

ACAP is a custom-tailored learning program that offers students a unique post-secondary opportunity to further their formal education and become self-reliant. The conceptual framework for the ACAP depicts four standards as cornerstones of practice: Academic Access, Career Development, Campus inclusion, and Self-Determination.

The ACAP mission is to empower individuals to live, learn, work, and participate in the social fabric of our community. We believe given the opportunity and proper support, individuals can achieve academic success, successful careers, and personal growth.



## **ADULT BASIC EDUCATION**

The Adult Education Program provides adults with the opportunity to improve their basic reading, writing, and math skills. Students may work on basic skills to improve their ACT scores, to take the Official GED Test, to improve their employability skills, to advance their workplace skills, or to gain personal satisfaction. The Adult Education Program follows established laws, rules, and regulations. The program is an open-entry, open-exit program. All incoming students are evaluated and placed in classes to upgrade deficiencies. Instruction is diagnostic, prescriptive, self-paced, and individualized. Students have access to computers and modern curriculum. Small group and individual instruction are available during the day and evening hours at no cost to participants. Classes are provided on campus in Union County and at satellite locations in Union and Bradley Counties.

### **Programs provided through Adult Education Academic Assessment**

The test of Adult Basic Education (TABE) is administered to assess academic needs for placement, instruction, WIOA, and other programs. The Arkansas High School Diploma (GED) can be earned by passing a series of general knowledge exams. The tests cover the following subjects: writing skills, social studies, science, literature and the arts, and mathematics. The GED test may be taken at South Arkansas Community College. Students must take a pre-test and present those results with an application to test before taking the state GED test.

### **English as a Second Language**

This class is designed for students who have little or no background in the English language as well as students who have limited use of the English language. Alphabet sounds, simple commonly used verbs, and basic understanding of grammar and basic functional language are emphasized for the beginning students. Intermediate and advanced students learn to speak in various situations and become more comfortable in speaking in different social gatherings. Intermediate and advanced classes focus on clarity of pronunciation, speed-reading, vocabulary building, written essays, and formal speech presentations.

### **Workplace Education**

The Workplace Education Program offers basic academic skills to local businesses. Classes may be taught in local businesses and industries. These classes can be GED or refresher courses, or they can be tailored to the needs of the employer. The Arkansas Workforce Alliance for growth in the Economy (WAGE) Program is designed to address the need to improve the workplace basic skills of the unemployed and under-employed labor pool. The WAGE Program is an industry, education, and community collaborative for workforce development. The program incorporates an alliance among local employer advisory council, adult education services, employment and training agencies, industrial development foundations, and county/city governments to identify and provide training in those literacy skills essential to most entry-level jobs in the community.

### **Computer Literacy**

The Computer literacy course is a 12-20 hour course in basic computer literacy that teaches computer skills and provides hands-on activities for basic users.

### **Employability**

Employability and/or soft skills are taught in the basic skills classes. Focus is on the students' developing employability skills to help them obtain and keep jobs.

**Workforce Alliance for Growth in the Economy (WAGE)**

This is a State (Arkansas) Certified program intended for unemployed and the under- employed people in Arkansas. To earn a state WAGE Industrial Certificate, students have to meet several requirements. Students must score 12.9 in each area (Reading, Mathematics, and language) on the test of Adult Basic Education (TABE). There is also a state WAGE test, the WAGE approved Spatial and Mechanical Aptitude test, Dexterity test (SAM), state WAGE Computer literacy test. Students must have an up-to-date resume in their WAGE file and a current application on file with the Employment Security Department.

# CREDIT COURSES



# Course Descriptions

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## ACCOUNTING

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### **ACCT 2003 PRINCIPLES OF ACCOUNTING I**

*ACTS Equivalent Course Number = ACCT 2003*

*Pre-requisites:* BSTD 0613 and BSTD 0413 with a grade of "C" or better or appropriate placement test score.

Basic principles of financial accounting theory with emphasis on accounting for corporations.

### **ACCT 2103 PRINCIPLES OF ACCOUNTING II**

*ACTS Equivalent Course Number = ACCT 2013*

*Pre-requisite:* ACCT 2003.

Basic principles of financial accounting theory for partnerships and corporations, managerial cost accounting, and financial statement analysis.

### **ACCT 2113 COMPUTERIZED ACCOUNTING SYSTEMS**

*Pre-requisite:* one course in Accounting.

Course designed to provide a realistic approach to integrated accounting procedures. Consists of six major accounting systems commonly found in accounting environments.

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## ART

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### **ARTI 1013 DRAWING I**

A course designed to teach the techniques of drawing in pencil, charcoal, and ink. Provides instruction in the application of art principles to drawing. Four hours per week in studio.

### **ARTI 1113 DRAWING II**

*Pre-requisite:* Pass Art 1013 with a "C" or better.

Advanced problems in drawing, composition, drawing with colored media, and experimental techniques. Four hours per week in studio.

### **ARTI 2003 ART APPRECIATION**

*ACTS Equivalent Course Number = ARTA 1003 (For non-art majors)*

*Pre-requisite:* Pass BSTD 0613 with a "C" or better or equivalent score on placement test.

Course to develop enjoyment of art and understanding of art's relevance to society through a non-studio study of visual design and subsequent analysis of architecture, sculpture, and painting.

### **ARTI 2073 PAINTING I**

*Pre-requisite:* Pass ART 1013 with a "C" or better.

This course provides preliminary experience in painting, using transparent water soluble paints and other media related to pictorial composition.

**ARTI 2093 PAINTING II**

*Pre-requisite:* Pass ART 2073 with a "C" or higher.

Designed for students to become acquainted with advanced painting methods using water soluble paints. Composition and personal style are emphasized.

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**AUTOMOTIVE SERVICE TECHNOLOGY**

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**AUTO 1104 MANUAL DRIVE TRAIN & AXLES**

Manual transmissions, transaxles, clutches and transfer cases are covered in this course. Also covered are u-joints, drive shafts and differential repair and diagnosis. (2 hours lecture, 3 hours lab).

**AUTO 1204 BRAKE SYSTEMS**

This course covers the diagnosis and repair of brake system hydraulics, drum brake systems, disc brake systems and power assist brake systems. Anti-lock brake system diagnosis and repair are included. (2 hours lecture, 3 hours lab).

**AUTO 1304 STEERING & SUSPENSION**

This course covers diagnosis and repair of steering and suspension systems. Units of instruction will include steering systems, suspension systems, alignment procedures, and wheel/tire service. (2 hours lecture, 3 hours lab).

**AUTO 1404 AUTOMOTIVE ELECTRONICS**

This course introduces electrical theory including voltage, current, resistance, and power. DC and AC circuits are covered along with series, parallel, and series-parallel circuits. The proper use of electrical test equipment is emphasized. (2 hours lecture, 3 hours lab).

**AUTO 1504 ENGINE REPAIR**

This course includes safety, tools, service information, and precision measurement. Also covered are engine disassembly/assembly procedures, engine diagnosis, lubrication and cooling systems. (2 hours lecture, 3 hours lab).

**AUTO 1604 ENGINE PERFORMANCE**

This course is an introduction to ignition, fuel, intake, and exhaust systems. Exhaust emissions and emission control devices are also covered. Diagnostics is emphasized. (2 hours lecture, 3 hours lab).

**AUTO 1704 HEATING & AIR CONDITIONING**

This course covers diagnosis and repair of Air Conditioning Systems. Refrigeration and heating and cooling systems are also covered. Automatic control systems, refrigerant recovery, recycling and handling are also covered. (2 hours lecture, 3 hours lab)

**AUTO 1804 AUTOMATIC TRANSMISSION**

This course covers diagnosis and repair of automatic transmission/transaxles. Included are transmission maintenance, adjustments, and scan tool diagnostics. Off-vehicle diagnosis and repair are also covered. (2 hours lecture, 3 hours lab)

**AUTO 2601 DIRECTED STUDY**

The student and the instructor will agree upon a project that will enhance the student's automotive knowledge. The project is to be completed by the student in the classroom, lab, or on the job. (1 hour, 30 contact hours) May be repeated at the instructor's discretion.

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## BASIC STUDIES

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**BSTD 0211 COMP I LAB.**

*Pre-requisites:* Make an appropriate score on the placement tests. Please see advising coach.

The Accelerated Learning Program (ALP) Composition I Lab provides an option for students to bypass English II. New students who do not require reading remediation but do need writing remediation may enroll in ALP Comp I (BSTD 0613). English I students who pass the Nelson Denny Reading Test with a 13.1 and make an A in English I may enroll in ALP Comp I. Students enrolled in this lab are also enrolled in the corresponding Comp I (ENGL 1113) course. Successful completers will receive credit for both English II and Comp I. ALP students will work on the regular Comp I assignments. The focus of the lab is improving writing skills for greater success in both Comp I and future course work. Tasks will include activities, reflections, and workshops in lab. Students will also work on essays in groups and individually.

**BSTD 0413 ELEMENTARY ALGEBRA**

*Pre or Co-requisite:* This course is for students who need to improve their computational and algebraic skills before taking BSTD 0513 Intermediate Algebra. Topics include a review of arithmetic with whole numbers, fractions, decimals, percentages, and some of their applications. It also includes the following introductory algebra topics: algebraic expressions, solving equations, and graphs of linear equations. (3 hours lecture, 2 hours lab)

**BSTD 0513 INTERMEDIATE ALGEBRA**

*Pre-requisite:* Pass BSTD 0413 with a grade of "C" or better or make the required score on one of the placement tests.

This is a pre-college course for students who have had some algebra but need further development of their skills before they take MATH 1023, College Algebra. Topics include polynomial operations, factoring polynomials, using factoring to solve equations together with applications, rational expressions and equations, functions, variation, systems of equations with applications, exponents and radicals, radical equations, quadratic equations, higher roots, rational exponents, inequalities and interval notation. (3 hours lecture, 2 hours lab).

**BSTD 0603 ENGLISH I**

*Pre-requisite:* Make an appropriate score on the placement test.

English I focuses on improving reading comprehension, reading speed, and vocabulary, while working on basic grammar and paragraph writing

**BSTD 0613 ENGLISH II**

*Pre-requisite:* Make an appropriate score on the placement test or pass ENGL 0603 with a "C" or better and a 10.1 or above on the Nelson Denny Reading test.

English II focuses on improving reading comprehension, reading speed, vocabulary, and essay writing.

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## BIOLOGY

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**BIOL 1004/L FUNDAMENTALS OF BIOLOGY / LAB**

*ACTS Equivalent Course Number = BIOL 1004*

*Pre-requisite:* Pass BSTD 0613, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test.

Morphological, physiological, and taxonomic survey of living organisms with emphasis on basic biological principles and scientific methodology. Three hours lecture and two hours laboratory.

**BIOL 1114/L BIOLOGY FOR MAJORS**

*ACTS Equivalent Course Number = BIOL 1014*

*Pre-requisites:* Pass BSTD 0613, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test.

A study of the principles of biology. Provides the foundation for other advanced courses in the biological sciences. Includes an in-depth study of fundamental biological concepts including the scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. Appropriate for biology and health science majors, as well as general education. Lab required. Three hours lecture and two hours lab.

**BIOL 1024/L ZOOLOGY / LAB**

*ACTS Equivalent Course Number = BIOL 1054*

*Pre-requisites:* Pass BSTD 0613, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test.

The emphasis will be on general principles of zoology. The course will survey the major animal phyla: phylogenetic relationships, morphology, physiology and natural history. Three hours lecture and two hours lab.

**BIOL 1034/L GENERAL BOTANY / LAB**

*ACTS Equivalent Course Number = BIOL 1034*

*Pre-requisites:* Pass BSTD 0613, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test.

The emphasis will be on general principles of botany. Material will cover form, structure, function, and reproduction of nonvascular and vascular plants. Three hours lecture and two hours lab.

**BIOL 2003 NUTRITION AND DIET**

Study of the fundamental principles of human nutrition and diet with emphasis on dietary guidelines and *MyPlate*, carbohydrates, lipids, proteins, vitamins, minerals, and energy requirements in normal nutrition at different times of development as well as in disease conditions. Three hours lecture.

**BIOL 2064/L, HUMAN ANATOMY AND PHYSIOLOGY I / LAB**

*ACTS Equivalent Course Number = BIOL 2404*

*Pre-requisites:* Pass BSTD 0613, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test.

This course is the first of two sections on the study of the structure and functions of the organ systems of the human body. Laboratory work includes the use of a microscope, lab equipment, lab techniques, and dissections. Three credit hours are lecture and one credit hour is laboratory.

**BIOL 2074/L HUMAN ANATOMY AND PHYSIOLOGY II / LAB**

*ACTS Equivalent Course Number = BIOL 2414*

*Pre-requisite:* Pass BIOL 2064/L with a grade of "C" or better.

This course is a continuation of BIOL 2064 and provides the second of two sections on the study of the structure and functions of the organ systems of the human body. Laboratory work includes the use of a

microscope, lab equipment, lab techniques, and dissections. Three credit hours are lecture and one credit hour is laboratory.

**BIOL 2304/L KINESIOLOGY/LAB**

*Pre-requisites:* Pass BIOL 2064/L with a grade of "C" or better.

Study of musculoskeletal anatomy, posture, and movement of the human body. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes and axis of movements, the range and quality of functional movements, the actions of levers within the human body, and how muscular contraction affects movements, posture, and gait. Three hours lecture and two hours laboratory.

**BUSINESS ADMINISTRATION**

**BUSI 1003 THE AMERICAN ENTERPRISE SYSTEM**

*ACTS Equivalent Course Number = BUSI 1013*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or higher or make an appropriate score on the placement test. Basic course in the fundamentals of business. An overview to develop an intelligent understanding of the realistic problems and practices of business. Studies of the business organization and its environment, including marketing, economics, management, and accounting.

**BUSI 2013 BUSINESS STATISTICS**

*ACTS Equivalent Course Number = BUSI 2103*

*Pre-requisite:* MATH 1023 and BSTD 0613 , appropriate placement test score, or permission of instructor. An introduction to applied statistics including measures of central tendency and dispersion, probability, sampling, estimation, hypothesis testing, and analysis of variance.

**BUSI 2043 CUSTOMER SERVICE AND SUPPORT**

This course is designed to help students develop outstanding customer service skills. Students will learn how to interact with (communicating in person), resolve conflicts, maintain records, understand importance of customer retention, and actively participate as a member of a team. Topics address general principles of customer service including the use of technology, systems, skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student.

**BUSI 2063 BUSINESS COMMUNICATIONS**

*Pre-requisites:* ENGL 1113 and ADMS 1013.

The composition and evaluation of psychologically sound business letters in correct and forceful English. Emphasis is placed on solving business problems encountered in writing effective business letters.

**BUSI 2903 SPECIAL TOPICS IN BUSINESS**

A survey of various topics within the field of business to meet specialized needs.

**BUSINESS LAW**

**BLAW 2013 LEGAL ENVIRONMENT OF BUSINESS I**

*Pre-requisites:* ENGL 1123 or ENGL 2043.

This course is a discussion of the legal environment, contracts, and dealings with goods, commercial paper, debts, and creditors. This is the introductory course in law for all business students. This course is



designed for students interested in entrepreneurship and designed for students seeking the AAS degree in Business.

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## CHEMISTRY

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### **CHEM 1004/L FUNDAMENTALS OF CHEMISTRY / LAB**

*ACTS Equivalent Course Number = CHEM 1004*

*Pre-requisites:* BSTD 0613 with a "C" or better, BSTD 0513 or MATH 1073 with a grade of "C" or better (concurrent enrollment is acceptable for MATH 1073).

This is a survey course introducing Chemistry as it applies to the real world for students in general education. The course incorporates critical thinking to explore, analyze, and evaluate concepts such as the scientific method, measurement, states of matter, atomic structure, the periodic table, chemical properties, chemical bonding, chemical reactions, acids and bases, solutions, and other chemistry-related topics. This course does not fulfill the chemistry requirement for science majors or Allied health programs. Three hours lecture and two hours laboratory.

### **CHEM 1014/L COLLEGE CHEMISTRY PRINCIPLES I / LAB**

*ACTS Equivalent Course Number = CHEM 1214*

*Pre-requisites:* BSTD 0613, BSTD 0513 with a grade of "C" or better, or make an appropriate score on the placement test.

This is an algebra-based college chemistry course. This course provides a chemistry foundation for work in health-related areas, process technology, and other careers needing fundamental chemistry concepts. The lecture component incorporates critical thinking to explore, analyze and evaluate inorganic chemistry including, atomic and molecular structure, bonding, nomenclature, reactions, stoichiometry, states of matter, solutions, energy, heat, reaction rates, reaction equilibria, acids and bases, nuclear chemistry, and fundamentals of organic and biochemistry. the laboratory component incorporates critical thinking to investigate, analyze, and evaluate measurement, mass, volume, density and specific gravity, physical and chemical changes, flame tests and atomic structure, classification of chemical reactions, mole ratios in chemical equations, temperature, endothermic and exothermic reactions, gas laws, solution formation and characteristics, spectrophotometry, testing for anions and cations, reaction rates and equilibrium, acids, bases, pH and buffers, acid-base titration, identification of functional groups in unknowns, carboxylic acid/ester analysis, and aspirin synthesis. Lab is required. Three hours lecture and two hours laboratory.

### **CHEM 1024/L COLLEGE CHEMISTRY PRINCIPLES I / LAB**

*ACTS Equivalent Course Number = CHEM 1214*

*Pre-requisites:* BSTD 0613, BSTD 0513 or Math 1073 with a grade of "C" or better, or make an appropriate score on the placement test. This is an algebra-based college chemistry course. This course provides a chemistry foundation for work in health-related areas, process technology, and other careers needing fundamental chemistry concepts. The lecture component incorporates critical thinking to explore, analyze and evaluate inorganic chemistry including, atomic and molecular structure, bonding, nomenclature, reactions, stoichiometry, states of matter, solutions, energy, heat, reaction rates, reaction equilibria, acids and bases, nuclear chemistry, and fundamentals of organic and biochemistry. the laboratory component incorporates critical thinking to investigate, analyze, and evaluate measurement, mass, volume, density and specific gravity, physical and chemical changes, flame tests and atomic structure, classification of chemical reactions, mole ratios in chemical equations,

temperature, endothermic and exothermic reactions, gas laws, solution formation and characteristics, spectrophotometry, testing for anions and cations, reaction rates and equilibrium, acids, bases, pH and buffers, acid-base titration, identification of functional groups in unknowns, carboxylic acid/ester analysis, and aspirin synthesis. Lab is required. Three hours lecture and two hours laboratory.

**CHEM 1124/L CHEMISTRY II FOR SCIENCE MAJORS / LAB**

*ACTS Equivalent Course Number = CHEM 1424*

*Pre-requisites:* MATH 1023 or its equivalent with a grade of "C" or better, CHEM 1024/L with a grade of "C" or better.

Course is a continuation of CHEM 1024/L incorporating critical thinking with a greater emphasis regarding intermolecular forces, solutions, kinetics, mechanisms of chemical reactions, equilibrium, acid/base theory, thermodynamics, oxidation-reduction, and electrochemistry. Lab is required. Three hours lecture and two hours laboratory.

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**COMMUNICATIONS**

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**COMM 1013 SCRIPTWRITING**

*Pre-requisite:* ENGL 1113 with a "C" or higher.

Students participating in this class will be armed with the skills to write for the media. This course also provides practice in preparing marketable scripts for local stations where beginning jobs are generally available. Students will sharpen specific copywriting and scriptwriting skills using realistic situations. A word processing program is used in this course.

**COMM 1023 MEDIA ETHICS**

*Pre-requisite:* ENGL 1113 with a "C" or higher.

This course will give students a firm grounding in ethical principles as they apply to reporting, confirming the proper use of sources, confirming the validity of information, and the business of news. Students will also develop their own personal guidelines for what is acceptable behavior for someone employed as an electronic journalist.

**COMM 1033 Fundamentals of Stagecraft**

This course will introduce students to the technical aspects of stage lighting, sound, rigging, and the roles of grips and gaffers on a film set, television set, and/or stage production. Open to all students. One-to-two-act major productions will be staged; students will be required to work onstage and off.

**COMM 1103 INTRODUCTION TO MEDIA**

Super 8mm film and digital production, including concept, principles, basic editing, projection and the use of non-synchronous sound. Evaluation and critique of student's films. Each student required to complete three films.

**COMM 1203 AMERICAN CINEMA**

Through American Cinema, students will acquire a working knowledge of American film history from the silent era to the present day. In addition, they will learn to recognize and use basic technical and critical vocabulary of motion pictures, understand how the technology of the cinema relates to film art, gain a fundamental background in the economic structure of the film industry, question their own role as passive spectators, increase their ability to watch films actively and critically, and enhance their ability to think, speak, and write critically in an increasingly visual and technological culture.

**COMM 1303 AUDIO PRODUCTION**

This course is divided into four major areas: principles, equipment, pre-production, and post-production. Students will also be introduced to acoustics, system wiring, and various types of recording equipment.

**COMM 1403 EDITING AND POST-PRODUCTION**

This course is designed for film to include studio and field camera techniques. It includes opportunities in developing, directing, and producing live and taped video programming.

**COMM 1503 LIGHTING**

Students will learn basic three-point lighting to full set lighting design. Included in discussion are types of lighting, fixtures, gels, and lighting techniques.

**COMM 1603 DIGITAL PHOTOGRAPHY**

This is an introductory course in digital photography which approaches the medium as an art form and unique means of human communications and a technical skill. The student is introduced to basic mechanical principles of the camera. The student learns how photography has influenced perception and communication. The student is provided with techniques for responding to the content and structure of photographs. An adjustable digital SLR camera is required.

**COMM 1703 SONGWRITING**

This course is designed to teach students how to compose original music for varied use (e.g., performance, film soundtracks, commercial use, etc.)

**COMM 2203 DOCUMENTARY FILM-MAKING**

*Pre-requisite or Co-requisite:* COMM 2103 or by instructor's consent.

This course explores techniques necessary to direct and produce a documentary film. The main focus is on directing, producing, preproduction, and interview for documentary production, students will also examine different philosophies of ethics and research as it pertains to the preproduction and production of non-fiction feature.

**COMM 2303 FILM PRE-PRODUCTION**

*Pre-requisite or co-requisite:* COMM 2403.

This course is designed to lay the ground work for production of video or film. It includes scouting out locations, using a script or storyboard, planning, and preparing a checklist for equipment, props, and actors needed to video/film the project.

**COMM 2403 FILM PRODUCTION AND DESIGN**

*Pre-requisite:* Consent of the instructor.

The theory and practice of designing a film production; including script analysis, budgeting, equipment deployment and other logistics for preparing a well-coordinated production shoot.

**COMM 2503 INTERNSHIP**

*Pre-requisite:* Consent of the instructor.

This course is a laboratory course of supervised rehearsal and technical work on community production culminating in performance. It provides the students with practical experience and training.

**COMM 2513 INTERNSHIP II**

*Pre-requisite:* consent of the instructor.

This is an additional laboratory course of supervised rehearsal and technical work on community productions, culminating in performance and designed to hone skills developed in a previous internship. It provides students with practical experience and training.

**COMM 2523 INTERNSHIP III**

*Pre-requisite:* consent of the instructor.

This is an additional laboratory course of supervised rehearsal and technical work on community productions, culminating in performance and designed to hone skills developed in a previous internship. It provides students with practical experience and training.

**COMM 2603 SOUND DESIGN**

Students will study theory and apply practical experience in sound for film and video. This course will explore the technical and aesthetic aspects of sound as it relates to the moving image. Midi, SMPTE, sync, Foley, sound effects recording, ADR, looping, and music for video will all be covered.

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**COMPUTER SCIENCE**

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**CSCI 1003 COMPUTERS AND INFORMATION PROCESSING**

*ACTS Equivalent Course Number = CPSI 1003*

*Pre-requisite:* Pass BSTD 0603 with a grade of "C" or higher or make an appropriate score on the placement test.

Learn basic computer concepts and software applications with an emphasis on personal computing. Topics include hardware, software, data processing, the internet and World Wide Web, and current trends in personal computing. File management, word processing, spreadsheet, database, and presentation applications are introduced.

**CSCI 1103 COBOL PROGRAMMING**

Introduction to computer programming using the Common Business oriented language including presentation and analysis of programming applications and techniques for business, industry, and government.

**CSCI 1113 SOCIAL MEDIA**

Social media (such as Twitter, Facebook, blogging, etc.) are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology. Those who complete this course will know how to use social media productively, and have a framework for understanding and evaluating new tools and platforms. This course will highlight new effective strategies and applications of these platforms in this course you will be required to participate in social networks, forums, blogs, wikis, micro-blogs, and more.

**CSCI 1114 IT ESSENTIALS**

*Pre-requisite:* BSTD 0613 with a "C" or better or equivalent score on placement test.

Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

**CSCI 1263 WINDOWS OPERATING SYSTEM**

*Pre-requisites:* Fundamental keyboarding skills, pass BSTD 0613 with a grade of "C" or higher or equivalent score on the placement test.

Covers basics of Windows operating system from installing and upgrading to enabling remote support. Administrative issues such as setting up password requirements, securing shared resources, and managing user accounts are covered. Note: Contact instructor for details concerning which version of Windows is being utilized.

**CSCI 1302 NETWORK + CERTIFICATION REVIEW**

A review of the concepts, terms, and bodies of knowledge making up the Network + certification exam. Introduction to the key networking installations, configurations, and administration tasks involved in administering Windows and Linux operating systems.

**CSCI 1323 NETWORKING FUNDAMENTALS**

This course has been designed with the novice networking student in mind and covers all types of networks from the ground up. Designed to provide a solid foundation in essential concepts and methods, this introduction requires no previous experience, covering all of the critical knowledge and skills information technology professionals need to work with network operating systems in a network administration environment. This highly practical course features a variety of projects, with activities integrated closely with core material to facilitate understanding, reinforce learning, and build essential skills at every step. Students also learn practical design methods for home, small business, and large enterprise networks.

**CSCI 1513 COMPUTER CAREERS AND PROFESSIONAL DEVELOPMENT**

This course will allow students to explore various computer-related careers and professions, as well as address students' skills, interests, and personalities as related to individual career requirements and expectations. The course will also address job search skills and techniques and characteristics that employer's desire employees to possess (e.g. integrity, good work ethics, etc.).

**CSCI 1703 INTRODUCTION TO LINUX**

Presents the foundational principles and skills of the Linux operating system. Students will learn how to install, maintain, and troubleshoot Linux from a system-level experiential perspective.

**CSCI 1713 ALTERNATIVE OPERATING SYSTEMS**

*Pre-requisite:* BSTD 1613 with a "C" or better or equivalent score on placement test and either CSCI 1114 or CSCI 1263 (or permission of the instructor).

This course is an introduction of operating systems other than the Windows OS. This course is taught from a Power user/IT technician perspective. The class examines how to establish system preferences for hardware, internet, network and desktop. Students will use the various browsers, work from the command line, and perform routine maintenance.

**CSCI 1813 PRINCIPLES OF INFORMATION ASSURANCE**

This course is intended to provide a basic survey of the importance and understanding of IT security awareness and data confidentiality. This security course walks users through various aspects of information Security in a very broad, easy to understand way and explains to them the value of securing data, both for themselves and the organization. The course will also present best practices in access control and password policies. The class will discuss legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The course will introduce risk management, security policies, and common threats and countermeasures.

**CSCI 1903 DIGITAL PUBLISHING**

*Pre-requisites:* Pass BSTD 0613 with a grade of “C” or higher or make an appropriate score on the placement test.

Introduces the student to the basics of digital publishing. Course will include terminology, graphics, line draw, columns, tables and charts, report production, and layout techniques as well as advanced features of desktop publishing software, culminating in the layout, and design of complex multi-page documents. This is a hands-on course, which is designed to help the student use advanced enhancing techniques to produce long and/or short complex documents.

**CSCI 1923 INTRODUCTION TO DIGITAL PHOTO EDITING**

*Pre-requisite:* Pass BSTD 0613 with a grade of “C” or higher or make an appropriate score on the placement test.

Students will be introduced to the fundamental and intermediate aspects of digital photo editing. From a post-production perspective, students will learn how to take an existing photographic image and produce a final quality image through manipulation and editing.

**CSCI 2043 WEB DESIGN I**

Students are introduced to basic web design using HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets). Topics include: planning and designing effective web pages; building web pages with HTML and CSS code; using page layout techniques, text formatting, graphics, and images.

**CSCI 2053 JAVA SCRIPT**

*Pre-requisite:* CSCI 2803 HTML/CSS XML or permission of instructor.

An introduction to the JavaScript language, which is used to develop dynamic web pages with features, such as forms, slide shows, and mouse-over effects. This class builds upon the HTML/CSS/XML course. Student will need a basic understanding of HTML/CSS before attempting this course. This is a hands-on course, with the majority of work being done on a PC computer. Students will learn the basic of JavaScript, its used and security issues, as well as good design principles pertaining to accessibility, and code functionality across multiple platforms and devices, including the exploration of mobile app development.

**CSCI 2063 PROGRAMMING I**

This course introduces computer programming using a hands-on approach. Discover the basic principles of coding using a current industry programming language. Starting from the ground up, this course will cover the critical concepts required to create and understand basic code and computer applications. Topics explored include programming logic, data types, input and output of data, computations, control structures, modular design. There are no pre-requisites other than basic keyboarding skills, computer aptitude, ability to install programs, and basic problem-solving skills.

**CSCI 2124/L INTRODUCTION TO JAVA/ LAB**

An introduction to the fundamentals of the JAVA programming language. Provides a conceptual understanding of object oriented programming. Students will learn how to create classes, objects, and applications using the language. Topics also include JAVA language fundamentals and the Java language API (application programming interface).

**CSCI 2143 MICROCOMPUTERS: BUSINESS APPLICATIONS**

*Pre-requisite:* BSTD 0603 and basic typing skills.

An introduction to microcomputers and applications software used in business. The course covers the use and operation of microcomputers and various types of popular “business” software including spreadsheets and database management systems.

**CSCI 2183 INTRODUCTION TO COMPUTER GRAPHICS**

Using current industry software, students will learn how to creatively design through software functions that include drawing, painting, editing, coloring, and layering. Basic and intermediate techniques will be covered and advanced techniques introduced.

**CSCI 2193 WEB DESIGN II**

*Pre-requisite:* CSCI 2043.

Advanced concepts of web design and production will be used to produce professional websites. Topics include templates, style sheets, layers, interactivity, animating timelines, find and replace, and extensions.

**CSCI 2203 DATABASE**

*Pre-requisite:* CSCI 2143 or equivalent skills.

Through the use of Microsoft Access, the student will learn core and various expert-level functions through database creation, manipulation, and output processes. This is primarily a hands-on course.

**CSCI 2223 EXCEL**

*Pre-requisite:* CSCI 2143 or equivalent skills.

Through the use of Microsoft Excel, the student will learn core and expert level functions using personal and business applications. The class emphasizes the features and techniques to develop solutions to spreadsheet problems including data creation, manipulation, analysis, and output processes. This course covers the topics that will help prepare the student for the Microsoft user Specialist Excel test.

**CSCI 2351/2352/2353 SPECIAL TOPICS IN INFORMATION TECHNOLOGY**

A survey course of a selected topic or related topics in information technology intended to provide the student with exposure to new technology or a special knowledge/skills set. Credit will vary depending upon length of study requirements.

**CSCI 2361/2362/2363 SPECIAL TOPICS IN INFORMATION TECHNOLOGY/ ADVANCED**

A continuation of CSCI 2351/2352/2353.

**CSCI 2373 WINDOWS SERVER**

*Pre-requisites:* Fundamental keyboarding skills, pass BSTD 0613 with a "C" or better or equivalent score on placement test. CSCI 1114 or CSCI 1263 (or permission of the instructor).

This course is designed to give students the knowledge and experience to install, configure, and administer the current Microsoft Server as a network operating system. Note: Contact the instructor for details concerning which version of Windows is being utilized.

**CSCI 2383 LINUX SERVER**

*Pre-requisite:* CSCI 1323 Introduction to Networking and CSCI 2373 Windows Server (or permission of the instructor).

This course introduces UNIX and Linux tools to the experienced computer user and to those with only a basic knowledge of computers. Linux system administration tasks are discussed and practiced.

**CSCI 2413 ADVANCED MICROSOFT OFFICE**

*Prerequisite:* CSCI 2143. A continuation of the course Microcomputers: Business Applications. The course focuses on the use of business software applications such as word processing, spreadsheets and database management systems. Competencies learned in CSCI 2143 will serve as a foundation for more advanced skills

**CSCI 2433 NETWORK SECURITY**

*Pre-requisite:* CSCI Cisco 1 and CSCI 2373 Windows Server

The threat to systems is one that is continuously changing and evolving. It is not sufficient that a System Administrator harden a system based upon the threats that are currently known. The goal of the business continuity course is to help the organization take preemptive measures against malicious attacks by attacking the system; all the while staying within legal limits to ensure that systems are adequately protected, administrators must probe networks and assess the security posture for vulnerabilities and exposure.

**CSCI 2483 CIT INTERNSHIP**

The practicum provides work experience as part of study. The course is open to students enrolled in the CIT degree. It provides meaningful work experience in the information technology field as a paid or volunteer employee. When this course is completed, the student should be more aware of the nature and responsibilities of his/her job, should have the ability to access new knowledge and skills that affect the job, and should develop the ability to work through problems and difficulties which occur on the job.

**CSCI 2603 CISCO 1**

*Pre-requisite:* BSTD 1613 with a "C" or better.

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and switch for basic functionality. Includes basic router configuration, advanced LAN and WAN design and technologies, IPv4 and IPv6 addressing, single-area and multi-area OSPF, EIGRP and network troubleshooting.

**CSCI 2613 CISCO 2**

*Prerequisite:* CSCI 2613 with a C or higher.

CCNA 2: Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality in a small to medium network. Students will learn to implement VLANs, network address translation (NAT), and access control lists (ACLs) which filter traffic.

**CSCI 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN**

*Pre-requisite:* Completion of 45 hours of the program.

Students complete projects that require organizational skills and teamwork to prepare them for a smooth transition into the fast-paced business environment. Class incorporates such topics as appropriate business attire, professional etiquette, interpersonal skills, ethics, business protocol, and problem solving. Students develop individual professional portfolios they may use in applying for jobs.

**CSCI 2803 HTML/CSS/XML**

*Pre-requisite:* CSCI 1433 intro to Web Design or higher or permission of instructor.

An introduction to the basic languages used to develop web pages: Hypertext Markup language (HTML), Cascading Style Sheets (CSS), and Extensible Markup Language (XML). This hands-on course, with the majority of work being done on a PC computer. Students will learn the basics of these languages, as well as good design principles pertaining to accessibility, browsers and code functionality across multiple platforms and devices.



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## **CRIMINAL JUSTICE ADMINISTRATION**

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**CRJU 1103 INTRODUCTION TO CRIMINAL JUSTICE**

*ACTS Equivalent Course Number = CRJU 1023*

Examination of the history and philosophy of the administration of justice in America. The systems and sub-systems, their roles and interrelationships, theories of crime, punishment, and rehabilitation; and the ethics, education, and training of professionals will be studied.

**CRJU 2103 POLICE ADMINISTRATION**

*Pre-requisite:* CRJU 1103 or equivalent.

Introductory course in the role of police in administration of criminal justice and crime control. An overview of police administrative, line, and auxiliary functions.

**CRJU 2303 RULES OF CRIMINAL EVIDENCE AND PROCEDURES**

*Pre-requisite:* CRJU 1103 or equivalent.

Introduction to the act of investigation. Attention to the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial.

**CRJU 2403 CRIMINAL INVESTIGATION TECHNIQUES**

*Pre-requisite:* CRJU 1103 or equivalent.

Survey of general procedures, concepts and practical application of the mechanics of criminal investigation. Emphasis on elements of crime and fact-finding.

**CRJU 2503 ARKANSAS CRIMINAL LAW**

A study of the criminal statutory provisions of the State of Arkansas. Study will include interpretation of the statutory criminal law as set forth by the State and U.S. Supreme Court.

**CRJU 2513 JUVENILE JUSTICE**

An examination of the juvenile justice system and the provisions of Arkansas and federal law pertaining to juveniles. Designed to provide freshmen and sophomore students with knowledge of terminology, Classification systems, trends, and theories of criminal justice. This is a multidisciplinary approach to understanding, managing and deterring criminal behavior.

**CRJU 2523 INTRODUCTION TO CORRECTIONS**

This course focuses on the major programs within the corrections component of the criminal justice system. It includes analysis of probation, institutional treatment, parole, and community corrections programs. Development of corrections philosophy, theory, and practice will be presented with emphasis on constitutional rights of offenders.

**CRJU 2533 COMMUNITY BASED CORRECTIONS**

A study of probation, parole, diversion, pre-trial release, and intermediate sanctions. A critical analysis of the statutes and policies relating to the administration of community-based correctional programs. Specifically, this course will highlight critical issues and trends in community-based corrections. Designed to educate and to prepare students for possible employment in probation and parole. There is an emphasis placed on the duties of probation and parole officers.

**CRJU 2543 JUVENILE REHABILITATION AND CORRECTIONS**

This course will teach students how to understand the issues related to juvenile problems while focusing on juvenile protection, rehabilitation, incarceration, and dealing with special need offenders. An overview of the design and legal requirements of juvenile correctional institutions will be emphasized. The course will additionally examine of the juvenile justice system and the provisions of Arkansas and federal law pertaining to juveniles.

**CRJU 2553 INTRODUCTION TO CRIMINOLOGY**

A study of the nature, causes, and extent of crime, the prevention and treatment of crime, and the processes of criminal justice. Designed to provide freshmen and sophomore students with knowledge of terminology, classification systems, trends, and theories of criminal justice. This is a multidisciplinary approach to understanding, managing and deterring criminal behavior.

**CRJU 2603 ARKANSAS JUVENILE LAW AND PROCEDURES**

A framework of substantive law for Arkansas Juvenile Courts. Provisions of Arkansas and Federal law pertaining to juveniles: guardianship, student dismissal from public school, and legal disabilities of minors (voting, marriage, compulsory school attendance, child abuse reporting laws, dependency, and neglect).

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**CULINARY ARTS**

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**CULA 1002 SANITATION**

*Pre-requisite:* Placement out of remedial reading or successful completion of BSTD 0613.

Explore and apply key food safety concepts. Learn origins of food-borne disease and utilization of proper sanitation and safety procedures. The curriculum is covered through lecture, demonstration, and food preparation. Students receive Servsafe certification.

**CULA 1013 NUTRITION**

*Pre-requisite:* Placement out of remedial reading or successful completion of BSTD 0613.

This course introduces the fundamentals of nutrition and the role it plays in food preparation and cooking. The relationship between nutrient intake and health is examined.

**CULA 1022 MATHEMATICS FOR CULINARY ARTS**

*Pre-requisite:* Successful completion of BSTD 0413 and CULA 1002.

Application of basic math principles that affect everything from basic recipe preparation to managing food and labor costs in a restaurant operation.

**CULA 1033 CULINARY IA**

Co-requisite: Successful completion of CULA 1002.

This course exposes students to the career opportunities in the hospitality industry. Students will learn and demonstrate knowledge of the effects of heat on foods, heat transfer, and cooking times. Various cooking methods will be explored. For this course, students will focus on the principles of cooking meats, stocks, soups, sauces, salads, and salad dressings.

**CULA 1035 CULINARY IB**

*Pre-requisite:* CULA 1033. This course continues and expands on the course content from Culinary IA. Students will learn and demonstrate knowledge of the effects of heat on foods, heat transfer, and cooking times. Various cooking methods will be explored. For this course, students will focus on the principles of cooking meats, stocks, soups, sauces, salads, and salad dressings.

**CULA 1047 CULINARY II**

*Pre-requisite:* CULA 1002, CULA 1013, CULA 1022, CULA 1038. This course introduces students to the fundamentals of preparing meats and vegetables. Students will also learn the basics in baking and preparing breakfast. Dessert presentation, as well as other creative presentations are emphasized.

**CULA 1053 MENU PLANNING**

*Pre-requisite:* CULA 1002, CULA 1013, CULA 1022, CULA 1038. This course is designed to teach students how to plan a menu for every type of service and facility. Students gain an understanding of menu

layout including selecting appropriate foods and creating a pricing structure. This course includes food service design concepts including the menu, the location, and the type of clientele expected. Students will also learn purchasing procedures.

#### **CULA 1061 DINING ROOM SERVICE**

*Pre-requisite:* CULA 1002, CULA 1013, CULA1022, CULA1038. Students will learn and demonstrate positive customer relations in a food service operation. This course explores manager and staff roles, customer service techniques, and how to handle customer complaints. Students will also learn the importance of teamwork in a restaurant setting. Upon completion of this course, students will receive the National Restaurant Association ManageFirst Customer Service Certificate.

#### **CULA 1073 HOSPITALITY SUPERVISORY MANAGEMENT**

*Pre-requisite:* CULA 1002, CULA 1013, CULA1022, CULA1038. Students will learn basic supervisory management skills in the hospitality and food service industry. This course develops skills students' motivation, delegation, evaluation, and communication skills as it relates to human resources. Techniques for employee mentoring and termination procedures are learned. Students will learn federal, state, and local laws as it relates to the food service industry. Upon completion of this course, students will receive the National Restaurant Association ManageFirst Hospitality Human Resources and Supervision Certificate.

#### **CULA 1082 CULINARY ARTS EXTERNSHIP**

*Pre-requisite:* CULA 1002, CULA 1013, CULA1022, CULA1038. Externships are granted the last semester (spring) of the Culinary Arts program. On the job training is conducted under the supervision of a qualified chef/supervisor in the performance of all food service duties, minimum of 100 hours is required to fulfill course requirement.

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## **EARLY CHILDHOOD EDUCATION**

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#### **ECED 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION**

*Pre-requisite:* Admission to the ECE program.

This course is designed to acquaint students with the historical roles of families in their children's development. Students become familiar with theories supporting early childhood education and learn how to develop an effective program designed uniquely for children birth to eight. Students also obtain knowledge of state and federal laws pertaining to the care and education of young children. A minimum of 4 observation hours required. This course is part of the Birth through Pre-kindergarten teaching credential core and CDA Credential.

#### **ECED 1023 ENVIRONMENTS FOR YOUNG CHILDREN**

*Pre-requisite:* Admission to the ECE program.

This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are developmentally appropriate, inclusive, and engage family involvement for children birth to five years. A minimum of 6 observation hours are required. This course is part of the CDA Credential.

#### **ECED 1033 PRACTICUM I**

*Pre-requisites:* ECED 1003: ECED 1023: EDUC 2033.

This course provides opportunities for students to directly apply acquired Early Childhood theory and skills in a child care setting. Students are required to complete a minimum of 80 clock hours of hands-on

experience. (Employment or volunteer hours in a licensed child development program is required). This course is part of the Birth through Pre-kindergarten Teaching Credentials and the CDA Credential

**ECED 1043 ECE ETHICS AND PROFESSIONALISM**

*Pre-requisites:* Admission to the Early Childhood Education Program and EDUC 2033.

This course provides an opportunity to explore and develop essential skills in ethics and professionalism as it relates to employment in the field of Early Childhood Education. Topics such as state laws and regulations, NAEYC Code of Ethical Conduct, Developmentally Appropriate Practice, Standards of Quality, professional commitment to quality, professional development, advocacy and ethics, as well as employment skills are essential components of the curriculum for this class. Students are required to perform a minimum of 4 observation/participation hours.

**ECED 2053 ADMINISTRATION OF PRESCHOOL PROGRAMS**

*Pre-requisite:* ECE Technical Certificate

This course covers topics pertinent to the current or future childcare director/owner. Students explore and plan all aspects of opening a childcare center including, daily operations, budgeting, personnel management, and state licensing regulations. A minimum of 4 observation hours are required.

**ECTC 2303 LITERACY AND LANGUAGE ARTS FOR EARLY CHILDHOOD**

*Pre-requisites:* BSTD 0613, EDUC 2033.

This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs, with literacy and language rich environments by incorporating the four areas of literacy: speaking, listening, reading, and writing. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten teaching Credential core.

**ECTC 2403 MATH AND SCIENCE FOR EARLY CHILDHOOD**

*Pre-requisite:* BSTD 0613.

This course familiarizes students with a variety of ways to introduce children birth through pre-kindergarten, including children with special needs, to ideas and concepts related to math and science. Students create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten teaching credential core.

**ECTC 2503 CHILD GUIDANCE**

*Pre-requisite:* BSTD 0613, EDUC 2033.

This course links principles of child development to appropriate methods of guiding children's behavior for children birth through pre-kindergarten, including children with special needs. A minimum of 4 observation hours are required. Techniques for managing groups of children in various childcare settings are practiced. This course is part of the Birth through Pre-kindergarten teaching credential core.

**ECTC 2703 PRESCHOOL CURRICULUM**

*Pre-requisites:* BSTD 0613, ECE 1003, EDUC 2033, ECE 1023.

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3–5 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of young Children for quality early childhood settings. Information on Better Beginnings, and the Arkansas Child Development and Early

Learning Standards for Birth to 60 months is also covered. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten teaching Credential core.

### **ECTC 2803 INFANT/TODDLER CURRICULUM**

*Pre-requisites:* BSTD 0613, EDUC 2033.

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of young Children for quality early childhood settings. Information on Better Beginnings, and Arkansas Child Development and Early Learning Standards for Birth to 60 months is also covered. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten teaching Credential core.

### **ECTC 2903 FUTURE PERSPECTIVES OF EARLY CHILDHOOD EDUCATION**

*Pre-requisite:* ECED 2703, ECTC 2803.

This CAPSTONE course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Ethical Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC Associate degree Standards. This course is part of the Birth through Pre-kindergarten teaching credential core.

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## **ECONOMICS**

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### **ECON 2003 MACROECONOMIC PRINCIPLES**

*ACTS Equivalent Course Number = ECON 2103*

*Pre-requisites:* BSTD 0613 and BSTD 0413 with a grade of "C" or better or appropriate placement test score.

Introduces the basic economic concepts including the market system, national income, fiscal policy, monetary policy, and the Federal Reserve System. Emphasis is placed on connecting the concepts to real world situations.

### **ECON 2103 MICROECONOMIC PRINCIPLES**

*ACTS Equivalent Course Number = ECON 2203*

*Pre-requisites:* BSTD 0613 and BSTD 0413 with a grade of "C" or better or appropriate placement test score.

Introduction to microeconomics and resource allocation of comparative economic systems. Covers consumer choice, firm production and pricing in different market structures, the public sector, and externalities.

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## **EDUCATION**

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### **EDUC 2003 INTRODUCTION TO EDUCATION**

This course is designed to provide the student with an overview of teaching as a profession. A primary goal for this course is to allow students the opportunity to decide if the education profession is an appropriate vocational choice. This course introduces the student to the historical, philosophical and foundational aspects of the discipline. It also introduces the vocabulary unique to the field of education. Each student is required to complete a minimum of 24-30 hours of observation within cooperating K-12

schools. Each student must complete the required paperwork for these observations. This course should be taken early in the degree program.

**EDUC 2023 SURVEY OF EXCEPTIONAL CHILDREN**

*Pre-requisites:* BSTD 0613.

This course consists of a brief overview of many common developmental and genetic disabilities children may experience, and how teachers and preschool teachers may adapt environments and lesson plans, provide emotional and social support, and meet other needs of children and their families. Special education laws are discussed along with the biological, social, and psychological elements of specific disabilities. A minimum of 10 observation hours are required.

**EDUC 2033 CHILD GROWTH AND DEVELOPMENT**

This course is the study of environmental and genetic effects on the physical, cognitive, language and social/emotional development of typically- and atypically-developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds. Students are introduced to methods to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of 10 hours of observation. Students must complete the required observation assignments with verification of hours to receive a passing grade. This course is part of the Birth through Pre-kindergarten teaching credential core and the CDA Credential.

**EDUC 2053 DEVELOPMENT AND LEARNING**

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development from conception through adulthood (conception through death) with diverse cultural backgrounds from within and outside of the United States. Additional emphasis is on learning theories across the lifespan. Students are introduced to methods to observe and evaluate development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of 10 hours of out of class observation. Students must complete the required observation assignments with verification of hours to receive a passing grade.

**EDUC 2103 CHILD AND ADOLESCENT LITERATURE**

*Pre-requisite:* BSTD 0613.

This course is designed to provide introductory content on children's and young adolescent literature. The material will help pre-service teachers select, read, and evaluate children's and young adolescent literature and integrate them into their classrooms. The course also introduces concepts about literature including elements of fiction, fictional literary forms, non-fiction, and aspects of book formats. A minimum of 3 hours of observation are required.

**EDUC 2113 MATH FOR TEACHERS I**

(Number Operations and Number Sense for Elementary and Middle School Grades)

*Pre-requisites:* An ACT Math score of 19 or higher (or equivalent entrance exam score), BSTD 0613, MATH 1023.

This is the entry-level course for P-8 education majors with an emphasis on teaching methods. Numeration systems from natural numbers through real numbers will be covered. The operations and properties with applications within each system will be developed as appropriate to the P-8 teacher.

**EDUC 2223 MATH FOR TEACHERS II**

(Geometry I for the Elementary and Middle Grades)

*Pre-requisites:* BSTD 0613, MATH 1023.

This is an entry-level course for P-8 grade levels with an emphasis on teaching methods.. Focus is on geometry concepts. Topics will include appropriate geometric terminology, lines, angles, plane curves, polygons and other plane regions, polyhedral and other space figures, measure, constructions, transformation, congruence, similarity and geometric reasoning. Other concepts will include mathematical systems, elementary algebra, probability and statistics as appropriate for P-8.

**EDUC 2313 INTRODUCTION TO EDUCATIONAL TECHNOLOGY**

*Pre-requisites:* BSTD 0613, EDUC 2003.

Covers basic technology planning in K-12 classrooms with emphasis on technology use and concepts. Decision making and consequences concerning social, ethical and human issues related to technology and computing is addressed. Basic experience with computers is necessary.

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**EMERGENCY MEDICAL SERVICES**

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**EMSP 1007 EMERGENCY MEDICAL TECHNICIAN**

A course designed to prepare students for the EMT licensure examination administered by the Arkansas Department of Health.

**EMSP 1011 EMS ENVIRONMENT I**

Acceptance into the program.

An overview of Emergency Medical Systems. Emphasis is placed on professionalism, responsibility, development, improvement, and community involvement. The ethical and legal aspects of Emergency Medical Systems including malpractice, consent, and contracts will also be discussed.

**EMSP 1003 HUMAN SYSTEMS AND ASSESSMENT**

*Pre-requisite:* Acceptance into the program.

History taking, charting, and physical examination skills. Emphasis on directing, defining, and describing normal and pathological body conditions.

**EMSP 1013 SHOCK AND FLUID THERAPY**

*Pre-requisite:* Acceptance into the program.

Understanding and management of the body systems' reactions to decreased cellular oxygenation. Body fluids, osmosis, and pathophysiology of inadequate tissue perfusion combined with the evaluation and resuscitation of these patients. The use of PASG and intravenous techniques are emphasized.

**EMSP 1014 PARAMEDIC CLINICAL ROTATION I**

*Pre-requisite:* Acceptance into the program.

Supervised rotations through clinical settings. Rotations will include Emergency Department, operating and Recovery Room, ICU/CCU, Pediatrics, and Labor and Delivery units. This rotation will provide students with the opportunity to use all of their advanced-level skills in the clinical setting.

**EMSP 1024 EMERGENCY CARDIAC CARE**

*Pre-requisite:* Acceptance into the program.

Etiology, pathophysiology, clinical features, cardiac disease processes, and assessment of patients with cardiac disorders and ACLS skills and techniques. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, and indications and administration of cardiac therapy along with defibrillation and synchronized cardioversion skills.

**EMSP 1022 PHARMACOLOGY**

*Pre-requisite:* Acceptance into the program.

Clinical pharmacology, classification, and use of medications. Emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. Includes dosage calculations and metric conversions.

**EMSP 1023 EMERGENCY RESPIRATORY CARE**

*Pre-requisite:* Acceptance into the program.

Care of patients with respiratory disorders. Discussion of the etiology and pathophysiology of the respiratory system, normal respiratory function, and mechanics of respirations. Assessment, pathophysiology of respiratory disease, evaluation, and management of respiratory distress due to medical and trauma-related problems. Emphasis will be on the uses and techniques of esophageal, endotracheal, and surgical airways.

**EMSP 1033 INTERMEDIATE CLINICAL ROTATION**

*Pre-requisite:* Acceptance into the program.

Supervised rotations through hospital clinical areas. Emphasis will focus on areas that reinforce and allow the student to apply airway management, IV therapy, and patient assessment skills.

**EMSP 1043 TRAUMATOLOGY**

*Pre-requisite:* Acceptance into the program.

Management and treatment of traumatic injuries including soft tissues, central nervous system, and musculoskeletal structures. Anatomy and pathophysiology, assessment, and management of traumatic injuries involving these human systems.

**EMSP 1053 MEDICAL EMERGENCIES I**

*Pre-requisite:* Acceptance into the program.

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include diabetic emergencies, anaphylactic reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomens, genitourinary problems, and medical emergencies of the geriatric patient.

**EMSP 2022 EMS ENVIRONMENT II**

*Pre-requisite:* Acceptance into the program.

Guided practice and emphasis on disaster and triage, EMS communications, stress management, and emergency rescue extrication techniques.

**EMSP 2033 ADVANCED EMERGENCY MEDICAL TECHNICIAN CONCEPTS**

*Pre-requisite:* Acceptance into the program.

Clinical pharmacology, classification, and use of medications. Emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. Includes dosage calculations and metric conversions. Etiology, pathophysiology, clinical features, cardiac disease processes, and assessment of patients with cardiac disorders and ACLS skills and techniques. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, and indications and administration of cardiac therapy along with defibrillation and synchronized cardioversion skills. Care of patients with respiratory disorders. Discussion of the etiology and pathophysiology of the respiratory system, normal respiratory function, and mechanics of respirations. Assessment, pathophysiology of respiratory disease, evaluation, and management of respiratory distress due to medical and trauma-related problems. Emphasis will be on the uses and techniques of esophageal, endotracheal, and surgical airways. Recognition, management, and pathophysiology of patients with medical emergencies. This module will include diabetic emergencies, anaphylactic



reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomens, genitourinary problems, and medical emergencies of the geriatric patient. Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies.

**EMSP 2101 PARAMEDIC CLINICAL ROTATION II**

*Pre-requisite:* Acceptance into the program.

Supervised rotations through clinical settings. Rotations will emphasize the Emergency Department and its correlation to the Emergency Medical Services system. Labor and Delivery, Newborn Nursery, and ICU/CCU.

**EMSP 2112 MEDICAL EMERGENCIES II**

*Pre-requisite:* Acceptance into the program.

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies.

**EMSP 2224 FIELD INTERNSHIP I**

*Pre-requisite:* Acceptance into the program.

Supervised experience in the pre-hospital care setting that will help the student develop and utilize an understanding of the Advanced Life Support system. The student will practice skills as a team member under the direct supervision of a field preceptor. Includes participating in activities at the scene, through patient care, and assisting with coordination of events from dispatch to the transfer of patient care to the Emergency Department.

**EMSP 2232 ASSESSMENT-BASED MANAGEMENT**

*Pre-requisite:* Acceptance into the program.

Integrates the principles of assessment-based management to perform an appropriate assessment and implement the management plan for patients with common complaints. This module will emphasize general approach, assessment, differentials, and management priorities for patients commonly encountered by the Paramedic.

**EMSP 2234 FIELD INTERNSHIP II**

*Pre-requisite:* Acceptance into the program.

Supervised experience in the pre-hospital care setting which will allow the student to apply all of the principles and skills of the Paramedic in the pre-hospital care setting. The student will practice skills as the team leader under the direct supervision of a field preceptor. Includes directing activities at the scene, delegating patient care responsibilities, and providing coordination of events from dispatch to the transfer of care to the Emergency Department physician.

**EMSP 2254 COMMUNITY PARAMEDIC PRINCIPLES, PRACTICES & PUBLIC HEALTH**

*Pre-requisite:* Acceptance into the program.

Co-requisites: EMSP 2264, EMSP 2274.

Explores the role of the Community Paramedic and how it is integrated into the primary care and public health systems. Students will learn the roles of other healthcare providers who are part of the healthcare home team. *Pre-requisites:* licensed Paramedic with 2 years full time or equivalent experience.

**EMSP 2264 PATHOPHYSIOLOGY AND DISEASE MANAGEMENT FOR THE COMMUNITY PARAMEDIC**

*Pre-requisite:* Acceptance into the program.

Co-requisites: EMSP 2254, EMSP 2274.

Expands on the past knowledge and experience of a licensed Paramedic by further exploring chronic conditions commonly encountered in a primary care and public health setting. *Pre-requisites:* licensed Paramedic with 2 years full time or equivalent experience.

### **EMSP 2274 COMMUNITY PARAMEDIC PATIENT CLINICAL CARE PRACTICUM**

*Pre-requisite:* Acceptance into the program.

Co-requisites: EMSP 2254, EMSP 2264.

Provides clinical experience in primary care and other specialties commonly involved in public health and chronic disease management. Includes 16 hours of simulation time focused on advanced assessment skills, iStat lab values interpretation, and other CP skills. *Pre-requisites:* licensed Paramedic with 2 years full time or equivalent experience.

## **ENGLISH**

### **ENGL 1113 COMPOSITION I**

*ACTS Equivalent Course Number = ENGL 1013*

*Pre-requisites:* 19 or above on the English section of the ACT, 40 or above on the Test of Standard Written English (TSWE), 42 or above on the ASSET Writing Skills test, 75 or above on the ACCUPLACER Writing Skills test. Also, the completion of Reading II, BSTD 0613, or testing out of this course is a *Pre-requisite*.

Writing the paragraph and short essay using clear and effective prose based on accepted conventions of grammar, usage, diction, and logic. An introduction to basic rhetorical models, principles, and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

### **ENGL 1123 COMPOSITION II**

*ACTS Equivalent Course Number = ENGL 1023*

*Pre-requisite:* ENGL 1113 with a grade of "C" or higher.

Continued work in writing skills with an introduction to research methods, the conventions of documentation, and advanced rhetorical models. Students work on maturing their composition skills by completing a research paper, a literary analysis, and other writing assignments. Further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, rhetoric, and critical thinking.

### **ENGL 2043 TECHNICAL WRITING FOR INDUSTRY**

*ACTS Equivalent Course Number = ENGL 2023*

*Pre-requisite:* Pass ENGL 1113 with at least a "C".

Work with the principles of writing technical documents some of which are included in the iFixit project in which students work in groups to create a full-service manual for a product, from troubleshooting to component replacement guides, including photographs with mark-ups.

### **ENGL 2123 ADVANCED GRAMMAR AND COMPOSITION**

*Pre-requisite:* ENGL 1123 with grade of "C" or higher.

A refinement of skills including advanced grammar, rhetorical form, and specialized writing.

### **ENGL 2213 LITERATURE I**

*ACTS Equivalent Course Number = ENGL 2113*

*Pre-requisite:* ENGL 1123. Introduction to Western literature; samplings of major masterpieces from the early Greeks to A.D. 1600. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

**ENGL 2223 LITERATURE II**

*ACTS Equivalent Course Number = ENGL 2123*

*Pre-requisite:* ENGL 1123. Introduction to Western literature with selections of works from 1660 to the present. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

**ENGL 2643 THE BIBLE AS LITERATURE**

A survey of the literary genres of the Old and New testaments, focusing on the poetic and/or narrative art of each. Not intended as a vehicle for the sectarian study of religious doctrine or theology.

**ENGL 2653 AMERICAN LITERATURE I**

*ACTS Equivalent Course Number = ENGL 2653*

*Pre-requisite:* ENGL 1123 with a grade of "C" or higher.

A survey of American literature, authors, and literary movements before 1865. Students may take American Literature I and II out of sequence.

**ENGL 2663 AMERICAN LITERATURE II**

*ACTS Equivalent Course Number = ENGL 2663*

*Pre-requisite:* ENGL 1123 with a grade of "C" or higher.

A survey of American literature, authors, and literary movements since 1865. Students may take American Literature I and II out of sequence

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**ENTREPRENEURSHIP**

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**ENTR 1003 INTRODUCTION TO ENTREPRENEURSHIP**

*Co-requisite (or Pre-requisite):* ENGL 1123.

This course will introduce the students to entrepreneurship and how entrepreneurial businesses impact the US economy. Students will learn the basics of entrepreneurship including general aspects of marketing, developing an idea into a feasible product or service, the fundamentals of a business plan, sources for funding, entity types and other aspects of entrepreneurial businesses. The student will study successful and unsuccessful entrepreneurial ventures through case study and discussion.

**ENTR 2003 PROFESSIONAL SELLING AND ADVERTISING**

*Pre-requisites:* ENTR 1003.

This course is specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use. This course is designed for students seeking the technical Certificate in Entrepreneurship, the AAS degree in general technology with an entrepreneurial minor, or for those students who desire to increase their knowledge of professional sales and advertising.

**ENTR 2033 FEASIBILITY AND FUNDING**

*Pre-requisite:* ENTR 1003, ACCT 2003, ENGL 1123

*Pre- or Co-requisite:* ACCT 2103 (3 credit hours)

This course will develop the student's knowledge of exploiting, determining, evaluating, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities. It also addresses the potential sources of funding for those opportunities and the importance of selecting the proper funding method. This course is designed for students interested in entrepreneurship and designed for students seeking the Technical Certificate in Entrepreneurship, the AAS degree in general technology with the entrepreneurial minor. It is also

designed for people who desire to explore various entrepreneurial opportunities in the marketplace and determine the feasibility of those opportunities.

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## FRENCH

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### **FREN 1014, 1024 ELEMENTARY FRENCH I, II**

Courses in beginning French with the efficiency-oriented approach; designed to develop skills in oral comprehension, oral expression, reading, and writing; includes study of basic grammatical concepts. Classes meet for two hours of lecture and two hours of lab each week. Course 1014 is open to students who have not studied French previously; no college credit given to students who have received credit for two years of high school French. French 1024 has the *Pre-requisite* of French 1014 or its equivalent.

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## GEOGRAPHY

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### **GEOG 2003 INTRODUCTION TO GEOGRAPHY**

*ACTS Equivalent Course Number = GEOG 1103*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or higher or make an appropriate score on the placement test. Introduction to geography explores present world populations and cultures in relation to their physical environment.

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## GEOLOGY

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### **GEOG 1004/L PHYSICAL GEOLOGY / LAB**

*ACTS Equivalent Course Number = GEOG 1114*

*Pre-requisite:* Pass BSTD 0613 with a "C" or better or equivalent score on placement test. Study of earth materials and general principles, physical processes that shape the earth: weathering, erosion, volcanism, earthquakes, rock deformation, and mountain building. Recommended as a general education course. Lecture: three hours. Laboratory: two hours

### **GEOG 1014/L HISTORICAL GEOLOGY / LAB**

*ACTS Equivalent Course Number = GEOG 1134*

*Pre-requisite:* Pass BSTD 0613 with a "C" or better or equivalent score on placement test. A survey of the natural history of the earth including origin and evolution of life as recorded in rocks. Also basic stratigraphic interpretations using fossils and sedimentary rocks. Lecture: three hours. Laboratory: two hours (Recommended as a general education course).

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## HEALTH EDUCATION

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### **HPER 1403 PERSONAL AND COMMUNITY HEALTH**

*ACTS Equivalent Course Number = HEAL 1003*

A consideration of various conditions and factors affecting individual and community health; designed to assist the student in formulating his/her own philosophy, attitudes and understanding of behaviors necessary to establish healthful living practices.

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## HEALTH SCIENCE

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### **HSCI 1001 COMPUTER BASICS**

Pre-requisite or co-requisite: BSTD 0603 or make an appropriate score on the placement test. This basic computer course will allow students to learn and practice basic computer concepts and software applications with an emphasis on personal computing using Microsoft Word, PowerPoint, and Excel.

**HSCI 1003 MEDICAL TERMINOLOGY**

Study of the basic structure of medical terms including prefixes, suffixes, word roots, combining forms, plurals, pronunciation, spelling, and definitions. Introduces students to fundamental concepts in human anatomy and physiology.

**HSCI 1011 ETHICS AND PROFESSIONALISM**

Pre-requisite or co-requisite: BSTD 0603 or make an appropriate score on the placement test. This ethics and professionalism course will allow students to examine common ethical, legal, and professional issues that may be faced by health care practitioners. The course will also examine privacy issues and professionalism in the workplace.

**HSCI 1021 CPR AND FIRST AID**

Pre-requisite or co-requisite: BSTD 0603 or make an appropriate score on the placement test. This course is designed to teach individuals basic emergency care skills needed to assist individuals in potential life-threatening situations until advanced health care providers arrive.

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**HISTORY**

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**HIST 1003 HISTORY OF CIVILIZATION TO 1700**

*ACTS Equivalent Course Number = HIST 1213*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. An introductory study of civilization from the ancient era through the early modern period emphasizing European politics, culture, and society.

**HIST 1013 HISTORY OF CIVILIZATION SINCE 1700**

*ACTS Equivalent Course Number = HIST 1223*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. An introductory study of the development of modern European civilization within the context of world history.

**HIST 2013 HISTORY OF THE UNITED STATES TO 1876**

*ACTS Equivalent Course Number = HIST 2113*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. A general survey of the history of the United States from the beginning of North American colonization through the Civil War and Reconstruction.

**HIST 2023 HISTORY OF THE UNITED STATES SINCE 1876**

*ACTS Equivalent Course Number = HIST 2123*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. A general survey of the history of the United States from the end of Reconstruction to the present.

**HIST 2033 HISTORY OF ARKANSAS**

*Pre-requisite:* BSTD 0613 with a grade of "C" or better or equivalent score on placement test. General survey of the history of Arkansas from its earliest known habitation to the present.

**HIST 2043 AFRICAN-AMERICAN HISTORY**

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. Survey of African-American history from the African background through the slave trade, plantation system, emancipation, and up to the present. Emphasis is on the cultural and historical experience of black Americans.

**HIST 2123 LOUISIANA HISTORY**

*Pre-requisite:* BSTD 0613 with a grade of "C" or better or equivalent score on placement test. This course is a general survey of the history of Louisiana from its earliest known habitation to the present, including its politics, economics, and culture.

**HIST 2143 NATIVE AMERICAN HISTORY**

This class explores the archaeology, ethnology, and history of the Native Americans from the time of their arrival in North America prior to 12,500 B.C. to the present. *Pre-requisite:* Completion of ENGL 1113 with at least a C and one semester of history or consent of the instructor.

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**INDUSTRIAL TECHNOLOGY - MULTI-CRAFT**

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**MECH 1003 FUNDAMENTALS OF INDUSTRIAL TECHNOLOGY**

*Co-requisite:* BSTD 0413 and BTSD 0603 (or place out of these). This course covers basic maintenance fundamentals for industrial System technology. Topics include tools used within the industrial Equipment/millwright industry; proper used of fasteners and anchors; and gasket and O-ring maintenance.

**MECH 1103 ELECTRICAL DRAWINGS**

*Pre-requisite:* MECH 1404. *Co-requisite:* MECH 1414. The student will learn to read and interpret blueprints commonly found in the industrial maintenance settings. Topics include blueprint layout, symbols, projections, dimensions, tolerances, clearances, assembly, and bill of material.

**MECH 1111 STUDENT TO WORK TRANSITION**

This course explores the elements involved as students prepare to transition from school to the workplace. The course includes soft skills training such as employment search skills, job application submission, and resume writing. Interview skills, personal portfolio development, and workplace ethics are also covered. Interpersonal and communication skills are stressed.

**MECH 1203 INDUSTRIAL SAFETY**

*Co-requisite:* BSTD 0603 or consent of the instructor.

The course deals with methods and programs utilized by industry to prevent injury and fatalities. This course covers mandatory safety training, interpretation of warning labels and signs, OSHA, industrial hazards and how to avoid them. This course also emphasizes personal responsibility for safety. Other topics include crane and hoisting equipment, chain and wire rope slings, machine guarding, electrical hazards, low- and high-pressure boiler safety, hydraulic/pneumatic system safety procedures, and equipment lock-out procedures. (3 hours lecture).

**MECH 1304 INSTRUMENTATION**

*Pre-requisite:* BSTD 0413 and BSTD 0603. This course prepares students to recognize and understand how to measure things such as pressure, temperature, pH, volume, speed, flow, and density. It discusses the basic measuring devices and how these are used in industry. It then moves into control systems such as manual, automatic, proportional, integral, and derivative control loops, feedback and feed-forward control systems, cascade, split range, ratio control and distributive control systems are covered. Process analyzers, digital controls and programmable logic controllers are taught.

**MECH 1404 FUNDAMENTALS OF ELECTRICITY & ELECTRONICS**

*Co-requisite:* MECH 1203 and MATH 1073 **OR** higher level math. Introduces the student to the National Electrical Code and its application in designing and installing electrical circuits, selecting wiring materials and devices, and choosing wiring methods. Includes electrical safety, terminology, interpretation of

electrical symbols used in construction blueprints, branch circuit layout, over-current protection, conductor sizing, grounding, GFCI and AFCI protection, tool usage, and material/device selection

#### **MECH 1414 ELECTRONICS & ELECTRICAL CIRCUITS**

*Pre-requisite:* MECH 1403 and MECH 1404. Provides fundamentals of single- and three-phase alternating current including parallel circuits, resistance, inductance, capacitance, switching, fusing, current requirements, transformer applications, and motor controls. Covers the basics of mechanical and electrical installations, emphasizes tool use and material selection and electrical troubleshooting diagnosis and repair.

#### **MECH 1504 DIGITAL CIRCUIT TECHNOLOGY**

*Pre-requisite:* MECH 1404 and MECH 1414. This course is designed to introduce students to the fundamental concepts encountered in digital electronics. Both classroom and lab instruction will be utilized. Topics covered include numbering systems and codes used in digital circuits, basic logic gates, encoders and decoders, flip-flops, counters, and registers.

#### **MECH 1604 FLUID POWER**

*Co-requisite:* MATH 1073 **OR** higher level math. This course is designed to present the basic theory and application of hydraulic and pneumatic components and systems in an industrial environment. Basic and advanced hydraulics and pneumatics, safety, and troubleshooting will be the main topics.

#### **MECH 1804 INTRODUCTION to PLC**

*Pre-requisite:* BSTD 0413 and BTSD 0603. The course is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance & Operation of Programmable Logic Controllers (PLCs) for industrial applications. Troubleshooting and programming experiments are performed in the lab. The student will write PLC programs that cause real-world equipment to function according to industry standards. The student will wire control devices such as limit switches, solenoid valves, timers, photo-sensors, three-phase motors, and captive sensors.

#### **MECH 1904 INDUSTRIAL MOTORS AND CONTROLS**

*Pre-requisite:* MECH 1404. Course covers electrical tools, instruments and safety, industrial electrical symbols, and line diagrams, theory to logic as applied to line diagrams, AC manual contractors and motor starter, magnetic solenoids, AC/DC contactors and magnetic motor starters, time delay logic and complex control circuits, control devices, reversing circuits applied to single phase, three phase and DC motors, electro-mechanical and solid state relays, AC reduced voltage starters, accelerating and decelerating methods and circuits, preventive maintenance, and troubleshooting.

#### **MECH 2003 INDUSTRIAL MECHANICS & MECHANICAL DEVICES**

*Pre-requisite:* MECH 1203. This course will cover industrial rigging and equipment installation; preventive and predictive maintenance; proper selection and care of lubrication; various pumps and turbine, and bearings used throughout the industry.

#### **MECH 2203 PLC APPLICATIONS**

*Pre-requisite:* MECH 1804. This course is a continuation of Introduction to Programmable Logic Controllers and involves the interfacing of devices such as variable frequency drives, transducers, and PID controls. The course includes advanced arithmetic functions and digital and analog inputs as well as outputs. PLC troubleshooting techniques will be introduced. (2 hours lecture/3 hours lab).

#### **MECH 2402 TRANSDUCERS**

This course introduces the student to the theory and applications of photo-electric, temperature, motion, position detection, and other types of transducers. HMI (Human-Machine-Interface Software) will also be introduced. (1 hours lecture, 2 hours lab).

**MECH 2503 PRECISION MEASURING TOOLS**

This course covers how to select, inspect, use and care for various measuring devices such as levels, feeler gauges, calipers, micrometers, height gauges and surface plates, dial indicators, protractors, parallels and gauge blocks, trammels, and pyrometers

**MECH 2614 INTERNSHIP**

*Pre-requisite:* Successful completion of at least two full semesters of program coursework. The Industrial Technology internship is designed to offer students a purposeful experience in their chosen career path. The internship is an individualized learning experience. A training plan is created for each student in conjunction with the internship industry site to provide experiences related to the skills and knowledge covered in the Industrial Technology program. Onsite evaluations of the student will be conducted by facility personnel to ensure quality work. (4 credit hours, minimum of 200 OJT contact hours)

**MECH 2803 INDUSTRIAL ROBOTICS AND ROBOT PROGRAMMING**

*Pre-requisite:* MECH 1804. The course uses a team approach to introduce students the basics of operating industrial robots. The course teaches how robots move (locomotion and kinematics), how they sense (perception), and how they reason about their environment (planning). Lecture information is tied to lab experiments and sessions. Students are exposed to robotics related career options in the manufacturing and other industries (2 class hours / 2 laboratory hours).

## **MANAGEMENT**

**MGMT 1113 INTRODUCTION TO MANAGEMENT**

*Pre-requisite:* Pass BSTD 0613 with a "C" or better or equivalent score on placement test. Students learn to apply the basic management functions of planning, organizing, leading, and controlling. Decision making and teamwork skills are emphasized.

**MGMT 1114 JOB PRACTICUM/INTERNSHIP I**

*Pre- or Co-requisite:* MGMT 1113 and/or MGMT 2113.

The Practicum provides work experience as part of study. The course is open to students enrolled in the management program. It provides meaningful work experience in the business field as a paid or volunteer employee. The student, employer, and program coordinator develop an individual program for each student that is evaluated by both the employer and the program coordinator. A weekly progress review by email or in person is required of the student. Monthly progress reports and an ending comprehensive report will be submitted. A performance evaluation by supervisor and an original research report relevant to the business in which the student is employed are required.

**MGMT 1123 HUMAN RESOURCE MANAGEMENT**

The principles, methods, and procedures related to the effective utilization of human resources in organizations.

**MGMT 2113 MANAGEMENT SKILLS**

*Pre-requisite:* Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Study of managing employees covering the theories of human motivation, problem solving, delegating, disciplining, and administering performance appraisals.

**MGMT 2114 JOB PRACTICUM/INTERNSHIP II**

A continuation of MGMT 1114. (With permission of instructor).

**MGMT 2214 JOB PRACTICUM/INTERNSHIP III**

A continuation of MGMT 1114 and MGMT 2114 (With permission of instructor).



**MGMT 2653 SPECIAL TOPICS IN MANAGEMENT**

A study of current issues in the field of human resource and operation management. Selected topics will be introduced from special readings and research. Designed to keep the professional manager abreast in the various fields of management.

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**MATHEMATICS**

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**MATH 1023 COLLEGE ALGEBRA**

*ACTS Equivalent Course Number = MATH 1103*

*Pre-requisite:* Pass BSTD 0513 with a grade of "C" or better or make the required score on one of the placement tests. This is a college-level mathematics course. topics include solutions to quadratic equations, solutions to quadratic and rational inequalities, functions (including linear, absolute value, piecewise defined, quadratic, polynomial, rational, exponential, and logarithmic), graphing functions, shifting and reflecting graphs, combinations of functions, inverse functions and systems of equations (including some matrix methods). (3 hours lecture, 2 hours lab)

**MATH 1033 PLANE TRIGONOMETRY**

*ACTS Equivalent Course Number = MATH 1203*

*Pre-requisite:* MATH 1023 or the equivalent. MATH 1023 might serve as a co-requisite for some students with permission of the instructor. Topics include right and oblique triangles, angle measurement, trigonometric functions, solving triangles, trigonometric identities, solving trigonometric equations, graphs of trigonometric functions, inverse trigonometric functions, complex numbers and their trigonometric forms.

**MATH 1073 TECHNICAL MATHEMATICS**

*Pre-requisite:* BSTD 0413 or consent of the instructor. This course is a general survey of applied mathematics beginning with a review of whole numbers, common fractions, and decimals and continuing through basic algebra and trigonometry. Emphasis is practical mathematics in various disciplines of technology.

**MATH 1113 MATHEMATICAL REASONING**

*ACTS Equivalent Course Number = MATH 1313*

*Pre-requisite:* Pass BSTD 0513 with a grade of "C" or better or make the required score on one of the placement tests. This is a college-level mathematics course designed for general education degree majors not requiring College Algebra. Topics include applied concepts in the following areas: personal, state and national finance; statistics and probability; functions and modeling; and quantities and measurement. A strong emphasis will be placed on critical thinking. This course will also focus on process, conceptual understanding, communication and problem solving.

**MATH 1333 MATH FOR BUSINESS APPLICATIONS**

*Pre-requisites:* BSTD 0413. This course is designed with all the math tools or mathematical techniques students need to successfully handle everyday business transactions, manage their personal finances, and start or operate a small business. Topics include basic math review with applications, elementary math review with applications, bank service, payroll, mathematics of selling, simple interest, compound interest, financial statements and ratios, business statistics. The course is intended for students seeking the AAS degree in general Business Administration or Computer information technology. It is not designed to transfer to a university as a math credit

**MATH 2013 BUSINESS CALCULUS**

*Pre-requisites:* MATH 1203. This course addresses functions and their business applications, limits and continuity, differentiations, and integrals. This includes exponential and logarithmic functions, multivariable functions, and derivatives. Attention will be given specifically to business applications.

**MATH 2015 CALCULUS I**

*ACTS Equivalent Course Number = MATH 2405*

*Pre-requisite:* MATH 1023 and 1033, or equivalent. Differential and integral calculus of functions of one variable with application; topics from plane analytic geometry. Topics include limits, differentiation, applications of differentiation, anti-derivatives, definite integrals, applications of differentiation, differential equations, differentiation, and integration applied to logarithmic and exponential function.

**MATH 2103 INTRODUCTION TO STATISTICS**

*ACTS Equivalent Course Number = MATH 2103*

Begins with descriptive statistics: organizing, summarizing, and illustrating data using graphs and measurements such as mean and standard deviation. Continues with a study of the basic rules of probability and probability distributions, with special attention to binomial (discrete) and normal (continuous) probability distributions. Also includes inferential statistics, covering the basics of hypothesis testing. The various simple tests such as z-test and t-test are studied. The useful simple linear regression and correlation are also introduced as the last part of this course. *Pre-requisite:* intermediate Algebra (with a C or better) or High School Algebra II (with a C or better).

**MATH 2115 CALCULUS II**

*ACTS Equivalent Course Number = MATH 2505*

*Pre-requisite:* MATH 2015. A continuation of Calculus I. topics include differentiation and integration of inverse trig and hyperbolic functions, applications of definite integrals, integration techniques, L'Hopital's Rule, improper integrals, infinite series, conics, parametric equations, and polar coordinates.

**MATH 2123 MATH FOR HEALTH PROFESSIONALS**

*Pre-requisite:* Pass BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. Provides instruction in dosage calculation using dimensional analysis and other means of calculation related to medication. Topics include but are not limited to: interpretation of drug labels, syringe types, conversions, Roman numerals, reconstitution, mixing medications, IV flow rates, drip rates, interpretation of physician orders, transcribing to Medication Administration Records, dispensing, and proper documentation of medications. Three hours lecture.

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**MEDICAL CODING**

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**HCIT 1003 MEDICAL TERMINOLOGY**

Study of the basic structure of medical terms including prefixes, suffixes, word roots, combining forms, plurals, pronunciation, spelling, and definitions. Introduces students to fundamental concepts in human anatomy and physiology.

**HCIT 1153 HEALTHCARE DELIVERY SYSTEMS**

*Pre-requisite or Co-requisite:* HCIT 2073 and HCIT 2081. A course of study designed to introduce the student entering health care fields of the organization, financing, and delivery of health care services. Topics presented include organization of healthcare delivery, health care organization, accreditation standards, professional licensure/certification, regulatory agencies, and payment and reimbursement systems in health care.

**HCIT 2073 BASIC MEDICAL CODING I**

*Pre-requisite or Co-requisite:* HSCI 1003, HCIT 1153, HCIT 2803, and BIOL 2064/L. This course will aid the student in developing and understanding the ICD-10 coding and classification systems in order to assign valid diagnostic and/or procedure codes.

**HCIT 2081 PRACTICE CODING**

*Pre-requisite or Co-requisite:* HSCI 1003 and HCIT 2803 and BIOL 2064/L. Co-requisite HCIT 2073. Practical application and laboratory practice in coding using the ICD-10 coding and classification system.

**HCIT 2173 REIMBURSEMENT METHODOLOGY**

*Pre-requisite or co-requisite:* HCIT 2183 and BIOL 2064/L. The student will study the use of coded data and health information in reimbursement and payment systems utilized in health care settings and managed care. The course will review prospective payment systems, third party payers, billing and insurance procedures, explanation of benefits statements, peer review organizations, managed care, and compliance issues.

**HCIT 2183 ADVANCED MEDICAL CODING II**

*Pre-requisite:* HCIT 2073 and HCIT 2081. This course will aid the student in developing and understanding advanced CPT and ICD 10 coding and classification systems in order to assign valid diagnostic and/or procedure codes. The course includes application of coding principles related to reimbursement, the prospective payment system, and ethical issues related to reimbursement.

**HCIT 2191 PRACTICE CODING II**

*Pre-requisite:* HCIT 2073 and HCIT 2081. Co-requisite HCIT 2183. Practice in coding in-patient and out-patient records using manual and computer techniques.

**HCIT 2262 MEDICAL ETHICS AND LAW**

A course of study designed to introduce the student entering the health care field to ethical and legal issues and responsibilities. Ethical and legal responsibilities of health care workers are the major focus. Ethical/legal topics include confidentiality, patient rights, liability and malpractice, legal proceedings, and medical ethical issues such as abortion, assisted suicides, organ transplants, medical experimentation, and others. Students are encouraged to explore and express their own thoughts and ideas concerning these topics.

**HCIT 2774 MEDICAL CODING PRACTICUM AND CERTIFICATION PREPARATION**

**Prerequisite:** Successful completion of all other courses within the Medical Coding Guided Pathway with a grade of 'C' or higher. This course includes supervised, on-the-job experience performing medical coding in a laboratory and/or a health care facility as well as simulated experiences online. The course will require students to be available for placement in laboratory and/or health care facilities for the required minimum of 45 hours of the practicum experience. This course prepares the student for successful completion of the Medical Coding program and will prepare the student to take a certified coding exam. Students who are successful on this exam will earn a professional medical coding certification.

**HCIT 2803 INTRODUCTION TO MEDICAL SCIENCE**

This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses and disease interventions which the allied health care provider may encounter. The coverage of major conditions is organized by body systems. An overview of the disease process, infectious diseases, neoplasm, and congenital diseases is presented.

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## MICROBIOLOGY

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### **MBIO 1124/L MICROBIOLOGY/LAB**

*ACTS Equivalent Course Number = BIOL 2004*

*Pre-requisite:* BSTD 0413, ENGL 1113, BIOL 1004/L or BIOL 2064/L. Pass the aforementioned courses or their equivalent with a grade of "C" or better or make an appropriate score on the placement test. The course/lab incorporates critical thinking as students are introduced to the world of microbes, including those that cause human diseases. Concepts covered include classification, metabolism, morphology, and identification of bacteria plus basic techniques for the microbiology laboratory. Classifications of parasites and fungi are also included. Three hours lecture and two hours laboratory.

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## MUSIC

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### **\*PRIVATE PIANO INSTRUCTION**

Private lessons one on one with an instructor. The study of scales, technical exercises, compositions of major classical composers (Bach, Haydn, Mozart, and Chopin) will be covered. Students will perform in student recitals during the semester and will demonstrate progress each semester as determined by the faculty. One half-hour private lesson per week with daily practice requirements.

### **MUSI 1001 – FIRST YEAR, FIRST SEMESTER PIANO LESSONS**

### **MUSI 1011 – FIRST YEAR, SECOND SEMESTER PIANO LESSONS**

### **MUSI 2001 – SECOND YEAR, FIRST SEMESTER PIANO LESSONS**

### **MUSI 2011 – SECOND YEAR, SECOND SEMESTER PIANO LESSONS**

### **\*MUSI 1301 INTRODUCTION TO PIANO PRIVATE INSTRUCTION**

Piano instruction will include an introduction to the piano keyboard, piano literature, and music theory for the student with no previous knowledge or use of the piano in a private lesson. One half-hour private lesson per week with daily practice requirements.

### **PIANO CLASS**

No *Pre-requisites*. Piano lab classroom (limited to 8 digital pianos) will introduce students who have little or no experience to playing piano and to basic music theory. Students will learn simple pieces using music reading, and correct technique. The class will meet twice weekly (50 minutes per lesson time). Expected outcomes from this beginning class will include playing in ensemble as well as alone; ability to notate and read music; understanding keys, pentascales, and time signatures; and learning to sight read.

**MUSI 1302** – First Year, First Semester Piano lab

**MUSI 1312** – First Year, Second Semester Piano lab

**MUSI 2302** – Second Year, First Semester Piano lab

**MUSI 2312** – Second year, Second Semester Piano lab

### **MUSI 1083 FUNDAMENTALS OF MUSIC THEORY**

An introduction to scales, intervals, elementary harmonic structure, rhythm, and sight-reading.

### **MUSI 2413 MUSIC THEORY III**

*Pre-requisite:* Must be taken with Sight Singing and Ear training or by instructor's consent. the study of theory, harmony, and practice of Western music from the 17th century to the present, including review of music fundamentals, triad construction and inversions, voice leading, and harmonic structure. Part writing and ear training will be in conjunction with MUSI 1421. This course is a continuation of theory I.

triads and seventh chords, non-harmonic tones, and modulations to closely related keys are studied. Secondary functions will be introduced and studied as well as formal analysis of binary and ternary forms. The student will harmonize melodies and realize figured basses.

**MUSI 1111 CLASS VOICE INSTRUCTION**

*Pre-requisite:* instructor's interview. Designed to develop a good sense of pitch, proper breath control, tone, and diction, using group methods in a non-threatening environment.

**\*PRIVATE VOICE INSTRUCTION**

*Pre-requisite:* instructor's interview. Individualized study of simple Italian, English, French, and German songs to aid the student in learning repertoire, styles, and correct vocal production. Interested students must be able to demonstrate proficiency in reading music. One half hour lesson per week with daily practice requirements.

**MUSI 1211 – FIRST YEAR, FIRST SEMESTER VOICE LESSONS****MUSI 1221 – FIRST YEAR, SECOND SEMESTER VOICE LESSONS****MUSI 2211 – SECOND YEAR, FIRST SEMESTER VOICE LESSONS****MUSI 2221 – SECOND YEAR, SECOND SEMESTER VOICE LESSONS****MUSI 1252 SIGHT SINGING AND EAR TRAINING**

Intensive training to read music at sight and to be able to take musical dictation. The class will develop sight singing skills by use of a text, homework, and group participation during class time. A good knowledge of music theory will be necessary for success in this course. It is recommended that Fundamentals of Music theory be taken before this class, but it is not essential for success if the student has a good instrumental background.

**MUSI 1421 SIGHT SINGING AND EAR TRAINING II**

*Pre-requisite:* Must be taken with Music theory II or by instructor's consent. This course is a continuation of Ear training I. It is the aural study of intervals, melodies and triads, scales, rhythms, and sequences. While further developing those skills, acquired in Ear training I, the course will proceed with an aural study of functional harmony. The purpose is to increase listening skills essential for a musician.

**MUSI 2411 SIGHT SINGING AND EAR TRAINING III**

*Pre-requisite:* grade of "C" or better in MUSI 1421. Co-requisite: MUSI 2413. This course is a continuation of Sight Singing and Ear training II. This course is the aural study of intervals, melodies and triads, scales, rhythms and sequences. While further developing those skills acquired in Ear training II, the course will proceed with an aural study of functional harmony. The purpose is to increase listening skills essential for a musician.

**\*PRIVATE ORGAN INSTRUCTION**

*Pre-requisite:* Piano Proficiency and instructor's interview. Individual classical organ lessons for use in church music or recital. Hymn playing, technical exercises, and familiarity with the instrument will be emphasized.

**MUSI 1711 – FIRST YEAR, FIRST SEMESTER ORGAN LESSONS****MUSI 1721 – FIRST YEAR, SECOND SEMESTER ORGAN LESSONS****MUSI 2711 – SECOND YEAR, FIRST SEMESTER ORGAN LESSONS**

**MUSI 2721 – SECOND YEAR, SECOND SEMESTER ORGAN LESSONS****SOUTHARK SINGERS**

A mixed chorus that performs choral music of many styles from various periods and performs for college functions and community events.

**MUSI 1411 – FIRST YEAR, FIRST SEMESTER SOUTHARK SINGERS****MUSI 1421 – FIRST YEAR, SECOND SEMESTER SOUTHARK SINGERS****MUSI 2411 – SECOND YEAR, FIRST SEMESTER SOUTHARK SINGERS****MUSI 2421 – SECOND YEAR, SECOND SEMESTER SOUTHARK SINGERS****MUSI 2003 MUSIC APPRECIATION**

*ACTS Equivalent Course Number = MUSI 1003 (for non-music majors)*

*Pre-requisite:* Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test.

Survey of music history and literature with emphasis on listening to and evaluating all types of music including the works and influence of the major composers; the production of the music; instruments of the orchestra and voice, solo and ensemble; and elements, form and terminology. Current events are stressed, and some concert attendance required.

**MUSI 1231 GUITAR CLASS I**

An introductory course to learning the fundamentals of guitar playing. The course will focus on learning basic chords, conventional strumming techniques and finger picking, and notes in first position as well as the general technique of guitar playing. Open to all SouthArk Students. Group instruction. Special course fees may apply. Students must have a guitar to bring to class. This instrument must be approved by the instructor as suitable for learning.

**MUSI 1241 GUITAR CLASS II**

Open to all SouthArk students who have completed MUSI 1231 or can demonstrate an equivalent level of competency. This course focuses on group instruction for more advanced guitarists. Special course fees may apply. Students must have a guitar to bring to class. This instrument must be approved by the instructor as suitable for learning.

**\*PRIVATE GUITAR INSTRUCTION**

*Pre-requisite:* interview with instructor. Continue study by working on reading skills and application of theory knowledge to the guitar. The student should be able to play a simple solo with melody and accompaniment by the end of the semester. Advanced students will study well-known pieces in the classical guitar repertoire. MUSI 1511 – First Year, First Semester

**MUSI 1521 – FIRST YEAR, SECOND SEMESTER****MUSI 1531 – SECOND YEAR, FIRST SEMESTER****MUSI 1541 – SECOND YEAR, SECOND SEMESTER**

*\*A music fee is charged for these courses. The fee scales are listed in this catalogue under “Financial Information.”*

**MUSI 2503 MUSIC PERFORMANCE**

*Pre-requisites:* ENGL 1123, MUSI 1083, and at least two semesters of successful group and private vocal, piano, or guitar instruction. Students will study the history, psychology, methodology, interpretation, and criticism of musical performance.

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**NURSING ASSISTANT**

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**NSAT 1002 NURSING ASSISTANT TRAINING**

Course theory consists of studies in health care delivery in the long term care facility. Content relates to understanding theory of human needs, infection control, safety measures, nutrition, and body mechanics. Classroom lab will enable the student to show return demonstration of theories covered in class prior to going to the clinical setting.

**NSAT 1012 NURSING ASSISTANT LABORATORY**

This course is designed to incorporate theories learned in classroom to a laboratory and a clinical setting; to learn to apply skills in providing good quality care, safety, nutrition, and communication.

**NSAT 1022 NURSING ASSISTANT CLINICAL PRACTICUM**

Pre-requisite or co-requisite: BSTD 0603 or make an appropriate score on the placement test. This ethics and professionalism course will allow students to examine common ethical, legal, and professional issues that may be faced by health care practitioners. The course will also examine privacy issues and professionalism in the workplace.

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**OFFICE OCCUPATIONS**

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**ADMS 1003 INTRODUCTORY ACCOUNTING**

*Pre-requisites:* BSTD 0603 and BSTD 0314 with a grade of "C" or better or appropriate placement test score.

The study of bookkeeping cycles of keeping journals, posting to ledger accounts, taking trial balances, preparing balance sheets and working papers, and preparing closing and adjusting entries. Covers commonly used journals, ledgers, and payroll registers as well as the basic tax forms required for small business firms. Recommended for students who have not completed high school bookkeeping before taking Accounting 2003.

**ADMS 1013 FUNDAMENTALS OF KEYBOARDING**

Introduction to the touch system of keyboarding with emphasis on the proper technique and a thorough mastery of the keyboard.

**ADMS 1023 INTERMEDIATE KEYBOARDING**

*ACTS Equivalent Course Number = BUSI 1103*

*Pre-requisite:* key 40 WPM.

Continuation of ADMS 1013 or equivalent. Further study of the form and arrangement of the business letter, documents and reports. Frequency drills are designed to develop accuracy and speed.

**ADMS 2083 ADMINISTRATIVE TECHNOLOGY**

*Pre-requisite* CSCI 2143.

Advanced concepts of office management and office procedures utilizing integration of previously learned computer applications. Students develop advanced administrative skills through advanced email functions, the integration of office applications, and using a variety of peripheral devices. Students will complete projects using the Microsoft Office suite that require critical thinking, problem solving, and advanced office procedures.

**ADMS 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN**

*Pre-requisites:* ADMS 1023 and completion of 45 hours of the Office Occupations program.

A course with emphasis on projects that require organizational skills and teamwork that prepares students for a smooth transition into the fast-paced business environment. Topics such as business attire, interpersonal skills, ethics, business protocol, and problem solving are incorporated into the class. Students will develop individual professional portfolios that can be used in the job application process.

## **OCCUPATIONAL THERAPY ASSISTANT**

**OCCU 1003 INTRODUCTION TO OCCUPATIONAL THERAPY**

Must have tested out of BSTD courses. Basic concepts of occupational therapy to include philosophy, tenets, history, work settings, laws, ethics, occupational science, clinical reasoning, and basic components of the profession. Occupational therapy terminology and medical terminology are emphasized.

**OCCU 1303 GROUP INTERVENTION SKILLS**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, and 2203.

*Co-requisite:* OCCU 1502, 2303, 2304, 2402.

Group process and dynamics; occupational therapy intervention and activity across the lifespan. Development of leadership and skills for group intervention in various settings. Service Learning addressed.

**OCCU 1404 MENTAL HEALTH AND OCCUPATIONAL THERAPY INTERVENTIONS**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisites:* OCCU 1003, 2003, and 2103.

*Co-requisites:* OCCU 1501, 2101, 2113, 2201, 2203.

Occupational therapy evaluation and intervention of individuals with mental illness and mental health concerns. Learning focus includes occupation performance and the occupational process.

**OCCU 1501 OCCUPATION INTERVENTION ANALYSIS AND APPLICATION I**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisites:* OCCU 1003, 2003, and 2103.

*Co-requisites:* OCCU 1404, 2101, 2113, 2201, 2203.

Task activity analysis, teaching and learning process of therapeutic interventions and therapeutic procedures throughout the lifespan. Learning focus is on tools, basic techniques, safety addressed in relation to therapeutic interventions.

**OCCU 1502 OCCUPATION INTERVENTION ANALYSIS AND APPLICATION II**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2103, 2003, 1404, 2101, 2113, 2203, 2201, 1501.

*Co-requisite:* OCCU 1303, 2303, 2304, 2402.

Continuation of concepts and skills from OCCU 1501 for: Task activity analysis, teaching and learning process of therapeutic interventions and therapeutic procedures throughout the lifespan. Tools, basic techniques, safety addressed in relation to therapeutic interventions.

**OCCU 2003 BODY STRUCTURE AND FUNCTION IN OCCUPATIONAL THERAPY LABORATORY**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003.

*Co-requisite:* OCCU 2103.



Relates musculoskeletal body structures and functions within occupational performance. Learning focus includes occupational therapy process of evaluation and intervention.

**OCCU 2101 CLINICAL INTERVENTIONS LABORATORY**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103.

Co-requisite: 1404, 1501, 2113, 2201, 2203.

Practice of hands-on therapy skills for safety with functional mobility, compensatory occupational performance intervention, clinic activities, and life skills.

**OCCU 2103 KNOWLEDGE, HEALTH, AND WELLNESS OF DISEASE PROCESSES**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003.

Co-requisite: 2003.

Study of disease, health, and wellness of both mental and physical realms. The role of occupational therapy associated with health, wellness, and intervention are emphasized.

**OCCU 2113 PEDIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103.

Co-requisite: OCCU 1404, 1501, 2101, 2201, 2203.

Study of human development with emphasis on tenets of occupational therapy practice for occupational performance, based on the occupational process in the pediatric population and across the lifespan. Learning focus on family, individual and childhood occupational activities.

**OCCU 2201 FIELDWORK LEVEL I**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisites:* OCCU 1003, 2003, 2103.

Co-requisites: OCCU 1404, 1501, 2101, 2113, 2203.

Development of observation skills, practical skills, and manipulation of service delivery activities in clinical settings. Application of theory and the occupational therapy process to various occupational therapy settings.

**OCCU 2203 GERIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103.

Co-requisite: OCCU 1401, 1501, 2101, 2113, 2201.

Learning focus includes the occupational therapy assistant's role, occupational performance, and utilization of the occupational process with the older adult.

**OCCU 2303 ADVANCED CLINICAL MANAGEMENT**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisites:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, 2203.

Co-requisite: OCCU 1303, 1502, 2304, 2402.

Occupational therapy duties included in, but not limited to, role of occupational therapy assistant as: manager, team member, supervisor, director, coordinator, case manager, research assistant, fieldwork educator, case coordinator, and staff member responsible for service management tasks.

**OCCU 2304 ADVANCED OCCUPATIONAL THERAPY INTERVENTIONS**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, 2203.

Co-requisite: OCCU 1303, 1502, 2303, 2402.

Study and practice of advanced concepts and techniques of occupational therapy evaluation and intervention. Safe therapeutic interventions learned and practiced for various populations.

### **OCCU 2402 PHYSICAL DYSFUNCTION AND OCCUPATIONAL THERAPY INTERVENTIONS I**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, 2203.

Co-requisite: OCCU 1303, 1502, 2303, 2304.

Occupational therapy process regarding physical-based acute and chronic conditions. Includes occupational therapy tenets and psychosocial components. Evaluation and intervention activities addressed.

### **OCCU 2412 PHYSICAL DYSFUNCTION AND OCCUPATIONAL THERAPY INTERVENTIONS II**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, 2203, 1303, 1502, 2303, 2304.

Co-requisite: OCCU 2504.

Continuation of concepts and skills from OCCU 2404 for: Occupational therapy process regarding acute and chronic physical-based conditions. Includes occupational therapy tenets and psychosocial components. Evaluation and intervention activities addressed.

### **OCCU 2504 ADVANCED CLINICAL INTERVENTION SKILLS**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, 2203, 1303, 1502, 2303, 2304.

Co-requisite: OCCU 2412.

Therapeutic intervention techniques and evaluations for various client populations. Content includes, but is not limited to, simulated client case situations and demonstrations of various client based professional skills, both in and out of the classroom. Purpose is preparation for Fieldwork Level II and career expectations.

### **OCCU 2514 FIELDWORK LEVEL II-A**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, 2203, 1303, 1502, 2303, 2304, 2412, 2504.

Co-requisite: OCCU 2524.

Supervised full time, in-depth, hands-on clinical experience. Must complete within 18 months of academic course work.

### **OCCU 2524 FIELDWORK LEVEL II-B**

Acceptance in the Occupational Therapy Assistant Program.

*Pre-requisite:* OCCU 1003, 2003, 2103, 1404, 1501, 2101, 2113, 2201, 2203, 1303, 1502, 2303, 2304, 2412, 2504.

Co-requisite: OCCU 2514.

Supervised, full time, in-depth, hands-on clinical experience. Must complete within 18 months of academic course work.

## **PHILOSOPHY**

### **PHIL 2003 INTRODUCTION TO PHILOSOPHY**

*ACTS Equivalent Course Number = PHIL 2003*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. This

course is designed to acquaint the student with classic issues, ideas, thinkers, and strategies in the realm of philosophy. Special emphasis will be placed upon identifying and examining the philosophical positions that shape our lives today.

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## PHLEBOTOMY

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### **MLSC 1014/L PHLEBOTOMY/LAB**

Co-requisite: BSTD 0603 or make an appropriate score on the placement test.

This course centers on the study of phlebotomy, professionalism, patient relations, basic medical terminology, types of specimens, specimen collection procedures, complications of venipuncture, adaptations for special limits and special types of patients, and actual collection of laboratory specimens. Individuals who successfully complete this course and provide proof of successful collection of an additional 100 venipuncture specimens will be qualified to sit for the American Society of Phlebotomy technicians (ASPT) national phlebotomy certification examination. Two hours lecture and two hours laboratory.

### **MLSC 1042 PHLEBOTOMY PRACTICUM**

The study of withdrawing blood. The student will learn theory and technique in the classroom. The instructor will coordinate the drawing of 100 venous withdrawals and 5 finger sticks for course completion (minimum of 100 clinical hours). The successful completion of MLSC 1013/L and 1042 qualifies the student to sit for one of several national phlebotomy certification examinations.

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## PHYSICAL EDUCATION

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### **PHED 1001 ACTIVITIES**

Instruction and practice in sports and activities that contribute to present and future recreational needs, organic development, and fitness of the student. Instruction in the rules, strategies, social behaviors, and techniques of individual, dual, and team sports. (Two one-hour labs per week).

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## PHYSICAL SCIENCE

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### **PHYS 1004/L THE PHYSICAL SCIENCES / LAB**

*ACTS Equivalent Course Number = PHSC 1004*

*Pre-requisite:* Pass BSTD 0613 and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test.

Critical thinking is incorporated to explore, analyze, and evaluate the principles of elementary physics, chemistry, earth science, and astronomy for the non-science major. A core course in general education. Lab is required. Three hours lecture and two hours laboratory.

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## PHYSICAL THERAPIST ASSISTANT

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### **PTAP 1002 INTRODUCTION FOR PHYSICAL THERAPIST ASSISTANTS**

*Pre-requisites:* completion of BSTD courses (exception BSTD 0513 and SASC 0103)

History of physical therapy from WWI and polio epidemic to the present; similarities and differences in PT and PTA education, practice and responsibilities; medical ethics, legal practice, and current healthcare issues affecting physical therapy. Lecture: 33 contact hours.

### **PTAP 2304 PATHOPHYSIOLOGICAL CONDITIONS**

*Required prerequisites:* Admission to PTA Program.

*Co-requisites:* PTAP 2315/L, PTAP 2323.

This course includes the study of disease pathophysiology, etiology, clinical signs and symptoms of many diseases and injury-related problems seen in physical therapy. Emphasis is placed on the process of inflammation and healing, pain, causes of disease, musculoskeletal conditions, cardiopulmonary conditions, and diseases affecting endocrine, biliary and hepatic, immunity, vascular, and reproductive systems that are common to the field of physical therapy. Medical, surgical, and physical therapy management is presented. Medical literature research is required. Lecture hours: 64 contact hours.

**PTAP 2315/L APPLIED PHYSICAL THERAPY I/LAB**

*Required prerequisites:* Admission to the PTA Program.

*Co-requisites:* PTAP 2304, PTAP 2323.

Applied Physical Therapy I involves the study of physical therapy data collection procedures relating to patient status (temperature, heart rate, blood pressure, respiration, pain), and selected therapeutic interventions such as asepsis, universal precautions, sterile technique, body mechanics, transfers, positioning, gait training with assistive devices, and range of motion exercises, stretching exercises, peripheral joint mobilization, resistive exercises for the upper extremity, and data collection related to assessment of motion and strength for the upper extremity. Students must demonstrate competency in the use of selected therapeutic assessment and interventions. Emphasis shall be placed on effective oral and written communication, the roles of the other members of the health care team, and the performance of treatment interventions as developed by the PT. Lecture hours: 45 hours. Lab hours: 60 hours

**PTAP 2323 ADMINISTRATION AND MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS**

*Required prerequisites:* Admission to the PTA Program.

*Co-requisites:* PTAP 2315/L, PTAP 2304.

Principles of Administration and Management focuses on success strategies for PTA students; patient-care issues such as modes of reimbursement, DRG, and hospital organizations. This course also addresses physical therapy professional issues such as the American Physical Therapy Association; the Arkansas and Louisiana State Physical Therapy Practice Acts and Rules and Regulations; ethical conduct; liability / malpractice; and culturally sensitive communication with patient/families, communication with other health care providers, as well as PT/PTA communication. Lecture Hours: 48 contact hours.

**PTAP 2406/L PHYSICAL THERAPY PROCEDURES/LAB**

*Pre-requisites:* PTAP 2315/L, PTAP 2323, PTAP 2304.

*Co-requisites:* PTAP 2415/L, PTAP 2424.

Physical Therapy Procedures includes the study of the principles and techniques of modalities used in the plan of care developed by the Physical Therapist (PT). Included are the indications and contraindications for each modality and patients' physiological response to each modality with a wide variety of musculoskeletal, neuromuscular, and medical conditions. Emphasis is placed on effective oral and written communication techniques with patient/family, the health care team and the supervising PT. Students must demonstrate competency in the use of selected therapeutic interventions. Examples of such modalities include: superficial and deep heating agents; cryotherapy; electrical stimulation; mechanical traction; and stump care. Also physical therapy interventions include wound care; and prosthetics. Lecture hours: 64 hours. Lab hours: 64 hours.

**PTAP 2415/L APPLIED PHYSICAL THERAPY II/LAB**

*Pre-requisites:* PTAP 2315/L, PTAP 2323, PTAP 2304.

*Co-requisites:* PTAP 2406/L, PTAP 2424.

Applied Physical Therapy II involves the study of physical therapy data collection procedures including: joint motion, gross manual muscle strength, posture, gait, fatigue, endurance, pulmonary assessment;

and selected therapeutic interventions related to application of therapeutic exercise (extremity, spinal, osteoarthritis / rheumatoid arthritis, DM, OB/GYN, pulmonary, cardiovascular/endurance), posture correction, and massage to be done by PTAs. Indications, precautions, contraindications, and the proper use of therapeutic interventions/data collection are stressed. Students must demonstrate competency in the use of selected therapeutic assessments / interventions. Emphasis shall be placed on effective oral and written communication, the roles of other members of the health care team, and the performance of therapeutic interventions/data collection procedures as recommended by the PT are addressed. Lecture hours: 45 hours. Lab hours: 60 hours.

**PTAP 2424 CLINICAL PRACTICUM I**

*Pre-requisites:* PTAP 2304, PTAP 2315/L, PTAP 2323.

*Co-requisites:* PTAP 2406/L, PTAP 2415/L.

Clinical Practicum I is the first of two clinical practicum courses. The student will practice clinical skills learned in lecture / lab didactic courses and develop competence as an active participant in the health care team. Under the direction of a supervising physical therapist, the student will implement the plan of care established by the physical therapist. Heightened emphasis will be placed on oral and written communication techniques.

Lecture hours: 10 contact hours. Clinical Education hours: 200 hours.

**PTAP 2503 PTA SEMINAR**

*Pre-requisites:* PTAP 2424, PTAP 2415/L, PTAP 2406/L or completion of PTA Program course of studies and permission of instructor.

*Co-requisites:* PTAP 2514/L and PTAP 2528.

Review of the Physical Therapist Assistant Program content through systematic study of physical therapist assistant assessment skills, physical therapist assistant treatment implementation, and professionalism for the physical therapist assistant. Licensure preparation activities; interview and resume preparations are also included.

Lecture / online assignments: 45 hours

**PTAP 2514/L NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS/ LAB**

*Pre-requisites:* PTAP 2424, PTAP 2415/L, PTAP 2406/L.

*Co-requisite:* PTAP 2528 and PTAP 2503.

This course encompasses the study of neuroanatomy; normal and abnormal development; medical, surgical and physical therapy management of neurological diseases/conditions; facilitation/inhibition techniques; PNF; motor control and developmental sequence techniques; balance; orthotics; and functional and environmental data collection. Students must demonstrate competency in the use of selected therapeutic assessment / interventions. Emphasis shall also be placed on understanding the psycho-emotional issues encountered by patients/ families; the students' effective oral and written communication; and the PTA's role in assisting the supervising PT with discharge planning.

Lecture 48 hours. Lab: 33 contact hours.

**PTAP 2528 CLINICAL PRACTICUM II**

*Pre-requisites:* PTAP 2424, PTAP 2415/L, PTAP 2406/L.

*Co-requisites:* PTAP 2514/L, and PTAP 2503.

Clinical Practicum II is the second of two clinical practicum courses designed to continue the student's clinical practice of physical therapy. The clinical internships (two different internships) focus on mastery of assessment and treatment of musculoskeletal, neurological, surgical, and medical conditions/injuries; safe / ethical practice under the direction of a supervising physical therapist; professional development; preparation of in-service; and case studies/presentations. These experiences will allow the student to

develop, improve and demonstrate competency in communication skills, therapeutic techniques and other patient care skills.

Lecture: 10 hours. Clinical Education: 400 hours.

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## POLITICAL SCIENCE

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### **PSCI 2003 AMERICAN GOVERNMENT: NATIONAL**

*ACTS Equivalent Course Number = PLSC 2003*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. A survey of the American National government including the Constitution; structure and operation of the presidency in action.

### **PSCI 2013 AMERICAN GOVERNMENT: STATE AND LOCAL**

*ACTS Equivalent Course Number = PLSC 2103*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. An overall examination of the institutions and operations on the state and local government level with special emphasis upon the structure and policies of the Arkansas political system.

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## PRACTICAL NURSING

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### **PRNS 1101 PRACTICAL NURSING GERIATRICS**

*Pre-requisite:* Admission to LPN program.

This course is designed to include an understanding of the aging process and the modification of nursing care to accommodate the older adult. Also included are lessons related to loss, grief, and death, as well as the mental health of older adults. This course will also discuss the growing problem of elder abuse.

### **PRNS 1102 PHARMACOLOGY I**

*Pre-requisites:* Admission to the LPN program.

This course is designed to prepare the student nurse to safely and accurately prepare and administer drugs to the infant, child, and adult. Emphasis is placed on implication for nursing care. The course includes a brief review of math/conversions, introduction to pharmacology, methods of drug administration, along with formulas for calculating drug dosages, and side effects/adverse reactions of medication administration to observe for.

### **PRNS 1106 NURSING FUNDAMENTALS AND SKILLS**

*Pre-requisites:* Admission to the LPN program.

This course is designed to provide practical nursing students with the fundamental principles, skills and attitudes required to demonstrate safe, competent care to patients at each stage of the human life cycle through theory taught in the classroom and practicum experience taught in a variety of clinical lab settings. This course will also include study of the basic structure of medical terms, including prefixes, suffixes, word roots, combining forms, plurals, pronunciation, spelling, and definitions, as well as medical abbreviations.

### **PRNS 1111 VOCATIONAL, LEGAL, AND ETHICAL ISSUES**

*Pre-requisites:* Admission to the LPN program.

This course is designed to initiate personal and professional growth in nursing. The course will identify ethical, legal, and social responsibilities with patients, families, and co-workers. It will develop communication skills and vocational responsibilities of the practical nurse and care of patients at each stage of the human life cycle. This course will provide functional knowledge of professional nursing

organizations on the local, state, and national level, and to identify methods to access local, state, and national health resources.

**PRNS 1112 BODY STRUCTURE AND FUNCTION**

*Pre-requisites:* Admission to the LPN program.

This course is designed for the first semester practical nursing student. It covers basic information necessary for a general understanding of the structure and function of the human body. There are two basic themes throughout the course; the first is the relationship between structure and function and the second is homeostasis– the idea that each organ system is important in sustaining life and what happens when the balance is disturbed.

**PRNS 1142 PRACTICUM I**

(Three-Semester Programs)

*Pre-requisites:* Admission to the LPN program.

This course is designed to reinforce the theory taught in the classroom. The focus is directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

**PRNS 1142 PRACTICUM IA**

(Four-Semester Evening Program, spring)

Admission to the LPN program.

This course is designed to reinforce the theory taught in the classroom. The focus is directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

**PRNS 1142 PRACTICUM IB**

(Four-Semester Evening Program, fall)

Admission to the LPN program.

This course is designed to reinforce the theory taught in the classroom. The focus is directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

**PRNS 1204 MEDICAL SURGICAL NURSING I**

(Three-Semester Programs, Four-Semester Evening Program, spring)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

**PRNS 1212 PHARMACOLOGY II**

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to provide knowledge about drugs commonly used in the treatment of illnesses, including such information as usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications. This course involves the cardiac system and the medication associated with this particular system. The course also includes in-depth study and skills practice of intravenous therapy.

**PRNS 1224 NURSING OF MOTHERS, INFANTS, AND CHILDREN**

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course includes the application of the principles of nursing care during the prenatal, antepartum,

intrapartum, postpartum and neonatal periods along with an introduction to the nursing care of children. It includes the study of maternal and child nutrition and pharmacology, child growth and development, and disease conditions specific to children of all stages. This course is also designed to study the impact of illness on the child and family, nursing care of the dying child, and the effects of development on disease and illness. Also covered in this course are signs and symptoms of child abuse, neglect, and maltreatment; including the nurse's responsibility to report child abuse, neglect and maltreatment as a mandated reporter; and a general overview of Arkansas Act 703. Practicum experiences shall include care of the mother, infant and child.

**PRNS 1242 PRACTICUM II**

(Three-Semester Programs)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to reinforce the theory taught in the classroom which includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of adults with medical surgical conditions, intermediate principles of pharmacology and introduction of intravenous therapy. Maternity and child health is also emphasized

**PRNS 1242 PRACTICUM IIA**

(Four-Semester Evening, spring)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to reinforce the theory taught in the classroom which includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of adults with medical surgical conditions, intermediate principles of pharmacology and introduction of intravenous therapy. Maternity and child health is also emphasized.

**PRNS 1243 PRACTICUM IIB**

(Four-Semester Evening, fall)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to reinforce the theory taught in the classroom which includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of adults with medical surgical conditions, intermediate principles of pharmacology and introduction of intravenous therapy. Maternity and child health is also emphasized.

**PRNS 1301 MENTAL HEALTH AND CARE OF THE MENTALLY ILL**

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course includes information concerning an introduction to common conditions of mental illness, prevention of those conditions, and the care of patients suffering from abnormal mental and emotional illnesses across the life span.

**PRNS 1302 PHARMACOLOGY III**

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course includes an introduction to pharmacology, methods of administration, drugs commonly used in the treatment of illness, and such information as usually dosages, actions and uses of drugs, expected actions, side effects/adverse effects, contraindications, and points of observation following the



administration of drugs. This course also includes the Nursing Process for different drug classes including premedication observations.

**PRNS 1312 MEDICAL SURGICAL NURSING II**

(Four-Semester Evening Program, fall)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

**PRNS 1314 MEDICAL SURGICAL NURSING II**

(Three-Semester Programs and Four-Semester Evening, spring)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

**PRNS 1324 MEDICAL SURGICAL NURSING III**

(Four-Semester Evening Program, fall)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

**PRNS 1342 PRACTICUM IIIB**

(Four-Semester Evening Program, fall)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of children, nursing of mother and infant, nursing of the mentally ill, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

**PRNS 1343 PRACTICUM IIIA**

(Four-Semester Evening Program, spring)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade "C" or higher.

This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of children, nursing of mother and infant, nursing of the mentally ill, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

**PRNS 1353 NCLEX PREPARATION AND PROFESSIONAL DEVELOPMENT**

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to assist the student in understanding the qualities needed to advocate for the client in situations requiring leadership and management in day to day practice. This course will consist of other areas crucial for a novice nurse including: providing basic understanding of the art of delegation; providing the student the opportunity to develop a professional portfolio; strengthening job interviewing skills; and preparing for the NCLEX-PN.

**PRNS 1365 PRACTICUM III**

(Three-Semester Programs)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is the final practicum in the practical nursing curriculum and is designed to reinforce the theory taught in the classroom for the senior level licensed practical nursing student. It includes directed experiences in basic nursing principles for patients of all ages with a variety of medical, surgical and/or mental health conditions in a variety of clinical settings. The course includes team leading and critical thinking concepts.

**PRNS 1402 PRACTICUM IVA**

(Four-Semester Evening Program, spring)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is the final practicum in the practical nursing curriculum and is designed to reinforce the theory taught in the classroom for the senior level licensed practical nursing student. It includes directed experiences in basic nursing principles for patients of all ages with a variety of medical surgical and/or mental health conditions in a variety of clinical settings. The course includes team leading and critical thinking concepts.

**PRNS 1402 PRACTICUM IVB**

(Four-Semester Evening Program, fall)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is the final practicum in the practical nursing curriculum and is designed to reinforce the theory taught in the classroom for the senior level licensed practical nursing student. It includes directed experiences in basic nursing principles for patients of all ages with a variety of medical surgical and/or mental health conditions in a variety of clinical settings. The course includes team leading and critical thinking concepts.

**PRNS 1502 MEDICAL SURGICAL NURSING I**

(Four-Semester Evening Program, fall)

*Pre-requisites:* Admission to the LPN program and successful completion of all previous PN courses with a grade of "C" or higher.

This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

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## PROCESS TECHNOLOGY

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### **PTEC 1113 INTRODUCTION TO PROCESS TECHNOLOGY**

*Co-requisite:* BSTD 0603

This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment.

### **PTEC 1123 SAFETY, HEALTH AND THE ENVIRONMENT**

*Co-requisite:* BSTD 0413

This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses.

### **PTEC 1133 PROCESS INSTRUMENTATION I**

*Co-requisite:* PTEC 1113, BSTD 0413.

This course is the study of instruments and instrument systems used in chemical processing industry, including terminology, primary variables, symbols, control loops, and basic troubleshooting. Students will identify and explain the function of instruments used in the chemical processing industry; explain the relationship of process control elements in a control loop; and define and apply terms and symbols used in instrumentation

### **PTEC 1244 PROCESS TECHNOLOGY I: EQUIPMENT**

*Co-requisite:* PTEC 1113, BSTD 0413.

This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment.

### **PTEC 1253 PRINCIPLES OF QUALITY**

*Pre-requisite:* BSTD 0413

*Pre or Co-requisite:* CSCI 1003

This is the study of the background and application of quality concepts. Topics include team skills, quality tools, economics and continuous improvement. Students will define terms associated with quality systems; demonstrate team skills; and apply principles and tools of quality to process systems.

### **PTEC 2193 INTERNSHIP I**

*Pre-requisites:* PTEC 1113, PTEC 1123, PTEC1133, PTEC 1244, CHEM 1014/L or 1024, and PHYS 1004/L and approval of instructor.

This is a basic or intermediate work-based instruction in a local industry that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty and the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, and laws. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication

skills using the terminology of the occupation and the business/industry. Internships may be paid or unpaid depending on company policy and students will be expected to be on site a minimum of 160 clock hours.

### **PTEC 2293 INTERNSHIP II**

*Pre-requisites:* PTEC 2193 and approval of instructor.

This is an intermediate or advanced work-based instruction in a local industry that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty and the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, and laws. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Internships may be paid or unpaid depending on company policy and students unless the instructor determines it is the student's best interest to remain with the company utilized in the first internship. Students will be expected to be on site a minimum of 160 clock hours. An attempt will be made to place the student in a different company or department than the student experienced in PTEC 2193.

### **PTEC 2333 PROCESS INSTRUMENTATION II**

*Pre-requisite* PTEC 1133

This course continues the study of instruments and instrument systems used in the chemical processing industry. Issues relating to troubleshooting, annunciator systems and control systems are addressed. Attention is given to digital control, programmable logic controls, and distributed control systems. Students will become familiar with power supply issues, identifying instrumentation malfunctions, and emergency shutdown procedures.

### **PTEC 2364 PROCESS TECHNOLOGY II: SYSTEMS**

*Pre-requisites:* PTEC 1113, PTEC 1123, PTEC1133, PTEC 1244, CHEM 1014/L or 1024, and PHYS 1004/L.

This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions.

### **PTEC 2474 PROCESS TECHNOLOGY III: UNIT OPERATIONS**

*Co-requisite:* PTEC 2364.

This course combines systems into operational processes with emphasis on operations under various conditions. Topics include typical duties of an operator. Students will combine systems into operating processes; describe a process technician's role during plant operations; write operating procedures; and demonstrate application of operating procedures.

### **PTEC 2484 PROCESS TROUBLESHOOTING**

*Co-requisite: PTEC 2193:* PTEC 2364.

This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Students will explain steps in troubleshooting models; demonstrate use of troubleshooting tools; and apply troubleshooting techniques to process problems.

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## PSYCHOLOGY

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**PSYC 2003 GENERAL PSYCHOLOGY**

*ACTS Equivalent Course Number = PSYC 1103*

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or equivalent score on placement test. An introduction to the scientific study of behavior and mental processes. Topics include, but are not limited to, the scientific method; biological basis of behavior; physical-social-emotional-and cognitive development, learning, and personality; psychological disorders; psychotherapy; and social interaction. Both research and applications to our everyday lives will be studied.

**PSYC 2203 ABNORMAL PSYCHOLOGY**

*Pre-requisite:* Pass PSYC 2003 with a grade of "C" or better.

An introduction to the description, causes, and treatment of abnormal behavior patterns. Topics include, but are not limited to, the scientific method; historical and contemporary perspectives on abnormal behavior; classification and assessment of abnormal behavior; and major psychological disorders and their treatment. Both research and applications to our everyday lives will be studied.

**PSYC 2223 DEVELOPMENTAL PSYCHOLOGY**

*ACTS Equivalent Course Number = PSYC 2103*

*Pre-requisite:* Pass PSYC 2003 with a grade of "C" or better.

An introduction to how humans change and remain the same from conception to death. Topics include, but are not limited to, the scientific method; theories of development; heredity and environment; conception and prenatal development; and the biosocial, cognitive, and psychosocial development across all stages of life. Both research and applications to our everyday lives will be studied.

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## RADIOLOGIC TECHNOLOGY

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**RADT 1001 INTRODUCTION TO RADIOGRAPHY**

*Pre-requisite:* BSTD 0613 and BSTD 0413.

*Co-requisite:* BSTD 0513.

An introduction to the history of radiography and the health care profession. Includes an introduction to the RT program with emphasis placed on class and clinical requirements. The RT program requirements and the application/admission process are also included.

**RADT 1002 ORIENTATION/CLINICAL EDUCATION I**

Introduction to the clinical setting. Directly supervised students assist and perform examinations covered in RADT 1214. Completion of four competencies in the chest and abdomen category is required.

**RADT 1101 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS**

An introduction to the language of Radiologic technology. Emphasis is on the techniques of medical word building and basic elements of medical words and their pronunciation.

**RADT 1102 PATIENT CARE AND PROTECTION I**

Principles of care for routine and emergency patients. Infection control and medication administration will be emphasized.

**RADT 1113 RADIOGRAPHIC EXPOSURE**

*Pre-requisite:* RADT 2202.

An in depth study of factors influencing radiographic image quality.

**RADT 1122 PATIENT CARE AND PROTECTION II**

Continuation of principles of routine and emergency patient care. Emphasis will be placed on ethics and law, human diversity, communication, and patient education. Basic pharmacology will also be covered.

**RADT 1214 POSITIONING PROCEDURES I**

Radiographic positioning of the chest, abdomen, gastrointestinal tract, along with biliary and renal systems. Emphasis on evaluating patient condition and pathologies to obtain a diagnostic radiograph. Laboratory is required with this course.

**RADT 1222 IMAGE PROCESSING AND PROCEDURES**

A comprehensive study of image production and processing. Composition and care of films and screens will be included.

**RADT 1223 CLINICAL EDUCATION II**

*Pre-requisite:* RADT 1002.

Continued supervised performance in previous exams studied along with procedures covered in RADT 1304. Completion of at least ten competencies as listed in the clinical book.

**RADT 1304 POSITIONING PROCEDURES II**

*Pre-requisite:* RADT 1214.

Radiographic positioning of the upper and lower extremities, spine, pelvis, and bony thorax. Conditions or pathologies will also be covered. Laboratory required.

**RADT 1332 CLINICAL EDUCATION III**

*Pre-requisite:* RADT 1223.

Continued supervised performance in previous examinations covered in RADT 1214 and RADT 1304. Completion of at least nine competencies as listed in the clinical book.

**RADT 1423 POSITIONING PROCEDURES III**

*Pre-requisite:* RADT 1304.

Radiographic positioning of the head and basic portable positioning. Laboratory required.

**RADT 2002 IMAGE EVALUATION**

*Pre-requisite:* RADT 1113.

Comprehensive analysis of the diagnostic radiographic image. Emphasis on recognizing and solving image problems.

**RADT 2013 ADVANCED CLINICAL EDUCATION I**

*Pre-requisite:* RADT 1332.

Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1214, RADT 1304 and RADT 1424 with indirect supervision. Completion of at least ten competencies as listed in the clinical book.

**RADT 2022 BASIC COMPUTED TOMOGRAPHY**

*Pre-requisite:* RADT 1423 or ARRT Registered.

This course is designed to provide entry-level radiography students with the basic principles of computed tomography (CT) imaging, and the knowledge base necessary to perform standard CT procedures. Consideration is given to the evaluation of optimal diagnostic images. This course is also provided as an opportunity for continuing education and registry preparation for practicing technologists.

**RADT 2023 ADVANCED CLINICAL EDUCATION II**

*Pre-requisite:* RADT 2013.

Includes advanced elective rotations. Continued refinement of procedures mastered in RADT 1214, RADT 1304, and RADT 1424. Completion of at least ten competencies as listed in the clinical book.

**RADT 2032 SPECIAL PROCEDURES**

*Pre-requisite:* RADT 1423.

An in-depth study of the more specialized examinations performed in diagnostic radiology.

**RADT 2042 IMAGING MODALITIES**

*Pre-requisite:* RADT 2202.

A study of the production of images in radiography and fluoroscopy, and special procedures.

**RADT 2202 RADIATION PHYSICS**

*Pre-requisite:* RADT 1222.

Study of the physics of Radiologic technology. Emphasis on x-ray production and equipment.

**RADT 2301 QUALITY ASSURANCE**

*Pre-requisite:* RADT 1113.

Methods and procedures in radiographic quality control. Emphasis on evaluation of data from quality assurance testing procedures.

**RADT 2303 SEMINAR**

*Pre-requisite:* RADT 2403

Overview of radiography. Emphasis on application of knowledge.

**RADT 2312 ADVANCED CLINICAL EDUCATION III**

*Pre-requisite:* RADT 2023.

Completion of trauma radiology required, along with final demonstration of entry-level clinical skills for all covered procedures. All competency requirements must be completed at least two weeks prior to the date of final exams.

**RADT 2313 RADIATION BIOLOGY**

*Pre-requisite:* RADT 2202.

Basics of radiation biology. Emphasis on genetic and somatic effects of radiation and the need for radiation protection.

**RADT 2403 RADIOGRAPHIC PATHOLOGY**

*Pre-requisite:* RADT 1423.

Study of pathological and trauma conditions confronted in radiography. Emphasis on the proper treatment of the patient.

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**REGISTERED NURSING**

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**RNSG 2119: Nursing Process I**

*Prerequisite:* Acceptance into the ARNEC RN Program.

*Co-requisite:* RNSG 2123 Nursing Practicum I.

Transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. Incorporates evidence-based practice, medical/surgical, mental health, quality improvement, and professional standards.

**RNSG 2123: Nursing Practicum I**

*Prerequisite:* Acceptance into the ARNEC RN Program

*Co-requisite:* RNSG 2119 Nursing Process I

Applies medical/surgical and mental health nursing theory, critical thinking/clinical reasoning necessary for safe, patient-centered care. Incorporates evidence-based practice, quality improvement, and professional standards in a variety of healthcare settings.

**RNSG 2216: Nursing Process II**

*Prerequisite:* RNSG 2123 Nursing Practicum I and RNSG 2119 Nursing Process I

*Co-requisite:* RNSG 2223 Nursing Practicum II

Application of additional knowledge focusing on the childbearing family, newborn, women's health, and pediatric patients. It incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. This course also includes the Arkansas state mandate on "Child Maltreatment" involving abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a child under the Child Maltreatment Act § 12-18-101 et seq.

**RNSG 2223: Nursing Practicum II**

*Prerequisite:* RNSG 2123 Nursing Practicum I and RNSG 2119 Nursing Process I

*Co-requisite:* RNSG 2216 Nursing Process II

Applies concepts learned in RNSG 2216 to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients.

**RNSG 2318: Nursing Process III**

*Prerequisites:* RNSG 2216, RNSG 2223

*Co-requisite:* RNSG 2311, RNSG 2323

This course incorporates higher level nursing care, critical thinking, management and leadership. The student will utilize the nursing process as a framework for caring for clients with complex healthcare needs. The student will care for clients in emergency situations (including bioterrorism preparedness), critical care, surgical care, and acute care, and advanced pharmacological concepts.

**RNSG 2323: Nursing Practicum III**

*Prerequisites:* RNSG 2216, RNSG 2223

*Co-requisite:* RNSG 2318, RNSG 2311

This course applies concepts learned in RNSG 2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on further medical/surgical conditions of the high acuity patient and family. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings.

**RNSG 2311: NCLEX-RN Preparation**

*Co-requisite:* RNSG 2318 and RNSG2323

This online course provides a comprehensive review taught during the program in preparation for taking the NCLEX-RN.

## SOCIOLOGY

**SOCI 2003 INTRODUCTION TO SOCIOLOGY**

*ACTS Equivalent Course Number = SOCI 1013 Pre-requisite:* BSTD 0613.

An introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. The student will demonstrate understanding of sociological perspective; sociological theories and methods; social institutions; culture and society; socialization; groups and organizations; social inequality, and globalization.



**SOCI 2033 MARRIAGE AND THE FAMILY**

*Pre-requisite:* BSTD 0613

A study of the problems of courtship, marriage, parenthood, and the family.

**SOCI 2013 SOCIAL PROBLEMS**

*ACTS Equivalent Course Number = SOCI 2013.*

*Pre-requisite:* BSTD 0613 with a grade of "C" or better or equivalent score on placement test.

A sociological study of societal problems including social inequity, institutional abuse of power, population and environment, social deviance, race relations, crime, and others. Generalist social work practice and its application in a variety of social work settings. An introduction to (1) social welfare and the development of social work as a profession; (2) the knowledge, value, and skill base of social work; and (3) special populations and concerns in social work.

**SOCIAL WORK****SOWK 2043 INTRODUCTION TO SOCIAL WORK**

*Pre-requisite:* BSTD 0613 with a grade of "C" or better or equivalent score on placement test.

Generalist social work practice and its application in a variety of social work settings. An introduction to (1) social welfare and the development of social work as a profession; (2) the knowledge, value, and skill base of social work; and (3) special populations and concerns in social work.

**SOUTHARK SUCCESS****SASC 0103 SOUTHARK SUCCESS**

This student survival course is designed to increase the student's success in college. A course required for all first-time, full-time, degree-seeking freshmen AND students who have tested into two or more Basic Studies courses. SAS covers materials needed to be successful in college: time management, financial literacy, test taking, note taking, study techniques, personal growth and responsibility, and college customs.

**SPANISH****SPAN 1014 ELEMENTARY SPANISH I**

*ACTS Equivalent Course Number = SPAN 1013*

**SPAN 1024 ELEMENTARY SPANISH II**

*ACTS Equivalent Course Number = SPAN 1023*

*Pre-requisite:* SPAN 1014 with a grade of "C" or better.

A functional approach to the acquisition of the four-fold communication skills: intensive oral drill, analysis of basic patterns, conversation, application of the essentials of grammar in oral and written exercises, and simple reading assignments. Regular practice required.

**SPEECH****SPCH 1113 PRINCIPLES OF SPEECH**

*ACTS Equivalent Course Number = SPCH 1003*

Principles of effective speaking; emphasis on both speaking techniques and listening.

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## **SURGICAL TECHNOLOGY**

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### **SURG 1002 INTRODUCTION TO HEALTH SCIENCES**

*Pre-requisites:* Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program.

*Co-requisites:* SURG 1102, 1106, 1123, and 1132.

This course is designed to introduce the student to the health care delivery system and emphasizes the role and responsibility of health care team members. Discussion will also include the history and scope of practice of the surgical technologist, factors influencing the delivery of service, relationships and communication with other health care providers, professional behaviors; legal and ethical issues related to health care; and basic overview of computer skills.

### **SURG 1102 PRINCIPLES OF PHARMACOLOGY AND ANESTHESIA**

*Pre-requisites:* Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program.

*Co-requisites:* SURG 1002, 1106, 1123, and 1132.

This course introduces the principles of pharmacologic agents used in the perioperative setting. It includes weights and measures, dosage calculations, and stresses drug identification, handling, and usage.

### **SURG 1106 FUNDAMENTALS OF SURGICAL TECHNOLOGY**

*Pre-requisites:* Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program.

*Co-requisites:* SURG 1002, 1102, 1123, and 1132.

This course introduces the student to the fundamentals of surgical technology. Topics include, but are not limited to, the physical environment of the surgical suite; roles of the surgical team including the surgical technologist; basic skills needed to meet physical, spiritual, and psychological needs of the surgical patient; asepsis including preparation, sterilization, and disinfection of supplies used in surgery; and basic case preparation, including creation and maintenance of the sterile field, draping principles, instrumentation, sutures, Operating Room furniture and supplies, specialty equipment; and safety in the surgical environment.

### **SURG 1123 FUNDAMENTALS OF SURGICAL TECHNOLOGY SKILLS LABORATORY**

*Pre-requisites:* Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program.

*Co-requisites:* SURG 1002, 1102, 1106, and 1132.

Student will observe and demonstrate the principles and procedures taught in SURG 1106 in the laboratory setting. This experience provides the student the opportunity to practice skills in a non-patient contact environment prior to the clinical experience.

### **SURG 1132 SURGICAL TECHNOLOGY PRACTICUM I**

*Pre-requisites:* Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program.

*Co-requisites:* SURG 1002, 1102, 1106, and 1123.

Student is introduced to the health care facility. The course includes supervised clinical experiences which will include assignment to cases which will involve care and use of instruments and surgical supplies, sterilization and disinfection, and multiple opportunities to scrub for basic surgical procedures.

### **SURG 1202 SURGICAL PROCEDURES I**

*Pre-requisites:* SURG 1002, 1102, 1106, 1123, and 1132.

*Co-requisites:* SURG 1206, 1222, and 1216.

This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are general surgery, obstetric and gynecologic, and ophthalmic.

### **SURG 1206 PERIOPERATIVE TECHNIQUES AND PROCEDURES**

*Pre-requisites:* SURG 1002, 1102, 1106, 1123, and 1132.

*Co-requisites:* SURG 1202, 1216, and 1222.

This course is a continuation of SURG 1106 with study of advanced principles and techniques of surgical procedures. Topics include, but are not limited to, aseptic technique and infection control practices; duties of the circulator and scrub technologist; advanced instrumentation and suture materials; wound healing and hemostasis; pre-operative, intraoperative, and postoperative care; diagnostic procedures and tests; basic overview of biomedical sciences including electricity, physics, and robotics; overview of endoscopic procedures and techniques; and surgical complications.

### **SURG 1216 SURGICAL TECHNOLOGY PRACTICUM II**

*Pre-requisites:* SURG 1002, 1102, 1106, 1123, and 1132.

*Co-requisites:* SURG 1206, 1222, and 1202.

This course is a continuation of SURG 1132 with student advancing to moderately complex surgical cases. An advanced level of proficiency is achieved in all areas of the operating room.

### **SURG 1222 PERIOPERATIVE TECHNIQUES AND PROCEDURES SKILLS LABORATORY**

*Pre-requisites:* SURG 1002, 1102, 1106, 1123, and 1132.

*Co-requisites:* SURG 1206, 1202, and 1216.

Student will observe and demonstrate the principles and procedures taught in SURG 1206 in the laboratory setting. This experience provides the student the opportunity to practice skills in a non-patient contact environment prior to the clinical experience.

### **SURG 1302 SURGICAL PROCEDURES II**

*Pre-requisites:* SURG 1002, 1102, 1106, 1123, 1132, 1202, 1206, 1216, and 1222.

*Co-requisites:* SURG 1305 and 1322.

This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are ENT, plastic and reconstructive procedures, genitourinary, and orthopedics.

### **SURG 1305 SURGICAL TECHNOLOGY PRACTICUM III**

*Pre-requisites:* SURG 1002, 1102, 1106, 1123, 1132, 1202, 1206, 1216, and 1222.

*Co-requisites:* SURG 1302 and 1322.

This course is a continuation of surgical technology Practicums I and II with student advancing to a functional role in all subspecialty areas of the operating room.

### **SURG 1322 SURGICAL PROCEDURES III**

*Pre-requisites:* SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, and 1216.

*Co-requisites:* SURG 1302 and 1305.

This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are cardiothoracic, peripheral vascular, neurosurgery, and emergency trauma.

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## TECHNOLOGY

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### **TECH 2001 SPECIAL TOPICS**

Co-requisite: Second semester sophomore standing.

Each student will be assigned a design project related to the course work completed. A complete design analysis must be submitted and the project will be constructed and tested. (3 hours lab).

### **TECH 2003 WORK-BASED LEARNING**

*Pre-requisite:* instructor and division chair approval prior to start of semester.

Second semester sophomore standing. Work-based learning is a comprehensive treatment of relevant work experience related to the student's major field of study. It includes cooperative education, apprenticeships, extended job shadowing, internships, and other systematic planned work experience. Faculty and employers work together with students to ensure the relationship between classroom instruction and work experience.

### **TECH 2111, 2112, 2113, 2114 SELECTED TOPICS IN INDUSTRY**

*Pre-requisite:* Approval of industry affiliate.

A survey of various topics within the field of industry to meet specialized needs. Credit varies depending upon length of study. (One to four semester hours).

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## THEATRE

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### **THEA 1103 INTRODUCTION TO THEATRE**

*Pre-requisite:* Pass BSTD 0613 with a grade of "C" or better or an equivalent score on the placement test. Designed for theatre majors, this course offers a survey of theatre arts. It includes a brief outline of theatre history and a more detailed study of the structure of dramatic literature, as well as a study of the elements of a theatrical production. Special emphasis is placed on the attendance of live stage productions.

### **THEA 2003 THEATRE APPRECIATION**

*ACTS Equivalent Course Number = DRAM 1003 (For non-theatre majors)*

*Pre-requisite:* Pass BSTD 0613 with a "C" or better or equivalent score on placement test.

This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances.

### **THEA 2633 ACTING I**

*Pre-requisite:* THEA 1103.

This course provides an introduction to the art of acting and explores the essentials of movement, pantomime, and characterization.

### **THEA 2643 ACTING II**

*Pre-requisite:* THEA 2633.

This is a continuation of study in Acting I with a focus on building the student's repertoire for audition purposes.

### **THEA 1223 MAKEUP**

This course is a practical guide to the theory and practice of theatrical makeup. Students will become familiar with the basic skills of stage makeup and application.

**THEA 1323 COSTUMING**

This course is an introduction to basic costume design and construction, including basic machine and hand sewing, commercial pattern usage, alterations, and garment production.

**THEA 2123 DIRECTING**

This course will demonstrate the principles of organizing and directing a film or video production. Theory and practice of aesthetic and practical skills will be develop, direct, and produce live and taped mobile video programming.

**THEA 1023 THEATRE PRODUCTION I**

Open to all students. One-to-two-act major productions will be staged; students will be required to work onstage and off.

**THEA 2013 THEATRE PRODUCTION II**

Continuation of theatre lab I

**THEA 2023 THEATRE PRODUCTION III**

Continuation of theatre lab II

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**WELDING TECHNOLOGY**

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**WELD 1114/L SMAW I WELDING/LAB**

The study of the principles and procedures behind Shielded Metal Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind SMAW welding by making surface, fillet, and some groove welds in various positions with various electrodes. This course will also give the student an opportunity to take an AWS 1G-certification test on steel plate. During the course, the student will also learn how to properly set up and use an oxygen/ acetylene cutting torch, and be able to perform certain tasks with it. (2 hours lecture, 3 hours lab).

**WELD 1214 GMAW I WELDING (MIG)/LAB**

The study of the principles and procedures behind Gas Metal Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind GMAW welding by making surface, fillet, and some grove welds in various positions. This course will also give the student an opportunity to take an AWS 1G-certification test on steel plate. During the course, the student will also learn how to properly set up and use an arc gouger, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab).

**WELD 1224 GTAW I WELDING (TIG)/LAB**

The principles and procedures behind Gas Tungsten Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind GTAW welding by making surface, fillet, and some grove welds in various positions. This course will also give the student an opportunity to take an AWS 1G-Certification test on steel plate. During the course, the student will also learn how to properly set up and use a plasma cutter, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab).

**WELD 1244 LAYOUT AND PIPEFITTING I**

*Co-requisite:* MATH 1073 Technical Math.

The study of fitting together structured steel by using various formulas to develop angles of cut and fit. This course will cover various print reading concepts as well as how to use various measurement systems and tools. At the conclusion of this course, the student should be able to lay out many different

angles and fits on beams, angles, channels, and many other structural steels. (4 hours, lecture/lab combined).

**WELD 1714 ADVANCED PIPE WELDING I**

*Pre-requisites:* WELD 1114, WELD 2114, WELD 1224, WELD 2224 or comparable prior learning experience.

The course is the first of two to be taken consecutively in a compressed format (3 weeks/180 clock hours each). It covers the practical application of GTAW and SMAW equipment by welding in compliance with AWS certification test on stainless and carbon steel pipe. This course will use Level Three of the NCCER book. The student will make welds 1g, 2g, 5g, 6g, and welds in a pipe rack using SMAW and GTAW. The student will learn how to prep carbon pipe and stainless pipe for welding.

**WELD 2114 SMAW II WELDING/LAB**

*Pre-requisite:* WELD 1114 or consent of instructor.

The course covers the practical application of SMAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (2 hours lecture, 3 hours lab).

**WELD 2214 GMAW II WELDING (MIG)/LAB**

*Pre-requisite:* WELD 1214 or permission of the instructor.

The course covers the practical application of GMAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. The student will also get an introduction to welding aluminum with the GMAW process. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (1-hour lecture, 6 hours lab).

**WELD 2224 GTAW II WELDING (TIG)/LAB**

*Pre-requisite:* WELD 1224 or permission of the instructor.

The course covers the practical application of GTAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. The student will also get an introduction to welding aluminum with the GTAW process. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (1-hour lecture, 6 hours lab).

**WELD 2244 LAYOUT AND PIPEFITTING II**

*Pre-requisite:* WELD 1244 or consent of instructor.

The study of fitting together pipe by using various formulas to develop angles of cut and fit. The student will gain knowledge of how to incorporate these cuts into a multi turn piping system. This course will also cover drawing pipe templates in detail. At the conclusion of this course, the student should be able to take a shop drawing and fabricate a piping system with multiple turns. (4 hours, lecture/lab combined).

**WELD 2714 ADVANCED PIPE WELDING II**

*Pre-requisite:* WELD 1714.

This is the second of a two-part set of courses designed to be taken sequentially in a compressed format (3 weeks/180 clock hours each). The course covers the practical application of GTAW and SMAW equipment by welding in compliance with AWS certification test on stainless and carbon steel pipe. This course will use Level Three of the NCCER book. The student will make welds I 1g, 2g, 5g, 6g, and welds in

a pipe rack using SMAW and GTAW. The student will learn how to prep carbon pipe and stainless pipe for welding. Upon completion of this course the student is required to pass at least one AWS 6g weld test.

## Arkansas Course Transfer System - ACTS

ACTS provides information regarding guaranteed transfer of courses between Arkansas public institutions. ACTS is beneficial for students, parents, and academic advisors because it provides accurate, up-to-date comparable course information for educational planning and informed decision-making. The ACTS database contains faculty-generated comparable course information for a number of courses offered at public institutions in Arkansas. Comparable courses within ACTS are guaranteed to transfer for full credit to any Arkansas public institution.

ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
ARTA1003	Art Appreciation	ARTI 2003	Art Appreciation
BIOL 1004	Biology for Non- Majors	BIOL 1004	Fundamentals of Biology / Lab
BIOL 1014	Biology for Majors	BIOL1114	Biology for Majors
BIOL 1034	Botany for Majors	BIOL 1034/103L	General Botany/L
BIOL 1054	Zoology	BIOL 1024/102L	Zoology and Lab
BIOL 2004	Introductory Microbiology	MBIO 1124	Microbiology/Lab
BIOL 2404	Human Anatomy and Physiology I *	BIOL 2064	Human Anatomy and Physiology I
BIOL 2414	Human Anatomy and Physiology II *	BIOL 2074	Human Anatomy and Physiology II
CHEM 1004	Chemistry I for General Education	CHEM 1004	Fundamentals of Chemistry
CHEM 1214	Chemistry I for Health Related Professions	CHEM 1014/L	College Chemistry Principles I/Lab
CHEM 1414	Chemistry I for Science Majors	CHEM 1024	Chemistry I for Science Majors/lab
CHEM 1424	Chemistry II for Science Majors	CHEM 1124/112L	Chemistry II for Science Majors/lab
CPSI 1003	Introduction to Computers	CSCI 1003	Computers and Information Processing
CRJU 1023	Introduction to Criminal Justice	CRJU 1103	Introduction to Criminal Justice
DRAM 1003	Theatre Appreciation	THEA 2003	Theatre Appreciation
ECON 2103	Principles of Macroeconomics	ECON 2003	Macroeconomics Principles
ECON 2203	Principles of Microeconomics	ECON 2103	Microeconomics Principles
ENGL 1013	Composition I	ENGL 1113	Composition I



ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
ENGL 1023	Composition II	ENGL 1123	Composition II
ENGL 2023	Introduction to Technical Writing	ENGL 2043	Technical Writing for Industry
ENGL 2113	World literature I	ENGL 2213	Literature I
ENGL 2123	World literature II	ENGL 2223	Literature II
ENGL 2653	American literature I	ENGL 2653	American Literature I
ENGL 2663	American literature II	ENGL 2663	American Literature II
GEOG 1103	Introduction to Geography	GEOG 2003	Introduction to Geography
GEOL 1114	Physical Geology	GEOL 1004/100L	Physical Geology Lecture and Lab
GEOL 1134	Historical Geology	GEOL 1014/L	Historical Geology Lecture and Lab
HEAL 1003	Personal Health	HPER 1403	Personal and Community Health
HIST 1213	Western Civilization I	HIST 1003	History of Civilization to 1700
HIST 1223	Western Civilization II	HIST 1013	History of Civilization Since 1700
HIST 2113	United States History I	HIST 2013	History of the United States to 1876
HIST 2123	United States History II	HIST 2023	History of the United States Since 1876
MATH 1103	College Algebra	MATH 1023	College Algebra
MATH 1203	Plane Trigonometry	MATH 1033	Plane Trigonometry
MATH 2103	Introduction to Statistics	MATH 2103	Introduction to Statistics
MATH 2405	Calculus I	MATH 2015	Calculus I
MATH 2505	Calculus II	MATH 2115	Calculus II
MUSC 1003	Music Appreciation	MUSI 2003	Music Appreciation
PHIL 1103	Philosophy	PHIL 2003	Introduction to Philosophy
PHSC 1004	Physical Science	PHYS 2024/202L	Physical Sciences/Lab
PLSC 2003	American National Government	PSCI 2003	American Government: National
PLSC 2103	State and Local Government	PSCI 2013	American Government: State and Local
PSYC 1103	General Psychology	PSYC 2003	General Psychology

ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
PSYC 2103	Developmental Psychology	PSYC 2223	Developmental Psychology
SOCI 1013	Introduction to Sociology	SOCI 2003	Introduction to Sociology
SPAN 1013	Spanish I	SPAN 1014	Elementary Spanish I
SPAN 1023	Spanish II	SPAN 1023	Elementary Spanish II
SPCH 1003	Introduction to Oral Communication	SPCH 1113	Principles of Speech
ACCT 2003	Principles of Accounting I **	ACCT 2003	Principles of Accounting I
ACCT 2013	Principles of Accounting II **	ACCT 2103	Principles of Accounting II
BUS 1013	Introduction to Business	BUSI 1003	The American Enterprise System
BUS 1103	Keyboarding **	ADMS 1023	Intermediate Keyboarding
BUS 2013	Business Communications **	BUSI 2063	Business Communications
BUS 2103	Business Studies **	BUSI 2013	Quantitative Analysis

\*Human Anatomy and Physiology I and Human Anatomy and Physiology II must be taken at the same institution to be transferable.

\*\*Accounting and business courses are not general education core courses.

## Faculty and Staff

**Jones, Barbara**, President, Ph.D., University of Nebraska-Lincoln, M.H.S., Louisiana State University, B.S., University of Louisiana—Monroe (2009)

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**Tucker, Carey**, Vice President for Finance and Administration, M.B.A., Air Force Institute of Technology: B.A., Henderson State University (2015)

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## **SUPPORT STAFF**

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**Brasher, Thomas**, Grounds Maintenance Supervisor

**Carpenter, Joanna**, Administrative Specialist I

**Cotterman, Brandi**, Payroll & Benefits Coordinator

**DiBenedetto, Katherine**, Arboretum Caretaker

**Dolden, Allison**, Fiscal Support Specialist

**Eller, Brandi**, Financial Aid Specialist

**Farley, Mindy**, Library Technician

**Frosh, Helen**, Administrative Specialist I

**George, Charles**, Skilled Trades Helper

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**Hicks, LaBreshianna**, Administrative Specialist II

**Hildreth, Michéle**, Administrative Specialist III

**Hill, Johnie**, Information Technology Assistant

**Jones, Mike**, Skilled Tradesman

**Jordan, Susan**, Executive Assistant

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**Modica, Kathy**, Administrative Specialist II  
**Modica-Moore, Carol**, Administrative Specialist III  
**Nelson, Kathy**, Administrative Specialist II  
**Palmer, Charles**, Maintenance Supervisor  
**Pugh, Kenny**, Skilled Tradesman  
**Ramey, Tasha**, Fiscal Support Specialist  
**Reedy, Kennedy**, Institutional Services Assistant  
**Rettig, Jason**, Fiscal Support Specialist  
**Roberts, Mike**, Network Analyst, Network Support Analyst  
**Rogan, Rosie**, Institutional Services Assistant  
**Ruiz, BriAnne**, Fiscal Support Technician  
**Shultz, Daphne**, Network Analyst  
**Smith, David**, Security Officer  
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**Toland, Donna**, Administrative Specialist I  
**Willis, Cleanthia**, Administrative Specialist I  
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