

2014-2015 CATALOG

SOUTH ARKANSAS COMMUNITY COLLEGE



2014-2015 Catalog

1-800-955-2289

www.southark.edu

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

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

Warren Site
800 N. Walnut
Warren, AR
71671
(870) 226-6920

President's Welcome

A Message from the President

Welcome to South Arkansas Community College!

We are so pleased you chose SouthArk for furthering your education. We are dedicated to making affordable, quality higher education and workforce training accessible to citizens of our region. As a comprehensive community college, we prepare students for associate-degree and certificate occupational and workforce development programs and four-year university transfer, as well as provide non-credit courses for lifelong learning, enjoyment, and enrichment, or workforce training.

Our faculty, staff and administrators are dedicated to creating a positive learning environment to enable you to achieve your educational goals. We provide current technology, learning resources and support services to assist you in the learning process.

Our vision is to be the leading resource for education, workforce training, cultural activities, collaborative partnerships and economic development in the area.

This catalog contains important information about the college's courses, programs, services and policies. Courses are offered at various times and through various methods of delivery for your convenience.

If you require additional information, please visit our website at www.southark.edu, contact the college at 1-800-955-2289 or come visit the campus. We are here for you!

Barbara R. Jones, Ph. D.
President

Un Mensaje del Presidente

Bienvenidos a South Arkansas Community College!

Nos complace que eligio SouthArk para promover su educacion. Continuamos la dedicacion a la fabricacion de una educacion superior; de la calidad y entrenamiento de la mano de obra accesibles a los ciudadanos de nuestra region. Como Instituto de Enseñanza Superior comprensivo, preparamos a los estudiantes para el grado de asociado y certificaciones de programas ocupacionales y de la mano de obra de desarrollo, transferencia a las universidades de cuatro años, tambien ofrecemos programas sin crédito para que la educación siga siendo interminable, disfrute y enriquecimiento, o enseñanza/aprendizaje de habilidades nuevas.

Nuestra facultad, personal profesional y administradores se dedican a crear un ambiente de aprendizaje positivo para permitirle alcanzar sus metas educativas. Ofrecemos tecnología, recursos de aprendizaje, y los servicios de asistencia actuales para asistirle en el proceso de aprendizaje. Nos esforzamos ser el recurso principal para la educación, el entrenamiento de la mano de obra, las actividades culturales, las sociedades de colaboración y el desarrollo económico en el área.

Este catálogo contiene la información importante sobre los cursos de universidad, los programas, los servicios, y requisitos. Los cursos se ofrecen en las varias horas y con varios métodos de entrega para su conveniencia.

Si usted necesita mas información, visite por favor nuestra sitio web www.southark.edu, haga contacto con la universidad al 1-800-955-2289 o venga visitar el campus. ¡Estamos aquí para usted!

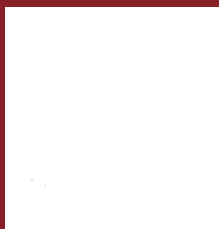
Barbara R. Jones, Presidente, Ph.D.



SOUTH ARKANSAS COMMUNITY COLLEGE has published this catalog to provide general information regarding program and course offerings. This information is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. This catalog is not a legal contract, and all provisions contained herein are subject to change. It is ultimately the student’s responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, the college reserves the right to modify requirements, curricula offerings, and charges and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts will be made to publicize such changes, students are encouraged to seek current information from appropriate offices.

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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), South Arkansas Community College was approved by a 62 percent 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

South Arkansas Community College 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 be a regional leader in education, workforce development and lifelong learning. Collectively, we will build and maintain an accessible, inclusive and attractive environment that provides leading-edge technology and dynamic service to a diverse student body on campus, in our communities and at a distance. We will convey enthusiasm for our mission and continuously endeavor to increase opportunities for learning, teaching, mentoring and service, in an atmosphere which fosters academic freedom. Through systematic analysis, ongoing communication and outreach, we will address unmet needs in our service area; provide academic, professional and occupational curricula, as well as opportunities for cultural enrichment and maintain rigorous standards of excellence.

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 the expiration dates of their terms are shown below.

Mr. Steve Cameron	12-31-2016
Ms. Patty Cardin	12-31-2019
Mr. Steve Cousins, Chair	12-31-2014
Ms. Veronica Creer, Vice-chair	12-31-2018
Ms. Vicki de Yampert.....	12-31-2014
Mr. Gary Griffis	12-31-2020
Dr. Marc Parnell, Secretary.....	12-31-2014
Mr. David Ross	12-31-2016
Mr. Charles E. Thomas	12-31-2018

South Arkansas Community College Foundation, Inc.

The South Arkansas Community College 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 in the scholarship section of the catalog, and online at www.southark.edu/foundation.

Accreditation and Affiliations

South Arkansas Community College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools [North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; phone (312) 263-0456; www.ncahigherlearningcommission.org]. 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. The nursing programs are approved by the Arkansas State Board of Nursing. Other health-sciences programs are accredited by their respective accrediting organizations: The Arkansas Department of Human Services Division of Medical Services Office of Long-Term Care approves the certified nursing assistant program; the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) accredits the occupational therapy assistant program; the Commission on Accreditation in Physical Therapy Education (CAPTE) accredits the physical therapist assistant program; the Joint Review Committee on Education in Radiologic Technology accredits the radiologic technology program; the 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 technician programs; and the Accreditation Review Committee on Education in Surgical Technology (ARC-ST), through CAAHEP, accredits the surgical technology program. The National Institute for Automotive Service Excellence accredits the automotive service technology program. The programs of Automotive Service Technology, Cosmetology, Criminal Justice, Health Science Technology (non-credit) and Welding Technology are jointly approved by the Arkansas Department of Education – Arkansas Department of Career Education. The Cosmetology program is approved by the Arkansas Department of Health/Board of Cosmetology.

Equal Opportunity-Affirmative Action Statement

South Arkansas Community College 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).

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

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

Sexual Harassment

The college community is considered to be a place of work and study free of harassment, which includes sexual harassment and all forms of sexual intimidation and exploitation. The determination of sexual harassment will vary with the particular circumstances, but may be described generally as inappropriate or unwanted sexual behavior such as physical contact, verbal comments, or suggestions which adversely affect the working or learning environment of others. Anyone who is subjected to offensive sexual behavior is encouraged to contact the Human Resource Department.

Complaints from the Public

Members of the public may meet with college administration to informally 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 Learning. 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 Learning 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.

Drug-Free Campus and Workplace

South Arkansas Community College is committed to providing a drug-free campus and workplace and will assist authorities in enforcing all applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of drugs and alcohol. Arkansas state law prohibits the use of any tobacco products on campus. Offenders will be expelled from college and be subject to prosecution.

Statement of Compliance

South Arkansas Community College 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			
FOR	WHO	WHERE	PHONE
Academic Advising: Business & Computer Technology	Cathy Harrell	SSC210	864-8466
Health & Natural Sciences		HSC217	875-7207
Automotive, Cosmetology, CNA, Criminal Justice, EMT-A, Phlebotomy, and Education (in conjunction with Susan Spicher)	Courtney Haygood	SSC255	864-7233
Industrial Equipment Maintenance, Process Tech, Welding	Susan Spicher	WHT237	864-7184
AA and Undecided	Kevia Clemons	MCG139	864-8470
AA students with 45+ hours	Dr. John Spencer	SSC254	864-7141
Academic Probation	Tim Johnson	TEC105	864-8416
	Dr. John Spencer Director of Student Advising Coaches	SSC241	864-7141
Accommodations: Office of Accommodative Services and Instructional Support (OASIS)	Grace Palculict Accommodative Learning Specialist/ Internship Coordinator	SSC 241	864-7108
Adult Education TABE, GED, WAGE	Lena Wood Director of Adult Education	MCG105	864-7182
Automotive Service Technology Program	Karsten Tidwell, AST, Instructor	MCG153	862-8131
	Doyle Manis, AST, Instructor	MCG 153	862-8131
Basic Studies Program	Carol Mitchell, Coordinator of Basic Studies	ADM205B	862-8131

Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Business and Technical Education	Jim Roomsburg, Dean of Business and Technical Education	MCG109	864-8410
Career Pathways Initiative	Tammi McKinnon Director of Career Pathways Initiative	SSC252	864-7235
Computer Programs	Donna Hendricks, Professor Vicki Badgley, Professor, Computer Information Systems	TEC206 TEC125	864-7177 864-8400
Career Pathways Initiative	Tammi McKinnon Career Pathways Director	SSC252	864-8459
Community Classes Contract Training	Jamie McConathy Dean of Continuing Education	WFD149	864-7193
Computer Services	Dr. Timothy Kirk, Chief Information Officer	TEC226	864-7154
Counseling	Robyn Jardine Director of Student Success Services	SSC211	875-7235
Distance Learning	Dr. Denise Robledo Director of Distance Learning	TEC103	875-7252
Drop-Add Courses	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Early Childhood Education	Susan Spicher, Director of Education	ADM203B	864-7184
Enrollment Services Office	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Emergency Medical Technology Program	Ken Kelley, Director	HSC372	864-8490
Financial Aid	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Graduation Applications	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Health and Natural Sciences	Arthur Brown, Dean	HSC312	864-7102
Health Information Tech.	Director	HSC374	864-7165
Human Resource/Equal Opportunity Affirmative Action	Becky Riggs Personnel Director	ADM304B	864-7146
Industrial Equipment Maintenance	Jim Roomsburg, Dean of Business and Technical Education	MCG109	864-8410
Industry and Business Training	Jamie McConathy Dean of Continuing Education	WFD149	864-7193

Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Institutional Research	Dr. Stephanie Tully-Dartez Chief Institutional Effectiveness & Advancement Officer	ADM306C	864-8413
Liberal Arts	Phillip Ballard, Dean	WHT107B	864-7156
Library	Francis Kuykendall, Librarian	LIB	864-7116
Music/Piano/Voice Lessons	Victoria Harden, Music Professor	ADM229C	864-7176
Network Security Technology	Vicki Badgley, Professor	TEC125	864-8400
Occupational Therapy Assistant Program	Program Director	HSC284	864-7171
Parking Decals	Casey Martin, Director of The Learning Center and Testing	WHT125	864-7196
Parking Issues	Carl Blake, Public Safety Director	WHT125	864-7125
Performance and Media Arts Program	Larry Powell Program Director	ADM203B	875-7272
Physical Therapist Assistant Program	Dr. Jennifer Parks Professor and Director	HSC250	864-7189
Practical and RN Nursing Programs	Keitha Davidson Professor and Director	HSC206	864-7136
Publicity	Heath Waldrop, Coordinator of Marketing and Communications	ADM104C	864-7111
Radiologic Technology	Debby Edney, Professor and Director	HSC178	875-7226
Recruitment	Recruitment and Student Activities Specialist	SSC243	864-8414
Respiratory Therapy	Program Director	HSC370	875-7286
Retention	Dr. James Bullock Vice President for Student Services	SSC263	864-7128
Scholarships	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Secondary Technical Center	Director	MCG146	864-7110
Security/Emergencies	Carl Blake, Director of Public Safety	WHT125	864-7125
SouthArk Off-Campus Programs	Dr. Holly Ayers Vice President for Learning	ADM102B	864-7155
Student Activities and Organizations	Sarah Pasterniak Recruitment and Student Activities Specialist	SSC243	864-8414
Student ID Cards	Casey Martin, Director of The Testing and The Learning Center	SSC220	864-7196

Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Student Loans	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Student Placement	Jamie McConathy Dean of Continuing Education	WFD149	864-7193
Student Schedules	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Surgical Technology	Kellye Young, Program Director	HSC307	875-7283
Teacher Education Program	Susan Spicher, Director of Education	WHT184	864-7184
Testing: COMPASS, HOBET V, Nelson-Denny	Casey Martin, Director of The Learning Center and Testing	SSC220	864-7196
Textbooks	Linda Rathbun, Bookstore Manager	SSC112	864-7163
Transcripts	Heather Smith, Registrar's Assistant	SSC240	875-7243
Tuition and Fee Information	Business Office	ADM302C	864-7463
Tuition and Fee Payments	Bookstore	SSC112	864-7163
Tutoring (The Learning Center)	Casey Martin, Director of The Testing and The Learning Center	SSC220	864-7196
Veterans' Affairs	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Welding Technology Program	Shannon Forrest	WEL107	862-8131 Ext. 337
Withdrawal From Class	Mary Fallin Enrollment Services Office	SSC256	875-7244
Workforce Development	Jamie McConathy Dean of Continuing Education	WFD149	864-7193
Work Study Program	Brenda Blackmon, Financial Aid Analyst	SSC250	875-7238

Room Scheduling

FOR	WHO	WHERE	PHONE
Administration Building Board Room, Atrium	Susan Jordan, Executive Assistant to the President and Administrative Specialist Office of the President	ADM306A	864-7107
		ADM306	864-8433
Library Auditorium Gymnasium	Barry Bagwell/Gay Morgan	ECC201	864-8448
Classrooms (W): Administration 202, 206 Whitfield Building 103, 210, 211, 212, 213, 214, 215, 226, 227, 228	Lesley Drummond, Administrative Specialist, Liberal Arts	WHT107A	864-8475
Computer Technology Building 126, 131, 140, 203, 209, 225, TEC	Nita McDonald, Administrative Assistant, Business and Technical Education	MCG108	864-7188
Conference Room, Health Science Center	Administrative Specialist, Division of Health and Natural Sciences	HSC306	864-8424
Compressed Interactive Video Labs in TEC128, TEC133, TEC229, and HSC272	Dr. Denise Robledo, Director of Disance Learning	TEC103	875-7252
Other classes in WHT208	Lesley Drummond, Administrative Specialist, Liberal Arts	WHT107A	864-8475
Other classes in TEC128	Nita McDonald, Administrative Assistant, Bus. and Tech. Ed.	MCG108	864-7188
McGehee, Industrial/ Technology, and Welding Buildings, Classrooms/ Conference Rooms (E)	Nita McDonald Administrative Assistant, Business and Technical Education	MCG108	864-7188
SouthArk Center for Workforce Development	Jamie McConathy Dean of Continuing Education	WFD149	864-7193

BUILDING DESIGNATION CODES

West Campus

ADM = Administrative Building
 ECC = El Dorado Conference Center
 HSC = Health Science Center
 LIB = Library
 SSC = SouthArk Student Center
 TEC = Computer Technology Building
 WHT = Ben Whitfield Classroom Building

East Campus

MCG = Billy McGehee Classroom Bldg.
 WEL = Welding Building
 WFD = Workforce Development Building

Academic Calendar 2014-2015

FALL SEMESTER 2014

Aug 19	New Student Orientation
Aug 20	Faculty In-Service – administrative offices closed until 12:00 p.m.
Aug 21	In-Service – Division, Department, & Committee meetings
Aug 22	Advising and registration
Aug 25	Classes begin
Aug 27	Last day of late registration or to add a class without instructor permission
Sept 1	Labor Day Holiday, college closed
Sept 12	Last day to change to audit status
Oct 15	Last day to apply for December graduation
Nov 20	Last day to withdraw from a course with a grade of “W”
Nov 26	No Classes
Nov 27-28	Thanksgiving Holiday – College closed
Dec 4	Last day of classes
Dec 8-11	Final exams
Dec 12	Semester ends – Grades due electronically at 10:00 a.m.
Dec 15-18	Assessment days
Dec 18	Commencement (Thursday)

SPRING SEMESTER 2015

Jan 8	New Student Orientation
Jan 12	Faculty In-Service – administrative offices closed until 12:00 p.m.
Jan 13	Advising and registration; Division & Department Meetings
Jan 14	Classes begin
Jan 16	Last day of late registration or to add a class without instructor permission
Jan 19	Martin Luther King Holiday, college closed
Feb 2	Last day to change to audit status
Mar 12	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 11-14	Assessment days
May 15	Commencement

SUMMER 2015 FIRST TERM

May 25	Memorial Day Holiday, college closed
May 28	Advising and registration
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”
July 1	Final exams – Semester ends – Grades due electronically at 10:00 a.m.
August 7	Commencement

SUMMER 2015 SECOND TERM

July 1-2	Advising and registration
July 3	Independence Day Holiday, college closed (Friday)
July 6	Classes begin
July 8	Last day of late registration or to add a class without instructor permission
July 9	Last day to change to audit status
July 27	Last day to withdraw from a class with a grade of “W”
August 4	Final exams – Semester ends – Grades due electronically at 10:00 a.m.
August 7	Commencement

SUMMER 2015 LONG SUMMER

May 25	Memorial Day Holiday, college closed
May 28	Advising and registration
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, college closed (Friday)
July 27	Last day to withdraw from a course with a grade of “W”
August 4	Final exams – Semester ends – Grades due electronically at 10:00 a.m.
August 7	Commencement

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

Academic Calendar 2015-2016

FALL SEMESTER 2015

Aug 18	New Student Orientation
Aug 19	Faculty In-Service – administrative offices closed until 12:00 p.m.
Aug 20	In-Service – Division, Department, & Committee meetings
Aug 21	Advising and registration
Aug 24	Classes begin
Aug 26	Last day of late registration or to add a class without instructor permission
Sept 4	Last day to change to audit status
Sept 7	Labor Day Holiday, college closed
Oct 14	Last day to apply for December graduation
Nov 19	Last day to withdraw from a course with a grade of “W”
Nov 25	No Classes
Nov 26-27	Thanksgiving Holiday – College closed
Dec 3	Last day of classes
Dec 7-10	Final exams
Dec 11	Semester ends – Grades due electronically at 10:00 a.m.
Dec 14-17	Assessment days
Dec 17	Commencement (Thursday)

SPRING SEMESTER 2016

Jan 7	New Student Orientation
Jan 11	Faculty In-Service – administrative offices closed until 12:00 p.m.
Jan 12	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 18	Martin Luther King Holiday, college closed
Feb 1	Last day to change to audit status
Mar 11	Last day to apply for Spring Graduation
Mar 21-25	Spring Break, no classes
Mar 25	Spring Break, college closed
Apr 19	Last day to withdraw from a course with a grade of “W”
Apr 28	Last day of classes
May 2-5	Final exams
May 6	Semester ends – Grades due electronically at 10:00 a.m.
May 9-12	Assessment days
May 13	Commencement

SUMMER 2016 FIRST TERM

May 26	Advising and registration
May 30	Memorial Day Holiday, college closed
May 31	Classes begin
June 2	Last day of late registration or to add a class without instructor permission
June 8	Last day to change to audit status
June 28	Last day to withdraw from a class with a grade of “W”
June 29	Final exams – Semester ends
June 30	Grades due electronically at 10:00 a.m.
Aug 5	Commencement

SUMMER 2016 SECOND TERM

June 30	Advising and registration
July 4	Independence Day Holiday, college closed (Monday)
July 5	Classes begin
July 6	Last day of late registration or to add a class without instructor permission
July 12	Last day to change to audit status
Aug 2	Last day to withdraw from a class with a grade of “W”
Aug 3	Final exams – Semester ends – Grades due electronically at 10:00 a.m.
Aug 4	Grades due electronically at 10:00 a.m.
Aug 5	Commencement

SUMMER 2016 LONG SUMMER

May 26	Advising and registration
May 30	Memorial Day Holiday, college closed
May 31	Classes begin
June 2	Last day of late registration or to add a class without instructor permission
June 8	Last day to change to audit status
July 4	Independence Day Holiday, college closed (Monday)
Aug 2	Last day to withdraw from a course with a grade of “W”
Aug 3	Final exams – Semester ends
Aug 4	Grades due electronically at 10:00 a.m.
Aug 5	Commencement

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

Inclement Weather

The decision to cancel classes because of the weather normally will be made by 6 a.m. If students do not hear a media announcement that the college is closed, that classes are canceled, or that classes will begin late, they should proceed as usual. When classes are canceled because of inclement weather, notification will be given to television broadcast outlets KTVE and KATV and radio broadcast outlets KIXB, KAGL, KMLK, KMRX, KELD, KLBQ, KCCY and KZHE. Additionally, the information will be posted on the college website (www.southark.edu) and Facebook page (www.facebook.com/southark), and the college will use its automated calling system to alert students to the closure. Students therefore strongly are encouraged to update their contact information in Campus Connect and to permit text messaging should their cell phone plans permit. The college may reschedule canceled classes. Students should exercise judgment for personal safety regardless of college announcements since the SouthArk administration is unable to review all road conditions throughout the college’s service area. Should a situation arise during the normal workday after students, faculty, and staff have arrived on campus, the President will announce the decision through normal campus communications such as e-mail. If the decision involves the cancellation of evening classes, area media will also broadcast the announcement.

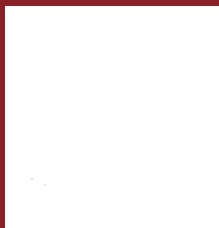
Hours of Operation

The college’s administrative offices are normally open between the hours of 8:00 a.m. and 6:00 p.m. Monday through Thursday, and 8:00 a.m. to 12:00 noon on Friday. However, the college does close the campus early before some holidays.

SouthArk Bistro hours

Monday to Thursday, 8:00 a.m.-2:30 p.m.,

Friday 8:00 a.m.-12:00 p.m.



**Student
SERVICES**

Admissions Information

Admission Requirements

South Arkansas Community College 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. No one shall be denied admission based upon race, gender, nationality, sexual orientation, age, religion, or disability.

Application Procedures

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

1. A completed application for admission.
2. Either an official high school transcript and/or 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.
3. Scores from one of the following four admissions tests: American College Testing Program (ACT), Scholastic Aptitude Test (SAT), Assessment of Skills for Successful Entry and Transfer Test (ASSET), or Computerized Adaptive Placement and Support System (COMPASS).
4. 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.

Health science programs may require a background security check (and a fee of \$50), 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 TO HAVE THE BEST CHANCE TO SECURE A PLACE IN A PROGRAM.

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.

1. 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 core curriculum in high school 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, private school diploma or 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.

1. 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 at least a cumulative grade point average of at least 2.0 within the first 30 semester credit hours.
2. 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, SAT 690 or below, 62 or below on the COMPASS Reading Skills test, or 35 or below on the ASSET Reading Skills test), 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).

1. If the applicant did not take the ACT, a comparable state-approved assessment may be used (i.e. ASSET, COMPASS, SAT, etc.). If the applicant does not meet the admission standards determined by the approved assessment score, an opportunity must be given to reassess. The COMPASS is an alternative assessment approved by the state of Arkansas, and a minimum score of 62 or below on the COMPASS Reading assessment determines whether the applicant is admitted to South Arkansas Community College under Conditional-Prep status.
2. 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:
 - a. Mandatory Orientation Program
 - b. Basic Studies Coursework/Remedial Education Program
 - c. Enrollment in SouthArk Success Course

- d. Comprehensive Advising Program
 - e. Personalized degree completion pathway (includes degree audit)
3. 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. Successful completion of the first semester and adherence to the Student Success Plan will assist advisors in determining whether they should be considered for enrollment in online courses during the second 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.

2. 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.

1. Students who are not eligible for readmission to their previous institution will be considered for conditional admission.
2. Transfer students who are on academic probation at their previous institution will be placed on continued academic probation upon admission.
3. 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 only required to submit only an application, high school transcript, shot records, and proof that they have successfully completed any prerequisites.

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 counselor to develop an academic plan prior to enrollment.

3. 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 as *qualified* those students who have completed the application for admission and presented placement scores for either ACT, SAT, ASSET, or COMPASS. Specifically, the following restriction is placed on enrollment of students in the concurrent 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.

4. 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 prerequisites 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:

1. hold an associate or bachelor degree and are not seeking an additional degree at SouthArk;
2. are seeking teacher certification;
3. are concurrently enrolled at another college or university;
4. are enrolled for enrichment purposes only;
5. are attending college with an Over 60 waiver. **

***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. Persons over 60 are exempt from basic skills requirements unless enrolled in a degree program.*

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.

CREDIT TRANSFERS

Acceptance of Transfer Credits

Transfer credit will be evaluated by the Office of Enrollment Services and added to the permanent record only for persons who are enrolled as degree-seeking students. Credit earned at another college will be transferred to SouthArk if the institution is accredited by one of the six regional agencies and the student successfully completed the course with a “C” or higher. Credits earned at other institutions will not be calculated in the student’s SouthArk cumulative GPA. To receive a degree from SouthArk, a student must complete any 30 hours or the last 15 hours at SouthArk.

Advanced Placement Program

South Arkansas Community College participates in the Advanced Placement Program (AP) 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. This policy includes the opportunity for a high school graduate to enter with sophomore standing if sufficient credit has been earned in the AP program. 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 who earn a 3 on an AP exam should be aware that credit may not be awarded for that score should they transfer to another college or university. Students should check with the registrar of any institution they plan to transfer to if they have AP test scores of 3 to determine what level of credit or placement they will receive for this score. Scores of 4 or 5 carry an award of credit at all public institutions of higher education in Arkansas. Twelve hours of credit must be completed at South Arkansas Community College before AP credit is listed on the transcript.

College-Level Examination Program (CLEP)

The college awards credit on the basis of the College-Level Examination Program. Twelve hours of credit must be completed at South Arkansas Community College before students may petition for CLEP credits to be posted to their transcript. Students may not test out of Composition II or any basic studies courses. See the Testing Center section of SouthArk’s website for more details (www.southark.edu). The CLEP exam is given at the Testing and Learning Center (TLC), (870) 864-7196.

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:

1. Examinations are offered during the first week of each semester unless other arrangements have been made with the department involved.
2. A non-refundable fee of \$12 per semester credit plus a \$7 testing fee must be paid to the cashier in the Bookstore before the test is administered. The Bookstore will provide the student a receipt authorizing testing.
3. Examinations are not available for basic studies courses, performing music and studio art courses, physical education courses, or courses covered by the CLEP exam.
4. 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.
5. A student may earn a maximum of 30 combined CLEP and credit-by-examination hours.
6. Students must earn 12 semester credits applicable to a degree or certificate at SouthArk before petitioning for credit by examination to be posted to their transcripts. Students are responsible for requesting that credit by examination be recorded on the transcripts.
7. Students are not permitted to receive credit by examination for courses in which they have previously been enrolled.
8. To receive credit by examination, students must request a change-of-course form from the Vice President for Learning.

Credit for Previous Training or Experience

Students with knowledge or skills equivalent to those required in courses taught at SouthArk may be awarded credit in those courses. In order to earn such credit, the student must petition the department involved and the Vice President for Learning. The department will make its recommendation upon the evaluation of a portfolio completely defining the experience or training for which credit is sought. The college will also consider granting credit based on the *College Credit Recommendations* published by the University of the State of New York, the *Guide to the Evaluation of Educational Experiences in the Armed Services*, and the *American Council on Education*, or other similar guides. The maximum number of credits awarded for previous experience including that demonstrated by CLEP examinations shall not exceed 30 credits.

Applying to Medical Programs

Students applying for admissions to some programs in the Health Sciences Division may be required to have a background security check. Students may be charged a fee to apply to these programs. The background check is a requirement for students to participate in clinical sites. The fee will be \$53, but the amount may change at any time and is not refundable. The results of the background check will become part of the student's confidential file. To be accepted at clinical sites, students must sign a Release of Information form that will allow the college to transfer this specific information to clinical sites. The college may refuse to admit students whose background checks limit full participation at established clinic sites.

Many of the health-science programs are selective-admissions programs, which require specific criteria. Admission and selection specific to each health-science program can be

obtained from the respective program's faculty or from the advisor for health sciences.

Most of the health-science programs also have policies in addition to ones listed in the catalog. These may include grading criteria, requirements for progression through course of studies, conduct, attire, attendance, and others.

Withdrawing from College

The college recognizes and understands that circumstances sometimes require a student to withdraw from the college. Students need to discuss withdrawal with their advisors to determine if alternatives may be available. If instructors or faculty advisors are not available, students should seek assistance at the Office of Enrollment Services. The procedure for withdrawal is outlined below. Failure to complete this procedure constitutes improper withdrawal and could result in failing grades on students' permanent academic records and cause future problems with financial aid.

To withdraw from the college, the student must:

1. Complete an add/drop/withdrawal form;
2. Obtain the faculty advisor's signature;
3. Turn in the completed form to the Enrollment Services Office;
4. Retain student copy for future reference.

Registration and Enrollment

Registering Using Campus Connect

Students may register online using a computer and the Campus Connect software or may register in person by visiting the Office of Enrollment Services. Campus Connect will not allow students to register for courses if they have not met the prerequisite requirements. To register using the computer, students should complete the following steps:

1. Apply to the college first. All previously enrolled students must have met their financial responsibilities to the college. Campus Connect will not allow students to register unless they have applied and been accepted to the college.
2. Check with Enrollment Services for their passwords since user names and passwords are randomly created by the computer to protect privacy. Students must present a photo identification in the Enrollment Services office to obtain their student ID and password. No student IDs or passwords will be given over a phone or without proper identification.
3. Access the college webpage at **www.southark.edu** and click on “Campus Connect.”
4. Use the college catalog to identify the graduation requirements for their programs. Unofficial transcripts are available in Campus Connect, and the graduation requirements are in the college catalog.
5. Get a copy of the master schedule. Confer with an academic advisor for assistance in person or by emailing a division dean or **advisor@southark.edu**.
6. Add courses to their schedules by following the directions on the screen. Students will not be allowed to register for a course if they have not completed the prerequisites, including basic studies courses. Grades are available only by using Campus Connect.

Registration Sessions

All first-time students enrolling in fall or spring semester classes are advised to attend an orientation session on campus conducted during convenient times. See the current semester Course Schedule for more information.

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.

Student Advising Coaches

The Department of Student Advising Coaches at SouthArk 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 educational plans. Students in all programs can seek academic advice by using **advisor@southark.edu**. Student Advising Coaches are available during their posted office hours and during registration.

Students will see Advising Coaches specific to their degree program and area of study:

- General Studies, Liberal Arts see Dr. John Spencer, SSC 254, 870-864-7141, jspencer@southark.edu.
- Business and Computer Technology see Catherine Harrell, SSC 210, 870-864-8466, charrell@southark.edu.
- Education see Susan Spicher, WHT 237, 870-864-7184, sspicher@southark.edu or Courtney Haygood, SSC 255, 875-7233, chaygood@southark.edu.
- Automotive Technology, Cosmetology, Criminal Justice, CNA, EMT-A, Phlebotomy see Courtney Haygood, SSC 255, 875-7233, chaygood@southark.edu.
- All other Health Science see Health Science Student Advising Coach, HSC 217, 870-875-7207.
- Industrial Equipment Maintenance, Process Technology, Welding see Kevia Clemons, MCG 139, 870-864-8470, kclemons@southark.edu.
- Students with more than 45 credit hours who plan to transfer to a four-year institution see Tim Johnson, TEC 105, 870-864-8416, trjohnson@southark.edu.

Technical Certificate-seeking students must demonstrate competency in communications and mathematics as listed with the certificate requirements in this catalog.

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

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

Academic Appeals

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, academic advisor, 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 Learning (VPL). This complaint must include the specific grievance and specific remedies sought. The VPL has five working days to respond in writing to the student. The VPL shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPL, 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 since 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.

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 day of the semester. Courses that are dropped on or before the eleventh class day are not recorded on the student's permanent record. After the eleventh 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.

To change their schedules before the start of classes, students simply enter Campus Connect and drop or add a course.

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

1. Complete an add/drop/withdrawal form;
2. Obtain the advisor's signature;
3. Turn in the completed form to the Office of Enrollment Services;
4. Pay additional tuition or fees, if required.

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

1. Complete an add/drop/withdrawal form;
2. Obtain the advisor's signature;
3. Turn in the completed form to the Office of Enrollment Services;
4. Retain student copy for future reference.

Basic Studies Requirements

All students must demonstrate basic skills in writing, reading, and mathematics by attaining minimum placement test scores or 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, 42 or above on the ASSET writing skills, 75 or above on the COMPASS writing skills, 470 or above on the SAT verbal section, or passing Writing II (0213) with a grade of "C" or better.
2. Scoring 19 or above on the ACT reading section, 42 or above on the ASSET reading skills, 82 or above on the COMPASS reading skills, 470 or above on the

SAT verbal section, or passing Reading Improvement II (0113) with a grade of “C” or better.

- Scoring 19 or above on the ACT mathematics section, 43 or above on the ASSET intermediate algebra section, 71 or above on the COMPASS algebra mathematics section, 460 or above on the SAT mathematics section, or passing Intermediate Algebra (0513) with a grade of “C” or better.

Basic Studies Courses

Scores from the COMPASS, ASSET, ACT, and SAT 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 COMPASS, ASSET, ACT, and SAT measure academic preparedness in reading, writing, and mathematics.
- Students are placed in basic studies courses if scores on the COMPASS, ASSET, ACT and/or SAT indicate a need for college preparatory work. The following courses are basic studies courses: Reading Improvements I and II, Fundamentals of Writing I and II, fundamentals of arithmetic, elementary algebra, and intermediate algebra.
- Students whose placement scores show deficiencies may retake the COMPASS after waiting 10 days if they have not enrolled in basic studies courses.
- The college will accept ASSET or COMPASS 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 TEST SCORES

Writing Skills

ACT Scores	ASSET Scores	COMPASS Scores	Course Placement
14 or below	35 or below	41 or below	BSTD 0603 English I
15-18	36-44	42-79	BSTD 0613 English II
19+	45+	80+	ENGL 1113 Composition I

Reading Skills

ACT Scores	ASSET Scores	COMPASS Scores	Course Placement
14 or below	38 or below	50 or below	BSTD 0603 English I
15-18	39-42	51-82	BSTD 0613 English II or Nelson-Denny Reading Test (see below)
19+	43+	83+	Reading not required

Math Skills

ACT Scores	ASSET Scores	COMPASS Scores	Course Placement
Mathematics	Intermediate Algebra	Algebra	
14 or below	27 or below	17 or below	BSTD 0313 Fund of Arithmetic
15-16	28-33	18-25	BSTD 0413 Elementary Algebra
17-18	34-38	26-40	BSTD 0513 Intermediate Algebra
19+	39+	41+	MATH 1023 College Algebra

*Students who place into BSTD 0613 English II have the option of taking the Nelson-Denny reading test to possibly place out of any reading course.
(See Nelson-Denny reading chart below for score placements).*

Nelson-Denny Reading Scores	Course Placement
10.1-13.0	BSTD 0613 English II
13.1+	Reading not required

SAT Scores

English and Reading	470 or above -- Composition I Reading not required
Mathematics	460 or above -- 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.

Students are encouraged to complete integrated reading/writing, 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 state regulations and the policies of South Arkansas Community College. Students making a D, F, NC, W, or WE in any basic studies course will be placed on **Basic Studies Hold** and will be required to reenroll in basic studies courses at the next semester of enrollment and must continue to enroll in basic studies courses until all of the required basic studies have been successfully completed.

All first-time, full-time, degree-seeking freshmen AND students who are required to have two or more basic studies courses are required to pass (with a C or better) a three credit-hour course entitled SouthArk Success (SAS 0103). This course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses.

In Act 971 of 2009, the Arkansas Legislature required all students exiting the Basic Studies program to take an approved state exam.

Students who are required to take basic studies courses as a pre-requisite will be limited in the number of other courses available. They should see the following table or the course description section for further information about prerequisites.

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

SouthArk uses the following grades:

	Grade Points
A.....	4
B.....	3
C.....	2
D*.....	1
F.....	0
I.....	0
W.....	0
AU.....	0
WE.....	0
NC.....	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. 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 may enroll on a space-available basis after the completion of regular credit registration. **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 11th class day of the fall and spring semesters and through the 5th class day of any summer term.** Audit students who do not meet attendance requirements may be dropped with a grade of “W.”

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 “0” 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 because of

excessive absences. A “WE” will be calculated as an “F.” The assignment of a “WE” grade is the prerogative of the instructor.

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 that progress toward that end is being made. This grade is not computed in the cumulative grade point average, and requires that the course be taken again.

Grade Reports

Grade reports will be available on-line utilizing Campus Connect at the end of each regular semester and summer session.

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 advisor 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. Once students complete the suspension period, they may be readmitted after a conference with the Vice President for Learning.

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. The student 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 academic advisor or another 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 South Arkansas Community College 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.

Course Length

Fall and Spring semesters include 15 weeks of classes and approximately one week of examinations. 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.

Prerequisites

A prerequisite 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 prerequisites prior to attempting to register for classes. Students are required to either attain the appropriate placement scores for college level course enrollment or complete a basic studies course in integrated reading/writing and mathematics.

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 Vice President for Learning (VPL). The VPL 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 VPL 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 are permitted to audit courses at SouthArk. Audit students will pay the regular fee as indicated in the section entitled Tuition and Fees. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term. The Office of Enrollment Services must be notified of this option by the first week of the semester.

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:

1. SouthArk staff with legitimate need for access to information.
2. Federal, state, and local officials as specified by law.
3. 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. 20202-5901) concerning alleged failures by the institution to comply with the Act. Additional information can be obtained at 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. 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 Campus Connect.

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 his/her 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.

Non-Academic Offenses Subject to Disciplinary Action

(This list is not exhaustive)

The college recognizes the basic rights of the individual and provides guarantees to the students which grow out of the fundamental conceptions of fairness implicit in procedural due process.

1. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instrument of identification.
2. Furnishing false information or misrepresenting information to the college.
3. Threatening, attempting, or committing physical harm to any person on college-controlled property.
4. Damage, destruction, theft of personal or college property, including incidents of arson, vandalism, larceny, burglary, breaking and entering, or robbery. College property also includes computers.
5. Unlawful possession, use or distribution of illicit drugs and alcohol on college property or at college-controlled activities.
6. Unauthorized possession, or use of weapons, firearms, knives, and fireworks on college-controlled property.
7. Disorderly conduct, violent or drunken behavior; the use of abusive or obscene language on college property; or reporting to the campus under the influence of illicit drugs or alcohol.
8. Demonstrations or other interference of activities or functions of the college.
9. Failure to comply with directions of college officials acting in the performance of their duties.
10. Unauthorized presence on or use of college premises, facilities, or property.
11. Making unwelcome sexual advances toward another student or college employee.
12. Selling or peddling items on college property without permission.
13. Violation of the college policy regarding Internet usage.
14. Any action that interferes with the educational process or the education of an individual.

Disciplinary Procedures and Actions

The disciplinary procedures of SouthArk are designed to be a part of the learning process and normally cover a wide range of disciplinary actions including probation and dismissal. In order to protect the educational process of the college and, at the same time to protect the rights of all students, the college has authority to develop and enforce rules and to impose discipline on students who violate rules and regulations.

Disciplinary Action

When students are exhibiting classroom conduct that is inconsistent with SouthArk or course standards, and when basic classroom management techniques fail to resolve the issue, instructors will

- Fill out an appropriate Student Misconduct Form
- Send the form and refer the student to the Vice President for Student Services. If the misconduct involves academic dishonesty, the dean will alternatively refer the student to the Vice President for Learning.

The division dean will

- Investigate the issue
- Interview the student
- Seek to bring the student into compliance with accepted classroom behaviors

If the dean is able to resolve the issue, then he or she will

- Note on the Student Misconduct Form that the case is closed
- Notify the student and the instructor that the case is closed

- Forward the Student Misconduct Form to the Vice President for Student Services to place in the student’s permanent file

If the division dean is unable to resolve the issue, he or she will

- Update the Student Misconduct Form with findings of the investigation and student interview
- Send the form and refer the student to the Vice President for Student Services (VPSS) *[unless the misconduct involves academic dishonesty, in which case the dean will refer the student instead to the Vice President for Learning (VPL)]*

The VPSS will

- Contact the student
- Investigate in cooperation with the instructor and the dean the allegations of the student’s misconduct
- Meet with the student to determine the nature of the violation and seek to bring the student into compliance with accepted classroom behaviors

If the VPSS is able to resolve the issue, he or she will

- Note on the Student Misconduct Form that the case is closed
- Notify the student, the dean, and the instructor that the case is closed
- Place the Student Misconduct Form in the student’s permanent file

If the VPSS determines that the student is guilty of the alleged infractions, he or she will impose an appropriate penalty, including, but not limited to, the following:

- o **Letter of Reprimand**—An official letter stating that the student’s behavior is unbecoming to the college community.
- o **Probation**—An official warning that the student’s conduct is a violation of the code of conduct. Probation can be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued enrollment (e.g., referral for drug and alcohol abuse counseling).
- o **Suspension**—Separation of the student from the college for a definite period of time.
- o **Dismissal**—Separation of the student from the college for an indefinite period of time.
- o **Expulsion**—Separation of the student from the college. The student is not eligible for readmission to the college.

The severity of the consequence for behavioral misconduct will increase with each successive instance of misbehavior. Particularly egregious misconduct, especially if it is criminal in nature, may result in more serious consequences even if it is a first offense.

- Communicate via certified mail to the student, and via email to the instructor and the division dean his or her decision, together with evidence of the violation and applicable penalties.
- The student will be allowed to appeal the decision to the Student Services Committee (see below) or accept the decision as stated. The student’s decision shall be made via email or standard mail within five business days from notification of the decision of the VPSS. If there is no request for an appeal, the decision will stand and be considered final.

Disciplinary Appeals Procedure

In student discipline cases, the Student Services Committee will serve as an appeals committee for hearing student appeals or concerns which have resulted from campus decisions or imposed rules and regulations. In addition to the available members, including the one student member of the Student Services Committee, the student who is appealing or members of the Committee may invite other students or members of the campus community to serve as witnesses. The Appeals process is part of the college's due process and will be governed by fairness, truth, and justice in its deliberation. A request for an appeal shall be made in writing and addressed to the VPSS. The appeals process is as follows:

1. The written request should specify the concern(s) of the student and clearly detail the basis for the appeal.
2. The VPSS will (within ten working days) arrange for a location, set a time for the hearing of the appeal, and notify all parties.
3. The Student Services Committee may uphold or affirm the rule(s) or regulations(s) as currently practiced, or make a recommendation to the appropriate college official or organization that might result in a change or exception to current policy. In those cases where sanctions have been applied, the Student Services Committee may affirm, dismiss, or recommend alternative sanctions and inform all persons involved.
4. Either party may appeal the decision of the committee to the President of South Arkansas Community College, whose decision will be final.

Academic Honesty Policy

Students enrolled at South Arkansas Community College 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 written report of the incident to the Vice President for Learning
- The Vice President for Learning 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 makeup 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. Warning letters will be sent to the students advising them of the consequences of non-attendance 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.

Scheduled Absences

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). 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, South Arkansas Community College 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 this 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 demonstrate indications that they 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 online to the Dean of Enrollment Services any students about whom they have these concerns. The Dean of Enrollment Services will refer students to their appropriate student advising coach, who will then

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 will be required to work on a corrective action plan with their student advising coach, to include attendance accountability and mandatory academic tutoring either in the academic division or in the Testing and Learning Center (TLC). Once the Student Advising Coach has met with the referred student, and again when the student has met the prescribed corrective actions, the coach will update the Early Alert System so that the instructor is kept informed of the progress in resolving issues.

Withdrawal for Excessive Absences

Instructors initiate a withdrawal for excessive absences by notifying the Vice President for Learning (VPL) that a student has excessive absences in a class. The VPL notifies that student of the consequences of not attending class and urges him/her to contact his/her instructor immediately. If the student does not contact his/her instructor within one week, the instructor may notify the VPL that the student is to be withdrawn from the class because of excessive absences and is to be assigned 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.

Student Assessment

South Arkansas Community College is dedicated to serving its students by challenging them and preparing them for the future. SouthArk has developed an institutional assessment plan that formally and systematically measures students’ learning. Assessment is the systematic process of gathering, interpreting, and using information about student learning to improve academic programs and support services. It may be based on class discussion, capstone courses, placement tests, the ETS proficiency profile test, and surveys; all designed to provide ongoing information about what works well at the college and what needs improvement.

Dean’s List

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 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:

<u>Cumulative Grade Point Average</u>	<u>Award</u>
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:

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

Other Student Services

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 at South Arkansas Community College 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 at South Arkansas Community College 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

1. The student submits a written petition to the Registrar requesting that specific semester(s) work be excluded in the calculation of the cumulative GPA.
2. The Registrar, upon conferral and agreement with the VPL, may recommend that the request be considered by the Academic Standards Committee and will forward the request accordingly.
3. The Academic Standards Committee will consider the requests.
4. 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 included 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 prerequisite requirements.
- Courses taken previously cannot be counted towards a new degree.
- Courses taken previously will not be counted in your 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 must still complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools you attended.

- Academic Fresh Start may be claimed only upon re-application.
- Once enrolled, Academic Fresh Start may only be requested upon application for readmission to SouthArk. Students can apply for readmission and request Fresh Start only after resigning for one calendar year. The Fresh Start 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 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 Fresh State Application will be made by the Vice-President of Learning in concert with the Dean of Enrollment Services. When the Fresh Start application is approved, the 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 South Arkansas Community College academic record.

Effect on Financial Aid

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

Bookstore

Location: West Campus, Student Center, First Floor

In addition to textbooks and general school supplies, laptops, tablets, t-shirts, shorts, hats, book bags, and other supplies are available in the bookstore. Cash, check, Visa, MasterCard, Discover, and American Express are accepted. Used book buy-backs are held at the end of the fall, spring, and second summer terms. Students can contact the Bookstore at (870) 864-7163.

Career Pathways Initiative

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. Basic eligibility requirements include:

- You must be a resident of Arkansas **AND**
- You must be a parent, with children under age 21 living in your home, **AND**
- You must be receiving Transitional Employment Assistance (TEA) now, or have received TEA in the past, **OR**
- You must be receiving food stamps, Medicaid, or ARKids, **OR**
- You must have annual family income below 250% of federal poverty level (about \$59,625 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 demand occupations, increased wage gain, and lifelong learning. Some examples of occupations or industries available are:

- Welding
- Phlebotomy/EKG
- CNA/LPN/RN
- PTA/OTA/RT
- Automotive Service Technology
- Early Childhood Education

The Career Pathways Initiative is an important component of Arkansas' overall education, workforce development, and economic development strategies. By helping 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 at (870) 864-8458 or Tammi McKinnon at (870) 864-8459 (tmckinnon@southark.edu). CPI applications and handbook are also available online from SouthArk's website by selecting "Student Services" and then clicking on "Career Pathways."

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.

High School to College Transition

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 educations. High school students who are “rising juniors” or exceptional 10th graders may concurrently enroll for college credit courses.

Concurrent credit is earned when high-school students complete college-credit courses with acceptable grades on their high-school campuses. These courses earn students college credit and also satisfy high school graduation requirements.

Dual enrollment refers to classes offered to high school students 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 prerequisites.

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

1. Complete a SouthArk application for admission and an ECS form.
2. Submit a copy of their high school transcripts, a copy of their immunization records, and a copy of their ACT scores* to SouthArk.
3. 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 COMPASS test may be taken at SouthArk or, in some cases, on their campus.*

Those interested should contact Tim Johnson at (870) 864-8416 or trjohnson@southark.edu.

Arkansas Works

Arkansas Works is a pilot program funded by the Arkansas Department of Workforce Services through Temporary Assistance for Needy Families. The program is designed to motivate and support Arkansas students from the 21 identified counties in their pursuit of career preparation and/or a college degree. Students in eighth through 12th grades will be served by career coaches who have been assigned to their middle and high schools. The Arkansas Works program and career coaches will provide assistance and information for resources in the areas of academic tutoring, career counseling, mentoring, financial guidance and other supports necessary for career educational access and retention.

As mandated by the grant, the Arkansas Works program and career coaches will provide services to all students, who attend middle or high school in the 21 identified counties. Career coaches serve Bradley County through Hermitage and Warren High Schools, and Chicot County through Dermott and Lakeside (Lake Village) High Schools.

Communications

To keep faculty, staff, and students informed of campus and community activities, the college uses a variety of media. Students are urged to watch and listen for announcements and to read the following:

- East Campus:** Outdoor marquee, bulletin boards in the student center and hallways
- West Campus:** Bulletin boards and electronic bulletin boards in the student center, on stairwells, and in the Ben Whitfield Classroom Building

College Publications: Connect, credit class schedule and non-credit class schedule, catalog, program and other brochures, SouthArk e-mail, Blackboard announcements, website (www.southark.edu), Facebook Page, Twitter feed, YouTube Channel

Campus Bulletin Boards

With permission from the VPSS, students may post announcements on campus bulletin boards. (The VPSS will stamp approved announcements.) No announcements are to be placed on glass doors, windows, or walls.

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 Learning Center and the Library for research, Internet access, class homework, and class projects.

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 Secondary Technical Center Director at (870) 864-7110.

COMPUTER USE POLICY

Acceptable Use Policy for Computer Technology

South Arkansas Community College provides computer technology, including Internet access, for educational purposes and to facilitate other activities necessary for the efficient operation of the institution. The college intends that this technology will be used in a manner which

- is conducive to learning;
- is free of illegal acts; and
- shows respect for the rights and dignity of others.

The intent of this policy is to define broad categories of use that are not acceptable, not to provide an exhaustive list of inappropriate or unacceptable uses. Based on the guidelines in this policy, South Arkansas Community College officials may at any time make determinations that specific uses are or are not appropriate or acceptable.

It is not acceptable to use the college's computer equipment or facilities

- for any illegal purpose or act;
- to transmit harassing, indecent, obscene, discriminatory, or fraudulent materials or messages;
- to transmit or receive any materials in violation of either state or federal laws (e.g. copyright laws);
- to send fraudulent or forged email messages using the account of another person;
- to use the account or password assigned to another person to gain access to college equipment, college files, or the college network;
- to damage, destroy, interfere with, or disrupt the operation of college owned and operated program equipment;

- for any partisan political purposes; or
- for any commercial pursuits or activities.

The use of South Arkansas Community College computer technology is a privilege extended to all employees and patrons of the college, including faculty, staff, administrators, students, and persons from the community who use the library computers. Inappropriate or unacceptable use of this technology may result in loss of this privilege. College agents may monitor information on the college computer network or on individual computers or computer systems without notice; complaints of possibly inappropriate or unacceptable use will be investigated. Complaints regarding violations of acceptable use policy should be addressed to the Chief Information Officer. In investigating such complaints, the Chief Information Officer will consult with appropriate college officials. Following the investigation of a complaint, the Chief Information Officer will inform the complainant of the results of the investigation and explain what action, if any, was taken by the college. In resolving complaints of unacceptable use, the college may invoke sanctions against the offender that range from verbal warnings to expulsion or dismissal depending on the circumstances of each incident.

If faculty, computer systems administrators, or administrative staff in the performance of their duties, discover, in their opinion, a flagrant violation of acceptable use policy, those persons have authority to suspend immediately the computing privileges of the offender pending a formal investigation by the Chief Information Officer. The results of this investigation will be turned over to the Vice President for Learning or Vice President for Student Services for further action, if appropriate.

Individuals who believe they have been treated unfairly may appeal through the appropriate appeals procedure set forth in college policy.

South Arkansas Community College makes absolutely no warranties of any kind, either express or implied, for the services it provides. The college will not be responsible for any damages suffered by users. This includes, but is not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its own negligence or by user errors and/or omissions. Any and all use of any of the information obtained via the Internet is at the user's own risk. South Arkansas Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services.

The user agrees to indemnify and hold harmless South Arkansas Community College, the college board of trustees, individual trustees, agents, and employees of the college from and against any claim, lawsuit, cause of action, damage judgment, loss, expense, or liability resulting from any claim, including reasonable attorneys' fees, arising out of or related to the use of the college's hardware, software, and network facilities. This indemnity shall include, without limitation, those claims based on trademark or service mark infringement, trade name infringement, copyright infringement, defamation, unlawful discrimination or harassment, rights of publicity, and invasion of privacy.

DISTANCE LEARNING

South Arkansas Community College offers a variety of online classes through online delivery. Distance learning students share the same admissions standards as traditional students and must follow the same process for enrollment at South Arkansas Community College. All prospective distance learning students may apply for admission, register for classes, and pay tuition and fees during registration periods. Students who wish to register for online courses must consult with an advisor by contacting the Office of Enrollment Services at (870) 864-7142.

The following student support services are available for students at a distance:

- Students can fill out an application online and then mail in all the supporting documents, shot records, test scores and other transcripts.
- Once students have been advised, they can either register themselves by Campus Connect, fax in their request, or scan and email, and Student Services staff will register them in the office.
- 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 they have completed them, 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, <http://www.southark.edu>; or may access additional Student Services information and policies via the Online Course Catalog at <http://www.southark.edu/index.php/course-catalog>.

Campus Technology Requirement

All new students are required to enroll in the Campus Technology preparatory course. The purpose of the Campus Technology course is to provide students 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. Students will be required to pay a fee of \$15.00 dollars to enroll in the Campus Technology course. This fee will be non-refundable. All online students must pass the Campus Technology course. Online 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 first official class day. The course may be completed from start to finish in less than three hours.

Test Proctoring for Online Courses

To maintain the integrity of the course and to prevent 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 Learning Center, where they will need to show a 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.

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. The student 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. The proctor will sign a document similar to the sample below to certify that the student took his or her test under the prescribed conditions.

Sample Proctor's Certification of Testing Conditions

By signing this form, I certify that _____ took this Comp II exam with no more than two hours to work and did not receive any outside help with the test. To the best of my knowledge, the attached test paper is the student's work. The student may use a dictionary and his or her Simon and Schuster Handbook for Writers as references during the test.

Proctor's Signature

Date

Online and Hybrid Course Attendance Policies

Faculty members at South Arkansas Community College 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-mesters, 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 letter or spirit of the college's policy as stated above.

Students who stop attending class for any reason should contact Enrollment Services to officially withdraw from the course. Failure to officially withdraw may result in a failing grade for the course.

Helpful Resources for Online Students

Aelearn Helpdesk: If you are having any technical difficulty with Blackboard or other campus technology contact Aelearn Helpdesk. If you navigate to <http://onlinecoursesupport.com/southark> you can find information on how to send Aelearn 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 am to 9 pm.

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.

Parking

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 El Dorado Conference 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!**

Gymnasium

The gymnasium is located on the West Campus. It has a basketball court with seating for observers as well as weight rooms and limited 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 payment to the Business Office.

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.

Pager 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, assist students who wish to acquire such insurance. Students who participate in clinical experience in health facilities off campus are required to purchase liability insurance at their own expense as a condition for admission to the clinical areas. The college will arrange for liability insurance, collect fees from students, and assure that all students have liability insurance before being allowed to enter a clinical area. Contact the academic advisor for further information.

HIV or AIDS Virus Policy

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. SouthArk employees and students with HIV infection, AIDS, or a positive HIV antibody test, whether symptomatic or not, will be allowed unrestricted activities as long as they are mentally and physically able to perform their job duties in a manner that does not pose a health or safety risk to themselves or to others.

Smoking and Tobacco Products

As of July 21, 2006, workplaces and public areas throughout Arkansas are smoke-free. In accordance with The Arkansas Clean Indoor Air Act of 2006 (Act 8 of the 1st Extraordinary Session of the 85th General Assembly) smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by the State of Arkansas. Inasmuch, all property owned, leased, or operated by South Arkansas Community College is designated as tobacco-free.

The Clean Air on Campus Act of 2009 (ACT 734) prohibits smoking on campuses of state-supported institutions of higher education beginning August 1, 2010. Any person who violates the provisions of this Act by carrying a lighted tobacco product will be punished by a fine of not less than \$100.00 dollars and not more than \$500.00

The tobacco-free status applies to all college grounds, SouthArk-owned or leased properties and campus-owned, leased or rented vehicles.

This includes but is not limited to college buildings, sidewalks and parking lots on both campuses; at lectures, conferences, meetings and social and cultural events held on either campus.

Smoking materials must be extinguished and properly disposed of prior to exiting a private vehicle or entering any SouthArk campus. Improper disposal includes but is not limited to spitting smokeless tobacco products; littering (i.e., discarded cigarette butts or throwing cigarette butts out of windows); and anything that may create a fire hazard.

Tobacco is defined to include any lighted or unlighted cigarette (clove, bidis, kreteks), all nicotine vapor delivery products (e-cigarettes), cigars, cigarillos, pipes, hookah products and any other smoking product, as well as any smokeless, spit or spitless, dissolvable or inhaled tobacco products, including but not limited to dip, chew, snuff or snus, in any form (orbs, sticks, strips, pellet, etc.).

The campus also prohibits the following actions on all college property and at all college-sponsored events, regardless of the vendor or venue: the sale of tobacco products or tobacco-related merchandise (including items that display tobacco company logos); the free distribution or sampling of tobacco products and associated products; and all tobacco promotion, advertising, marketing and distribution.

Weapons on Campus

Arkansas Statute 5-73-119 establishes the prohibition of the possession of handguns on school property. Handguns may not be carried on the person, in a vehicle, or be otherwise readily available. Violation is classified as a Class D felony. Furthermore, the college prohibits the possession of any weapon on college property. A weapon is defined as a firearm, knives with a blade of 3 ½ inches or greater, dirk, sword, bomb, or any substance or device designed or intended to inflict harm.

POLICIES AND PROCEDURES FOR CAMPUS SECURITY

Policy Statement

South Arkansas Community College 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

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

All employees, administrators, staff, visitors, and students of South Arkansas Community College 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. South Arkansas Community College has a zero tolerance policy for gender-based misconduct. Once any allegation of misconduct is reported to the appropriate official and probable cause exists, then an investigation of these allegations will take place, and sanctions may result if a violation of the policy is determined. The implementation of the policy against gender-based misconduct is an assurance that each violation will be investigated thoroughly and sanctioned. 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 procedure 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

South Arkansas Community College is a public institution of higher education, and facilities on both East and West 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 promptly to file a report 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 that go beyond basic classroom management and 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 security 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 campus security 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), or by going to the security office (CB125W) near the atrium of the Whitfield Building. Students are required to report all incidents of campus accidents or crime to Campus Security.

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 security 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 Science, and 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 Campus Security office in person at CB125W in the Whitfield Building or by calling (870) 864-7125 or (800) 955-2289. Campus security personnel are on duty during the hours of operation Monday-Friday from 8:00 a.m.-9:00 p.m. 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 Campus Security also. EPD works cooperatively with SouthArk’s security personnel and the administration to provide prompt assistance

in the event that crime should occur on campus. Campus Security or other personnel will make immediate contact with EPD in cases of emergency.

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.*

Filing Internal Reports: In addition to notifying Campus Security, victims of crime or witnesses to criminal activity, accidents, or violations of college policies also should file a formal report with the office of Campus Security. 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 Campus Security or the El Dorado Police Department. Employees of the college are responsible for calling for outside assistance if deemed necessary.

Protecting “Whistleblowers” from Retaliation: In accordance with the “Arkansas Whistle-Blower Act” (see History. Acts 1999, No. 1523, § 1 at <http://www.dfa.arkansas.gov/offices/accounting/internalaudit/Pages/Whistle-BlowerAct.aspx>), SouthArk is committed to providing an environment of security that encourages the reporting of violations of law or college policy to College authorities, while protecting from retaliation its employees and other members of its community who attempt to report wrongful conduct occurring at the College.

SouthArk employees who have knowledge of specific acts which they reasonably believe violate the law or college policies must report those acts to Campus Security, the Vice President for Student Services, or local law enforcement agencies. No one making such good-faith reports or cooperating with law enforcement to conduct an investigation will be subjected to retaliatory action. If retaliation should occur, the individual(s) who retaliated will be subject to disciplinary action, up to and including dismissal.

External Reporting of Crime Data: The Office of Student Services receives (either directly or from Campus Security) and records all crime, accident, and incident report forms and works with the Director of Campus Security 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 Campus Security office.

Criminal Offenses Reported	2008	2009	2010	2011	2012
Murder	0	0	0	0	0
Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	1	1	0
Motor Vehicle Theft	0	0	0	1	0
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Hate Crimes	0	0	0	0	0
Arrests for Violations	0	0	0	0	0
Referrals	0	0	0	0	0
Liquor Law	0	0	0	0	0
Drug Abuse	0	0	0	0	0
Weapons Possessions	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 Campus Security. Anyone interested in a list of registered sex offenders may contact the Detective Division of the El Dorado Police Department or the SouthArk Campus Security 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 of 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 during the academic year. Examples of such workshops include, but are not limited to, the following:

- First-time College Student Workshop
- Single Parent Workshop
- Adult Survival Workshop
- Date Rape and Crime Prevention Workshop

Posters and announcements placed on bulletin boards and in campus publications are used to alert students and staff about crime prevention and precautions that should be taken. At each registration, Student Handbooks that contain college policies and procedures pertaining to crime and prevention are provided to students.

Timely Warning Notice: South Arkansas Community 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.

V. 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 at least once every semester to test the plan. In addition, the *South Arkansas Community College Administrative Policy Manual (APM)* includes an “**Emergency Communications Plan**” (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 South Arkansas Community College. For the purposes of this plan, an emergency event could result from the following cause(s):

- Earthquake
- Flood
- Fire
- Chemical Explosion
- Toxic leak
- Terrorist attack/Bomb threat
- Extreme weather/tornado
- Energy blackout
- Suicide/Sudden death
- Road crash/Plane crash involving staff/students
- Pandemic
- Other medical crises
- Robbery
- Occupation of buildings
- Hostage-taking/Kidnapping
- 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 both of the campuses.

A. Campus-Wide Emergency Communications

The President or ranking designee shall contact the security officer on duty (should the security officer be unavailable, the switchboard operator or a member of the Information Technology staff shall be directed to perform the designated duties), inform him/her of the emergency situation and the planned College response. The security office shall contact the local 911 emergency center as appropriate.

1. Campus Security shall use the radio system used by Security, Physical Plant, and Information Technology to alert these offices of the situation and the planned College response. Upon receipt of the radioed communication, Security, Physical Plant, and Information Technology shall immediately begin to initiate the planned response.
 - a. Sweep designated buildings as directed
 - i. Communicate planned response to all faculty, staff, and/or students present
 - ii. Activate local alarm systems as directed
 - iii. Close all fire doors
 - iv. Direct evacuation and/or movement to shelter as directed
 - v. Secure or unlock all exterior building doors as directed
 - b. Information Technology staff shall broadcast a message describing the emergency situation and the planned college response.
 - i. A broadcast message will be sent via the Alertus communications system.
 - ii. An announcement of the emergency situation shall be placed into the automated attendant.
 - iii. Marketing staff shall post a notice of the emergency situation and the planned College response on the College website.
 - iv. Information Technology staff shall transmit a message describing the emergency situation and the planned College response via the emergency calling system.
 - v. Information Technology staff shall send an email to SACC-ALL and to ALL-STUDENTS describing the emergency situation and the planned College response.
 2. The Security Office shall apprise the President or the President's designee of the emergency situation.
 - a. At the direction of the President or the President's designee, the Coordinator of Marketing and Communication shall contact local media with a description of the emergency situation and the planned College response.
 - b. The President or the President's designee shall notify the Board of Trustees and any city, county, and state officials as appropriate.
- B. Preservation of College Assets
- College personnel shall immediately upon receiving notice of the emergency situation and the planned College response cease all routine activities and begin implementing emergency procedures. Time permitting, they shall prior to evacuation and/or movement to shelter
1. Secure all College records and monies
 2. Shut down and disconnect their computer workstations
 3. Lock their office doors

4. Move quickly to their designated assembly point and report to their supervisors for further direction

C. **Non-Business Hours Communications: Closure of the College**

Upon direction of the President, members of the President's Cabinet shall initiate a slightly modified version of the procedures outlined in section A above.

1. The President or President's designee shall determine the timing and duration of any closures/delayed openings.
2. The President or President's designee shall notify the members of the President's Cabinet.
3. Members of the President's Cabinet shall contact their staff as per current operating procedures.
4. The Coordinator of Marketing and Communication shall contact local news outlets with a description of the closure.
5. Marketing staff shall post a notice of the closure on the College website.
6. An announcement of the closure shall be placed into the automated attendant as per current operating procedures.
7. Information Technology staff shall use the emergency calling system to immediately inform all faculty and staff of the closure.
8. Information Technology staff shall use the emergency calling system to inform all students of the closure at the next available calling opportunity (nonemergency calls are limited to the hours between 7:00 a.m. and 9:30 p.m.)

D. **Non-Emergency Communication**

Upon direction of the President, members of the President's Cabinet shall initiate a slightly modified version of the procedures outlined in section A above.

1. The President shall, in consultation with appropriate College administrators, develop a formal statement to be sent to the College community.
2. The Coordinator of Marketing and Communication shall release the prepared statement to the appropriate media outlets.
3. The statement will be posted to the College's website.
4. Should the President so direct, a notice of the statement will be distributed via the College's emergency calling system.
 - i. Several procedural notices have been pre-approved and may be released by the appropriate office (e.g. notice to a student of impending drop actions for non-payment)
 - ii. Courtesy messages to students (e.g. class cancellations) may be approved by the appropriate Dean/Vice President. (Administrative Policy Manual 5.21)

E. **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.

F. **Missing Persons**

Members of the campus community should report missing persons to Campus Security. When Campus Security 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 they can put out a BOLO ("Be on the Look-Out") alert for the individual. Personnel will continue to search on campus, investigate known facts, and collaborate with local law enforcement agencies until the case is resolved.

VI. How to Deliver Emergency Messages to Students

The Academic Advisor 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.

VII. 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, 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.

VIII. Drug Awareness and Reporting

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

Individuals who observe violations of the South Arkansas Community College drug policy should report the information immediately to any college official or to Campus Security. All reports eventually should be channeled to the Campus Security staff for investigation and follow-up. If an incident requires 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. The college has established a collaborative relationship with South Arkansas Regional Health Center for counseling, testing, and treatment.

Support and Assistance

In El Dorado, assistance for alcohol and substance abuse problems can be obtained at South Arkansas Substance Abuse at 100 Hargett Drive, or by calling (870) 881-9301 (line available 24 hours a day).

Enforcement

Disciplinary action will be taken against employees and students found guilty of the unlawful possession, use, or distribution of illicit drugs and/or alcohol on college property or as a part of any of its activities.

Complete information regarding 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, Campus Security 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 for a hearing

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.

IX. Sexual Misconduct

Sexual Assault

Policy Regarding Sexual Assault on Campus

SouthArk will not tolerate any action involving a student or employee that is intended or perceived to be sexual assault as defined in the Arkansas Code Annotated 5-14-103 through 123. Sexual assault is a violation of an individual’s human rights and dignity. All reports or complaints concerning crimes of this nature will be vigorously pursued in conjunction with local law enforcement authorities.

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 seek assistance from any campus security person, faculty member, supervisor, or counselor. Appropriate referrals and connections will be made on behalf of the victim.

Formal procedure/channel: The victim should report the offense to college security personnel immediately; 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 VPSS 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 any 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 VPSS 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 punishment.

Sexual harassment is a major offense, and employees found guilty will be subject to a written warning, a suspension without pay, or a discharge, depending upon the circumstances of the sexual harassment incident. Students that are found guilty will be subject to disciplinary action up to and including suspension or expulsion from the college.

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 (USDOD) 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 persona 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 a 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, 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 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, Benzadrine).

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. (Drunkenness 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.
- **Sexual Assault with an Object:** Is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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. An object or instrument is anything used by the offender other than the offender's genitalia.
Examples are: a finger, bottle, handgun, stick, etc.
- **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
 - o There are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
 - o 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.

OTHER INFORMATION IMPORTANT TO STUDENTS

The Testing and Learning Center

The Testing and Learning Center (TLC) is a comprehensive learning and student support environment that emphasizes student excellence. TLC provides a variety of student services that promote engagement and success.

1. Learning Center

The Learning Center houses computers that provide access to many campus networked programs, including Microsoft Office. The Learning Center provides free one-to-one tutoring to any SouthArk student in most academic areas. Full-, part-time, and peer tutors are also able to assist students with many in-house computer programs and processes. Students may use the Learning Center's word processing programs to prepare papers, complete assignments, as well as print documents. Appointments are not necessary, but tutors and computers are available on a first-come, first-served basis. The Learning Center is located in room 220 of the SouthArk Student Center. It is open six days a week while fall and spring semesters are in session. Holiday and summer hours vary. For more information, contact the Learning Center at (870) 864-7196.

(a) Student ID Card

Student identification 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 is free, and replacement ID cards are \$8.00. Validation stickers are free and issued every semester only after the student has enrolled for that semester. The ID card also serves as the student's library card. Both the ID card and the validation stickers are issued from The Learning Center, which is located on the second floor of the SouthArk Student Center, Room 220, (870) 864-7196.

(b) Parking Decals

All students may obtain a free parking decal for any vehicle parked on campus. These decals should be displayed on the back left side window of the vehicle. Only authorized vehicles should be parked on college property. Parking decals are issued from The Learning Center which is located on the second floor of the SouthArk Student Center, Room 220, (870) 864-7196.

2. The Testing Center

The Testing Center provides courtesy testing by administering and proctoring tests for campus instructors, online courses, and distance learning courses. Several computer and Internet-based exams are given, including COMPASS, HOBET V, Nelson-Denny Reading Test, Miller Analogies Test (MAT), College Level Examination Program (CLEP), Test of English as a Foreign Language (TOEFL), as well as Pearson VUE exams. Other entrance, statewide, nationwide, and international tests are being added periodically. The Testing Center is located in room 220 of the SouthArk Student Center. For more information, please contact The Testing Center at (870) 864-7196.

Library

The library, located on West Campus, provides support and resources necessary 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.

Books are loaned for a four-week period and may be renewed once either by phone or at the circulation desk. When materials are overdue, the library is authorized to assess and collect fines of 10 cents per day. When materials are nine weeks past due, there will be a presumption that the materials are lost and the library patron will be charged the original cost of the library materials. Library privileges will be suspended, transcripts withheld, and future registrations blocked for those with unpaid library fines and for those who have not paid for lost library materials.

The library is a member of the American Library Association and the Arkansas Library Association. The library supports the ALA's Library Bill of Rights and Intellectual Freedom Manual.

Distance Education Library Services

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.

New Student Orientation

Orientation for new and transfer students are held at the beginning of each semester 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.

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.

CLUBS AND ORGANIZATIONS

Campus 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.

How to Start an Organization

Students who would like to establish an organization or club on campus should submit the following to the Vice President for Student Services for consideration and approval. To apply, hand in the following:

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

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 Academic Advisor.

Existing Clubs and Organizations

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

Campus Crusade for Christ. The SouthArk chapter of the Campus Crusade for Christ organization is an interdenominational group that meets each week for Christian fellowship and Bible study. All students, faculty and staff are welcome.

Health Occupations Students of America Secondary School Chapter. HOSA is a national organization for secondary and post 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.

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

Phi Beta Lambda. 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 diversified 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.

Phi Theta Kappa. The Alpha Gamma Iota Chapter of the Phi Theta Kappa 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. Minimum qualifications include a 3.50 GPA and current student status.

Pi Theta Alpha. The Pi Theta Alpha was established to support the PTA program within SouthArk, to promote the PTA program within the community, to provide extracurricular learning experiences in the field of physical therapy, and to have its members serve as role models/mentors for future physical therapist assistant students at SouthArk. Membership is open to current and former SouthArk PTA students.

SkillsUSA. Membership in Skills USA is open to secondary and post-secondary students enrolled in the various vocational-technical career fields represented. 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 who are eligible to represent the college in statewide and national competitive events. Active SkillsUSA groups include students enrolled in Automotive Technology, Industrial Electronics, Cosmetology, Welding, and various computer classes.

SouthArk Nursing Students. The activities for SANS are an integral part of the instructional skills as well as the leadership skills for practical nursing students. SANS members are involved in community-oriented, career related, and leadership development activities.

Student Government Council. This is a group of representatives from all college programs intended to serve as an official and representative student organization, to serve as the official voice through which student opinion may be expressed, to investigate student issues or concerns or challenges and take appropriate action, to encourage the development of responsible student participation in the overall policy and decision making process at SouthArk, to foster an awareness of the student's role in the learning community, to enhance the quality and scope of education at the college and to provide means for responsible and effective participation in the organization of student life.

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. The college promotes the establishment of student organizations and clubs to serve the interests of both the students and the college. Student groups seeking official recognition must do so through the VPSS.

Commencement. All students who have completed or are scheduled to complete college programs during the academic year are strongly encouraged to participate in commencement ceremonies. Students must apply for commencement and confirm participation. To do this, students should receive initial clearance for graduation from their academic advisor, and complete the application for graduation. This must be done by a specific date as 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 program 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 get a soft drink, coffee, sandwiches, or snacks, as well as to visit with friends or to study.

Student Ambassadors. Student Ambassadors represent the college at official functions and other scheduled activities and provide assistance to students on behalf of the college. In exchange for their efforts to promote the college, Student Ambassadors are awarded full-tuition scholarships and part-time work assignments on campus.

Student Recognition Ceremony. Each fall and spring semester students are recognized for outstanding achievement and service to the college. All graduates 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. 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 their campus e-mail regularly for job postings. In addition, students may contact Grace Palculict of the Carl Perkins grant program at gpalculict@southark.edu for information about available internship opportunities.

On-campus Employment

Students interested in finding a workstudy job should visit the Financial Aid section of the

college's Web site at www.southark.edu for a listing of available jobs.

Job Placement

The college maintains job boards on the East Campus where open positions are posted regularly. Campus jobs for students are arranged through the Financial Aid Office on the West Campus.

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. Veterans also may qualify for assistance through the Arkansas Veterans Education & Training Partnership (AVETP) grant program. Interested students should contact Tammi McKinnon in Student Services at tmckinnon@southark.edu for more information.

Reasonable Accommodations-Americans With Disabilities Act

It is the intent of South Arkansas Community College 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. College students who have a diagnosed disability that require reasonable accommodations should contact the Disability Support Services Counselor in the Student Center 255. The college will work with any student to provide reasonable accommodations in accordance with the Americans with Disabilities Act.

Transcripts

Transcripts of student records will be issued only at the written request of the student. No transcript request will be processed until all financial obligations to the college have been met. Transfer work evaluated 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. Academic advisors 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 Department of College Transition. Student are given information on requirements for admission to four-year colleges and transfer scholarships.

Those interested in transfer assistance should contact Tim Johnson at (870) 864-8416 or trjohnson@southark.edu.

Financial Aid

General Information

All qualified students will be awarded financial aid, if financial aid funds are available, regardless of race, color, national origin, sex, religion, age, or disability. 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, enroll as regular students in an approved degree or 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, SEOG, or state aid.

The majority of financial aid programs offered at South Arkansas Community College 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 eleventh 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, Workforce Improvement Grant, GO 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 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 since 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 that the Satisfactory Academic Progress Policy apply to all enrollment periods at South Arkansas Community College regardless of whether or not aid was received. SAP is defined as passing the required percentage of hours and maintaining a minimum grade point average (GPA) of 2.0 on a 4-point scale.

Students must be enrolled as an associate 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 for a full- or part-time course of study. Full-time students must enroll in at least 12 semester hours each semester, including summer. Students on financial aid are advised to consult with the financial aid staff before making any adjustments to their program of study and/or course load.

Students may receive financial aid for no longer than 150% of the published length of the educational program. For example, a student must complete the requirements for a 60-hour degree or certificate by the time they have attempted 90 course hours. Upon completing a program, students may pursue another degree or certificate under the same guidelines. Students must maintain a cumulative GPA of 2.0.

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

Hours Attempted	Completion Percentage
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. 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. 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 that additional payment period/semester the student still does 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.

Special Conditions

- 1. 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.
- 2. Repeating Courses.** The last grade recorded in repeated courses is the grade of record at South Arkansas Community College 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.
- 3. “I,” “W,” and “WE.”** Courses where a grade of “I,” “W,” or “WE” are assigned will count toward the student’s hours attempted but will not count toward the hours completed.
- 4. 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 South Arkansas Community College, *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, which includes 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.

5. **Audits.** Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.
6. **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.
7. **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.
8. **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.
9. **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 Financial Aid Faculty Appeals Committee. This committee will determine whether the student is eligible to 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, then 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 are said to be on **Financial Aid Probation**. If at any time the student does not follow this academic plan, he or she automatically will be denied continued 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 South Arkansas Community College, students work an average of six to 20 hours per week. Students are paid once per month.

Students eligible for work-study should access SouthArk's website, www.southark.edu, for information on how to apply and for current job listings. 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.

Institutional Employment. A small number of students are employed each year in short-term, part-time jobs. Students receive minimum wage. Interested students should apply in the Financial Aid Office.

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, Workforce Improvement Grants, GO Grants, Governor's Scholarships, Law Enforcement Officers Dependents' Scholarships, the Arkansas National Guard Tuition Incentive Program and the Military Dependents' Scholarship. More information about these and other forms of financial aid available from ADHE is available at www.adhe.edu.

SCHOLARSHIPS

Institutional Scholarships

South Arkansas Community College funds a number of scholarships for full- or part-time degree- or certificate-seeking students. 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 institutional 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, institutional scholarships are renewable for the second academic year as long as the student re-applies for the scholarship and meets all renewal requirements. Students must also maintain continuous enrollment each semester (not including summer) in order to remain eligible for the scholarship. The Scholarship Committee must approve all exceptions to scholarship requirements.

President's Scholarship. This full-tuition scholarship may be awarded to first-time entering students who scored a 24 or above on the ACT or ranked in the top 10 percent of their graduating class. Recipients must enroll in at least fifteen semester hours each semester. A copy of high school transcript and/or ACT Scores must be submitted with the scholarship application.

Valedictorian-Salutatorian Scholarship. This full-tuition scholarship may be awarded to the first-time entering Valedictorian and Salutatorian of any high school in Arkansas. Recipients must enroll in at least 15 semester hours each semester. A copy of high school transcript must be submitted with the scholarship application.

Freshman Recognition Scholarship. This scholarship may be awarded to first-time entering freshmen who ranked in the top 25 percent of their graduating class and have an overall "B" average in high school. Applicants must be graduates of Arkansas high schools. Students must also have the ability to perform college-level work by scoring 19 or higher in two of three basic studies areas (reading, English, and math) as demonstrated by scores from the COMPASS, the ACT, SAT or the Assessment of Skills for Successful Entry and Transfer Test. This scholarship provides one-half tuition. Recipients must enroll in at least 15 semester hours each semester. A copy of high school transcripts and test scores must be submitted with the scholarship application.

GED Scholarship. This scholarship is awarded to any first-time entering college student who has achieved a standard score of 610 or higher on the GED examination, a score that places him or her in the top 10 percent nationwide. This scholarship is valued at full tuition and recipients must enroll in at least 15 semester hours of college course work during the fall and spring terms. A copy of GED scores must be submitted with the completed scholarship application.

Minimum Requirements for renewal of the President's Scholarship, Valedictorian/Salutatorian Scholarship, and Freshman Recognition Scholarship, and GED Scholarship:

Must have completed at least:

End of 1st semester – 9 semester hours with a minimum GPA of 2.50

End of 2nd semester – 24 semester hours with a minimum GPA of 3.00

End of 3rd semester – 36 semester hours with a minimum GPA of 3.00

Part-Time Academic Scholarship. This scholarship is extended to first-time entering students who meet the requirements for the Valedictorian/Salutatorian, President's, or Freshman Recognition Scholarships but do not attend classes full-time. Recipients must enroll in at least six semester hours in courses applicable to a degree. Renewal is based on completion of all hours enrolled in each semester and maintaining the requisite GPA. The Part-time Academic Scholarship is renewable if the student maintains a minimum 2.50 GPA through the completion of the first nine semester hours of course work and a minimum cumulative 3.00 GPA thereafter. Recipients must continue to enroll in at least six semester hours during the fall and spring semesters. A copy of high school transcripts must be submitted with completed scholarship application.

Student Ambassador Scholarship. This scholarship is valued at full tuition and is awarded annually to students who are interested in serving as student ambassadors at South Arkansas Community College. Applicants must be Arkansas residents, have a 2.75 grade point average, show evidence of leadership, and write a one-page essay, "The Importance of Student Leadership in College." Recipients must be enrolled in at least 12 semester hours each semester. Student Ambassadors represent the college at official functions, help with recruiting, and receive a paid work-study assignment on campus. The student's essay along with the academic transcript must be submitted with completed scholarship application.

Minimum requirements for Renewal of the Student Ambassador Scholarship:

Must have completed at least:

End of 1st semester – 9 semester hours with a minimum GPA of 2.75

End of 2nd semester – 18 semester hours with a minimum GPA of 2.75 and reapply for consideration

End of 3rd semester – 27 semester hours with a minimum GPA of 2.75

Tuition Waiver Scholarships

SouthArk awards tuition waiver scholarships to students based on the following achievements:

SkillsUSA. This scholarship is awarded to any high school graduate who has placed first, second, or third in a secondary school statewide SkillsUSA competition. This scholarship covers tuition for the complete technical course selected by the winner. Winners must enroll within one year of high school graduation and may renew their scholarship for technical programs greater than one year in length provided they meet the college's financial aid policy for satisfactory academic progress.

HOSA. This scholarship is awarded to any high school graduate who has placed first, second, or third in a secondary school statewide HOSA competition. This scholarship covers tuition for the complete technical program selected by the winner. Winners must enroll within one year of high school graduation and may renew their scholarship for technical programs greater than one year in length provided they meet the college's financial aid policy for satisfactory academic progress.

Miss Ouachita River Pageant. This tuition scholarship is awarded each year to the winner of the Miss Ouachita River Pageant. The recipient must meet the college's financial aid policy for satisfactory academic progress in order to renew the scholarship for the next term.

South Arkansas Community College Foundation Scholarships

Alpha Xi Scholarship

Eligibility Criteria

- Non-traditional female student (age 24 or older)
- Completion of one semester (12 or more hours) at SouthArk and have a minimum of 2.5 GPA in prior coursework
- Must be enrolled as a full-time student (minimum 12 hours) or as a part-time student (minimum 6 hours)
- Copy of transcript submitted with completed scholarship application

Dr. Kenneth Bridges Scholarship

Eligibility Criteria

- Minimum 2.5 GPA on college coursework
- Must be enrolled as a full-time student (minimum 12 hours)
- Copy of transcript submitted with completed scholarship application
- Submit an essay (minimum 500 words) which demonstrates student's commitment to continuing his/her education, a description of educational goals, and future career plans

Robert R. Brown, Jr. Scholarship

Eligibility Criteria

- Resident of Union County
- Must be seeking a degree in a business-related field
- Minimum 3.0 GPA on college coursework and completion of one semester (twelve (12) or more hours) at SouthArk
- Enrolled in at least twelve (12) hours each semester
- Copy of SouthArk transcript submitted with completed scholarship application

Choral Scholarship (Full Time)

Eligibility Criteria

- Minimum 2.5 GPA in prior coursework
- Based on an interview and audition with music faculty
- Enrolled in at least twelve (12) hours each semester
- Enrolled in one choir course
- Enrolled in one additional music (Prefix MUS) course (instructor may waive this requirement based on level of music proficiency)

Choral Scholarship (Part Time)

Eligibility Criteria

- Minimum 2.5 GPA in prior coursework
- Based on an interview and audition with music faculty
- Enrolled in one choir course
- Enrolled in at least six (6) credit hours per semester
- Enrolled in one additional music (Prefix MUS) course (instructor may waive this

- requirement based on level of music proficiency)
- Completion of all music courses each semester
- Minimum 3.0 GPA in music courses
- Minimum 2.5 GPA overall

Charles E. Cowger Endowed Scholarship

Eligibility Criteria

- Completion of six (6) or more hours at SouthArk and have a minimum of 2.5 GPA in prior coursework
- Must be enrolled as a full-time student (minimum 12 hours) or as a part-time student (minimum 6 hours)
- Copy of transcript submitted with completed scholarship application
- May not be eligible for the El Dorado Promise scholarship
- (if full-time student) and a 2.5 cumulative grade point average on all college coursework.

El Dorado Civitan Golden Door Endowed Scholarship

Eligibility Criteria

- Applicant must have a disability that is documented by a medical professional or certified educational examiner
- Applicant must apply in the office of the ADA (American Disability Act) Advisor
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient
- Minimum 2.0 GPA in prior coursework
- Enrolled in at least six (6) hours each semester (Fall or Spring) and six (6) hours (Summer)

El Dorado Jaycees Scholarship

Eligibility Criteria

- Minimum 2.5 GPA in college or high school coursework
- Enrolled in at least twelve (12 hours) each semester for a full-time student
- Enrolled in at least six (6 hours) each semester for a part-time student
- Available to new and current students
- Available to students who are Jaycee members, non-members or immediate family members of a Jaycee; including children, siblings, spouses, and parents. Non-members are encouraged to join, but it is not a requirement.
- Students must demonstrate leadership qualities as evidenced by participation in community service, civic organizations, and/or school-related organizations. Students will submit a short essay of approximately 400 words describing the qualities of a leader and how he or she demonstrates those qualities

General Scholarship

Eligibility Criteria

- Completion of six (6) or more hours at SouthArk and have a minimum of 2.75 GPA in prior coursework
- Must be enrolled as a full-time student (minimum 12 hours) or as a part-time student (minimum 6 hours)
- FAFSA must be completed prior to selection of recipient.
- Copy of transcript submitted with completed scholarship application
- El Dorado Promise scholarship recipients are not eligible.

Health Sciences Scholarship

Eligibility Criteria

- Minimum 2.5 GPA on college or high school coursework
- Enrolled in at least twelve (12) hours each semester
- Degree or certificate in the Allied Health field preferred, other degrees/certificates will be considered
- Copy of high school transcript submitted with completed scholarship application
- Two (2) letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

Island Memorial Scholarship

Eligibility Criteria

- Must be seeking a degree in math, computer science, K-12 education, architecture or a technical field such as electrician or plumber
- Minimum cumulative 2.5 GPA on high school coursework
- Enroll in at least twelve (12) hours each semester
- Copy of high school transcript submitted with completed scholarship application
- Submit three letters of recommendation from teachers or high school counselors and members of the community
- Complete the FAFSA and be Pell eligible

James Family Endowed Scholarship

Eligibility Criteria

- Must be seeking a degree in the accounting field
- Completion of one semester (twelve (12) or more hours) at SouthArk with a minimum of 3.0 GPA in prior coursework
- Enrolled in at least twelve (12) hours each semester

Langston Endowed Scholarship

Eligibility Criteria

- Must be seeking a degree in a business-related field
- Minimum 3.0 GPA on college coursework and completion of one semester (twelve (12) or more hours) at SouthArk
- Enrolled in at least twelve (12) hours each semester
- Copy of SouthArk transcript submitted with completed scholarship application

Omazel Lawson Endowed Scholarship

Eligibility Criteria

- Designated for single African-American females
- Minimum 2.0 GPA on college coursework
- Must be enrolled as a full-time student (minimum 12 hours) or as a part-time student (minimum 6 hours)
- Copy of transcript submitted with completed scholarship application

Living the Dream Scholarship

Eligibility Criteria

- Traditional age students, 17-23 inclusive.
- Minimum 2.75 GPA on high school work or a score of 580 on the GED exam.
- Must have attended a United States public/private school for three years.

- Must have been a resident in the United States for the past three years.
- FAFSA must be completed prior to selection of recipient.
- Resident of Ashley, Bradley, Chicot, and Union Arkansas counties or Claiborne, Union, and Webster Louisiana parishes.
- Preference is given to non-El Dorado Promise students.
- Must be enrolled as a full-time student twelve (12) hours, or a part-time student six (6) hours
- Two (2) letters of recommendation from teachers or members of the community, documenting evidence of a desire to pursue an education.
- Essay (minimum of 500 words) which demonstrates student's commitment to continuing his/her education, a description of educational goals, and future career plans.

Jodie Mahony Endowed Scholarship

Eligibility Criteria

- Working on the first two years of an Associate of Arts degree in a transfer program
- Available to full- or part-time students
- Available to new and current students
- Based on academic achievement: test scores, grade point average
- Submission of test scores (ASSET, COMPASS, SATs, and/or ACT)
- Submission of college or high school transcripts if no college completed
- Testing out of or completion of reading and writing basic studies requirements
- Interview with the Jodie Mahony Scholarship Advisory Committee, which will recommend finalists to the SouthArk Scholarship Committee for final selection

Mable and Emon Mahony Endowed Scholarship

Eligibility Criteria

- Priority will be given to single head of household female parent
- Minimum 2.0 GPA on college coursework
- Must be enrolled as a full-time student (minimum 12 hours) or as a part-time student (minimum 6 hours)
- Copy of transcript submitted with completed scholarship application

Michael Mahony/BancorpSouth Endowed Scholarship

Eligibility Criteria

- Graduate of El Dorado High School
- First-time entering college student
- Enrolled in at least twelve (12) hours each semester
- Have earned a 2.5 GPA in prior coursework

Medical Center of South Arkansas/Betty White Endowed Scholarship

Eligibility Criteria

- Must be a dependent of a full-time employee or a retiree of the Medical Center of South Arkansas or an employee of the Medical Center of South Arkansas. A dependent is defined as a spouse, child or grandchild as certified by the donor.
- Enrolled in at least twelve (12) hours each semester
- Minimum 2.5 GPA on prior coursework and completion of one semester (twelve (12) or more hours) at SouthArk
- Enrolled in a health-related program of study or be interested in pursuing a health-related career.

James M. Moore, Jr. Endowed Scholarship

Eligibility Criteria

- Graduate of a Union County high school
- Must be seeking a degree or Certificate of Proficiency in business, education or one of the health science fields
- No minimum GPA required; past academic record will be considered
- Full-time enrollment (minimum of twelve (12) hours each semester)
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient
- Three (3) letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

Neely Endowed Scholarship

Eligibility Criteria

- Seeking a degree in a business-related field
- Minimum 3.0 GPA on college coursework and completion of one semester (12 or more hours) at SouthArk
- Enrolled in at least 12 semester hours each semester
- Copy of SouthArk transcript submitted with completed scholarship application

Dr. Kermit Parks Public Service Endowed Scholarship

Eligibility Criteria

- Planning a career which includes public service and community involvement; prefer a major in history, political science or health sciences.
- Maintain a 2.5 GPA in coursework major and related studies
- Must be enrolled in at least nine (9) hours fall and spring semesters; and complete Associate Degree within three (3) years
- Submit a copy of previous coursework with completed scholarship application
- Submit an essay describing community involvement and activities, political philosophy and future goals.
- Must be or become involved in community and political and activities.

E.W. Pickering Endowed Scholarship

Eligibility Criteria

- Minimum 2.5 GPA on high school or college coursework
- Enrolled in at least nine (9) hours each semester (Fall or Spring) and six (6) hours (Summer)
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient, but cannot be eligible for Pell Grant
- Copy of high school or SouthArk transcript submitted with completed scholarship application
- Three (3) letters of recommendation from or members of the community documenting evidence of a desire to pursue an education

Mabel Stratton Powell Endowed Scholarship

Eligibility Criteria

- Must be seeking a degree in Education
- Completion of one semester (twelve (12) or more hours) at SouthArk with a minimum of 3.0 GPA in prior coursework
- Enrolled in at least twelve (12) hours each semester

ProMed Ambulance Scholarship Fund

Eligibility Criteria

- Resident of Union County
- Minimum 3.0 GPA on college or high school coursework
- Enrolled in at least twelve (12) semester hours each semester
- Copy of high school or SouthArk transcript submitted with completed scholarship application
- Two letters of recommendation from teachers
- Scholarship has a maximum duration of two semesters

Dora J. and John G. Ragsdale, Jr. Endowed Scholarship

Eligibility Criteria

- Completion of six (6) or more hours at SouthArk and have a minimum of 2.75 GPA in prior coursework
- Must be enrolled as a full-time student (minimum 12 hours) or as a part-time student (minimum 6 hours)
- FAFSA must be completed prior to selection of recipient.
- Copy of transcript submitted with completed scholarship application
- May not be eligible for the El Dorado Promise scholarship

REACH (Receiving Education Achievement Close to Home) Scholarship

Eligibility Criteria

- Non-traditional student (age 24 or older)
- Minimum 2.5 GPA on college or high school coursework
- Enrolled in at least twelve (12) hours each semester for a full-time student
- Enrolled in at least six (6) hours each semester for a part-time student
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient, but cannot be eligible for Pell Grant
- Copy of high school or SouthArk transcript submitted with completed scholarship application
- Three (3) letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

Lucy Ring Academic Excellence Endowed Scholarship

Eligibility Criteria

- Minimum 3.0 GPA on college or high school coursework
- Enrolled in at least twelve (12) hours each semester
- Copy of high school or SouthArk transcript submitted with completed scholarship application
- Three letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

Lucy Ring Fine Arts Endowed Scholarship (same criteria as choral scholarships)

Choral Scholarship (Full Time)

Eligibility Criteria

- Minimum 2.5 GPA in prior coursework
- Based on an interview and audition with music faculty
- Enrolled in at least twelve (12) hours each semester
- Enrolled in one choir course
- Enrolled in one additional music (Prefix MUS) course (instructor may waive this requirement based on level of music proficiency)

Choral Scholarship (Part Time)

Eligibility Criteria

- Minimum 2.5 GPA in prior coursework
- Based on an interview and audition with music faculty
- Enrolled for a partial course load (minimum six (6) hours) each semester
- Enrolled in one choir course
- Enrolled in one additional music (Prefix MUS) course (instructor may waive this requirement based on level of music proficiency)

Fine Arts Scholarship

Eligibility Criteria

- Minimum 2.5 GPA in prior coursework
- Available to students pursuing fine arts majors such as instrumental music, visual arts, literature or music composition
- Based on an interview with Arts and Sciences Division Chair
- Enrolled in at least twelve (12) hours each semester, inclusive of at least three (3) hours fine arts
- Minimum 3.0 GPA in fine arts courses, minimum 2.5 GPA overall

Simmons First Bank Endowed Scholarship

Eligibility Criteria

- Minimum 2.5 GPA in prior coursework
- Resident of Union County
- Preference will be given to students of Hispanic origin and graduates of high schools in Union County
- Copy of high school transcript submitted with completed scholarship application
- Must be seeking a business or computer degree
- Enrolled in at least twelve (12) hours each semester

Jo An and Charles T. Skinner Endowed Scholarship

Eligibility Criteria

- Non-traditional student (age 24 or older)
- Minimum 2.5 GPA
- Must be enrolled as a full-time student (minimum 12 hours) or as a part-time student (minimum 6 hours)
- Copy of transcript submitted with completed scholarship application

Melba Tatom Nursing Endowed Scholarship

Eligibility Criteria

- Minimum 3.0 GPA on college coursework
- Must be seeking a degree or certificate in the nursing program (RN or LPN)
- Must have completed first semester in the nursing program
- Must be enrolled as a full-time student or as a part-time student
- Copy of transcript submitted with completed scholarship application
- Submit two (2) letters of recommendation, one from a nursing faculty and one from a member of the community, documenting evidence of a desire to pursue an education
- Submit an essay (minimum 250 words) on why student has chosen the field of nursing

William Jammillous (Jay) Terry Scholarship

Eligibility Criteria

- Graduate of either Junction City High School or Spearsville High School
- Must be seeking a degree in a computer-related or health sciences field
- Minimum cumulative 2.0 GPA on high school coursework
- Enrolled in at least twelve (12) hours each semester
- Copy of high school transcript submitted with completed scholarship application
- Student must complete the FAFSA and show a previous year's adjusted gross income of \$45,000 or less
- Letter of recommendation from high school counselor

Trade and Industry Scholarship

Eligibility Criteria

- Graduate of a Union County high school
- Successfully participated in the dual enrollment program during high school
- Completion of a minimum of eight (8) college hours with a GPA of 2.5 in the dual enrollment program or two successful semesters in the Secondary Technical Center programs that do not have college credit courses.
- Minimum 2.5 GPA on high school coursework
- Enrolled in at least six (6) hours each semester at SouthArk
- Enrolled in health sciences, automotive, cosmetology, industrial technology, welding or business and computer technologies
- Copy of high school transcript submitted with completed scholarship application
- Letter of recommendation from high school counselor or SouthArk instructor
- Awarded first semester only

Jonathan M. Warren Memorial Scholarship

Eligibility Criteria

- Graduate of El Dorado High School
- Successfully participated in the dual enrollment program during high school
- Completion of a minimum of eight (8) college hours with a GPA of 2.0 in the dual enrollment program
- Minimum 2.0 GPA on high school course work
- Enrolled in at least six (6) hours each semester at SouthArk
- Enrolled in allied health, automotive, building trades, welding, cosmetology, graphic arts or information and business technologies
- Copy of high school transcript submitted with completed scholarship application
- Letter of recommendation from high school counselor or SouthArk instructor

Dr. Ben T. Whitfield Endowed Scholarship

Eligibility Criteria

- Graduate of a Union County high school
- First-time entering college student
- Minimum 2.5 GPA on high school coursework
- Enrolled in at least nine (9) hours each semester
- Copy of transcript submitted with completed scholarship application
- Demonstrated financial need
- Submit two (2) letters of recommendation, one from a high school counselor or high school teacher and one from a member of the community, documenting evidence of a desire to pursue an education

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 or contact the El Dorado office at 708 W. Faulkner, (870) 862-5451.

Workforce Investment Act. This program is designed to provide a variety of job-seeking and training services to youth, adults, and dislocated workers who qualify. Training services are provided through the voucher system. 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) 863-5024 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, contact the Financial Aid Office.

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:

1. A freshman student who does not attain a 1.50 grade point average will be placed on academic probation.
2. 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.
3. A sophomore student whose grade point average is less than 2.00 will be placed on academic probation.
4. 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.
5. 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 South Arkansas Community College 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 a course with 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.

Tuition and Fees

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 2014-2015 academic year has been approved by the South Arkansas Community College Board of Trustees: (Tuition and fees are under review and may change for the 2014-2015 academic year.)

Tuition

Per Credit Hour

In-District.....	\$81
Out-of-District.....	\$94
Out-of-State.....	\$169

Fees required for all students

Assessment Fee	\$25
Technology Fee	\$8/credit hour
Activity Fee	\$1/credit hour
Support Fee	\$1/credit hour
Security Fee	\$4/credit hour

Course Related Fees and Other Charges

CDA Assessment.....	\$425
Challenge Test (per test)	\$7 plus \$12 per credit hour
COMPASS Test.....	\$10
Developmental Math Course Fee.....	\$25 per course
Drop/Add (per form).....	\$5
Drug Screen Test.....	\$35
Emergency Medical Technician/Paramedic	
AR Practical Exam.....	\$50
NREMT Practical Exam	\$150
Golf	\$45
Health Science Background Check.....	\$53
Health Science CPR.....	\$45
Health Science Insurance (Accident).....	\$6 per semester
Health Science Insurance (Liability)	\$18 per semester
Health Science Student Travel and Professional Development	
Medical Lab	\$50 Fall/Spring semester
Occupational Therapy Assistant.....	\$50 per semester
Physical Therapist Assistant.....	\$75 Fall/Spring semester
Practical Nursing (Days/Warren)	\$25 per semester
Practical Nursing (Evenings)	\$25 per semester
Radiologic Technology	\$50 Fall/Spring semester
Registered Nursing.....	\$80 per semester
Respiratory Therapy.....	\$50 per semester
Surgical Technology.....	\$50/\$100 Fall/Spring semester
HOBET V Test (Health Admission Test)	\$40
ID Card Replacement.....	\$8
Laboratory Fees	Check "Fee" column in course listing
Medical Laboratory Science Certification Exam.....	\$106
Music (private lesson).....	\$100 per credit hour

Network Security Background Check	\$50
Online Courses	\$28 per credit hour
Occupational Therapy Assistant Testing	
AOTA	\$75
NBCOT	\$45
Licensing Prep Exam	\$120
Physical Therapist Assistant Testing	\$245
Practical Nursing	
ATI Exam (Days/Warren)	\$145 per semester
ATI Exam (Evenings)	\$109 per semester
ATI Retake Exam	\$40
Drug Screen (Days/Warren/Evenings)	\$35
Radiologic Technology Testing	\$200
Registered Nursing	
ATI Exam	\$175 per semester
Drug Screen	\$35
Supply (per course)	\$60 per semester
Respiratory Therapy Assessment Test	\$130
Respiratory Therapy Data ARC	\$60
SAS Critical Thinking Test	\$32
STEP Assessment	\$30
Surgical Technology	
CST Practice Exam	\$40
Drug Screen	\$35
Gold Bundle Package	\$247
Insolx Clinical Externship	\$75
Northstar Learning	\$85
Test Proctoring Fee	\$15 per test
Transcript	Free

Course Usage/Lab and Supply Fee (the amount varies per course) \$5-\$80 per course
Usage/Lab and Supply Fees may be charged for specific classes. See the current class 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, re-enrolling, 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 through Campus Connect 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:

1. The parents or surviving parent; or
2. The parent to whom custody of the minor has been awarded; or
3. 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
4. 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
3. Official verification from an Arkansas employer of current employment at a minimum current salary of \$5,500 or

4. 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, 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:

Regular Semester (16-Week Term)	<u>Tuition</u>	<u>Fees</u>
Before 1 st day of classes.....	100%.....	100%
Classes in session 1 through 2 class days	95%.....	0%
Classes in session 3 through 11 class days	75%.....	0%
Classes in session 12 through 20 class days	50%.....	0%
After 20 th class day.....	0%.....	0%

Long Summer (10-Week Term)	<u>Tuition</u>	<u>Fees</u>
Before 1 st day of classes.....	100%.....	100%
Classes in session 1 class day	95%.....	0%
Classes in session 2 through 6 class days	75%.....	0%
Classes in session 8 through 10 class days	50%.....	0%
After 10 th class day.....	0%.....	0%

First and Second Summer (Five-Week Term)	<u>Tuition</u>	<u>Fees</u>
Before 1 st day of classes.....	100%.....	100%
Classes in session 1 class day	95%.....	0%
Classes in session 2 through 3 class days	75%.....	0%
Classes in session 4 through 5 class days	50%.....	0%
After 5 th class day.....	0%.....	0%

Irregular Terms (mini-mesters)	<u>Tuition</u>	<u>Fees</u>
Before the first day of classes	100%.....	100%
Through the first 2.5% of the enrollment period.....	95%.....	0%
From 2.5% through 13.75% of the enrollment period.....	75%.....	0%
From 13.75% through 25% of the enrollment period.....	50%.....	0%
Past 25% of the enrollment period.....	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 current class schedule at the end of the business day.

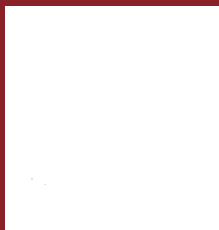
Non-payment of any outstanding balance by the stated deadline will result in a financial hold on the account. All financial obligations must be settled before graduating, re-enrolling, or requesting an official transcript. Library privileges may also be suspended. If a student fails to meet his/her financial 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:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Federal PLUS Loan
4. Unsubsidized Federal Stafford Loan
5. Subsidized Federal Stafford Loan
6. Federal Direct PLUS Loan
7. Federal Perkins Loan
8. Federal Pell Grants
9. Federal SEOG
10. Other assistance awarded under programs authorized by Title IV
11. Federal, State, private, or institutional assistance to the student



**Academic
AFFAIRS**

Credit Programs and Awards

The college offers programs of instruction designed to meet a variety of educational and vocational 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.

GRADUATE LEARNING OUTCOMES

South Arkansas Community College has established general education outcomes for all its degree programs, both AAS and AA, to help prepare students for success in the workplace, at home, and in the community; for life-long learning; and for transfer to other programs. These outcomes have determined the general education courses required for the degree curricula. Graduates of South Arkansas Community College degree programs should show the ability to do the following:

1. Critical Thinking: Demonstrate critical thinking and logical problem-solving skills.
2. Reading: Comprehend, evaluate, and synthesize information gained by reading college-level material.
3. Writing: Synthesize information, formulate ideas, and organize perspectives clearly and logically to communicate effectively in writing
4. Tolerance: Understand the perspective of others within the context of their social, cultural, and ethnic backgrounds and apply that understanding to communications at home, in the workplace, and in the community
5. Math: Understand and use mathematical concepts to solve problems and critically evaluate numerical information.
6. Technology: Use technology appropriate to their fields.
7. Ethics: Understand and demonstrate ethical behavior socially, academically, and professionally.

GRADUATION AWARDS AND REQUIREMENTS

Associate of Arts Degree

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

South Arkansas Community College offers a number of programs that prepare the students for further course work toward a baccalaureate degree in professional areas, such as pre-

medicine and pre-law. Students should meet with an advisor 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 an academic advisor well versed in these requirements.

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

1. Meet basic studies requirements.
2. 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.
3. Have a minimum of a 2.00 GPA on all courses completed at South Arkansas Community College and a minimum 2.00 GPA on those courses applicable to the Associate of Arts degree.

Associate of Arts in Teaching Degree

The Associate of Arts in Teaching Degree is designed to transfer to upper-level institutions and constitutes about one-half of a baccalaureate degree. Information regarding the requirements for this degree may be found in the section titled “Liberal Arts.” The degree plan consists of the General Education Core plus 6 credits of Education courses and up to 15 credits of additional credits as electives. Students should select the university they wish to attend to complete the baccalaureate degree and enroll in the courses that are specified by that particular university.

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, usually two years long. 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:

1. Meet basic studies requirements.
2. 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
3. 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.
4. Have a minimum cumulative of a 2.00 GPA on all courses completed at South Arkansas Community College and a minimum 2.00 GPA on those courses applicable to the Associate of Applied Science Degree.
5. Make application for graduation to the Enrollment Services Office.
6. 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:

1. Meet basic studies requirements appropriate to the certificate.
2. Complete respective certificate requirements listed in the General Catalog.
3. Have a 2.00 GPA on all courses completed at South Arkansas Community College.
4. Make application for graduation to the Enrollment Services Office.
5. 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:

1. If applicable, have met all entrance requirements for the program.
2. Meet basic studies requirements to the program.
3. Complete respective course requirements listed in the general catalog.
4. Have a 2.00 GPA on the course or courses required for the certificate.
5. Make application for graduation to the Enrollment Services Office.
6. 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 degrees contain this core. For more information, the student should check with his/her academic advisor.

STATE MINIMUM CORE CURRICULUM
South Arkansas Community College

English/Communications

Nine credits required

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

Math

Three credits required

MATH	1023	College Algebra
MATH	1033	Plane Trigonometry
MATH	2015	Calculus I

Science

Four credits required from the following:

BIOL	1004/L	Fundamentals of Biology/Lab
BIOL	1024/L	Zoology/Lab
BIOL	1034/L	General Botany/Lab

Four credits required from the following:

CHEM	1024/L	Chemistry I for Science Majors/Lab
GEOL	1004/L	Physical Geology/Lab
GEOL	1014/L	Historical Geology/Lab
PHYS	2024/L	The Physical Sciences/Lab

Fine Arts/Humanities

Three credits required from the following:

ENGL	2213	Literature I
ENGL	2223	Literature II
ENGL	2653	American Literature I
ENGL	2663	American Literature II

Three credits required from the following:

ART	2003	Art Appreciation
MUS	2003	Music Appreciation
PHIL	2003	Introduction to Philosophy
THEA	2003	Theatre Appreciation

Social Sciences

Three credits required from the following:

HIST	2013	History of United States to 1876
HIST	2023	History of United States since 1876
PSCI	2003	American Government: National

Six credits required from the following:

ECON	2003	Macroeconomic Principles
GEOG	2003	Introduction to Geography
HIST	1003	History of Civilization to 1700
HIST	1013	History of Civilization since 1700
PSYC	2003	General Psychology
SOC	2003	Introduction to Sociology

Choices must include three credits of U.S. History or National Government and three credits of non-history courses.

Learning Outcomes for the General Education Program

Students who complete the Certificate of General Studies and/or the Associate of Arts degree will focus primarily on achieving proficiency in the ten areas listed below.

Students who take general education courses in other degree programs as a foundation for their more specialized studies will also benefit from SouthArk's

Completion of the General Education Core Curriculum will enable the student to:

1. Synthesize information, formulate ideas, and define perspectives clearly and logically in both written and oral form.
2. Define and use appropriate and relevant terms, rules, formulas, concepts, symbols, and technology.
3. Gather and evaluate resource materials, shape them into cogent presentations, and document them correctly.
4. Understand and explain concepts of human behavior and biology, the natural environment, and the historical and aesthetic achievements arising from culture and heritage.
5. Apply the knowledge of current information and technology to be healthy, productive, and effective in the ever-changing political, cultural, and social world.
6. Analyze the multicultural and ethical issues that affect the modern world, compare them with one's own values, and describe one's role in the expanding global community.
7. Demonstrate critical thinking skills and logical problem solving.
8. Evaluate, interpret, and/or create works in the arts.
9. Demonstrate literal, interpretive, and applied levels of comprehension of written and oral language.
10. Acquire and apply oral, aural, physical, laboratory, and written skills appropriate to each field of study.

Arkansas Assessment of General Education

In addition to course-level assessment in each of the courses represented in the core curriculum, South Arkansas Community College assesses general education attainment of students who have completed a substantial portion of the 35-credit core. The Measures of Academic Proficiency and Progress, or MAPP, is a standardized test completed in approximately two hours. The test includes questions in four skill areas (critical thinking, reading, writing and mathematics) and three context-based areas (humanities, social sciences and natural sciences). These tests provide the College with information regarding the quality of education provided in the general education courses.

Residency Requirements

Students attending or having attended other colleges can meet residency requirements for an Associate degree by completing the last 15 credits at South Arkansas Community College or by completing any 30 credits at South Arkansas Community College. Residency for a certificate program must be proportional to that of the associate degree.

Credit for Work

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. 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 may appeal to the Academic Standards Committee when new catalog changes conflict with their original degree plan. To initiate the appeal, students must submit a written statement outlining reasons for the request to the Vice President for Learning, requesting a review of their case. Appeal statements should have a letter of support from the program director or academic advisor.

HONORS PROGRAM

South Arkansas Community College 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 COMPASS)

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 Learning 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 for details.

HENDERSON STATE UNIVERSITY

Bachelor of Arts in Arts and Sciences

SouthArk Program: Associate of Arts

Division: Liberal Arts

Mode of Delivery: online

Bachelor of Business Administration in Accounting

SouthArk Program: Associate of Arts (With specified Business electives)

Division: Liberal Arts

Mode of Delivery: online

Bachelor of Business Administration in Finance

SouthArk Program: Associate of Arts (With specified Business electives)

Division: Liberal Arts

Mode of Delivery: online

Bachelor of Business Administration in Management

SouthArk Program: Associate of Arts (With specified Business electives)

Division: Liberal Arts

Mode of Delivery: online

Bachelor of Business Administration in Marketing

SouthArk Program: Associate of Arts (With specified Business electives)

Division: Liberal Arts

Mode of Delivery: online

SOUTHERN ARKANSAS UNIVERSITY

Bachelor of Arts in Criminal Justice

Associate of Arts

Division: Liberal Arts

Mode of Delivery: on-site instruction, online, and ITV

Bachelor of Business Administration in Accounting

SouthArk Program: Associate of Arts (With specified Business electives)

Division: Liberal Arts

Mode of Delivery: online

Bachelor of Business Administration in Finance

SouthArk Program: Associate of Arts (With specified Business electives)
Division: Liberal Arts
Mode of Delivery: online

Bachelor of Business Administration in General Business with Education Minor

SouthArk Program: Associate of Arts (With specified electives)
Division: Liberal Arts
Mode of Delivery: online

Bachelor of Business Administration in Management

SouthArk Program: Associate of Arts (With specified Business electives)
Division: Liberal Arts
Mode of Delivery: online

Bachelor of Business Administration in Marketing

SouthArk Program: Associate of Arts (With specified Business electives)
Division: Liberal Arts
Mode of Delivery: online

Bachelor of Business Administration in Organizational Management

SouthArk Program: Associate of Arts (With specified Business electives)
Division: Liberal Arts
Mode of Delivery: online

Bachelor of Science in Criminal Justice

Associate of Applied Science in Criminal Justice Administration
Division: Liberal Arts
Mode of Delivery: on-site instruction, online, and ITV
Special Conditions: The agreement allows graduates of SouthArk's AAS program in criminal justice administration to transfer all successfully completed coursework to SAU and then complete a bachelor's degree without leaving El Dorado.

Bachelor of Science in Education in Early Childhood Education

Associate of Arts in Teaching
Division: Liberal Arts
Mode of Delivery: on-site instruction, online, and ITV

Bachelor of Science in Engineering Physics-Industrial Technology Option

Association of Applied Science in Process Technology
Division: Business and Technical
Mode of Delivery: on-site instruction, and online
Special Conditions: Of the 60 hours required in the AAS Process Technology program of study, 57 credit hours transfer to SAU. Six additional credit hours may be completed at SouthArk.

Bachelor of Science in Psychology

Associate of Arts
Division: Liberal Arts
Mode of Delivery: on-site instruction, online, and ITV

Special Conditions: The agreement allows graduates of SouthArk's associate of arts program to transfer all successfully completed coursework to SAU and then complete a bachelor's degree without leaving El Dorado.

LOUISIANA TECH UNIVERSITY

Bachelor of General Studies

Associate of Arts

Division: Liberal Arts

Mode of Delivery: online

Special Conditions: SAS 0103 at South Ark will waive University Seminar 100 or 101 requirements at Louisiana Tech but will not count as degree hours. Louisiana Tech requires 9 hours of natural sciences courses including both a physical and biological science course with at least 6 hours from a two-course sequence. Taking either BIOL 2064/L and BIOL 2074/L, or CHEM 1024/L and CHEM 1124/L at South Ark would fulfill Louisiana Tech's two-course sequence requirement.

Bachelor of General Studies-Business Concentration

SouthArk Program: Associate of Arts (With specified Business electives)

Division: Liberal Arts

Mode of Delivery: online

UNIVERSITY OF LOUISIANA AT MONROE

Bachelor of Arts in Criminal Justice

Associate of Arts

Division: Liberal Arts

Mode of Delivery: online

Special Conditions: University Seminar 1001 is NOT applied as credit hours towards degree. University Seminar 1001 may be waived based on credit hours and other factors. Check with your advisor for specific information about University Seminar 1001.

Bachelor of Business Administration

SouthArk Program: Associate of Arts (With specified Business electives)

Division: Liberal Arts

Mode of Delivery: online

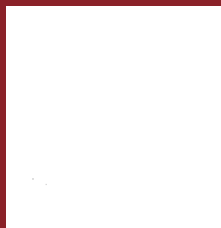
Bachelor of General Studies with Concentration in Social Studies

Associate of Arts

Division: Liberal Arts

Mode of Delivery: online

Special Conditions: University Seminar 1001 is NOT applied as credit hours towards degree. University Seminar 1001 may be waived based on credit hours and other factors. Check with your advisor for specific information about University Seminar 1001.



**Liberal
ARTS**

Liberal Arts Programs

Associate of Arts (AA)
Performance and Media Arts (AA)
Teaching (AAT)
Criminal Justice Administration (AAS)
Early-Childhood Education (AAS, TC, CP)
Certificate of General Studies (TC)
Criminal Justice (CP)
Law Enforcement (CP)

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 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

English/Communications

Nine hours from the following:

ENGL 1113 Composition I ("C" or better)
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

Mathematics

Three hours from the following:

MATH 1023 College Algebra
MATH 1033 Plane Trigonometry
MATH 2015 Calculus I

Social Science –Minimum of fifteen hours total*

History (six credit minimum) **

HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876

Social Science (minimum of six hours in two different fields)

ECON 2003 Macroeconomic Principles
GEOG 2003 Introduction to Geography
PSCI 2003 American Government: National
PSYC 2003 General Psychology
SOC 2003 Introduction to Sociology

Natural Science-Eight hours total

Biological Science-Four hours from the following:

BIOL 1004/L Fundamentals of Biology/Lab

- BIOL 1024/L Zoology/Lab
- BIOL 1034/L General Botany/Lab
- BIOL 2064/L Anatomy & Physiology I with Lab
- BIOL 2074/L Anatomy & Physiology II with Lab

Physical Science—Four hours from the following:

- CHEM 1024/L Chemistry I for Science Majors/L
- GEOL 1004/L Physical Geology
- GEOL 1014/L Historical Geology
- PHYS 2024/L The Physical Sciences/Lab

Fine Arts and Humanities—Nine total; must include three hours of World Literature:

- ENGL 2213 Literature I
- ENGL 2223 Literature II
- ENGL 2653 American Literature I
- ENGL 2663 American Literature II
- ART 2003 Art Appreciation
- MUS 2003 Music Appreciation
- THEA 2003 Theatre Appreciation
- PHIL 2003 Introduction to Philosophy

Health and Physical Education

Two hours from the following:

- P E 1001 P. E. Activity or

Three hours from the following:

- HPER 1403 Personal and Community Health

*Must include one course from the following: History of the United States to 1876, History of the United States since 1876, American Government: National

**Must include one course from the following: History of Civilization to 1700, History of Civilization since 1700

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

Associate of Arts Degree (AA)

FIRST SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
MATH 1023	College Algebra, Plane Trig, or Calculus I	3
HPER 1403	Personal and Community Health or P.E. Activity Class	1-3
	Social Science	3
	Fine Arts/Humanities	3
Semester Credit Hour Total		13-15

SECOND SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II	3
SPCH 1113	Principles of Speech	3
	Natural Science with Lab	4
	Social Science	3
	Fine Arts/Humanities	3
Semester Credit Hour Total		16

THIRD SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
	Social Science	3
	Natural Science with Lab	4
	Fine Arts/Humanities	3
	Electives	3-6
Semester Credit Hour Total		13-16

FOURTH SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
	Social Science	6
	Electives	3-6
Semester Credit Hour Total		9-12
PROGRAM CREDIT HOUR TOTAL		60

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.

English/Communications

Nine hours from the following:

- ENGL 1113 Composition I (C or better)
- ENGL 1123 Composition II
- SPCH 1113 Principles of Speech

Mathematics

- MATH 1023 College Algebra

Social Science

Total of nine hours from the following:

U.S. History or American Government-Three hours taken from the following:

- HIST 1003 History of Civilization to 1700
- HIST 1013 History of Civilization Since 1700
- HIST 2013 History of the United States to 1876
- HIST 2023 History of the United States since 1876
- PSCI 2003 American Government: National

Social Science Courses-Six hours from the following:

- PSYC 2003 General Psychology
- SOC 2003 Introduction to Sociology
- ECON 2003 Macroeconomic Principles
- GEOG 2003 Introduction to Geography

Natural Science

Total of four to eight hours from the following (with lab):

Biological Science

- BIOL 1004/L Fundamentals of Biology/Lab
- BIOL 1024/L Zoology/Lab
- BIOL 1034/L General Botany/Lab
- BIOL 2064/L Anatomy & Physiology I with Lab
- BIOL 2074/L Anatomy & Physiology II with Lab

Physical Science

- CHEM 1024/L Chemistry I for Science Majors/L
- GEOL 1004/L Physical Geology
- GEOL 1014/L Historical Geology
- PHYS 2024/L The Physical Sciences/Lab

Technology

Three hours from the following:

- CSCS 1003 Computers and Information Processing OR Technology Elective

Fine Arts/Humanities

Six hours taken from the following:

ART	2003	Art Appreciation
ENGL	2213	Literature I
ENGL	2223	Literature II
ENGL	2653	American Literature I
ENGL	2663	American Literature II
MUS	2003	Music Appreciation
THEA	2003	Theatre Appreciation
PHIL	2003	Introduction to Philosophy

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

Certificate of General Studies (CGS)**FIRST SEMESTER**

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
MATH 1023	College Algebra	3
CSCI 1003	Computers and Information Processing or Technology Elective	3
	Social Science	6
	Fine Arts/Humanities	3
Semester Credit Hour Total		18

SECOND SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II	3
SPCH 1113	Principles of Speech	3
	Natural Science with Lab	4
	Social Science	3
	Fine Arts/Humanities	3
Semester Credit Hour Total		16

PROGRAM CREDIT HOUR TOTAL	34
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CRIMINAL JUSTICE ADMINISTRATION

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

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
PSCI 2003	American Government: National	3
C J 1103	Introduction to Criminal Justice*	3
CSCI 1003	Computers and Information Processing	3
PSYC 2003	General Psychology	3
Semester Credit Hour Total		15

SECOND SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II	3
PSCI 2013	American Government: State and Local	3
C J 2303	Rules of Criminal Evidence and Procedures	3
SOC 1003	Introduction to Sociology	3
SPCH 1113	Principles of Speech	3
Semester Credit Hour Total		15

THIRD SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 1003	History of Civilization to 1700 (or HIST 1013)	3
C J 2403	Criminal Investigation Techniques	3
PSYC 2223	Developmental Psychology	3
C J 2503	Arkansas Criminal Law	3
MATH 1023	College Algebra or Technical Math (TECH 1003)	3
Semester Credit Hour Total		15

FOURTH SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 2013	History of U.S. to 1876 (or HIST 2023)	3
C J 2103	Police Administration	3
SOC 2033	Marriage and the Family	3
PSYC 2203	Abnormal Psychology	3
C J 2603	Arkansas Juvenile Law and Procedures	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL.....60

*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 (C J 1103) will not be a required course.

Basic Studies Requirements

Reading: ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0613 English II.

Writing: ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 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) 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 #	COURSE NAME	CREDIT HOUR
C J 1103	Introduction to Criminal Justice	3
C J 2503	Arkansas Criminal Law	3
C J 2303	Rules of Criminal Evidence and Procedures	3
PROGRAM CREDIT HOUR TOTAL.....		9

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 #	COURSE NAME	CREDIT HOUR
C J 2603	Arkansas Juvenile Law and Procedures	3
C J 2403	Criminal Investigation Techniques	3
C J 2403	Police Administration	3
PROGRAM CREDIT HOUR TOTAL.....		9

PERFORMANCE AND MEDIA ARTS

Associate's Degree

This program is intended to provide performers and technicians for the entertainment industry and affords students the opportunity to train in one concentration in the classroom and cross-train in two others through a series of musical, dramatic, and film projects that they work on together.

Film Concentration

FIRST SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
COMM 1103	Introduction to Film	3
TECH 1003	Technical Math	3
CSCI 1003	Computers and Information Processing	3
PSYC 2003	General Psychology	3
Semester Credit Hour Total		15

SECOND SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II	3
COMM 2303	Film Pre-Production	3
THEA 2633	Acting I	3
SPCH 1113	Principles of Speech	3
	Fine Arts Elective*	3
Semester Credit Hour Total		15

THIRD SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 2013	History of U.S. to 1876 or	
HIST 1003	History of Civilization to 1700	3
COMM 1403	Film Editing/Post Production	3
COMM 2403	Film Production and Design	3
COMM 1603	Scriptwriting	3
	Social Science Elective**	3
Semester Credit Hour Total		15

FOURTH SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 2023	History of U.S. since 1876 or	
HIST 1013	History of Civilization since 1700	3
COMM 2103	Directing	3
COMM 1503	Lighting	3
COMM 1303	Audio Production	3
	COMM Elective***	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL60

* Fine Arts Electives: Literature I or II, Theatre Appreciation, Music or Art Appreciation

** Social Science Electives: History of U.S. to 1876, History of U.S. since 1876, History of Civilization to 1700, History of Civilization since 1700, or Introduction to Sociology

*** Program Electives: Theatre Production I, II, or III; American Cinema, Scriptwriting, Media Ethics, Internship, Documentary Film-making, Sound Design for Film, Makeup, Digital Photography, Songwriting, or Costume.

Theatre Concentration

FIRST SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
THEA 1103	Introduction to Theatre	3
TECH 1003	Technical Math	3
CSCI 1003	Computers and Information Processing	3
PSYC 2003	General Psychology	3
Semester Credit Hour Total		15

SECOND SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II	3
THEA 2003	Theatre Appreciation	3
THEA 2633	Acting I	3
SPCH 1113	Principles of Speech	3
THEA 1023	Theatre Production I	3
Semester Credit Hour Total		15

THIRD SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 2013	History of U.S. to 1876 or	
HIST 1003	History of Civilization to 1700	3
THEA 2643	Acting II	3
COMM 1603	Scriptwriting	3
THEA 2013	Theatre Production II	3
	Fine Arts Elective*	3
Semester Credit Hour Total		15

FOURTH SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 2023	History of U.S. since 1876 or	
HIST 1013	History of Civilization since 1700	3
COMM 2103	Directing	3
COMM 1503	Lighting	3
THEA 2023	Theatre Production III	3
	Program Elective**	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL60

* Fine Arts Electives: Literature I or II, Music Appreciation, or Art Appreciation

** Program Electives: Stagecraft, Internship, Makeup, Costume, or Audio Production

Music Concentration

FIRST SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
MUS 1083	Music Theory I	3
TECH 1003	Technical Math	3
CSCI 1003	Computers and Information Processing	3
PSYC 2003	General Psychology	3
Semester Credit Hour Total		15

SECOND SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II	3
MUS 1302	Piano Class	2
MUS 1111	Class Voice Instruction or MUS 1231 Guitar Class I	1
SPCH 1113	Principles of Speech	3
MUS 2003	Music Appreciation	3
	Social Science Elective*	3
Semester Credit Hour Total		15

THIRD SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 2013	History of U.S. to 1876 or	
HIST 1003	History of Civilization to 1700	3
MUS 1252	Sight Singing and Ear Training I	2
MUS 1312	Piano Class	2
	Music Electives***	5
	Fine Arts Elective**	3
Semester Credit Hour Total		15

FOURTH SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
HIST 2023	History of U.S. since 1876 or	
HIST 1013	History of Civilization since 1700	3
MUS 2402	Basic Conducting	2
MUS 2503	Music Performance	3
COMM1303	Audio Production	3
	Music Electives**	4
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL..... 60

* Fine Arts Electives: Literature I or II, Theatre Appreciation, or Art Appreciation

** Social Science Electives: History of U.S. to 1876, History of U.S. since 1876, History of Civilization to 1700, History of Civilization since 1700, or Introduction to Sociology

*** Music Electives: Piano Class, Private Piano Instruction, Guitar Class, Private Guitar Instruction, Private Voice Instruction, Private Organ Instruction, and SouthArk Singers

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 work in childcare facilities as managers, educators and caregivers. This degree in Early Childhood Education provides advanced courses in management, curriculum development and child behavior. 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. This 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. It 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 another institution of higher education. 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. The Certificate of Proficiency allows students to meet the requirements to apply for the Child Development Associate Credential (CDA) issued by the CDA Council in Washington, DC.

1. Students must earn a grade of "C" or better in all courses taken to satisfy the AAS degree in Early Childhood Development;
2. Students must maintain an overall GPA of 2.5 to remain in the program;
3. All students are required to have current cleared maltreatment background check, a criminal background check, and a negative TB skin test.
4. All students must have a SouthArk Student Observer Badge.

Associate of Arts in Teaching

The Associate of Arts in Teaching (AAT) degree is currently under revision by the Arkansas Department of Education (ADE) as the state transitions to new teacher licensures. Students desiring to earn an AAT degree should choose a degree major of Associate of Arts – Liberal Studies and will then change to the Associate of Arts in Teaching after the state completes the revision of degree requirements.

The Associate of Arts in Teaching (AAT) is a two-year transfer degree designed to introduce students to the profession of teaching and prepare them to enter a teacher education program at a four-year institution. All students are required to have a current cleared maltreatment background check and a criminal background check and a SouthArk Student Observer Badge. In the course of acquiring the AAT you may also be eligible for a Certificate of General Studies.

In order to assure quality and equality with students who begin education majors at the four-year institutions, this degree has similar requirements:

1. Students must earn a grade of "C" or better in courses taken to satisfy the Associate of Arts in Teaching degree;
2. Students must have a final grade-point average of at least 2.65;
3. Students must pass PRAXIS Core Academic Skills for Educators (C.A.S.E.), an academic skills assessment that measures reading, writing, and mathematical skills designed to be taken prior to the junior year. Scores must be sent to the Registrar prior to verification of graduation.

4. Students may be requested to take the MAAP test.

Articulation

A program may be provided through partnership with four-year institutions which allows Education students to complete their Bachelor's degree course work on the SouthArk campus using a variety of course delivery methods. Students transfer to the four-year institution after the completion of the AAT and follow the course of study prescribed by the four-year institution. South Arkansas Community College agrees to provide the facilities in which these classes meet but has no control over the course content, the structure of the courses, the professors who teach them, when the courses are scheduled, the grades that are awarded, or any other academic requirements for these courses. Information regarding current availability of 2+2 agreements is available through the Education Program Director. 2+2 agreements are subject to change.

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 and are subject to dismissal from the education program.

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 on course syllabi and by college policy. Participation is determined by physical attendance and participation in classes as well as submission of assignments. Lack of 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 ECE, ECTC or EDUC course throughout the students' time at SouthArk are cumulative.

Unsatisfactory progress is communicated through guidance and intervention forms, warning letters, and academic probation. Conferences can be scheduled as requested.

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. Upon completion of this 61-credit-hour program, graduates will be eligible for employment as childcare 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 41 or above (or) COMPASS 80 or above (or) complete BSTD 0613 English II.

Writing — ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 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) 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 *Six hours*

ENGL 1113 Composition I

ENGL 1123 Composition II

Mathematics *Three 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 *Four hours from the following:*

BIOL 1004/L Fundamentals of Biology

PHYS 2024/L The Physical Sciences

Geography *Three hours*

GEOG 2003 Introduction to Geography

Psychology *Three hours*

PSYC 2003 General Psychology

Sociology *Three hours from the following:*

SOC 2003 Introduction to Sociology

SOC 2033 Marriage and the Family

Early Childhood Education *36 hours*

ECE 1003 Foundations of Early Childhood Education

EDUC 2033 Child Growth and Development

ECE 1023 Environments for Young Children

ECE 1033 Technical Practicum I

ECTC 2703 Pre-school Curriculum

ECTC 2303 Literacy and Language Arts for Pre-School

ECTC	2803	Infant and Toddler Curriculum
EDUC	2023	Survey of Exceptional Children
ECTC	2503	Child Guidance
ECTC	2403	Math and Science for Pre-School
ECE	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)**

SPRING—SEMESTER I

COURSE #	COURSE NAME	CREDIT HOUR
ECE 1003	Foundations of Early Childhood Education	3
EDUC 2033	Child Growth & Development	3
CSCI 1003	Computers and Information Processing	3
ENGL 1113	Composition I	3
GEOG 2003	Introduction to Geography	3
Semester Credit Hour Total		15

SPRING—SEMESTER II

COURSE #	COURSE NAME	CREDIT HOUR
ECE 1023	Environments for Young Children	3
ECE 1033	Technical Practicum I	3
ECTC 2503	Child Guidance	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
Semester Credit Hour Total		15

FALL—SEMESTER III

COURSE #	COURSE NAME	CREDIT HOUR
ECTC 2303	Literacy & Language Arts for Preschool	3
ECTC 2403	Math and Science for Preschool	3
ECTC 2803	Infant & Toddler Curriculum	3
MATH 1023	College Algebra	3
SOC 2003	Introduction to Sociology	3
Semester Credit Hour Total		15

SPRING—SEMESTER IV

COURSE #	COURSE NAME	CREDIT HOUR
ECTC 2703	Preschool Curriculum	3
EDUC 2023	Survey of Exceptional Children	3
ECE 2053	Administration of Preschool Programs	3
ECTC 2903	Future Perspectives of Early Childhood Education	3
BIOL 1004	Fundamentals of Biology/Lab (or)	4
PHYS 2024	The Physical Sciences/Lab	
Semester Credit Hour Total		16

PROGRAM CREDIT HOUR TOTAL.....61

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 *Three hours from the following:*

BSTD 0513	Intermediate Algebra
MATH 1023	College Algebra

English Requirements *Six hours*

ENGL 1113	Composition I
ENGL 1123	Composition II

Computer Technology *Three hours*

CSCI 1003	Computer Information Processing
EDUC 2313	Introduction to Educational Technology

Psychology *Three hours*

PSYC 2003	General Psychology
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Early Childhood Education *15 hours*

ECE 1033	Foundations of Early Childhood Education
EDUC 2033	Child Growth and Development
ECE 1023	Environments for Young Children
ECE 1033	Technical Practicum I
ECTC 2503	Child Guidance

Certificate of Proficiency in Early Childhood Education

The Certificate of Proficiency in Early Childhood Education, birth through pre-kindergarten, 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.**

COURSE #	COURSE NAME
ECE 1003	Foundations of Early Childhood Education
EDUC 2033	Child Growth and Development
ECE 1023	Environments for Young Children
ECE 1033	Technical Practicum I

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

ECTC 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 5 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

ASSOCIATE OF ARTS IN TEACHING DEGREE

NOTE: The Associate of Arts in Teaching (AAT) degree is currently under revision by the Arkansas Department of Education (ADE) as the state transitions to new teacher licensures. Students desiring to earn an AAT degree should choose a degree major of Associate of Arts – Liberal Studies and will then change to the Associate of Arts in Teaching after the state completes the revision of degree requirements.

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 AAT Degree and who apply to one of these institutions will 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 AAT Program Director for detailed transfer information.

The guidelines for the Associate of Arts in Teaching program are subject to change based on new requirements from the Arkansas Department of Higher Education.

Basic Studies Requirements:

AAT P4/Middle School

Reading — ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0613 English II.

Writing — ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 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) 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 AAT Degree

- Successfully pass the PRAXIS Core Academic Skills for Educators (C.A.S.E.)
- Have a cumulative GPA of 2.65 or higher.

P-4 ADHE Requirements

Basic Studies

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

English *Nine hours*

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

Mathematics *Three hours*

MATH	1023	College Algebra
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Natural Sciences *Eight hours*

BIOL	1004	Fundamentals of Biology
PHYS	2024	The Physical Sciences

Fine Arts/Humanities *Six hours*

Three hours from the following:

ART	2003	Art Appreciation
MUS	2003	Music Appreciation
THEA	2003	Theatre Appreciation

Three hours from the following:

ENGL	2213	Literature I
ENGL	2223	Literature II

Social Sciences *Eighteen hours*

Three hours from the following:

HIST	2013	History of the United States to 1876
HIST	2023	History of the United States since 1876

Three hours from the following:

HIST	1003	History of Civilization to 1700
HIST	1013	History of Civilization since 1700

Twelve hours

PSCI	2003	American Government: National
PSYC	2003	General Psychology
HIST	2033	Arkansas History
GEOG	2003	Introduction to Geography

Physical Activity *One hour*

Directed Elective *Three hours*

SOC	2003	Sociology
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Education Courses *Fifteen Hours*

EDUC	2003	Introduction to Education
EDUC	2313	Introduction to Educational Technology
EDUC	2033	Child Growth and Development
EDUC	2113	Math for Teachers I
EDUC	2223	Math for Teachers II

Students must also pass the PRAXIS Core Academic Skills for Educators (C.A.S.E.) and maintain a minimum 2.65 cumulative GPA.

AAT Middle School Generalist ADHE Requirements
(Choose either a Math/Science or Language Arts/Social Studies Specialization)

English *Nine hours*

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

Mathematics *Three hours*

MATH 1023 College Algebra

Natural Sciences *Eight hours*

BIOL 1004 Fundamentals of Biology
PHYS 2024 The Physical Sciences

Fine Arts/Humanities *Six hours*

Three hours from the following:

ART 2003 Art Appreciation
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation

Three hours from the following:

ENGL 2213 Literature I
ENGL 2223 Literature II

Social Sciences *Fifteen hours*

Three hours from the following:

HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876

Three hours from the following:

HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700

Nine hours

PSCI 2003 American Government: National
HIST 2033 Arkansas History
PSYC 2003 General Psychology

Education Courses *Twelve hours*

EDUC 2003 Introduction to Education
EDUC 2313 Introduction to Educational Technology
EDUC 2113 Math for Teachers I
EDUC 2223 Math for Teachers II

Additional Options:

Math-Science Specialty *Thirteen hours*

Math *Three hours from the following:*

MATH 1033 Plane Trigonometry
MATH 2015 Calculus I
MATH 2115 Calculus II

Science *Four hours from the following:*

GEOL 1004 Physical Geology
GEOL 1014 Historical Geology

Directed Elective *Three hours*

SOC 2003 Sociology

Emphasis Course *Three hours*

GEOG 2003 Introduction to Geography

Language Arts/Social Studies Specialty *Nine hours*

English *Three hours from the following:*

ENGL 2653 American Literature I

ENGL 2663 American Literature II

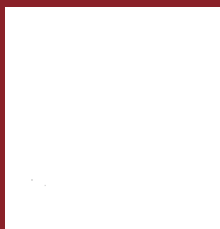
Directed Elective *Three hours*

SOC 2003 Sociology

Emphasis Course *Three hours*

GEOG 2003 Introduction to Geography

Students must also pass the PRAXIS Core Academic Skills for Educators (C.A.S.E.) and maintain a minimum 2.65 cumulative GPA.



**Health
SCIENCES**

Health and Natural Science Programs

Associate of Applied Science (AAS)

Emergency Medical Technology
Medical Laboratory Science
Occupational Therapy Assistant
Physical Therapist Assistant
Process Technology
Radiologic Technology
Registered Nursing
Respiratory Therapy
Surgical Technology

Technical Certificates

EMT-Paramedic
Medical Coding
Medical Transcription
Practical Nursing
Pre-Health Science

Certificates of Proficiency

Certified Nursing Assistant
EMT-Basic Ambulance
Medical Coding
Medical Transcription
Phlebotomy/EKG

Emergency Medical Technology

Two levels of certificate training are provided in Emergency Medical Technology. In addition, an Associate of Applied Science Degree option is available.

Emergency Medical Technician

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 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 completion, the student is awarded the Certificate of Proficiency. Applications and additional information are available from the college Enrollment Services Office.

Paramedic

The Paramedic program consists of three semesters of concentrated study including classroom, hospital clinical experiences, and field internship rotations with an Advanced Life Support 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.

The Paramedic is currently the highest classification of Emergency Medical Services

Professional (EMSP) in Arkansas. EMSPs are health professionals concerned primarily with pre-hospital care of acutely ill and injured patients. EMSPs 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. South Arkansas Community College's Emergency Medical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Committee on Accreditation of Education Programs for the Emergency Medical Services Professions.

Students completing 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 Associate of Applied Science Degree by completing the additional 30-hour general education requirement.

Admission Process

The Arkansas Department of Health approves enrollment limits per class for the EMT and Paramedic programs. Contact the Enrollment Services Office for information and application packets.

The Emergency Medical Technology program requires students to perform clinical and field internship rotations with approved hospital and ambulance service affiliates. Students enrolled in the EMT and Paramedic programs may be required to complete certain background checks, drug screens, and provide immunization records or receive vaccinations in order to comply with health and safety standards established by the affiliates. At a minimum, applicants to the EMT and Paramedic professional programs MUST 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.

Applicants to the EMT program MUST:

1. be at least 18 years of age upon completion of the program
2. submit official copy of high school transcript, college transcript, and/or GED scores if applicable.
3. submit proof of current American Heart Association Health Care Provider CPR certification or Arkansas Department of Health approved equivalent course.

Applicants to the Paramedic professional program MUST:

1. be at least 18 years of age
2. submit official copy of high school transcript, college transcript, and/or GED scores if applicable
3. submit proof of current Arkansas certification or licensure as an EMT or Advanced EMT
4. submit proof of current American Heart Association Health Care Provider CPR certification or Arkansas Department of Health approved equivalent course
5. submit a physical examination form documenting good physical and mental health upon being admitted
6. submit three written references on forms provided by the Paramedic program describing character and professional attitude

7. submit basic studies test scores
8. interview with the program director and medical director

Competitive components of the required information are:

1. three written references as to character and professional attitude.
2. basic studies test scores.
3. interview(s) with the program director and medical director.

EMERGENCY MEDICAL TECHNICIAN Certificate of Proficiency

COURSE #	COURSE NAME	CREDIT HOUR
EMT 1007	Emergency Medical Technician	7

Required BSTD courses can be completed concurrently with this course.

PARAMEDIC Technical Certificate

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
EMT 1012	Human Systems and Assessment	2
EMT 1011	EMS Environment I	1
EMT 1013	Shock and Fluid Therapy	3
EMT 1023	Emergency Respiratory Care	3
EMT 1022	Pharmacology	2
EMT 1033	Intermediate Clinical Rotation	3
Semester Credit Hour Total		14

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
EMT 1015	Emergency Cardiac Care	5
EMT 1043	Traumatology	3
EMT 1053	Medical Emergencies I	3
EMT 1014	Paramedic Clinical Rotation I	4
EMT 2232	Assessment Based Management	2
Semester Credit Hour Total		17

LONG SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
EMT 2112	Medical Emergencies II	2
EMT 2022	EMS Environment II	2
EMT 2101	Paramedic Clinical Rotation II	1
EMT 2224	Field Internship I	4
EMT 2234	Field Internship II	4
Term Credit Hour Total		13

PROGRAM CREDIT HOUR TOTAL **44**

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or)

complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 17 or above (or) ASSET Numerical Skills 34 or above (or) COMPASS 26 or above (or) complete BSTD 0413 Elementary Algebra

SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

Required BSTD courses must be completed prior to admission into the Paramedic program.

PARAMEDIC

Associate of Applied Science Degree

Students desiring an Associate of Applied Science Degree will be required to complete the requirements of a Technical Certificate and the following general education requirements.

COURSE	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology, American Government, U.S. History, or Approved Elective	3
CSCI 1003	Computers and Information Processing	3
	Physical Science Elective*	4
	Biological Science Electives**	8
	Intermediate Algebra (BSTD 0513)	0
Total Credit Hours		27

**PHYS 2024/L, CHEM 1014/L, CHEM 1024/L, or CHEM 1124/L.*

***BIOL 1004/L, BIOL 1024/L, MBIO 1124/L, or BIOL 2064/L and BIOL 2074/L.*

TOTALS FOR EMT-PARAMEDIC ASSOCIATE DEGREE	CREDIT HOUR
Paramedic Technical Certificate	44
General Education Requirements	27

PROGRAM CREDIT HOUR TOTAL.....71

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

Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140

HEALTH INFORMATION TECHNOLOGY PROGRAMS

Medical Coding and Medical Transcription

The HIT programs at SouthArk consist of a one-semester certificate of proficiency in medical coding and or a one-semester certificate of proficiency in medical transcription. Additionally, the college offers one-year technical certificates in these areas. The programs will prepare individuals for diagnostic and procedural coding positions and/or medical transcription positions in hospitals, physician offices and clinics, long-term care facilities, insurance companies, home care agencies, managed care organizations, and surgical centers. Both programs consist of classroom instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area.

MEDICAL CODING

Technical Certificate

36 credit hour program. After completing the coding program, students should be prepared to sit for and successfully complete the Certified Coding Associate exam with the American Health Information Management Association (AHIMA).

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
HIT 1003	Medical Terminology	3
HIT 1153	Health Care Delivery Systems	3
HIT 2073	Basic Medical Coding I	3
HIT 2081	Laboratory Practice in Coding	1
HIT 2803	Introduction to Medical Science	3
Semester Credit Hour Total		17

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

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
CSCI 1003	Computers and Information Processing	3
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
HIT 2173	Reimbursement Methodology	3
HIT 2183	Advanced Medical Coding II	3
HIT 2262	Medical Ethics and Law	2
HIT 2191	Practice Coding II	1
Semester Credit Hour Total		16

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
HIT 2773	Medical Coding Practicum	3

PROGRAM CREDIT HOUR TOTAL **36**

MEDICAL TRANSCRIPTION

Technical Certificate

34 credit hour program. The curriculum at South Arkansas Community College is based on the guidelines provided by the American Association for Medical Transcription Model Curriculum for Medical Transcription. After completing the program students should be prepared to sit for and successfully complete the Registered Medical Transcriptionist exam with the Association for Healthcare Documentation Integrity.

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
HIT 1003	Medical Terminology	3
HIT 1153	Health Care Delivery Systems	3
HIT 2144	Basic Medical Transcription/Lab	4
HIT 2803	Introduction to Medical Science	3
Semester Credit Hour Total		17

Following successful completion of the 17 semester credit hours of the fall semester, students will earn the certificate of proficiency in medical transcription.

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
CSCI 2143	Microcomputers: Business Applications	3
ENG 1113	Composition I	3
HIT 2154	Advanced Medical Transcription/Lab	4
Semester Credit Hour Total		14

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
HIT 2783	Medical Transcription Practicum	3
Semester Credit Hour Total		3

PROGRAM CREDIT HOUR TOTAL **34**

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 17 or above (or) ASSET Elementary Algebra Skills 34 or above (or) COMPASS 26 or above (or) complete BSTD 0413 Elementary Algebra..

SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

ALL courses in the program MUST be completed with a minimum grade of "C."

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

Dean of Health and Natural Sciences

Phone: 870-864-7102; Fax: 870-864-7140

CERTIFIED NURSING ASSISTANT
Certificate of Proficiency

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

1. perform uncomplicated nursing procedures and to assist licensed practical nurses or registered nurses in direct client care;
2. form a relationship, communicate, and interact competently on a one-to-one basis with clients as part of the team implementing client care objectives;
3. demonstrate sensitivity to clients' emotional, social, and mental health needs through skillful, directed interactions;
4. assist clients in attaining and maintaining functional independence;
5. exhibit behavior in support and promotion of client's rights; and,
6. demonstrate observational and documented skills needed in support of the assessment of client's health, physical condition, and well-being.

Applicants for admission to the CNA program must:

1. provide an official copy of high school transcript or GED equivalency with transcript and/or official college transcript if applicable
2. complete general admissions procedures to college
3. complete the COMPASS test
4. meet with CNA advisor
5. submit a state background check with the application packet to the program director
6. submit proof of a 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
7. Submit a copy of state issued driver's license or state issued identification card
8. Meet the program's physical requirements

High school health-science technology students who are 18 years of age or older may register for this program. While admission for students under 18 is possible, completion of the clinical component is difficult. Contact the CNA program director for further information about credit transfer.

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. Classes required for the certificate are:

COURSE #	COURSE NAME	CREDIT HOUR
N A 1002	Nursing Assistant Training	2
N A 1012	Nursing Assistant Skills Laboratory	2
N A 1022	Nursing Assistant Practicum	2
HIT 1003	Medical Terminology for CNAs	3
H S 1011	Ethics and Professionalism	1
H S 1001	Basic Computers or CSCI 1003	1
H S 1021	CPR and First Aid	1

PROGRAM CREDIT HOUR TOTAL **12**

Basic Studies Requirements:

Students who score less than ACT 19, ASSET 43, or COMPASS 83 in reading are required to take the Nelson Denny Reading Test in The Learning Center for placement in the appropriate basic studies reading course. Students must test out of or enroll in BSTD 0103 as a corequisite to the nursing assistant program.

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

Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140

MEDICAL LABORATORY SCIENCE

Associate of Applied Science

Medical Laboratory Science is a five-semester program designed to prepare the student to function as a member of the clinical laboratory staff. The technician performs routine procedures under the supervision of medical technologists and pathologists. Duties of the medical laboratory technician include performing such tests as complete blood counts, urinalysis, cross matching blood for transfusion, identifying pathogenic organisms, and analyzing blood and other body fluids for chemical components. Results of these procedures aid the physician by providing 70 percent of the diagnostic and maintenance health care information used by physicians.

Career opportunities for the MLT are found in hospitals, clinics, public health agencies, and privately owned medical and industrial laboratories in most locations throughout the United States. Advancement in the field is possible as work experience and continued education are acquired.

The student must be able to sit, stand for short periods of time, use a microscope, and be able to lift 25 pounds.

The program has begun the process to become accredited by the National Accrediting Agency for Clinical Laboratory Sciences. Graduates will be eligible to sit for national certification examination administered by the Board of Registry of the American Society for Clinical Pathology and/or other national organizations. Currently, the program has a 90 percent graduation rate and an 80 percent job placement rate within the first three months of graduation

Admission Progress

The freshman year of the program is open to any student. Admission to the sophomore year professional program is limited to 10 students, and a separate application is required. Applicants will be selected based upon a point system derived from a combination of prerequisite GPA and HOBET scores. Students will be allowed to take the HOBET V three times and the highest HOBET V score on file at the application deadline will be the score that is accepted. For additional information, contact the program director.

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
MATH 1023	College Algebra	3
CHEM 1014/L	Chemistry I for Health-Related Professions	4
BIOL 2064/L	Anatomy and Physiology I	4
MLS 1001	Orientation to Clinical Lab	1
HS 1001	Computer Basics	1
Semester Credit Hour Total		16

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II	3
BIOL 2074/L	Anatomy and Physiology II/Lab	4
	Social Science Elective	3
MBIO 1124/L	General Microbiology	4

HIT 1003	Medical Terminology	3
Semester Credit Hour Total		17

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
MLS 1013/L	Phlebotomy/Lab	3
MLS 1031	Phlebotomy Practicum	1
MLS 1022	Clinical Microscopy	2
MLS 1032	Clinical Microscopy Practicum	2
MLS 1034	Clinical Hematology/Coagulation	4
MLS 1044	Clinical Hematology/Coagulation Practicum	4
Semester Credit Hour Total		16

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
MLS 2004	Clinical Immunology/ Immune Hematology	4
MLS 2014	Clinical Immunology/Immune Hematology Practicum	4
MLS 2024	Clinical Microbiology	4
MLS 2034	Clinical Microbiology Practicum	4
Semester Credit Hour Total		16

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
MLS 2215	Clinical Chemistry	5
MLS 2225	Clinical Chemistry Practicum	5
MLS 2312	Seminar in Management/Professional Development	2
Semester Credit Hour Total		12

PROGRAM CREDIT HOUR TOTAL.....77

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) complete BSTD 0213 Fundamentals of Writing II.

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

SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses.

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

Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140

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 Program prepares students to work in one of the fastest growing professions in the country. Students in the Occupational Therapy Assistant Program begin with general education prerequisites to prepare them for areas they will study in the Occupational Therapy Assistant 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 begins with lecture courses and then adds “hands- on” learning and application of therapy skills needed to be successful in the variety of jobs. Application packets for entry into the program are available in the Program Director’s office. 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, located at 4720 Montgomery Lane, P. O. Box 3122, Bethesda, MD 20824-1200. AOTA’s phone number is (301) 652-AOTA. Graduates of the Occupational Therapy Assistant Program are able to sit for the national certification examination for the occupational therapy assistant administered by the National Board of Certification in Occupational Therapy. Students successfully completing this program will be awarded the Associate of Applied Science Degree.

PROGRAM PREREQUISITES*

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
MATH 1023	College Algebra	3
CSCI 1003	Computer and Information Processing	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
PSYC 2203	Abnormal Psychology	3
SOC 1003	Introduction to Sociology	3
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
BIOL 2304/L	Kinesiology/Lab	4
OTA 1003	Introduction to Occupational Therapy	3
Pre-requisite Credit Hour Total		39

*Any substitutions to the stated academic prerequisites must be approved by the OTA Program Director prior to application to the program.

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
OTA 2103	Pathology and Occupational Therapy Interventions	3
OTA 2113	Pediatrics and Occupational Therapy Interventions	3
OTA 2203	Geriatrics and Occupational Therapy Interventions	3
OTA 2101	Clinical Interventions Laboratory	1
Semester Credit Hour Total		10

FALL SEMESTER

COURSE #	COURSE NAME	SEM.HR.
OTA 1404	Mental Health and Occupational Therapy Interventions	4
OTA 1303	Group Intervention Skills	3
OTA 1503	Occupation Intervention Analysis and Application	3
OTA 2303	Advanced Clinical Management	3
OTA 2201	Fieldwork Level I	1
Semester Credit Hour Total		14

SPRING SEMESTER

COURSE #	COURSE NAME	SEM.HR.
OTA 2304	Advanced Occupational Therapy Interventions	4
OTA 2404	Phys. Dysf. and Occupational Therapy Interventions	4
OTA 2504	Advanced Clinical Intervention Skills	4
Semester Credit Hour Total		12

SUMMER TERM

COURSE #	COURSE NAME	SEM.HR.
OTA 2514	Fieldwork Level II-A* (35 hrs. per week, 5 days per wk., 8 wks)	4
OTA 2524	Fieldwork Level II-B* (35 hrs. per week, 5 days per wk., 8 wks)	4
Semester Credit Hour Total		8

PROGRAM CREDIT HOUR TOTAL.....83

*All OTA students are required to complete Level II Fieldwork A and B within 12 months following the completion of academic preparation.

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) complete BSTD 0213 Fundamentals of Writing II.

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

SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

If you are interested in further information regarding these programs, contact:
Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140

PHLEBOTOMY/EKG

Certificate of Proficiency

The Phlebotomy/EKG program at South Arkansas Community College consists of a one-semester Certificate of Proficiency. The Phlebotomy/EKG 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, actual collection of laboratory specimens, and performance and interpretation of basic EKG.

Upon successful completion of all coursework, the student will be awarded a Certificate of Proficiency and 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 in El Dorado and 10 students in Warren each semester. The first 24 students who complete the admission process to South Arkansas Community College 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. There will be NO exceptions to this rule. If students fail to pay fees by indicated date, those students will be dropped from the course and additional students will be allowed to register for the vacated positions in the class.

To successfully complete the certificate of proficiency, students MUST earn a grade of “C” or higher.

The South Arkansas Community College Phlebotomy program has been accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) located at 5600 N. River road, Suite 720, Rosemont, IL 60018-5119. NAACLS phone number is 773-714-8880; <http://www.naacls.org>.

Admission Process

Applicants to the program MUST:

1. Complete general admission procedures to the college (this is available online at www.Southark.edu or you may request a paper form from admissions).
2. Submit official copies of your High school/GED and college transcripts must be sent to SouthArk/Admissions office.
3. Submit placement test results from the ACT, SAT, ASSET, or COMPASS to SouthArk Admissions. (If you need to take a placement exam you may take the COMPASS for \$8.00 at the SouthArk Learning Center, call for an appointment: 864-7196)
4. Meet with the Phlebotomy/EKG program director.
5. Provide proof of an unencumbered drug screen (\$35) and criminal background check (\$53) required upon entry to the program.
6. Provide proof of PPD skin test or evidence of negative chest x-ray if skin testing not allowed.
7. Provide proof of Hepatitis B immunization upon entry or sign Declination Statement.
8. MUST 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.
9. Provide proof of current flu vaccine.

COURSE #	COURSE NAME	CREDIT HOUR
MLS 1013	Phlebotomy	3
MLS 1031	Phlebotomy Practicum	1
H S 1011	Ethics and Professionalism	1
HIT 1003	Medical Terminology	3
H S 1021	CPR and First Aid	1
H S 1001	Basic Computers or CSCI 1003	1
MLS 1002	Basic EKG	2
PROGRAM CREDIT HOUR TOTAL		12

Basic Studies Requirements:

Students who score less than ACT 19, ASSET 43, or COMPASS 83 in reading are required to take the Nelson Denny Reading Test in The Learning Center for placement in the appropriate Basic Studies Reading course. Students must test out of or enroll in BSTD 0103 as a corequisite to the phlebotomy/EKG program.

If you are interested in further information regarding these programs, contact:
 Dean of Health and Natural Sciences
 Phone: 870-864-7102; Fax: 870-864-7140

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 prerequisite 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 both classroom studies and clinical internships (30-40 hours/week). In-program technical studies begin in the summer term and conclude the following spring semester. Enrollment in the technical component of training is limited to 20 students (admissions criteria are available in the PTA Program offices). 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 South Arkansas Community College 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>).

PROGRAM PREREQUISITES*

COURSE #	COURSE NAME	CREDIT HOUR
MATH 1023	College Algebra	3
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
CSCI 1003	Computer and Info Processing	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
BIOL 2304/L	Kinesiology/Lab	4
PTA 1002	Introduction for Physical Therapist Assistants	2
HIT 1003	Medical Terminology	3
Pre-requisite Credit Hour Total.....		32

**Any substitutions to the stated academic prerequisites must be approved by the PTA program director prior to application to the program.*

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
PTA 2315/L	Applied Physical Therapy I/Lab	5
PTA 2304	Pathophysiological Conditions	4
PTA 2323	Administration and Management for PTAs	3
Semester Credit Hour Total		12

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
PTA 2415/L	Applied Physical Therapy II/Lab	5
PTA 2406/L	Physical Therapy Procedures/Lab	6
PTA 2424	Clinical Practicum I	4
Semester Credit Hour Total		15

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
PTA 2514/L	Neuro and Rehab for PTAs/Lab	4
PTA 2528	Clinical Practicum II	8
PTA 2503	PTA Seminar	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL.....74

If you are interested in further information regarding these programs, contact:
Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140

PRACTICAL NURSING

Technical Certificate

The Practical Nursing Program at South Arkansas Community College, approved by the Arkansas State Board of Nursing, is designed to prepare practical nurses to assist in providing nursing care in a variety of acute and convalescent health care environments for patients across the lifespan. Students seeking admission to the nursing program must complete all pre-nursing courses as outlined below. The program offers a three-semester day class in El Dorado and a three-semester day class at our satellite campus in Warren, in addition to a four-semester evening class in El Dorado. The day classes begin each January and conclude in December. The evening class begins on an alternating January and August schedule. Students admitted to the day class are expected to complete the program in three semesters (12 months). Students admitted to the evening class are expected to complete the program in four semesters (18 months). Each unit or segment of the program must be successfully completed in order to proceed to the next level. Graduates of either of these programs will be qualified to give bedside nursing care including: administration of medications, performance of a variety of procedures requiring technical skills; and the application of scientific principles, such as sterile technique. Upon successful completion of this program, the student will be awarded the Technical Certificate in Practical Nursing and will be eligible to take the National Council Licensure Examination (NCLEX) for Practical Nurses. The awarding of the certificate in practical nursing is not contingent upon the successful completion of the NCLEX examination. Successful completion of the NCLEX examination allows the individual to practice nursing as a Licensed Practical Nurse (LPN). There is an application deadline for each class.

Admission Process

Applicants to any of the LPN professional programs MUST:

1. provide official copy of high school transcript or GED equivalency
2. provide official transcripts from all colleges attended, if applicable
3. complete all general admissions procedures to the college
4. complete all necessary basic studies requirements according to placement tests
5. exhibit a cumulative grade point average (GPA) of 2.0 or higher on a 4.0 grading scale (“C” or better)
6. complete all prerequisite nursing courses with a 2.0 or greater GPA on a 4.0 grading scale
7. be enrolled in no more than two nursing prerequisite courses during the semester immediately prior to the semester in which the student desires admission into the LPN program (example, during the summer for fall admission or during the fall for spring admission). All remaining prerequisite nursing courses must be successfully completed by the end of the semester prior to the beginning of the professional program.
8. complete and submit Health and Natural Sciences for Nursing application packet
9. successfully complete the HOBET V achieving acceptable scores in all areas
10. meet with nursing academic advisor or health-science career advisor
11. provide proof of a criminal background check required upon acceptance into the program
12. provide proof of an unencumbered drug screen upon request
13. provide proof of current AHA CPR certification—health care provider
14. provide proof of PPD skin test, or evidence of negative chest x-ray if skin testing not allowed

15. provide proof of Hepatitis B immunization series upon entry or sign Declination Statement
16. 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.
17. provide proof of current Influenza vaccination

Applicants will be selected based on a point system derived from a combination of cumulative GPA, prerequisite GPA and HOBET V scores. Students will be allowed to take the HOBET V three times, and the highest HOBET V score on file at the application deadline will be the score that is accepted and utilized to calculate the student's total points.

Readmission of Former Students Procedure

Readmission will be decided by the nursing director and faculty. A student accepted for admission into the program who does not complete the program for academic reasons is eligible for readmission into the program for a second time ONLY. If HOBET V scores submitted are less than 12 months old, they will be accepted; if older than 12 months, the HOBET V must be repeated. No concurrent enrollment of prerequisites and professional program courses will be allowed. The student has the right to appeal to the South Arkansas Community College Administration, following the College appeal process.

Advanced Placement

Nursing students who wish to transfer to South Arkansas Community College's LPN program must first submit a letter of good standing from their previous institution. Because all LPN programs are not using a standard curriculum outline, students must submit to an assessment exam given by the Nursing Department to validate competency in theory and practical skills being transferred to allow for proper placement into SouthArk's LPN program. Admission is neither automatic nor assumed.

Academic Progression/Graduation Policy

Students must complete all components of nursing courses with a grade of "C" (80) or higher to progress to the next semester. Each preceding semester is a prerequisite 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 will result in student withdrawal from the program. Readmission is not automatic or assumed.

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates who are applying for licensure. 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. Students will be required to sign a statement before beginning the nursing program that states student 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. Students can access this information at the Arkansas State Board website at www.arsbn.arkansas.gov.

PROGRAM PREREQUISITES

COURSE #	COURSE NAME	CREDIT HOUR
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2003	Nutrition and Diet	3
RNSG 2113	Math for Nurses	3
Pre-requisite Credit Hour Total		10

PRACTICAL NURSING January Day Program SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1101	Geriatrics	1
P NS 1102	Pharmacology I	2
P NS 1106	Nursing Fundamentals and Skills	6
P NS 1111	Vocational, Legal, and Ethical Concepts	1
P NS 1112	Body Structure and Function	2
P NS 1142	Practicum I	2
Semester Credit Hour Total		14

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1204	Medical Surgical Nursing I	4
P NS 1212	Pharmacology II	2
P NS 1222	Nursing Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1242	Practicum IIA	2
Semester Credit Hour Total		12

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1301	Mental Health	1
P NS 1302	Pharmacology III	2
P NS 1314	Medical Surgical Nursing IIC	4
P NS 1365	Practicum IIIC	5
P NS 1353	NCLEX Preparation/Professional Development	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL **51**

PRACTICAL NURSING
Four-Semester Evening Program
SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1101	Geriatrics	1
P NS 1106	Nursing Fundamentals and Skills	6
P NS 1111	Vocational, Legal, and Ethical Issues	1
P NS 1112	Body Structure and Function	2
P NS 1142	Practicum IA	2
Semester Credit Hour Total		12

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1102	Pharmacology I	2
P NS 1222	Nursing of Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1242	Practicum IIA	2
Semester Credit Hour Total		8

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1204	Medical Surgical Nursing IB	4
P NS 1212	Pharmacology II	2
P NS 1301	Mental Health	1
P NS 1343	Practicum IIIA	3
Semester Credit Hour Total		10

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1302	Pharmacology III	2
P NS 1314	Medical Surgical Nursing II	4
P NS 1353	NCLEX Preparation/Professional Development	3
P NS 1402	Practicum IVA	2
Semester Credit Hour Total		11

PROGRAM CREDIT HOUR TOTAL.....51

PRACTICAL NURSING
Four-Semester Evening Program
FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1101	Geriatrics	1
P NS 1106	Nursing Fundamentals and Skills	6
P NS 1111	Vocational, Legal, and Ethical Issues	1
P NS 1112	Body Structure and Function	2
P NS 1142	Practicum IB	2
Semester Credit Hour Total		12

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1102	Pharmacology I	2
P NS 1202	Medical Surgical Nursing IA	2
P NS 1222	Nursing of Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1243	Practicum IIB	3
Semester Credit Hour Total		11

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1212	Pharmacology II	2
P NS 1301	Mental Health	1
P NS 1312	Medical Surgical Nursing II	2
P NS 1342	Practicum IIIB	2
Semester Credit Hour Total		7

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
P NS 1302	Pharmacology III	2
P NS 1324	Medical Surgical Nursing III	4
P NS 1353	NCLEX Preparation/Professional Development	3
P NS 1402	Practicum IVB	2
Semester Credit Hour Total		11

PROGRAM CREDIT HOUR TOTAL.....51

Students must complete all components of nursing courses with a grade of “C” (80) or higher to progress to the following semester. Each preceding semester is a prerequisite to the following semester. Courses are sequenced so that material covered in subsequent courses is based on that covered in previous courses.

Basic Studies Requirements

Reading - ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 17 or above (or) ASSET Numerical Skills 34 or above (or) COMPASS 26 or above (or) complete BSTD 0413 Elementary Algebra.

SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

LPN/LPN to RN Matrix

Pre-Nursing Courses	LPN	LPN to RN	Hours
BIOL 2064/L Human Anatomy and Physiology I/L	Required	Required	4
BIOL 2003 Diet and Nutrition	Required	Required	3
RNSG 2113 Math for Nurses	Required	Required	3
CSCI 1003 Computers and Information Processing		Required	3
BIOL 2074/L Human Anatomy and Physiology II/L		Required	4
MBIO 1124/L Microbiology/L		Required	4
ENGL 1113 Composition I		Required	3
ENGL 1123 Composition II		Required	3
PSYC 2003 General Psychology		Required	3
PSYC 2223 Developmental Psychology OR Human Growth and Development		Required	3
Total Hours	10	33	

PRE-NURSING CURRICULUM FOR TRANSFER TO OTHER COLLEGE RN PROGRAMS

Students who wish to earn an advanced degree in nursing may take many of their general education and related courses at South Arkansas Community College.

Students planning to transfer to other nursing programs should consult the director of the nursing department at the selected transfer college regarding admission procedures and course requirements.

PRE-HEALTH SCIENCES Technical Certificate

The Technical Certificate in Pre-Health Sciences is awarded after the successful completion of a rigorous 27-30 credit hour curriculum. This certificate is designed for students intending to apply to one of the Health Science AAS programs at South Arkansas Community College. 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 listed in the curriculum and a student must have a cumulative GPA of 2.00.

Each Health Science AAS program at South Arkansas Community College has unique grade, application, and prerequisite requirements. Obtaining a Pre-Health Sciences Technical Certificate does not indicate or imply pending admission into a Health Science AAS Program. Furthermore, the Pre-Health Sciences Technical Certificate does not indicate that all prerequisites have been completed for application into the various Health Science AAS Programs. Please meet with the Health Sciences Career Advisor or a Health Sciences Program Director for specific program application and prerequisite requirements.

Note: All certificate seeking students must meet basic studies score requirements (ACT/ SAT/COMPASS). If deficiencies exist, the student must complete the required basic studies course(s).

CURRICULUM: PRE-HEALTH SCIENCES TECHNICAL CERTIFICATE (27-30 CREDIT HOURS)	
English (6 credit hours)	
ENGL 1113	Composition I
ENGL 1123	Composition II
Technology (3 credit hours)	
CSCI 1003	Computers & Information Processing
Mathematics (one course minimum). Note: A student may not test out of completion. Each student must complete one of the following courses.	

MATH 1023	College Algebra
RNSG 2113	Math for Nurses
Science (12 credit hours minimum)	
BIOL 1004/L	Fundamentals of Biology/Lab
BIOL 1024/L	Zoology/Lab
BIOL 1034/L	General Botany/Lab
BIOL 1114/L	Biology for Majors/Lab
BIOL 2064/L	Human Anatomy and Physiology I/Lab
BIOL 2074/L	Human Anatomy and Physiology II/Lab
BIOL 2304/L	Kinesiology/Lab
CHEM 1014/L	Chemistry I for Health/Lab
CHEM 1024/L	Chemistry I for Science Majors/Lab
CHEM 1124/L	Chemistry II for Science Majors/Lab
MBIO 1124/L	Microbiology /Lab
Social Science (3 credit hours minimum)	
PSYC 2003	General Psychology
Elective Courses (3 credit hours minimum)	

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:

1. complete all basic studies requirements
2. complete the following prerequisites prior to applying to professional program: RADT 1001, BIOL 2064/L, Math 1023 with a minimum grade of "C." It is recommended that students complete BIOL 2074/L (Human Anatomy and Physiology II) prior to applying to the professional program.
3. must have a cumulative GPA of at least a 2.5 on a 4.0 scale
4. have successfully completed the HOBET V exam with a minimum acceptable score in all sections including composite scores. Additionally, the HOBET V will be limited to 3 attempts - see program faculty for further information.
5. provide proof of an unencumbered drug screen (\$35) and criminal background check (\$53) upon request.
6. provide proof of PPD (TB) skin test, IGRA test or evidence of negative chest x-ray if skin testing is not allowed.
7. provide proof of Hepatitis B and Varicella (Chicken Pox) immunization upon entry or sign Declination Statement.
8. request, complete, and submit a Radiologic Technology application packet which is only available through Radiologic Technology faculty.

PROGRAM PREREQUISITES:

COURSE #	COURSE NAME	CREDIT HOUR
BIOL 2064/L	Anatomy and Physiology I/Lab	4
MATH 1023	College Algebra	3
RADT 1001	Introduction to Radiography (Online only)	1
Pre-requisite Credit Hour Total		8

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
RADT 1002	Orientation/Clinical Education I	2
RADT 1102	Patient Care and Protection I	2
RADT 1214	Positioning Procedures I	4
RADT 1222	Image Processing and Procedures	2
RADT 1101	Medical Terminology for Radiographers (Online only)	1
Semester Credit Hour Total		11

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
RADT 1304	Positioning Procedures II	4
RADT 1223	Clinical Education II	3
BIOL 2074/L	Human Anat. and Phys. II/Lab	4
RADT 2202	Radiation Physics	2
ENGL 1113	Composition I	3
RADT 1122	Patient Care and Protection II (Online only)	2
Semester Credit Hour Total		18

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
RADT 1423	Positioning Procedures III	3
RADT 1332	Clinical Education III	2
RADT 1113	Radiographic Exposure	3
Semester Credit Hour Total		8

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
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
PSYC 2003	General Psychology	3
Semester Credit Hour Total		12

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
RADT 2002	Film Evaluation	2
RADT 2023	Advanced Clinical Education II	3
RADT 2313	Radiation Biology	3
RADT 2403	Seminar I	3
CSCI 1003	Computers and Information Processing	3
ENGL 1123	Composition II	3
Semester Credit Hour Total		17

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
RADT 2301	Quality Assurance	1
RADT 2303	Seminar II	3
RADT 2312	Advanced Clinical Education III	2
Semester Credit Hour Total		6

PROGRAM CREDIT HOUR TOTAL.....80

If you are interested in further information regarding these programs, contact:
Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140

ARKANSAS RURAL NURSING EDUCATION CONSORTIUM
Associate of Applied Science Degree in Nursing LPN/LVN to RN Transition
Registered Nursing (LPN/LVN to RN Transition)

Note: There is a special application and deadline for this program.

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 interactive video. 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, the University of Arkansas Community College-Morrilton, Rich Mountain Community College in Mena and the University of Arkansas Community College-Hope.

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. 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 receive an Associate of Applied Science Degree and are eligible to take the NCLEX-RN (the Registered Nurse licensing examination). 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

1. complete an ARNEC program application packet. The application must be obtained from the website www.arnec.org and submitted online.
2. provide proof of graduation from a State Board approved technical/practical nursing program
3. provide proof of a valid, unencumbered LPN/LVN license
4. 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. 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.
5. 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.
6. provide official copy of high school transcript (or GED completion transcript)
7. provide official transcripts from all colleges attended
8. 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).

9. complete 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 entrance exam. 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

1. submit an unencumbered drug screen upon request
2. submit an unencumbered criminal background check with driving record
3. provide proof of completion of current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
4. provide proof of PPD skin test, or evidence of negative chest x-ray if skin testing not allowed
5. provide proof of Hepatitis B immunization series upon entry or sign Declination Statement
6. provide proof of immunity to varicella. Proof may consist of 1) proof of vaccination or 2) varicella antibody titer indicating immunity.
7. provide proof of current flu vaccination

Applicants may lack one of the required general education courses by August 31st. 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.

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.

The Arkansas State Board of Nursing requires a criminal background check for all graduates who are applying for licensure. 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. You will be required to sign a statement before beginning the nursing program that states that you have read and understand 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.

REGISTERED NURSING

General Education Curriculum

LPNs are required to complete the following general education requirements prior to entering the RN program.

COURSE #	COURSE NAME	CREDIT HOUR
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
MBIO 1124/L	Microbiology with lab	4
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
RNSG 2113	Math for Nurses	3
BIOL 2003	Nutrition and Diet	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
CSCI 1003	Computers and Information Processing	3
Semester Credit Hour Total		33

NURSING COURSE REQUIREMENTS

Spring Semester (16 weeks):		Sem. Hrs	Lecture/Wk	Lab/Wk
RNSG 2119	Nursing Process I	9	9	0
RNSG 2123	Nursing Practicum I	3	0	9
Total Credit Hours for Spring Semester:				12

Total Theory Hours: 144

Total Practicum Hours: 144

Summer Term (8-12 weeks):		Sem. Hrs	Lecture/Wk	Lab/Wk
RNSG 2216	Nursing Process II	6	8	0
RNSG 2223	Nursing Practicum II	3	0	9
Total Credit Hours for Summer Term:				9

Total Theory Hours: 96

Total Practicum Hours: 108

Fall Semester (16 weeks):		Sem. Hrs	Lecture/Wk	Lab/Wk
RNSG 2318	Nursing Process III	8	8	0
RNSG 2311	NCLEX-RN Preparation	1	0	9
RNSG 2323	Nursing Practicum III	3	0	9
Total Credit Hours for Fall Semester:				12

Total Theory Hours: 144

Total Practicum Hours: 144

Total Program Nursing Theory Hours:	384
Total Program Nursing Practicum Hours (1:3 Ratio):	396
Total General Education Requirement Hours:	33
Total Nursing Course Requirement Hours:	33
Total Completion Hours for AAS in Nursing:	66

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

Dean of Health and Natural Sciences

Phone: 870-864-7102; Fax: 870-864-7140

RESPIRATORY THERAPY

Associate of Applied Science in Respiratory Therapy

The Associate Applied of Science in Respiratory Therapy is a program offered at South Arkansas Community College and area hospital clinical affiliates to prepare graduates as competent Registered Respiratory Therapists (RRT). Respiratory Therapy is a specialty employed with medical direction in the treatment, management, and care of patients with deficiencies and abnormalities of the cardiopulmonary system. The education of Respiratory Therapy students relates to the performance of diagnostic tests, the administration of therapeutic agents and procedures, the performance of cardiopulmonary resuscitation, and the process and maintenance of the equipment involved in these procedures. The Respiratory Therapy graduate provides an essential link between the physician and the patient with abnormalities of the cardiopulmonary system.

SouthArk's Respiratory Therapy program requires 35 hours of science-focused prerequisites followed by 35 semester hours of Respiratory Therapy education courses and 10 semester hours of Clinical Practice at area hospitals. The Respiratory Therapy program admits up to 12 students for each professional class. Upon successful completion of the course work, the graduate will receive the Associate Applied of Science degree and be eligible to take the NBRC CRT exam. Following a successful passing score on the NBRC CRT exam, the graduate will be eligible to sit for the NBRC RRT advanced practitioner examination.

The Respiratory Therapy program at South Arkansas Community College holds Initial Accreditation from the Commission on Accreditation for Respiratory Care (www.coarc.com). This status signifies that a program has met the Standards of Accreditation and has been approved for a five year accreditation period. It is recognized by the National Board for Respiratory Care (NBRC) qualifying graduates to take any Credentialing Examination(s). Enrolled students completing the program under Initial Accreditation are considered graduates of a CoARC accredited program.

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835

Program Goals

1. To provide students with educational opportunities in respiratory therapy and will prepare them to positively impact the medical community locally, regionally, and nationally.
2. To prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of respiratory care practice as performed by registered respiratory therapists (RRTs).
3. To serve as an intellectual and economic resource to the community and beyond by providing professional, skilled respiratory therapy graduates who can practice nationally recognized Clinical Guidelines as set forth by the AARC.
4. To prepare students to function as leaders in the field of respiratory therapy in order to provide employers, physicians, and the public a valuable, professional and competent health care resource.

Admission Process

Applicants to the professional program MUST:

1. complete general admission procedures to the college
2. complete all necessary basic studies requirements according to placement tests as listed above
3. complete all prerequisite courses with a grade of “C” or above
4. have earned a cumulative grade point average of at least 2.5 on a 4.0 scale
5. have successfully completed the HOBET V exam with minimum acceptable scores as outlined by South Arkansas Community College Respiratory Therapy program
6. request and complete a Health and Natural Sciences application packet obtained from the Health and Natural Sciences advisor or the Respiratory Therapy Program Director
7. submit three (3) letters of reference
8. students who have met all admission requirements and are being considered for acceptance into the Respiratory Therapy program must meet with the Respiratory Therapy Program Director and the Director of Clinical Education
9. provide proof of current AHA CPR certification – Health Care Provider or Arkansas Department of Health approved equivalent course
10. submit an unencumbered drug screen and background check prior to entry into the professional program
11. If accepted into the Respiratory Therapy program, students are required to submit the following: a) proof of PPD skin test, IGRA test or chest x-ray (if positive PPD test) b) proof of hepatitis B immunization series or signed declination statement, c) proof of immunity to varicella. Proof of varicella may consist of : 1) proof of vaccination, 2) statement from physician verifying that the student had varicella or, 3) varicella antibody titer indicating immunity, 4) proof of latest flu shot.

Student rank and selection is based on the following criteria: a) cumulative GPA, b) science GPA, c) Hobet V scores. Meeting the minimum requirements outlined above does not guarantee admission into the Respiratory Therapy Program.

RESPIRATORY THERAPY CURRICULUM

PROGRAM PREREQUISITES

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
BIOL 2064/L	Anatomy & Physiology I	4
CHEM 1014/L	Chemistry I for Health Related Prof.	4
HIT 1003	Medical Terminology	3
MATH 1023	College Algebra	3
BIOL 2074/L	Anatomy & Physiology II	4
MBIO 1124/L	Microbiology	4
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
CSCI 1003	Computers and Information Processing	3
RESP 1001	Introduction to Respiratory Therapy	1
Prerequisite Credit Hour Total		35

PROFESSIONAL COURSES

COURSE #	COURSE NAME	CREDIT HOUR
RESP 2003	Cardiopulmonary Physiology and Pathophy	3
RESP 2013	Patient Assessment	3
RESP 2112	Cardiopulmonary Pharmacology	2
RESP 2113	Respiratory Equipment	3
RESP 2122	Respiratory Disease Pathology I	2
RESP 2123	Therapeutic Assessment I	3
RESP 2133	Respiratory Basic Skills	3
RESP 2223	Clinical Practice I	3
RESP 2512	Neonatal & Pediatric Respiratory Care	2
RESP 2522	Critical Care	2
RESP 2523	Mechanical Ventilation	3
RESP 2532	Home Care and Rehabilitation	2
RESP 2542	Respiratory Disease Pathology II	2
RESP 2543	Clinical Practice II	3
RESP 2553	Therapeutic Assessment II	3
RESP 2612	Professional Development	2
RESP 2614	Clinical Practice III	4
Program Credit Hour Total		45

Professional courses are completed in four semesters.

PROGRAM CREDIT HOUR TOTAL.....80

Basic Studies Requirements:

- Reading - ACT 19 or above or ASSET 43 or above or COMPASS 83 or above or complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.
- Writing - ACT 19 or above or ASSET 45 or above or COMPASS 80 or above or complete BSTD 0213 Fundamentals of Writing II
- Math - ACT 19 or above (or) ASSET Intermediate Algebra Skills 39 or above (or) COMPASS 41 or above (or) complete BSTD 0513 Intermediate Algebra.
- SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

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

Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140

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. 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), 1361 Park Street, Clearwater FL 33756, Phone (727) 210-2350, Fax (727) 210-2354, www.caahep.org. Students successfully completing this program will be awarded the Associate of Applied Science degree.

Admission Process

Applicants to the professional program MUST:

1. provide official copy of high school or GED Equivalency with transcript, or official college transcript of all colleges attended
2. complete general admissions procedures to the college
3. complete all necessary basic studies requirements according to placement tests
4. complete Health Science Application form
5. submit 3 reference letters
6. complete all prerequisite courses with a grade of “C” or better
7. meet with Surgical Technology advisor
8. submit an unencumbered drug screen upon request
9. submit an unencumbered background check upon entry to the program
10. provide proof of current American Heart Association CPR Certification – Health Care Provider Course
11. provide proof of PPD skin test, IGRA test or chest X-ray if positive PPD test or unable to submit to skin test
12. provide proof of Hepatitis B immunization series or sign declination statement
13. provide physical examination form completed by a health care provider documenting good physical and mental health upon being admitted
14. 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.
15. proof of current Influenza Virus Vaccination
16. have earned a cumulative GPA of 2.00 or greater

Enrollment is limited to 10 students per year. Student selection is based on:

1. Cumulative GPA
2. GPA for prerequisite courses A&P I/L, A&P II/L, Microbiology/L and Medical Terminology

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 prerequisite to the following semester. Courses are sequenced so that material covered in subsequent courses is based on that covered in previous courses.

SURGICAL TECHNOLOGY
Associate of Applied Science

PROGRAM PREREQUISITES

COURSE #	COURSE NAME	CREDIT HOUR
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
MBIO 1124/L	Microbiology with Lab	4
HIT 1003	Medical Terminology	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
MATH 1023	College Algebra OR	3
RNSG 2113	Math for Nurses	
CSCI 1003	Computers and Information Processing	3
Prerequisite Credit Hour Total		30

*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 HIT 1103. 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. Students accepted into the 2014-2015 class may enter with either College Algebra or Math for Nurses but students accepted into the 2015-2016 class must have completed Math for Nurses.

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
SURG 1002	Introduction to Health Sciences	2
SURG 1106	Fundamentals of Surgical Technology	6
SURG 1102	Principles of Pharmacology and Anesthesia	2
SURG 1123	Fundamentals of Surgical Technology Skills Laboratory	3
SURG 1132	Surgical Technology Practicum I	2
Semester Credit Hour Total		15

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
SURG 1206	Perioperative Techniques and Procedures	6
SURG 1222	Perioperative Techniques and Procedures Skills Laboratory	2
SURG 1202	Surgical Procedures I	2
SURG 1216	Surgical Technology Practicum II	6
Semester Credit Hour Total		16

SUMMER TERM

COURSE #	COURSE NAME	CREDIT HOUR
SURG 1302	Surgical Procedures II	2
SURG 1322	Surgical Procedures III	2
SURG 1305	Surgical Technology Practicum III	5
Semester Credit Hour Total		9
PROGRAM CREDIT HOUR TOTAL.....		70

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 43 or above (or) COMPASS 83 or above or complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

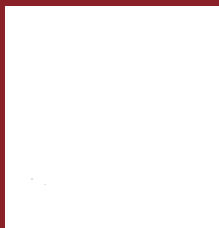
Writing - ACT 19 or above (or) ASSET 45 or above (or) COMPASS 80 or above (or) complete BSTD 0213 Fundamentals of Writing II

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

SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

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

Dean of Health and Natural Sciences
Phone: 870-864-7102; Fax: 870-864-7140



Business and Technical EDUCATION

Information and Business Technologies Programs

Administrative Assistant Technology (AAS, TC, CP)
Business (AS)
Computer Information Technology (AAS, TC)
General Business Administration (AAS, TC)
General Business Administration, Mid-Management Option (AAS)
Accounting (TC)

ACCOUNTING

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.

Technical Certificate

COURSE #	COURSE NAME	CREDIT HOUR
ACCT 2003	Principles of Accounting I	3
ADMS 1013	Fundamentals of Keyboarding <i>or</i> Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)**	3
MATH 1333	Math for Business Applications <i>or</i>	
MATH 1023	College Algebra	3
BUS 1003	The American Enterprise System	3
CSCI 2143	Microcomputers: Business Applications	3
ENGL 1113	Composition I	3
	Elective Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)	3
ACCT 2103	Principles of Accounting II	3
ACCT 2113	Computerized Accounting Systems	3
BUS 2063	Business Communications	3
CSCI 2413	Advanced Microsoft Office <i>or</i>	
CSCI 2223	Excel	3
ENGL 1123	Composition II	3
PROGRAM CREDIT HOUR TOTAL.....		36

ADMINISTRATIVE ASSISTANT TECHNOLOGY

Certificate of Proficiency First Semester

Technical Certificate First Year

Associate of Applied Science Second Year

This program provides education to students seeking employment in this challenging and rewarding career. Graduates of this program are employed in support roles in businesses, schools, or wherever organizational, computer, and interpersonal skills are important. The program offers a certificate of proficiency for approximately one semester (five months) of college work. The program features courses in word processing, accounting, management, business communications, electronic publishing, psychology, and English.

Certificate of Proficiency

COURSE #	COURSE NAME	CREDIT HOUR
ACCT 2003	Principles of Accounting I <i>or</i>	3
ADMS 1003	Introduction to Accounting	
ADMS 1023	Intermediate Keyboarding	3
ADMS 2083	Administrative Technology	3
CSCI 2143	Microcomputer Business Applications	3
ENGL 1123	Composition I	3
MGMT 1113	Introduction to Management	3
Semester Credit Hour Total		18

A certificate of proficiency may be awarded to an Administrative Assistant Technology student completing the courses listed for the first semester if the student has completed Fundamentals of Math or has a minimum score of 36 on the Numerical Skills section of the COMPASS.

Additional courses for Technical Certificate

COURSE #	COURSE NAME	CREDIT HOUR
BUS 2063	Business Communications	3
MATH 1333	Math for Business Applications <i>or</i>	
MATH 1023	College Algebra*	3
CSCI 1903	Desktop Publishing I	3
CSCI 2413	Advanced Microsoft Office <i>or</i>	
CSCI 2223	Excel	3
	Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)	3
Semester Credit Hour Total		15

Additional courses for Associate of Applied Science

COURSE #	COURSE NAME	CREDIT HOUR
BUS 1003	The American Enterprise System	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology <i>or</i>	
SOC 2003	Introduction to Sociology	3
ENGL 2113	Advanced Grammar and Composition	3
BUS 2043	Customer Service and Support	3
MGMT 2113	Management Skills	3
ADMS 2703	Professional Projects and Portfolio Design	3
	Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, MGMT)	6
Total Additional Hours		27

PROGRAM CREDIT HOUR TOTAL.....**60**

BUSINESS

Associate of Science

This sequence of courses is designed to fulfill the general requirements of the first two years of study for a four-year degree in Business. Students wishing to transfer should ask for a transfer guide from the college where they plan to pursue their baccalaureate.

English/Communications

Nine hours from the following:

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

Humanities/Arts – Six hours total

Three hours from the following:

- ENGL 2213 Literature I
 - ENGL 2223 Literature II
- Three hours from the following:
- ART 2003 Art Appreciation
 - MUS 2003 Music Appreciation
 - THEA 2003 Theatre Appreciation

Social Science – Nine hours total

Six hours from the following (must include one section of Civilization and one of U.S. History or Government)

- HIST 1003 History of Civilization to 1700
- HIST 1013 History of Civil. since 1700
- HIST 2013 History of U.S.to 1876
- HIST 2023 History of U.S. since 1876
- PSCI 2003 American Gov: National

Three hours from the following:

- SOC 2003 Introduction to Sociology

Biological Science – Four hours

- BIOL 1004/L Fund. of Biology/Lab

Physical Science – Four hours

- PHYS 2024/L The Physical Sciences/Lab

Mathematics – Three Hours

- MATH 1023 College Algebra

Business Related – Twenty-four hours

- ACCT 2003 Principles of Accounting I
- ACCT 2103 Principles of Accounting II
- ECON 2003 Macroeconomic Principles
- ECON 2103 Microeconomic Principles
- BLAW 2013 Legal Environment of Bus.
- BUS 2013 Business Statistics
- MATH 2013 Business Calculus
- CSCI 1003 Computers & Info. Proc.

Directed Electives – Three hours

To be selected from American Enterprise System, Business Communications or other courses listed above.

PROGRAM CREDIT HOUR TOTAL..... 62

COMPUTER INFORMATION TECHNOLOGY

Technical Certificate Track First Year

Associate of Applied Science Second Year

This program emphasizes on the basic concepts of computer systems and provides training for entry-level positions. The Application Track and the Networking Track provide options so students can individualize their degrees 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.

Technical Certificate

COURSE #	COURSE NAME	CREDIT HOUR
ACCT 2003	Principles of Accounting I <i>or</i>	3
ADMS 1003	Introductory Accounting	
CSCI 1263	Windows Operating Systems	3
CSCI 1513	Computer Careers and Professional Development	3
CSCI 2023	Visual Basic for Windows	3
ENGL 1113	Composition I	3
Semester Credit Hour Total		15

COURSE #	COURSE NAME	CREDIT HOUR
CSCI 2143	Microcomputers: Business Applications	3
BUS 2063	Business Communications	3
BUS 2043	Customer Service and Support	3
MATH 1333	Math for Business Applications <i>or</i>	3
MATH 1023	College Algebra	
CSCI 1323	Intro to Networking (Comp. Support or Network Option) <i>or</i>	3
CSCI 1433	Intro to Web Design (Web Dev. Option)	
Semester Credit Hour Total		15

Additional courses for Associate of Applied Science

Students may complete any one of the three specialized options to satisfy the requirements for the A.A.S. 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.

Computer Support Specialist Option

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II <i>or</i>	3
ENGL 2043	Technical Writing for Industry	
CSCI 1813	Principles of Informative Assurance	3
CSCI 2223	Excel <i>or</i>	3
CSCI 2203	Database	
CSCI 1112	IT Essentials IA	2
ECON 2003	Macroeconomic Principles	3
Semester Total		14

COURSE #	COURSE NAME	CREDIT HOUR
SPCH 1113	Speech	3
CSCI 1713	Alternative Operating Systems	3
CSCI 1114	IT Essentials IB	4

Internship/Special Project or Approved CSCI/Business Elective	3
Approved CSCI/Business Elective	3
Semester Credit Hour Total	16

PROGRAM CREDIT HOUR TOTAL.....60

Network System Administration Specialist Option

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II <i>or</i>	3
ENGL 2043	Technical Writing for Industry	
CSCI 1813	Principles of Information Assurance	3
CSCI 2603	Cisco Discovery 1	3
CSCI 2373	Windows Server	3
ECON 2003	Macroeconomic Principles	3
Semester Credit Hour Total		15

COURSE #	COURSE NAME	CREDIT HOUR
SPCH 1113	Speech	3
CSCI 2433	Business Continuity	3
CSCI 2613	Cisco Discovery 2	3
CSCI 2383	Linux Server	3
	Internship/Special Project or Approved CSCI/Business Elective	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL.....60

Web Development Specialist Option

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II <i>or</i>	3
ENGL 2043	Technical Writing for Industry	
CSCI 1113	Web 2.0 Social Media	3
CSCI 2803	HTML/CSS/XML	3
CSCI 2043	Web Design with Dreamweaver/Adobe Suite	3
ECON 2003	Macroeconomic Principles	3
Semester Credit Hour Total		15

COURSE #	COURSE NAME	CREDIT HOUR
SPCH 1113	Speech	3
CSCI 2183	Introduction to Computer Graphics	3
CSCI 2193	Advanced Web Design	3
CSCI 2053	Java Script	3
	Internship/Special Project or Approved CSCI/Business Elective	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL.....60

Suggested Electives:

See your academic advisor for list of approved electives for each option or internship options.

GENERAL BUSINESS ADMINISTRATION
Technical Certificate First Year
Associate of Applied Science Second Year

COURSE #	COURSE NAME	CREDIT HOUR
ADMS 1003	Introductory Accounting	3
BUS 1003	The American Enterprise System <i>or</i>	3
ENTR 1003	Intro to Entrepreneurship	
CSCI 1003	Computers and Information Processing	3
MGMT 1113	Introduction to Management	3
ENGL 1113	Composition I	3
Semester Credit Hour Total		15

COURSE #	COURSE NAME	CREDIT HOUR
MATH 1023	College Algebra <i>or</i>	3
MATH 1333	Math Applications for Business	
BUS 2063	Business Communications	3
ACCT 2003	Principles of Accounting I	3
CSCI 2143	Microcomputers: Business Applications	3
BLAW 2013	Legal Environment of Business	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL **30**

COURSE #	COURSE NAME	CREDIT HOUR
ECON 2003	Macroeconomic Principles	3
ACCT 2103	Principles of Accounting II	3
BUS 2013	Business Statistics	3
CSCI 2223	Excel	3
ENGL 1123	Composition II	3
Semester Credit Hour Total		15

COURSE #	COURSE NAME	CREDIT HOUR
BUS 2043	Customer Service and Support	3
ACCT 2113	Computerized Accounting Systems	3
ENGL 2123	Advanced Grammar and Composition	3
ECON 2103	Microeconomic Principles	3
	Approved Business Elective	3
Semester Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL **60**

SUGGESTED ELECTIVES

BUS 2903	Special Topics in Business
CSCI 2703	Professional Projects and Portfolio Design
ENTR 2003	Professional Sales and Advertising
MGMT 2113	Management Skills
MGMT 1114	Job Practicum
CSCI 1113	Social Media
Other courses with approval of dean	

GENERAL BUSINESS ADMINISTRATION
Associate of Applied Science Second Year
MID-MANAGEMENT OPTION

This program provides graduates the skills for entry into business management positions. Program features courses in business practices, using computers in the business world, understanding of economics, applying accounting practices to businesses and business communications.

COURSE #	COURSE NAME	CREDIT HOUR
ADMS 1023	Intermediate Keyboarding	3
MATH 1203	College Algebra	3
BUS 1003	The American Enterprise Systems	3
ENGL 1113	Composition I	3
MGMT 1113	Introduction to Management	3
Semester Credit Hour Total		15

COURSE #	COURSE NAME	CREDIT HOUR
BUS 2063	Business Communications	3
CSC 2143	Microcomputers: Business Applications	3
ENGL 1123	Composition II	3
MGMT 1114	Job Practicum /Internship I * <i>or</i>	4
BUS 2713	Real World Business Planning	3
MGMT 2113	Management Skills	3
Semester Credit Hour Total		16

COURSE #	COURSE NAME	CREDIT HOUR
ACCT 2003	Principles of Accounting I	3
ECON 2003	Macroeconomic Principles	3
MGMT 2613	Small Business Management	3
MGMT 2114	Job Practicum/Internship II *	4
	Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)	3
Semester Credit Hour Total		16

COURSE #	COURSE NAME	CREDIT HOUR
ACCT 2103	Principles of Accounting II	3
BUS 2013	Business Statistics	3
ECON 2103	Microeconomic Principles	3
MGMT 2214	Job Practicum/Internship III *	4
Semester Credit Hour Total		13

PROGRAM CREDIT HOUR TOTAL.....60

* BUS 2713 Real World Business Planning and BUS 2723 Real World Business Operations may be substituted for any of the Job Practicum/Internship courses or one may be substituted for Small Business Management if both BUS 2713 and BUS 2723 are completed.

Trade and Industry Programs

- General Technology (AAS)
- Process Technology (AAS)
- Automotive Service Technology (TC)
 - Cosmetology (TC)
 - Entrepreneurship (TC)
- Industrial Equipment Maintenance Technology (TC)
 - Process Instrumentation (TC)
 - Basic Cosmetology, Hair Care (CP)
- Intermediate Cosmetology, Nail and Skin Care (CP)
 - Network Installation and Repair (CP)
- Welding (GMAW, GTAW, SMAW) (CP)
 - Welding Inspection (CP)
 - Welding Layout and Pipefitting (CP)

The Trade and Industry departments within the Business and Technical Education Division are committed to meeting the training needs of industry and students in today's rapidly changing technological society. Education and life-long training have become prerequisites for successful employment. Many who are currently employed need periodic training to upgrade their knowledge and skills. The Trade and Industry 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 T and I 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 National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies 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.

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
AST 1504	Engine Repair	4
AST 1204	Brake Systems	4
AST 1604	Engine Performance I	4
AST 1614	Engine Performance II	4
Semester Credit Hour Total		16

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
AST 1404	Automotive Electronics I	4
AST 2404	Automotive Electronics II	4
AST 1304	Steering and Suspension	4
AST 1704	Heating and Air Conditioning	4
TECH1003	Technical Math	3
Semester Credit Hour Total		19

PROGRAM CREDIT HOUR TOTAL.....35

Basic Studies Requirements:

- Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.
- Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.
- Math - ACT 15 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0413 Elementary Algebra, the prerequisite for Technical Math.

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 National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies 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 Maintenance Diagnostics are the following:

COURSE #	COURSE NAME	CREDIT HOUR
AST 1504	Engine Repair	4
AST 1204	Brake Systems	4
AST 1404	Automotive Electronics I	4
AST 2404	Automotive Electronics II	4
Semester Credit Hour Total		16

PROGRAM CREDIT HOUR TOTAL.....16

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 National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies 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:

COURSE #	COURSE NAME	CREDIT HOUR
AST 1604	Engine Performance I	4
AST 1614	Engine Performance II	4
AST 1304	Steering and Suspension	4
AST 1704	Heating and Air Conditioning	4
Semester Credit Hour Total		16
PROGRAM CREDIT HOUR TOTAL.....		16

COSMETOLOGY
Technical Certificate

During training, students will receive instruction in the following state mandated areas: hygiene and sanitation, related science, hairdressing, manicuring, cosmetic therapy, salesmanship and shop management, and salon deportment. This course is intended to prepare students to receive Certificates of Proficiency and Technical Certificates, to pass the Arkansas State Board of Cosmetology licensing examination and to enter workplace with the skills needed to succeed as a professional.

FIRST YEAR

COURSE #	COURSE NAME	CREDIT HOUR
COS 1002	Introduction to Cosmetology (2, 0)	2
COS 1102	Introduction to Chemical Services 1 (1, 1)	2
COS 1003	Introduction to Haircutting/Hairstyling 1 (1, 2)	3
COS 1202	Introduction to Specialty Services 1 (1, 1)	2
COS 1103	Practicum 1 (1, 2)	3
Semester Credit Hour Total		12

Certificate of Proficiency: Basic Cosmetology-Hair Care

SECOND YEAR

COURSE #	COURSE NAME	CREDIT HOUR
COS 1302	School to Work Transition (1, 1)	2
COS 1203	Haircutting/Hairstyling 2 (1, 2)	3
COS 1402	Chemical Services 2 (1, 1)	2
COS 1502	Specialty Services 2 (1, 1)	2
COS 1213	Practicum 2 (1, 2)	3
Semester Credit Hour Total		12

Certificate of Proficiency: Intermediate Cosmetology-Nail and Skin Care

REQUIRED GENERAL STUDIES COURSES (may be taken any semester)

COURSE #	COURSE NAME	CREDIT HOUR
TECH 1003	Technical Math or higher level math (3, 0)	3
ENGL 1113	Composition I (3, 0)	3
General Studies Credit Hour Total		6

TECHNICAL CERTIFICATE
ADDITIONAL PRACTICUM COURSES

(May be taken during summer or in combination with other course after completion of Practicum I)

COURSE #	COURSE NAME	CREDIT HOUR
COS 2003	Practicum 3 (1, 2)	3
COS 2004	Practicum 4 (1, 3)	4
COS 2102	Practicum 5 (1, 1)	2
COS 2104	Practicum 6 (1, 3)	4
COS 2202	Practicum 7 (1, 1)	2
Practicum 3-7 Credit Hour Total		15

PROGRAM CREDIT HOUR TOTAL.....45

Note: Practicums 3, 4, and 6 may be offered only in the summer. Please consult your

advisor for details. The practicums may be repeated, as necessary, in order to meet Arkansas State Board of Cosmetology contact hour licensing requirements.

The Technical Certificate in Cosmetology may be applied to an AAS in General Technology by completing a Minor of 15 hours in Entrepreneurship/Business and completing the required general studies hours as follows:

Complete 15 hours of a technical minor in business technology or entrepreneurship:

COURSE #	COURSE NAME	CREDIT HOUR
	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3

AND

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II or ENGL 2043 Technical Writing	3
CSCI 1003	Computers and Information Processing or equivalent	3
PSYC 2003	General Psychology OR other Social Science, Sociology, History, or Political Science	3

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 19 or above (or) ASSET Intermediate Algebra Skills 43 or above (or) COMPASS 71 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.

ENTREPRENEURSHIP

Technical Certificate

The Entrepreneurship program is designed to prepare students to start, develop, finance, manage and harvest new ventures with high growth potential. Students will examine current academic theory, best practices in the field and will be exposed to successful practicing entrepreneurs. Courses are presented within an active learning environment so that students develop the necessary skills to initiate their own ventures, join the family business, or work in entrepreneurial firms anywhere in the world.

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1113	Composition I	3
ACCT 2003	Principles of Accounting I	3
TECH 1003	Technical Math	3
ENTR 1003	Introduction to Entrepreneurship	3
BLAW 2013	Legal Environment of Business I	3
CSCI 1003	Computers and Information Processing	3
ENGL 1123	Composition II	3
ACCT 2103	Principles of Accounting II	3
ENTR 2033	Feasibility and Funding	3
ENTR 2003	Professional Selling/Advertising	3
ADMS 2063	Business Communications	3
	Business Elective (BUS, ACCT, ENTR, CSCI, ADMS, ECON, MGMT)	3

PROGRAM CREDIT HOUR TOTAL36

Basic Studies Requirements

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 15 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0413 Elementary Algebra the prerequisite for Technical Math.

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 without an accompanying Associate degree option. The degree requires a minimum of 60 credit hours to complete to include 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 an academic advisor 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 advisor. 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

Three hours from the following:

MATH 1023 College Algebra or
TECH 1003 Technical Math

English/Communication

Six hours from the following:

ENGL 1113 Composition I (prerequisite) plus
ENGL 1123 Composition II or
ENGL 2043 Technical Writing

Computer Fundamentals

Three hours from the following:

CSCI 1003 Computers and Information Processing or
CSCI 1013 Windows XP Professional/Network Administration

Social Science

Three hours from the following:

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
SOC 2003 Introduction to Sociology
GEOG 2003 Introduction to Geography
ECON 2003 Macroeconomics

PROGRAM CREDIT HOUR TOTAL..... 15

Technical Major:

Twenty-four to thirty semester credit hours in a major technical discipline. Approved courses for one major area must be the focus of the program. These courses are to be selected from a technical certificate or associate degree program offered by an accredited college.

Technical Minor/Support Courses:

Fifteen to 21 semester credit hours from a second technical specialty area, of which 12 semester credit hours will be from a second technical specialty area listed below:

Automotive Service Technology,
Business Technology
Computer Science
Cosmetology
Entrepreneurship,
Industrial Equipment Maintenance
Welding Technology

Note: Students must meet the basic studies requirements for the major/minor fields of study.

Basic Studies Requirements

- Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.
- Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.
- Math - ACT 15 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0413 Elementary Algebra.

INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY

Technical Certificate

The Industrial Equipment Maintenance program was designed by the advisory committee to meet industry requirements. Successful completion will equip students with the technical skills necessary to maintain, repair, troubleshoot, and manage modern maintenance programs in industrial plants, warehouses, hospitals, schools, and government buildings. Specific topics of coverage will include fluid power and controls, gear and belt-drive systems, electric motors and control systems, programmable logic controls and process control. 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.

COURSE #	COURSE NAME	CREDIT HOUR
IDEQ 1003	Fundamentals of Industrial Maintenance	3
TECH 1203	Industrial Safety <i>or</i>	
PTEC 1123	Safety, Health, and the Environment	3
IDEQ 1403	Fundamentals of Electricity	3
IDEQ 1413	Electrical Circuits	3
IDEQ 1103	Blueprint Reading for Industrial Trades	3
IDEQ 1603	Fluid Power Systems (Hydraulics/Pneumatics)	3
TECH 1003	Technical Math or higher level math	3
IDEQ 2013	Coupling and Alignment	3
IDEQ 2503	Precision Measuring Tools	3
IDEQ 1903	Industrial Motors and Controls	3
IDEQ 2004	Industrial Mechanics	4
IDEQ 1613	Advance Fluid Power (Hydraulics/Pneumatics)	3
ENGL 1113	Composition I	3

PROGRAM CREDIT HOUR TOTAL.....40

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 19 or above (or) ASSET Intermediate Algebra Skills 43 or above (or) COMPASS 71 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.

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.

SEMESTER 1

COURSE #	COURSE NAME	CREDIT HOUR
PTEC 1113	Introduction to Process Technology	3
PTEC 1123	Safety, Health and the Environment	3
PTEC 1133	Process Instrumentation	3
CHEM 1004/L	Fundamentals of Chemistry/Lab <i>or</i>	
CHEM 1024/L	Chemistry I for Science/Lab *	4
MATH 1023	College Algebra* <i>or</i>	
TECH 1003	Technical Mathematics	3
Semester Credit Hour Total		16

SEMESTER 2

COURSE #	COURSE NAME	CREDIT HOUR
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
PHYS 2024/L	Physical Science/Lab	4
Semester Credit Hour Total		17

Semesters 1 and 2 complete degree requirements for Technical Certificate in Process Technology

SEMESTER 3

COURSE #	COURSE NAME	CREDIT HOUR
ENGL 1123	Composition II <i>or</i>	
ENGL 2043	Technical Writing for Industry*	3
PTEC 2364	Process Technology II – Systems	4
	Elective Social Science/Economics Elective	3
	Elective PTEC/IDEQ/WLD Restricted Elective or Internship***	3/4
Semester Credit Hour Total		13/14

SEMESTER 4

COURSE #	COURSE NAME	CREDIT HOUR
PTEC 2474	Process Technology III – Unit Operations	4
PTEC 2484	Process Trouble Shooting	4
PTEC 2333	Process Instrumentation II	3
	Elective PTEC/IDEQ/WLD Restricted Elective or Internship***	3/4
Semester Credit Hour Total		14/15

PROGRAM CREDIT HOUR TOTAL..... 60/62

** College Algebra, Chemistry I for Science, and Composition II are strongly recommended for those planning to continue their education at a four-year college. Tech Math, Fundamentals of Chemistry, 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 IDEQ or WLD courses*

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 15 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0413 Elementary Algebra.

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.

FALL SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
WLD 1214	GMAW I (MIG) Welding	4
WLD 2214	GMAW II (MIG) Welding	4
WLD 1224	GTAW I (TIG) Welding	4
WLD 2224	GTAW II (TIG) Welding	4
TECH 1003	Technical Math or higher level math	3
Semester Credit Hour Total		19

SPRING SEMESTER

COURSE #	COURSE NAME	CREDIT HOUR
WLD 1114	SMAW I Welding	4
WLD 2114	SMAW II Welding	4
WLD 1244	Layout and Pipefitting I	4
WLD 2244	Layout and Pipefitting II	4
Semester Credit Hour Total		16

PROGRAM CREDIT HOUR TOTAL..... 35

Approved electives:

WLD 1513	Cutting Principles and Practices	3
WLD 1404	Welding Evaluation and Testing	4
WLD 1613	Welding Metallurgy	3

Basic Studies Requirements:

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 15 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0413 Elementary 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.

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 shops.

COURSE #	COURSE NAME	CREDIT HOUR
WLD 1114	SMAW I Welding	4
WLD 2114	SMAW II Welding	4
Semester Credit Hour Total		8

GMAW (MIG) WELDING

Certificate of Proficiency

This Certificate of Proficiency gives students a basic understanding of the various 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 #	COURSE NAME	CREDIT HOUR
WLD 1224	GMAW I (MIG) Welding	4
WLD 2214	GMAW II (MIG) Welding	4
Semester Credit Hour Total		8

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 GMAW 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 #	COURSE NAME	CREDIT HOUR
WLD 1224	GTAW (TIG) Welding	4
WLD 2224	GTAW (TIG) Welding	4
Semester Credit Hour Total		8

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 and different fits. The student should also have the ability to cut out these fits with any major cutting procedure.

COURSE #	COURSE NAME	CREDIT HOUR
WLD 1244	Layout and Pipefitting I	4
WLD 2244	Layout and Pipefitting II	4
Semester Credit Hour Total		8

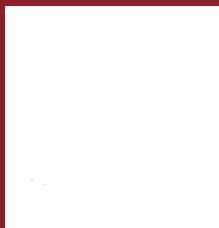
WELD INSPECTION***

Certificate of Proficiency

This certificate is designed to help a student further understand the ways their weld will be tested and what they should look for to help them pass a certification test. This certificate will introduce the student to both destructive and non-destructive weld examination including the guided bend, ultrasonic, die penetrate, magnetic particle, and radiographic inspection methods by hands on application. This certificate should also help the student comprehend the properties of metal and what they mean to a welder.

COURSE #	COURSE NAME	CREDIT HOUR
WLD 1404	Welding Evaluation and Testing	4
WLD 1613	Welding Metallurgy	3
PROGRAM CREDIT HOUR TOTAL.....		7

***These courses are not currently being offered on a routine basis but can be made available if there is sufficient demand. Contact the Dean of Business and Technical Education if you wish to pursue this option.



**Non-credit
PROGRAMS**

Adult Education and Corporate and Community Education

CORPORATE AND COMMUNITY EDUCATION

Purpose

In addition to the traditional academic and occupational education available at South Arkansas Community College, 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:

Corporate

ACCESS	HAZWOPER	PowerPoint
First Responder	Industrial Safety	Supervisory Skills
CPR	Leadership	Workplace Spanish
MS Office	OSHA Construction	Diversity
EMT-A	Welding	Contractor Safety Training

Community

Cheer Camps	Camp Lotsafun	Music Classes
Boater Education	Seminars and Fairs	Flower Arranging
Cake Decorating	Conversational Spanish	Hunter Education
Line Dancing	Country Western Dancing	Arts and Crafts
Mom and Me Classes	Entrepreneur Classes	Noon Symposiums

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. The schedule of classes is available on SouthArk's website at www.southark.edu under either Community Classes or Corporate Classes. Just click on the picture of the schedule.

Instructors

Community Education and Corporate Education instructors, selected for their skills and expertise in a variety of fields, are drawn from business, the professions, government, the college faculty, and the community. Anyone interested in teaching may call (870) 864-7192 or email 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, or call 864-7192. Students are officially registered in a course when they complete registration cards and pay fees at the Bookstore on West Campus. The college reserves the right to cancel classes due to insufficient enrollment.

Fees

Course fees vary with the length of classes and course content. Fees usually include supplies or textbooks unless otherwise noted.

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 Community Education office.

Schedules

Schedules of the Corporate and Community Education courses are prepared three times per year and mailed to interested persons or are available at the Center for Workforce Development. The schedule may also be printed by clicking on the Continuing Education tab of SouthArk's website at www.southark.edu. Then click on the appropriate link. The college announces many classes in the local newspaper.

SOUTH ARKANSAS APPRENTICE PROGRAM

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.

STEPPING STONES

The Stepping Stones program 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.

Stepping Stones 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 Stepping Stones program depicts four standards as cornerstones of practice: Academic Access, Career Development, Campus Inclusion, and Self-Determination.

The Stepping Stones 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 EDUCATION

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 and at satellite locations.

Programs provided through Adult Education

Academic Assessment

The Test of Adult Basic Education (TABE) is administered to assess academic needs for placement, instruction, WIA, 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. It 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 .

WAGE 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.

CENTER FOR WORKFORCE DEVELOPMENT

The Center for Workforce Development serves as a link between the college and area businesses, industries, and government agencies. Customized training is developed in response to a specific demand by local business and industry. The Center can deliver training whenever and wherever it best meets the client's needs.

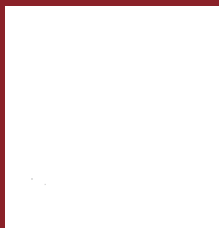
Services

Pre-employment training, curriculum development for specific training needs, assistance with grants, human performance improvement consulting.

Classes

The Center's objectives are to help businesses maintain a quality local workforce that is competitive in today's global economy and to enhance local workers' skills to attract new industry and retain industries already here. Delivering training essential to the growth and vitality of local enterprises, the Center actively participates in the training and retraining of the workforce.

Those interested in the services of the Workforce Development Center should contact the Department of Corporate and Community Education at 870-864-7192 or by email at ce@southark.edu.



Credit
COURSES

Course Descriptions

ACCOUNTING

ACCT 2003 PRINCIPLES OF ACCOUNTING I

ACTS Equivalent Course Number = ACCT 2003
Prerequisites: 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 sole proprietorships.

ACCT 2103 PRINCIPLES OF ACCOUNTING II

ACTS Equivalent Course Number = ACCT 2013
Prerequisite: ACCT 2003. Basic principles of financial accounting theory for partnerships and corporations, managerial cost accounting, and financial statement analysis.

ACCT 2113 COMPUTERIZED ACCOUNTING SYSTEMS

Prerequisite: One course in Accounting. Course designed to provide a realistic approach to computerized integrated accounting procedures. Consists of six major accounting systems commonly found in computerized accounting environments.

ADMINISTRATIVE ASSISTANT TECHNOLOGY

ADMS 1003 INTRODUCTORY ACCOUNTING

Prerequisites: 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 Account-ing 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
Prerequisite: 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.

BUS 2063 BUSINESS COMMUNICATIONS (formerly ADMS 2063)

ACTS Equivalent Course Number = BUSI 2013
Prerequisites: 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.

ADMS 2083 ADMINISTRATIVE TECHNOLOGY

Prerequisite 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

Prerequisites: ADMS 1023 and completion of 45 hours of the 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.

ART

ART 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.

ART 1113 DRAWING II

Prerequisite: 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.

ART 2003 ART APPRECIATION

ACTS Equivalent Course Number = ARTA 1003
(For non-art majors) Prerequisite: 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.

ART 2073 PAINTING I

Prerequisite: 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.

ART 2093 PAINTING II

Prerequisite: 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.

AUTOMOTIVE SERVICE TECHNOLOGY

AST 1004/L AUTOMOTIVE FUNDAMENTALS

The course emphasis is on the operation and servicing of major automobile systems. Proper use and care of hand tools, shop equipment, and automotive test equipment is also covered. Safety is stressed. (2 hours lecture, 3 hours lab)

AST 1104/L MANUAL DRIVE TRAIN AND AXLES/LAB

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)

AST 1204/L BRAKE SYSTEMS/LAB

Prerequisite: AST 1504 or consent of the instructor. 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)

AST1304/L STEERING AND SUSPENSIONS/LAB

Prerequisite: AST 1504 or consent of the instructor. 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)

AST1404/L AUTOMOTIVE ELECTRONICS I/LAB

Prerequisite: AST 1504 or consent of the instructor. 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)

AST 1504/L ENGINE REPAIR/LAB

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)

AST 1604/L ENGINE PERFORMANCE I/ LAB

Prerequisite: AST 1504 or consent of the instructor. 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)

AST 1614/L ENGINE PERFORMANCE II/ LAB

Prerequisite: AST 1604 or consent of the instructor. The course covers various fuel injection systems, electronic ignition systems, and on-board computer engine controls. Proper diagnostics is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

AST 1704/L HEATING AND AIR CONDITIONING/LAB

Prerequisite: AST 1504 or consent of the instructor. 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)

AST 1804/L AUTOMATIC TRANSMISSION/TRANSAXLES/LAB

Prerequisite: AST 1504 or consent of the instructor. 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)

AST 1902 ASE TEST PREPARATION

This course is designed to assist the student in preparing for the National Institute for Automotive Excellence (ASE) tests. The course will include pretests, practice tests, individual instruction, and classroom media presentations. (2 hours lecture)

AST 2404/L AUTOMOTIVE ELECTRONICS II/ LAB

Prerequisite: AST 1404 or consent of the instructor. This course is an in-depth study of battery, starting, charging, and electrical accessory systems. Proper diagnostics and safety is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

AST 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.

BASIC STUDIES

Grades earned in courses beginning with a "0" prefix course number will not be used in calculating grade point averages. Semester hours earned will not be counted for graduation purposes. These courses must be repeated until a grade of "C" or better is earned.

BSTD 0211 COMPI LAB

The Accelerated Learning Program (ALP) Composition I Lab serves as a replacement for English II (BSTD 0613). Students enrolled in this lab are also enrolled in the corresponding Composition I (ENGL 1113) course. Successful completers will receive credit for both courses. 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 individu-

ally. Prerequisites: 13.1 or better on the Nelson Denny Reading Test OR an ACT reading score of 19 OR a COMPASS reading score of 83 AND a passing writing score in English I OR an ACT English score of 17 OR a COMPASS writing score of 42.

BSTD 0603 ENGLISH I

Prerequisite: 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

Prerequisite: 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.

BSTD 0313 FUNDAMENTALS OF ARITHMETIC

An arithmetic review for students who need to improve their computational skills. Topics covered include whole numbers, fractions, decimals, ratio and proportions, percent, measurement, and basic geometry. (3 hours lecture, 2 hours lab)

BSTD 0413 ELEMENTARY ALGEBRA

Prerequisite: Pass BSTD 0313 with a grade of "C" or better or make the required score on one of the placement tests. This is a pre-college, beginning algebra course for students with no algebra background or with a very weak algebra background. The purpose is to prepare students for BSTD 0513, Intermediate Algebra. Topics include the real number system, exponential notation, solving and applying first degree equations and inequalities in one variable, solving formulas, graphing linear equations on the coordinate system, laws of exponents, polynomial operations, and factoring polynomials. (3 hours lecture, 2 hours lab)

BSTD 0513 INTERMEDIATE ALGEBRA

Prerequisite: 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, factoring polynomials, using factoring to solve equations together with applications, rational expressions and equations, functions, linear

functions, variation, systems of equations with applications, compound inequalities, absolute value equations and inequalities, exponents and radicals, radical equations, and quadratic equations. (3 hours lecture, 2 hours lab).

BIOLOGY

BIOL 1004/L FUNDAMENTALS OF BIOLOGY/LAB

ACTS Equivalent Course Number = BIOL 1004
Prerequisite: 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 the plant and animal kingdom with emphasis on basic biological principles. Three hours lecture and two hours laboratory.

BIOL 1024/L ZOOLOGY/ LAB

ACTS Equivalent Course Number = BIOL 1054
Prerequisites: 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
Prerequisites: 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 1114/L BIOLOGY FOR MAJORS

ACTS Equivalent Course Number = BIOL 1014
Prerequisites: 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 2003, NUTRITION AND DIET

Study of the fundamental principles of human nutrition and diet with emphasis on carbohydrates, lipids, proteins, vitamins, minerals, and energy in normal nutrition as well as in disease conditions. Three hours lecture.

BIOL 2064/L, HUMAN ANATOMY AND PHYSIOLOGY I/LAB

ACTS Equivalent Course Number = BIOL 2404
Prerequisites: Pass BSTD 0613, and BSTD 0413 with a grade of “C” or better or make an appropriate score on the placement test. This course provides instruction related to the study of the structure and functions of the human body. Lecture emphasizes concepts underlying upright walking and how humans respond to their environment. Laboratory work includes histology, morphology of the skeleton, dissections, and some physiologic experimentation. Three hours lecture and two hours laboratory.

BIOL 2074/L, HUMAN ANATOMY AND PHYSIOLOGY II/LAB

ACTS Equivalent Course Number = BIOL 2414
Prerequisite: Pass BIOL 2064/L with a grade of “C” or better. Continuation of BIOL 2064, with emphasis on the structure and functions of systems in endocrinology, hematology, circulatory, lymphatic, digestive, urinary, and respiratory systems. The course also covers growth and development of the human body, and developments in genetics. Three hours lecture and two hours laboratory.

BIOL 2304/L KINESIOLOGY/LAB

Prerequisites: 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

BUS 1003 THE AMERICAN ENTERPRISE SYSTEM

ACTS Equivalent Course Number = BUSI 1013
Prerequisite: 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.

BUS 2013 BUSINESS STATISTICS

ACTS Equivalent Course Number = BUSI 2103

Prerequisite: MATH 1023 and BSTD 0613 or appropriate placement test score. An introduction to applied statistics including measures of central tendency and dispersion, probability, sampling, estimation, hypothesis testing, and analysis of variance.

BUS 2043 CUSTOMER SERVICE AND SUPPORT

Prerequisites-none

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 customer scarification/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.

BUS 2063 BUSINESS COMMUNICATIONS

Prerequisites: 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.

BUS 2074 PRINCIPLES OF REAL ESTATE

Basic concepts of marketing, ownership, and legal principles involved in real estate management to help prepare students for the state real estate salesperson examination.

BUS 2133 REAL ESTATE APPRAISAL

Prerequisite: BUS 2074. Course covering principles and techniques of residential real estate appraising.

BUS 2233 PERSONNEL SUPERVISION

A course designed for persons training for first level supervisory positions with emphasis on human relations, motivation, and effective uses of human resources.

BUS 2713 REAL-WORLD BUSINESS

PLANNING

Prerequisites: BSTD 0413, BSTD 0613. This course allows students the opportunity to work in a student run business within the college while learning the basics of business planning. Students will have classroom lessons on recognizing and evaluating business opportunities, analyzing consumer markets, marketing, selling techniques, customer service, business financing, fixed and variable costs, and cash flow. Students will be required to work in the student run business 8 hours per week during a 15 week semester or 120 hours during semesters of less than 15 weeks. Much of the work would be production or sales needed to learn the business, though some planning of operations and analysis of systems would be involved. (1 hour lecture 2 hours lab)

BUS 2723 REAL-WORLD BUSINESS OPERATIONS

Prerequisite: BUS 2713 or permission of instructor.

This course allows students the opportunity to work in a student run business within the college while learning the basics of business operations. Students will have classroom lessons on managing employees, leadership, scheduling operations, selecting vendors, adjusting product mix, branding, legal issues in small business, growth and building on success, and the components of a business plan. Students will be required to work in the student run business 8 hours per week during a 15 week semester or 120 hours during semesters of less than 15 weeks. Some of the work would be production or sales needed to meet business production schedules. Students in this course will be required to take on management responsibilities within the business, including planning production and sales staffing, as well as supervising other student workers. (1 hour lecture 2 hours lab)

BUS 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

Prerequisites: 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 in-

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.

CHEMISTRY

CHEM 1004/L FUNDAMENTALS OF CHEMISTRY/LAB

ACTS Equivalent Course Number = CHEM 1004

Prerequisites: BSTD 0613 with a "C" or better, BSTD 0513 or TECH 1003 with a grade of "C" or better (concurrent enrollment is acceptable for TECH 1003). This is a survey course introducing Chemistry as it applies to the real world for students in chemical/industrial process technology and/or 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 CHEMISTRY I FOR HEALTH-RELATED PROFESSIONS/LAB

ACTS Equivalent Course Number = CHEM 1214

Prerequisites: 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, identi-

fication of functional groups in unknowns, carboxylic acid/ester analysis, and aspirin synthesis. Three hours lecture and two hours laboratory.

CHEM 1024/L CHEMISTRY I FOR SCIENCE MAJORS/LAB

ACTS Equivalent Course Number = CHEM 1414

Prerequisites: BSTD 0613, BSTD 0513 with a grade of "C" or better, or make an appropriate score on the placement test, and one full year of high school chemistry or its equivalent completed within the last five years with a grade of "C" or better. Students who have had no high school chemistry are advised to take CHEM 1014 or its equivalent. This is the first course in a two-course sequence of algebra-based chemistry designed for science majors and pre-professionals. Course incorporates critical thinking to explore, analyze, and evaluate theoretical and quantitative chemistry principles, nomenclature, the mole, stoichiometry, reactions, gases, thermochemistry, atomic and molecular structures, periodicity, bonding, nuclear chemistry, and fundamental concepts of intermolecular forces and solutions. 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

Prerequisites: 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, equilibrium, acid/base theory, thermodynamics, and electrochemistry. Lab is required. Three hours lecture and two hours laboratory.

COMMUNICATIONS

COMM 1103 INTRODUCTION TO FILM

No prerequisite. 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 1013 SCRIPTWRITING

Prerequisite: 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 1203 AMERICAN CINEMA

No prerequisite. 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 1023 MEDIA ETHICS

Prerequisite: 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 1103 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 1303 AUDIO PRODUCTION

No prerequisite. 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

No prerequisite. 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

No Prerequisite. 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

No prerequisite. 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 2203 DOCUMENTARY FILM-MAKING

Prerequisite 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

Prerequisite 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

Prerequisite: 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.

Prerequisite: 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 2603 SOUND DESIGN FOR FILM

No prerequisite. 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.

COMPUTER SCIENCE

CSCI 1003 COMPUTERS AND INFORMATION PROCESSING

ACTS Equivalent Course Number = CPSI 1003

Prerequisite: 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 1102 LAN CABLING

Prerequisites: BSTD 0613

This course presents information and installation competencies in Local Area Networking. Standards and regulations in both copper and fiber installations will be covered. The students will, through demonstration, group labs, and hands-on activities, learn to assemble, test, and troubleshoot LAN wiring used in home, small business, and large computer networks.

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 1112 IT ESSENTIALS I A

Prerequisites: BSTD 0613, CSCI 1203 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 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, microblogs, and more.

CSCI 1114 IT ESSENTIALS I B

Prerequisite: CSCI 1112. A continuation of CSCI 112-IT Essentials I A. 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 1203 PC CONCEPTS

Prerequisites: BSTD 0053, BSTD 0603, BSTD 0314. Co-requisites: BSTD 0613. This course will be an introductory course into the interworkings of the Microcomputer. There will be emphasis on terms and acronyms associated with the microcomputer and networking field. Review of MS Word, MS Excel, MS PowerPoint, MS Visio, and the use of Blackboard/Moodle and Email, as they relate to Information Technology, and the study of the microcomputer and networking field.

CSCI 1263 WINDOWS OPERATING SYSTEM NETWORK ADMINISTRATION

Prerequisites: 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 1274 WINDOWS SERVER/ NETWORK ADMINISTRATION

Prerequisites: Fundamental keyboarding skills, pass BSTD 06 with a grade of “C” or better or equivalent score on the placement test. This course is designed to give students the knowl-

edge and experience to install, configure, and administer the current Microsoft Windows Server as a network operating system. Note: Contact instructor for details concerning which version of Windows is being utilized.

CSCI 1304 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 1405 INTRODUCTION TO NETWORKING

Prerequisites: BSTD 0053, BSTD 0603, BSTD 0314. Co-requisite: BSTD 0613. Students will learn the basic hardware components and software (both OS and Utilities) in LAN networks. They will research careers in the networking industry, and emerging trends and technologies. Through hands-on activities and labs, students will learn to install and configure NOS (Network Operating Systems), and troubleshoot software problems with the NOS. This course helps students prepare for the CompTIA N+ certification examination.

CSCI 1425 LAN INSTALLATION AND REPAIR

Prerequisites: CSCI 1405, CSCI 1102. A continuation of CSCI 1405– Introduction to Networking. Students learn the functionality of network media and signaling used on each different type of media, functionality of Protocols, OSI pro-

tolocol Model, and the TCP/IP protocol stack. Through hands-on activities and labs, students learn to analyze network architectures, upgrade, design, install LAN Networks, and troubleshoot hardware and software problems with the LAN. This course assists students in preparing for the CompTIA N+ certification examination.

CSCI 1433 INTRO TO WEB DESIGN

Prerequisites: Basic Computer and Keyboarding Skills

An introduction to the design, creation, and maintenance of web pages and websites. Students learn how to critically evaluate website quality, learn how to create and maintain quality web pages, learn about web design standards, and learn to create and manipulate images. The courses progresses from introductory work on web design to a culminating project in which students design and develop websites.

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

This course is an introduction to the operating systems Linux and MAC OS. The is taught from a Power User/IT technician perspective.

The MAC operating system is integration between the hardware and the software. This class examines how to establish system preferences for hardware, internet, network and desktop. Students will use the Safari browser and the Terminal and perform routine maintenance.

The course will use Linux operation system from the command line. Topics will include: remote login (ssh), file system navigation, file commands, editors, compilation, execution, i/o redirection, searching, processes, privacy, permissions, networking, and bash scripting.

CSCI 1813 PRINCIPLES OF INFORMA-

TION 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 cost will introduce risk management, security policies, and common threats and countermeasures.

CSCI 1903 DESKTOP PUBLISHING I

Introduces the student to the basics of desktop publishing. Course will include terminology, graphics, line draw, columns, tables and charts, report production, and layout techniques.

CSCI 1923 INTRODUCTION TO ADOBE PHOTOSHOP

Prerequisite: 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 Adobe Photoshop. 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 2023 VISUAL BASIC FOR WINDOWS

Prerequisite: CSCI 1003. An introduction to programming using Microsoft’s Visual Basic.Net programming language with emphasis on business and scientific applications.

CSCI 2043 WEB DESIGN

Students will learn and apply advanced aspects of Web design and production using the Dreamweaver program. Students will be required to create a polished Web site for their class project.

CSCI 2053 JAVA SCRIPT

Prerequisite: 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 2113 DESKTOP PUBLISHING II

Prerequisites: Pass BSTD 0613 with a grade of “C” or higher or make an appropriate score on the placement test and pass CSCI 1903 with a C or higher. Introduces the student to 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 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

Prerequisite: 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 Adobe Illustrator 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 ADVANCED WEB DESIGN

Prerequisite: 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

Prerequisite: 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

Prerequisite 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 CIT 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 2383 LINUX SERVER

Prerequisite: CSCI 1323 Introduction to Networking and CSCI 2373 Windows Server.

In this course students will configure the client/server environment using Unix/Linux system, manage user accounts, manage system software in UNIX/Linux, and manage files systems in UNIX/Linux. Also, students will apply security practices to UNIX/Linux systems, and improve systems performance.

CSCI 2433 BUSINESS CONTINUITY

Prerequisite: 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 2603 CISCO I

Prerequisite: CSCI 1323 Introduction to Networking

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

This course is 2 hours Lecture, 2 hours lab, 4 hour time commitment each week.

CSCI 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN

Prerequisite: 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

Prerequisite: 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.

COSMETOLOGY

COS 1002 INTRODUCTION TO COSMETOLOGY

This course covers the history of cosmetology, basic life skills for developing a professional image and business. In addition opportunities will be available to practice positive communication skills and general organizational skills relevant to

good business practice. (2, 0)

COS 1003 INTRODUCTION TO HAIRCUTTING/HAIRSTYLING 1

Prerequisite: COS 1002. This course is a basic overview of infection control and safety; the properties of the hair and scalp; shampooing, rinsing, conditioning; introduces the basic principles of hair design, haircutting, wet hairstyling, thermal hairstyling, thermal pressing, braiding and extensions. The student will practice these techniques on mannequins in a lab setting. (1, 2)

COS 1102 INTRODUCTION TO CHEMICAL SERVICES 1

Prerequisite: COS 1003. This course in applied chemistry covers the basic chemistry of hair and skin; introduces the basic techniques of permanent waving, chemical hair relaxing, hair coloring and decolorizing; and provides practice in techniques of soft curl permanent waving. The student will practice these techniques on mannequins in a lab setting. (1, 1)

COS 1103 PRACTICUM 1

Prerequisite: COS 1003. The student will have opportunity to practice the basic techniques of haircutting, hairstyling, manicuring and pedicuring in a lab setting. (1, 2) Should be taken with COS 1202.

COS 1202 INTRODUCTION TO SPECIALTY SERVICES 1

Prerequisite: COS 1002. This course provides a basic overview of the use of electricity in specialty services; a study of basic anatomy and physiology associated with face, skin, and hair; basic concepts of skincare histology, skincare facials, cosmetics application; a study of nail structure and growth; an overview of nail structure and growth; and appropriate manicuring and pedicuring techniques. The student will have opportunity to practice the techniques of manicure and pedicure in a lab setting. (1, 1) Must be taken with COS 1103.

COS 1203 HAIRCUTTING/HAIRSTYLING 2

This course is provides practice in advanced techniques for infection control and safety; the properties of the hair and scalp; techniques of shampooing, rinsing, conditioning; provides extensive practice in more advanced principles of hair design, haircutting, wet hairstyling, thermal hairstyling, thermal pressing, braiding and extensions. The student will practice these techniques

on mannequins in a lab setting. (1, 2)

COS 1213 PRACTICUM 2

Prerequisites: COS 1203, COS 1102. The student will have opportunity to practice advanced techniques of haircutting, hairstyling, manicuring and pedicuring on mannequins and peers in a lab setting. (1, 2) Must be taken with COS 1502.

COS 1302 SCHOOL TO WORK TRANSITION

Prerequisite: COS 1003. This class explores the complexity and concepts inherit in running a salon business; developing the characteristics of a good employee and seeking employment; developing and maintaining a good resume and portfolio; practicing the basic techniques of good business plan development. The student will have opportunity to practice the skills acquired in this class through role playing activities and scenarios, interviews with and presentations from representatives of the cosmetology business; and will compile a portfolio suitable for quality resume construction. (1, 1)

COS 1402 CHEMICAL SERVICES 2

Prerequisite: COS 1102. This course provides extensive training in advanced chemistry processes; permanent waving techniques, chemical relaxing techniques and hair coloring/de-coloring techniques. The student will practice these techniques on mannequins in a lab setting. (1, 1)

COS 1502 SPECIALTY SERVICES 2

Prerequisite: COS 1202. This course provides instruction and practice in advanced techniques associated with cosmetic, corrective and theatrical applications; temporary hair removal; application of artificial nails; and specialty manicures and pedicures. The student will practice these techniques in a lab setting. (1, 1) Must be taken with COS 1213.

COS 2003 PRACTICUM 3

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. The student will practice skills in haircutting, hairstyling, manicuring and pedicuring on mannequins and peers to develop mastery. (1, 2)

COS 2004 PRACTICUM 4

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. The student will develop advanced skills mastery through peers and assigned paying patrons in the school lab. (1, 3)

COS 2102 PRACTICUM 5:

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. The student will continue developing advanced mastery of cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 1)

COS 2104 PRACTICUM 6

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. In preparation for the State Cosmetology licensing exam the student will continue practicing cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 3)

COS 2202 PRACTICUM 7

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. In preparation for the State Cosmetology licensing exam, the student will continue practice of cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 1)

CRIMINAL JUSTICE ADMINISTRATION

CJ 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 inter-relationships, theories of crime, punishment, and rehabilitation; and the ethics, education, and training of professionals will be studied.

CJ 2103 POLICE ADMINISTRATION

Prerequisite: CJ 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.

CJ 2303 RULES OF CRIMINAL EVIDENCE AND PROCEDURES

Prerequisite: CJ 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.

CJ 2403 CRIMINAL INVESTIGATION TECHNIQUES

Prerequisite: CJ 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.

CJ 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.

CJ 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).

EARLY CHILDHOOD EDUCATION

ECE 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION

Prerequisite: 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.

ECE 1023 ENVIRONMENTS FOR YOUNG CHILDREN

Prerequisite: 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 age, stage and culturally appropriate for children birth to five. A minimum of 6 observation hours are required.

ECE 1033 PRACTICUM I

Prerequisites: ECE 1003; ECE 1023; EDUC 2033.

This course provides opportunities for students to apply the acquired 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 designed to assist students seeking to apply for CDA credential from Washington D.C. to meet the requirements of 120 hours of professional development. Additional requirements for the CDA Credential may be found at www.cdacouncil.org.

ECTC 2703 PRESCHOOL CURRICULUM

Prerequisites: 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 the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings, and the Arkansas Frameworks Handbook for Three and Four Year Olds 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 2303 LITERACY AND LANGUAGE ARTS FOR EARLY CHILDHOOD

Prerequisites: 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 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 2803 INFANT/TODDLER CURRICULUM

Prerequisites: 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 the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings, and Arkansas Frameworks Handbook for Infants and Toddlers 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 2503 CHILD GUIDANCE

Prerequisite: 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 2403 MATH AND SCIENCE FOR PRESCHOOL CHILDREN

Prerequisite: 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.

ECE 2053 ADMINISTRATION OF PRESCHOOL PROGRAMS

Prerequisite: ECE Technical Certificate

This course covers topics pertinent to the current or future childcare director/owner. Students plan all aspects of opening a childcare center, daily operations, budgeting, personnel management and state licensing regulations. A minimum of 4 observation hours are required.

ECTC 2903 FUTURE PERSPECTIVES OF EARLY CHILDHOOD EDUCATION

Prerequisite: ECTC 2703, ECTC 2803.

This 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.

ECONOMICS

ECON 2003 MACROECONOMIC PRINCIPLES

ACTS Equivalent Course Number = ECON 2103
Prerequisites: 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
Prerequisites: 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.

EDUCATION

EDUC 2003 INTRODUCTION TO EDUCATION

A course designed to acquaint the student with the American system of public education. Includes an examination of the social forces shaping the development of education in America, the various units in the educational system, educational history and philosophy, survey and analysis of the psychological and sociological principles underlying the public school program, and professional ethics. Also includes a 24-30 hour block of supervised experience in a school working with a certified teacher for the purpose of exposure and orientation to the objectives, techniques, and methods employed in classrooms in the teaching/learning process. Course to be taken in the freshman or sophomore year.

EDUC 2023 SURVEY OF EXCEPTIONAL CHILDREN

Prerequisites: BSTD 0613. This course consists

of a brief overview of many common physical, emotional, social, and mental problems children may experience, and how preschool teachers may adapt lessons plans, provide emotional and social support, and meet other needs such children and their families may have. Special education needs are discussed along with the biological, social, and psychological elements of specific handicaps. A minimum of 10 observation hours are required.

EDUC 2031 CHILD GROWTH AND DEVELOPMENT AR 187 UPDATE

This course is required for education students who, prior to Fall 2009, completed Child Growth and Development (Birth through Primary ages) with a grade of “C” or higher. The content of this course updates previous course material to include the State Law 187 requirement of a child study project as a necessary component of the course content. Students will complete 10 hours of observation at a licensed childcare center and complete observation and child study writing assignments. The class must be passed with a grade of “C” or higher.

EDUC 2033 CHILD GROWTH AND DEVELOPMENT

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically- and atypically-developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds from within and outside of the United States. 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.

EDUC 2103 CHILD AND ADOLESCENT LITERATURE

Prerequisite: 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)

Prerequisites: 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. 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)

Prerequisites: BSTD 0613, MATH 1023. Geometry concepts appropriate for P-8 grade levels will be developed. 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.

EDUC 2313 INTRODUCTION TO EDUCATIONAL TECHNOLOGY

Prerequisites: BSTD 0613, EDUC 2003. Covers basic technology planning in P-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. Minimal experience with computers is necessary.

EMERGENCY MEDICAL TECHNOLOGY

EMT 1007 EMERGENCY MEDICAL TECHNICIAN

A course designed to prepare students for the EMT licensure examination administered by the Arkansas Department of Health.

EMT 1011 EMS ENVIRONMENT I

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.

EMT 1012 HUMAN SYSTEMS AND ASSESSMENT

History taking, charting, and physical examination skills. Emphasis on directing, defining, and

describing normal and pathological body conditions.

EMT 1013 SHOCK AND FLUID THERAPY

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.

EMT 1014 PARAMEDIC CLINICAL ROTATION I

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.

EMT 1015 EMERGENCY CARDIAC CARE

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.

EMT 1022 PHARMACOLOGY

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.

EMT 1023 EMERGENCY RESPIRATORY CARE

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.

EMT 1033 INTERMEDIATE CLINICAL ROTATION

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.

EMT 1043 TRAUMATOLOGY

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.

EMT 1053 MEDICAL EMERGENCIES I

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.

EMT 2022 EMS ENVIRONMENT II

Guided practice and emphasis on disaster and triage, EMS communications, stress management, and emergency rescue extrication techniques.

EMT 2101 PARAMEDIC CLINICAL ROTATION II

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.

EMT 2112 MEDICAL EMERGENCIES II

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies.

EMT 2224 FIELD INTERNSHIP I

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.

EMT 2232 ASSESSMENT-BASED MANAGEMENT

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.

EMT 2234 FIELD INTERNSHIP II

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.

ENGLISH

ENGL 1113 COMPOSITION I

ACTS Equivalent Course Number = ENGL 1013

Prerequisites: 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 COMPASS Writing Skills Test. Also, the completion of Reading II, BSTD 0613, or testing out of this course is a prerequisite. 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

Prerequisite: 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, and critical thinking.

ENGL 2043 TECHNICAL WRITING FOR INDUSTRY

ACTS Equivalent Course Number = ENGL 2023

Prerequisite: Pass ENGL 1113 with at least a

“C”. Work with the principles of writing technical documents such as instructions, descriptions, definitions, service reports, contracts, proposals, memos, e-mails, and customer communications, as well as prepare and present oral presentations.

ENGL 2123 ADVANCED GRAMMAR AND COMPOSITION

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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.

ENTR 1003 INTRODUCTION TO ENTREPRENEURSHIP

Co-requisite (or Prerequisite): 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

Prerequisites: ENTR1003

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 OPPORTUNITY AND FEASIBILITY ANALYSIS

Prerequisite: 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. 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.

ENTR 2023 FUNDING ACQUISITIONS FOR ENTREPRENEURS

Prerequisites: ENTR 1003, ACCT 2013, ACCT 2023, BLAW 2013

ENTREPRENEURSHIP

This course is designed to teach the students the various types of funding mechanisms available to the entrepreneurial company 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. This course presents an overview of the funding process for entrepreneurial companies, both at startup and those that have some maturity.

FRENCH

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 prerequisite of French 1014 or its equivalent.

GEOGRAPHY

GEOG 2003 INTRODUCTION TO GEOGRAPHY

ACTS Equivalent Course Number = GEOG 1103
Prerequisite: 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.

GEOLOGY

GEOL 1004/L PHYSICAL GEOLOGY/LAB

ACTS Equivalent Course Number = GEOL 1114
Prerequisite: 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

GEOL 1014/L HISTORICAL GEOLOGY/LAB

ACTS Equivalent Course Number = GEOL 1134
Prerequisite: Pass BSTD 0613 with a “C” or bet-

ter 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)

HEALTH EDUCATION

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.

HEALTH INFORMATION TECHNOLOGY

HIT 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.

HIT 1153 HEALTHCARE DELIVERY SYSTEMS

Prerequisite or Corequisite: HIT 2073 and HIT 1281. 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.

HIT 1283 COMPUTER APPLICATIONS FOR HEALTHCARE PROFESSIONALS

Introduction to personal computer application software using IBM compatible hardware. The course covers an introduction to word processing, electronic spreadsheet, database, graphics, and presentation software.

HIT 2073 BASIC MEDICAL CODING

Prerequisite/Co-requisite: HIT 1003, HIT 1153, HIT 2803, and BIOL 2064/L. This course will aid student in developing and understanding ICD-9-CM and/or ICD 10 coding and classification systems in order to assign valid diagnostic and/or procedure codes.

HIT 2081 PRACTICE CODING

Prerequisite/Co-requisite: HIT 1003 and HIT 2803 and BIOL 2064/L. Co-requisite HIT 2073. Practical application and laboratory practice in coding using ICD-9-CM and/or ICD 10.

HIT 2144 BASIC MEDICAL TRANSCRIPTION/LAB

Prerequisite/Co-requisite: HIT 1003, HIT 2083, and BIOL 2064/L. Review of medical terms; study of model report forms; roots, prefixes, suffixes, abbreviations; use of computers to transcribe complete medical cases from cassette tapes.

HIT 2154 ADVANCED MEDICAL TRANSCRIPTION/LAB

Prerequisite: HIT 2144. This course prepares the student in the transcription of original health care dictation using advanced proofreading, editing, and research skills while requiring progressively demanding accuracy and productivity standards. The student will learn to appropriately use related references and other resources for research and practice. Laboratory exercises are used to reinforce lecture material through the use of health care dictation by dictators with varying accents and dialects representing varying medical specialties.

HIT 2173 REIMBURSEMENT METHODOLOGY

Prerequisite or corequisite: HIT 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.

HIT 2183 MEDICAL CODING II

Prerequisite: HIT 2073 and HIT 2081. This course will aid student in developing and understanding advanced CPT and ICD-9-CM and/or 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.

HIT 2191 PRACTICE CODING II

Prerequisite: HIT 2073 and HIT 2081. Co-requisite HIT 2183. Practice in coding in-patient and out-patient records using manual and computer techniques.

HIT 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.

HIT 2773 MEDICAL CODING PRACTICUM

Prerequisite: HIT 2183 and HIT 2191. Supervised on-the-job experience performing medical coding in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

HIT 2783 MEDICAL TRANSCRIPTION PRACTICUM

Prerequisite: HIT 2154. Supervised on-the-job experience performing medical transcription in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

HIT 2803 INTRODUCTION TO MEDICAL SCIENCE

This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses and disease intervention 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, neoplasms, and congenital diseases is presented.

HEALTH SCIENCES

HS 1011 ETHICS AND PROFESSIONALISM

Corequisite: BSTD 0603 This ethics and profes-

sionalism 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.

HIS 1021 BASIC COMPUTERS

Corequisite: BSTD 0603 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.

HIS 1031 CPR AND FIRST AID

Corequisite: BSTD 0603 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.

HISTORY

HIST 1003 HISTORY OF CIVILIZATION TO 1700

ACTS Equivalent Course Number = HIST 1213
Prerequisite: 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
Prerequisite: 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
Prerequisite: 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

Prerequisite: 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 2123 LOUISIANA HISTORY

Prerequisite: 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 2033 HISTORY OF ARKANSAS

Prerequisite: 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

Prerequisite: 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 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. Prerequisite: Completion of ENGL 1113 with at least a C and one semester of history or consent of the instructor.

INDUSTRIAL EQUIPMENT MAINTENANCE

IDEQ 1003 FUNDAMENTALS OF INDUSTRIAL MAINTENANCE

Co-requisite: TECH 1203. This course covers basic maintenance fundamentals for Industrial System Technology. Topics include tools used within the Industrial Equipment/millwright industry; proper use of fasteners and anchors; and gasket and o-ring maintenance.

IDEQ 1103 BLUEPRINT READING FOR INDUSTRIAL TRADES

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

IDEQ 1403 FUNDAMENTALS OF ELECTRICITY

Prerequisite: TECH 1203. 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

IDEQ 1413 ELECTRICAL CIRCUITS

Prerequisite: TECH 1203 and IDEQ 1403. 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.

IDEQ 1603 FLUID POWER SYSTEMS (Hyd/Pneu)

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.

IDEQ 1613 ADVANCED FLUID POWER (Hyd/Pneu)

Prerequisite: IDEQ 1603 and TECH 1203 or consent of instructor. Course covers the complex components and systems. Cartridge, servo, and proportional valves, pneumatic controls and control systems will be covered.

IDEQ 1903 INDUSTRIAL MOTORS AND CONTROLS

Prerequisite: IDEQ 1403. 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.

IDEQ 2003 INDUSTRIAL MECHANICS

Prerequisite: TECH 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.

IDEQ 2013 COUPLING AND ALIGNMENT

Prerequisite: IDEQ 1403. Co-requisite: IDEQ 2503. Identifies various types of couplings, and installation procedures using the press-fit method and the interference fit methods. Also covers removal procedures. In addition, covers types of misalignment, aligning couplings using a straightedge and feeler gauge, adjusting face and OD alignment, using a dial indicator, and eliminating coupling stress.

IDEQ 2503 PRECISION MEASURING TOOLS

Explains how to select, inspect, use and care for levels, feeler gauges, calipers, micrometers, height gauges and surface plates, dial indicators, protractors, parallels and gauge blocks, tram-mels, and pyrometers

MANAGEMENT

MGMT 1113 INTRODUCTION TO MANAGEMENT

Prerequisite: 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 PRACTICUM/INTERNSHIP I

Pre/Co-Requisites: 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

Prerequisite: Pass BSTD 0613 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 2613 SMALL BUSINESS MANAGEMENT

Prerequisite: Pass BSTD 0613 with a “C” or better or equivalent score on placement test. Guidelines on starting a new business, focusing on the unique problems and circumstances encountered in establishing and operating a small business. Emphasis on the reasons for small business failure and the minimization of those forces. This is a hybrid course that does not meet in the classroom, but tests are taken on campus.

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 man-

ager abreast in the various fields of management.

MATHEMATICS

MATH 1023 COLLEGE ALGEBRA

ACTS Equivalent Course Number = MATH 1103

Prerequisite: Meets basic studies math requirement. 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).

MATH 1033 PLANE TRIGONOMETRY

ACTS Equivalent Course Number = MATH 1203

Prerequisite: 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 1333 MATH FOR BUSINESS APPLICATIONS

Prerequisites: 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

Prerequisites: 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 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. Prerequisite: Intermediate Algebra (with a C or better) or High School Algebra II (with a C or better).

MATH 2015 CALCULUS I

ACTS Equivalent Course Number = MATH 2405

Prerequisite: 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 2115 CALCULUS II

ACTS Equivalent Course Number = MATH 2505

Prerequisite: 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.

MEDICAL LABORATORY SCIENCE

MLS 1001 INTRODUCTION TO MEDICAL LAB SCIENCE

This course is an orientation to the profession of clinical laboratory science, the professional practice of clinical laboratory science, and the different departments and procedures encountered in the clinical laboratory.

MLS 1002 BASIC EKG

This course provides students with the basic knowledge and skills to perform an electrocardiogram (EKG). It also introduces basic cardiac arrhythmias and medications used to treat them. Upon successful completion of this course, students are

eligible to sit for national certification examination.

MLS 1013/L PHLEBOTOMY

Corequisite: BSTD 0603. 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.

MLS 1022 CLINICAL MICROSCOPY

Prerequisite: Admission to professional MLS program. This course involves a study of the morphology, anatomy, and physiology of the renal system and principles of urinalysis. The course will also discuss various body fluids and the clinical significance of those fluids. The accompanying laboratory will present physical, chemical, and microscopic studies of urinalysis and various body fluids and associated interpretation of the results.

MLS 1031 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 MLS 1013 and 1021 qualifies the student to sit for one of several national phlebotomy certification examinations.

MLS 1032 CLINICAL MICROSCOPY PRACTICUM

Prerequisite: Admission to the professional MLS program. Students rotate through the Urinalysis and Body Fluids sections of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspects of laboratory work and acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

MLS 1034 CLINICAL HEMATOLOGY/ COAGULATION

Prerequisite: Admission to the professional MLS program. This course involves a study of the collection and preparation of blood samples, production and function of blood cells, functions of the circulatory and coagulation systems, red and white cell counts, the complete blood count, diseases of the blood and abnormalities in the blood clotting mechanism.

MLS 1044 CLINICAL HEMATOLOGY/ COAGULATION PRACTICUM

Prerequisite: Admission to the professional MLS program. Students rotate through the Hematology/Coagulation section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

MLS 2003 COOPERATIVE EDUCATION

Planned and supervised work experience in student's major field to include phlebotomy, patient relations, laboratory operations, and laboratory computers. Grades of A, B, C, and NC (No Credit) will be earned. Course may be repeated for a total of 6 credits. Students must work a minimum of 20 hours per week and be compensated by the employer.

MLS 2004 CLINICAL IMMUNOLOGY/ IMMUNOHEMATOLOGY

Prerequisite: Admission to the professional MLS program. This course includes donor selection criteria; blood component collection, preparation, preservation and usage; identification of ABO, Rh, and other blood groups; concepts of compatibility testing, antibody detection and identification; perinatal testing of mother and baby; and special Blood Bank techniques and regulations in accordance with AABB and FDA rules and recommendations. An overview of genetics and immunology pertaining to the clinical blood bank are included. Basic immunology and blood banking techniques are performed in the student laboratory.

MLS 2014 CLINICAL IMMUNOLOGY/

IMMUNOHEMATOLOGY PRACTICUM

Prerequisite: Admission to the professional MLS program. Students rotate through the Immunology/Immunoematology sections of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

MLS 2024 CLINICAL MICROBIOLOGY

Prerequisite: Admission to the professional MLS program. Classification of pathogenic bacteria, methods for culturing and identifying microorganisms, and determining effectiveness of treatment drugs. Identification and classification of parasites associated with human disease. Parasitic life cycles and transmission of infections. Routine record keeping, special procedures, quality control, and safety in handling pathogenic materials.

MLS 2034 CLINICAL MICROBIOLOGY PRACTICUM

Prerequisite: Admission to the professional MLS program. Students rotate through the Microbiology section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

MLS 2215 CLINICAL CHEMISTRY

Prerequisite: Admission to the professional MLS program. This course consists of a study of the physiologic limits and composition of various body fluids, methods of analysis, interpretation of results, and troubleshooting errors. Laboratory mathematics, quality control, and quality assurance are an integral part of this course. Principles of basic clinical chemistry and toxicology procedures applied to enzymes; endocrine function; electrolytes and blood gases; renal function;

gastric, pancreatic, and intestine function; biochemistry of pregnancy; therapeutic drug monitoring; and, analysis of toxic substances are also a component.

MLS 2225 CLINICAL CHEMISTRY PRACTICUM

Prerequisite: Admission to the professional MLS program. Students rotate through the Chemistry section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

MLS 2312 SEMINAR IN MANAGEMENT/ PROFESSIONAL DEVELOPMENT

Prerequisite: Admission to the professional MLS program. Class requirements include resume preparation and discussion of current career opportunities in laboratory medicine. The course will also entail a review of the entire clinical program with special emphasis placed upon preparation for a national certification/registry examination.

MICROBIOLOGY

MBIO 1124/L MICROBIOLOGY/LAB

ACT'S Equivalent Course Number = BIOL 2004

Prerequisite: Pass BSTD 0613 and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to the world of microbes, including those that cause human diseases. Instruction is given in classification, metabolism, morphology, and identification of bacteria plus basic techniques for the microbiology laboratory. Classifications of parasites and fungi are included. Three hours lecture and two hours laboratory.

MUSIC

***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, 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.

MUS 1001 – First Year, First Semester Piano Lessons

MUS 1011 – First Year, Second Semester Piano Lessons

MUS 2001 – Second Year, First Semester Piano Lessons

MUS 2011 – Second Year, Second Semester Piano Lessons

***MUS 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 Prerequisites. 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.

MUS 1302 – First Year, First Semester Piano Lab

MUS 1312 – First Year, Second Semester Piano Lab

MUS 2302 – Second Year, First Semester Piano Lab

MUS 2312 – Second Year, Second Semester Piano Lab

MUS 1083 FUNDAMENTALS OF MUSIC THEORY

An introduction to scales, intervals, elementary harmonic structure, rhythm, and sight-reading.

MUS 2413 MUSIC THEORY III

Prerequisite: 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 MUS 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.

MUS 1111 CLASS VOICE INSTRUCTION

Prerequisite: 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**

Prerequisite: 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.

MUS 1211 – First Year, First Semester Voice Lessons

MUS 1221 – First Year, Second Semester Voice Lessons

MUS 2211 – Second Year, First Semester Voice Lessons

MUS 2221 – Second Year, Second Semester Voice Lessons

MUS 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.

MUS 1421 SIGHT SINGING AND EAR TRAINING II

Prerequisite: 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.

MUS 2411 SIGHT SINGING AND EAR

TRAINING III

Prerequisite: Grade of "C" or better in MUS 1421. Co-requisite: MUS 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**

Prerequisite: 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.

MUS 1401 – First Year, First Semester Organ Lessons

MUS 1402 – First Year, Second Semester Organ Lessons

MUS 2401 – Second Year, First Semester Organ Lessons

MUS 2402 – 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.

MUS 1411 – First Year, First Semester SouthArk Singers

MUS 1421 – First Year, Second Semester SouthArk Singers

MUS 2411 – Second Year, First Semester SouthArk Singers

MUS 2421 – Second Year, Second Semester SouthArk Singers

MUS 2003 MUSIC APPRECIATION

ACTS Equivalent Course Number = MUSC 1003 (for non-music majors) Prerequisite: 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.

MUS 1231 GUITAR CLASS I

An introductory course to learning the funda-

mentals 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.

MUS 1241 GUITAR CLASS II

Open to all SouthArk students who have completed MUS 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**

Prerequisite: 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.

MUS 1511 – First Year, First Semester

MUS 1521 – First Year, Second Semester

MUS 1531 – Second Year, First Semester

MUS 1541 – Second Year, Second Semester

**A music fee is charged for these courses. The fee scales are listed in this catalogue under "Financial Information."*

MUS 2503 MUSIC PERFORMANCE

Prerequisites: ENGL 1123, MUS 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.

NURSING ASSISTANT

NA 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.

NA 1012 NURSING ASSISTANT LABORATORY AND CLINICAL

Theory will be continued along with classroom labs prior to going to the clinical setting. Clinical training consists of performing duties and skills related to infection control, safety, nutrition, body mechanics, and activities of daily living in the nursing home setting.

NA 1022 NURSING ASSISTANT CLINICAL PRACTICUM

This course is designed to incorporate theories learned in the classroom into laboratory and clinical settings. Students will apply skills related to the provision of quality care in a safe institutional environment. Students will communicate effectively with clients, staff, and family members, and all members of the health-care team.

OCCUPATIONAL THERAPY ASSISTANT

All academic prerequisite courses must be completed for admission to the occupational therapy assistant program.

OTA 1003 INTRODUCTION TO OCCUPATIONAL THERAPY

Prerequisite: CSCI 1003. Students must have tested out of BSTD courses. Basic concepts of Occupational Therapy are to include philosophy, history, work settings, laws, ethics, and basic components of the profession. Occupational therapy terminology and medical terminology are emphasized.

OTA 1303 GROUP INTERVENTION SKILLS

Prerequisite: OTA 1003, 2101, 2103, 2113, 2203 Occupational therapy intervention with groups. Planning and implementing group intervention; development of leadership/professional behaviors and evaluation of intervention and assistant interaction with clients. Acceptance in the Occupational Therapy Assistant Program.

OTA 1404 MENTAL HEALTH AND OCCUPATIONAL THERAPY INTERVENTIONS

Prerequisite: OTA 1003, 2101, 2103, 2113, 2203 Occupational Therapy evaluation and treatment of individuals with psychosocial disorders. The DSM IV, drug therapy, and therapeutic techniques are an integral part of the learning process. Acceptance in the Occupational Therapy Assistant Program.

OTA 1503 OCCUPATION INTERVENTION ANALYSIS AND APPLICATION

Pre-requisite: OTA 1003, 2101, 2103, 2113, 2203. Analysis and teaching of purposeful activity throughout the lifespan with various cultures. Tools, basic techniques, safety addressed for crafts, fine arts, leisure, exercise, and wellness. Acceptance in the Occupational Therapy Assistant Program.

OTA 2101 CLINICAL INTERVENTIONS LABORATORY

Prerequisite: OTA 1003. Practice of hands-on therapy skills for person transfers, muscle location, vital signs, reflex testing, sensory integration techniques, observation skills, culture self-assessment, client interview, and use of self therapeutically. Acceptance in the Occupational Therapy Assistant Program.

OTA 2103 PATHOLOGY AND OCCUPATIONAL THERAPY INTERVENTIONS

Prerequisite: OTA 1003. Study of disease and trauma processes in both the mental and physical realms. These pathological processes are commonly treated by occupational therapist. Role of Occupational Therapy with pathology is emphasized. Acceptance in the Occupational Therapy Assistant Program.

OTA 2113 PEDIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS

Prerequisite: OTA 1003. Study of human development to include developmental concepts, reflex movement, postural control, cognition, perception, hand development, and oral motor as it relates to Occupational Therapy evaluation and treatment. Acceptance in the Occupational Therapy Assistant Program.

OTA 2201 FIELDWORK LEVEL I

Prerequisites: OTA 1003, 1404, 2101, 2103, 2113, 2203. Develops documentation and observation skills in clinical areas and applies theory to observation and experiences. Various occupational therapy settings. Acceptance into the Occupational Therapy Assistant Program.

OTA 2203 GERIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS

Prerequisite: OTA 1003 Occupational therapy intervention with elderly. Study of aging process,

diseases and conditions, settings, reimbursement, public policy, culture, interventions and assistant roles. Acceptance into the Occupational Therapy Assistant Program.

OTA 2303 ADVANCED CLINICAL MANAGEMENT

Prerequisites: OTA 1003, 1404, 2101, 2103, 2113, 2203. Study of Occupational Therapy service management to include documentation, ethics, payment systems, laws, quality programs, infection control, supervision, team concepts, and OTR-COTA relationships. Acceptance in the Occupational Therapy Assistant Program.

OTA 2304 ADVANCED OCCUPATIONAL THERAPY INTERVENTIONS

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303 Study and practice of advanced concepts and techniques of occupational therapy evaluation and intervention. Safe treatment interventions learned and practiced for various ages and diseases. Acceptance into the Occupational Therapy Assistant Program.

OTA 2404 PHYSICAL DYSFUNCTION AND OCCUPATIONAL THERAPY INTERVENTIONS

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303. Occupational Therapy evaluation and treatment techniques for cerebral vascular accident, head trauma, spinal cord injury, burns, amputation, orthopedics, developmental disorders, cardiac, neuromuscular disorders, muscle disorders, hand injuries, and multiple diagnoses. Acceptance into the Occupational Therapy Assistant Program.

OTA 2504 ADVANCED CLINICAL INTERVENTION SKILLS

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303. Supervised experiences in performing aspects of occupational therapy process addressed within various settings, age ranges, and cultures. Independent performance is not emphasized. Acceptance in the Occupational Therapy Assistant Program.

OTA 2514 FIELDWORK LEVEL II-A

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303, 2304, 2404, 2504. Supervised full time (35 hours a week for 8 weeks), in-depth, hands-on clinical experience. Must complete within 12 months of academic

course work. Acceptance into the Occupational Therapy Assistant Program.

OTA 2524 FIELDWORK LEVEL II-B

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303, 2304, 2404, 2504. Supervised, full time (35 hours a week for 8 weeks), in-depth, hands-on clinical experience. Must complete within 12 months of academic course work. Acceptance into the Occupational Therapy Assistant Program.

PERFORMANCE AND MEDIA ARTS

Course descriptions for the Performance and Media Arts degree program are listed separately under the three concentrations: Communications (Film), Theatre, and Music.

PHILOSOPHY

PHIL 2003 INTRODUCTION TO PHILOSOPHY

ACTS Equivalent Course Number = PHIL 2003
Prerequisite: 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.

PHYSICAL EDUCATION

PE 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)

PHYSICAL SCIENCE

PHYS 1004/L THE PHYSICAL SCIENCES/ LAB

ACTS Equivalent Course Number = PHSC 1004
Prerequisite: 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, and earth science for the non-science major. A core course in general education. Three

hours lecture and 2 hours laboratory.

PHYSICAL THERAPIST ASSISTANT

PTA 1002 INTRODUCTION FOR PHYSICAL THERAPIST ASSISTANTS

Prerequisites: completion of BSTD courses (exception BSTD 0513 and SAS 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 health-care issues affecting physical therapy.

The following PTA classes are open only to Physical Therapist Assistant students:

PTA 2304 PATHOPHYSIOLOGICAL CONDITIONS

Prerequisite: Admission to PTA Program. Corequisites: PTA 2315/L, PTA 2323. Study of disease pathophysiology, etiology, clinical signs and symptoms of many diseases and injuries 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, 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.

PTA 2315/L APPLIED PHYSICAL THERAPY I/LAB

Prerequisite: Admission to the PTA Program. Corequisites: PTA 2304, PTA 2323
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; 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. Three hours lecture and four hours of lab.

PTA 2323 ADMINISTRATION AND

MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS

Prerequisite: Admission to the PTA Program. Co-requisites: PTA 2315/L, PTA 2304. Success strategies for PTA students; reimbursement issues; ethical guidelines; laws affecting the practice of physical therapy; APTA; hospital organizations; liability/malpractice issues; PTA communication and personal management skills; and, assessment of quality care.

PTA 2406/L PHYSICAL THERAPY PROCEDURES/LAB

Prerequisites: PTA 2315/L, PTA 2323, PTA 2304. Corequisites: PTA 2515/L, PTA 2424. Principles and techniques of modalities (superficial and deep heating agents; cryotherapy; electrical stimulation; mechanical traction; and intermittent compression) used in the plan of care developed by the PT including indications and contraindications and patients' physiological response to each modality with a wide variety of musculoskeletal, neuromuscular, and medical conditions; physical therapy interventions such as wound care / debridement, stump care and prosthetics; 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. Four hours of lecture and four hours of lab.

PTA 2415/L APPLIED PHYSICAL THERAPY II/LAB

Prerequisites: PTA 2315/L, PTA 2323, PTA 2304. Corequisites: PTA 2406/L, PTA 2424. Physical therapy data collection procedures including: joint motion, gross manual muscle strength, posture, gait, fatigue, endurance, pulmonary assessment; and patient care interventions related to application of therapeutic exercise (extremity, spinal, osteoarthritis / rheumatoid arthritis, DM, OB/GYNE, 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. 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. Three hours lecture and 4 hours lab.

PTA 2424 CLINICAL PRACTICUM I

Prerequisites: PTA 2304, PTA 2315/L, PTA

2323. Co-requisites: PTA 2406/L, PTA 2415/L. Five-week clinical internship focusing on patient safety, handling techniques, gait training, vitals, implementation of modalities, therapeutic exercises, goniometry, posture assessment/ treatment; muscle strength testing; ethical/legal practice; and documentation/communication.

PTA 2503 PTA SEMINAR

Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisites: PTA 2514/L and PTA 2528. Review of PTA program content through systematic study of PTA assessment skills, PTA treatment implementation, and professionalism for the physical therapist assistant. Licensure preparation activities; interview and resume preparation.

PTA 2514/L NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS/ LAB

Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisite: PTA 2528 and PTA 2503. 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. Three hours lecture and two hours laboratory.

PTA 2528 CLINICAL PRACTICUM II

Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisites: PTA 2514/L, and PTA 2503. Ten weeks of clinical internships focused on mastery of data collection and interventions for musculoskeletal, neurological, surgical, and medical conditions/injuries; safe/ ethical practice under the direction of supervising PT; professional development; preparation of in-service; and case studies/ presentations.

POLITICAL SCIENCE

PSCI 2003 AMERICAN GOVERNMENT: NATIONAL

ACTS Equivalent Course Number = PLSC 2003
Prerequisite: 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
Prerequisite: 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.

PRACTICAL NURSING

PNS 1101 GERIATRICS

Prerequisite: 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.

PNS 1102 PHARMACOLOGY I

Prerequisites: 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.

PNS 1106 NURSING FUNDAMENTALS AND SKILLS

Prerequisites: 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.

PNS 1111 VOCATIONAL, LEGAL, AND ETHICAL ISSUES

Prerequisites: 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.

PNS 1112 BODY STRUCTURE AND FUNCTION

Prerequisites: 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.

PNS 1142 PRACTICUM I

(Three-Semester Day Programs)

Prerequisites: 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.

PNS 1142 PRACTICUM IA

(Four-Semester Evening Program, Spring)

PNS 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.

PNS 1202 MEDICAL SURGICAL NURSING I

(Four-Semester Evening Program, Fall)

PNS 1204 MEDICAL SURGICAL NURSING I

(Three-Semester January Day, Four-Semester Evening Program, Spring)

Prerequisites: 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.

PNS 1212 PHARMACOLOGY II

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. The 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.

PNS 1222 NURSING MOTHERS AND INFANTS

Prerequisites: 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, labor, delivery, post-partum, and neonatal periods. Nutrition and pharmacology for mother and infant are included. Family planning, birth control, and fertility are discussed. This course provides the knowledge required to care competently and safely for the mother and infant client. Emphasis is placed on the use of the components of the nursing process when caring for these clients. Practicum experience shall include care of mother and infant.

PNS 1232 NURSING CHILDREN

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is an introduction to the nursing of children. It includes a study of growth and development, disease conditions peculiar to children in all stages, the impact of illness on the child and family in both in-patient and out-patient setting, nursing care of the dying child, and provides an understanding of the effect of development on disease and illness in the in-patient and out-patient setting. This course also covers the signs and symptoms of child abuse, neglect, and maltreatment; the nurse’s responsibility to report child abuse, neglect and maltreatment as a mandated reporter; and a general overview of Arkansas Act 703.

**PNS 1242 PRACTICUM II
(Three-Semester January Day Program)
PNS 1242 PRACTICUM IIA
(Four-Semester Evening, Spring)****PNS 1243 PRACTICUM IIB
(Four-Semester Evening, Fall)**

Prerequisites: 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.

PNS 1301 MENTAL HEALTH AND CARE OF THE MENTALLY ILL

Prerequisites: 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.

PNS 1302 PHARMACOLOGY III

Prerequisites: 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.

PNS 1314 MEDICAL SURGICAL NURSING II

(Three-Semester January Day and Four-Semester Evening Spring)

PNS 1312 MEDICAL SURGICAL NURSING II

(Four-Semester Evening Program, Fall)

Prerequisites: 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.

PNS 1324 MEDICAL SURGICAL NURSING III

(Four-Semester Evening Program, Fall)

Prerequisites: 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.

PNS 1365 PRACTICUM III

(Three-Semester January Day Program)

Prerequisites: 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.

PNS 1343 PRACTICUM IIIA

(Four-Semester Evening Program, Spring)

Prerequisites: 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.

PNS 1342 PRACTICUM IIIB

(Four-Semester Evening Program, Fall)

Prerequisites: 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.

PNS 1353 NCLEX PREPARATION AND PROFESSIONAL DEVELOPMENT

Prerequisites: 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.

PNS 1402 PRACTICUM IVA

(Four-Semester Evening Program, Spring)

PNS 1402 PRACTICUM IVB

(Four-Semester Evening Program, Fall)

Prerequisites: 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.

PROCESS INSTRUMENTATION

IDEL 1304 SOLID STATE/ANALOG CIRCUITS

Pre-requisite IDEL 1007. Classroom and lab instruction cover inductive, capacitive, and reactive circuits, filter and diode applications, power supply circuits, amplifier circuits, operational amplifiers, and thyristors. (3 hours lecture, 3 hours lab)

IDEL 1504 BASIC DIGITAL TECHNOLOGY

Pre-requisite/co-requisite: IDEL 1007. Basic Digital Technology is a course designed to introduce students to the fundamental concepts being encountered in digital electronics. Students will learn from classroom and lab instruction. Topics covered will be numbering systems and codes used in digital circuits, basic logic gates, encoders and decoders, flip-flops, counters, and registers. (3 hours lecture, 3 hours lab)

IDEL 1804 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS

Pre-requisite: IDEL 1007 or TECH 1043 (Basic Electricity) or permission of instructor. A course designed to familiarize students with ladder logic diagrams, wiring of PLC hardware components, and basic programming of discrete operations. These applications will involve motor starting, timer, counter, and sequencing in ladder logic diagrams. (3 hours lecture, 3 hours lab)

IDEL 2403 TRANSDUCERS

Pre-requisite: IDEL 1007. Theory and applications of photo-electric, temperature, motion, position detection, and other types of transducers are introduced. HMI (Human-Machine Interface Software) will also be covered. (2 hours lecture, 2 hours lab)

IDEL 2504 PLC PROCESS INSTRUMENTATION

Pre-requisite: IDEL 1804. This course is a continuation of Introduction to Programmable Logic Controllers involving the interfacing of devices such as variable frequency drives, transducers, and PID controls as well as advanced arithmetic functions and digital and analog inputs and outputs. Troubleshooting techniques will be introduced. (3 hours lecture, 3 hours lab.)

IDEL 2604 PROCESS INSTRUMENTATION

Pre-requisite: IDEL 1304. This course is structured around electronic process controls and various types of instrumentation interfaces. Topics covered will be closed loop and open loop process controls; feedback circuits that involve temperature, pressure, and flow characteristics; monitoring of process controls to determine stability, deviation, and other parameters. (3 hours lecture, 3 hours lab.)

IDEL 2703 MICROPROCESSOR FUNDAMENTALS

Pre-requisite: IDEL 1504. This course is intended to introduce students to the architecture and operation of microprocessors. Students will learn from classroom and lab instruction. Topics covered will be the 68000 microprocessor, assembly level programming, typical memory interface, input and output interfacing, internal registers, buffers, and data transmission involved in microprocessors. (2 hours lecture, 2 hours lab)

PROCESS TECHNOLOGY

PTEC 1113 INTRODUCTION TO PROCESS TECHNOLOGY

Prerequisite: 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 ENVIRONMENT

Prerequisite: BSTD 0314 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 1244 PROCESS TECHNOLOGY I: EQUIPMENT

Prerequisites: 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 1133 PROCESS INSTRUMENTATION I

Prerequisite: 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 1253 PRINCIPLES OF QUALITY

Prerequisite: 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 2133. PROCESS INSTRUMENTATION II

Prerequisite 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

Prerequisites: PTEC 1113, PTEC 1123, PTEC1133, PTEC 1244, CHEM 1064 or 1024, and PHYS 2024 or PHY 1114. 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

Prerequisites: 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

Prerequisite: PTAC 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; demon-

strate use of troubleshooting tools; and apply troubleshooting techniques to process problems.

PTEC 2193 INTERNSHIP I

Prerequisites: PTEC 1113, PTEC 1123, PTEC1133, PTEC 1244, CHEM 1064 or 1024, and PHYS 2024 or PHY 1114 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

Prerequisites: 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.

PSYCHOLOGY

PSYC 2003 GENERAL PSYCHOLOGY

ACTS Equivalent Course Number = PSYC 1103

Prerequisite: 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

Prerequisite: 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

Prerequisite: 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.

RADIOLOGIC TECHNOLOGY

RADT 1001 INTRODUCTION TO RADIOGRAPHY

Prerequisite: BSTD 0613 and BSTD 0413. Corequisite: BSTD 0513. Includes an overview of the RT program requirements and the application/admission process.

The following RADT classes are open only to Radiologic Technology students:

RADT 1002 ORIENTATION/CLINICAL EDUCATION I

Introduction to the hospital setting. Directly supervised students assist and perform examinations covered in RADT 1214.

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 1222 IMAGE PROCESSING AND PROCEDURES

A comprehensive study of image production and processing. Composition and care of films and screens will be included.

RADT 1113 RADIOGRAPHIC EXPOSURE

Prerequisite: 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, and renal systems. Emphasis on evaluating patient condition and pathologies to obtain a diagnostic radiograph. Laboratory is required with this course.

RADT 1223 CLINICAL EDUCATION II

Prerequisite: RADT 1214. Continued supervised performance in previous exams studied along with procedures covered in RADT 1304.

RADT 1304 POSITIONING PROCEDURES II

Prerequisite: RADT 1214. Radiographic positioning of the upper and lower extremities, pelvis, spine, and bony thorax. Conditions or pathologies will also be covered. Laboratory required.

RADT 1332 CLINICAL EDUCATION III

Prerequisite: RADT 1223. Continued supervised performance in previous examinations covered

in RADT 1214 and RADT 1304.

RADT 1423 POSITIONING PROCEDURES III

Prerequisite: RADT 1304. Radiographic positioning of the head and basic portable positioning.

RADT 2002 FILM EVALUATION

Prerequisite: RADT 1113. Comprehensive analysis of the diagnostic radiographic image. Emphasis on recognizing and solving image problems.

RADT 2013 ADVANCED CLINICAL EDUCATION I

Prerequisite: RADT 1332. Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1214, RADT 1304 and RADT 1424 with indirect supervision.

RADT 2022 BASIC COMPUTED TOMOGRAPHY

Prerequisite: 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 2202 RADIATION PHYSICS

Prerequisite: RADT 1222. Study of the physics of Radiologic technology. Emphasis on x-ray production and equipment.

RADT 2023 ADVANCED CLINICAL EDUCATION II

Prerequisite: RADT 2023. Includes advanced elective rotations. Continued refinement of procedures mastered in RADT 1214, RADT 1304, and RADT 1424.

RADT 2032 SPECIAL PROCEDURES

Prerequisite: RADT 1423. An in-depth study of the more specialized examinations performed in diagnostic radiology.

RADT 2042 IMAGING MODALITIES

Prerequisite: RADT 2202. A study of the production of images in radiography and fluoroscopy, and special procedures.

RADT 2301 QUALITY ASSURANCE

Prerequisite: RADT 1113. Methods and procedures in radiographic quality control. Emphasis on evaluation of data from quality assurance testing procedures.

RADT 2303 SEMINAR II

Prerequisite: RADT 2403
Overview of radiography. Emphasis on application of knowledge.

RADT 2312 ADVANCED CLINICAL EDUCATION III

Prerequisite: RADT 2023. Completion of trauma radiology required, along with final demonstration of entry-level clinical skills for all covered procedures.

RADT 2313 RADIATION BIOLOGY

Prerequisite: RADT 2202. Basics of radiation biology. Emphasis on genetic and somatic effects of radiation and the need for radiation protection.

RADT 2403 SEMINAR I

Prerequisite: RADT 1423. Study of pathological and trauma conditions confronted in radiography. Emphasis on the proper treatment of the patient.

REGISTERED NURSING

RNSG 2113 MATH FOR NURSES

Prerequisite: Pass BSTD 0413 with grade of "C" or better. Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include but are not limited to: interpretation of drug labels, syringe types, conversions, Roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, proper documentation of medications, the Six Rights of Medication Administration, and military time. Three hours lecture.

RNSG 2119: NURSING PROCESS I

Builds on the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. The course provides acquisition of knowledge about advanced concepts of nursing applied to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Builds on medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered

nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. Application of course content occurs in a variety of clinical settings provided in the co-requisite nursing course, RNSG 2123.

Spring only. (9 hrs credit, 9 hrs/wk lecture)

RNSG 2123: NURSING PRACTICUM I

Applies advanced concepts of nursing to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Applies medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. 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. Demonstrates the application of knowledge and skills learned in the co-requisite nursing course, RNSG 2119.

Spring Only. (3 hrs credit, 9 hrs/wk practicum)

RNSG 2216: NURSING PROCESS II

Builds on content learned in Nursing Process I with application of additional knowledge focused on 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. Introduces maternal/child and pediatric nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse families and children. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of the child-bearing family and children. Application of course content occurs in a variety of clinical settings provided in the co-requisite nursing course, RNSG 2223.

Summer only (6 hrs credit, 8 hrs/wk lecture)

RNSG 2223: NURSING PRACTICUM 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. Applies maternal/child and pediatric nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse families and children. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of the child-bearing family and children in a variety of healthcare settings. Demonstrates the application of knowledge and skills learned in the co-requisite nursing course, RNSG 2216.

Summer only (3 hrs credit, 9 hrs/wk practicum)

RNSG 2318: NURSING PROCESS III

Continues to build on the previous nursing courses, focusing on complex conditions of the high acuity patient and family. Builds on medical/surgical nursing theory, mental health concepts, maternal/child concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse patients across the lifespan experiencing high acuity, complex, and multisystem conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of course content occurs in a variety of clinical settings provided in the co-requisite nursing course, RNSG 2323.

Fall only. (8 hrs credit, 8 hrs/wk lecture)

RNSG 2323: NURSING PRACTICUM III

Applies concept learned in RNSG 2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on complex medical/surgical conditions of the high acuity patient and family. Applies nursing theory of patients with high acuity, complex, and multisystem conditions, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients. 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. Demonstrates the application of knowledge and skills learned in the co-requisite nursing course, RNSG 2318.

Fall only. (3 hrs credit, 9 hrs/wk practicum)

RNSG 2311: NCLEX-RN PREPARATION

This online course provides a comprehensive review of all nursing content taught in the program in preparation for taking the NCLEX-RN. The course also focuses on preparing students as entry-level Registered Nurses. Students review content, complete an online NCLEX review course, take a standardized exam, and develop an action plan for study for the NCLEX-RN.

Fall only. (1 hr credit, 1 hr/wk lecture)

RESPIRATORY THERAPY

RESP 1001 INTRODUCTION TO RESPIRATORY THERAPY

Prerequisite: Completion of all basic core courses. This course introduces the student to respiratory care as a profession and the roles and responsibilities of the respiratory therapist in today's health care environment. Course content will include the history of the profession as well as current roles, future trends, and didactic and clinical requirements. Lecture only.

RESP 2003 CARDIOPULMONARY PHYSIOLOGY AND PATHOPHYSIOLOGY

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course provides an in-depth study of the coronary, pulmonary and renal anatomy and physiology during development to adult life. Emphasis is placed on the heart-lung relationship within the context of ventilation, gas exchange physiology, acid-base regulation, cardiopulmonary compensatory mechanisms and the relationship of the renal system in regulation of these physiological activities. Lecture only.

RESP 2013 PATIENT ASSESSMENT

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course prepares the student for patient care encounters. Content is focused on interviewing and assessment skills including medical terms, acceptable abbreviations, proper charting, data collection and analysis. Includes, but is not limited to vital signs, breath sound differentiation, heart sound interpretation, blood gas values and interpretation, PFT's, X-ray interpretation, and basic lab results. The student will be introduced to various diagnostic equipment and testing procedures. The role of the Respiratory

Therapist as a member of the Rapid Response Team/Code Blue Team is covered. Lecture and Lab.

RESP 2112 CARDIOPULMONARY PHARMACOLOGY AND DYSRHYTHMIA

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course is designed to provide the student with a strong foundation of the drugs presently used in respiratory care treatments and those given in medical care that effect the cardiopulmonary system. This course includes the principles of drug action within the cardiopulmonary system, the basics of drug administration, and standard drug calculations. Demonstrated competence of dosage calculations and drug actions/interactions are required for successful completion of this course. Lecture only.

RESP 2113 RESPIRATORY EQUIPMENT

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course introduces the student to equipment and basic principles of physics used in the delivery, management, and evaluation of respiratory care. Content includes medical gas storage and therapy, infection control, airway management, bronchial hygiene and safe transport. Students are introduced to safe initiation and management of mechanical ventilation along with alternative ventilation and sleep devices. Lecture and Lab.

RESP 2122 RESPIRATORY DISEASE PATHOLOGY I

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course will introduce the student to the various respiratory disease processes and their clinical manifestations through review of patient data, clinical presentation, basic laboratory tests, respiratory testing, and patient symptoms. Emphasis will be on the role of the Respiratory Therapist in the assessment, recognition and treatment of common pulmonary diseases. Lecture only.

RESP 2123 THERAPEUTIC ASSESSMENT I

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course is designed to strengthen

the assessment of therapy acquired in basic skills classes. This course includes certification in advanced cardiac life support (ACLS) and a laboratory component that requires students to satisfactorily complete skills competencies prior to program advancement. Lecture and Lab.

RESP 2133 RESPIRATORY BASIC SKILLS

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course provides a basic foundation for students to build the knowledge, skills and attitudes that are required as a respiratory therapist, and for success in the program. Course content includes professional etiquette, ethics, HIPPA and confidentiality, departmental organization, professional organizations, infection control, and blood-borne pathogens. The course will also focus on acquiring all necessary documentation, testing and inoculations needed for participation in clinical rotations. Health Provider Basic Life Support Certification is included. This course will also be an orientation to respiratory care at area hospitals. Lecture and Lab.

RESP 2223 CLINICAL PRACTICE I

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course provides students the opportunity to apply previous learning, principles of physics, anatomy and physiology, patient assessment, basic equipment and testing, techniques in a clinical care settings and alternate sites. Sites may include long term care facilities, pulmonary rehab, the home, sleep labs, ambulance services, hospice, physician offices and sub-acute specialty units. Principles of interdisciplinary team work and written and oral patient communication will be emphasized.

RESP 2512 NEONATAL/PEDIATRIC RESPIRATORY CARE

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course is designed to introduce the respiratory care student to a basic understanding of neonatal and pediatric respiratory care including the physiologic development, basic assessment, common respiratory and cardiac abnormalities, and mechanical ventilation. Focus will be on assessment of cardiopulmonary status, delivery and monitoring of therapeutics, and evaluation of responses. Lecture only.

RESP 2522 CRITICAL CARE

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. Emphasis will be placed on physical assessment, acting as an assistant to the physician, troubleshooting airway emergencies, and hemodynamics. Lecture and Lab.

RESP 2523 MECHANICAL VENTILATION

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. The content of this course focuses on all aspects of mechanical ventilation encountered in all settings. The areas covered include initiation of mechanical ventilation, ventilator selection, mode selection, patient monitoring, and management, evaluation of effectiveness, weaning from ventilation, and discontinuance. This course includes a laboratory component that requires students to satisfactorily complete skills competencies prior to program advancement. Lecture and Lab.

RESP 2532 HOME CARE AND REHABILITATION

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course will prepare the student to deliver respiratory therapy, patient education/health education, and to facilitate disease prevention. Students will acquire knowledge and skills in the focus areas of pulmonary rehab, home care, and various sub-specialty areas of respiratory care. The role of the Respiratory Therapist in disaster response is explored. Lecture and Lab.

RESP 2542 RESPIRATORY DISEASE PATHOLOGY II

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. Continuation of Respiratory Disease Pathology I, RESP 2122. Lecture only.

RESP 2543 CLINICAL PRACTICE II

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This clinical experience provides students the opportunity to further synthesize all respiratory care learning along with a more expanded knowledge base and critical care skill set

to care for complex medical patients across the life span in clinical care setting including patients on mechanical ventilation in critical care units. Students will competently initiate, deliver, monitor, evaluate effectiveness and modify respiratory plans of care and respiratory therapeutics.

RESP 2553 THERAPEUTIC ASSESSMENT II

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course allows reinforcement and application of previously learned knowledge, skills and attitudes relevant to the practice of quality respiratory care. Emphasis will be on the further development of critical thinking skills, clinical judgment and effective decision making that will promote positive patient outcomes. Students will be given opportunities to further explore both acute and chronic respiratory diseases from a problem-based/case study learning approach, developing, evaluating, and modifying respiratory plans of care. Lecture only.

RESP 2612 PROFESSIONAL DEVELOPMENT

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. The content of this course focuses on employment skills, professional skills, and preparation for the national registry examination. This course utilizes Kettering’s recognized preparatory course to prepare for the CRT and RRT examinations. Also included are the legal and moral aspects of the respiratory care profession. The comprehensive NBRC, CRT, and RRT Self Assessment Examination must be successfully completed at the end of this course in order to exit the program. Lecture only.

RESP 2614 CLINICAL PRACTICE III

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This clinical experience allows the student to synthesize their knowledge base of neonatal and pediatric development and respiratory care by gaining experience in the NICU and PICU settings. Students will further refine oral and written communication with patients, families, and the health care team.

SOCIOLOGY

SOC 2003 INTRODUCTION TO SOCIOLOGY

ACTS Equivalent Course Number = SOCI 1013
Prerequisite: 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.

SOC 2033 MARRIAGE AND THE FAMILY

Prerequisite: BSTD 0613 A study of the problems of courtship, marriage, parenthood, and the family.

SOUTHARK SUCCESS

SAS 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

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. 1024 has the prerequisite passing SPAN 1014 with a grade of “C” or better.

SPEECH

SPCH 1113. PRINCIPLES OF SPEECH

ACTS Equivalent Course Number = SPCH 1003

Principles of effective speaking; emphasis on both speaking techniques and listening.

SURGICAL TECHNOLOGY

SURG 1002 INTRODUCTION TO HEALTH

SCIENCES

Prerequisites: 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

Prerequisites: 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

Prerequisites: 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 included but not limited to are 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, OR furniture and supplies, specialty equipment; and safety in the surgical environment.

SURG 1123 FUNDAMENTALS OF SURGICAL TECHNOLOGY SKILLS LABORATORY

Prerequisites: 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

Prerequisites: 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

Prerequisites: SURG 1002, 1102, 1106, 1123 and 1132, and 1206. Co-requisites: SURG 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

Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: SURG 1222, and 1216. This course is a continuation of SURG 1106 with study of advanced principles and techniques of surgical procedures. Topics included but not limited to are aseptic technique and infection control practices; duties of the circulator and scrub technologist; advanced instrumentation and suture materials; wound healing and hemostasis; preoperative, 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

Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: SURG 1206, 1222, and 1202. This course is a continuation of Surgical Technology Practicum I 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**

Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: 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

Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, and 1216. Co-requisites: 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 ENT, plastic and reconstructive procedures, genitourinary, and orthopedics.

**SURG 1305 SURGICAL TECHNOLOGY
PRACTICUM III**

Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, 1216. 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

Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, 1216, and 1302. Co-requisites: SURG 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, and neurosurgical.

TECHNOLOGY

TECH 1003 TECHNICAL MATHEMATICS

Prerequisite: 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.

TECH 1203 INDUSTRIAL SAFETY

Prerequisite: BSTD 0603 or consent of the instructor. An introductory course dealing 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)

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

Prerequisite: 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**

Prerequisite: 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)

TECH 2614 INTERNSHIP

The Career and Technical Education Internship is designed to offer students a purposeful experience in their chosen career path. The internship is an individualized learning experiences and a training plan is created for each student in conjunction with the internship site to provide experiences related to the skills and knowledge covered in the students program of study. On-site evaluations of the student will be conducted

by the facility to ensure quality work. (4 credit hours, 120 contact hours)

THEATRE

THEA 1103 INTRODUCTION TO THEATRE

Prerequisite: 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) Prerequisite: 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

Prerequisite: 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

Prerequisite: 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

No Prerequisite. 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

No prerequisite. 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 practi-

cal 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

WELDING TECHNOLOGY

WLD 1114/L SMAW I WELDING

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)

WLD 2114/L SMAW II WELDING

Prerequisite: WLD 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)

WLD 1214/L 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 groove 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)

WLD 2214/L GMAW II WELDING (TIG)/LAB

Prerequisite: WLD 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)

WLD 1224/L 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 groove 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)

WLD 2224/L GTAW II WELDING (TIG)/LAB

Prerequisite: WLD 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)

WLD 1244 LAYOUT AND PIPEFITTING I

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)

WLD 2244 LAYOUT AND PIPEFITTING II

Prerequisite: WLD 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)

WLD 1513 CUTTING PRINCIPLES AND PRACTICES

This course will cover all aspects of cutting in the welding industry. The curriculum includes the oxyacetylene torch, plasma cutter, arc gouger, pattern cutter, and the proper use of the band saw. During the course, the student will have to demonstrate the proper use of each piece of equipment. (1-hour lecture: 4-hour lab)

WLD 1404 WELD EVALUATION AND TESTING

This course will include information about the different types of destructive tests, nondestructive tests, welding procedure qualifications, and welder performance qualifications. This course is designed to better inform the welder as to what standards he will be tested on as well as open a door for a job in weld inspection (4 hours, lecture/lab combined)

WLD 1613 WELDING METALLURGY

Topics covered in the course will include the chemical, mechanical, and physical properties of metals, mechanical behavior, microstructure, and post-weld heat-treating. The student should leave this course with an introduction into the composition of metals and why it is important to maintain them.

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
ARTA 1003	Art Appreciation	ART 2003	Art Appreciation
BIOL 1004	Biology for Non-Majors	BIOL 1004	Fundamentals of Biology with Lab
BIOL 1014	Biology for Majors	BIOL 1114	Biology for Majors
BIOL 1024	Botany for Non-Majors	BIOL 1034/103L	General Botany with Lab
BIOL 1034	Botany for Majors	BIOL 1034/103L	General Botany and Lab
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 1064	Fundamentals of Chemistry
CHEM 1214	Chemistry I for Health Related Professions	CHEM 1014/L	Chemistry I for Health Science Professionals and 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	CJ 1103	Introduction to Criminal Justice
DRAM 1003	Theatre Appreciation	THEA 2003	Theatre Appreciation
ECON 2103	Principles of Macroeconomics	ECON 2003	Macroeconomics Principles

ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
ECON 2203	Principles of Microeconomics	ECON 2103	Microeconomics Principles
ENGL 1013	Composition I	ENGL 1113	Composition I
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	MUS 2003	Music Appreciation
PHIL 1103	Philosophy	PHIL 2003	Introduction to Philosophy
PHSC 1004	Physical Science	PHYS 2024/202L	The Physical Sciences/ Lab

ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
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
PSYC 2103	Developmental Psychology	PSYC 2223	Developmental Psychology
SOCI 1013	Introduction to Sociology	SOC 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	BUS 1003	The American Enterprise System
BUS 1103	Keyboarding **	ADMS 1023	Intermediate Keyboarding
BUS 2013	Business Communications **	BUS 2063	Business Communications
BUS 2103	Business Studies **	BUS 2013	Quantitive 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.

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