SOUTH ARKANSAS

COMMUNITY COLLEGE

2022-2023 Catalog

1-800-955-2289

www.southark.edu

West Campus	East Campus	Warren Site
300 S. West Ave.	3696 East Main Road	204 Bragg Street
El Dorado, AR 71730	El Dorado, AR 71730	Warren, AR 71671
(870) 862-8131	(870) 862-4926	(870) 864-8482

Welcome to South Arkansas Community College, and thank you for choosing SouthArk for an exciting higher education experience. I am so happy to have you as a SouthArk student and can't wait to watch you succeed academically and personally as you reach your educational goals.

SouthArk has a rich history of providing high-quality, reasonably priced college options that offer individualized and personal attention to every student in the classroom and in our student support areas. Whether you are enrolled in one of our Health Science programs, a Career and Technical Education program, or working toward an Arts and Sciences degree, your opportunities for career and/or transfer to a four-year college or university are unlimited.

SouthArk's core values focus on critical organizational responsibilities, such as excellence in education, student learning, our collective contribution to the community, and respect for diversity. I look forward to helping you engage in all that the college has to offer as you work to demonstrate those values.

Being a college student is a challenging but very rewarding experience. The entire SouthArk team is here to support you as you work hard to complete your chosen certificate or degree program. Being a SouthArk Star is a special thing, and we are very glad that you are here.

Dr. Bentley E. Wallace

President

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About the College

A Historical Summary

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

Mission Statement

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

College Vision

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

Purposes of the College

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

Values

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

Excellence in Education

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

Student Learning

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

Contribution to the Community

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

Quality of Work Environment

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

Respect for Diversity

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

Commitment to Accountability

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

Board of Trustees

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

Mr. Steve Cousins, Chair................. 12-31-2026
Mr. Gary Griffis, Vice-Chair............. 12-31-2022
Ms. Crystal Yeager, Secretary......... 12-31-2025
Ms. Kerri Brown............................. 12-31-2022
Mr. José Covas............................... 12-31-2025
Ms. Courtney Crotty 12-31-2026
Mr. Wayne Gibson.......................... 12-31-2025
Ms. Melissa Jerry 12-31-2022
(One vacant Board position at the time of publication.)

SouthArk Foundation, Inc.

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

Accreditation and Affiliations

South Arkansas Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. [230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, info@hlcommission.org, 800-621-7440]

The institution is approved by the Arkansas Division 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).

Programmatic accreditations and approvals:

- The Registered Nursing and Practical Nursing programs are approved by the Arkansas State Board of Nursing (ASBN). Address: University Tower Bldg., 1123 South University, Suite 800, Little Rock, AR 72204-1619. Phone: 501-686-2700. Website: https://healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing/

- The Certified Nursing Assistant program is approved by the Arkansas Department of Human Services (DHS) Division of Medical Services Office of Long-Term Care (OLTC).

- The Physical Therapist Assistant program (PTA) at SouthArk is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Address: 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085. Phone: 703-706-3245; E-mail: accreditation@apta.org. Website: http://www.capteonline.org.

- The Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Address: 20 N. Wacker Drive, Suite 2850, Chicago IL 60606-3182. Phone: 312-704-5300. Fax: 312-704-5304. E-mail: mail@jrcert.org. Website: http://www.jrcert.org..

- The Emergency Medical Services Paramedic program is accredited by 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). Address: 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 75088. Phone: 214-703-8445. Website: https://www.coaemsp.org/

- The Surgical Technology program is accredited by the Accreditation Review Committee on Education in Surgical Technology (ARC-STSA), through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Address: 19751 East Mainstreet, Suite #339 Parker, CO 80138. Phone: 303-694-9262. Website: http://www.arcstsa.org/

- The Phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Address: 5600 N. River Rd, Suite 720, Rosemont IL, 60018-5119. Phone: 773-714-8880. Website: https://www.naacls.org/Home.aspx

- The Automotive Service Technology program is accredited by the ASE Education Foundation.

- The Welding Technology program is accredited by the National Center for Construction Education and Research (NCCER).

- The Secondary Technical Center programs of Automotive Service Technology, Health Science Technology, Industrial Technology-Mechatronics, Process Technology, and Welding Technology are approved by the Arkansas Department of Education, Career Education Division.

Equal Opportunity Statement

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

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

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

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

Complaints from the Public

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

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

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

Statement of Compliance

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

Important Telephone Numbers

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

USEFUL CONTACTS AT SOUTHARK

FOR	WHO	WHERE	PHONE
Academic Advising:			
Associate of Arts/ General Studies, Business, Criminal Justice, Entertainment and Media Arts, Softball Student Athletes, and Transfers	Academic Advisor	Student Services	864-7141
Automotive Services Technology, Baseball Student Athletes, Culinary, EMS (EMT and Paramedic), General Technology, Industrial Technology-Mechatronics, Medical Coding, Phlebotomy, Process Technology, Radiologic Technology, and Welding	Academic Advisor	Student Services	864-7233
Nursing (Practical Nursing and Registered Nursing), Physical Therapist Assistant, and Surgical Technology	Academic Advisor	Student Services	875-7207
Basketball Student Athletes, and Career Pathways Students	Academic Advisor	Student Services	864-8458
Computer Information Technology Program	Program Director	TEC 124	864-7170
Education and Early Childhood Education Programs	Program Director	WHT 239	864-7184
Information and Support:			
Academic Probation	Registrar	ECC 258	864-8142
Accommodations: Disability Support Services (DSS)	Counseling and Disability Support Services	ECC 211	875-7235
Academic and Career Achievement Program (ACAP)	Director of ACAP	MCG 140	862-8194
Adult Education TABE, GED, WAGE, ESL	Director of Adult Education	MCG 105	864-8478
Apprenticeship Programs	Corporate Education	WFD 149	864-7192
Arts and Sciences	Arts and Sciences	WHT 107	864-8475
Automotive Service Technology Program	Program Director	MCG 153	862-8131 Ext. 361
Career Pathways Initiative	Career Pathways Director	ECC 253	864-8458

FOR	WHO	WHERE	PHONE
Career and Technical Education	Dean of Career and Technical Education	MCG 109	864-7110
Certified Nursing Assistant Program	Instructor, Health Science Technology	HSC 374	862-8131 Ext: 340
Community Classes, Contract Training	Dean of Workforce Development and Continuing Education	WFD 149	864-8453
Computer Services	Associate Vice President for Administration	TEC 226	864-7154
Counseling	Director of Counseling and Disability Support Services	LIB	875-7235
Distance Learning (Academic Support)	Academic Support	ADM 107	864-8467 875-7252
Drop-Add Courses	Registrar	ECC 258	864-7142
Early Childhood Education	Program Director	WHT 239	864-7184
Emergency Medical Services Programs (EMT and Paramedic)	Program Director	HSC 372	864-8490
Foundation	Director of Foundation	ADM 209	864-7130
Financial Aid	Financial Aid	ECC 248	864-7133
Graduation Applications	Registrar	ECC 258	875-7244
Health Sciences	Dean of Health Sciences	HSC 312	864-7102
Human Resource/Equal Opportunity Affirmative Action	Director of Human Resources	ADM 106	864-7146
Industrial Engineering Technology Program	Dean of Career and Technical Education	MCG 109	864-7110
Industry and Business Training	Dean of Workforce Development and Continuing Education	WFD 149	864-7193
Institutional Research	Director of Institutional Effectiveness & Research	ADM 308B	864-8413
Library	Library	LIB	864-7115
Medical Coding Program	Dean of Health Sciences	HSC 312	864-7102
Nursing Programs (Practical Nursing and Registered Nursing)	Program Director	HSC 203	864-7136
Parking Decals	Library	LIB	864-7115
Parking Issues	Public Safety Director	HSC 248	864-7125
Phlebotomy Program	Dean of Health Sciences	HSC 312	864-7102

FOR	WHO	WHERE	PHONE
Entertainment and Media Arts Program	Program Director	WHT 105	875-7272
Physical Therapist Assistant Program	Program Director	HSC 250	864-7189
Publicity	Director of Marketing and Public Relations	STU	864-7111
Radiologic Technology Program	Program Director	HSC 178	875-7226
Recruitment	Recruiter	STU	875-7237
Retention	Vice President for Student Services	ECC 263	864-7128
Scholarships	Financial Aid	ECC 248	864-7133
Secondary Technical Center	Dean of Career and Technical Education	MCG 109	864-7110
Security/Emergencies	Public Safety Director	HSC 248	864-7125
SouthArk Off-Campus Programs	Vice President for Academic Affairs	ADM 310	864-7155
Student Activities	Student Activities	STU	864-8416
Student Athletics	Athletic Director	WHT 107	864-7156
Student ID Cards	Library	LIB	864-7115
Student Schedules	Registrar	ECC 258	864-7142
Surgical Technology Program	Program Director	HSC 307	875-7283
Teacher Education Program	Program Director	WHT 239	864-7184
Testing	Testing Center	ECC 220	864-7196
Textbooks	Bookstore Manager	ECC 112	864-7163
Title IX Inquiries	Title IX Coordinator	LIB	875-7235
Transcripts	Admissions Assistant	ECC 240	875-7243
Tuition and Fee Information	Business Office	ADM 302C	864-7463
Tuition and Fee Payments	Bookstore	ECC 112	864-7163
Tutoring	Learning Center	ADM 108	864-7295
Veterans' Affairs	Financial Aid	ECC 248	864-7133
Welding Technology Program	Program Director	AMT 111	864-8414
Withdraw from Class	Registrar	ECC 256	864-8142
Workforce Development	Dean of Workforce Development and Continuing Education	WFD 149	864-8453
Work Study Program	Financial Aid Analyst	ECC 250	875-7238

BUILDING DESIGNATION CODES

West Campus	East Campus
ADM = Administrative Building	AMT = Advance Manufacturing Training Center
ECC = El Dorado Conference Center *(Student Services Center)*	IND = Industrial Tech Building
HSC = Health Science Center	MCG = Billy McGehee Classroom Bldg.
LIB = Library	WEL = Welding Building
TEC = Computer Technology Building	WFD = Workforce Development Building
STU = Student Activities Center	
WHT = Whitfield Building	

ACADEMIC CALENDAR 2022-2023

FALL SEMESTER 2022

August 17	Convocation
August 18	Faculty Inservice/ Prep Day
August 19	Faculty Inservice/ Prep Day
August 22	Classes Begin - First Day of Fall Term and F1 Subterm
August 24	Last day of late registration without instructor permission
August 30	6th day class rosters
August 31	6th day rosters due at 5:00 pm
September 05	Labor Day Holiday (college closed)
September 08	Last day to change to audit status
September 08	11th day class rosters
September 09	11th day class rosters due at 12:00 pm
October 07	Last day to apply for December Graduation
October 13	Fall Mini-Mester 1 Exams
October 17	Classes begin – Mini-Mester 2 (Second 8 weeks)
October 28	Advising Day for Spring 2023
November 15	Last Day to Withdraw from Fall classes with a grade of "W"
November 23	No Classes (Administrative offices open)
November 24	Thanksgiving Holiday – College closed
November 25	Thanksgiving Holiday – College Tentatively Closed
December 01	Last day of classes
December 05	Final exams (follow final exam schedule)
December 06	Final exams (follow final exam schedule)
December 07	Final exams (follow final exam schedule)
December 08	Final exams (follow final exam schedule)
December 09	Semester ends – Grades due electronically at 12:00 p.m.
December 12	Assessment Day
December 13	Assessment Day
December 14	Assessment Day
December 15	Assessment Day
December 15	Commencement (Thursday)

SPRING SEMESTER 2023

January 04	Convocation
January 05	Faculty In-Service/ Prep Day
January 06	Faculty In-Service/ Prep Day
January 11	Classes begin - Spring and Mini-Mester 1(First 8 weeks)
January 16	Martin Luther King Holiday (college closed)
January 17	Last day of late registration without instructor permission
January 23	6th day class rosters
January 24	6th day class rosters due at 5:00 pm
January 26	Last day to change to audit status
January 31	11th day class rosters
February 01	11th day class rosters due at 5:00 p.m.
March 06	First Spring Mini-Mester Exams
March 03	Last day to apply for May graduation
March 07	Classes begin for Mini-Mester 2 (Second 8 weeks)
March 20	Spring Break, no classes
March 21	Spring Break, no classes
March 22	Spring Break, no classes
March 23	Spring Break, no classes
March 24	Spring Break, college closed
April 14	Last Day to Withdraw from Spring classes with a grade of "W"
April 27	Last day of classes
April 28	Advising Day for Fall 2023
May 01	Final exams
May 02	Final exams
May 03	Final exams

SPRING SEMESTER 2023 - CONTINUED
   May 04 ....Final exams
   May 05 ....Semester ends – Grades due electronically at 12:00 p.m.
   May 08 ....Assessment days
   May 09 ....Assessment days
   May 10 ....Assessment days
   May 11 ....Assessment days
   May 11 ....Commencement (Thursday)
   May 29 ....Memorial Day (campus closed)

SUMMER 2023 FIRST TERM
   May 30 ....Classes begin for Summer Session 1 and Long Summer
   June 01 ....Last day of late registration without instructor permission
   June 07 ....Last day to change to audit status
   June 07 ....11th day class rosters (Long and Summer 1)
   June 08 ....11th day class rosters due at 5:00 pm
   June 26 ....Last day to withdraw from a class with a grade of "W"
   June 28 ....Final exams – Summer Session 1 ends
   June 29 ....Grades due electronically at 5:00pm

SUMMER 2023 SECOND TERM
   July 03 ....No Classes (Administrative offices open)
   July 04 ....Independence Day
   July 05 ....Classes begin for Summer Session 2
   July 07 ....Last day of late registration without instructor permission
   July 13 ....Last day to change to audit status
   July 13 ....11th day class rosters
   July 14 ....11th day class rosters due at 12:00 pm
   August 01 ....Last day to withdraw from Long Summer or Summer II classes
   August 02 ....Final exams – Long Summer and Summer Session 2 ends
   August 02 ....Grades due electronically at 5:00 pm

SUMMER 2023 LONG SUMMER
   May 30 ....Classes begin for Summer Session 1 and Long Summer
   June 01 ....Last day of late registration without instructor permission
   June 07 ....Last day to change to audit status
   June 07 ....11th day class rosters (Long and Summer 1)
   June 08 ....11th day class rosters due at 5:00 pm
   August 01 ....Last day to withdraw from Long Summer or Summer II classes
   August 02 ....Final exams – Long Summer and Summer Session 2 ends
   August 02 ....Grades due electronically at 5:00 pm

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

Link to printable version of the Academic Calendar.

Admissions Information

ADMISSION REQUIREMENTS

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

APPLICATION PROCEDURES

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

- A completed application for admission.

- Either an official high school transcript and/or General Education Development (GED) scores, and college transcripts from every college attended, or, if not a high school graduate or GED recipient, evidence of the ability to do college-level work.

- Scores from one of the following five admissions tests: American College Testing program (ACT), Scholastic Aptitude Test (SAT), Assessment of Skills for Successful Entry and transfer test (ASSET), Accuplacer, or Computerized Adaptive Placement and Support System (COMPASS).

- Proof of immunization. Arkansas State law requires college students who were born after January 1, 1957, to provide proof of two immunizations against measles, mumps, and rubella. Measles and rubella vaccines must have been received after the first birthday and after January 1, 1968. Students born before January 1, 1957, must provide either a copy of their birth certificate or proof of two immunizations for measles, mumps, and rubella.

Some programs may require that students: Pass a criminal background check, pass a drug screen, have certain vaccinations, have certain immunizations, and/or have other testing (such as TB, etc.) performed prior to or during program admission due to requirements by clinical/practicum/internship, etc., facilities. More information may be obtained by contacting the program director or the division dean.

WHEN TO APPLY

SouthArk semesters start in August, January, and May. Applications may be made at any time. Check with the Admissions Office. STUDENTS ARE ENCOURAGED TO APPLY EARLY. Information on admissions can be found on the SouthArk web site on the following link: Apply to SouthArk!

ADMISSIONS CATEGORIES

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

- **Regular Admission**

  - **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 Admissions Office.

- **Unconditional Admission.** Students who complete the high school core curriculum will be admitted unconditionally. There is no required score on the ACT for unconditional admission for students graduating from an accredited public high school in Arkansas.

- **Conditional Admission.** Students who receive a home school, out of state, GED, or private school diploma or who qualify under the ability to benefit after May 1, 2002, will be conditionally admitted if core curriculum has not been completed. Students who are admitted conditionally to SouthArk will be admitted with certain requirements or restrictions at initial and/or future enrollment.

  i. Those seeking admission to the Associate of Arts degree program must complete at least 12 hours of required general education core and any necessary remediation courses with a cumulative grade point average of at least 2.0 within the first 30 semester credit hours.

  ii. Those seeking admission to the Associate of Applied Science degree or technical certificate must complete at least six hours of required general education core and six hours of required technical courses and any necessary remediation courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.

- **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.**

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

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

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

    1. Mandatory orientation program
    2. Remedial coursework/remedial education program
    3. Enrollment in SouthArk success course
    4. Comprehensive advising program
    5. Personalized degree completion pathway (includes degree audit)

  iv. No students admitted under conditional-prep status will be permitted to enroll after the semester begins, and they may not eligible to enroll in online courses during their first two semesters or before meeting college-readiness standards in reading and writing, and successfully completing Campus Technology. Successful completion of the first semester and

adherence to the student success plan will assist student academic advisors in determining whether they should be considered for enrollment in online courses during the third semester.

- **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 Admissions office. Official transcripts must be provided from all other institutions attended since the student's previous enrollment at SouthArk.

- **Transfer Admission**

  - **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 Admissions office. Students transferring with 15 or more semester hours earned in general education course work will not be required to take placement tests. However, transfer students must demonstrate basic skills in English and mathematics with either test scores or satisfactory completion of courses.

    i. Students who are not eligible for readmission to their previous institution will be considered for conditional admission.

    ii. Transfer students who are on academic probation at their previous institution will be placed on continued academic probation upon admission.

    iii. Transfer students with less than a 2.0 GPA will be subject to the probation policy and procedures for students who are on probation.

    iv. **All transcripts must be received by the Admissions Office prior to enrollment.**

    v. Following a student's admission, the Registrar's office will evaluate official college transcripts for possible transfer credit. Courses from regionally accredited institutions are evaluated and added to the SouthArk transcript. All other coursework is considered on an individual basis.

  - **Transient (Non-degree/Non-certificate Seeking at SouthArk).** Students who are maintaining primary enrollment at another college or university may enroll in courses to be transferred back to the parent institution. A college transcript from the parent institution showing evidence of good standing must be provided prior to fall and spring enrollment. Summer transient students are required to submit only an application, high school transcript, shot records, and proof that they have successfully completed any pre-requisites.

  - **Conditional Transfer Admission (Probation or Suspension).** Students who are on academic probation from their previous postsecondary institution will be placed on Conditional Admission status. Upon successful completion of 12 semester hours of college-level courses (1000 levels or higher) with a grade point of 2.0 or higher, students admitted conditionally shall be given regular admission status. Students who fall into the category of "Probation" or "Suspension" as defined in SouthArk's catalog are subject to those guidelines. All students who are on probationary status must see a student academic advisor to develop an academic plan prior to enrollment.

High School Students

- **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 Registrar's Office approves qualified students who have completed the application for admission and presented placement scores for either ACT, SAT, or Accuplacer Next Generation. Specifically, the following restriction is placed on enrollment of students in the dual enrollment category:

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

Unclassified

- **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 Accuplacer 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.

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

- **Other Educational Objectives**. This category is reserved for students who:

  i. hold an associate or bachelor degree and are not seeking an additional degree at SouthArk;
  ii. are seeking teacher certification;
  iii. are concurrently enrolled at another college or university;
  iv. are enrolled for enrichment purposes only;
  v. are attending college with an over 60 waiver **

**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.

CREDIT FOR PRIOR LEARNING

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

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

Transfer Credit

Following a student's admission, the Registrar's office will evaluate official college transcripts for possible transfer credit. Courses from regionally accredited institutions are evaluated and added to the SouthArk transcript. All other coursework is considered on an individual basis.

Credit Awarded Through Testing

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

Advanced Placement Program (AP):

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

College-Level Examination Program (CLEP):

The College awards credit on the basis of the College-Level Examination Program for selected courses. The CLEP exam is given at the Testing Center, (870) 864-7196. See the Testing Center. Twelve (12) hours of credit must be completed at South Arkansas Community College before students may petition for CLEP credits to be posted to their transcript.

Credit by Examination (CBE):

SouthArk offers credit by examination for some of its courses. In order to receive such credit, the student must petition the department involved or contact the Testing Center at Testing@southark.edu. The following guidelines are used for awarding college credit to students:

- A non-refundable testing fee must be paid at the Bookstore for a 3-credit hour course. The Bookstore will provide the student a receipt authorizing testing.

- Examinations are not available for remediation courses, performing music and studio art courses, physical education courses, or courses covered by the CLEP or AP exams.

- Credit will be awarded to students making a minimum score on the examination. Credit earned is awarded on a pass/fail basis only.

- Students are not permitted to receive credit by examination for courses in which they previously have been enrolled.

Credit Awarded for Previous Training

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

- College Credit Recommendations published by the University of the State of New York

- Guide to the Evaluation of Educational Experiences in the Armed Services

- American Council on Education

- Other similar guides

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

Credit Awarded via Portfolio

For learning not measurable through any of the standard testing options or credit guides, students may request to demonstrate learning through a portfolio of evidence. In order to earn such credit, students first must meet with their academic advisor who will explain the process to them. The student will then enroll in a portfolio development course. The appropriate department will make its recommendation upon the evaluation of a portfolio for which credit is sought.

For more information, please go to the SouthArk website : Credit for Prior Learning.

Registration and Enrollment

Student Registration

Students may register by completing the following steps:

1. Complete the admissions process. All previously enrolled students must have met their financial responsibilities to the college. Previously enrolled students who have not attended SouthArk for one or more years must re-apply for admissions as a returning student.

2. Students and potential students are strongly encouraged to complete the FAFSA (Free Application for Federal Student Aid).

3. Upon completion of the admissions process, students should make an appointment with their academic advisor via this link for advising and registration. Potential students will have the option of taking the Accuplacer exam for additional placement options.

4. Registered students who are new to SouthArk should visit this link to select the best option to attend the mandatory New Student Orientation.

5. All students are required to have a SouthArk Student ID Card. This card is free and can be provided to you, along with a parking decal, in the SouthArk Library.

6. All tuition and frees must be paid, or payment arrangements made, by the payment deadline established for the upcoming semester. Students who do not meet this payment deadline will be dropped from their courses and should seek their advisor for next steps.

7. Students should take their printed schedule to the Bookstore to receive all required textbooks and materials for their courses.

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 (6th) day of the semester. Courses that are dropped on or before the eleventh (11th) class day are not recorded on the student's permanent record. After the eleventh (11th) day, students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences. The last day to drop a class is published in the academic calendar, which is located on the college's website. To change their schedules before the start of classes, students contact their academic advisor.

To add a course in person, on campus, the student must:
1. Complete an Add/Drop/Withdrawal form,
2. Obtain the Student Academic advisor's signature,
3. Turn in the completed form to the Registrar's Office, and
4. Pay additional tuition or fees, if required.

To drop a course in person, on campus, after the start of classes, the student must:
1. Complete an Add/Drop/Withdrawal form,
2. Obtain the Student Academic advisor's signature,
3. Obtain Financial Aid signature,
4. Turn in the completed form to the Registrar's Office, and
5. Retain a student copy for future reference.

ID Cards for Students

Student identification (ID) cards are issued at no charge to all students who are enrolled at SouthArk. Students are required to have a valid semester sticker on the ID card as proof of current enrollment. The first student ID card and all validation stickers are free. A replacement ID card costs $8.00, which is payable in the Bookstore. Student ID cards should be visible at all times while the student is on campus. This ID card also serves as the student's Library card. Both the student ID card and validation stickers are issued at the Library.

Parking Decals for Students

All students may obtain a parking decal at no charge from the Library. Every student is encouraged to have a parking decal on their vehicle while on campus. These decals should be clearly displayed on the back window of the vehicle, driver's side.

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 El Dorado Conference Center.

Bookstore

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

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

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

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

Campus Technology

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

New Student Orientation

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

Course Availability

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

Academic Advising

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

Students will see an academic advisor for their degree program and area of study:

Academic Advising:			
Program or Area of Study	**Academic Advisor**	**Academic Advisor's Email**	**Phone**
Associate of Arts/ General Studies, Business, Criminal Justice, Transfer, Entertainment and Media Arts, and Softball Student Athletes	Kimberly Moore	KMoore@southark.edu	864-7141
Automotive Services Technology, Culinary, General Technology, Industrial Technology- Mechatronics, Process Technology, Welding, EMT, Paramedic, Medical Coding, Phlebotomy, Radiologic Technology, Baseball Student Athletes	Sarah Johnson	SEJohnson@southark.edu	864-7233
Nursing (Practical Nursing and Registered Nursing), Surgical Technology, Physical Therapist Assistant	Vince Dawson	VDawson@southark.edu	875-7207
Career Pathways Students, Basketball Student Athletes	Kathy Reaves	KReaves@southark.edu	864-8458

Faculty Advisors:			
Program or Area of Study	**Advisor**	**Advisor's Email**	**Phone**
Computer Information Technology Program	Roslyn Turner	RTurner@southark.edu	864-7170
Education and Early Childhood Education Programs	Susan Spicher	SSpicher@southark.edu	864-7184
Additional Contacts:			
Registrar	Jayna Winiecki	JWiniecki@southark.edu	864-7142
Dean of Student Success	Tim Johnson	TRJohnson@southark.edu	864-8421

Remediation Requirements

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

Those students whose placement scores are below college level placement must enroll in remediation courses and may concurrently enroll in program courses with the instructor's permission. Alternately, degree-seeking students may be placed by the Multiple Measures of Placement guidelines. Minimum levels of basic skills must be attained prior to completion of the program.

Remediation Courses

Scores from the ACT, ASSET, COMPASS, and Accuplacer are used to determine whether a student must take remediation courses. Students who enroll in remediation courses must satisfactorily complete the work for the courses and meet exit criteria designated by the instructor and/or department. In compliance with Arkansas statutes, SouthArk uses standardized tests for course placement. The ACT, ASSET, COMPASS, and Accuplacer placement exams measure a student's academic skills and preparedness in the areas of reading, writing, and mathematics. Students are placed in remediation courses if scores on these placements indicate a need for college preparatory work. Remediation courses are any courses in which the course number begins with "0", i.e. ENGL 0211 COMP I LAB and ENGL 0103 ENGLISH FUNDAMENTALS. If students wish to improve their Accuplacer Next Generation placement scores, they may retake the exam after a 24-hour waiting period. If the student enrolls in a remediation course, the test must be retaken before the term begins. The college will accept ACT, ASSET, COMPASS, Accuplacer, Accuplacer Next Generation, and SAT scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

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

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

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

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

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

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

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

Course Placement and Test Scores

Course Name [Course Code]	ACT	Accuplacer Next Generation (score 200-300)	SAT	Accuplacer Classic (score 20-120)	Compass
(All scores are the minimum that the course requires.)					
English Fundamentals [ENGL 0103]	16 or below English & Reading	234 or below Writing & Reading	460 or below Evidence based Reading & Writing (ERW)	60 or below Sentence Skills & 52 or below Reading	41 or below Writing & 51 or below Reading
Composition I (with Lab) [ENGL 1113 & ENGL 0211]	17-18 English & Reading	235-250 Writing & Reading	470-500 Evidence based Reading & Writing (ERW)	61-82 Sentence Skills & 53-77 Reading	42-79 Writing & 52-82 Reading
Composition I [ENGL 1113]	19+ English & Reading	251+ Writing & Reading	510+ Evidence based Reading & Writing (ERW)	83+ Sentence Skills & 78+ Reading	80+ Writing & 83+ Reading
Technical Mathematics (with Lab) [MATH 1073 & MATH 0071]	16 or below Mathematics	236 or below QAS	450 or below Math	49 or below Elementary Algebra	25 or below Algebra
Technical Mathematics [MATH 1073]	17+ Mathematics	237+ QAS	460+ Math	50+ Elementary Algebra	26+ Algebra
Math for Health Professionals (with Lab) [MATH 1083 & MATH 0081]	16 or below Mathematics	236 or below QAS	450 or below Math	49 or below Elementary Algebra	25 or below Algebra
Math for Health Professionals [MATH 1083]	17+ Mathematics	237+ QAS	460+ Math	50+ Elementary Algebra	26+ Algebra
Mathematical Reasoning (with Lab) [MATH 1113 & MATH 0011]	17-18 Mathematics	237-248 QAS	460-500 Math	50-76 Elementary Algebra	26-40 Algebra
Mathematical Reasoning [MATH 1113]	19+ Mathematics	249+ QAS	510+ Math	77+ Elementary Algebra	41+ Algebra
College Algebra (with Lab) [MATH 1023 & MATH 0021]	17-18 Mathematics	237-248 QAS	460-500 Math	50-76 Elementary Algebra	26-40 Algebra
College Algebra [MATH 1023]	19+ Mathematics	249+ QAS	510+ Math	77+ Elementary Algebra	41+ Algebra
ACTS Courses	Please contact an advisor for test score requirements on all other ACTS Courses.				

All scores are the minimum that the course requires.

Multiple Measures of Placement

To improve accessibility, student success, and retention, multiple measures will be used to place students in gateway courses.

Math Placement

Placement directly into College Algebra, Intro to Statistics, Math Reasoning, or any other college-level math class:
- Score of 19 or higher on the math portion of the ACT, or the test equivalent **or**
- All of the following:
  - Enrollment within 5 years of high school graduation or a 2- or 4-year college/university.
  - An overall high school or college GPA of 3.25 or higher.
  - A high school grade of "A" or "B" in Algebra II.
  - Student choice for placement in course, with advisor approval.

Placement into College Algebra with Lab (ALP), Math Reasoning with Lab (ALP), Technical Math, or Math for Health Professionals:
- Score of 17 or higher on the math portion of the ACT, or the test equivalent **or**
- All of the following:
  - Enrollment within 10 years of high school graduation or a 2- or 4-year college/university.
  - An overall high school or college GPA of 2.5 or higher.
  - A high school grade of "A" or "B" in Algebra II.
  - Student choice for placement in course, with advisor approval.

Placement into Technical Math with Lab (ALP) or Math for Health Professions with Lab (ALP):
- Score of 16 or below on the math portion of the ACT, or the test equivalent **or**
- Has not been enrolled in a high school or college in more than 10 years.
- Does not meet the requirements for placement directly into a transferable gateway math course, with or without lab, and does not meet the requirements for placement into Technical Math without lab (ALP) or Math for Health Professionals without lab (ALP).

English Placement

Placement directly into Composition I
- Score of 19 or higher on the English and Reading portions of the ACT, or the test equivalent **or**
- Advisor approval and two of the following:
  - Enrollment within 5 years of high school graduation or a 2- or 4-year college/university.
  - An overall high school or college GPA of 2.5 or higher.
  - A high school grade of "C" or better in high school English courses.

Placement into Composition I with Lab (ALP)
- Score of 16-18 on the English and Reading portions of the ACT, or the test equivalent **or**
- Advisor approval and two of the following:
  - Enrollment within 10 years of high school graduation or a 2-or 4-year college/university.
  - An overall high school or college GPA of 2.0 or higher.
  - A high school grade of "D" or higher in high school English courses.

Placement into English Fundamentals:
- Score of 15 or below on the English and Reading portions of the ACT, or the test equivalent **or**
- Has not been enrolled in a high school or 2-or 4-year college/university in more than 10 years.
- Does not meet the other requirements above.

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 2022-2023 academic year has been approved by the South Arkansas Community College Board of Trustees:

Tuition

Per Credit Hour

In-District $84

Out-of-District $97

Out-of-State $172

Fee Required for All Students

Academic Support Fee .... $30 per student, per semester

Technology Fee .... $19/credit hour

Activity Fee .... $5/credit hour

Support Fee .... $4/credit hour

Security Fee .... $7/credit hour

Academic Enhancement Fee .... $4/credit hour

Course Related Fees and Other Charges

Campus Technology course fee $15

Challenge Test .... (per test $7, plus $12 per credit hour)

Accuplacer Test $10

ID Card Replacement $8

Laboratory and Specific Course Fees .... Check "Fee" column on Course Schedule*

Music (private lesson) .... $100 per credit hour

Online Courses .... $19 per credit hour

TEAS Test (Health Admission Test) $70

Test Proctoring Fee .... $15 per test

Transcript $5

(Course fees continue on the next page.)

Health Sciences Fees:

Important Note: Students in Health Science programs will have other fees and costs associated with the programs that are paid individually by the student but not as a fee to the college, therefore, they are not listed below. More information can be provided by applicable program director.

Emergency Medical Services: (EMT, AEMT, and Paramedic)

EMT Background Check...$137**
EMT Course Fee...$30 per course with lab component*
EMT Drug Screen Fee $42**
EMT Liability and Accident Insurance Fee..................$25**
EMT NREMT Practical Exam Fee...............................$98**
EMT Professional Program Fee $150
EMT Student Supply Fee...$100*
EMT Uniform Fee...$40**

AEMT Background Check...$137**
AEMT Course Fee ....$30 per course with lab component*
AEMT Drug Screen Fee ....$42 **
AEMT Liability and Accident Insurance Fee...............$25**
AEMT NREMT Practical Exam Fee $136**
AEMT Professional Program Fee $150
AEMT Student Supply Fee $100*

Paramedic Advanced Course Certification Cards.......$29**
Paramedic Background Check Fee $137**
Paramedic Course Fee..$30 per course with lab component*
Paramedic Drug Screen Fee.......................................$42**
Paramedic Health Science Simulation Lab Fee...........$75 in Spring and Summer semesters*
Paramedic Liability and Accident Insurance Fee........$25**
Paramedic NREMT Practical Exam Fee.......................$152**
Paramedic Professional Program Fee........................$150 per semester
Paramedic Student Supply Fee..................................$100 per semester*
Paramedic Uniform Fee..$80**

Medical Coding

Assessment/Test Fee... $49**
Liability and Accident Insurance Fee.........................$25**
Professional Program Fee..$150 per semester
In addition, a criminal background check and drug screen will be required, which are not charged as fees so these must be purchased by the student.

Phlebotomy

Background Check Fee $80**
Certification Exam Fee..$123**
Course Fee...$100*
Drug Screen Fee...$42**
Liability and Accident Insurance Fee.........................$25**
Professional Program Fee...$150
In addition, uniforms will be required, which is not charged as a fee so these must be purchased by the student.

Physical Therapist Assistant
Background Check Fee $80**
Course Fee...$70 per course with lab component*
Experiential Learning Fee $150**
Liability and Accident Insurance Fee..........................$25**
Professional Program Fee..$150 per semester
Testing Fee (Board Prep) $220**
In addition, a drug screen MAY be required, depending on the assigned clinical site for each student. Since it will not be charged as a fee, it must be purchased by the student IF APPLICABLE.
In addition, uniforms will be required, which is not charged as a fee so these must be purchased by the student.

Practical Nursing
ATI (Days/Warren) Fee ....$215 per semester; ($245 as of Jan. 2023) **
ATI Exam (Evenings) Fee........................$215 per semester X 3 semesters ($245 as of Jan. 2023) **
ATI Retake Exam Fee *$65*
    (only charged on an as-needed basis for students who must repeat ATI tests) **
Clinical Virtual Experience Fee $215**
Compliance Package Fee $35**
Course Fee...$50 per course with lab component*
Drug Screen Fee....................................$42**
Experiential Learning Fee ....$25 per one semester only**
Health Science Simulation Lab Fee........$160 per semester*
Liability and Accident Insurance Fee.....$25 (PN Evenings=per academic year) **
Professional Program Fee......................$150 per semester
Supply Fee ....$150* (PN Days = $75 X 2 semesters)
In addition, uniforms will be required, which is not charged as a fee so these must be purchased by the student.

Radiologic Technology
Course Fee...$120 per course with lab component*
Experiential Learning Fee ....$150 per semester X 2 semesters**
Liability and Accident Insurance Fee..........................$25 per academic year**
Professional Program Fee..$150 per semester
Program Fee $10**
Testing/Program Fee $350**
In addition, uniforms will be required, which is not charged as a fee so these must be purchased by the student.

Registered Nursing
ATI Fee..$260 per semester**
ATI Retesting Fee..*$65*
    (only charged on an as-needed basis for students who must repeat ATI tests) *
Compliance Tracking Fee...$35**
Course Fee..$75 per course with lab component*
Drug Screen Fee...$42**
Health Science Simulation Lab Fee............................$160 per semester*
Liability and Accident Insurance Fee..........................$25**
Professional Program Fee..$240 per semester
Supply Fees..$180* and $67*
In addition, there is a virtual simulation package that will be required, which is not charged as a fee so it must be purchased by the student through the Bookstore.
In addition, uniforms will be required, which is not charged as a fee so these must be purchased by the student.

<u>Surgical Technology</u>

Background Check Fee $80**
Clinical Orientation Fee $10**
Course Fee ....$150 per course with lab component*
CST Practice Exam Fee $50**
Dosimetry Badge Fee $160**
Drug Screen Fee $42**
Experiential Learning Fee $150**
Health Science Simulation Lab Fee ....$75 X 1 semester*
Liability and Accident Insurance Fee $25**
Professional Program Fee ....$150 per semester
Surgical Case Tracker Fee $40**
Test Fee (Gold Bundle Pkg.) $247**

In addition, uniforms will be required, which is not charged as a fee so these must be purchased by the student.

*Course Lab and Student Supply Fees: Fee amounts vary per course and/or per program. See the current Course Schedule for a list of Course Lab and Supply Fees and/or contact the program director or faculty member.

**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 the program. Examples include, but are not limited to, assessment, testing, background checks, and other resources provided and/or required by external third-party entities. Vendors periodically increase their costs and this cost is passed on to the student.

Payment of Tuition and Fees

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

Tuition Payment Plan

A monthly tuition payment plan is offered through SouthArk by Nelnet (FACTS) Business Solutions. Enrolling for the FACTS monthly payment plan requires a $25 nonrefundable enrollment fee and a down payment on the student's account at the time of enrollment. The enrollment fee and down payment will be drafted immediately from either a checking account or credit card. Payments are electronically processed on the 20th of each month throughout the student's payment agreement. Students can register for this option by logging on to www.southark.edu through MyCampus and follow the easy online directions.

Residency Requirements

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

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

- The parents or surviving parent; or
- The parent to whom custody of the minor has been awarded; or
- The parent with whom the minor in fact makes his/her home, if there has been a separation of parents without judicial award of custody; or

- An adoptive parent, where there has been a legal adoption, even though either or both of the natural parents are living.

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

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

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

Out-of-State Tuition Waiver

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

1. Proof of residence in an eligible county or parish, and

2. Documentation (W-2 form or copy of Arkansas income tax form as filed) of receipt of wages from an Arkansas employer of a minimum of $5,500 in the tax year preceding enrollment, or Official verification from an Arkansas employer of current employment at a minimum current salary of $5,500 or

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

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

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

REFUND OF TUITION AND FEES

Institutional Refund Policy

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

Regular Semester (16-Week Term)	Tuition	Fees
Classes in session 1-10 class days	100%	100%
Classes in session 11 class days	0%	0%

Long Summer (10-Week Term)	Tuition	Fees
Classes in session 1-4 class days	100%	100%
Classes in session 5 class day	0%	0%

First and Second Summer (Five-Week Term)	Tuition	Fees
Classes in session 1-4 class days	100%	100%
Classes in session 5 class days	0%	0%

Irregular Terms (mini-mesters)	Tuition	Fees
Classes in session 1-6 class days	100%	100%
Classes in session 7 class days	0%	0%

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

Tuition and Fee Payments

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

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

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

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

Allocation of Refunds and Overpayments

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

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

Financial Aid

GENERAL INFORMATION

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

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

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

APPLICATION PROCEDURE FOR FINANCIAL AID

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

SATISFACTORY ACADEMIC PROGRESS

Policy for Satisfactory Academic Progress

Students who receive federal financial aid are required to make Satisfactory Academic Progress (SAP) in order to receive financial aid. Federal guidelines stipulate that the SAP policy apply to all enrollment periods at SouthArk regardless of whether or not aid was received. SAP is defined as passing the required percentage of hours (quantitative) and maintaining a minimum grade point average (GPA) of 2.0 on a 4-point scale (qualitative).

Students must be enrolled as an associate's degree or technical certificate seeking student in an eligible program of study in order to receive financial aid. Students may receive financial aid while enrolled in a full- or part-time course of study. Full-time students must enroll in at least 12 semester hours each semester, including summer. Students receiving financial aid are advised to consult the financial aid staff before making any adjustments to their program of study and/or course load.

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

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

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

See information about FAFSA and Return of Title IV Funds by visiting the SouthArk web site here FAFSA information and Return of Title IV Funds

SPECIAL CONDITIONS

- **Developmental/Remediation 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/Remediation courses do not earn a GPA and will not count toward the student's overall GPA for academic progress purposes. Developmental/Remediation courses will be considered "completed" if the student earns a grade of "C" or better.

- **Repeating Courses**. The last grade recorded in repeated courses is the grade of record at SouthArk and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted, and the number of hours completed, if applicable. Financial aid will pay for a previously-passed course to be repeated only once.

- **"I," "W," and "WE."** Courses in which a grade of "I," "W," or "WE" is assigned will count toward the student's hours attempted but will not count toward the hours completed.

- **Transfer Students.** Students must report to the Financial Aid office and Admission's office, ALL colleges, universities, and other schools in which they have enrolled prior to SouthArk, including courses while in high school. No financial aid awards will be made until all transcripts have been received and evaluated by the Financial Aid office. Transfer students, including concurrent credit students, are subject to the same policy regarding length of time and grade point average as native SouthArk students for those hours accepted at SouthArk.

- **Audits**. Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.

- **Remediation Probation**. Students who are placed on Remediation Probation are not necessarily placed on Financial Aid Warning or Suspension. Students will be notified in writing if they do not meet the SAP Policy.

- **Financial Aid Warning Status:** SouthArk reviews SAP at the end of each payment period. This status will be assigned to a student who was making SAP in the prior payment period but now does not meet the standards. These students will receive aid for one additional payment period without having to file an appeal.

- **Pell Lifetime Eligibility Used (LEU)** – Students may receive Pell grant funds for no longer than 600% or the equivalent of 12 full-time semesters over the course of their educational career based upon the information found in the Pell Payment Data of NSLDS.

- **Academic Forgiveness or Fresh Start:** These programs are not part of the federal aid provisions and, therefore, will not be recognized for aid eligibility purposes. All hours and grades will be reviewed when checking SAP standards.

ROUTE OF APPEAL

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

RETURN OF TITLE IV FUNDS

If students receiving Title IV funds withdraw or stop attending on or after the first day of class during the period of enrollment for which they were charged, the college must determine the amount of the Title IV funds students have earned. This calculation is done in accordance with Federal Title IV guidelines. If students have not been in attendance long enough to earn all of the awarded aid, they may have to repay some of the unearned aid. Copies of SouthArk's Return of Title IV Funds policy are available in the Financial Aid Office.

TYPES OF FINANCIAL AID

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

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

Federal Work-Study Program. This program provides part-time employment opportunities for students who have financial need. Most work-study jobs are on campus, but in some instances, students are referred to off-

campus nonprofit agencies. At SouthArk, students work an average of five (5) to twenty (20) hours per week. Students are paid once per month.

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

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

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

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

Scholarships at SouthArk

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

Additional scholarship information can be found on SouthArk's website: Scholarships at SouthArk

OTHER SOURCES OF AID

Sixty-and-Over Waiver. Any person 60 years of age or older prior to the first scheduled day of the specific term will be granted a tuition and mandatory fees waiver on a space-available basis for enrollment in credit courses. Waiver forms are available online or 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 Arkansas Rehabilitation Services or contact the El Dorado office at 708 W. Faulkner, (870) 862-5451.

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

Southwest Arkansas Planning and Development District, Inc. Counties served: Calhoun, Columbia, Dallas, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Ouachita, Sevier, and Union. Call (870) 234-4030 or 234-9097 in Magnolia, (870) 863-0218 in El Dorado, (870) 777-3421 in Hope, or (870) 836-5024 in Camden.

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

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

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

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

VETERANS' BENEFITS

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

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

Minimum Standards of Progress for Veterans

The following will apply to all veterans:

- A freshman student who does not attain a 1.50 grade point average will be placed on academic probation.

- A freshman student on probation whose grade point average for the probationary semester is less than 1.50 will be suspended from drawing Veterans Administration educational benefits.

- A sophomore student whose grade point average is less than 2.00 will be placed on academic probation.

- A sophomore student on probation whose grade point average for the probationary semester is less than 2.00 will be suspended from drawing Veterans Administration educational benefits.

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

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

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

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

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

VA Pending Payment Compliance. In accordance with Title 38 US Code 3679(c), this educational institution adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation& Employment (Ch.31) benefits, while payment to the institution is pending from VA. This educational institution will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:
- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.

DEPARTMENT OF VETERAN AFFAIRS
ARKANSAS STATE APPROVING AGENCY REFUND POLICY

38 CFR 21.4256 (c) *Mandatory refund policy*.

(1) Upon notification of the educational institution by the veteran, spouse, surviving spouse, or reservist of an intention not to affirm the enrollment agreement, any fees paid by the individual shall be returned promptly in full to him or her.

(2) Upon termination of enrollment under an affirmed enrollment agreement for training in the accredited course by the veteran, spouse, surviving spouse, or reservist, without having completed any lessons, a registration fee not in excess of 10 percent of the tuition for the course or $50, whichever is less, may be charged him or her. When the individual terminates the agreement after completion of less than 25 percent of the lessons of the course, the institution may retain the registration fee plus 25 percent of the tuition. When the individual terminates the agreement after completing 25 percent but less than 50 percent of the lessons, the institution may retain the registration fee plus 50 percent of the tuition for the course. If 50 percent or more of the lessons are completed, no refund of tuition is required.

(3) Where the school either has or adopts an established policy for the refund of the unused portion of tuition, fees, and other charges subject to proration, which is more favorable to the veteran, spouse, surviving spouse, or reservist than the pro rata basis as provided in paragraph (b)(2) of this section, such established policy will be applicable.

(4) Any institution that fails to forward any refund due to the veteran, spouse, surviving spouse, or reservist within 40 days after receipt of a notice of termination or disaffirmance, shall be deemed, prima facie, to have failed to make a prompt refund as required by this section.

Academic Standards

Grade Point Average

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

Grades/Grading Policies

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

SouthArk uses the following grades:

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

Does not apply to remediation courses. For information concerning remediation requirements, see the "Remediation Requirements" section, page 34.

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 academic term, or the grade is changed to "F."

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

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

Grades of "W" and "AU" are **not** included in the computation of the grade point average**.** Grades in remediation 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. A "WE" will be calculated as an "F." The assignment of a "WE" grade is the prerogative of the instructor or administration.

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

Grade Reports

Grade reports will be available online using MyCampus at the end of each regular semester and summer session.

Dean's List

Degree-seeking students will be placed on the Dean's List if they earn a grade point average of 3.0 or higher as a full time student (12 or more semester hours or full time status in a program) completed during a regular semester. All courses attempted, except remediation 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 each semester.

President's Honor Roll

Degree-seeking students will be placed on the President's Honor Roll if they earn a grade point average of 3.75 or higher as a full time student (12 or more semester hours or full time status in a program) completed during a regular semester. All courses attempted, except remediation 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 President's Honor Roll will be released at the end of each semester.

If the student qualifies to be on the President's Honor Roll, the student is no longer eligible to be on the Dean's List.

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:

Cumulative Grade Point Average	Award
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:

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

Academic Appeals

SouthArk students have the right to appeal decisions that adversely affect their academic standing, such as admission to or continuance in programs, course grades, and/or actions relating to cheating or plagiarism, etc.

IMPORTANT NOTE: The student should continue to attend class, lab, clinical, and/or educational site (ex: internship site) until the appeal process is completed UNLESS the student poses a potential danger to others or is prohibited by another agency or facility.

Step 1a: INSTRUCTOR: Within five (5) working days of the student's adverse event, the student will email the instructor expressing his/her concern. The instructor will discuss or meet with the student to respond

to the concern. *If no agreeable resolution is reached, then the student may move forward to Step 1b or Step 2, whichever is applicable.

Step 1b: PROGRAM DIRECTOR, IF APPLICABLE: Within three (3) working days of the instructor's response, the student will email the program director his/her concern and will provide all applicable information and/or documentation. The program director will discuss or meet with the student and will provide his/her decision about the concern within three (3) working days*. If no agreeable resolution is reached, then the student may move forward to Step 2.

Step 2: Within three (3) working days of the program director's decision (or the instructor's decision if there is no program director), the student must present the appeal in writing to the applicable division dean.

This notice of appeal must:

a.   Be in writing via email from the student's SouthArk email address (a text message is not acceptable);

b.   Detail specific information about the issue, including exactly what the student is appealing (Ex: course grade, program dismissal, actions relating to cheating, etc.) and provide applicable documentation. Students may request assistance accessing the material.

c.   Include the grounds for the appeal (Ex: error by instructor in calculating course grade, instructor/program director not abiding by policy and/or procedure, etc.); AND

d.   The remedy sought by the student.

The dean will then research the issue with the persons involved and, within five (5) working days*, provide the student with a written decision regarding the appeal. If no agreeable resolution is reached, then the student may move forward to Step 3.

Step 3: Within three (3) working days of the dean's decision, the student must present, in writing with the same requirements listed in step 2, the appeal to the office of the Vice President for Academic Affairs (VPAA). The VPAA will then research the issue with the persons involved and will, within five (5) working days*, provide the student with a written decision regarding the appeal. If no agreeable resolution is reached, then the student may move forward to Step 4.

Step 4: Within three (3) working days of the VPAA's decision, the student must notify the VPAA in writing that he/she wishes to request a formal hearing before the Academic Hearing Committee**.

The VPAA will convene this committee and schedule the hearing, where the student will present his/her appeal for consideration. The applicable instructor and the applicable program director and/or division dean will present their positions regarding the appeal.

Within three (3) working days of hearing the appeal*, the Academic Hearing Committee will submit a written decision to the parties involved and to the President of the college.

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

*If there are extenuating circumstances at any step, such as applicable personnel being unavailable, the program director or dean being the instructor, etc., the college reserves the right to appoint a different representative and/or extend the timeline.

**The Academic Hearing Committee, a sub-committee of the Academic Standards Committee, shall consist of the following voting members: five (5) faculty members from the Academic Standards Committee (appointed by the committee and approved by the VPAA) and two students (appointed by the VPAA). The VPAA shall attend as a non-voting member. The committee has the authority to recommend waiving or modifying college policy within the limits of sound educational practices.

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 term grade-point average (GPA) less than 2.0 will be placed on academic probation.

Students placed on academic probation must consult the student academic 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 term 2.0 GPA or above on their following semester of enrollment.

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

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

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

Academic Forgiveness

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

Conditions

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

Special Notes:

If granted, Academic Forgiveness will apply to all coursework within a semester or contiguous block of semesters; all grades and credits successfully completed during the semester(s) in question will be forfeited. All

courses for which academic forgiveness is granted will remain posted on the transcript. Although the grades for that coursework will not be computed in the student's cumulative grade point average at SouthArk, they will be calculated and included when calculations are made for purposes of academic honors.

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

Procedure:

- The student submits a written petition to the registrar requesting that the work from a specific semester(s) be excluded in the calculation of the cumulative GPA.

- The Registrar, upon conferral and agreement with the VPAA, may recommend that the request be considered by the Academic Standards Committee and will forward the request accordingly.

- The Academic Standards Committee will consider the requests.

- The decision of the Academic Standards Committee will be final.

Academic Fresh Start

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

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

This means that:

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

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

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

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

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

Acceptance of Fresh Start Application. The decision on the acceptance of a Fresh Start Application will be made by the Vice President for Academic Affairs in concert with the Registrar. When the Fresh Start application is approved, the Registrar will be notified, and upon enrollment, a message will be posted to the student's academic record indicating admission has been granted through the Academic Fresh Start provision. If the

student was previously enrolled at SouthArk, the grade point average will be changed on the academic record for any coursework completed at SouthArk 10 or more years prior to the re-enrollment date. The original courses or grades will not be considered in the grade point average, but they will remain on the academic record.

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

Course Length

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

Pre-requisites

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

Co-requisites

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

Course Load

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

Repeating a Course

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

Auditing a Course

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

Students who wish to audit a course must declare their intentions at the time of registration. Students may change from audit-to-credit or credit-to-audit status through the 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."

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 Registrar 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 Registrar's Office. Additional information on education records is released only upon written student request except to the following persons:

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

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

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's 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 completed on the website under "Student Services." or obtained from the Enrollment Management Office.

Changing Personal Data

Students must keep the Registrar's 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 Registrar's Office or on the website under "Student 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 can also be changed through MyCampus.

Standards of Student Conduct

SouthArk expects students to conduct themselves as responsible members of the college community and to adhere to an appropriate code of conduct and dress (for example, the wearing of scrubs for allied health courses, steel-toed boots for welding classes, and casual business attire for business courses), as stated in course syllabi and program handbooks. Student conduct that interferes with the education of other students, excessive absenteeism, inability to pass required courses, unsatisfactory progress in clinical performance, moral and

ethical misbehaviors, poor interpersonal skills, or insubordination may be subject to disciplinary action. All students are obligated to assume responsibility for their actions, to respect the rights of others, to conform to the reasonable rules of conduct, to protect private and public property, and to make effective use of their time in securing the benefits of a college education.

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

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

Academic Integrity Policy

Students enrolled at SouthArk are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to eliminate academic dishonesty. Academic dishonesty includes cheating and plagiarism, which are defined as follows:

Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.

Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

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

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a Student Academic Misconduct Form, written report of the incident, to the appropriate dean.
- The dean will submit form to Vice President for Academic Affairs to determine disciplinary action.
- The Vice President for Academic Affairs will determine whether further disciplinary action will be taken.

All decisions may be appealed for review through the college's academic appeals procedure.

Class Attendance Policy

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

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

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

Excessive absences are defined as follows:

> **Regular Semester**
> Courses which meet once a week... 2 absences
> Courses that meet twice per week .... 3 absences
> Courses that meet four times per week .... 5 absences
>
> **Summer Session**
> Courses that meet four times per week in a short session .... 3 absences
> Courses which meet two times per week in a long session .... 3 absences

Students enrolled in special programs or individualized instruction should contact their program director/instructor regarding specific attendance requirements for the program/course.

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

Jury Duty/Military/Official School Function

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

Medical leave

For medical-related absences, documentation must include written notice from the treating medical professional documenting time needed off related to medical reasons and time student may resume classes. The medical reason does not need to be listed on the documentation; the documentation must include only that there is a medical reason, the amount of time the student needs to be absent, and the time the student should be able to return to classes. Students who elect to work at home while on excused leave must meet with their instructors to make arrangements to do so. Working on coursework while on medical leave is not a requirement but can be requested by students. If students request that they be allowed to work at home while on an excused leave, the instructor will make every reasonable effort to ensure that the student is able to do so. For extended absences, parental leave related to a sick child, or pregnancy related conditions, students are encouraged to contact Disability Support Services to arrange for any appropriate accommodations available based on individual circumstances.

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

1) They may work at home on assignments if they choose to if on medical leave approved by a medical professional
2) Receive appropriate accommodations related to coursework (i.e., excuse from labs with potentially harmful chemicals, have a larger desk, etc.)
3) Resume their studies where they left off once they return to classes
4) Be allowed to make up any missed work related to medical leave

5) Receive incompletes on their transcripts until coursework is completed, according to the incomplete grade contract
6) Be given a reasonable time frame in which to complete missed coursework

Pregnant and Parenting

Pregnant and Parenting Students South Arkansas Community College wants all students to succeed and takes appropriate steps to remove obstacles when possible. Although it is the student's responsibility to make parenting decisions, there are times when circumstances regarding pregnancy or parenting impact the student's education and cannot be avoided. During times like these, South Arkansas Community College requires faculty and staff instructors to work closely with students and disability support services to provide reasonable accommodations so that the focus remains on education. Students seeking accommodations for pregnancy, pregnancy related conditions, and parenting should apply for accommodations with the Title IX Coordinator.

The Title IX Coordinator will work with disability support services in certain circumstances to determine which accommodations are appropriate in consultation with instructors. Students who request accommodations related to parenting or pregnancy give South Arkansas Community College permission to take reasonable steps to verify circumstances. The Title IX Coordinator will ask students to provide documentation such as daycare hours and written excuses from treating medical professionals related to appointments and time missed for child illnesses. Documentation should be given directly to the Title IX Coordinator. The Title IX Coordinator will send notifications to faculty with pertinent information regarding accommodations.

Reasonable alternatives may include but are not limited to extended time on assignments due to caring for a sick child, changes in clinical rotations related to childcare concerns, or taking a test online rather than in person. The student must understand that when arrangements can be made to ensure the student's presence in class, internships, clinical rotations, etc., that the College expects the student to do so. This expectation is true for all students. Faculty, staff, and students are encouraged to work collaboratively when challenges arise related to parenting or pregnancy that interfere with educational goals. Students are expected to exhaust all reasonable alternatives before requesting accommodations related to parenting.

Early Alert System

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

The early alert system relies on faculty to report students in their classes who are struggling with attendance, engagement, conduct, and/or academic performance. Throughout the semester, beginning with the first week of classes, faculty members will report, through the early alert system in MyCampus to the department of academic advising, any students about whom they have these concerns. The academic advising staff will consult with the faculty making the referrals, if necessary, before attempting to contact the students by email, phone calls, letters, and/or, in some cases, visits to the classroom.

Students referred through the early alert system are encouraged to take advantage of campus resources such as tutoring or counseling, and increased communication with instructions. Once the academic advising staff have reached the referred student, the staff will keep the instructor informed.

Withdrawal for Excessive Absences

Instructors may initiate a withdrawal for excessive absences by notifying the student with a Class Absence report email that states the student has excessive absences in a class. The email also notifies the student of the

consequences of not attending class and urges the student to contact their instructor immediately. If the student does not contact their instructor within one week, the instructor will sign the Instructor's Final Signature and forward the Class Absence email to the Registrar. The Registrar will then assign a grade of "WE" in accordance with SouthArk's attendance policy. The instructor may not readmit students who have been dropped from class because of excessive absences to class without consulting with the Registrar. All excessive absences must be turned into the Registrar's Office prior to the last day to drop.

Withdrawal for Excessive Absence procedure:

- 1st class missed – contact the student
- 2nd class missed – send early alert
- 3rd class missed – send Class absence email
- 6th class missed – Sign the Instructor's Final signature and forward the Class Absence email to Registrar.

Other Student Services

Career Pathways Initiative

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

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

Eligible students must:

- Reside in Arkansas
  AND
- Have dependent children under age 21 living in your home (both married and single people are eligible), AND
- Have annual family income below 250% of federal poverty level (about $66,250 annually for a family of four).

CPI staff will also assist students in applying for other sources of supportive services as needed.

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

Welding
Registered Nursing
Industrial Technology - Mechatronics
Computer Information Technology
Physical Therapist Assistant/ Radiologic Technology
Automotive Service Technology
Early Childhood Education

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

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

Learning Center

The Learning Center houses computers that provide access to the Internet, required course software packages, and other educational software. One-to-one and small-group tutoring is available at no charge from both professional or peer tutors. In addition, the Learning Center's staff are able to assist students with many in-house computer programs and technical processes. Students may use the Learning Center's computers and programs to prepare papers, complete assignments, and print documents.

Walk-ins for tutoring are welcome on a first-come, first-served basis. However, appointments are strongly encouraged if a student wants to meet with a tutor. To make an appointment send an email to Tutoring@southark.edu or call 870-875-7295. The Learning Center is located on the first floor of the Administration building, room 108.

Testing Center

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

The Testing Center is located on the second floor of SouthArk's Student Services Center, room 220. Testing appointments are highly encouraged. To make a testing appointment send an email to Testing@southark.edu, call (870) 864-7196 or just drop by.

Library

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

For more information, please call (870) 864-7115. Visit the Library on the web site.

Arkansas College and Career Coach Program

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

Those interested should contact earlycollegestart@southark.edu. The coordinator is located in the Student Services Center on the second floor of the El Dorado Conference Center.

Early College Start

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

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

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

Students must meet general SouthArk requirements to enroll in either program:
- Complete a SouthArk application for admission and an Early College Start (ECS) form
- Submit a copy of their high school transcripts, a copy of their immunization records, and a copy of their ACT scores* to SouthArk
- Pay the class registration fee

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

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

Secondary Technical Center

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

Academic Support and Distance Learning

SouthArk offers and delivers a variety of classes online. The Academic Support Department provides greater access to higher education and supports the effective implementation of emerging technologies for students in distance or blended digital learning environments, such as distance learning, on-line classes, and hybrid classes.

The office of Academic Support:

- Ensures students in digital learning environments have equitable institutional support and services as those provided to on-campus students.

- Promotes knowledge and adoption of evidence-based design practices found to produce quality teaching and learning in digital learning environments.

- Provides training and support for digital learning faculty and students related to the implementation and use of emerging technologies.

- Evaluates the quality of digital learning environments.

- Collaborates with local community and industry leaders to expand and market our institution's Distance Learning course offerings.

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 have a cumulative GPA of 2.5 or greater here at SouthArk will be able to register themselves online through MyCampus; otherwise, to register for online courses, students must consult with an academic advisor by contacting the Registrar's Office at (870) 864-7142. All necessary information related to enrollment, advising, registration, and withdrawing may be found on the SouthArk Admissions website: https://www.southark.edu/admissions.

The following student support services are available for Distance Learning students:

- Students can fill out an application online and then mail, email, or fax in all the supporting documents, shot records, test scores, and other transcripts.

- Once students have been advised, they can either register themselves by MyCampus, fax in their request, scan and email, or Student Services staff will register them in the Student Services Center offices.

- Students can withdraw from classes by faxing or scanning and emailing a withdrawal form to the Registrar's Office with the necessary signatures.

- Students may work with an advisor to choose a major and access degree check lists (Guided Pathway to Success – GPS) on the website. Students can also change their major and apply for graduation through MyCampus.

- Distance learning students may apply for financial aid and access other student services, such as the Virtual Career Center, on the college website, www.southark.edu; or may access additional Student Services information and policies via the Online Course Catalog at https://www.southark.edu/admissions/resources/course-catalog.

- The Academic Support website is an additional resource with valuable information. The website includes a list of technologies used at SouthArk, including the technical requirements for their use. Students and faculty may also visit here to schedule an appointment. The Academic Support website may be accessed at https://www.southark.edu/academics/academic-support.

Campus Technology Course Requirement

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

Test Proctoring for Online Courses

To maintain the integrity of courses and to deter cheating, some online instructors may require students to take tests in a proctored environment. Students who live near El Dorado may be expected to take their tests in the SouthArk Testing Center, where they will need to show a valid 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. If approved by instructor, students must have access to a computer and a webcam, while completing a test in Blackboard. Once a student logs into an exam or quiz which uses Respondus LockDown Monitor, they will need to show their SouthArk photo ID to the webcam. The testing environment and audio will be recorded while the student is taking the exam or quiz using Respondus LockDown Monitor.

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 or in order to make alternative proctoring arrangements. 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.

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 online or hybrid attendance policies stated above.

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

Helpful Resources for Online Students

It is the goal of the Academic Support Department to provide the SouthArk faculty and students with the tools, knowledge, and support necessary for a high-quality teaching and learning environment. For support, training and technological help, see the SouthArk Academic Support Student Help Webpages, utilize our Academic Support Help Form, or stop by our office located in the Administration Building (ADM Suite 107) during our business hours: Monday – Thursday 8AM – 5:30PM, and Fridays 8AM – Noon.

Computer Use Policy

Acceptable Use Policy for Computer Technology

Please consult the SouthArk Administrative Procedures Manual for the SouthArk Computers and Acceptable Use – Personnel policy, located in Chapter 2.21.

For more information see the Administrative Procedures Manual SouthArk.edu webpage.

Computer Labs

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

Campus Information

Food Service

El Dorado Conference Center coordinates all food service on campus, through the SouthArk Boomtown Bistro. Vending machines are also located on campus. Food and drink are not allowed in computer labs and may not be allowed in classrooms.

Parking

Parking tags are required and available for pick-up in the Library. Parking is available for all faculty, staff, and students. On East Campus, park west of the Billy McGehee Classroom Building (MCG). On West Campus, park behind the Administration Building (ADM), west of the Computer Technology Building or west or south of the Health Science Center (HSC); limited parking also is available in front of the Ben Whitfield Classroom Building (WHT) and the lot south of the Student Services Center (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 that is used for SouthArk Stars practices and games. There is also spectator seating available.

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 and temporary circumstances, and only with the prior permission of the instructor.

Cellular Phones on Campus

All phones or other communication devices should be turned off when in the classroom. Exception to this practice must be approved by the instructor.

Literature Distribution on Campus

The exercise of First Amendment rights on SouthArk's campuses is a critical component of the education experience for students and requires that SouthArk ensures free, robust, and uninhibited debate and deliberation by students, whether on or off campus. SouthArk will provide adequate safeguards for the First Amendment rights of students to avoid a stifling of expression on campus. Members of our campus community are not permitted to purposely or knowingly cause significant disruption to the expressions of another person or group by fighting, engaging in violence, or other unlawful behavior.

SouthArk students are free to:
1. Communicate through any lawful verbal, written, or electronic means
2. Participate in peaceful assembly
3. Protest
4. Make speeches, including without limitation those of guest speakers
5. Distribute literature
6. Make comments to the media
7. Carry signs
8. Circulate petitions

Students must remember that some ideas and opinions may be unwelcome, not collegial, disagreeable, or deeply offensive but are still protected by the First Amendment. Outdoor areas of campus are public forums for members of the SouthArk campus community. Students who want to engage in noncommercial expressive activity in an outdoor area of campus can do so freely as long as the student's conduct is lawful and does not materially and substantially disrupt SouthArk's functioning as an institution of higher education. For more information, please see the Forum Act.

Print Publicity

Only chartered student organizations and college departments are eligible to post information in campus facilities. Social media posts on official SouthArk social media pages are not permitted for events not open to the public. However, student organizations can request that Marketing and Communications send out mass notifications via text message to registered students about on-campus events.

For those events that are open to the public, organizations are free to design their own flyers, but approval of the final design is at the sole discretion of Marketing and Communications. These requests should be submitted for approval to the marketing department no later than three (3) weeks prior to an event. All products and flyers promoting SouthArk events should follow the SouthArk Style and Branding Guide and include an approved version of the academic logo. Improperly posted materials will be removed and discarded and violations can result in posting privileges being restricted or removed and other sanctions as deemed appropriate.

Handouts, Mailbox Stuffers, and Table Tents

Approval Process

Submit a digital copy of the flyer/poster for review to the Vice President for Student Services and director of Marketing and Communications. Include information describing the intended distribution method such as campus mailboxes, an information table, or information distribution event, and allow 2 –3 business days for completion of the approval.

Expectations

Any images or logos used in printed materials should be original artwork, purchased through an approved service, or used with express permission for those purposes.

Distribution Process

Once handouts are approved by the Vice President for Student Services and the director of Marketing and Communications, the materials may be distributed in the approved distribution manner. Fliers and posters may be posted on public bulletin boards in campus buildings. However, fliers and posters may **not** be posted on furniture, walls, windows, doors, parking facilities, bathroom stalls, classroom spaces, or other prohibited campus locations.

General Chalking Guidelines

Chalking is permitted for recognized student organizations as a method of on-campus publicity. All chalking must be approved by the Vice President for Student Services and the Physical Plant Director. Additional guidelines are below:

- Messaging may be placed on sidewalks and streets once approved.
- All chalking must include the name of the sponsoring organization. Unidentified chalking may be removed.
- Colored chalk is not permitted. Violators will be billed for damages caused by colored chalk stains.
- Chalking on walls, steps, or sides of any building is not permitted.

- Spray chalk may not be used under any circumstances.
- Chalking is prohibited in Heritage Plaza.

Organizations may begin chalking no more than seven (7) days prior to a scheduled event.

Health and Student Safety

Student Insurance

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

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

HIV or AIDS Virus

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

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

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

Smoking and Tobacco Products

Students will follow the APM Policy 2.04 Use of Tobacco Products.

Weapons on Campus

Students will follow the APM Policy 2.05 Weapons.

POLICIES AND PROCEDURES FOR CAMPUS SECURITY

Policy Statement

SouthArk will comply with the Clery Act, Title IX, and the Violence Against Women Act by maintaining a daily crime log, reporting criminal statistics as well as security policies and procedures in an annual campus safety and security report, and enforcing the requirements of the Clery Act, Title IX, and the Violence Against Women Act.

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

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

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

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

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

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

Behavioral Review Process

A Behavioral Review Process has been established to assist in dealing with situations which present a threat to the general safety and wellbeing of the campus community. The Behavioral Review Process represents a campus-wide, collaborative commitment to ensure the safety of all students, staff, and faculty. Trained staff 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, a reporting form is available on the website. Concerns will be directed to the office of the Vice President for Student Services.

Public Safety

For the safety of employees and students, the college provides uniformed campus public safety officers during all hours that the college is in operation. Individuals who are concerned about their immediate safety should call 911. Otherwise, they should contact public safety by phone at (870) 864-7125, via a red security phone in select campus buildings, via a "blue-light" emergency phone in campus parking lots (see below), by dialing 999 from a campus phone, or by going to the public safety office 248 in the Health

Sciences Building. Students are required to report all incidents of campus accidents or crime to Public Safety.

On-Campus Security Phones:

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

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

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

Members of the SouthArk community should report criminal activity, accidents, and/or violations of college policies to the Public Safety office in person at Health Sciences 248 in the HSC Building or by calling (870) 864-7125 or (800) 955-2289. Public safety personnel are on duty during the normal hours of operation Monday-Thursday from 8:00 a.m.-9:00 p.m. and Friday from 8:00 a.m. to 12 p.m. Additionally, public safety personnel are on campus during the weekend when classes, scheduled facility openings, or events are taking place. SouthArk campus community members may also report crimes to the El Dorado Police Department (EPD) at (870) 881-4141. If individuals on campus notify EPD, they should notify Public Safety also. EPD works cooperatively with SouthArk's public safety personnel and the administration to provide prompt assistance in the event that crime should occur on campus. Public Safety or other personnel will make immediate contact with EPD in cases of emergency.

Filing Internal Reports In addition to notifying Public Safety, victims of crime or witnesses to criminal activity, accidents, or violations of college policies also should file a formal report with the office of Public Safety. A victim or witness can also make a report to the office of the Vice President for Student Services (SouthArk Student Services Center, Room 263, (870) 864-7128 or to a college counselor at (870) 875-7235). For expediency, use the online form when reporting to Student Services. The online form can be accessed from SouthArk's homepage at "Report An Incident."

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

Protecting "Whistleblowers" from Retaliation

Students are protected under the Arkansas Whistle-Blower Act as described in APM policy 6.12 Whistleblower Act.

External Reporting of Crime Data

The office of Student Services receives (either directly or from Public Safety) and records all crime, accident, and incident report forms and works with the director of Public Safety and other campus personnel to make appropriate reports to state and federal officials. Federal law requires that data must

be collected on the following criminal offenses: murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, hate crimes, sexual assault, domestic violence, dating violence, and stalking. In addition, the college is required to maintain statistics on the number of arrests made for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions. Crime statistics are reported in the college catalog (see below), and crime logs are available upon request from the Public Safety office.

West Campus:

Criminal Offenses Reported	2016	2017	2018	2019	2020
Murder	0	0	0	0	0
Sex Offenses	1	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	3	1	1	4	0
Motor Vehicle Theft	0	0	0	0	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

East Campus:

Criminal Offenses Reported	2016	2017	2018	2019	2020
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	0	0	0
Motor Vehicle Theft	0	0	0	0	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

Warren Campus:

Criminal Offenses Reported	2016	2017	2018	2019	2020
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

Criminal Offenses Reported	2016	2017	2018	2019	2020
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	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 Public Safety. Anyone interested in a list of registered sex offenders may contact the detective division of the El Dorado Police Department or the SouthArk Public Safety office.

III.   **Law Enforcement Policies**

Working Relationship with Local Police

SouthArk's administration and public safety 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 public safety personnel report to the vice president for Finance and Administration. Although they have the power of arrest, in crisis situations public safety 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 law enforcement personnel to monitor activity and provide campus protection. Public Safety personnel are authorized to handle any incidents that threaten the welfare or security of students or staff. Public Safety personnel are informed of procedures to follow in cases of emergency and are instructed to report all incidents to appropriate authorities.

Awareness and Prevention

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

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

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

Timely Warning Notice

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

Emergency Response, Notification, and Testing Policy

SouthArk has distributed to every employee and every classroom on campus a copy of the *South Arkansas Community College Quick Guides Emergency Handbook*, which details appropriate responses in the event of campus emergencies. The college will conduct drills once annually to test the plan. In addition, the *South Arkansas Community College Administrative Policy Manual (APM)* includes an **"Emergency Communications Plan"** (APM Policy 5.21), which may be accessed on the college website. This plan has been formulated to provide a guideline for internal and external communications during an emergency situation at SouthArk. For the purposes of this plan, an emergency event could result from the following cause(s):

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

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

A. **Campus-Wide Emergency Communications**
    The APM Policy on the Emergency Communications Plan can be found here APM Policy 5.21 Emergency Communications Plan

B. **Fire on Campus**
    A fire on campus could destroy property and endanger lives.
    Students who discover a fire should:
    - Sound the alarm or call 911 immediately
    - Inform others of potential danger
    - Leave the building immediately and direct the fire department to the fire
    - Never enter a burning building
    Evacuation plans are posted in all campus buildings.

C. **Missing Persons**
    Members of the campus community should report missing persons to Public Safety. When Public Safety becomes aware of a missing person among the campus community, personnel will investigate on campus, then contact the El Dorado Police Department and the Union County Sheriff's Office with a welfare concern, including a description of the person so a BOLO ("Be On the Look-Out") alert

for the individual can be issued. Personnel will continue to search on campus, investigate known facts, and collaborate with local law enforcement agencies until the case is resolved.

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

The student academic advisors or Student 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.

VI. **Drug and Alcohol Policy**

Drug-Free Workplace

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

Policy Statement

SouthArk prohibits the unlawful possession, use, manufacturing, dispensing or distribution of illicit drugs and alcohol by employees and students of the college on college property or as a part of its activities, nor shall employees or students use prescription drugs or alcohol if such use impairs effective performance of their responsibilities. Governor's Policy Directive Number Five notes, "Use of alcoholic beverages or controlled substances is strictly prohibited during working hours and shall be grounds for immediate dismissal." It is also a violation of college policy for anyone to possess, use, or be under the influence of an alcoholic beverage on the campus or at a college-related activity off campus. An off-campus college-related activity is defined in the process for student organization violations. Anyone violating these policies is subject to disciplinary action ranging from a warning to expulsion.

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.

VII. **Drug Awareness and Reporting**

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

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

Drug and Alcohol Counseling

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

Enforcement

Disciplinary action will be taken against employees and students found responsible for the unlawful possession, use, manufacturing, dispensing or distribution of illicit drugs and/or alcohol on college property or as a part of any of its activities. Complete information regarding the Standards of Student

Conduct can be found in the Student Handbook. Should a student be charged with any violation of the college Drug Policy or other standard of conduct, Public Safety will investigate and report findings to the vice president for Student Services, who will be responsible for initiating student disciplinary action as necessary after

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

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

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

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

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

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

VIII. Sexual Misconduct

Procedures to Follow in the Event that a Sexual Offense Occurs on Campus

Anyone who is subjected to offensive or criminal sexual behavior or assault is encouraged to take action through the formal channels within the college. The victim can report the offense to any vice president, human resources, public safety, or the Title IX coordinator. The grievance procedures may include voluntary informal methods (e.g., mediation) for resolving some types of sexual harassment complaints. However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault or employee sexual misconduct toward a student, mediation is not appropriate.

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. Anyone with knowledge of a behavior violation, including sexual misconduct, can report the incident using the online reporting form found on SouthArk's homepage at "Report An Incident."

Disciplinary Proceedings/Due Process/Privacy

Sex crimes are considered major offenses punishable by both the college and the courts. Crimes involving sexual offenses will be investigated by the Title IX Office and/or Public Safety, according to the victim's preferences, 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 Title IX Coordinator or Deputy Title IX Coordinator 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 responsible 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 responsible of sexual offenses will be subject to disciplinary action up to and including suspension or expulsion from the college, depending on the circumstances of the specific incident, and will be referred to law enforcement authorities for further action if appropriate.

Victim Assistance

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

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

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

Sexual Harassment

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

It is a violation of federal law and the rules, regulations, and policies of SouthArk for any employee or student to sexually harass another employee or student by (1) making unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature, as a condition of an employee's employment or student's enrollment, (2) making submission or rejection of such conduct the basis for employment decisions affecting the employee or decisions concerning a student, or (3) creating an intimidating, hostile, or offensive working environment by such conduct, (4) to commit domestic violence, dating violence, or stalking.

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

CAMPUS SECURITY GLOSSARY

Definitions [from the Jeanne Clery Act Training Manual]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, the sale of deadly weapons; carrying deadly weapons, concealed or

openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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

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

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

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.

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.

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' will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/youth). This offense includes the forcible rape of both male and females.

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

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

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

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

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

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

Clubs and Organizations

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

How to Start an Organization

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

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

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

How to Join a Club or Organization

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

Clubs and Organizations

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

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

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

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

Criminal Justice Club. An organization designed to encourage students interested in criminal justice, as well as other interested members of the South Arkansas Community College community, to share interests and ideas,

thereby supplementing and enriching the overall learning environment. The Society assists in the expansion of programs of an educational and cultural nature that serves the interests of the students, faculty, and administration of South Arkansas Community College.

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

Latinos Unidos Student Association (LUSA). The mission of the Latinos Unidos Student Association is to provide leadership opportunities for its participants; to promote professional and personal growth activities throughout the academic year and summer; to foster community and campus engagement of all students; to serve as a liaison between the students and the community with special emphasis on the Hispanic population; and to make the student organization a rewarding and memorable experience for all participants by providing a support system, a way of networking, and a family-like environment.

National Society of Leadership and Success. This Society is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction. In addition to honorable distinction, the Society provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliation on all statements of personal accomplishment, including their resume.

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

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

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

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

SkillsUSA. Membership in SkillsUSA is open to secondary and postsecondary students enrolled in the various vocational-technical career fields. SkillsUSA' s purpose is to help students develop social and leadership skills. Activities that enhance the development of these skills are conducted by the club's members and advisors. Each technical group elects officers from its membership. Members are eligible to represent the college in statewide

and national competitive events. Active SkillsUSA groups include students enrolled in Automotive Technology, Criminal Justice, Welding, and various other program areas.

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

Star One Media/Entertainment (SOME) Purpose: To Recognize and encourage scholarship, leadership, service and practical excellence in Entertainment and Media Arts (EMA) students. Contribute to the advancement of the fields of media and entertainment through the scholarship, leadership, service and practical excellence. Provide an opportunity and a community of SouthArk students and professionals to exchange information and to collaborate regarding scholarship, leadership, service and practical excellence in Entertainment and Media Arts activities. Contact Gary Hall, program director at ghall@southark.edu.

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

Student Activities

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

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

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

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

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

Student Ambassadors. Student ambassadors represent and assist the college in recruiting and at official functions. In exchange for their efforts to promote the college, student ambassadors are awarded tuition scholarships and assist with various on-campus events. For more information, contact the recruitment office.

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

Student Support

Americans with Disabilities Act (ADA): Reasonable Accommodations

It is the intent of SouthArk that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by the college. Disability Support Services can be contacted via DisabilitySupport@southark.edu. The college will work with any student to provide reasonable accommodations in accordance with the Americans with Disabilities Act (ADA).

Counseling

SouthArk offers free mental health counseling services to enrolled SouthArk students, whether they are in credit or non-credit courses. Students seeking services can contact the counselor by calling 870-875-7235, or emailing Counseling@southark.edu. Students can also be referred for an assessment by faculty and staff.

Career Services

SouthArk's Career Services department is housed in the Career Center located in the Administration Building, Suite 109. Students needing resume, interview, or other career related assistance can visit for available services. The college also maintains job boards in the McGehee Building on East Campus and on the SouthArk website under Career Services where open positions are posted regularly. Campus jobs for students are arranged through the Financial Aid Office in the Student Services Center on West Campus.

SouthArk also maintains a Career Closet as part of its career related services. For more information, speak with Tammy Ward at 870-864-7177 or TWard@southark.edu.

Off-Campus Employment

Students interested in off-campus employment should check the online Job Board in the Career Services section of SouthArk's website. Students needing more information should contact Career Services on west campus at the Student Services Center at 870-864-8421 or email TRJohnson@southark.edu for an appointment.

On-Campus Employment

Students interested in finding a work study job should first complete the FAFSA and then complete a work study application at the Financial Aid Office. The application should be updated every semester. Students considered for employment, may be contacted for a skills assessment and/or interview with the potential employer. To learn more about work study opportunities visit SouthArk's Financial Aid Office located at the Student Services Center on west campus, call 870-864-7150, or email finaid@southark.edu.

Transcripts

SouthArk makes every effort to ensure the accuracy and privacy of student records. The college will comply with all Family Educational Rights and Privacy Act (FERPA) requirements. Transcripts, test scores, and shot records will be issued only at the written request of the student. Students may request their SouthArk transcript using the Request Transcript link found on the college's homepage.   No request will be processed until all financial obligations to the college have been met. Transfer work evaluated and granted for degree credit will be recorded on SouthArk's transcript. The college will not copy and release transcripts and/or test scores from other colleges/institutions. Students should request this information directly from the appropriate college, high school, or testing service. Student academic advisor 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 Academic Advising Department. Students are given information on requirements for admission to four-year colleges and transfer scholarships.

Those interested in transfer assistance should contact Academic Advising at (870) 864-7141 or KMoore@southark.edu. Learn more by visiting the Transfer Information page on the web site.

Veterans' Services

Students receiving veterans' benefits may receive personal, career, and academic counseling as needed. The Dean of Enrollment Management is the college's designated VA representative. A student veterans' lounge is located in Room 133 of the Computer Technology building on west campus. Learn more by visiting the Veterans' Affairs page on the web site Veterans' Affairs.

All students receiving veteran's benefits should be familiar with the Department of Veteran Affairs Arkansas State Approving Agency Refund Policy.

Credit Programs and Awards

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

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

COLLEGE-WIDE LEARNING OUTCOMES & STUDENT ASSESSMENT

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

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

GRADUATION AWARDS AND REQUIREMENTS

Associate of Arts Degree

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

The college offers a number of programs that prepare students for further course work toward a baccalaureate degree in professional areas, such as pre-medicine and pre-law. Students should meet with a student academic 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 a student academic advisor well versed in these requirements.

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

- Meet remediation requirements.

- Complete 60 semester credits applicable to a baccalaureate degree with a 2.00 cumulative grade point average (GPA). Under certain circumstances, 14 hours of elective credit from occupational courses may apply toward the Associate of Arts degree.

- Have a minimum of a 2.00 GPA on all courses completed at SouthArk and a minimum 2.00 GPA on those courses applicable to the Associate of Arts degree.

Associate of Applied Science Degree

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

- Meet remediation requirements.

- Complete the following general education requirements:

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

- Complete respective degree requirements listed in the General Catalog with a 2.00 cumulative GPA.

- Students who wish to earn an AAS degree must have a grade of "C" or better in ENGL 1113, Composition I.

- Have a minimum cumulative of a 2.00 GPA on all courses completed at SouthArk and a minimum 2.00 GPA on those courses applicable to the Associate of Applied Science degree.

- Apply for graduation through the student academic advisors.

- 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 must demonstrate remediation requirements. In order to qualify for a technical certificate, the student must:

- Meet remediation requirements appropriate to the certificate.

- Complete respective certificate requirements listed in the general catalog.

- Have a 2.00 GPA on all courses completed at SouthArk.

- Apply for graduation through the student academic advisors.

- 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. Remediation requirements are those appropriate to the area of study and are listed with the course requirements. In order to qualify for a certificate of proficiency, the student must:

- If applicable, have met all entrance requirements for the program.

- Meet remediation requirements to the program.

- Complete respective course requirements listed in the general catalog.

- Have a 2.00 GPA on the course or courses required for the certificate.

- Apply for graduation through the student academic advisors.

- Meet residency requirements.

General Education

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

Residency Requirements

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

Explanation of Credit Hours

The unit of credit for work at the college is the semester hour. To earn a semester hour of credit, a student must spend a minimum of 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, activity courses, or practicum/clinical courses, a student will be required to spend more than one hour per week in order to earn a semester hour of credit. In most cases the last digit of the course number indicates the number of semester credits to be earned in the course. There are minimum numbers of credits required for completion of the various certificate and degree programs. Students should consult the catalog for the credit-hour requirements for completion of programs.

Choice of Catalog

Students may meet the graduation requirements listed in the catalog in effect at the time they enter the institution, or they may meet the graduation requirements listed in any later catalog. The catalog used for graduation requirements cannot be more than three years old. In some occupational programs, external accrediting agencies and/or advisory committees may suggest or require program changes that might alter a program listed in the catalog that is in effect for some students. Students who wish to initiate an appeal should refer to the academic appeals process here Academic Appeals

College Partnerships and Articulation Agreements

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

Information on College Partnerships and Articulation Agreements can be found here Transfer Information

Arts and Sciences

Associate of Arts (AA)

Associate of Arts in Teaching (AAT)

Associate of Applied Sciences (AAS)
Computer Information Technology
Early Childhood Education
Entertainment and Media Arts
General Business

Associate of Science (AS)
Education
Business

Technical Certificate (TC)
Accounting
Certificate of General Studies (CGS)
Computer Information Technology
Early Childhood Education
Education Studies
Entertainment Technology
Film Production
General Business

Certificate of Proficiency (CP)
Computer Technology
Early Childhood Education
Early Childhood Education Administration
Early Childhood Education Curriculum
Early Childhood Education Infants and Toddlers
Early Childhood Education School-Age & After School Care
Early Childhood Education Special Needs
Education Studies
Entertainment Technology
Film Production
Information Technology Support

If you are interested in further information regarding the Arts and Sciences Division,
contact the Arts and Sciences Office.
870-864-8475

ACCOUNTING

(Course Descriptions – ACCT, BUSI, BTEC)

Technical Certificate

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

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ACCT 2003	Principles of Accounting I	3
BTEC 2143	Business Applications	3
ENGL 1113	Composition I	3
BUSI 1003 **OR** ENTR 1003	The American Enterprise System **OR** Introduction to Entrepreneurship	3
MATH 1023 **OR** MATH 1113	College Algebra **OR** Mathematical Reasoning	3
Total		**15**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ACCT 2103	Principles of Accounting II	3
ACCT 2113	Computerized Accounting Systems	3
BUSI 2063	Business Communications	3
BTEC 2223 **OR** BTEC 2413	Excel **OR** Advanced Business Applications	3
ENGL 1123	Composition II	3
Business Elective	Business Elective (BUSI, BTEC, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)	3
Total		**18**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***33***

ASSOCIATE OF ARTS DEGREE

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

General Transfer

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL 1113	Composition I	3
Math Choice*	Math Choice*	3
SPCH 1113	Principles of Speech	3
CSCI 1003 **OR** Social Science Choice* **OR** History Choice*	Introduction to Computers **OR** Social Science Choice* **OR** History Choice*	3
History Choice*	History Choice*	3
Total		**15**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
Fine Arts Choice*	Fine Arts Choice*	3
Fine Arts Choice*	Fine Arts Choice*	3
Physical Science Choice* **OR** Biological Science Choice* *Choice must include Lab*	Physical Science Choice* **OR**** Biological Science Choice* *Choice must include Lab*	4
Social Science Choice*	Social Science Choice*	3
Total		**16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (Certificate of General Studies)		**31**

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 2213 **OR** ENGL 2223	Literature I **OR** Literature II *(if not taken as Fine Arts choice 2nd semester)*	3
History Choice*	History Choice*	3
PHED 1001 **OR** HPER 1403	Physical Education Activity **OR** Personal and Community Health	1 - 3
Physical Science Choice* **OR** Biological Science Choice* *Choice must include Lab*	Physical Science Choice* **OR**** Biological Science Choice*	4

	(Choice must include Lab, whichever one that was not taken in the second semester)	
ACTS Course Elective	ACTS Course Elective (see ACTS List)	3
Total		**14-16**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
Social Science*	Social Science Choice*	3
ACTS Course Elective	ACTS Course Elective (see ACTS List)	3
ACTS Course Elective	ACTS Course Elective (see ACTS List)	3
ACTS Course Elective	ACTS Course Elective (see ACTS List)	3
Fine Arts Choice*	Fine Arts choice*	3
PHED 1001	(If needed to satisfy the required 2 credit hours of Physical Education)	~1
Total		**15-16**
PROGRAM CREDIT HOUR TOTAL		**60**

****Student must take one Biological Science (BIOL) and one Physical Science (PHYS, CHEM, GEOL) to complete the Associate of Arts degree. The student will need to decide which choices they want to take for the second and third semesters.*

Class options for Choice*

Math Choice Options: MATH 1023 College Algebra, MATH 1033 Plane Trigonometry, MATH 1113 Mathematical Reasoning, MATH 2015 Calculus I

History Choice Options: HIST 1003 History of Civilization, HIST 1013 History of Civilization since 1700, HIST 2013 History of US 1876, HIST 2023 History of US since 1876

Social Science Choice Options: PSYC 2003 General Psychology, SOCI 2003 Introduction to Sociology, GEOG 2003 Introduction to Geography, ECON 2003 Macroeconomics Principles, PSCI 2003 American Government: National

Biological Science Choice Options: BIOL 1004/L Fundamentals of Biology/Lab, BIOL 1114/L Biology for Majors/Lab, BIOL 1024/L Zoology/Lab, BIOL1034/L General Botany/Lab, BIOL 2064/L Human Anatomy and Physiology I/Lab, BIOL 2074 Human Anatomy and Physiology II/Lab

Physical Science Choice Options: CHEM 1004/L Fundamentals of Chemistry/Lab, CHEM 1014/L College Chemistry Principles I /Lab, CHEM 1024/L Chemistry I for Science Majors/Lab, GEOL 1004/L Physical Geology/Lab, GEOL 1014/L Historical Geology/ Lab, PHYS 1004/L the Physical Sciences/ Lab

Fine Arts Choice Options: ENGL 2213 Literature I (Comp II is prerequisite for Literature I and II), ENGL 2223 Literature II (Comp II is prerequisite for Literature I and II), ARTI 2003 Art Appreciation, MUSI 2003 Music Appreciation, THEA 2003 Theatre Appreciation, PHIL 2003 Introduction to Philosophy.

CERTIFICATE OF GENERAL STUDIES

Technical Certificate

The Certificate of General Studies is designed to recognize the completion of a general education core of 31 credits. This program allows students to earn an award after approximately one year of college education. The program is transferable to four- year colleges in Arkansas and should have good transferability to colleges in other states. Students should always contact the university to which they wish to transfer for more information.

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

Certificate of General Studies (CGS)

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL 1113	Composition I	3
Math Choice*	Math Choice*	3
SPCH 1113	Principles of Speech	3
CSCI 1003 **OR** Social Science Choice* **OR** History Choice*	Introduction to Computers **OR** Social Science Choice* **OR** History Choice*	3
History Choice*	History Choice	3
Total		**15**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
Fine Arts Choice*	Fine Arts Choice*	3
Fine Arts Choice*	Fine Arts Choice *	3
Physical Science Choice* **OR** Biological Science Choice* *Choice must include Lab*	Physical Science Choice* **OR**** Biological Science Choice* *Choice must include Lab*	4
Social Science Choice*	Social Science Choice	3
Total		**16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		**31**

**Student must take one Biological Science (BIOL) and one Physical Science (PHYS, CHEM, GEOL) to complete the Associate of Arts degree. The student will need to decide which choice they want to take for the second semester.

Class options for Choice*

Math Choice Options: MATH 1023 College Algebra, MATH 1033 Plane Trigonometry, MATH 1113 Mathematical Reasoning, MATH 2015 Calculus I

History Choice Options: HIST 1003 History of Civilization, HIST 1013 History of Civilization since 1700, HIST 2013 History of US 1876, HIST 2023 History of US since 1876

Social Science Choice Options: PSYC 2003 General Psychology, SOCI 2003 Introduction to Sociology, GEOG 2003 Introduction to Geography, ECON 2003 Macroeconomics Principles, PSCI 2003 American Government: National

Biological Science Choice Options: BIOL 1004/L Fundamentals of Biology/Lab, BIOL 1114/L Biology for Majors/Lab, BIOL 1024/L Zoology/Lab, BIOL1034/L General Botany/Lab, BIOL 2064/L Human Anatomy and Physiology I/Lab, BIOL 2074 Human Anatomy and Physiology II/Lab

Physical Science Choice Options: CHEM 1004/L Fundamentals of Chemistry/Lab, CHEM 1014/L College Chemistry Principles I /Lab, CHEM 1024/L Chemistry I for Science Majors/Lab, GEOL 1004/L Physical Geology/Lab, GEOL 1014/L Historical Geology/ Lab, PHYS 1004/L the Physical Sciences/ Lab

Fine Arts Choice Options: ENGL 2213 Literature I (Comp II is prerequisite for Literature I and II), ENGL 2223 Literature II (Comp II is prerequisite for Literature I and II), ARTI 2003 Art Appreciation, MUSI 2003 Music Appreciation, THEA 2003 Theatre Appreciation, PHIL 2003 Introduction to Philosophy.

COMPUTER INFORMATION TECHNOLOGY

(Course Descriptions – CSCI)

Associate of Applied Science

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

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

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
CSCI 1263	Windows Operating Systems	3
CSCI 1323	Networking Fundamentals	3
CSCI 1513	Computer Careers and Professional Development	3
CSCI 1813	Cyber Security Essentials	3
ENGL 1113	Composition I	3
Total		**15**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
BUSI 2043	Customer Service and Support	3
CSCI 1114	IT Essentials	4
CSCI 1703	Introduction to Linux	3
CSCI 2063 **OR** CSCI 2603*	Programming I **OR** CISCO I*	3
MATH 1023 **OR** MATH 1073 **OR** MATH 1113	College Algebra **OR** Technical Mathematics **OR** Mathematical Reasoning	3
Total		**16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (COMPUTER INFORMATION TECHNOLOGY)		***31***

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
BUSI 2063	Business Communications	3
CSCI 1713 **OR** CSCI 2613* **OR** CSCI 2433**	Alternative Operating Systems **OR** CISCO II* **OR** Network Security**	3
CSCI 2373	Windows Server	3
CSCI 2713	SQL	3
Elective***	Approved Restricted Elective (CSCI/BUSI/BTEC)***	3
Total		**15**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123 ENGL 2043	Composition II **OR** Technical Writing II	3
CSCI 2483 CSCI 2703	Internship **OR** Professional Projects & Portfolio Design	3
CSCI 2623* **OR** CSCI 1803** **OR** Elective***	CISCO III * **OR** Security + ** **OR** Approved Restricted elective (CSCI/BUSI/BTEC)***	3
Elective***	Approved Restricted Elective (CSCI/BUSI/BTEC)***	3
Social Science Elective****	Social Science Elective****	3
Total		**15**
PROGRAM CREDIT HOUR TOTAL		*61*

*Networking Pathway-consult your advisor for additional information

**Cyber Security Pathway-consult your advisor for additional information

*** Approved Restricted Electives Options: CSCI 1713 Alternative Operating Systems, CSCI 1803, Security +, CSCI 1833 Mobile Application Programming, CSCI 2203 Database, CSCI 2383 Linux Server, Special Topics (CSCI 2351, 2352, 2353, 2361, 2362, 2363), CSCI 2433 Networking Security, CSCI 2063 Programming I, CSCI 2603 CISCO I, CSCI 2613 CISCO II, CSCI 2623 CISCO III, BTEC 1113 Social Media, BTEC 2043 Web Design I, BTEC 2143 Business Applications, BTEC 2193 Web Design II, BTEC 2233 Excel, ADMS 1003 Introductory Accounting, ACCT 2003 Principal of Accounting I, BUSI 1003 The American Enterprise System, BUSI 2013 Business Statistics*

**** Approved Social Science Electives Options: ECON 2103 Macroeconomic Principles, HIST 2013 History of the United States to 1876, HIST 2023 History of the United States Since 1876, PSCI 2013 American Government: National, PSCY 2003 General Psychology, SOCI 2003 Introduction to Sociology*

Computer Technology - Certificate of Proficiency*

Course Number	Course Name	Credit Hours
CSCI 1263	Windows Operating Systems	3
CSCI 1323	Networking Fundamentals	3
CSCI 1513	Computer Careers and Professional Development	3
CSCI 1813	Cyber Security Essentials	3
Total		**12**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		*12*

Information Technology Support - Certificate of Proficiency*

Course Number	Course Name	Credit Hours
BUSI 2043	Customer Service and Support	3
CSCI 1114	IT Essentials	4
CSCI 1703	Introduction to Linux	3
CSCI 2063 **OR** CSCI 2603*	Programming I **OR** CISCO I*	3
Total		**13**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		*13*

GENERAL BUSINESS

(Course Descriptions – ACCT, BUSI, BTEC, MGMT, ENTR, ECON)

Associate of Applied Science

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

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
BUSI 1003 **OR** ENTR 1003	The American Enterprise System **OR** Intro to Entrepreneurship	3
BTEC 2143	Business Applications	3
ENGL 1113	Composition I	3
MATH 1023 **OR** MATH 1113	College Algebra **OR** Mathematical Reasoning	3
Elective	Elective (BUSI, BTEC, CSCI, MGMT, ENTR, ADMS, ACCT or ECON)	3-4
Total		**15-16**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ACCT 2003	Principles of Accounting I	3
BUSI 2063	Business Communications	3
ENGL 1123	Composition II	3
MGMT 1113 **OR** MGMT 2113	Intro to Management **OR** Management Skills	3
Elective	Elective (BUSI, BTEC, CSCI, MGMT, ENTR, ADMS, ACCT or ECON)	3-4
Total		**15-16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***30-32***

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ACCT 2103	Principles of Accounting II	3
ECON 2003	Macroeconomic Principles	3
ENGL 2123 **OR** SPCH 1113	Advanced Grammar & Composition **OR** Principles of Speech	3
Elective	Elective (BUSI, BTEC, CSCI, MGMT, ENTR, ADMS, ACCT or ECON)	3
Elective	Elective (BUSI, BTEC, CSCI, MGMT, ENTR, ADMS, ACCT or ECON)	3-4
Total		**15-16**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
BUSI 2013	Business Statistics	3
BUSI 2043	Customer Service and Support	3
ECON 2103	Microeconomic Principles	3
Elective	Elective (BUSI, BTEC, CSCI, MGMT, ENTR, ADMS, ACCT or ECON)	3-4
Elective	Elective (BUSI, BTEC, CSCI, MGMT, ENTR, ADMS, ACCT or ECON)	3-4
Total		**15-16**
TOTAL PROGRAM HOURS		***60-64***

ENTERTAINMENT AND MEDIA ARTS

Associate of Applied Science

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

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EMAT 1013	Scriptwriting	3
EMAT 1103	Introduction to Media	3
EMAT 1033 **OR** EMAT 2603	Fundamentals of Stagecraft **OR** Sound Design	3
EMAT 2303	Film Pre-Production	3
ENGL 1113	Composition I	3
Total		**15**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (FILM PRODUCTION)		***15***

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
BTEC 2183	Introduction to Computer Graphics	3
EMAT 1203 **OR** EMAT 2203	American Cinema **OR** Documentary Film-Making	3
EMAT 1503	Lighting	3
EMAT 1603	Digital Photography	3
ENGL 1123	Composition II	3
Total		**15**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (FILM PRODUCTION)		***30***

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
CSCI 1003	Introduction to Computers	3
BTEC 1113 **OR** ENTR 1003	Social Media **OR** Introduction to Entrepreneurship	3
EMAT 2403	Film Production & Design	3
EMAT 2503	Internship I	3
MATH 1113	Mathematical Reasoning	3
Total		**15**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (ENTERTAINMENT TECHNOLOGY)		***15***

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
CSCI 2703	Professional Projects and Portfolio Design	3
EMAT 1023	Media Ethics	3
EMAT 1403	Editing and Post-Production	3
EMAT 2513	Internship II	3
Social Science Choice*	Social Science Choice*	3
Total		**15**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (ENTERTAINMENT TECHNOLOGY)		*30*
TOTAL PROGRAM HOURS FOR ASSOCIATE OF APPLIED SCIENCE (ENTERTAINMENT AND MEDIA ARTS)		*60*

Social Science Choice Options: PSYC 2003 General Psychology, SOCI 2003 Introduction to Sociology, GEOG 2003 Introduction to Geography, ECON 2003 Macroeconomics Principles, PSCI 2003 American Government: Nationals.

EARLY CHILDHOOD EDUCATION

(Course Descriptions – ECED, EDUC)

Associate of Applied Science

The Early Childhood Education program is designed to provide early childhood educators with the knowledge and skills to meet the developmental needs of young children, birth to pre-kindergarten. Upon completion of this minimum 66-credit-hour program, graduates will be eligible for employment as early childhood center directors, Early Childhood teachers, teacher's aides and caregivers, and kindergarten or elementary classroom paraprofessionals dependent on State and program requirements for these positions.

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

- Students must earn a grade of "C" or better in all courses taken to satisfy the AAS degree in Early Childhood Education;
- Students must maintain an overall GPA of 2.0 to remain in the program;
- All students are required to have a current cleared child maltreatment background check, a cleared criminal background check, and be negative for TB.
- All students must have a SouthArk Student Observer Badge.
- Students who have not taken ECED, ECTC, or EDUC courses for a period of three semesters will be required to resubmit child maltreatment and criminal background clearances.

Associate of Applied Science

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
EDUC 2033	Child Growth & Development	3
ECED 1003	Foundations of Early Childhood Education	3
ECED 1023	Environments for Young Children	3
ECED 1033	Practicum I	3
ECED 1043	ECE Ethics & Professionalism	3
Total		**15**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY* (***EARLY CHILDHOOD EDUCATION***)		*15*

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

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113 ENGL 1043	Composition I **OR** Technical English for Industry	3
MATH 1023 **OR** Math 1113 **OR** MATH 1073	College Algebra **OR** Mathematical Reasoning **OR** Technical Math	3
ECED 2503	Child Guidance	3
ECED 2703	Preschool Curriculum	3
ECED 2803	Infant & Toddler Curriculum	3
CSCI 1003 **OR** EDUC 2313	Introduction to Computers **OR** Intro to Education Technology	3
Total		**18**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE* (***EARLY CHILDHOOD EDUCATION***)		*33*

*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*

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ECED 2303	Literacy & Language Arts for Early Childhood	3
ECED 2403	Math and Science for Early Childhood	3
ECED 2903	Future Perspectives	3
EDUC 2023	Survey of Exceptional Children	3
PSYC 2003 **OR** SOCI 2003 **OR** GEOG 2003 **OR** Social Science Choice**	General Psychology **OR** Introduction to Sociology **OR** Intro to Geography **OR** Social Science Choice**	3
SPCH 1113	Principles of Speech	3
Total		**18**

FOURTH SEMESTER/YEAR: *Choose at least 5 courses below, for the 4th semester.*

Course Number	Course Name	Credit Hours
ECED 2053	Administration of Preschool Programs	3
ECED 2063	Administration for Early Childhood Education Programs II	3
ECED 2743	Music & Creative Arts	3
ECED 2833	Caring for Exceptional Children	3
ECED 2843	Teaching & Learning for the Exceptional Young Child	3
ECED 2863	Infant Toddler Development & Learning	3
ECED 2873	Infant Toddler Caregiving Field Experience	3
ECED 2883	School-Age Environments, Care, & Activities	3
ECED 2893	School-Age Development, Learning Guidance	3
Total		**15 - 21**
TOTAL PROGRAM HOURS (EARLY CHILDHOOD EDUCATION)		**66+**

**Social Science Choice Options: PSYC 2003 General Psychology, SOCI 2003 Introduction to Sociology, GEOG 2003 Introduction to Geography, ECON 2003 Macroeconomics Principles, PSCI 2003 American Government: Nationals.

All Certificates below can be earned while achieving the AAS in Early Childhood Education, depending on the courses taken in the 4th semester.
- Infants and Toddlers
- School-Age and After School Care
- Administration
- Early Childhood Special Needs
- Early Childhood Education Curriculum

(Course Descriptions – ECED, EDUC)

Course Number	Course Name	Credit Hours
ECED 2803	Infant & Toddler Curriculum	3
ECED 2863	Infant Toddler Development & Learning	3
ECED 2873	Infant Toddler Caregiving Field Experience	3
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (EARLY CHILDHOOD EDUCATION INFANTS AND TODDLERS)		**9**

Course Number	Course Name	Credit Hours
ECED 2883	School-Age Environments, Care, & Activities	3
ECED 2893	School-Age Development, Learning Guidance	3
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (EARLY CHILDHOOD EDUCATION SCHOOL-AGE & AFTER SCHOOL CARE)		**6**

Course Number	Course Name	Credit Hours
ECED 2053	Administration of Preschool Programs	3
ECED 2063	Administration for Early Childhood Education Programs II	3
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (EARLY CHILDHOOD EDUCATION ADMINISTRATION)		**6**

Course Number	Course Name	Credit Hours
EDUC 2023	Survey of Exceptional Children	3
EDUC 2033	Child Growth & Development	3
ECED 2833	Caring for Exceptional Children	3
ECED 2843	Teaching & Learning for the Exceptional Young Child	3
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (EARLY CHILDHOOD EDUCATION SPECIAL NEEDS)		**12**

Course Number	Course Name	Credit Hours
EDUC 2033	Child Growth & Development	3
ECED 2303	Literacy & Language Arts for Early Childhood	3
ECED 2403	Math and Science for Early Childhood	3
ECED 2743	Music, Movement & Creative Arts	3
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (EARLY CHILDHOOD EDUCATION CURRICULUM)		**12**

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

Available Credentials from Other Agencies

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

1. **Arkansas Birth to Pre-K Teaching Credential**
   ECED courses have been developed to include core competencies for the Birth through Prekindergarten Teaching Credential as mandated by AR law 187 passed in March, 2009. A NOCTI exam is required for this credential. For further information visit the website: https://humanservices.arkansas.gov/divisions-shared-services/child-care-early-childhood-education/professional-development/birth-pre-k-teaching-credential/

2. **Arkansas Infant Toddler Certificate**
   The Division of Child Care and Early Childhood Education (DCCECE) offers the Infant Toddler Certificate to support practitioners in acquiring skills and knowledge as part of a career pathway in the field of Infant and Toddler Care. The certificate contains three levels of training: foundation, intermediate, and advanced. Upon completion of all levels, practitioners can expect to build their professional competencies in supporting a young child's social-emotional, cognitive, language, and literacy development. For further information visit the website: https://humanservices.arkansas.gov/divisions-shared-services/child-care-early-childhood-education/professional-development/infant-toddler-certificate/

3. **Child Development Associate Credential (CDA)**
   This credential is issued by the Council for Professional Recognition from Washington, D.C. Courses taken for the Certificate of Proficiency in ECE meet the criteria of 120 hours of professional education. To obtain this credential candidates are required to provide proof of 480 hours of experience in an early childhood setting during the last 3 years, create a CDA portfolio, submit family questionnaires, take a CDA exam, be observed by a Professional

   Development Specialist and pay the assessment fee. For further information visit the website: www.cdacouncil.org

4. **Para Professional**

All paraprofessionals working in Title One schools in Arkansas must follow state guidelines for certification and qualification. Paraprofessionals who work under Title one are those who are employed by the Learning Education Agencies (LEA). Specific paraprofessional requirements in Arkansas are:

- A high school diploma or GED/HiSET

- 60 credits or an Associates degree at an accredited college

- received a 457 grade on the Educational Testing Services (ETS) Parapro assessment

Paraprofessional training and a Child Development Associate Certificate cannot be used to replace these requirements for anyone wishing to work above a preschool level of education. Both the AAS-ECE and the AS in Education degrees offered at SouthArk meet the education requirements. For further information visit the website: dese.ade.arkansas.gov and ets.org.

EDUCATION

(Course Descriptions – EDUC)

Associate of Science

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

Student requirements to be awarded the ASE degree

Must have a cumulative GPA of 2.0 or higher. (Please note that some four-year institutions require a higher GPA for acceptance into Teacher Education Programs.) Passing scores on the PRAXIS CORE exam are required for acceptance into Teacher Education Programs upon transfer.

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL 1113	Composition I	3
EDUC 2003*	Introduction to Education	3
EDUC 2033* **OR** EDUC 2053*	Child Growth & Development **OR** Development & Learning	3
MATH 1023 **OR** MATH 1113	College Algebra **OR** Mathematical Reasoning	3
HIST 2013 **OR** HIST 2023 **OR** PSCI 2003	History of the US to 1876 **OR** History of the US Since 1876 **OR** American Government: National	3
Total		**15**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (EDUCATION STUDIES)		**6**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
EDUC 2313	Introduction to Educational Technology	3
SPCH 1113	Principles of Speech	3
*One of the following:** BIOL 1004/L PHYS 1004/L GEOL 1004/L CHEM 1014/L CHEM 1024/L CHEM 1004/L	*One of the following:** Fundamentals of Biology Physical Science/Lab Physical Geology/Lab College Chemistry Principles I/Lab Chemistry I for Science Majors/Lab Fundamentals of Chemistry/Lab	4

One of the following: PSYC 2003 SOCI 2003 PSCI 2003 ECON 2003 GEOG 2003	One of the following: General Psychology Sociology American Government: National Macroeconomic Principles Intro to Geography	3
Total		**16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (EDUCATION STUDIES)		***31***

**Student must take one Biological Science (BIOL) and one Physical Science (PHYS, CHEM, GEOL) to complete the AS in Education.

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
HIST 1003 **OR** HIST 1013	History of Civilization to 1700 **OR** History of Civilization Since 1700	3
EDUC 2113 **OR** ELECTIVE***	Math for Teachers I (ES Focus) **OR** Concentration Elective (MS or HS Focus)***	3
*One of the following:*** BIOL 1004/L PHYS 1004/L GEOL 1004/L CHEM 1014/L CHEM 1024/L CHEM 1004/L	*One of the following:*** Fundamentals of Biology Physical Science/Lab Physical Geology/Lab College Chemistry Principles I/Lab Chemistry I for Science Majors/Lab Fundamentals of Chemistry/Lab	4
ENGL 2213 **OR** ENGL 2223	Literature I **OR** Literature II	3
One of the following: ARTI 2003 MUSI 2003 THEA 2003 PHIL 2003 FREN 1014 SPAN 1014	*One of the following:* Art Appreciation Music Appreciation Theatre Appreciation Intro to Philosophy Elementary French I Elementary Spanish I	3 - 4
Total		**16 - 17**

*** Middle School & High School emphasis may substitute a content focus course for the Math for Teachers I & II (more information below).
**Student must take one Biological Science (BIOL) and one Physical Science (PHYS, CHEM, GEOL) to complete the AS in Education

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EDUC 2223 **OR** ELECTIVE***	Math for Teachers II (ES Focus) **OR** Concentration Elective (MS or HS Focus)***	3
HIST 2003	History of Arkansas	3
EDUC 2103 **OR** Education Elective	Child and Adolescent Literature **OR** Education Elective	3
One of the following: ARTI 2003 MUSI 2003 THEA 2003 PHIL 2003	*One of the following:* Art Appreciation Music Appreciation Theatre Appreciation Intro to Philosophy	3 - 4

FREN 1014	Elementary French I	
SPAN 1014	Elementary Spanish I	
PHED 1001 **OR**	Physical Activity choice **OR**	1 - 3
HPER 1403	Personal and Community Health	
Total		**13-15**
TOTAL PROGRAM HOURS FOR ASSOCIATE OF SCIENCE IN EDUCATION		***60+***

***Middle School & High School emphasis may substitute a content focus course for the Math for Teachers I & II (more information below).

Certificate of Proficiency – Education Studies

(Course Descriptions – EDUC)

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EDUC 2003	Introduction to Education	3
EDUC 2033 **OR**	Child Growth & Development **OR**	3
EDUC 2053	Development & Learning	
Total		**6**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (EDUCATION STUDIES)		***6***

*** Middle School and High School emphasis may substitute a content focus course for the Math for Teachers I & II
- *Content focus courses must be one of the following: General Studies Courses, EDUC program course, or another program focused course.*
- *High School focused should align with one content area that they plan to teach.*
- *Middle School focused should align with one or two content areas that they plan to teach.*

ASSOCIATE OF ARTS IN TEACHING (AAT)

The Associate of Arts in Teaching degree will be awarded to students who successfully complete a planned program of collegiate level work that is transferable toward a baccalaureate degree in teacher education as state in Arkansas Code 6-61-231 (2012). This two-year transfer degree is designed to introduce students to the profession of teaching, to increase the number of teacher candidates, to ease transfer from two- to four-year institutions, and to maximize the credit hours taken at the two-year institution. The Associate of Arts in Teaching is designed to align with state licensure requirements and consists of 60-64 semester credit hours. **In order to receive the AAT, students must have met the basic skills requirement (Praxis Core, ACT, SAT, or equivalent measures) for the receiving four-year institution.**

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL 1113	Composition I	3
EDUC 2003	Introduction to Education	3
EDUC 2053 PSYC 2223	Development & Learning **OR** Developmental Psychology	3
MATH 1023 **OR** MATH 1113	College Algebra **OR** Mathematical Reasoning **OR** Any higher level math	3
HIST 2013 **OR** HIST 2023 **OR** PSCI 2003	History of the US to 1876 **OR** History of the US Since 1876 **OR** American Government: National	3
Total		**15**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
EDUC 2313	Introduction to Educational Technology	3
SPCH 1113	Principles of Speech	3
One of the following: PHYS 1004/L GEOL 1004/L CHEM 1014/L CHEM 1024/L CHEM 1004/L BIOL 1004/L	*One of the following:* Physical Science/Lab Physical Geology/Lab College Chemistry Principles I/Lab Chemistry I for Science Majors/Lab Fundamentals of Chemistry/Lab **OR** Fundamentals of Biology	4
PSYC 2003	General Psychology	3
Total		**16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (TEACHING)		***31***

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
HIST 1003 **OR** HIST 1013	History of Civilization to 1700 **OR** History of Civilization Since 1700	3
EDUC 2113	Math for Teachers I	3
One of the following: PHYS 1004/L GEOL 1004/L CHEM 1014/L CHEM 1024/L CHEM 1004/L BIOL 1004/L	*One of the following:* Physical Science/Lab Physical Geology/Lab College Chemistry Principles I/Lab Chemistry I for Science Majors/Lab Fundamentals of Chemistry/Lab **OR** Fundamentals of Biology	4
ENGL 2213 **OR** ENGL 2223	Literature I **OR** Literature II	3
GEOG 2003	Intro to Geography	3
Total		**16**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EDUC 2223	Math for Teachers II	3
HIST 2003	History of Arkansas	3
EDUC 2103 <u>**OR**</u> Elective	Child and Adolescent Literature **OR** Subject Matter Elective	3
One of the following: ARTI 2003 MUSI 2003 THEA 2003 PHIL 2003	*One of the following:* Art Appreciation Music Appreciation Theatre Appreciation Intro to Philosophy	3
PHED 1001 **OR** HPER 1403	Physical Activity choice **OR** Personal and Community Health	1 - 3
Total		**13-15**
TOTAL PROGRAM HOURS		***62+***

Education majors may obtain more information regarding the PRAXIS CORE Exam by going to www.ets.org or by speaking to the Education Program Director. Specific requirements for four-year institutions should be obtained from the institution's teacher education program. Praxis Core passing scores: Reading 156; Math 150; Writing 162. ACT or SAT scores may be used for qualifications in lieu of Praxis Core scores. Praxis scores are valid for 3 years.

The courses offered in the ASE and AAT degree programs are appropriate for students seeking licensure in a variety of K-6, Middle School and High School teaching fields as well as other K-12 licensures. Students should check with advisors at the four-year institution they plan to attend and the SouthArk Education Program Director to tailor courses to meet specific licensure and degree requirements. Educator licensure for the State of Arkansas may be found at:

https://dese.ade.arkansas.gov/Offices/educator-effectiveness/educator-licensure/how-to-obtain-a-license

- Students must earn a grade of "C" or better in courses taken to satisfy the Associate of Science in Education. Some four-year degree programs may require a grade of "B" or better for Education Courses;
- Students must have a final grade-point average of at least 2.0. Please note that some four-year

institutions require a higher GPA to enter their Teacher Education Program;

- All students are required to have a current cleared child maltreatment background check, a cleared criminal background check, and be negative for TB.

- All students must have a SouthArk Student Observer Badge.

- Students who have not taken ECED, ECTC, or EDUC courses for a period of three semesters will be required to resubmit child maltreatment and criminal background clearances.

- Students must meet minimum academic skills for acceptance into Teacher Education Programs at a four-year institution. This may be demonstrated by passing the PRAXIS Core Academic Skills for Educators (CASE), an academic skills assessment that measures reading, writing, and mathematical skills. Students should send score results to both SouthArk and the four-year program(s) they intend to transfer to. ACT scores may be accepted in lieu of the PRAXIS Core at some four-year institutions. Students should verify this with the transfer institution.

Articulation

A program may be provided through articulation or MOU with four-year institutions which allows ASE students to complete their Bachelor's degree course work by transferring their ASE degree and entering directly into a teacher education program at a Junior level. Degree completion is subject to the policies and requirements of the transfer institution. Course delivery for the completion of degrees is offered in several modalities including distance learning formats. Students should consult with the transfer institution's Teacher Education Program advisor regarding requirements to complete degrees and obtain licensure for teaching K-12. Students seeking Middle School and High School credentials may find a more direct route to certification by minoring in your desired content area at the transfer institution and majoring in Teacher Education. Middle School candidates choose 2 concentration areas. Students desiring to become athletic coaches in public schools should first review requirements of the transfer institution.

Additional Opportunities for AS in Education Students

Para Professional

All paraprofessionals working in Title One schools in Arkansas must follow state guidelines for certification and qualification. Paraprofessionals who work under Title one are those who are employed by the Learning Education Agencies (LEA). Specific paraprofessional requirements in Arkansas are:

- A high school diploma or GED/HiSET

- 60 credits or an Associates degree at an accredited college

- received a 457 grade on the Educational Testing Services (ETS) Parapro assessment

Paraprofessional training and a Child Development Associate Certificate cannot be used to replace these requirements for anyone wishing to work above a preschool level of education. Both the AAS-ECE and the AS in Education degrees offered at SouthArk meet the education requirements. For further information visit the website: dese.ade.arkansas.gov and ets.org.

Arkansas Future Grant

The purpose of this grant is to increase the education and skills of Arkansas's workforce in an affordable manner. The grant applies to students enrolled in Science, Technology, Engineering, and Math (STEM) or regional high-demand areas of study. The grant will cover tuition and fees for qualifying certificate and Associate degree programs at Arkansas' public institutions for eligible students. The grant is available on a first-come, first-serve basis. For further information visit the website: https://scholarships.adhe.edu/scholarships/detail/arfutures

Health Science

Associate of Applied Science (AAS)
Paramedic
Physical Therapist Assistant
Radiologic Technology
Registered Nursing
Surgical Technology

Technical Certificates
Medical Coding
Paramedic
Practical Nursing
Pre-Health Science

Certificates of Proficiency
Advanced Emergency Medical Technician (AEMT)
Emergency Medical Technician (EMT)
Medical Coding
Phlebotomy

If you are interested in further information regarding the Health Sciences Division contact

Heath Science Office

870-864-8424

EMERGENCY MEDICAL SERVICES PROGRAMS

(Course Descriptions – EMSP)

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

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

Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/emergency-medical-services

- The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted.

Emergency Medical Technician (EMT)

(Course Descriptions – EMSP)

Course content covers cognitive, psychomotor and affective instruction, including 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.

Application to the program is not required. The course has open enrollment until filled. Maximum enrollment is 15 students. There are no pre-requisite courses.

CERTIFICATE OF PROFICIENCY - EMT

Course Number	Course Name	Credit Hours
EMSP 1007	Emergency Medical Technician	7
Total		**7**

Advanced Emergency Medical Technician (AEMT)

(Course Descriptions – EMSP)

This fifteen-credit-hour, 3-semester program is for certified EMT's to obtain further training at an intermediate level between EMT and Paramedic. The program is designed to prepare students for the AEMT licensure examination. The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response under medical oversight. AEMT's perform interventions with the basic and advanced equipment typically found on an ambulance. The AEMT is a link from the scene to the emergency health care system.

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

The applicant must already be a certified EMT (Emergency Medical Technician). Other than that, this program has no pre-requisite courses. **This program has specific application qualifications and process, selective admission, timelines, and other important information that can be found on the college's website under Academics/Health Science/Emergency Medical Services or from the EMS program director.**

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

CERTIFICATE OF PROFICIENCY - ADVANCED EMT

(Course Descriptions – EMSP)

PROGRAM COURSES:

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EMSP 1011	EMS Environment I	1
EMSP 1013	Shock and Fluid Therapy	3
Total		**4**

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
EMSP 1043	Traumatology	3
EMSP 2022	EMS Environment II	2
Total		**5**

THIRD SEMESTER/YEAR:

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

Paramedic (EMT-to-Paramedic)

(Course Descriptions – EMSP)

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

The Paramedic program consists of three semesters, beginning each fall semester, of concentrated study including classroom, laboratory time, hospital clinical experiences, and field internship rotations with an Advanced Life Support (ALS) ambulance service. A minimum of 1200 contact hours is required for program completion to include: 600 classroom and laboratory hours, 300 hospital clinical hours, and 300 hours of ALS ambulance field internship (capstone field internship.)

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

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

Students successfully completing the 6 hours of co-requisite work plus the three semesters of Paramedic courses will be awarded a technical certificate. Students are then eligible to sit for the national registry licensure exam. Students may take the two general education courses, HSCI 1003 and MATH 1083, either **prior to or during** the program in order to graduate.

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

Students will earn an Associate of Applied Science (AAS) degree in Paramedic after successfully completing the additional 12 credit hour general education requirement.

TECHNICAL CERTIFICATE - PARAMEDIC

PROGRAM COURSES

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
EMSP 1003	Human Systems and Assessment	3
EMSP 1011	EMS Environment I	1
EMSP 1013	Shock and Fluid Therapy	3
EMSP 1023	Emergency Respiratory Care	3
EMSP 1033	Intermediate Clinical Rotation	3
HSCI 1003*	Medical Terminology	3
MATH 1083* **OR** MATH 1023 **OR** MATH 1073 **OR** MATH 1113	Math for Health Professionals **OR** College Algebra **OR** Technical Mathematics **OR** Mathematical Reasoning	3
Total		**19**

*Successful completion of HSCI 1003 and MATH 1083 (or approved substitute course) either prior to entering program or during program is required to graduate from program.

SEMESTER/YEAR: SPRING

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

SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
EMSP 2022	EMS Environment II	2
EMSP 2101	Paramedic Clinical Rotation II	1
EMSP 2112	Medical Emergencies II	2
EMSP 2224	Field Internship I	4
EMSP 2234	Field Internship II	4
Total		**13**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		*48*

Associate of Applied Science Degree (AAS): Emergency Medical Technician-to-Paramedic

Students desiring an Associate of Applied Science degree will be required to complete the requirements of the Paramedic Technical Certificate plus the following general education requirements. These general education courses may be taken prior to, during, or after the program.

ASSOCIATE OF APPLIED SCIENCE - PARAMEDIC

Course Number	Course Name	Credit Hours
ENGL 1113	Composition I	3
ENGL 1123 ENGL 2043 Not available	Composition II **OR** Technical Writing II **OR** Interpersonal Communications (not offered at SouthArk)	3
PSYC 2003	General Psychology	3
CSCI 1003	Introduction to Computers	3
Total		**12**

Totals for EMT-to-Paramedic Associate of Applied Science Degree	Credit Hours
Total program hours for Technical Certificate (Paramedic)	*48*
General Education Requirements	12
PROGRAM CREDIT HOUR TOTAL	*60*

Community Paramedic

(Course Descriptions – EMSP)

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

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

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

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

Certificate of Proficiency - Community Paramedic

Course Number	Course Name	Credit Hours
EMSP 2254	Community Paramedic Principles, Practices & Public Health	4
EMSP 2264	Pathophysiology and Disease Management for the Community Paramedic	4
EMSP 2274	Community Paramedic Patient Clinical Care Practicum	4
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		**12**

MEDICAL CODING

(Course Descriptions – HCIT)

Certificate of Proficiency and Technical Certificate

We offer a one-year (3-semester) technical certificate in medical coding plus students will also earn a certificate of proficiency (CP) upon successful completion of all of the first semester courses in the FT pathway (17 credit hours). There is both a part-time and a full-time pathway for students. Employment in the medical coding field usually requires completion of the full program and earning of a technical certificate. The program begins in the fall semester. Application to the program is not required. The program has open enrollment until filled.

The Medical Coding program, which is almost totally online, with the exception of the Practicum component of the final course, will prepare individuals for diagnostic and procedural coding positions in hospitals, physician offices and clinics, long-term care facilities, insurance companies, home care agencies, managed care organizations, and surgical centers. The program prepares the graduates for various certification exams that are applicable in this career field. The program consists of online instruction, online simulated instruction, and practicum experiences in clinic and hospital settings.

Application to the program is not required. The program has open enrollment until filled.

The Practicum and Certification Preparation course (HCIT 2774) in the final semester (summer) consists of online certification exam preparation plus requires a minimum of eighty (80) hours of practicum (clinical) time in an assigned/approved clinic, hospital setting, and/or online simulation. **Each student selects and contacts potential clinical sites in the region near their area of residence and collaborates with the program director to arrange a possible affiliation agreement/contract.**

IMPORTANT NOTE: Since there is no guarantee that a student's chosen facility will agree to allow the student to perform his/her practicum/clinical hours in their facility, students may have to travel to complete the required practicum/clinical hours. Therefore, students must be prepared to travel and must provide his/her own transportation to an assigned/approved facility outside of his/her local/regional vicinity if deemed necessary.

Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/medical-coding

The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted. Students must successfully complete each required program course in a semester with a grade of 'C' or higher to be eligible to progress to the next level of the program and ALL courses in the program MUST be completed with a minimum grade of "C."

After successfully completing the medical coding TC program, students are eligible to register for and take a certified coding exam such as, but not limited to, the Certified Coding Associate (CCA) exam with the American Health Information Management Association (AHIMA) or the Certified Professional Coder (CPC) exam with the American Academy of Professional Coders (AAPC).

PROGRAM COURSES: Full-time

SEMESTER/YEAR: FALL (Certificate of Proficiency earned upon successful completion of all of the courses listed in this semester)

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

SEMESTER/YEAR: SPRING

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

SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
HCIT 2774	Medical Coding Practicum and Certification Preparation	4
Semester Credit Hour Total		**4**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***37***

Human Anatomy and Physiology I/Lab, Medical Terminology, Human Anatomy and Physiology II/Lab, and Introduction to Computers may be taken prior to entering the program or concurrently with the HCIT courses during the first two semesters but all program courses, including the general education courses, must have been successfully completed with a grade of 'C' or higher PRIOR to being eligible to take the final semester course, HCIT 2774.

PROGRAM COURSES: Part-time

FIRST SEMESTER/YEAR: FALL (See Full-Time for information on earning the Certificate of Proficiency)

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab*	4
HCIT 2803	Introduction to Medical Science	3
SASC 1101	Campus Technology	0
Total		**7**

SECOND SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
BIOL 2074/L	Human Anatomy and Physiology II/Lab*	4
HCIT 2262	Medical Ethics and Law	2
Total		**6**

THIRD SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
CSCI 1003	Introduction to Computers*	3
HSCI 1003	Medical Terminology*	3
Total		**6**

FOURTH SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
HCIT 1153	Health Care Delivery Systems	3
HCIT 2073	Basic Medical Coding I (Co-Req.)	3
HCIT 2081	Practice Coding (Co-Req.)	1
Total		7

FIFTH SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
HCIT 2173	Reimbursement Methodology	3
HCIT 2183	Advanced Medical Coding II (Co-Req.)	3
HCIT 2191	Practice Coding II (Co-Req.)	1
Total		7

SIXTH SEMESTER/YEAR: LONG SUMMER

IMPORTANT: Student must have successfully completed ALL previous program courses, including required general education courses, *with a grade of 'C' or higher* in order to be allowed to take HCIT 2774 and perform the Practicum component.

Course Number	Course Name	Credit Hours
HCIT 2774	Medical Coding Practicum and Certification Preparation	4
Semester Credit Hour Total		**4**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		*37*

Human Anatomy and Physiology I/Lab, Medical Terminology, Human Anatomy and Physiology II/Lab, and Introduction to Computers may be taken prior to entering the program or concurrently with the HCIT courses but all program courses, including the general education courses, must have been successfully completed with a grade of 'C' or higher PRIOR to being eligible to take the final semester course, HCIT 2774.

PHLEBOTOMY

(Course Descriptions – MLSC)

Certificate of Proficiency

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

The Phlebotomy program at South Arkansas Community College is only one semester in length and students successful in all 7 credit hours will graduate with a certificate of proficiency in Phlebotomy. The program course includes classroom, laboratory, and practicum components.

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 but more may be accepted depending on clinical site options and status of affiliation agreements. The first 14 students who complete the SouthArk admission requirements and process to SouthArk will be allowed to register for the course and pay fees. Positions in the class cannot be held for any specific individual. If students fail to pay tuition and fees in a timely manner, the system will drop them from the course, which opens the possibility for other students to register for the vacated positions in the program.

Admission Process

Application to the program is not required. The program has open enrollment until filled. Admission is on a first-registered, first-paid status. Upon successful completion of all coursework, the student will be eligible to sit for one or more national certification examinations in phlebotomy. We use NHA (National Healthcareer Association) for the CPT exam (Certified Phlebotomy Technician).

Applicants to the program MUST:

- Complete general admission requirements to the college.

- Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/phlebotomy

  - The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted.

- Provide proof of the following immunizations/vaccinations upon entry to the program:

  - PPD (TB) skin test or evidence of negative chest x-ray if skin testing not allowed.

  - Hepatitis B immunization upon entry to the program or sign Declination Statement. This involves 3 injections and the student must provide proof of having started this series.

  - 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.

  - Current Influenza vaccine.

  - Proof of any other immunization/vaccination and testing/screening results required by practicum/clinical sites.

Program Completion and Graduation Requirements

To successfully complete the program and graduate with a CP (Certificate of Proficiency) in Phlebotomy, the student MUST:

1. Successfully pass a skills competency check-off prior to beginning the practicum component of the program.
2. Successfully complete a minimum of 100 successful unaided blood collections and a minimum of 100 clinical hours in assigned health care facilities.
3. Have a minimum cumulative GPA of 2.00 or higher.
4. **S**uccessfully pass by earning a "C" or higher in the course/program.

Phlebotomy Practicum

Practicum/clinical location and setting assignments vary and rotate for each student. The Program Director/Instructor will assign practicum location and hours and will attempt to schedule each student in an area near their residence location but this isn't always possible so this is not guaranteed. Therefore, students should be prepared to travel within the region for practicum assignments. Students are responsible for their own transportation to assigned practicum locations.

The Program Director/Instructor will work with the student to arrange mutually agreeable clinical hours. Potential assigned locations for practicum experiences currently include health care facilities within the south Arkansas and north Louisiana regions, but this could change during the academic year so students in this program should contact the program director to inquire which facilities are still under current affiliation agreements: El Dorado (MCSA and SAMA), Magnolia (MRMC), Camden (OCMC), Monticello (Drew Memorial Med. Center), Warren (Bradley County Medical Center), and Springhill, Louisiana (Springhill Medical Center) and possibly others. Other practicum locations may be added as the need arises and if both parties are agreeable to an affiliation agreement.

In the event of problems with practicum assignment placement and/or termination of affiliation agreement(s): the student may be assigned to another health care facility that already has a current affiliation agreement with the SouthArk Phlebotomy program (since the college has affiliation agreements with numerous regional facilities) and/or the college will attempt to secure an affiliation agreement with a new health care facility as necessary. Most, but not all, of the current affiliation agreements include a clause that states that a termination "by either party per a minimum of a 90-day written notice… shall not become effective with respect to students currently enrolled in the program and assigned to clinical rotations at the facility until completion of their assignment in the facility."

IMPORTANT NOTE: Clinical facilities each have specific requirements of students in order to be allowed to perform the practicum/clinical component at their health care facilities, including, but not limited to:

- *Must pass a criminal background check*

- *Must pass a drug screen*

- *Must provide proof of various immunizations, and/or testing/screening results*

Students who do not meet these requirements and abide by his/her assigned clinical facility rules, regulations, policies, procedures, etc., will not be able to remain in the program due to lack of ability to successfully complete the clinical/practicum component.

Students must read the Disclosure Statement on vaccinations, immunizations, and testing/screening and sign a letter of understanding, which will be provided by the program director.

Service work by students

Students performing the required practicum experiences in health care facilities may not count hours working as an employee at a facility, may not be paid by the facility for practicum hours performed, and may not be considered as staff replacement by the assigned health care facility. At NO time is it the responsibility of the student to work in an official capacity during practicum hours. Students should be under professional supervision at all times. This includes health fairs, wellness preventions, blood drives, etc. Any service work outside of the clinical setting is not expected nor a requirement of this program and is completely voluntary.

PROGRAM COURSES: CERTIFICATE OF PROFICIENCY - PHLEBOTOMY

Course Number	Course Name	Credit Hours
MLSC 1007	Phlebotomy	7
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		*7*

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

PHYSICAL THERAPIST ASSISTANT
(Course Descriptions – PTAP)

Associate of Applied Science

SouthArk's Physical Therapist Assistant program combines a strong general education core with theoretical and applied learning experiences required for PTA education. The PTA Program is a 1 + 1 format. Students must successfully complete 32 semester hours of pre-requisite courses prior to application to the PTA Program.

The technical phase of the PTA training consists of three consecutive semesters of full-time, day-time studies including classroom, lab, and clinical internships (30-40 hours/week). In-program technical studies begin in the summer term and conclude the following spring semester. Clinical education experiences will require students to provide their own transportation (and lodging, if necessary) to clinical education sites outside the immediate college area.

Enrollment in the program is limited to 20 students. Students successfully completing the PTA Program course of studies will be awarded an Associate of Applied Science degree and are eligible to take the national licensure examination.

The PTA Program at SouthArk is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, Virginia 22305-3085; telephone: 703-706-3245; email: accreditation@apta.org; website: http://www.capteonline.org. If needing to contact the program director, please call 870-864-7189.

Admission to the Program

This program has specific application qualifications and process, selective admission, timelines, and other important information that can be found on the college's website under Academics/Health Science/Physical Therapist Assistant or from the program director.

Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/physical-therapist-assistant

- The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted.

PRE-REQUISITES:

Course Number	Course Name	Credit Hours
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
BIOL 2304/L **OR** BIOL 2303 *AND* BIOL 2301	Kinesiology/Lab **OR** Kinesiology (Lecture) *AND* Kinesiology Lab	4
CSCI 1003	Introduction to Computers	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
HSCI 1003	Medical Terminology	3
MATH 1023	College Algebra	3

PSYC 2003	General Psychology	3
PTAP 1002	Intro for Physical Therapist Assistants	2
Pre-requisite Credit Hour Total		*32*

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

PROGRAM COURSES:

SEMESTER/YEAR: SUMMER

Course Number	Course Name	Credit Hours
PTAP 2304	Pathophysiological Conditions	4
PTAP 2315/L	Applied Physical Therapy I/Lab	5
PTAP 2323	Administration and Management for PTAs	3
Total		**12**

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
PTAP 2406/L	Physical Therapy Procedures/Lab	6
PTAP 2415/L	Applied Physical Therapy II/Lab	5
PTAP 2424	Clinical Practicum I	4
Total		**15**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
PTAP 2503	PTA Seminar	3
PTAP 2514/L	Neuro and Rehab for PTAs/Lab	4
PTAP 2528	Clinical Practicum II	8
Semester Credit Hour Total		**15**
PROGRAM CREDIT HOUR TOTAL		*74*

PRACTICAL NURSING
(Course Descriptions – PRNS)

Technical Certificate

Programs

SouthArk offers three Practical Nursing (PN) programs:

1) A three-semester (12-month) day program on the main campus in El Dorado, which starts in the summer semester each year and concludes in May the following year;

2) A three-semester day (12-month) day program on our satellite campus in Warren, Arkansas, which starts in January each year and concludes in December; and

3) A four-semester (18-month) evening program on the main campus in El Dorado, which begins on an alternating January and August schedule. The January cohort concludes 4 semesters later in May and the August cohort concludes four semesters later in December.

The Practical Nursing Programs at SouthArk are designed to prepare the successful graduates to pass the NCLEX-PN licensure exam and to provide diverse types of nursing care in a variety of health care environments for patients across the lifespan. Successful graduates will earn a TC (Technical Certificate) in Practical Nursing from the college and will be eligible to apply to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN).

- The awarding of the certificate in practical nursing is not contingent upon passing the NCLEX-PN examination.

- Successful completion of the program does not guarantee that the graduate will be allowed by the Arkansas State Board of Nursing (ASBN) to take or to successfully pass the NCLEX-PN exam.

- Successfully passing the NCLEX-PN allows the individual to practice as a Licensed Practical Nurse (LPN), which qualifies him/her to provide bedside nursing care including, but not limited to: evaluate patients; record findings; document patient symptoms and progress; administer medications; perform a variety of procedures requiring technical skills; and apply scientific principles, such as sterile technique.

Nursing Career opportunities are wide and varied and include, but are not limited to, employment in hospitals, clinics, schools, industry, and many other areas providing direct or indirect care to diverse patients as well as various other fields that do not include patient care.

Program Approval:

SouthArk's Practical Nursing Programs are approved by the Arkansas State Board of Nursing.

Arkansas State Board of Nursing
University Tower Bldg.
1123 South University
Suite 800
Little Rock, AR 72204-1619

Phone: 501-686-2700
Fax: 501-686-2714
Website: https://healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing/

Eligibility and Application to the program:

To be eligible for selection to any of the PN programs, the applicant MUST:

- Complete all general admissions procedures to the college and provide all required admission documents, including submission of all official college transcripts to the Registrar's Office.

- Successfully complete all necessary basic study requirements, according to placement test results.

- Possess a college cumulative grade point average (GPA) of 2.0 or higher on a 4.0 grading scale ("C" or better).

- Successfully complete all pre-requisite courses with a 2.0 or greater GPA on a 4.0 grading scale ("C" or better). Pre-requisite courses are those that must be successfully completed PRIOR to entry into the PN program.

- Be enrolled in no more than two of the three pre-requisite courses during the semester prior to admission into the program. *For example, if applying for Spring PN admission, the applicant may only be enrolled in up to two pre-requisite courses in the Fall semester. The applicant also must have successfully completed at least one pre-requisite course prior to the Fall Semester.*

- Successfully complete all remaining pre-requisite courses with a grade of 'C' or higher by the end of the semester prior to the start date of the PN program**. *Students who have not successfully passed all pre-requisite courses PRIOR to the program start date are not eligible to be in the program*.

- Meet with nursing academic advisor or health-science academic advisor.

- Submit *unofficial* transcripts to the nursing department, including South Arkansas Community College transcripts.

- Successfully complete the ATI (Assessment Technology Institute) TEAS (Test of Essential Academic Skills) and achieve acceptable scores in all areas.

  - Minimum scores in each TEAS section are listed here: https://www.southark.edu/academics/health-science/teas-exam. Applicants should be aware that the selected candidates usually have earned scores well above the minimum scores listed.

  - **Students are allowed to take the ATI TEAS up to four times within 18 months of the application deadline.** The highest TEAS score in each section on file at the application deadline will be the score used to calculate the student's total points during the selection process.

    i. TEAS scores that are older than 18 months prior to the program application deadline date are not accepted.

  NOTE: Students are required to bring their TEAS results to the Nursing Department Office.
- Complete and submit the nursing program application at https://form.jotform.com/60324593633960 prior to the deadline posted on SouthArk's health science program application deadline webpage: https://www.southark.edu/academics/health-science/program-application-deadlines

Selection for the program:
- Applicants will be ranked based on a point system derived from a combination of:
  - SouthArk cumulative GPA (Grade Point Average),

- Pre-requisite GPA, and

- ATI TEAS scores (see ATI TEAS information above)

- Applicants will be notified via his/her SouthArk e-mail address as to whether the applicant has been selected for admission, selected as an alternate for admission, or not selected for admission.

  - Alternates for admission must abide by all program admission requirements listed in the e-mail to be eligible for program admission in the event that a selected applicant declines his/her position in the program.

IMPORTANT NOTE: The applicants who have been selected for admission MUST REPLY TO THE E-MAIL to notify the department of nursing if he/she accepts or declines his/her position in the program PRIOR TO THE DEADLINE listed in the e-mail. If an applicant does not accept his/her position in the program by the stated deadline, another applicant may be admitted in his/her place.

Admission to the program: Upon being selected for the program, the student will be required to:

- Provide proof of and pass a criminal background check. Instructions are located on the Practical Nursing program webpage at https://www.southark.edu/academics/health-science/background-checks.

  - ➤ **Important Note:** Students with certain offenses on the background check may not be allowed to remain in the program and/ or may not be allowed by the Arkansas State Board of Nursing to take the NCLEX-PN exam. More information can be obtained from the Director of Nursing Programs at SouthArk.

- Pass a drug screen, which will be performed while in program.

- Provide proof of current AHA (American Heart Association) Healthcare Provider level of CPR certification.

- Provide proof of a negative PPD skin test or evidence of negative chest x-ray if skin testing not allowed.

- Provide proof of Hepatitis B immunization series or sign a Declination Statement.

- Provide proof of immunity to varicella. Proof may consist of: a) proof of vaccination, or b) varicella antibody titer indicating immunity.

- Provide proof of current Influenza vaccination.

- Take ONLY nursing program courses while in the program.

IMPORTANT: Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/licensed-practical-nursing-lpn.

  - The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted.

Concurrent Course Policy

The nursing curriculum at South Arkansas Community College is designed to meet the requirements as set forth by the Arkansas State Board of Nursing. The nature of the nursing curriculum is rigorous and fast-paced.

Therefore, no nursing student will be allowed to take non-nursing courses, including pre-requisite courses, concurrently while in the nursing program. Although there are some semesters with fewer than 15 credit hours, the nursing program and health science administration believe that it is in the best interest of the student and their ultimate success to be limited to nursing courses only for the duration of the nursing program, therefore no concurrent enrollment of prerequisite or other courses will be allowed.

Transfers/Advanced Placement

Due to differences in nursing curriculum in other nursing programs, the SouthArk practical nursing program does not accept transfer credit for practical nursing courses previously taken at other colleges. Students who were previously enrolled in another program will follow the same requirements and admission procedures as new students.

Academic Progression/Graduation Policy

- Students must complete all components of nursing courses with a grade of "C" (80) or higher to remain in the program and progress to the next semester, as each semester is a pre-requisite to the following semester. Courses are sequenced so that content covered in one semester is the foundation for content in subsequent semesters.

- A numerical average of less than 80 ("C") in any component of the curriculum is considered as a failing grade, which will result in academic dismissal from the program.

Readmission of Former Students Procedure

- Students wishing to be considered for readmission to the program must reapply using the same procedures as all other applicants. Readmission is not guaranteed and a position within the program is not held for students applying for readmission.

- Students are only allowed to have two attempts in the program so only one readmission is allowed.

- Students are only eligible for readmission consideration if he/she left the program in 'good standing.'

  - If a student did not complete the program in the first attempt for academic or personal reasons, he/she is eligible for readmission consideration into the program.

  - If a student did not complete the program in the first attempt due to being dismissed for certain infractions, examples of which are stated in the nursing student handbook, the student may not be eligible for readmission. These reasons include, but are not limited to, those involving disciplinary issues, unsafe practice, neglect/abuse, insubordination, poor or uncooperative attitude, behavioral problems, violation of key policies (ex: drug/alcohol, HIPAA, etc...), and/or other severe reasons.

- If the ATI TEAS is less than 18 months old from the program application deadline, it will be accepted; if it is older than 18 months, the ATI TEAS scores will not be accepted and the test must be repeated.

- In the event of readmission acceptance, the program will have to be repeated in its entirety.

NCLEX-PN (Licensure exam)

- Successful graduates of the PN program are eligible to apply to take the NCLEX-PN licensure exam. The application process will be performed near the end of the program with guidance from program faculty.

- Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the examination is dependent upon meeting standards in the ASBN Nurse Practice Act and Rules.

- Graduating from a nursing program does not assure that the student will pass the NCLEX-PN licensure exam.

- The Arkansas State Board of Nursing requires a criminal background check, which is completely separate/different from the one performed for program admission, for all graduates who are applying for licensure. Each student admitted into the program will be required to sign a statement before beginning the nursing program that states that he/she has read and understands ACA 17-87-312 and 17-3-102, 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 https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks. Each student will also have to answer a question concerning their criminal background while completing the NCLEX-PN exam application near the end of the program. Students who are dishonest on this application may not be allowed by the ASBN to take the NCLEX-PN exam.

Technical Certificate – Practical Nursing

(Course Descriptions – PRNS)

PRE-REQUISITES: Required for all practical nursing programs

Course Number	Course Name	Credit Hours
BIOL 2003	Nutrition and Diet	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
MATH 1083	Math for Health Professionals	3
Total		*10*

El Dorado Day Program

SEMESTER/YEAR: SUMMER

Course Number	Course Name	Credit Hours
PRNS 1108	Nursing Fundamentals & Skills	8
PRNS 1102	Basics of Pharmacology	2
PRNS 1112	Body Structure and Function	2
Total		**12**

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
PRNS 1206	Care of the Adult I	6
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1245	Practicum I	5
Total		**15**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
PRNS 1319	Care of the Adult II	9
PRNS 1351	NCLEX Prep and Professional Development	1
PRNS 1364	Practicum II	4
Semester Credit Hour Total		**15**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		*51*

Warren Program

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
PRNS 1102	Basics of Pharmacology	2
PRNS 1108	Nursing Fundamentals and Skills	8
PRNS 1112	Body Structure and Function	2
PRNS 1142	Practicum I	2
Total		**14**

SEMESTER/YEAR: SUMMER

Course Number	Course Name	Credit Hours
PRNS 1206	Care of the Adult I	6
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1242	Practicum II	2
Total		**12**

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
PRNS 1319	Care of the Adult II	9
PRNS 1351	NCLEX Prep and Professional Development	1
PRNS 1365	Practicum III	5
Semester Credit Hour Total		**15**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		*51*

Evening Program: Spring Track (Four-Semesters)

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
PRNS 1108	Nursing Fundamentals & Skills	8
PRNS 1112	Body Structure and Function	2
PRNS 1142	Practicum IA	2
Total		**12**

SEMESTER/YEAR: SUMMER

Course Number	Course Name	Credit Hours
PRNS 1102	Basics of Pharmacology	2
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1242	Practicum IIA	2
Total		**8**

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
PRNS 1307	Care of the Adult IA	7
PRNS 1343	Practicum IIIA	3
Total		**10**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
PRNS 1318	Care of the Adult IIA	8
PRNS 1351	NCLEX Prep and Professional Development	1
PRNS 1402	Practicum IVA	2
Semester Credit Hour Total		**11**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***51***

Evening Program: Fall Track (Four Semesters)

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
PRNS 1108	Nursing Fundamentals & Skills	8
PRNS 1112	Body Structure and Function	2
PRNS 1142	Practicum IB	2
Total		**12**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
PRNS 1102	Basics of Pharmacology	2
PRNS 1502	Care of the Adult IB	2
PRNS 1224	Nursing of Mothers, Infants, and Children	4
PRNS 1243	Practicum IIB	3
Total		**11**

SEMESTER/YEAR: SUMMER

Course Number	Course Name	Credit Hours
PRNS 1305	Care of the Adult IIB	5
PRNS 1342	Practicum IIIB	2
Total		**7**

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
PRNS 1408	Care of the Adult IIIB	8
PRNS 1351	NCLEX Preparation and Professional Development	1
PRNS 1402	Practicum IVB	2
Semester Credit Hour Total		**11**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		*51*

SouthArk's LPN-to-RN Matrix for ARNEC (Arkansas Rural Nursing Education Consortium) program

Pre-Requisite Courses		LPN	LPN-to-RN	Hours
BIOL 2003	Nutrition and Diet	Required	Required	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	Required	Required	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab		Required	4
CSCI 1003	Introduction to Computers		Required	3
ENGL 1113	Composition I		Required	3
ENGL 1123	Composition II		Required	3
MATH 1083	Math for Health Professionals	Required	Required	3
BIOL 2174/L	Microbiology/Lab		Required	4
PSYC 2003	General Psychology		Required	3
PSYC 2223	Developmental Psychology **OR** Human Growth and Development		Required	3
Total Hours		**10**	**33**	**33**

Transfer to Registered Nursing (RN) Programs at Other Colleges

- Students who wish to attend a registered nursing or more advanced nursing degree at another college may take many of their general education and pre-requisite/co-requisite courses at SouthArk.

- Students planning to transfer courses to other nursing programs should consult the director of the nursing department at the selected college or university regarding admission procedures, course requirements, and course transfer options.

PRE-HEALTH SCIENCE

(Course Descriptions – BIOL, CHEM)

Technical Certificate

The Technical Certificate in Pre-Health Sciences is awarded after the successful completion of the 30 credit hour curriculum shown in the Guided Pathways map below. This certificate is designed for students intending to apply to one of the Health Science programs that offers an Associate of Applied Science (AAS) degree at SouthArk. This program allows students to earn an award after approximately one year of college education. In order to receive the technical certificate in Pre-Health Sciences, a grade of "C" or better must be earned in each course in the curriculum and a student must have a cumulative GPA of 2.00 or higher.

Each Health Science AAS program at SouthArk has its own unique grading scale, application process, and pre-requisite requirements. Please meet with the Health Sciences Career Student Academic advisor or the applicable Health Sciences Program Director for specific program application and pre-requisite requirements.

Obtaining a Pre-Health Sciences technical certificate does not indicate or imply pending admission acceptance into a Health Science AAS Program. Furthermore, the Pre-Health Sciences technical certificate does not indicate that all pre-requisites have been completed for application into the various Health Science AAS Programs. Refer to the curriculum in the health science program of interest for the list of pre-requisite courses required for that program.

FIRST SEMESTER:

Course Number	Course Name	Credit Hours
SASC 1101	Campus Technology	0
ENGL 1113	Composition I	3
CSCI 1003	Introduction to Computers	3
MATH 1023 **OR** MATH 1083	College Algebra **OR** Math for Health Professionals	3
One of the following: BIOL 1004/L BIOL 1114/L BIOL 2064/L BIOL 2074/L BIOL 2174/L CHEM 1014/L BIOL 2303 **AND** BIOL 2301	*One of the following:* Fundamentals of Biology/Lab Biology for Majors/Lab Human Anatomy and Physiology I/Lab Human Anatomy and Physiology II/Lab Microbiology/Lab College Chemistry Principles I /Lab Kinesiology Kinesiology Lab	4
PSYC 2003	General Psychology	3
Total		**16**

SECOND SEMESTER:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
One of the following: BIOL 1004/L BIOL 1114/L BIOL 2064/L BIOL 2074/L	*One of the following:* Fundamentals of Biology/Lab Biology for Majors/Lab Human Anatomy and Physiology I/Lab Human Anatomy and Physiology II/Lab	4

BIOL 2174/L	Microbiology/Lab	
CHEM 1014/L	College Chemistry Principles I /Lab	
BIOL 2303 **AND**	Kinesiology	
BIOL 2301	Kinesiology Lab	
One of the following:	*One of the following:*	4
BIOL 1004/L	Fundamentals of Biology/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 2174/L	Microbiology/Lab	
CHEM 1014/L	College Chemistry Principles I /Lab	
BIOL 2303 **AND**	Kinesiology	
BIOL 2301	Kinesiology Lab	
Elective	Elective *(preferably related to health science field of choice)*	3
Semester Credit Hour Total		**14**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***30***

RADIOLOGIC TECHNOLOGY
(Course Descriptions – RADT)

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.

Application and Admission Process

Admission to the Radiologic Technology Program is limited to 12 students per year. All applicants to the Radiologic Technology program **MUST**:

- Complete all remediation requirements.

- Complete, or be currently enrolled in, the following pre-requisite courses, earning a minimum grade of 'C' in each:

  ➢ RADT 1001 Introduction to Radiography
  ➢ BIOL 2064/L Human Anatomy and Physiology I
  ➢ MATH 1023 College Algebra

- The applicant is **HIGHLY RECOMMENDED** to complete the following co-requisites **prior to applying** to the program but must have earned a minimum grade of 'C' in each:
  ➢ BIOL 2074/L Human Anatomy and Physiology II
  ➢ CSCI 1003 Introduction to Computers
  ➢ ENGL 1113 Composition I
  ➢ ENGL 1123 Composition II
  ➢ PSYC 2003 General Psychology

- Have a GPA of at least 2.5 on a 4.0 scale in all requisite courses.

- Have successfully completed the ATI TEAS (Test of Essential Academic Skills) exam with a minimum Composite score of 55 and a minimum Reading section score of 45. Additionally, the ATI TEAS will be limited to 4 attempts within 18 months of application deadline. See program faculty for further information.

- Provide proof of an unencumbered drug screen and criminal background check upon request (after program acceptance).

- Provide proof of PPD (TB) skin test, IGRA test or evidence of negative chest x-ray if skin testing is not allowed (after program acceptance).

- Provide proof of Influenza, Hepatitis B, Tetanus, Varicella (Chicken Pox), and other immunizations, as required by the program's clinical affiliates, upon program entry (after program acceptance).

- Request, complete, and submit a Radiologic Technology application packet, which is **only available through Radiologic Technology faculty**.

Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/radiologic-technology

- The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted.

More information on this program can be found on the SouthArk website under Academics/Health Sciences on the Radiologic Technology webpage.

PRE-REQUISITES:

Course Number	Course Name	Credit Hours
*BIOL 2064/L	**Human Anatomy and Physiology I/Lab**	**4**
*MATH 1023	**College Algebra**	**3**
*RADT 1001	**Introduction to Radiography (Online Only)**	**1**
Pre-requisite Credit Hour Total		**8**

CO-REQUISITES:

Course Number	Course Name	Credit Hours
BIOL 2074/L	*Human Anatomy and Physiology II/Lab*	4
CSCI 1003	*Introduction to Computers*	3
ENGL 1113	*Composition I*	3
ENGL 1123	*Composition II*	3
PSYC 2003	*General Psychology*	3
Co-requisite Credit Hour Total		***16***

* The first three courses listed above are mandatory pre-requisites but ALL courses listed above are HIGHLY RECOMMENDED to be completed PRIOR TO APPLYING TO THE PROGRAM!

Those not marked with a (*) can be taken as pre-requisites OR co-requisites, but are still highly recommended to be taken as pre-requisites in order to optimize student success.

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
RADT 1002	Orientation/Clinical Education I	2
RADT 1101	Medical Terminology for Radiographers (Online Only)	1
RADT 1102	Patient Care and Protection I	2
RADT 1214	Positioning Procedures I	4
RADT 1222	Image Processing and Procedures	2
Total		**11**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
RADT 1122	Patient Care and Protection II (Online Only)	2
RADT 1223	Clinical Education II	3
RADT 1304	Positioning Procedures II	4
RADT 2202	Radiation Physics	2
Total		**11**

SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
RADT 1113	Radiographic Exposure	3
RADT 1332	Clinical Education III	2
RADT 1423	Positioning Procedures III	3
Total		**8**

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
RADT 2013	Advanced Clinical Education I	3
RADT 2022	Basic Computed Tomography (Online Only)	2
RADT 2032	Special Procedures	2
RADT 2042	Imaging Modalities	2
Total		**9**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
RADT 2002	Image Evaluation	2
RADT 2023	Advanced Clinical Education II	3
RADT 2313	Radiation Biology	3
RADT 2403	Radiographic Pathology	3
Total		**11**

SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
RADT 2301	Quality Assurance	1
RADT 2303	Seminar	3
RADT 2312	Advanced Clinical Education III	2
Semester Credit Hour Total		**6**
PROGRAM CREDIT HOUR TOTAL		*80*

REGISTERED NURSING
ARKANSAS RURAL NURSING EDUCATION CONSORTIUM
(Course Descriptions – RNSG)

Associate of Applied Science

(LPN/LVN-to-Registered Nursing Transition Program)

Note: There is a special application and deadline for submission of application for this program. More information may be reviewed at ARNEC's website, https://www.arnec.org/.

Program Information:

This is a 12-month program that combines classroom and laboratory instruction with clinical experiences. The program begins annually in January and completes in December. ARNEC offers an innovative approach via a nontraditional delivery format of nursing theory by interactive video so that students may attend classes at their assigned ARNEC college instead of having to travel for this purpose. Nursing lectures are scheduled two evenings a week from 3:30 – 8:30. Clinical rotations are approximately every other weekend throughout the year with an occasional weekday.

The schedule is tentative and may be altered by the program administration as needed.

The following Arkansas two-year colleges are members of the ARNEC program: Ozarka College in Melbourne, South Arkansas Community College in El Dorado, University of Arkansas - Cossatot in De Queen and Nashville, University of Arkansas Hope-Texarkana in Hope, and University of Arkansas - Rich Mountain in Mena.

ARNEC Mission Statement can be found on the ARNEC website at https://www.arnec.org.

This program meets the requirements of and is approved by the Arkansas State Board of Nursing. Website: https://healthy.arkansas.gov/programs-services/topics/arkansas-board-of-nursing/.

Application/Selection Information and Process: *The ARNEC website has a step-by-step application process document and a student application checklist that can be found at https://www.arnec.org*

All students applying to the ARNEC LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312 and 17-3-102 on criminal background checks, and sign a verification statement indicating that he/she understands and acknowledges receiving this information. This act specifies offenses which, if pled guilty to, pled nolo contendere to, or found guilty of, will make an individual ineligible to receive or hold a license in Arkansas. The information can be accessed at the Arkansas State Board website at https://www.arsbn.org/ under 'Laws & Rules' through the Nurse Practice Act link. The direct link is currently at https://www.healthy.arkansas.gov/programs-services/topics/arsbn-criminal-background-checks

Note to All Applicants: ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

- ARNEC requires a $20 application fee.
- Students must meet the minimum physical and mental abilities required by the program and must sign a verification form upon program admission. The required minimum abilities and form is available on ARNEC's website.
- Applications will be accepted throughout the year with an annual deadline of August 31st for the subsequent class that begins in January. ***Students are encouraged to submit applications as soon as***

possible because, in the event of a tie for the last admission slot, the applicant who submitted their application first will be given the slot.

- All applicants will receive notification whether they were selected for the program or not. These notifications are generally in early November but this is not a guarantee.
- Applicants who were enrolled in, but did not complete, another registered nursing program may apply to ARNEC, if the student successfully completed an LPN/LVN/LPTN program and has a valid unencumbered license. Official transcripts from all colleges attended must be provided.
- If an applicant failed twice in a generic RN program, then later successfully completed an LPN/LVN/LPTN program, the applicant will be eligible to apply to the ARNEC program.
- Criminal background checks will be conducted on candidates who have been selected for admission prior to the beginning of the program. If an applicant's background check is unsatisfactory, he/she will not be admitted to the program. *Note: This background check is at the student's expense.* More information can be obtained on the ARNEC website.
    - Students must be aware that clinical facilities will not allow them to practice as a student if they have committed certain crimes. Therefore, without the clinical experiences, the student will not be able to meet the requirements of the nursing program and will be advised to withdraw from the program. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination.

Applicants MUST:

- Complete an ARNEC program application packet. The application must be obtained from the website www.arnec.org and submitted online prior to the application deadline.
- Provide proof of graduation from a State Board approved technical/practical nursing program or be deemed qualified by a State Board to sit for the NCLEX-PN exam and show successful completion of the NCLEX-PN exam.
- Provide proof of a valid, unencumbered LPN/LVN license.
    - *Note: ARNEC accepts applications from students completing a PN/VN program. If granted admission, the student must show proof of their LPN/LVN license by the first day of class in January. If the student cannot do so, they must withdraw from the program.*
- Complete the required general education pre-requisite courses from an accredited college or university with a grade of "C" or better (must submit *'official'* transcripts directly from each college/university). All general education courses, except for one, must be completed by the application deadline (August 31). The one remaining course (cannot be a course that was attempted previously and earned a D or F) and the one remaining course must be completed by the following December with a grade of "C" or higher. Students must have all general education requirements completed by the time classes begin.
- Possess a cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the required general education courses. The applicant must also meet the criteria of the primary school of choice.
- Provide a copy of all college transcripts for advisement and OFFICIAL transcripts from ALL college(s) by October 30th.
- Exhibit proficiency in reading, writing, speaking, and understanding the English language.
    - **English as a second Language (ESL):** All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. According to the Arkansas State Board of Nursing Rules for education programs (Chapter 6, section G-Students, c.), "Students who speak English as a second language shall meet the

same admission criteria as other students and shall pass an English proficiency examination" (TOEFL).

- Successfully complete the NACE I test, a standardized pre-entrance exam designed for LPNs. Students will be ranked and selected based upon the required general education course cumulative GPA and the score on the NACE I test. ***In the case of a tie for the last slot, the student who submitted his/her application packet first will receive the admission invitation.*** Applications will be date and time stamped at submission.

  - *ARNEC strongly encourages applicants to prepare for the pre-entrance exam by studying an NCLEX-PN review book*

Admission, Acceptance, and Academic Progression: Information can be found on ARNEC's website at www.arnec.org

However, students should be aware that they must pass a drug screen, criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/lpn-to-rn

Students should also be aware that they will have to demonstrate competency in Licensed Practical Nursing skills at the beginning of the program. A list is available on ARNEC's website on the application process site: https://www.arnec.org/application-process

Academic Progression

- The student must successfully complete all general education and nursing classes, including nursing practicum, with a grade of 'C' or better to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest "C" grade) to progress in the program.

- The students must maintain compliance with ARNEC's policies to progress to the next semester and to graduate.

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.

Re-admission

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), for a limit of up to 2 admissions.

Graduation Policy

- Graduates of the program will receive an Associate of Applied Science degree and are then eligible to take the NCLEX-RN (Registered Nurse licensing examination), pending approval from the Arkansas State Board of Nursing.
- Students must have successfully completed all general education courses and all nursing courses with a grade of "C" or better in order to graduate from the program. Upon completion, the student's status will be submitted to the Arkansas 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, which is in addition to, and different from, the one performed upon acceptance to the program, for all graduates who are applying for licensure.
- Eligibility to take the examination is dependent upon meeting standards in the ASBN Nurse Practice Act and Rules.
- **Graduating from a nursing program does not assure ASBN's approval to take the licensure examination nor does it guarantee that the graduate will pass the NCLEX-RN exam or be granted licensure to practice as a nurse.**

Registered Nursing (LPN/LVN-to-RN)

PRE-REQUISITES: LPNs are required to successfully complete the following general education pre-requisite courses with a grade of 'C' or higher prior to entering the RN program.

Course Number	Course Name	Credit Hours
BIOL 2003	Nutrition and Diet	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
CSCI 1003	Introduction to Computers	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
BIOL 2174/L	Microbiology/Lab	4
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
MATH 1083	Math for Health Professionals	3
Pre-requisite Credit Hour Total		*33*

LPN-to-RN NURSING COURSE REQUIREMENTS:

(Course Descriptions – RNSG)

FIRST SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
RNSG 2119	Nursing Process I	9
RNSG 2123	Nursing Practicum I	3
Semester Credit Hour Total		**12**

SECOND SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
RNSG 2216	Nursing Process II	6
RNSG 2223	Nursing Practicum II	3
Semester Credit Hour Total		**9**

THIRD SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
RNSG 2311	NCLEX-RN Preparation	1
RNSG 2318	Nursing Process III	8
RNSG 2323	Nursing Practicum III	3
Semester Credit Hour Total		**12**
Total General Education Pre-Requisite Course Credit Hours		*33*
TOTAL COURSE CREDIT HOURS FOR AAS in Registered Nursing		*66*

SURGICAL TECHNOLOGY PROGRAM

(Course Descriptions – SURG)

Associate of Applied Science

Note: There is a special application and deadline for submission of application for this program. More information can be found on SouthArk's Surgical Technology webpage under Academics/Health Science/Surgical Technology.

The Associate of Applied Science in Surgical Technology program prepares individuals for employment as an integral part of a surgical team. Surgical technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. The program consists of classroom and laboratory instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area. Students successfully completing this program will be awarded the Associate of Applied Science degree in Surgical Technology. Graduates of the Surgical Technology program are eligible to sit for the National Certified Surgical Technologist Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

The Surgical Technology program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). CAAHEP, 9355 113th St. N, #7709, Seminole, FL 33775. Phone (727) 210-2350, Fax (727) 210-2354, www.caahep.org.

Application and Admission Process

Applicants to the professional program MUST:

- Provide official copy of high school or GED Equivalency with transcript, or official college transcript of all colleges attended.
- Complete general admissions procedures to the college.
- Complete all necessary remediation requirements according to placement tests.
- Complete Health Science Program Application form.
- Submit 3 reference letters.
- Complete all required pre-requisite courses with a grade of "C" or better.
- Meet with health science advisor or Surgical Technology program director.
- Submit an unencumbered drug screen upon request.
- Submit an unencumbered background check upon acceptance to the program.
- Provide proof of current certification in American Heart Association Health Care Provider level of CPR.
- Provide proof of PPD skin test, IGRA test or chest X-ray if positive PPD test or unable to submit to skin test.
- Provide proof of Hepatitis B immunization series or minimally that the series of injections has been started.
- Provide physical examination form completed by a health care provider documenting good physical and mental health upon being admitted.
- Provide proof of immunity to varicella. Proof may consist of 1) proof of vaccination, 2) statement of physician verifying that student had varicella, or 3) varicella antibody titer indicating immunity.

- Provide proof of current Influenza Virus Vaccination.

- Have earned a cumulative GPA of 2.00 or greater.

- Enrollment is limited to 10 students per year. Student selection is based on:
  Cumulative GPA and GPA in pre-requisite courses.

Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's webpage: https://www.southark.edu/academics/health-science/surgical-technology

- The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted.

Academic Progression

Students must complete all components of surgical technology courses with a grade of "C" (78%) or higher to progress to the following semester. Each preceding semester is a pre-requisite to the following semester. Courses are sequenced so that material covered in subsequent courses is based on that covered in previous courses.

PRE-REQUISITES:

Course Number	Course Name	Credit Hours
*BIOL 2064/L	**Human Anatomy and Physiology I/Lab**	**4**
*BIOL 2074/L	**Human Anatomy & Physiology II**	**4**
*BIOL 2174/L	**Microbiology/Lab**	**4**
CSCI 1003	Introduction to Computers	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
*HSCI 1003	**Medical Terminology**	**3**
MATH 1083	Math for Health Professionals	3
PSYC 2003	General Psychology	3
Pre-requisite 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, BIOL 2174/L, and HSCI 1003.

In addition:

- 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 BUT ONLY ONE COURSE MAXIMUM MAY BE TAKEN PER SEMESTER.

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
SURG 1002	Introduction to Health Sciences	2
SURG 1102	Principles of Pharmacology and Anesthesia	2
SURG 1106	Fundamentals of Surgical Technology	6
SURG 1123	Fundamentals of Surgical Technology Skills Laboratory	3
SURG 1132	Surgical Technology Practicum I	2
Total		**15**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
SURG 1202	Surgical Procedures I	2
SURG 1206	Perioperative Techniques and Procedures	6
SURG 1216	Surgical Technology Practicum II	6
SURG 1222	Perioperative Techniques and Procedures Skills Laboratory	2
Total		**16**

SEMESTER/YEAR: LONG SUMMER

Course Number	Course Name	Credit Hours
SURG 1302	Surgical Procedures II	2
SURG 1305	Surgical Technology Practicum III	5
SURG 1322	Surgical Procedures III	2
Total		**9**
PROGRAM CREDIT HOUR TOTAL		***70***

Career & Technical Education

Associate of Applied Sciences (AAS)
Criminal Justice
General Technology
Industrial Engineering Technology: Electrical and Instrumentation (E&I)
Industrial Engineering Technology: Industrial Maintenance
Industrial Engineering Technology: Chemical Process Technology

Technical Certificate (TC)
Automotive Service Technology
Criminal Justice
Culinary Arts
Electrical and Instrumentation (E&I)
Industrial Maintenance
Chemical Process Technology
Welding Technology

Certificate of Proficiency (CP)
Advanced Pipe Welding
Automotive Maintenance
Automotive Diagnostics
Criminal Justice
Culinary Arts
Industrial Engineering Technology
Law Enforcement
Nursing Assistant
SMAW Welding
MIG Welding
TIG Welding
Welding Layout and Pipefitting

If you are interested in further information regarding the Career and Technical Education Division contact
Dean of Career and Technical Education Office
870-864-7188

AUTOMOTIVE SERVICE TECHNOLOGY
(Course Descriptions – AUTO)

Technical Certificate

The technical certificate program is designed to prepare students for entry-level positions in automotive servicing, maintenance, and diagnostics. The ASE Education Foundation, a nationally recognized automotive education organization, accredits the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates may find entry-level positions in automobile dealerships, independent service centers, specialty shops, and related automotive facilities.

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
AUTO 1104	Manual Drivetrain & Axles	4
AUTO 1304	Steering & Suspension	4
AUTO 1404	Automotive Electronics	4
AUTO 1504	Engine Repair	4
MATH 1073	Technical Math or higher level math	3
Total		**19**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
AUTO 1204	Brake Systems	4
AUTO 1604	Engine Performance	4
AUTO 1704	Heating & Air Conditioning	4
AUTO 1804	Automatic Transmission	4
Total		**16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***35***

Those students whose remediation scores are below minimum levels must enroll in remediation 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

(Course Descriptions – AUTO)

Certificate of Proficiency

Students in Automotive Maintenance learn basic automotive knowledge and skills. They earn a Certificate of Proficiency by completing 16 hours of automotive core classes. The ASE Education Foundation, a nationally recognized automotive education organization, accredits the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates will possess the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Maintenance are the following:

Course Number	Course Name	Credit Hours
AUTO 1204	Brake Systems	4
AUTO 1404	Automotive Electronics	4
AUTO 1504	Engine Repair	4
AUTO 1604	Engine Performance	4
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		***16***

AUTOMOTIVE DIAGNOSTICS

(Course Descriptions – AUTO)

Certificate of Proficiency

Students in Automotive Diagnostics learn basic automotive knowledge and skills. They earn the certificate of proficiency by completing 16 credit hours of automotive core courses. The ASE Education Foundation, a nationally recognized automotive education organization, accredits the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates will possess at least the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Diagnostics are the following:

Course Number	Course Name	Credit Hours
AUTO 1104	Manual Drivetrain & Axles	4
AUTO 1304	Steering & Suspension	4
AUTO 1704	Heating & Air Conditioning	4
AUTO 1804	Automatic Transmission	4
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		***16***

CRIMINAL JUSTICE

(Course Descriptions – CRJU)

Associate of Applied Science and Technical Certificate

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

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
CRJU 1103	Introduction to Criminal Justice*	3
CRJU 2303 **OR** CRJU 2403	Rules of Criminal Evidence & Procedures **OR** Criminal Investigation Techniques	3
CRJU 2503	Arkansas Criminal Law	3
CSCI 1003	Introduction to Computers	3
ENGL 1113	Composition I	3
Total		**15**

Six hours equivalent credit will be given for persons holding a certificate of completion from the Arkansas Law Enforcement Training Academy. Credit will be given for Introduction to Criminal Justice (CRJU 1103) and Introduction to Criminology (CRJU 1313).

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123	Composition II	3
MATH 1023 **OR** MATH 1073 **OR** MATH 1113	College Algebra **OR** Technical Mathematics **OR** Mathematical Reasoning	3
CRJU 2103	Police Administration	3
CRJU 2303 **OR** CRJU 2403	Rules of Criminal Evidence & Procedures **OR** Criminal Investigation Techniques	3
CRJU 2513 **OR** CRJU 2603	Juvenile Justice **OR** Arkansas Juvenile Law & Procedures	3
Total		**15**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***30***

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
PSYC 2003	General Psychology	3
PSCI 2013	American Government: State & Local	3
CRJU 1313	Introduction to Criminology*	3
CRJU 1353	Introduction to Corrections	3
CRJU 2513 **OR** CRJU 2603	Juvenile Justice **OR** Arkansas Juvenile Law & Procedures	3
Total		**15**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
PSYC 2203	Abnormal Psychology	3
SPCH 1113	Principles of Speech	3
SOCI 2003	Intro to Sociology	3
CRJU 2533	Community Based Corrections	3
CRJU 2543	Juvenile Rehabilitation & Corrections	3
Total		**15**
PROGRAM CREDIT HOUR TOTAL		***60***

Certificate of Proficiency - Criminal Justice

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

Course Number	Course Name	Credit Hours
CRJU 1103	Introduction to Criminal Justice*	3
CRJU 2303 **OR** CRJU 2403	Rules of Criminal Evidence & Procedures **OR** Criminal Investigation Techniques	3
CRJU 2503	Arkansas Criminal Law	3
Total		**9**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		***9***

Six hours equivalent credit will be given for persons holding a certificate of completion from the Arkansas Law Enforcement Training Academy. Credit will be given for Introduction to Criminal Justice (CRJU 1103) and Introduction to Criminology (CRJU 1313).

Certificate of Proficiency - Law Enforcement

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

Course Number	Course Name	Credit Hours
CRJU 2103	Police Administration	3
CRJU 2303 **OR** CRJU 2403	Rules of Criminal Evidence & Procedures **OR** Criminal Investigation Techniques	3
CRJU 2513 **OR** CRJU 2603	Juvenile Justice **OR** Arkansas Juvenile Law and Procedures	3
Total		**9**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		***9***

CULINARY ARTS

(Course Descriptions – CULA)

Technical Certificate

SouthArk's Culinary Arts Program offers a 2-semester Technical Certificate credential that prepares students to step into any kitchen and work with chefs, food suppliers, and lead professionals across the foodservice industry. Students will learn the preparation of cuisines of the Americas, Asia, and the Mediterranean. In addition, students will explore fundamental flavor strategies and healthy cooking methods. Program courses offer instruction in the principles of baking and pastry, as well as salad, appetizer, and entree production techniques. The technical phase of the training consists of two consecutive semesters of full-time, day-time studies including both classroom and Culinary Lab time (10-15 hours/week). Each class group will start in the fall semester and finish in spring. Students will also have the opportunity to earn their ServSafe Food Safety Manager certificate. As part of their spring coursework, students will complete a 100 clock-hour on-the-job externship in a restaurant, kitchen or café.

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
CULA 1002	Sanitation	2
CULA 1013	Nutrition	3
CULA 1022	Mathematics for Culinary Arts	2
CULA 1033	Culinary 1A	3
CULA 1035	Culinary 1B	5
Total		**15**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		***15***

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
CULA 1047	Culinary II	7
CULA 1053	Menu Planning	3
CULA 1061	Dining Room Service	1
CULA 1073	Hospitality Supervisory Management	3
CULA 1082	Culinary Arts Externship	2
ENGL 1113 **OR** ENGL 1143	Composition I **OR** Technical Writing I	3
Total		**19**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***34***

GENERAL TECHNOLOGY

Associate of Applied Science

The Associate of Applied Science in General Technology enables students pursuing technical majors to customize a degree to match their academic career goals. To pursue this program of study a student must be enrolled in a technical program that does not offer an Associate degree option. The degree requires a minimum of 60 credit hours to complete and includes the following:

- Minimum of 24 credit hours from the technical major curriculum

    o Approved courses for the major area must be the focus of the program. These courses are to be selected from a program of study whose highest credential is the Technical Certificate.

- Minimum of 15 credit hours from the general education Academic Core (see chart below)

- Minimum of 12 credit hours from a technical minor curriculum

    o Minor Options: Automotive Service Technology, Culinary Arts, Industrial Technology – Mechatronics, Medical Coding, Process Technology, Welding Technology

- Minimum of 9 additional credit hours from the technical major curriculum, other technical courses, or general education core curriculum

Students should work closely with a student 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 student academic 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.

Course Number	Course Name	Credit Hours
CSCI 1003	Introduction to Computers	3
ENGL 1113	Composition I	3
ENGL 1123 **OR** ENGL 2043	Composition II **OR** Technical Writing II	3
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Mathematics	3
Social Science Choice*	Social Science Choice*	3
Total General Education Credit Hours		**15**
Additional Course**	Additional Course**	3
Additional Course**	Additional Course**	3
Additional Course**	Additional Course**	3
Total Additional Credit Hours		**9**
Total Technical Major Credit Hours		**24**
Total Technical Minor Credit Hours		**12**
TOTAL PROGRAM HOURS ASSOCIATE OF APPLIED SCIENCE		*60*

Social Science Choice Options: HIST 2013, HIST 2023, PSCI 2003, PSCI 2013, PSYC 2003, SOCI 2003, GEOG 2003, ECON 2003.

**Additional Course: Minimum of 9 additional credit hours from the technical major curriculum, other technical courses, or general education core curriculum*

INDUSTRIAL ENGINEERING TECHNOLOGY

(Course Descriptions – MECH, PTEC)

The Industrial Engineering Technology program offers one overarching Associate of Applied Science degree with emphasis available in three distinct pathways, Electrical and Instrumentation (E&I), Industrial Maintenance, and Chemical Process Technology. Each of these paths has its own specific Technical Certificate (TC) and a common Certificate of Proficiency (CP).

Industrial Engineering Technology: Electrical and Instrumentation (E&I)

(Course Descriptions – MECH, PTEC)

Associate of Applied Science

This degree track is designed to prepare students to become entry-level E&I technicians. These individuals use their electrical and instrumentation knowledge and skills to diagnose, repair, install, and calibrate industrial equipment in a plant setting. Course curriculum contains special emphasis in the areas of electrical and instrumentation controls.

Certificate of Proficiency: Industrial Engineering Technology

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Mathematics	3
Total		**13**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		***13***

Technical Certificate: Electrical and Instrumentation (E&I)

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
CSCI 1003	Introductions to Computers	3
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		***13***

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113 **OR** ENGL 1143	Composition I **OR** Technical Writing I	3
MECH 1111	Student to Work Transition	1
MECH 1103	Electrical Drawings	3
MECH 1604	Fluid Power	4
MECH 1804	Introduction to Programmable Logic Controllers (PLC's)	4
Total		**15**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (ELECTRICAL AND INSTRUMENTATION (E&I))		***31***

Associate of Applied Science: Industrial Engineering Technology: Electrical and Instrumentation (E&I)

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
CSCI 1003	Introductions to Computers	3
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		***13***

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113 **OR** ENGL 1143	Composition I **OR** Technical Writing I	3
MECH 1111	Student to Work Transition	1
MECH 1103	Electrical Drawings	3
MECH 1604	Fluid Power	4
MECH 1804	Introduction to Programmable Logic Controllers (PLC's)	4
Total		**15**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (ELECTRICAL AND INSTRUMENTATION (E&I))		***31***

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123 **OR** ENGL 2043	Composition II **OR** Technical Writing II	3
PHYS 1004/L	The Physical Sciences/Lab	4
MECH 1414	Electronics and Electrical Circuits	4
PTEC 1133	Instrumentation I	3
Total		**14**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
PTEC 2333	Instrumentation II	3
MECH 1904	Industrial Motor Controls	4
MECH 2203	PLC Applications	3
IET Restrictive Elective **OR** IET Internship	Industrial Engineering Technology Restricted Elective **OR** Internship	3
Social Science Elective	Social Science (ECON, PSYC, SOCI, HIST, PSCI, GEOG)	3
Total		**16-17**
TOTAL PROGRAM HOURS ASSOCIATE OF APPLIED SCIENCE (INDUSTRIAL ENGINEERING TECHNOLOGY: ELECTRICAL AND INSTRUMENTATION (E&I))		*61-62*

Industrial Engineering Technology: Industrial Maintenance

(Course Descriptions – MECH, PTEC)

Associate of Applied Science

This degree track is designed to prepare students to become entry-level industrial maintenance technicians. These individuals use their industrial knowledge and skills to maintain, troubleshoot, and repair the industrial equipment found in today's modern facilities. The lecture and lecture/lab format with considerable hands-on instruction will give the student a solid foundation in general maintenance skills.

Certificate of Proficiency: Industrial Engineering Technology

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**13**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		*13*

Technical Certificate: Industrial Maintenance

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
CSCI 1003	Introductions to Computers	3
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		*13*

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113 **OR** ENGL 1143	Composition I **OR** Technical Writing I	3
MECH 1111	Student to Work Transition	1
MECH 1103	Electrical Drawings	3
MECH 1604	Fluid Power	4
MECH 2003	Industrial Mechanics and Mechanical Devices	3
Total		**14**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (INDUSTRIAL MAINTENANCE)		***30***

Associate of Applied Science: Industrial Engineering Technology: Industrial Maintenance

(Course Descriptions – MECH, PTEC)

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
CSCI 1003	Introductions to Computers	3
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		***13***

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113 **OR** ENGL 1143	Composition I **OR** Technical Writing I	3
MECH 1111	Student to Work Transition	1
MECH 1103	Electrical Drawings	3
MECH 1604	Fluid Power	4
MECH 2003	Industrial Mechanics and Mechanical Devices	3
Total		**14**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (INDUSTRIAL MAINTENANCE)		***30***

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123 **OR** ENGL 2043	Composition II **OR** Technical Writing II	3
PHYS 1004/L	The Physical Sciences/Lab	4
MECH 1414	Electronics and Electrical Circuits	4
MECH 1904	Industrial Motors and Controls	4
Total		**15**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
PTEC 1133	Instrumentation I	3
MECH 1804	Introduction to PLC	4
Welding Elective	Welding Elective	4
IET Restrictive Elective **OR** IET Internship	Industrial Engineering Technology Restricted Elective **OR** Internship	3
Social Science Elective	Social Science (ECON, PSYC, SOCI, HIST, PSCI, GEOG)	3
Total		**17 hours**
TOTAL PROGRAM HOURS ASSOCIATE OF APPLIED SCIENCE (INDUSTRIAL ENGINEERING TECHNOLOGY: INDUSTRIAL MAINTENANCE)		*61-62*

Industrial Engineering Technology: Chemical Process Technology

(Course Descriptions – <u>MECH</u>, <u>PTEC</u>)

Associate of Applied Science

This degree track is designed to prepare students to become entry-level refinery operators, chemical operators, and process technicians. These individuals control and monitor the systems that run industrial plants. Operators work both indoors and outdoors alongside engineers, chemists and other professionals to ensure a safe work environment and keep plants in compliance with regulatory requirements.

Certificate of Proficiency: Industrial Engineering Technology

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**13**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		*13*

Technical Certificate: Chemical Process Technology

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
CSCI 1003	Introductions to Computers	3
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		*13*

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113 **OR** ENGL 1143	Composition I **OR** Technical Writing I	3
PTEC 1133	Instrumentation I	3
PTEC 1244	Process Technology I - Equipment	4
PTEC 2364	Process Technology II/ Systems	4
Social Science Elective	Social Science (ECON, PSYC, SOCI, HIST, PSCI, GEOG)	3
Total		**17**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (CHEMICAL PROCESS TECHNOLOGY)		*33*

Associate of Applied Science: Industrial Engineering Technology: Chemical Process Technology

(Course Descriptions – MECH, PTEC)

FIRST SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
MECH 1003	Introduction to Industrial Technology	3
MECH 1203	Industrial Safety	3
MECH 1404	Fundamentals of Electricity and Electronics	4
CSCI 1003	Introductions to Computers	3
MATH 1023 **OR** MATH 1073	College Algebra **OR** Technical Math	3
Total		**16**
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY (INDUSTRIAL ENGINEERING TECHNOLOGY)		*13*

SECOND SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1113 **OR** ENGL 1143	Composition I **OR** Technical Writing I	3
PTEC 1133	Instrumentation I	3
PTEC 1244	Process Technology I - Equipment	4
PTEC 2364	Process Technology II/ Systems	4
Social Science Elective	Social Science (ECON, PSYC, SOCI, HIST, PSCI, GEOG)	3
Total		**17**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE (CHEMICAL PROCESS TECHNOLOGY)		*33*

THIRD SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
ENGL 1123 **OR** ENGL 2043	Composition II **OR** Technical Writing II	3
PHYS 1004/L	The Physical Sciences/Lab	4
PTEC 2333	Process Instrumentation II	3
PTEC 1253	Principles of Quality	3
Total		**13**

FOURTH SEMESTER/YEAR:

Course Number	Course Name	Credit Hours
PTEC 2474	Process Tech III – Unit Operations	4
PTEC 2484	Process Trouble Shooting	4
CHEM 1014/L **OR** CHEM 1024/L	College Chemistry Principles I/Lab **OR** Chemistry I for Science Majors/Lab*	4
IET Restrictive Elective **OR** IET Internship	Industrial Engineering Technology Restricted Elective **OR** Internship	3
Total		**15-16**
TOTAL PROGRAM HOURS ASSOCIATE OF APPLIED SCIENCE (INDUSTRIAL ENGINEERING TECHNOLOGY: CHEMICAL PROCESS TECHNOLOGY)		*61-62*

NURSING ASSISTANT

(Course Descriptions – NSAT, HSCI)

Certificate of Proficiency

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

- Record medical data for client/resident accurately, timely, and appropriately.

- Discuss appropriate techniques used in communicating with clients, significant others and members of the healthcare team.

- Demonstrate skills used in performing client care by utilizing federally mandated medical safety guidelines and professional standards.

- Show appropriate response to a client emotional, psychosocial, cultural, and reaction to treatments, injury, or intervention.

- Research and interpret evidence-based findings relate to ethical and professional conduct/behaviors used in the health care workplace.

- Investigate legal issues commonly found in healthcare and determine how it affects the patient's bill of rights.

- Develop a plan that identifies common work ethics used to promote autonomy and independence when functioning as the health care professional.

Applicants for admission to the NA program must:

- Provide an official copy of high school transcript or GED equivalency with transcript and/or official college transcript if applicable.

- Complete general admissions procedures to college.

- Complete the Accuplacer test.

- Meet with NA instructor/advisor.

- Pass the appropriate background checks prescribed by the school.

- Submit proof of receiving the influenza vaccination. Submit proof of TB skin test, IGRA test, or chest X-ray (completed within the last 12 months) prior to admission into the clinical portion of the program. (More information is provided below).

- Submit a copy of state issued driver's license or state issued identification card.

- Meet the program's physical requirements.

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

Students should be aware that they must pass a drug screen, a criminal background check, and have various testing/screenings, immunizations, and vaccinations before the student can be allowed to begin clinical at assigned healthcare facilities. See SouthArk's Disclosure Statement about vaccines, etc., on the applicable program's course syllabi.

- The program director will provide further information to the students upon entry to the program as there are specific instructions that must be followed. Prior drug screens and/or criminal background checks or those that are not performed by the designated companies are not accepted.

Course Number	Course Name	Credit Hours
NSAT 1002	Nursing Assistant Training	2
NSAT 1012	Nursing Assistant Laboratory	2
NSAT 1022	Nursing Assistant Clinical Practicum	2
HSCI 1003	Medical Terminology	3
HSCI 1011	Ethics and Professionalism	1
HSCI 1001 **OR** CSCI 1003	Basic Computers **OR** Introduction to Computers	1 - 3
HSCI 1021	CPR and First Aid	1
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		*12-14*

Welding Technology

(Course Descriptions – WELD)

Technical Certificate

This technical certificate program prepares students for entry-level placement in the welding industry. Instruction includes metal cutting, arc welding, semi-automatic (MIG) welding, and tungsten inert gas (TIG) welding. The welding program curriculum follows American Welding Society (AWS) education standards for entry-level welders. Students receive instruction in practical applications of welding techniques as well as the operation and maintenance of related tools in the industry. Graduates may find employment in manufacturing, maintenance, independent welding shops, and construction companies.

SEMESTER/YEAR: FALL

Course Number	Course Name	Credit Hours
WELD 1114	SMAW I Welding	4
WELD 2114	SMAW II Welding	4
WELD 1224	GTAW I (TIG) Welding	4
WELD 2224	GTAW II (TIG) Welding	4
MATH 1073	Technical Mathematics or higher level math	3
Total		**19**

SEMESTER/YEAR: SPRING

Course Number	Course Name	Credit Hours
WELD 1214	GMAW I (MIG) Welding	4
WELD 2214	GMAW II (MIG) Welding	4
WELD 1244	Layout and Pipefitting I	4
WELD 2244	Layout and Pipefitting II	4
Total		**16**
TOTAL PROGRAM HOURS FOR TECHNICAL CERTIFICATE		***35***

Those students whose remediation scores are below minimum levels must enroll in remediation 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

(Course Descriptions – WELD)

Certificate of Proficiency

This Certificate of Proficiency gives students instruction in basic welding skills in oxyacetylene and shielded metal arc welding along with a sound knowledge and understanding of industrial safety practices. The curriculum is based upon the certification criteria of the American Welding Society (AWS). Students may receive employment as entry-level welders at various manufacturing plants and job sites.

Course Number	Course Name	Credit Hours
WELD 1114	SMAW I Welding	4
WELD 2114	SMAW II Welding	4
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		**8**

GMAW (MIG) WELDING

(Course Descriptions – WELD)

Certificate of Proficiency

This Certificate of Proficiency gives students a basic understanding of the various wire welding techniques in the welding industry. This certificate requires the completion of 8 semester hours of course work. Graduates may find entry-level employment in manufacturing, maintenance, independent welding shops, and construction companies.

Course Number	Course Name	Credit Hours
WELD 1214	GMAW I (MIG) Welding/Lab	4
WELD 2214	GMAW II (MIG) Welding/Lab	4
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		**8**

GTAW (TIG) WELDING

(Course Descriptions – WELD)

Certificate of Proficiency

This certificate is designed to help students gain an entry-level position as a "TIG welder."

These courses will help the student understand how to weld both steel plate and pipe with the GTAW process. This certificate will also give a student a beginning knowledge of welding Aluminum and Stainless with the GTAW process. The student will also learn the basics of the Plasma cutting torch.

Course Number	Course Name	Credit Hours
WELD 1224	GTAW (TIG) I Welding	4
WELD 2224	GTAW (TIG) II Welding	4
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		**8**

WELDING LAYOUT AND PIPEFITTING

(Course Descriptions – WELD)

Certificate of Proficiency

This certificate is designed to help the student gain an entry-level position as a pipe fitter/ layout person in the welding industry. Upon completion the student should have a vast knowledge of how to layout structure and pipe angles including different fits. The student will also gain the knowledge and ability to cut out these fits with any major cutting procedure.

Course Number	Course Name	Credit Hours
WELD 1244	Layout and Pipefitting I	4
WELD 2244	Layout and Pipefitting II	4
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		**8**

ADVANCED PIPE WELDING

(Course Descriptions – WELD)

Certificate of Proficiency

This certificate is designed to offer the student an opportunity to enhance their knowledge and skills in the area of pipe welding. This certificate requires the completion of 11 semester credit hours of course work. The certificate covers courses that introduce GTAW and SMAW applications related to AWS certification using stainless and carbon steel pipe. In addition, the certificate allows the student to earn proficiency making 1g. 2g, 5g, and 6g welds using SMAW and GTAW. As part of the certificate course work, the student is required to pass at least one AWS 6g weld test.

Course Number	Course Name	Credit Hours
WELD 1714	Advanced Pipe Welding I	4
WELD 2714	Advanced Pipe Welding II	4
MATH 1073	Technical Math or higher level math	3
TOTAL PROGRAM HOURS FOR CERTIFICATE OF PROFICIENCY		**11**

Note: The courses have been designed to be completed in roughly six weeks (180 clock hours) of intensive training.

General Studies

ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies (AGS) degree provides students the flexibility to create a customized program of study designed to fulfill a unique career goal which is not available through any single Technical Certificate or Associate of Applied Science degree currently offered at South Arkansas Community College.

Students who earn this degree will take a core of general education coursework and technical coursework (or higher college level course work) recommended by an academic advisor. The AGS provides a degree path toward various bachelor degree programs at 4-year colleges and universities. Discuss options with your academic advisor.

Students may utilize multiple disciplinary training options in a variety of technical fields or general studies courses. Certificate programs currently without a degree option and students who are taking industry requested specialized courses tailored to employer needs may utilize this pathway to a degree. The degree requires a minimum of 60 credit hours to complete and includes the following:

> Minimum of 15 credit hours from the general education Academic Core

> Minimum of 45 credit hours from college level courses to include technical courses or general education courses

Students should work closely with a student 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 student academic 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.

Course Number	Course Name	Credit Hours
MATH 1073 **OR** MATH 1113 **OR** MATH 1023	Technical Math **OR** Math Reasoning **OR** College Algebra	3
ENGL 1113	Composition I	3
ENGL 1123 **OR** ENGL 2043	Composition II **OR** Technical Writing II	3
CSCI 1003 **OR** BTEC 2143	Introduction to Computers **OR** Business Applications	3
Social Science Choice*	Social Science Choice*	3
Total General Education Credit Hours		*15*
Total Other College Level Courses Credit Hours		*45*
TOTAL PROGRAM HOURS FOR ASSOCIATE OF GENERAL STUDIES		*60*

*Social Science Choice Options: HIST 1003, HIST 1013, HIST 2013, HIST 2023, PSCI 2003, PSCI 2013, PSYC 2003, SOCI 2003, GEOG 2003, ECON 2003.

Continuing Education

CORPORATE AND COMMUNITY EDUCATION

Purpose

In addition to the traditional academic and occupational education available at South Arkansas Community College (SouthArk), SouthArk offers a variety of classes which earn no college credit but provide job skills and personal enrichment. The non-credit courses, seminars, and workshops are designed to be informative and enjoyable. Courses are offered throughout the week at various times and locations. Courses vary in length from a one-time meeting to a full semester.

The college offers a wide variety of courses, which can be taken for pleasure or to develop new job skills. The courses are informative and relaxed. The instructors are chosen for their special expertise and come from area businesses and industries, the professional community, local government, the college's faculty, and citizens with expertise.

Special programs on current affairs and cultural activities are a part of the Community Education scope. Corporate and Community Education endeavors to be a vital part of community life, cooperating with and actively participating in the activities of the Chamber of Commerce and area service clubs and organizations.

Examples of courses and programs include:

The course schedule can be found here Continuing Education

New Courses

Courses are organized on demand. Anyone interested in offerings not scheduled or anyone wanting to be added to the class schedule mailing list may contact the Corporate and Community Education office, (870) 864-8453 or e-mail ce@southark.edu. The schedule of classes is available on SouthArk's website at www.southark.edu under Continuing Education.

Instructors

Corporate and Community Education instructors, selected for their skills and expertise in a variety of fields, are drawn from area business and industry, government, the college faculty, and the community. Anyone interested in teaching may call (870) 864-8453 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 864-8453. Students are officially registered in a course when they complete registration and pay fees. The college reserves the right to cancel classes due to insufficient enrollment.

Fees

Course fees vary with the length of classes and course content. Some courses require a supply and /or textbook fee in addition to the course fee.

Refunds

A full refund of fees paid will be made when classes are canceled. Full refunds will also be made to students who cancel three days before the first class meeting. Refunds may be obtained by making a written request to the Office of Corporate and Community Education located in the Center for Workforce Development on East Campus.

Schedules

Schedules of the Corporate and Community Education courses are updated regularly as classes are added and can be found on the Continuing Education calendar www.southark.edu/continuingeducation.

SOUTH ARKANSAS APPRENTICE PROGRAMS

The El Dorado Plumbing Apprenticeship School is a four-year program hosted by SouthArk for those seeking a career in Plumbing. The apprenticeship program is sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship Training. The program requires both classroom instruction hours (160 contact hours/year) as well as on-the-job training hours (2000/year). The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Plumbing Exam, administered by the State of Arkansas.

The South Arkansas Electrical Apprenticeship School is a four-year program hosted by SouthArk for those pursuing a career in Electricity. The apprenticeship program is sanctioned by the State of Arkansas Department of Labor, Office of Apprenticeship training. The program requires both classroom instruction hours (144 contact hours/year) as well as on-the-job training hours (2000/year). The student will receive an apprentice license, issued by the State of Arkansas, while an active participant in this program. Upon completion of the 4-year program the student will be eligible to take the Journeyman Electrician Exam, administered by the State of Arkansas.

ACADEMIC AND CAREER ACHIEVEMENT PROGRAM

The Academic and Career Achievement Program (ACAP) at South Arkansas Community College is a two-year innovative post-secondary initiative for adults with intellectual disabilities (ID) or developmental disabilities (DD) who desire inclusion in the academic, social, and cultural college experience in a supportive environment. The program serves individuals with intellectual and developmental disabilities (as defined by Statute 20 U.S.C 1140(2)) who are currently (or were formerly) eligible for a free appropriate public education under the Individuals with Disabilities Education Act (IDEA) and have completed a high school program.

ACAP is a custom-tailored learning program that offers students a unique post- secondary opportunity to further their formal education and become self-reliant. The conceptual framework for the ACAP depicts four standards as cornerstones of practice: Academic Access, Career Development, Campus inclusion, and Self-Determination.

The ACAP mission is to empower individuals to live, learn, work, and participate in the social fabric of our community. We believe given the opportunity and proper support, individuals can achieve academic success, successful careers, and personal growth.

ADULT BASIC EDUCATION

The Adult Education Program provides adults with the opportunity to improve their basic reading, writing, and math skills. Students may work on basic skills to improve their ACT or ACCUPLACER scores, to take the Official GED Test, to improve their employability skills, to advance their workplace skills, or to gain personal satisfaction. The Adult Education Program follows established laws, rules, and regulations. The program is an open-entry, open-exit program. All incoming students are evaluated and placed in classes to upgrade deficiencies. Instruction is diagnostic, prescriptive, self-paced, and individualized. Students have access to computers and modern curriculum. Small group and individual instruction are available during the day and evening hours at no

cost to participants. Classes are provided on campus in Union County and at satellite locations in Union and Bradley Counties.

Programs provided through Adult Education Academic Assessment

The Test of Adult Basic Education (TABE) is administered to assess academic needs for placement, instruction, WIOA, and other programs. The Arkansas High School Diploma (GED) can be earned by passing a series of general knowledge exams. The tests cover the following areas: reading, language arts, writing, math, social studies, and science. 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 official 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 training for 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.

Workforce Alliance for Growth in the Economy (WAGE)

This is a state certified program intended for unemployed and the under- employed people in Arkansas. To earn a WAGE Certificate, students learn financial literacy, workforce skills, how to write a cover letter and resumé, and computer literacy skills. Upon completion of the Level I Certificate, a Level II WAGE Certificates are in development, which focus on the student's career field to provide more specialized training.

Course Descriptions

ACCT

ACCT 2003 PRINCIPLES OF ACCOUNTING I

ACTS Equivalent Course Number = ACCT 2003
Introduction to the field of accounting, with emphasis on analyzing transactions, journalizing, creating financial statements, and evaluating financial data. Fall, spring, summer.

ACCT 2103 PRINCIPLES OF ACCOUNTING II

ACTS Equivalent Course Number = ACCT 2013
Pre-requisite: ACCT 2003.
Introduction to managerial accounting, including cost accounting, financial analysis for decision-making, and managerial reporting. Fall, spring, summer.

ACCT 2113 COMPUTERIZED ACCOUNTING SYSTEMS

Pre-requisite: ACCT 2003 or ADMS 1003.
Using procedures encountered in accounting information systems with emphasis on journalizing transactions, internal controls, and the use of financial statements for analysis and decision making. The course provides hands-on experience with current accounting software. Spring.

ADMS

ADMS 1003 INTRODUCTORY ACCOUNTING

Pre-requisites: ENGL 0103 and MATH 1073 with a grade of "C" or better.
The study of bookkeeping cycles of keeping journals, posting to ledger accounts, taking trial balances, preparing balance sheets and working papers, and preparing closing and adjusting entries. Covers commonly used journals, ledgers, and payroll registers as well as the basic tax forms required for small business firms. Recommended for students who have not completed high school bookkeeping before taking Accounting 2003.

ADMS 1013 FUNDAMENTALS OF KEYBOARDING

Introduction to the touch system of keyboarding with emphasis on the proper technique and a thorough mastery of the keyboard.

ADMS 1023 INTERMEDIATE KEYBOARDING

ACTS Equivalent Course Number = BUSI 1103
Pre-requisite: key 40 WPM.
Continuation of ADMS 1013 or equivalent. Further study of the form and arrangement of the business letter, documents and reports. Frequency drills are designed to develop accuracy and speed.

ADMS 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN

Pre-requisites: ADMS 1023
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.

ARTI

ARTI 1013 DRAWING I

A course designed to teach the techniques of drawing in pencil, charcoal, and ink. Provides instruction in the application of art principles to drawing. Four hours per week in studio.

ARTI 1113 DRAWING II

Pre-requisite: Pass ARTI 1013 with a "C" or better.
Advanced problems in drawing, composition, drawing with colored media, and experimental techniques. Four hours per week in studio.

ARTI 2003 ART APPRECIATION

ACTS Equivalent Course Number = ARTA 1003 (For non-art majors)
Pre-requisite: ENGL 0103 with a "C" or better.
Course to develop enjoyment of art and understanding of art's relevance to society through a non-studio study of visual design and subsequent analysis of architecture, sculpture, and painting.

ARTI 2073 PAINTING I

Pre-requisite: Pass ARTI 1013 with a "C" or better.
This course provides preliminary experience in painting, using transparent water-soluble paints and other media related to pictorial composition.

ARTI 2093 PAINTING II

Pre-requisite: Pass ARTI 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.

AUTO

AUTO 1104 MANUAL DRIVE TRAIN & AXLES

Manual transmissions, transaxles, clutches and transfer cases are covered in this course with lecture and lab. Also covered are u-joints, drive shafts and differential repair and diagnosis.

AUTO 1204 BRAKE SYSTEMS

This course (lecture and lab) 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.

AUTO 1304 STEERING & SUSPENSION

This course (lecture and lab) covers diagnosis and repair of steering and suspension systems. Units of instruction will include steering systems, suspension systems, alignment procedures, and wheel/tire service.

AUTO 1404 AUTOMOTIVE ELECTRONICS

This course introduces electrical theory including voltage, current, resistance, and power. DC and AC circuits are covered along with series, parallel, and series-parallel circuits. The proper use of electrical test equipment is emphasized. (2 hours lecture, 3 hours lab).

AUTO 1504 ENGINE REPAIR

This course includes safety, tools, service information, and precision measurement. Also covered are engine disassembly/assembly procedures, engine diagnosis, lubrication and cooling systems. (2 hours lecture, 3 hours lab).

AUTO 1604 ENGINE PERFORMANCE

This course is an introduction to ignition, fuel, intake, and exhaust systems. Exhaust emissions and emission control devices are also covered. Diagnostics is emphasized. (2 hours lecture, 3 hours lab).

AUTO 1704 HEATING & AIR CONDITIONING

This course (lecture and lab) 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.

AUTO 1804 AUTOMATIC TRANSMISSION

This course (lecture and lab) 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.

AUTO 2601 DIRECTED STUDY

The student and the instructor will agree upon a project that will enhance the student's automotive knowledge. The project is to be completed by the student in the classroom, lab, or on the job. May be repeated at the instructor's discretion.

BIOL

BIOL 1004/L FUNDAMENTALS OF BIOLOGY / LAB

ACTS Equivalent Course Number = BIOL 1004
Pre-requisite: Pass ENGL 0103 and MATH 1073 or MATH 1083 with a grade of "C" or better. Morphological, physiological, and taxonomic survey of living organisms with emphasis on basic biological principles and scientific methodology. Lab required

BIOL 1114/L BIOLOGY FOR MAJORS

ACTS Equivalent Course Number = BIOL 1014
Pre-requisites: Pass ENGL 0211 and MATH 1073 or MATH 1083 with a grade of "C" or better.
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.

BIOL 1024/L ZOOLOGY / LAB

ACTS Equivalent Course Number = BIOL 1054
Pre-requisites: Pass ENGL 0211 and MATH 1073 or MATH 1083 with a grade of "C" or better.
The emphasis will be on general principles of zoology. The course will survey the major animal phyla: phylogenetic relationships, morphology, physiology and natural history. Lab required

BIOL 1034/L GENERAL BOTANY / LAB

ACTS Equivalent Course Number = BIOL 1034
Pre-requisites: Pass ENGL 0211 and MATH 1073 or MATH 1083 with a grade of "C" or better.
The emphasis will be on general principles of botany. Material will cover form, structure, function, and reproduction of nonvascular and vascular plants. Lab required

BIOL 2003 NUTRITION AND DIET

> Study of the fundamental principles of human nutrition and diet with emphasis on dietary guidelines and MyPlate, carbohydrates, lipids, proteins, vitamins, minerals, and energy requirements in normal nutrition at different times of development as well as in disease conditions.

BIOL 2064/L, HUMAN ANATOMY AND PHYSIOLOGY I / LAB

> *ACTS Equivalent Course Number = BIOL 2404*
> *Pre-requisites*: Pass ENGL 0103 and MATH 1073 with a grade of "C" or better.
> This course is the first of two sections on the study of the structure and functions of the organ systems of the human body. Laboratory work includes the use of a microscope, lab equipment, lab techniques, and dissections. Lab required.

BIOL 2074/L HUMAN ANATOMY AND PHYSIOLOGY II / LAB

> *ACTS Equivalent Course Number = BIOL 2414*
> Pre-requisite: Pass BIOL 2064/L with a grade of "C" or better.
> This course is a continuation of BIOL 2064 and provides the second of two sections on the study of the structure and functions of the organ systems of the human body. Laboratory work includes the use of a microscope, lab equipment, lab techniques, and dissections. Lab required

BIOL 2174/L MICROBIOLOGY/LAB

> *Acts Equivalent Course Number = BIOL 2004*
> Pre-requisite: MATH 1073, ENGL 1113, BIOL 1004/L or BIOL 2064/L with a grade of "C" or better.
> The course/lab incorporates critical thinking as students are introduced to the world of microbes, including those that cause human diseases. Concepts covered include classification, metabolism, morphology, and identification of bacteria plus basic techniques for the microbiology laboratory. Classifications of parasites and fungi are also included. Lab required

BIOL 2303 KINESIOLOGY

> *Pre-requisites*: Pass BIOL 2064/L with a grade of "C" or better.
> Study of musculoskeletal anatomy, posture, and movement of the human body. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes and axis of movements, the range and quality of functional movements, the actions of levers within the human body, and how muscular contraction affects movements, posture, and gait. Three hours lecture.

BIOL 2301 KINESIOLOGY LAB

> Pre-requisite: BIOL 2064
> This course is designed to practically apply topics discussed in BIOL 2303 Kinesiology lectures. Students are given the opportunity to engage in various activities that will allow them to learn how to locate and palpate the muscles. Two hours laboratory.

BLAW

BLAW 2013 LEGAL ENVIRONMENT OF BUSINESS I

> *Pre-requisites*: ENGL 1113
> This course is a discussion of the legal environment, contracts, and dealings with goods, commercial paper, debts, and creditors. This is the introductory course in law for all business students. This course is designed for students interested in entrepreneurship and designed for students seeking the AAS degree Business.

BTEC 1113 SOCIAL MEDIA

Social media, such as Twitter, Facebook, blogging, etc., are technologies that enable individuals to create, collaborate, and share messages with audiences of all sizes. Students will explore the possibilities and limitations of social media and will have hands-on experience with several forms of social media technology. Those who complete this course will know how to use social media productively, and have a framework for understanding and evaluating new tools and platforms. This course will highlight new effective strategies and applications of these platforms in this course you will be required to participate in social networks, forums, blogs, wikis, micro-blogs, and more.

BTEC 1903 DIGITAL PUBLISHING

Introduces the student to the basics of digital publishing. Course will include terminology, graphics, line draw, columns, tables and charts, report production, and layout techniques as well as advanced features of desktop publishing software, culminating in the layout, and design of complex multi-page documents. This is a hands-on course, which is designed to help the student use advanced enhancing techniques to produce long and/or short complex documents.

BTEC 1923 INTRODUCTION TO DIGITAL PHOTO EDITING

Students will be introduced to the fundamental and intermediate aspects of digital photo editing. From a post-production perspective, students will learn how to take an existing photographic image and produce a final quality image through manipulation and editing.

BTEC 2043 WEB DESIGN I

Students are introduced to basic web design using Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS).Topics include: planning and designing effective web pages; building web pages with HTML and CSS code; using page layout techniques, text formatting, graphics, and images.

BTEC 2143 BUSINESS APPLICATIONS

An introduction to 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.

BTEC 2183 INTRODUCTION TO COMPUTER GRAPHICS

Using current industry software, students will learn how to creatively design through software functions that include drawing, painting, editing, coloring, and layering. Basic and intermediate techniques will be covered and advanced techniques introduced.

BTEC 2193 WEB DESIGN II

Pre-requisite: BTEC 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.

BTEC 2223 EXCEL

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.

BTEC 2413 ADVANCED BUSINESS APPLICATIONS

Prerequisite: CSCI 2143

A continuation of the course Microcomputers: Business Applications. The course focuses on the use of business software applications such as word processing, spreadsheets and database management systems. Competencies learned in CSCI 2143 will serve as a foundation for more advanced skills

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BUSI

BUSI 1003 THE AMERICAN ENTERPRISE SYSTEM

ACTS Equivalent Course Number = BUSI 1013

Co-requisite: ENGL 0103 with a grade of "C" or higher

Basic course in the fundamentals of business. An overview to develop an intelligent understanding of the realistic problems and practices of business. Studies of the business organization and its environment, including marketing, economics, management, and accounting.

BUSI 2013 BUSINESS STATISTICS

ACTS Equivalent Course Number = BUSI 2103

Pre-requisite: MATH 1333, MATH 1023 or Approval of Instructor.

An introduction to applied statistical analysis including measures of central tendency and dispersion, basic probabilities and distributions, interval estimation, visual representations of data, and basic decision theory. Fall, spring, summer

BUSI 2043 CUSTOMER SERVICE AND SUPPORT

This course is designed to help students develop outstanding customer service skills. Students will learn how to interact with (communicating in person), resolve conflicts, maintain records, understand importance of customer retention, and actively participate as a member of a team. Topics address general principles of customer service including the use of technology, systems, skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student.

BUSI 2063 BUSINESS COMMUNICATIONS

ACTS Equivalent Course Number = BUSI 2013

Pre-requisites: ENGL 1113, ADMS 1013.

The composition and evaluation of psychologically sound business letters in correct and forceful English. Emphasis is placed on solving business problems encountered in writing effective business letters.

BUSI 2903 SPECIAL TOPICS IN BUSINESS

A survey of various topics within the field of business to meet specialized needs.

CHEM

CHEM 1004/L FUNDAMENTALS OF CHEMISTRY / LAB

ACTS Equivalent Course Number = CHEM 1004

Pre-requisites: ENGL 0103, MATH 1073 with a grade of "C" or better.

This is a survey course introducing Chemistry as it applies to the real world for students in general education. The course incorporates critical thinking to explore, analyze, and evaluate concepts such as the scientific method, measurement, states of matter, atomic structure, the periodic table, chemical properties, chemical bonding, chemical reactions, acids and bases, solutions, and other chemistry-related topics. This course does not fulfill the chemistry requirement for science majors, process technology, or Allied health programs. Three hours lecture and two hours laboratory. Lab required.

CHEM 1014/L COLLEGE CHEMISTRY PRINCIPLES I / LAB

ACTS Equivalent Course Number = CHEM 1214
Pre-requisites: ENGL 0103, MATH 1073 with a grade of "C" or better.
This is an algebra-based college chemistry course. This course provides a chemistry foundation for work in health-related areas, process technology, and other careers needing fundamental chemistry concepts. The lecture component incorporates critical thinking to explore, analyze and evaluate inorganic chemistry including, atomic and molecular structure, bonding, nomenclature, reactions, stoichiometry, states of matter, solutions, energy, heat, reaction rates, reaction equilibria, acids and bases, nuclear chemistry, and fundamentals of organic and biochemistry. the laboratory component incorporates critical thinking to investigate, analyze, and evaluate measurement, mass, volume, density and specific gravity, physical and chemical changes, flame tests and atomic structure, classification of chemical reactions, mole ratios in chemical equations, temperature, endothermic and exothermic reactions, gas laws, solution formation and characteristics, spectrophotometry, testing for anions and cations, reaction rates and equilibrium, acids, bases, pH and buffers, acid-base titration, identification of functional groups in unknowns, carboxylic acid/ester analysis, and aspirin synthesis. Three hours lecture and two hours laboratory. Lab required.

CHEM 1024/L CHEMISTRY I FOR SCIENCE MAJORS /LAB

ACTS Equivalent Course Number = CHEM 1414
Pre-requisites: ENGL 0103, MATH 1023 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. Three hours lecture and two hours laboratory. Lab is required.

CHEM 1124/L CHEMISTRY II FOR SCIENCE MAJORS / LAB

ACTS Equivalent Course Number = CHEM 1424
Pre-requisites: MATH 1023, CHEM 1024/L with a grade of "C" or better.
Course is a continuation of CHEM 1024/L incorporating critical thinking with a greater emphasis regarding intermolecular forces, solutions, kinetics, mechanisms of chemical reactions, equilibrium, acid/base theory, thermodynamics, oxidation-reduction, and electrochemistry. Three hours lecture and two hours laboratory. Lab required.

CRJU

CRJU 1103 INTRODUCTION TO CRIMINAL JUSTICE

ACTS Equivalent Course Number = CRJU 1023
Examination of the history and philosophy of the administration of justice in America. The systems and sub-systems, their roles and interrelationships, theories of crime, punishment, and rehabilitation; and the ethics, education, and training of professionals will be studied.

CRJU 1313 INTRODUCTION TO CRIMINOLOGY

This course covers basics in criminology theories, patterns and behaviors. Students learn socioeconomic and sociocultural influences that have affected crime over the years. It is designed to provide freshmen and sophomore students with knowledge of terminology, trends, and theories of criminal justice.

CRJU 1353 INTRODUCTION TO CORRECTIONS

This course focuses on the major programs within the corrections component of the criminal justice system. It includes analysis of probation, institutional treatment, parole, and community corrections programs. Development of corrections philosophy, theory, and practice will be presented with emphasis on constitutional rights of offenders.

CRJU 2103 POLICE ADMINISTRATION

Introductory course in the role of police in administration of criminal justice and crime control. An overview of police administrative, line, and auxiliary functions.

CRJU 2303 RULES OF CRIMINAL EVIDENCE AND PROCEDURES

This course will provide the student with an overview of the State and Federal Rule rules of evidence applicable in criminal proceedings. The course will focus on evidence concepts including, but not limited to the adjudication process, direct vs. circumstantial evidence, witness competency and impeachment, hearsay, admissions and confessions, search and seizure, the exclusionary rule, documentary and physical evidence, preparing for court testimony.

CRJU 2403 CRIMINAL INVESTIGATION TECHNIQUES

Survey of general procedures, concepts and practical application of the mechanics of criminal investigation. Emphasis on elements of crime and fact-finding.

CRJU 2503 ARKANSAS CRIMINAL LAW

This course will explore the history, scope and nature of criminal law. It will analyze the general nature of crime, constitutional limits on crime and general principals of criminal liability.

CRJU 2513 JUVENILE JUSTICE

An examination of the juvenile justice system and the provisions of Arkansas and federal law pertaining to juveniles. Designed to provide freshmen and sophomore students with knowledge of terminology,
Classification systems, trends, and theories of criminal justice. This is a multidisciplinary approach to understanding, managing and deterring criminal behavior.

CRJU 2533 COMMUNITY BASED CORRECTIONS

A study of probation, parole, diversion, pre-trial release, and intermediate sanctions. A critical analysis of the statutes and policies relating to the administration of community-based correctional programs. Specifically, this course will highlight critical issues and trends in community-based corrections. Designed to educate and to prepare students for possible employment in probation and parole. There is an emphasis placed on the duties of probation and parole officers.

CRJU 2543 JUVENILE REHABILITATION AND CORRECTIONS

This course will teach students how to understand the issues related to juvenile problems while focusing on juvenile protection, rehabilitation, incarceration, and dealing with special need offenders. An overview of the design and legal requirements of juvenile correctional institutions will be emphasized. The course will additionally examine of the juvenile justice system and the provisions of Arkansas and federal law pertaining to juveniles.

CRJU 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).

CSCI 1003 INTRODUCTION TO COMPUTERS

ACTS Equivalent Course *Number = CPSI 1003*
Pre-requisites: ENGL 0103
Learn basic computer concepts and software applications with an emphasis on personal computing. Topics include hardware, software, data processing, the internet and World Wide Web, and current trends in personal computing. File management, word processing, spreadsheet, database, and presentation applications are introduced.

CSCI 1103 COBOL PROGRAMMING

Introduction to computer programming using the Common Business oriented language including presentation and analysis of programming applications and techniques for business, industry, and government.

CSCI 1114 IT ESSENTIALS

Pre-requisite: ENGL 0103 with a grade of "C" or better.
Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

CSCI 1263 WINDOWS OPERATING SYSTEM

Pre-requisites: Fundamental keyboarding skills, ENGL 0103 with a grade of "C" or better.
Covers basics of Windows operating system from installing and upgrading to enabling remote support. Administrative issues such as setting up password requirements, securing shared resources, and managing user accounts are covered. Note: Contact instructor for details concerning which version of Windows is being utilized.

CSCI 1302 NETWORK + CERTIFICATION REVIEW

A review of the concepts, terms, and bodies of knowledge making up the Network + certification exam. Introduction to the key networking installations, configurations, and administration tasks involved in administering Windows and Linux operating systems.

CSCI 1323 NETWORKING FUNDAMENTALS

This course has been designed with the novice networking student in mind and covers all types of networks from the ground up. Designed to provide a solid foundation in essential concepts and methods, this introduction requires no previous experience, covering all of the critical knowledge and skills information technology professionals need to work with network operating systems in a network administration environment. This highly practical course features a variety of projects, with activities integrated closely with core material to facilitate understanding, reinforce learning, and build essential skills at every step Students also learn practical design methods for home, small business, and large enterprise networks.

CSCI 1513 COMPUTER CAREERS AND PROFESSIONAL DEVELOPMENT

This course will allow students to explore various computer-related careers and professions, as well as address students' skills, interests, and personalities as related to individual career requirements and expectations. The course will also address job search skills and techniques and characteristics that employer's desire employees to possess (e.g. integrity, good work ethics, etc.).

CSCI 1703 INTRODUCTION TO LINUX

Presents the foundational principles and skills of the Linux operating system. Students will learn how to install, maintain, and troubleshoot Linux from a system-level experiential perspective.

CSCI 1713 ALTERNATIVE OPERATING SYSTEMS

Pre-requisite: ENGL 0103 with a "C" or better or equivalent score on placement test and either CSCI 1114 or CSCI 1263 (or permission of the instructor).

This course is an introduction of operating systems other than the Windows OS. This course is taught from a Power user/IT technician perspective. The class examines how to establish system preferences for hardware, internet, network and desktop. Students will use the various browsers, work from the command line, and perform routine maintenance.

CSCI 1803 **SECURITY+**

Security+ focuses on the latest trends and techniques in risk management, risk mitigation, threat management disaster recovery and intrusion detection. Other topics include cryptography and access control. Security+ certification is an international., vendor-neutral professional certification provided by CompTIA.

CSCI 1813 CYBER SECURITY ESSENTIALS

This course is intended to provide a basic survey of the importance and understanding of IT security awareness and data confidentiality. This security course walks users through various aspects of information security in a very broad, easy to understand way and explains to them the value of securing data, both for themselves and the organization. The course will also present best practices in access control and password policies. The class will discuss legislation, local, state and federal privacy policies and liability of individuals and institutions related to data confidentiality and integrity. The course will introduce risk management, security policies, and common threats and countermeasures.

CSCI 1833 MOBILE APPLICATION PROGRAMMING

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications.

CSCI 2053 JAVA SCRIPT

Pre-requisite: CSCI 2803 HTML/CSS XML or permission of instructor.

An introduction to the JavaScript language, which is used to develop dynamic web pages with features, such as forms, slide shows, and mouse-over effects. This class builds upon the HTML/CSS/XM course. Student will need a basic understanding of HTML/CSS before attempting this course. This is a hands-on course, with the majority of work being done on a PC computer. Students will learn the basic of JavaScript, its used and security issues, as well as good design principles pertaining to accessibility, and code functionality across multiple platforms and devices, including the exploration of mobile app development.

CSCI 2063 PROGRAMMING I

This course introduces computer programming using a hands-on approach. Discover the basic principles of coding using a current industry programming language. Starting from the ground up, this course will cover the critical concepts required to create and understand basic code and computer applications. Topics explored include programming logic, data types, input and output of data, computations, control structures, modular design. There are no pre-requisites other than basic keyboarding skills, computer aptitude, ability to install programs, and basic problem-solving skills.

CSCI 2124/L INTRODUCTION TO JAVA/ LAB

An introduction to the fundamentals of the JAVA programming language. Provides a conceptual understanding of object- oriented programming. Students will learn how to create classes, objects, and applications using the language. Topics also include JAVA language fundamentals and the Java language API (application programming interface).

CSCI 2203 DATABASE

Pre-requisite: BTEC 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 2351/2352/2353 SPECIAL TOPICS IN INFORMATION TECHNOLOGY

A survey course of a selected topic or related topics in information technology intended to provide the student with exposure to new technology or a special knowledge/skill set. Credit will vary depending upon length of study requirements.

CSCI 2361/2362/2363 SPECIAL TOPICS IN INFORMATION TECHNOLOGY/ ADVANCED

A continuation of CSCI 2351/2352/2353.

CSCI 2373 WINDOWS SERVER

Pre-requisites: Fundamental keyboarding skills, ENGL 0103 with a "C" or better. CSCI 1114, CSCI 1263, or permission of the instructor.

This course is designed to give students the knowledge and experience to install, configure, and administer the current Microsoft Server as a network operating system. Note: Contact the instructor for details concerning which version of Windows is being utilized.

CSCI 2383 LINUX SERVER

Pre-requisite: CSCI 1323, CSCI 2373, or permission of the instructor.

This course introduces UNIX and Linux tools to the experienced computer user and to those with only a basic knowledge of computers. Linux system administration tasks are discussed and practiced.

CSCI 2433 NETWORK SECURITY

Pre-requisite: CSCI 2603 Cisco 1 and CSCI 2373 Windows Server

The threat to systems is one that is continuously changing and evolving. It is not sufficient that a System Administrator harden a system based upon the threats that are currently known. The goal of the business continuity course is to help the organization take preemptive measures against malicious attacks by attacking the system; all the while staying within legal limits to ensure that systems are adequately protected, administrators must probe networks and assess the security posture for vulnerabilities and exposure.

CSCI 2483 CIT INTERNSHIP

The practicum provides work experience as part of study. The course is open to students enrolled in the CIT degree. It provides meaningful work experience in the information technology field as a paid or volunteer employee. When this course is completed, the student should be more aware of the nature and responsibilities of his/her job, should have the ability to access new knowledge and skills that affect the job, and should develop the ability to work through problems and difficulties which occur on the job.

CSCI 2603 CISCO I

> This course describes the architecture. Components, and operations of routers and switches in a small network. Students learn how to configure a router and switch for basic functionality. Includes basic router configuration, advanced LAN and WAN design and technologies, IPv4 and IPv6 addressing, single-area and multi-area OSPF, EIGRP and network troubleshooting.

CSCI 2613 CISCO II

> CCNA 2: Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality in a small to medium network. Students will learn to implement VLANs, network address translation (NAT), and access control lists (ACLs) which filter traffic.

CSCI 2623 CISCO III

> The third course in the 3-course CCNA series describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. It covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks.

CSCI 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN

> *Pre-requisite*: Completion of 45 hours of the program.
> Students complete projects that require organizational skills and teamwork to prepare them for a smooth transition into the fast-paced business environment. Class incorporates such topics as appropriate business attire, professional etiquette, interpersonal skills, ethics, business protocol, and problem solving. Students develop individual professional portfolios they may use in applying for jobs.

CSCI 2713 SQL

> This course introduces students to the fundamentals and functions of Structured Query Language (SQL). SQL manages data stored within a relational database, including table creation, updating, and other manipulation concepts. Upon completion of this course, students will be able to read and write SQL statements in order to generate reports from data held in a relational database.

CSCI 2803 HTML/CSS/XML

> *Pre-requisite*: BTEC 2043 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.

CULA

CULA 1002 SANITATION

> *Co*-requisite*:* ENGL 0103
> Explore and apply key food safety concepts. Learn origins of food-borne disease and utilization of proper sanitation and safety procedures. The curriculum is covered through lecture, demonstration, and food preparation. Students receive Servsafe certification.

CULA 1013 NUTRITION

Co-requisite: ENGL 0103

This course introduces the fundamentals of nutrition and the role it plays in food preparation and cooking. The relationship between nutrient intake and health is examined.

CULA 1022 MATHEMATICS FOR CULINARY ARTS

Co-requisite: MATH 1073

Application of basic math principles that affect everything from basic recipe preparation to managing food and labor costs in a restaurant operation.

CULA 1033 CULINARY ARTS IA

Co-requisite: CULA 1002.

This course exposes students to the career opportunities in the hospitality industry. Students will learn and demonstrate knowledge of the effects of heat on foods, heat transfer, and cooking times. Various cooking methods will be explored. For this course, students will focus on the principles of cooking meats, stocks, soups, sauces, salads, and salad dressings.

CULA 1035 CULINARY ARTS IB

Pre-requisite: CULA 1033

This course continues and expands on the course content from Culinary 1A. Students will learn and demonstrate knowledge of the effects of heat on foods, heat transfer, and cooking times. Various cooking methods will be explored. For this course, students will focus on the principles of cooking meats, stocks, soups, sauces, salads, and salad dressings.

CULA 1047 CULINARY II

Pre-requisite: CULA 1002, CULA 1013, CULA 1022, CULA 1033, CULA 1035

This course introduces students to the fundamentals of preparing meats and vegetables. Students will also learn the basics in baking and preparing breakfast. Dessert presentation, as well as other creative presentations are emphasized.

CULA 1053 MENU PLANNING

Pre-requisite: CULA 1002, CULA 1013, CULA 1022, CULA 1033, CULA 1035

This course is designed to teach students how to plan a menu for every type of service and facility. Students gain an understanding of menu layout including selecting appropriate foods and creating a pricing structure. This course includes food service design concepts including the menu, the location, and the type of clientele expected. Students will also learn purchasing procedures.

CULA 1061 DINING ROOM SERVICE

Pre-requisite: CULA 1002, CULA 1013, CULA 1022, CULA 1033, CULA 1035

Students will learn and demonstrate positive customer relations in a food service operation. This course explores manager and staff roles, customer service techniques, and how to handle customer complaints. Students will also learn the importance of teamwork in a restaurant setting. Upon completion of this course, students will receive the National Restaurant Association Manage First Customer Service Certificate.

CULA 1073 HOSPITALITY SUPERVISORY MANAGEMENT

Pre-requisite: CULA 1002, CULA 1013, CULA 1022, CULA 1033, CULA 1035

Students will learn basic supervisory management skills in the hospitality and food service industry. This course develops skills students' motivation, delegation, evaluation, and communication skills as it relates to human resources. Techniques for employee mentoring and termination procedures are learned. Students will learn federal, state, and local laws as it relates to the food service industry.

Upon completion of this course, students will receive the National Restaurant Association Manage First Hospitality Human Resources and Supervision Certificate.

CULA 1082 CULINARY ARTS EXTERNSHIP

Pre-requisite: CULA 1002, CULA 1013, CULA 1022, CULA 1033, CULA 1035

Externships are granted the last semester (spring) of the Culinary Arts program. On the job training is conducted under the supervision of a qualified chef/supervisor in the performance of all food service duties, minimum of 100 hours is required to fulfill course requirement.

ECED

ECED 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION

Pre-requisite: Admission to the Early Childhood Education program.

This course is designed to acquaint students with the historical roles of families in their children's development. Students become familiar with theories supporting early childhood education and learn how to develop an effective program designed uniquely for children birth to eight. Students also obtain knowledge of state and federal laws pertaining to the care and education of young children. A minimum of 4 observation hours required. This course is part of the Birth through Pre-kindergarten teaching credential core and CDA Credential.

ECED 1023 ENVIRONMENTS FOR YOUNG CHILDREN

Pre-requisite: Admission to the Early Childhood Education program.

This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are developmentally appropriate, inclusive, and engage family involvement for children birth to five years. A minimum of 6 observation hours are required. This course is part of the CDA Credential.

ECED 1033 PRACTICUM I

*Pre-requisites or Co-*requisite*:* ECED 1003 or ECED 1023; *Pre-requisite:* EDUC 2033.

This course provides opportunities for students to directly apply acquired Early Childhood theory and skills in a child care setting. Students are required to complete a minimum of 80 clock hours of hands-on experience. (Employment or volunteer hours in a licensed child development program is required). This course is part of the Birth through Pre-kindergarten Teaching Credentials and the CDA Credential

ECED 1043 ECE ETHICS AND PROFESSIONALISM

Pre-requisites: Admission to the Early Childhood Education Program and EDUC 2033.

This course provides an opportunity to explore and develop essential skills in ethics and professionalism as it relates to employment in the field of Early Childhood Education. Topics such as state laws and regulations, NAEYC Code of Ethical Conduct, Developmentally Appropriate Practice, Standards of Quality, professional commitment to quality, professional development, advocacy and ethics, as well as employment skills are essential components of the curriculum for this class. Students are required to perform a minimum of 4 observation/participation hours.

ECED 2053 ADMINISTRATION OF PRESCHOOL PROGRAMS

This course covers topics pertinent to the current or future childcare director/owner. Students explore and plan all aspects of opening a childcare center including, daily operations, budgeting, personnel management, and state licensing regulations. A minimum of 4 observation hours are required.

ECED 2063 ADMINISTRATION FOR EARLY CHILDHOOD EDUCATION PROGRAMS II

This course provides in depth coverage of topics pertinent to the leadership, management, and professional development of the future and current early childhood program director/owner. Emphasis is on staff management and leadership techniques as well as family involvement and support, customer service, and community relations. Legal and fiscal management are previewed. Personal and professional development as a reflective practitioner is emphasized as students develop skills in program administration and personal career goals. This course requires a minimum of 12 observation hours in a licensed childcare facility.

ECED 2303 LITERACY AND LANGUAGE ARTS FOR EARLY CHILDHOOD

This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs, with literacy and language rich environments by incorporating the four areas of literacy: speaking, listening, reading, and writing. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten teaching Credential core.

ECED 2403 MATH AND SCIENCE FOR EARLY CHILDHOOD

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.

ECED 2503 CHILD GUIDANCE

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.

ECED 2703 PRESCHOOL CURRICULUM

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3–5 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of young Children for quality early childhood settings. Information on Better Beginnings, and the Arkansas Child Development and Early Learning Standards for Birth to 60 months is also covered. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten teaching Credential core.

ECED 2743 ECE MUSIC, MOVEMENT & CREATIVE ARTS

Prerequisite or Corequisite: EDUC 2033

This course explores the importance of music, movement, and creative arts in the development of young children. Focus on establishing an environment that cultivates and nourishes creativity and aesthetic sense. It includes the principles of creativity skills; planning for motor skill progression through creative and teacher-guided movement; music and rhythmic experiences; instructional strategies; materials, tools and equipment in an art/music/movement program. Emphasis on creative processes through appreciation of diversity and culture and developmentally appropriate activities and experiences which underscore the emotional, social, physical, and cognitive needs of children from two through eight years of age. A minimum of 5 hours of observation required.

ECED 2803 INFANT/TODDLER CURRICULUM

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of young Children for quality early childhood settings. Information on Better Beginnings, and Arkansas Child Development and Early Learning Standards for Birth to 60 months is also covered. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten teaching Credential core.

ECED 2833 CARING FOR EXCEPTIONAL CHILDREN

Prerequisite or Corequisite: EDUC 2033

This course provides students with a basic understanding of responsive care for the young child in an educationally inclusion environment. Inclusion is the practice of placing children with disabilities or special needs, into educational environments with "typically developing" peers. Students develop a greater understanding of the importance of including children with disabilities into an early childhood environment. Learning includes an overview of basic characteristics of various disabilities or conditions, focus on special care needs associated with the conditions, and strategies for making reasonable accommodations for all children and their families. The course provides the opportunity to plan inclusive 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 10 hours of observation is required for this course.

ECED 2843 TEACHING AND LEARNING FOR THE EXCEPTIONAL YOUNG CHILD

Prerequisite or Corequisite: EDUC 2033

This course assists the student in developing an understanding and vision of how inclusion supports the learning of all young children. Participants will use knowledge of various special needs conditions to learn how to develop and adapt lessons and activities to meet the individual needs of the exceptional child and encourage family partnership in the process. Students will plan effective environments that support the cultural, social, cognitive, physical, and social needs of the young exceptional child in an inclusive setting. Managing classroom behavior and the importance of learning through play are important topics explored in this course. A minimum of 10 hours of observation are required for this course.

ECED 2863 INFANT TODDLER DEVELOPMENT & LEARNING

This course is the study of the environmental and hereditary affects on the physical, cognitive, social, and emotional development of young children from birth to 3 years of age. Specific emphasis is placed on brain development, language acquisition, and how learning takes place in young, mobile, and older infants and toddlers. Typical and atypical development is explored. Students engage in observation of infants and toddlers to aid in understanding and application of various theories of development and learning. A minimum of 10 hours of observation in a childcare setting is required for this course.

ECED 2873 INFANT TODDLER CAREGIVING & FIELD EXPERIENCE

This course introduces the student to the basic skills and guidelines necessary for respectful and developmentally appropriate group childcare for young, mobile, and older infants and toddlers both typically and atypically developing. Creating environments, establishing routines, and incorporation of learning through caregiving practices is emphasized. Students learn about creating culturally sensitive relationships and communication with families. Students gain hands-on experience through

direct participation in a center-based caregiving setting and guided observations. A minimum of 30 hours of center-based observation and paid or volunteer participation is required.

ECED 2883 SCHOOL-AGE ENVIRONMENTS, CARE, & ACTIVITIES

This course focuses on providing education and experiences regarding before and after school environments, care, and activities for children five to 12 years of age in a group care environment. Minimum licensing requirements for school-age care facilities are highlighted. Age-appropriate planning of leisure activities is explored along with support of school/home partnerships. Emphasis is placed on both group and individual activities that support physical, cognitive, social, and emotional development. Appropriate integration of technology and media is included. 10 hours of participation in a school-age care setting is required.

ECED 2893 SCHOOL-AGE DEVELOPMENT, LEARNING, AND GUIDANCE

This course provides an overview of child development from age 5 to 12 years. Physical, cognitive, communication & language, social & emotional development are explored. Creative expression as well as self and cultural understanding and child abuse identification, reporting and prevention are highlighted. Students will also learn techniques for family engagement, positive guidance, supporting academics and learning including program management skills. Student perform a variety of child interviews, program observations, and summaries. A minimum of 10 hours of observation is required for this course.

ECED 2903 FUTURE PERSPECTIVES OF EARLY CHILDHOOD EDUCATION

This CAPSTONE course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Ethical Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC Associate degree Standards. This course is part of the Birth through Pre-kindergarten teaching credential core.

ECON

ECON 2003 MACROECONOMIC PRINCIPLES

ACTS Equivalent Course Number = ECON 2103

An introduction to fundamentals of macroeconomic theory and analysis with an emphasis on the national production possibilities, international trade, aggregate measures of economic activity, and fiscal and monetary policy. Fall, spring, summer.

ECON 2103 MICROECONOMIC PRINCIPLES

ACTS Equivalent Course Number = ECON 2203

An introduction to microeconomic analysis which concentrates on individual firm decisions on production and pricing, factors influencing consumer choices, different market structures, resource demand outcomes, the public sector, and externalities. Fall, spring, summer.

EDUC

EDUC 2003 INTRODUCTION TO EDUCATION

This course is designed to provide the student with an overview of teaching as a profession. A primary goal for this course is to allow students the opportunity to decide if the education profession is an appropriate vocational choice. This course introduces the student to the historical, philosophical and foundational aspects of the discipline. It also introduces the vocabulary unique to the field of

education. Each student is required to complete a minimum of 24-30 hours of observation within cooperating K-12 schools. Each student must complete the required paperwork for these observations. This course should be taken early in the degree program.

EDUC 2023 SURVEY OF EXCEPTIONAL CHILDREN

This course consists of a brief overview of many common developmental and genetic disabilities children may experience, and how teachers and preschool teachers may adapt environments and lesson plans, provide emotional and social support, and meet other needs of children and their families. Special education laws are discussed along with the biological, social, and psychological elements of specific disabilities. A minimum of 10 observation hours are required.

EDUC 2033 CHILD GROWTH AND DEVELOPMENT

This course is the study of environmental and 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 - 15 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 2053 DEVELOPMENT AND LEARNING

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development from conception through adulthood (conception through death) with diverse cultural backgrounds from within and outside of the United States. Additional emphasis is on learning theories across the lifespan. Students are introduced to methods to observe and evaluate development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of 24 - 30 hours of observation. Students must complete the required observation assignments with verification of hours to receive a passing grade.

EDUC 2103 CHILD AND ADOLESCENT LITERATURE

Pre-requisite: ENGL 0103.
This course is designed to provide introductory content on children's and young adolescent literature. The material will help pre-service teachers select, read, and evaluate children's and young adolescent literature and integrate them into their classrooms. The course also introduces concepts about literature including elements of fiction, fictional literary forms, non-fiction, and aspects of book formats. A minimum of 3 hours of observation are required.

EDUC 2113 MATH FOR TEACHERS I

(Number Operations and Number Sense for Elementary and Middle School Grades)
Pre-requisites: ENGL 0103, MATH 1023 OR MATH 1113.
This is the entry-level course for P-8 education majors with an emphasis on teaching methods. Numeration systems from natural numbers through real numbers will be covered. The operations and properties with applications within each system will be developed as appropriate to the P-8 teacher.

EDUC 2223 MATH FOR TEACHERS II

(Geometry I for the Elementary and Middle Grades)
Pre-requisites: ENGL 0103, MATH 1023 OR MATH 1113.

This is an entry-level course for P-8 grade levels with an emphasis on teaching methods. Focus is on geometry concepts. Topics will include appropriate geometric terminology, lines, angles, plane curves, polygons and other plane regions, polyhedral and other space figures, measure, constructions, transformation, congruence, similarity and geometric reasoning. Other concepts will include mathematical systems, elementary algebra, probability and statistics as appropriate for P-8.

EDUC 2313 INTRODUCTION TO EDUCATIONAL TECHNOLOGY

Pre-requisites: ENGL 0103.

Covers basic technology planning in K-12 classrooms with emphasis on technology use and concepts. Decision making and consequences concerning social, ethical and human issues related to technology and computing is addressed. Basic experience with computers is necessary. A minimum of 24 - 30 hours of observation is required.

EMAT

EMAT 1013 SCRIPTWRITING

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.

EMAT 1023 MEDIA ETHICS

Pre-requisite: ENGL 1113 with a "C" or higher.

This course will give students a firm grounding in ethical principles as they apply to reporting, confirming the proper use of sources, confirming the validity of information, and the business of news. Students will also develop their own personal guidelines for what is acceptable behavior for someone employed as an electronic journalist.

EMAT 1033 FUNDAMENTALS OF STAGECRAFT

This course will introduce students to the technical aspects of stage lighting, sound, rigging, and the roles of grips and gaffers on a film set, television set, and/or stage production. Open to all students. One-to-two-act major productions will be staged; students will be required to work onstage and off.

EMAT 1103 INTRODUCTION TO MEDIA

Super 8mm film and digital production, including concept, principles, basic editing, projection and the use of non-synchronous sound. Evaluation and critique of student's films. Each student required to complete three films.

EMAT 1203 AMERICAN CINEMA

Through American Cinema, students will acquire a working knowledge of American film history from the silent era to the present day. in addition, they will learn to recognize and use basic technical and critical vocabulary of motion pictures, understand how the technology of the cinema relates to film art, gain a fundamental background in the economic structure of the film industry, question their own role as passive spectators, increase their ability to watch films actively and critically, and enhance their ability to think, speak, and write critically in an increasingly visual and technological culture.

EMAT 1303 AUDIO PRODUCTION

This course is divided into four major areas: principles, equipment, pre-production, and post-production. Students will also be introduced to acoustics, system wiring, and various types of recording equipment.

EMAT 1403 EDITING AND POST-PRODUCTION

>This course is designed for film to include studio and field camera techniques. It includes opportunities in developing, directing, and producing live and taped video programming.

EMAT 1503 LIGHTING

>Students will learn basic three-point lighting to full set lighting design. Included in discussion are types of lighting, fixtures, gels, and lighting techniques.

EMAT 1603 DIGITAL PHOTOGRAPHY

>This is an introductory course in digital photography which approaches the medium as an art form and unique means of human communications and a technical skill. The student is introduced to basic mechanical principles of the camera. The student learns how photography has influenced perception and communication. The student is provided with techniques for responding to the content and structure of photographs. *An adjustable digital SLR camera is required.*

EMAT 1703 SONGWRITING

>This course is designed to teach students how to compose original music for varied use (e.g., performance, film soundtracks, commercial use, etc.)

EMAT 2203 DOCUMENTARY FILM-MAKING

>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.

EMAT 2303 FILM PRE-PRODUCTION

>*Co*-requisite: EMAT 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.

EMAT 2403 FILM PRODUCTION AND DESIGN

>*Pre-requisite*: Consent of the instructor.
>The theory and practice of designing a film production; including script analysis, budgeting, equipment deployment and other logistics for preparing a well-coordinated production shoot.

EMAT 2503 INTERNSHIP

>*Pre-requisite*: Consent of the instructor.
>This course is a laboratory course of supervised rehearsal and technical work on community production culminating in performance. It provides the students with practical experience and training.

EMAT 2513 INTERNSHIP II

>*Pre-requisite*: consent of the instructor.
>This is an additional laboratory course of supervised rehearsal and technical work on community productions, culminating in performance and designed to hone skills developed in a previous internship. It provides students with practical experience and training.

EMAT 2523 INTERNSHIP III

Pre-requisite: consent of the instructor.

This is an additional laboratory course of supervised rehearsal and technical work on community productions, culminating in performance and designed to hone skills developed in a previous internship. It provides students with practical experience and training.

EMAT 2603 SOUND DESIGN

Students will study theory and apply practical experience in sound for film and video. This course will explore the technical and aesthetic aspects of sound as it relates to the moving image. Midi, SMPTE, sync, Foley, sound effects recording, ADR, looping, and music for video will all be covered.

EMAT 2903 SPECIAL TOPIC COURSE

EMAT 2913 SPECIAL TOPIC COURSE

EMSP

EMSP 1003 HUMAN SYSTEMS AND ASSESSMENT

History taking, charting, and physical examination skills. Emphasis on directing, defining, and describing normal and pathological body conditions.

EMSP 1007 EMERGENCY MEDICAL TECHNICIAN

Course content covers cognitive, psychomotor and affective instruction, including 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.

EMSP 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.

EMSP 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.

EMSP 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.

EMSP 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.

EMSP 1024 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.

EMSP 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.

EMSP 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.

EMSP 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.

EMSP 2022 EMS ENVIRONMENT II

Guided practice and emphasis on disaster and triage, EMS communications, stress management, and emergency rescue extrication techniques.

EMSP 2033 ADVANCED EMERGENCY MEDICAL TECHNICIAN CONCEPTS

Clinical pharmacology, classification, and use of medications. Emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. Includes dosage calculations and metric conversions. Etiology, pathophysiology, clinical features, cardiac disease processes, and assessment of patients with cardiac disorders and ACLS skills and techniques. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, and indications and administration of cardiac therapy along with defibrillation and synchronized cardioversion skills. Care of patients with respiratory disorders. Discussion of the etiology and pathophysiology of the respiratory system, normal respiratory function, and mechanics of respirations. Assessment, pathophysiology of respiratory disease, evaluation, and management of respiratory distress due to medical and trauma-related problems. Emphasis will be on the uses and techniques of esophageal, endotracheal, and surgical airways. Recognition, management, and pathophysiology of patients with medical emergencies. This module will include diabetic emergencies, anaphylactic reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomens, genitourinary problems, and medical emergencies of the geriatric patient. Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies.

EMSP 2101 PARAMEDIC CLINICAL ROTATION II

Supervised rotations through clinical settings. Rotations will emphasize the Emergency Department and its correlation to the Emergency Medical Services system. Labor and Delivery, Newborn Nursery, and ICU/CCU.

EMSP 2112 MEDICAL EMERGENCIES II

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies.

EMSP 2224 FIELD INTERNSHIP I

Supervised experience in the pre-hospital care setting that will help the student develop and utilize an understanding of the Advanced Life Support system. The student will practice skills as a team member under the direct supervision of a field preceptor. Includes participating in activities at the scene, through patient care, and assisting with coordination of events from dispatch to the transfer of patient care to the Emergency Department.

EMSP 2232 ASSESSMENT-BASED MANAGEMENT

Integrates the principles of assessment-based management to perform an appropriate assessment and implement the management plan for patients with common complaints. This module will emphasize general approach, assessment, differentials, and management priorities for patients commonly encountered by the Paramedic.

EMSP 2234 FIELD INTERNSHIP II

Supervised experience in the pre-hospital care setting which will allow the student to apply all of the principles and skills of the Paramedic in the pre-hospital care setting. The student will practice skills as the team leader under the direct supervision of a field preceptor. Includes directing activities at the scene, delegating patient care responsibilities, and providing coordination of events from dispatch to the transfer of care to the Emergency Department physician.

EMSP 2254 COMMUNITY PARAMEDIC PRINCIPLES, PRACTICES & PUBLIC HEALTH

Co-requisites: EMSP 2264, EMSP 2274.
Explores the role of the Community Paramedic and how it is integrated into the primary care and public health systems. Students will learn the roles of other healthcare providers who are part of the healthcare home team. *Pre-requisites*: licensed Paramedic with 2 years full time or equivalent experience.

EMSP 2264 PATHOPHYSIOLOGY AND DISEASE MANAGEMENT FOR THE COMMUNITY PARAMEDIC

Co-requisites: EMSP 2254, EMSP 2274.
Expands on the past knowledge and experience of a licensed Paramedic by further exploring chronic conditions commonly encountered in a primary care and public health setting. *Pre-requisites*: licensed Paramedic with 2 years full time or equivalent experience.

EMSP 2274 COMMUNITY PARAMEDIC PATIENT CLINICAL CARE PRACTICUM

Co-requisites: EMSP 2254, EMSP 2264.
Provides clinical experience in primary care and other specialties commonly involved in public health and chronic disease management. Includes 16 hours of simulation time focused on advanced assessment skills, iStat lab values interpretation, and other CP skills. *Pre-requisites*: licensed Paramedic with 2 years full time or equivalent experience.

ENGL

ENGL 0103 ENGLISH FUNDAMENTALS

Pre-requisite: Make an appropriate score on the placement test.
English Fundamentals focuses on improving reading comprehension, reading speed, and vocabulary, while working on basic grammar and paragraph writing

ENGL 0211 COMP I LAB.

Pre-requisites: Make an appropriate score on the placement tests. Please see academic advisor. The Accelerated Learning Program (ALP) Composition I Lab is replacement course for English II. Students who have a score between a 16 and 18 on the ACT in English or other placement criteria should be placed into Comp I Lab; as well as students who complete ENGL 0103 English Fundamentals. Students enrolled in this lab are also enrolled in the corresponding Composition I (ENGL 1113) course. Successful completers will receive credit for Comp I. ALP students will work on the regular Comp I assignments.

ENGL 1043 TECHNICAL ENGLISH FOR INDUSTRY

Pre-requisite: ENGL 0103

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling with substantial focus on occupational performance requirements. Upon completion, the student should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace.

ENGL 1113 COMPOSITION I

ACTS Equivalent Course Number = ENGL 1013

Writing college-level essays using clear and effective prose based on accepted conventions of grammar, usage, diction, and logic. An introduction to basic rhetorical models, principles, and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

ENGL 1123 COMPOSITION II

ACTS Equivalent Course Number = ENGL 1023
Pre-requisite: ENGL 1113 with a grade of "C" or higher.

Continued work in writing skills with an introduction to research methods, the conventions of documentation, and advanced rhetorical models. Students work on maturing their composition skills by completing a research paper, a literary analysis, and other writing assignments. Further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, rhetoric, and critical thinking.

ENGL 1143 TECHNICAL WRITING I

Students will read, analyze, and create technical documents such as instructions, service reports, proposals, and communications. Write accurately, clearly, concisely, coherently, and appropriately to the industry and situation. Focus is on clear communication and comprehension of technical documents.

ENGL 2043 TECHNICAL WRITING II

ACTS Equivalent Course Number = ENGL 2023
Pre-requisite: ENGL 1113 or ENGL 1043 or ENGL 1143 with a grade "C" or higher.

Work with the principles of writing technical documents some of which are included in the iFixit project in which students work in groups to create a full-service manual for a product, from troubleshooting to component replacement guides, including photographs with mark-ups.

ENGL 2123 ADVANCED GRAMMAR AND COMPOSITION

Pre-requisite: ENGL 1123 with grade of "C" or higher.

A refinement of skills including advanced grammar, rhetorical form, and specialized writing.

ENGL 2213 LITERATURE I
> *ACTS Equivalent Course Number = ENGL* 2113
> *Pre-requisite*: ENGL 1123.
> Introduction to Western literature; samplings of major masterpieces from the early Greeks to A.D. 1600. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

ENGL 2223 LITERATURE II
> *ACTS Equivalent Course Number = ENGL* 2123
> *Pre-requisite*: ENGL 1123.
> Introduction to Western literature with selections of works from 1660 to the present. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

ENGL 2643 THE BIBLE AS LITERATURE
> A survey of the literary genres of the Old and New testaments, focusing on the poetic and/or narrative art of each. Not intended as a vehicle for the sectarian study of religious doctrine or theology.

ENGL 2653 AMERICAN LITERATURE I
> *ACTS Equivalent Course Number = ENGL* 2653
> *Pre-requisite*: ENGL 1123 with a grade of "C" or higher.
> A survey of American literature, authors, and literary movements before 1865. Students may take American Literature I and II out of sequence.

ENGL 2663 AMERICAN LITERATURE II
> *ACTS Equivalent Course Number = ENGL* 2663
> *Pre-requisite*: ENGL 1123 with a grade of "C" or higher.
> A survey of American literature, authors, and literary movements since 1865. Students may take American Literature I and II out of sequence.

ENTR

ENTR 1003 INTRODUCTION TO ENTREPRENEURSHIP
> Co-requisite: ENGL 1113 or ENGL 1043
> This course will introduce the students to entrepreneurship and how entrepreneurial businesses impact the US economy. Students will learn the basics of entrepreneurship including general aspects of marketing, developing an idea into a feasible product or service, the fundamentals of a business plan, sources for funding, entity types and other aspects of entrepreneurial businesses. The student will study successful and unsuccessful entrepreneurial ventures through case study and discussion.

ENTR 2003 PROFESSIONAL SELLING AND ADVERTISING
> *Pre-requisites*: ENTR 1003.
> This course is specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use. This course is designed for students seeking the technical Certificate in Entrepreneurship, the AAS degree in general technology with an entrepreneurial minor, or for those students who desire to increase their knowledge of professional sales and advertising.

ENTR 2033 FEASIBILITY AND FUNDING

Pre-requisite: ENTR 1003, ACCT 2003, ENGL 1123
Co-requisite: ACCT 2103

This course will develop the student's knowledge of exploiting, determining, evaluating, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities. It also addresses the potential sources of funding for those opportunities and the importance of selecting the proper funding method. This course is designed for students interested in entrepreneurship and designed for students seeking the Technical Certificate in Entrepreneurship, the AAS degree in general technology with the entrepreneurial minor. It is also designed for people who desire to explore various entrepreneurial opportunities in the marketplace and determine the feasibility of those opportunities.

FREN

FREN 1014, 1024 ELEMENTARY FRENCH I, II

Courses in beginning French with the efficiency-oriented approach; designed to develop skills in oral comprehension, oral expression, reading, and writing; includes study of basic grammatical concepts. Classes meet for two hours of lecture and two hours of lab each week. Course 1014 is open to students who have not studied French previously; no college credit given to students who have received credit for two years of high school French. French 1024 has the *Pre-requisite* of French 1014 or its equivalent.

GEOG

GEOG 2003 INTRODUCTION TO GEOGRAPHY

ACTS Equivalent Course Number = GEOG 1103
Pre-requisite: ENGL 0103 with a "C" or better.
Introduction to geography explores present world populations and cultures in relation to their physical environment.

GEOL

GEOL 1004/L PHYSICAL GEOLOGY / LAB

ACTS Equivalent Course Number = GEOL 1114
Pre-requisite: ENGL 0103 with a "C" or better.
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
Pre-requisite: ENGL 0103 with a "C" or better.
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).

HCIT 1153 HEALTHCARE DELIVERY SYSTEMS

Co-requisite: HCIT 2073 and HCIT 2081.

A course of study designed to introduce the student entering health care fields of the organization, financing, and delivery of health care services. Topics presented include organization of healthcare delivery, health care organization, accreditation standards, professional licensure/certification, regulatory agencies, and payment and reimbursement systems in health care.

HCIT 2073 BASIC MEDICAL CODING I

Co-requisite: HSCI 1003, HCIT 1153, HCIT 2803, and BIOL 2064/L.

This course will aid the student in developing and understanding the ICD-10 coding and classification systems in order to assign valid diagnostic and/or procedure codes.

HCIT 2081 PRACTICE CODING

Co-requisite HCIT 2073.

Practical application and laboratory practice in coding using the ICD-10 coding and classification system.

HCIT 2173 REIMBURSEMENT METHODOLOGY

C*o-requisite*: HCIT 2183 and BIOL 2064/L.

The student will study the use of coded data and health information in reimbursement and payment systems utilized in health care settings and managed care. The course will review prospective payment systems, third party payers, billing and insurance procedures, explanation of benefits statements, peer review organizations, managed care, and compliance issues.

HCIT 2183 ADVANCED MEDICAL CODING II

Pre-requisite: HCIT 2073 and HCIT 2081.

This course will aid the student in developing and understanding advanced CPT and ICD 10 coding and classification systems in order to assign valid diagnostic and/or procedure codes. The course includes application of coding principles related to reimbursement, the prospective payment system, and ethical issues related to reimbursement.

HCIT 2191 PRACTICE CODING II

Co-requisite HCIT 2183.

Practice in coding in-patient and out-patient records using manual and computer techniques.

HCIT 2262 MEDICAL ETHICS AND LAW

A course of study designed to introduce the student entering the health care field to ethical and legal issues and responsibilities. Ethical and legal responsibilities of health care workers are the major focus. Ethical/legal topics include confidentiality, patient rights, liability and malpractice, legal proceedings, and medical ethical issues such as abortion, assisted suicides, organ transplants, medical experimentation, and others. Students are encouraged to explore and express their own thoughts and ideas concerning these topics.

HCIT 2774 MEDICAL CODING PRACTICUM AND CERTIFICATION PREPARATION

Pre-requisite: Successful completion of all other courses within the Medical Coding Guided Pathway with a grade of 'C' or higher.

This course includes supervised, on-the-job experience performing medical coding in a laboratory and/or a health care facility as well as simulated experiences online. The course will require students to be available for placement in laboratory and/or health care facilities for the required minimum of

45 hours of the practicum experience. This course prepares the student for successful completion of the Medical Coding program and will prepare the student to take a certified coding exam. Students who are successful on this exam will earn a professional medical coding certification.

HCIT 2803 INTRODUCTION TO MEDICAL SCIENCE

This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses and disease interventions which the allied health care provider may encounter. The coverage of major conditions is organized by body systems. An overview of the disease process, infectious diseases, neoplasm, and congenital diseases is presented.

HIST

HIST 1003 HISTORY OF CIVILIZATION TO 1700

ACTS Equivalent Course Number = HIST 1213
Pre-requisite: ENGL 0103 with a grade of "C" or better.
An introductory study of civilization from the ancient era through the early modern period emphasizing European politics, culture, and society.

HIST 1013 HISTORY OF CIVILIZATION SINCE 1700

ACTS Equivalent Course Number = HIST 1223
Pre-requisite: ENGL 0103 with a grade of "C" or better.
An introductory study of the development of modern European civilization within the context of world history.

HIST 2013 HISTORY OF THE UNITED STATES TO 1876

ACTS Equivalent Course Number = HIST 2113
Pre-requisite: ENGL 0103 with a grade of "C" or better.
A general survey of the history of the United States from the beginning of North American colonization through the Civil War and Reconstruction.

HIST 2023 HISTORY OF THE UNITED STATES SINCE 1876

ACTS Equivalent Course Number = HIST 2123
Pre-requisite: ENGL 0103 with a grade of "C" or better or equivalent score on placement test.
A general survey of the history of the United States from the end of Reconstruction to the present.

HIST 2033 HISTORY OF ARKANSAS

Pre-requisite: ENGL 0103 with a grade of "C" or better.
General survey of the history of Arkansas from its earliest known habitation to the present.

HIST 2043 AFRICAN-AMERICAN HISTORY

Pre-requisite: ENGL 0103 with a grade of "C" or better.
Survey of African-American history from the African background through the slave trade, plantation system, emancipation, and up to the present. Emphasis is on the cultural and historical experience of black Americans.

HIST 2123 LOUISIANA HISTORY

Pre-requisite: ENGL 0103 WITH A GRADE OF "C" OR better.
This course is a general survey of the history of Louisiana from its earliest known habitation to the present, including its politics, economics, and culture.

HIST 2143 NATIVE AMERICAN HISTORY

Pre-requisite: ENGL 1113 with at least a C and one semester of history or consent of the instructor. 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.

HPER

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.

HSCI

HSCI 1001 HEALTH CARE COMPUTER BASICS

This basic computer course will allow students to learn and practice basic computer concepts and software applications with an emphasis on personal computing using Microsoft Word, PowerPoint, and Excel.

HSCI 1003 MEDICAL TERMINOLOGY

Study of the basic structure of medical terms including prefixes, suffixes, word roots, combining forms, plurals, pronunciation, spelling, and definitions. Introduces students to fundamental concepts in human anatomy and physiology.

HSCI 1011 HEALTH CARE ETHICS AND PROFESSIONALISM

This ethics and professionalism course will allow students to examine common ethical, legal, and professional issues that may be faced by health care practitioners. The course will also examine privacy issues and professionalism in the workplace.

HSCI 1021 CPR AND FIRST AID

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.

MATH

MATH 0011 MATHEMATICAL REASONING LAB

The Accelerated Learning Program (ALP) Mathematical Reasoning Lab provides extra instruction for students who do not meet the requirements to enroll directly into Math Reasoning. Students enrolled in this lab will also be enrolled in a corresponding MATH 1113 Math Reasoning course. The focus of the lab is to improve math skills necessary for success in the college-level course. A student will not be allowed to drop MATH 0111 without also dropping MATH 0011, the co-requisite course. Must make a C or higher to pass. 1 credit hour earned for this course may not be applied to the total credit hours required for a degree.

MATH 0021 COLLEGE ALGEBRA LAB

The Accelerated Learning Program (ALP) College Algebra Lab provides extra instruction for students who do not meet the requirements to enroll directly into College Algebra. Students enrolled in this lab will also be enrolled in a corresponding MATH 1023 Collee Algebra course. The focus of the lab is to improve math skills necessary for success in the college-level course. A student will not be allowed

to drop MATH 0011 without also dropping MATH 1113, the co-requisite course. Must make a C or higher to pass. One credit hour earned for this course may not be applied to the total credit hours required for a degree.

MATH 0071 TECHNICAL MATH LAB

The Accelerated Learning Program (ALP) Technical math Lab provides extra instruction for students who do not meet the requirements to enroll directly into Tech Math. Students enrolled in this lab will also be enrolled in a corresponding MATH 1073 Technical Math course. The focus of the lab is to improve math skills necessary for success in the college-level course. A student will not be allowed to drop MATH 0071 without also dropping MATH 1073, the co-requisite course. Must make a C or higher to pass. 1 credit hour earned for this course may not be applied to the total credit hours required for a degree.

MATH 0081 MATH FOR HEALTH PROFESSIONALS LAB

The Accelerated Learning Program (ALP) Math for Health Professionals Lab provides extra instruction for students who do not meet the requirements to enroll directly into Math for Health Professionals. Students enrolled in the lab will also be enrolled in a corresponding MATH 1083 Math for Health Professionals course. The focus of the lab is to improve math skills necessary for success in the college-level course. A student will not be allowed to drop MATH 0081 without also dropping MATH 1083, the co-requisite course. 1 credit hour earned for this course may not be applied to the total credit hours required for a degree.

MATH 1023 COLLEGE ALGEBRA

ACTS Equivalent Course Number = MATH 1103
This is a college-level mathematics course designed for STEM and transfer majors. Topics include solutions to quadratic equations, solutions to quadratic and rational inequalities, solving and applying functions (including linear, absolute value, quadratic, polynomial, rational, exponential, and logarithmic), graphing functions, shifting and reflecting graphs, combinations of functions, inverse functions and systems of equations (including some matrix methods). 3 credit hours.

MATH 1033 PLANE TRIGONOMETRY

ACTS Equivalent Course Number = MATH 1203
Pre-requisite: MATH 1023.
This is a college-level mathematics course designed for STEM and transfer majors. 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. 3 credit hours.

MATH 1073 TECHNICAL MATHEMATICS

This is a course designed for non-transfer Career & Technical students and as a prerequisite course for MATH 1023 and MATH 1113. 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 placed on practical mathematics in various disciplines of technology. 3 credit hours.

MATH 1083 MATH FOR HEALTH PROFESSIONALS

This is a college-level course designed for specific health majors. Provides instruction in dosage calculation using dimensional analysis and other means of calculation related to medication. Topics include but are not limited to: interpretation of drug labels, conversions, Roman numerals, mixing medications, IV flow rates, and drip rates. 3 credit hours.

MATH 1113 MATHEMATICAL REASONING

ACTS Equivalent Course Number = MATH 1113

This is a college-level mathematics course designed for general education degree majors not requiring College Algebra. Topics include applied concepts in the following areas: personal, state and national finance; statistics and probability; functions and modeling; and quantities and measurement. A strong emphasis will be placed on critical thinking. This course will also focus on process, conceptual understanding, communication, and problem solving. 3 credit hours.

MATH 2015 CALCULUS I

ACTS Equivalent Course Number = MATH 2405

Pre-requisite: MATH 1023 and 1033, or equivalent.

Differential and integral calculus of functions of one variable with application; topics from plane analytic geometry. Topics include limits, differentiation, applications of differentiation, anti-derivatives, definite integrals, applications of differentiation, differential equations, differentiation, and integration applied to logarithmic and exponential function. 3 credit hours.

MATH 2103 INTRODUCTION TO STATISTICS

ACTS Equivalent Course Number = MATH 2103

Pre-requisites: At least one math course at the 1000-level or higher with a grade of C or better.

Graphical and statistical techniques of analyzing quantitative data will be studied. Topics include inferential and descriptive statistics, standard distributions and sampling theory, basic probability concepts, confidence intervals, hypothesis testing, and correlation and regression. 3 credit hours.

MATH 2115 CALCULUS II

ACTS Equivalent Course Number = MATH 2505

Pre-requisite: MATH 2015.

A continuation of Calculus I. Topics included 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. 5 credit hours.

MECH

MECH 1003 INTRODUCTION TO INDUSTRIAL TECHNOLOGY

This course covers basic maintenance fundamentals for industrial System technology. Topics include tools used within the industrial Equipment/millwright industry; proper used of fasteners and anchors; and gasket and O-ring maintenance.

MECH 1103 ELECTRICAL DRAWINGS

Pre-requisite: MECH 1404. *Co-requisite*: MECH 1414.

The student will learn to read and interpret blueprints commonly found in the industrial maintenance settings. Topics include blueprint layout, symbols, projections, dimensions, tolerances, clearances, assembly, and bill of material.

MECH 1111 STUDENT TO WORK TRANSITION

This course explores the elements involved as students prepare to transition from school to the workplace. The course includes soft skills training such as employment search skills, job application submission, and resume writing. Interview skills, personal portfolio development, and workplace ethics are also covered. Interpersonal and communication skills are stressed.

MECH 1203 INDUSTRIAL SAFETY

The course deals with methods and programs utilized by industry to prevent injury and fatalities. This course covers mandatory safety training, interpretation of warning labels and signs, OSHA, industrial hazards and how to avoid them. This course also emphasizes personal responsibility for safety. Other topics include crane and hoisting equipment, chain and wire rope slings, machine guarding, electrical hazards, low- and high-pressure boiler safety, hydraulic/pneumatic system safety procedures, and equipment lock-out procedures. (3 hours lecture).

MECH 1304 INSTRUMENTATION

Pre-requisite: MATH 1073, MECH 1404

This course prepares students to recognize and understand how to measure things such as pressure, temperature, pH, volume, speed, flow, and density. It discusses the basic measuring devices and how these are used in industry. It then moves into control systems such as manual, automatic, proportional, integral, and derivative control loops, feedback and feed-forward control systems, cascade, split range, ratio control and distributive control systems are covered. Process analyzers, digital controls and programmable logic controllers are taught.

MECH 1404 FUNDAMENTALS OF ELECTRICITY & ELECTRONICS

Introduces the student to the National Electrical Code and its application in designing and installing electrical circuits, selecting wiring materials and devices, and choosing wiring methods. Includes electrical safety, terminology, interpretation of electrical symbols used in construction blueprints, branch circuit layout, over-current protection, conductor sizing, grounding, GFCI and AFCI protection, tool usage, and material/device selection.

MECH 1414 ELECTRONICS & ELECTRICAL CIRCUITS

Pre-requisite: MECH 1404.

Provides fundamentals of single- and three-phase alternating current including parallel circuits, resistance, inductance, capacitance, switching, fusing, current requirements, transformer applications, and motor controls. Covers the basics of mechanical and electrical installations, emphasizes tool use and material selection and electrical troubleshooting diagnosis and repair.

MECH 1504 DIGITAL CIRCUIT TECHNOLOGY

Pre-requisite: MECH 1404 and MECH 1414.

This course is designed to introduce students to the fundamental concepts encountered in digital electronics. Both classroom and lab instruction will be utilized. Topic covered include numbering systems and codes used in digital circuits, basic logic gates, encoders and decoders, flip-flops, counters, and registers.

MECH 1604 FLUID POWER

This course is designed to present the basic theory and application of hydraulic and pneumatic components and systems in an industrial environment. Basic and advanced hydraulics and pneumatics, safety, and troubleshooting will be the main topics.

MECH 1804 INTRODUCTION TO PLC

Pre-requisite: MECH 1404.

The course is designed to provide the student with instruction about the internal structure, principles of operation, programming techniques, and maintenance & Operation of Programmable Logic Controllers (PLCs) for industrial applications. Troubleshooting and programming experiments are performed in the lab. The student will write PLC programs that cause real-world equipment to function according to industry standards. The student will wire control devices such as limit switches, solenoid valves, timers, photo-sensors, three-phase motors, and captive sensors.

MECH 1904 INDUSTRIAL MOTORS AND CONTROLS

Pre-requisite: MECH 1404.

Course covers electrical tools, instruments and safety, industrial electrical symbols, and line diagrams, theory to logic as applied to line diagrams, AC manual contractors and motor starter, magnetic solenoids, AC/DC contactors and magnetic motor starters, time delay logic and complex control circuits, control devices, reversing circuits applied to single phase, three phase and DC motors, electro-mechanical and solid state relays, AC reduced voltage starters, accelerating and decelerating methods and circuits, preventive maintenance, and troubleshooting.

MECH 2003 INDUSTRIAL MECHANICS & MECHANICAL DEVICES

Pre-requisite: MECH 1203 OR PTEC 1123.

This course will cover industrial rigging and equipment installation; preventive and predictive maintenance; proper selection and care of lubrication; various pumps and turbine, and bearings used throughout the industry.

MECH 2203 PLC APPLICATIONS

Pre-requisite: MECH 1804.

This course is a continuation of Introduction to Programmable Logic Controllers and involves the interfacing of devices such as variable frequency drives, transducers, and PID controls. The course includes advanced arithmetic functions and digital and analog inputs as well as outputs. PLC troubleshooting techniques will be introduced. (2 hours lecture/3 hours lab).

MECH 2402 TRANSDUCERS

This course introduces the student to the theory and applications of photo-electric, temperature, motion, position detection, and other types of transducers. HMI (Human-Machine-Interface Software) will also be introduced. (1 hours lecture, 2 hours lab).

MECH 2503 PRECISION MEASURING TOOLS

This course covers how to select, inspect, use and care for various measuring devices such as levels, feeler gauges, calipers, micrometers, height gauges and surface plates, dial indicators, protractors, parallels and gauge blocks, trammels, and pyrometers

MECH 2614 INTERNSHIP

Pre-requisite: Instructor approval.

The Industrial Technology internship is designed to offer students a purposeful experience in their chosen career path. The internship is an individualized learning experience. A training plan is created for each student in conjunction with the internship industry site to provide experiences related to the skills and knowledge covered in the Industrial Technology program. Onsite evaluations of the student will be conducted by facility personnel to ensure quality work. (4 credit hours, minimum of 200 OJT contact hours)

MECH 2803 INDUSTRIAL ROBOTICS AND ROBOT PROGRAMMING

Pre-requisite: MECH 1804. The course uses a team approach to introduce students the basics of operating industrial robots. The course teaches how robots move (locomotion and kinematics), how they sense (perception), and how they reason about their environment (planning). Lecture information is tied to lab experiments and sessions. Students are exposed to robotics related career options in the manufacturing and other industries (2 class hours / 2 laboratory hours).

MGMT

MGMT 1113 INTRODUCTION TO MANAGEMENT

Pre-requisite: ENGL 0103.

Students learn to apply the basic management functions of planning, organizing, leading, and controlling. Decision making and teamwork skills are emphasized.

MGMT 1114 JOB PRACTICUM/INTERNSHIP I

Pre- or Co-requisite: MGMT 1113 and/or MGMT 2113.

The Practicum provides work experience as part of study. The course is open to students enrolled in the management program. It provides meaningful work experience in the business field as a paid or volunteer employee. The student, employer, and program coordinator develop an individual program for each student that is evaluated by both the employer and the program coordinator. A weekly progress review by email or in person is required of the student. Monthly progress reports and an ending comprehensive report will be submitted. A performance evaluation by supervisor and an original research report relevant to the business in which the student is employed are required.

MGMT 1123 HUMAN RESOURCE MANAGEMENT

The principles, methods, and procedures related to the effective utilization of human resources in organizations.

MGMT 2113 MANAGEMENT SKILLS

Study of managing employees covering the theories of human motivation, problem solving, delegating, disciplining, and administering performance appraisals.

MGMT 2114 JOB PRACTICUM/INTERNSHIP II

A continuation of MGMT 1114. (With permission of instructor).

MGMT 2214 JOB PRACTICUM/INTERNSHIP III

A continuation of MGMT 1114 and MGMT 2114 (With permission of instructor).

MGMT 2653 SPECIAL TOPICS IN MANAGEMENT

A study of current issues in the field of human resource and operation management. Selected topics will be introduced from special readings and research. Designed to keep the professional manager abreast in the various fields of management.

MLSC

MLSC 1007 PHLEBOTOMY

This course is designed to teach the principles and skills needed to become a phlebotomy technician. It focuses on procedures in collecting, handling, transporting, processing, and disposal of patient specimens, and the use of appropriate equipment and supplies. Content also includes safety guidelines, federal regulations, professional conduct, ethics, communication, and medical terminology as related to phlebotomy. Successful completion of this course qualifies the student to take a national certified phlebotomy technician (CPT) examination.

MUSI

MUSI 2003 MUSIC APPRECIATION

ACTS Equivalent Course Number = MUSI 1003 (for non-music majors)
Pre-requisite: ENGL 0103.
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.

NSAT

NSAT 1002 NURSING ASSISTANT TRAINING

Course theory consists of studies in health care delivery in the long term care facility. Content relates to understanding theory of human needs, infection control, safety measures, nutrition, and body mechanics. Classroom lab will enable the student to show return demonstration of theories covered in class prior to going to the clinical setting.

NSAT 1012 NURSING ASSISTANT LABORATORY

This course is designed to incorporate theories learned in classroom to a laboratory and a clinical setting; to learn to apply skills in providing good quality care, safety, nutrition, and communication.

NSAT 1022 NURSING ASSISTANT CLINICAL PRACTICUM

Co-requisite: ENGL 0103.
This ethics and professionalism course will allow students to examine common ethical, legal, and professional issues that may be faced by health care practitioners. The course will also examine privacy issues and professionalism in the workplace.

PHED

PHED 1001 ACTIVITIES

Instruction and practice in sports and activities that contribute to present and future recreational needs, organic development, and fitness of the student. Instruction in the rules, strategies, social behaviors, and techniques of individual, dual, and team sports. (Two one-hour labs per week).

PHIL

PHIL 2003 INTRODUCTION TO PHILOSOPHY

ACTS Equivalent Course Number = PHIL 2003
Pre-requisite: Pass ENGL 0211 with a grade of "C" or better.
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.

PHYS

PHYS 1004/L THE PHYSICAL SCIENCES / LAB

ACTS Equivalent Course Number = PHSC 1004
Pre-requisite: Pass ENGL 0103, MATH 1073 with a grade of "C" or better.
Critical thinking is incorporated to explore, analyze, and evaluate the principles of elementary physics, chemistry, earth science, and astronomy for the non-science major. A core course in general education. Lab is required. Three hours lecture and two hours laboratory. Lab required

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PRNS

PRNS 1102 BASICS OF PHARMACOLOGY

(All PRNS Programs)
This course is designed to prepare the student nurse to safely and accurately prepare and administer drugs to the infant, child, and adult with emphasis placed on implication for nursing care. The course includes an introduction to pharmacology, methods of drug administration and side effects/adverse reactions for which to observe. Also included in this course is a brief review of math, conversions and formulas necessary for calculating drug dosages.

PRNS 1108 NURSING FUNDAMENTALS AND SKILLS

(All PRNS Programs)
This course serves as an introduction to fundamental nursing vocabulary, principles, skills, and attitudes required to demonstrate safe, competent care to patients at each stage of life. This includes an understanding of the aging process and the modifications of nursing care to accommodate the older adult, along with vocational, legal and ethical responsibilities required to perform safely and ethically in the workplace. This content is delivered through theory and practicum experience taught in the classroom and a variety of clinical settings.

PRNS 1112 BODY STRUCTURE AND FUNCTION

(All PRNS Programs)
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 the body's response when balance is disturbed.

PRNS 1142 PRACTICUM I

(Three-Semester Program, Warren)
This course is designed to reinforce the theory taught in the classroom, which includes directed experiences in basic nursing principles and care of the adult.

PRNS 1142 PRACTICUM IA

(Four-Semester Evening Program, Spring Track)
This course is designed to reinforce the theory taught in the classroom, which includes directed experiences in basic nursing principles and care of the adult.

PRNS 1142 PRACTICUM IB

(Four-Semester Evening Program, Fall Track)
This course is designed to reinforce the theory taught in the classroom, which includes directed experiences in basic nursing principles and care of the adult.

PRNS 1206 CARE OF THE ADULT I
(Three-Semester Programs)
Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.
This course is designed to equip the student 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 the body systems. It includes information designed to provide knowledge about drugs commonly used in the treatment of medical conditions, which includes such information as usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications. The course also includes in-depth study and skills practice of intravenous therapy.

PRNS 1224 NURSING OF MOTHERS, INFANTS, AND CHILDREN
(All PRNS Programs)
Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.
This course includes the application of the principles of nursing care during the prenatal, antepartum, intrapartum, postpartum and neonatal periods along with an introduction to the nursing care of children. It includes the study of maternal and child nutrition and pharmacology, child growth and development, and disease conditions specific to children of all stages. This course is also designed to study the impact of illness on the child and family, nursing care of the dying child, and the effects of development on disease and illness. Also covered in this course are signs and symptoms of child abuse, neglect, and maltreatment; including the nurse's responsibility to report child abuse, neglect and maltreatment as a mandated reporter; and a general overview of Arkansas Act 703. Practicum experiences shall include care of the mother, infant and child.

PRNS 1242 PRACTICUM II
(Three-Semester Program, Warren)
Pre-requisite: 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, care of adults with medical surgical conditions, and maternal/child health.

PRNS 1242 PRACTICUM IIA
(Four-Semester Evening Program, Spring Track)
Pre-requisite: 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, care of the adult, and maternal/child health.

PRNS 1243 PRACTICUM IIB
(Four-Semester Evening, Fall Track)
Pre-requisite: 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, care of the adult, and maternal/child health.

PRNS 1245 PRACTICUM I
(Three-Semester Program, El Dorado Day)
Pre-requisite: 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, care of the adult, and maternal/child health.

PRNS 1305 CARE OF THE ADULT IIB
(Four-Semester Program Evening Program, Fall Track)

Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.

This course is designed to equip the student 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 the body systems. It also includes care of patients with mental illness and information designed to provide knowledge about drugs commonly used in the treatment of medical conditions, including usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications. The course also includes in-depth study and skills practice of intravenous therapy.

PRNS 1307 CARE OF THE ADULT IA
(Four-Semester Evening Program, Spring Track)

Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.

This course is designed to equip the student 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 the body systems. It also includes care of patients with mental illness and information designed to provide knowledge about drugs commonly used in the treatment of medical conditions, including usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications. The course also includes in-depth study and skills practice of intravenous therapy.

PRNS 1318 CARE OF THE ADULT IIA
(Four-Semester Evening Program, Spring Track)

Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.

This course is designed to equip the student 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 the body systems. It includes information designed to provide knowledge about drugs commonly used in the treatment of medical conditions, including usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications.

PRNS 1319 CARE OF THE ADULT II
(Three-Semester Programs)

Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.

This course is designed to equip the student 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 the body systems. It also includes care of patients with mental illness and information designed to provide knowledge about drugs commonly used in the treatment of medical conditions, including usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications.

PRNS 1342 PRACTICUM IIIB
(Four-Semester Evening Program, Fall Track)

Pre-requisite: 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 for patients of all ages with a variety of medical surgical and/or mental health conditions.

PRNS 1343 PRACTICUM IIIA
(Four-Semester Evening Program, Spring Track)
Pre-requisites: 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 for patients of all ages with a variety of medical surgical and/or mental health conditions.

PRNS 1351 NCLEX PREPARATION AND PROFESSIONAL DEVELOPMENT
(All Programs)
Pre-requisite: 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 of the licensed practical nurse. This course will consist of other areas crucial for a novice nurse including: providing basic understanding of the art of delegation; providing the student the opportunity to develop a professional portfolio; strengthening job-interviewing skills; and preparing for the NCLEX-PN.

PRNS 1364 PRACTICUM II
(Three-Semester Program, El Dorado Day)
Pre-requisite: 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. The course includes team leading and critical thinking concepts.

PRNS 1365 PRACTICUM III
(Three-Semester Program, Warren)
Pre-requisite: 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. The course includes team leading and critical thinking concepts.

PRNS 1402 PRACTICUM IVA
(Four-Semester Evening Program, Spring Track)
Pre-requisites: 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 conditions. The course includes team leading and critical thinking concepts.

PRNS 1402 PRACTICUM IVB
(Four-Semester Evening Program, Fall Track)
Pre-requisite: 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 conditions. The course includes team leading and critical thinking concepts.

PRNS 1408 CARE OF THE ADULT IIIB
(Four-Semester Program Evening Program, Fall Track)

Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.
This course is designed to equip the student 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 the body systems. It includes information designed to provide knowledge about drugs commonly used in the treatment of medical conditions, including usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications.

PRNS 1502 CARE OF THE ADULT IB
(Four-Semester Program Evening Program, Fall Track)
Pre-requisite: Completion of all previous PN courses with a grade of "C" or higher.
This course is designed to equip the student 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 the body systems. It includes information designed to provide knowledge about drugs commonly used in the treatment of medical conditions, including usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications.

PSCI

PSCI 2003 AMERICAN GOVERNMENT: NATIONAL
ACTS Equivalent Course Number = PLSC 2003
Pre-requisite: Pass ENGL 0103 with a grade of "C" or better.
A survey of the American National government including the Constitution; structure and operation of the presidency in action.

PSCI 2013 AMERICAN GOVERNMENT: STATE AND LOCAL
ACTS Equivalent Course Number = PLSC 2103
Pre-requisite: ENGL 0103 with a grade of "C" or better.
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.

PSYC

PSYC 2003 GENERAL PSYCHOLOGY
ACTS Equivalent Course Number = PSYC 1103
Pre-requisite: ENGL 0103 with a grade of "C" or better.
An introduction to the scientific study of behavior and mental processes. Topics include, but are not limited to, the scientific method; biological basis of behavior; physical-social-emotional-and cognitive development, learning, and personality; psychological disorders; psychotherapy; and social interaction. Both research and applications to our everyday lives will be studied.

PSYC 2203 ABNORMAL PSYCHOLOGY
Pre-requisite: PSYC 2003 with a grade of "C" or better.
An introduction to the description, causes, and treatment of abnormal behavior patterns. Topics include, but are not limited to, the scientific method; historical and contemporary perspectives on abnormal behavior; classification and assessment of abnormal behavior; and major psychological disorders and their treatment. Both research and applications to our everyday lives will be studied.

PSYC 2223 DEVELOPMENTAL PSYCHOLOGY

ACTS Equivalent Course Number = PSYC 2103
Pre-requisite: 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.

PTAP

PTAP 1002 INTRODUCTION FOR PHYSICAL THERAPIST ASSISTANTS

History of physical therapy from WWI and polio epidemic to the present; similarities and differences in PT and PTA education, practice and responsibilities; medical ethics, legal practice, and current healthcare issues affecting physical therapy. Lecture: 33 contact hours.

PTAP 2304 PATHOPHYSIOLOGICAL CONDITIONS

This course includes the study of disease pathophysiology, etiology, clinical signs and symptoms of many diseases and injury-related problems seen in physical therapy. Emphasis is placed on the process of inflammation and healing, pain, causes of disease, musculoskeletal conditions, cardiopulmonary conditions, and diseases affecting endocrine, biliary and hepatic, immunity, vascular, and reproductive systems that are common to the field of physical therapy. Medical, surgical, and physical therapy management is presented. Medical literature research is required. Lecture hours: 64 contact hours.

PTAP 2315/L APPLIED PHYSICAL THERAPY I/LAB

Applied Physical Therapy I involves the study of physical therapy data collection procedures relating to patient status (temperature, heart rate, blood pressure, respiration, pain), and selected therapeutic interventions such as asepsis, universal precautions, sterile technique, body mechanics, transfers, positioning, gait training with assistive devices, and range of motion exercises, stretching exercises, peripheral joint mobilization, resistive exercises for the upper extremity, and data collection related to assessment of motion and strength for the upper extremity. Students must demonstrate competency in the use of selected therapeutic assessment and interventions. Emphasis shall be placed on effective oral and written communication, the roles of the other members of the health care team, and the performance of treatment interventions as developed by the PT. Lecture hours: 45 hours. Lab hours: 60 hours.

PTAP 2323 ADMINISTRATION AND MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS

Principles of Administration and Management focuses on success strategies for PTA students; patient-care issues such as modes of reimbursement and hospital organizations. This course also addresses physical therapy professional issues such as the American Physical Therapy Association; the Arkansas and Louisiana State Physical Therapy Practice Acts and Rules and Regulations; ethical conduct; liability / malpractice; and culturally sensitive communication with patient/families, communication with other health care providers, as well as PT/PTA communication. Lecture Hours: 48 contact hours.

PTAP 2406/L PHYSICAL THERAPY PROCEDURES/LAB

Physical Therapy Procedures includes the study of the principles and techniques of modalities used in the plan of care developed by the Physical Therapist (PT). Included are the indications and contraindications for each modality and patients' physiological response to each modality with a

wide variety of musculoskeletal, neuromuscular, and medical conditions. Emphasis is placed on effective oral and written communication techniques with patient/family, the health care team and the supervising PT. Students must demonstrate competency in the use of selected therapeutic interventions. Examples of such modalities include: superficial and deep heating agents; cryotherapy; electrical stimulation; mechanical traction; and stump care. Also, physical therapy interventions include wound care; and prosthetics. Lecture hours: 64 hours. Lab hours: 64 hours.

PTAP 2415/L APPLIED PHYSICAL THERAPY II/LAB

Applied Physical Therapy II involves the study of physical therapy data collection procedures including: joint motion, gross manual muscle strength, posture, gait, fatigue, endurance, pulmonary assessment; and selected therapeutic interventions related to application of therapeutic exercise (extremity, spinal, osteoarthritis / rheumatoid arthritis, DM, OB/GYN, pulmonary, cardiovascular/endurance), posture correction, and massage to be done by PTAs. Indications, precautions, contraindications, and the proper use of therapeutic interventions/data collection are stressed. Students must demonstrate competency in the use of selected therapeutic assessments / interventions. Emphasis shall be placed on effective oral and written communication, the roles of other members of the health care team, and the performance of therapeutic interventions/data collection procedures as recommended by the PT are addressed. Lecture hours: 45 hours. Lab hours: 60 hours.

PTAP 2424 CLINICAL PRACTICUM I

Clinical Practicum I is the first of two clinical practicum courses. The student will practice clinical skills learned in lecture / lab didactic courses and develop competence as an active participant in the health care team. Under the direction of a supervising physical therapist, the student will implement the plan of care established by the physical therapist. Heightened emphasis will be placed on oral and written communication techniques.
Lecture hours: 10 contact hours. Clinical Education hours: 200 hours.

PTAP 2503 PTA SEMINAR

Review of the Physical Therapist Assistant Program content through systematic study of physical therapist assistant assessment skills, physical therapist assistant treatment implementation, and professionalism for the physical therapist assistant. Licensure preparation activities; interview and resume preparations are also included.
Lecture / online assignments: 45 hours

PTAP 2514/L NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS/ LAB

This course encompasses the study of neuroanatomy; normal and abnormal development; medical, surgical and physical therapy management of neurological diseases/conditions; facilitation/inhibition techniques; PNF; motor control and developmental sequence techniques; balance; orthotics; and functional and environmental data collection. Students must demonstrate competency in the use of selected therapeutic assessment / interventions. Emphasis shall also be placed on understanding the psycho-emotional issues encountered by patients/ families; the students' effective oral and written communication; and the PTA's role in assisting the supervising PT with discharge planning.
Lecture 48 hours. Lab: 33 contact hours.

PTAP 2528 CLINICAL PRACTICUM II

Clinical Practicum II is the second of two clinical practicum courses designed to continue the student's clinical practice of physical therapy. The clinical internships (two different internships) focus on mastery of assessment and treatment of musculoskeletal, neurological, surgical, and medical conditions/injuries; safe / ethical practice under the direction of a supervising physical therapist;

professional development; preparation of in-service; and case studies/presentations. These experiences will allow the student to develop, improve and demonstrate competency in communication skills, therapeutic techniques and other patient care skills.
Lecture: 10 hours. Clinical Education: 400 hours.

PTEC

PTEC 1113 INTRODUCTION TO PROCESS TECHNOLOGY

This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment.

PTEC 1123 SAFETY, HEALTH AND THE ENVIRONMENT

This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses.

PTEC 1133 PROCESS INSTRUMENTATION I

This course is the study of instruments and instrument systems used in chemical processing industry, including terminology, primary variables, symbols, control loops, and basic troubleshooting. Students will identify and explain the function of instruments used in the chemical processing industry; explain the relationship of process control elements in a control loop; and define and apply terms and symbols used in instrumentation

PTEC 1244 PROCESS TECHNOLOGY I: EQUIPMENT

This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment.

PTEC 1253 PRINCIPLES OF QUALITY

This is the study of the background and application of quality concepts. Topics include team skills, quality tools, economics and continuous improvement. Students will define terms associated with quality systems; demonstrate team skills; and apply principles and tools of quality to process systems.

PTEC 2193 INTERNSHIP I

Pre-requisites: Approval of Program Director or Instructor.
This is a basic or intermediate work-based instruction in a local industry that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty and the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, and laws. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and

verbal communication skills using the terminology of the occupation and the business/industry. Internships may be paid or unpaid depending on company policy and students will be expected to be on site a minimum of 160 clock hours.

PTEC 2293 INTERNSHIP II

Pre-requisites: PTEC 2193 and approval of Program Director or Instructor.

This is an intermediate or advanced work-based instruction in a local industry that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty and the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, and laws. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Internships may be paid or unpaid depending on company policy and students unless the instructor determines it is the student's best interest to remain with the company utilized in the first internship. Students will be expected to be on site a minimum of 160 clock hours. An attempt will be made to place the student in a different company or department than the student experienced in PTEC 2193.

PTEC 2333 PROCESS INSTRUMENTATION II

Pre-requisite PTEC 1133

This course continues the study of instruments and instrument systems used in the chemical processing industry. Issues relating to troubleshooting, annunciator systems and control systems are addressed. Attention is given to digital control, programmable logic controls, and distributed control systems. Students will become familiar with power supply issues, identifying instrumentation malfunctions, and emergency shutdown procedures.

PTEC 2364 PROCESS TECHNOLOGY II: SYSTEMS

Co-requisite: PTEC 1244

This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions.

PTEC 2474 PROCESS TECHNOLOGY III: UNIT OPERATIONS

Co-requisite: PTEC 2364.

This course combines systems into operational processes with emphasis on operations under various conditions. Topics include typical duties of an operator. Students will combine systems into operating processes; describe a process technician's role during plant operations; write operating procedures; and demonstrate application of operating procedures.

PTEC 2484 PROCESS TROUBLESHOOTING

Co-requisite: PTEC 2364.

This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Students will explain steps in troubleshooting models; demonstrate use of troubleshooting tools; and apply troubleshooting techniques to process problems.

RADT

RADT 1001 INTRODUCTION TO RADIOGRAPHY

An introduction to the history of radiography, the professional organizations & the health care profession. Includes an introduction to the Radiologic Technology program with emphasis placed on class and clinical requirements, including the application/admission process.

RADT 1002 ORIENTATION/CLINICAL EDUCATION I

Orientation and preparation to enter the healthcare environment. Basic patient transfer and equipment operation is practiced. Introduction to the hospital setting and MRI safety are emphasized. Directly supervised students assist and perform examinations covered in RADT 1214. Completion of four competencies in the chest and abdomen category is required.

RADT 1101 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS

An introduction to the language of Radiologic technology. Emphasis is on the techniques of medical word building, 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, radiation measurement & safety in the healthcare environment will be emphasized. This course requires completion of the Arkansas Mandated Reporter Training online course.

RADT 1113 RADIOGRAPHIC EXPOSURE

An in-depth study of exposure factors and their influence on 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 and medication administration will also be emphasized.

RADT 1214 POSITIONING PROCEDURES I

Radiographic positioning of the chest, abdomen, and gastrointestinal tract along with biliary and renal systems. Emphasis on evaluating patient condition and pathologies to obtain a diagnostic radiographic image. Laboratory is required with this course.

RADT 1222 IMAGE PROCESSING AND PROCEDURES

A comprehensive study of image production and processing. Composition and care of films and screens will be included.

RADT 1223 CLINICAL EDUCATION II

Continued supervised performance of previously studied examinations, along with procedures being studied in RADT 1304. Completion of at least ten (10) competencies is required.

RADT 1304 POSITIONING PROCEDURES II

Radiographic positioning of the upper and lower extremities, spine, pelvis, and bony thorax. Conditions and pathologies will also be covered. Laboratory required.

RADT 1332 CLINICAL EDUCATION III

Continued supervised performance of previously studied examinations, along with procedures being studied in RADT 1423. Completion of at least nine (9) competencies is required.

RADT 1423 POSITIONING PROCEDURES III

Radiographic positioning of the skull region. Advanced positions for unusual patient conditions and pathologies will also be covered. Laboratory required.

RADT 2002 IMAGE EVALUATION

Comprehensive analysis of the diagnostic radiographic image. Emphasis on recognizing and solving image problems.

RADT 2013 ADVANCED CLINICAL EDUCATION I

Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1214, RADT 1304 and RADT 1423 with indirect supervision. Completion of at least ten (10) competencies is required.

RADT 2022 BASIC COMPUTED TOMOGRAPHY

This course is designed to provide entry-level radiography students with principles related to computed tomography (CT) imaging, and the knowledge base necessary to perform standard CT procedures. Consideration is given to the evaluation of optimal diagnostic images. This course is also provided as an opportunity for continuing education and registry preparation for practicing technologists.

RADT 2023 ADVANCED CLINICAL EDUCATION II

Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1214, RADT 1304, and RADT 1423. Completion of at least ten (10) competencies is required.

RADT 2032 SPECIAL PROCEDURES

An in-depth study of the more specialized examinations performed in diagnostic radiology. This course requires completion of the Arkansas Mandated Reporter Training online course.

RADT 2042 IMAGING MODALITIES

A study of the production of images in radiography and fluoroscopy.

RADT 2202 RADIATION PHYSICS

Study of the physics of Radiologic technology. Emphasis on x-ray production, influencing factors, and imaging equipment.

RADT 2301 QUALITY ASSURANCE

Methods and procedures of radiographic quality control, including evaluation of test data and the associated allowable variances.

RADT 2303 SEMINAR

Overview of radiography. Emphasis on application of knowledge. To aid in preparation for the ARRT national registry exam, this course reviews all fundamental radiographic concepts.

RADT 2312 ADVANCED CLINICAL EDUCATION III

Completion of all competency requirements at least two (2) weeks prior to the date of final exams. Final demonstration of entry-level clinical skills for all covered procedures is also required.

RADT 2313 RADIATION BIOLOGY

A study of radiation biology, which emphasizes the genetic and somatic effects of radiation and the need for radiation protection.

RADT 2403 RADIOGRAPHIC PATHOLOGY

Study of pathologic and traumatic conditions confronted in the field of radiography. Emphasis on the proper care and treatment of the patient.

RNSG 2119 NURSING PROCESS I

Co-requisite: RNSG 2123

Transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. Incorporates evidence-based practice, medical/surgical, mental health, quality improvement, and professional standards.

RNSG 2123 NURSING PRACTICUM I

Co-requisite: RNSG 2119

Applies medical/surgical and mental health nursing theory, critical thinking/clinical reasoning necessary for safe, patient-centered care. Incorporates evidence-based practice, quality improvement, and professional standards in a variety of healthcare settings.

RNSG 2216 NURSING PROCESS II

Prerequisite: RNSG 2123, RNSG 2119
Co-requisite: RNSG 2223

Application of additional knowledge focusing on the childbearing family, newborn, women's health, and pediatric patients. It incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. This course also includes the Arkansas state mandate on "Child Maltreatment" involving abuse, sexual abuse, neglect, sexual exploitation, or abandonment of a child under the Child Maltreatment Act § 12-18-101 et seq.

RNSG 2223 NURSING PRACTICUM II

Prerequisite: RNSG 2123, RNSG 2119
Co-requisite: RNSG 2216

Applies concepts learned in RNSG 2216 to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients.

RNSG 2311 NCLEX-RN PREPARATION

Co-requisite: RNSG 2318, RNSG 2323

This online course provides a comprehensive review taught during the program in preparation for taking the NCLEX-RN.

RNSG 2318 NURSING PROCESS III

Prerequisites: RNSG 2216, RNSG 2223
Co-requisite: RNSG 2311, RNSG 2323

This course incorporates higher level nursing care, critical thinking, management and leadership. The student will utilize the nursing process as a framework for caring for clients with complex healthcare needs. The student will care for clients in emergency situations (including bioterrorism preparedness), critical care, surgical care, and acute care, and advanced pharmacological concepts.

RNSG 2323 NURSING PRACTICUM III

Prerequisites: RNSG 2216, RNSG 2223
Co-requisite: RNSG 2318, RNSG 2311

This course applies concepts learned in RNSG 2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on further medical/surgical conditions of the high acuity patient and family. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings.

SASC

SASC 0103 SOUTHARK SUCCESS

This student survival course is designed to increase the student's success in college. A course required for all first-time, full-time, degree-seeking freshmen AND students who have tested into two or more Remediation 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.

SOCI

SOCI 2003 INTRODUCTION TO SOCIOLOGY

ACTS Equivalent Course Number = SOCI 1013.
Pre-requisite: ENGL 0103
An introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. The student will demonstrate understanding of sociological perspective; sociological theories and methods; social institutions; culture and society; socialization; groups and organizations; social inequality, and globalization.

SOCI 2033 MARRIAGE AND THE FAMILY

Pre-requisite: ENGL 0103
A study of the problems of courtship, marriage, parenthood, and the family.

SOCI 2013 SOCIAL PROBLEMS

ACTS Equivalent Course Number = SOCI 2013.
Pre-requisite: ENGL 0103.
A sociological study of societal problems including social inequity, institutional abuse of power, population and environment, social deviance, race relations, crime, and others. Generalist social work practice and its application in a variety of social work settings. An introduction to (1) social welfare and the development of social work as a profession; (2) the knowledge, value, and skill base of social work; and (3) special populations and concerns in social work.

SPAN

SPAN 1014 ELEMENTARY SPANISH I

ACTS Equivalent Course Number = SPAN 1013
To provide the student with a general introduction to the Spanish language; sound system, pronunciation, and functional vocabulary related to give students the ability to carry on a simple conversation. Regular practice is required.

SPAN 1024 ELEMENTARY SPANISH II

ACTS Equivalent Course Number = SPAN 1023
Pre-requisite: SPAN 1014 with a grade of "C" or better.
A functional approach to the acquisition of the four-fold communication skills: intensive oral drill, analysis of basic patterns, conversation, application of the essentials of grammar in oral and written exercises, and simple reading assignments. Regular practice required.

SPCH

SPCH 1113 PRINCIPLES OF SPEECH

ACTS Equivalent Course Number = SPCH 1003

Principles of effective speaking; emphasis on both speaking techniques and listening.

SURG

SURG 1002 INTRODUCTION TO HEALTH SCIENCES

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

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

This course introduces the student to the fundamentals of surgical technology. Topics include, but are not limited to, the physical environment of the surgical suite; roles of the surgical team including the surgical technologist; basic skills needed to meet physical, spiritual, and psychological needs of the surgical patient; asepsis including preparation, sterilization, and disinfection of supplies used in surgery; and basic case preparation, including creation and maintenance of the sterile field, draping principles, instrumentation, sutures, Operating Room furniture and supplies, specialty equipment; and safety in the surgical environment.

SURG 1123 FUNDAMENTALS OF SURGICAL TECHNOLOGY SKILLS LABORATORY

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

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

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

This course is a continuation of SURG 1106 with study of advanced principles and techniques of surgical procedures. Topics include, but are not limited to, aseptic technique and infection control practices; duties of the circulator and scrub technologist; advanced instrumentation and suture

materials; wound healing and hemostasis; pre-operative, intraoperative, and postoperative care; diagnostic procedures and tests; basic overview of biomedical sciences including electricity, physics, and robotics; overview of endoscopic procedures and techniques; and surgical complications.

SURG 1216 SURGICAL TECHNOLOGY PRACTICUM II

This course is a continuation of SURG 1132 with student advancing to moderately complex surgical cases. An advanced level of proficiency is achieved in all areas of the operating room.

SURG 1222 PERIOPERATIVE TECHNIQUES AND PROCEDURES SKILLS LABORATORY

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

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

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

This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are cardiothoracic, peripheral vascular, neurosurgery, and emergency trauma.

THEA

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 1103 INTRODUCTION TO THEATRE

Pre-requisite: Pass ENGL 0103 with a grade of "C" or better.

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 1223 MAKEUP

This course is a practical guide to the theory and practice of theatrical makeup. Students will become familiar with the basic skills of stage makeup and application.

THEA 1323 COSTUMING

This course is an introduction to basic costume design and construction, including basic machine and hand sewing, commercial pattern usage, alterations, and garment production.

THEA 2003 THEATRE APPRECIATION

ACTS Equivalent Course Number = DRAM 1003 (For non-theatre majors)
Pre-requisite: Pass ENGL 0103 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 2013 THEATRE PRODUCTION II

Continuation of theatre lab I

THEA 2023 THEATRE PRODUCTION III

Continuation of theatre lab II

THEA 2123 DIRECTING

This course will demonstrate the principles of organizing and directing a film or video production. Theory and practice of aesthetic and practical skills will be developed, direct, and produce live and taped mobile video programming.

THEA 2633 ACTING I

Pre-requisite: THEA 1103.
This course introduces the art of acting and explores the essentials of movement, pantomime, and characterization.

THEA 2643 ACTING II

Pre-requisite: THEA 2633.
This is a continuation of study in Acting I with a focus on building the student's repertoire for audition purposes.

WELD

WELD 1114/L SMAW I WELDING/LAB

The study of the principles and procedures behind Shielded Metal Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind SMAW welding by making surface, fillet, and some groove welds in various positions with various electrodes. This course will also give the student an opportunity to take an AWS 1G-certification test on steel plate. During the course, the student will also learn how to properly set up and use an oxygen/ acetylene cutting torch, and be able to perform certain tasks with it. (2 hours lecture, 3 hours lab).

WELD 1214 GMAW I WELDING (MIG)/LAB

The study of the principles and procedures behind Gas Metal Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind GMAW welding by making surface, fillet, and some grove welds in various positions. This course will also give the student an opportunity to take an AWS 1G-certification test on steel plate. During the course, the student will also learn how to properly set up and use an arc gouger, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab).

WELD 1224 GTAW I WELDING (TIG)/LAB

The principles and procedures behind Gas Tungsten Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind GTAW welding by making surface, fillet, and some grove welds in various

positions. This course will also give the student an opportunity to take an AWS 1G-Certification test on steel plate. During the course, the student will also learn how to properly set up and use a plasma cutter, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab).

WELD 1244 LAYOUT AND PIPEFITTING I

Co-requisite: MATH 1073.

The study of fitting together structured steel by using various formulas to develop angles of cut and fit. This course will cover various print reading concepts as well as how to use various measurement systems and tools. At the conclusion of this course, the student should be able to lay out many different angles and fits on beams, angles, channels, and many other structural steels. (4 hours, lecture/lab combined).

WELD 1714 ADVANCED PIPE WELDING I

Pre-requisites: WELD 1114, WELD 2114, WELD 1224, WELD 2224 or comparable prior learning experience.

The course is the first of two to be taken consecutively in a compressed format (3 weeks/180 clock hours each). It covers the practical application of GTAW and SMAW equipment by welding in compliance with AWS certification test on stainless and carbon steel pipe. This course will use Level Three of the NCCER book. The student will make welds 1g, 2g, 5g, 6g, and welds in a pipe rack using SMAW and GTAW. The student will learn how to prep carbon pipe and stainless pipe for welding.

WELD 2114 SMAW II WELDING/LAB

Pre-requisite: WELD 1114 or consent of instructor.

The course covers the practical application of SMAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (2 hours lecture, 3 hours lab).

WELD 2214 GMAW II WELDING (MIG)/LAB

Pre-requisite: WELD 1214 or consent of instructor.

The course covers the practical application of GMAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. The student will also get an introduction to welding aluminum with the GMAW process. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (1-hour lecture, 6 hours lab).

WELD 2224 GTAW II WELDING (TIG)/LAB

Pre-requisite: WELD 1224 or consent of instructor.

The course covers the practical application of GTAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. The student will also get an introduction to welding aluminum with the GTAW process. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (1-hour lecture, 6 hours lab).

WELD 2244 LAYOUT AND PIPEFITTING II

Pre-requisite: WELD 1244 or consent of instructor.

The study of fitting together pipes by using various formulas to develop angles of cut and fit. The student will gain knowledge of how to incorporate these cuts into a multi turn piping system. This course will also cover drawing pipe templates in detail. At the conclusion of this course, the student should be able to take a shop drawing and fabricate a piping system with multiple turns. (4 hours, lecture/lab combined).

WELD 2714 ADVANCED PIPE WELDING II

Pre-requisite: WELD 1714.

This is the second of a two-part set of courses designed to be taken sequentially in a compressed format (3 weeks/180 clock hours each). The course covers the practical application of GTAW and SMAW equipment by welding in compliance with AWS certification test on stainless and carbon steel pipe. This course will use Level Three of the NCCER book. The student will make welds I 1g, 2g, 5g, 6g, and welds in a pipe rack using SMAW and GTAW. The student will learn how to prep carbon pipe and stainless pipe for welding. Upon completion of this course the student is required to pass at least one AWS 6g weld test.

Arkansas Course Transfer System – ACTS

ACTS provides information regarding guaranteed transfer of courses between Arkansas public institutions. ACTS is beneficial for students, parents, and academic advisors because it provides accurate, up-to-date comparable course information for educational planning and informed decision-making. The ACTS database contains faculty-generated comparable course information for a number of courses offered at public institutions in Arkansas. Comparable courses within ACTS are guaranteed to transfer for full credit to any Arkansas public institution.

ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
ACCT 2003	Principles of Accounting I **	ACCT 2003	Principles of Accounting I
ACCT 2013	Principles of Accounting II **	ACCT 2103	Principles of Accounting II
ARTA 1003	Art Appreciation	ARTI 2003	Art Appreciation
BIOL 1004	Biology for Non- Majors	BIOL 1004	Fundamentals of Biology / Lab
BIOL 1014	Biology for Majors	BIOL 1114	Biology for Majors
BIOL 1034	Botany for Majors	BIOL 1034/103L	General Botany/L
BIOL 1054	Zoology	BIOL 1024/102L	Zoology and Lab
BIOL 2004	Introductory Microbiology	BIOL 2174 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
BUSI 1013	Introduction to Business	BUSI 1003	The American Enterprise System
BUSI 1103	Keyboarding **	ADMS 1023	Intermediate Keyboarding
BUSI 2013	Business Communications **	BUSI 2063 ADMS 2063	Business Communications
BUSI 2103		BUSI 2013	Business Statistics
CHEM 1004	Chemistry I for General Education	CHEM 1004	Fundamentals of Chemistry
CHEM 1214	Chemistry I for Health Related Professions	CHEM 1014/L	College Chemistry Principles I/Lab
CHEM 1414	Chemistry I for Science Majors	CHEM 1024	Chemistry I for Science Majors/lab
CHEM 1424	Chemistry II for Science Majors	CHEM 1124/112L	Chemistry II for Science Majors/lab
CPSI 1003	Introduction to Computers	CSCI 1003	Introduction to Computers
CRJU 1023	Introduction to Criminal Justice	CRJU 1103	Introduction to Criminal Justice
DRAM 1003	Theatre Appreciation	THEA 2003	Theatre Appreciation
ECON 2103	Principles of Macroeconomics	ECON 2003	Macroeconomics Principles
ECON 2203	Principles of Microeconomics	ECON 2103	Microeconomics Principles
ENGL 1013	Composition I	ENGL 1113	Composition I
ENGL 1023	Composition II	ENGL 1123	Composition II
ENGL 2023	Introduction to Technical Writing	ENGL 2043	Technical Writing II

ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
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 1113	Mathematical Reasoning	MATH 1113	Mathematical Reasoning
MATH 1203	Plane Trigonometry	MATH 1033	Plane Trigonometry
MATH 2103	Introduction to Statistics	MATH 2103	Introduction to Statistics
MATH 2405	Calculus I	MATH 2015	Calculus I
MATH 2505	Calculus II	MATH 2115	Calculus II
MUSC 1003	Music Appreciation	MUSI 2003	Music Appreciation
PHIL 1103	Philosophy	PHIL 2003	Introduction to Philosophy
PHSC 1004	Physical Science	PHYS 2024/202L	Physical Sciences/Lab
PLSC 2003	American National Government	PSCI 2003	American Government: National
PLSC 2103	State and Local Government	PSCI 2013	American Government: State and Local
PSYC 1103	General Psychology	PSYC 2003	General Psychology
PSYC 2103	Developmental Psychology	PSYC 2223	Developmental Psychology
SOCI 1013	Introduction to Sociology	SOCI 2003	Introduction to Sociology
SPAN 1013	Spanish I	SPAN 1014	Elementary Spanish I
SPAN 1023	Spanish II	SPAN 1023	Elementary Spanish II
SPCH 1003	Introduction to Oral Communication	SPCH 1113	Principles of Speech

*Human Anatomy and Physiology I and Human Anatomy and Physiology II must be taken at the same institution to be transferable.

**Accounting and business courses are not general education core courses.

Faculty and Staff

PRESIDENT'S EXECUTIVE CABINET

Wallace, Bentley, President, Ed.D., University of Arkansas-Fayetteville; M.S, B.S., Arkansas State University–Jonesboro (2020)

Tully-Dartez, Stephanie, Vice President for Academic Affairs, Ph.D., M.S. Louisiana Tech University; B.S. College of Charleston (2009)

Armstrong, Michael, Vice President for Finance and Administration, M.Ed, M.B.A. University of Arkansas at Little Rock; B.S., Arkansas State University-Jonesboro (2022)

Kirk, Tim, Associate Vice President for Administration & Chief Information Officer; Ph.D., Ohio State University; B.S., University of Evansville; B.A. Indiana University (2006)

Baine, John, Associate Vice President for Finance, CGFM, CPA; M.Acc. Louisiana Tech University; M.P.A., B.S., Arkansas State University; B.P.A., The University of Mississippi (2021)

FACULTY

Allen, Samuel, Instructor, Program Director, Physical Therapist Assistant Program, D.P.T., University of Central Arkansas; B.S. Biology, University of Arkansas in Little Rock (2018)

Baine, Jennifer, Assistant Professor, English, M.A., B.A., Louisiana Tech University (2005)

Bates, Linda, Professor, Chemistry, M.S., B.S., Louisiana Tech University (2010)

Bourne, Katheryn, Instructor, Nursing Assistant, B.S., University of Louisiana at Monroe; A.S., University of Louisiana at Monroe (2020)

Bridges, Kenneth, Professor, History, Ph.D., M.A., University of North Texas; B.A., University of Texas (2003)

Brown, Jessica, Instructor, Psychology, M.A.T., Southern Arkansas University; B.A., Southern Arkansas University (2021)

Carty, David, Associate Professor, Program Director, Industrial Engineering Technology Program, Ph.D., North Carolina State University; M.S., B.S., Texas A & M University (2012)

Coulter, Sheffield, Instructor, Education programs, Concurrent/Dual Education Coordinator, M.A.T., University of Central Arkansas; B.S., University of Arkansas at Fayetteville (2021)

Dougan, Ashley, Assistant Professor, Math, M.Ed., B.S.E., Southern Arkansas University (2015)

Ellen, Lillian, Instructor, Program Director, Culinary Program, AAS, Culinary Art Institute, (2019)

Everett, Keith, Instructor, Biology, M.Ed., Southern Arkansas University; B.S., University of Arkansas Monticello (2014)

Forrest, Shannon, Instructor, Program Director, Welding Program, A.A.S., South Arkansas Community College; Technical Certificate, University of Arkansas at Monticello-McGehee (2012)

Goodwin, Kelly, Instructor, Academic Coordinator of Clinical Education, Physical Therapist Assistant Program, A.A.S., South Arkansas Community College (2019)

Hall, Gary, Associate Professor, Program Director, Entertainment and Media Arts Program, M.A. Louisiana Tech University; B.A. University of Arkansas at Little Rock (2018)

Haynes, Mandi, Professor, Program Director, Radiologic Technology Program, M.Ed., Southern Arkansas University; B.S., University Arkansas–Fort Smith; A.S., University of Arkansas for Medical Sciences (2007)

Kelley, David, Adult Education Re-Entry Instructor, B.S.Ed., University of Arkansas -Fayetteville; B.A., University of Arkansas-Fort Smith (2022)

Langston, Carolyn, Professor, Business, C.M.A., C.P.A.; D.B.A., M.B.A., Louisiana Tech University; B.S.E., Southern Arkansas University (1975)

Larkin, Scott, Professor, English and Literature, M.A., Utah State University; B.A., Brigham Young University (1990)

Mendoza, Brandy, Assistant Professor, Program Director, Surgical Technology Program, A.A.S., South Arkansas Community College (2016)

Meyer, Cynthia, Professor, Health Science Program Specialist, O.T.D., Eastern Kentucky University; M.Ed., Northcentral University; M.S., Texas Tech University; B.S., University of Tennessee Memphis; A.A.S., Milwaukee Area Technical College (2002)

Morgan, Vernita, Professor, Math, M.A., B.S., Louisiana Tech University (2012)

Murphree, Justin, Instructor, Program Director, Emergency Medical Services Programs, B.S., Arkansas Tech University; A.S., Southern Arkansas University Tech; A.A.S., Southern Arkansas University Tech; A.A.S., Southern Arkansas Community College; T.C., South Arkansas Community College (2018)

Newman, Andy, Instructor, Adult Education, M.Ed., Asbury University; B.A., Eastern Kentucky University (2022)

Norful, Juanita, Instructor, Simulation Lab Director & Registered Nursing Clinical Coordinator, B.S.N., Grand Canyon University; A.S., Southern Arkansas University (2015)

Norris, Tammie, Instructor, Practical Nursing, A.A.S., South Arkansas Community College (2021)

Parker, Angie, Instructor, Biology, M.S., Clemson University; B.S.E., Southern Arkansas University (2022)

Pruitt, Stephanie, Instructor, Practical Nursing, A.A.S, South Arkansas Community College; LPN, SouthArk Community College ARNEC; RN (2021)

Rhodes, Amanda, Instructor, Program Director, Criminal Justice Program, M.A., B.A, Arkansas State University (2019)

Roomsburg, James, Instructor, Program Director, Business Administration Programs, M.B.A., B.S., University of Arkansas (2010)

Roper, Kelly, Instructor/Clinical Coordinator, Radiologic Technology Program; B.S.R.T., University of Arkansas Medical Sciences; A.A.S. South Arkansas Community College (2019)

Shelton, Chase, Instructor, Automotive Service Technology (2022)

Short, Connie, Instructor, Adult Education, B.S.E., Southern State College (2008)

Socia Curt, Instructor, Industrial Engineering Technology, A.A.S., South Arkansas Community College (2022)

Spicher, Susan, Professor, Program Director, Education Program, M.S., University of Phoenix; M.S., Chapman University; B.S., University of Phoenix (2012)

Stell, Paige, Instructor, Practical Nursing, B.S.N., University of Arkansas at Monticello (2022)

Thompson, Sanequa, Instructor, Practical Nursing, B.S.N., University of Arkansas for Medical Sciences; A.A.S., South Arkansas Community College (2021)

Tidwell, Karsten, Instructor, Program Director, Automotive Service Technology Program, A.A.S., South Arkansas Community College; A.S.E. Master Technician Certification, Universal Technical Institute, Houston, TX (2003)

Trussell, Garrett, Instructor, Welding, A.A.S., South Arkansas Community College; Welding Certificate, University of Arkansas at Monticello (2017)

Turner, Alma, Instructor, Practical Nursing, A.S.N., Southern Arkansas University (2018)

Turner, Roslyn, Associate Professor, Program Director, Computer Information Technology Program, M.B.A., University of Arkansas at Little Rock; B.B.A., Southern Arkansas University; A.A.S., Cossatot Community College (2012)

Ward, Tammy, Instructor, Business, M.B.A., Southern Arkansas University; B.S.E., Southern Arkansas University; A.C.S., Southern Arkansas University Tech (2017)

White, Genevieve, Professor, Director of Nursing Programs, B.S.N., A.S.N., Southern Arkansas University (2008)

Williams, Bodhi, Instructor, Health Science Technology, B.S.N., A.A., University of Arkansas-Monticello (2022)

Yates, James, Professor, Program Director, Associate of Arts Program, English, Ph.D., Oklahoma State University; M.A., Arkansas State University; B.A., Ouachita Baptist University (2016)

STAFF

Allen, Leanna, Assistant Registrar (2022)
Alvarez, Janna, JAG College & Career Coach (2018)
Andrews, Cassandra, Food Services Technician (2022)
Andrews, Gary, Skilled Trades Helper (2021)
Bagwell, Barry, Director, El Dorado Conference Center (2013)
Barcroft, Bethany, Women's Softball Head Coach (2021)
Bourn, Jon, TANF Coordinator (2018)
Brandon, Michelle, Administrative Specialist II (2018)
Brasher, Thomas (TC), Director, Physical Plant (2009)
Britt, Kim, Administrative Specialist II (2019)
Burton, Eric, Industrial Training Coordinator
Cagle, Benjamin, Distance Learning Instructional Technology Coordinator (2015)
Callaway, Caroline, Sales and Marketing Manager, El Dorado Conference Center (2022)
Campbell, David, Director, Computer Administrative Services (2022)
Carpenter, Joanna, Advisor, Adult Education (2017)
Chitwood, Kelly, Star Service Concierge (2021)
Cook, Sara, Community Education & Administrative Specialist (2022)
Cooper, Andrea, Administrative Specialist I (2022)
Cotterman, Brandi, Assistant Director, Human Resources (2015)
Cottrell, Christy, Foundation Development Coordinator (2016)
Curley, Chavez, Academic Support Technician (2021)
Davis, Kyla, Financial Aid Technician (2020)
Dawson, Vincent, Student Advising Coach (2018)
DiBenedetto, Katherine, Arboretum Caretaker (2007)
Dodson, John, Skilled Tradesman (2020)
Dolden, Allison, Fiscal Support Analyst (2012)
Dowty, Michael, Skilled Tradesman (2022)
Dunn, Martha, Student Success Specialist, Upward Bound Program (2007)
Evans, Kanesha, College and Career Coach (2020)
Evans, Nate, Women's Head Basketball Coach (2022)
Fout, David, Bookstore Manager (2021)
Fowler, William, Director, Human Resources (2016)
Frosh, Helen, Coordinator, Adult Education-Warren (2017)
George, Charles, Skilled Trades Helper (2012)
Geurin, Justin, Dean of Arts and Sciences (2019)
Hammonds, Corina, Fiscal Support Technician (2015)

Hampton, Teresa, Registrar Assistant (2018)
Hankins, Charley, Webmaster (2007)
Hawkins, Gregory, Director of Student Experience (2021)
Hicks, LaBreshianna, Administrative Specialist II (2014)
Hildreth, Michele, Corporate Education Specialist (2019)
Hill, Johnie, Information Technology Assistant (2018)
Holt, Ashley, Administrative Analyst (2021)
Jackson, Kelsey, Director, Upward Bound Program (2019)
Johnson, Sarah, Academic and Career Advisor/ Retention Specialist (2019)
Johnson, Tim, Dean of Student Success (2009)
Jones, Debra, College and Career Coach (2020)
Lawrence, Adrienne, Administrative Specialist III (2015)
Lephiew, Linda, Grant Manager (2009)
Lester, Cannon, Men's Head Baseball Coach (2021)
Loyd, Nathan, Institutional Services Assistant (2017)
Lynn, Caitlyn, Library Support Technician (2021)
McAdams, Joey, Skilled Trades Foreman (2013)
McGarity, Heather, Financial Accounting Manager (2021)
McGhee, Sharneshia, College and Career Coach (2021)
Modica, Kathy, Executive Assistant to the President (1998)
Modica-Moore, Carol, Administrative Specialist III (1997)
Moore, Kimberly, Academic and Career Advisor (2019)
Moore, Sharikka, Administrative Specialist II (2021)
Parks, Melanie, Events Coordinator (2019)
Pill, Macy, Financial Aid Analyst (2021)
Porchia, LaJoyce, Food Services Specialist (2022)
Ramey, Tasha, Fiscal Support Specialist (1998)
Reaves, Kathy, Director of Career Pathways/Lead Advisor (2007)
Reedy, Kennedy, Skilled Trades Helper (2017)
Reyna, Cynthia, Executive Director, Foundation (1998)
Robinson, Cameron, Men's Head Basketball Coach (2022)
Ruiz, BriAnne, Fiscal Support Specialist (2017)
Schroeder, Jennifer, Director, Adult Education (2021)
Shackelford, Philip, Director, Library (2016)
Shultz, Daphne, Network Analyst (2001)
Smith, Amanda, Simulation Laboratory Technician and Scenario Developer (2021)
Smith, David, Officer, Public Safety (2015)
Southall, Ann, Budget Manager, Purchasing and Payment Services (2000)
Sullivant, Chris, Database Administrator (1999)
Sumner, Mary Kate, Academic Project Manager (2016)
Tatum, Veronda, Dean of Enrollment Management (1996)
Tavorn, Cassandra, Dean of Student Support Services (2021)
Turner, Chelsey, Instructional Design Coordinator (2022)
Vanderzwalm, Emily, Career Coach (2013)
Virden, James, Director, Public Safety (2017)
Waldrop, Heath, Director, Marketing and Public Relations (2009)
Walsh, Benjamin, Coordinator, E&T Snap (2020)
Walthall, Brooks, Dean of Workforce and Continuing Education (2019)
Warren, Patricia, College and Career Coach (2021)
White, Jessica, Administrative Specialist II (2021)
Williams, Roy, Student Success Coach, Upward Bound Program (2007)
Williams, Vanessa, Director, Counseling and Disability Services (2020)

Willis, Cleanthia, Advisor, Adult Education (2017)
Willis, Daniel, Skilled Trades Helper (2010)
Willis, Pamela, Fiscal Support Technician (2019)
Wilson, Christy, Director, Institutional Effectiveness and Research (2007)
Wilson, Lauri, Library Technician (1997)
Winiecki, Jayna, Registrar (2014)
Winiecki, Ray, Dean of Career and Technical Education (2014)
Winn, Byron, Director, ACAP (2021)