

# **SOUTH ARKANSAS COMMUNITY COLLEGE**

## **2004-2005 Catalog**

**870-862-8131**  
**1-800-955-2289**  
**[www.SouthArk.edu](http://www.SouthArk.edu)**

West Campus  
300 S. West Ave.  
El Dorado, AR  
71730

East Campus  
3696 East Main Rd.  
El Dorado, AR  
71730

Warren Site  
800 N. Walnut  
Warren, AR  
71671

## **A Message from the President**

*Greetings!*

*On behalf of the faculty and staff, welcome to South Arkansas Community College. Your decision to enroll in one or more classes at SouthArk may be one of the most important decisions you have ever made in your life.*

*We are here to help you achieve your academic and career goals. Don't hesitate to ask questions and explore the campus. A whole new world of opportunities lies ahead, providing access to learning experiences never imagined.*

*Starting classes at SouthArk will require you to make changes and adjustments in your life. I encourage you to make learning an important priority; your commitment to yourself and your studies will benefit you in the future. Please visit the library and the Learning Center often; they are both open in the evenings and on Sunday afternoon. Learning Center staff provides tutoring and other assistance to help you with your studies. We can also offer you personal and career counseling. Our Adult Education program includes classes for ESL (English as a Second Language), and our new career exploration program called CHOICES CT can help you discover career opportunities that you may not have thought of before.*

*Success at SouthArk depends on your ability to become actively involved in learning, and persistence is an important part of any recipe for success. Thank you for making SouthArk your college choice.*

**Kathy Matlock, President**

## **Un Mensaje de la Presidenta de la Universidad**

*Saludos!*

*En nombre de la facultad y el personal, bienvenidos a la Universidad de la Comunidad del Sur de Arkansas. Tu decisión de inscribirte en una o más clases en el Sur de Arkansas es una de las decisiones más importantes que has hecho en tu vida.*

*Nosotros estamos aquí para ayudarte a alcanzar tus metas académicas. No tenga pena en preguntar y explorar el campo. Un mundo nuevo de oportunidades están adelante, permitiendo acceso para una experiencia en el estudio que nunca imaginaste.*

*Iniciar las clases en Sur de Arkansas requiere que tu hagas cambios y ajustes en tu vida. Yo te animo que hagas del estudio una prioridad importante. Tu compromiso en los estudios serán beneficios en tu futuro. Por favor visita con frecuencia la biblioteca y el Centro de Estudios; ellos están abiertos en las tardes y en domingos por la tarde. El personal del Centro de Estudios provee tutoría y otra asistencia para ayudarte con tus estudios. También nosotros te ofrecemos consejo personal y profesional. Nuestro programa de Educación para Adultos incluye clases para ESL (English as a Second Language o Inglés como Segundo Lenguaje), y nuestras carreras nuevas del programa de exploración llamado CHOICES CT pueden ayudarte a descubrir oportunidades que quizás tu no tenías antes.*

*El éxito en el Sur de Arkansas depende de tu habilidad para involucrarte activamente en el estudio y la persistencia es parte importante de algunas recetas para el éxito. Gracias por hacer el colegio del Sur de Arkansas tu elección.*

**Kathy Matlock, Presidenta**

South Arkansas Community College has published this catalog to provide general information regarding program and course offerings. The information contained is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. All provisions herein contained are subject to change. It is ultimately the student's responsibility to stay abreast of current regulations, curricula, and the status of specific programs being offered. Further, the College reserves the right to modify requirements, curricula offerings, and charges, and to add, alter, or delete courses and programs through appropriate procedures. While reasonable efforts will be made to publicize such changes, a student is encouraged to seek current information from appropriate offices. Students are encouraged to read the Student Handbook, which contains more information on student life and College policies.

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**ABOUT THE COLLEGE: A HISTORICAL SUMMARY**

South Arkansas Community College is a public, two-year institution with an open-door policy, providing educational programs, services, and resources for the residents of Union County and the surrounding area. With a philosophy that affirms the value of education, the importance of academic freedom for students and faculty, the worth and dignity of each individual, and an abiding belief in the ideals of a democratic society, the college encourages innovation, excellence, and leadership in its mission as a comprehensive community college.

South Arkansas Community College was established by a vote of the citizens of Union County on March 31, 1992. Voters approved forming a community

college district for the county, merging Oil Belt Technical College and Southern Arkansas University-El Dorado Branch, and levying a millage to support the new school. The college is governed by a nine-member Board of Trustees initially appointed by Governor Bill Clinton. On April 14, 1992, the Board of Trustees elected Charles Thomas to be Board Chairman, appointed Dr. Ben Whitfield as President, and named the new college.

The original Oil Belt Vocational-Technical School, now known as the East Campus, and located at 3696 East Main Road, opened its doors in August, 1967. After a name change and an expanded mission, it became Oil Belt Technical College in 1991. Oil Belt offered certificate level programs in health occupations and technical fields, adult basic education, and a variety of non-credit programs. Billy McGehee served as Director from 1980-1992.

Southern State College-El Dorado Branch, established as a branch campus of Southern State College, began operation July 1, 1975. In 1976, the name was changed to Southern Arkansas University-El Dorado Branch. The college offered occupational and transfer program certificates and degrees, a broad community service program, and a Business Education Center. Dr. Ben Whitfield served as President of the college, now called the West Campus located at 300 South West Avenue.

The Board of Trustees approved the appointment of a 16-member committee co-chaired by Billy McGehee and Dr. Kermit Parks. It made recommendations to the President and Board of Trustees on administrative structure, policy, and procedures and worked to unify the two institutions into a comprehensive community college. Dr. Whitfield served as the President of the merged institution (South Arkansas Community College) until his retirement. Dr. Kathy Matlock has served as President of SouthArk since 1997.

## **MISSION STATEMENT**

South Arkansas Community College:  
Promotes excellence in service, teaching, and learning;  
Prepares the current and future workforce;  
Provides lifelong educational opportunities.

## **PURPOSES**

Legislation establishing the institution defined the college's educational role as "offering a comprehensive program designed to serve the post-secondary educational needs of its district and the State including specifically, but without limitation, occupational programs of varying types and levels of difficulty, the first two years of a baccalaureate degree, community service offerings, and student guidance and counseling services."

# VALUES

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

**1. *Excellence in Education***

The College is 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.

**2. *Student Learning***

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

**3. *Contribution to the Community***

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

**4. *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.

**5. *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.

**6. *Dedication to the Future***

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

## BOARD OF TRUSTEES

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

David Ross (Chairman) .....	December 31, 2004
Jeff Teague (Vice-Chairman) .....	December 31, 2004
Dr. Kermit Parks (Secretary) .....	December 31, 2008
Tom Baumgardner .....	December 31, 2006
Martha Sue Beebe .....	December 31, 2008
Steve Cousins .....	December 31, 2008
John Dews .....	December 31, 2004
Capt. Carolyn Dykes .....	December 31, 2006
Joffre Long .....	December 31, 2006

## **South Arkansas Community College Foundation**

The SouthArk Community College Foundation was incorporated in 1983 as an independent entity charged with furthering the development and expansion of the College. 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. Funds raised and managed by the Foundation may support a wide variety of endeavors from individual scholarships to campus expansion.

The Foundation actively seeks outside funding for construction, renovation and educational enrichment projects. All contributions are tax deductible as allowed by law. Foundation Board members are as follows:

John Dews (President)	Dr. Carolyn Langston (Director Emeritus)
Martha Sue Beebe (Vice President)	Luther Lewis
Robin Carroll (Secretary)	Dr. Kathy Matlock (Ex-Officio)
Pete Parks (Treasurer)	Kevin Norton
Cynthia Baston (Executive Director)	Dan Redmond
Lanatter Fox	Laura Rogers
Lamar Hammons	Charles Thomas
Randy Haynie	Steve Wells
Phil Herring	Knox White
Roger Landes	

## **ACCREDITATION AND AFFILIATIONS**

The college is accredited by The Higher Learning Commission and a member of the North Central Association of Colleges and Schools (North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org); phone 312-263-0456). The institution is approved by the Arkansas State Department of Higher Education and the Veterans Approval Agency of the Arkansas Department of Education. The college also holds institutional membership in the American Association of Community Colleges (AACC). Allied Health programs are accredited by their respective accrediting organizations: The Committee on Accreditation of Allied Health Education Programs upon recommendation by the National Accrediting Agency for Clinical Laboratory Sciences in Medical Laboratory Technology Program; the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA); the Commission on Accreditation in Physical Therapy Education (CAPTE); and the Joint Review Committee on Education in Radiologic Technology. The National Institute for Automotive Service Excellence accredits the Automotive Service Technology Program.

## ACADEMIC CALENDAR 2004-2005

### Fall 2004

Aug. 17	Tuesday	Advising and registration
Aug. 18	Wednesday	Advising and registration
Aug. 19	Thursday	Faculty In-Service
Aug. 20	Friday	Faculty In-Service
Aug. 23	Monday	Classes begin
Aug. 24	Tues., 4 p.m.	Last day of late registration or to add a class without instructor permission
Sept. 3	Friday, 4 p.m.	Last day to change to audit status
Sept. 6	Monday	Labor Day Holiday
Oct. 15	Friday	Last day to apply for December graduation
Nov. 24	Wednesday	Thanksgiving holiday begins (5:00 p.m.)
Nov. 25-26	Thurs./Friday	Thanksgiving holiday
Dec. 8	Wednesday	Last day to withdraw from a course with a grade of "W"
Dec. 10	Friday	Last day of regular classes
Dec. 13-16	Mon.-Thurs.	Final examinations
Dec. 17	Friday	Grades due electronically
Dec. 17	Friday	Semester ends

### Spring 2005

Jan. 5	Wednesday	Faculty meeting/Special populations registration
Jan. 6	Thursday	Advising and registration
Jan. 7	Friday	Faculty In-Service
Jan. 10	Monday	Classes begin
Jan. 11	Tues. 4 p.m.	Last day of late registration or to add a class without instructor permission
Jan. 17	Monday	Martin Luther King Holiday
Jan. 21	Friday	Last day to change to audit status
March 1	Tuesday	Last day to apply for May graduation
March 21-25	Mon.-Friday	Spring break
April 27	Wednesday	Last day to withdraw from a course with a grade of "W"
April 29	Friday	Last day of regular classes
May 2-5	Mon.-Thurs.	Final examinations
May 6	Friday	Semester ends—May Commencement

### Summer 2005

#### First Term

May 19	Thursday	Advising and registration
May 20	Friday	Advising and registration
May 23	Monday	Classes begin
May 25	Wednesday	Last day of late class registration or to add a class
May 30	Monday	Memorial Day holiday
June 1	Wednesday	Last day to change to audit status and last day to apply for August graduation
June 21	Tuesday	Last day to drop a class/withdraw from the college
June 24	Friday	First summer term ends

## Second Term

June 23	Thursday	Advising and registration
June 24	Friday	Advising and registration
June 27	Monday	Classes begin
July 29	Wednesday	Last day of class registration or to add a class
July 1	Friday	Last day to change to audit status
July 4-8	Mon.-Friday	Fourth of July holiday week ( <i>Students &amp; Faculty</i> )
August 2	Tuesday	Last day to drop a class/withdraw from the college
August 5	Friday	Second summer term ends

## Long Term

May 19	Thursday	Advising and registration
May 20	Friday	Advising and registration
May 23	Monday	Classes begin
May 25	Wednesday	Last date of late class registration or to add a class
May 25	Wednesday	Last day to change to audit status
May 30	Monday	Memorial Day holiday
June 1	Wednesday	Last day to apply for August graduation
July 4-8	Mon.-Friday	Fourth of July holiday week ( <i>Students &amp; Faculty</i> )
July 11	Monday	Classes resume
August 2	Tuesday	Last day to drop a class/withdraw from the college
August 5	Friday	Long summer term ends

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

### Inclement Weather

Under extreme circumstances, the college president is authorized to close the college due to inclement weather. This decision will normally be made by 6 a.m. If students do not hear a media announcement that the college is closed, classes are canceled, or classes will begin late, they should proceed as usual. When classes are canceled due to inclement weather, the following local media will be notified: KTVE Channel 10, KIX 103.3 FM, Eagle 93.3 FM, and KLBQ 98.7 FM. The College may reschedule cancelled classes. Students should exercise judgment for personal safety regardless of College announcements since SouthArk administration is unable to review all road conditions throughout the College's service area. Should a situation arise during the normal workday, after students, faculty, and staff have arrived on campus, the President will announce the decision through normal campus communications such as e-mail. If the decision involves the cancellation of evening classes, area media will also broadcast the announcement.

### Equal Opportunity Statement

South Arkansas Community College does not discriminate on the basis of a person's disability in the admission or access to, or treatment or employment in, its programs or



activities. The Vice President for Fiscal Affairs has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights provided by the act are available from the ADA coordinator.

### Helpful contacts at SouthArk

FOR	WHO	WHERE	PHONE
Admissions Office	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Academic Probation	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Adult Education	Patricia Bates, Director of Adult Basic Education	CB106E	864-7182
Arts and Sciences	Victoria Harden, Interim Division Chair	AB 203B/W	864-7176
Automotive Service Technology Program	Karsten Tidwell, AST Instructor Ray Winiecki, AST Instructor	CB152E	862-8131, Ext. 361
Business and Computer Programs	Peter Buletza, Division Chair	CT103	864-7100
Computer Services	Kendall Woods, Director of Computer Services	CT203	864-7154
Distance Education	Vicky Badgley, Instructor	CT125W	864-8400
Drop/Add courses	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Early Childhood Education	Mary Pat Cook, Director of Early Childhood Education	AB203D/W	864-7184
Electronics Technology	Ned Duffy, Instructor	CB108E	862-8131 Ext. 318
Emergency Medical Technology Program	Ken Kelly, Director of EMT	WF130E	864-8496
Financial Aid	Veronda Tatum, Interim Director Financial Aid	AB105D/W	864-7133
Graduation Applications	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Graphic Arts Program	Dinah Van Hook, Instructor	AB202/W	862-8131 Ext. 266
Heavy Equipment Operator Training Academy	Jim Hackney, Vice President for Workforce Education	CB108E	864-7410
ID Cards	Francis Kuykendall, Interim Library Director	Library (West Campus)	864-7115
Industry Training	Lynda Cheek, Director of Workforce Development	WF149E	864-7193
Instructors – Adjunct Allied Health Arts & Sciences Business & Information Technologies Trade and Industry	Oliver Borden, Chair Victoria Harden, Chair Peter Buletza, Chair  Jim Hackney, Vice President for Workforce Education	CB106W AB203B/W CT103W  CB108E	864-7102 864-7176 864-7100  864-7410
Loans	Veronda Tatum, Interim Director Financial Aid	AB105D/W	864-7133
Media Relations	Amanda Cooley, Public Information Officer	AB306A/W	864-7111
Medical Laboratory Technology Program	Oliver Borden, Director of Medical Lab Tech	CB106W	864-7102
Meeting Room Scheduling Admin. Bldg. (W) (Board/Conf. Rooms)	Susan Jordan, Office of the President	AB306W	864-7107

Ben Whitfield Classroom Bldg. Computer Tech. Bldg.	Mary Jo Williams, Academic Affairs Office Mary Jo Williams, Academic Affairs Office	AB102C/W AB102C/W	864-7127 864-7127
Music/Piano/ Voice Lessons	Victoria Harden, Interim Division Chair	AB203B/W	864-7176
Nursing Assistant Program	Lynda Cheek, Director of Workforce Development	WF149E	864-7193
Occupational Therapy Assistant Program	Sandra Pugh, Director of OT A	CB242W	864-7171
Parking Stickers	Kathy Modica, Student Affairs Office	AB102C/W	864-7108
Physical Therapist Assistant Program	Dr. Jennifer Parks, Director of PT A	CB231B/W	864-7189
Practical and RN Nursing Program	Janice Bush, Director of Betty Owen School of Nursing	CB109W	862-8131, Ext. 245
Publicity	Amanda Cooley, Public Information Officer	AB306A/W	864-7111
Radiologic Technology Program	Debby Edney, Director of RT	CB114W	862-8131, Ext. 226
Scholarships	Veronda Tatum, Interim Director Financial Aid	AB105D/W	864-7133
Security/Emergencies	Public Safety Supervisor	CB W	864-7125
Student Activities and Organizations	Patricia Bates, Interim Vice President of Student Affairs	CB102A/W	864-7141
SouthArk Off Campus Programs	Dr. Tom Quinn, Vice President of Academic Affairs	CB102B/W	864-7155
Student Schedules	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Teaching (AAT) Program	Mary Pat Cook, Director of Early Childhood Education	AB203D/W	864-7184
Testing - COMPASS	Mark Moore, Interim Director of Testing, Student Activities & Recruiter	AB105C/W	862-8131, Ext. 239
GED	Patricia Bates, Director of Adult Education	CB106E	864-7182
HOBET	Donna Bone, Allied Health Office	CB102W	864-7118
TABE	Patricia Bates, Director of Adult Education	CB106E	864-7182
Textbooks	Betty Stinson, Bookstore	CB132W	864-7151
Transcripts	Lillie Wright, Enrollment Services Office	AB104W	862-8131, Ext. 244
Truck Driver Training	Jim Hackney, Vice President for Workforce Education	CB108E	864-7410
Tuition & Fee Information	Gwenda Island, Business Office	AB302D/W	864-7105
Tuition & Fee Payments	Bookstore	CB132W	864-7151
Tutoring (The Learning Center) (Student Support Services)	Carolyn Hart, Director of TLC Liz Dugal, Coordinator	CT223W AB106D/W	864-7197 864-7179
Veterans Affairs	Veronda Tatum, Interim Director Financial Aid	AB105D/W	864-7133
Welding Technology Program	Benny Wilson, Instructor	WB103E	862-8131, Ext. 338
Withdrawal from Class	Mary Fallin, Enrollment Services Office	AB104W	862-8131, Ext. 243
Workforce Development	Lynda Cheek, Director of Workforce Development	WF149E	864-7193
Workforce Education	Jim Hackney, Vice President for Workforce Education	CB108E	864-7410
Work Study Program	Jayna Winiecki, Financial Aid Officer I	AB105A/W	862-8131, Ext. 238

# Admissions Information

## **Admissions Requirements**

### **Application Procedures**

### **When to Apply**

### **Re-Admissions**

### **Credit Transfers**

### **Applying to Medical Programs**

### **Withdrawing From College**

### **Admission Requirements:**

South Arkansas Community College has an open door admissions policy and offers equal educational opportunities for all citizens in the service area. Admission to the college does not ensure acceptance into a particular course or program of study. No one shall be denied admission based on race, color, gender, nationality or national origin, age, religion, or disability.

### **Application Procedures**

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

1. A completed application for admission.
2. An official high school transcript and/or GED scores and college transcripts from every college attended or if not a high school graduate or GED recipient, evidence of the ability to do college-level work.
3. Scores from one of the following five admissions tests: American College Testing Program (ACT), Scholastic Aptitude Test (SAT), Assessment of Skills for Successful Entry and Transfer Test (ASSET), or Computerized Adaptive Placement and Support System (COMPASS).
4. Proof of immunization. Arkansas State Law requires college students who were born after January 1, 1957, to provide proof of immunization against measles and rubella. Measles and Rubella vaccines must have been received after the first birthday and after January 1, 1968.
5. Allied Health Programs require a background check and a fee of \$50. A background check is required before students can work at a medical site as a clinical student. The fee will not prevent a student from entering a program. It will be used as a counseling tool.

### **When to Apply**

SouthArk semesters start in August, January and May. Optional starting dates throughout the year are available in some programs. Applications may be made at any time. Check with the Admissions Office. **STUDENTS ARE ENCOURAGED TO APPLY EARLY TO ASSURE THEIR BEST CHANCE TO SECURE A SEAT IN A PROGRAM.**

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

Students previously enrolled at South Arkansas Community College who have been out of school for one or more semesters should contact the Office of Admissions. Official transcripts must be provided from all institutions attended since the student's previous enrollment at South Arkansas Community College.

## **Credit Transfers**

### **Acceptance of Transfer Credits**

Transfer credit will be evaluated by the Registrar's Office and added to the permanent record only for persons who are enrolled as degree-seeking students. Credit earned at another college will be transferred to SouthArk if the institution is regionally accredited, and the student successfully completed the course with a "C" or higher. Credits earned at other institutions will not be calculated in the student's SouthArk cumulative GPA.

### **Advanced Placement Program**

South Arkansas Community College participates in the Advanced Placement Program (APP) of the College Entrance Examination Board for entering freshmen. A student who submits the official test transcript verifying earned scores of 3, 4, or 5 may be awarded college credit for an equivalent course listed in the general catalog. This policy includes the opportunity for a high school graduate to enter with sophomore standing if sufficient credit has been earned in the AP program. Credit permitted will only be allowed for the corresponding course or sequence of courses at the college, but no grade will be assigned to the approved credit nor will the hours meet residency requirements. Students who earn a 3 on an AP exam should be aware that credit may not be awarded for that score should they transfer to another college or university. Students should check with the registrar of any institution they plan to transfer to if they have AP test scores of 3 to determine what level of credit or placement they will receive for this score. Scores of 4 or 5 carry an award of credit at all public institutions of higher education in Arkansas.

### **Tech-Prep Program Articulation Agreements**

Tech-Prep is a national educational reform movement, defined by the Carl D. Perkins Act, and aimed at producing a highly skilled workforce. South Arkansas Community College has developed Tech-Prep articulation agreements with a number of school districts and will accept credit earned in these programs. It is the responsibility of the student to submit to the Registrar's Office copies of articulation agreements for courses that will be transferred from high school programs.

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

The college awards credit on the basis of the College-Level Examination Program. Twelve hours of credit must be completed at South Arkansas Community College before students may petition for CLEP credits to be posted to their transcript.

### **Credit by Examination**

South Arkansas Community College offers credit by examination for some of its introductory courses. In order to receive such credit, the student must petition the department involved and the Vice President of Academic Affairs. The following guidelines are used for awarding college credit to students:

1. Examinations are offered during the first week of each semester unless other arrangements have been made with the department involved.
2. A non-refundable fee of \$12 per semester hour plus a \$7 testing fee must be paid to the Business Office before the test is administered. The Business Office will provide the student a receipt authorizing testing.
3. Examinations are not available for Basic Studies courses, performing music and studio art courses, activity physical education courses, or courses covered by the CLEP exam.

4. Credit will be awarded for students making a minimum score of 80 percent on the examination. Credit earned is awarded on a pass/fail basis only.
5. A student may earn a maximum of thirty (30) combined CLEP and credit-by-examination hours.
6. A student must earn twelve (12) semester hours applicable to a degree or certificate at South Arkansas Community College before petitioning for credit by examination to be posted to his/her transcript. The student is responsible for requesting that credit by examination be recorded on the transcript.
7. Students are not permitted to receive credit by examination for courses in which they have previously been enrolled.
8. To receive credit by examination, students must request a Challenge Course form from the Registrar's Office.

### **Credit for Previous Training or Experience**

Students with knowledge or skills equivalent to those required in courses taught at South Arkansas Community College may be awarded credit in those courses. In order to earn such credit, the student must petition the department involved and the Vice President of Academic Affairs. The department will make its recommendation on the evaluation of a portfolio completely defining the experience or training for which credit is sought. The college will also consider granting credit on the basis of credit recommendations made by the *Guide to Educational Programs in Non-Collegiate Organizations* published by the University of the State of New York, the *Guide to the Evaluation of Educational Experiences in the Armed Services*, or other similar guides. The maximum number of hours of credit awarded for previous experience including that demonstrated by CLEP examinations shall not exceed thirty (30) hours.

### **Applying to Medical Programs**

Starting in the 2004-2005 year, all students enrolling in programs in the Allied Health program will be required to have a background security check. Students will be charged a fee to apply to these programs. The check is a requirement of students in clinical sites. The fee will be \$50.00 but the amount may change at any time and is not refundable. The results of the background check will become part of the student's confidential file. To be accepted at clinical sites, students must sign a Release of Information form which will allow the college to transfer this specific information to clinical sites.

### **Withdrawing from College**

The college recognizes and understands that circumstances sometimes require a student to withdraw from the college. Students need to discuss withdrawal with their advisor to determine if alternate actions may be available. If the instructor or faculty advisor is not available, the student should seek alternative assistance at the Registrar's Office. The procedure for withdrawal is outlined as follows. Failure to complete this procedure constitutes improper withdrawal and could result in failing grades on students' permanent academic records and cause future problems with financial aid.

To withdraw from the college the student must:

1. Complete an add/drop/withdrawal form
2. Obtain the faculty advisor's signature
3. Obtain a Financial Aid Officer's signature
4. Obtain a Business Officer's signature
5. Turn in completed withdrawal form to the Registrar's Office

# Registration and Enrollment

## Steps in Registering Using

### Campus Connect

## Registration Sessions

## Course Availability

## Academic Advising

## Changing a Schedule/

### Dropping and Adding Courses

## Basic Studies Requirements

## Course Length

## Prerequisites

## Course Load

## Identification Cards

## Repeating a Course

## Auditing Courses

## Student Records Policy

## Changing Personal Data

## Student Conduct

## Steps in Registering Using Campus Connect

Students may register on-line using a computer and the Campus Connect Software or may register in person by visiting the Admissions Office. To register using the computer, complete the following steps.

1. Students must first apply to the college. All previous students must have met their previous financial responsibilities to the college. *Campus Connect* will not allow students to register, unless they have applied and been accepted to the college.
2. Access *Campus Connect* via the college home page at [www.SouthArk.edu](http://www.SouthArk.edu) and click on *Campus Connect*.
3. The password is the student's social security number and the pin number is the last four digits of the student's SSN.
4. Use the college catalog to compare courses for program requirements. Unofficial transcripts are available in *Campus Connect* and the graduation requirements can be found in the college catalog also found on the home page.
5. Students will not be allowed to register for a course if they have not completed the prerequisites, including basic studies courses.
6. Obtain a copy of the master schedule.
7. Students should confer with an academic advisor for assistance in person or by contacting a Web Advisor on the SouthArk home page.
8. Students may add courses to their schedule following the directions on the screen.

Grades are available using *Campus Connect*.

## Registration Sessions

All first time students enrolling in fall semester classes are advised to attend a registration session on campus conducted during convenient times. See the master schedule for more information.

## Course Availability

SouthArk offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the Academic Calendar, and in class schedules, that are published and posted on the College's web site 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 purpose of academic advising at South Arkansas Community College is to communicate the expectations of the college, to orient students to higher education, and to help students meet their career goals. The program instructors in health, business, computers and technical programs serve as academic advisors for students enrolled in these programs. Students in the AA degree program can select an advisor of their choice. Students in all programs can seek academic advice by using [www.webadvisor@SouthArk.edu](mailto:www.webadvisor@SouthArk.edu). Advisors are available during their posted office hours and during registration.

## **Changing a Schedule/ Dropping and Adding Courses**

Courses may be added until the last day of late registration as shown in the academic calendar. Students cannot add courses after the sixth (6<sup>th</sup>) day of the semester. Courses that are dropped before the eleventh (11<sup>th</sup>) class day are not recorded on the student's permanent record. After the eleventh day (11<sup>th</sup>), students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences. The last day to drop from a class is during the week preceding final exams. The specific date for each term is published in the academic calendar.

To change your schedule before the start of classes, simply enter Campus Connect and drop or add a course.

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

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

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

1. Complete an add/drop/withdrawal form
2. Obtain the instructor's signature (after 11th class day)
3. Obtain the faculty advisor's signature
4. Obtain Financial Aid Officer's signature
5. Obtain Business Officer's signature and pay drop fee
6. Turn in the completed form to the Registrar's Office

## **Basic Studies Requirements**

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

1. Scoring 19 or above on the ACT English section, 42 or above on the ASSET writing skills, 75 or above on the COMPASS writing skills, 470 or above on the SAT verbal section, or passing Writing II (0213) with a grade of "C" or better.
2. Scoring 19 or above on ACT reading section, 41 or above on the ASSET reading skills, 80 or above on the COMPASS reading skills, 470 or above on the SAT verbal section, or passing Reading Skills II (0113) with a grade of "C" or better.
3. Scoring 19 or above on the ACT mathematics section, 43 or above on the ASSET Intermediate Algebra, 71 or above on the COMPASS mathematics section, 460 or above on the SAT mathematics section, or passing Intermediate Algebra (0513) with a grade of "C" or better.

## **Basic Studies Courses**

Scores from the COMPASS, ASSET, ACT, and SAT are used to determine whether a student must take basic studies courses.

1. Students who enroll in basic studies courses must satisfactorily complete the work for the courses and meet exit criteria designated by the instructor and/or department.
2. The instructor may initiate early exit from these courses based upon test scores or other objective measures.
3. In compliance with Arkansas Statutes, South Arkansas Community College uses standardized tests for course placement. The COMPASS, ASSET, ACT, and SAT measure academic preparedness in reading, writing, and mathematics.
4. Students are placed in Basic Studies courses if scores on the COMPASS, ASSET, ACT, and/or SAT indicate a need for college preparatory work. The following courses are Basic Studies courses: Reading I and II, Fundamentals of Writing I and II, Fundamentals of Arithmetic, Elementary Algebra, and Intermediate Algebra.
5. Students whose placement scores show deficiencies may retake the COMPASS after waiting sixty (60) days if they have not enrolled in Basic Studies courses or by completing ten (10) hours of tutoring in The Learning Center or completing ten (10) hours of tutoring through Adult Basic Education programs. Students who have enrolled in a Basic Studies course may not retake the COMPASS.
6. The college will accept ASSET or COMPASS scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

## COURSE PLACEMENT TEST SCORES

### Writing Skills

ACT Scores	ASSET Scores	COMPASS Scores	Courses Required
15 or below	23-35	01-41	Writing I
16-18	36-41	42-74	Writing II
19	42+	75-100	Composition I

### Reading Skills

ACT Scores	ASSET Scores	COMPASS Scores	Courses Required
15 or below	23-32	01-50	Reading I
16-18	33-39	51-81	Reading II
19	41+	82-100	Reading not required

### Math Skills

ACT Scores	ASSET Scores	COMPASS Scores	Courses Required
<b>Mathematics</b>	<b>Numerical Skills</b>	<b>Pre-algebra</b>	
14 or below	23-38	01-35	Fundamentals of Arithmetic
15-16	39+	36-100	Elementary Algebra
17-18			Intermediate Algebra
	<b>Intermediate Algebra</b>	<b>Algebra</b>	
15-16	23-33		Elementary Algebra
17-18	34-42	50-70	Intermediate Algebra
19+	43+	71-100	College Algebra

### SAT Scores

<b>English &amp; Reading</b>	470 or above – Composition I Reading not required
<b>Mathematics</b>	460 or above – College Algebra



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

Students must be enrolled in appropriate courses during each semester until the above requirements are met. Students enrolled in basic studies courses because of low placement test scores cannot withdraw from these courses in most cases. An exception to the rule is made when a student taking only basic studies courses needs to reduce his or her course load. In such cases, the student may drop one or more basic studies courses but must re-register for the dropped course(s) during the next semester of enrollment at South Arkansas Community College.

Non-degree-seeking students may complete ten (10) hours without meeting basic studies requirements. However, all departmental requirements, including basic studies and course prerequisites, must still be met. Non-degree-seeking students over sixty (60) years of age are exempt from basic studies requirements.

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

Students transferring from another college with more than fifteen (15) semester hours 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.

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

Enrollment in basic studies courses is a condition of admission in accordance with state regulations and policies of the South Arkansas Community College faculty. Students making an "D", "NC", "F" or a "WE" in a zero prefix basic studies course will be placed on probation. Students making another grade of "F" or a "WE" in the same course the following semester of enrollment will either be suspended for one semester or allowed to enroll only in basic studies courses until they make a "C" or better in the course(s) in question. However, a zero prefix basic studies course must be repeated until a "C" or better is earned. At the end of the suspension period the student may be readmitted after a conference with the Vice President of Academic Affairs.

Students who are required to have two or more basic studies courses are required to take a three (3) credit course entitled *Freshmen Year Information* (FYI). This course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses.

If you are required to take basic studies courses as a pre-requisite you will be limited in the number of other courses available to you. See the course description section for further information about pre-requisites.

### **Course length**

Fall and Spring semesters are sixteen (16) weeks in length including one week of final examinations. Full Summer session is approximately twelve (12) weeks in length. For each semester hour of credit, classes are required to meet a minimum of 800 minutes per lecture course, or approximately 1600 minutes per laboratory course, plus final testing. Clinical and internship courses vary in length depending upon the program.

## **Prerequisites**

A prerequisite is a requirement that must be fulfilled prior to enrolling in a specific course. Students should check the course descriptions section of the catalog to be sure they have met course prerequisites prior to attempting to register for classes. Students are required to have an appropriate test score in a placement test or complete a basic studies course in English, Reading, and Mathematics. Other prerequisites are listed in the course descriptions.

## **Course Load**

A normal course load for a full-time student during a regular semester is fifteen (15) semester hours; however, a student enrolling in twelve (12) or more hours is considered to be a full-time student for financial aid purposes. Six (6) hours is considered a normal load for each term of the summer session. Eighteen (18) hours is the maximum load during a regular session without the permission of the Vice President of Academic Affairs. The Vice President may approve a load of up to twenty-one (21) semester hours. Eight (8) hours is the maximum for a single summer session with a maximum of fourteen (14) earned credit hours for the summer sessions. The Vice President of Academic Affairs must approve any exceptions in course load.

## **Identification Cards (Proof of Enrollment)**

Students are required to have a valid sticker on their library card as proof of current enrollment at South Arkansas Community College. Library cards are available in the library. Stickers are available at the Cashier's Office on West Campus. ID cards are needed to use The Learning Center and Computer Labs.

## **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 grade-point average.

## **Auditing a course**

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

## **Student records policy**

The information contained in student records is generally regarded as private and confidential. Public information is an exception and is given to any inquirer unless the student requests nondisclosure for the enrollment period. Public information includes the following data: full or part-time status, classification (freshman, sophomore, etc.) degrees, dates degrees were conferred, terms enrolled, name, picture, and address. At the time students register for courses, they may notify the Director of Admissions/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 Admissions Office. Additional information on education records is released only upon written student request except to the following persons:

1. South Arkansas Community College staff with legitimate need for access to information.

2. Federal, state, and local officials as specified by law.

3. Research and accreditation representatives.

South Arkansas Community College intends to comply fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 which was designed to protect the privacy of educational records to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the FERPA office (Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-5901) concerning alleged failures by the institution to comply with the Act.

A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is available in the Admissions 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.

### **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. Having current information on file ensures that bills and notices are mailed to the correct address, and that students can be contacted by instructors or other college personnel when necessary. Accurate personal data is especially important for students taking on-line courses. On-line students can e-mail the Registrar's Office to change personal data.

### **Student Conduct**

The College expects students to conduct themselves as responsible members of the college community and to adhere to an appropriate code of conduct. Students are obligated to assume responsibility for their actions, to respect the rights of others, to conform to the ordinary 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.

The College recognizes the basic rights of the individual and provides guarantees to the students that grow out of the fundamental conceptions of fairness implicit in procedural due process. The College's Standards of Student Conduct are listed in the Student Handbook to give students general notice of their rights and responsibilities.

To protect the educational processes of the college and at the same time the rights of all students, the College has the authority to develop and enforce regulations and to impose disciplinary penalties on students found guilty of offenses or violations of rules and regulations. These disciplinary procedures are designed to be part of the teaching process and normally cover a wide spectrum of disciplinary measures that may range from counseling to dismissal with permission to apply for readmission. Disciplinary due process and hearing procedures are printed in the Student Handbook.

The Vice President for Student Affairs is responsible for initiating student disciplinary action after meeting with the student, determining the nature of the violation, and allowing the student an opportunity for a hearing.

Allied Health students have special responsibilities because of the nature of their clinical training. These responsibilities will be provided to students by the instructors in a program handbook.

# Student Services

**Library Media Center**  
**Distance Education Library Services**  
**Bookstore**  
**Learning Center**  
**Testing Center**  
**Counseling**  
**Tutoring**  
**Career Guidance and Planning**  
**Transfer Counseling**  
**Student Centers**  
**Food Service**  
**Organizations**  
**Student Activities**  
**Disabled Student Services**  
**New Student Orientation**  
**Online Student Services**

## **Library Media Center (LMC)**

The Library Media Center provides a broad range of services to support student learning for all programs and is available to both students and the general public. The LMC offers all the traditional library services and has nearly 22,000 volumes in its general collection and nearly 1,000 multimedia items. The LMC has access to periodicals in electronic, microfiche, and hard copy formats. Students have access to viewing/listening rooms in order to take advantage of the audiovisual collection. The LMC offers an online public access catalog, online searching, several CD-ROM databases, interlibrary loans, study areas, and a career exploration placement program. Library cards are issued to students and community patrons. The library card serves as the Student ID Card and can be validated as current with the ID Sticker issued in the Bookstore.

## **Distance Education Library Services**

The library is in the process of increasing distance education service; for example, some of the library's on-line databases can be accessed through a password, and the on-line catalog is Internet accessible. The library staff will answer reference questions submitted by telephone or email. Distance education students are encouraged to telephone or email the library staff concerning their research needs. If possible, distance education students should visit the library in person to take full advantage of the library's materials and services.

## **The Bookstore**

In addition to textbooks and general school supplies, t-shirts, shorts, hats, book bags, and other supplies are available in the Bookstore. Cash, check, Visa, MasterCard, and American Express are accepted. Used book buy-backs are held at the end of the Fall, Spring, and Second Summer terms. On-line students should email [bstinson@SouthArk.edu](mailto:bstinson@SouthArk.edu) to order textbooks. There will be a shipping and handling fee charged.

## **The Learning Center**

The Learning Center provides free tutoring services to any SouthArk student who wants help. Full-time staff members, as well as tutors and computer programs, are available to provide assistance. Students may use The Learning Center's word processing programs to prepare papers. Appointments are not necessary, but computers are available on a first-come, first served basis.

## **Testing Center**

South Arkansas Community College's Testing Center is located in Room 105-B of the Financial Aid Suite of the Administration Building. SouthArk's Testing Center coordinates the administration of several tests given on campus: AAGE Rising Jr. Exam, COMPASS, PRAXIS Series, Microsoft Certification Series, independent study tests, and proctor services for on-line exams. For specific testing information or to schedule an exam appointment, contact the Director of Testing at 870-862-8131, extension 239.

## **Counseling**

Students may receive personal, academic, career, and transfer counseling from Student Support Services staff. Group work may be offered in test anxiety, stress management, money management, study skills, relationships, self-esteem, crisis intervention, and others as requested.

## **Tutoring**

Tutors are available in academic areas including business, composition, mathematics, reading, science, and social studies. Tutors for other subjects may be available upon request. Contact The Learning Center for assistance. (CT222W)

## **Career Guidance**

The Student Support Services office provides two packages to assist students in making career choices. *Choices CT*, a career exploration package, provides information on various careers, career exploration, decision-making and assistance in developing a career plan. *The Kuder Career Planning System* is a comprehensive research-based approach to career exploration planning and development. The system provides interest, skills and work value assessments, an electronic career portfolio to keep key information that will automatically transfer to a professional resume and online access at any time from an Internet connection. Students may contact Student Support Services (SSS) for assistance with *Choices CT*.

## **Transfer Assistance**

The Division Chairs provide assistance to students who plan to transfer to a four-year institution upon completion of their programs at South Arkansas Community College. Students may be given information on career decision making, requirements for transfer admission to four-year colleges, transfer scholarships, and other types of financial aid.

## **Student Centers**

A student center is located on each campus and provides an area for students to visit with friends, play games, or relax. Soft drinks, candy, and snacks are available in the student centers.

## **Food Service**

Food service is not provided at the college except for vending machines. Food is not allowed in computer labs or the library.

## **Organizations**

The college sponsors several organizations. For more information please see the Student Handbook.

## **Student Activities**

The college sponsors numbers of student activities. For more information please see the Student Handbook.

## **Special Needs Student Services**

It is the intent of South Arkansas Community College that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by the College. College students who have disabilities that require reasonable accommodations should contact the Vice President of Student Affairs. A disability file is initiated by the Vice President of Student Affairs and the student is referred to the Learning Disability Specialist in Student Support Services. The student must provide documentation from a qualified professional on his/her disability. The student will meet with the Learning Disability Specialist to determine what accommodations are needed for the disability. Instructors are sent a notification letter of the accommodations for the student. The student must request the accommodations each semester.

## **New Student Orientation**

Orientation for new and transfer students is held at the beginning of each semester to help students become acquainted with one another and meet college personnel. Students are given information about South Arkansas Community College to help them understand the College's policies and procedures.

## **On-line Student Services**

Services for on-line students can be found at [www.SouthArk.edu](http://www.SouthArk.edu).

# Financial Aid

## General Information Application Procedure for Financial Aid Types of Financial Aid Satisfactory Academic Progress Scholarships Other Sources of Aid

### General Information

All qualified students will be awarded financial aid if financial aid funds are available, regardless of race, color, national origin, sex, religion, age, or disability. The Financial Aid Office provides information and assistance in completing applications.

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

The majority of financial aid programs offered at South Arkansas Community College are need-based; however, a number of institutional scholarships are based on academic achievement and merit. Students must reapply for financial aid every year. For all financial aid, enrollment is calculated as of the eleventh (11<sup>th</sup>) class day of the semester for fall and spring semesters and the fifth (5<sup>th</sup>) class day for summer semester.

### Application Procedure for Financial Aid

To apply for a Pell Grant, SEOG, Arkansas Student Assistance Grant, Federal Work-Study, and/or a student loan, students must complete and submit the FAFSA and other SouthArk financial aid forms as required by the Financial Aid Office.

Financial aid applicants may be required to provide documentation to verify the information given on their application. Awards will not be finalized until all required documentation and all academic transcripts are on file. Students will be notified of the action taken on their completed application.

Students who plan to enroll for the fall semester should apply for financial aid in the early spring. Continuing students must reapply each year since financial aid is not automatically renewed. Students wishing to receive financial aid for the summer should fill out the summer application form available in the Financial Aid Office.

### Types of Aid Available

**Federal Pell Grant.** This federally funded program is designed to provide financial assistance to individuals to attend institutions of higher education. Eligibility is determined according to a congressionally mandated formula that computes the expected

family contribution. The aid administrator at the school the student attends must calculate the actual amount of the student's award based upon the expected family contribution, the cost of attendance, and the student's enrollment status.

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

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

Students eligible for work-study should check out SouthArk's website for information regarding how to apply and for current job listings. Work-study eligibility does not guarantee students a job. The work allowance awarded represents the maximum amount students can earn under the program during the school year.

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

**Arkansas Student Assistance Grant.** This state-funded program provides grants to aid undergraduate students in need of financial assistance. The program's primary purpose is to enable full-time students the opportunity to continue their programs of education in approved public and private institutions in Arkansas. Students must complete the FAFSA before the April 1 priority deadline; they must be Pell eligible, they must be enrolled full-time and maintain satisfactory academic progress to continue receiving the award. While the priority deadline for application is April 1, funds are generally expended well before then. Students are encouraged to apply as soon as possible but no later than February 15<sup>th</sup>.

**Arkansas Academic Challenge Scholarship Program.** This program promotes academic achievement and encourages academically prepared Arkansas high school graduates to enroll in the state's colleges and universities. It provides an award of \$2,000 to freshman, \$2,250 to sophomores, \$2,500 to juniors and \$3,000 to seniors beginning the 2003-2004 academic year and is renewable provided the student meets the continuing eligibility standards established by the Arkansas Department of Higher Education. The award is based on ACT composite score, grade point average in the pre-collegiate core curriculum as defined by the State Board of Higher Education, and financial need.

**Law Enforcement Officers' Dependents Scholarship.** This scholarship is for spouses/children of Arkansas law enforcement officers or fire fighters who were killed or became permanently and totally disabled in the line of duty. Students should contact the Financial Aid Office or the Arkansas Department of Higher Education for further information.

**Governor's Scholars Program.** One hundred of Arkansas' academically superior high school graduates are selected each year to receive a \$4,000 merit grant. To be eligible, students must demonstrate leadership capabilities, enroll full-time, and have an ACT



composite score of 27 or a high school grade point average of 3.5. Students must maintain a 3.0 cumulative GPA and complete a minimum of 30 semester hours annually in order to renew for three (3) years. The application deadline is February 1. Students should contact the Financial Aid Office or the Arkansas Department of Higher Education for further information.

**Federal Stafford 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, but a minimum repayment of \$50 per month is required. Lenders provide repayment schedules.

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 Technical Careers Student Loan Forgiveness Program**

The Arkansas Technical Careers Student Loan Forgiveness Program is designed to provide financial assistance to individuals who complete technical education programs that lead to employment in high-demand technical fields in Arkansas. Persons who qualify for the program may be eligible for student loan forgiveness of up to \$2,500 per year for up to four years.

To apply for Loan Forgiveness:

1. Be an Arkansas resident and a citizen of the United States or permanent resident alien.
2. Attend an Arkansas post-secondary public or private vocational technical school, technical institute, comprehensive lifelong learning center, two-year college, or four-year college or university that is approved by the State Board of Workforce Education and Career Opportunities or the Higher Education Coordinating Board to offer training in the designated technical field.
3. Complete the student financial aid application process at the institution student wishes to attend. Student must receive a student loan to be eligible for this program.
4. Enroll in a technical education program designated by the State Board of Workforce Education and Career Opportunities as eligible for the Arkansas Technical Careers Student Loan Forgiveness Program. The financial aid director at the institution student plans to attend can provide information on designated technical education programs at that institution. A complete list of programs by institution can also be obtained from high school counselors or the Arkansas Department of Workforce Education website. [www.work-ed.state.ar.us](http://www.work-ed.state.ar.us)
5. File the *Intent to Apply* form while student is in school. The *Intent to Apply* is a non-binding document that indicates the student's intent to apply for the Arkansas Technical Careers Student Loan Forgiveness Program upon completing program of study.
6. Complete technical education program and be awarded a diploma, certificate, or degree.
7. Apply for the Arkansas Technical Careers Student Loan Forgiveness Program within six months after program completion. The financial aid director at the institution attended can provide an application, or an application may be obtained from the Arkansas Department of Workforce Education.

8. Upon selection for the loan forgiveness program, student will be mailed a loan forgiveness packet containing these forms: Loan Verification Certificate, Program Completion Certificate, and Employment Verification Form. Student must submit these forms to the Arkansas Department of Workforce Education to be eligible for the loan forgiveness program.
9. Student must be employed full-time in Arkansas in the high-demand technical field for which they received training. Student is eligible to have one year of his/her student loan amount up to \$2,500 forgiven for each year of qualified employment. The length of the designated technical education program completed determines the duration of eligibility.
10. Lending authority will be directly reimbursed by the Arkansas Department of Workforce Education for the amount of loan forgiveness payment for each year of loan forgiveness eligibility.

## **Satisfactory Academic Progress**

### **Policy for Satisfactory Academic Progress**

Failure to comply with this policy may result in cancellation of federal aid, full or partial repayment of the federal aid, and/or disciplinary action by South Arkansas Community College.

Students who receive federal financial aid are required to make satisfactory academic progress (SAP) in order to receive financial aid. SAP is defined as passing the required percentage of hours and maintaining a minimum grade point average (GPA) of 2.0 on a 4-point scale.

Students must be enrolled as degree or technical certificate seeking students in an eligible program of study in order to receive financial aid. Students may receive financial aid while enrolled for a full or part-time course of study. Full-time students must enroll in at least twelve (12) semester hours each semester. Students may not receive aid for auditing a course. Students on financial aid are advised to consult with the financial aid staff before making any adjustments to their program of study or course load.

Students may receive financial aid for no longer than 150% of the published length of the educational program. For example, a student must complete the requirements for a 60-hour degree or certificate by the time they have attempted 90 credit hours. 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 Required of Hours Attempted
Up to 15 hours	55%
16 - 30 hours	60%
31 or more hours	67%

A student's official enrollment status will be determined on the eleventh (11<sup>th</sup>) day of classes and aid will be awarded accordingly. A student who withdraws from the college on or before the eleventh (11<sup>th</sup>) day of classes is considered as not having enrolled for the

semester by the Financial Aid Office and is not eligible for any financial aid. A student who withdraws after the eleventh (11th) day of classes will be held responsible for the minimum percentage of hours for his/her official enrollment status. SAP will be reviewed once annually for degree seeking students and no less than twice annually for certificate seeking students. Students who fail to make SAP will be placed on financial aid suspension and will be ineligible to receive Title IV aid until the requisite GPA and completion percentage is met. Students on financial aid suspension must notify the Financial Aid Office in writing when the GPA and completion percentages are met.

### **Special Conditions**

1. **Basic Studies Courses** - Enrollment in these courses will be included in the total hour requirement for calculating financial aid awards, the calculating of cumulative semester hours of credit required, and in the calculation of cumulative semester hours attempted. Those basic studies courses that do earn a GPA will be counted towards the students overall GPA for academic progress purposes, but those basic studies that do not earn a GPA will not count toward the students overall GPA for academic progress purposes. See catalog for details on which basic studies courses earn a GPA and which do not. Courses that do not earn a GPA will be considered "completed" if the student earns a grade of "C" or better.
2. **Repeating Courses** - The last grade recorded in repeated courses is the grade of record at South Arkansas Community College and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted, but only the hours associated with the last grade will be counted in the number of hours completed.
3. **"I," "W," and "WE"** - Courses where a grade of "I," "W," or "WE" are assigned will count toward the student's hours attempted but will not count toward the hours completed.
4. **Transfer Students** - Students must report to the Admission's Office and Financial Aid Office all colleges, universities, and other schools in which they have enrolled prior to South Arkansas Community College. No financial aid awards will be made until all transcripts have been received and evaluated. Transfer students are subject to the same policy regarding length of time and grade point average as native SouthArk students for those hours accepted at SouthArk.
5. **Audits** - Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.

### **Route of Appeal**

Students have the right to appeal their financial aid status if they do not meet the requirements of this policy. All appeals must be submitted in writing to the Director of Financial Aid with supporting documents/reasons for not meeting SAP as required. Students who appeal are encouraged to present at least one letter of support from their academic advisor or another faculty/staff member familiar with their situation.

The Director of Financial Aid will consider appeals. The Director will then determine if the student is eligible to continue receiving federal financial aid based on the documentation provided, and under what conditions the student may receive aid (i.e. the Director may require a higher level of academic achievement for a term than designated by SAP policy) so long as the conditions are communicated to the student. If an appeal is denied, the student must enroll without federal aid until such time as the requisite GPA and completion percentage is met. Appeals that are approved are not retroactive to

previous semesters. If the student wishes to appeal the Director's decision he/she can make a further appeal to the Financial Aid Appeals Committee.

The Director of Financial Aid has the authority to exercise professional judgment in all cases as necessary.

### **Return of Title IV Funds Policy**

The following governs the return of Title IV funds disbursed for students at South Arkansas Community College. This policy applies to students receiving Title IV funds that completely withdraw, stop attending, are expelled, or take a qualified leave of absence. The new Return of Title IV Funds regulations, effective for the fall 2000 term, assume that a student earns his/her aid based on the period of time he/she remains enrolled. Students who withdraw from all classes prior to completing more than sixty percent (60%) of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. Students who withdraw after completing sixty percent (60%) of the term will be considered to have "earned" one hundred percent (100%) of the aid and their eligibility will not be recalculated. For example, a student who withdraws completing only thirty percent (30%) of the term will have "earned" only thirty percent (30%) of any Title IV aid received. The remaining seventy percent (70%) must be returned by the school and/or the student. The Return of Title IV Funds policy is not to be confused with the South Arkansas Community College refund policy.

1. The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs at SouthArk:
  - a. unsubsidized FFEL loans
  - b. subsidized FFEL loans
  - c. Federal Pell Grants
  - d. Federal SEOG

State grants may also be included as they are partially funded by LEAP funds. Funds earned under the Federal Work Study program are exempt and are not included in these calculations.

2. A student's withdrawal date is:
  - a. the date the student began the institution's withdrawal process or officially notified the institution of intent to withdraw; (this is done by filling out the appropriate withdrawal form, obtaining all needed signatures and submitting that form to the Office of the Registrar); or
  - b. the midpoint of the period for a student who leaves without notifying the institution; or the student's last date of attendance at a documented academically related activity.
  - c. If special circumstances exist that prevent a student from beginning the withdrawal process, the Director of Financial Aid will consider these matters on a case-by-case basis.

3. Return of Title IV Funds calculations;  
Title IV aid and all other aid is earned in a prorated manner up to the sixty percent (60%) point in the semester. Title IV aid and all other aid is viewed as one hundred percent (100%) earned after the sixty percent (60%) point in time. A copy of the worksheet used for this calculation can be obtained from the SouthArk Financial Aid Office.

$$\frac{\text{Number of days completed by Student}}{\text{Total number of days in term}^*} = \text{Percent of term completed}$$

The percent of term completed shall be the percentage of Title IV aid earned by the student. \*The total number of calendar days in a term of enrollment shall exclude any scheduled breaks of five days or more.

a. In accordance with federal regulations, when financial aid is involved, the Return of Title IV Funds are allocated at South Arkansas Community College in the following order:

- 1) Unsubsidized FFEL loans
- 2) Subsidized FFEL loans
- 3) Federal Pell Grants
- 4) Federal SEOG
- 5) Other Title IV assistance
- 6) Other Federal sources of aid
- 7) Other state, private and institutional aid
- 8) The student

b. Refunds on all institutional charges will be calculated using the refund policy published in the South Arkansas Community College Class Schedule. That procedure is not the same as the Return of Title IV Funds.

4. When the total amount of unearned aid is greater than the amount returned by SouthArk from the student's account, the student is responsible for returning unearned aid to the appropriate program(s) as follows:
  - a. Unsubsidized Stafford Loan\*
  - b. Subsidized Stafford Loan\*
  - c. Federal Pell Grant\*\*
  - d. Federal SEOG\*\*
  - e. Other Title IV grant programs\*\*

\*Loan amounts are returned with the terms of the promissory note.

\*\*Amounts to be returned by the student to federal grant programs will receive a fifty percent (50%) discount.

5. Institutional and student responsibilities in regard to the Return of Title IV Funds.
  - a. South Arkansas Community College will:
    - 1) Provide each student with the information given in this policy;
    - 2) Identify students who are affected by this policy and complete the return of Title IV Funds calculation for those students;
    - 3) Return any Title IV funds that are due the Title IV program.
  - b. The student will:
    - 1) Become familiar with the Return of Title IV policy and how complete withdrawal affects eligibility for Title IV aid;
    - 2) Return to the Title IV programs any funds that were disbursed directly to the student and for which the student was determined ineligible to receive via the Return of Title IV Funds calculation.

The procedures and policies listed above supersede those published previously and are subject to change at any time.

Any notification of a withdrawal or cancellation and request for a refund should be in writing and addressed to the appropriate institutional officials as stated in the college catalog. For questions regarding withdrawal contact the Office of the Registrar.

Examples of the Return of Title IV Funds policy may be obtained by contacting the Financial Aid Office.

## **Repayment Policy**

If a student receives payment from Pell Grant and/or other aid programs and subsequently withdraws from school, he/she may have to repay some of the disbursement. The amount to be repaid will be calculated according to the guidelines as set forth by the United States Department of Education.

## **Scholarships**

### **Institutional Scholarships**

South Arkansas Community College funds a number of scholarships for full or part-time degree or certificate seeking students. Most scholarships are awarded in the spring semester for the following academic year. The priority deadline for most scholarships is April 1; however, scholarships will continue to be awarded to eligible students only as long as funding is available. The value of a full-tuition or a half-tuition scholarship is determined by the recipient's residency status (in-district or out-of-district). The maximum value of any institutional scholarship will be the value of tuition at the out-of-district rate. Eligible scholarship recipients from outside Arkansas must pay the difference between the out-of-district and out-of-state tuition rates. Pending satisfactory completion of course work in the first year, institutional scholarships are renewable for the second academic year as long as the student re-applies for the scholarship and meets all renewal requirements. The scholarship committee must approve all exceptions to scholarship requirements.

Students who wish to take advantage of their institutional scholarships during the summer terms (after their first term of enrollment) may do so as long as all course work taken is applicable toward their program/career goal, funding is available and they notify the Financial Aid Office of their intent to enroll in the summer by filling out the summer anticipated enrollment form in the Financial Aid Office. While full-time enrollment is not required during the summer semester, students must be enrolled at least half-time.

**President's Scholarship.** This full tuition scholarship may be awarded to first-time entering students who score a twenty-four (24) or above on the American College Test (ACT) or ranked in the top ten (10) percent of their graduating class. Recipients must enroll in at least fifteen (15) semester hours each semester. A copy of high school transcript and/or ACT Scores must be submitted with the scholarship application.

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

**Freshman Recognition Scholarship.** This scholarship may be awarded to first time entering freshman that rank in the top twenty-five (25) percent of their graduating class and have an overall "B" average in high school. Applicants must be graduates of Arkansas high schools. Students must also have the ability to perform college-level work by scoring 19 or higher in two of three basic studies areas (Reading, English, Math) as demonstrated by scores from the COMPASS, the American College Test (ACT), or the Assessment of Skills for Successful Entry and Transfer Test (ASSET). This scholarship provides one-half tuition. Recipients must enroll in at least fifteen (15) semester hours each semester.

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

End of 1st semester –

Must have completed at least nine (9) semester hours with a minimum GPA of 2.50.

End of 2nd semester –

Must have completed at least twenty four (24) semester hours with a minimum GPA of 3.00.

End of 3rd semester –

Must have completed at least thirty six (36) semester hours with a minimum GPA of 3.00.

**Part-time Academic Scholarship.** This scholarship is extended to first-time entering students who meet the requirements for the Valedictorian/Salutatorian, President's, or Freshman Recognition Scholarships but do not attend classes full-time. Recipients must enroll in at least six (6) semester hours in courses applicable to a degree. Renewal is based on completion of all hours enrolled in each semester and maintaining the requisite GPA. The Part-time Academic Scholarship is renewable if the student maintains a minimum 2.50 GPA through the completion of the first nine (9) semester hours of course work and a minimum cumulative 3.00 GPA thereafter. Recipients must continue to enroll in at least six (6) semester hours during the fall and spring semesters. Copy of high school transcript must be submitted with completed scholarship application.

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

**Minimum requirements for Renewal of the Student Ambassador Scholarship:**

End of 1st semester –

Must have completed at least nine (9) semester hours with a minimum GPA of 2.75.

End of 2nd semester –

Must have completed at least eighteen (18) semester hours with a minimum GPA of 2.75 and reapply for consideration.

End of 3rd semester –

Must have completed at least twenty seven (27) semester hours with a minimum GPA of 2.75.

**GED Scholarship.** This scholarship is awarded to any first-time entering college student who has achieved a standard score of at least 62 on the GED examination, a score that places him or her in the top ten (10) percent nationwide. This scholarship is valued at full tuition and recipients must enroll in at least 15 semester hours of college course work during the fall and spring terms.

Copy of GED scores must be submitted with completed scholarship application.

**Minimum requirements for Renewal of the GED Scholarship:**

End of 1st semester –

Must have completed at least nine (9) semester hours with a minimum GPA of 2.50.

End of 2nd semester –

Must have completed at least twenty four (24) semester hours with a minimum GPA of 3.00.

End of 3rd semester –

Must have completed at least thirty six (36) semester hours with a minimum GPA of 3.00.

## **Tuition Waiver Scholarships**

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

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

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

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

## **Foundation Scholarships**

*Awards will be made pending availability of funds.*

### **Alpha Xi**

#### Eligibility Criteria

- Non-traditional female student (age 24 or older)

#### Award

- \$500.00 each semester

### **Charles A. Hays and Systems Group Endowed Scholarship**

#### Eligibility Criteria

- Resident of Union County
- Must be seeking a degree or Certificate of Proficiency
- Minimum 2.5 GPA in prior coursework

#### Award

- Based on availability of funds

#### Renewal Criteria

- Based on a cumulative 3.0 GPA on college-level coursework

### **Choral Scholarship (Full Tuition)**

#### Eligibility Criteria

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



### Award

- Tuition plus music fees

### Renewal Criteria

- Based on instructor's recommendation
- Completion of nine (9) hours each semester
- Minimum 3.0 GPA in music courses
- Minimum 2.5 GPA overall

## **Choral Scholarship (Partial Tuition)**

### Eligibility Criteria

- Admission is based on an interview and audition with music faculty
- Enrolled in one choir course
- Enrolled in one additional music (Prefix MUS) course (instructor may waive this requirement based on level of music proficiency)

### Award

- Tuition (up to seven (7) credit hours) plus music fees

### Renewable Criteria

- Based on instructor's recommendation
- Completion of all music courses each semester
- Minimum 3.0 GPA in music courses
- Minimum 2.50 GPA overall

## **El Dorado Civitan Golden Door Endowed Scholarship**

### Eligibility Criteria

- Applicant must have a disability that is documented by a medical professional or certified educational examiner
- Applicant must apply in the office of the ADA (American Disability Act) Advisor, who will forward it to the Office of the President
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient
- Good academic standing

### Award

- Pays for tuition, mandatory fees, textbooks and/or support services/accommodations.

### Renewal Criteria

- Based on successful completion of all college coursework

## **The El Dorado Jaycees Scholarship**

### Eligibility Criteria

- Graduate of an accredited secondary school in Union County
- Completion of a minimum of four units of English, three units of math, three units of social studies and three units of science in high school coursework
- Successfully participated in the dual enrollment program during high school
- Completion of a minimum of 9 college hours in the dual enrollment program
- Enrolled in an occupational program at South Arkansas Community College
- Minimum 2.5 GPA on a 4.0 scale on high school coursework; minimum cumulative 2.75 GPA in dual enrollment courses
- Enrolled in at least six (6) semester hours each semester

- Copy of high school transcript submitted with completed scholarship application
- Letter of recommendation from high school counselor or SouthArk instructor
- Applicant must apply in SouthArk's Secondary Career Center or Financial Aid Office

Award

- Based on availability of funds

Renewal Criteria

- Based on completion of six (6) hours each semester and a 2.75 GPA on all college course work

**E.W. Pickering Endowed Scholarship**

Eligibility Criteria

- Must be seeking an Associate of Arts in Teaching degree with the intent of completing education at a four year institution
- Minimum 2.5 GPA on high school or college coursework
- Enrolled in at least nine (9) semester hours each semester (Fall or Spring) and six (6) semester hours (Summer)

Award

- Based on availability of funds
- Pays for tuition only

Renewal Criteria

- End of first semester – must have completed nine (9) semester hours with a 2.5 GPA  
End of second semester – must have completed eighteen (18) semester hours with a 2.5 GPA  
End of third semester – must have completed twenty seven (27) semester hours with a 2.5 GPA
- Based on instructor's recommendation

**James M. Moore, Jr. Endowed Scholarship**

Eligibility Criteria

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

Award

- Valued at \$500, \$250 for the fall semester, and \$250 in the spring semester, contingent on a 2.5 GPA each semester

Renewal Criteria

- Based on completion of twelve (12) hours each semester and a 2.5 GPA

**The Langston Scholarship**

Eligibility Criteria

- Must be seeking a degree in a business-related field

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

Award

- Based on availability of funds

Renewal Criteria

- Based on completion of 12 hours each semester and a 3.0 GPA

**Lucy Ring Academic Excellence Endowed Scholarship**

Eligibility Criteria

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

Award

- Valued at \$500 per year (\$250 per semester)

Renewal Criteria

- Based on completion of twelve (12) hours each semester and a 3.0 GPA

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

*Choral Scholarship (Full Tuition)*

Eligibility Criteria

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

Award

- Tuition plus music fees

Renewal Criteria

- Based on instructor's recommendation
- Completion of nine (9) hours each semester
- Minimum 3.0 GPA on music courses
- Minimum 2.5 GPA overall

*Choral Scholarship (Partial Tuition)*

Eligibility Criteria

- Admission is based on an interview and audition with music faculty
- Enrolled in one choir course
- Enrolled in one additional music (Prefix MUS) course (instructor may waive this requirement based on level of music proficiency)

Award

- Tuition (up to seven (7) credit hours) plus music fees

Renewable Criteria

- Based on instructor's recommendation
- Completion of all music courses each semester
- Minimum 3.0 GPA in music courses

- Minimum 2.50 GPA overall

### **REACH (Receiving Education Achievement Close to Home Scholarship)**

#### Eligibility Criteria

- Non-traditional student (age 24 or older)
- Minimum 3.0 GPA on college coursework and completion of one semester (twelve (12) or more hours at SouthArk)
- Enrolled in at least twelve (12) semester hours each semester
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient, but cannot be eligible for Pell Grant
- Copy of SouthArk transcript submitted with completed scholarship application
- Three letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

#### Award

- Valued at \$1,500 (\$750 per semester)

#### Renewal Criteria

- Based on completion of twelve (12) hours each semester and a 2.5 GPA

### **The Robert R. Brown, Jr. Scholarship**

#### Eligibility Criteria

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

#### Award

- Based on availability of funds

#### Renewal Criteria

- Based on completion of twelve (12) hours each semester and a 3.0 GPA

### **The South Arkansas Human Resource Association Scholarship**

#### Eligibility Criteria

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

#### Award

- Valued at \$500 per year (\$250 per semester)

#### Renewal Criteria

- Based on completion of twelve (12) hours each semester and a 3.0 GPA

### **T & I Scholarship**

#### Eligibility Criteria

- Graduate of a Union county high school
- Successfully participated in the dual enrollment program during high school

- Completion of a minimum of eight (8) college hours with a GPA of 2.5 in the dual enrollment program
- Minimum 2.5 GPA on high school course work
- Enrolled in at least six (6) semester hours each semester at SouthArk
- Enrolled in allied health, automotive, construction, cosmetology or welding at SouthArk
- Copy of high school transcript submitted with completed scholarship application
- Letter of recommendation from high school counselor or SouthArk instructor
- Awarded one time only

Award

- Based on availability of funds

Renewal Criteria

- Based on completion of six (6) hours each semester and a 2.75 GPA on all college course work

**The William Jammillous (Jay) Terry Scholarship**

Eligibility Criteria

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

Award

- Valued at \$1,500 per year (\$750 per semester)

Renewal Criteria

- Based on completion of twelve (12) hours each semester as long as the student meets the requirements as outlined in SouthArk's Satisfactory Academic Progress Policy.

**Community Scholarships**

**The O. B. Clark Memorial Scholarship.** This scholarship is awarded to first-time entering students. Applicants must have a minimum grade point average of 2.50 and be a Union County high school graduate. The amount of the scholarship will be determined annually. Recipients must enroll in at least twelve (12) semester hours each semester. Copy of high school transcript must be submitted with scholarship application.

**Minimum requirements for Renewal of the O. B. Clark Memorial Scholarship:**

End of 1st semester –

Must have completed at least nine (9) semester hours with a minimum GPA of 2.50.

End of 2nd semester –

Must have completed at least twenty four (24) semester hours with a minimum GPA of 2.50.

End of 3rd semester –

Must have completed at least thirty six (36) semester hours with a minimum GPA of 2.50.

**The Albert W. Loftin Scholarship.** Mr. Albert W. Loftin, a native of Junction City, Arkansas, who later lived in Texarkana, Texas, established the Albert W. Loftin Charitable Trust that distributes part of its funds "to provide scholarships for deserving young men and women to assist them in attending South Arkansas Community College." The awards, known as the Albert W. Loftin Scholarships, provide half-tuition scholarships for up to two academic years. Scholarships are awarded to entering freshmen who are recommended by their Union County high school counselors based on academic achievement, potential for future academic promise, and citizenship. Students must have a minimum high school grade point average of 2.50 and must enroll in at least 12 semester hours each semester. The total number of Loftin Scholarships varies from year to year based on the availability of funds. Copy of high school transcript along with letter of recommendation must be submitted with complete scholarship application.

**Minimum requirements for Renewal of the Albert W. Loftin Scholarship:**

End of 1st semester –

Must have completed at least nine (9) semester hours with a minimum GPA of 2.50.

End of 2nd semester –

Must have completed at least twenty four (24) semester hours with a minimum GPA of 2.50.

End of 3rd semester –

Must have completed at least thirty six (36) semester hours with a minimum GPA of 2.50.

**Pro Med Ambulance Scholarship.** This scholarship is awarded to first-time entering freshmen. Applicants must have a minimum grade point average of 3.00 and be residents of Union County, Arkansas. The scholarship value is determined annually and has a maximum duration of two semesters. Recipients must enroll in at least 15 semester hours each semester. At the end of the first semester, recipients must have completed at least 9 semester hours with a minimum grade point average of 2.50 in order to renew the scholarship for the second semester.

**Employee Club Scholarship.** The Employee Club is composed of the employees of South Arkansas Community College. The Employee Club Scholarship is provided by the voluntary contributions from faculty and staff. This scholarship is awarded to student(s) that have a demonstrated financial need by filling out the FAFSA, but cannot be eligible for Pell Grant. Students must enroll in twelve (12) semester hours for fall and spring semesters and at least six (6) semester hours during summer. Applicants must have a 2.5 GPA. The amount and number of scholarships awarded will vary.

**Kimberly Wood Memorial Nursing Scholarship.** This scholarship is awarded to a Practical Nursing student at South Arkansas Community College. The award will be presented once each year to a current student. Contact the Practical Nursing Department for applications.

**Margaret Ellis Memorial Nursing Scholarship.** This scholarship is awarded to an exceptional nursing student and is valued at full tuition. The nursing instructors make selection once each year. Recipients must exhibit exceptional potential and aptitude for practical nursing.

**Dr. Warren S. Riley Scholarship.** The Dr. Warren S. Riley Scholarship is available through SHARE Foundation in memory of Dr. Warren S. Riley. This is a scholarship/loan which is awarded to Union County residents who are studying to become Registered Nurses or for advanced training of Registered Nurses that agree to

become employed at the Medical Center of South Arkansas, subject to acceptance by MCSA upon completion of their course work, for a period of six months for each semester funded with a minimum work requirement of one year. The required minimum GPA of the program of study must be maintained. Applications are available in the Financial Aid Office and must be submitted to the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730. Deadlines are: Spring applications by November 15, Summer by April 15, and Fall by July 15 of each year.

**MCSA Auxiliary Helen Wright Memorial Scholarship.** The MCSA Auxiliary Helen Wright Memorial Scholarship is available through the SHARE Foundation. It provides tuition and books in whole or in part to individuals who reside within a 40-mile radius of El Dorado and are pursuing Health Care Careers at approved Arkansas educational institutions. Recipients must agree to become employed in a health-related career at MCSA immediately following the completion of their course of study for a period of one year for each year funded with a minimum work requirement of one year. Applications are available in the Financial Aid Office and must be submitted to the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730. Deadlines are: Spring applications by November 15, Summer by April 15, and Fall by July 15 of each year.

**Curtis W. Kinard Memorial Scholarship.** This is a scholarship/loan, which provides for full tuition and books for individuals who live within a 100-mile radius of El Dorado and are pursuing health-related careers at approved educational institutions. Recipients must agree to become employed in a health-related career in Union County following completion of their course work for a period of one year for each year funded with a minimum work requirement of one year. Applications must be submitted to SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730.

**Larkin M. Wilson, Jr. Memorial Scholarship.** The scholarship provides tuition and books in whole or in part to individuals who are residents of Union County and who are pursuing health care careers through an approved educational institution. Recipients must agree to become employed in a health related career at the Medical Center of South Arkansas or SHARE Foundation for a period of one year for each year funded upon completion of their course work with a minimum work requirement of one year. Applications must be submitted to SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730.

## **Other Sources of Aid**

**Tuition Waiver.** Any person sixty (60) years of age or older will be granted a tuition waiver on a space-available basis for enrollment in credit courses. Waiver forms are available in the Bookstore.

**Arkansas Rehabilitation Services.** Arkansas residents who have disabilities may receive assistance from the state for tuition, fees, and books. The division administers the program for Vocational Rehabilitation, State Department of Education Building, Little Rock, Arkansas, 72201. Information and applications may be obtained from the state office or from the El Dorado office at 708 W. Faulkner; 862-5451.

**The Workforce Investment Act (WIA).** This program designed to provide core, intensive, and training services to youth, adults, and dislocated workers. Training

services will be provided to adults and dislocated workers through the voucher system. Information is available from the following agencies:

Southwest Arkansas Planning and Development District, Inc. -- Counties served: Calhoun, Columbia, Dallas, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Ouachita, Sevier, and Union. Call (870) 234-4030 or 234-9097 in Magnolia, (870) 863-0218 in El Dorado, (870) 798-3223 in Hampton, or (870) 574-2990 in Camden.

Southeast Arkansas Economic and Development District, Inc. -- Counties served: Arkansas, Ashley, Bradley, Chicot, Cleveland, Desha, Drew, Grant, Jefferson, and Lincoln. Call 226-5329 in Warren.

Union Community Action Association, Inc. -- Parishes served: Marshall, 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 (SPSF).** The Arkansas SPSF works with organizations and individuals at the county level to develop incentive scholarship funds for single parents who wish to complete a college education in preparation for well-paying employment. For more information, contact Veronda Tatum, Interim Director of Financial Aid.

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

### **Veteran's Benefits**

The college is approved to provide assistance to veterans and veterans' beneficiaries and 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 Approval Agency to meet certain other standards of approved certification. All veterans should familiarize themselves with the regulations outlined below.

**Minimum Standards of Progress for Veterans** - The following will apply to all veterans:

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



4. A sophomore student on probation whose grade point average for the probationary semester is less than 2.00 will be suspended from drawing Veterans Administration educational benefits.
5. Students who fail to qualify for VA 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 five semesters and a baccalaureate degree in a maximum of ten semesters. The maximum hours of credit which may be awarded on the basis of previous experience as shown in the "Credit for Previous Training or Experience" section of this catalog shall be waived for veterans who can demonstrate that a larger number of credit hours should be awarded. If a veteran is awarded such credit or has previous college credit, the approved length of course at South Arkansas Community College will be decreased proportionately; and the veteran and the Veterans Administration shall be notified of the shortening of the course length.

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

**Withdrawal Policy for Veterans** - If a student receiving V. A. benefits withdraws from a course with a non-punitive grade, mitigating circumstances must exist or benefits for that course may be terminated retroactively to the first date of enrollment.

**Enrollment Certification** – Veterans Affairs will pay for courses that apply toward the students declared major. Students must submit a copy of their schedule to the VA Certifying Official before enrollment will be submitted to the VA.

# Tuition and Fees

## Tuition and Fees Payment of Bills Residency Requirements Tuition Waivers

### Tuition and Fees

Students will be charged per semester hour according 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 2004-2005 academic year has been approved by the South Arkansas Community College Board of Trustees: (Tuition, fees and other charges are subject to change).

### Tuition

#### Per Credit Hour

In-District .....	\$57
Out-of-District .....	\$65
Out-of-State.....	\$120

### Fees required for all students

Assessment Fee .....	\$20
Computer Technology Fee .....	\$5
(per credit hour)	

### Course Related Fees and Other Charges

On line course fee .....	\$20 per credit hour
Nursing Assessment Test	
Practical Nursing - Track I.....	\$81 per semester
Practical Nursing - Track II .....	\$61 per semester
Allied Health Insurance (Accident and Liability).....	\$15
All Allied Health Programs are subject to a per semester Insurance Fee	
Allied Health Background Check Fee .....	\$50
Allied Health CPR Fee.....	\$45
Allied Health Student Travel and Professional Development	
Medical Laboratory Technology .....	\$25 per semester
Occupational Therapy Assistant .....	\$25 per semester
Physical Therapist Assistant .....	\$25 per semester
Practical Nursing - Track I .....	\$20 per semester
Practical Nursing - Track II .....	\$15 per semester
Drop/Add (per drop add form).....	\$5
12-Month Payment Plan Enrollment.....	\$25
Promissory Note (1/2 down payment).....	\$10
COMPASS Test (Admissions Test).....	\$5
HOBET Test (Health Admission Test).....	\$10
MOS Test (Microsoft Office Specialist Test).....	\$69
Challenge Test (per test).....	\$12 per credit hour plus \$7
Transcript .....	No charge
Music.....	\$50 per credit hour
Drug Screening.....	\$35
Golf .....	\$40
Truck Driving.....	\$350

**Course Usage/Lab and Supply Fee (the amount varies per course)..** \$5-\$40 per course  
Lab/usage and supply fees may be charged for specific classes. See the current class schedule for a list of Usage/Lab and Supply Fees.

### **Payment of Tuition and Fees**

All fees must be paid or satisfactory arrangements for payment must be made before a student attends class. All financial obligations must be settled before graduating, re-enrolling, or requesting a transcript. Library privileges may also be suspended if financial obligations are not met.

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.

### **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. The mere physical presence alone is not sufficient evidence of domicile. The domicile is the legal residence of an individual.

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

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

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

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

### **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 lower tuition rate, students must provide proof of the following:

1. Proof of residence in an eligible county or parish, and
2. Documentation (W-2 form or copy of Arkansas income tax form as filed) of receipt of wages from an Arkansas employer of a minimum of \$5,500 in the tax year preceding enrollment, or
3. Official verification from an Arkansas employer of current employment at a minimum current salary of \$5,500 or
4. Documentation that the student is a dependent of a nonresident Arkansas income taxpayer who provides documentation satisfying the conditions of paragraphs (1) and either (2) or (3) above.

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

Residents of Union, Claiborne, or Webster Parish, Louisiana, who are not eligible for the 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.

# Credit Programs and Awards

**Listing of Programs at SouthArk**  
**Graduation Requirements**  
**Residency Requirements**  
**Credit for Work Experience**  
**Choice of Catalog to meet Graduation Requirements**  
**Arts and Sciences Division Programs**  
**IBT Division Programs**  
**Allied Health Division Programs**  
**Industrial Technologies Division Programs**

The college offers programs of instruction designed to meet a variety of educational and vocational needs of students within its service area. 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 during the academic year and in summer sessions. Students may enroll 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.

## Listing of Programs

### Certificates of Proficiency

Administrative Assistant Technology  
Automotive Diagnostics  
Basic Automotive Maintenance  
Basic Industrial Electricity  
Basic Industrial Power Products  
(Small Engines)  
Basic Welding Technology  
Commercial A/C, Heating and  
Refrigeration  
Early Childhood Education  
Emergency Medical Technician – Basic  
Industrial Controls Technology  
Law Enforcement Administration  
Nursing Assistant  
Solid State/Analog Technology  
Truck Driving

### Technical Certificates

Automotive Service Technology  
Business Computer Information Systems  
Emergency Medical Technician –  
Paramedic

General Business  
Industrial Electronics Technology  
Law Enforcement Administration  
Licensed Practical Nursing  
Office Occupations  
Welding Technology

### Associate of Arts Degree Programs

Associate of Arts in Teaching  
Associate of Arts in General Education

### AS Degree Programs

Pending approval, SouthArk is planning on offering AS degrees in Accounting, Computer Science, and Business Administration.

### AAS Degree Programs

Business Computer Information Systems  
Criminal Justice  
Early Childhood Education  
Emergency Medical Technician –  
Paramedic

General Business  
General Technology  
Graphic Arts and Advertising Design  
Industrial Process Technology  
Industrial Technology  
Law Enforcement Administration

Medical Laboratory Technology  
Occupational Therapy Assistant  
Administrative Assistant Technology  
Physical Therapist Assistant  
Radiologic Technology

## **Graduation Awards and Requirements**

### **Associate of Arts Degree**

The Associate of Arts Degree is designed to transfer to a four-year college and a Bachelors degree. The courses are selected that are freshman and sophomore courses at a four-year college. Information regarding the requirements for these degrees may be found in the section entitled “Arts and Sciences”.

South Arkansas Community College offers a number of programs that prepares the students for further course work toward their baccalaureate in professional areas. Some, such as pre-medicine, are very specific. Others are more liberal arts oriented such as pre-law. Students should meet with an advisor or counselor who will assist them in selecting the program best suited to their career goals. Students should be aware of the requirements selected by the institution to which they will transfer and should meet with an academic advisor well versed in these requirements.

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

1. Meet basic studies requirements.
2. Complete 60 hours applicable to a baccalaureate degree with a 2.00 cumulative grade point average (GPA). Under certain circumstances, 14 hours elective credit from occupational courses may apply toward the Associate of Arts Degree.
3. Have a minimum of a 2.00 GPA on all courses completed at South Arkansas Community College and a minimum 2.00 GPA on those courses applicable to the Associate of Arts degree.

### **Associate of Arts in Teaching Degree**

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

### **Associate of Science Degree**

SouthArk is planning on offering new programs that offer an AS degree. These programs feature about one-half liberal arts and one-half occupational programs. They provide the student the option of entering an occupation or transferring to a four-year college.

### **Associate of Applied Science Degree**

The AAS degree is the highest level occupational degree offered by the college. It is a planned, integrated sequence of classroom and laboratory experience at the collegiate

level, usually two years in length. This program of instruction includes studies in mathematics, the sciences inherent in a technology, and selected skills, materials, processes and systems commonly used in the technology. A 15-hour block of general education coursework is required in all AAS degrees that include two English/writing courses, a course in computer usage, a social science course, and a mathematics course. Instruction in technical/occupational courses in the AAS program emphasizes principles involved in analyzing and solving problems and design within the area of study rather than specific techniques or skills. The normal range of credit for the degree is 60-72 semester hours. In order to qualify for the **Associate of Applied Science Degree**, the student must:

1. Meet basic studies requirements.
2. Complete the following general education requirements:
 

English/Writing*	6 hours
Computer Science	3 hours
Social Science	3 hours
Mathematics	<u>3</u> hours
<b>TOTAL</b>	<b>15 semester hours</b>
3. Complete respective degree requirements listed in the General Catalog with a 2.00 cumulative GPA. Students who wish to earn an AAS degree must have a grade of "C" or better in ENGL 1113, Composition I.
4. Have a minimum of a 2.00 GPA on all courses completed at South Arkansas Community College and a minimum 2.00 GPA on those courses applicable to the Associate of Applied Science Degree.
5. Make application for graduation to the Registrar's Office.
6. Meet residency requirements.

The **Technical Certificate** is a planned program of classroom and laboratory work at the collegiate level. It recognizes the acquisition of a specified level of competency in an occupational field and in communications and mathematics. The normal range of credit is 24-36 semester hours. Students in this program must demonstrate basic studies requirements. In order to qualify for a Technical Certificate, the student must:

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

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

1. If applicable, have met all entrance requirements for the program.
2. Meet basic studies requirements to the program.
3. Complete respective course requirements listed in the General Catalog.
4. Have a 2.00 GPA on the course or courses required for the certificate.
5. Make application for graduation to the Registrar's Office.
6. Meet residency requirements.

## **General Education**

General education is that common core of learning experiences of value to each person regardless of occupation or profession. Act 98 of the 1989 Arkansas General Assembly provided for the establishment of a 35-hour minimum core of courses that will apply 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. South Arkansas Community College's Associate of Arts degrees contain this general education core. For additional information, the student should check with his/her academic advisor.

### **Statement of Purpose for General Education**

The faculty has adopted the statement that general education offerings are to promote a broad understanding and continued examination of human development and culture with the goals listed below.

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

- An awareness of the complexity of the natural environment.
- A comprehension of the diversity of human behavior.
- An understanding of the history and structure of society and culture.
- An awareness of the aesthetic and cultural achievements emerging from one's heritage.
- An appreciation of critical reasoning and logic underlying the solutions of problems.
- The ability to continue one's education through reading and expression of ideas.
- An awareness of one's role within the expanding global community.
- The ability to express ideas clearly and logically in standard English in written and oral form.
- The ability to use mathematics as a problem-solving tool.

### **Arkansas Assessment of General Education (AAGE)**

A part of the regulations established by the Arkansas Department of Higher Education for implementation of the 35-Hour Core requires outcomes assessment in each of the five areas of the core. This assessment is to evaluate the college's ability to relate and teach general education values to students. The Arkansas State Board of Higher Education has established guidelines for implementing outcomes assessment. The examinations will be given to students who have completed between 45 and 60 credit hours, excluding basic studies coursework. No college/university student can complete more than 60 credits without taking the AAGE. Those failing to comply will only be allowed to register for basic studies courses.

The AAGE is a set of standardized tests developed to test college skills. There are five AAGE tests that must be taken. These include Writing Skills, Mathematics, Reading, Science Reasoning, and Essay Writing.

### **Residency Requirements**

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



### **Credit for Work**

The unit of credit for work at the college is the semester hour. To earn a semester hour of credit, a student must spend one hour per week in class for a semester or the equivalent time in a summer session. In laboratory or activity courses, a student may be required to spend more than one hour per week in order to earn a semester hour of credit. In most cases the last digit of the course number indicates the number of semester hours to be earned in the course. There are minimum credit-hour requirements 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. However, students must meet the requirements listed in a catalog that is three years old or less at the time of their graduation. In some occupational programs, external accrediting agencies and/or advisory committees may suggest or require program changes which might alter a program listed in the catalog that is in effect for some students. Students may appeal to the Academic Standards Committee when new catalog changes conflict with their original degree plan. To initiate the appeal, students must submit a written statement outlining reasons for the request to the Vice President of Academic Affairs, requesting a review of their case. Appeal statements should have a letter of support from the program director or academic advisor.

# Arts and Sciences Programs

## ASSOCIATE OF ARTS DEGREE

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

### General Transfer

#### English/Communications

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

GEOG 2003 Introduction to Geography

ECON 2003 Macroeconomics

#### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

#### Natural Science - Eight (8) hours total

Biological Science- Four (4) hours from the following:

BIOL 1004 Fundamentals of Biology

BIOL 1024 Vertebrate Zoology

BIOL 1034 General Botany

Physical Science

Four (4) hours from the following:

CHEM 1024 College Chemistry I

GEOG 1004 Physical Geology

GEOG 1014 Historical Geology

PHYS 2024 The Physical Sciences

#### Social Science - Fifteen (15) hours total\*

History (six hour minimum) \*\*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

HIST 2013 History of the United States to 1876

HIST 2023 History of the United States Since 1876

#### Fine Arts & Humanities - Nine (9) total;

must include three (3) hours of Literature:

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

\*Must include one course from the following:

History of the United States to 1876,

History of the United States since 1876,

American Government: National.

\*\*Must include one course from the

following:

History of Civilization to 1700,

History of Civilization since 1700

#### Health and Physical Education

Two (2) or three (3) hours from the following:

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal and Community Health

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

PSCI 2003 American Government: National

PSYC 2003 General Psychology

Up to six (6) hours elective credit from occupational courses may be applied toward an Associate of Arts degree, provided these courses are chosen from a program which culminates in a one-year technical certificate or higher. Students should be aware such courses may not meet graduation requirements of four-year colleges and universities.

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing health majors such as:

### Chiropractic, Dentistry, Medicine, Mortuary Science, Pharmacy, Biochemistry

#### English/Communications

Nine (9) hours from the following:  
ENGL 1113 Composition I ("C" or better)  
ENGL 1123 Composition II  
SPCH 1113 Principles of Speech

#### Mathematics

Three (3) hours from the following:  
MATH 1023 College Algebra  
MATH 1033 Plane Trigonometry  
MATH 2015 Calculus I

#### Social Science - Fifteen (15) hours total\*

History (six hour minimum)\*\*  
HIST 1003 History of Civilization to 1700  
HIST 1013 History of Civilization since 1700  
HIST 2013 History of the United States to 1876  
HIST 2023 History of the United States since 1876

\*Must include one course from the following:

History of the United States to 1876  
History of the United States since 1876  
American Government: National.

\*\*Must include one course from the following:

History of Civilization to 1700  
History of Civilization since 1700

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

PSCI 2003 American Government: National  
PSYC 2003 General Psychology  
SOC 1003 General Anthropology

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

#### Natural Science-Eight (8) hours total

Biological Science-  
Four (4) hours from the following:  
BIOL 1004 Fundamentals of Biology  
BIOL 1024 Vertebrate Zoology  
Physical Science  
Four (4) hours from the following:  
CHEM 1024 College Chemistry I  
GEOG 1004 Physical Geology  
GEOG 1014 Historical Geology  
PHYS 2024 The Physical Sciences

#### Fine Arts & Humanities - Nine (9) total; must include three (3) hours of Literature:

ENGL 2213 Literature I  
ENG 2223 Literature II  
ART 2003 Art Appreciation  
MUS 2003 Music Appreciation  
PHIL 2003 Introduction to Philosophy

#### Health and Physical Education - Two (2) or three (3) hours from the following:

P E 1001 P. E. Activity  
P E 1001 P. E. Activity  
HPER 1403 Personal and Community Health

#### Recommended Electives

BIOL 2064/L Human Anatomy and Psysiology I/Lab  
BIOL 2074/L Human Anatomy and Psysiology II/Lab  
BIOL 2304/L Kinesiology/Lab

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

### Law or Legal Professions

#### English/Communications

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

#### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

#### Social Science - Fifteen (15) hours total\*

History (six hour minimum)\*\*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

HIST 2013 History of the United States to 1876

HIST 2023 History of the United States since 1876

\*Must include one course from the following:

History of the United States to 1876

History of the United States since 1876

American Government: National.

\*\*Must include one course from the following:

History of Civilization to 1700

History of Civilization since 1700

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

PSCI 2003 American Government: National

PSYC 2003 General Psychology

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

GEOG 2003 Introduction to Geography

ECON 2003 Macroeconomics

**Natural Science-** Eight (8) hours total  
Biological Science- Four (4) hours from the following:

BIOL 1004 Fundamentals of Biology

BIOL 1024 Vertebrate Zoology

BIOL 1034 General Botany

Physical Science - Four (4) hours from the following:

CHEM 1024 College Chemistry I

GEOL 1004 Physical Geology

GEOL 1014 Historical Geology

PHYS 2024 The Physical Sciences

**Fine Arts & Humanities** - Nine (9) total; must include three (3) hours of Literature:

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

**Health and Physical Education** - Two (2) or three (3) hours from the following:

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal and Community Health

#### Recommended Electives

ACCT 2003 Principles of Accounting I

ACCT 2103 Principles of Accounting II

# ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

## Engineering

### English/Communications

Nine (9) hours from the following:  
ENGL 1113 Composition I ("C" or better)  
ENGL 1123 Composition II  
SPCH 1113 Principles of Speech

### Mathematics

Three (3) hours from the following:  
MATH 1023 College Algebra  
MATH 1033 Plane Trigonometry  
MATH 2015 Calculus I

### Social Science - Fifteen (15) hours total\*

History (six hour minimum)\*\*  
HIST 1003 History of Civilization to 1700  
HIST 1013 History of Civilization since 1700  
HIST 2013 History of the United States to 1876  
HIST 2023 History of the United States since 1876

\*Must include one course from the following:

History of the United States to 1876  
History of the United States since 1876  
American Government: National.

\*\*Must include one course from the following:

History of Civilization to 1700  
History of Civilization since 1700

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

PSCI 2003 American Government National  
PSYC 2003 General Psychology

SOC 1003 General Anthropology  
SOC 2003 Introduction to Sociology  
GEOG 2003 Introduction to Geography  
ECON 2003 Macroeconomics

### Natural Science - Eight (8) hours total

Biological Science-  
Four (4) hours from the following:  
BIOL 1004 Fundamentals of Biology  
BIOL 1024 Vertebrate Zoology  
BIOL 1034 General Botany  
Physical Science  
Four (4) hours from the following:  
CHEM 1024 College Chemistry I  
GEOL 1004 Physical Geology  
GEOL 1014 Historical Geology  
PHYS 2024 The Physical Sciences

### Fine Arts & Humanities - Nine (9) total; must include three (3) hours of Literature:

ENGL 2213 Literature I  
ENG 2223 Literature II  
ART 2003 Art Appreciation  
MUS 2003 Music Appreciation  
PHIL 2003 Introduction to Philosophy

### Health and Physical Education - Two (2) or three (3) hours from the following:

P E 1001 P. E. Activity  
P E 1001 P. E. Activity  
HPER 1403 Personal and Community Health

### Recommended Electives

Six credits of technical courses

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

### Computer Science, Management Information Systems, Computer Information Systems, and Computer Programming.

#### English/Communications

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

#### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

#### Social Science - Fifteen (15) hours total\*

History (six hour minimum)\*\*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

HIST 2013 History of the United States to 1876

HIST 2023 History of the United States since 1876

\*Must include one course from the following:

History of the United States to 1876

History of the United States since 1876

American Government: National.

\*\*Must include one course from the following:

History of Civilization to 1700

History of Civilization since 1700

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

PSCI 2003 American Government National

PSYC 2003 General Psychology

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

GEOG 2003 Introduction to Geography

ECON 2003 Macroeconomics

#### Natural Science-Eight (8) hours total

Biological Science-

Four (4) hours from the following:

BIOL 1004 Fundamentals of Biology

BIOL 1024 Vertebrate Zoology

BIOL 1034 General Botany

Physical Science

Four (4) hours from the following:

CHEM 1024 College Chemistry I

GEOLOG 1004 Physical Geology

GEOLOG 1014 Historical Geology

PHYS 2024 The Physical Sciences

#### Fine Arts & Humanities - Nine (9) total;

must include three (3) hours of Literature:

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

#### Health and Physical Education - Two (2)

or three (3) hours from the following:

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal and Community Health

#### Recommended Electives

CSCI 1003 Computers and Information Processing

ACCT 2003 Principles of Accounting I

ACCT 2103 Principles of Accounting II

# ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

## Social Work Professions

### English/Communications –

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

### Social Science - Fifteen (15) hours total\*

History (six hour minimum)\*\*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

HIST 2013 History of the United States to 1876

HIST 2023 History of the United States since 1876

\*Must include one course from the following:

History of the United States to 1876

History of the United States since 1876

American Government: National.

\*\*Must include one course from the following:

History of Civilization to 1700

History of Civilization since 1700

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

PSCI 2003 American Government: National

PSYC 2003 General Psychology

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

GEOG 2003 Introduction to Geography

ECON 2003 Macroeconomics

### Natural Science- Eight (8) hours total

Biological Science-

Four (4) hours from the following:

BIOL 1004 Fundamentals of Biology

BIOL 1024 Vertebrate Zoology

BIOL 1034 General Botany

Physical Science

Four (4) hours from the following:

CHEM 1024 College Chemistry I

GEOL 1004 Physical Geology

GEOL 1014 Historical Geology

PHYS 2024 The Physical Sciences

### Fine Arts & Humanities - Nine (9) total;

must include three (3) hours of Literature:

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

### Health and Physical Education - Two (2)

or three (3) hours from the following:

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal and Community Health

### Recommended Electives

SPAN 1014 Elementary Spanish I

SPAN 1024 Elementary Spanish II

SOC 2003 Marriage and the Family

THEA 2633 Acting

# ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

## Sports Medicine

### English/Communications

Nine (9) hours from the following:

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

### Mathematics

Three (3) hours from the following:

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

### Social Science - Fifteen (15) hours total\*

History (six hour minimum)\*\*

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

\*Must include one course from the following:

History of the United States to 1876  
History of the United States since 1876  
American Government: National.

\*\*Must include one course from the following:

History of Civilization to 1700  
History of Civilization since 1700

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

PSCI 2003 American Government: National  
PSYC 2003 General Psychology  
SOC 1003 General Anthropology  
SOC 2003 Introduction to Sociology  
GEOG 2003 Introduction to Geography  
ECON 2003 Macroeconomics

**Natural Science-** Eight (8) hours total  
**Biological Science-** Four (4) hours from the following:

BIOL 1004 Fundamentals of Biology  
BIOL 1024 Vertebrate Zoology  
BIOL 1034 General Botany  
Physical Science

Four (4) hours from the following:

CHEM 1024 College Chemistry I  
GEOL 1004 Physical Geology  
GEOL 1014 Historical Geology  
PHYS 2024 The Physical Sciences

**Fine Arts & Humanities -** Nine (9) total; must include three (3) hours of Literature:

ENGL 2213 Literature I  
ENG 2223 Literature II  
ART 2003 Art Appreciation  
MUS 2003 Music Appreciation  
PHIL 2003 Introduction to Philosophy

**Health and Physical Education -** Two (2) or three (3) hours from the following:

P E 1001 P. E. Activity  
P E 1001 P. E. Activity  
HPER 1403 Personal and Community Health

### Recommended Electives

BIOL 2064/L Human Anatomy and Physiology I/Lab  
BIOL 2074/L Human Anatomy and Physiology II/Lab  
BIOL 2304/L Kinesiology/Lab Prevention & Care of Athletic Injuries  
HIT 1003 Medical Terminology



## Associate of Arts In Teaching Degree

This degree option includes all of the general education courses required for the Associate of Arts degree plus additional courses from the early childhood education and other curricula to be selected by the student in consultation with the program director. This degree option is intended to accommodate students who are interested in transferring their course work into a baccalaureate program in teacher education. Transfer agreements exist between South Arkansas Community College and five universities, Grambling State University, Louisiana Tech University, Southern Arkansas University, Texas A&M University Texarkana, and the University of Arkansas at Monticello. Students who meet the graduation requirements of the AAT degree and who apply to one of these institutions will be granted admission to the teacher education program as juniors without loss of credits earned at SouthArk.

The degree plan consists of the General Education Core plus six (6) credits of Education courses and up to fifteen (15) credits of additional credits as electives. The student should select which university they wish to attend to complete the baccalaureate degree and then enroll in the courses that are specified for that particular university. Students wishing to transfer need to meet with the SouthArk AAT program director for detailed transfer information. The suggested degree plan for Southern Arkansas University follows:

### Southern Arkansas University (68 semester hours)

#### English/Communications:

Nine (9) hours from the following:  
ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II  
SPCH 1113 Principles of Speech

#### Mathematics:

Three (3) hours from the following:  
MATH 1023 College Algebra  
MATH 1033 Plane Trigonometry  
MATH 2015 Calculus I

#### Social Sciences:

Eighteen (18) hours from the following:

##### History

HIST 2013 History of the United States to 1876, or  
HIST 2023 History of the United States since 1876,  
HIST 1003 History of Civilization to 1700  
HIST 1013 History of Civilization since 1700  
HIST 2033 History of Arkansas

##### Political Science

PSCI 2003 American Government: National

##### Psychology

PSYC 2003 General Psychology

##### Geography

GEOG 2003 Introduction to Geography

**Natural Science:** Eight (8) hours total

Biological Science - Four (4) hours from the following:

BIOL 1004 Fundamentals of Biology,  
**or**

BIOL 1024 Vertebrate Zoology, **or**  
BIOL 1034 General Botany

Physical Science – Four (4) hours from the following:

CHEM 1024 College Chemistry I, **or**  
GEOL 1004 Physical Geology, **or**  
GEOL 1014 Historical Geology, **or**  
PHYS 2024 The Physical Sciences

#### **Fine Arts & Humanities:**

Twelve (12) hours from the following:

ENGL 2213 Literature I, **AND**  
ENG 2223 Literature II, **AND**  
ART 2003 Art Appreciation, **AND**  
MUS 2003 Music Appreciation

**Health and Physical Education:** (3) hours

HPER 1403 Personal and Community Health

**Education:** (9) hours from the following:

EDUC 2003 Introduction to Education & Field Experience I  
EDUC 2013 Introduction to Educational Practice  
EDUC 2313 Introduction to Educational Technology

**Electives:** Six (6) hours elective

## EARLY CHILDHOOD EDUCATION

The growing field of early childhood education needs additional well-trained professionals to care for children and to support their families in a multitude of settings.

Early childhood education professionals may be employed in child care centers, corporate child care centers, parent cooperatives, franchised centers, public and private centers, special needs centers, and Head Start programs.

Under a director's supervision, the childcare worker provides infants primary care giving while relating with families in a supportive manner.

For toddlers and older children, the childcare worker plans and provides a developmentally appropriate curriculum to support independent and group learning. Activities are designed to foster children's self-esteem, expand their social and problem-solving skills, and engage them in inquisitive thinking while offering security and comfort.

The objective of this program is to provide a career ladder for students, beginning with the Certificate of Proficiency, a nine-credit-hour course of study designed to prepare individuals for the Child Development Associate Credential (CDA); progressing to a 30-credit-hour Technical Certificate in Early Childhood Education for students who wish a more in-depth program of study, and culminating in the Associate of Applied Science Degree in Early Childhood Education for students who need a thorough background in the field with the status of a two-year degree for credentialing purposes. Students who need a degree to achieve their career goals but would prefer an Associate of Arts program that emphasizes general education may choose the AAT degree.

### Certificate of Proficiency

These courses provide 120-clock-hours of classroom instruction using the CDA Curriculum. There will also be additional hours of hands-on experience required so that formal observations may be completed.

<b>COURSE</b>		<b>SEM.HR.</b>
ECE 1003	Foundations of Early Childhood Education	3
ECE 1013	Child Growth & Development	3
ECE 1023	Environments for Young Children	3
ECE 1033	Technical Practicum I	<u>3</u>
<b>TOTAL HOURS</b>		<b>12</b>

## EARLY CHILDHOOD EDUCATION Technical Certificate

This course of study equips students with skills and knowledge beyond those required for the CDA credential and qualifies program completers for jobs with greater responsibility in the child care industry.

### *FIRST SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
CSCI 1003	Computer Information Processing	3
ECE 1003	Foundations of Early Childhood Education	3
ECE 1013	Child Growth & Development	3
ECE 1023	Environments for Young Children	<u>3</u>
<b>Semester Total</b>		<b>15</b>

### *SECOND SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL1123	Composition II	3
PSYC 2003	General Psychology	3
ECE 2033	Guiding Social & Emotional Behavior	3
ECE 1043	Creative Arts for Preschool Children	3
ECE 1033	Technical Practicum I	<u>3</u>
<b>Semester Total</b>		<b>15</b>

#### **Basic Studies Requirements:**

Reading – ACT 19 or above (or) COMPASS 80 or above (or)  
complete BSTD 0113 Reading Skills II.

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

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

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

## EARLY CHILDHOOD EDUCATION Associate Degree

Program Description: The Early Childhood Education program is designed to provide childcare workers with the knowledge and skills to meet the physical, mental, social, emotional, and developmental needs of young children. Upon completion of the program, graduates will be eligible for employment as childcare center directors, childcare teachers, and caregivers, and as kindergarten or elementary classroom paraprofessionals.

**FIRST YEAR - FIRST SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
CSCI 1003	Computer Information Processing	3
ECE 1003	Foundations of Early Childhood Education	3
ECE 1013	Child Growth & Development	3
ECE 1023	Environments for Young Children	3
<b>Semester Total</b>		<b>15</b>

**FIRST YEAR - SECOND SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
ECE 1033	Technical Practicum I	3
ECE 1043	Creative Arts for Preschool Children	3
ECE 1053	Curriculum Methods & Materials	3
<b>Semester Total</b>		<b>15</b>

**SECOND YEAR - FIRST SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
GEOG 2003	Introduction to Geography	3
ECE 2003	Emerging Literacy	3
ECE 1013	Infant & Toddler Development	3
ECE 2023	Survey of Exceptional Children	3
ECE 2033	Guiding Social and Emotional Behavior	3
<b>Semester Total</b>		<b>15</b>

**SECOND YEAR - SECOND SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
The Physical Sciences (or) Biology (or) Chemistry		4
Introduction to Sociology (or) Marriage & The Family		3
ECE 2043	Soc. Stud., Math, and Sci. for Preschool Children	3
ECE 2053	Administration of Preschool Programs	3
ECE 2063	Technical Practicum II	3
<b>Semester Total</b>		<b>16</b>

**PROGRAM TOTAL.....61**

**Basic Studies Requirements:**

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

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

II.

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

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

## GRAPHIC ARTS AND ADVERTISING DESIGN PROGRAM

### Associate of Applied Science

This program is designed to provide rewarding careers to meet the current and future needs of business and industry. For those who wish to continue their education beyond the associate degree level, the program also emphasizes building the skills necessary for transfer to four-year colleges and universities for a Bachelor of Arts degree in graphic design. Students will take a project from concept to delivery and have a hands-on experience in a business environment, where they will acquire skills in problem solving, decision-making, and teamwork - three skills viewed as vital in today's workforce.

Specifically, students will learn to create designs that convey a corporate image, reinforce text, clarify the meaning for an intended audience, and provide a vehicle through which the audience is motivated to act. They will also study the use of multiple font styles and the selection of appropriate imagery to enhance and reflect the tone, content, and style of the text. The curriculum includes a study of the technology required to scan, import, and/or place illustrations and text; the preparation of photographs for reproduction; the use of Macintosh and IBM formats; and the design software used in the graphic design industry. Students will also study how to prepare a portable file storage device to give to printers for production, prepare print specifications for bidding, design web pages, integrate graphic design into electronic media, organize workloads, and develop time lines and production schedules.

**Admission Requirements:** High School Diploma/ GED Equivalency

#### **Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above

(or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II

Writing - ACT 19 or above (or) ASSET 42 or above

(or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing

II

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

(or) COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra

#### *SEMESTER I*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
BSTD 0513	Intermediate Algebra or higher	3
ART 2003	Art Appreciation	3
ART 1013	Drawing I	3
CSCI 1113	Computers and Multimedia	<u>3</u>
<b>Semester Total</b>		<b>15</b>

#### *SEMESTER II*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 2183	Introduction to Computer Graphics	3
ENGL 1123	Composition II	3
ART 1123	Color and Design Theory	3
CSCI 2143	Microcomputers: Business Applications	3
PSYC 2003	General Psychology	<u>3</u>
<b>Semester Total</b>		<b>15</b>

### *SEMESTER III*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 1133	Desktop Publishing I	3
CSCI 2043	Web Design	3
SPCH 1113	Principles of Speech	3
CSCI 2123	Introduction to Adobe Photoshop	3
ART 1113	Drawing II	<u>3</u>
<b>Semester Total</b>		<b>15</b>

### *SEMESTER IV*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 2113	Desktop Publishing II	3
CSCI 2133	Graphic Design Capstone	3
MGMT 2633	Principles of Marketing	3
	Restricted Electives (listed below)	<u>6</u>
<b>Semester Total</b>		<b>15</b>

### *RESTRICTED ELECTIVES*

ART 2073	Painting I
CSCI 1253	Programming and Logic
CSCI 2124	Introduction to Java
CSCI 2413	Advanced Microsoft Office

## **GRAPHIC ARTS AND ADVERTISING DESIGN Technical Certificate Program**

### **Prerequisites**

1. Meet minimum reading scores on entrance tests or pass Reading I and II
2. Meet minimum scores for Elementary Algebra OR pass Fundamentals of Arithmetic
3. Have basic computer skills and knowledge or take CSCI 1001 Fundamentals of Computers
4. Have intermediate keyboarding skills or take ADMS 1013 Basic Word Processing AND/OR ADMS 1023 Business Word Processing

### *SEMESTER I*

<b>COURSE</b>		<b>SEM.HR.</b>
ART 1013	Drawing I	3
ART 2003	Art Appreciation	3
CSCI 1113	Computers and Multimedia	3
ART 1123	Color and Design Theory	3
CSCI 1133	Desktop Publishing I	<u>3</u>
<b>Semester Total</b>		<b>15</b>

### *SEMESTER II*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 2183	Introduction to Computer Graphics	3
ENGL 1113	Composition I	3
CSCI 2043	Web Design	3
CSCI 2113	Desktop Publishing II	3
CSCI 2123	Introduction to Adobe Photoshop	<u>3</u>
<b>Semester Total</b>		<b>15</b>

# Information and Business Technologies Programs

Four areas of study are available in Information and Business Technologies. These programs in Accounting, Computer Information Technology, General Business Administration, and Administrative Assistant Technology provide training for entry-level positions and may assist graduates in securing higher-level positions. The required courses for each degree are listed below. Basic studies requirements, electives, and courses available for a specialty within a degree follow.

## PROGRAM ADMISSION REQUIREMENTS

Basic studies requirements include completion of Reading II, Fundamentals of Writing II; or ASSET scores in English 42 and Reading 41; or ACT Scores in English 19 and Reading 19.

A certificate of proficiency may be awarded to an Administrative Assistant Technology student completing the courses listed for the first semester if the student has completed Fundamentals of Math or has a minimum score of 39 on the Numerical Skills section of the ASSET.

A technical certificate may be awarded to Computer Information Technology (Application track), Administrative Assistant Technology, General Business Administration, and Accounting students completing the first two semesters.

Special Note: Speech meets the requirements for a Technical Certificate, but Composition II is required for an AAS degree.

## MATH REQUIREMENTS

### Technical Certificate

Administrative Assistant Technology - Elementary Algebra, Intermediate Algebra or College Algebra

General Business Administration - Elementary Algebra, Intermediate Algebra or College Algebra

Accounting - Intermediate Algebra or College Algebra

Computer Information Technology - Intermediate Algebra or College Algebra

### AAS Degree

Computer Information Technology – College Algebra

Administrative Assistant Technology - Intermediate Algebra or College Algebra

General Business Administration - Intermediate Algebra or College Algebra

**ACCOUNTING (ACCT)  
Technical Certificate**

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
CSCI 1003	Computers and Information Processing	3
ADMS 1023	Business Word Processing	3
BUS 1003	The American Enterprise System	3
ACCT 2003	Principles of Accounting I	3
BSTD 0513	Intermediate Algebra (or)	
MATH 1023	College Algebra	<u>3</u>
<b>Semester Total</b>		<b>18</b>

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
CSCI 2143	Microcomputers: Business Applications	3
ACCT 2103	Principles of Accounting II	3
ACCT 2113	Computerized Accounting Systems	3
ADMS 2063	Business Communications	<u>3</u>
<b>Semester Total</b>		<b>15</b>

**ADMINISTRATIVE ASSISTANT TECHNOLOGY  
Certificate of Proficiency First Semester  
Technical Certificate First Year  
Associate of Applied Science Second Year**

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition I	3
CSCI 1003	Computers and Information Processing	3
ADMS 1023	Business Word Processing	3
ADMS 1003	Introduction to Accounting or	
ACCT 2003	Principles of Accounting I	3
MGMT 1113	Introduction to Management	3
ADMS 1043	Office Procedures	<u>3</u>
<b>Semester Total</b>		<b>18</b>

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 1903	Desktop Publishing I	3
CSCI 2143	Microcomputer Business Applications	3
CSCI 2413	Advanced Microsoft Office	3
ADMS 2063	Business Communications	3
BSTD 0513	Intermediate Algebra (or)	
MATH 1023	College Algebra	<u>3</u>
<b>Semester Total</b>		<b>15</b>



**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
PSYC 2003	General Psychology or	
SOC 2003	Introduction to Sociology	3
BUS 1003	The American Enterprise Systems	3
	Restricted Electives	<u>6</u>
<b>Semester Total</b>		<b>15</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 2123	Advanced Grammar & Composition	3
ADMS 2073	Professional Projects and Portfolio Design	3
MGMT 2113	Management Skills	3
	Restricted Elective	<u>3</u>
<b>Semester Total</b>		<b>12</b>

**RESTRICTED ELECTIVES**

ACCT 2103 Accounting II	CSCI 2113 Desktop Publishing II
ACCT 2113 Computerized Accounting Systems	CSCI 2183 Intro to Computer Graphics
BUS 2013 Quantitative Analysis	CSCI 2203 Database
BUS 2233 Personnel Supervision	CSCI 2703 Professional Projects & Portfolio Design
BUS 2903 Special Topics in Business	MGMT 1123 Human Resource Management
CSCI 1113 Computers and Multimedia	MGMT 2613 Small Business Management
CSCI 2043 Web Design	MGMT 2653 Special Topics in Management

**COMPUTER INFORMATION TECHNOLOGY (CIT)**

**Technical Certificate Application Track First Year**

**Associate of Applied Science Second Year**

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 2143	Microcomputers: Business Applications	3
ENGL 1113	Composition I	3
ADMS 1023	Business Word Processing	3
ACCT 2003	Principles of Accounting I	3
CSCI 1403	CCNA 1 Networking Basics	<u>3</u>
<b>Semester Total</b>		<b>15</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
MATH 1023	College Algebra	3
ADMS 2063	Business Communications	3
<b>Application Track</b>		
CSCI 2413	Advanced Microsoft Office	3
CSCI 2203	Database	3
<b>Networking Track</b>		
CSCI 2323	CCNA 2 Routers and Routing Basics	3
CSCI 1205	PC Servicing and Upgrading Concepts	<u>5</u>
<b>Semester Total</b>		<b>15/17</b>

### FALL SEMESTER

COURSE		SEM.HR.
BUS 1003	The American Enterprise System	3
CSCI 1253	Programming and Logic	3
ECON 2003	Macroeconomic Principles	3
<b>Application Track</b>		
ACCT 2103	Principles of Accounting II	3
CSCI 2043	Web Design	3
<b>Networking Track</b>		
CSCI 2323	CCNA3 Switching Basics and Intermediate Routing	3
CSCI 1263	Windows XP Pro/Network Administration	3
<b>Semester Total</b>		<b>15/15</b>

### SPRING SEMESTER

COURSE		SEM.HR.
CSCI 2703	Professional Projects and Portfolio Design	3
CSCI 2023	Visual Basic for Windows (or)	
CSCI 2124/L	Introduction to JAVA	4 or 3
<b>Application Track</b>		
CSCI 2023	Visual Basic for Windows (or)	
CSCI 2124/L	Introduction to JAVA	4 or 3
	Restricted Elective	6
<b>Networking Track</b>		
CSCI 2343	CCNA 4 WAN Technologies	3
	Restricted Elective	6
<b>Semester Total</b>		<b>15/15</b>

### RESTRICTED ELECTIVES CIT – Application Track

ACCT 2113	Computerized Accounting Systems	CSCI 1403	CCNA 1 Networking Basics
BUS 2013	Quantitative Analysis	CSCI 1413	CCNA 2 Routers & Routing
CSCI 1205	PC Servicing and Upgrading		Basics
	Concepts	CSCI 1903	Desktop Publishing I
CSCI 1225	Operating System Structures	CSCI 1923	Introduction to Adobe Photoshop
CSCI 1263	Windows XP Professional/ Network Administration	CSCI 2183	Introduction to Computer Graphics
CSCI 1274	Windows 2000 Server/Network Administration	CSCI 2351/52/53	Special Topics in IT
CSCI 1305	Network Operating Systems	ECON 2103	Microeconomics

### RESTRICTED ELECTIVES CIT – Networking Track

BUS 2013	Quantitative Analysis		Administration
CSCI 1102	Leviton Cabling Certification	CSCI 2043	Web Design
CSCI 1225	Operating System Structures	CSCI 2203	Database
CSCI 1274	Windows 2000 Server/Network	CSCI 2351/52/53	Special Topics in IT
		ECON 2103	Microeconomics

Passing CCNA 1-4 each with a grade of B or better meets the requirement for a Certificate of Proficiency in Cisco Networking.

The courses of the four semesters meet the requirements for the AAS Degree in either the Application or the Networking Track.

**GENERAL BUSINESS ADMINISTRATION (GBA)**  
**Technical Certificate First Year**  
**Associate of Applied Science Second Year**

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
CSCI 1003	Computers and Information Processing	3
BUS 1003	The American Enterprise System	3
BSTD 0513	Intermediate Algebra	3
ADMS 1023	Business Word Processing	3
CSCI 1253	Programming and Logic	<u>3</u>
<b>Semester Total</b>		<b>18</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
CSCI 2143	Microcomputers: Business Applications	3
MGMT 1113	Introduction to Management	3
ADMS 2063	Business Communications	3
CSCI 2023	Visual Basic for Windows (or)	
CSCI 2124/L	Introduction to JAVA	<u>4 or 3</u>
<b>Semester Total</b>		<b>15</b>

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
ECON 2003	Macroeconomic Principles	3
ACCT 2003	Principles of Accounting I	3
ENGL 2123	Advanced Grammar and Composition	3
	Restricted Electives	<u>6</u>
<b>Semester Total</b>		<b>15</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
ACCT 2103	Principles of Accounting II	3
ECON 2103	Microeconomic Principles	3
ACCT 2113	Computerized Accounting Systems	3
	Restricted Electives	<u>6</u>
<b>Semester Total</b>		<b>15</b>

***RESTRICTED ELECTIVES***

ADMS 1043 Office Procedures & Routines	CSCI 2203 Database
BUS 2013 Quantitative Analysis	CSCI 2703 Professional Projects & Portfolio
BUS 2233 Personnel Supervision	Design
BUS 2903 Special Topics in Business	MGMT 1123 Human Resource Management
CSCI 1113 Computers and Multimedia	MGMT 2613 Small Business Management
CSCI 1903 Desktop Publishing I	MGMT 2653 Special Topics in Management
CSCI 2183 Intro to Computer Graphics	

# Nursing & Allied Health Programs

The public service programs described below were developed to assist students in gaining skills and knowledge needed to become contributing members of the public service community. Most programs in the public service division have entry requirements and may have limits on the number of students admitted to a given class. For information on these programs, the applicant should contact the college's director of admissions or the program director.

## **EMERGENCY MEDICAL TECHNOLOGY PROGRAMS**

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

### **Emergency Medical Technician-Ambulance**

This 155-clock-hour course is designed to prepare the student for the basic EMT certification examination administered by the Arkansas Department of Health. The course includes CPR, anatomy, dealing with trauma, splinting, use of spine boards, bandaging, emergency care of patients, and other approved equipment. Upon completion, the student is awarded the Certificate of Proficiency. Applications and additional information are available from the college Admissions Office.

### **Advanced Emergency Medical Technology**

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

The EMT-Paramedic is currently the highest classification of Emergency Medical Technician in Arkansas. EMT's are health professionals concerned primarily with pre-hospital care of acutely ill and injured patients. EMTs perform such measures as CPR, extrication of patients from constraining environments, initial patient assessment, stabilization, and emergency and routine transport to health care 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 (ICU).

Students completing the three semesters of EMT- Paramedic courses will be awarded a Technical Certificate. They are then eligible to sit for the state or national registry. An Associate of Applied Science degree may be earned by completing the additional 30-hour General Education requirement.

### **Admission Process**

The Arkansas Department of Health approves enrollment limits per class for the EMT-Paramedic program. Contact the Admissions Office for information and application packets.

The following information is required:

1. Must be 18 years of age.
2. High school transcript, college transcript, and/or GED scores if applicable.
3. Current certification as an EMT-A.
4. Current American Heart Association Health Care Provider CPR certification or Arkansas Dept. of Health approved equivalent course.
5. A physical examination form documenting good physical and mental health upon being admitted.

Competitive components of the required information are:

6. Submit three (3) written references as to character and professional attitude.
7. Submit basic studies test scores.
8. Complete interview(s) with the Program Director and Medical Director.

### **Emergency Medical Technology – Paramedic**

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
EMT 1012	Human Systems and Assessment	2
EMT 1011	EMS Environment I	1
EMT 1013	Shock and Fluid Therapy	3
EMT 1023	Emergency Respiratory Care	3
EMT 1022	Pharmacology	2
EMT 1033	Intermediate Clinical Rotation	<u>3</u>
<b>Semester Total</b>		<b>14</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
EMT 1015	Emergency Cardiac Care	5
EMT 1043	Traumatology	3
EMT 1053	Medical Emergencies I	3
EMT 1014	Paramedic Clinical Rotation I	4
EMT 2232	Assessment Based Management	<u>2</u>
<b>Semester Total</b>		<b>17</b>

#### *LONG SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
EMT 2112	Medical Emergencies II	2
EMT 2022	EMS Environment II	2
EMT 2101	Paramedic Clinical Rotation II	1
EMT 2224	Field Internship I	4
EMT 2234	Field Internship II	<u>4</u>
<b>Semester Total</b>		<b>13</b>

#### **Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II

Math - ACT 16 or above (or) ASSET Numerical Skills 42 or above (or)

COMPASS 49 or above (or) complete BSTD 0314 Fundamentals of Arithmetic

### **General Education Requirements for the Associate of Applied Science Degree - EMT Paramedic**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
	American Government, U.S. History, or Approved Elective	3

CSCI 1003	Computers and Information Processing	3
	Physical Science Elective*	4
	Biological Science Electives**	8
	Intermediate Algebra (BSTD 0513)	<u>3</u>
<b>Total</b>		<b>30</b>

\*PHYS 2024/L, CHEM 1064/L, CHEM 1024/L, or CHEM 1124/L.

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

<b>Total Credits for EMT-Paramedic Associate Degree</b>	<b>Sem. Hrs.</b>
Paramedic Technical Certificate .....	44
General Education Requirements.....	<u>30</u>
<b>Total Hours for EMT-Paramedic Associate Degree.....</b>	<b>74</b>

## MEDICAL LABORATORY TECHNOLOGY

### Associate of Applied Science

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

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

The program is accredited through the Committee on Accreditation of Allied Health Education Programs upon recommendation by the National Accrediting Agency for Clinical Laboratory Sciences. Graduates are eligible to sit for national certification examinations offered by the Board of Registry of the American Society of Clinical Pathologists and the National Certification Agency for Medical Laboratory Personnel.

### Admission Process

The freshman year of the program is open to any student. Admission to the sophomore year clinical rotation is limited to 10 students, and a separate application is required. If over 10 students apply, GPA will be a primary factor in choosing the internship class. For additional information, contact the Program Director.

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
CHEM 1024	College Chemistry I	4
MATH 1023	College Algebra	3
BIOL 1124	Microbiology	<u>4</u>
<b>Semester Total</b>		<b>14</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 1003	Computers and Information Processing	3
MLT 1024	Hematology/Coagulation	4
CHEM 1124	College Chemistry II	4
PSYC 2003	General Psychology	3
ENGL 1123	Composition II	<u>3</u>
<b>Semester Total</b>		<b>17</b>

***SUMMER SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
BIOL 2064	Human Anatomy & Physiology I	4
BIOL 2074	Human Anatomy & Physiology II	4
MLT 1004	Orientation to the Clinical Laboratory	<u>4</u>
<b>Semester Total</b>		<b>12</b>

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
<i>17 Weeks:</i>		
MLT 2434	Immunohematology	4
MLT 2444	Clinical Microbiology	4
<i>9 Weeks:</i>		
MLT 2342	Clinical Chemistry	2
MLT 2233	Urinalysis/Body Fluids	3
<i>8 Weeks:</i>		
MLT 2345	Clinical Experience I	<u>5</u>
<b>Semester Total</b>		<b>18</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
MLT 2306	Clinical Experience IIA	6
MLT 2316	Clinical Experience IIB	6
MLT 2422	Special Chemistry	<u>2</u>
<b>Semester Total</b>		<b>14</b>

***SUMMER SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
MLT 2442	MLT Seminar	2
MLT 2543	Immunology/Serology	3
MLT 2408	Clinical Experience III	<u>8</u>
<b>Semester Total</b>		<b>13</b>

**Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

Math - ACT 19 or above (or) ASSET 43 Intermediate Algebra (or)

COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra.

## **NURSING ASSISTANT Certificate of Proficiency**

This 82-clock-hour program trains students to work in long-term care facilities. Upon completion of the program, the student should be able to:

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

High School Med Pro Ed Students may register for this program. Please contact the Nursing Department for further information about credit transfer.

Students successfully completing the program are eligible to sit for the state registry exam and will be awarded the Certificate of Proficiency. Classes required for the program are:

<b>COURSE</b>		<b>SEM.HR.</b>
NA 1002	Nursing Assistant	2
NA 1012	Nursing Assistant Clinical	2

## **OCCUPATIONAL THERAPY ASSISTANT Associate of Applied Science**

The Occupational Therapy Assistant Program begins with a strong general education core that includes human physical and psychological sciences to form a strong theoretical basis for entry into the program. The Occupational Therapy Assistant Program directs further learning toward use of general knowledge with Occupational Therapy theory toward prevention, remediation and adaptation for injury, illness and wellness throughout the life cycle. The program begins with didactic information, but soon moves to application and cross application of knowledge with patients served. Application packets for entry into the program are available in the Admissions Office. Seventeen (17) students will be admitted to this program on an annual basis. The Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 3122, Bethesda, MD 20824-1200. AOTA's phone number is (301) 652-AOTA. Graduates are able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). Students successfully completing this program will be awarded the Associate of Applied Science degree.

### ***PREREQUISITE COURSES\****

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
BSTD 0513	Intermediate Algebra or	
MATH 1023	College Algebra	3



CSCI 1003	Computer and Info Processing	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
PSYC 2203	Abnormal Psychology	3
SOC 1003	Introduction to Sociology	3
BIOL 2064	Anatomy and Physiology I	4
BIOL 2074	Anatomy and Physiology II	4
BIOL 2304	Kinesiology	4
OTA 1003	Introduction to Occupational Therapy	3

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

### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2103	Pathology and Occupational Therapy Interventions	3
OTA 2113	Development of Functional Movement	3
OTA 2203	Geriatrics and Occupational Therapy Interventions	3
OTA_2101	Clinical Skills Laboratory	<u>1</u>
<b>Semester Total</b>		<b>10</b>

### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 1404	Treatment of Psychosocial Disorders	4
OTA 1303	Therapeutic Skills I	3
OTA 1503	Therapeutic Skills II	3
OTA 2303	Advanced Professional Skills	3
OTA 2201	Fieldwork Level I	<u>1</u>
<b>Semester Total</b>		<b>14</b>

### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2304	Advanced Procedures	4
OTA 2404	Treatment of Physical and Developmental Disorders	4
OTA 2504	Clinical Training and Skills	<u>4</u>
<b>Semester Total</b>		<b>12</b>

### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2514	Fieldwork Level II-A (8 hrs. per day, 5 days per wk., 8 wks)	4
OTA 2524	Fieldwork Level II-B* (8 hrs. per day, 5 days per wk., 8 wks)	<u>4</u>
<b>Semester Total</b>		<b>8</b>

\*All OTA students are required to complete Level II Fieldwork within 18 months following the completion of academic preparation.

### **Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II

Math - ACT 15 or above (or) ASSET 43 Intermediate Algebra (or)

COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra

**PHYSICAL THERAPIST ASSISTANT**  
**Associate of Applied Science**

The PTA Program combines a strong general education core with theoretical and applied learning experiences necessary for physical therapist assistant practice. The PTA Program is a 1 + 1 format: 34 credits of prerequisite coursework + 38 credits of in-program technical training. Students must achieve a GPA of 2.5 in prerequisite courses (minimum of grade C in each course) to be eligible to apply. Class size is limited to 20 students. The technical phase of the PTA Program consists of three consecutive semesters of full-time, day-time studies including both classroom studies and clinical internships. In-program studies begin in the summer semester and conclude the following spring semester. Students successfully completing the PTA Program course of studies will be awarded an Associate of Applied Science degree and be eligible to take the national licensure examination. SouthArk's PTA Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax St., Alexandria, VA 22314, 1-800-999-2782).

***PREREQUISITE COURSES\****

<b>COURSE</b>		<b>SEM.HR.</b>
BSTD 0513	Intermediate Algebra or	
MATH 1023	College Algebra	3
BIOL 2064	Anatomy and Physiology I	4
BIOL 2074	Anatomy and Physiology II	4
CSCI 1003	Computer and Info Processing	3
PHYS 2024	Physical Science	4
ENGL 1113	Composition I	3
BIOL 2304	Kinesiology	4
PTA 1003	Intro for Physical Therapist Assistants	3
PSYC 2003	General Psychology	3
ENGL 1123	Composition II	3

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

***SUMMER SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
PTA 1305	Applied Physical Therapy I	5
PTA 1204	Pathophysiological Conditions	4
PTA 1601	Clinical Practicum I	<u>1</u>
<b>Semester Total</b>		<b>10</b>

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
PTA 1505	Applied Physical Therapy II	5
PTA 1406	Physical Therapy Procedures	6
PTA 1702	Clinical Practicum II	<u>2</u>
<b>Semester Total</b>		<b>13</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
PTA 2204	Neuro. & Rehab. for Physical Therapist Assistants	4
PTA 2303	Administration & Management for Physical Therapist Assistants	3
PTA 2408	Clinical Practicum III	<u>8</u>
<b>Semester Total</b>		<b>15</b>

**Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II

Math - ACT 15 or above (or) ASSET 43 Intermediate Algebra (or)

COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra

**PRACTICAL NURSING****Technical Certificate**

The Practical Nursing Program is approved by the Arkansas State Board of Nursing and is designed to prepare practical nurses to assist in providing nursing care in a variety of health agencies in acute or convalescent conditions of adults and children. Graduates of this twelve-month program will be qualified to give bedside nursing care, including administration of medications and procedures requiring technical skill and the application of scientific principles, such as sterile technique. Each unit or segment of the course must be successfully passed in order to proceed with the program. To be eligible to enter, the person must meet the following standards: (1) be admitted to the college, (2) complete all necessary basic studies courses according to placement test, (3) complete the pre-nursing program consisting of the following courses: Introduction to Allied Health, Computers for Allied Health Professionals, Math for Health Care Professionals, and Medical Terminology with a 2.0 or greater GPA, (4) have academic records evaluated by a member of the Enrollment Services department to determine the appropriate status of application, (5) complete an Allied Health application, (6) meet with an advisor, (7) attend an orientation meeting with the Director and faculty of the PN program, (8) HOBET composite score of 50 or greater and a score of 51 or greater in reading comprehension (pretest will be paid for by the student at the time of taking), (9) a physical examination, unencumbered drug screen and background check will be required upon entry into the program. Successfully passing the National Council Licensure Examination (NCLEX) allows the individual to practice nursing as a Licensed Practical Nurse.

**Admission Process**

When the basic studies requirements are satisfied, the applicant may obtain an Allied Health packet from the Admissions Office. When the Allied Health packet and the academic file are complete, the date will be noted and the applicant will be scheduled for orientation/interview.

No concurrent enrollment of prerequisites and program courses will be allowed for students in the practical nurse program without approval of program director.

**PRACTICAL NURSING:  
TRACK I – Full-Time Day**

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PN 1422	Nursing I	<u>22</u>
<b>Semester Total</b>		<b>22</b>

*SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PN 1410	Nursing II	<u>10</u>
<b>Semester Total</b>		<b>10</b>

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PN 1419	Nursing III	<u>19</u>
<b>Semester Total</b>		<b>19</b>

**PRACTICAL NURSING:  
TRACK II – Part-Time Evening**

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PN 1415	Nursing I	<u>15</u>
<b>Semester Total</b>		<b>15</b>

*SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PN 1412	Nursing II	<u>12</u>
<b>Semester Total</b>		<b>12</b>

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PN 1312	Nursing III	<u>12</u>
<b>Semester Total</b>		<b>12</b>

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PN 1512	Nursing IV	<u>12</u>
<b>Semester Total</b>		<b>12</b>

Students must complete all components of nursing courses with a grade of "C" (80) or higher to progress to the following semester. Each preceding semester is a prerequisite to the following semester. Courses are sequenced in design so that knowledge gained from previous courses is built upon in subsequent courses.

**Basic Studies Requirements:**

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

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

Math - ACT 16 or above (or) ASSET Numerical Skills 42 or above (or)  
COMPASS 49 or above (or) complete BSTD 0413 Elementary Algebra

## PRE-NURSING FOR TRANSFER TO OTHER RN PROGRAMS

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

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

The following courses may be taken at South Arkansas Community College and applied to the requirements of the schools listed.

Course	Semester Hours	School
<b>MATH 1023</b> - College Algebra	3	SAU Magnolia
<b>BSTD 1053</b> - Intermediate Algebra	3	UAM Monticello
<b>CHEM 1064</b> - Fundamentals of Chemistry	4	SAU Magnolia Baptist
<b>ENGL 1113</b> - Composition I	3	SAU Magnolia UAM Monticello Baptist
<b>ENGL 1123</b> - Composition II	3	SAU Magnolia UAM Monticello
<b>BIOL 2064</b> - Human Anatomy & Physiology I	4	SAU Magnolia UAM Monticello Baptist
<b>BIOL 2074</b> - Human Anatomy & Physiology II	4	SAU Magnolia UAM Monticello Baptist
<b>PSYC 2003</b> – General Psychology	3	SAU Magnolia Baptist
<b>PSYC 2223</b> - Developmental Psychology	3	SAU Magnolia UAM Monticello Baptist (with permission)
<b>SOC 2033</b> - Marriage & Family	3	SAU Magnolia Baptist (with permission)
<b>SOC 2013</b> - Social Problems	3	SAU Magnolia
<b>SOC 2003</b> - Introduction to Sociology	3	Baptist
<b>BIOL 2003</b> - Nutrition & Diet	3	SAU Magnolia UAM Monticello Baptist
<b>BIOL 1124</b> - Microbiology	4	SAU Magnolia UAM Monticello Baptist
<b>CSCI 1003</b> - Computer Information Processing	3	UAM Monticello

\*Fundamentals of Chemistry - Required if student has not had a chemistry course in the past five years.

## RADIOLOGIC TECHNOLOGY

### Associate of Applied Science

The Radiologic Technology (X-ray) program consists of classroom instruction on campus and clinical instruction in area hospitals and clinics. Students in the program learn to transport and position patients for radiologic examination; to produce and process diagnostic radiographs; and to file radiographs and keep patient records.

This twenty-four 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, and 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 900, Chicago, IL 60606-2901. Fax: (312)704-5304, E-Mail: [mail@jrcert.org](mailto:mail@jrcert.org) Web: <http://www.jrcert.org>. Phone: (312)704-5300.

#### Admission Process

Admission to the Radiologic Technology Program is limited to 15 students per year. To apply for admission to the program, the student must complete all basic studies requirements. The student must also have completed the following pre-requisites: RADT 1001 and BIOL 2064/206L with a cumulative GPA of at least a 2.00 and have completed the HOBET exam with a score of at least 50. The student must then request an application from the Allied Health office. It is required that students complete BIOL 2064 (Human Anatomy & Physiology I) and recommended that students complete BIOL 2074 (Human Anatomy & Physiology II) prior to enrolling in the program.

#### *PRE-REQUISITES:*

<b>COURSE</b>		<b>SEM.HR.</b>
BIOL 2064	Anatomy and Physiology I	4
RADT 1001	Introduction to Radiography	<u>1</u>
<b>Total</b>		<b>5</b>

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 1103	Patient Care and Protection	3
RADT 1214	Positioning Procedures I	4
RADT 1111	Darkroom Procedures	1
RADT 1101	Medical Terminology for Radiographers	1
RADT 1213	Orientation/Clinical Education I	<u>3</u>
<b>Semester Total</b>		<b>12</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 1304	Positioning Procedures II	4
RADT 1223	Clinical Education II	3
BIOL 2074	Human Anat. & Phys. II	4
RADT 2202	Radiation Physics	2
ENGL 1113	Composition I	<u>3</u>
<b>Semester Total</b>		<b>16</b>

**SUMMER SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 1424	Positioning Procedures III	4
RADT 1332	Clinical Education III	2
RADT 1113	Radiographic Exposure	<u>3</u>
<b>Semester Total</b>		<b>9</b>

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 2223	Special Procedures	3
RADT 1123	Imaging Modalities	3
RADT 2116	Advanced Clinical Education I	6
PSYC 2003	General Psychology	<u>3</u>
<b>Semester Total</b>		<b>15</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 2302	Radiation Biology	2
RADT 2403	Seminar I	3
RADT 2002	Film Evaluation	2
RADT 2236	Advanced Clinical Education II	6
CSCI 1003	Computers and Information Processing	3
ENGL 1123	Composition II	<u>3</u>
<b>Semester Total</b>		<b>19</b>

**SUMMER SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 2312	Advanced Clinical Education III	2
RADT 2303	Seminar II	3
RADT 2012	Quality Assurance	<u>2</u>
<b>Semester Total</b>		<b>7</b>

**Basic Studies Requirements:**

Reading – ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above or complete BSTD 0113 Reading Skills II

Writing – ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II

Math – ACT 19 or above (or) ASSET 43 Intermediate Algebra (or)

COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra

# Industrial Technologies Programs

The Trade & Industry Division is committed to meeting the training needs of industry and students in today's rapidly changing technological society. Education and life-long training have become prerequisites for successful employment. Many who are currently employed need periodic training to upgrade their knowledge and skills. The T&I Division fills these training needs by providing an appropriate mix of academic and technical instruction, laboratory assignments, and hands-on training. The primary objective of the T&I programs is to impart the necessary knowledge and skills required for employment in industry. All programs are offered on a semester-hour basis.

Since most programs in the Division are designed to prepare the graduate for a specific career field, certain items are necessary in order for the student to perform routine class and laboratory assignments. Therefore, upon entering some courses, students are expected to purchase specific items related to their chosen field.

## Programs

### Associate of Applied Science:

Automotive Service Technology  
Criminal Justice Administration  
General Technology  
Industrial Technology

### Technical Certificate:

Automotive Service Technology  
Industrial Technology  
Welding Technology

### Certificate of Proficiency:

Automotive Service I  
Automotive Service II  
Basic Gas Welding  
Basic Industrial Electricity  
Basic Industrial Power Products  
(Small Engines)  
Basic Industrial Technology  
Basic Welding Technology  
Commercial A/C, Heating, and  
Refrigeration  
Industrial Controls Technology  
Solid State/Analog Technology  
Truck Driving

## AUTOMOTIVE SERVICE TECHNOLOGY Associate of Applied Science

The Associate of Applied Science degree is designed to prepare students for entry-level service, maintenance, and management positions in the automotive industry. The National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies the automotive program. The National Institute for Automotive Service Excellence (ASE) certifies the automotive program instructors. Graduates may find entry-level positions in automobile dealerships, independent service centers, specialty shops, and related automotive facilities.

### FALL SEMESTER

COURSE		SEM.HR.
AST 1504	Engine Repair	4
AST 1404	Automotive Electronics I	4
TECH 1203	Industrial Safety	3
CSCI 1003	Computers and Information Processing	3
<b>Semester Total</b>		<b>14</b>



**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
AST 1204	Brake Systems	4
AST 2404	Automotive Electronics II	4
TECH 1003	Technical Math	3
PSYC 2003	General Psychology or	3
SOC 2003	Introduction to Sociology	<u>3</u>
<b>Semester Total</b>		<b>14</b>

**SUMMER SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
Elective		<u>4</u>
<b>Semester Total</b>		<b>4</b>

**ELECTIVES: Select a minimum of 4 credit hours:**

AST 1104	Manual Drive Train & Axles	4
AST 1804	Auto Transmission/Transaxles	4
AST 2604	Advanced Engine Performance	4
AST 2614	Internship	4
WLD 1114	Basic SMAW Wld.	4
TECH 1304	Small Engines	4

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
AST 1304	Steering and Suspension	4
AST 1604	Engine Performance I	4
ENGL 1113	English Composition I	3
	*Elective	<u>4</u>
<b>Semester Total</b>		<b>15</b>

**\*ELECTIVES: Select a minimum of 4 credit hours:**

AST 1104	Manual Drive Train & Axles	4
AST 1804	Auto Transmission/Transaxles	4
AST 2604	Advanced Engine Performance	4
AST 2614	Internship	4
WLD 1114	Basic SMAW Wld.	4
TECH 1304	Small Engines	4

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
AST 1614	Engine Performance II	4
AST 1704	Heating & Air Conditioning	4
ENGL 1123	English Composition II	3
BUS 1003	Introduction to Business	<u>3</u>
<b>Semester Total</b>		<b>14</b>

**Program Total .....61**

**Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II

Writing - ACT 19 or above (or) ASSET 42 or above (or)  
 COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II  
Math – ACT 15 or above (or) ASSET Numerical Skills 39 or above (or)  
 COMPASS 36 or above (or) complete BSTD 0314 Fundamentals of Math.

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

**AUTO TECHNOLOGY  
 Technical Certificate**

The Technical Certificate program is designed to prepare students for entry-level positions in automotive servicing, maintenance and diagnostics. The National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates may find entry-level positions in automobile dealerships, independent service centers, specialty shops, and related automotive facilities.

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
AST 1504	Engine Repair	4
AST 1304	Steering and Suspension	4
AST 1404	Automotive Electronics I	4
AST 1604	Engine Performance I	4
TECH 1203	Industrial Safety	<u>3</u>
<b>Semester Total</b>		<b>19</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
AST 1204	Brake Systems	4
AST 1614	Engine Performance II	4
AST 1704	Heating & Air Conditioning	4
AST 2404	Automotive Electronics II	4
TECH 1003	Technical Math	<u>3</u>
<b>Semester Total</b>		<b>19</b>

***SUMMER SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
AST 2604	Advanced Engine Performance	<u>4</u>
<b>Semester Total</b>		<b>4</b>

**Program Total** .....**42**

**Basic Studies Requirements:**

Reading- ACT 19 or above (or) ASSET 41 or above (or)  
 COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II  
Writing - ACT 19 or above (or) ASSET 42 or above (or)  
 COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II

Math – ACT 15 or above (or) ASSET Numerical Skills 39 or above (or)  
 COMPASS 36 or above (or) complete BSTD 0314 Fundamentals of Math.

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

### **AUTOMOTIVE SERVICE I Certificate of Proficiency**

The emphasis of the Certificate of Proficiency in Automotive Service is to allow students to graduate from the program with basic automotive knowledge and skills. The Certificate of Proficiency will require the students to complete 16 credit hours of automotive core courses. The National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE) Graduates will possess the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Service I are:

<b>COURSE</b>		<b>SEM.HR.</b>
AST 1504	Engine Repair	4
AST 1204	Brake Systems	4
AST 1404	Automotive Electronics I	4
AST 2404	Automotive Electronics II	<u>4</u>
<b>Semester Hours Total</b>		<b>16</b>
<b>Program Total .....</b>		<b>16</b>

### **AUTOMOTIVE SERVICE II Certificate of Proficiency**

The emphasis of the Certificate of Proficiency in Automotive Service II is to allow students to graduate from the program with basic automotive knowledge and skills. The Certificate of Proficiency will require the students to complete 16 credit hours of automotive core courses. The National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE) Graduates will possess the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Service II are:

<b>COURSE</b>		<b>SEM.HR.</b>
AST 1304	Steering and Suspension	4
AST 1704	Heating & Air Conditioning	4
AST 1604	Engine Performance I	4
AST 1614	Engine Performance II	<u>4</u>
<b>Semester Total</b>		<b>16</b>
<b>Program Total .....</b>		<b>16</b>

## CRIMINAL JUSTICE ADMINISTRATION

### Associate of Applied Science

This program will lead to the Associate of Applied Science Degree and is intended for students seeking a career in law enforcement or for professional law enforcement officers wishing to upgrade career skills.

#### *FIRST SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
PSCI 2003	American Government: National	3
C J 1103	Introduction to Criminal Justice*	3
CSCI 1003	Computers and Information Processing	3
PSYC 2003	General Psychology	<u>3</u>
<b>Semester Total</b>		<b>15</b>

#### *SECOND SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
PSCI 2013	American Government: State & Local	3
C J 2303	Rules of Criminal Evidence & Procedures	3
	Social Science Elective	3
SPCH 1113	Principles of Speech	<u>3</u>
<b>Semester Total</b>		<b>15</b>

#### *THIRD SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
HIST 2013	History of U.S. to 1876	3
C J 2403	Criminal Investigation Techniques	3
SOC 2013	Social Problems	3
C J 2503	Arkansas Criminal Law	3
BSTD 0513	Intermediate Algebra	<u>3</u>
<b>Semester Total</b>		<b>15</b>

#### *FOURTH SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
HIST 2023	History of U.S. since 1876	3
BUS 2233	Personnel Supervision	3
C J 2103	Police Administration	3
SOC 2033	Marriage and the Family	3
PSYC 2203	Abnormal Psychology	3
C J 2603	Arkansas Juvenile Law and Procedures	<u>3</u>
<b>Semester Total</b>		<b>18</b>

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

#### **Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

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

## GENERAL TECHNOLOGY Associate of Applied Science

The Associate of Applied Science degree in General Technology is designed to assist students who wish to develop an individualized curriculum to fulfill a unique career goal that cannot be met through the completion of any single technology program available at the college. The program consists of 63 semester credits, including 15 semester credits in general education, 24 semester credits in a major technical area, and 24 semester hours in minor/support areas. Specific course requirements for this degree are:

<b>COURSE</b>	<b>SEM.HR</b>	<b>COURSE</b>	<b>SEM.HR</b>
<b>General Education</b>	<b>15</b>	<b>Social Science</b>	<b>3</b>
<b>Mathematics</b>		Select one of the following:	
BSTD 0513 Intermediate Algebra or		HIST 1003 History of Civilization to	
MATH 1023 College Algebra	3	1700	
		HIST 1013 History of Civilization	
<b>English/Communication</b>		since 1700	
ENGL 1113 Composition I and	3	HIST 2013 History of U.S. to 1876	
ENGL 1123 Composition II	3	HIST 2023 History of U.S. since 1876	
<b>Computer Fundamentals</b>		PSCI 2003 American Government:	
CSCI 1003 Computers Information		National	
Processing or		PSCI 2013 American Government:	
CSCI 1013 Windows XP Professional/		State & Local	
Network Administration	3	PSYC 2003 General Psychology	
		SOC 2003 Introduction to Sociology	
		GEOG 2003 Introduction to Geography	
		ECON 2003 Macroeconomics	

**Technical Major: 24**

**Twenty-four (24) semester hours in a major technical discipline.** Approved courses for one major area must be the focus of the program. These courses are to be selected from a technical certificate or associate degree program offered by an accredited college.

**Technical Minor/Support Courses: 24**

**Twenty-four (24) semester hours in minor/related/support courses.**

A student may customize his/her program by selecting courses from the following areas:

- Industrial Electronics Technology (6 hours minimum)
- Welding (3 hours minimum)
- Automotive Service Technology
- Business
- Computer Science
- Applied Physics
- Chemistry

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

**INDUSTRIAL TECHNOLOGY**  
**Associate in Applied Science**

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
IDEL 1007	Fundamentals of Electricity	7
CSCI 1263	Windows XP Professional/Network Administration	3
TECH 1013	Applied Physics	3
BSTD 0513	Intermediate Algebra or	
MATH 1023	College Algebra	<u>3</u>
<b>Semester Total</b>		<b>16</b>

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
IDEL 1903	Industrial Motors and Controls	3
TECH 1203	Industrial Safety	3
IDEL 1804	Intro to Programmable Logic Controllers	4
PSYC 2003	General Psychology or	
SOC 2003	Introduction to Sociology	3
IDEL 1304	Solid State/Analog Circuits	<u>4</u>
<b>Semester Total</b>		<b>17</b>

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
IDEL 1504	Basic Digital Technology	4
IDEL 2403	Transducers	3
IDEL 2504	PLC Process Instrumentation	4
ENGL 1113	Composition I	3
TECH 1703	Basic Hydraulics/Pneumatics	<u>3</u>
<b>Semester Total</b>		<b>17</b>

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
IDEL 2703	Microprocessor Fundamentals	3
IDEL 2604	Process Instrumentation	4
ENGL 1123	Composition II	3
BUS 2233	Personnel Supervision (or)	3
CSCI 1205	PC Servicing & Upgrading (or)	5
CSCI 1406	Networking I	<u>6</u>
<b>Semester Total</b>		<b>13/15/16</b>
<b>Program Total</b> .....		<b>63/65/66</b>

**Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.

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

COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra.

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

## **INDUSTRIAL CONTROLS TECHNOLOGY**

### **Certificate of Proficiency**

This Certificate of Proficiency is designed to prepare students in the use and maintenance of program logic controls (PLC) and various motors and controls used in industry. Graduates may find employment as entry-level technicians in related maintenance areas.

<b>COURSE</b>		<b>SEM.HR.</b>
IDEL 1007	Fundamentals of Electricity	7
IDEL 1804	Intro to PLC	4
IDEL 1903	Motors and Controls	<u>3</u>
<b>Semester Total</b>		<b>14</b>

## **SOLID STATE/ANALOG TECHNOLOGY**

### **Certificate of Proficiency**

This Certificate of Proficiency is designed to prepare students in the use and maintenance of the various solid state/analog circuits used in industry. Students will receive a sound knowledge on industrial safety practices. Graduates may find employment as entry-level technicians in related maintenance areas.

<b>COURSE</b>		<b>SEM.HR.</b>
IDEL 1007	Fundamentals of Electricity	7
IDEL 1304	Solid State/Analog Circuits	4
TECH 1203	Industrial Safety	<u>3</u>
<b>Semester Total</b>		<b>14</b>

## **BASIC INDUSTRIAL POWER PRODUCTS (SMALL ENGINES)**

### **Certificate of Proficiency**

This Certificate of Proficiency is designed to prepare students for entry-level positions in local industry. Students will receive training in two and four cycle engine repair, basic electricity, and blueprint reading. Students will receive a sound knowledge of industrial safety practices. Graduates of this program may find employment in entry-level positions at the various local manufactures and small engine shops.

<b>COURSE</b>		<b>SEM.HR.</b>
TECH 1303	Two/Four Cycle Small Engines Repair	4
TECH 1043	Basic Electricity	4
WLD 1413	Blueprint Reading for Industrial Trades	3
TECH 1203	Industrial Safety	<u>3</u>
<b>Semester Total</b>		<b>14</b>

## BASIC INDUSTRIAL ELECTRICITY

### Certificate of Proficiency

This Certificate of Proficiency is designed to prepare students for entry-level positions in local industry. Students will receive training in fundamentals of electricity, industrial motors and controls, and hydraulics/pneumatics. Graduates of this program may receive employment in entry-level maintenance positions at various local industries.

<b>COURSE</b>	<b>SEM.HR.</b>
IDEL 1007    Fundamentals of Electricity	7
IDEL 1903)    Industrial Motors and Controls	3
TECH 1013    Applied Physics	<u>3</u>
<b>Semester Total</b>	<b>13</b>

## COMMERCIAL A/C, HEATING, AND REFRIGERATION

### Certificate of Proficiency

This Certificate of Proficiency is designed to prepare students for entry-level positions in local industry. Students will receive training in basic air conditioning, electricity, commercial heating, A/C, and refrigeration, and safety. Graduates of this program may find employment in entry-level positions at the various local manufacturers and air conditioning businesses.

<b>COURSE</b>	<b>SEM.HR.</b>
TECH 1043    Basic Electricity	4
TECH 1503    Basic Air Conditioning and Heating	4
TECH 1203    Industrial Safety	3
TECH 1603    Commercial A/C, Heating, and Refrigeration	<u>4</u>
<b>Semester Total</b>	<b>15</b>

## PROCESS INSTRUMENTATION

### Technical Certificate

The Technical Certificate in Industrial Technology is designed to prepare students in the use and maintenance of common electrical and electronic devices. Graduates may find employment as entry-level industrial technicians in related maintenance areas.

#### *FALL SEMESTER*

<b>COURSE</b>	<b>SEM.HR.</b>
IDEL 1007    Fundamentals of Electricity	7
TECH 1703    Basic Hydraulics/Pneumatics	3
CSCI 1013    Windows XP Professional/ Network Administration	3
IDEL 1504    Basic Digital Technology	<u>4</u>
<b>Semester Total</b>	<b>17</b>

#### *SPRING SEMESTER*

<b>COURSE</b>	<b>SEM.HR.</b>
IDEL 1804    Intro to Programmable Logic Controllers	4
IDEL 1903    Industrial Motors and Controls	3
IDEL 1304    Solid State/Analog Circuits	4
TECH 1203    Industrial Safety	<u>3</u>
<b>Semester Total</b>	<b>17</b>



### **Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II

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

COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra

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

## **TRUCK DRIVING Certificate of Proficiency**

The Truck Driving program provides each student an opportunity to gain the technical knowledge and competence to achieve gainful employment. The required skills for tractor-trailer driving as well as the need for safety procedures are covered. The program consists of five phases of competency-based instruction with time limits for each phase. Students may progress to the next phase as competencies are learned and demonstrated. Instructional areas include health wellness, stress management, driving safety, defense driving, map reading, log book, preparation for commercial driving examination, pre-trip inspection, cargo loading and securing, serpentine backing, straight line backing, coupling and uncoupling, shifting gears of vehicle, turning, and on-the-road driving skills.

The Truck Driving program is a self-paced program because students are allowed to progress through each phase after successfully passing the final examination for that phase with competencies determined by the instructor. A competency checklist will be maintained for each student. Incoming students with competencies in various aspects of truck driving may test out of those phases of instruction.

Admission to the program is based on a first-come, first-served basis after completing the following:

1. Submit proof of being at least 21 years old.
2. Submit satisfactory physical examination results.
3. Provide satisfactory drug screen results.
4. Provide proof of a safe driving record for the past three years.
5. Submit an application to South Arkansas Community College.
6. Score eighth grade or higher on the TABE.
7. Provide immunization records if born after 1/10/57.
8. Sign a Travel Release form.

The following courses are required to complete the certificate of proficiency in Truck Driving:

### **COURSE**

TRD 1011

Truck Driving

### **SEM.HR.**

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## WELDING TECHNOLOGY

### Technical Certificate

This technical certificate program is designed to prepare 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 the qualification and certification of entry-level welders. Students receive instruction in practical applications of welding techniques, as well as the operation and maintenance of related tools in the industry. Graduates may find employment in manufacturing, maintenance, independent welding shops, and construction companies.

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
WLD 1114	SMAW Fab	4
WLD 1224	GTAW Welding (TIG)	4
WLD 1304	SMAW Pipe Welding	4
WLD 1214	GMAW Welding	4
WLD 1413	Blueprint Reading for Industrial Trades	<u>3</u>
<b>Semester Total</b>		<b>19</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
WLD 1125	Advanced SMAW Welding	5
WLD 1314	Specialized Pipe Welding	4
TECH 1203	Industrial Safety	3
WLD 1244	Welding Lay-Out & Fabrication	4
BSTD 1043	Technical Math	3
WLD 1403	Evaluation & Testing	<u>3</u>
<b>Semester Total</b>		<b>22</b>

#### **Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or)

COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II

Writing - ACT 19 or above (or) ASSET 42 or above (or)

COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II

Math - ACT 15 or above (or) ASSET Numerical Skills 39 or above (or)

COMPASS 36 or above (or) complete BSTD 0314 Fundamentals of Arithmetic

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

## BASIC WELDING TECHNOLOGY Certificate of Proficiency

This Certificate of Proficiency is designed for students to receive instruction in basic welding skills in oxyacetylene and shielded metal arc welding along with a sound knowledge and understanding of industrial safety practices. The curriculum is based upon the certification criteria of the American Welding Society (AWS). Students may receive employment as entry-level welders at various manufacturing plants and job shops.

<b>COURSE</b>		<b>SEM.HR.</b>
WLD 1114	SMAW Welding	4
WLD 1125	Advanced SMAW Welding	<u>5</u>
<b>Semester Total</b>		<b>9</b>

## BASIC GAS WELDING Certificate of Proficiency

This Certificate of Proficiency is designed to give students a basic understanding of the various welding techniques in the welding industry. This certificate requires the completion of 12 semester hours of course work. Graduates may find entry-level employment in manufacturing, maintenance, independent welding shops, and construction companies.

<b>COURSE</b>		<b>SEM.HR.</b>
WLD 1224	GTAW Welding (TIG)	4
WLD 1214	GMAW Welding (MIG)	4
WLD 1413	Blueprint Reading for Industrial Trades	<u>3</u>
<b>Semester Totals</b>		<b>11</b>

## HEAVY EQUIPMENT OPERATOR TRAINING ACADEMY Technical Certificate

Heavy Equipment Operator Training Academy (HEOTA) is a fast track program located in Warren at the SouthArk satellite location, SEACBEC. Graduates of this nine-month program will be provided with the technical knowledge and national certification to achieve gainful employment. Students will receive training in machine specific operations and safety. Construction math, soils and grades, blueprint reading, preventive maintenance, and basic rigging are the major areas of instruction in this program. Graduates will also receive CPR/First Aid certification as well as ATTSAs approved flagger certification and OSHA approved forklift operator certification.

Admission to this program requires completing the following:

1. Proof of being at least 18 years old.
2. Complete application to HEOTA.
3. Eighth grade or higher score on the TABE.

<b>COURSE</b>		<b>SEM.HR.</b>
<b>Semester Total</b>		<b>38</b>

# Workforce Education, Adult Education, and Community Services

## COMMUNITY EDUCATION

### Purpose

In addition to the traditional academic and occupational education available at South Arkansas Community College, the Office of Community Service offers a variety of opportunities, which earn no college credit but provide courses for personal enrichment. The non-credit courses, seminars, and workshops are designed to be informative and enjoyable and take place on-campus and off-campus during the evening and daytime, during the week and on weekends. Courses vary in length from a one-time meeting to a full semester.

The college offers a wide variety of enrichment opportunity courses, which can be taken for pleasure while also allowing participants to develop new skills. The courses are informative and presented in a relaxed atmosphere. The instructors are chosen for their special expertise and come from area business and industry, the professional community, local government, and the college's faculty.

Special programs relating to current affairs and cultural activities are a part of the Community Service scope. A program for young students is offered each semester in Children's College. Community Service endeavors to be a vital part of community life, cooperating and actively participating in the activities of the Chamber of Commerce and area service clubs and organizations.

### Examples of courses that have been offered include:

Cake Decorating	Estate Planning
Calligraphy	Flower Arranging
Children's College	Hunter Education
Dog Obedience	Wallpapers

### 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 Community Service office, (870) 862-8131.

### Instructors

Community Service (CS) instructors, selected for their skills and expertise in a variety of fields, are drawn from business, the professions, government, the college faculty, and the community.

### Registration

High school graduation or previous college attendance is **NOT** required when taking a non-credit course. For information regarding a course, students may visit the Office of Community Service located on East Campus or call 862-8131 or 862-4926 and ask for the CS Office. A student is officially registered in a course when a registration card has been completed and fees have been paid in the Bookstore on West Campus. The college reserves the right to cancel classes due to insufficient enrollment.

## **Fees**

Course fees vary due to the length of classes and course content. Fees do not include supplies or textbooks unless noted.

## **Refunds**

A full refund of fees paid will be made when classes are canceled. Full refunds will also be made to students who cancel three days before the first class meeting. Refunds may be obtained by making a written request to the Community Service office.

## **Schedules**

Schedules of the Community Service courses are prepared before the beginning of each semester and mailed to interested persons or are available at the college. The newspaper also announces the beginning of many classes as they occur.

# **ADULT EDUCATION**

## **Adult Basic Education**

The Adult Education Program provides adults with the opportunity to improve their basic reading, writing, and math skills. Students may work on basic skills to improve their ACT scores, to take the Official GED Test, to improve their employability skills, to advance their workplace skills, or to gain personal satisfaction. The Adult Education Program is conducted according to 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 is available during the day and evening hours at no cost to participants. Classes are provided on campus and at satellite locations.

## **Programs provided through Adult Education**

### **Academic Assessment**

The Test of Adult Basic Education (TABE) is administered to assess academic needs for placement, instruction, WIA and other programs. The Arkansas High School Diploma (GED) can be earned by passing a series of general knowledge exams. The tests cover the following subjects: Writing Skills, Social Studies, Science, Literature and the Arts, and Mathematics. The GED Test may be taken at South Arkansas Community College. Students must take a pre-test and present those results with an application to test before taking the state GED Test.

### **English as a Second Language - ESL**

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 will learn how to speak in various situations, and become more comfortable in speaking in different social gatherings. Intermediate and advanced classes will focus on clarity of pronunciation, speed-reading, vocabulary building, written essays, and formal speech presentations.

### **Workplace Education**

The Workplace Education Program offers basic academic skills to local businesses. Classes may be taught in local businesses and industries. These classes can be GED or refresher courses or they can be tailored to the needs of the employer. The Arkansas Workforce Alliance for Growth in the Economy (WAGE) Program is designed to address the need to

improve the workplace basic skills of the unemployed and under employed labor pool. The WAGE Program is an industry, education, and community collaborative for workforce development. The program incorporates an alliance between 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 that are essential to most entry-level jobs in the community.

**WAGE** is a State (Arkansas) Certified program intended for unemployed and the underemployed people in Arkansas. To earn a state WAGE Industrial Certificate, one has to meet several requirements. Students must score 12.9 in each area (Reading, Mathematics, and Language) on the Test of Adult Basic Education (TABE). There is also a state WAGE Test, the WAGE approved Spatial, and Mechanical Aptitude Test, Dexterity Test (SAGE), state WAGE Computer Literacy Test. Students must have an up-to-date resume in their WAGE file, and have a current application on file with the Employment Security Department.

**Computer Literacy**

The Computer Literacy course is a 12-20 hours course in basic computer literacy. This class is designed to increase knowledge of the computer, create a sense of awareness of concepts of basic usage techniques, and provide hands-on-activities, which will allow the basic user to interact with the computer.

**Employability**

Basic employability and/or soft skills are taught in the basic skills classes. Focus is on the student s developing employability skills that will help them obtain and keep a job.

**Center for Workforce Development**

The Center for Workforce Development serves as a link between the college and area businesses, industries, and government agencies. Customized training is developed in response to a specific demand by local business and industry. The center has the capability to deliver training whenever and wherever it best meets the client’s needs. In addition to customized training, the center regularly offers the following classes and services:

**Classes:**

ACCESS	HAZWOPER	Power Point
Confined Space	Industrial Safety	Supervisory Skills
CPR	Management	WordPerfect
EXCEL	Microsoft Word	Workplace Spanish

**Services:**

- Filing of Existing Workforce Training Program grants
- Pre-employment training
- Curriculum Development for specific training needs

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

Those interested in the services of the Workforce Development Center should contact the Director of Workforce Development at 870-862-8131 ext. 193 or visit the East Campus location of South Arkansas Community College.

# Course Descriptions

Note: The semester in which a course is scheduled to be offered is indicated by a code following each course description. The code is F = Fall Semester, S= Spring Semester, SS = Summer Session, Even = even years, Odd = odd years, D = day class, N = night class. SouthArk intends to offer each course in its catalogue at least once in a two-year sequence. Summer term offerings will vary with student demand. Students should check with their advisors to determine what courses will be offered in the summer or to make requests for courses to be offered.

## ACCOUNTING

### ACCT 2003.

#### PRINCIPLES OF ACCOUNTING I

Basic principles of financial accounting theory with emphasis on sole proprietorships. (F, S, D, N)

### ACCT 2103.

#### PRINCIPLES OF ACCOUNTING II

Prerequisite: Accounting 2003. Basic principles of financial accounting theory for partnerships and corporations, managerial cost accounting, and financial statement analysis. (F, S, D, N)

### ACCT 2113. COMPUTERIZED ACCOUNTING SYSTEMS

Prerequisite: One course in Accounting. Course designed to provide a realistic approach to computerized integrated accounting procedures. Consists of six major accounting systems commonly found in computerized accounting environments. (F, S, D, N)

## ALLIED HEALTH

### AH 1103. COMPUTERS FOR HEALTH PROFESSIONALS

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 and medical administration software. File management, word processing, spreadsheet, database, and presentation applications are introduced. (F, S, SS, D, N)

### AH 1003. INTRODUCTION TO ALLIED HEALTH

Prerequisite: BSTD 0113 with a "C" or better or equivalent score on placement test. BSTD 0213 with a "C" or better or equivalent score on placement test. BSTD 0413 with a "C" or better or equivalent score on placement test. Introduction to Allied Health should be taken

prior to entering the PN course work. This course would also be an asset to any one considering entrance into a health related field. It would serve as a transition course from non-professional to professional especially for Med Pro Ed students or other recent high school students or graduates. It provides a glimpse into each allied health area for the undecided student.

This course will introduce the concept and practice of the professional. It will include course work designed to address the transition from student to professional. Areas of focus will be appropriate attire, attitude, integrity, ethics, and introduction to HIPPA concepts, basic communication and critical thinking. For students seeking admission to the PN program CPR will be included. Students seeking admission to other allied health areas or who are currently undecided will participate in a shadowing experience. The shadowing experience will be scheduled and designed by the respective program director or representative.

## ADMINISTRATIVE ASSISTANT TECHNOLOGY (ADMS)

### ADMS 1003. INTRODUCTORY ACCOUNTING

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. (F & D, S & N)

### ADMS 1013. BASIC WORD PROCESSING

Introduction to the touch system of keyboarding with emphasis on the proper technique and a thorough mastery of the keyboard. See the instructor for challenge test information if you have good keyboarding skills. (F, S, D, N)

### **ADMS 1023. BUSINESS WORD PROCESSING**

Prerequisite: Key 40 WPM. Continuation of ADMS 1013, with further study of the form and arrangement of the business letter; frequency drills and practice designed to develop accuracy and speed; tabulation and business forms. (F, S, D, N)

### **ADMS 1043. OFFICE PROCEDURES AND ROUTINES**

Introduction to the office environment. Includes the integration of skills already developed as well as training in job application, business vocabulary, use of business telephone, office etiquette, filing, processing mail, and correspondence responsibility. (S, Odd D, Even, N)

### **ADMS 2063. BUSINESS COMMUNICATIONS**

Prerequisites: ENGL 1113 and ADMS 1013. The composition and evaluation of psychologically sound business letters in correct and forceful English. Emphasis is placed on solving business problems encountered in writing effective business letters and reports. (F, S, D, N)

### **ADMS 2703. PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN**

Prerequisites: ADMS 1023 and completion of 45 hours of the program. A course with emphasis on projects that require organizational skills and teamwork that prepares students for a smooth transition into the fast-paced business environment. Topics such as business attire, interpersonal skills, ethics, business protocol, and problem solving are incorporated into the class. Students will develop individual professional portfolios that can be used in the job application process. (S, D, N)

## **ART**

### **ART 1013. DRAWING I**

A course designed to teach the techniques of drawing in pencil, charcoal, and ink. Provides instruction in the application of art principles to drawing. Four hours per week in studio. (F, S, D)

### **ART 1113. DRAWING II**

Prerequisite: Art 1013. Advanced problems in drawing, group composition, drawing with colored media, and experimental techniques. Four hours per week in studio. (F, S, D)

### **ART 1123 COLOR AND DESIGN THEORY**

Prerequisite: Drawing I. Introduces students to the elements and principles of design and color

theory. This is a studio class with emphasis on two-dimensional design. (On demand)

### **ART 1353 DIGITAL PHOTOGRAPHY**

Digital pictures are more than instant images as they can be instantly changed and improved. This is creativity at its best! A digital camera is a wonderful new tool. If you're new to photography or an experienced film user you will find this program full of practical information and instruction on digital imaging. (On demand)

### **ART 2003. ART APPRECIATION**

(for non-art majors)

Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Course to develop enjoyment of art and understanding of art's relevance to society through a non-studio study of visual design and subsequent analysis of architecture, sculpture, and painting. (F & S, D & N)

### **ART 2073. PAINTING I**

This course provides preliminary experience in painting, using transparent water base paints and other media related to pictorial composition. (On Demand, F, S, D)

### **ART 2093. PAINTING II**

Designed for students to become acquainted with opaque painting methods. Students will be allowed to use either oil or acrylic paint on stretched canvas. Easels will be used to support canvases. Emphasis upon mixing colors, applying paint, composition, and design. (On demand, D, N)

## **AUTOMOTIVE SERVICE TECHNOLOGY**

### **AST 1003/L. AUTOMOTIVE FUNDAMENTALS/LAB**

This is a beginning course for all automotive students with major emphasis on design, operation, and servicing of the automotive engine and related systems. Service, parts and labor manuals are stressed. Work habits which promote general and overall safety are presented. This course also includes hand tools, shop equipment, and automotive testing equipment. Routine automotive maintenance and repair are also included. (2 hours lecture, 3 hours lab; F).

### **AST 1104/L. MANUAL DRIVE TRAIN AND AXLES/LAB**

Manual transmissions, transaxles, clutches and transfer cases are covered in this course. Also



covered are u/joints, drive shafts and differential repair and diagnosis. (2 hours lecture, 3 hours lab)

#### **AST 1204/L BRAKE SYSTEMS/LAB**

This course covers the diagnosis and repair of brake system hydraulics, drum brake systems, disc brake systems and power assist brake systems. Anti-lock brake system diagnosis and repair are included. (2 hours lecture, 3 hours lab)

#### **AST1304/L STEERING AND SUSPENSIONS/LAB**

This course covers diagnosis and repair of steering and suspension systems. Units of instruction will include Steering Systems, Suspension Systems, Alignment Procedures, and Wheel/Tire Service. (2 hours lecture, 3 hours lab)

#### **AST1404/L AUTOMOTIVE ELECTRONICS I/LAB**

This course introduces electrical theory including voltage, current, resistance and power. DC and AC circuits are covered along with series, parallel and series-parallel circuits. The proper use of electrical test equipment is emphasized. (2 hours lecture, 3 hours lab)

#### **AST 1504/L ENGINE REPAIR/LAB**

This course includes Safety, Tools, Service Information and Precision Measurement. Also covered are Engine Disassembly/Assembly Procedures, Engine Diagnosis, Lubrication and Cooling systems. (2 hours lecture, 3 hours lab)

#### **AST 1604/L ENGINE PERFORMANCE I/LAB**

This course is an introduction to Ignition, Fuel, Intake and Exhaust systems. Exhaust Emissions and Emission Control Devices are also covered. Diagnostics is emphasized. (2 hours lecture, 3 hours lab)

#### **AST 1614/L ENGINE PERFORMANCE II/LAB**

The course covers various Fuel Injection Systems, Electronic Ignition Systems and On-board Computer Engine Controls. Proper diagnostics is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

#### **AST 1704/L HEATING AND AIR CONDITIONING/LAB**

This course covers diagnosis and repair of Air Conditioning Systems. Refrigeration, Heating and Cooling Systems are also covered. Automatic Control Systems, Refrigerant Recovery, Recycling and Handling are also covered. (2 hours lecture, 3 hours lab)

#### **AST 1804/L AUTOMATIC TRANSMISSION/TRANSAXLES/LAB**

This course covers diagnosis and repair of Automatic Transmission/Transaxles. Included are Transmission Maintenance, Adjustments and Scan Tool Diagnostics. Off-Vehicle Diagnosis and Repair are also covered. (2 hours lecture, 3 hours lab)

#### **AST 1902 ASE TEST PREPARATION**

This course is designed to assist the student in preparing for the National Institute for Automotive Excellence (ASE) tests. The course will include pretests, practice tests, individual instruction and classroom media presentations. (2 hours lecture)

#### **AST 2404/L AUTOMOTIVE ELECTRONICS II/ LAB**

This course is an in-depth study of Battery, Starting, Charging and Electrical Accessory Systems. Proper diagnostics and safety is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

#### **AST 2601 DIRECTED STUDY**

The student and the instructor will agree upon a project that will enhance the student's automotive knowledge. The project is to be completed by the student in the classroom, lab, or on the job. (1 hour, 30 contact hours)

#### **AST 2614 INTERNSHIP**

This course provides hands-on applications at an automotive service facility where the student will be employed. On-site evaluations of the student will be conducted by the facility to ensure quality work. (4 credit hours, 120 contact hours)

#### **AST 2604/L ADVANCED ENGINE PERFORMANCE/LAB**

This course covers OBD II (On-Board Diagnostics Second Generation) systems. Included are advanced diagnostics of Fuel, Ignition and Emission Control Systems. Scan Tool and Scope Usage is emphasized. (2 hours lecture, 3 hours lab)

### **BIOLOGY**

#### **BIOL 1004/L FUNDAMENTALS OF BIOLOGY/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Morphological, physiological, and taxonomic survey of the plant and animal kingdom with emphasis on basic biological principles. Lecture: three hours. Laboratory: two hours (F, S, SS, D, N)

**BIOL 1024/L.****VERTEBRATE ZOOLOGY/ LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Study of phylogenetic relationships, morphology, and physiological process of the classes of vertebrates. Lecture: three hours. Laboratory: two hours (On demand)

**BIOL 1034/L. GENERAL BOTANY/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to fundamental principles of plant structure and function. Lecture: three hours. Laboratory: two hours (On Demand)

**BIOL 2003. NUTRITION AND DIET**

Study of the fundamental principles of human nutrition and diet with emphasis on carbohydrates, lipids, proteins, vitamins, minerals, and energy in normal nutrition as well as in disease conditions. (F, S)

**BIOL 2064/L. HUMAN ANATOMY AND PHYSIOLOGY I/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Detailed study of the structure and functions of the human body with emphasis on the skeletal, muscular, endocrine, and reproductive systems. Lecture emphasizes the cell and system physiology with laboratory work stressing anatomy, but including some physiologic experimentation. Lecture: three hours. Laboratory: two hours (F, S, SS, D, N)

**BIOL 2074/L. HUMAN ANATOMY AND PHYSIOLOGY II/LAB**

Prerequisite: BIOL 2064. Continuation of BIOL 2064, with emphasis on the circulatory, digestive, urinary, nervous, and respiratory systems. Lecture: three hours. Laboratory: two hours (F, S, SS, D, N)

**BIOL 2304/L. KINESIOLOGY/LAB**

Prerequisites: BIOL 2064/L. 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. (3 hours lecture, 2 hours lab)

**BASIC STUDIES**

Grades earned in courses beginning with a "0" prefix course number will not be used in calculating grade point averages. Semester hours earned will not be counted for graduation purposes. These courses must be repeated until a grade of "C" or better is earned.

**BSTD 0103. READING SKILLS I**

Development of reading skills through perception training, vocabulary building, comprehension training, and rate building. Diagnostic and individual prescriptive techniques are emphasized. (F, S, D, N, SS)

**BSTD 0113. READING SKILLS II**

Continuation of BSTD 0103. Emphasis on increasing reading speed and comprehension. (F, S, D, N, SS)

**BSTD 0203.****FUNDAMENTALS OF WRITING I**

Intensive study of the fundamentals of written English, grammar, punctuation, spelling, and vocabulary development. (F, S, D, N, SS)

**BSTD 0213.****FUNDAMENTALS OF WRITING II**

Continuation of grammar, punctuation, spelling, and vocabulary through a variety of writing experiences. (F, S, D, N, SS)

**BSTD 0314.****FUNDAMENTALS OF ARITHMETIC**

An arithmetic review for students who need to improve their computational skills. Topics covered include whole numbers, fractions, decimals, ratio and proportions, percent, measurement, basic geometry, and integers. (3 hours lecture, 2 hours lab) (F, S, D, N, SS)

**BSTD 0413. ELEMENTARY ALGEBRA.**

Prerequisite: Pass BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. This is a pre-college, beginning algebra course for students with no algebra background or with a very weak algebra background. The purpose is to prepare the students for BSTD 0513, Intermediate Algebra. Topics include the real number system, algebraic expressions, properties of the real number system, real number arithmetic, exponential notation, order

of operations, solving first degree equations in one variable, solving first degree inequalities in one variable, solving a formula for a letter, problem solving using equations, graphing linear equations on the coordinate plane, finding the slope of a line, finding the equation of a line, solving systems of equations, problem solving using systems of equations. (F, S, D, N, SS)

### **BSTD 0513. INTERMEDIATE ALGEBRA**

Prerequisite: Pass BSTD 0413 with a grade of "C" or better or make the appropriate score on the placement tests. This is a pre-college level course for students who have had some algebra, but need further development of their skills before they take MATH 1023, College Algebra. Topics covered include operations on polynomials, factoring polynomials, solving quadratic equations by factoring, rational expressions, solving rational equations, inequalities and interval notation, compound inequalities, absolute value equations and inequalities, linear inequalities in two variables, introduction to functions, radical expressions and functions, rational exponents, solving radical equations, solving quadratic equations by using the square root property, using the Pythagorean theorem. (F, S, D, N, SS).

### **BSTD 1043.**

#### **TECHNICAL MATHEMATICS**

Prerequisites: The equivalent score on the ACT that is required for entering Elementary Algebra or a passing grade in BSTD 0314 Fundamentals of Arithmetic. This course is designed for students who need to improve their arithmetic skills. The content includes operations on whole numbers, fractions, and decimals; ratios and proportions; American metric measurement systems; perimeter, area, volume, capacity, relative error of measurement, Pythagorean Theorem, with application problem solving in all areas.

### **BSTD 1303. PSYCHOLOGY FOR LIVING**

A course designed to enhance academic achievement, development of personality, and social interaction. Not a substitute for Psychology 2003. (F, S, D)

## **BUSINESS ADMINISTRATION**

### **BUS 1003.**

#### **THE AMERICAN ENTERPRISE SYSTEM**

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. (F, S, D, N)

### **BUS 2013. QUANTITATIVE ANALYSIS**

Prerequisite: MATH 1023. An introduction to applied statistics including measures of central tendency and dispersion, probability, sampling, estimation, hypothesis testing, and analysis of variance. (F, S, D, N, SS)

### **BUS 2074. PRINCIPLES OF REAL ESTATE**

Basic concepts of marketing, ownership, and legal principles involved in real estate management to help prepare students for the state real estate salesperson examination. (S, N)

### **BUS 2133. REAL ESTATE APPRAISAL**

Prerequisite: BUS 2074. Course covering principles and techniques of residential real estate appraising. (On demand, N)

### **BUS 2233. PERSONNEL SUPERVISION**

A course designed for persons training for first level supervisory positions with emphasis on human relations, motivation, and effective uses of human resources. (S, N)

### **BUS 2903.**

#### **SPECIAL TOPICS IN BUSINESS**

A survey of various topics within the field of business to meet specialized needs. (On demand, D, N)

## **CHEMISTRY**

### **CHEM 1024/L.**

#### **COLLEGE CHEMISTRY I/LAB**

Prerequisites: Pass BSTD 0113, BSTD 0213 with a grade of "C" or better and either one year of high school algebra, or BSTD 0413 or its equivalent or make an appropriate score on the placement test. Fundamental laws, theories, and mathematical relationships of chemistry. Intended for students who need a foundation for work in advanced chemistry or related laboratory sciences. (F, D)

### **CHEM 1064/L.**

#### **FUNDAMENTALS OF CHEMISTRY/LAB**

Prerequisites: Pass BSTD 0113, BSTD 0213 with a "C" or better and either one year of high school algebra, or BSTD 0413 or its equivalent or make an appropriate score on the placement test. An introductory course for students in two-year Allied Health programs, chemical technology, and industrial process technology.

Does not fulfill general education science requirement. Three hours lecture and two hours laboratory. (F, S, SS, D, N)

### **CHEM 1124/L.**

#### **COLLEGE CHEMISTRY II/LAB**

Prerequisite: CHEM 1024, BSTD 0513.

Continuation of College Chemistry I. Laboratory: two hours. (S, D)

### **CRIMINAL JUSTICE ADMINISTRATION**

#### **CJ 1103. INTRODUCTION TO CRIMINAL JUSTICE**

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. (F, Even, N)

#### **CJ 2103. POLICE ADMINISTRATION**

Prerequisite: CJ 1103 or equivalent. Introductory course in the role of police in administration of criminal justice and crime control. An overview of police administrative, line, and auxiliary functions. (S, Even, N)

#### **CJ 2303. RULES OF CRIMINAL EVIDENCE AND PROCEDURES**

Prerequisite: CJ 1103 or equivalent. Introduction to the act of investigation. Attention to the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial. (S, Odd, N)

#### **CJ 2403. CRIMINAL INVESTIGATION TECHNIQUES**

Prerequisite: CJ 1103 or equivalent. Survey of general procedures, concepts, and practical application of the mechanics of criminal investigation. Emphasis upon elements of crime and fact-finding. (F, Odd, N)

#### **CJ 2503. ARKANSAS CRIMINAL LAW**

A study of the criminal statutory provisions of the State of Arkansas. Study will include interpretation of the statutory criminal law as set forth by the State and U.S. Supreme Court. (F, Odd, N)

#### **CJ 2603. ARKANSAS JUVENILE LAW & 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, legal disabilities of minors (voting, marriage, compulsory school attendance, child abuse reporting laws, dependency, and neglect). (S, Even, N)

### **COMPUTER SCIENCE**

#### **CSCI 1001. FUNDAMENTALS OF COMPUTERS**

Introduction to the fundamentals and use of desktop computer systems. Topics will be very basic relating to computer hardware and software. These include how to turn a computer on and off, explanation of what a file is, and how to save a file on a storage device. Students will be introduced to data representation and software applications such as text processing, spreadsheets, and databases through demonstration of several Microsoft Office applications. (F, S, SS, D, N)

#### **CSCI 1003. COMPUTERS AND INFORMATION PROCESSING**

Prerequisite: ADMS 1013 or equivalent skills. 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. (F, S, D, N, SS)

#### **CSCI 1102. LEVITON CABLING CERTIFICATION**

This course presents information and installation competencies in alignment with the Leviton Copper Certified Installer examination and the Leviton Fiber Certified Installer examination. (On demand, D, N)

#### **CSCI 1103. COBOL PROGRAMMING**

Prerequisite: CSCI 1003 and CSCI 1253. Introduction to computer programming using the Common Business Oriented Language including presentation and analysis of programming applications and techniques for business, industry, and government. (On demand, D, N)

#### **CSCI 1113. COMPUTERS AND MULTIMEDIA**

This class is both innovative and inspirational, become part of the digital revolution. This course covers four separate iApps - iMove, iPhoto, iTunes, and iDVD. Learn to make

movies, create music CDs, manage, share and enhance digital photos. This class will help you enhance your creative abilities.

### **CSCI 1205. PC SERVICING AND UPGRADING CONCEPTS**

An introduction to configuring the system parameters and storing information in the CMOS memory. The methods of adding additional RAM memory and higher capacity floppy disk drives and hard drives are covered. The use of jumpers, switches, and software to configure I/O addresses, interrupt request lines, and direct memory access channels is taught. (F, D, N)

### **CSCI 1215. PC PERIPHERALS**

Continuation of CSCI 1205 CSCI 1223. This third course in the A+ Certification series covers topics that include elements related to PC systems and the components that connect to them, troubleshooting, disassembly and reassembly of printers, scanners, monitors, external drives, and hardware and software tools related to the trade. (On demand, D, N)

### **CSCI 1225. OPERATING SYSTEM STRUCTURES**

Taught in coordination with PC Repair and Upgrade Concepts CSCI 1205. The basic concepts of the Windows operating system will be studied from the view of underlying functionality. Topics include device, disk, and file management; directory structure; system configuration; and memory management. (F, S)

### **CSCI 1253. PROGRAMMING AND LOGIC**

An introductory course into programming focusing on logic, algorithms, and fundamental programming concepts. Topics will include programming style, flow charts, binary representation, data types, logical expressions, and arrays. (On demand, F)

### **CSCI 1263. WINDOWS XP PROFESSIONAL/ NETWORK ADMINISTRATION**

Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of "C" or better or equivalent score on the placement test. Covers basics of Windows XP Professional 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. Includes details on mobile computing issues for networks. (F, D, N)

### **CSCI 1274. WINDOWS 2000 SERVER/NETWORK ADMINISTRATION**

Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of "C" or better or equivalent score on the placement test. This course is designed to give students the knowledge and experience to install, configure, and administer Microsoft Windows 2000 Server as a network operating system. This course will prepare students for Microsoft Exam number 70-215. This is the second course of four required for the Windows 2000 MCSA. The student is expected to achieve MCP status by passing this one exam. (F, S, D, N)

### **CSCI 1302/L. NETWORKING FOR HOME AND SMALL BUSINESS/LAB**

The course presents information and a skill set necessary to install a typical home or small business peer-to-peer network system that is capable of accessing Internet resources through an Internet Service Provider (ISP) via a Digital Subscriber Line or cable modem connection. (On demand, N)

### **CSCI 1305. NETWORK OPERATING SYSTEMS**

An introduction to performing key networking installations, configurations, and administration tasks involved in major network operating systems. (S, D, N)

### **CSCI 1403.**

#### **CCNA 1 NETWORKING BASICS**

Prerequisite: Pass BSTD 0113 and BSTD 0213 with a grade of "C" or equivalent score on the placement test. CCNA 1 is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Introduces students to the networking field. Focuses on network terminology and protocols, local area networks (LANs), wide area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. (F, D, N)

#### **CSCI 1413. CCNA 2 ROUTERS AND ROUTING BASICS**

Prerequisite: Pass CSCI 1403 with a grade of "C" or better. The second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students should develop skills on how to configure a router, manage Cisco IOS

software, configure routing protocols, and create access control lists controlling access to the router. (S, D, N)

### **CSCI 1703 LINUX FUNDAMENTALS**

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. (S, D, N)

### **CSCI 1903. DESKTOP PUBLISHING I**

Prerequisite: CSCI 1113 if taken on the Macintosh platform. Introduces the student to the basics of desktop publishing. Course will include terminology, graphics, line draw, columns, tables and charts, report production, and layout techniques. Focus will be on the use of programs such as Adobe PageMaker™ and Illustrator™. (On demand, D, N)

### **CSCI 1923. INTRODUCTION TO ADOBE PHOTOSHOP**

Students will be introduced to the fundamental and intermediate aspects of Adobe Photoshop™. From a post-production perspective, students will learn how to take an existing photographic image and produce a final quality image through manipulation and editing. (On demand, D, N)

### **CSCI 2023. VISUAL BASIC FOR WINDOWS**

Prerequisite: CSCI 1003 and CSCI 1253. An introduction to programming using Microsoft's Visual Basic.Net programming language with emphasis on business and scientific applications. (F, S, D, N)

### **CSCI 2043. WEB DESIGN**

Prerequisite: CSCI 1003 or equivalent. Students will learn and apply advanced aspects of Web design and production using the Dreamweaver™ program. Students will be required to create a polished Web site for their class project. (On demand, D, N)

### **CSCI 2113. DESKTOP PUBLISHING II**

Prerequisite: CSCI 1903. Introduces the student to advanced aspects of desktop publishing. A project involving the creation and production of a business/organizational periodical will be completed. Use of programs such as Adobe PageMaker™ or Illustrator™ will be included. (On demand, D, N)

### **CSCI 2124/L. INTRODUCTION TO JAVA/LAB**

Prerequisite: CSCI 1253. 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). (S, On demand, D, N)

### **CSCI 2133. C PROGRAMMING**

Prerequisite: CSCI 1253. Introductory course orienting students to the programming techniques and style of C. C is a middle-level programming language having capabilities of hardware protocol. Programs created will be business-related and designed to help students learn all the capabilities of C. (On demand, D, N)

### **CSCI 2143. MICROCOMPUTERS: BUSINESS APPLICATIONS**

Prerequisite: CSCI 1003. An introduction to microcomputers and applications software used in business. The course covers the use and operation of microcomputers and various types of popular "business" software including spreadsheets and database management systems. (F, S, D, N)

### **CSCI 2183. INTRODUCTION TO COMPUTER GRAPHICS**

Prerequisite: CSCI 1113 if taken on the Macintosh platform. Using Adobe Illustrator™ software, students will learn how to creatively design through software functions that include drawing, painting, editing, coloring, and layering. Basic and intermediate techniques will be covered and advanced techniques introduced. (On demand, D, N)

### **CSCI 2193. ADVANCED WEB DESIGN**

Prerequisite: CSCI 2043. Advanced concepts of web design and production will be used to produce professional websites. Topics will include templates, style sheets, layers, interactivity, animating timelines, find and replace, and extensions. (S, D, N)

### **CSCI 2203. DATABASE**

Prerequisite: ADMS 1013 and CSCI 1013 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. (F, D, N)

### **CSCI 2323. CCNA 3 SWITCHING BASICS AND INTERMEDIATE ROUTING**

Prerequisite: CSCI 1413 with a grade of "B" or better or possess CCNA certificate. This is the

third of four courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on advanced IP addressing techniques such as Variable Length Subnet Masking (VLSM), intermediate routing protocols (RIP v2, EIGRP, single-area OSPF), command-line interface configuration of switches, Ethernet switching, Virtual LANs, Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). (On demand, D, N)

### **CSCI 2343. CCNA 4 WAN TECHNOLOGIES**

Prerequisite: Pass CSCI 1413 with a grade of "B" or better or possess CCNA. May be taken before CSCI 2323. Last of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, frame relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA exam. (On demand, D, N)

### **CSCI 2351/2352/2353. SPECIAL TOPICS IN INFORMATION TECHNOLOGY**

A survey course of a selected topic or related topics in information technology intended to provide the CIT student with exposure to new technology or a special knowledge/skills set. Credit will vary depending upon length of study requirements. (On demand, D, N)

### **CSCI 2413.**

#### **ADVANCED MICROSOFT OFFICE**

Prerequisite: CSCI 2143. This course is intended as a second course for enhancing the student's ability to utilize Microsoft Office software. Integration of applications and advanced topics will be covered in the applications. (F, S, D, N)

### **CSCI 2703. PROFESSIONAL PROJECTS & PORTFOLIO DESIGN**

Prerequisite: Completion of 45 hours of the program. Students complete projects that require organizational skills and teamwork to prepare them for a smooth transition into the fast-paced business environment. Class incorporates such topics such 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. (S, D, N)

## **EARLY CHILDHOOD EDUCATION**

### **ECE 1003. FOUNDATIONS OF EARLY CHILDHOOD EDUCATION**

Prerequisite: Admission to the ECE program. This course includes basic information on childcare as a profession. The student is introduced to the competency goals and requirements of the Child Development Associate credential. Outside field experiences may be required, depending on student's previous experience. (SS, S, F, N)

### **ECE 1013. CHILD GROWTH & DEVELOPMENT**

This course consists of the stages of cognitive, physical, emotional, and social growth of children from birth to age eight. It includes activities recommended to facilitate optimum development of each stage. Outside field experiences may be required, depending on student's previous experience. (SS, S, F)

### **ECE 1023. ENVIRONMENTS FOR YOUNG CHILDREN**

This course focuses on the appropriate activities and positive physical, social, cognitive, and emotional environments that will facilitate optimum growth and development of children, aged birth to five. Focus is on creating a safe environment, providing healthy nutritious foods, and making young children aware of the importance of these factors for good health and safe living. State laws and regulations for establishing childcare centers are also discussed. Outside field experiences may be required, depending on student's previous experience. (SS, S, F)

### **ECE 2033. GUIDING SOCIAL AND EMOTIONAL BEHAVIOR**

This course focuses on identifying and practicing effective techniques in guiding behaviour and handling discipline problems in preschool children. Reasons for children's misbehaviour, appropriate teacher responses, and positive guidance and communication techniques are included. (S, N, SS)

### **ECE 1043. CREATIVE ARTS FOR PRESCHOOL CHILDREN**

Prerequisites: ECE 1003, ECE 1013, ECE 1023

This course prepares preschool teachers for using art, music, movement, and dramatic play as a teaching tool through providing enrichment activities that are age appropriate. Creative activities in health and safety, problem solving, creative thinking, self-awareness, socialization, family relationships, nutrition and music appreciation provide themes for instruction. Students will be expected to actively contribute and teach. Lab experiences will be implemented during ECE 2033 Technical Practicum I and ECE 2063 Technical Practicum II. (S, N)

### **ECE 1053. CURRICULUM METHODS & MATERIALS**

Prerequisites: ECE 1013. This course prepares the pre-school teacher for assessing student needs, planning age and stage appropriate lessons, and preparing and selecting materials to accompany lessons that will aid the children's optimum growth and development. (S, N, SS)

### **ECE 2003. EMERGING LITERACY**

Prerequisite: ECE 1013. This course covers skills needed by preschool teachers in order to plan, develop and present language arts activities that nurture expressive language in young children. These skills are used to help children develop pre-reading and pre-writing skills. (F)

### **ECE 2013. INFANT AND TODDLER DEVELOPMENT**

Prerequisite or Co-requisite: ECE 1013. This course provides foundational knowledge of appropriate behavioral expectations of infants and toddlers. Age appropriate care and discipline are examined along with the history, principles, and techniques of caring for infants and toddlers. (F, N)

### **ECE 2023. SURVEY OF EXCEPTIONAL CHILDREN**

This course consists of a brief overview of many common physical, emotional, social, and mental problems children may experience, and how preschool teachers may adapt lessons plans, provide emotional and social support, and meet other needs such children and their families may have. Special education needs are discussed along with the biological, social, and psychological elements of specific handicaps. (F, N)

### **ECE 1033. TECHNICAL PRACTICUM I**

Prerequisites: ECE 1003; ECE 1013; ECE 1023. This course provides opportunities for students to apply the acquired theory and skills in a child care

setting. Completion of course objectives provides opportunities for students to implement experiences planned in the pre and/or co-requisites and assures a balance in all areas of the curriculum. (F, S, D)

### **ECE 2043. SOCIAL STUDIES, MATH, AND SCIENCE FOR PRESCHOOL CHILDREN**

Prerequisites: PSYC 2223, ECE 1003, ECE 1013; ECE 1023; ECE 1033; 1053. This course covers the skills needed by preschool teachers to plan, develop, and present developmentally appropriate activities in social studies, math, and science for young children. (S)

### **ECE 2053. ADMINISTRATION OF PRESCHOOL PROGRAMS**

Prerequisite: Instructor permission. This course covers the theory and practice of administering private, state and federally funded preschool programs. Concepts of administration are covered. (S, N, Even)

### **ECE 2063. TECHNICAL PRACTICUM II**

Prerequisite: ECE 1043; ECE 1053; ECE 2043 and instructor permission. Provides opportunities for advanced childhood education students to apply the acquired theory and skills in a child care setting. Course objectives provide opportunities for students to implement experiences planned during other courses in the curriculum to assure balance of the curriculum. (F, D)

## **ECONOMICS**

### **ECON 2003. MACROECONOMIC PRINCIPLES**

Methods of economics, performance measures of the economic system, and introduction to macroeconomic theory. (F, S, D, N)

### **ECON 2103. MICROECONOMIC PRINCIPLES**

Introduction to microeconomics and resource allocation of comparative economic systems. Covers consumer choice, firm production and pricing in different market structures, the public sector, and externalities. (F, S, D, N)

## **EDUCATION**

### **EDUC 2003.**

### **INTRODUCTION TO EDUCATION AND FIELD EXPERIENCE LEVEL I**

A course designed to acquaint the student with the American system of public education.



Includes an examination of the social forces shaping the development of education in America, the various units in the educational system, educational history and philosophy, survey and analysis of the psychological and sociological principles underlying the public school program, and professional ethics. Also includes a 24-30 hour block of supervised experience in a school working with a certified teacher for the purpose of exposure and orientation to the objectives, techniques, and methods employed in classrooms in the teaching/learning process. Course to be taken in the freshman or sophomore year. (S, F, SS, N)

### **EDUC 2313 INTRODUCTION TO EDUCATIONAL TECHNOLOGY.**

Covers basic technology used in P-12 classrooms with special emphasis on computer operations and concepts. Decision making and consequences concerning social, ethical and human issues related to technology and computing is addressed. Minimal experience with computers is recommended. (F, S, N)

### **EDUC 2013. INTRODUCTION TO EDUCATIONAL PRACTICE**

This is an applied course consisting of placement in public school classrooms. Both site and SouthArk supervision through class experiences are components. Forty hours of classroom experience is required. Placement will be arranged by the instructor. Students are required to take the Praxis I exam. (3 lec, F, S, D)

## **EMERGENCY MEDICAL TECHNOLOGY**

### **EMT 1005. EMERGENCY MEDICAL TECHNOLOGY - AMBULANCE (BASIC)**

A course designed to prepare students for the basic EMT certification examination administered by the Arkansas Department of Health. (F, S, N)

### **EMT 1011. EMS ENVIRONMENT I**

An overview of Emergency Medical Systems. Emphasis is placed on professionalism, responsibility, development, improvement and community involvement. The ethical and legal aspects of Emergency Medical Systems including malpractice, consent, and contracts will also be discussed. (F, N)

### **EMT 1012. HUMAN SYSTEMS AND ASSESSMENT**

History taking, charting, and physical examination skills. Emphasis on directing,

defining, and describing normal and pathological body conditions. (F, N)

### **EMT 1013.**

#### **SHOCK AND FLUID THERAPY**

Understanding and management of the body system's reaction 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. (F, N)

### **EMT 1014. PARAMEDIC CLINICAL ROTATION I**

Supervised rotations through clinical settings. Rotations will include Emergency Department, Operating and Recovery Room, ICU/CCU, Pediatrics, and Psychiatric Unit. This rotation will provide students with the opportunity to use all of their advanced level skills in the clinical setting. (S, N)

### **EMT 1015.**

#### **EMERGENCY CARDIAC CARE**

Etiology, pathophysiology, clinical features, cardiac disease processes, and assessment of patients with cardiac disorders and ACLS skills and techniques. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, indications and administration of cardiac therapy along with defibrillation and synchronized cardioversion skills. (S, N)

### **EMT 1022. PHARMACOLOGY**

Clinical pharmacology, classification and use of medications. Emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. Includes dosage calculations and metric conversions. (F, N)

### **EMT 1023.**

#### **EMERGENCY RESPIRATORY CARE**

Care of patients with respiratory disorders. Discussion of the etiology and pathophysiology of the respiratory system, normal respiratory function and mechanics of respirations. Assessment, pathophysiology of respiratory disease, evaluation and management of respiratory distress due to medical and trauma-related problems. Emphasis will be on the uses and techniques of esophageal, endotracheal, and surgical airways. (F, N)

### **EMT 1033.**

#### **INTERMEDIATE CLINICAL ROTATION**

Supervised rotations through hospital clinical areas. Emphasis will focus on areas that

reinforce and allow the student to apply airway management, IV therapy, and patient assessment skills. (F, N)

### **EMT 1043. TRAUMATOLOGY**

Management and treatment of traumatic injuries including soft tissues, central nervous system, and musculoskeletal structures. Anatomy and pathophysiology, assessment, and management of traumatic injuries involving these human systems. (S, N)

### **EMT 1053. MEDICAL EMERGENCIES I**

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include diabetic emergencies, anaphylactic reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomens, genitourinary problems, and medical emergencies of the geriatric patient. (S, N)

### **EMT 2022. EMS ENVIRONMENT II**

Guided practice and emphasis on disaster and triage, EMS telemetry and communications, stress management, and emergency rescue extrication techniques. (SS, N)

### **EMT 2101.**

#### **PARAMEDIC CLINICAL ROTATION II**

Supervised rotations through clinical settings. Rotations will emphasize the Emergency Department and its correlation to the Emergency Medical Services system. Labor and Delivery, Newborn Nursery, and ICU/CCU. (SS, N)

### **EMT 2112. MEDICAL EMERGENCIES II**

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies. (SS, N)

### **EMT 2224. FIELD INTERNSHIP I**

Supervised experience in the pre-hospital care setting that will help the student develop and utilize an understanding of the Advanced Life Support system. The student will practice skills as a team member under the direct supervision of a field preceptor. Includes participating in activities at the scene, through patient care, and assisting with coordination of events from dispatch to the transfer of patient care to the Emergency Department. (SS, N)

### **EMT 2232.**

#### **ASSESSMENT BASED MANAGEMENT**

Integrates the principles of assessment-based management to perform an appropriate

assessment and implement the management plan for patients with common complaints. This module will emphasize general approach, assessment, differentials, and management priorities for patients commonly encountered by the EMT-Paramedic. (F, D)

### **EMT 2234. FIELD INTERNSHIP II**

Supervised experience in the pre-hospital care setting which will allow the student to apply all of the principles and skills of the EMT-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. (F, N)

## **ENGLISH**

### **ENGL 1113. COMPOSITION I**

Prerequisites: 19 or above on the English section of the ACT, 40 or above on the Test of Standard Written English (TSWE), or 42 or above on the ASSET Writing Skills Test, 75 or above on the COMPASS Writing Skills Test, or completion of BSTD 0213. Writing the paragraph and short essay using clear and effective prose based on accepted conventions of grammar, usage, diction, and logic. An introduction to basic rhetorical models. (F, S, D, N, SS)

### **ENGL 1123. COMPOSITION II**

Prerequisite: English 1113 with grade of "C" or higher. Continued work in writing skills with an introduction to the conventions of documentation and to advanced rhetorical models. Students will work on maturing their writing skills by completing a research paper and a variety of short persuasive essays. (F, S, D, N, SS)

### **ENGL 2123. ADVANCED GRAMMAR AND COMPOSITION**

Prerequisite: English 1123 with grade of "C" or higher. A refinement of skills including advanced grammar, rhetorical form, and specialized writing. (F, S, D)

### **ENGL 2213. LITERATURE I**

Prerequisite: English 1123. Introduction to literature; sampling of major masterpieces from the early Greeks to A.D. 1660. It is recommended, but not required, that students take Literature I and II in sequence. (F, D, S, N, SS)

## **ENGL 2223. LITERATURE II**

Continued introduction to literature; sampling of major masterpieces from A.D. 1660 to the present. It is recommended, but not required, that students take Literature I and II in sequence. (F, N, S, D, SS)

## **ENGL 2313. CREATIVE WRITING**

Prerequisite: eligibility for Composition I (ENGL 1113). This course focuses on the techniques employed by experienced writers in creative genres and how to apply those techniques in a series of student writing projects. The course will result in a portfolio of original poetry and/or fiction and will include instruction in basic manuscript preparation and how to submit work for publication. (On demand)

## **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. (On demand)

## **FRENCH**

### **FREN 1014,1024.**

#### **ELEMENTARY FRENCH I, II**

Course in beginning French with audio-lingual approach; designed to develop skills in oral comprehension, oral expression, reading, and writing; includes thorough study of basic grammatical concepts. Classes meet four times per week. Course 1014 is open to students who have not studied French previously; no college credit given to students who have received credit for two years of high school French. French 1024 has the prerequisite French 1014, or its equivalent. (On demand)

## **STUDY SKILLS**

### **FYI 1003.**

#### **FRESHMAN YEAR INFORMATION**

This student survival course is designed to increase the student's success in college. A course required for all first-time, full-time freshmen who have tested into two or more basic studies courses, FYI covers material needed to be successful in college: time management, test taking, note taking, memory skills, study techniques, and library use. Introduction to college procedures, facilities, and services. Participation in exercises exploring educational goals. Emphasis on independent learning. (F, S, D)

## **GEOGRAPHY**

### **GEOG 2003.**

#### **INTRODUCTION TO GEOGRAPHY**

Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Emphasis on a cultural approach to the study of geography with attention given to the environmental impact on human population and the human impact on the environment. Includes an examination of earth's physical characteristics, map reading and regional and spatial studies. (S, D, F, N)

## **GEOLOGY**

### **GEOL 1004/L.**

#### **PHYSICAL GEOLOGY/LAB**

Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Study of earth materials and general principles, physical processes that shape the earth: weathering, erosion, volcanism, earthquakes, rock deformation, and mountain building. Recommended as a general education course. Lecture: three hours. Laboratory: two hours (On demand)

### **GEOL 1014/L.**

#### **HISTORICAL GEOLOGY/LAB**

Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. A survey of the natural history of the earth including origin and evolution of life as recorded in rocks. Also basic stratigraphic interpretations using fossils and sedimentary rocks. Lecture: three hours. Laboratory: two hours (Recommended as a general education course) (On demand)

## **GRAPHIC ARTS & ADVERTISING DESIGN**

### **GRAD 2133.**

#### **GRAPHIC DESIGN CAPSTONE**

In this course students will create a finished graphic design portfolio, which they will use in the job application process. Presentation skills, job searching techniques, job application procedures, interview techniques, and resume writing are covered. May be offered as an independent study. (On demand, D)

## **HEALTH INFORMATION TECHNOLOGY**

### **HIT 1003. MEDICAL TERMINOLOGY**

Study of the basic structure of medical terms including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and

definitions. Introduces students to fundamental concepts in human anatomy and physiology.

### **HIT 1283. COMPUTER APPLICATIONS FOR HEALTHCARE PROFESSIONALS**

Introduction to personal computer application software using IBM compatible hardware. The course covers an introduction to word processing, electronic spreadsheet, database, graphics, and presentation software.

### **HIT 1153. HEALTHCARE DELIVERY SYSTEMS**

A course of study designed to introduce the student entering health care field's of the organization, financing and delivery of health care services. Topics presented include organization of healthcare delivery, health care organization, accreditation standards, professional licensure/ certification, regulatory agencies, and payment and reimbursement systems in health care.

### **HIT 2073. BASIC MEDICAL CODING I/LAB.**

This course will aid student in developing and understanding ICD-9-CM coding and classification systems in order to assign valid diagnostic and/or procedure codes.

### **HIT 2081. PRACTICE CODING**

Co-requisite HIT 2073. Practical application and laboratory practice in coding using ICD-9-CM.

**HIT 2144. BASIC MEDICAL TRANSCRIPTION/LAB**  
Review of medical terms; study of model report forms; roots, prefixes, suffixes, abbreviations; use of computers to transcribe complete medical cases from cassette tapes.

### **HIT 2154. ADVANCED MEDICAL TRANSCRIPTION/LAB**

This course prepares the student in the transcription of original health care dictation using advanced proofreading, editing, and research skills while requiring progressively demanding accuracy and productivity standards. The student will learn to appropriately use related references and other resources for research and practice. Laboratory exercises are used to reinforce lecture material through the use of health care dictation by dictators with varying accents and dialects representing varying medical specialties. Students will be required to meet progressively demanding accuracy and productivity standards.

### **HIT 2173. REIMBURSEMENT METHODOLOGY**

The student will study the use of coded data and health information in reimbursement and payment systems utilized in health care settings and managed care. The course will review prospective payment systems, third party payers, billing and insurance procedures, explanation of benefits statements, peer review organizations, managed care, and compliance issues.

### **HIT 2183. MEDICAL CODING II**

This course will aid student in developing and understanding advanced CPT and ICD-9-CM coding and classification systems in order to assign valid diagnostic and/or procedure codes. The course includes application of coding principles related to reimbursement, the prospective payment system, and ethical issues related to reimbursement.

### **HIT 2191. PRACTICE CODING II**

Co-requisite HIT 2183. Practice in coding in-patient and out-patient records using manual and computer techniques.

### **HIT 2262. MEDICAL ETHICS AND LAW**

A course of study designed to introduce the student entering the health care field to ethical and legal issues and responsibilities. Ethical and legal responsibilities of health care workers are the major focus. Ethical/legal topics include confidentiality, patient rights, liability and malpractice, legal proceedings, and medical ethical issues such as abortion, assisted suicides, organ transplants, medical experimentation, and others. Students are encouraged to explore and express their own thoughts and ideas concerning these topics.

### **HIT 2773. MEDICAL CODING PRACTICUM**

Supervised on-the-job experience performing medical coding in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

### **HIT 2783. MEDICAL TRANSCRIPTION PRACTICUM**

Supervised on-the-job experience performing medical transcription in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

### **HIT 2803. INTRODUCTION TO MEDICAL SCIENCE**

This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses and disease intervention, which the allied health care provider may encounter. The coverage of major conditions is organized by body systems. An overview of the disease process, infectious diseases, neoplasms, and congenital diseases is presented.

### **HISTORY**

#### **HIST 1003.**

#### **HISTORY OF CIVILIZATION TO 1700**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introductory study of civilization from the ancient era through the early modern period emphasizing European politics, culture, and society. (F, D, S, Even, N)

#### **HIST 1013.**

#### **HISTORY OF CIVILIZATION SINCE 1700**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introductory study of the development of modern European civilization within the context of world history. (S, D, S, Odd, N)

#### **HIST 2013. HISTORY OF THE UNITED STATES TO 1876**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. A general survey of the history of the United States from the beginning of North American colonization through the Civil War and Reconstruction. (F, D, F, Even, N)

#### **HIST 2023. HISTORY OF THE UNITED STATES SINCE 1876**

Prerequisite: Pass BSTD 0113 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. (S, D, F, Odd, N)

#### **HIST 2033. HISTORY OF ARKANSAS**

Prerequisite: BSTD 0113 with a grade of "C" or better or equivalent score on placement test. General survey of the history of Arkansas from its earliest known habitation to the present. (On demand)

#### **HIST 2043.**

#### **AFRICAN-AMERICAN HISTORY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. Survey of African-American history from

the African background through the slave trade, plantation system, emancipation and up to the present. Emphasis is on the cultural and historical experience of black Americans. (On demand)

### **HEALTH EDUCATION**

#### **HPER 1403.**

#### **PERSONAL AND COMMUNITY HEALTH**

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. (F, S, D, N)

### **PROCESS INSTRUMENTATION**

#### **IDEL 1007.**

#### **FUNDAMENTALS OF ELECTRICITY**

Fundamentals of Electricity is a course designed to introduce students to the basic theory of electricity and how it is applied in everyday life. Concepts of electron flow, direct current, alternating current, and magnetism are examined. The function of resistors, coils, capacitors, transformers, and batteries in electric circuits will also be introduced. (6 hours lecture, 3 hours lab F)

#### **IDEL 1304.**

#### **SOLID STATE/ANALOG CIRCUITS**

Pre-requisite IDEL 1007: Classroom and lab instruction cover inductive, capacitive, and reactive circuits, filter and diode applications, power supply circuits, amplifier circuits, operational amplifiers, and thyristors. (3 hours lecture, 3 hours lab, S)

#### **IDEL 1504.**

#### **BASIC DIGITAL TECHNOLOGY**

Pre-requisite/co-requisite: IDEL 1007. Basic Digital Technology is a course designed to introduce students to the fundamental concepts being encountered in digital electronics. Students will learn from classroom and lab instruction. Topics covered will be numbering systems and codes used in digital circuits; basic logic gates; encoders and decoders; flip-flops; counters; registers (3 hours lecture, 3 hours lab F)

#### **IDEL 1804.**

#### **INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS**

Pre-requisite: IDEL 1007 or TECH 1043 (Basic Electricity) or permission of instructor. A course designed to familiarize students with ladder logic diagrams, wiring of PLC hardware

components, and basic programming of discrete operations. These applications will involve motor starting, timer, counter, and sequencing in ladder logic diagrams. (3 hours lecture, 3 hours lab; S)

### **IDEL 1903/L. INDUSTRIAL MOTORS AND CONTROLS/LAB**

Pre-requisite: IDEL 1007 or TECH 1044 or permission of instructor. Electrical instruments, safety, electrical symbols and line diagrams, ladder/line logic diagrams: AC single and  $\phi$  motors; DC motors; solenoids, contactors and motor starters with timing and controlling circuits; reversing circuits and devices; acceleration, deceleration methods and circuits plus installation; preventive maintenance and troubleshooting. (2 hours lecture, 2 hours lab, S)

### **IDEL 2403. TRANSDUCERS**

Pre-requisite: IDEL 1007. Theory and applications of photo-electric, temperature, motion, position detection, and other types of transducers are introduced. HMI (Human-Machine Interface Software) will also be covered. (2 hours lecture, 2 hours lab, F)

### **IDEL 2504. PLC PROCESS INSTRUMENTATION**

Pre-requisite: IDEL 1804. This course is a continuation of Introduction to Programmable Logic Controllers involving the interfacing of devices such as variable frequency drives, transducers, and PID controls as well as advanced arithmetic functions and digital and analog inputs and outputs. Troubleshooting techniques will be introduced. (3 hours lecture, 3 hours lab, F)

### **IDEL 2604. PROCESS INSTRUMENTATION**

Pre-requisite: IDEL 1304. This course is structured around electronic process controls and various types of instrumentation interfaces. Topics covered will be closed loop and open loop process controls; feedback circuits that involve temperature, pressure, and flow characteristics; monitoring of process controls to determine stability, deviation, and other parameters. (3 hours lecture, 3 hours lab, S)

### **IDEL 2703. MICROPROCESSOR FUNDAMENTALS**

Pre-requisite: IDEL 1504. This course is intended to introduce students to the architecture and operation of microprocessors. Students will learn from classroom and lab

instruction. Topics covered will be the 68000 microprocessor, assembly level programming, typical memory interface, input and output interfacing, internal registers, buffers, and data transmission involved in microprocessors. (2 hours lecture, 2 hours lab; S)

## **MATHEMATICS**

### **MATH 1023. COLLEGE ALGEBRA**

Prerequisite: Meets basic studies math requirement. This is a college level mathematics course. Topics include solutions to quadratic equations, solutions to quadratic and rational inequalities, functions (including linear, absolute value, piece-wise defined, quadratic, polynomial, rational, exponential, and logarithmic), graphing functions, shifting and reflecting graphs, combinations of functions, inverse functions, linear regression, systems of equations (including some matrix methods), sequences, and series. (F, S, D, N)

### **MATH 1033. PLANE TRIGONOMETRY**

Prerequisite: MATH 1023 or the equivalent. MATH 1023 might serve as a co-requisite for some students with permission of the instructor. Topics include right and oblique triangles, angle measurement, trigonometric functions, solving triangles, trigonometric identities, solving trigonometric equations, graphs of trigonometric functions, inverse trigonometric functions. Logarithmic and exponential functions and an introduction to polar coordinates are included if time permits. (S, D, N)

### **MATH 2015 CALCULUS I**

Prerequisite: MATH 1023 and 1033, or equivalent. Differential and integral calculus of functions of one variable with application; topics from plane analytic geometry. Topics include limits, differentiation, applications of differentiation, anti-derivatives, definite integrals, applications of differentiation, differential equations, differentiation and integration applied to logarithmic and exponential function. (F, D, N)

### **MATH 2115. CALCULUS II**

Prerequisite: MATH 2015. A continuation of Calculus I. Topics include differentiation and integration of inverse trig and hyperbolic functions, applications of definite integrals, integration techniques, L'Hopital's Rule, improper integrals, infinite series, conics, parametric equations, and polar coordinates. (S on demand, D, N)

## MANAGEMENT

### MGMT 1113.

#### INTRODUCTION TO MANAGEMENT

Students learn to apply the basic management functions of planning, organizing, staffing, directing, and controlling. Leadership and group process skills are emphasized. (F, D, N)

### MGMT 1114. PRACTICUM I

Pre/Co-Requisites: MGMT 1113 and/or MGMT 2113. Work experience is open to students enrolled in the management program. This provides actual work experience in the business field as a paid employee. 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 one-hour seminar is held in conjunction with the student's job. (On demand, D)

### MGMT 1123.

#### HUMAN RESOURCE MANAGEMENT

The principles, methods, and procedures related to the effective utilization of human resources in organizations. (S, N)

### MGMT 2113. MANAGEMENT SKILLS

Study of performance and what affects it within the work environment. Topics include theories of human motivation, strategies for assessing and improving job performance, self-motivation, challenge, empowerment, communication with employees, delegating responsibility and performance appraisal. (On demand, D, N)

### MGMT 2114. JOB PRACTICUM II

A continuation of MGMT 1114. (On demand, D)

### MGMT 2214. JOB PRACTICUM III

A continuation of MGMT 1114 and MGMT 2114. (On demand, D)

### MGMT 2613. SMALL BUSINESS MANAGEMENT

Guidelines on starting a new business, focusing on the unique problems and circumstances encountered in establishing and operating a small business. Emphasis on the reasons for small business failure and the minimization of those forces. (On demand, D, N)

### 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. (On demand, D, N)

## MICROBIOLOGY

### MBIO 1124/L MICROBIOLOGY/LAB

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to the world of microbes, including those that cause human diseases. Instruction is given in classification, metabolism, morphology and identification of bacteria plus basic techniques for the microbiology laboratory. Classifications of parasites and fungi are included. Lecture: three hours. Laboratory: two hours (F, S, SS, D, N)

## MEDICAL LABORATORY TECHNOLOGY

### MLT 1004/L. ORIENTATION TO THE CLINICAL LABORATORY/LAB

Prerequisites: High school chemistry or CHEM 1064 with grade of "C" or higher and basic studies requirements. General introduction to the clinical laboratory methods. These techniques are routinely performed by the clinical laboratory professional. Includes laboratory safety, care and use of instruments, basic techniques for urinalysis, hematology, clinical chemistry, serology, and blood banking. Lecture: three hours. Laboratory: two hours (SS)

### MLT 1013. PHLEBOTOMY

Prerequisites: Appropriate score in Reading Admissions Test. The study of withdrawing blood. The student will learn theory and technique in the classroom. The instructor will coordinate the drawing of 100 venous withdrawals and 25 finger sticks for course completion. The successful completion of MLT 1013 enables the student to sit for the American Society of Phlebotomy Technicians (ASPT) exam for certification. (All)

### MLT 1024/L. HEMATOLOGY/ COAGULATION/LAB

Prerequisites: MLT 1004. Collection and preparation of blood samples, production and function of blood cells, functions of the circulatory and coagulation systems, red and white cell counts, the complete blood count, diseases of the blood and abnormalities in the

blood clotting mechanism. Lecture: three hours. Laboratory: two hours (Spring)

**NOTE:** Prerequisite for the following sophomore courses is completion of freshman science courses with a grade of "C" or better and an overall GPA of 2.0 or better.

#### **MLT 2233. URINALYSIS/BODY FLUIDS**

Prerequisite: Admission to the clinical portion of the MLT program. A collection of studies involving four weeks of Instrumentation and five weeks of Body Fluids. Instrumentation deals with electrical safety precautions; instruments and components in hematology/coagulation, microbiology, and chemistry; and laboratory computers. Body Fluids covers renal anatomy and functions along with laboratory procedures dealing with the kidney (i.e. urinalysis). It also deals with other body fluids such as spinal fluid, pleural fluid, and synovial fluid. (F)

**MLT 2304. MLT SPECIAL TOPICS** (On demand)

#### **MLT 2342. CLINICAL CHEMISTRY**

Routine methods for analyzing body specimens for chemical components. Significance of test results in determining state of health and diagnosing disease. Tests for determining treatment effectiveness for patients taking medications. (F)

**MLT 2345** (F, On demand), **2306** (S, On demand), **2316** (S, On demand), and **2408** (SS, On demand). **CLINICAL EXPERIENCE I, II A, II B, & III.** Students are introduced to all laboratory sections in the affiliate clinical laboratories, and observing and performing test procedures under supervision of the clinical staff. Students participate in all aspects of laboratory work including samples and determining results. The students are expected to acquire competencies on the level established by the program's clinical objectives and to exhibit personal characteristics in keeping with the MLT student code of ethics. Upon completion of this experience, the student should have mastered the skills necessary for entering the clinical laboratory as an employee on the technician level. Students participate 35-40 hours per week, depending on the lecture schedule for 34 weeks.

#### **MLT 2422. SPECIAL CHEMISTRY**

Advanced methodology as applied to analyzing specimens for chemical substances. Includes

such special techniques as electrophoresis, radioimmunoassay, and immunodiffusion. (S)

#### **MLT 2434/L.**

##### **IMMUNOHEMATOLOGY/LAB**

Identification of blood groups and identification of ABO and Rh systems; cross matching and blood banking techniques in accordance with AABB recommendations; investigations of hemolytic disease of the newborn; antibody detection and identification; and donating, processing, and storage of blood. (F)

#### **MLT 2442. MLT SEMINAR**

Resume preparation and discussion of current career opportunities in laboratory medicine. A review of the entire program with special emphasis placed upon preparation for the National Registry Examination. (SS, On demand)

#### **MLT 2444/L.**

##### **CLINICAL MICROBIOLOGY/LAB**

Classification of pathogenic bacteria, methods for culturing and identifying microorganisms and determining effectiveness of treatment drugs. Identification and classification of parasites associated with human disease. Parasitic life cycles and transmission of infections. Routine record keeping, special procedures, quality control and safety in handling pathogenic materials. (F)

#### **MLT 2543.**

##### **IMMUNOLOGY/SEROLOGY/LAB**

Immunological cell lines and their function are discussed in-depth. Serology deals with the function of the body's immune system and the laboratory procedures involved in preventative and diagnostic work. These procedures are increasingly being utilized in diagnosis and new approaches in therapeutic protocols. (SS)

## **MUSIC**

#### **\*MUS 1001-2011. PIANO**

Study of scales, technical exercises, easier compositions of major classical composers (Bach, Haydn, Mozart, Chopin). Students will perform in student recitals during the semester and will demonstrate progress each semester as determined by the faculty. One-half hour private lesson per week with daily practice requirements. (F, S)



### **MUS 1083.**

#### **FUNDAMENTALS OF MUSIC THEORY**

An introduction to scales, intervals, elementary harmonic structure, rhythm and sight-reading. (On demand)

### **MUS 1111, 1121, 2111, 2121. CLASS VOICE**

Designed to develop proper breath control, tone, and diction, using group methods. Required of all choir scholarship students not enrolled in private voice. (F, S, D)

### **\*MUS 1211, 1221, 2211, 2221. VOICE**

Individualized study of simple Italian, English, French, and German songs to aid the student in learning repertoire, styles, and correct vocal production. (F, S, D)

### **MUS 1252.**

#### **SIGHT SINGING AND EAR TRAINING**

Intensive training to read music at sight and to be able to take musical dictation. The class will develop sight singing skills by use of a text, homework, and group participation during class time. A good knowledge of music theory will be necessary for success in this course. It is recommended that Fundamentals of Music be taken before this class, but it is not essential for success if the student has a good background in fundamental music theory.

### **\*MUS 1301. INTRODUCTION TO PIANO**

This course will include an introduction to the piano keyboard, piano literature, and music theory for the student with no previous knowledge or use of the piano.

### **\*MUS 1401, 1402, 2401, 2402.**

#### **APPLIED ORGAN**

Applied organ will be individualized study of classical organ as used in church music or recital. Hymn playing, technical exercises, and familiarity with the instrument will be emphasized.

### **MUS 1411, 1421, 2411, 2421.**

#### **SOUTHARK SINGERS**

A highly select mixed chorus that performs choral music of many styles from various periods. Members chosen by audition only. All SouthArk Singers are encouraged to enroll in either Voice (MUS 1211-2221 or MUS 1212-2222) or Class Voice (MUS 1111-2121) while they are members of this choir. (F, S, D)

### **MUS 2003. MUSIC APPRECIATION**

(for non music majors) Prerequisite: Pass BSTD

0113 with a grade of "C" or better or equivalent score on placement test. Survey of music history and literature with emphasis on listening to and evaluating all types of music including the works and influence of the major composers; the production of the music; instruments of the orchestra and voice, solo and ensemble; and elements, form and terminology. Current events are stressed, and attendance at concerts and selective radio and television listening are required. (F - D, S - D & N; SS)

\*An applied music fee is charged for these courses. The fee scales are listed in this catalogue under "Financial Information".

## **NURSING ASSISTANT**

### **NA 1002.**

#### **NURSING ASSISTANT TRAINING**

Course theory consists of studies in health care assisting in the long-term care facility. Content relates to understanding theory of human needs, infection control, safety measures, nutrition, and body mechanics. Classroom lab will enable the student to show return demonstration of theories covered in class, prior to going to the clinical setting.

### **NA 1012. NURSING ASSISTANT**

#### **LABORATORY AND CLINICAL**

Theory will be continued along with classroom labs prior to going to the clinical setting. Clinical consists of performing duties and skills related to infection control, safety, nutrition, body mechanics, and activities of daily living in the nursing home setting.

## **OCCUPATIONAL THERAPY ASSISTANT**

### **OTA 1003. INTRODUCTION TO OCCUPATIONAL THERAPY**

Prerequisite: CSCI 1003. The student must have

tested out of all BSTD courses. This course provides the student with basic foundations of the profession of occupational therapy. The history, philosophy and basic theoretical tenants of the profession are emphasized in relationship to the various settings, models of practice, and roles. Professional ethics and professional development are emphasized. Students are introduced to the program conceptual model as it applies to interaction with the occupational therapy process and its relation to the person,

environment and performance subsystems. Medical terminology is an instructor directed learning module. (F, S)

#### **OTA 1404. TREATMENT OF PSYCHOSOCIAL DISORDERS**

Basic concepts and skills related to clinical practice in mental health settings are covered. Application of these skills and techniques to other settings and client groups will be emphasized. This includes knowledge of DSM-IV diagnoses and use of pharmacological agents; and introduction to evaluation and treatment of various ages and psychosocial disorders. Student will assist in selections of treatment intervention in a psychological setting. Acceptance into the Occupational Therapy Assistant Program. (F)

#### **OTA 2103.**

##### **PATHOLOGY & OCCUPATIONAL THERAPY INTERVENTIONS**

A study of the etiology, symptomatology, pathophysiology, clinical signs, management and prognosis of pathological and trauma related conditions of both physical and psychosocial nature commonly treated by occupational therapist. The student must describe the various conditions and outline the role of the occupational therapist in treating the disorders. Acceptance in the Occupational Therapy Assistant Program. (SS)

#### **OTA 2113. DEVELOPMENT OF FUNCTIONAL MOVEMENT**

Explores human growth and development and throughout the life cycle. Structure and function of neuromusculoskeletal system with emphasis on functional aspects of human motion and application to exercise and functional activities. Includes physiological, cognitive, emotional, and behavioral, normal and abnormal sensorimotor development with appropriate occupational therapy intervention at different stages. Acceptance into the Occupational Therapy Assistant Program. (SS)

#### **OTA 2203.**

##### **GERIATRICS AND OCCUPATIONAL THERAPY INTERVENTION**

This course emphasizes the physical and mental properties of the aging process as well as pathology related to aging, psychosocial dynamics, socioeconomic influences, social and cultural influences. Occupational therapy intervention will be outlined as well as service provider and occupational therapy's role in

these areas. Acceptance into the Occupational Therapy Assistant Program. (SS)

#### **OTA 2101.**

##### **CLINICAL SKILLS LABORATORY**

This course will be devoted to obtaining clinical, hands-on skills to use in an occupational therapy treatment setting. Students will master skills for muscle location, transfer skills for moving another person, vital signs, reflex testing, sensory integration techniques, observation of normal development, geriatric client interaction and therapeutic use of self with clients. The laboratory will provide the student with hands on experiences with therapeutic techniques. Acceptance into the Occupational Therapy Assistant Program.

#### **OTA 1303. THERAPEUTIC SKILLS I**

Pre-requisite: OTA 1404, 2103, 2113, 2203, 2101. This course provides the student with basic foundations and skills for interacting with individuals and groups. Contents focus on self-awareness, including values and culture, interactive processes; communication skills, family systems, interviewing and observation, writing, and large and small group process. Health care teams as groups will be addressed with an emphasis on team dynamics and role of the COTA. Acceptance into the Occupational Therapy Assistant Program. (F)

#### **OTA 1503. THERAPEUTIC SKILLS II**

Pre-requisite: OTA 1404, 2103, 2113, 2203, 2101. This course leads the student to develop skills in the application of occupational therapy media and modalities with an emphasis on activity analysis and teaching methods. Emphasis is placed on providing the student with a general knowledge of tools, equipment, and basic techniques of minor and major crafts used in Occupational Therapy. Activities include leisure, creative arts, and daily task. Acceptance in the Occupational Therapy Assistant Program. (F)

#### **OTA 2303.**

##### **ADVANCED PROFESSIONAL SKILLS**

Prerequisites: OTA 1003, 1404, 2103, 2113, 2203, 2101. This course addresses topics of health regulations, service provider areas, payment systems, client records, legal aspects of client care, quality programs, infection control programs, team concepts and other issues relevant to practice of occupational therapy. Students will learn management theories, supervisory styles, OTR/COTA relationships, program development skills and role of the COTA as activities director. State licensure regulations and national certification

will be addressed. Acceptance in the Occupational Therapy Assistant Program. (F)

#### **OTA 2201. FIELDWORK LEVEL I**

Prerequisites: OTA 1404, 2103, 2113, 2203, 2101. Develops documentation and observation skills in clinical areas and applies theory to observation and experiences. Various OT settings. Acceptance into the Occupational Therapy Assistant Program. (F)

#### **OTA 2304. ADVANCED PROCEDURES**

Prerequisite: OTA 1404, 2103, 2113, 2203,2101, 1303, 1503, 2303, 2201. Students will study advanced concepts and principles of occupational therapy evaluation and treatment. It focuses on treatment methods which are more compensatory in nature, but with some remediation. Acceptance into the Occupational Therapy Assistant Program. (S)

#### **OTA 2404. TREATMENT OF PHYSICAL AND DEVELOPMENTAL DISORDERS**

Prerequisite: OTA 1003, 1404, 2103, 2203,2101 1303, 1503, 2303, 2201. This course examines the principles and techniques of treatment in physical and developmental disorders, including data gathering, recording, and reporting informal and formal evaluations, selecting, grading and adapting activities, assessing mobility, and assisting with activities of daily living. The OTA role in each phase of the occupational therapy process will be emphasized. Acceptance into the Occupational Therapy Assistant Program. (S)

#### **OTA 2504.**

##### **CLINICAL TRAINING AND SKILLS**

Prerequisite: OTA 1003, 1404, 2103, 2203,2101, 1303, 1503, 2303, 2201. Experiences designed to give the student the opportunity to apply and integrate classroom instruction through directed observation and participation in selected aspects of the occupational therapy process. Students will be given direct opportunity for practice evaluation, treatment planning, treatment implementation, re-evaluation with clients under the direct supervision of an OTR or COTA. Experiences will cover physical, psychosocial, and developmental areas. These experiences do not emphasize independent performance. Acceptance in the Occupational Therapy Assistant Program. (S)

#### **OTA 2514. FIELDWORK LEVEL II-A**

Prerequisite: OTA 1003, 1404, 2103, 2203,2101, 1303, 1503, 2303, 2201, 2304,

2404, 2504. Course provides in-depth experience in delivering occupational therapy services to patients. Students are supervised in a clinical setting by a qualified Occupational Therapist or Occupational Therapy Assistant. Participation is full time (40 hours a week) for two months. These courses are required in order to graduate and take the certification examination for the Occupational Therapy Assistant (OTA). (All OTA students must complete Level I Fieldwork with 18 months of academic course work.) (SS) Acceptance into the Occupational Therapy Assistant Program.

#### **OTA 2524. FIELDWORK LEVEL II-B**

Prerequisite: OTA 1003, 1404, 2103, 2203, 2101 1303, 1503, 2303, 2201, 2304, 2404, 2504. Course provides in-depth experience in delivering occupational therapy services to patients. Students are supervised in a clinical setting by a qualified Occupational Therapist or Occupational Therapy Assistant. Participation is full time (40 hours a week) for two months. These courses are required in order to graduate and take the certification examination for the Occupational Therapy Assistant (OTA). (All OTA students must complete Level II Fieldwork with 18 months of academic course work.) (SS) Acceptance into the Occupational Therapy Assistant Program.

### **PHYSICAL EDUCATION**

#### **P E 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) (F, S, D; SS)

### **PHILOSOPHY**

#### **PHIL 2003.**

##### **INTRODUCTION TO PHILOSOPHY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. This course is designed to acquaint the student with classic issues, ideas, thinkers, and strategies in the realm of philosophy. Selected readings from primary sources will serve as the basis for lecture and discussion. Special emphasis will be placed upon identifying and examining the philosophical positions that shape our lives today. (F- N, S - D)

## PHYSICS

### PHY 1114/L. APPLIED PHYSICS/LAB

Prerequisite: One year high school algebra, or BSTD 0413, or its equivalent. A survey of selected topics in Physics. Mechanics, fluid mechanics, heat, and electricity will be studied. (3 hours lecture, 2 hours laboratory) (F, N)

## PHYSICAL SCIENCE

### PHYS 2024/L.

#### THE PHYSICAL SCIENCES/LAB

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. The principles of elementary physics, chemistry, and earth science for the non-science major. A core course in general education. (3 hours lecture, 2 hours lab) (F, S)

## PRACTICAL NURSING

\*\*\* The following PN classes are open only to Practical Nursing students. \*\*\*

### PN 1111. MATH FOR MEDS

This one (1) credit hour course provides the student with various kinds of mathematical calculations applicable to nursing situations using ratios, fractions, decimals, apothecary and metric systems, and household measurements. The ratio and proportion method will be used to solve problems. (F, S)

### P N 1308. Nursing Special Problems

Advance Nursing course about current issues of the day.

### P N 1422. Nursing I

Introduces the health care system with personal and professional codes of conduct and roles of various members of the healthcare team. This course includes basic nursing skills, body structure and function, principles of nutrition, nursing of geriatric patients, legal and ethical nursing, introduction to medical surgical nursing, and clinical practice. (Clinical 4 hours, 18 hours Theory, 22 Total hours) (S)

### P N 1410. Nursing II

Prerequisite: PN 1422 This course provides Nursing of Mothers and Infants, Nursing of Children, Pharmacology I, and Clinical practice. (Clinical 4 hours, Theory 6 hours, Total hours 10) (SS)

### PN 1419. Nursing III

Prerequisite: PN 1422, PN 1410, PN 1111

This course provides Medical Surgical Nursing II, Pharmacology II, Mental Health, NCLEX preparation, Clinical practice. Include Care of the adult with Disorders of all Systems, Administration of Medications. (Clinical 8 hours, Theory 11 hours, Total hours 19) (F)

## Part-Time Evening Program

### PN 1415. Nursing I

Introduces the health care system with personal and professional codes of conduct and roles of the various members of the healthcare team. This course includes basic nursing skills, body structure and function, and clinical practice. (Clinical 2 hours, 13 hours Theory, 15 total hours) (S)

### PN 1412. Nursing II

Prerequisite: PN 1111 and PN 1415. This course provides principles of nutrition, legal and Ethical nursing, nursing of mothers and infants, introduction to medical surgical nursing, Pharmacology I, and clinical practice. (Clinical 4 hours, Theory 8 hours, Total hours 12) (SS)

### PN 1312. Nursing III

Prerequisite: PN1111, PN 1415, PN 1412

This course provides training in nursing of children, nursing of geriatric patients, Medical Surgical Nursing, Pharmacology III, and clinical practice. Includes Care of the Adult with Disorders of the Nervous, Sensory, skin, Allergy, Digestive, Reproductive Systems. (Clinical 7 hours, Theory 5 hours, Total hours 12 ) (F)

### PN 1512. Nursing IV

Prerequisite: PN 1111, PN 1415, PN 1412, PN

1312 This course provides training in Mental Health, Medical Surgical Nursing, Pharmacology, NCLEX preparation and Clinical practice. Includes care of the adult with disorders of all systems, administration of medications. (Clinical 5 hours, Theory 7 hours, Total hours 12) (S)

## POLITICAL SCIENCE

### PSCI 2003. AMERICAN GOVERNMENT: NATIONAL

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. A survey of the American National Government including the Constitution; structure and operation of the presidency in action. (F, S, D, S, N)

**PSCI 2013. AMERICAN GOVERNMENT: STATE AND LOCAL**

Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. An overall examination of the institutions and operations on the state and local government level with special emphasis upon the structure and policies of the Arkansas political system. (F, D, Odd, S, N, Even)

**PSYCHOLOGY**

**PSYC 2003. GENERAL PSYCHOLOGY**

Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. Introduction to the basic factual content and concepts of psychology as a science. Topics of the course will typically include (but are not limited to) the physiological basis of behavior, learning, memory, personality, psychopathology, and psychotherapy. (F, S, D, N, SS)

**PSYC 2203. ABNORMAL PSYCHOLOGY**

Prerequisite: PSYC 2003. An introduction to the study of psychopathology. Topics of the course will typically include (but are not limited to) the causes, prevalence, symptoms, treatment, and outcomes of the major psychological disorders defined by the DSM-IV. (S, D)

**PSYC 2223.**

**DEVELOPMENTAL PSYCHOLOGY**

Prerequisite: PSYC 2003. A comprehensive survey of human growth, maturation, and development over the whole life span. (F, D)

**PHYSICAL THERAPIST ASSISTANT**

**PTA 1003. 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; and medical terminology. Prerequisite/s: completion of BSTD courses (exception BSTD 0513)

The following PTA classes are open only to Physical Therapist Assistant students.

**PTA 1204.**

**PATHOPHYSIOLOGICAL CONDITIONS**

Study of diseases and injuries seen in physical therapy (causes, prevalence, signs and symptoms, medical / surgical treatments and physical therapy management); process of inflammation and healing; includes conditions

affecting the neuromuscular, cardiopulmonary, endocrine, immune, vascular, and reproductive systems. Prerequisite: Admission to PTA Program. Co-requisites: PTA 1305, PTA 1601.

**PTA 1305.**

**APPLIED PHYSICAL THERAPY I**

Safe patient handling techniques (vitals, CPR, transfers, positioning, sterile/clean technique); exercises (theories, ROM, stretching, resistance); gait assessment / training; therapeutic massage; and documentation for PTAs. Prerequisite: Admission to PTA Program. C-requisites: PTA 1204, PTA 1601.

**PTA 1406. PHYSICAL THERAPY PROCEDURES**

Safe and effective use of therapeutic modalities used to treat musculoskeletal, neuromuscular and medical conditions (biophysical basis, instrumentation, indications, contraindications, application, instruction, and documentation); measurement of joint motion; wound care; and stump care. Prerequisites: PTA 1204, PTA 1305, PTA 1601. Co-requisites: PTA 1702, PTA 1505.

**PTA 1505.**

**APPLIED PHYSICAL THERAPY II**

Therapeutic exercise techniques (resistive exercises, equipment, spinal exercises); posture assessment and treatment; muscle strength testing; PT for special populations (OB/GYNE, pulmonary and cardiac conditions, diabetes mellitus, PVD, geriatrics); and PNF. Prerequisites: PTA 1204, PTA 1305, PTA 1601. Co-requisites: PTA 1702, PTA 1406.

**PTA 1601. CLINICAL PRACTICUM I**

Two week clinical internship focusing on patient safety, handling techniques, patient preparation, gait training, vitals, ROM exercises, communication, and PT/PTA relationship. Prerequisite: Admission to PTA Program. Co-requisites: PTA 1204, PTA 1305.

**PTA 1702. CLINICAL PRACTICUM II**

Three week clinical internship focusing on implementation of modalities, therapeutic exercises, goniometry, posture assessment / treatment; muscle strength testing; ethical / legal practice; and documentation / communication. Prerequisites: PTA 1204, PTA 1305, PTA 1601. Co-requisites: PTA 1406, PTA 1305.

### **PTA 2204. NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS**

Neuroanatomy; normal and abnormal development; medical, surgical and physical therapy management of neurological diseases / conditions; facilitation / inhibition techniques; PNF; motor control and developmental sequences techniques; orthotics; and functional and environmental assessment. Prerequisites: PTA 1702, PTA 1505, PTA 1406. Co-requisites: PTA 2408, PTA 2303.

### **PT 2303. ADMINISTRATION AND MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS**

Reimbursement issues; ethical guidelines; laws affecting the practice of physical therapy; liability/ malpractice issues; PTA communication and personal management skills; assessment of quality care; and resume` preparation. Prerequisites: PTA 1702, PTA 1505, PTA 1406. Co -requisites: PTA 2408, PTA 2204.

### **PTA 2408. CLINICAL PRACTICUM III**

Eleven weeks of clinical internships (one 5 week, one 6-week) focused on mastery of assessment and treatment of musculoskeletal, neurological, surgical, and medical conditions / injuries; safe / ethical practice; professional development; preparation of inservice; and case studies / presentations. Prerequisites: PTA 1702, PTA 1505, PTA 1406. Co-requisites: PTA 2303, PTA 2204.

### **PTA 2503. PTA SEMINAR**

Individualized course of study dependent upon needs assessment of PTA skills in therapeutic assessment, treatment implementation, ethics, communication and professionalism. Prerequisite: completion of PTA studies and/or permission of instructor.

## **RADIOLOGIC TECHNOLOGY**

### **RADT 1001. INTRODUCTION TO RADIOGRAPHY**

An introduction to the history of radiography and the health care profession. Includes an introduction to the RT program with emphasis placed on class and clinical requirements.\* Prerequisite all basic skills must be completed before signing up for the class. (F, S)

\*\*\* The following RADT classes are open only to Radiologic Technology students. \*\*\*

### **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. (F)

### **RADT 1103.**

#### **PATIENT CARE AND PROTECTION**

Principles of routine and emergency patient care. Emphasis is on empathy and interactions. Radiation protection for the patient is also emphasized. (F)

### **RADT 1111. DARKROOM PROCEDURES**

A comprehensive study of image production and processing. Composition and care of films and screens will be included. (F)

### **RADT 1123. IMAGING MODALITIES**

A study of the production of images in fluoroscopy, special procedures, U/S, C/T, MRT, and NM. (F)

### **RADT 1113. RADIOGRAPHIC EXPOSURE**

An in depth study of factors influencing radiographic film quality. (SS)

### **RADT 1213. ORIENTATION/CLINICAL EDUCATION I**

Introduction to the hospital setting. Directly supervised students assist and perform examinations covered in RADT 1214. Completion of chest and abdomen studies required. (F)

### **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 radiograph. Laboratory is required with this course. (F)

### **RADT 1223. CLINICAL EDUCATION II**

Prerequisite: RADT 1214. Continued supervised performance in previous exams studied along with procedures covered in RADT 1304. Completion of upper and lower extremities required. (S)

### **RADT 1304.**

#### **POSITIONING PROCEDURES II**

Prerequisite: RADT 1214. Radiographic positioning of the upper and lower extremities, pelvis, spine, and bony thorax. Conditions or pathologies will also be covered. Laboratory required. (S)

**RADT 1332. CLINICAL EDUCATION III**

Prerequisite: RADT 1223. Continued supervised performance in previous examinations covered in RADT 1214 and RADT 1304. Completion of spine, pelvis, and bony thorax required. (SS)

**RADT 1424.****POSITIONING PROCEDURES III**

Prerequisite: RADT 1304. Radiographic positioning of the head and neck region. Advanced positions for unusual patient conditions or pathologies will also be covered. (SS)

**RADT 2002. FILM EVALUATION**

Prerequisite: RADT 1113. Comprehensive analysis of the diagnostic radiographic image. Emphasis on recognizing and solving image problems. (S)

**RADT 2012. QUALITY ASSURANCE**

Prerequisite: RADT 1113. Methods and procedures in radiographic quality control. Emphasis on evaluation of data from quality assurance testing procedures. (SS)

**RADT 2116.****ADVANCED CLINICAL EDUCATION I**

Prerequisite: RADT 1332. Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1214, RADT 1304 and RADT 1424 with indirect supervision. Completion of head and neck study units required. (F)

**RADT 2202. RADIATION PHYSICS**

Study of the physics of Radiologic technology. Emphasis on x-ray production and equipment. (S)

**RADT 2223. SPECIAL PROCEDURES**

An in-depth study of the more specialized examinations performed in diagnostic radiology. (F)

**RADT 2236.****ADVANCED CLINICAL EDUCATION II**

Prerequisite: RADT 2116. Includes advanced elective rotations. Continued refinement of procedures mastered in RADT 1214, RADT 1304, and RADT 1424. Completion of special procedures required. (S)

**RADT 2302. RADIATION BIOLOGY**

Basics of radiation biology. Emphasis on genetic and somatic effects of radiation and the need for radiation protection. (S)

**RADT 2303. SEMINAR II**

Overview of radiography. Emphasis on application of knowledge. Includes section on professional writing. (SS)

**RADT 2312.****ADVANCED CLINICAL EDUCATION III**

Prerequisite: RADT 2236. Includes advanced and elective rotations. Completion of trauma radiology required, along with final demonstration of entry-level clinical skills. (SS)

**RADT 2403. SEMINAR I**

Study of pathological and trauma conditions confronted in radiography. Emphasis on the proper treatment of the patient. (S)

**SOCIOLOGY****SOC 1003. GENERAL ANTHROPOLOGY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introduction to cultural anthropology, the study of culture and humans in all times and all places. Major topics are the concept of culture itself, humans as culture-bearing animals, and various aspects of culture such as language, social organization, economy, technology, and religion as they appear in primitive and modern societies. (On demand)

**SOC 2003.****INTRODUCTION TO SOCIOLOGY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introduction to the social basis of human life. Topics of the course will typically include (but are not limited to) group processes, socialization, culture, social stratification, social institutions, race, sex and gender, and crime and deviance. (F, S, D, N, SS)

**SOC 2013. SOCIAL PROBLEMS**

Prerequisite: SOC 2003. A survey of contemporary social problems including, but not limited to, mental health, drug use and abuse, crime and juvenile delinquency, violence, poverty and social stratification, environment, and population. (On demand.)

**SOC 2033. MARRIAGE AND THE FAMILY**

A study of the problems of courtship, marriage, parenthood, and the family. (F, S, N)

**SPANISH****SPAN 1014,1023.****ELEMENTARY SPANISH I, II**

A functional approach to the acquisition of the four-fold communication skills: intensive oral drill, analysis of basic patterns, conversation, application of the essentials of grammar in oral and written exercises, and simple reading assignments. Regular practice required. 1024 has the prerequisite 1014 or its equivalent. (SS and on demand)

**SPAN 2013, 2023.**

**INTERMEDIATE SPANISH I, II**

Continuation of Elementary Spanish.

**SPEECH**

**SPCH 1113. PRINCIPLES OF SPEECH**

Principles of effective speaking; emphasis on both speaking techniques and listening. (F, S, D, SS)

**TECHNOLOGY**

**TECH 1043. BASIC ELECTRICITY**

A combined lecture and lab course. Presents lectures, discussions, and demonstrations in the general area of electrical theory and practice. Covers electron theory as it relates to the electrical circuit. Course includes electrical circuits, symbols, wiring practices, switches, lighting, and interpreting wiring schematics. The course also provides an understanding of electrical theory through laboratory experiments. Students will spend one hour each week in a practical exercise to reinforce concepts presented in class. (4 hours lecture/lab combined) (F, S)

**TECH 1104/L. PIPING SYSTEMS, VALVES, AND ALIGNMENT/LAB**

A basic overview of industrial piping systems, industrial fluids, valves and fittings, hangers and supports, piping insulation, temperature effects, characteristics on non-metals and metals, behavior of fluids in piping, non-metallic piping materials, tubing, hoses, fittings, branch connections, line sizes, nonmetallic fittings, valve construction, valve functions, industrial application of valves into systems, strainers, filters and traps, static and dynamic seals, piping and coupling alignment. (3 hours lecture, 3 hours lab, S)

**TECH 1203. INDUSTRIAL SAFETY**

An introductory course dealing with methods and programs utilized by industry to prevent injury and fatalities. This course covers mandatory safety training, interpretation of warning labels and signs, OSHA, industrial hazards and how to avoid them. This course also emphasizes personal responsibility for safety. Other topics include crane and hoisting equipment, chain and wire rope slings, machine guarding, electrical hazards, low and high pressure boiler safety, hydraulic/pneumatic system safety procedures, and equipment lock-out procedures. (3 hours lecture, F, S)

**TECH 1304/L. TWO-FOUR CYCLE SMALL ENGINE REPAIR/LAB.**

A study of the fundamentals of two and four cycle small engines construction and operation. Electrical

systems and drive train will be emphasized. Laboratory work includes diagnosing, servicing, and repair of small engines and related systems. (2 hours lecture, 3 hours lab; S)

**TECH 1403. TECHNICAL GRAPHICS I**

Introduces geometric tolerancing and the proper application of dimensions and tolerances. ANSI Y14.5.M will be taught for defining dimensioning and tolerancing symbols and application methods. Additional standards affecting calculation and application of tolerances will also be explained. Engineering graphics and measuring tools used in the metalworking industry will be taught. (3 hours lecture)

**TECH 1413/L.**

**LOW/HIGH PRESSURE BOILERS/LAB**

Introduction to low/high pressure boiler operations, procedures, and related equipment, ASME, and code requirements. Emphasis will be placed on preventive maintenance and repair. (2 hours lecture, 3 hours lab)

**TECH 1504. BASIC AIR CONDITIONING AND HEATING**

A combined lecture and lab course that offers an introduction to air conditioning and heating which covers the study of mechanical refrigeration and heating systems. Emphasis is placed on theory, servicing, and troubleshooting. (3 hours lecture, F).

**TECH 1604/L. COMMERCIAL A/C, HEATING, AND REFRIGERATION/LAB**

Prerequisite: Tech 1503. Advanced course to cover industrial refrigeration, air conditioning and heating. (2 hours lecture, 3 hours lab)

**TECH 1703/L. BASIC HYDRAULICS/PNEUMATICS/LAB**

This course covers the basic hydraulic/pneumatics components (pumps, valves, seal, packing), as well as proper maintenance procedures and system operations. (2 hours lecture, 3 hours lab, F)

**TECH 2001. SPECIAL TOPICS**

Co-requisite: Second semester sophomore standing. Each student will be assigned a design project related to the course work completed. A complete design analysis must be submitted and the project will be constructed and tested. (3 hours lab)

**TECH 2003. WORK-BASED LEARNING**

Prerequisite: Instructor and division chair approval prior to start of semester. Second semester sophomore standing. Work-based learning is a comprehensive treatment of relevant work



experience related to the student's major field of study. It includes cooperative education, apprenticeships, extended job shadowing, internships, and other systematic planned work experience. Faculty and employers work together with students to ensure the relationship between classroom instruction and work experience.

### **TECH 2111, 2112, 2113, 2114.**

#### **SELECTED TOPICS IN INDUSTRY**

Prerequisite: Approval of industry affiliate. A survey of various topics within the field of industry to meet specialized needs. Credit varies depending upon length of study. (One to four semester hours)

### **THEATRE**

#### **THEA 1103.**

##### **INTRODUCTION TO THEATRE**

A survey of theatre history, principles, techniques, and terminology. (On demand)

#### **THEA 2633.**

##### **COMMUNICATION THROUGH ACTING.**

Even if you have no intention of being an actor, there are many excellent reasons for you to study acting. Acting enhances your ability to communicate with others in all aspects of your life. It therapeutically gets you out of yourself by requiring a study of the essentials of movement, pantomime, and characterization. (On demand)

### **TRUCK DRIVING**

#### **TRD 1011. TRUCK DRIVING**

Lecture and hands-on driving instruction prepares the student to take the Class A CDL examination. Instructional areas include health wellness, stress management, driving safety, defense driving, map reading, log book, preparation for commercial driving examination, pre-trip inspection, cargo loading and securing, serpentine backing, straight line backing, coupling and uncoupling, shifting gears of vehicle, turning, and on-the-road driving skills.

### **WELDING TECHNOLOGY**

#### **WLD 1114/L.**

##### **SMAW WELDING & FABRICATION**

Principles and procedures for oxy-acetylene welding and cutting, the study of the theory and application of basic Shielded Metal Arc Welding electrodes, and running of beads in all positions. Practical application of oxyacetylene welding and cutting, brazing, setting up SMAW equipment. (2 hours lecture, 3 hours lab, F)

#### **WLD 1125. ADVANCED SMAW WELDING**

Prerequisite: WLD 1113 or consent of instructor. This course covers the practical application of SMAW equipment by welding in horizontal, vertical, and overhead positions. The student is also required to pass at least one AWS Certification test (guided bend/x-ray). Safety practices are emphasized. (9 hours lab, S)

#### **WLD 1214/L.**

##### **GMAW WELDING (MIG)/LAB**

Applications of Gas Metal Arc Welding (MIG) and the introduction of nonferrous metals. Fundamentals of metallurgy are included as related to metals welded where residual stresses are heat treated to relieve the locked up stresses. Safety practices are emphasized. (1 hour lecture, 6 hours lab, S)

#### **WLD 1224/L. GTAW WELDING (TIG)/LAB**

Topics covered include the practical applications of Tungsten Inert Gas Welding (TIG). A study of ferrous and non-ferrous material properties, material classification and specifications, advantages, limitations, and disadvantages as related to the (TIG) welding process. Safety practices are emphasized. (1 hour lecture, 6 hours lab, F)

#### **WLD 1244.**

##### **WELDING LAYOUT & FABRICATION**

Prerequisites: TECH 1303 or permission of the instructor. Structured steel and pipe layout scenarios will be covered. Students will use mathematical formulas in developing angles of cut and will determine the calculation for degrees of angles. The drawing of templates will be incorporated into the class. (4 hours, lecture/lab combined; S)

#### **WLD 1304/L. SMAW PIPE WELDING/LAB**

Prerequisites: WLD 113 or permission of the instructor. Joint welding and pipe welding applications will be covered with emphasis on 1G and 2G certification. (1 hour lecture, 6 hours lab; F)

#### **WLD 1314/L.**

##### **SPECIALIZED PIPE WELDING/LAB**

Prerequisites: WLD 1303 or permission of the instructor. Continuation of WLD 1303, stressing the various pipe welding processes with emphasis on 5G or 6G certificates. (1 hour lecture, 6 hours lab; S)

#### **WLD 1413. BLUEPRINT READING**

Introduction to reading and interpreting welding blueprints.

# Faculty and Staff

**Matlock, Kathy**, President; B.S., M.A., Southwest Texas State University; Ph.D., University of Texas at Austin (1997)

**Andrews, Robert Scott**, Vice President of Fiscal Affairs; B.A. University of Arkansas Little Rock; M.S. University of North Texas (2004)

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