

# SOUTHARK

*South Arkansas Community College*



**2013-2014  
CATALOG**

# SOUTH ARKANSAS COMMUNITY COLLEGE



## 2013-2014 Catalog

**1-800-955-2289**

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

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

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

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

# President's Welcome

## A Message from the President

*Welcome to South Arkansas Community College!*

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

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

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

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

*If you require additional information, please visit our website at [www.southark.edu](http://www.southark.edu), contact the college at 1-800-955-2289 or come visit the campus. We are here for you!*

**Barbara R. Jones, Ph. D.**  
**President**

## Un Mensaje del Presidente

*Bienvenidos a South Arkansas Community College!*

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

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

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

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

**Barbara R. Jones, Presidente, Ph.D.**



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

## TABLE OF CONTENTS

President’s Welcome .....	2
About the College .....	5
Academic Calendar 2013-2014.....	13
Admissions Information.....	16
Registration and Enrollment .....	23
Other Student Services.....	35
Financial Aid and Scholarships.....	55
Tuition and Fees .....	64
Credit Programs and Awards.....	70
Liberal Arts .....	77
Teacher Education.....	84
Health and Natural Sciences .....	97
Information and Business Technology.....	134
Trade and Industry .....	143
Adult Education and Corporate and Community Education .....	158
Course Descriptions .....	164
Faculty and Staff.....	212
Index .....	217





# Institutional INFORMATION

# About the College

**A Historical Summary**

**Mission Statement**

**Purposes of the College**

**Values**

**Board of Trustees**

**SouthArk Foundation**

**Accreditation and Affiliations**

**Equal Opportunity-Affirmative Action**

**Sexual Harassment**

**Complaints from the Public**

**Drug-Free Campus and Workplace**

**Statement of Compliance**

**Useful Contacts at SouthArk**

**Academic Calendar**

**Inclement Weather**

**Hours of Operation**

## **A Historical Summary**

South Arkansas Community College, known locally as SouthArk, is a public, comprehensive community college with an open-door policy, providing educational programs, workforce development, civic and cultural enrichment, and support services to students and residents in its service area. Formed from a merger of Southern Arkansas University, El Dorado Branch (SAU-EB), and Oil Belt Technical College (OBTC), South Arkansas Community College was approved by a 62 percent majority vote in Union County in March 1992. Then-Governor Bill Clinton appointed a nine-member Board of Trustees, and all assets and liabilities of Oil Belt and SAU-EB were transferred by June 30, 1992, to SouthArk. The former OBTC became known as the East Campus and SAU-EB the West Campus.

## **Mission Statement**

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

## **Purposes of the College**

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

## **Values**

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

### **Excellence in Education**

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

### **Student Learning**

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

### **Contribution to the Community**

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

### **Quality of Work Environment**

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

### **Respect for Diversity**

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

### **Commitment to Accountability**

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

### **Board of Trustees**

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

Mr. Steve Cameron .....	12-31-2016
Ms. Patty Cardin .....	12-31-2019
Mr. Sam Chamberlain .....	12-31-2016
Mr. Steve Cousins, Chair .....	12-31-2014
Ms. Veronica Creer, Secretary .....	12-31-2018
Ms. Vicki de Yampert.....	12-31-2014
Dr. Marc Parnell.....	12-31-2014
Mr. David Ross .....	12-31-2016
Mr. Charlie Thomas .....	12-31-2018

### **South Arkansas Community College Foundation, Inc.**

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

### **Accreditation and Affiliations**

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

### **Equal Opportunity-Affirmative Action Statement**

South Arkansas Community College does not discriminate against any individual on the basis of race, gender, nationality or national origin, age, religion, sexual orientation, or disability in making decisions regarding employment, student admission, or other functions, operations, or activities.

The college is in compliance with Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA).

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

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



## **Sexual Harassment**

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

## **Complaints from the Public**

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

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

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

## **Drug-Free Campus and Workplace**

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

## **Statement of Compliance**

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

# Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Academic Advising: Business & Computer Technology Health & Natural Sciences	Cathy Harrell  Lacey Carnahan	ADM106D  HSC217	864-8466 Ext. 466 875-7207 Ext. 207
Education	Susan Spicher	WHT237	864-7184 Ext. 184
All other advising	Dr. John Spencer, Academic Advisor	SSC254	864-7141 Ext. 141
Academic Probation	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Adult Education	Christy Puterbaugh Director of Adult Basic Education	MCG106	864-7182
Automotive Service Technology Program	Karsten Tidwell, AST, Instructor  Doyle Manis, AST, Instructor	MCG153  MCG 153	862-8131 Ext. 361 862-8131 Ext. 124
Basic Studies Program	Carol Benson, Coordinator of Basic Studies	ADM205B	862-8131 Ext. 224
Business and Technical Education	Jim Roomsburg, Dean of Business and Technical Education	MCG109	864-8410
Computer Programs	Donna Hendricks, Professor Vicki Badgley, Professor Computer Information Systems	TEC206 TEC125	864-7177 864-8400
Career Pathways Initiative	Tammi McKinnon Career Pathways Director	SSC252	864-8459
Community Classes Contract Training	Jamie McConathy Dean of Continuing Education	WFD149	864-7193
Computer Services	Dr. Timothy Kirk, Chief Information Officer	TEC226	864-7154
Counseling	Sue Bowman, Grace Palcuict, Student Support Services	SSC254 SSC241	875-7235 864-7108
Distance Learning	Director of Distance Learning		
Drop-Add Courses	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Early Childhood Education	Susan Spicher, Director of Education	ADM203B	864-7184
Enrollment Services Office	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Emergency Medical Technology Program	Ken Kelley, Director	HSC372	864-8490

# Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Financial Aid	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Graduation Applications	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Health and Natural Sciences	Arthur Brown, Dean	HSC312	864-7102
Health Information Tech.	Debra Moring, Director	HSC374	864-7165
Human Resource/Equal Opportunity Affirmative Action	Becky Riggs Personnel Director	ADM304B	864-7146
Industrial Equipment Maintenance	Jim Roomsburg, Dean of Business and Technical Education	MCG109	864-8410
Industry and Business Training	Jamie McConathy Director of Continuing Education	WFD149	864-7193
Institutional Research	Dr. Stephanie Tully-Dartez Director of Institutional Effectiveness	ADM306C	864-8413
Liberal Arts	Phillip Ballard, Dean	WHT107B	864-7156
Library	Francis Kuykendall, Librarian	LIB	864-7116
Music/Piano/Voice Lessons	Victoria Harden, Music Professor	ADM229C	864-7176
Network Security Technology	Vicki Badgley, Professor	TEC125	864-8400
Occupational Therapy Assistant Program	Dr. Sandra Pugh Professor and Director	HSC284	864-7171
Parking Decals	Casey Martin, Director of The Learning Center and Testing	WHT125	864-7196
Parking Issues	Carl Blake, Public Safety Director	WHT125	864-7125
Performance and Media Arts Program	Larry Powell Program Director	ADM203B	875-7272
Physical Therapist Assistant Program	Dr. Jennifer Parks Professor and Director	HSC250	864-7189
Practical and RN Nursing Programs	Keitha Davidson Professor and Director	HSC206	864-7136
Publicity	Heath Waldrop, Coordinator of Marketing and Communications	ADM104C	864-7111
Radiologic Technology	Debby Edney, Professor and Director	HSC178	875-7226
Recruitment	Brittany Vick Recruitment and Student Activities	SSC243	864-8414
Respiratory Therapy	Joan Gauthreaux, Director	HSC370	875-7286

# Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Retention	Dr. Curtis Hill Vice President of Student Services	SSC263	864-7128
Scholarships	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Secondary Technical Center	Kaci Travis, Director	MCG146	864-7110
Security/Emergencies	Carl Blake, Director of Public Safety	WHT125	864-7125
SouthArk Off-Campus Programs	Dr. Valeriano Cantú Vice President of Learning	ADM102B	864-7155
Student Activities and Organizations	Brittany Vick Recruitment and Student Activities	SSC243	864-8414
Student ID Cards	Casey Martin, Director of The Learning Center and Testing	SSC220	864-7196
Student Loans	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Student Placement	Jamie McConathy Dean of Continuing Education	WFD149	864-7193
Student Schedules	Dean Inman Dean of Enrollment Services	SSC258	864-7142
Surgical Technology	Kellye Young, Program Director	HSC307	875-7283
Teacher Education Program	Susan Spicher, Director of Education	WHT184	7184
Testing: COMPASS, HOBET V, Nelson-Denny TABE, GED, WAGE	Casey Martin, Director of The Learning Center and Testing Christy Puterbaugh Director of Adult Education	SSC220 MCG105	864-7196 864-7182
Textbooks	Robbie Riddle, Bookstore Manager	SSC112	864-7151
Transcripts	Heather Smith, Registrar's Assistant	SSC240	875-7243
Tuition and Fee Information	Kim Vaughn, Business Office	ADM302D	864-7174
Tuition and Fee Payments	Bookstore	SSC112	864-7163
Tutoring (The Learning Center)	Casey Martin, Director of The Learning Center and Testing	SSC220	864-7196
Veterans' Affairs	Veronda Tatum Director of Financial Aid	SSC248	864-7133
Welding Technology Program	Josh Benson, Instructor	WEL107	862-7131 Ext. 338
Withdrawal From Class	Mary Fallin Enrollment Services Office	SSC256	875-7244
Workforce Development	Dean of Continuing Education	WFD149	864-7193

# Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Work Study Program	Brenda Blackmon, Financial Aid Analyst	SSC250	875-7238

# Room Scheduling

FOR	WHO	WHERE	PHONE
Administration Building Board Room, Atrium, TEC Conference Room,	Susan Jordan and Kathy Waldrop Administrative Specialists, Office of the President	ADM306A and ADM306	864-7107 864-8433
Library Auditorium	Ginny Garner	ECC201	864-8448
Classrooms (W): Administration 202, 206 Whitfield Building 103, 210, 211, 212, 213, 214, 215, 226, 227, 228 Computer Technology Building 126, 131, 140, 203, 209, 225 Health Science Center	Diana Hunt Administrative Specialist, Liberal Arts  Nita McDonald, Administrative Assistant, Business and Technical Education Denise Yancey, Administrative Specialist, Division of Health and Natural Sciences	WHT107A  MCG108  HSC 306	864-8475  864-7188 Ext. 188  864-8424
Compressed Interactive Video Labs in WHT208 and TEC128 Other classes in WHT208  Other classes in TEC128  Gymnasium	Director of Disance Learning  Diana Hunt, Administrative Specialist, Liberal Arts Nita McDonald, Administrative Assistant, Bus. and Tech. Ed. Carol Modica-Smith, Business Office	WHT107A  MCG108  ADM304	864-8475  864-7188 Ext. 188 864-7160 Ext. 160
McGehee, Industrial/ Technology, and Welding Buildings, Classrooms/ Conference Rooms (E)	Nita McDonald Administrative Assistant, Business and Technical Education	MCG108	864-7188 Ext. 188



# Academic Calendar 2013-2014

## FALL SEMESTER 2013

Aug 14	Faculty In-Service – administrative offices closed until 10:00 a.m.
Aug 15	In-Service
Aug 16	Advising and registration
Aug 19	Classes begin
Aug 21	Last day of late registration or to add a class with instructor permission
Sept 2	Labor Day Holiday, college closed
Sept 6	Last day to change to audit status
Oct 9	Last day to apply for December graduation
Nov 14	Last day to withdraw from a course with a grade of “W”
Nov 26	Last day of classes
Nov 27	No Classes (for staff, college closes at 3:00 p.m. on Wednesday, Nov. 27)
Nov 28-29	Thanksgiving Holiday – College closed
Dec 2-5	Final exams
Dec 6	Semester ends – Grades due electronically at 10:00 a.m.
Dec 9-12	Assessment days
Dec 13	Commencement

## SPRING SEMESTER 2014

Jan 6	Faculty In-Service – administrative offices closed until 10:00 a.m.
Jan 7	Advising and registration
Jan 8	Classes begin
Jan 10	Last day of late registration or to add a class with instructor permission
Jan 20	Martin Luther King Holiday, college closed
Jan 27	Last day to change to audit status
Mar 13	Last day to apply for Spring Graduation
Mar 24-28	Spring Break, no classes (for staff, college closes 2:00 p.m. Thursday, March 27)
Mar 28	Spring Break, college closed
Apr 14	Last day to withdraw from a course with a grade of “W”
Apr 24	Last day of classes
Apr 28-May 1	Final exams
May 2	Semester ends – Grades due electronically at 10:00 a.m.
May 5-8	Assessment days
May 9	Commencement

## SUMMER 2014 FIRST TERM

May 21	Advising and registration
May 22	Classes begin
May 26	Memorial Day Holiday, college closed
May 27	Last day of late registration or to add a class with instructor permission
June 2	Last day to change to audit status
June 23	Last day to withdraw from a class with a grade of “W”
June 24	Final exams – Semester ends – Grades due electronically at 10:00 a.m.
Aug 1	Commencement

## **SUMMER 2014 SECOND TERM**

June 25	Advising and registration
June 26	Classes begin
July 4	Independence Day Holiday, college closed (Friday)
July 8	Last day of late registration or to add a class with instructor permission
July 9	Last day to change to audit status
July 28	Last day to withdraw from a class with a grade of “W”
July 29	Final exams – Semester ends – Grades due electronically at 10:00 a.m.
Aug 1	Commencement

## **SUMMER 2014 LONG SUMMER**

May 21	Advising and registration
May 22	Classes begin
May 26	Memorial Day Holiday, college closed
May 27	Last day of late registration or to add a class with instructor permission
June 2	Last day to change to audit status
July 4	Independence Day Holiday, college closed (Friday)
July 28	Last day to withdraw from a course with a grade of “W”
July 29	Final exams – Semester ends – Grades due electronically at 10:00 a.m.
Aug 1	Commencement

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

### **Inclement Weather**

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

### **Hours of Operation**

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

### **SouthArk Bistro hours**

Fall and Spring Semesters—Monday to Thursday, 7:30 a.m.-4:00 p.m.,  
Friday 8:00 a.m.-2:00 p.m.

Summer Semester—Monday to Thursday, 9:00 a.m.-3:00 p.m., Friday 9:00 a.m.-12 noon



# Student **SERVICES**

# Admissions Information

## Admission Requirements

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

## Application Procedures

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

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

Health science programs may require a background security check (and a fee of \$50) before students can work at a medical site as a clinical student.

## When to Apply

SouthArk semesters start in August, January, and May. Applications may be made at any time. Check with the Enrollment Services Office. **STUDENTS ARE ENCOURAGED TO APPLY EARLY TO HAVE THE BEST CHANCE TO SECURE A PLACE IN A PROGRAM.**

## Admissions Categories

SouthArk accepts students in the following categories: Regular Admission, Transfer Admission, High School Student, and Unclassified Student. The application file must be completed prior to the student's first term of enrollment.

### 1. Regular Admission

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

school will be admitted unconditionally. There is no required score on the ACT for unconditional admission for students graduating from an accredited public high school in Arkansas.

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

1. Those seeking admission to the Associate of Arts degree program must complete at least 12 hours of required general education core and any necessary basic studies courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.
2. Those seeking admission to the Associate of Applied Science degree or Technical Certificate at least six hours of required general education core and six hours of required technical courses and any necessary basic studies courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.

**D. Conditional-Prep Admission.** Conditional-Prep admission status applies to all first-time in college applicants who has graduated from an accredited high school or successfully completed the GED examination, and have an ACT score of 14 or lower must follow a Student Success Plan before enrolling in an associate degree program according to Act 1184. Students enrolling in a non-credit course, a Certificate of Proficiency or Technical Certificate are exempt from these requirements.

Beginning in January 2013, a first-time, degree seeking student who scores below the approved determined Student Ability-to-Benefit assessment score (Composite ACT 14 or below, SAT 690 or below, 62 on the COMPASS Reading Skills test, or 35 on the ASSET Reading Skills test), but has a high school diploma or GED, may only be enrolled by a two-year or four institution of higher education in a specific program approved by the Arkansas Higher Education Coordination Board (AHECB).

1. If the applicant did not take the ACT a comparable state approved assessment may be used (i.e. ASSET, COMPASS, SAT, etc.). If the applicant does not meet the admission standards determined by the approved assessment score, an opportunity must be given to reassess. The COMPASS is an alternative assessment approved by the state of Arkansas, and a minimum score of 62 or below on the COMPASS Reading assessment determines if the applicant is admitted to South Arkansas Community College under 'Conditional-Prep' status.
2. A Student Success Plan for students admitted as 'Conditional-Prep' was adopted In compliance with Act 1184 according to the Arkansas Higher Education Coordinating Board. The Student Success Plan consist of the following components:
  - a. Mandatory Orientation Program
  - b. Basic Studies Coursework/Remedial Education Program
  - c. Enrollment in SouthArk Success Course



- d. Comprehensive Advising Program
  - e. Personalized degree completion pathway (includes degree audit)
3. No student admitted under ‘Conditional-Prep’ status will be permitted to enroll after the semester begins; and will not be eligible to enroll in online courses during their first two semesters or before meeting college-readiness standards in Reading and Writing. The outcome of a student admitted as ‘Conditional-Prep’ after the first semester, and adherence to the Student Success Plan will assist advisors in determining whether they should be considered for enrollment in online courses during the second semester.

**E. Readmission (Former students of SouthArk).** Students previously enrolled at SouthArk who have been out of school for one or more semesters should contact the Office of Enrollment Services. Official transcripts must be provided from all other institutions attended since the student’s previous enrollment at SouthArk.

## **2. Transfer Admission**

**A. Permanent (Degree/Certificate Seeking at SouthArk).** Students previously enrolled in other postsecondary institutions must provide evidence of good standing at those institutions. An official transcript must be sent from each institution previously attended to the Office of Enrollment Services. Students transferring with 15 or more semester hours earned in general education course work will not be required to take placement tests. However, transfer students must demonstrate basic skills in English and mathematics with either test scores or satisfactory completion of courses.

- 1. Students who are not eligible for readmission to their previous institution will be considered for conditional admission.
- 2. Transfer students who are on academic probation at their previous institution will be placed on continued academic probation upon admission.
- 3. Transfer students will be subject to the probation policy and procedures for students who are on probation. **All transcripts must be received by the Admissions Office prior to enrollment.**

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

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

### 3. High School Students

**A. Dual Enrollment.** Any qualified student in a public or private high school may enroll in college-level courses with written permission from his/her high school principal. *Qualified* refers to approval by the Office of Enrollment Services including completion of the application for admission and presentation of placement scores for either ACT, SAT, ASSET, or COMPASS. Specifically, the following restrictions are placed on enrollment of students in the concurrent enrollment category:

1. To enroll in English composition or other college-level courses not requiring a math prerequisite, students must score the following:

<b>ASSET</b>
Writing
42

**AND**

<b>ACT</b>	<b>COMPASS</b>	<b>SAT</b>
Reading	Reading	Reading
19	82	470

2. To enroll in College Algebra, students must score the following:

<b>ACT</b>	<b>ASSET</b>	<b>COMPASS</b>	<b>SAT</b>
Math	Interm. Algebra	Math	Quantitative
19	43	71	460

### 4. Unclassified

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

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

**B. Business and Industry.** This category is intended for students who wish to enroll in specific courses that have been scheduled by/for business and industry or courses business and industry have specified for their employees. Generally, students in this category will enroll or be registered at the request of an employer. Business and Industry students must submit the application for admission and proof of two MMRs only; they are exempt from placement testing and transcript requirements as long as they remain in this category. Business and Industry students are ineligible to receive financial aid. The business/industry/employer is responsible for determining that all appropriate prerequisites are met. Should a Business and Industry student wish to

change to degree or certificate-seeking status, all requirements of Regular Admissions (readmission) will then apply.

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

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

*\*\*Students in this category must complete an application for admission and proof of graduation, if applicable. Students taking advantage of the Over 60 waiver who wish to earn a degree or certificate must follow guidelines for Regular or Transfer Admission. Persons over 60 are exempt from basic skills requirements unless enrolled in a degree program.*

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

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

### **International Students**

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

## **CREDIT TRANSFERS**

### **Acceptance of Transfer Credits**

Transfer credit will be evaluated by the Enrollment Services 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 accredited by one of the six regional agencies and the student successfully completed the course with a “C” or higher. Credits earned at other institutions will not be calculated in the student’s SouthArk cumulative GPA. To receive a degree from SouthArk, a student must complete any 30 hours or the last 15 hours at SouthArk.

### **Advanced Placement Program**

South Arkansas Community College participates in the Advanced Placement Program (AP) of the College Entrance Examination Board for entering freshmen. A student who submits the official test transcript verifying earned scores of 3, 4, or 5 may be awarded college credit for an equivalent course listed in the general catalog. This policy includes the opportunity for a high school graduate to enter with sophomore standing if sufficient credit has been earned in the AP program. Credit permitted will be allowed for the corresponding course or sequence of courses at the college, but no grade will be assigned to the approved credit nor will the hours meet residency requirements. Students who earn a 3 on an AP exam should be aware that credit may not be awarded for that score should

they transfer to another college or university. Students should check with the registrar of any institution they plan to transfer to if they have AP test scores of 3 to determine what level of credit or placement they will receive for this score. Scores of 4 or 5 carry an award of credit at all public institutions of higher education in Arkansas. Twelve hours of credit must be completed at South Arkansas Community College before AP credit is listed on the transcript.

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

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

### **Credit by Examination**

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

1. Examinations are offered during the first week of each semester unless other arrangements have been made with the department involved.
2. A non-refundable fee of \$12 per semester credit plus a \$7 testing fee must be paid to the cashier in the Bookstore before the test is administered. The Bookstore will provide the student a receipt authorizing testing.
3. Examinations are not available for basic studies courses, performing music and studio art courses, physical education courses, or courses covered by the CLEP exam.
4. Credit will be awarded to students making a minimum score of 80 percent on the examination. Credit earned is awarded on a pass/fail basis only.
5. A student may earn a maximum of 30 combined CLEP and credit-by-examination hours.
6. Students must earn 12 semester credits applicable to a degree or certificate at SouthArk before petitioning for credit by examination to be posted to their transcripts. Students are responsible for requesting that credit by examination be recorded on the transcripts.
7. Students are not permitted to receive credit by examination for courses in which they have previously been enrolled.
8. To receive credit by examination, students must request a change-of-course form from the Vice President of Learning.

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

Students with knowledge or skills equivalent to those required in courses taught at SouthArk may be awarded credit in those courses. In order to earn such credit, the student must petition the department involved and the Vice President of Learning. The department will make its recommendation upon the evaluation of a portfolio completely defining the experience or training for which credit is sought. The college will also consider granting credit based on the *College Credit Recommendations* published by the University of the State of New York, the *Guide to the Evaluation of Educational Experiences in the Armed Services*, and the *American Council on Education*, or other similar guides. The maximum number of credits awarded for previous experience including that demonstrated by CLEP

examinations shall not exceed 30 credits.

### **Applying to Medical Programs**

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

Many of the health-science programs are selective-admissions programs, which require specific criteria. Admission and selection specific to each health-science program can be obtained from the respective program's faculty or from the advisor for health sciences.

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

### **Withdrawing from College**

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

To withdraw from the college the student must:

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



# Registration and Enrollment

## Registering Using Campus Connect

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

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

## Registration Sessions

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

## Course Availability

SouthArk offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the Academic Calendar and in class schedules that are posted on the college's 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 SouthArk is to communicate the expectations of the college, to orient students to higher education, and to help students meet their career goals. Students in health sciences should see the advisor located in the college of health science. Students majoring in education must see the director of education in the college of liberal arts. Students in all programs can seek academic advice by using [advisor@southark.edu](mailto:advisor@southark.edu). Advisors are available during their posted office hours and during registration. Students in all other programs can see the general advisor.

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

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

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

### **Academic Appeals**

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

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

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

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

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

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

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

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

refer to program policies in these matters.

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

Courses may be added until the last day of late registration as shown in the academic calendar. Students cannot add courses after the sixth day of the semester. Courses that are dropped on or before the eleventh class day are not recorded on the student's permanent record. After the eleventh day, students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences. The last day to drop a class is published in the academic calendar.

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

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

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

### **Basic Studies Requirements**

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

1. Scoring 19 or above on the ACT English section, 42 or above on the ASSET writing skills, 75 or above on the COMPASS writing skills, 470 or above on the SAT verbal section, or passing Writing II (0213) with a grade of "C" or better.
2. Scoring 19 or above on ACT reading section, 42 or above on the ASSET reading skills, 82 or above on the COMPASS reading skills, 470 or above on the SAT verbal section, or passing Reading Improvement II (0113) with a grade of "C" or better.
3. Scoring 19 or above on the ACT mathematics section, 43 or above on the ASSET Intermediate Algebra, 71 or above on the COMPASS algebra mathematics section, 460 or above on the SAT mathematics section, or passing Intermediate Algebra (0513) with a grade of "C" or better.

### **Basic Studies Courses**

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

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. In compliance with Arkansas statutes, SouthArk uses standardized tests for course placement. The COMPASS, ASSET, ACT, and SAT measure academic preparedness in reading, writing, and mathematics.

- Students are placed in basic studies courses if scores on the COMPASS, ASSET, ACT and/or SAT indicate a need for college preparatory work. The following courses are Basic Studies courses: Reading Improvements I and II, Fundamentals of Writing I and II, Fundamentals of Arithmetic, Elementary Algebra, and Intermediate Algebra.
- Students whose placement scores show deficiencies may retake the COMPASS after waiting 10 days if they have not enrolled in basic studies courses.
- The college will accept ASSET or COMPASS scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

### COURSE PLACEMENT TEST SCORES

#### Writing Skills

ACT Scores	ASSET Scores	COMPASS Scores	Course Placement
14 or below	35 or below	41 or below	BSTD 0203 Fund of Writing I
15-18	36-44	42-79	BSTD 0213 Fund of Writing II
19+	45+	80+	ENGL 1113 Composition I

#### Reading Skills

ACT Scores	ASSET Scores	COMPASS Scores	Course Placement
14 or below	38 or below	50 or below	BSTD 0103 Reading I
15-18	39-42	51-82	BSTD 0113 Reading II or Nelson-Denny Reading Test (see below)
19+	43+	83+	Reading not required

#### Math Skills

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

*Students who place into BSTD 0113 Reading II have the option of taking the Nelson-Denny reading test to possibly place out of any reading course. (See Nelson-Denny reading chart below for score placements).*

Nelson-Denny Reading Scores	Course Placement
10.1-13.0	BSTD 0113 Reading II
13.1+	Reading not required

### SAT Scores

<b>English and Reading</b>	470 or above -- Composition I Reading not required
<b>Mathematics</b>	460 or above -- College Algebra

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

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

Enrollment in basic studies courses is a condition of admission in accordance with state regulations and the policies of SouthArk. Students making a D, F, NC, W, or WE in any basic studies course will be placed on Basic Studies Hold and will be required to reenroll in basic studies courses at the next semester of enrollment and must continue to enroll in basic studies courses until all of the required basic studies have been successfully completed.

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

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

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

#### **Academic Standards: Probation and Suspension**

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

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

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

Students on academic probation who do not have a 2.0 GPA in the next semester will be placed on academic suspension and must remain out of school for one Fall or Spring semester. Once the student completes the suspension period, they may be readmitted after a conference with the Vice President of Learning.

## **Course Length**

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

## **Prerequisites**

A prerequisite is a requirement that must be fulfilled prior to enrolling in a specific course. Students should check the course descriptions section of the catalog to be sure they have met course prerequisites prior to attempting to register for classes. Students are required to have an appropriate test score in a placement test or complete a basic studies course in writing, 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 15 semester credits; however, a student enrolling in 12 or more credits is considered to be a full-time student for financial aid purposes. Six credits is considered a normal load for each term of the summer session. Eighteen credits is the maximum load during a regular session without the permission of the Vice President of Learning (VPL). The VPL may approve a load of up to 21 semester credits. Eight credits is the maximum for a single summer session with a maximum of 14 earned credit hours for the summer sessions. The VPL must approve any exceptions in course load.

## **Repeating a Course**

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

## **Auditing a Course**

Students are permitted to audit courses at SouthArk. Audit students will pay the regular fee as indicated in the section entitled Tuition and Fees. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term. The Enrollment Services 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 Dean of Enrollment Services in writing that public information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Enrollment Services Office. Additional information on education records is released only upon written

student request except to the following persons:

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

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

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

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

### **Changing Personal Data**

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

### **Standards of Student Conduct**

The college expects students to conduct themselves as responsible members of the college community and to adhere to an appropriate code of dress and conduct. Student conduct that interferes with the education of other students, excessive absenteeism, inability to pass required courses, unsatisfactory progress in clinical performance, moral and ethical misbehaviors, poor interpersonal skills, or insubordination may be subject to disciplinary action. All students are obligated to assume responsibility for their actions, to respect the rights of others, to conform to the reasonable rules of conduct, to protect private and public property, and to make effective use of his/her time in securing the benefits of a college education.

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



## **Offenses Subject to Disciplinary Action**

*(This list is not exhaustive)*

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

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

## **Disciplinary Procedures and Actions**

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

### ***Disciplinary Action***

The VPSS may impose disciplinary action to include, but not be limited to, the following:

1. **Expulsion**—Separation of the student from the college. The student is not eligible for readmission to the college.
2. **Dismissal**—Separation of the student from the college for an indefinite period of time.
3. **Suspension**—Separation of the student from the college for a definite period of time.
4. **Probation**—An official warning that the student's conduct is a violation of the code of conduct. Probation can be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued enrollment (e.g., referral for

drug and alcohol abuse counseling).

5. **Letter of Reprimand**—An official letter stating the student’s behavior is unbecoming to the college community.

The VPSS or a designee is responsible for (1) investigating allegations of student misconduct, (2) initiating student disciplinary action after meeting with the student to determine the nature of the violation, and (3) allowing the student an opportunity for a hearing. The VPSS and the student may call other individuals to testify at the hearing to assure all evidence has been heard. Following the hearing, the VPSS will determine the disciplinary sanctions. The student will be notified in writing of the sanctions, evidence of the violation, and the recommended action.

The student will be allowed to appeal the decision to the Student Services Committee or accept the decision as stated. The student’s decision shall be made within 24 hours of the hearing. If there is no request for an appeal, the decision will stand and be considered final.

### **Disciplinary Appeals Procedure**

In student discipline cases the Student Services Committee may be asked to act as an appeals committee for hearing student appeals or concerns which have resulted from campus decisions or imposed rules and regulations. All members available can hear the cases and ask students to serve on the hearing committee if necessary including the one student member of the Student Services Committee. The Appeals process is part of the college’s due process and will be governed by fairness, truth, and justice in its deliberation. A request for an appeal shall be made in writing and addressed to the VPSS. The appeals process is as follows:

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

### **Academic Honesty Policy**

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

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student’s homework, class work, or required project (in whole or in part) and/or presenting another’s work as the student’s own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or

manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

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

- The student will receive a penalty of no less than a zero on the work in question.
- The instructor will submit a written report of the incident to the Vice President of Learning
- The Vice President of Learning will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the college's Academic Appeals procedure.

### **Class Attendance Policy**

Students are expected to attend all classes in which they are enrolled. If a student is absent from a class session, it is the student's responsibility to make arrangements to complete or make up any work missed. No makeup work for missed classes will be allowed without the approval of the instructor. Students who enroll late must assume all responsibility for work missed. Classes not attended as a result of late enrollment may be counted toward excessive absences. Students not attending the entire class period may be counted absent for that period.

An instructor may drop students with a grade of "WE" if students have been absent for an excessive number of days. Warning letters will be sent to the students advising them of the consequences of non-attendance and urging them to contact their instructors immediately. Excessive absences are defined as follows:

#### **Regular Semester**

Courses which meet once a week .....	2 absences
Courses that meet twice per week.....	3 absences
Courses that meet three times per week.....	4 absences
Courses that meet four times per week.....	5 absences

#### **Summer Session:**

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

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

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

### **Scheduled Absences**

Scheduled absences are those that occur because of college-related activities or as a result of summons to jury duty or military duty. Classes missed as the result of scheduled absences will not be counted as excessive absences. Makeup work for scheduled absences

will be at the discretion of the instructor.

### **Withdrawal for Excessive Absences**

Instructors initiate a withdrawal for excessive absences by notifying the Vice President of Learning (VPL) that a student has excessive absences in a class. The VPL notifies that student of the consequences of not attending class and urges him/her to contact his/her instructor immediately. If the student does not contact his/her instructor within one week, the instructor may notify the VPL that the student is to be withdrawn from the class because of excessive absences and is to be assigned a grade of “WE” in accordance with SouthArk’s attendance policy. The instructor may not readmit students who have been dropped from class because of excessive absences to class.

### **Student Assessment**

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

### **Dean’s List**

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

### **President’s Honor Roll**

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

### **Academic Honors**

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

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

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

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

Cumulative Grade Point Average

3.50 to 3.74 (inclusive)

3.75 to 3.99 (inclusive)

4.00

Award

with honors

with high honors

with highest honors

# Other Student Services

## Academic Forgiveness

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

### *Conditions*

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

### *Special Notes*

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

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

### *Procedure*

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

## Academic Fresh Start

Academic Fresh Start allows a person to apply for re-admission and not have coursework completed 10 or more years prior to the date of anticipated enrollment included as consideration in the admission/financial aid decision. This allows students to begin a new course of study with a clear academic record.

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

This means that:

- Courses taken previously cannot be used to fulfill new prerequisite requirements.
- Courses taken previously cannot be counted towards your new degree.
- Courses taken previously will not be counted in your new GPA calculations.

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

Even if you choose the Academic Fresh Start option, you must still complete the usual admissions process, including providing information on all colleges or universities previously attended and providing official copies of transcripts from all schools you attended.

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

### *Applying for Fresh Start*

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

### *Acceptance of Fresh Start Application*

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

### *Effect on Financial Aid*

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

## **Bookstore**

Location: West Campus, Student Center, First Floor

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



## Career Pathways Initiative

Are you looking for a career instead of a job? SouthArk offers a wide variety of career programs, some of which can be completed in less than a year. You can start preparing for a higher paying career **today**. The Career Pathways Initiative (CPI) is a resource that enables SouthArk to offer those who qualify free career training and college classes. In addition, the Pathways Initiative may be able to help students overcome the barriers that have kept them from getting the education and training needed. Assistance with child care, transportation, tuition, books, and fees may be available to those students who qualify. Basic eligibility requirements include:

- You must be a resident of Arkansas **AND**
- You must be a parent, with children under age 21 living in your home, **AND**
- You must be receiving Transitional Employment Assistance (TEA) now, or have received TEA in the past, **OR**
- You must be receiving food stamps, Medicaid, or ARKids, **OR**
- You must have annual family income below 250% of federal poverty level (about \$57,625 annually for a family of four)

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

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

- Welding
- Industrial Equipment Maintenance Technician
- CNA/LPN/RN
- PTA/OTA/RT
- Automotive Service Technology
- Early Childhood Education

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

Interested in signing up, but don't know where to begin? CPI staff is available to help you make application, choose classes and get started on your pathway to a brighter future. For more information on CPI or to make application, contact Sandi Hildebrand at (870) 864-8457 (shildebrand@southark.edu), Kathy Reaves at (870) 864-8458, or Tammi McKinnon at (870) 864-8459 (tmckinnon@southark.edu). CPI applications and handbook are also available online. You may access the application from SouthArk's website by selecting the Campus tab and then the Career Pathways link.

## **Carl Perkins**

The Carl D. Perkins Career and Technical Education Act of 2006 (Perkins V) provides a renewed vision of career and technical education programs for the 21st century. Perkins IV provides an increased focus on academic achievement of Career and Technical Education (CTE) students, increases State and local accountability, and strengthens the connections between secondary and postsecondary education. The Perkins program at SouthArk seeks to encourage students in their academic planning and making good choices that leads to high-skilled, high-paid jobs. The students in our CTE programs receive assistance with career exploration and job-readiness preparation. Through a programmatic approach CTE students may receive tutorial services, participate in life and study skills workshops, and attend career or job fairs.

## **Cashier's Office**

Cashier's Office services include accepting payment for all registration fees, disbursement of Work-Study checks and refund checks and serving as depository for lost-and-found items. This office is located in the Bookstore on the first floor of the Student Center.

## **College Transition**

The SouthArk Early College Start Program is an opportunity for high school students to enroll in college courses to enhance their high school educations and accelerate their postsecondary educations. High school students who are "rising juniors" or exceptional 10th graders may concurrently enroll for college credit courses.

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

*Dual enrollment* refers to classes offered to students at SouthArk outside of the regular school day and on SouthArk's Campus. Students may take any SouthArk course in which they meet the skills and college course prerequisites.

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

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

*\*If ACT scores are not available, or if students do not have sufficient ACT scores required for class admittance, the COMPASS test may be taken at SouthArk.*

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

## *Arkansas Works*

Arkansas Works is a pilot program funded by the Arkansas Department of Workforce Services through Temporary Assistance for Needy Families. The program is designed to motivate and support Arkansas students from the 21 identified counties in their pursuit of career preparation and/or a college degree. Students in eighth through 12th grades will be served by career coaches who have been assigned to their middle and high schools. The Arkansas Works program and career coaches will provide assistance and information

for resources in the areas of academic tutoring, career counseling, mentoring, financial guidance and other supports necessary for career educational access and retention.

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

### **Communications**

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

**East Campus:** Outdoor marquee, bulletin boards in the student center and hallways

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

**College Publications:** The Connection, credit class schedule and non-credit class schedule, catalog, program and other brochures, SouthArk e-mail, Blackboard announcements, website ([www.southark.edu](http://www.southark.edu)) and Facebook page

### **Campus Bulletin Boards**

With permission from the VPSS, students may post announcements on campus bulletin boards. (The VPSS will stamp approved announcements.)

### **Computer Labs**

The Information Technology Department supports all college computer use. Multiple operating systems are supported, including Windows XP, MAC OS 10, Novell and Windows servers. Computers are available on both East and West campuses for classroom access. Computers are available on the West campus in The Learning Center and the Library for research. Internet access, class homework, and class projects. Microsoft Office XP Suite, Integrated Accounting software, Macromedia Dreamweaver, Adobe InDesign, Adobe Photoshop and other software packages are available.

### **Secondary Technical Center**

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

## **COMPUTER USE POLICY**

### **Acceptable Use Policy for Computer Technology**

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

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

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

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

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

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

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

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

South Arkansas Community College makes absolutely no warranties of any kind, either express or implied, for the services it provides. The college will not be responsible for any

damages suffered by users. This includes, but is not limited to, any loss of data that results from delays, non-deliveries, mis-deliveries, or service interruptions caused by either its own negligence or by user errors and/or omissions. Any and all use of any of the information obtained via the Internet is at the user's own risk. South Arkansas Community College specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services.

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

### **Distance Learning**

South Arkansas Community College offers a variety of classes through online delivery. Students are able to select from a wide range of courses taught by SouthArk faculty using the school's course management system, Blackboard. These classes are of comparable academic quality and are treated exactly like their classroom counterparts. For technical requirements, resources for students, student success strategies and schedules of classes, visit the SouthArk Online website at [www.southark.edu/online](http://www.southark.edu/online) or e-mail [blackboard@southark.edu](mailto:blackboard@southark.edu) for additional information.

Students who take an online course must complete the online student orientation offered by the college. Online and on campus orientation information will be available on the SouthArk website.

## **DRUG AWARENESS AND REPORTING**

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

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

### **Drug and Alcohol Counseling**

In an effort to inform employees and students about the effects of drugs and alcohol, the college will provide educational programs, counseling, and activities designed to meet the employees' and students' needs. The college has established a collaborative relationship with South Arkansas Regional Health Center for counseling, testing, and treatment.

### **Support and Assistance**

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

## Counterfeit Controlled Substances

A “counterfeit controlled substance” is any legal or illegal substance, whether in a container or not, which is represented to be or bears a label falsely identifying it as a scheduled drug or marijuana.

## Enforcement

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

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

- A. **Dismissal** – Termination of employment with or enrollment in the college.
- B. **Probation** – An official warning that the employee’s or student’s conduct is in violation of the college’s policy. Probation may be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued employment or enrollment. These conditions may include drug and alcohol abuse counseling.
- C. **Letter of Reprimand** – A letter, of which a copy will be placed in the employee’s or student’s file, stating that the conduct is not acceptable to the college.

## Drug Policy

### *Drug-Free Workplace*

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

### *Policy Statement*

SouthArk prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees and students of the college on college property or as a part of its activities nor shall employees or students use prescription drugs or alcohol if such use impairs effective performance of their responsibilities. Governor’s Policy Directive Number Five states “use of alcoholic beverages or controlled substances is strictly prohibited during working hours and shall be grounds for immediate dismissal.” The administration is authorized to impose disciplinary action on employees and students who violate this policy.

### *Local-State-Federal Laws*

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

Disciplinary action up to and including suspension or expulsion will be taken against students found guilty of violating this standard of conduct. Complete information regarding Standards of Student Conduct can be found in this catalog. Should a student be charged with any violation of the college Drug Policy or other standard of conduct, and after investigation by college security, the VPSS will be responsible for initiating student disciplinary action as necessary after:

1. meeting with the student
2. determining the nature of the violation, and

3. allowing the student an opportunity for a hearing

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

### **Food Service**

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

## **GENERAL INFORMATION**

### **Important Telephone Numbers**

All emergencies.....	911
El Dorado Police Department (non-emergency).....	(870) 863-4141
El Dorado Fire Department (non-emergency) .....	(870) 881-4855
EMS Ambulance .....	911
Medical Center of South Arkansas .....	(870) 863-2000
Union County Sheriff's Office (non-emergency) .....	(870) 864-1970

Security phones (red) are located in strategic places on the West Campus. Picking up the handset will connect with security.

### **Emergency Messages to Students**

The Academic Advisor or Enrollment Services should be contacted in case of an emergency involving a member of the student body. Classes may not be disturbed except in cases of extreme emergencies.

### **Parking**

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

### **Pager and Cellular Phones on Campus**

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

### **Children on Campus**

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

### **Grade Point Average**



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

### Grades/Grading Policies

SouthArk uses the following grades:

	<b>Grade Points</b>
A.....	4
B.....	3
C.....	2
D*.....	1
F.....	0
I.....	0
W.....	0
AU.....	0
WE.....	0
NC.....	0

*\*Does not apply to basic studies courses. For information concerning basic studies requirements. See the “Basic Studies Requirements” section.*

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

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

An “AU” (audit) indicates the student audited the class. Auditing a course means that the student meets attendance requirements and participates in class activities but is not responsible for examinations and does not receive transcript/graduation credit. Students generally audit courses for self-enrichment, for a refresher of a previously completed course, or for preview of a course before taking it for credit. Audit students may enroll on a space-available basis after the completion of regular credit registration. **Students who wish to audit a course must declare their intentions at the time of registration. Students may change from audit-to-credit or credit-to-audit status through the 11th class day of the fall and spring semesters and through the 5th class day of any summer term.** Audit students who do not meet attendance requirements may be dropped with a grade of “W.”

Grades of “W” and “AU” are **not** included in the computation of the grade point average. **Grades in basic studies courses that begin with a “0” prefix will not be calculated in determining the grade point average. Hours earned in these courses will be listed in the semester totals for each semester, but will not be recorded or counted in the cumulative totals for hours earned at the college.**

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

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

### **Grade Reports**

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

### **Gymnasium**

The gymnasium is located on the West Campus. It has a basketball court with seating for observers as well as weight rooms and limited fitness equipment. This facility is used for classes, intramurals, and college activities but may be reserved by non-college groups with permission of the Vice President for Fiscal Affairs and payment to the Business Office.

## **HEALTH AND STUDENT SAFETY**

### **Student Insurance**

The college does not provide accident or health insurance for students. However, the college strongly recommends that students purchase health and/or accident insurance. The college will, if possible, assist students who wish to acquire such insurance. Students who participate in clinical experience in health facilities off campus are required to purchase liability insurance at their own expense as a condition for admission to the clinical areas. The college will arrange for liability insurance, collect fees from students, and assure that all students have liability insurance before being allowed to enter a clinical area. Contact the academic advisor for further information.

### **HIV or AIDS Virus Policy**

The college recognizes the impact of the Human Immunodeficiency Virus (HIV or AIDS Virus) on students and employees, both in regard to the safety of the work environment and in terms of potential infection. The college has established guidelines based upon prevailing medical and legal information. SouthArk employees and students with HIV infection, AIDS, or a positive HIV antibody test, whether symptomatic or not, will be allowed unrestricted activities as long as they are mentally and physically able to perform their job duties in a manner that does not pose a health or safety risk to themselves or to others.

### **Smoking and Tobacco Products**

As of July 21, 2006, workplaces and public areas throughout Arkansas are smoke-free. In accordance with The Arkansas Clean Indoor Air Act of 2006 (Act 8 of the 1st Extraordinary Session of the 85th General Assembly) smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by the State of Arkansas. Inasmuch, all property owned, leased, or operated by South Arkansas Community College is designated as tobacco-free. The Clean Air on Campus Act of 2009 (ACT 734) prohibits smoking on campuses of state-supported institutions of higher education beginning August 1, 2010. Any person who violates the provisions of this Act by carrying a lighted tobacco product will be punished by a fine of not less than \$100 dollars and not more than \$500.

### **Fire on Campus**

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

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

Evacuation Plans are posted in all campus buildings.

### **Weapons on Campus**

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

### **Campus Safety and Security**

Campus security and safety is dependent on cooperation among students and college employees. Students and staff are encouraged to report crime or suspicious activity to any campus administrator or security personnel, and to promptly file a report when violations occur.

Crime report forms, accident report forms, and incident report forms are available in the Cashier's office and in the VPSS office on the West Campus and at the Information Desk on the East Campus. Employees of the college are responsible for calling for outside assistance if this is deemed necessary.

### **Prevention**

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

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

### **Reporting**

The Office of Student Services receives and records all crime, accident, and incident report forms and works with leadership from the Public Safety Supervision, with the campus personnel staff to make appropriate reports to state and federal officials. Federal law requires that data must be collected on the following criminal offenses: murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, manslaughter, arson, and hate crimes. In addition, the college is required to maintain statistics on the number of arrests made for the following crimes occurring on campus: liquor law violations, drug abuse violations, and weapons possessions.

<b>Criminal Offenses Reported</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Murder	0	0	0	0	0
Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	1	1
Motor Vehicle Theft	0	0	0	0	1
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Hate Crimes	0	0	0	0	0
Arrests for Violations	0	0	0	0	0
Referrals	0	0	0	0	0
Liquor Law	0	0	0	0	0
Drug Abuse	0	0	0	0	0
Weapons Possessions	0	0	0	0	0

Note: Additional information concerning incidents involving campus crime is available from the campus Security Director.

## **Sexual Assault**

### *Policy Regarding Sexual Assault on Campus*

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

### *Awareness and Prevention*

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

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

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

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

**Informal procedure/channel:** The victim should seek assistance from any campus security person, faculty member, supervisor, or the counselor. Appropriate referrals and connections will be made on behalf of the victim.

**Formal procedure/channel:** The victim should report the offense to the college security personnel immediately; investigation into the incident will follow. In all cases, efforts should be made to preserve any evidence that might be used to apprehend and convict the

accused assailant. In all cases, the rights and privacy of victims and alleged violators will be considered and actions will be taken accordingly.

#### *Linkages With Local Law Enforcement*

The El Dorado Police Department works cooperatively with SouthArk's Security Personnel and the administration to provide prompt assistance in the event that crime should occur on campus. Security personnel report to the Vice President of Fiscal Affairs. They do have the power of arrest; and, in crisis situations, security are expected to contact local authorities for assistance. Specific procedures are established in order for campus security or other personnel to make immediate contact with Police Department in cases of emergency.

#### *Disciplinary Proceedings/Due Process/Privacy*

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

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

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

Students found guilty of sexual offenses will be subject to disciplinary action up to and including suspension or expulsion from the college, depending on the circumstances of the specific incident, and will be referred to law enforcement authorities for further action if this is appropriate.

#### *Victim Assistance*

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

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

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

#### **Sexual Harassment**

SouthArk will not tolerate sexual harassment by any of its students or employees, including

managerial and supervisory employees.

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

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

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

## **OTHER INFORMATION IMPORTANT TO STUDENTS**

### **The Learning Center**

The Learning Center (TLC) is a comprehensive learning environment that emphasizes student excellence. TLC houses 24 computers that provide access to many campus networked programs, including Microsoft Office, and Blackboard. TLC provides free one-to-one tutoring to any SouthArk student in most academic areas. Full and part-time tutors are also able to assist students with many in-house computer programs and processes. Students may use TLC's word processing programs to prepare papers, complete assignments, as well as print documents. Appointments are not necessary, but tutors and computers are available on a first-come, first-serve basis. TLC is located in Room 220 of the Student Center. TLC is open six days a week while fall and spring semesters are in session. Holiday and summer hours vary. For more information, contact The Learning Center at (870) 864-7196.

### **Parking Decals**

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

### **Student ID Card**

Student identification cards are issued at no cost to all students who are enrolled at SouthArk. Students are required to have a valid semester sticker on the ID card as proof of current enrollment. Replacement ID cards are \$8.00. Validation stickers are issued every semester only after the student has enrolled for that semester. The ID card also serves as the student's library card. Both the ID card and the validation stickers are issued from The Learning Center which is located on the second floor of the Student Center, Room 220, (870) 864-7196.

## **Library**

The library, located on West Campus, provides support and resources necessary for student learning. The library offers traditional services for research and life-long learning: including, approximately 30,000 volumes in the general and reference collections, nearly 1,000 multimedia items, print periodicals, databases, e.books, interlibrary loans, and study areas. The student ID card is used as the library card when validated with a current ID sticker. The library is open to the public.

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

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

### **Distance Education Library Services**

The library provides the same services to students enrolled in distance education courses as for on-site students. The library staff will answer reference questions submitted by telephone or email. If possible, distance education students should visit the library in person to take full advantage of its materials and services.

### **New Student Orientation**

Orientation for new and transfer students are held at the beginning of each semester to help students become acquainted with one another, become familiar with the campus, and meet college personnel. Students are given information about SouthArk to help them understand the college's policies and procedures.

### **Campus Distribution of Literature**

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

## **CLUBS AND ORGANIZATIONS**

### **Campus Clubs and Organizations**

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

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

Students who would like to establish an organization or club on campus should submit



the following to the Vice President of Student Services for consideration and approval. To apply, hand in the following:

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

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

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

### **Existing Clubs and Organizations**

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

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

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

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

**Phi Beta Lambda.** PBL is designed particularly for those students who are preparing for careers in business or business education but is open to all students. Membership in PBL provides students with diversified activities designed to encourage interest, stimulate motivation, develop business skills, and increase knowledge of the business world. In Fall and in Spring, PBL will have the opportunity to participate in State Leadership conferences.

**Phi Theta Kappa.** The Alpha Gamma Iota Chapter of the Phi Theta Kappa was established in 1977. The purpose of this national scholastic honor organization is to recognize outstanding academic achievement in community colleges. Membership is by invitation. Minimum qualifications include a 3.50 GPA and current student status.

**Pi Theta Alpha.** The Pi Theta Alpha was established to support the PTA program within SouthArk, to promote the PTA program within the community, to provide extracurricular

learning experiences in the field of physical therapy, and to have its members serve as role models/mentors for future physical therapist assistant students at SouthArk. Membership is open to current and former SouthArk PTA students.

**SkillsUSA.** Membership in Skills USA is open to secondary and post-secondary students enrolled in the various vocational-technical career fields represented. SkillsUSA's purpose is to help students develop social and leadership skills. Activities that enhance the development of these skills are conducted by the club's members and advisors. Each technical group elects officers from its membership who are eligible to represent the college in statewide and national competitive events. Active SkillsUSA groups include students enrolled in Automotive Technology, Industrial Electronics, Cosmetology, Welding, and various computer classes.

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

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

## ACTIVITIES

A vital part of the college experience, student activities are designed to continue the learning process started in the classroom. These activities provide opportunities to develop leadership potential, social awareness and self-discipline. Students are encouraged to participate in student activities to maintain a proper balance between academic pursuits and personal development. The college promotes the establishment of student organizations and clubs to serve the interests of both the students and the college. Student groups seeking official recognition must do so through the VPSS.

**Commencement.** All students who have completed or are scheduled to complete college programs during the academic year are strongly encouraged to participate in commencement ceremonies. Students must apply for commencement and confirm participation. To do this, students should receive initial clearance for graduation from their academic advisor, and complete the application for graduation. This must be done by a specific date as listed in the academic calendar.

**Online Student Services.** Services for online students can be found at [www.southark.edu](http://www.southark.edu).

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

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

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

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

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

## STUDENT SUPPORT

### **Off-campus Employment**

Students interested in off-campus employment should check their campus e-mail regularly for job postings.

### **On-campus Employment**

Students interested in finding a workstudy job should visit the Financial Aid section of the college's Web site at [www.southark.edu](http://www.southark.edu) for a listing of available jobs.

### **Job Placement**

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

### **Veterans' Counseling**

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

### **Reasonable Accommodations-Americans With Disabilities Act**

It is the intent of South Arkansas Community College that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by the college. College students who have a diagnosed disability that require reasonable accommodations should contact the Disability Support Services Counselor in the Student Center 255. The college will work with any student to provide reasonable accommodations in accordance with the Americans with Disabilities Act.

**The Testing Center**

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

**Transcripts**

Transcripts of student records will be issued only at the written request of the student. No transcript request will be processed until all financial obligations to the college have been met. Transfer work evaluated for degree credit will be recorded on SouthArk's transcript. The college will not copy and release transcripts and/or test scores from other colleges/institutions. Students should request this information directly from the appropriate college, high school, or testing service. Academic advisors may have access to students' records for advising purposes.

**Transfer Assistance**

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

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

# Financial Aid

## General Information

### Application Procedure for Financial Aid

### Satisfactory Academic Progress

## Types of Financial Aid

### 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, students must complete the Free Application for Federal Student Aid, enroll as regular students in an approved degree or certificate program, meet citizenship requirements, demonstrate financial need, and maintain satisfactory academic progress. In addition, students must not be in default on any student loan program or Stafford Loan or owe a refund on a Pell Grant, SEOG, or state aid.

The majority of financial aid programs offered at South Arkansas Community College are need-based; however, a number of 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 class day of the semester for fall and spring semesters and the fifth class day for summer semester.

## Application Procedure for Financial Aid

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

## SATISFACTORY ACADEMIC PROGRESS

### Policy for Satisfactory Academic Progress

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

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

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

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

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

A student's official enrollment status will be determined on the eleventh day of classes and aid will be awarded accordingly. Students must attend at least one day of class beyond the 11<sup>th</sup> day in order for that class to count towards their enrollment status for financial aid purposes. A student who withdraws from the college on or before the 11th 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 11th day of classes will be held responsible for the minimum percentage of hours for his/her official enrollment status. Refer to the Return to Title IV Funds Policy for further details. SAP will be reviewed at the end of each payment period/semester. SAP will be checked the first time aid is packaged for each academic year. At such time a student does not meet this policy, they will be notified in writing. This notification will be sent to the current address on file in the Financial Aid Office. Students who fail to make SAP after their first payment period/semester will be placed in a financial aid warning status and will be allowed one additional payment period/semester in order to meet the requisite GPA and/or completion percentage. If after that additional payment period/semester the student still does not meet SAP, they will be placed on financial aid suspension and will be ineligible to receive Title IV aid until the requisite CPA and/or completion percentage are met. Written notification of Warning or Suspension will be mailed to the student. Students on financial aid suspension must notify the Financial Aid Office **in writing** when the GPA and/or completion percentages are met if they want to be re-considered for financial aid.

### Special Conditions

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

2. **Repeating Courses.** The last grade recorded in repeated courses is the grade of record at South Arkansas Community College and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted, and the number of hours completed, if applicable. Financial aid will pay for a previously-passed course to be repeated only once.
3. **"I," "W," and "WE."** Courses where a grade of "I," "W," or "WE" are assigned will count toward the student's hours attempted but will not count toward the hours completed.
4. **Transfer Students.** Students must report to the Financial Aid Office and Admission's Office, ALL colleges, universities, and other schools in which they have enrolled prior to South Arkansas Community College, *including* courses while in high school. No financial aid awards will be made until all transcripts have been received and evaluated by the Financial Aid Office. Transfer students which includes concurrent credit students, are subject to the same policy regarding length of time and grade point average as native SouthArk students for those hours accepted at SouthArk.
5. **Audits.** Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.
6. **Basic Studies Probation.** Students who are placed on Basic Studies Probation are not necessarily placed on Financial Aid Warning or Suspension. Students will be notified in writing if they do not meet the SAP Policy.
7. **Pell Lifetime Eligibility Used (LEU)** – Students may receive pell grant funds for no longer than **600% or the equivalent of 12 full-time semesters** over the course of their educational career based upon the information found in the Pell Payment Data of NSLDS.

### **Route of Appeal**

Appeals will be considered by the Financial Aid Faculty Appeals Committee. This committee will determine if the student is eligible to continue receiving federal financial aid based on the documentation provided and that the student will be able to make SAP standards by the end of the next term enrolled. If the committee determines that a student cannot make SAP by the end of the next term of enrollment, then the committee can place the student on a written and agreeable academic plan in order to regain SAP within a specific and reasonable amount of time. If at any time the student does not follow this academic plan, he or she automatically will be denied continued aid.

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

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

## **TYPES OF FINANCIAL AID**

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

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

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

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

Students eligible for work-study should access SouthArk's website, [www.southark.edu](http://www.southark.edu), for information on how to apply and for current job listings. Work-study eligibility does not guarantee students a job. The work allowance awarded represents the maximum amount students can earn under the program during the school year.

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

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

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

**Arkansas Department of Higher Education.** ADHE administers financial-aid programs for Arkansas undergraduate students that include Arkansas Academic Challenge Scholarships, Workforce Improvement Grants, GO Grants, Governor's Scholarships, Law Enforcement Officers Dependents' Scholarships, the Arkansas National Guard Tuition Incentive Program and the Military Dependents' Scholarship. More information about these and other forms of financial aid available from ADHE is available at [www.adhe.edu](http://www.adhe.edu).

## SCHOLARSHIPS

### **Institutional Scholarships**

South Arkansas Community College funds a number of scholarships for full- or part-time degree- or certificate-seeking students. Most scholarships are awarded in the spring semester for the following academic year. The priority deadline for most scholarships is March 1; however, scholarships will continue to be awarded to eligible students only as long as funding is available. The value of a full-tuition or a half-tuition scholarship is



determined by the recipient's residency status (in-district or out-of-district). The maximum value of any institutional scholarship will be the value of tuition at the out-of-district rate. Eligible scholarship recipients from outside Arkansas must pay the difference between the out-of-district and out-of-state tuition rates. Pending satisfactory completion of course work in the first year, institutional scholarships are renewable for the second academic year as long as the student re-applies for the scholarship and meets all renewal requirements. Students must also maintain continuous enrollment each semester (not including summer) in order to remain eligible for the scholarship. The Scholarship Committee must approve all exceptions to scholarship requirements.

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

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

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

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

Must have completed at least:

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

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

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

**Part-Time Academic Scholarship.** This scholarship is extended to first-time entering students who meet the requirements for the Valedictorian/Salutatorian, President's, or Freshman Recognition Scholarships but do not attend classes full-time. Recipients must enroll in at least six semester hours in courses applicable to a degree. Renewal is based

on completion of all hours enrolled in each semester and maintaining the requisite GPA. The Part-time Academic Scholarship is renewable if the student maintains a minimum 2.50 GPA through the completion of the first nine semester hours of course work and a minimum cumulative 3.00 GPA thereafter. Recipients must continue to enroll in at least six semester hours during the fall and spring semesters. A copy of high school transcripts must be submitted with completed scholarship application.

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

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

Must have completed at least:

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

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

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

**Tuition Waiver Scholarships**

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

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

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

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

**South Arkansas Community College Foundation Scholarships**

A wide variety of Foundation Scholarships are available. Awards will be made pending availability of funds.

- Various majors are considered such as, but not limited to: Technology, business

- and computer, health sciences, education, political science and public service
- Copy of high school and/or college transcript must be submitted with completed scholarship application
- Some letters of recommendation and/or essays are required
- Award varies from \$250 to \$1,600 per semester depending upon the specific scholarship
- Pays for tuition, fees and/or textbooks

#### *Renewal Criteria*

Varies depending upon the specific scholarship but is generally based on completion of six hours and a 2.5 GPA on all college course work

### **OTHER SOURCES OF AID**

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

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

**Workforce Investment Act.** This program is designed to provide a variety of job-seeking and training services to youth, adults, and dislocated workers who qualify. Training services are provided through the voucher system. Information and eligibility requirements are available from the following agencies:

**Southwest Arkansas Planning and Development District, Inc.** Counties served: Calhoun, Columbia, Dallas, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Ouachita, Sevier, and Union. Call (870) 234-4030 or 234-9097 in Magnolia, (870) 863-0218 in El Dorado, (870) 798-3223 in Hampton, or (870) 863-5024 in Camden.

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

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

**Arkansas Single-Parent Scholarship Fund.** The Arkansas SPSF works with organizations and individuals at the county level to develop incentive scholarship funds for single parents who wish to complete a college education in preparation for well-paying employment. For more information, contact the Financial Aid Office.

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

eligibility. For further information contact AHDC at (870) 382-2050.

### **Veteran's Benefits**

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

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

#### *Minimum Standards of Progress for Veterans*

The following will apply to all veterans:

1. A freshman student who does not attain a 1.50 grade point average will be placed on academic probation.
2. A freshman student on probation whose grade point average for the probationary semester is less than 1.50 will be suspended from drawing Veterans Administration educational benefits.
3. A sophomore student whose grade point average is less than 2.00 will be placed on academic probation.
4. A sophomore student on probation whose grade point average for the probationary semester is less than 2.00 will be suspended from drawing Veterans Administration educational benefits.
5. Students who fail to qualify for V.A. benefits, as a result of being placed on suspension, may appeal their status to the Financial Aid Committee. All appeals must be in writing and must include the reason(s) the student failed to meet minimum academic standards.

**Approved Length of Course for Veterans.** Students drawing full-time benefits are expected to complete an associate degree in a maximum of 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 VA benefits withdraws from a course with a non-punitive grade, mitigating circumstances must exist or benefits for that course may be terminated retroactively to the first date of enrollment.

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

# Tuition and Fees

## Tuition and Fees

### Payment of Tuition and Fees

### Tuition Payment Plan

## Residency Requirements

### Out-of-State Tuition Waivers

### Refund of Tuition and Fees

## Tuition and Fees

Students will be charged per semester hour according to the schedule below for all credit hours. South Arkansas Community College has three tuition rates: 1) in-district for students who are residents of Union County, 2) out-of-district for students who are Arkansas residents but not residents of Union County, and 3) out-of-state for residents of other states. (See Residency Requirements) The following schedule of tuition rates for the 2013-2014 academic year has been approved by the South Arkansas Community College Board of Trustees: *(Tuition and fees are under review and may change for the 2013-2014 academic year.)*

### Tuition

#### Per Credit Hour

In-District.....	\$74
Out-of-District.....	\$84
Out-of-State.....	\$152

### Fees required for all students

Assessment Fee .....	\$25
Technology Fee .....	\$7/credit hour
Activity Fee .....	\$1/credit hour
Security Fee .....	\$3/credit hour
Support Fee .....	\$1/credit hour

### Course Related Fees and Other Charges

CDA Assessment.....	\$325
Challenge Test (per test) .....	\$12 per credit hr. + \$7
COMPASS Test.....	\$10
Developmental Math Course Fee.....	\$25 per course
Drop/Add (per form).....	\$5
Drug Screen Test.....	\$35
Emergency Medical Technician/Paramedic	
AR Practical Exam.....	\$50
NREMT Practical Exam .....	\$150
Golf .....	\$45
Health Science Background Check.....	\$53
Health Science CPR .....	\$45
Health Science Insurance (Accident).....	\$6 per semester
Health Science Insurance (Liability) .....	\$18 per semester
Health Science Student Travel and Professional Development	
Medical Lab .....	\$50 Fall/Spring semester
Occupational Therapy Assistant.....	\$50 per semester
Physical Therapist Assistant.....	\$75 Fall/Spring semester
Practical Nursing (Days/Warren) .....	\$25 per semester
Practical Nursing (Evenings) .....	\$25 per semester
Radiologic Technology .....	\$50 Fall/Spring semester
Registered Nursing.....	\$80 per semester
Respiratory Therapy.....	\$50 per semester
Surgical Technology.....	\$50 Fall/Spring semester
HOBET V Test (Health Admission Test) .....	\$40
ID Card Replacement.....	\$8

Laboratory Fees .....	Check “Fee” column in course listing
Medical Laboratory Science Certification Exam.....	\$106
Music (private lesson).....	\$100 per credit hour
Network Security Background Check .....	\$50
Online Courses.....	\$25 per credit hour
Occupational Therapy Assistant Testing	
AOTA.....	\$75
NBCOT .....	\$45
Licensing Prep Exam .....	\$120
Physical Therapist Assistant Testing .....	\$245
Practical Nursing	
ATI Exam (Days/Warren).....	\$145 per semester
ATI Exam (Evenings) .....	\$109 per semester
ATI Retake Exam .....	\$40
Drug Screen (Days/Warren/Evenings).....	\$35
Radiologic Technology Testing.....	\$140
Registered Nursing	
ATI Exam .....	\$175 per semester
Drug Screen .....	\$35
Supply (per course).....	\$60 per semester
Respiratory Therapy Assessment Test .....	\$100
Respiratory Therapy Data ARC .....	\$60
STEP Assessment.....	\$30
Surgical Technology	
CST Practice Exam .....	\$40
Drug Screen .....	\$35
Gold Bundle Package.....	\$247
Northstar Learning.....	\$45
Test Proctoring Fee .....	\$15 per test
Transcript .....	Free

**Course Usage/Lab and Supply Fee** (the amount varies per course) \$5-\$80 per course  
Usage/Lab and Supply Fees may be charged for specific classes. See the current class schedule for a list of Usage/Lab and Supply Fees.

### Pass-Through Fees

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

### Payment of Tuition and Fees

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

### Tuition Payment Plan

A monthly tuition payment plan is offered through SouthArk by Nelnet(FACTS) Business

Solutions. Enrolling for the FACTS monthly payment plan requires a \$25 nonrefundable enrollment fee and a down payment on the student's account at the time of enrollment. The enrollment fee and down payment will be drafted immediately from either a checking account or credit card. Payments are electronically processed on the 20th of each month throughout the student's payment agreement. Students can register for this option by logging onto [www.southark.edu](http://www.southark.edu) through Campus Connect and follow the easy online directions.

### **Residency Requirements**

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

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

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

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

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

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

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

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

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



- year preceding enrollment, or
3. Official verification from an Arkansas employer of current employment at a minimum current salary of \$5,500 or
  4. Documentation that the student is a dependent of a nonresident Arkansas income taxpayer who provides documentation satisfying the conditions of paragraphs (1) and either (2) or (3) above.

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

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

## REFUND OF TUITION AND FEES

### Institutional Refund Policy

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

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

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

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

Refund periods for irregular terms (mini-mesters) are based on the percentage of time:

	<u>Tuition</u>	<u>Fees</u>
Before the first day of classes .....	100%.....	100%
Through the first 2.5% of the enrollment period.....	95%.....	0%
From 2.5% through 13.75% of the enrollment period .....	75%.....	0%
From 13.75% through 25% of the enrollment period .....	50%.....	0%
Past 25% of the enrollment period.....	0%.....	0%

Administrative cancellation of a class will result in a 100% refund of tuition and fees

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

### **Tuition and Fee Payments**

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

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

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

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

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

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

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



# **Academic AFFAIRS**

# Credit Programs and Awards

**Listing of Programs**

**Graduation Awards and Requirements**

**Residency Requirements**

**Credit for Work Experience**

**Choice of Catalog**

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

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

## LISTING OF PROGRAMS

### **Certificates of Proficiency**

Administrative Assistant Technology  
Automotive Diagnostics  
Automotive Maintenance  
Basic Cosmetology-Hair Care  
Certified Nursing Assistant  
Computer Installation and Repair  
Technology  
Criminal Justice  
Early Childhood Education  
Emergency Medical Technician  
Intermediate Cosmetology-Nail and Skin  
Care  
Law Enforcement  
Medical Coding  
Medical Transcription  
Network Installation and Repair  
Phlebotomy/EKG  
Solid State/Analog Technology  
Welding GMAW  
Welding GTAW  
Welding SMAW  
Welding Inspection  
Welding Layout and Pipefitting

### **Technical Certificates**

Accounting  
Administrative Assistant Technology

Automotive Service Technology  
Computer Information Technology  
Computer/Network Installation and Repair  
Cosmetology  
Early Childhood Education  
General Business Administration  
General Studies  
Industrial Equipment Maintenance  
Technology  
Medical Coding  
Medical Transcription  
Paramedic  
Practical Nursing  
Pre-Health Sciences  
Process Instrumentation  
Welding Technology

### **Associate of Applied Sciences**

Administrative Assistant Technology  
Computer Information Technology  
Criminal Justice Administration  
Early Childhood Education  
General Business Administration  
General Business Administration-  
Mid- Management Option  
General Technology  
Medical Laboratory Science  
Occupational Therapy Assistant  
Paramedic

Physical Therapist Assistant  
Process Technology  
Radiologic Technology  
Registered Nursing  
Respiratory Therapy  
Surgical Technology

**Associate of Arts**  
Allied Health  
Business  
Liberal Arts  
Performance and Media Arts  
Teaching

## GRADUATION AWARDS AND REQUIREMENTS

### **Associate of Arts Degree**

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

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

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

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

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

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

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

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

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

English/Writing	6 credits
Computer Science	3 credits
Social Science	3 credits
Mathematics	3 credits
<b>TOTAL</b>	<b>15 semester credits</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 cumulative of a 2.00 GPA on all courses completed at South Arkansas Community College and a minimum 2.00 GPA on those courses applicable to the Associate of Applied Science Degree.
5. Make application for graduation to the Enrollment Services Office.
6. Meet residency requirements.

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

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

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

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

### **General Education**

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

**STATE MINIMUM CORE CURRICULUM**  
**South Arkansas Community College**

**English/Communications** *Nine credits required*

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

**Math** *Three credits required*

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

**Science**

*Four credits required from the following:*

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

*Four credits required from the following:*

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

**Fine Arts/Humanities**

*Three credits required from the following:*

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

*Three credits required from the following:*

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

**Social Sciences**

*Three credits required from the following:*

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

*Six credits required from the following:*

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

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

## **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.

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

- comprehend, evaluate, and synthesize information gained by reading college level material
- synthesize information, formulate ideas, and organize perspectives clearly and logically to communicate effectively in writing
- understand the perspective of others within the context of their social, cultural, and ethnic backgrounds and apply that understanding to communications at home, in the workplace, and in the community
- understand and use mathematical concepts to solve problems and critically evaluate numerical information
- use technology appropriate to their fields
- understand and demonstrate ethical behavior socially, academically, and professionally.

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

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

## **Arkansas Assessment of General Education**

In addition to course-level assessment in each of the courses represented in the core curriculum, South Arkansas Community College assesses general education attainment of



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

### **Residency Requirements**

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

### **Credit for Work**

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

### **Choice of Catalog**

Students may meet the graduation requirements listed in the catalog in effect at the time they enter the institution, or they may meet the graduation requirements listed in any later catalog. In some occupational programs, external accrediting agencies and/or advisory committees may suggest or require program changes that might alter a program listed in the catalog that is in effect for some students. Students may appeal to the Academic Standards Committee when new catalog changes conflict with their original degree plan. To initiate the appeal, students must submit a written statement outlining reasons for the request to the Vice President of Learning, requesting a review of their case. Appeal statements should have a letter of support from the program director or academic advisor.



# Liberal ARTS

# Liberal Arts Programs

## ASSOCIATE OF ARTS DEGREE

This 60-hour sequence of courses is designed to fulfill the general requirements of the first two years of study for a four-year degree. Of the courses listed below, 46 hours are required, but students may choose 14 additional hours from the same list as electives to complete the 60 hours required for the degree. Students wishing to transfer should ask for a transfer guide from the college where they plan to pursue their baccalaureate.

Students may earn certificates and degrees from more than one program in an academic year, but only the highest certificate or degree in any program will be awarded.

### General Transfer

#### English/Communications

Nine hours from the following:

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

#### Mathematics

Three hours from the following:

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

#### Social Science –Minimum of fifteen hours total\*

*History* (six credit minimum) \*\*

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

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

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

#### Natural Science-Eight hours total

*Biological Science*-Four hours from the following:

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

*Physical Science*-Four hours from the following:

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

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

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

#### Health and Physical Education

Two hours from the following:

- P E 1001 P. E. Activity  
 or

Three hours from the following:

- HPER 1403 Personal and Community Health

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

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

## CERTIFICATE OF GENERAL STUDIES

### Technical Certificate

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

#### English/Communications

Nine hours from the following:

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

#### Mathematics

- MATH 1023 College Algebra

#### Social Science

Total of nine hours from the following:

*U.S. History or American Government-*

Three hours taken from the following:

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

*Social Science Courses-* Six hours from the following:

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

#### Natural Science

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

*Biological Science*

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

#### *Physical Science*

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

#### **Technology**

Three hours from the following:

- CSCS 1003 Computers and  
Information Processing  
OR Technology Elective

#### **Fine Arts/Humanities**

Six hours taken from the following:

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

## CRIMINAL JUSTICE ADMINISTRATION

### Associate of Applied Science

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

#### *FIRST SEMESTER*

<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	3
Semester Total		15

#### *SECOND SEMESTER*

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

#### *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
PSYC 2223	Developmental Psychology	3
C J 2503	Arkansas Criminal Law	3
BSTD 0513	Intermediate Algebra	3
Semester Total		15

#### *FOURTH SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
HIST 2023	History of U.S. since 1876	3
C J 2103	Police Administration	3
SOC 2033	Marriage and the Family	3
PSYC 2203	Abnormal Psychology	3
C J 2603	Arkansas Juvenile Law and Procedures	3
Semester Total		15

**Program Total.....60**

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

### **Basic Studies Requirements**

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

### **CRIMINAL JUSTICE Certificate of Proficiency**

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

<b>COURSE</b>	<b>SEM. HR.</b>
C J 1103 Introduction to Criminal Justice	3
C J 2503 Arkansas Criminal Law	3
C J 2303 Rules of Criminal Evidence and Procedures	3
Total	9

### **LAW ENFORCEMENT Certificate of Proficiency**

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

<b>COURSE</b>	<b>SEM. HR.</b>
C J 2603 Arkansas Juvenile Law and Procedures	3
C J 2403 Criminal Investigation Techniques	3
C J 2403 Police Administration	3
Total	9

**PERFORMANCE AND MEDIA ARTS**  
**Associate's Degree**

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

**Film Concentration**

**FIRST SEMESTER**

<b>COURSE</b>		<b>SEM. HR.</b>
ENGL 1113	Composition I	3
COMM1103	Introduction to Film	3
TECH 1003	Technical Math	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
COMM2303	Film Pre-Production	3
THEA 2633	Acting I	3
SPCH 1113	Principles of Speech	3
	Fine Arts Elective*	<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 <b>or</b>	
HIST 1003	History of Civilization to 1700	3
COMM1403	Film Editing/Post Production	3
COMM2403	Film Production and Design	3
COMM1603	Scriptwriting	3
	Social Science Elective**	<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 <b>or</b>	
HIST 1013	History of Civilization since 1700	3
COMM2103	Directing	3
COMM1503	Lighting	3
COMM1303	Audio Production	3
	COMM Elective***	<u>3</u>
<b>Semester Total</b>		<b>15</b>

**Program Total ..... 60**

- \* Fine Arts Electives: Literature I or II, Theatre Appreciation, Music or Art Appreciation
- \*\* Social Science Electives: History of U.S. to 1876, History of U.S. since 1876, History of Civilization to 1700, History of Civilization since 1700, or Introduction to Sociology
- \*\*\* Program Electives: Theatre Production I, II, or III; American Cinema, Copywriting, Media Ethics, Internship, Documentary Film-making, Sound Design for Film, Makeup, or Costume

## Theatre Concentration

### FIRST SEMESTER

<b>COURSE</b>		<b>SEM. HR.</b>
ENGL 1113	Composition I	3
THEA 1103	Introduction to Theatre	3
TECH 1003	Technical Math	3
CSCI 1003	Computers and Information Processing	3
PSYC 2003	General Psychology	<u>3</u>
Semester Total		15

### SECOND SEMESTER

<b>COURSE</b>		<b>SEM. HR.</b>
ENGL 1123	Composition II	3
THEA 2003	Theatre Appreciation	3
THEA 2633	Acting I	3
SPCH 1113	Principles of Speech	3
THEA 1023	Theatre Production I	<u>3</u>
Semester Total		15

### THIRD SEMESTER

<b>COURSE</b>		<b>SEM. HR.</b>
HIST 2013	History of U.S. to 1876 <b>or</b>	
HIST 1003	History of Civilization to 1700	3
THEA 2643	Acting II	3
COMM1603	Scriptwriting	3
THEA 2013	Theatre Production II	3
	Fine Arts Elective*	<u>3</u>
Semester Total		15

### FOURTH SEMESTER

<b>COURSE</b>		<b>SEM. HR.</b>
HIST 2023	History of U.S. since 1876 <b>or</b>	
HIST 1013	History of Civilization since 1700	3
COMM2103	Directing	3
COMM1503	Lighting	3
THEA 2023	Theatre Production III	3
	Program Elective**	<u>3</u>
Semester Total		15

**Program Total ..... 60**

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

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



## Music Concentration

### FIRST SEMESTER

COURSE		SEM. HR.
ENGL 1113	Composition I	3
MUS 1083	Music Theory I	3
TECH 1003	Technical Math	3
CSCI 1003	Computers and Information Processing	3
PSYC 2003	General Psychology	<u>3</u>
Semester Total		15

### SECOND SEMESTER

COURSE		SEM. HR.
ENGL 1123	Composition II	3
MUS 1302	Piano Class	3
MUS 1111	Class Voice Instruction or MUS 1231 Guitar Class I	3
SPCH 1113	Principles of Speech	3
MUS 2003	Music Appreciation	3
	Social Science Elective*	<u>3</u>
Semester Total		15

### THIRD SEMESTER

COURSE		SEM. HR.
HIST 2013	History of U.S. to 1876 <b>or</b>	
HIST 1003	History of Civilization to 1700	3
MUS 1252	Sight Singing and Ear Training I	3
MUS 1312	Piano Class	3
	Music Electives***	3
	Fine Arts Elective**	<u>3</u>
Semester Total		15

### FOURTH SEMESTER

COURSE		SEM. HR.
HIST 2023	History of U.S. since 1876 <b>or</b>	
HIST 1013	History of Civilization since 1700	3
MUS 2402	Basic Conducting	3
MUS 2503	Music Performance	3
COMM1303	Audio Production	3
	Music Electives**	<u>3</u>
Semester Total		15

**Program Total ..... 60**

- \* Fine Arts Electives: Literature I or II, Theatre Appreciation, or Art Appreciation
- \*\* Social Science Electives: History of U.S. to 1876, History of U.S. since 1876, History of Civilization to 1700, History of Civilization since 1700, or Introduction to Sociology
- \*\*\* Music Electives: Piano Class, Private Piano Instruction, Guitar Class, Private Guitar Instruction, Private Voice Instruction, Private Organ Instruction, and SouthArk Singers

# Teacher Education Programs

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

The Associate of Applied Science in Early Childhood Education is for individuals who work in childcare facilities as managers, educators and caregivers. This degree in Early Childhood Education provides advanced courses in management, curriculum development and child behavior. It is designed to meet the mandatory competencies for the Birth through Pre-Kindergarten Teaching Credential required by Act 187, passed by the Arkansas Legislature during the 2009 session. This degree will allow graduates to apply for the Birth through Pre-Kindergarten Teaching Credential from the Division of Early Care and Education in the Department of Human Services. It will allow graduates to be the lead teachers in a non-public school early childhood classroom or in a Head Start classroom as they continue to pursue a Bachelor's degree from another institution of higher education. Students will also be qualified to serve as a paraprofessional in a public school pre-kindergarten classroom. It will NOT allow graduates to be lead teachers in a public school pre-kindergarten classroom. The Certificate of Proficiency allows students to meet the requirements to apply for the Child Development Associate Credential (CDA) issued by the CDA Council in Washington, DC. Students must earn a grade of "C" or better in all courses taken to satisfy the AAS degree in Early Childhood Development.

All students are required to have current cleared maltreatment background check, a criminal background check, and a negative TB skin test.

## **Associate of Arts in Teaching**

All students are required to have a current cleared maltreatment background check and a criminal background check.

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

1. Students must earn a grade of "C" or better in courses taken to satisfy the Associate of Arts in Teaching degree;
2. Students must have a final grade-point average of at least 2.65;
3. Students must pass Praxis I, an academic skills assessment that measures reading, writing, and mathematical skills designed to be taken prior to the junior year. Scores must be sent to the Registrar prior to verification of graduation.
4. Students may be requested to take the MAAP test.

## **2+2**

The final track is the 2+2 Program. Education students can complete their Bachelor's degree at SouthArk via online courses, adjunct instruction, and CIV. SouthArk currently has an articulation agreement with the University of Arkansas-Monticello for P-4 and Middle School math and science certification.

## **Dismissal from the Program**

The faculty and director reserve the right to dismiss any student for just cause. Just cause may be defined as excessive absenteeism, inability to pass required courses (core or program specific), unsatisfactory progress in practicum performance, moral and ethical misbehaviors, poor interpersonal skills, and insubordination. Insubordinate behaviors include but are not limited to the following: showing disrespect to the instructor and other students and refusing to comply with the instructor's directions and policies as outlined on

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

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

### **Early Childhood Education**

The growing field of early childhood education needs additional well-trained professionals to educate and care for children and to support their families in a multitude of settings. Early childhood education professionals may be employed in public and private centers, special needs centers, and Head Start and ABC programs. Under a director's supervision, the childcare worker provides infants primary care giving while relating to 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 twelve-credit-hour course of study designed to provide core training in early childhood education and prepare individuals for the Child Development Associate Credential (CDA); progressing to a 27-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 must make a "C" or better in all ECE classes and maintain a 2.5 GPA in order to remain in the program.

### **Arkansas Birth to Pre-K Teaching Credential Cohort**

ECTC courses have been developed to include core competencies for the Birth through Prekindergarten Teaching Credential as mandated by AR law 187 passed in March, 2009. The competencies were developed by a statewide early childhood cohort and approved by the Division of Early Care and Education of the Department of Human Services. This cohort consisted of Early Childhood representatives from other two year and four year colleges in the state. A NOCTI exam is required for this credential.

### **Certificate of Proficiency in Early Childhood Development**

The Certificate of Proficiency in Early Childhood Development contains the basic courses that lay a solid foundation for a person wishing to pursue a career working with young children, birth through pre-kindergarten. **If a student wishes to acquire the Child Development Associate credential (CDA) from the Council for Professional Recognition from Washington, D.C., these courses may be used as the required 120 hours of training. Students must show proof of 480 hours of hands-on experience with children between the ages of birth to five years.**

#### **COURSE**

#### **SEM. HR.**

ECE	1003	Foundations of Early Childhood Education	3
EDUC	2033	Child Growth and Development	3

ECE 1023	Environments for Young Children	3
ECE 1033	Technical Practicum I	3
<b>TOTAL HOURS</b>		<b>12</b>

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

### **Technical Certificate in Early Childhood Development**

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

#### **Basic Studies**

BSTD 0213	Fundamentals of Writing II
BSTD 0113	Reading Skills II

#### **Mathematics** *Three hours from the following:*

BSTD 0513	Intermediate Algebra
MATH 1023	College Algebra

#### **English Requirements** *Six hours*

ENGL 1113	Composition I
ENGL 1123	Composition II

#### **Computer Technology** *Three hours*

CSCI 1003	Computer Information Processing
EDUC 2313	Introduction to Educational Technology

#### **Psychology** *Three hours*

PSYC 2003	General Psychology
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#### **Early Childhood Education** *15 hours*

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

#### **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.

## EARLY CHILDHOOD EDUCATION

### Associate of Applied Science Degree

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

#### Basic Studies

BSTD 0213 Fundamentals of Writing II  
BSTD 0113 Reading Skills II  
BSTD 0513 Intermediate Algebra

#### English *Six hours*

ENGL 1113 Composition I  
ENGL 1123 Composition II

#### Mathematics *Three hours from the following*

MATH 1023 College Algebra\*  
EDUC 2113 Math I for Teachers  
EDUC 2223 Math II for Teachers

*\*College Algebra is recommended for students planning to complete a Bachelor's degree*

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

CSCI 1003 Computer Information Processing  
EDUC 2313 Introduction to Educational Technology

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

BIOL 1004/L Fundamentals of Biology  
CHEM 1024/L Chemistry I for Science Majors/L  
PHYS 2024/L The Physical Sciences

#### Geography *Three hours*

GEOG 2003 Introduction to Geography

#### Psychology *Three hours*

PSYC 2003 General Psychology

#### Sociology *Three hours from the following:*

SOC 2003 Introduction to Sociology  
SOC 2033 Marriage and the Family

#### Early Childhood Education *36 hours*

ECE 1003 Foundations of Early Childhood Education  
EDUC 2033 Child Growth and Development  
ECE 1023 Environments for Young Children  
ECE 1033 Technical Practicum I  
ECTC 2703 Pre-school Curriculum  
ECTC 2303 Literacy and Language Arts for Pre-School  
ECTC 2803 Infant and Toddler Curriculum

EDUC	2023	Survey of Exceptional Children
ECTC	2503	Child Guidance
ECTC	2403	Math and Science for Pre-School
ECE	2053	Administration of Pre-School Programs
ECTC	2903	Future Perspectives of Early Childhood Education

## 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 education. This degree option is intended to accommodate students interested in transferring their course work into a baccalaureate program in Teacher Education. Students who meet the graduation requirements of the AAT Degree and who apply to one of these institutions will be granted admission to the Teacher Education program as juniors without loss of credits earned at SouthArk.

The degree plan consists of the General Education Core and up to nineteen credits in Education courses. Students should select the university they wish to attend to complete the baccalaureate degree and then enroll in the courses that are specified for that particular university. Students wishing to transfer need to meet with the SouthArk AAT Program Director for detailed transfer information.

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

### Student requirements to be awarded the AAT Degree

- Successfully pass the PRAXIS I Exam
- Have a cumulative GPA of 2.65

### P-4 ADHE Requirements

#### Basic Studies

BSTD 0113 Reading II  
BSTD 0213 Writing II  
BSTD 0513 Intermediate Algebra

#### English *Nine hours*

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

#### Mathematics *Three hours*

MATH 1023 College Algebra

#### Natural Sciences *Eight hours*

BIOL 1004 Fundamentals of Biology  
PHYS 2024 The Physical Sciences

#### Fine Arts/Humanities *Six hours*

*Three hours from the following:*

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

*Three hours from the following:*

ENGL 2213 Literature I  
ENGL 2223 Literature II

**Social Sciences** *Eighteen hours*

*Three hours from the following:*

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

*Three hours from the following:*

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

*Twelve hours*

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

**Physical Activity** *One hour*

**Directed Elective** *Three hours*

- SOC 2003 Sociology

**Education Courses** *Fifteen Hours*

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

**Students must also pass the PRAXIS I: Reading, Writing, and Math Test.**

**AAT Middle School Generalist ADHE Requirements**

**Basic Studies Requirements**

- BSTD 0113 Reading II
- BSTD 0213 Writing II
- BSTD 0513 Intermediate Algebra

**English** *Nine hours*

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

**Mathematics** *Three hours*

- MATH 1023 College Algebra

**Natural Sciences** *Eight hours*

- BIOL 1004 Fundamentals of Biology
- PHYS 2024 The Physical Sciences

**Fine Arts/Humanities** *Six hours*

*Three hours from the following:*

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



*Three hours from the following:*

ENGL 2213 Literature I

ENGL 2223 Literature II

**Social Sciences** *Fifteen hours*

*Three hours from the following:*

HIST 2013 History of the United States to 1876

HIST 2023 History of the United States since 1876

*Three hours from the following:*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

*Nine hours*

PSCI 2003 American Government: National

HIST 2033 Arkansas History

PSYC 2003 General Psychology

**Education Courses** *Fifteen hours*

EDUC 2003 Introduction to Education

EDUC 2313 Introduction to Educational Technology

EDUC 2113 Math for Teachers I

EDUC 2223 Math for Teachers II

*Additional required hours*

**Math-Science Specialty** *Thirteen hours*

**Math** *Three hours from the following:*

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

MATH 2115 Calculus II

**Science** *Four hours from the following:*

GEOL 1004 Physical Geology

GEOL 1014 Historical Geology

**Directed Elective** *Three hours*

SOC 2003 Sociology

**Emphasis Course** *Three hours*

GEOG 2003 Introduction to Geography

**Language Arts/Social Studies Specialty** *Nine hours*

**English** *Three hours from the following:*

ENGL 2653 American Literature I

ENGL 2663 American Literature II

**Directed Elective** *Three hours*

SOC 2003 Sociology

**Emphasis Course** *Three hours*

GEOG 2003 Introduction to Geography

**Students must also pass the PRAXIS I: Reading, Writing, and Math Test.**

## **2 + 2 BACHELOR'S PROGRAM**

### **University of Arkansas-Monticello**

The Bachelor of Arts Degree in Early Childhood Education (P-4) was approved by UAM in fall 2005 and was developed in response to the Arkansas licensure guidelines, which replaced elementary education 1-6. In addition, the Bachelor of Arts Degree in Middle School Education was approved for the fall of 2009. This is a generalist degree with students having the option of emphasizing in Math/Science or Language Arts/Social Studies. The B.A. in Early Childhood and Middle School Education will be delivered to SouthArk students as a 2+2 program, with students completing their Associate Degree (first two years of coursework) at SouthArk and then transitioning to the UAM four-year degree program for junior and senior level coursework. The UAM courses will be delivered to SouthArk students in their junior and senior years through one of the following delivery methods: (1) onsite UAM adjunct faculty; (2) compressed interactive video (CIV); or (3) online web-based courses. The SouthArk students will matriculate through the program as a cohort.

### **Associate of Arts in Teaching UAM**

**Students wanting to participate in the University of Arkansas at Monticello 2 + 2 program must follow a different degree plan to meet their AAT requirements.**

**Application must be made to the University and the 2+2 program.** *Students also must pass the PRAXIS I: Reading, Writing, and Math Test.*

### **AAT P-4 UAM Requirements**

#### **Basic studies**

- BSTD 0113 Reading II
- BSTD 0213 Writing II
- BSTD 0513 Intermediate Algebra

#### **English *Nine hours***

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

#### **Mathematics *Three hours***

- MATH 1023 College Algebra

#### **Natural Sciences *Eight hours***

- BIOL 1004 Fundamentals of Biology
- PHYS 2024 The Physical Sciences

#### **Fine Arts/Humanities *Six hours***

*Three hours from the following:*

- ART 2003 Art Appreciation
- MUS 2003 Music Appreciation

*Three hours from the following:*

- ENGL 2213 Literature I
- ENGL 2223 Literature II

#### **Social Sciences *Eighteen hours***

*Three hours from the following:*

- HIST 2013 History of the United States to 1876

HIST 2023 History of the United States since 1876

*Three hours from the following:*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

*Nine hours*

PSCI 2003 American Government: National

PSYC 2003 General Psychology

HIST 2033 Arkansas History

*Three hours from the following:*

GEOG 2003 Introduction to Geography

SOC 2003 Introduction to Sociology

### **Physical Activity** *One hour*

### **Education Courses** *Fifteen hours*

EDUC 2003 Introduction to Education

EDUC 2313 Introduction to Educational Technology

EDUC 2033 Child Growth and Development

EDUC 2113 Math for Teachers I

EDUC 2223 Math for Teachers II

*\*\*A higher level math course equal to or higher than College Algebra is not required for the AAT but is required to complete the UAM P-4 Early Childhood Education Program of study. This may be transferred in from SouthArk courses.*

*Students also must pass the PRAXIS I: Reading, Writing, and Math Test.*

## **AAT Middle School Math/Science Specialty UAM Requirements**

### **Basic Studies**

BSTD 0113 Reading II

BSTD 0213 Writing II

BSTD 0513 Intermediate Algebra

### **English** *Nine hours:*

ENGL 1113 Composition I

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

### **Mathematics** *Three hours*

MATH 1023 College Algebra

### **Natural Sciences** *Eight hours*

BIOL 1004 Fundamentals of Biology

PHYS 2024 The Physical Sciences

### **Fine Arts/Humanities** *Six hours*

*Three hours from the following:*

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

*Three hours from the following:*

ENGL 2213 Literature I  
ENGL 2223 Literature II

**Social Sciences** *Eighteen hours*

*Three hours:*

HIST 2013 History of the United States to 1876

*Three hours from the following:*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

*Twelve hours:*

PSCI 2003 American Government: National

HIST 2033 Arkansas History

PSYC 2003 General Psychology

GEOG 2003 Introduction to Geography

**Education Courses** *Twelve Hours*

EDUC 2003 Introduction to Education

EDUC 2313 Introduction to Educational Technology

EDUC 2113 Math for Teachers I

EDUC 2223 Math for Teachers II

**Math/Science Specialty** *Ten hours*

**Math** *Three hours:*

MATH 1033 Plane Trigonometry

**Science** *Four hours from the following:*

GEOL 1004 Physical Geology

GEOL 1014 Historical Geology

**AAT Middle School Language Arts/Social Studies Specialty UAM Requirements**

**Basic Studies**

BSTD 0113 Reading II

BSTD 0213 Writing II

BSTD 0513 Intermediate Algebra

**English** *Nine hours*

ENGL 1113 Composition I

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

**Mathematics** *Three hours*

MATH 1023 College Algebra

**Natural Sciences** *Eight hours*

BIOL 1004 Fundamentals of Biology

*Four hours from the following:*

GEOL 1004 Physical Geology

GEOL 1014 Historical Geology

**Fine Arts/Humanities** *Six hours*

*Three hours from the following:*

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

*Three hours from the following:*

ENGL 2213 Literature I

ENGL 2223 Literature II

**Social Sciences** *Eighteen hours*

*Three hours*

HIST 2013 History of the United States to 1876

*Three hours from the following:*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

*Twelve hours*

PSCI 2003 American Government: National

HIST 2033 Arkansas History

PSYC 2003 General Psychology

GEOG 2003 Introduction to Geography

**Directed Elective** *Three Hours*

SOC 2003 Sociology

**Education Courses** *Twelve Hours*

EDUC 2003 Introduction to Education

EDUC 2313 Introduction to Educational Technology

EDUC 2113 Math for Teachers I

EDUC 2223 Math for Teachers II

**Language Arts/Social Studies Specialty** *Nine Hours*

HIST 2023 History of the United States since 1876

EDUC 2103 Child & Adolescent Literature

ENGL 2123 Advanced Grammar & Composition



# Health SCIENCES

# Health and Natural Science Programs

## **Emergency Medical Technology**

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

## **Emergency Medical Technician**

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

## **Paramedic**

The Paramedic program consists of three semesters of concentrated study including classroom, hospital clinical experiences, and field internship rotations with an Advanced Life Support ambulance service. A minimum of 1200 contact hours is required for course completion to include: 1) 600 classroom and laboratory hours, 2) 300 hospital clinical hours, and 3) 300 hours of ALS ambulance field internship.

The Paramedic is currently the highest classification of Emergency Medical Services Professional (EMSP) in Arkansas. EMSPs are health professionals concerned primarily with pre-hospital care of acutely ill and injured patients. EMSPs perform such measures as CPR, extrication of patients from constraining environments, initial patient assessment, stabilization, and emergency and routine transport to healthcare facilities. Paramedics play an expanded role in administering emergency care using invasive techniques through standing orders, and they may assist in various basic settings, such as the Emergency Room (ER) or Intensive Care Unit. The program is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

Students completing the three semesters of Paramedic courses will be awarded a Technical Certificate. Students are then eligible to sit for the state or national registry licensure exam. Students may earn Associate of Applied Science Degree by completing the additional 30-hour general education requirement.

## **Admission Process**

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

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

minimum, applicants to the EMT and Paramedic professional programs MUST provide proof of immunity to varicella. Proof may consist of 1) proof of vaccination, 2) statement of physician verifying that student had varicella, or 3) varicella antibody titer indicating immunity.

Applicants to the EMT program MUST:

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

Applicants to the Paramedic professional program MUST:

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

Competitive components of the required information are:

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

**EMERGENCY MEDICAL TECHNICIAN  
Certificate of Proficiency**

<b>COURSE</b>	<b>SEM.HR.</b>
EMT 1007    Emergency Medical Technician	7
Required BSTD courses can be completed concurrently with this course.	

**PARAMEDIC  
Technical Certificate**

**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	3
<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	2
<b>Semester Total</b>		<b>17</b>

### **LONG SUMMER TERM**

<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	4
<b>Term Total</b>		<b>13</b>

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

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 82 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 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

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

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

### **PARAMEDIC**

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

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

<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)	0
<b>Total</b>		<b>27</b>

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

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

<b>TOTALS FOR EMT-PARAMEDIC ASSOCIATE DEGREE</b>	<b>SEM. HR.</b>
Paramedic Technical Certificate	44
General Education Requirements	27
<b>Total Credit Hours</b> .....	<b>71</b>

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

Ken Kelley, Program Director  
 South Arkansas Community College  
 300 S. West Ave., El Dorado AR 71730  
 Phone (870) 864-8490 Fax (870) 864-7140  
 E-mail [kkelley@southark.edu](mailto:kkelley@southark.edu)

## HEALTH INFORMATION TECHNOLOGY PROGRAMS

### Medical Coding and Medical Transcription

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

### MEDICAL CODING

#### Technical Certificate

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

#### FALL SEMESTER

COURSE	SEM.HR.
BIOL 2064/L Human Anatomy and Physiology I/Lab	4
HIT 1003 Medical Terminology	3
HIT 1153 Health Care Delivery Systems	3
HIT 2073 Basic Medical Coding I	3
HIT 2081 Laboratory Practice in Coding	1
HIT 2803 Introduction to Medical Science	3
<b>Semester Total</b>	<b>17</b>

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

#### SPRING SEMESTER

COURSE	SEM.HR.
CSCI 1003 Computers and Information Processing	3
BIOL 2074/L Human Anatomy and Physiology II/Lab	4
HIT 2173 Reimbursement Methodology	3
HIT 2183 Advanced Medical Coding II	3
HIT 2262 Medical Ethics and Law	2
HIT 2191 Practice Coding II	1
<b>Semester Total</b>	<b>16</b>

#### SUMMER TERM

COURSE	SEM.HR.
HIT 2773 Medical Coding Practicum	3

**Total Program Credits.....36**

### MEDICAL TRANSCRIPTION

#### Technical Certificate

**34 credit hour program.** The curriculum at South Arkansas Community College is based on the guidelines provided by the American Association for Medical Transcription Model

Curriculum for Medical Transcription. After completing the program students should be prepared to sit for and successfully complete the Registered Medical Transcriptionist exam with the Association for Healthcare Documentation Integrity.

**FALL SEMESTER**

<b>COURSE</b>	<b>SEM.HR.</b>
BIOL 2064/L Human Anatomy and Physiology I/Lab	4
HIT 1003 Medical Terminology	3
HIT 1153 Health Care Delivery Systems	3
HIT 2144 Basic Medical Transcription/Lab	4
HIT 2803 Introduction to Medical Science	3
<b>Semester Total</b>	<b>17</b>

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

**SPRING SEMESTER**

<b>COURSE</b>	<b>SEM.HR.</b>
BIOL 2074/L Human Anatomy and Physiology II/Lab	4
CSCI 2143 Microcomputers: Business Applications	3
ENG 1113 Composition I	3
HIT 2154 Advanced Medical Transcription/Lab	4
<b>Semester Total</b>	<b>14</b>

**SUMMER TERM**

<b>COURSE</b>	<b>SEM.HR.</b>
HIT 2783 Medical Transcription Practicum	3
<b>Semester Total</b>	<b>3</b>

**Total Program Credits**.....**34**

**Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 82 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

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

Math - ACT 16 or above (or) ASSET Elementary Algebra Skills 39 or above (or) COMPASS 50 or above (or) complete BSTD 0413 Elementary Algebra..

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

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

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

Debra Moring, Program Director  
 South Arkansas Community College  
 300 South West Avenue, El Dorado AR 71730  
 Phone (870) 862-8131 extension 165 Fax (870) 864-7140  
 E-mail dmoring@southark.edu

## CERTIFIED NURSING ASSISTANT

### Certificate of Proficiency

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

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

#### **Applicants for admission to the CNA program must:**

1. provide an official copy of high school transcript or GED equivalency with transcript and/or official college transcript if applicable
2. complete general admissions procedures to college
3. complete the COMPASS test
4. meet with CNA advisor
5. submit a state background check with the application packet to the program director
6. submit proof of a TB skin test, IGRA test, or chest X-ray (completed within the last 12 months) prior to admission into the clinical portion of the program
7. Submit a copy of state issued driver's license or state issued identification card
8. Meet the program's physical requirements

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

Students successfully completing the program will be awarded the certificate of proficiency and will be eligible to sit for the state registry examination for certified nursing assistants. Classes required for the certificate are:

<b>COURSE</b>		<b>SEM.HR.</b>
NA 1002	Nursing Assistant Training	2
NA 1012	Nursing Assistant Skills Laboratory	2
NA 1022	Nursing Assistant Practicum	2
HIT 1003	Medical Terminology for CNAs	3
HS 1011	Ethics and Professionalism	1
HS 1001	Basic Computers or CSCI 1003	1
HS 1021	CPR and First Aid	1
<b>Total Hours for Certificate of Proficiency</b>		<b>12</b>

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

Students who score less than ACT 19, ASSET 42, or COMPASS 82 in reading are required

to take the Nelson Denny Reading Test in The Learning Center for placement in the appropriate basic studies reading course. Students must test out of or enroll in BSTD 0103 as a corequisite to the nursing assistant program.

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

Tonya Kendrix, Program Director  
South Arkansas Community College  
300 S. West Ave., El Dorado AR 71730  
Phone (870) 875-7282 Fax (870) 864-7140  
E-mail [tkendrix@southark.edu](mailto:tkendrix@southark.edu)

## MEDICAL LABORATORY SCIENCE

### Associate of Applied Science

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

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

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

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

#### Admission Progress

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

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
MATH 1023	College Algebra	3
CHEM 1014/L	Chemistry I for Health-Related Professions	4
BIOL 2064/L	Anatomy and Physiology I	4
MLS 1001	Orientation to Clinical Lab	1
HS 1001	Computer Basics	1
<b>Semester Total</b>		<b>16</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
BIOL 2074/L	Anatomy and Physiology II/Lab	4
	Social Science Elective	3
MBIO 1124/L	General Microbiology	4

HIT 1003	Medical Terminology	3
<b>Semester Total</b>		<b>17</b>

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
MLS 1013/L	Phlebotomy/Lab	3
MLS 1031	Phlebotomy Practicum	1
MLS 1022	Clinical Microscopy	2
MLS 1032	Clinical Microscopy Practicum	2
MLS 1034	Clinical Hematology/Coagulation	4
MLS 1044	Clinical Hematology/Coagulation Practicum	4
<b>Semester Total</b>		<b>16</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
MLS 2004	Clinical Immunology/ Immune Hematology	4
MLS 2014	Clinical Immunology/Immune Hematology Practicum	4
MLS 2024	Clinical Microbiology	4
MLS 2034	Clinical Microbiology Practicum	4
<b>Semester Total</b>		<b>16</b>

**SUMMER TERM**

<b>COURSE</b>		<b>SEM.HR.</b>
MLS 2215	Clinical Chemistry	5
MLS 2225	Clinical Chemistry Practicum	5
MLS 2312	Seminar in Management/Professional Development	2
<b>Semester Total</b>		<b>12</b>

**TOTAL PROGRAM CREDITS** .....77

**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.

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

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

Clifford Haak, Program Director  
 South Arkansas Community College  
 300 South West Avenue, El Dorado AR 71731  
 Phone (870) 875-7276 Fax (870) 864-7140  
 E-mail chaak@southark.edu



## OCCUPATIONAL THERAPY ASSISTANT

### Associate of Applied Science

Occupational Therapy is a dynamic profession working with people with physical, emotional, and other challenges. It is a well-paid, satisfying career where a caring professional can make a difference and help people regain independence and get back to enjoying life to its fullest. The Occupational Therapy Assistant Program prepares students to work in one of the fastest growing professions in the country. Students in the Occupational Therapy Assistant Program begin with general education prerequisites to prepare them for areas they will study in the Occupational Therapy Assistant Program. Once students are accepted into the Program, they take specialized Occupational Therapy Assistant courses that prepare them to work in hospitals, outpatient clinics, schools, and many other areas. The Program begins with lecture courses and then adds “hands- on” learning and application of therapy skills needed to be successful in the variety of jobs. Application packets for entry into the program are available in the Program Director’s office. Seventeen students are admitted to the program on a yearly basis. The Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association, located at 4720 Montgomery Lane, P. O. Box 3122, Bethesda, MD 20824-1200. AOTA’s phone number is (301) 652-AOTA. Graduates of the Occupational Therapy Assistant Program are able to sit for the national certification examination for the occupational therapy assistant administered by the National Board of Certification in Occupational Therapy. Students successfully completing this program will be awarded the Associate of Applied Science Degree.

### *PREREQUISITE COURSES\**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
MATH 1023	College Algebra	3
CSCI 1003	Computer and Information Processing	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
PSYC 2203	Abnormal Psychology	3
SOC 1003	Introduction to Sociology	3
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
BIOL 2304/L	Kinesiology/Lab	4
OTA 1003	Introduction to Occupational Therapy	3

\*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	Pediatrics and Occupational Therapy Interventions	3
OTA 2203	Geriatrics and Occupational Therapy Interventions	3
OTA 2101	Clinical Interventions Laboratory	1
<b>Semester Total</b>		<b>10</b>

### *FALL SEMESTER*

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

### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2304	Advanced Occupational Therapy Interventions	4
OTA 2404	Phys. Dysf. and Occupational Therapy Interventions	4
OTA 2504	Advanced Clinical Intervention Skills	4
<b>Semester Total</b>		<b>12</b>

### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2514	Fieldwork Level II-A* (35 hrs. per week, 5 days per wk., 8 wks)	4
OTA 2524	Fieldwork Level II-B* (35 hrs. per week, 5 days per wk., 8 wks)	4
<b>Semester Total</b>		<b>8</b>

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

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

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 82 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 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.

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

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

Dr. Sandra Pugh, Program Director  
South Arkansas Community College  
300 South West Avenue, El Dorado AR 71730  
Phone (870) 864-7171 Fax (870) 864-7140  
E-mail [spugh@southark.edu](mailto:spugh@southark.edu)

## PHLEBOTOMY/EKG

The Phlebotomy/EKG program at South Arkansas Community College consists of a one-semester Certificate of Proficiency. The Phlebotomy/EKG program centers on the study of phlebotomy, professionalism, patient relations, basic medical terminology, types of specimens, specimen collection procedures, complications of venipuncture, adaptations for special limits and special types of patients, actual collection of laboratory specimens, and performance and interpretation of basic EKG.

Upon successful completion of all coursework, the student will be awarded a Certificate of Proficiency and will be eligible to sit for one or more national certification examinations in phlebotomy.

Phlebotomy certification is NOT required by the State of Arkansas, but may be required by individual health care facilities for employment.

Each class is limited to a maximum of 14 students in El Dorado and 10 students in Warren each semester. The first 24 students who complete the admission process to South Arkansas Community College will be allowed to register for the course and pay fees. Positions in the class cannot be held for specific individuals until admission requirements are met. There will be NO exceptions to this rule. If students fail to pay fees by indicated date, those students will be dropped from the course and additional students will be allowed to register for the vacated positions in the class.

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

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

### Admission Process

Applicants to the program MUST:

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

<b>COURSE</b>	<b>SEM.HR.</b>
MLS 1013 Phlebotomy	3
MLS 1031 Phlebotomy Practicum	1
HS 1011 Ethics and Professionalism	1
HIT 1003 Medical Terminology	3
HS 1021 CPR and First Aid	1
HS 1001 Basic Computers or CSCI 1003	1
MLS 1002 Basic EKG	2
<b>Program Total</b>	<b>12</b>

**Basic Studies Requirements:**

Students who score less than ACT 19, ASSET 42, or COMPASS 82 in reading are required to take the Nelson Denny Reading Test in The Learning Center for placement in the appropriate Basic Studies Reading course. Students must test out of or enroll in BSTD 0103 as a corequisite to the phlebotomy/EKG program.

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

Brenda Perritt, Program Director  
 South Arkansas Community College  
 300 South West Avenue, El Dorado AR 71730  
 Phone (870) 875-7275  
 E-mail [bperritt@southark.edu](mailto:bperritt@southark.edu)

## PHYSICAL THERAPIST ASSISTANT

### Associate of Applied Science

SouthArk's Physical Therapist Assistant program combines a strong general education core with theoretical and applied learning experiences required for PTA education. The PTA Program is a 1 + 1 format. Students must successfully complete 32 semester hours of prerequisite courses prior to application to the PTA Program. The technical phase of the PTA training consists of three consecutive semesters of full-time, day-time studies including both classroom studies and clinical internships (30-40 hours/week). In-program technical studies begin in the summer semester and conclude the following spring semester. Enrollment in the technical component of training is limited to 20 students (admissions criteria are available in the PTA Program offices). Students successfully completing the PTA Program course of studies will be awarded an Associate of Applied Science Degree and are eligible to take the national licensure examination. 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).

### *PREREQUISITES COURSES\**

<b>COURSE</b>		<b>SEM.HR.</b>
MATH 1023	College Algebra	3
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
CSCI 1003	Computer and Info Processing	3
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
BIOL 2304/L	Kinesiology/Lab	4
PTA 1002	Introduction for Physical Therapist Assistants	2
HIT 1003	Medical Terminology	3
<b>Total</b>		<b>32</b>

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

### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PTA 2315/L	Applied Physical Therapy I/Lab	5
PTA 2304	Pathophysiological Conditions	4
PTA 2323	Administration and Management for PTAs	3
<b>Semester Total</b>		<b>12</b>

### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PTA 2415/L	Applied Physical Therapy II/Lab	5
PTA 2406/L	Physical Therapy Procedures/Lab	6
PTA 2424	Clinical Practicum I	4
<b>Semester Total</b>		<b>15</b>

### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
PTA 2514/L	Neuro and Rehab for PTAs/Lab	4

PTA 2528	Clinical Practicum II	8
PTA 2503	PTA Seminar	3
<b>Semester Total</b>		<b>15</b>

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

Dr. Jennifer Parks, Program Director  
 South Arkansas Community College  
 300 South West Avenue, El Dorado AR 71730  
 Phone (870) 862-8131 extension 189 Fax (870) 864-7140  
 E-mail: [jparks@southark.edu](mailto:jparks@southark.edu)

## **PRACTICAL NURSING**

### **Technical Certificate**

The Practical Nursing Program at South Arkansas Community College, approved by the Arkansas State Board of Nursing, is designed to prepare practical nurses to assist in providing nursing care in a variety of acute and convalescent health care environments for patients across the lifespan. Students seeking admission to the nursing program must complete all pre-nursing courses as outlined below. The program offers a three-semester day class in El Dorado and a three-semester day class at our satellite campus in Warren in addition to a four-semester evening class in El Dorado. The day classes begin each January and conclude in December. The evening class begins on an alternating January and August schedule. Students admitted to the day class are expected to complete the program in three semesters (12 months). Students admitted to the evening class are expected to complete the program in 4 semesters (18 months). Each unit or segment of the program must be successfully completed in order to proceed to the next level. Graduates of either of these programs will be qualified to give bedside nursing care including: administration of medications, performance of a variety of procedures requiring technical skills; and the application of scientific principles, such as sterile technique. Upon successful completion of this program, the student will be awarded the Technical Certificate in Practical Nursing and will be eligible to take the National Council Licensure Examination (NCLEX) for Practical Nurses. The awarding of the certificate in practical nursing is not contingent upon the successful completion of the NCLEX examination. Successful completion of the NCLEX examination allows the individual to practice nursing as a Licensed Practical Nurse (LPN). There is an application deadline for each class.

### **Admission Process**

Applicants to any of the LPN professional programs MUST

1. provide official copy of high school transcript or GED equivalency
2. provide official transcripts from all colleges attended, if applicable
3. complete all general admissions procedures to the college
4. complete all necessary basic studies requirements according to placement tests
5. exhibit a cumulative grade point average (GPA) of 2.0 or higher on a 4.0 grading scale (“C” or better)
6. complete all prerequisite nursing courses with a 2.0 or greater GPA on a 4.0 grading scale-
7. be enrolled in no more than two nursing prerequisite courses during the semester immediately prior to the semester in which the student desires admission to the LPN program (example, during the summer for fall admission or during the fall for spring admission). All remaining prerequisite nursing courses must be successfully completed by the end of the semester prior to the beginning of the professional program.
8. complete and submit Health and Natural Sciences application packet
9. successfully complete the HOBET V achieving acceptable scores in all areas
10. meet with nursing academic advisor or health-science career advisor
11. provide proof of a criminal background check required upon acceptance into the program
12. provide proof of an unencumbered drug screen upon request
13. provide proof of current AHA CPR certification—health care provider—OR Arkansas Department of Health approved equivalent course upon acceptance into the program
14. provide proof of PPD skin test, or evidence of negative chest x-ray if skin

- testing not allowed
15. provide proof of Hepatitis B immunization series upon entry or sign Declination Statement
  16. provide proof of immunity to varicella. Proof may consist of 1) proof of vaccination, 2) statement of physician verifying that student had varicella, or 3) varicella antibody titer indicating immunity.

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

### **Readmission of Former Students Procedure**

1. Written essay that includes the reason readmission is requested and the student's plan for success.
2. Faculty will review the application of each student who is eligible for a second admission.
3. In the event of readmission, the program will have to be repeated in its entirety.
4. If a student was accepted for admission into a program one time and did not complete the program for academic reasons, he/she is eligible for readmission into the program for a second time ONLY.
5. If the HOBET V is less than 12 months old, it will be accepted; if it older than 12 months, the HOBET V must be repeated.
6. No concurrent enrollment of prerequisites and professional program courses will be allowed.

### **Advanced Placement**

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

### **Academic Progression**

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

### **Graduation Policy**

Students must have successfully completed all components of each semester of the licensed practical nursing program with a minimum numerical average of 80 ("C") in order to progress to the next semester. A numerical average of less than 80 ("C") in any component of the curriculum, will result in dismissal and the entire program will have to be repeated in its entirety. Readmission is not automatic or assumed.

The Arkansas State Board of Nursing requires a criminal background check for all graduates who are applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the examination is



dependent upon meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement before beginning the nursing program that states that you have read and understand ACA 17-87-312 and the specific offenses which, if pled guilty to, pled nolo contendere to, or found guilty of, will make an individual ineligible to receive or hold a license in Arkansas. You can access this information at the Arkansas State Board website at [www.arsbn.arkansas.gov](http://www.arsbn.arkansas.gov).

### ***PREREQUISITE COURSES***

<b>COURSE</b>	<b>SEM.HR.</b>
BIOL 2064/L Anatomy and Physiology I/Lab	4
BIOL 2003 Nutrition and Diet	3
RNSG 2113 Math for Nurses	3
<b>Total</b>	<b>10</b>

### **PRACTICAL NURSING January Day Program SPRING SEMESTER**

<b>COURSE</b>	<b>SEM.HR.</b>
P NS 1101 Geriatrics	1
P NS 1102 Pharmacology I	2
P NS 1106 Nursing Fundamentals and Skills	6
P NS 1111 Vocational, Legal, and Ethical Concepts	1
P NS 1112 Body Structure and Function	2
P NS 1142 Practicum I	2
<b>Semester Total</b>	<b>14</b>

### **SUMMER SEMESTER**

<b>COURSE</b>	<b>SEM.HR.</b>
P NS 1204 Medical Surgical Nursing I	4
P NS 1212 Pharmacology II	2
P NS 1222 Nursing Mothers and Infants	2
P NS 1232 Nursing of Children	2
P NS 1242 Practicum IIA	2
<b>Semester Total</b>	<b>12</b>

### **FALL SEMESTER**

<b>COURSE</b>	<b>SEM.HR.</b>
P NS 1301 Mental Health	1
P NS 1302 Pharmacology III	2
P NS 1314 Medical Surgical Nursing IIC	4
P NS 1365 Practicum IIIC	5
P NS 1353 NCLEX Preparation/Professional Development	3
<b>Semester Total</b>	<b>15</b>

**TOTAL PROGRAM CREDITS .....51**

**PRACTICAL NURSING**  
**Four-Semester Evening Program**  
**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
P NS 1101	Geriatrics	1
P NS 1106	Nursing Fundamentals and Skills	6
P NS 1111	Vocational, Legal, and Ethical Issues	1
P NS 1112	Body Structure and Function	2
P NS 1142	Practicum IA	2
<b>Semester Total</b>		<b>12</b>

**SUMMER SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
P NS 1102	Pharmacology I	2
P NS 1222	Nursing of Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1242	Practicum IIA	2
<b>Semester Total</b>		<b>8</b>

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
P NS 1204	Medical Surgical Nursing IB	4
P NS 1212	Pharmacology II	2
P NS 1301	Mental Health	1
P NS 1343	Practicum IIIA	3
<b>Semester Total</b>		<b>10</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
P NS 1302	Pharmacology III	2
P NS 1314	Medical Surgical Nursing II	4
P NS 1353	NCLEX Preparation/Professional Development	3
P NS 1402	Practicum IVA	2
<b>Semester Total</b>		<b>11</b>

**TOTAL PROGRAM CREDITS .....51**

**PRACTICAL NURSING**  
**Four-Semester Evening Program**  
**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
P NS 1101	Geriatrics	1
P NS 1106	Nursing Fundamentals and Skills	6
P NS 1111	Vocational, Legal, and Ethical Issues	1
P NS 1112	Body Structure and Function	2
P NS 1142	Practicum IB	2
<b>Semester Total</b>		<b>12</b>

### SPRING SEMESTER

COURSE		SEM.HR.
P NS 1102	Pharmacology I	2
P NS 1202	Medical Surgical Nursing IA	2
P NS 1222	Nursing of Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1243	Practicum IIB	3
<b>Semester Total</b>		<b>11</b>

### SUMMER SEMESTER

COURSE		SEM.HR.
P NS 1212	Pharmacology II	2
P NS 1301	Mental Health	1
P NS 1312	Medical Surgical Nursing II	2
P NS 1342	Practicum IIIB	2
<b>Semester Total</b>		<b>7</b>

### FALL SEMESTER

COURSE		SEM.HR.
P NS 1302	Pharmacology III	2
P NS 1324	Medical Surgical Nursing III	4
P NS 1353	NCLEX Preparation/Professional Development	3
P NS 1402	Practicum IVB	2
<b>Semester Total</b>		<b>11</b>

**TOTAL PROGRAM CREDITS .....51**

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

#### Basic Studies Requirements

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 82 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 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 39 or above (or) COMPASS 36 or above (or) complete BSTD 0413 Elementary Algebra.

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

### LPN/LPN to RN Matrix

Pre-Nursing Courses	LPN	LPN to RN	Hours
BIOL 2064/L Human Anatomy and Physiology I/L	Required	Required	4

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

**PRE-NURSING CURRICULUM FOR TRANSFER  
TO OTHER COLLEGE RN PROGRAMS**

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

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

**PRE-HEALTH SCIENCES  
Technical Certificate**

The Technical Certificate in Pre-Health Sciences is awarded after the successful completion of a rigorous 27-30 credit hour curriculum. This certificate is designed for students intending to apply to one of the Health Science AAS programs at South Arkansas Community College. This program allows students to earn an award after approximately one year of college education. In order to receive the Technical Certificate in Pre-Health Sciences a grade of “C” or better must be earned in each course listed in the curriculum and a student must have a cumulative GPA of 2.00.

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

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

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

BSTD 0513	Intermediate Algebra (no credit hours are calculated for graduation purposes from BSTD courses)
MATH 1023	College Algebra
RNSG 2113	Math for Nurses
<b>Science (12 credit hours minimum)</b>	
BIOL 1004/L	Fundamentals of Biology/Lab
BIOL 1024/L	Zoology/Lab
BIOL 1034/L	General Botany/Lab
BIOL 1114/L	Biology for Majors/Lab
BIOL 2064/L	Human Anatomy and Physiology I/Lab
BIOL 2074/L	Human Anatomy and Physiology II/Lab
BIOL 2304/L	Kinesiology/Lab
CHEM 1014/L	Chemistry I for Health/Lab
CHEM 1024/L	Chemistry I for Science Majors/Lab
CHEM 1124/L	Chemistry II for Science Majors/Lab
MBIO 1124/L	Microbiology /Lab
<b>Social Science (3 credit hours minimum)</b>	
PSYC 2003	General Psychology
<b>Elective Courses (3 credit hours minimum)</b>	

## RADIOLOGIC TECHNOLOGY

### Associate of Applied Science

The Radiologic Technology (X-ray) program consists of classroom instruction on campus and clinical instruction in area hospitals and clinics. Students in the program learn to transport and position patients for radiologic examination; to produce and critique images, archive images, and maintain patient records.

This 24-month program leads to the Associate of Applied Science Degree, and graduates are eligible to take the registry examination for the American Registry of Radiologic Technologists. Employment opportunities for graduates may be found in radiography departments of hospitals, clinics, physicians' offices, and related areas. The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite 2850, Chicago, IL 60606-3182. Fax (312) 704-5304, e-mail mail@jrcert.org, Web www.jrcert.org, phone (312) 704-5300.

### Admission Process

Admission to the Radiologic Technology Program is limited to 12 students per year. All applicants to the Radiologic Technology program MUST:

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

### ***PRE-REQUISITES:***

<b>COURSE</b>	<b>SEM.HR.</b>
BIOL 2064/L Anatomy and Physiology I/Lab	4
MATH 1023 College Algebra	3
RADT 1001 Introduction to Radiography (Must complete Fall semester prior to application)	1
<b>Total</b>	<b>8</b>

### **FALL SEMESTER**

<b>COURSE</b>	<b>SEM.HR.</b>
RADT 1002 Orientation/Clinical Education I	2
RADT 1102 Patient Care and Protection I	2
RADT 1214 Positioning Procedures I	4
RADT 1222 Image Processing and Procedures	2
RADT 1101 Medical Terminology for Radiographers	1
<b>Semester Total</b>	<b>11</b>

### SPRING SEMESTER

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 1304	Positioning Procedures II	4
RADT 1223	Clinical Education II	3
BIOL 2074/L	Human Anat. and Phys. II/Lab	4
RADT 2202	Radiation Physics	2
ENGL 1113	Composition I	3
RADT 1122	Patient Care and Protection II	2
<b>Semester Total</b>		<b>18</b>

### SUMMER SEMESTER

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 1423	Positioning Procedures III	3
RADT 1332	Clinical Education III	2
RADT 1113	Radiographic Exposure	3
<b>Semester Total</b>		<b>8</b>

### FALL SEMESTER

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 2013	Advanced Clinical Education I	3
RADT 2022	Basic Computed Tomography	2
RADT 2032	Special Procedures	2
RADT 2042	Imaging Modalities	2
PSYC 2003	General Psychology	3
<b>Semester Total</b>		<b>12</b>

### SPRING SEMESTER

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 2002	Film Evaluation	2
RADT 2023	Advanced Clinical Education II	3
RADT 2313	Radiation Biology	3
RADT 2403	Seminar I	3
CSCI 1003	Computers and Information Processing	3
ENGL 1123	Composition II	3
<b>Semester Total</b>		<b>17</b>

### SUMMER TERM

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 2301	Quality Assurance	1
RADT 2303	Seminar II	3
RADT 2312	Advanced Clinical Education III	2
<b>Semester Total</b>		<b>6</b>

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

Debby Edney, Program Director  
South Arkansas Community College  
300 South West Avenue, El Dorado AR 71731  
Phone (870) 875-7226 Fax (870) 864-7140  
E-mail [dedney@southark.edu](mailto:dedney@southark.edu)



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

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

This program is a 12-month program that combines classroom instruction with clinical experiences. Eight LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University-Newport, Black River Technical College in Pocahontas, Cossatot Community College of the University of Arkansas in DeQueen, Ozarka College in Melbourne, South Arkansas Community College, the University of Arkansas Community College-Morrilton, Rich Mountain Community College in Mena and the University of Arkansas Community College-Hope.

The program will serve from 10 to 40 students at each of the eight distance learning sites. The number of students selected is dependent upon availability of clinical facilities. Nursing lectures will be scheduled on Tuesday and Thursday evenings and every other weekend from 3:30 to 8:30. This program is designed to meet the needs of working LPNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science Degree and are eligible to take the NCLEX-RN (the Registered Nurse licensing examination). As the curriculum is rigorous, faculty will admit students based on the students' ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

**Admission Process**

Applicants to this professional program MUST

1. complete an ARNEC program application packet. The application must be obtained from the website [www.arnec.org](http://www.arnec.org) and submitted online.
2. provide proof of graduation from a State Board approved technical/practical nursing program
3. provide proof of a valid, unencumbered LPN/LVN license
4. complete the required general education courses from an accredited college or university with a grade of "C" or better (furnish official transcripts). Applicants may lack one of the required general education courses by August 31. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
5. exhibit a cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is calculated on the required general-education courses.
6. provide official copy of high school transcript (or GED completion transcript)
7. provide official transcripts from all colleges attended
8. exhibit proficiency in reading, writing, speaking, and understanding the English language. International students from a non-English speaking country must take the test of English as a Foreign Language (TOEFL).
9. complete the STEP test, a standardized pre-entrance exam designed for LPNs

Students will be ranked and selected based upon the required general education course cumulative GPA and the score on the STEP test. In the case of a tie for the last slot, the student who submitted his/her application packet first will receive the admission invitation. Applications will be date and time stamped at submission.

### **Acceptance**

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must

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

Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.

Students selected for admission will receive a letter of acceptance into the program by mid-October, and will need to return the acceptance letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

### **Academic Progression**

In order to progress in the nursing curriculum, the student must maintain a 2.0 grade point average (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress

### **Re-admission Candidates**

Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

### **Transfers**

Due to differences in nursing curriculum in other nursing programs, ARNEC will not

accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to based on space availability and the institution’s requirements for transfer students.

### **Advanced Placement of Students**

Refer to Advanced Placement of Students policy in the admitting college’s catalog.

### **Note to All Applicants**

ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

### **Graduation Policy**

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

The Arkansas State Board of Nursing requires a criminal background check for all graduates who are applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the examination is dependent upon meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement before beginning the nursing program that states that you have read and understand ACA 17-87-312 and the specific offenses which, if pled guilty to, pled nolo contendere to, or found guilty of, will make an individual ineligible to receive or hold a license in Arkansas. You can access this information at the Arkansas State Board website at [www.arsbn.arkansas.gov](http://www.arsbn.arkansas.gov).

## **REGISTERED NURSING General Education Curriculum**

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

<b>COURSE</b>		<b>SEM.HR.</b>
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
MBIO 1124/L	Microbiology with lab	4
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
RNSG 2113	Math for Nurses	3
BIOL 2003	Nutrition and Diet	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
CSCI 1003	Computers and Information Processing,	3
<b>Total</b>		<b>33</b>

### Nursing Course Requirements:

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

*Total Theory Hours: 144*

*Total Practicum Hours: 144*

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

*Total Theory Hours: 96*

*Total Practicum Hours: 108*

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

*Total Theory Hours: 144*

*Total Practicum Hours: 144*

<b>Total Program Nursing Theory Hours:</b>	<b>384</b>
<b>Total Program Nursing Practicum Hours (1:3 Ratio):</b>	<b>396</b>
<b>Total General Education Requirement Hours:</b>	<b>33 Hours</b>
<b>Total Nursing Course Requirement Hours:</b>	<b>33 Hours</b>

**Total Completion Hours for AAS in Nursing: 66 Hours**

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

Keitha Davidson, Program Director  
South Arkansas Community College  
300 South West Avenue, El Dorado AR 71730  
Phone (870) 862-8131 extension 136 Fax (870) 864-7104  
E-mail [kdavidson@southark.edu](mailto:kdavidson@southark.edu)

## **RESPIRATORY THERAPY**

### **Associate of Applied Science in Respiratory Therapy**

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

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

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

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

### **Program Goals**

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

## Admission Process

Applicants to the professional program MUST:

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

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

## RESPIRATORY THERAPY CURRICULUM

### Prerequisite Courses

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

## Professional Courses

COURSE		SEM.HR.
RESP 2003	Cardiopulmonary Physiology and Pathophy	3
RESP 2013	Patient Assessment	3
RESP 2112	Cardiopulmonary Pharmacology	2
RESP 2113	Respiratory Equipment	3
RESP 2122	Respiratory Disease Pathology I	2
RESP 2123	Therapeutic Assessment I	3
RESP 2133	Respiratory Basic Skills	3
RESP 2223	Clinical Practice I	3
RESP 2512	Neonatal & Pediatric Respiratory Care	2
RESP 2522	Critical Care	2
RESP 2523	Mechanical Ventilation	3
RESP 2532	Home Care and Rehabilitation	2
RESP 2542	Respiratory Disease Pathology II	2
RESP 2543	Clinical Practice II	3
RESP 2553	Therapeutic Assessment II	3
RESP 2612	Professional Development	2
RESP 2614	Clinical Practice III	4
<b>Total Hours</b>		<b>45</b>

*Professional courses are completed in four semesters.*

**TOTAL PROGRAM CREDITS .....80**

### Basic Studies Requirements:

- Reading - ACT 19 or above or ASSET 41 or above or COMPASS 82 or above or complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.
- Writing - ACT 19 or above or ASSET 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.
- SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

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

Joan Gauthreaux, Program Director  
 South Arkansas Community College  
 300 South West Avenue, El Dorado AR 71730  
 Phone (870) 875-7286 (room 370) Fax (870) 864-7140  
 Email: [jgauthreaux@southark.edu](mailto:jgauthreaux@southark.edu)

## **SURGICAL TECHNOLOGY PROGRAMS**

### **Associate of Applied Science in Surgical Technology**

The Associate of Applied Science in Surgical Technology program prepares individuals for employment as an integral part of a surgical team. Surgical technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. The program—consists of classroom and laboratory instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area. Graduates of the Surgical Technology program are eligible to sit for the National Certified Surgical Technologist Examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The Surgical Technology program received its initial accreditation from The Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater FL 33756, Phone (727) 210-2350, Fax (727) 210-2354, [www.caahep.org](http://www.caahep.org), on May 15, 2009. The initial accreditation status will expire on May 31, 2014, at which time the program will seek to transition from initial to continuing accreditation.

### **Admission Process**

Applicants to the professional program MUST:

1. provide official copy of high school or GED Equivalency with transcript, or official college transcript if applicable
2. complete general admissions procedures to the college
3. complete all necessary basic studies requirements according to placement tests
4. complete Health Science Application form
5. submit 3 reference letters
6. complete all prerequisite courses with a grade of “C” or better
7. meet with Surgical Technology advisor
8. submit an unencumbered drug screen upon request
9. submit an unencumbered background check upon entry to the program
10. provide proof of current AHA CPR Certification – Health Care Provider **OR** Arkansas Department of Health approved equivalent course
11. provide proof of PPD skin test, IGRA test or chest X-ray if positive PPD test or unable to submit to skin test
12. provide proof of Hepatitis B immunization series or sign declination statement
13. provide physical examination form completed by a health care provider documenting good physical and mental health upon being admitted
14. provide proof of immunity to varicella. Proof may consist of 1) proof of vaccination, 2) statement of physician verifying that student had varicella, or 3) varicella antibody titer indicating immunity.
15. have earned a cumulative GPA of 2.00 or greater

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

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

### **Academic Progression**

Students must complete all components of surgical technology courses with a grade of “C” (78%) or higher to progress to the following semester. Each preceding semester is a prerequisite to the following semester. Courses are sequenced so that material covered in subsequent courses is based on that covered in previous courses.



**SURGICAL TECHNOLOGY**  
**Associate of Applied Science**

<b>Prerequisite Courses</b>	<b>Credit Hours</b>
BIOL 2064/L Human Anatomy and Physiology I/Lab	4
BIOL 2074/L Human Anatomy and Physiology II/Lab	4
MBIO 1124/L Microbiology with Lab	4
HIT 1003 Medical Terminology	3
*ENGL 1113 Composition I	3
*ENGL 1123 Composition II	3
*PSYC 2003 General Psychology	3
*MATH 1023 College Algebra	3
*CSCI 1003 Computers and Information Processing	3
<b>TOTAL</b>	<b>30</b>

\*The following courses must be completed prior to enrollment in the first semester of the program: BIOL 2064/L, BIOL 2074/L, MBIO 1124/L, and HIT 1103. Three of the five general education courses must be completed before admission into the Surgical Technology Program. Two of the five general-education courses may be taken concurrently with the Surgical Technology courses, with a maximum of one course per semester.

<b>Fall Semester</b>	<b>Fall Semester</b>
<b>Course</b>	<b>Credit Hours</b>
<b>SURG 1002</b> Introduction to Health Sciences	2
<b>SURG 1106</b> Fundamentals of Surgical Technology	6
<b>SURG 1102</b> Principles of Pharmacology and Anesthesia	2
<b>SURG 1123</b> Fundamentals of Surgical Technology Skills Laboratory	3
<b>SURG 1132</b> Surgical Technology Practicum I	2
<b>TOTAL</b>	<b>15</b>

<b>Spring Semester</b>	<b>Spring Semester</b>
<b>Course</b>	<b>Credit Hours</b>
<b>SURG 1206</b> Perioperative Techniques and Procedures	6
<b>SURG 1222</b> Perioperative Techniques and Procedures Skills Laboratory	2
<b>SURG 1202</b> Surgical Procedures I	2
<b>SURG 1216</b> Surgical Technology Practicum II	6
<b>TOTAL</b>	<b>16</b>

<b>Summer Semester</b>	<b>Summer Semester</b>
<b>Course</b>	<b>Credit Hours</b>
<b>SURG 1302</b> Surgical Procedures II	2
<b>SURG 1322</b> Surgical Procedures III	2
<b>SURG 1305</b> Surgical Technology Practicum III	5
<b>TOTAL</b>	<b>9</b>
<b>Total Program Hours</b>	<b>70</b>

**Basic Studies Requirements:**

Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 82 or above or complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

Writing - ACT 19 or above (or) ASSET 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.

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

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

Kellye Young, Program Director  
 South Arkansas Community College  
 300 South West Avenue, El Dorado AR 71730  
 Phone (870) 875-7284 Fax (870) 864-7140  
 E-mail: kyoung@southark.edu



# **Business and TECHNICAL EDUCATION**

# Information and Business Technologies Programs

*Note: The business curriculum is under revision at the time of this printing. Check the catalog on the college website for the most up-to-date version.*

## ACCOUNTING

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

### *Technical Certificate*

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

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

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

*Certificate of Proficiency*

<b>COURSE</b>		<b>SEM.HR.</b>
ACCT 2003	Principles of Accounting I <i>or</i>	3
ADMS 1003	Introduction to Accounting	
ADMS 1023	Intermediate Keyboarding	3
ADMS 2803	Administrative Technology	3
CSCI 2143	Microcomputer Business Applications	3
ENGL 1123	Composition I	3
MGMT 1113	Introduction to Management	3
<b>Semester Total</b>		<b>18</b>

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

*Additional courses for Technical Certificate*

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

*Additional courses for Associate of Applied Science*

<b>COURSE</b>		<b>SEM.HR.</b>
BUS 1003	The American Enterprise System	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology <i>or</i>	
SOC 2003	Introduction to Sociology	3
ENGL 2113	Advanced Grammar and Composition	3
ADMS 2083	Administrative Technology	3
MGMT 2113	Management Skills	3

ADMS 2703	Professional Projects and Portfolio Design	3
	Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)	6
<b>Total Additional Hours</b> .....		<b>27</b>
<b>Total Program Hours</b> .....		<b>60</b>

The entire 60-hour block of classes must be completed for the Associate of Applied Science.

**BUSINESS**  
**Associate of Science**

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

English/Communications – 9 Hours

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

Humanities/Arts – 6 Hours

3 hours from the following:

- \*ENGL 2213 Literature I
- \*ENGL 2223 Literature II

3 hours from the following:

- \*ART 2003 Art Appreciation
- \*MUS 2003 Music Appreciation
- \*THEA 2003 Theatre Appreciation

Social Science – 9 Hours

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

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

3 hours from the following:

- \*SOC 2003 Introduction to Sociology

Biological Science – 4 Hours

- \*BIOL1004/L Fund. of Biology/Lab

Physical Science – 4 Hours

- \*PHYS 2024/L The Physical Sciences/Lab

Mathematics – 3 Hours

Three (3) hours from the following:

- \*MATH 1023 College Algebra

Business Related – 24 Hours

- ACCT 2003 Principles of Accounting I
- ACCT 2103 Principles of Accounting II
- ECON 2003 Macroeconomic Principles
- ECON 2103 Microeconomic Principles
- BLAW 2013 Legal Environment of Bus.
- BUS 2013 Business Statistics
- MATH 2013 Business Calculus

CSCI 1003 Computers & Info. Proc.

Directed Electives – 3 Hours

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

Total Hours: 62

*\*State Minimum Core Curriculum*



## COMPUTER INFORMATION TECHNOLOGY

### Technical Certificate Track First Year

### Associate of Applied Science Second Year

This program emphasizes on the basic concepts of computer systems and provides training for entry-level positions. The Application Track and the Networking Track provide options so students can individualize their degrees to their specific career goals. SouthArk's objective is for students to gain the knowledge, professional confidence, and intellectual maturity to secure higher-level jobs.

#### *Technical Certificate*

<b>COURSE</b>		<b>SEM.HR.</b>
ACCT 2003	Principles of Accounting I <i>or</i>	3
ADMS 1003	Introductory Accounting	
CSCI 1263	Windows Operating Systems	3
CSCI 1513	Computer Careers and Professional Development	3
CSCI 2023	Visual Basic for Windows	3
ENGL 1113	Composition I	3
<b>Semester Total</b>		<b>15</b>

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

#### *Additional courses for Associate of Applied Science*

Students may complete any one of the three specialized options to satisfy the requirements for the A.A.S. in Computer Information Technology. Students completing a second track will not receive a second degree since all three earn the same A.A.S. in Computer Information Technology.

#### **Computer Support Specialist Option**

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

<b>COURSE</b>		<b>SEM.HR.</b>
SPCH 1113	Speech	3
CSCI 1713	Alternative Operating Systems	3

CSCI 1114	IT Essentials IB	4
	Internship/Special Project or Approved CSCI/Business Elective	3
	Approved CSCI/Business Elective	3
<b>Semester Total</b>		<b>16</b>

**Total Program Hours.....60**

**Network System Administration Specialist Option**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II <i>or</i>	3
ENGL 2043	Technical Writing for Industry	
CSCI 1813	Principles of Information Assurance	3
CSCI 2603	Cisco Discovery 1	3
CSCI 2373	Windows Server	3
ECON 2003	Macroeconomic Principles	3
<b>Semester Total</b>		<b>15</b>

<b>COURSE</b>		<b>SEM.HR.</b>
SPCH 1113	Speech	3
CSCI 2433	Business Continuity	3
CSCI 2613	Cisco Discovery 2	3
CSCI 2383	Linux Server	3
	Internship/Special Project or Approved CSCI/Business Elective	3
<b>Semester Total</b>		<b>15</b>

**Total Program Hours.....60**

**Web Development Specialist Option**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II <i>or</i>	3
ENGL 2043	Technical Writing for Industry	
CSCI 1113	Web 2.0 Social Media	3
CSCI 2803	HTML/CSS/XML	3
CSCI 2043	Web Design with Dreamweaver/Adobe Suite	3
ECON 2003	Macroeconomic Principles	3
<b>Semester Total</b>		<b>15</b>

<b>COURSE</b>		<b>SEM.HR.</b>
SPCH 1113	Speech	3
CSCI 2183	Introduction to Computer Graphics	3
CSCI 2193	Advanced Web Design	3
CSCI 2053	Java Script	3
	Internship/Special Project or Approved CSCI/Business Elective	3
<b>Semester Total</b>		<b>15</b>

**Total Program Hours.....60**

***Suggested Electives:***

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

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

<b>COURSE</b>	<b>SEM.HR.</b>
ADMS 1003    Introductory Accounting	3
BUS 1003     The American Enterprise System <i>or</i>	3
ENTR 1003    Intro to Entrepreneurship	
CSCI 1003    Computers and Information Processing	3
MGMT 1113    Introduction to Management	3
ENGL 1113    Composition I	3
<b>Semester Total</b>	<b>15</b>

<b>COURSE</b>	<b>SEM.HR.</b>
MATH 1023    College Algebra <i>or</i>	3
MATH 1333    Math Applications for Business	
BUS 2063     Business Communications	3
ACCT 2003    Principles of Accounting I	3
CSCI 2143    Microcomputers: Business Applications	3
BLAW 2013    Legal Environment of Business	3
<b>Semester Total</b>	<b>15</b>

*Additional courses for Associate of Applied Science*

<b>COURSE</b>	<b>SEM.HR.</b>
ECON 2003    Macroeconomic Principles	3
ACCT 2103    Principles of Accounting II	3
BUS 2013     Business Statistics	3
CSCI 2223    Excel	3
ENGL 1123    Composition II	3
<b>Semester Total</b>	<b>15</b>

<b>COURSE</b>	<b>SEM.HR.</b>
BUS 2043     Customer Service and Support	3
ACCT 2113    Computerized Accounting Systems	3
ENGL 2123    Advanced Grammar and Composition	3
ECON 2103    Microeconomic Principles	3
Approved Business Elective	3

<b>Semester Total</b>	<b>15</b>
<b>Total Program Hours</b> .....	<b>60</b>

***SUGGESTED ELECTIVES***

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

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

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

*Technical Certificate*

<b>COURSE</b>	<b>SEM. HR.</b>
ADMS 1023 Intermediate Keyboarding	3
MATH 1203 College Algebra	3
BUS 1003 The American Enterprise Systems	3
ENGL 1113 Composition I	3
MGMT 1113 Introduction to Management	3
<b>Semester Total</b>	<b>15</b>

<b>COURSE</b>	<b>SEM. HR.</b>
BUS 2063 Business Communications	3
CSC 2143 Microcomputers: Business Applications	3
ENGL 1123 Composition II	3
MGMT 1114 Job Practicum /Internship I * <i>or</i>	4
BUS 2713 Real World Business Planning	3
MGMT 2113 Management Skills	3
<b>Semester Total</b>	<b>16</b>

*Additional courses for Associate of Applied Science*

<b>COURSE</b>	<b>SEM. HR.</b>
ACCT 2003 Principles of Accounting I	3
ECON 2003 Macroeconomic Principles	3
MGMT 2613 Small Business Management	3
MGMT 2114 Job Practicum/Internship II *	4
Business Elective (BUS, ACCT, CSCI, ADMS, ENTR, BLAW, or MGMT)	3
<b>Semester Total</b>	<b>16</b>

<b>COURSE</b>	<b>SEM. HR.</b>
ACCT 2103 Principles of Accounting II	3
BUS 2013 Business Statistics	3
ECON 2103 Macroeconomic Principles	3
MGMT 2214 Job Practicum/Internship III *	4
<b>Semester Total</b>	<b>13</b>

**Total Program Hours**.....**60**

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

# Trade and Industry Programs

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

Since most programs in the Division are designed to prepare the graduate for a specific career field, some students may be expected to purchase supplies or equipment to perform routine class and laboratory assignments.

## AUTOMOTIVE SERVICE TECHNOLOGY

### Technical Certificate

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

### FALL SEMESTER

COURSE		SEM.HR.
AST 1504	Engine Repair	4
AST 1204	Brake Systems	4
AST 1604	Engine Performance I	4
AST 1614	Engine Performance II	<u>4</u>
<b>Semester Total</b>		<b>16</b>

### SPRING SEMESTER

COURSE		SEM.HR.
AST 1404	Automotive Electronics I	4
AST 2404	Automotive Electronics II	4
AST 1304	Steering and Suspension	4
AST 1704	Heating and Air Conditioning	4
TECH1003	Technical Math	<u>3</u>
<b>Semester Total</b>		<b>19</b>

**Program Total .....38**

### 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)

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

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

## AUTOMOTIVE MAINTENANCE

### Certificate of Proficiency

Students in Automotive Maintenance learn basic automotive knowledge and skills. They earn a Certificate of Proficiency by completing 16 hours of automotive core classes. The National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates will possess the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Maintenance Diagnostics are the following:

<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	4
<b>Semester Hours Total</b>	<b>16</b>
<b>Program Total.....</b>	<b>16</b>

## AUTOMOTIVE DIAGNOSTICS

### Certificate of Proficiency

Students in Automotive Diagnostics learn basic automotive knowledge and skills. They earn the Certificate of Proficiency by completing 16 credit hours of automotive core courses. The National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates will possess at least the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Diagnostics are the following:

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

**COMPUTER ENGINEERING TECHNOLOGY  
COMPUTER/NETWORK INSTALLATION AND  
REPAIR TECHNOLOGY**

**Technical Certificate**

This course employs a study of the basic theory and design of computer and network hardware, basic diagnostic skills for optimum computer and network operation, and basic repair and maintenance skills for computer hardware and network systems. Additionally, the student will acquire leadership and management skills for performing these activities within general business and/or industry structures, in addition to individual contracting and business activities. The student will demonstrate skills mastery through several academic structures- Certificates of Proficiency, a Technical Certificate and/or an AAS degree in General Technology-Computer/Network Installation and Repair Technology. Additionally, the student will have the opportunity to secure the specific skills necessary to demonstrate technical and professional competency for National certification, through CompTia A+ and Leviton Cabling exams and will be enabled to enter the Computer/Network Installation and Repair job market as an entry-level technical professional.

***FALL SEMESTER***

<b>COURSE</b>	<b>SEM. HR.</b>
CSCI 1203    PC Concepts	3
CSCI 1112    IT Essentials IA	2
<b>Semester Total</b>	<b>5</b>

***SPRING SEMESTER***

<b>COURSE</b>	<b>SEM. HR.</b>
CSCI 1114    IT Essentials IB	4
CSCI 1263    Windows XP Professional/Network Administration	3
TECH 1003    Technical Math or higher level math	3
<b>Semester Total</b>	<b>10</b>

***FALL SEMESTER***

<b>COURSE</b>	<b>SEM. HR.</b>
CSCI 1405    Introduction to Networking	5
CSCI 1102    LAN Cabling	2
<b>Semester Total</b>	<b>7</b>

***SPRING SEMESTER***

<b>COURSE</b>	<b>SEM. HR.</b>
CSCI 1425    LAN Installation and Repair	5
CSCI 2352    Special Topics in Information Technology	2
<b>Semester Total</b>	<b>7</b>

**Program Total.....29**

Entry-level computer and network repair technicians are in heavy demand. Students may obtain the basic theory and skills to enter this career market through obtaining certificates of proficiency in one or two areas of computer engineering technology. The student has the opportunity of obtained a certificate of proficiency in computer installation and repair and/or network installation and repair. This generic training equips the student to work in industry, business, governmental, and non-profit computer support operations.

## COMPUTER INSTALLATION AND REPAIR

### Certificate of Proficiency

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
CSCI 1203	PC Concepts or equivalent	3
CSCI 1112	IT Essentials IA	<u>2</u>
<b>Semester Total</b>		<b>5</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
CSCI 1114	IT Essentials IB	4
CSCI 1263	Windows XP Professional/Network Administration	<u>3</u>
<b>Semester Total</b>		<b>7</b>

**Program Total** **12**

Entry-level computer and network repair technicians are in heavy demand. Students may obtain the basic theory and skills to enter this career market through obtaining Certificates of Proficiency in one or two areas of Computer Engineering Technology. The student has the opportunity of obtained a Certificate of Proficiency in Computer Installation and Repair and/or Network Installation and Repair. This generic training equips the student to work in industry, business, governmental, and non-profit computer support operations.

## NETWORK INSTALLATION AND REPAIR

### Certificate of Proficiency

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
CSCI 2405	Introduction to Networking	5
CSCI 1102	LAN Cabling	2
<b>Semester Total</b>		<b>7</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
CSCI 2425	LAN Installation and Repair	5
CSCI 2352	Special Topics in Information Technology	2
<b>Semester Total</b>		<b>7</b>

**Program Total** .....14



## COSMETOLOGY

### Technical Certificate

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

#### **FIRST YEAR**

<b>COURSE</b>	<b>SEM. HR.</b>
COS 1002 Introduction to Cosmetology (2, 0)	2
COS 1102 Introduction to Chemical Services 1 (1, 1)	2
COS 1003 Introduction to Haircutting/Hairstyling 1 (1, 2)	3
COS 1202 Introduction to Specialty Services 1 (1, 1)	2
COS 1103 Practicum 1 (1, 2)	<u>3</u>
Semester Total	12

***Certificate of Proficiency: Basic Cosmetology-Hair Care***

#### **SECOND YEAR**

<b>COURSE</b>	<b>SEM. HR.</b>
COS 1302 School to Work Transition (1, 1)	2
COS 1203 Haircutting/Hairstyling 2 (1, 2)	3
COS 1402 Chemical Services 2 (1, 1)	2
COS 1502 Specialty Services 2 (1, 1)	2
COS 1213 Practicum 2 (1, 2)	<u>3</u>
Semester Total	12

***Certificate of Proficiency: Intermediate Cosmetology-Nail and Skin Care***

#### **REQUIRED GENERAL STUDIES COURSES (may be taken any semester)**

TECH 1003 Technical Math or higher level math (3, 0)	3
ENGL 1113 Composition I (3, 0)	3

#### **ADDITIONAL PRACTICUM COURSES**

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

<b>COURSE</b>	<b>SEM. HR.</b>
COS 2003 Practicum 3 (1, 2)	3
COS 2004 Practicum 4 (1, 3)	<u>4</u>
COS 2102 Practicum 5 (1, 1)	2
COS 2104 Practicum 6 (1, 3)	4
COS 2202 Practicum 7 (1, 1)	<u>2</u>
Practicum 3-7 Total	15

**Total Technical Certificate Semester Credit Hours** **45**

*Note: Practicums 3, 4, and 6 may be offered only in the summer. Please consult your advisor for details. The practicums may be repeated, as necessary, in order to meet Arkansas State Board of Cosmetology contact hour licensing requirements.*

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

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

Business Tech/Entrepreneurship	3
Business Tech/Entrepreneurship	3
Business Tech/Entrepreneurship	3
Business Tech/Entrepreneurship	3
Business Tech/Entrepreneurship	3

**AND**

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

**Basic Studies Requirements:**

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

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

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

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

## ENTREPRENEURSHIP

### Technical Certificate

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

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL1113	Composition I	3
ACCT 2003	Principles of Accounting I	3
TECH 1003	Technical Math	3
ENTR 1003	Introduction to Entrepreneurship	3
BLAW 2013	Legal Environment of Business I	3
CSCI 1003	Computers and Information Processing	3
ENGL 1123	Composition II	3
ACCT 2103	Principles of Accounting II	3
ENTR 2013	Opportunity/Feasibility Analysis	3
ENTR 2023	Funding Acquisitions for Entrepreneurs	3
ENTR 2003	Professional Selling/Advertising	3
ADMS 2063	Business Communications	3
Semester Total		19
<b>Program Total</b> .....		<b>36</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 0413 Elementary Algebra the prerequisite for Technical Math.

## GENERAL TECHNOLOGY

### Associate of Applied Science

The Associates of Applied Science degree in General Technology enables a student working with an advisor to design an individualized program of study to fulfill a unique or multi-skill career goal that cannot be met through the completion of any single technology program offered by the College. This is accomplished by selecting courses in one Technical Major of a minimum of 24 semester credits; a 15-semester credit General Academic Core; and a minimum of 15 semester credits (a minimum of 12 SCH in a specific skills area) of Technical/Support courses to complete a total of 60+ college credit hours. Half of those credits can be earned by documenting in a portfolio what you have learned by experience. College, post-secondary technical school, and military - ACE approved credits earned previously, may also count toward the General Technology program. In order to be considered for admission to this program, the student must complete a proposed program of study with their technical advisor.

#### General Education – Total of fifteen hours

##### Mathematics – Three hours from the following:

MATH 1023	College Algebra or
TECH 1003	Technical Math

##### English/Communication –Six hours from the following:

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

##### Computer Fundamentals – Three hours from the following:

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

##### Social Science– Three hours from the following:

HIST 1003	History of Civilization to 1700
HIST 1013	History of Civilization since 1700
HIST 2013	History of U.S. to 1876
HIST 2023	History of U.S. since 1876
PSCI 2003	American Government: National
PSCI 2013	American Government: State and Local
PSYC 2003	General Psychology
SOC 2003	Introduction to Sociology
GEOG 2003	Introduction to Geography
ECON 2003	Macroeconomics

##### Technical Major:

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

##### Technical Minor/Support Courses:

Fifteen to 21 semester credit hours from a second technical specialty area, of which 12

semester credit hours will be from a second technical specialty area listed below:

Automotive Service Technology	Business Technology
Computer Science	Entrepreneurship
Computer and Network Installation and Repair Technology	Welding Technology
Industrial Equipment Maintenance	

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

### **Basic Studies Requirements**

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

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

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

## INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY

### Technical Certificate

The Industrial Equipment Maintenance program was designed by the advisory committee to meet industry requirements. Successful completion will equip students with the technical skills necessary to maintain, repair, troubleshoot, and manage modern maintenance programs in industrial plants, warehouses, hospitals, schools, and government buildings. Specific topics of coverage will include fluid power and controls, gear and belt-drive systems, electric motors and control systems, programmable logic controls and process control. Classes are designed in lecture and lecture/lab format to give the student a solid foundation in general maintenance skills. Coursework completed is applicable to the Associate of Applied Science Degree in General Technology.

<b>COURSE</b>	<b>SEM. HR.</b>
IDEQ 1003 Fundamentals of Industrial Maintenance	3
TECH 1203 Industrial Safety <i>or</i>	
PTEC 1123 Safety, Health, and the Environment	3
IDEQ 1403 Fundamentals of Electricity	3
IDEQ 1413 Electrical Circuits	3
IDEQ 1103 Blueprint Reading for Industrial Trades	3
IDEQ 1603 Fluid Power Systems (Hydraulics/Pneumatics)	3
TECH 1003 Technical Math or higher level math	3
IDEQ 2013 Coupling and Alignment	3
IDEQ 2503 Precision Measuring Tools	3
IDEQ 1903 Industrial Motors and Controls	3
IDEQ 2004 Industrial Mechanics	4
IDEQ 1613 Advance Fluid Power (Hydraulics/Pneumatics)	3
ENGL 1113 Composition I	3
<b>Program Total.....</b>	<b>40</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.

**PROCESS TECHNOLOGY**  
**Associate of Applied Science Degree**

This degree program is designed to train refinery operators, chemical operators, and process technicians. These operators control and monitor the systems that run industrial plants. Operators gather information using instrumentation and lab equipment to maintain safe work areas and keep plants in compliance with regulatory requirements. Operators work both indoors and outdoors alongside engineers, chemists and other professionals. Operators use knowledge of computers, math, physics and chemistry to keep industrial plants running safely and efficiently.

**SEMESTER 1**

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

**SEMESTER 2**

ENGL 1113	Composition I	3
CSCI 1003	Computers and Information Processing**	3
PTEC 1244	Process Technology I – Equipment	4
PTEC 1253	Principles of Quality	3
PHYS 2024/L	Physical Science/Lab	4
<b>Semester Total .....</b>		<b>17</b>

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

**SEMESTER 3**

ENGL 1123	Composition II <i>or</i>	
ENGL 2043	Technical Writing for Industry *	3
PTEC 2364	Process Technology II – Systems	4
Elective	Social Science/Economics Elective	3
Elective	PTEC/IDEQ/WLD Restricted Elective or Internship***	3/4
<b>Semester Total .....</b>		<b>13/14</b>

**SEMESTER 4**

PTEC 2474	Process Technology III – Unit Operations	4
PTEC 2484	Process Trouble Shooting	4
PTEC 2333	Process Instrumentation II	3
Elective	PTEC/IDEQ/WLD Restricted Elective or Internship***	3/4
<b>Semester Total .....</b>		<b>14/15</b>

**Total Program Hours.....60**

*\* College Algebra, Chemistry I for Science, and Composition II are strongly recommended for those planning to continue their education at a four-year college. Tech Math, Fundamentals of Chemistry, and Technical Writing are suggested for those going*

*directly into the workforce, with no plan for pursuing additional degrees.*

*\*\*Higher level CSCI courses may be substituted with Dean's approval*

*\*\*\*Electives include up to two industry internships and all 3 or 4 hour IDEQ or WLD courses*

**Basic Studies Requirements:**

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



## WELDING TECHNOLOGY

### Technical Certificate

This technical certificate program prepares students for entry-level placement in the welding industry. Instruction includes metal cutting, arc welding, semi-automatic (MIG) welding, and tungsten inert gas (TIG) welding. The welding program curriculum follows American Welding Society (AWS) education standards for entry-level welders. Students receive instruction in practical applications of welding techniques as well as the operation and maintenance of related tools in the industry. Graduates may find employment in manufacturing, maintenance, independent welding shops, and construction companies.

#### *FALL SEMESTER*

<b>COURSE</b>	<b>SEM. HR.</b>
WLD 1214 GMAW I (MIG) Welding	4
WLD 2214 GMAW II (MIG) Welding	4
WLD 1224 GTAW I (TIG) Welding	4
WLD 2224 GTAW II (TIG) Welding	4
TECH 1003 Technical Math or higher level math	3
<b>Semester Total</b> .....	<b>19</b>

#### *SPRING SEMESTER*

<b>COURSE</b>	<b>SEM. HR.</b>
WLD 1114 SMAW I Welding	4
WLD 2114 SMAW II Welding	4
WLD 1244 Layout and Pipefitting I	4
WLD 2244 Layout and Pipefitting II	4
<b>Semester Total</b> .....	<b>16</b>

**Program Total** .....**35**

#### **Approved electives:**

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

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

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

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

## SMAW WELDING TECHNOLOGY

### Certificate of Proficiency

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

COURSE	SEM.HR.
WLD 1114 SMAW I Welding	4
WLD 2114 SMAW II Welding	4
<b>Semester Total</b> .....	<b>8</b>

## GMAW (MIG) WELDING

### Certificate of Proficiency

This Certificate of Proficiency gives students a basic understanding of the various welding techniques in the welding industry. This certificate requires the completion of 8 semester hours of course work. Graduates may find entry-level employment in manufacturing, maintenance, independent welding shops, and construction companies.

COURSE	SEM.HR.
WLD 1224 GMAW I (MIG) Welding	4
WLD 2214 GMAW II (MIG) Welding	4
<b>Semester Total</b> .....	<b>8</b>

## GTAW (TIG) WELDING

### Certificate of Proficiency

This certificate is designed to help students gain an entry-level position as a “TIG welder.” These courses will help the student understand how to weld both steel plate and pipe with the GMAW process. This certificate will also give a student a beginning knowledge of welding Aluminum and Stainless with the GTAW process. The student will also learn the basics of the Plasma cutting torch

COURSE	SEM. HR.
WLD 1224 GTAW (TIG) Welding	4
WLD 2224 GTAW (TIG) Welding	4
<b>Semester Total</b> .....	<b>8</b>

## WELDING LAYOUT AND PIPEFITTING

### Certificate of Proficiency

This certificate is designed to help the student gain an entry-level position as a pipe fitter/layout person in the welding industry. Upon completion the student should have a vast knowledge of how to layout structure and pipe angles and different fits. The student should also have the ability to cut out these fits with any major cutting procedure.

COURSE	SEM. HR.
WLD 1244 Layout and Pipefitting I	4
WLD 2244 Layout and Pipefitting II	4
<b>Semester Total</b> .....	<b>8</b>

**WELD INSPECTION\*\*\***

**Certificate of Proficiency**

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

<b>COURSE</b>	<b>SEM.</b>	<b>HR.</b>
WLD 1404    Welding Evaluation and Testing		4
WLD 1613    Welding Metallurgy		<u>3</u>
<b>Program Total</b> .....		<b>7</b>

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

# Adult Education and Corporate and Community Education

## CORPORATE AND COMMUNITY EDUCATION

### **Purpose**

In addition to the traditional academic and occupational education available at South Arkansas Community College, SouthArk offers a variety of classes which earn no college credit but provide job skills and personal enrichment. The non-credit courses, seminars, and workshops are designed to be informative and enjoyable. Courses are offered throughout the week at various times and locations. Courses vary in length from a one-time meeting to a full semester.

The college offers a wide variety of courses, which can be taken for pleasure or to develop new job skills. The courses are informative and relaxed. The instructors are chosen for their special expertise and come from area businesses and industries, the professional community, local government, the college's faculty, and citizens with expertise.

Special programs on current affairs and cultural activities are a part of the Community Education scope. A program for children, Camp Lotsafun is offered in the summer. Corporate and Community Education endeavors to be a vital part of community life, cooperating with and actively participating in the activities of the Chamber of Commerce and area service clubs and organizations.

### **Examples of courses and programs include:**

#### ***Corporate***

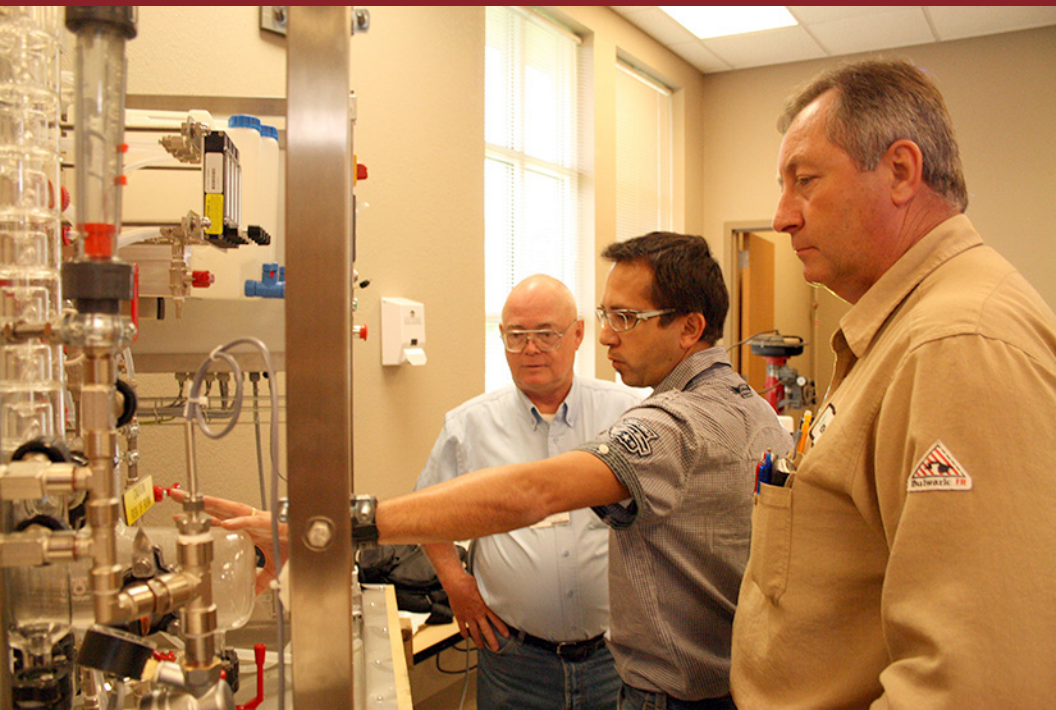
ACCESS	HAZWOPER	PowerPoint
First Responder	Industrial Safety	Supervisory Skills
CPR	Leadership	Workplace Spanish
MS Office	OSHA Construction	Diversity
EMT-A	Welding	Contractor Safety Training

#### ***Community***

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

### **New Courses**

Courses are organized on demand. Anyone interested in offerings not scheduled or anyone wanting to be added to the class schedule mailing list may contact the Corporate and Community Education office, (870) 864-7192 or e-mail [ce@southark.edu](mailto:ce@southark.edu). The schedule of classes is available on SouthArk's website at [www.southark.edu](http://www.southark.edu) under either Community Classes or Corporate Classes. Just click on the picture of the schedule.



# Non-credit **PROGRAMS**

## **Instructors**

Community Education and Corporate Education instructors, selected for their skills and expertise in a variety of fields, are drawn from business, the professions, government, the college faculty, and the community. Anyone interested in teaching may call (870) 864-7192 or email [ce@southark.edu](mailto:ce@southark.edu).

## **Registration**

High school graduation or previous college attendance is **NOT** required to take a non-credit course. For information regarding a course, students may visit the Center for Workforce Development on East Campus, email [ce@southark.edu](mailto:ce@southark.edu), or call 864-7192. Students are officially registered in a course when they complete registration cards and pay fees at the Bookstore on West Campus. The college reserves the right to cancel classes due to insufficient enrollment.

## **Fees**

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

## **Refunds**

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

## **Schedules**

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

## **ADULT EDUCATION**

### **Adult Basic Education**

The Adult Education Program provides adults with the opportunity to improve their basic reading, writing, and math skills. Students may work on basic skills to improve their ACT scores, to take the Official GED Test, to improve their employability skills, to advance their workplace skills, or to gain personal satisfaction. The Adult Education Program follows established laws, rules, and regulations. The program is an open-entry, open-exit program. All incoming students are evaluated and placed in classes to upgrade deficiencies. Instruction is diagnostic, prescriptive, self-paced, and individualized. Students have access to computers and modern curriculum. Small group and individual instruction are available during the day and evening hours at no cost to participants. Classes are provided on campus and at satellite locations.

### **Programs provided through Adult Education**

#### **Academic Assessment**

The Test of Adult Basic Education (TABE) is administered to assess academic needs for placement, instruction, WIA, and other programs. The Arkansas High School Diploma (GED) can be earned by passing a series of general knowledge exams. The tests cover the following subjects: writing skills, social studies, science, literature and the arts, and mathematics. The GED Test may be taken at South Arkansas Community College. Students

must take a pre-test and present those results with an application to test before taking the state GED Test.

### **English as a Second Language**

This class is designed for students who have little or no background in the English Language as well as students who have limited use of the English Language. Alphabet sounds, simple commonly used verbs, and basic understanding of grammar and basic functional language are emphasized for the beginning students. Intermediate and advanced students learn to speak in various situations and become more comfortable in speaking in different social gatherings. Intermediate and advanced classes focus on clarity of pronunciation, speed-reading, vocabulary building, written essays, and formal speech presentations.

### **Workplace Education**

The Workplace Education Program offers basic academic skills to local businesses. Classes may be taught in local businesses and industries. These classes can be GED or refresher courses, or they can be tailored to the needs of the employer. The Arkansas Workforce Alliance for Growth in the Economy (WAGE) Program is designed to address the need to improve the workplace basic skills of the unemployed and under-employed labor pool. The WAGE Program is an industry, education, and community collaborative for workforce development. The program incorporates an alliance among local employer advisory council, adult education services, employment and training agencies, industrial development foundations, and county/city governments to identify and provide training in those literacy skills essential to most entry-level jobs in the community.

### **Computer Literacy**

The Computer Literacy course is a 12-20 hour course in basic computer literacy. It teaches computer skills and provides hands-on activities for basic users.

### **Employability**

Employability and/or soft skills are taught in the basic skills classes. Focus is on the students' developing employability skills to help them obtain and keep jobs .

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

## **CENTER FOR WORKFORCE DEVELOPMENT**

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

### **Services**

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

**Classes**

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

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





# Credit COURSES

# Course Descriptions

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## ACCOUNTING

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### ACCT 2003 PRINCIPLES OF ACCOUNTING I

*ACTS Equivalent Course Number = ACCT 2003*

Prerequisites: BSTD 0113 and BSTD 0413 with a grade of “C” or better or appropriate placement test score. Basic principles of financial accounting theory with emphasis on sole proprietorships.

### ACCT 2103 PRINCIPLES OF ACCOUNTING II

*ACTS Equivalent Course Number = ACCT 2013*

Prerequisite: ACCT 2003. Basic principles of financial accounting theory for partnerships and corporations, managerial cost accounting, and financial statement analysis.

### ACCT 2113 COMPUTERIZED ACCOUNTING SYSTEMS

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

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## ADMINISTRATIVE ASSISTANT TECHNOLOGY

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### ADMS 1003 INTRODUCTORY ACCOUNTING

Prerequisites: BSTD 0103 and BSTD 0314 with a grade of “C” or better or appropriate placement test score. The study of bookkeeping cycles of keeping journals, posting to ledger accounts, taking trial balances, preparing balance sheets and working papers, and preparing closing and adjusting entries. Covers commonly used journals, ledgers, and payroll registers as well as the basic tax forms required for small business firms. Recommended for students who have not completed high school bookkeeping before taking Account-ing 2003.

### ADMS 1013 FUNDAMENTALS OF KEYBOARDING

Introduction to the touch system of keyboarding with emphasis on the proper technique and a thorough mastery of the keyboard.

### ADMS 1023 INTERMEDIATE KEYBOARDING

*ACTS Equivalent Course Number = BUSI 1103*

Prerequisite: Key 40 WPM. Continuation of ADMS 1013, with further study of the form and arrangement of the business letter, business forms and reports; frequency drills and practice designed to develop accuracy and speed.

### BUS 2063 BUSINESS COMMUNICATIONS (formerly ADMS 2063)

*ACTS Equivalent Course Number = BUSI 2013*

Prerequisites: ENGL 1113 and ADMS 1013. The composition and evaluation of psychologically sound business letters in correct and forceful English. Emphasis is placed on solving business problems encountered in writing effective business letters.

### ADMS 2083 ADMINISTRATIVE TECHNOLOGY

Prerequisite CSCI 2143. Advanced concepts of office management and office procedures utilizing integration of previously learned computer applications. Students develop advanced administrative skills through advanced email functions, the integration of office applications, and using a variety of peripheral devices. Students will complete projects using the Microsoft Office suite that require critical thinking, problem solving, and advanced office procedures.

### ADMS 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN

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

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## ART

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### ART 1013 DRAWING I

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

### ART 1113 DRAWING II

Prerequisite: Pass Art 1013 with a “C” or better.

Advanced problems in drawing, composition, drawing with colored media, and experimental techniques. Four hours per week in studio.

### **ART 2003 ART APPRECIATION**

*ACTS Equivalent Course Number = ARTA 1003*  
(For non-art majors) Prerequisite: Pass BSTD 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.

### **ART 2073 PAINTING I**

Prerequisite: Pass ART 1013 with a "C" or better. This course provides preliminary experience in painting, using transparent water soluble paints and other media related to pictorial composition.

### **ART 2093 PAINTING II**

Prerequisite: Pass ART 2073 with a "C" or higher. Designed for students to become acquainted with advanced painting methods using water soluble paints. Composition and personal style are emphasized.

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## **AUTOMOTIVE SERVICE TECHNOLOGY**

### **AST 1004/L AUTOMOTIVE FUNDAMENTALS**

The course emphasis is on the operation and servicing of major automobile systems. Proper use and care of hand tools, shop equipment, and automotive test equipment is also covered. Safety is stressed. (2 hours lecture, 3 hours lab)

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

Manual transmissions, transaxles, clutches and transfer cases are covered in this course. Also covered are u-joints, drive shafts and differential repair and diagnosis. (2 hours lecture, 3 hours lab)

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

Prerequisite: AST 1504 or consent of the instructor. This course covers the diagnosis and repair of brake system hydraulics, drum brake systems, disc brake systems and power assist brake systems. Anti-lock brake system diagnosis and repair are included. (2 hours lecture, 3 hours lab)

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

Prerequisite: AST 1504 or consent of the instructor.

This course covers diagnosis and repair of steering and suspension systems. Units of instruction will include steering systems, suspension systems, alignment procedures, and wheel/tire service. (2 hours lecture, 3 hours lab)

### **AST1404/L**

#### **AUTOMOTIVE ELECTRONICS I/LAB**

Prerequisite: AST 1504 or consent of the instructor. This course introduces electrical theory including voltage, current, resistance, and power. DC and AC circuits are covered along with series, parallel, and series-parallel circuits. The proper use of electrical test equipment is emphasized. (2 hours lecture, 3 hours lab)

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

This course includes safety, tools, service information, and precision measurement. Also covered are engine disassembly/ assembly procedures, engine diagnosis, lubrication and cooling systems. (2 hours lecture, 3 hours lab)

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

Prerequisite: AST 1504 or consent of the instructor. This course is an introduction to ignition, fuel, intake, and exhaust systems. Exhaust emissions and emission control devices are also covered. Diagnostics is emphasized. (2 hours lecture, 3 hours lab)

### **AST 1614/L ENGINE PERFORMANCE II/ LAB**

Prerequisite: AST 1604 or consent of the instructor. The course covers various fuel injection systems, electronic ignition systems, and on-board computer engine controls. Proper diagnostics is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

### **AST 1704/L HEATING AND AIR CONDITIONING/LAB**

Prerequisite: AST 1504 or consent of the instructor. This course covers diagnosis and repair of Air Conditioning Systems. Refrigeration and heating and cooling systems are also covered. Automatic control systems, refrigerant recovery, recycling and handling are also covered. (2 hours lecture, 3 hours lab)

### **AST 1804/L AUTOMATIC TRANSMISSION/TRANSAXLES/LAB**

Prerequisite: AST 1504 or consent of the instructor. This course covers diagnosis and repair of automatic transmission/transaxles. Included are

transmission maintenance, adjustments, and scan tool diagnostics. Off-vehicle diagnosis and repair are also covered. (2 hours lecture, 3 hours lab)

#### **AST 1902 ASE TEST PREPARATION**

This course is designed to assist the student in preparing for the National Institute for Automotive Excellence (ASE) tests. The course will include pretests, practice tests, individual instruction, and classroom media presentations. (2 hours lecture)

#### **AST 2404/L AUTOMOTIVE ELECTRONICS II/ LAB**

Prerequisite: AST 1404 or consent of the instructor. This course is an in-depth study of battery, starting, charging, and electrical accessory systems. Proper diagnostics and safety is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

#### **AST 2601 DIRECTED STUDY**

The student and the instructor will agree upon a project that will enhance the student's automotive knowledge. The project is to be completed by the student in the classroom, lab, or on the job. (1 hour, 30 contact hours)  
May be repeated at the instructor's discretion.

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### **BASIC STUDIES**

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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 IMPROVEMENT I**

Prerequisite: Make an appropriate score on the placement test. Development of reading skills through perception training, vocabulary building, comprehension training, and rate building. Diagnostic and individual prescriptive techniques are emphasized.

#### **BSTD 0113 READING IMPROVEMENT II**

Continuation of BSTD 0103. Prerequisite: Pass BSTD 0103 with a grade of "C" or better or make an appropriate score on the placement test. Emphasis on increasing reading speed and comprehension.

#### **BSTD 0203 FUNDAMENTALS OF WRITING I**

Intensive study of the fundamentals of written

English, grammar, punctuation, spelling, and vocabulary development.

#### **BSTD 0213 FUNDAMENTALS OF WRITING II**

Prerequisite: Pass BSTD 0203 with a grade of "C" or better or make an appropriate score on the placement test. Continuation of grammar, punctuation, spelling, and vocabulary through a variety of writing experiences.

#### **BSTD 0313 FUNDAMENTALS OF ARITHMETIC**

An arithmetic review for students who need to improve their computational skills. Topics covered include whole numbers, fractions, decimals, ratio and proportions, percent, measurement, and basic geometry. (3 hours lecture, 2 hours lab)

#### **BSTD 0413 ELEMENTARY ALGEBRA**

Prerequisite: Pass BSTD 0313 with a grade of "C" or better or make the required score on one of the placement tests. This is a pre-college, beginning algebra course for students with no algebra background or with a very weak algebra background. The purpose is to prepare students for BSTD 0513, Intermediate Algebra. Topics include the real number system, exponential notation, solving and applying first degree equations and inequalities in one variable, solving formulas, graphing linear equations on the coordinate system, laws of exponents, polynomial operations, and factoring polynomials. (3 hours lecture, 2 hours lab)

#### **BSTD 0513 INTERMEDIATE ALGEBRA**

Prerequisite: Pass BSTD 0413 with a grade of "C" or better or make the required score on one of the placement tests. This is a pre-college course for students who have had some algebra but need further development of their skills before they take MATH 1023, College Algebra. Topics include, factoring polynomials, using factoring to solve equations together with applications, rational expressions and equations, functions, linear functions, variation, systems of equations with applications, compound inequalities, absolute value equations and inequalities, exponents and radicals, radical equations, and quadratic equations. (3 hours lecture, 2 hours lab).

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### **BIOLOGY**

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#### **BIOL 1004/L FUNDAMENTALS OF BIOLOGY/LAB**

*ACT'S Equivalent Course Number = BIOL 1004*

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of “C” or better or make an appropriate score on the placement test. Morphological, physiological, and taxonomic survey of the plant and animal kingdom with emphasis on basic biological principles. Three hours lecture and two hours laboratory.

### **BIOL 1024/L ZOOLOGY/LAB**

*ACTS Equivalent Course Number = BIOL 1054*

Prerequisites: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of “C” or better or make an appropriate score on the placement test. The emphasis will be on general principles of zoology. The course will survey the major animal phyla: phylogenetic relationships, morphology, physiology and natural history. Three hours lecture and two hours lab.

### **BIOL 1034/L GENERAL BOTANY/LAB**

*ACTS Equivalent Course Number = BIOL 1034*

Prerequisites: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of “C” or better or make an appropriate score on the placement test. The emphasis will be on general principles of botany. Material will cover form, structure, function, and reproduction of nonvascular and vascular plants. Three hours lecture and two hours lab.

### **BIOL 1114/L BIOLOGY FOR MAJORS**

*ACTS Equivalent Course Number = BIOL 1014*

Prerequisites: Pass **BSTD 0113, BSTD 0213**, and BSTD 0413 with a grade of “C” or better or make an appropriate score on the placement test. A study of the principles of biology. Provides the foundation for other advanced courses in the biological sciences. Includes an in-depth study of fundamental biological concepts including the scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. Appropriate for biology and health science majors, as well as general education. Lab required. Three hours lecture and two hours lab.

### **BIOL 2003, NUTRITION AND DIET**

Study of the fundamental principles of human nutrition and diet with emphasis on carbohydrates, lipids, proteins, vitamins, minerals, and energy in normal nutrition as well as in disease conditions. Three hours lecture.

### **BIOL 2064/L, HUMAN ANATOMY AND PHYSIOLOGY I/LAB**

*ACTS Equivalent Course Number = BIOL 2404*

Prerequisites: Pass BSTD 0113, BSTD 0213, and

BSTD 0413 with a grade of “C” or better or make an appropriate score on the placement test. This course provides instruction related to the study of the structure and functions of the human body. Lecture emphasizes concepts underlying upright walking and how humans respond to their environment. Laboratory work includes histology, morphology of the skeleton, dissections, and some physiologic experimentation. Three hours lecture and two hours laboratory.

### **BIOL 2074/L, HUMAN ANATOMY AND PHYSIOLOGY II/LAB**

*ACTS Equivalent Course Number = BIOL 2414*

Prerequisite: Pass BIOL 2064/L with a grade of “C” or better. Continuation of BIOL 2064, with emphasis on the structure and functions of systems in endocrinology, hematology, circulatory, lymphatic, digestive, urinary, and respiratory systems. The course also covers growth and development of the human body, and developments in genetics. Three hours lecture and two hours laboratory.

### **BIOL 2304/L KINESIOLOGY/LAB**

Prerequisites: Pass BIOL 2064/L with a grade of “C” or better. Study of musculoskeletal anatomy, posture, and movement of the human body. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes and axis of movements, the range and quality of functional movements, the actions of levers within the human body, and how muscular contraction affects movements, posture, and gait. Three hours lecture and two hours laboratory.

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## **BUSINESS ADMINISTRATION**

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### **BUS 1003 THE AMERICAN ENTERPRISE SYSTEM**

*ACTS Equivalent Course Number = BUSI 1013*

Prerequisite: Pass BSTD 0113 with a grade of “C” or higher or make an appropriate score on the placement test. Basic course in the fundamentals of business. An overview to develop an intelligent understanding of the realistic problems and practices of business. Studies of the business organization and its environment, including marketing, economics, management, and accounting.

### **BUS 2013 BUSINESS STATISTICS**

*ACTS Equivalent Course Number = BUSI 2103*

Prerequisite: MATH 1023 and BSTD 0113 or appropriate placement test score. An introduction to applied statistics including measures of central

tendency and dispersion, probability, sampling, estimation, hypothesis testing, and analysis of variance.

### **BUS 2063 BUSINESS COMMUNICATIONS**

Prerequisites: ENGL 1113 and ADMS 1013. The composition and evaluation of psychologically sound business letters in correct and forceful English. Emphasis is placed on solving business problems encountered in writing effective business letters.

### **BUS 2074 PRINCIPLES OF REAL ESTATE**

Basic concepts of marketing, ownership, and legal principles involved in real estate management to help prepare students for the state real estate salesperson examination.

### **BUS 2133 REAL ESTATE APPRAISAL**

Prerequisite: BUS 2074. Course covering principles and techniques of residential real estate appraising.

### **BUS 2233 PERSONNEL SUPERVISION**

A course designed for persons training for first level supervisory positions with emphasis on human relations, motivation, and effective uses of human resources.

### **BUS 2713 REAL-WORLD BUSINESS PLANNING**

Prerequisites: BSTD 0413, BSTD 0213, BSTD 0113.

This course allows students the opportunity to work in a student run business within the college while learning the basics of business planning. Students will have classroom lessons on recognizing and evaluating business opportunities, analyzing consumer markets, marketing, selling techniques, customer service, business financing, fixed and variable costs, and cash flow. Students will be required to work in the student run business 8 hours per week during a 15 week semester or 120 hours during semesters of less than 15 weeks. Much of the work would be production or sales needed to learn the business, though some planning of operations and analysis of systems would be involved. (1 hour lecture 2 hours lab)

### **BUS 2723 REAL-WORLD BUSINESS OPERATIONS**

Prerequisite: BUS 2713 or permission of instructor.

This course allows students the opportunity to work in a student run business within the college while learning the basics of business operations.

Students will have classroom lessons on managing employees, leadership, scheduling operations, selecting vendors, adjusting product mix, branding, legal issues in small business, growth and building on success, and the components of a business plan. Students will be required to work in the student run business 8 hours per week during a 15 week semester or 120 hours during semesters of less than 15 weeks. Some of the work would be production or sales needed to meet business production schedules. Students in this course will be required to take on management responsibilities within the business, including planning production and sales staffing, as well as supervising other student workers. (1 hour lecture 2 hours lab)

### **BUS 2903 SPECIAL TOPICS IN BUSINESS**

A survey of various topics within the field of business to meet specialized needs.

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## **BUSINESS LAW**

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### **BLAW 2013 LEGAL ENVIRONMENT OF BUSINESS I**

Prerequisites: ENGL 1123 or ENGL 2043

This course is a discussion of the legal environment, contracts, and dealings with goods, commercial paper, debts, and creditors. This is the introductory course in law for all business students. This course is designed for students interested in entrepreneurship and designed for students seeking the AAS Degree in Business.

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## **CHEMISTRY**

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### **CHEM 1004/L FUNDAMENTALS OF CHEMISTRY/LAB**

*ACTS Equivalent Course Number = CHEM 1004*

Prerequisites: BSTD 0113, BSTD 0213 with a "C" or better, BSTD 0513 or TECH 1003 (concurrent enrollment is acceptable for TECH 1003). This is a survey course introducing Chemistry as it applies to the real world for students in chemical/industrial process technology and/or general education. The course explores concepts such as the scientific method, measurement, states of matter, atomic structure, the periodic table, chemical properties, chemical bonding, chemical reactions, acids and bases, solutions, and other chemistry-related topics. This course does not fulfill the chemistry requirement for science majors or Allied Health programs. Three hours lecture and two hours laboratory.



**CHEM 1014/L CHEMISTRY I FOR HEALTH-RELATED PROFESSIONS/LAB**

*ACTS Equivalent Course Number = CHEM 1214*

Prerequisites: BSTD 0113, BSTD 0213, BSTD 0513 with a grade of "C" or better, or make an appropriate score on the placement test.

This is an algebra-based college chemistry course. This course provides a chemistry foundation for work in health-related areas, process technology, and other careers needing fundamental chemistry concepts. The lecture component explores inorganic chemistry including, atomic and molecular structure, bonding, nomenclature, reactions, stoichiometry, states of matter, solutions, energy, heat, reaction rates, reaction equilibria, acids and bases, nuclear chemistry, and fundamentals of organic and biochemistry. The laboratory component investigates measurement, mass, volume, density and specific gravity, physical and chemical changes, flame tests and atomic structure, classification of chemical reactions, mole ratios in chemical equations, temperature, endothermic and exothermic reactions, gas laws, solution formation and characteristics, spectrophotometry, testing for anions and cations, reaction rates and equilibrium, acids, bases, pH and buffers, acid-base titration, identification of functional groups in unknowns, carboxylic acid/ester analysis, and aspirin synthesis. Three hours lecture and two hours laboratory.

**CHEM 1024/L CHEMISTRY I FOR SCIENCE MAJORS/LAB**

*ACTS Equivalent Course Number = CHEM 1414*

Prerequisites: BSTD 0113, BSTD 0213, BSTD 0513 with a grade of "C" or better, or make an appropriate score on the placement test, and one full year of high school chemistry or its equivalent completed within the last five years with a grade of "C" or better. Students who have had no high school chemistry are advised to take CHEM 1014 or its equivalent. This is the first course in a two-course sequence of algebra-based chemistry designed for science majors and pre-professionals. Course includes an in-depth study of theoretical and quantitative chemistry principles, nomenclature, the mole, stoichiometry, reactions, gases, thermochemistry, atomic and molecular structures, periodicity, bonding, nuclear chemistry, and fundamental concepts of intermolecular forces and solutions. Lab is required. Three hours lecture and two hours laboratory.

**CHEM 1124/L CHEMISTRY II FOR SCIENCE MAJORS/LAB**

*ACTS Equivalent Course Number = CHEM 1424*

Prerequisites: MATH 1023 or its equivalent with a grade of "C" or better, CHEM 1024/L with a grade of "C" or better. Course is a continuation of CHEM 1024/L with a greater emphasis regarding intermolecular forces, solutions, kinetics, equilibrium, acid/base theory, thermodynamics, and electrochemistry. Lab is required. Three hours lecture and two hours laboratory.

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**COMMUNICATIONS**

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**COMM 1103 INTRODUCTION TO FILM**

No prerequisite. Super 8mm film and digital production, including concept, principles, basic editing, projection and the use of non-synchronous sound. Evaluation and critique of student's films. Each student required to complete three films.

**COMM 1013 COPYWRITING**

Prerequisite: ENGL 1113 with a "C" or higher. Students participating in this class will be armed with the skills to write for the media. This course also provides practice in preparing marketable scripts for local stations where beginning jobs are generally available. Students will sharpen specific copywriting skills using realistic situations. A word processing program is used in this course.

**COMM 1203 AMERICAN CINEMA**

No prerequisite. Through American Cinema, students will acquire a working knowledge of American film history from the silent era to the present day. In addition, they will learn to recognize and use basic technical and critical vocabulary of motion pictures, understand how the technology of the cinema relates to film art, gain a fundamental background in the economic structure of the film industry, question their own role as passive spectators, increase their ability to watch films actively and critically, and enhance their ability to think, speak, and write critically in an increasingly visual and technological culture.

**COMM 1023 MEDIA ETHICS**

Prerequisite: ENGL 1113 with a "C" or higher. This course will give students a firm grounding in ethical principles as they apply to reporting, confirming the proper use of sources, confirming the validity of information, and the business of news. Students will also develop their own personal guidelines for what is acceptable behavior for someone employed as an electronic journalist.

### **COMM 1303 AUDIO PRODUCTION**

No prerequisite. This course is divided into four major areas: principles, equipment, pre-production, and post-production. Students will also be introduced to acoustics, system wiring, and various types of recording equipment.

### **COMM 1403 EDITING AND POST-PRODUCTION**

No prerequisite. This course is designed for film to include studio and field camera techniques. It includes opportunities in developing, directing, and producing live and taped video programming.

### **COMM 1503 LIGHTING**

No Prerequisite. Students will learn basic three-point lighting to full set lighting design. Included in discussion are types of lighting, fixtures, gels, and lighting techniques.

### **COMM 2203 DOCUMENTARY FILM-MAKING**

Prerequisite or co-requisite: COMM 2103 or by instructor's consent. This course explores techniques necessary to direct and produce a documentary film. The main focus is on directing, producing, preproduction, and interview for documentary production, students will also examine different philosophies of ethics and research as it pertains to the preproduction and production of non-fiction feature.

### **COMM 2303 FILM PRE-PRODUCTION**

Prerequisite or co-requisite: COMM 2403. This course is designed to lay the ground work for production of video or film. It includes scouting out locations, using a script or storyboard, planning, and preparing a checklist for equipment, props, and actors needed to video/film the project.

### **COMM 2403 FILM PRODUCTION AND DESIGN**

Prerequisite: consent of the instructor. The theory and practice of designing a film production; including script analysis, budgeting, equipment deployment and other logistics for preparing a well-coordinated production shoot.

### **COMM 2503 INTERNSHIP.**

Prerequisite: Consent of the instructor. This course is a laboratory course of supervised rehearsal and technical work on community production culminating in performance. It provides the students with practical experience and training.

### **COMM 2603 SOUND DESIGN FOR FILM**

No prerequisite. Students will study theory and apply practical experience in sound for film and video. This course will explore the technical and aesthetic aspects of sound as it relates to the moving image. Midi, SMPTE, sync, Foley, sound effects recording, ADR, looping, and music for video will all be covered.

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## **COMPUTER SCIENCE**

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### **CSCI 1003 COMPUTERS AND INFORMATION PROCESSING**

*ACTS Equivalent Course Number = CPSI 1003*

Prerequisite: Pass BSTD 0103 with a grade of "C" or higher or make an appropriate score on the placement test. Learn basic computer concepts and software applications with an emphasis on personal computing. Topics include hardware, software, data processing, the Internet and World Wide Web, and current trends in personal computing. File management, word processing, spreadsheet, database, and presentation applications are introduced.

### **CSCI 1102 LAN CABLING**

Prerequisites: BSTD 0113, BSTD 0213

This course presents information and installation competencies in Local Area Networking. Standards and regulations in both copper and fiber installations will be covered. The students will, through demonstration, group labs, and hands-on activities, learn to assemble, test, and troubleshoot LAN wiring used in home, small business, and large computer networks.

### **CSCI 1103 COBOL PROGRAMMING**

Introduction to computer programming using the Common Business Oriented Language including presentation and analysis of programming applications and techniques for business, industry, and government.

### **CSCI 1112 IT ESSENTIALS I A**

Prerequisites: BSTD 0113, BSTD 0213, CSCI 1203 Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.



## **CSCI 1113 WEB 2.0**

Learn the fundamental concepts and essential skills required for successful multimedia projects. The student will be shown how to use text, images, sound, and video to deliver compelling messages and content in meaningful ways. The class will cover designing, organizing, and producing multimedia projects such as CD-ROMs, DVDs, and professional web sites. Copyright laws and “Fair Use” practices will be covered in this class.

## **CSCI 1114 IT ESSENTIALS I B**

Prerequisite: CSCI 1112. A continuation of CSCI 112-IT Essentials I A. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

## **CSCI 1203 PC CONCEPTS**

Prerequisites: BSTD 0053, BSTD 0103, BSTD 0203, BSTD 0314. Co-requisites: BSTD 0113, BSTD 0213. This course will be an introductory course into the interworkings of the Microcomputer. There will be emphasis on terms and acronyms associated with the microcomputer and networking field. Review of MS Word, MS Excel, MS PowerPoint, MS Visio, and the use of Blackboard/Moodle and Email, as they relate to Information Technology, and the study of the microcomputer and networking field.

## **CSCI 1263 WINDOWS OPERATING SYSTEM NETWORK ADMINISTRATION**

Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of “C” or higher or equivalent score on the placement test. Covers basics of Windows operating system from installing and upgrading to enabling remote support. Administrative issues such as setting up password requirements, securing shared resources, and managing user accounts are covered. Note: Contact instructor for details concerning which version of Windows is being utilized. .

## **CSCI 1274 WINDOWS SERVER/ NETWORK ADMINISTRATION**

Prerequisites: Fundamental keyboarding skills, pass BSTD 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 the current Microsoft Windows Server as a network operating system. Note: Contact instructor for details concerning which version of Windows is being utilized.

## **CSCI 1304 NETWORK + CERTIFICATION REVIEW**

A review of the concepts, terms, and bodies of knowledge making up the Network + certification exam. Introduction to the key networking installations, configurations, and administration tasks involved in administering Windows and Linux operating systems.

## **CSCI 1405 INTRODUCTION TO NETWORKING**

Prerequisites: BSTD 0053, BSTD 0103, BSTD 0203, BSTD 0314. Co-requisites: BSTD 0113, BSTD 0213. Students will learn the basic hardware components and software (both OS and Utilities) in LAN networks. They will research careers in the networking industry, and emerging trends and technologies. Through hands-on activities and labs, students will learn to install and configure NOS (Network Operating Systems), and troubleshoot software problems with the NOS. This course helps students prepare for the CompTIA N+ certification examination.

## **CSCI 1425 LAN INSTALLATION AND REPAIR**

Prerequisites: CSCI 1405, CSCI 1102. A continuation of CSCI 1405– Introduction to Networking. Students learn the functionality of network media and signaling used on each different type of media, functionality of Protocols, OSI protocol Model, and the TCP/IP protocol stack. Through hands-on activities and labs, students learn to analyze network architectures, upgrade, design, install LAN Networks, and troubleshoot hardware and software problems with the LAN. This course assists students in preparing for the CompTIA N+ certification examination.

## **CSCI 1513 COMPUTER CAREERS AND PROFESSIONAL DEVELOPMENT**

This course will allow students to explore various computer-related careers and professions, as well as address students’ skills, interests, and personalities as related to individual career requirements and expectations. The course will also address job search skills and techniques and characteristics that employers desire for their

employees to possess (e.g. integrity, good work ethics, etc.).

### **CSCI 1703 INTRODUCTION TO LINUX**

Presents the foundational principles and skills of the Linux operating system. Students will learn how to install, maintain, and troubleshoot Linux from a system-level experiential perspective.

### **CSCI 1903 DESKTOP PUBLISHING I**

Introduces the student to the basics of desktop publishing. Course will include terminology, graphics, line draw, columns, tables and charts, report production, and layout techniques.

### **CSCI 1923 INTRODUCTION TO ADOBE PHOTOSHOP**

Prerequisite: Pass BSTD 0113 with a grade of “C” or higher or make an appropriate score on the placement test. Students will be introduced to the fundamental and intermediate aspects of Adobe Photoshop. From a post-production perspective, students will learn how to take an existing photographic image and produce a final quality image through manipulation and editing.

### **CSCI 2023 VISUAL BASIC FOR WINDOWS**

Prerequisite: CSCI 1003. An introduction to programming using Microsoft’s Visual Basic.Net programming language with emphasis on business and scientific applications.

### **CSCI 2043 WEB DESIGN**

Students will learn and apply advanced aspects of Web design and production using the Dreamweaver program. Students will be required to create a polished Web site for their class project.

### **CSCI 2113 DESKTOP PUBLISHING II**

Prerequisites: Pass BSTD 0113 with a grade of “C” or higher or make an appropriate score on the placement test and pass CSCI 1903 with a C or higher. Introduces the student to advanced features of desktop publishing software, culminating in the layout, and design of complex multi-page documents. This is a hands-on course, which is designed to help the student use advanced enhancing techniques to produce long and/or short complex documents.

### **CSCI 2124/L INTRODUCTION TO JAVA/ LAB**

An introduction to the fundamentals of the JAVA programming language. Provides a conceptual understanding of Object Oriented programming. Students will learn how to create classes, objects,

and applications using the language. Topics also include JAVA language fundamentals and the Java language API (application programming interface).

### **CSCI 2143 MICROCOMPUTERS: BUSINESS APPLICATIONS**

Prerequisite: BSTD 0103 and basic typing skills. An introduction to microcomputers and applications software used in business. The course covers the use and operation of microcomputers and various types of popular “business” software including spreadsheets and database management systems.

### **CSCI 2183 INTRODUCTION TO COMPUTER GRAPHICS**

Using Adobe Illustrator software, students will learn how to creatively design through software functions that include drawing, painting, editing, coloring, and layering. Basic and intermediate techniques will be covered and advanced techniques introduced.

### **CSCI 2193 ADVANCED WEB DESIGN**

Prerequisite: CSCI 2043. Advanced concepts of web design and production will be used to produce professional websites. Topics include templates, style sheets, layers, interactivity, animating timelines, find and replace, and extensions.

### **CSCI 2203 DATABASE**

Prerequisite: CSCI 2143 or equivalent skills. Through the use of Microsoft Access, the student will learn core and various expert-level functions through database creation, manipulation, and output processes. This is primarily a hands-on course.

### **CSCI 2223 EXCEL**

Prerequisite CSCI 2143 or equivalent skills. Through the use of Microsoft Excel, the student will learn core and expert level functions using personal and business applications. The class emphasizes the features and techniques to develop solutions to spreadsheet problems including data creation, manipulation, analysis, and output processes. This course covers the topics that will help prepare the student for the Microsoft User Specialist Excel Test.

### **CSCI 2351/2352/2353 SPECIAL TOPICS IN INFORMATION TECHNOLOGY**

A survey course of a selected topic or related topics in information technology intended to provide

the CIT student with exposure to new technology or a special knowledge/skills set. Credit will vary depending upon length of study requirements.

### **CSCI 2361/2362/2363 SPECIAL TOPICS IN INFORMATION TECHNOLOGY/ ADVANCED**

A continuation of CSCI 2351/2352/2353

### **CSCI 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN**

Prerequisite: Completion of 45 hours of the program. Students complete projects that require organizational skills and teamwork to prepare them for a smooth transition into the fast-paced business environment. Class incorporates such topics as appropriate business attire, professional etiquette, interpersonal skills, ethics, business protocol, and problem solving. Students develop individual professional portfolios they may use in applying for jobs.

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## **COSMETOLOGY**

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### **COS 1002 INTRODUCTION TO COSMETOLOGY**

This course covers the history of cosmetology, basic life skills for developing a professional image and business. In addition opportunities will be available to practice positive communication skills and general organizational skills relevant to good business practice. (2, 0)

### **COS 1003 INTRODUCTION TO HAIRCUTTING/HAIRSTYLING 1**

Prerequisite: COS 1002. This course is a basic overview of infection control and safety; the properties of the hair and scalp; shampooing, rinsing, conditioning; introduces the basic principles of hair design, haircutting, wet hairstyling, thermal hairstyling, thermal pressing, braiding and extensions. The student will practice these techniques on mannequins in a lab setting. (1, 2)

### **COS 1102 INTRODUCTION TO CHEMICAL SERVICES 1**

Prerequisite: COS 1003. This course in applied chemistry covers the basic chemistry of hair and skin; introduces the basic techniques of permanent waving, chemical hair relaxing, hair coloring and decolorizing; and provides practice in techniques of soft curl permanent waving. The student will practice these techniques on mannequins in a lab setting. (1, 1)

### **COS 1103 PRACTICUM 1**

Prerequisite: COS 1003. The student will have opportunity to practice the basic techniques of haircutting, hairstyling, manicuring and pedicuring in a lab setting. (1, 2) Should be taken with COS 1202.

### **COS 1202 INTRODUCTION TO SPECIALTY SERVICES 1**

Prerequisite: COS 1002. This course provides a basic overview of the use of electricity in specialty services; a study of basic anatomy and physiology associated with face, skin, and hair; basic concepts of skincare histology, skincare facials, cosmetics application; a study of nail structure and growth; an overview of nail structure and growth; and appropriate manicuring and pedicuring techniques. The student will have opportunity to practice the techniques of manicure and pedicure in a lab setting. (1, 1) Must be taken with COS 1103.

### **COS 1203 HAIRCUTTING/ HAIRSTYLING 2**

This course is provides practice in advanced techniques for infection control and safety; the properties of the hair and scalp; techniques of shampooing, rinsing, conditioning; provides extensive practice in more advanced principles of hair design, haircutting, wet hairstyling, thermal hairstyling, thermal pressing, braiding and extensions. The student will practice these techniques on mannequins in a lab setting. (1, 2)

### **COS 1213 PRACTICUM 2**

Prerequisites: COS 1203, COS 1102. The student will have opportunity to practice advanced techniques of haircutting, hairstyling, manicuring and pedicuring on mannequins and peers in a lab setting. (1, 2) Must be taken with COS 1502.

### **COS 1302 SCHOOL TO WORK TRANSITION**

Prerequisite: COS 1003. This class explores the complexity and concepts inherent in running a salon business; developing the characteristics of a good employee and seeking employment; developing and maintaining a good resume and portfolio; practicing the basic techniques of good business plan development. The student will have opportunity to practice the skills acquired in this class through role playing activities and scenarios, interviews with and presentations from representatives of the cosmetology business; and will compile a portfolio suitable for quality resume construction. (1, 1)

## **COS 1402 CHEMICAL SERVICES 2**

Prerequisite: COS 1102. This course provides extensive training in advanced chemistry processes; permanent waving techniques, chemical relaxing techniques and hair coloring/de-coloring techniques. The student will practice these techniques on mannequins in a lab setting. (1, 1)

## **COS 1502 SPECIALTY SERVICES 2**

Prerequisite: COS 1202. This course provides instruction and practice in advanced techniques associated with cosmetic, corrective and theatrical applications; temporary hair removal; application of artificial nails; and specialty manicures and pedicures. The student will practice these techniques in a lab setting. (1, 1) Must be taken with COS 1213.

## **COS 2003 PRACTICUM 3**

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. The student will practice skills in haircutting, hairstyling, manicuring and pedicuring on mannequins and peers to develop mastery. (1, 2)

## **COS 2004 PRACTICUM 4**

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. The student will develop advanced skills mastery through peers and assigned paying patrons in the school lab. (1, 3)

## **COS 2102 PRACTICUM 5:**

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. The student will continue developing advanced mastery of cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 1)

## **COS 2104 PRACTICUM 6**

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. In preparation for the State Cosmetology licensing exam the student will continue practicing cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 3)

## **COS 2202 PRACTICUM 7**

Prerequisites: COS 1103, COS 1102, COS 1202, COS 1203, COS 1402, COS 1502. In preparation for the State Cosmetology licensing exam, the student will continue practice of cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 1)

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## **CRIMINAL JUSTICE ADMINISTRATION**

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### **CJ 1103 INTRODUCTION TO CRIMINAL JUSTICE**

*ACTS Equivalent Course Number = CRJU 1023*

Examination of the history and philosophy of the administration of justice in America. The systems and sub-systems, their roles and inter-relationships, theories of crime, punishment, and rehabilitation; and the ethics, education, and training of professionals will be studied.

### **CJ 2103 POLICE ADMINISTRATION**

Prerequisite: CJ 1103 or equivalent. Introductory course in the role of police in administration of criminal justice and crime control. An overview of police administrative, line, and auxiliary functions.

### **CJ 2303 RULES OF CRIMINAL EVIDENCE AND PROCEDURES**

Prerequisite: CJ 1103 or equivalent. Introduction to the act of investigation. Attention to the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial.

### **CJ 2403 CRIMINAL INVESTIGATION TECHNIQUES**

Prerequisite: CJ 1103 or equivalent. Survey of general procedures, concepts and practical application of the mechanics of criminal investigation. Emphasis on elements of crime and fact-finding.

### **CJ 2503 ARKANSAS CRIMINAL LAW**

A study of the criminal statutory provisions of the State of Arkansas. Study will include interpretation of the statutory criminal law as set forth by the State and U.S. Supreme Court.

### **CJ 2603 ARKANSAS JUVENILE LAW AND PROCEDURES**

A framework of substantive law for Arkansas Juvenile Courts. Provisions of Arkansas and Federal law pertaining to juveniles: guardianship, student dismissal from public school, and legal disabilities of minors (voting, marriage, compulsory school attendance, child abuse reporting laws, dependency, and neglect).

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## **EARLY CHILDHOOD EDUCATION**

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### **ECE 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION**

Prerequisite: Admission to the ECE program. This course is designed to acquaint students with

the historical roles of families in their children's development. Students become familiar with theories supporting early childhood education and learn how to develop an effective program designed uniquely for children birth to eight. Students also obtain knowledge of state and federal laws pertaining to the care and education of young children. A minimum of 4 observation hours required. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

### **ECE 1023 ENVIRONMENTS FOR YOUNG CHILDREN**

Prerequisite: Admission to the ECE program. This course is designed to provide the student with a broad knowledge base on how to design a program for children developing both typically and atypically. The course provides the opportunity to plan environments that are physically and emotionally secure. Students plan and implement activities that are age, stage and culturally appropriate for children birth to five. A minimum of 6 observation hours are required.

### **ECE 1033 PRACTICUM I**

Prerequisites: ECE 1003; ECE 1023; EDUC 2033.

This course provides opportunities for students to apply the acquired theory and skills in a child care setting. Students are required to complete a minimum of 80 clock hours of hands-on experience. (Employment or volunteer hours in a licensed child development program is required). This course is designed to assist students seeking to apply for CDA credential from Washington D.C. meet the requirements to prepare for the national assessment. The CDA competency statements and resource collection are completed in this course allowing students with 480 hours of hands-on experience in a licensed early childhood setting to apply for the CDA Assessment.

### **ECTC 2703 PRESCHOOL CURRICULUM**

Prerequisites: BSTD 0113, ECE 1003, EDUC 2033, ECE 1023.

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3–5 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education

of Young Children for quality early childhood settings. Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings, and the Arkansas Frameworks Handbook for Three and Four Year Olds is also covered. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

### **ECTC 2303 LITERACY AND LANGUAGE ARTS FOR EARLY CHILDHOOD**

Prerequisites: BSTD 0113, EDUC 2033.

This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs, with language rich environments by incorporating the four areas of literacy: speaking, listening, reading, and writing. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

### **ECTC 2803 INFANT/TODDLER CURRICULUM**

Prerequisites: BSTD 0113, EDUC 2033.

This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings, and Arkansas Frameworks Handbook for Infants and Toddlers is also covered. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

### **ECTC 2503 CHILD GUIDANCE**

Prerequisite: BSTD 0113, EDUC 2033.

This course links principles of child development to appropriate methods of guiding children's behavior for children birth through pre-kindergarten, including children with special needs. A minimum of 4 observation hours are required. Techniques for managing groups of children in various childcare settings are prac-

ticed. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

### **ECTC 2403 MATH AND SCIENCE FOR PRESCHOOL CHILDREN**

Prerequisite: BSTD 0113. This course familiarizes students with a variety of ways to introduce children birth through pre-kindergarten, including children with special needs, to ideas and concepts related to math and science. Students create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas. A minimum of 4 observation hours are required. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

### **ECE 2053 ADMINISTRATION OF PRESCHOOL PROGRAMS**

Prerequisite: ECE Technical Certificate  
This course covers topics pertinent to the current or future childcare director/owner. Students plan all aspects of opening a childcare center, daily operations, budgeting, personnel management and state licensing regulations. A minimum of 4 observation hours are required.

### **ECTC 2903 FUTURE PERSPECTIVES OF EARLY CHILDHOOD EDUCATION**

Prerequisite: ECTC 2703, ECTC 2803.  
This course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Ethical Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC Associate Degree Standards. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

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## **ECONOMICS**

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### **ECON 2003 MACROECONOMIC PRINCIPLES**

*ACTS Equivalent Course Number = ECON 2103*  
Prerequisites: BSTD 0113 and BSTD 0413 with a grade of “C” or better or appropriate placement test score. Introduces the basic economic concepts including the market system, national income, fiscal policy, monetary policy, and the Federal Reserve System. Emphasis is placed on connecting the concepts to real world situations.

### **ECON 2103 MICROECONOMIC PRINCIPLES**

*ACTS Equivalent Course Number = ECON 2203*  
Prerequisites: BSTD 0113 and BSTD 0413 with a grade of “C” or better or appropriate placement test score. Introduction to microeconomics and resource allocation of comparative economic systems. Covers consumer choice, firm production and pricing in different market structures, the public sector, and externalities.

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## **EDUCATION**

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### **EDUC 2003 INTRODUCTION TO EDUCATION**

A course designed to acquaint the student with the American system of public education. Includes an examination of the social forces shaping the development of education in America, the various units in the educational system, educational history and philosophy, survey and analysis of the psychological and sociological principles underlying the public school program, and professional ethics. Also includes a 24-30 hour block of supervised experience in a school working with a certified teacher for the purpose of exposure and orientation to the objectives, techniques, and methods employed in classrooms in the teaching/learning process. Course to be taken in the freshman or sophomore year.

### **EDUC 2023 SURVEY OF EXCEPTIONAL CHILDREN**

Prerequisites: BSTD 0113. This course consists of a brief overview of many common physical, emotional, social, and mental problems children may experience, and how preschool teachers may adapt lessons plans, provide emotional and social support, and meet other needs such children and their families may have. Special education needs are discussed along with the biological, social, and psychological elements of specific handicaps. A minimum of 10 observation hours are required.

### **EDUC 2031 CHILD GROWTH AND DEVELOPMENT AR 187 UPDATE**

This course is required for education students who, prior to Fall 2009, completed Child Growth and Development (Birth through Primary ages) with a grade of “C” or higher. The content of this course updates previous course material to include the State Law 187 requirement of a child study project as a necessary component of the course content. Students will complete 10 hours of observation at a licensed childcare center and



complete observation and child study writing assignments. The class must be passed with a grade of “C” or higher.

### **EDUC 2033 CHILD GROWTH AND DEVELOPMENT**

This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically- and atypically-developing children from conception to middle childhood (conception through age 8) with diverse cultural backgrounds from within and outside of the United States. Students are introduced to methods to observe and evaluate children’s development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of 10 hours of observation. Students must complete the required observation assignments with verification of hours to receive a passing grade. This course is part of the Birth Through Pre-Kindergarten Teaching Credential Core.

### **EDUC 2103 CHILD AND ADOLESCENT LITERATURE**

Prerequisite: BSTD 0113. This course is designed to provide introductory content on children’s and young adolescent literature. The material will help pre-service teachers select, read, and evaluate children’s and young adolescent literature and integrate them into their classrooms. The course also introduces concepts about literature including elements of fiction, fictional literary forms, non-fiction, and aspects of book formats. A minimum of 3 hours of observation are required.

### **EDUC 2113 MATH FOR TEACHERS I (Number Operations and Number Sense)**

Prerequisites: An ACT Math score of 19 or higher (or equivalent entrance exam score), BSTD 0113, MATH 1023. This is the entry-level course for P-8 education majors. Numeration systems from natural numbers through real numbers will be covered. The operations and properties with applications within each system will be developed as appropriate to the P-8 teacher.

### **EDUC 2223 MATH FOR TEACHERS II (Geometry I for the Elementary and Middle Grades)**

Prerequisites: BSTD 0113, MATH 1023. Geometry concepts appropriate for P-8 grade levels will be developed. Topics will include appropriate geometric terminology, lines, angles, plane curves, polygons and other plane regions, polyhedral and other space figures, mea-

sure, constructions, transformation, congruence, similarity and geometric reasoning.

### **EDUC 2313 INTRODUCTION TO EDUCATIONAL TECHNOLOGY**

Prerequisites: BSTD 0113, EDUC 2003.

Covers basic technology planning in P-12 classrooms with emphasis on technology use and concepts. Decision making and consequences concerning social, ethical and human issues related to technology and computing is addressed. Minimal experience with computers is necessary.

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## **EMERGENCY MEDICAL TECHNOLOGY**

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### **EMT 1007 EMERGENCY MEDICAL TECHNICIAN**

A course designed to prepare students for the EMT licensure examination administered by the Arkansas Department of Health.

### **EMT 1011 EMS ENVIRONMENT I**

An overview of Emergency Medical Systems. Emphasis is placed on professionalism, responsibility, development, improvement, and community involvement. The ethical and legal aspects of Emergency Medical Systems including malpractice, consent, and contracts will also be discussed.

### **EMT 1012 HUMAN SYSTEMS AND ASSESSMENT**

History taking, charting, and physical examination skills. Emphasis on directing, defining, and describing normal and pathological body conditions.

### **EMT 1013 SHOCK AND FLUID THERAPY**

Understanding and management of the body systems’ reactions to decreased cellular oxygenation. Body fluids, osmosis, and pathophysiology of inadequate tissue perfusion combined with the evaluation and resuscitation of these patients. The use of PASG and intravenous techniques are emphasized.

### **EMT 1014 PARAMEDIC CLINICAL ROTATION I**

Supervised rotations through clinical settings. Rotations will include Emergency Department, Operating and Recovery Room, ICU/CCU, Pediatrics, and Labor and Delivery Units. This rotation will provide students with the opportunity to use all of their advanced-level skills in the clinical setting.

**EMT 1015 EMERGENCY CARDIAC CARE**

Etiology, pathophysiology, clinical features, cardiac disease processes, and assessment of patients with cardiac disorders and ACLS skills and techniques. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, and indications and administration of cardiac therapy along with defibrillation and synchronized cardioversion skills.

**EMT 1022 PHARMACOLOGY**

Clinical pharmacology, classification, and use of medications. Emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. Includes dosage calculations and metric conversions.

**EMT 1023 EMERGENCY RESPIRATORY CARE**

Care of patients with respiratory disorders. Discussion of the etiology and pathophysiology of the respiratory system, normal respiratory function, and mechanics of respirations. Assessment, pathophysiology of respiratory disease, evaluation, and management of respiratory distress due to medical and trauma-related problems. Emphasis will be on the uses and techniques of esophageal, endotracheal, and surgical airways.

**EMT 1033 INTERMEDIATE CLINICAL ROTATION**

Supervised rotations through hospital clinical areas. Emphasis will focus on areas that reinforce and allow the student to apply airway management, IV therapy, and patient assessment skills.

**EMT 1043 TRAUMATOLOGY**

Management and treatment of traumatic injuries including soft tissues, central nervous system, and musculoskeletal structures. Anatomy and pathophysiology, assessment, and management of traumatic injuries involving these human systems.

**EMT 1053 MEDICAL EMERGENCIES I**

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include diabetic emergencies, anaphylactic reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomens, genitourinary problems, and medical emergencies of the geriatric patient.

**EMT 2022 EMS ENVIRONMENT II**

Guided practice and emphasis on disaster and tri-

age, EMS communications, stress management, and emergency rescue extrication techniques.

**EMT 2101 PARAMEDIC CLINICAL ROTATION II**

Supervised rotations through clinical settings. Rotations will emphasize the Emergency Department and its correlation to the Emergency Medical Services system. Labor and Delivery, Newborn Nursery, and ICU/CCU.

**EMT 2112 MEDICAL EMERGENCIES II**

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies.

**EMT 2224 FIELD INTERNSHIP I**

Supervised experience in the pre-hospital care setting that will help the student develop and utilize an understanding of the Advanced Life Support system. The student will practice skills as a team member under the direct supervision of a field preceptor. Includes participating in activities at the scene, through patient care, and assisting with coordination of events from dispatch to the transfer of patient care to the Emergency Department.

**EMT 2232 ASSESSMENT-BASED MANAGEMENT**

Integrates the principles of assessment-based management to perform an appropriate assessment and implement the management plan for patients with common complaints. This module will emphasize general approach, assessment, differentials, and management priorities for patients commonly encountered by the Paramedic.

**EMT 2234 FIELD INTERNSHIP II**

Supervised experience in the pre-hospital care setting which will allow the student to apply all of the principles and skills of the Paramedic in the pre-hospital care setting. The student will practice skills as the team leader under the direct supervision of a field preceptor. Includes directing activities at the scene, delegating patient care responsibilities, and providing coordination of events from dispatch to the transfer of care to the Emergency Department physician.

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**ENGLISH**


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**ENGL 1113 COMPOSITION I**

*ACTS Equivalent Course Number = ENGL 1013*  
Prerequisites: 19 or above on the English section



of the ACT, 40 or above on the Test of Standard Written English (TSWE), 42 or above on the ASSET Writing Skills Test, 75 or above on the COMPASS Writing Skills Test, or completion of BSTD 0213. Also, the completion of Reading II, BSTD 0113, or testing out of this course is a prerequisite. Writing the paragraph and short essay using clear and effective prose based on accepted conventions of grammar, usage, diction, and logic. An introduction to basic rhetorical models, principles, and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking.

### **ENGL 1123 COMPOSITION II**

*ACTS Equivalent Course Number = ENGL 1023*  
Prerequisite: ENGL 1113 with a grade of “C” or higher. Continued work in writing skills with an introduction to research methods, the conventions of documentation, and advanced rhetorical models. Students work on maturing their composition skills by completing a research paper, a literary analysis, and other writing assignments. Further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking.

### **ENGL 2043 TECHNICAL WRITING FOR INDUSTRY**

*ACTS Equivalent Course Number = ENGL 2023*  
Prerequisite: Pass ENGL 1113 with at least a “C”. Work with the principles of writing technical documents such as instructions, descriptions, definitions, service reports, contracts, proposals, memos, e-mails, and customer communications, as well as prepare and present oral presentations.

### **ENGL 2123 ADVANCED GRAMMAR AND COMPOSITION**

Prerequisite: ENGL 1123 with grade of “C” or higher. A refinement of skills including advanced grammar, rhetorical form, and specialized writing.

### **ENGL 2213 LITERATURE I**

*ACTS Equivalent Course Number = ENGL 2113*  
Prerequisite: ENGL 1123. Introduction to Western literature; samplings of major masterpieces from the early Greeks to A.D. 1600. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

### **ENGL 2223 LITERATURE II**

*ACTS Equivalent Course Number = ENGL 2123*

Prerequisite: ENGL 1123. Introduction to Western literature with selections of works from 1660 to the present. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

### **ENGL 2643 THE BIBLE AS LITERATURE**

A survey of the literary genres of the Old and New Testaments, focusing on the poetic and/or narrative art of each. Not intended as a vehicle for the sectarian study of religious doctrine or theology.

### **ENGL 2653 AMERICAN LITERATURE I**

*ACTS Equivalent Course Number = ENGL 2653*  
Prerequisite: ENGL 1123 with a grade of “C” or higher. A survey of American Literature, authors, and literary movements before 1865. Students may take American Literature I and II out of sequence.

### **ENGL 2663 AMERICAN LITERATURE II**

*ACTS Equivalent Course Number = ENGL 2663*  
Prerequisite: ENGL 1123 with a grade of “C” or higher. A survey of American Literature, authors, and literary movements since 1865. Students may take American Literature I and II out of sequence.

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## **ENTREPRENEURSHIP**

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### **ENTR 1003 INTRODUCTION TO ENTREPRENEURSHIP**

Co-requisite (or Prerequisite): ENGL 1123)  
This course will introduce the students to entrepreneurship and how entrepreneurial businesses impact the US economy. Students will learn the basics of entrepreneurship including general aspects of marketing, developing an idea into a feasible product or service, the fundamentals of a business plan, sources for funding, entity types and other aspects of entrepreneurial businesses. The student will study successful and unsuccessful entrepreneurial ventures through case study and discussion.

### **ENTR 2003 PROFESSIONAL SELLING AND ADVERTISING**

Prerequisites: ENTR1003  
This course is specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services

and the appropriate medium to use. This course is designed for students seeking the Technical Certificate in Entrepreneurship, the AAS Degree in General Technology with an entrepreneurial minor, or for those students who desire to increase their knowledge of professional sales and advertising.

### **ENTR 2013 OPPORTUNITY AND FEASIBILITY ANALYSIS**

Prerequisite: ENTR 1003

This course will develop the student's knowledge of exploiting, determining, evaluating, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities. This course is designed for students interested in entrepreneurship and designed for students seeking the Technical Certificate in Entrepreneurship, the AAS Degree in General Technology with the entrepreneurial minor. It is also designed for people who desire to explore various entrepreneurial opportunities in the marketplace and determine the feasibility of those opportunities.

### **ENTR 2023 FUNDING ACQUISITIONS FOR ENTREPRENEURS**

Prerequisites: ENTR 1003, ACCT 2013, ACCT 2023, BLAW 2013

This course is designed to teach the students the various types of funding mechanisms available to the entrepreneurial company and the importance of selecting the proper funding method. This course is designed for students interested in entrepreneurship and designed for students seeking the Technical Certificate in Entrepreneurship, the AAS Degree in General Technology with the entrepreneurial minor. This course presents an overview of the funding process for entrepreneurial companies, both at startup and those that have some maturity.

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## **FRENCH**

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**FREN 1014, 1024 ELEMENTARY FRENCH I, II** Courses in beginning French with the efficiency-oriented approach; designed to develop skills in oral comprehension, oral expression, reading, and writing; includes study of basic grammatical concepts. Classes meet for two hours of lecture and two hours of lab each week. Course 1014 is open to students who have not studied French previously; no college credit given to students who have received credit for two years of high school French. French 1024 has the

prerequisite of French 1014 or its equivalent.

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## **GEOGRAPHY**

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### **GEOG 2003 INTRODUCTION TO GEOGRAPHY**

*ACTS Equivalent Course Number = GEOG 1103*

Prerequisite: Pass BSTD 0113 with a grade of "C" or higher or make an appropriate score on the placement test. Introduction to Geography explores present world populations and cultures in relation to their physical environment.

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## **GEOLOGY**

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### **GEOLOG 1004/L PHYSICAL GEOLOGY/LAB**

*ACTS Equivalent Course Number = GEOL 1114*

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

### **GEOLOG 1014/L HISTORICAL GEOLOGY/LAB**

*ACTS Equivalent Course Number = GEOL 1134*

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)

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## **HEALTH EDUCATION**

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### **HPER 1403 PERSONAL AND COMMUNITY HEALTH**

*ACTS Equivalent Course Number = HEAL 1003*

A consideration of various conditions and factors affecting individual and community health; designed to assist the student in formulating his/her own philosophy, attitudes and understanding of behaviors necessary to establish healthful living practices.

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## **HEALTH INFORMATION TECHNOLOGY**

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### **HIT 1003 MEDICAL TERMINOLOGY**

Study of the basic structure of medical terms including prefixes, suffixes, word roots, combining forms, plurals, pronunciation, spelling, and

definitions. Introduces students to fundamental concepts in human anatomy and physiology.

### **HIT 1153 HEALTHCARE DELIVERY SYSTEMS**

Prerequisite or Corequisite: HIT 2073 and HIT 1281. A course of study designed to introduce the student entering health care fields of the organization, financing, and delivery of health care services. Topics presented include organization of healthcare delivery, health care organization, accreditation standards, professional licensure/certification, regulatory agencies, and payment and reimbursement systems in health care.

### **HIT 1283 COMPUTER APPLICATIONS FOR HEALTHCARE PROFESSIONALS**

Introduction to personal computer application software using IBM compatible hardware. The course covers an introduction to word processing, electronic spreadsheet, database, graphics, and presentation software.

### **HIT 2073 BASIC MEDICAL CODING**

Prerequisite/Co-requisite: HIT 1003, HIT 1153, HIT 2803, and BIOL 2064/L. This course will aid student in developing and understanding ICD-9-CM and/or ICD 10 coding and classification systems in order to assign valid diagnostic and/or procedure codes.

### **HIT 2081 PRACTICE CODING**

Prerequisite/Co-requisite: HIT 1003 and HIT 2803 and BIOL 2064/L. Co-requisite HIT 2073. Practical application and laboratory practice in coding using ICD-9-CM and/or ICD 10.

### **HIT 2144 BASIC MEDICAL TRANSCRIPTION/LAB**

Prerequisite/Co-requisite: HIT 1003, HIT 2083, and BIOL 2064/L. Review of medical terms; study of model report forms; roots, prefixes, suffixes, abbreviations; use of computers to transcribe complete medical cases from cassette tapes.

### **HIT 2154 ADVANCED MEDICAL TRANSCRIPTION/LAB**

Prerequisite: HIT 2144. This course prepares the student in the transcription of original health care dictation using advanced proofreading, editing, and research skills while requiring progressively demanding accuracy and productivity standards. The student will learn to appropriately use related references and other resources for research and practice. Laboratory exercises are used to re-

inforce lecture material through the use of health care dictation by dictators with varying accents and dialects representing varying medical specialties.

### **HIT 2173 REIMBURSEMENT METHODOLOGY**

Prerequisite or corequisite: HIT 2183 and BIOL 2064/L. The student will study the use of coded data and health information in reimbursement and payment systems utilized in health care settings and managed care. The course will review prospective payment systems, third party payers, billing and insurance procedures, explanation of benefits statements, peer review organizations, managed care, and compliance issues.

### **HIT 2183 MEDICAL CODING II**

Prerequisite: HIT 2073 and HIT 2081. This course will aid student in developing and understanding advanced CPT and ICD-9-CM and/or ICD 10 coding and classification systems in order to assign valid diagnostic and/or procedure codes. The course includes application of coding principles related to reimbursement, the prospective payment system, and ethical issues related to reimbursement.

### **HIT 2191 PRACTICE CODING II**

Prerequisite: HIT 2073 and HIT 2081. Co-requisite HIT 2183. Practice in coding in-patient and out-patient records using manual and computer techniques.

### **HIT 2262 MEDICAL ETHICS AND LAW**

A course of study designed to introduce the student entering the health care field to ethical and legal issues and responsibilities. Ethical and legal responsibilities of health care workers are the major focus. Ethical/legal topics include confidentiality, patient rights, liability and malpractice, legal proceedings, and medical ethical issues such as abortion, assisted suicides, organ transplants, medical experimentation, and others. Students are encouraged to explore and express their own thoughts and ideas concerning these topics.

### **HIT 2773 MEDICAL CODING PRACTICUM**

Prerequisite: HIT 2183 and HIT 2191. Supervised on-the-job experience performing medical coding in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care fa-

ilities Monday through Friday for up to 8 hours per day.

### **HIT 2783 MEDICAL TRANSCRIPTION PRACTICUM**

Prerequisite: HIT 2154. Supervised on-the-job experience performing medical transcription in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

### **HIT 2803 INTRODUCTION TO MEDICAL SCIENCE**

This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses and disease intervention which the allied health care provider may encounter. The coverage of major conditions is organized by body systems. An overview of the disease process, infectious diseases, neoplasm, and congenital diseases is presented.

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## **HEALTH SCIENCES**

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### **HS 1011 ETHICS AND PROFESSIONALISM**

Corequisite: BSTD 0103 This ethics and professionalism course will allow students to examine common ethical, legal, and professional issues that may be faced by health care practitioners. The course will also examine privacy issues and professionalism in the workplace.

### **HS 1021 BASIC COMPUTERS**

Corequisite: BSTD 0103 This basic computer course will allow students to learn and practice basic computer concepts and software applications with an emphasis on personal computing using Microsoft Word, PowerPoint, and Excel.

### **HS 1031 CPR AND FIRST AID**

Corequisite: BSTD 0103 This course is designed to teach individuals basic emergency care skills needed to assist individuals in potential life threatening situations until advanced health care providers arrive.

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## **HISTORY**

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### **HIST 1003 HISTORY OF CIVILIZATION TO 1700**

*ACTS Equivalent Course Number = HIST 1213*  
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.

### **HIST 1013 HISTORY OF CIVILIZATION SINCE 1700**

*ACTS Equivalent Course Number = HIST 1223*  
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.

### **HIST 2013 HISTORY OF THE UNITED STATES TO 1876**

*ACTS Equivalent Course Number = HIST 2113*  
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.

### **HIST 2023 HISTORY OF THE UNITED STATES SINCE 1876**

*ACTS Equivalent Course Number = HIST 2123*  
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.

### **HIST 2123 LOUISIANA HISTORY**

Prerequisite: BSTD 0113 with a grade of "C" or better or equivalent score on placement test. This course is a general survey of the history of Louisiana from its earliest known habitation to the present, including its politics, economics, and culture.

### **HIST 2033 HISTORY OF ARKANSAS**

Prerequisite: BSTD 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.

### **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.

**HIST 2143 NATIVE AMERICAN HISTORY**

This class explores the archaeology, ethnology, and history of the Native Americans from the time of their arrival in North America prior to 12,500 B.C. to the present. Prerequisite: Completion of ENGL 1113 with at least a C and one semester of history or consent of the instructor.

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**INDUSTRIAL EQUIPMENT  
MAINTENANCE**

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**IDEQ 1003 FUNDAMENTALS OF INDUSTRIAL MAINTENANCE**

Co-requisite: TECH 1203. This course covers basic maintenance fundamentals for Industrial System Technology. Topics include tools used within the Industrial Equipment/millwright industry; proper use of fasteners and anchors; and gasket and o-ring maintenance.

**IDEQ 1103 BLUEPRINT READING FOR INDUSTRIAL TRADES**

The student will learn to read and interpret blueprints commonly found in the industrial maintenance settings. Topics include blueprint layout, symbols, projections, dimensions, tolerances, clearances, assembly, and bill of material

**IDEQ 1403 FUNDAMENTALS OF ELECTRICITY**

Prerequisite: TECH 1203. Introduces the student to the National Electrical Code and its application in designing and installing electrical circuits, selecting wiring materials and devices, and choosing wiring methods. Includes electrical safety, terminology, interpretation of electrical symbols used in construction blueprints, branch circuit layout, over-current protection, conductor sizing, grounding, GFCI and AFCI protection, tool usage, and material/device selection

**IDEQ 1413 ELECTRICAL CIRCUITS**

Prerequisite: TECH 1203 and IDEQ 1403. Provides fundamentals of single- and three-phase alternating current including parallel circuits, resistance, inductance, capacitance, switching, fusing, current requirements, transformer applications, and motor controls. Covers the basics of mechanical and electrical installations, emphasizes tool use and material selection and electrical troubleshooting diagnosis and repair.

**IDEQ 1603 FLUID POWER SYSTEMS (Hyd/Pneu)**

Course is designed to present the basic theory and application of hydraulic and pneumatic components and systems in an industrial environment. Basic and advanced hydraulics and pneumatics, safety, and troubleshooting will be the main topics.

**IDEQ 1613 ADVANCED FLUID POWER (Hyd/Pneu)**

Prerequisite: IDEQ 1603 and TECH 1203 or consent of instructor. Course covers the complex components and systems. Cartridge, servo, and proportional valves, pneumatic controls and control systems will be covered.

**IDEQ 1903 INDUSTRIAL MOTORS AND CONTROLS**

Prerequisite: IDEQ 1403. Course covers electrical tools, instruments and safety, industrial electrical symbols, and line diagrams, theory to logic as applied to line diagrams, AC manual contractors and motor starter, magnetic solenoids, AC/DC contactors and magnetic motor starters, time delay logic and complex control circuits, control devices, reversing circuits applied to single phase, three phase and DC motors, electro-mechanical and solid state relays, AC reduced voltage starters, accelerating and decelerating methods and circuits, preventive maintenance, and troubleshooting.

**IDEQ 2003 INDUSTRIAL MECHANICS**

Prerequisite: TECH 1203. This course will cover industrial rigging and equipment installation; preventive and predictive maintenance; proper selection and care of lubrication; various pumps and turbine, and bearings used throughout the industry

**IDEQ 2013 COUPLING AND ALIGNMENT**

Prerequisite: IDEQ 1403. Co-requisite: IDEQ 2503. Identifies various types of couplings, and installation procedures using the press-fit method and the interference fit methods. Also covers removal procedures. In addition, covers types of misalignment, aligning couplings using a straightedge and feeler gauge, adjusting face and OD alignment, using a dial indicator, and eliminating coupling stress

**IDEQ 2503 PRECISION MEASURING TOOLS**

Explains how to select, inspect, use and care for levels, feeler gauges, calipers, micrometers, height gauges and surface plates, dial indicators,

protractors, parallels and gauge blocks, tramels, and pyrometers

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## MANAGEMENT

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### **MGMT 1113 INTRODUCTION TO MANAGEMENT**

Prerequisite: Pass BSTD 0113 with a “C” or better or equivalent score on placement test. Students learn to apply the basic management functions of planning, organizing, leading, and controlling. Leadership and group process skills are emphasized.

### **MGMT 1114 PRACTICUM/INTERNSHIP I**

Pre/Co-Requisites: MGMT 1113 and/or MGMT 2113. The Practicum provides work experience as part of study. The course is open to students enrolled in the management program. It provides meaningful work experience in the business field as a paid or volunteer employee. The student, employer, and program coordinator develop an individual program for each student that is evaluated by both the employer and the program coordinator. A weekly progress review by email or in person is required of the student. Monthly progress reports and an ending comprehensive report will be submitted. A performance evaluation by supervisor and an original research report relevant to the business in which the student is employed are required.

### **MGMT 1123 HUMAN RESOURCE MANAGEMENT**

The principles, methods, and procedures related to the effective utilization of human resources in organizations.

### **MGMT 2113 MANAGEMENT SKILLS**

Prerequisite: Pass BSTD 0113 with a “C” or better or equivalent score on placement test. 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, and empowerment, communication with employees, delegating responsibility, and performance appraisal.

### **MGMT 2114 JOB PRACTICUM/INTERNSHIP II**

A continuation of MGMT 1114. (With permission of instructor).

### **MGMT 2214 JOB PRACTICUM/INTERNSHIP III**

A continuation of MGMT 1114 and MGMT 2114 (With permission of instructor).

### **MGMT 2613 SMALL BUSINESS MANAGEMENT**

Prerequisite: Pass BSTD 0113 with a “C” or better or equivalent score on placement test. Guidelines on starting a new business, focusing on the unique problems and circumstances encountered in establishing and operating a small business. Emphasis on the reasons for small business failure and the minimization of those forces. This is a hybrid course that does not meet in the classroom, but tests are taken on campus.

### **MGMT 2653 SPECIAL TOPICS IN MANAGEMENT**

A study of current issues in the field of human resource and operation management. Selected topics will be introduced from special readings and research. Designed to keep the professional manager abreast in the various fields of management.

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## MATHEMATICS

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### **MATH 1023 COLLEGE ALGEBRA**

*ACTS Equivalent Course Number = MATH 1103*

Prerequisite: Meets basic studies math requirement. This is a college-level mathematics course. Topics include solutions to quadratic equations, solutions to quadratic and rational inequalities, functions (including linear, absolute value, piecewise defined, quadratic, polynomial, rational, exponential, and logarithmic), graphing functions, shifting and reflecting graphs, combinations of functions, inverse functions and systems of equations (including some matrix methods).

### **MATH 1033 PLANE TRIGONOMETRY**

*ACTS Equivalent Course Number = MATH 1203*

Prerequisite: MATH 1023 or the equivalent. MATH 1023 might serve as a co-requisite for some students with permission of the instructor. Topics include right and oblique triangles, angle measurement, trigonometric functions, solving triangles, trigonometric identities, solving trigonometric equations, graphs of trigonometric functions, inverse trigonometric functions, complex numbers and their trigonometric forms.

### **MATH 1333 MATH FOR BUSINESS APPLICATIONS**

Prerequisites: BSTD 0413. This course is designed with all the math tools or mathematical

techniques students need to successfully handle everyday business transactions, manage their personal finances, and start or operate a small business. Topics include basic math review with applications, elementary math review with applications, bank service, payroll, mathematics of selling, simple interest, compound interest, financial statements and ratios, business statistics. The course is intended for students seeking the AAS degree in General Business Administration or Computer Information Technology. It is not designed to transfer to a university as a math credit

### **MATH 2013 BUSINESS CALCULUS**

Prerequisites: MATH 1203. This course addresses functions and their business applications, limits and continuity, differentiations, and integrals. This includes exponential and logarithmic functions, multivariable functions, and derivatives. Attention will be given specifically to business applications.

### **MATH 2103 INTRODUCTION TO STATISTICS**

*ACTS Equivalent Course Number = MATH 2103*

Begins with descriptive statistics: organizing, summarizing, and illustrating data using graphs and measurements such as mean and standard deviation. Continues with a study of the basic rules of probability and probability distributions, with special attention to binomial (discrete) and normal (continuous) probability distributions. Also includes inferential statistics, covering the basics of hypothesis testing. The various simple tests such as  $z$ -test and  $t$ -test are studied. The useful simple linear regression and correlation are also introduced as the last part of this course. Prerequisite: Intermediate Algebra (with a C or better) or High School Algebra II (with a C or better).

### **MATH 2015 CALCULUS I**

*ACTS Equivalent Course Number = MATH 2405*

Prerequisite: MATH 1023 and 1033, or equivalent. Differential and integral calculus of functions of one variable with application; topics from plane analytic geometry. Topics include limits, differentiation, applications of differentiation, anti-derivatives, definite integrals, applications of differentiation, differential equations, differentiation, and integration applied to logarithmic and exponential function.

### **MATH 2115 CALCULUS II**

*ACTS Equivalent Course Number = MATH 2505*

Prerequisite: MATH 2015. A continuation of Calculus I. Topics include differentiation and inte-

gration 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.

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## **MEDICAL LABORATORY SCIENCE**

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### **MLS 1001 INTRODUCTION TO MEDICAL LAB SCIENCE**

This course is an orientation to the profession of clinical laboratory science, the professional practice of clinical laboratory science, and the different departments and procedures encountered in the clinical laboratory.

### **MLS 1002 BASIC EKG**

This course provides students with the sic knowledge and skills to perform an electrocardiogram (EKG). It also introduces basic cardiac arrhythmias and medications used to treat them. Upon successful completion of this course, students are eligible to sit for national certification examination.

### **MLS 1013/L PHLEBOTOMY**

Corequisite: BSTD 0103. This course centers on the study of phlebotomy, professionalism, patient relations, basic medical terminology, types of specimens, specimen collection procedures, complications of venipuncture, adaptations for special limits and special types of patients, and actual collection of laboratory specimens. Individuals who successfully complete this course and provide proof of successful collection of an additional 100 venipuncture specimens will be qualified to sit for the American Society of Phlebotomy Technicians (ASPT) national phlebotomy certification examination. Two hours lecture and two hours laboratory.

### **MLS 1022 CLINICAL MICROSCOPY**

Prerequisite: Admission to professional MLS program. This course involves a study of the morphology, anatomy, and physiology of the renal system and principles of urinalysis. The course will also discuss various body fluids and the clinical significance of those fluids. The accompanying laboratory will present physical, chemical, and microscopic studies of urinalysis and various body fluids and associated interpretation of the results.

### **MLS 1031 PHLEBOTOMY PRACTICUM**

The study of withdrawing blood. The student will learn theory and technique in the classroom. The



instructor will coordinate the drawing of 100 venous withdrawals and 5 finger sticks for course completion (minimum of 100 clinical hours). The successful completion of MLS 1013 and 1021 qualifies the student to sit for one of several national phlebotomy certification examinations.

### **MLS 1032 CLINICAL MICROSCOPY PRACTICUM**

Prerequisite: Admission to the professional MLS program. Students rotate through the Urinalysis and Body Fluids sections of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspects of laboratory work and acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

### **MLS 1034 CLINICAL HEMATOLOGY/ COAGULATION**

Prerequisite: Admission to the professional MLS program. This course involves a study of the collection and preparation of blood samples, production and function of blood cells, functions of the circulatory and coagulation systems, red and white cell counts, the complete blood count, diseases of the blood and abnormalities in the blood clotting mechanism.

### **MLS 1044 CLINICAL HEMATOLOGY/ COAGULATION PRACTICUM**

Prerequisite: Admission to the professional MLS program. Students rotate through the Hematology/Coagulation section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

### **MLS 2003 COOPERATIVE EDUCATION**

Planned and supervised work experience in student's major field to include phlebotomy, patient relations, laboratory operations, and laboratory computers. Grades of A, B, C, and NC (No Credit) will be earned. Course may be repeated for a

total of 6 credits. Students must work a minimum of 20 hours per week and be compensated by the employer.

### **MLS 2004 CLINICAL IMMUNOLOGY/ IMMUNOHEMATOLOGY**

Prerequisite: Admission to the professional MLS program. This course includes donor selection criteria; blood component collection, preparation, preservation and usage; identification of ABO, Rh, and other blood groups; concepts of compatibility testing, antibody detection and identification; perinatal testing of mother and baby; and special Blood Bank techniques and regulations in accordance with AABB and FDA rules and recommendations. An overview of genetics and immunology pertaining to the clinical blood bank are included. Basic immunology and blood banking techniques are performed in the student laboratory.

### **MLS 2014 CLINICAL IMMUNOLOGY/ IMMUNOHEMATOLOGY PRACTICUM**

Prerequisite: Admission to the professional MLS program. Students rotate through the Immunology/Immunohematology sections of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

### **MLS 2024 CLINICAL MICROBIOLOGY**

Prerequisite: Admission to the professional MLS program. Classification of pathogenic bacteria, methods for culturing and identifying microorganisms, and determining effectiveness of treatment drugs. Identification and classification of parasites associated with human disease. Parasitic life cycles and transmission of infections. Routine record keeping, special procedures, quality control, and safety in handling pathogenic materials.

### **MLS 2034 CLINICAL MICROBIOLOGY PRACTICUM**

Prerequisite: Admission to the professional MLS program. Students rotate through the Microbiology section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students par-



ticipate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

### **MLS 2215 CLINICAL CHEMISTRY**

Prerequisite: Admission to the professional MLS program. This course consists of a study of the physiologic limits and composition of various body fluids, methods of analysis, interpretation of results, and troubleshooting errors. Laboratory mathematics, quality control, and quality assurance are an integral part of this course. Principles of basic clinical chemistry and toxicology procedures applied to enzymes; endocrine function; electrolytes and blood gases; renal function; gastric, pancreatic, and intestine function; biochemistry of pregnancy; therapeutic drug monitoring; and, analysis of toxic substances are also a component.

### **MLS 2225 CLINICAL CHEMISTRY PRACTICUM**

Prerequisite: Admission to the professional MLS program. Students rotate through the Chemistry section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff. Students participate in all aspect of laboratory work. The students acquire competencies based upon the level established by the program's clinical cognitive, psychomotor, and affective objectives. Upon completion of this course the student should have mastered skills necessary for entering the medical laboratory as an employee at the beginning technician level.

### **MLS 2312 SEMINAR IN MANAGEMENT/ PROFESSIONAL DEVELOPMENT**

Prerequisite: Admission to the professional MLS program. Class requirements include resume preparation and discussion of current career opportunities in laboratory medicine. The course will also entail a review of the entire clinical program with special emphasis placed upon preparation for a national certification/registry examination.

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## **MICROBIOLOGY**

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### **MBIO 1124/L MICROBIOLOGY/LAB**

*ACTS Equivalent Course Number = BIOL 2004*

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to the world of microbes, including those that cause human diseases. Instruction is given in classification, metabolism, morphology, and identification of bacteria plus basic techniques for the microbiology laboratory. Classifications of parasites and fungi are included. Three hours lecture and two hours laboratory.

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## **MUSIC**

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### **\*PRIVATE PIANO INSTRUCTION**

Private lessons one on one with an instructor. The study of scales, technical exercises, compositions of major classical composers (Bach, Haydn, Mozart, Chopin) will be covered. Students will perform in student recitals during the semester and will demonstrate progress each semester as determined by the faculty. One-half hour private lesson per week with daily practice requirements.

**MUS 1001** – First Year, First Semester Piano Lessons

**MUS 1011** – First Year, Second Semester Piano Lessons

**MUS 2001** – Second Year, First Semester Piano Lessons

**MUS 2011** – Second Year, Second Semester Piano Lessons

### **\*MUS 1301 INTRODUCTION TO PIANO PRIVATE INSTRUCTION**

Piano instruction will include an introduction to the piano keyboard, piano literature, and music theory for the student with no previous knowledge or use of the piano in a private lesson. One-half hour private lesson per week with daily practice requirements.

### **PIANO CLASS**

No Prerequisites. Piano Lab classroom (limited to 8 digital pianos) will introduce students who have little or no experience to playing piano and to basic music theory. Students will learn simple pieces using music reading, and correct technique. The class will meet twice weekly (50 minutes per lesson time). Expected outcomes from this beginning class will include playing in ensemble as well as alone; ability to notate and read music; understanding keys, pentascales, and time signatures; and learning to sight read.

**MUS 1302** – First Year, First Semester Piano Lab

**MUS 1312** – First Year, Second Semester Piano Lab

**MUS 2302** – Second Year, First Semester Piano Lab

**MUS 2312** – Second Year, Second Semester Piano Lab

### **MUS 1083 FUNDAMENTALS OF MUSIC THEORY**

An introduction to scales, intervals, elementary harmonic structure, rhythm, and sight-reading.

### **MUS 2413 MUSIC THEORY III**

Prerequisite: Must be taken with Sight Singing and Ear Training or by instructor's consent. The study of theory, harmony, and practice of Western music from the 17th century to the present, including review of music fundamentals, triad construction and inversions, voice leading, and harmonic structure. Part writing and ear training will be in conjunction with MUS 1421. This course is a continuation of Theory I. Triads and seventh chords, non-harmonic tones, and modulations to closely related keys are studied. Secondary functions will be introduced and studied as well as formal analysis of binary and ternary forms. The student will harmonize melodies and realize figured basses.

### **MUS 1111 CLASS VOICE INSTRUCTION**

Prerequisite: Instructor's interview. Designed to develop a good sense of pitch, proper breath control, tone, and diction, using group methods in a non-threatening environment.

### **\*PRIVATE VOICE INSTRUCTION**

Prerequisite: Instructor's interview. Individualized study of simple Italian, English, French, and German songs to aid the student in learning repertoire, styles, and correct vocal production. Interested students must be able to demonstrate proficiency in reading music. One half hour lesson per week with daily practice requirements.

**MUS 1211** – First Year, First Semester Voice Lessons

**MUS 1221** – First Year, Second Semester Voice Lessons

**MUS 2211** – Second Year, First Semester Voice Lessons

**MUS 2221** – Second Year, Second Semester Voice Lessons

### **MUS 1252 SIGHT SINGING AND EAR TRAINING**

Intensive training to read music at sight and to be able to take musical dictation. The class will develop sight singing skills by use of a text, homework, and group participation during class time. A good knowledge of music theory will be necessary for success in this course. It is recommended that Fundamentals of Music Theory be taken before this class, but it is not essential for success if the student has a good instrumental background.

### **MUS 1421 SIGHT SINGING AND EAR TRAINING II**

Prerequisite: Must be taken with Music Theory II or by instructor's consent. This course is a continuation of Ear Training I. It is the aural study of intervals, melodies and triads, scales, rhythms, and sequences. While further developing those skills, acquired in Ear Training I, the course will proceed with an aural study of functional harmony. The purpose is to increase listening skills essential for a musician.

### **MUS 2411 SIGHT SINGING AND EAR TRAINING III**

Prerequisite: Grade of "C" or better in MUS 1421. Co-requisite: MUS 2413. This course is a continuation of Sight Singing and Ear Training II. This course is the aural study of intervals, melodies and triads, scales, rhythms and sequences. While further developing those skills acquired in Ear Training II, the course will proceed with an aural study of functional harmony. The purpose is to increase listening skills essential for a musician.

### **\*PRIVATE ORGAN INSTRUCTION**

Prerequisite: Piano Proficiency and instructor's interview. Individual classical organ lessons for use in church music or recital. Hymn playing, technical exercises, and familiarity with the instrument will be emphasized.

**MUS 1401** – First Year, First Semester Organ Lessons

**MUS 1402** – First Year, Second Semester Organ Lessons

**MUS 2401** – Second Year, First Semester Organ Lessons

**MUS 2402** – Second Year, Second Semester Organ Lessons

### **SOUTHARK SINGERS**

A mixed chorus that performs choral music of many styles from various periods and performs for college functions and community events.

**MUS 1411** – First Year, First Semester

SouthArk Singers

**MUS 1421** – First Year, Second Semester

SouthArk Singers

**MUS 2411** – Second Year, First Semester

SouthArk Singers

**MUS 2421** – Second Year, Second Semester

SouthArk Singers

### **MUS 2003 MUSIC APPRECIATION**

*ACTS Equivalent Course Number = MUSC 1003*

(for non-music majors) Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. Survey of music history and literature with emphasis on listening to and evaluating all types of music including the works and influence of the major composers; the production of the music; instruments of the orchestra and voice, solo and ensemble; and elements, form and terminology. Current events are stressed, and some concert attendance required.

### **MUS 1231 GUITAR CLASS I**

An introductory course to learning the fundamentals of guitar playing. The course will focus on learning basic chords, conventional strumming techniques and finger picking, and notes in first position as well as the general technique of guitar playing. Open to all SouthArk Students. Group instruction. Special course fees may apply. Students must have a guitar to bring to class. This instrument must be approved by the instructor as suitable for learning.

### **MUS 1241 GUITAR CLASS II**

Open to all SouthArk students who have completed MUS 1231 or can demonstrate an equivalent level of competency. This course focuses on group instruction for more advanced guitarists. Special course fees may apply. Students must have a guitar to bring to class. This instrument must be approved by the instructor as suitable for learning.

### **\*PRIVATE GUITAR INSTRUCTION**

Prerequisite: Interview with instructor. Continue study by working on reading skills and application of theory knowledge to the guitar. The student should be able to play a simple solo with melody and accompaniment by the end of the semester. Advanced students will study well-known pieces in the classical guitar repertoire.

**MUS 1511** – First Year, First Semester

**MUS 1521** – First Year, Second Semester

**MUS 1531** – Second Year, First Semester

**MUS 1541** – Second Year, Second Semester

*\*A music fee is charged for these courses. The fee scales are listed in this catalogue under “Financial Information.”*

### **MUS 2503 MUSIC PERFORMANCE**

Prerequisites: ENGL 1123, MUS 1083, and at least two semesters of successful group and private vocal, piano, or guitar instruction. Students will study the history, psychology, methodology, interpretation, and criticism of musical performance.

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## **NURSING ASSISTANT**

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### **NA 1002 NURSING ASSISTANT TRAINING**

Course theory consists of studies in health care delivery in the long-term care facility. Content relates to understanding the theory of human needs, infection control, safety measures, nutrition, and body mechanics. Classroom lab will enable the student to show return demonstration of theories covered in class prior to going to the clinical setting.

### **NA 1012 NURSING ASSISTANT LABORATORY AND CLINICAL**

Theory will be continued along with classroom labs prior to going to the clinical setting. Clinical training consists of performing duties and skills related to infection control, safety, nutrition, body mechanics, and activities of daily living in the nursing home setting.

### **NA 1022 NURSING ASSISTANT CLINICAL PRACTICUM**

This course is designed to incorporate theories learned in the classroom into laboratory and clinical settings. Students will apply skills related to the provision of quality care in a safe institutional environment. Students will communicate effectively with clients, staff, and family members, and all members of the health-care team.

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## **OCCUPATIONAL THERAPY ASSISTANT**

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**All academic prerequisite courses must be completed for admission to the occupational therapy assistant program.**

### **OTA 1003 INTRODUCTION TO OCCUPATIONAL THERAPY**

Prerequisite: CSCI 1003. Students must have tested out of BSTD courses. Basic concepts of Occupational Therapy are to include philosophy, history, work settings, laws, ethics, and basic components of the profession. Occupational

therapy terminology and medical terminology are emphasized.

### **OTA 1303 GROUP INTERVENTION SKILLS**

Prerequisite: OTA 1003, 2101, 2103, 2113, 2203 Occupational therapy intervention with groups. Planning and implementing group intervention; development of leadership/professional behaviors and evaluation of intervention and assistant interaction with clients. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 1404 MENTAL HEALTH AND OCCUPATIONAL THERAPY INTERVENTIONS**

Prerequisite: OTA 1003, 2101, 2103, 2113, 2203 Occupational Therapy evaluation and treatment of individuals with psychosocial disorders. The DSM IV, drug therapy, and therapeutic techniques are an integral part of the learning process. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 1503 OCCUPATION INTERVENTION ANALYSIS AND APPLICATION**

Pre-requisite: OTA 1003, 2101, 2103, 2113, 2203. Analysis and teaching of purposeful activity throughout the lifespan with various cultures. Tools, basic techniques, safety addressed for crafts, fine arts, leisure, exercise, and wellness. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 2101 CLINICAL INTERVENTIONS LABORATORY**

Prerequisite: OTA 1003. Practice of hands-on therapy skills for person transfers, muscle location, vital signs, reflex testing, sensory integration techniques, observation skills, culture self-assessment, client interview, and use of self therapeutically. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 2103 PATHOLOGY AND OCCUPATIONAL THERAPY INTERVENTIONS**

Prerequisite: OTA 1003. Study of disease and trauma processes in both the mental and physical realms. These pathological processes are commonly treated by occupational therapist. Role of Occupational Therapy with pathology is emphasized. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 2113 PEDIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS**

Prerequisite: OTA 1003. Study of human development to include developmental concepts, reflex movement, postural control, cognition, perception, hand development, and oral motor as it relates to Occupational Therapy evaluation and treatment. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 2201 FIELDWORK LEVEL I**

Prerequisites: OTA 1003, 1404, 2101, 2103, 2113, 2203. Develops documentation and observation skills in clinical areas and applies theory to observation and experiences. Various occupational therapy settings. Acceptance into the Occupational Therapy Assistant Program.

### **OTA 2203 GERIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS**

Prerequisite: OTA 1003 Occupational therapy intervention with elderly. Study of aging process, diseases and conditions, settings, reimbursement, public policy, culture, interventions and assistant roles. Acceptance into the Occupational Therapy Assistant Program.

### **OTA 2303 ADVANCED CLINICAL MANAGEMENT**

Prerequisites: OTA 1003, 1404, 2101, 2103, 2113, 2203. Study of Occupational Therapy service management to include documentation, ethics, payment systems, laws, quality programs, infection control, supervision, team concepts, and OTR-COTA relationships. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 2304 ADVANCED OCCUPATIONAL THERAPY INTERVENTIONS**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303 Study and practice of advanced concepts and techniques of occupational therapy evaluation and intervention. Safe treatment interventions learned and practiced for various ages and diseases. Acceptance into the Occupational Therapy Assistant Program.

### **OTA 2404 PHYSICAL DYSFUNCTION AND OCCUPATIONAL THERAPY INTERVENTIONS**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303. Occupational Therapy evaluation and treatment techniques for cerebral vascular accident, head trauma, spinal

cord injury, burns, amputation, orthopedics, developmental disorders, cardiac, neuromuscular disorders, muscle disorders, hand injuries, and multiple diagnoses. Acceptance into the Occupational Therapy Assistant Program.

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### **OTA 2504 ADVANCED CLINICAL INTERVENTION SKILLS**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303. Supervised experiences in performing aspects of occupational therapy process addressed within various settings, age ranges, and cultures. Independent performance is not emphasized. Acceptance in the Occupational Therapy Assistant Program.

### **OTA 2514 FIELDWORK LEVEL II-A**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303, 2304, 2404, 2504. Supervised full time (35 hours a week for 8 weeks), in-depth, hands-on clinical experience. Must complete within 18 months of academic course work. Acceptance 12 into the Occupational Therapy Assistant Program.

### **OTA 2524 FIELDWORK LEVEL II-B**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303, 2304, 2404, 2504. Supervised, full time (35 hours a week for 8 weeks), in-depth, hands-on clinical experience. Must complete within 12 months of academic course work. Acceptance into the Occupational Therapy Assistant Program.

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## **PERFORMANCE AND MEDIA ARTS**

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Course descriptions for the Performance and Media Arts degree program are listed separately under the three concentrations: Communications (Film), Theatre, and Music.

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## **PHILOSOPHY**

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### **PHIL 2003 INTRODUCTION TO PHILOSOPHY**

*ACTS Equivalent Course Number = PHIL 2003*  
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. Special emphasis will be placed upon identifying and examining the philosophical positions that shape our lives today.

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## **PHYSICAL EDUCATION**

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### **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)

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## **PHYSICAL SCIENCE**

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### **PHYS 1004/L THE PHYSICAL SCIENCES/ LAB**

*ACTS Equivalent Course Number = PHSC 1004*  
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0413 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. Three hours lecture and 2 hours laboratory.

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## **PHYSICAL THERAPIST ASSISTANT**

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### **PTA 1002 INTRODUCTION FOR PHYSICAL THERAPIST ASSISTANTS**

Prerequisites: completion of BSTD courses (exception BSTD 0513 and SAS 0103) History of physical therapy from WWI and polio epidemic to the present; similarities and differences in PT and PTA education, practice and responsibilities; medical ethics, legal practice, and current health-care issues affecting physical therapy.

**The following PTA classes are open only to Physical Therapist Assistant students:**

### **PTA 2304 PATHOPHYSIOLOGICAL CONDITIONS**

Prerequisite: Admission to PTA Program. Corequisites: PTA 2315/L, PTA 2323. Study of 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.

### **PTA 2315/L APPLIED PHYSICAL THERAPY I/LAB**

Prerequisite: Admission to the PTA Program. Corequisites: PTA 2304, PTA 2323  
Patient care procedures related to monitoring patient status (temperature, heart rate, blood pres-

sure, respiration, pain), sepsis, Universal Precautions, sterile technique, and patient handling techniques such as body mechanics, transfers, positioning, gait training with assistive devices, and range of motion exercises, stretching exercises, peripheral joint mobilization, resistive exercises for the upper extremity, and assessment of motion and strength for the upper extremity; oral and written communication, the roles of the other members of the health care team, and the performance of treatment interventions as developed by the PT. Three hours lecture and four hours of lab.

### **PTA 2323 ADMINISTRATION AND MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS**

Prerequisite: Admission to the PTA Program. Co-requisites: PTA 2315/L, PTA 2304. Reimbursement issues; ethical guidelines; laws affecting the practice of physical therapy; liability/malpractice issues; PTA communication and personal management skills; and, assessment of quality care.

### **PTA 2406/L PHYSICAL THERAPY PROCEDURES/LAB**

Prerequisites: PTA 2315/L, PTA 2323, PTA 2304. Co-requisites: PTA 2515/L, PTA 2424. Principles and techniques of modalities (superficial and deep heating agents; cryotherapy; electrical stimulation; mechanical traction; and intermittent compression) used in the plan of care developed by the PT including indications and contraindications and patients' physiological response to each modality with a wide variety of musculoskeletal, neuromuscular, and medical conditions; physical therapy interventions such as wound care / debridement, stump care and prosthetics; oral and written communication techniques with patient/family, the health care team, and the supervising PT. Students must demonstrate competency in the use of modalities. Four hours of lecture and four hours of lab.

### **PTA 2415/L APPLIED PHYSICAL THERAPY II/LAB**

Prerequisites: PTA 2315/L, PTA 2323, PTA 2304. Co-requisites: PTA 2406/L, PTA 2424. Patient care assessments including: joint motion, gross manual muscle strength, posture, gait, fatigue, endurance, pulmonary assessment; and patient care interventions related to application of therapeutic exercise (extremity, spinal, osteoarthritis / rheumatoid arthritis, DM, OB/GYNE, pulmonary, cardiovascular/endurance), posture correction, and massage to be done by PTAs.

Indications, precautions, contraindications, and the proper use of therapeutic techniques / assessments are stressed. Effective oral and written communication, the roles of other members of the health care team, and the performance of treatment techniques/assessments as recommended by the PT are addressed. Three hours lecture and 4 hours lab.

### **PTA 2424 CLINICAL PRACTICUM I**

Prerequisites: PTA 2304, PTA 2315/L, PTA 2323. Co-requisites: PTA 2406/L, PTA 2415/L. Five-week clinical internship focusing on patient safety, handling techniques, gait training, vitals, implementation of modalities, therapeutic exercises, goniometry, posture assessment/ treatment; muscle strength testing; ethical/legal practice; and documentation/communication.

### **PTA 2503 PTA SEMINAR**

Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisites: PTA 2514/L and PTA 2528. Review of PTA program content through systematic study of PTA assessment skills, PTA treatment implementation, and professionalism for the physical therapist assistant. Licensure preparation activities; interview and resume preparation.

### **PTA 2514/L NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS/ LAB**

Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisite: PTA 2528 and PTA 2503. Neuroanatomy; normal and abnormal development; medical, surgical and physical therapy management of neurological diseases/conditions; facilitation/inhibition techniques; PNF; motor control and developmental sequence techniques; balance; orthotics; and functional and environmental assessment. Three hours lecture and two hours laboratory.

### **PTA 2528 CLINICAL PRACTICUM II**

Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisites: PTA 2514/L, and PTA 2503. Ten weeks of clinical internships focused on mastery of assessment and treatment of musculoskeletal, neurological, surgical, and medical conditions/injuries; safe/ ethical practice under the direction of supervising PT; professional development; preparation of in-service; and case studies/ presentations.



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## POLITICAL SCIENCE

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### **PSCI 2003 AMERICAN GOVERNMENT: NATIONAL**

*ACTS Equivalent Course Number = PLSC 2003*

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.

### **PSCI 2013 AMERICAN GOVERNMENT: STATE AND LOCAL**

*ACTS Equivalent Course Number = PLSC 2103*

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.

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## PRACTICAL NURSING

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### **PNS 1101 GERIATRICS**

Prerequisite: Admission to LPN program. This course is designed to include an understanding of the aging process and the modification of nursing care to accommodate the older adult. Also included are lessons related to loss, grief, and death, as well as the mental health of older adults. This course will also discuss the growing problem of elder abuse.

### **PNS 1102 PHARMACOLOGY I**

Prerequisites: Admission to the LPN program. This course is designed to prepare the student nurse to safely and accurately prepare and administer drugs to the infant, child, and adult. Emphasis is placed on implication for nursing care. The course includes a brief review of math/conversions, introduction to pharmacology, methods of drug administration, along with formulas for calculating drug dosages, and side effects/adverse reactions of medication administration to observe for.

### **PNS 1106 NURSING FUNDAMENTALS AND SKILLS**

Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental principles, skills and attitudes required to demonstrate safe, competent care to patients at each stage of the human life cycle through theory taught in the classroom and practicum experience taught in a variety of clinical lab settings. This course

will also include study of the basic structure of medical terms, including prefixes, suffixes, word roots, combining forms, plurals, pronunciation, spelling, and definitions, as well as medical abbreviations.

### **PNS 1111 VOCATIONAL, LEGAL, AND ETHICAL ISSUES**

Prerequisites: Admission to the LPN program. This course is designed to initiate personal and professional growth in nursing. The course will identify ethical, legal, and social responsibilities with patients, families, and co-workers. It will develop communication skills and vocational responsibilities of the practical nurse and care of patients at each stage of the human life cycle. This course will provide functional knowledge of professional nursing organizations on the local, state, and national level, and to identify methods to access local, state, and national health resources.

### **PNS 1112 BODY STRUCTURE AND FUNCTION**

Prerequisites: Admission to the LPN program. This course is designed for the first semester practical nursing student. It covers basic information necessary for a general understanding of the structure and function of the human body. There are two basic themes throughout the course; the first is the relationship between structure and function and the second is homeostasis – the idea that each organ system is important in sustaining life and what happens when the balance is disturbed.

### **PNS 1142 PRACTICUM I (Three-Semester Day Programs)**

Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. The focus is directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

### **PNS 1142 PRACTICUM IA (Four-Semester Evening Program, Spring) PNS 1142 PRACTICUM IB (Four-Semester Evening Program, Fall)**

Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. The focus is directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

**PNS 1202 MEDICAL SURGICAL  
NURSING I**

**(Four-Semester Evening Program, Fall)**

**PNS 1204 MEDICAL SURGICAL  
NURSING I**

**(Three-Semester January Day, Four-Semester Evening Program, Spring)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

**PNS 1212 PHARMACOLOGY II**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. The course is designed to provide knowledge about drugs commonly used in the treatment of illnesses, including such information as usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications. This course involves the cardiac system and the medication associated with this particular system. The course also includes in-depth study and skills practice of intravenous therapy.

**PNS 1222 NURSING MOTHERS AND  
INFANTS**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course includes the application of the principles of nursing care during the prenatal, labor, delivery, postpartum, and neonatal periods. Nutrition and pharmacology for mother and infant are included. Family planning, birth control, and fertility are discussed. This course provides the knowledge required to care competently and safely for the mother and infant client. Emphasis is placed on the use of the components of the nursing process when caring for these clients. Practicum experience shall include care of mother and infant.

**PNS 1232 NURSING CHILDREN**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is an introduction to the nursing of children. It includes a study of growth and development, dis-

ease conditions peculiar to children in all stages, the impact of illness on the child and family in both in-patient and out-patient setting, nursing care of the dying child, and provides an understanding of the effect of development on disease and illness in the in-patient and out-patient setting. This course also covers the signs and symptoms of child abuse, neglect, and maltreatment; the nurse’s responsibility to report child abuse, neglect and maltreatment as a mandated reporter; and a general overview of Arkansas Act 703.

**PNS 1242 PRACTICUM II**

**(Three-Semester January Day Program)**

**PNS 1242 PRACTICUM IIA**

**(Four-Semester Evening, Spring)**

**PNS 1243 PRACTICUM IIB**

**(Four-Semester Evening, Fall)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is designed to reinforce the theory taught in the classroom which includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of adults with medical-surgical conditions, intermediate principles of pharmacology and introduction of intravenous therapy. Maternity and child health is also emphasized.

**PNS 1301 MENTAL HEALTH AND CARE  
OF THE MENTALLY ILL**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course includes information concerning an introduction to common conditions of mental illness, prevention of those conditions, and the care of patients suffering from abnormal mental and emotional illnesses across the life span.

**PNS 1302 PHARMACOLOGY III**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course includes an introduction to pharmacology, methods of administration, drugs commonly used in the treatment of illness, and such information as usually dosages, actions and uses of drugs, expected actions, side effects/adverse effects, contraindications, and points of observation following the administration of drugs. This course also includes the Nursing Process for different drug classes including premedication observations.



**PNS 1314 MEDICAL SURGICAL NURSING II**

**(Three-Semester January Day and Four-Semester Evening Spring)**

**PNS 1312 MEDICAL SURGICAL NURSING II**

**(Four-Semester Evening Program, Fall)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

**PNS 1324 MEDICAL SURGICAL NURSING III**

**(Four-Semester Evening Program, Fall)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is designed to provide practical nursing students with the fundamental knowledge of the pathophysiology of disease processes and the appropriate critical thinking skills required to provide nursing interventions to care for adult patients with medical and/or surgical conditions that affect either one or multiple body systems.

**PNS 1365 PRACTICUM III**

**(Three-Semester January Day Program)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is the final practicum in the practical nursing curriculum and is designed to reinforce the theory taught in the classroom for the senior level licensed practical nursing student. It includes directed experiences in basic nursing principles for patients of all ages with a variety of medical, surgical and/or mental health conditions in a variety of clinical settings. The course includes team leading and critical thinking concepts.

**PNS 1343 PRACTICUM IIIA**

**(Four-Semester Evening Program, Spring)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade “C” or higher. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of children, nursing of mother

and infant, nursing of the mentally ill, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

**PNS 1342 PRACTICUM IIIB**

**(Four-Semester Evening Program, Fall)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of children, nursing of mother and infant, nursing of the mentally ill, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

**PNS 1353 NCLEX PREPARATION AND PROFESSIONAL DEVELOPMENT**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is designed to assist the student in understanding the qualities needed to advocate for the client in situations requiring leadership and management in day to day practice. This course will consist of other areas crucial for a novice nurse including: providing basic understanding of the art of delegation; providing the student the opportunity to develop a professional portfolio; strengthening job interviewing skills; and preparing for the NCLEX-PN.

**PNS 1402 PRACTICUM IVA**

**(Four-Semester Evening Program, Spring)**

**PNS 1402 PRACTICUM IVB**

**(Four-Semester Evening Program, Fall)**

Prerequisites: Admission to the LPN program and successful completion of all previous PN courses with a grade of “C” or higher. This course is the final practicum in the practical nursing curriculum and is designed to reinforce the theory taught in the classroom for the senior level licensed practical nursing student. It includes directed experiences in basic nursing principles for patients of all ages with a variety of medical surgical and/or mental health conditions in a variety of clinical settings. The course includes team leading and critical thinking concepts.

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**PROCESS INSTRUMENTATION**

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**IDEL 1304 SOLID STATE/ANALOG CIRCUITS**

Pre-requisite IDEL 1007. Classroom and lab in-

struction cover inductive, capacitive, and reactive circuits, filter and diode applications, power supply circuits, amplifier circuits, operational amplifiers, and thyristors. (3 hours lecture, 3 hours lab.)

### **IDEL 1504 BASIC DIGITAL TECHNOLOGY**

Pre-requisite/co-requisite: IDEL 1007. Basic Digital Technology is a course designed to introduce students to the fundamental concepts being encountered in digital electronics. Students will learn from classroom and lab instruction. Topics covered will be numbering systems and codes used in digital circuits, basic logic gates, encoders and decoders, flip-flops, counters, and registers. (3 hours lecture, 3 hours lab)

### **IDEL 1804 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS**

Pre-requisite: IDEL 1007 or TECH 1043 (Basic Electricity) or permission of instructor. A course designed to familiarize students with ladder logic diagrams, wiring of PLC hardware components, and basic programming of discrete operations. These applications will involve motor starting, timer, counter, and sequencing in ladder logic diagrams. (3 hours lecture, 3 hours lab)

### **IDEL 2403 TRANSDUCERS**

Pre-requisite: IDEL 1007. Theory and applications of photo-electric, temperature, motion, position detection, and other types of transducers are introduced. HMI (Human-Machine Interface Software) will also be covered. (2 hours lecture, 2 hours lab)

### **IDEL 2504 PLC PROCESS INSTRUMENTATION**

Pre-requisite: IDEL 1804. This course is a continuation of Introduction to Programmable Logic Controllers involving the interfacing of devices such as variable frequency drives, transducers, and PID controls as well as advanced arithmetic functions and digital and analog inputs and outputs. Troubleshooting techniques will be introduced. (3 hours lecture, 3 hours lab.)

### **IDEL 2604 PROCESS INSTRUMENTATION**

Pre-requisite: IDEL 1304. This course is structured around electronic process controls and various types of instrumentation interfaces. Topics covered will be closed loop and open loop process controls; feedback circuits that involve temperature, pressure, and flow characteristics; monitoring of process controls to determine sta-

bility, deviation, and other parameters. (3 hours lecture, 3 hours lab.)

### **IDEL 2703 MICROPROCESSOR FUNDAMENTALS**

Pre-requisite: IDEL 1504. This course is intended to introduce students to the architecture and operation of microprocessors. Students will learn from classroom and lab instruction. Topics covered will be the 68000 microprocessor, assembly level programming, typical memory interface, input and output interfacing, internal registers, buffers, and data transmission involved in microprocessors. (2 hours lecture, 2 hours lab)

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## **PROCESS TECHNOLOGY**

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### **PTEC 1113 INTRODUCTION TO PROCESS TECHNOLOGY**

Prerequisite: BSTD 0103 This is the introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility systems; and the physical and mental requirements of the process technician. The student will relate an overview of a typical process plant; identify process equipment; state the purpose of equipment; describe safety, health, and environmental components; and describe the roles, responsibilities, and work environment.

### **PTEC 1123 SAFETY, HEALTH AND ENVIRONMENT**

Prerequisite: BSTD 0314 This course covers the development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis is placed on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Students will list components of a typical plant safety and environmental program; describe the role of a process technician in relation to safety, health, and environment; and identify and describe safety, health, and environmental equipment uses.

### **PTEC 1244 PROCESS TECHNOLOGY I: EQUIPMENT**

Prerequisites: PTEC 1113, BSTD 0413. This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment.

### **PTEC 1133 PROCESS INSTRUMENTATION I**

Prerequisite: PTEC 1113, BSTD 0413. This course is the study of instruments and instrument systems used in chemical processing industry, including terminology, primary variables, symbols, control loops, and basic troubleshooting. Students will identify and explain the function of instruments used in the chemical processing industry; explain the relationship of process control elements in a control loop; and define and apply terms and symbols used in instrumentation.

### **PTEC 1253 PRINCIPLES OF QUALITY**

Prerequisite: BSTD 0413 Pre or Co-requisite: CSCI 1003 This is the study of the background and application of quality concepts. Topics include team skills, quality tools, economics and continuous improvement. Students will define terms associated with quality systems; demonstrate team skills; and apply principles and tools of quality to process systems.

### **PTEC 2133. PROCESS INSTRUMENTATION II**

Prerequisite PTEC 1133 This course continues the study of instruments and instrument systems used in the chemical processing industry. Issues relating to troubleshooting, annunciator systems and control systems are addressed. Attention is given to digital control, programmable logic controls, and distributed control systems. Students will become familiar with power supply issues, identifying instrumentation malfunctions, and emergency shutdown procedures.

### **PTEC 2364 PROCESS TECHNOLOGY II: SYSTEMS**

Prerequisites: PTEC 1113, PTEC 1123, PTEC1133, PTEC 1244, CHEM 1064 or 1024, and PHYS 2024 or PHY 1114. This is the study of the interrelation of process equipment and process systems including related scientific principles. Students will arrange process equipment into basic systems; describe the purpose and function of specific process systems; explain how factors affecting process systems are controlled under normal conditions; and recognize abnormal process conditions.

### **PTEC 2474 PROCESS TECHNOLOGY III: UNIT OPERATIONS**

Prerequisites: PTEC 2364. This course combines systems into operational processes with emphasis on operations under various conditions. Top-

ics include typical duties of an operator. Students will combine systems into operating processes; describe a process technician's role during plant operations; write operating procedures; and demonstrate application of operating procedures.

### **PTEC 2484 PROCESS TROUBLESHOOTING**

Prerequisite: PTAC 2364. This course provides instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Students will explain steps in troubleshooting models; demonstrate use of troubleshooting tools; and apply troubleshooting techniques to process problems.

### **PTEC 2193 INTERNSHIP I**

Prerequisites: PTEC 1113, PTEC 1123, PTEC1133, PTEC 1244, CHEM 1064 or 1024, and PHYS 2024 or PHY 1114 and approval of Instructor. This is a basic or intermediate work-based instruction in a local industry that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty and the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, and laws. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry. Internships may be paid or unpaid depending on company policy and students will be expected to be on site a minimum of 160 clock hours.

### **PTEC 2293. INTERNSHIP II**

Prerequisites: PTEC 2193 and approval of Instructor. This is an intermediate or advanced work-based instruction in a local industry that helps students synthesize new knowledge, apply previous knowledge or gain experience managing the workflow. Practical experience is simultaneously related to theory. Direct supervision is provided by the faculty and the work supervisor. Students will apply the theory, concepts and skills involving specialized materials, tools, equipment, procedures, regulations, and laws. Students will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills and appropriate written and

verbal communication skills using the terminology of the occupation and the business/industry. Internships may be paid or unpaid depending on company policy and students unless the Instructor determines it is the student's best interest to remain with the company utilized in the first internship. Students will be expected to be on site a minimum of 160 clock hours. An attempt will be made to place the student in a different company or department than the student experienced in PTEC 2193.

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## PSYCHOLOGY

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### PSYC 2003 GENERAL PSYCHOLOGY

*ACTS Equivalent Course Number = PSYC 1103*

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introduction to the scientific study of behavior and mental processes. Topics include, but are not limited to, the scientific method; biological basis of behavior; physical-social-emotional-and cognitive development, learning, and personality; psychological disorders; psychotherapy; and social interaction. Both research and applications to our everyday lives will be studied.

### PSYC 2203 ABNORMAL PSYCHOLOGY

Prerequisite: Pass PSYC 2003 with a grade of "C" or better. An introduction to the description, causes, and treatment of abnormal behavior patterns. Topics include, but are not limited to, the scientific method; historical and contemporary perspectives on abnormal behavior; classification and assessment of abnormal behavior; and major psychological disorders and their treatment. Both research and applications to our everyday lives will be studied.

### PSYC 2223 DEVELOPMENTAL PSYCHOLOGY

*ACTS Equivalent Course Number = PSYC 2103*

Prerequisite: Pass PSYC 2003 with a grade of "C" or better. An introduction to how humans change and remain the same from conception to death. Topics include, but are not limited to, the scientific method; theories of development; heredity and environment; conception and prenatal development; and the biosocial, cognitive, and psychosocial development across all stages of life. Both research and applications to our everyday lives will be studied.

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## RADIOLOGIC TECHNOLOGY

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### RADT 1001 INTRODUCTION TO RADIOGRAPHY

Prerequisite: BSTD 0113, BSTD 0213 and BSTD 0413. Corequisite: BSTD 0513. An introduction to the history of radiography and the health care profession. Includes an introduction to the RT program with emphasis placed on class and clinical requirements.

**The following RADT classes are open only to Radiologic Technology students:**

### RADT 1002 ORIENTATION/CLINICAL EDUCATION I

Introduction to the hospital setting. Directly supervised students assist and perform examinations covered in RADT 1214.

### RADT 1101 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS

An introduction to the language of Radiologic Technology. Emphasis is on the techniques of medical word building and basic elements of medical words and their pronunciation.

### RADT 1102 PATIENT CARE AND PROTECTION I

Principles of care for routine and emergency patients. Infection control and medication administration will be emphasized.

### RADT 1222 IMAGE PROCESSING AND PROCEDURES

A comprehensive study of image production and processing. Composition and care of films and screens will be included.

### RADT 1113 RADIOGRAPHIC EXPOSURE

Prerequisite: RADT 2202.

An in depth study of factors influencing radiographic image quality.

### RADT 1122 PATIENT CARE AND PROTECTION II

Continuation of principles of routine and emergency patient care. Emphasis will be placed on ethics and law, human diversity, communication, and patient education. Basic pharmacology will also be covered.

### RADT 1214 POSITIONING PROCEDURES I

Radiographic positioning of the chest, abdomen,

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.

### **RADT 1223 CLINICAL EDUCATION II**

Prerequisite: RADT 1214. Continued supervised performance in previous exams studied along with procedures covered in RADT 1304.

### **RADT 1304 POSITIONING PROCEDURES II**

Prerequisite: RADT 1214. Radiographic positioning of the upper and lower extremities, pelvis, spine, and bony thorax. Conditions or pathologies will also be covered. Laboratory required.

### **RADT 1332 CLINICAL EDUCATION III**

Prerequisite: RADT 1223. Continued supervised performance in previous examinations covered in RADT 1214 and RADT 1304.

### **RADT 1423 POSITIONING PROCEDURES III**

Prerequisite: RADT 1304. Radiographic positioning of the head and neck region. Advanced positions for unusual patient conditions or pathologies will also be covered.

### **RADT 2002 FILM EVALUATION**

Prerequisite: RADT 1113. Comprehensive analysis of the diagnostic radiographic image. Emphasis on recognizing and solving image problems.

### **RADT 2013 ADVANCED CLINICAL EDUCATION I**

Prerequisite: RADT 1332. Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1214, RADT 1304 and RADT 1424 with indirect supervision. Formerly RADT 2116.

### **RADT 2022 BASIC COMPUTED TOMOGRAPHY**

Prerequisite: RADT 1423 or ARRT Registered. This course is designed to provide entry-level radiography students with the basic principles of computed tomography (CT) imaging, and the knowledge base necessary to perform standard CT procedures. Consideration is given to the evaluation of optimal diagnostic images. This course is also provided as an opportunity for continuing education and registry preparation for practicing technologists.

### **RADT 2202 RADIATION PHYSICS**

Prerequisite: RADT 1222. Study of the physics of Radiologic technology. Emphasis on x-ray production and equipment.

### **RADT 2023 ADVANCED CLINICAL EDUCATION II**

Prerequisite: RADT 2023. Includes advanced elective rotations. Continued refinement of procedures mastered in RADT 1214, RADT 1304, and RADT 1424. Completion of special procedures required..

### **RADT 2032 SPECIAL PROCEDURES**

Prerequisite: RADT 1423. An in-depth study of the more specialized examinations performed in diagnostic radiology.

### **RADT 2042 IMAGING MODALITIES**

Prerequisite: RADT 2202.

A study of the production of images in radiography and fluoroscopy, and special procedures.

### **RADT 2301 QUALITY ASSURANCE**

Prerequisite: RADT 1113. Methods and procedures in radiographic quality control. Emphasis on evaluation of data from quality assurance testing procedures.

### **RADT 2303 SEMINAR II**

Prerequisite: RADT 2403

Overview of radiography. Emphasis on application of knowledge. Includes section on professional writing.

### **RADT 2312 ADVANCED CLINICAL EDUCATION III**

Prerequisite: RADT 2023. Completion of trauma radiology required, along with final demonstration of entry-level clinical skills for all covered procedures.

### **RADT 2313 RADIATION BIOLOGY**

Prerequisite: RADT 2202. Basics of radiation biology. Emphasis on genetic and somatic effects of radiation and the need for radiation protection.

### **RADT 2403 SEMINAR I**

Prerequisite: RADT 1423. Study of pathological and trauma conditions confronted in radiography. Emphasis on the proper treatment of the patient.

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## **REGISTERED NURSING**

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### **RNSG 2113 MATH FOR NURSES**

Prerequisite: Pass BSTD 0413 with grade of "C"

or better. Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include but are not limited to: interpretation of drug labels, syringe types, conversions, Roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, proper documentation of medications, the Six Rights of Medication Administration, and military time. Three hours lecture.

### **RNSG 2119: NURSING PROCESS I**

Builds on the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. The course provides acquisition of knowledge about advanced concepts of nursing applied to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Builds on medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse. Application of course content occurs in a variety of clinical settings provided in the co-requisite nursing course, RNSG 2123.

Spring only. (9 hrs credit, 9 hrs/wk lecture)

### **RNSG 2123: NURSING PRACTICUM I**

Applies advanced concepts of nursing to the care of patients experiencing chronic, acute, stable, and unstable conditions requiring medical/surgical and mental health interventions. Applies medical/surgical nursing theory, mental health nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients on the medical/surgical and mental health units. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings. Demonstrates the application of knowledge and skills learned in the co-requisite nursing course, RNSG 2119.

Spring Only. (3 hrs credit, 9 hrs/wk practicum)

### **RNSG 2216: NURSING PROCESS II**

Builds on content learned in Nursing Process I with application of additional knowledge focused on safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients. Introduces maternal/child and pediatric nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse families and children. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of the child-bearing family and children. Application of course content occurs in a variety of clinical settings provided in the co-requisite nursing course, RNSG 2223.

Summer only (6 hrs credit, 8 hrs/wk lecture)

### **RNSG 2223: NURSING PRACTICUM II**

Applies concepts learned in RNSG 2216 to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients. Applies maternal/child and pediatric nursing theory, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse families and children. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of the child-bearing family and children in a variety of healthcare settings. Demonstrates the application of knowledge and skills learned in the co-requisite nursing course, RNSG 2216.

Summer only (3 hrs credit, 9 hrs/wk practicum)

### **RNSG 2318: NURSING PROCESS III**

Continues to build on the previous nursing courses, focusing on complex conditions of the high acuity patient and family. Builds on medical/surgical nursing theory, mental health concepts, maternal/child concepts, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse patients across the lifespan experiencing high acuity, complex, and multisystem conditions. Incorporates evidence-based practice, quality improvement, professional standards, and legal



and ethical responsibilities of the professional nurse as applied in the acute care and high acuity settings. Application of course content occurs in a variety of clinical settings provided in the co-requisite nursing course, RNSG 2323.

Fall only. (8 hrs credit, 8 hrs/wk lecture)

### **RNSG 2323: NURSING PRACTICUM III**

Applies concept learned in RNSG 2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on complex medical/surgical conditions of the high acuity patient and family. Applies nursing theory of patients with high acuity, complex, and multisystem conditions, communication, collaboration, caring, and critical thinking/clinical reasoning necessary for safe, patient-centered nursing care to developmentally and culturally diverse adult and elderly patients. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings. Demonstrates the application of knowledge and skills learned in the co-requisite nursing course, RNSG 2318.

Fall only. (3 hrs credit, 9 hrs/wk practicum)

### **RNSG 2311: NCLEX-RN PREPARATION**

This online course provides a comprehensive review of all nursing content taught in the program in preparation for taking the NCLEX-RN. The course also focuses on preparing students as entry-level Registered Nurses. Students review content, complete an online NCLEX review course, take a standardized exam, and develop an action plan for study for the NCLEX-RN.

Fall only. (1 hr credit, 1 hr/wk lecture)

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## **RESPIRATORY THERAPY**

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### **RESP 1001 INTRODUCTION TO RESPIRATORY THERAPY**

Prerequisite: Completion of all basic core courses. This course introduces the student to respiratory care as a profession and the roles and responsibilities of the respiratory therapist in today's health care environment. Course content will include the history of the profession as well as current roles, future trends, and didactic and clinical requirements. Lecture only.

### **RESP 2003 CARDIOPULMONARY PHYSIOLOGY AND PATHOPHYSIOLOGY**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or

higher. This course provides an in-depth study of the coronary, pulmonary and renal anatomy and physiology during development to adult life. Emphasis is placed on the heart-lung relationship within the context of ventilation, gas exchange physiology, acid-base regulation, cardiopulmonary compensatory mechanisms and the relationship of the renal system in regulation of these physiological activities. Lecture only.

### **RESP 2013 PATIENT ASSESSMENT**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course prepares the student for patient care encounters. Content is focused on interviewing and assessment skills including medical terms, acceptable abbreviations, proper charting, data collection and analysis. Includes, but is not limited to vital signs, breath sound differentiation, heart sound interpretation, blood gas values and interpretation, PFT's, X-ray interpretation, and basic lab results. The student will be introduced to various diagnostic equipment and testing procedures. The role of the Respiratory Therapist as a member of the Rapid Response Team/Code Blue Team is covered. Lecture and Lab.

### **RESP 2112 CARDIOPULMONARY PHARMACOLOGY AND DYSRHYTHMIA**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course is designed to provide the student with a strong foundation of the drugs presently used in respiratory care treatments and those given in medical care that effect the cardiopulmonary system. This course includes the principles of drug action within the cardiopulmonary system, the basics of drug administration, and standard drug calculations. Demonstrated competence of dosage calculations and drug actions/interactions are required for successful completion of this course. Lecture only.

### **RESP 2113 RESPIRATORY EQUIPMENT**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of "C" or higher. This course introduces the student to equipment and basic principles of physics used in the delivery, management, and evaluation of respiratory care. Content includes medical gas storage and therapy, infection control, airway management, bronchial hygiene and safe trans-

port. Students are introduced to safe initiation and management of mechanical ventilation along with alternative ventilation and sleep devices. Lecture and Lab.

### **RESP 2122 RESPIRATORY DISEASE PATHOLOGY I**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course will introduce the student to the various respiratory disease processes and their clinical manifestations through review of patient data, clinical presentation, basic laboratory tests, respiratory testing, and patient symptoms. Emphasis will be on the role of the Respiratory Therapist in the assessment, recognition and treatment of common pulmonary diseases. Lecture only.

### **RESP 2123 THERAPEUTIC ASSESSMENT I**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course is designed to strengthen the assessment of therapy acquired in basic skills classes. This course includes certification in advanced cardiac life support (ACLS) and a laboratory component that requires students to satisfactorily complete skills competencies prior to program advancement. Lecture and Lab.

### **RESP 2133 RESPIRATORY BASIC SKILLS**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course provides a basic foundation for students to build the knowledge, skills and attitudes that are required as a respiratory therapist, and for success in the program. Course content includes professional etiquette, ethics, HIPPA and confidentiality, departmental organization, professional organizations, infection control, and blood-borne pathogens. The course will also focus on acquiring all necessary documentation, testing and inoculations needed for participation in clinical rotations. Health Provider Basic Life Support Certification is included. This course will also be an orientation to respiratory care at area hospitals. Lecture and Lab.

### **RESP 2223 CLINICAL PRACTICE I**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or

higher. This course provides students the opportunity to apply previous learning, principles of physics, anatomy and physiology, patient assessment, basic equipment and testing, techniques in a clinical care settings and alternate sites. Sites may include long term care facilities, pulmonary rehab, the home, sleep labs, ambulance services, hospice, physician offices and sub-acute specialty units. Principles of interdisciplinary team work and written and oral patient communication will be emphasized.

### **RESP 2512 NEONATAL/PEDIATRIC RESPIRATORY CARE**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course is designed to introduce the respiratory care student to a basic understanding of neonatal and pediatric respiratory care including the physiologic development, basic assessment, common respiratory and cardiac abnormalities, and mechanical ventilation. Focus will be on assessment of cardiopulmonary status, delivery and monitoring of therapeutics, and evaluation of responses. Lecture only.

### **RESP 2522 CRITICAL CARE**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. Emphasis will be placed on physical assessment, acting as an assistant to the physician, troubleshooting airway emergencies, and hemodynamics. Lecture and Lab.

### **RESP 2523 MECHANICAL VENTILATION**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. The content of this course focuses on all aspects of mechanical ventilation encountered in all settings. The areas covered include initiation of mechanical ventilation, ventilator selection, mode selection, patient monitoring, and management, evaluation of effectiveness, weaning from ventilation, and discontinuance. This course includes a laboratory component that requires students to satisfactorily complete skills competencies prior to program advancement. Lecture and Lab.

### **RESP 2532 HOME CARE AND REHABILITATION**

Prerequisite: Admission into the professional program and completion of all professional Re-



spiratory Therapy courses with a grade of “C” or higher. This course will prepare the student to deliver respiratory therapy, patient education/health education, and to facilitate disease prevention. Students will acquire knowledge and skills in the focus areas of pulmonary rehab, home care, and various sub-specialty areas of respiratory care. The role of the Respiratory Therapist in disaster response is explored. Lecture and Lab.

### **RESP 2542 RESPIRATORY DISEASE PATHOLOGY II**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. Continuation of Respiratory Disease Pathology I, RESP 2122. Lecture only.

### **RESP 2543 CLINICAL PRACTICE II**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This clinical experience provides students the opportunity to further synthesize all respiratory care learning along with a more expanded knowledge base and critical care skill set to care for complex medical patients across the life span in clinical care setting including patients on mechanical ventilation in critical care units. Students will competently initiate, deliver, monitor, evaluate effectiveness and modify respiratory plans of care and respiratory therapeutics.

### **RESP 2553 THERAPEUTIC ASSESSMENT II**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This course allows reinforcement and application of previously learned knowledge, skills and attitudes relevant to the practice of quality respiratory care. Emphasis will be on the further development of critical thinking skills, clinical judgment and effective decision making that will promote positive patient outcomes. Students will be given opportunities to further explore both acute and chronic respiratory diseases from a problem-based/case study learning approach, developing, evaluating, and modifying respiratory plans of care. Lecture only.

### **RESP 2612 PROFESSIONAL DEVELOPMENT**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C”

or higher. The content of this course focuses on employment skills, professional skills, and preparation for the national registry examination. This course utilizes Kettering’s recognized preparatory course to prepare for the CRT and RRT examinations. Also included are the legal and moral aspects of the respiratory care profession. The comprehensive NBRC, CRT, and RRT Self Assessment Examination must be successfully completed at the end of this course in order to exit the program. Lecture only.

### **RESP 2614 CLINICAL PRACTICE III**

Prerequisite: Admission into the professional program and completion of all professional Respiratory Therapy courses with a grade of “C” or higher. This clinical experience allows the student to synthesize their knowledge base of neonatal and pediatric development and respiratory care by gaining experience in the NICU and PICU settings. Students will further refine oral and written communication with patients, families, and the health care team.

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## **SOCIOLOGY**

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### **SOC 2003 INTRODUCTION TO SOCIOLOGY**

*ACTS Equivalent Course Number = SOCI 1013*

Prerequisite: BSTD 0113 An introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. The student will demonstrate understanding of sociological perspective; sociological theories and methods; social institutions; culture and society; socialization; groups and organizations; social inequality, and globalization.

### **SOC 2033 MARRIAGE AND THE FAMILY**

Prerequisite: BSTD 0113 A study of the problems of courtship, marriage, parenthood, and the family.

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## **SOUTHARK SUCCESS**

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### **SAS 0103 SOUTHARK SUCCESS**

This student survival course is designed to increase the student’s success in college. A course required for all first-time, full-time, degree-seeking freshmen **AND** students who have tested into two or more Basic Studies courses, SAS covers materials needed to be successful in college: time management, financial literacy, test taking, note taking, study techniques, personal growth and responsibility, and college customs.

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## SPANISH

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### **SPAN 1014, ELEMENTARY SPANISH I**

*ACTS Equivalent Course Number = SPAN 1013*

### **SPAN 1024, ELEMENTARY SPANISH II**

*ACTS Equivalent Course Number = SPAN 1023*

A functional approach to the acquisition of the four-fold communication skills: intensive oral drill, analysis of basic patterns, conversation, application of the essentials of grammar in oral and written exercises, and simple reading assignments. Regular practice required. 1024 has the prerequisite passing SPAN 1014 with a grade of "C" or better.

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## SPEECH

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### **SPCH 1113. PRINCIPLES OF SPEECH**

*ACTS Equivalent Course Number = SPCH 1003*

Principles of effective speaking; emphasis on both speaking techniques and listening.

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## SURGICAL TECHNOLOGY

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### **SURG 1002 INTRODUCTION TO HEALTH SCIENCES**

Prerequisites: Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1102, 1106, 1123, and 1132. This course is designed to introduce the student to the health care delivery system and emphasizes the role and responsibility of health care team members. Discussion will also include the history and scope of practice of the surgical technologist, factors influencing the delivery of service, relationships and communication with other health care providers, professional behaviors; legal and ethical issues related to health care; and basic overview of computer skills.

### **SURG 1102 PRINCIPLES OF PHARMACOLOGY AND ANESTHESIA**

Prerequisites: Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1106, 1123, and 1132. This course introduces the principles of pharmacologic agents used in the perioperative setting. It includes weights and measures, dosage calculations, and stresses drug identification, handling, and usage.

### **SURG 1106 FUNDAMENTALS OF SURGICAL TECHNOLOGY**

Prerequisites: Admission to the SouthArk Sur-

gical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1102, 1123, and 1132. This course introduces the student to the fundamentals of surgical technology. Topics included but not limited to are the physical environment of the surgical suite; roles of the surgical team including the surgical technologist; basic skills needed to meet physical, spiritual, and psychological needs of the surgical patient; asepsis including preparation, sterilization, and disinfection of supplies used in surgery; and basic case preparation, including creation and maintenance of the sterile field, draping principles, instrumentation, sutures, OR furniture and supplies, specialty equipment; and safety in the surgical environment.

### **SURG 1123 FUNDAMENTALS OF SURGICAL TECHNOLOGY SKILLS LABORATORY**

Prerequisites: Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1102, 1106, and 1132. Student will observe and demonstrate the principles and procedures taught in SURG 1106 in the laboratory setting. This experience provides the student the opportunity to practice skills in a non-patient contact environment prior to the clinical experience.

### **SURG 1132 SURGICAL TECHNOLOGY PRACTICUM I**

Prerequisites: Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1102, 1106, and 1123. Student is introduced to the health care facility. The course includes supervised clinical experiences which will include assignment to cases which will involve care and use of instruments and surgical supplies, sterilization and disinfection, and multiple opportunities to scrub for basic surgical procedures.

### **SURG 1202 SURGICAL PROCEDURES I**

Prerequisites: SURG 1002, 1102, 1106, 1123 and 1132, and 1206. Co-requisites: SURG 1222, and 1216. This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are general surgery, obstetric and gynecologic, and ophthalmic.

**SURG 1206 PERIOPERATIVE  
TECHNIQUES AND PROCEDURES**

Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: SURG 1222, and 1216. This course is a continuation of SURG 1106 with study of advanced principles and techniques of surgical procedures. Topics included but not limited to are aseptic technique and infection control practices; duties of the circulator and scrub technologist; advanced instrumentation and suture materials; wound healing and hemostasis; pre-operative, intraoperative, and postoperative care; diagnostic procedures and tests; basic overview of biomedical sciences including electricity, physics, and robotics; overview of endoscopic procedures and techniques; and surgical complications.

**SURG 1216 SURGICAL TECHNOLOGY  
PRACTICUM II**

Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: SURG 1206, 1222, and 1202. This course is a continuation of Surgical Technology Practicum I with student advancing to moderately complex surgical cases. An advanced level of proficiency is achieved in all areas of the operating room.

**SURG 1222 PERIOPERATIVE  
TECHNIQUES AND PROCEDURES  
SKILLS LABORATORY**

Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: 1206, 1202, and 1216. Student will observe and demonstrate the principles and procedures taught in SURG 1206 in the laboratory setting. This experience provides the student the opportunity to practice skills in a non-patient contact environment prior to the clinical experience.

**SURG 1302 SURGICAL PROCEDURES II**

Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, and 1216. Co-requisites: 1305. This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are ENT, plastic and reconstructive procedures, genitourinary, and orthopedics.

**SURG 1305 SURGICAL TECHNOLOGY  
PRACTICUM III**

Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, 1216. Co-requisites: SURG 1302 and 1322. This course is a continu-

ation of Surgical Technology Practicums I and II with student advancing to a functional role in all subspecialty areas of the operating room.

**SURG 1322 SURGICAL PROCEDURES III**

Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, 1216, and 1302. Co-requisites: SURG 1305. This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are cardiothoracic, peripheral vascular, and neurosurgical.

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**THEATRE**

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**THEA 1103 INTRODUCTION TO  
THEATRE**

Prerequisite: Pass BSTD 0113 with a grade of “C” or better or an equivalent score on the placement test. Designed for theatre majors, this course offers a survey of theatre arts. It includes a brief outline of theatre history and a more detailed study of the structure of dramatic literature, as well as a study of the elements of a theatrical production. Special emphasis is placed on the attendance of live stage productions.

**THEA 2003 THEATRE APPRECIATION**

*ACTS Equivalent Course Number = DRAM 1003* (For non-theatre majors) Prerequisite: Pass BSTD 0113 with a “C” or better or equivalent score on placement test. This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances.

**THEA 2633 Acting I**

Prerequisite: THEA 1103. This course provides an introduction to the art of acting and explores the essentials of movement, pantomime, and characterization.

**THEA 2643 ACTING II**

Prerequisite: THEA 2633. This is a continuation of study in Acting I with a focus on building the student’s repertoire for audition purposes.

**THEA 1223 MAKEUP**

No Prerequisite. This course is a practical guide to the theory and practice of theatrical makeup. Students will become familiar with the basic skills of stage makeup and application.

### **THEA 1323 COSTUMING**

No prerequisite. This course is an introduction to basic costume design and construction, including basic machine and hand sewing, commercial pattern usage, alterations, and garment production.

### **THEA 2123 DIRECTING**

This course will demonstrate the principles of organizing and directing a film or video production. Theory and practice of aesthetic and practical skills will be develop, direct, and produce live and taped mobile video programming.

### **THEA 1023 THEATRE PRODUCTION I**

Open to all students. One-to-two-act major productions will be staged; students will be required to work onstage and off.

### **THEA 2013 THEATRE PRODUCTION II**

Continuation of Theatre Lab I

### **THEA 2023 THEATRE PRODUCTION III**

Continuation of Theatre Lab II

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## **TECHNOLOGY**

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### **TECH 1003 TECHNICAL MATHEMATICS**

Prerequisite: BSTD 0413 or consent of the instructor. This course is a general survey of applied mathematics beginning with a review of whole numbers, common fractions, and decimals and continuing through basic algebra and trigonometry. Emphasis is practical mathematics in various disciplines of technology.

### **TECH 1203 INDUSTRIAL SAFETY**

Prerequisite: BSTD 0103 or consent of the instructor. An introductory course dealing with methods and programs utilized by industry to prevent injury and fatalities. This course covers mandatory safety training, interpretation of warning labels and signs, OSHA, industrial hazards and how to avoid them. This course also emphasizes personal responsibility for safety. Other topics include crane and hoisting equipment, chain and wire rope slings, machine guarding, electrical hazards, low- and high-pressure boiler safety, hydraulic/pneumatic system safety procedures, and equipment lock-out procedures. (3 hours lecture)

### **TECH 2001 SPECIAL TOPICS**

Co-requisite: Second semester sophomore standing. Each student will be assigned a design project related to the course work completed. A com-

plete design analysis must be submitted and the project will be constructed and tested. (3 hours lab)

### **TECH 2003 WORK-BASED LEARNING**

Prerequisite: Instructor and division chair approval prior to start of semester. Second semester sophomore standing. Work-based learning is a comprehensive treatment of relevant work experience related to the student's major field of study. It includes cooperative education, apprenticeships, extended job shadowing, internships, and other systematic planned work experience. Faculty and employers work together with students to ensure the relationship between classroom instruction and work experience.

### **TECH 2111, 2112, 2113, 2114 SELECTED TOPICS IN INDUSTRY**

Prerequisite: Approval of industry affiliate. A survey of various topics within the field of industry to meet specialized needs. Credit varies depending upon length of study. (One to four semester hours)

### **TECH 2614 INTERNSHIP**

The Career and Technical Education Internship is designed to offer students a purposeful experience in their chosen career path. The internship is an individualized learning experiences and a training plan is created for each student in conjunction with the internship site to provide experiences related to the skills and knowledge covered in the students program of study. On-site evaluations of the student will be conducted by the facility to ensure quality work. (4 credit hours, 120 contact hours)

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## **WELDING TECHNOLOGY**

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### **WLD 1114/L SMAW I WELDING**

The study of the principles and procedures behind Shielded Metal Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind SMAW welding by making surface, fillet, and some groove welds in various positions with various electrodes. This course will also give the student an opportunity to take an AWS 1G-certification test on steel plate. During the course, the student will also learn how to properly set up and use an oxygen/acetylene cutting torch, and be able to perform certain tasks with it. (2 hours lecture, 3 hours lab)

**WLD 2114/L SMAW II WELDING**

Prerequisite: WLD 1114 or consent of instructor. The course covers the practical application of SMAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (2 hours lecture, 3 hours lab)

**WLD 1214/L GMAW I WELDING (MIG) LAB**

The study of the principles and procedures behind Gas Metal Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind GMAW welding by making surface, fillet, and some groove welds in various positions. This course will also give the student an opportunity to take an AWS 1G-certification test on steel plate. During the course, the student will also learn how to properly set up and use an arc gouger, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab)

**WLD 2214/L GMAW II WELDING (TIG)/ LAB**

Prerequisite: WLD 1214 or permission of the instructor. The course covers the practical application of GMAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. The student will also get an introduction to welding aluminum with the GMAW process. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (1-hour lecture, 6 hours lab)

**WLD 1224/L GTAW I WELDING (TIG)/LAB**

The principles and procedures behind Gas Tungsten Arc Welding. The course will cover electrode classifications as well as welding machine characteristics, and help the student understand the application behind GTAW welding by making surface, fillet, and some groove welds in various positions. This course will also give the student an opportunity to take an AWS 1G-Certification test on steel plate. During the course, the student will also learn how to properly set up and use a plasma cutter, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab)

**WLD 2224/L GTAW II WELDING (TIG)/ LAB**

Prerequisite: WLD 1224 or permission of the instructor. The course covers the practical application of GTAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. The student will also get an introduction to welding aluminum with the GTAW process. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (1-hour lecture, 6 hours lab)

**WLD 1244 LAYOUT AND PIPEFITTING I**

The study of fitting together structured steel by using various formulas to develop angles of cut and fit. This course will cover various print reading concepts as well as how to use various measurement systems and tools. At the conclusion of this course, the student should be able to lay out many different angles and fits on beams, angles, channels, and many other structural steels. (4 hours, lecture/lab combined)

**WLD 2244 LAYOUT AND PIPEFITTING II**

Prerequisite: WLD 1244 or consent of instructor. The study of fitting together pipe by using various formulas to develop angles of cut and fit. The student will gain knowledge of how to incorporate these cuts into a multi turn piping system. This course will also cover drawing pipe templates in detail. At the conclusion of this course, the student should be able to take a shop drawing and fabricate a piping system with multiple turns. (4 hours, lecture/lab combined)

**WLD 1513 CUTTING PRINCIPLES AND PRACTICES**

This course will cover all aspects of cutting in the welding industry. The curriculum includes the oxyacetylene torch, plasma cutter, arc gouger, pattern cutter, and the proper use of the band saw. During the course, the student will have to demonstrate the proper use of each piece of equipment. (1-hour lecture: 4-hour lab)

**WLD 1404 WELD EVALUATION AND TESTING**

This course will include information about the different types of destructive tests, nondestructive tests, welding procedure qualifications, and welder performance qualifications. This course is designed to better inform the welder as to what standards he will be tested on as well as open a

door for a job in weld inspection (4 hours, lecture/lab combined)

**WLD 1613 WELDING METALLURGY**

Topics covered in the course will include the chemical, mechanical, and physical properties of metals, mechanical behavior, microstructure, and post-weld heat-treating. The student should leave this course with an introduction into the composition of metals and why it is important to maintain them.

## Arkansas Course Transfer System - ACTS

ACTS provides information regarding guaranteed transfer of courses between Arkansas public institutions. ACTS is beneficial for students, parents, and academic advisors because it provides accurate, up-to-date comparable course information for educational planning and informed decision-making. The ACTS database contains faculty-generated comparable course information for a number of courses offered at public institutions in Arkansas. comparable courses within ACTS are guaranteed to transfer for full credit to any Arkansas public institution.

ACTS Course Number	ACTS Course Name	SouthArk Course Number	SouthArk Course Name
ARTA 1003	Art Appreciation	ART 2003	Art Appreciation
BIOL 1004	Biology for Non-Majors	BIOL 1004	Fundamentals of Biology with Lab
BIOL 1014	Biology for Majors	BIOL 1114	Biology for Majors
BIOL 1024	Botany for Non-Majors	BIOL 1034/103L	General Botany with Lab
BIOL 1034	Botany for Majors	BIOL 1034/103L	General Botany and Lab
BIOL 1054	Zoology	BIOL 1024/102L	Zoology and Lab
BIOL 2004	Introductory Microbiology	MBIO 1124	Microbiology/Lab
BIOL 2404	Human Anatomy and Physiology I *	BIOL 2064	Human Anatomy and Physiology I
BIOL 2414	Human Anatomy and Physiology II *	BIOL 2074	Human Anatomy and Physiology II
CHEM 1004	Chemistry I for General Education	CHEM 1064	Fundamentals of Chemistry
CHEM 1214	Chemistry I for Health Related Professions	CHEM 1014/L	Chemistry I for Health Science Professionals and Lab
CHEM 1414	Chemistry I for Science Majors	CHEM 1024	Chemistry I for Science Majors/Lab
CHEM 1424	Chemistry II for Science Majors	CHEM 1124/112L	Chemistry II for Science Majors/Lab
CPSI 1003	Introduction to Computers	CSCI 1003	Computers and Information Processing
CRJU 1023	Introduction to Criminal Justice	CJ 1103	Introduction to Criminal Justice
DRAM 1003	Theatre Appreciation	THEA 2003	Theatre Appreciation
ECON 2103	Principles of Macroeconomics	ECON 2003	Macroeconomics Principles

<b>ACTS Course Number</b>	<b>ACTS Course Name</b>	<b>SouthArk Course Number</b>	<b>SouthArk Course Name</b>
ECON 2203	Principles of Microeconomics	ECON 2103	Microeconomics Principles
ENGL 1013	Composition I	ENGL 1113	Composition I
ENGL 1023	Composition II	ENGL 1123	Composition II
ENGL 2023	Introduction to Technical Writing	ENGL 2043	Technical Writing for Industry
ENGL 2113	World Literature I	ENGL 2213	Literature I
ENGL 2123	World Literature II	ENGL 2223	Literature II
ENGL 2653	American Literature I	ENGL 2653	American Literature I
ENGL 2663	American Literature II	ENGL 2663	American Literature II
GEOG 1103	Introduction to Geography	GEOG 2003	Introduction to Geography
GEOL 1114	Physical Geology	GEOL 1004/100L	Physical Geology lecture and Lab
GEOL 1134	Historical Geology	GEOL 1014/L	Historical Geology Lecture and Lab
HEAL 1003	Personal Health	HPER 1403	Personal and Community Health
HIST 1213	Western Civilization I	HIST 1003	History of Civilization to 1700
HIST 1223	Western Civilization II	HIST 1013	History of Civilization Since 1700
HIST 2113	United States History I	HIST 2013	History of the United States to 1876
HIST 2123	United States History II	HIST 2023	History of the United States Since 1876
MATH 1103	College Algebra	MATH 1023	College Algebra
MATH 1203	Plane Trigonometry	MATH 1033	Plane Trigonometry
MATH 2103	Introduction to Statistics	MATH 2103	Introduction to Statistics
MATH 2405	Calculus I	MATH 2015	Calculus I
MATH 2505	Calculus II	MATH 2115	Calculus II
MUSC 1003	Music Appreciation	MUS 2003	Music Appreciation
PHIL 1103	Philosophy	PHIL 2003	Introduction to Philosophy
PHSC 1004	Physical Science	PHYS 2024/202L	The Physical Sciences/ Lab



<b>ACTS Course Number</b>	<b>ACTS Course Name</b>	<b>SouthArk Course Number</b>	<b>SouthArk Course Name</b>
PLSC 2003	American National Government	PSCI 2003	American Government: National
PLSC 2103	State and Local Government	PSCI 2013	American Government: State and Local
PSYC 1103	General Psychology	PSYC 2003	General Psychology
PSYC 2103	Developmental Psychology	PSYC 2223	Developmental Psychology
SOCI 1013	Introduction to Sociology	SOC 2003	Introduction to Sociology
SPAN 1013	Spanish I	SPAN 1014	Elementary Spanish I
SPAN 1023	Spanish II	SPAN 1023	Elementary Spanish II
SPCH 1003	Introduction to Oral Communication	SPCH 1113	Principles of Speech
ACCT 2003	Principles of Accounting I **	ACCT 2003	Principles of Accounting I
ACCT 2013	Principles of Accounting II **	ACCT 2103	Principles of Accounting II
BUS 1013	Introduction to Business	BUS 1003	The American Enterprise System
BUS 1103	Keyboarding **	ADMS 1023	Intermediate Keyboarding
BUS 2013	Business Communications **	BUS 2063	Business Communications
BUS 2103	Business Studies **	BUS 2013	Quantitive Analysis

\*Human Anatomy and Physiology I and Human Anatomy and Physiology II must be taken at the same institution to be transferable.

\*\*Accounting and business courses are not general education core courses.

# Faculty and Staff

**Jones, Barbara**, President, Ph.D., University of Nebraska-Lincoln, M.H.S., Louisiana State University, B.S., University of Louisiana –Monroe (2009)

**Cantu, Valeriano**, Vice President of Learning; Ed.D., Texas Tech University; M.B.A, B.B.A, Angelo State University (2008)

**Hill, Curtis**, Vice President of Student Services; Ed.D., Baylor University, M.S., Texas A&M University; B.B.A., East Texas State University (2010)

**Hairston, Lathan**, CPA (Inactive) Vice President of Fiscal Affairs; B.A., University of Arkansas Monticello (2011)

**Agbeko, Joseph**, Instructor, Mathematics; M.S., Youngstown State University, B.A., University of Cape Coast (2010)

**Anglin, Tara**, Community Education Coordinator; B.B.A., University of Central Arkansas (2012)

**Badgley, Vicki**, Professor, Computer Information Systems; M.B.A., Northeast Louisiana University; B.S., Northwestern State University (1990)

**Baine, Jennifer**, Assistant Professor, English; M.A., B.A., Louisiana Tech University (2005)

**Ballard, Phillip**, Dean of Liberal Arts, M.A., East Texas State University; B.S.E., Henderson State University (1987)

**Bates, Linda**, Instructor, Chemistry; M.S., B.S., Louisiana Tech University (2010)

**Benson, Carol**, Instructor, English, Coordinator, Basic Studies; M.A., Louisiana Tech University; B.A., University of Arkansas (2006)

**Benson, Josh**, Instructor, Welding; Technical Certificate, Great Rivers Vocational-Technical Institute (2011)

**Bolden, Brandon**, College & Career Coach; B.A., University Arkansas Monticello (2009)

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# Index

## A

About the College 3, 5  
Academic Appeals 24, 32  
Academic Calendar 3, 23  
Academic Fresh Start 35, 36  
Academic Hearing Committee 24  
Academic Honors 33  
Academic Probation 9, 27  
Academic Standards Committee 24, 35, 75  
Accounting 134, 164  
Accreditation 6, 7, 97, 107, 111, 130, 175  
Activities 10, 11, 52, 85, 216  
Adding a Course 9  
Administrative Assistant Technology 70, 134, 135  
Admissions 3, 16, 18, 20, 109  
Adult Education 3, 11, 157, 160, 213, 215, 216  
Advanced Placement 20, 114, 125  
Advising 9, 23  
Anatomy and Physiology 77, 78, 128  
Art 73, 77, 78, 89, 90, 92, 93, 137, 164, 215  
ASSET 16, 19, 25, 26, 80, 86, 99, 102, 103, 106, 108, 109, 110, 117, 129, 132, 143, 144, 148, 149, 151, 152, 154, 155, 179  
Associate of Applied Sciences 70  
Associate of Arts 17, 71, 77, 84, 89, 92  
Attendance 32, 62  
Automotive Service Technology 7, 37, 70, 143, 151, 215

## B

Basic Studies 9, 25, 26, 27, 33, 44, 56, 57, 80, 86, 87, 89, 90, 93, 99, 102, 103, 106, 108, 110, 112, 117, 122, 129, 132, 143, 148, 149, 151, 152, 154, 155, 203  
Biology 73, 77, 78, 87, 89, 90, 92, 93, 120, 122, 137, 212  
Bistro 14, 43, 53  
Board of Trustees 5, 6, 64  
Bookstore 11, 21, 36, 38, 61, 160, 216  
Botany 73, 77, 78, 120  
Business 3, 9, 10, 11, 12, 19, 45, 65, 70, 71, 102, 133, 134, 135, 137, 138, 139, 141, 142, 143, 148, 149, 151, 168, 170, 180, 185, 214, 215  
Business Administration 70, 141, 142  
Business and Technical Education 9, 10, 12, 143, 215  
Business Law 168

## C

Calculus 73, 77, 91, 137, 185  
Campus Connect 14, 23, 25, 29, 45, 66  
Career Pathways Initiative 9, 37, 214, 215

Certificate of General Studies 78  
Certificate of Proficiency 70, 145, 146, 147  
Chemistry 73, 77, 78, 87, 105, 106, 120, 128, 153, 187, 212  
College Algebra 19, 26, 27, 73, 77, 78, 86, 89, 90, 92, 93, 105, 107, 111, 120, 121, 128, 131, 135, 137, 139, 142, 150, 153, 166  
College-Level Examination Program 21  
College Transition 38, 54  
Commencement 52  
Communications 164, 168, 169  
Community Education 3, 158, 160, 162, 215  
COMPASS 11, 16, 19, 25, 26, 38, 54, 59, 64, 80, 86, 99, 102, 103, 106, 108, 109, 110, 117, 119, 129, 132, 135, 143, 144, 148, 149, 151, 152, 154, 155, 179  
Computer Engineering 7, 145, 146  
Computer Information Technology 70, 138  
Computer Science 170  
Computer Use Policy 39  
Core Curriculum 73  
Cosmetology 7, 52, 70, 147, 148, 173, 174, 215  
Counseling 9, 41, 53  
Course Descriptions 3, 23, 164  
Course Placement 26  
Credit  
    by Examination 21  
    for Previous Training 21  
    for Work 75  
Crime Statistics 46  
Criminal Justice 7, 70, 79, 80, 214

## D

Dean's List 33  
Distance Learning 9, 41  
Dropping a course 9  
Drug Policy 42

## E

Early Childhood Education 9, 37, 70, 85, 86, 87, 88, 92, 174  
Economics 73, 77, 78, 137, 141, 142, 176  
Emergency Medical Technology 9, 97, 213  
Employee information 212  
English 18, 19, 25, 27, 54, 59, 72, 73, 77, 86, 87, 89, 90, 91, 92, 93, 119, 123, 135, 137, 150, 161, 164, 166, 168, 178, 179, 188, 212, 214  
English as a Second Language 161  
Enrollment Services 9, 10, 11, 16, 18, 19, 20, 22, 23, 25, 28, 29, 36, 43, 72, 97, 213  
Entrepreneurship 148, 179

## F

Fees 11, 64, 65, 68  
Film 164, 168, 169



Financial Aid 3, 10, 11, 36, 53, 55, 56, 57, 58, 61, 62, 215  
Fine Arts 73, 77, 78, 89, 90, 92, 93  
Foundation 60, 143, 144, 215  
French 180

## **G**

General Education 71, 72, 74, 89, 100, 125, 126, 150  
General Studies 70, 78  
General Technology 70, 145, 148, 150, 152, 206  
Geography 73, 77, 78, 87, 90, 91, 93, 94, 150, 180  
Geology 73, 77, 78, 91, 94  
Grade Point Average 33, 34, 43  
Graduation 71, 114, 125

## **H**

Health Education 180  
Health Sciences 12, 96, 113, 121, 128  
History 73, 77, 78, 79, 90, 91, 92, 93, 94, 99, 137, 148, 150, 177, 183, 191, 212  
Hours of Operation 14

## **I**

Industrial Equipment Maintenance 37, 70, 151, 152  
International Students 20

## **L**

Learning Center 10, 11, 49, 104, 109, 110, 214  
Liberal Arts 3, 10, 12, 71, 77, 212  
Library 10, 39, 49, 50, 65, 68, 213, 216  
Literature 50, 73, 77, 78, 89, 91, 92, 94, 137, 179, 214

## **M**

Management 178, 184, 187, 190, 192  
Mathematics 27, 72, 77, 78, 86, 89, 90, 92, 93, 119, 137, 150, 153, 161, 212  
Medical Laboratory Science 70, 105, 213  
Microbiology 186, 187  
Mission Statement 5  
Music 10, 73, 77, 78, 89, 90, 92, 93, 137, 158, 188, 213

## **N**

Non-Credit Programs 159  
Nursing 7, 10, 52, 70, 71, 103, 113, 114, 115, 116, 117, 123, 124, 125, 126, 189, 194, 200, 201, 212, 213, 214, 215

## **O**

Occupational Therapy Assistant Program 7, 70, 107, 108, 189, 190, 191, 214

Orientation 50, 105, 121

## **P**

Parking 10, 43, 49

Performance and Media Arts 81, 191

Philosophy 73, 77, 78

Phlebotomy 108, 185

Physical Education 77, 215

Physical Science 77, 78, 99, 137, 153

Physical Therapist Assistant Program 71, 111, 191, 212, 214

Physics 199

Piano 10, 187, 188

Political Science 193

Pre-Health Sciences 70, 119

President's Honor Roll 33

President's Welcome 2

Process Instrumentation 195, 196, 197

Process Technology 71, 153, 212

Programs 3, 7, 9, 10, 11, 22, 68, 70, 77, 84, 88, 97, 119, 130, 134, 143, 160, 176, 193, 212

Psychology 73, 77, 78, 79, 86, 87, 90, 91, 93, 94, 99, 107, 111, 118, 120, 122, 125, 128, 131, 135, 148, 150, 212

## **R**

Radiologic Technology 7, 71, 121, 198, 213

Registration 23, 25, 38, 44, 46, 68, 160

Respiratory Therapy 71, 127, 128, 201, 202, 203, 213

## **S**

Scholarships 3, 11, 58, 59, 60

Secondary Technical Center 39, 216

Security 10, 11, 43, 46, 47, 48, 64, 161

Social Sciences 73, 91, 92, 94

Sociology 73, 77, 78, 87, 90, 91, 107, 135, 137, 148, 150

SouthArk Success 203

Spanish 204

Speech 204

Student Conduct 29, 42

Student Services 3, 11, 15, 24, 29, 31, 35, 37, 40, 46, 50, 51, 52, 212

Student Services Committee 24, 31, 50

Surgical Technology 7, 11, 65, 71, 130, 131, 132, 204, 205

## **T**

Table of Contents 3

Teacher Education 123, 133, 160, 174, 176, 180, 186, 191, 198, 199

Teaching 71, 84, 85, 86, 89, 92, 175, 176, 177

Technical Certificate 17, 24, 72, 78, 85, 86, 97, 98, 99, 100, 101, 113, 119, 134, 135, 139, 141, 142, 143, 145, 147, 148, 149, 152, 153, 155, 176, 212

Technical Education 7, 9, 10, 12, 38, 143, 206, 215  
Testing 10, 11, 16, 21, 54, 155, 157, 207, 214  
Theatre 73, 77, 78, 81, 82, 83, 89, 90, 137, 191, 205, 206, 209, 221  
Tobacco Policy 45  
Transferring 16, 18, 20, 54, 57, 59, 77, 213  
Trigonometry 73, 77, 91, 94  
Tuition 3, 28, 58, 60, 63, 64, 65, 66, 67, 68

## **W**

Waiver 60, 61, 66  
Welding 7, 12, 37, 52, 70, 151, 155, 156, 157, 158, 206, 207, 208, 212  
Withdrawal 33, 62  
    from college 22  
Workforce Alliance for Growth in the Economy 11, 161  
Work Study 55, 68

## **Z**

Zoology 73, 77, 78, 120