President’s Welcome

A Message from the President

Welcome to South Arkansas Community College. As a comprehensive community college we provide programs and services for the citizens of south Arkansas. Our dedicated faculty, staff and administration are here to assist you in meeting your educational goals.

SouthArk is a learning centered institution. We strive to place learning first and are dedicated to student development and success. We make students active partners in the learning process.

This catalog provides information about our programs and services. We offer a variety of educational opportunities with flexible and varied methods of delivery. This includes classroom instruction and distance education course offerings.

We encourage you to contact us directly or visit our college. For more information about South Arkansas Community College please visit our web site at www.southark.edu.

Sincerely,

Alan Rasco Ed.D.
President

Un Mensaje del Presidente

Bienvenido a South Arkansas Community College. Nosotros como entendida universidad comunitaria que somos proveemos programas y servicios para los habitantes del sur de Arkansas. Nuestros dedicados facultativos, personal y administración están para asistirlo en lograr sus metas educativas.

SouthArk es una institución centrada en el aprendizaje. Nos esforzamos por ponerlo en primer lugar y nos dedicamos al desarrollo y éxito de nuestros estudiantes. Hacemos de nuestros estudiantes socios activos en el proceso de aprendizaje.

Este catálogo prove información acerca de nuestros programas y servicios. Ofrecemos una variedad de oportunidades educacionales con flexibles y variados métodos de enseñanza. Esto incluye instrucción en clase y cursos educativos ofrecidos a distancia.

Le animamos a que se contacte con nosotros directamente vía telefónica o que visite nuestra universidad. Para más información acerca de South Arkansas Community College por favor visite nuestra página web www.southark.edu

Sinceramente,

Alan Rasco Ed.D
Presidente
South Arkansas Community College has published this catalog to provide general information regarding program and course offerings. The information contained is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. 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 and to read the Student Handbook, which contains more information on student life and college policies.

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The cover is a picture of the thought to be extinct Ivory Billed Woodpecker. This bird has reportedly been sited in South Arkansas Community College’s service area.
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
1. To provide an environment that fosters excellence in learning and teaching.
2. To provide a university transfer program of high academic quality for students who plan to continue their education.
3. To offer degree and certificate programs to develop or enhance occupational skills that prepares learners for a changing global economy.
4. To provide developmental courses to prepare students to do college level work.
5. To provide adult education and workforce development.
6. To provide comprehensive student services to enhance students’ success.
7. To promote the civic and cultural life and the economic development of the community.
8. 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.
1. **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.

2. **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.

3. **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.

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

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

6. **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.

- Ms. Martha Beebe .............................................. 12-31-2008
- Mr. Steve Cousins, Vice Chair .............................................. 12-31-2008
- Ms. Veronica Creer .............................................. 12-31-2012
- Mr. John Dews .................................................. 12-31-2010
- Ms. Sherrel Johnson .............................................. 12-31-2012
- Dr. Kermit Parks, Secretary .................................................. 12-31-2008
- Mr. David Ross .................................................. 12-31-2010
- Mr. Jeff Teague, Chair .................................................. 12-31-2010
- Mr. Charlie Thomas .................................................. 12-31-2012
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.

All contributions are tax deductible as allowed by law. Foundation Board members are as follows:

- Clara Jones (President)
- Martha Sue Beebe (Vice President)
- Robin Carroll (Secretary)
- Pete Parks (Treasurer)
- Cynthia Reyna (Executive Director)
- James Baine
- Steve Cameron
- John Dews
- Blake Fain
- Lanatter Fox
- Lamar Hammons
- Randy Haynie
- Ed Henley
- Phil Herring
- Dr. Carolyn Langston (Emeritus)
- Luther Lewis
- Tandy Menefee
- Deborah Nolan
- Dan Redmond
- David Skinner
- Jeff Teague
- Charles Thomas
- Steve Wells
- Knox White
- Dr. Alan Rasco (Ex Officio)
- Vernie Meador (Ex Officio)

Accreditation and Affiliations
The College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (North Central Association of Colleges and Schools, 30 N. LaSalle Street, Suite 2400, Chicago, IL 60602-2504; phone 312-263-0456; www.ncahigherlearningcommission.org). The institution is approved by the Arkansas State Department of Higher Education and the Veterans Approval Agency of the Arkansas Department of Education. The college also holds institutional membership in the American Association of Community Colleges (AACC). Health Sciences programs are accredited by their respective accrediting organizations: the Committee on Accreditation of Allied Health Education Programs upon recommendation by the National Accrediting Agency for Clinical Laboratory Sciences for the Clinical Laboratory Science Program; the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA); the Commission on Accreditation in Physical Therapy Education (CAPTE); and the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, (312) 704-5300, e-mail: mail@jrcert.org; The Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL 33756, (727) 210-2350 for Emergency Medical Technology. The National Institute for Automotive Service Excellence accredits the Automotive Service Technology Program.

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).

Persons 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 Southwest Ave.
El Dorado, AR 71730
(870) 862-8131 or 1-800-955-2289 Toll Free

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 Academic Affairs and Student Services. 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 Academic Affairs and Student Services 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.

Helpful Contacts at SouthArk

<table>
<thead>
<tr>
<th>FOR</th>
<th>WHO</th>
<th>WHERE</th>
<th>PHONE</th>
</tr>
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<tbody>
<tr>
<td>Academic Advising</td>
<td>Cathy Lehew</td>
<td>AB104A/W</td>
<td>864-7141</td>
</tr>
<tr>
<td>Academic Probation</td>
<td>Dean Inman, Director of Enrollment Services</td>
<td>AB104B/W</td>
<td>864-7142</td>
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<tr>
<td>Adult Education</td>
<td>Patricia Bates, Director of Adult Basic Education</td>
<td>CB106E</td>
<td>864-7182</td>
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<tr>
<td>Business and Computer Programs</td>
<td>Donna Hendricks Vicki Badgley</td>
<td>CT206W CT131W</td>
<td>864-7177 864-8400</td>
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<td>Clinical Laboratory Science Program</td>
<td>George Roberts, Dean of Health and Natural Science</td>
<td>CB106W</td>
<td>864-7102</td>
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<td>Community Classes Contract Training</td>
<td>Lynda Cheek, Director of Corporate and Community Edu.</td>
<td>WF149E</td>
<td>864-7193</td>
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<td>Computer Services</td>
<td>Dr. Timothy Kirk, Chief Information Officer</td>
<td>CT226W</td>
<td>864-7154</td>
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<tr>
<td>Counseling</td>
<td>Mary Ellen Wilson</td>
<td>AB106C/W</td>
<td>862-8131 Ext. 235</td>
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<td>Distance Education</td>
<td>Position Vacant</td>
<td>CT108W CT226W</td>
<td>862-8131 Ext. 406 864-7154</td>
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<td>Drop/Add Courses</td>
<td>Dean Inman, Director of Enrollment Services</td>
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<tr>
<td>Early Childhood Education</td>
<td>Mary Pat Cook, Director of Education</td>
<td>AB203D/W</td>
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<td>Enrollment Services Office</td>
<td>Dean Inman, Director of Enrollment Services</td>
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<td>Emergency Medical Technology Program</td>
<td>Ken Kelley, Director of EMT</td>
<td>WF130E</td>
<td>864-8496</td>
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<td>Financial Aid</td>
<td>Veronda Tatum, Director of Financial Aid</td>
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<td>GAIN Project</td>
<td>Barbara Hogg</td>
<td>WF113E</td>
<td>864-8452</td>
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<td>Graduation Applications</td>
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<td>Health and Natural Sciences</td>
<td>Dr. George Roberts, Dean</td>
<td>CB106W</td>
<td>864-7102</td>
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<tr>
<td>Health Information Tech.</td>
<td>Debra Moring, Director of HIT</td>
<td>CB229A/W</td>
<td>864-7165</td>
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<td>Human Resource/Equal Opportunity Affirmative Action</td>
<td>Becky Riggs, Personnel Director</td>
<td>AB304B/W</td>
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<td>Industrial Equipment Maintenance</td>
<td>Jim Hackney, Vice President of Workforce Education</td>
<td>CB109E</td>
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<tr>
<td>Institutional Research</td>
<td>Dr. Debra Hagen-Foley, Director of Institutional Effectiveness</td>
<td>AB102A/W</td>
<td>862-8131 Ext. 413</td>
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<td>ID Cards</td>
<td>Casey Martin, Director of The Learning Center</td>
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<td>Industry/Business Training</td>
<td>Lynda Cheek, Director of Corporate and Community Edu.</td>
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<td>Liberal Arts and Business</td>
<td>Dr. Tom Young, Dean</td>
<td>AB203B/W</td>
<td>864-7156</td>
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<td>Media Relations</td>
<td>Amanda Cooley, Public Information Officer</td>
<td>AB105C/W</td>
<td>864-7111</td>
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<td>Music/Piano/Voice Lessons</td>
<td>Victoria Harden, Music Instructor</td>
<td>AB229C/W</td>
<td>864-7176</td>
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<td>Network Security Technology</td>
<td>Vicki Badgley, Instructor NST</td>
<td>CT131W</td>
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<td>Occupational Therapy Assistant Program</td>
<td>Dr. Sandra Pugh, Director of OTA</td>
<td>CB242W</td>
<td>864-7171</td>
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<td>Parking Issues</td>
<td>Carl Blake, Public Safety Director</td>
<td>CB125W</td>
<td>864-7125</td>
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<td>Parking Stickers</td>
<td>Carol Modica-Smith, Business Office</td>
<td>AB304W</td>
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<td>Physical Therapist Assistant Program</td>
<td>Dr. Jennifer Parks, Director of PTA</td>
<td>CB231B/W</td>
<td>864-7189</td>
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<td>Practical and RN Nursing Programs</td>
<td>Nita Green, Director of Betty Owen School of Nursing</td>
<td>CB109W</td>
<td>862-8131 Ext. 245</td>
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<td>Publicity</td>
<td>Amanda Cooley, Public Information Officer</td>
<td>AB105C/W</td>
<td>864-7111</td>
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<td>Radiologic Technology</td>
<td>Debby Edney, Director</td>
<td>CB 115W</td>
<td>862-8131 Ext. 226</td>
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<tr>
<td>Recruitment</td>
<td>Randy Jerry, Recruiter and Student Activities Specialist</td>
<td>CT104A/W</td>
<td>864-8414</td>
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<tr>
<td>Room Scheduling:</td>
<td>Susan Jordan, Administrative Assistant, Office of the President</td>
<td>AB203B/W</td>
<td>864-7107</td>
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**Administration Bdg. (W)-Board & Conference Rooms:**
- **Atrium, Classroom Building**
- **Conference Room, CT Building**
- **Library Auditorium**
- **Student Center, CT Building**

**Classrooms (W) Administration-- 202, 206:**
- **Classroom Building--103, 208, 210, 211, 212, 213,214, 215,226,227,228**
- **Computer Technology Building--126, 131, 140, 203, 209, 225**

**Classrooms and Labs (W) Classroom Building—101, 102, 108, 133, 135, 209, 230, 231:**
- **Gary Mann, Division Secretary Liberal Arts and Business** | AB205W | 862-8131 Ext. 275 |
<p>| <strong>Donna Bone, Division Secretary, Health and Natural Sciences</strong> | CB106W | 862-8131 Ext 424 |</p>
<table>
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<tr>
<th>Department</th>
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<td>Gymnasium</td>
<td>Carol Modica-Smith, Business Office</td>
<td>AB304W</td>
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<td>Dr. George Roberts, Dean of Health and Natural Sciences</td>
<td>CB106W</td>
<td>864-7111</td>
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<td>Workforce Building, Classrooms/Conference Rooms (E)</td>
<td>Sue Stanley, Secretary, Corporate and Community Edu.</td>
<td>WF146E</td>
<td>864-7192</td>
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<td>Scholarships</td>
<td>Veronda Tatum, Director of Financial Aid</td>
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<td>Security/Emergencies</td>
<td>Carl Blake, Director of Public Safety</td>
<td>CB125 W</td>
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<td>Secondary Career Center</td>
<td>Dr. Larry Moser</td>
<td>CB146E</td>
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<td>SouthArk Off-Campus Programs</td>
<td>Dr. Tom Quinn, Vice President of Academic and Student Services</td>
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<td>Student Activities and Organizations</td>
<td>Randy Jerry, Recruiter and Student Activities Specialist</td>
<td>CT104A/W</td>
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<td>Student Placement</td>
<td>Lynda Cheek, Director of Corporate and Community Edu.</td>
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<td>Student Loans</td>
<td>Veronda Tatum, Director of Financial Aid</td>
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<td>Student Schedules</td>
<td>Dean Inman, Director of Enrollment Services</td>
<td>AB104B/W</td>
<td>864-7142</td>
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<td>Student Support Services (TRIO)</td>
<td>Elizabeth Dugal, Director of Student Support Services</td>
<td>AB106D/W</td>
<td>864-7179</td>
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<td>Surgical Technology</td>
<td>Keitha Davidson, Program Director</td>
<td>MCSA, Warner Brown Campus</td>
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<td>Teaching (AAT) Program</td>
<td>Mary Pat Cook, Director of Education</td>
<td>AB203D/W</td>
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<td>Testing – COMPASS</td>
<td>Casey Martin, Director of The Learning Center</td>
<td>CT220W</td>
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<td>Patricia Bates, Director of Adult Education</td>
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<td>Textbooks</td>
<td>Betty Stinson, Bookstore</td>
<td>CB132W</td>
<td>864-7151</td>
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<td>Transcripts</td>
<td>Lillie Wright, Enrollment Services Office</td>
<td>AB104W</td>
<td>862-8131 Ext. 244</td>
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<td>Truck Driver Training</td>
<td>Jim Hackney, Vice President of Workforce Education</td>
<td>CB109E</td>
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<td>Tuition &amp; Fee Information</td>
<td>Gwenda Island, Business Office</td>
<td>AB302D/W</td>
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<td>Tuition &amp; Fee Payments</td>
<td>Bookstore</td>
<td>CB132W</td>
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<td>Tutoring (The Learning Center)</td>
<td>Casey Martin, Director of The Learning Center</td>
<td>CT103W/CT220W</td>
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<td>Veterans Affairs</td>
<td>Veronda Tatum, Director of Financial Aid</td>
<td>AB105D/W</td>
<td>864-7133</td>
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Fall Semester 2007
Aug. 17  Friday  Faculty In-Service
Aug. 20  Monday  Advising and registration
Aug. 21  Tuesday  Advising and registration
Aug. 22  Wednesday  Classes begin
Aug. 23  Thursday, 4 p.m.  Last day of late registration or to add a class without instructor permission
Sept. 3  Monday  Labor Day Holiday, college closed
Sept. 4  Tues., 4 p.m.  Last day to change to audit status
Oct. 12  Friday  Last day to apply for December graduation
Oct. 19  Friday  Faculty In-Service, college closed
Nov. 21  Wed.  Thanksgiving holiday, no classes
Nov. 22-23  Thurs. – Fri.  Thanksgiving holiday, college closed
Dec. 5  Wednesday  Last day to withdraw from a course with a grade of “W”
Dec. 12  Wednesday  Last day of regular classes
Dec. 13-19  Thurs.-Wed.  Final examinations
Dec. 19  Wednesday  Semester ends
Dec. 20  Thursday  Grades due electronically
(81 teaching days & 4 In-Service)

Spring Semester 2008
Jan. 8  Tuesday  Faculty In-Service
Jan. 9  Wednesday  Advising and registration
Jan. 10  Thursday  Advising and registration
Jan. 11  Friday  Faculty In-Service
Jan. 15  Tuesday  Classes begin
Jan. 16  Wed. 4 p.m.  Last day of late registration or to add a class without instructor permission
Jan. 21  Monday  Martin Luther King Holiday, college closed
Jan. 29  Tuesday  Last day to change to audit status
Feb. 26  Tuesday  Last day to apply for May graduation
March 24-25  Mon.-Tuesday  Spring break, no classes
March 26-28  Wed.-Friday  Spring break, college closed
April 30  Wednesday  Last day to withdraw from a course with a grade of “W”
May 2  Friday  Last day of regular classes
May 5-8  Mon.-Thurs.  Final examinations
May 9  Friday  Semester ends—May Commencement Exercise
May 9  Friday  Grades due electronically
(79 teaching days & 4 Registration and In-Service)
# Summer Semester 2008

## First Term

<table>
<thead>
<tr>
<th>Date</th>
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<td>Advising and registration</td>
</tr>
<tr>
<td>May 26</td>
<td>Monday</td>
<td>Memorial Day holiday, college closed</td>
</tr>
<tr>
<td>May 27</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 28</td>
<td>Wednesday</td>
<td>Last day of late class registration or to add a class</td>
</tr>
<tr>
<td>June 3</td>
<td>Tuesday</td>
<td>Last day to change to audit status and last day to apply for August graduation</td>
</tr>
<tr>
<td>June 18</td>
<td>Wednesday</td>
<td>Last day to drop a class/withdraw from the college</td>
</tr>
<tr>
<td>June 27</td>
<td>Friday</td>
<td>First summer term ends</td>
</tr>
</tbody>
</table>

## Second Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 26</td>
<td>Thursday</td>
<td>Advising and registration</td>
</tr>
<tr>
<td>June 27</td>
<td>Friday</td>
<td>Advising and registration</td>
</tr>
<tr>
<td>June 30</td>
<td>Monday</td>
<td>Mid-Session break</td>
</tr>
<tr>
<td>July 1</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>July 2</td>
<td>Wednesday</td>
<td>Last day of class registration or to add a class</td>
</tr>
<tr>
<td>July 4</td>
<td>Friday</td>
<td>Fourth of July holiday, college closed</td>
</tr>
<tr>
<td>July 10</td>
<td>Thursday</td>
<td>Last day to change to audit status</td>
</tr>
<tr>
<td>July 31</td>
<td>Thursday</td>
<td>Last day to drop a class/withdraw from the college</td>
</tr>
<tr>
<td>August 5</td>
<td>Tuesday</td>
<td>Second summer term ends</td>
</tr>
</tbody>
</table>

## Long Term

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 22</td>
<td>Thursday</td>
<td>Advising and registration</td>
</tr>
<tr>
<td>May 23</td>
<td>Friday</td>
<td>Advising and registration</td>
</tr>
<tr>
<td>May 26</td>
<td>Monday</td>
<td>Memorial Day holiday, college closed</td>
</tr>
<tr>
<td>May 27</td>
<td>Tuesday</td>
<td>Classes begin</td>
</tr>
<tr>
<td>May 28</td>
<td>Wednesday</td>
<td>Last date of late class registration or to add a class</td>
</tr>
<tr>
<td>May 29</td>
<td>Thursday</td>
<td>Last day to apply for August graduation</td>
</tr>
<tr>
<td>June 3</td>
<td>Tuesday</td>
<td>Last day to change to audit status</td>
</tr>
<tr>
<td>June 30</td>
<td>Monday</td>
<td>Mid-session break</td>
</tr>
<tr>
<td>July 1</td>
<td>Tuesday</td>
<td>Classes resume</td>
</tr>
<tr>
<td>July 4</td>
<td>Friday</td>
<td>Fourth of July holiday, college closed</td>
</tr>
<tr>
<td>July 31</td>
<td>Thursday</td>
<td>Last day to drop a class/withdraw from the college</td>
</tr>
<tr>
<td>August 5</td>
<td>Tuesday</td>
<td>Long summer term ends</td>
</tr>
</tbody>
</table>

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 will normally be made by 6 a.m. If students do not hear a media announcement that the college is closed, classes are canceled, or classes will begin late, they should proceed as usual. When classes are canceled because of inclement weather, the following local media will be notified: KTVE Channel 10, KIX 103.3 FM, Eagle 93.3 FM, and KLBQ 98.7 FM. The College may reschedule 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 is normally open between the hours of 8 a.m. and 5 p.m. Monday through Friday during the academic calendar year. However the college does close the campus early before holidays. The hours of operation during the summer sessions will be shortened on Friday afternoon.
<table>
<thead>
<tr>
<th>Admissions Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Requirements</td>
</tr>
<tr>
<td>Application Procedures</td>
</tr>
<tr>
<td>When to Apply</td>
</tr>
<tr>
<td>Re-Admissions</td>
</tr>
<tr>
<td>Credit Transfers</td>
</tr>
</tbody>
</table>

**Admission Requirements:**
South Arkansas Community College has an open-door admissions policy and offers equal educational opportunities for all citizens in the service area. Admission to the college does not ensure acceptance into a particular course or program of study. No one shall be denied admission based on race, gender, nationality, sexual orientation or national origin, 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. An official high school transcript and/or GED scores and college transcripts from every college attended or, if not a high school graduate or GED recipient, evidence of the ability to do college-level work.
3. Scores from one of the following five admissions tests: American College Testing Program (ACT), Scholastic Aptitude Test (SAT), Assessment of Skills for Successful Entry and Transfer Test (ASSET), or Computerized Adaptive Placement and Support System (COMPASS).
4. Proof of immunization. Arkansas State Law requires college students who were born after January 1, 1957, to provide proof of two immunizations against measles and rubella. Measles and rubella vaccines must have been received after the first birthday and after January 1, 1968.
5. 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. Optional starting dates throughout the year are available in some programs. 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.

**Re-Admission (Former students of SouthArk)**
Students previously enrolled at South Arkansas Community College who have been out of school for one or more semesters should contact the Office of Admissions. They must provide official transcripts from all institutions attended since their previous enrollment at South Arkansas Community College along with current demographic information.

**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 regionally accredited and the student successfully completed the course with a “C” or higher. Credits earned at other institutions will not be calculated in the student’s SouthArk cumulative GPA. 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.

**Tech-Prep Program Articulation Agreements**
Tech-Prep is a national educational reform movement, defined by the Carl D. Perkins Act and aimed at producing a highly skilled workforce. South Arkansas Community College has developed Tech-Prep articulation agreements with a number of school districts and will accept credit earned in these programs. It is the responsibility of the students to submit to the Enrollment Services Office copies of articulation agreements for courses that will be transferred from high school programs. Twelve hours must be completed before articulations are 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.

**Credit by Examination**
South Arkansas Community College offers credit by examination for some of its introductory courses. In order to receive such credit, the student must petition the department involved. 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 thirty (30) combined CLEP and credit-by-examination hours.

6. Students must earn twelve (12) semester credits applicable to a degree or certificate at South Arkansas Community College 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 challenge course form from the Vice President of Academic and Student Services.

Credit for Previous Training or Experience
Students with knowledge or skills equivalent to those required in courses taught at South Arkansas Community College may be awarded credit in those courses. In order to earn such credit, the student must petition the department involved and the Vice President of Workforce Education. 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 thirty (30) credits.

Applying to Medical Programs
Students applying for admissions to some programs in the Health Sciences Division will be required to have a background security check. Students will 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 $50 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.

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 Instructor’s signature (after 11th class day)
3. Obtain the faculty advisor's signature
4. Obtain a Financial Aid Officer’s signature
5. Obtain a Business Officer’s signature
6. Turn in the completed form to the Enrollment Services Office
Steps in 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. For example, students required to take developmental course Writing II cannot register for Composition I. 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.
3. Access the college webpage at www.southark.edu and click on Campus Connect.
4. Use the college catalog to identify the graduation requirements for their programs. Unofficial transcripts are available in Campus Connect, and the graduation requirements are in the college catalog and on the homepage.
5. Get a copy of the master schedule. Confer with an academic advisor for assistance in person or by emailing a Division Dean at 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 and registration 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 published and posted on the College's web site in advance of each term. Not all classes are offered every semester. Students should check the Course
Descriptions section of the catalog to determine when courses are offered. The College reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.

Academic Advising
The purpose of academic advising at South Arkansas Community College is to communicate the expectations of the College, to orient students to higher education, and to help students meet their career goals. The program instructors in health, business, computers, natural sciences, and technical programs serve as academic advisors for students enrolled in these programs. Students in the AA Degree program can select an advisor of their choice. Students in all programs can seek academic advice by using advisor@southark.edu. Advisors are available during their posted office hours and during registration.

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 ten (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 ten (10) days, the problem is discussed 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: The student must present, in writing, within five (5) working days of the discussion with the Division Dean, a complaint to the office of the Vice President of Academic Affairs and Student Services (VPAASS). The complaint must include the specific grievance and specific remedies sought. The VPAASS has five (5) working days to respond in writing to the student. The VPAASS shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPAASS, then:

Step 4: Within five (5) working days, the student must present to the VPAASS a written request for 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 (5) 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.
Changing a Schedule/ Dropping and Adding Courses
Courses may be added until the last day of late registration as shown in the academic calendar. Students cannot add courses after the sixth (6th) day of the semester. Courses that are dropped on or before the eleventh (11th) class day are not recorded on the student's permanent record. After the eleventh (11th) day, students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences. The last day to drop a class is during the week preceding final exams. The specific date for each term 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 faculty 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 instructor's signature (after 11th class day)
3. Obtain the faculty advisor's signature
4. Obtain Financial Aid Officer’s signature
5. Obtain Business Officer’s signature and pay drop fee
6. Turn in the completed form to the Enrollment Services Office

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

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

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

1. Students who enroll in basic studies courses must satisfactorily complete the work for the courses and meet exit criteria designated by the instructor and/or department.
2. The instructor may initiate early exit from these courses based upon test scores or other objective measures.
3. In compliance with Arkansas Statutes, South Arkansas Community College uses standardized tests for course placement. The COMPASS, ASSET,
ACT, and SAT measure academic preparedness in reading, writing, and mathematics.

4. Students are placed in Basic Studies courses if scores on the COMPASS, ASSET, ACT, and/or SAT indicate a need for college preparatory work. The following courses are Basic Studies courses: Reading I and II, Fundamentals of Writing I and II, Fundamentals of Arithmetic, Elementary Algebra, and Intermediate Algebra.

5. Students whose placement scores show deficiencies may retake the COMPASS after waiting sixty (60) days if they have not enrolled in Basic Studies courses, by completing ten (10) hours of tutoring on the PLATO software in The Learning Center or completing ten (10) hours of tutoring through Adult Basic Education programs. Students who have enrolled in a Basic Studies course may not retake the COMPASS.

6. The College will accept ASSET or COMPASS scores if a student has been tested at another college. The student is responsible for having official test scores sent to the College.

**COURSE PLACEMENT TEST SCORES**

<table>
<thead>
<tr>
<th>Writing Skills</th>
<th>ACT Scores</th>
<th>ASSET Scores</th>
<th>COMPASS Scores</th>
<th>Courses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or below</td>
<td>23-35</td>
<td>01-41</td>
<td>Writing I</td>
<td></td>
</tr>
<tr>
<td>16-18</td>
<td>36-41</td>
<td>42-74</td>
<td>Writing II</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>42+</td>
<td>75-100</td>
<td>Composition I</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reading Skills</th>
<th>ACT Scores</th>
<th>ASSET Scores</th>
<th>COMPASS Scores</th>
<th>Courses Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or below</td>
<td>23-32</td>
<td>01-50</td>
<td>Reading I</td>
<td></td>
</tr>
<tr>
<td>16-18</td>
<td>33-41</td>
<td>51-81</td>
<td>Reading II</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>42+</td>
<td>82-100</td>
<td>Reading not required</td>
<td></td>
</tr>
</tbody>
</table>

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

| SAT Scores | English & Reading | Mathematics | |
|------------|-------------------|-------------| |
|            | 470 or above – Composition I | Reading not required |
|            | 460 or above – College Algebra |
Certificate-seeking students must demonstrate competency in communications and mathematics as listed with the certificate requirements in this catalog.

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

Non-degree-seeking students may complete ten (10) 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 sixty (60) years of age are exempt from basic studies requirements.

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

Students transferring from another college with more than fifteen (15) semester credits will not be required to take placement tests; however, transfer students must demonstrate basic skills in English and mathematics with either test scores or satisfactory completion of courses.

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

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

Students who are required to have two or more basic studies courses are required to take a three (3) credit-hour course entitled FYI 1003 Freshmen Year Information. This course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses.

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 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 attempted twelve (12) semester hours and who have a cumulative grade point average (GPA) less than 2.00 will be placed on academic probation.

Students placed on academic probation must consult a counselor 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 may remain on probation as long as they improve their cumulative GPA during the next semester. Probationary status will be removed when the cumulative GPA is 2.00 or above.

Students on academic probation who do not improve their cumulative GPA in the next semester will be academically suspended and must remain out of school for one semester; however, they may take basic studies courses during the suspension period. Upon returning after a period of suspension, students must consult a counselor and develop an academic plan before enrolling for the next term.

**Course length**

Fall and Spring semesters include 15 weeks of classes and approximately one week of examinations. The full summer session is approximately ten (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 English, reading, and mathematics. Other prerequisites are listed in the course descriptions.

**Course Load**

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

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

Students are required to have a valid sticker on their photo identification cards as proof of current enrollment at South Arkansas Community College. Photo identification cards and stickers are issued in The Learning Center (CT220W). ID cards are needed on campus to use The Learning Center, computer labs, the SouthArk library, and to access the online library.

**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 South Arkansas Community College. Audit students will pay the regular fee as indicated in the section entitled Tuition and Fees. No credit will be awarded for courses audited. The letters "AU" will be recorded in the grade column on the student's permanent record. Audited courses will be counted as part of the stated maximum load for a semester or term. The 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 Director of Admissions/Registrar in writing that public information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Enrollment Services Office. Additional information on education records is released only upon written student request except to the following persons:

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

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

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

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. Online students can e-mail the Enrollment Services Office at mfallin@southark.edu to change personal data.

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.

**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 Academic Affairs and Student Services.
- The Vice President of Academic Affairs and Student Services will determine whether further disciplinary action will be taken.
- All decisions may be appealed for review through the College's Student Due Process 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 "F" or "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
Courses that meet five times per week ..................................................... 6 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 ten-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.

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 Academic Affairs and Student Services that a student has excessive absences in a class. The VPAASS 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 VPAASS that the student is to be withdrawn from the class because of excessive absences and is to be assigned a grade of "F" or "WE" in accordance with South Arkansas Community College'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 can be defined as “the systematic process of gathering, interpreting, and using information about student learning” to make improvements on an ongoing basis in academic programs and support services. Students at SouthArk will be asked to participate in classroom discussion. Other measurements for assessment may include capstone courses, placement tests, the CAAP test, and surveys. All these activities are designed to provide useful information about what works well at the College and what needs improvement.

The more SouthArk learns about student learning, the more it can help students learn and succeed.
**Student Services**

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<th>Organizations</th>
<th>Distance Education Library Services</th>
<th>Student Activities</th>
<th>Bookstore</th>
<th>New Student Orientation</th>
<th>The Learning Center</th>
<th>Online Student Services</th>
<th>Transfer Assistance</th>
<th>Student Support Services</th>
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</table>

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

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

**Bookstore**
In addition to textbooks and general school supplies, t-shirts, shorts, hats, book bags, and other supplies are available in the Bookstore. Cash, check, Visa, MasterCard, and American Express are accepted. Used book buy-backs are held at the end of the Fall, Spring, and Second Summer terms. Online students should email bstinson@southark.edu to order textbooks. A shipping and handling fee will be charged.

**The Learning Center**
The Learning Center (TLC) provides free tutoring services to any SouthArk student. Full and part-time tutors and computer programs are available to students in order to assist them with collegiate assignments. Students may use TLC’s many computer-related programs, such as Microsoft Word, Speed Reader, and PLATO, to complete assignments. Appointments are not necessary, but tutors and computers are available on a first-come, first-serve basis. The professional tutors in TLC provide assistance in several academic areas including accounting, business, composition, mathematics, reading, science, and health. TLC is also a courtesy testing center for campus instructors, online courses, and distance learning courses. Currently, the HOBET for Allied Health and the COMPASS for placement tests are given in TLC. In addition, other entrance, statewide, and national
exams are proctored and administered here. Another service TLC provides to SouthArk students is the issuing and validating of student identification cards. For more information, contact TLC at 870.864.7196 (CT220W).

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

**Student Centers**
A student center is located on each campus and provides an area for students to visit with friends, watch television, or relax. Soft drinks, coffee, sandwiches, and snacks are available in the student centers.

**Food Service**
Food service is not provided at the College except for vending machines. Food is not allowed in computer labs or the Library Media Center.

**Organizations**
The College sponsors several organizations. For more information please see the Student Handbook.

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

**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 and meet College personnel. Students are given information about South Arkansas Community College to help them understand the College's policies and procedures.

**Online Student Services**
Services for online students can be found at www.southark.edu.

**Student Support Services (TRIO)**
Student Support Services is a TRIO program funded by the United States Department of Education. The program offers tutoring as well as academic, personal, and career counseling for students in need of assistance to succeed in college. To qualify, the student must meet one or more of the following criteria: (1) low income, (2) first generation student, (3) a documented physical or learning disability.

**Student Support Services provides services in:**
**Counseling:**
Students who qualify may receive personal, academic, career, and transfer counseling in Student Support Services. Group work may be offered in reducing test anxiety, stress management, money management, study skills, relationships, self-esteem, crisis intervention, and others as requested. Seminars and support groups are offered in anger management and divorce recovery.
Tutoring:
Tutors are available in academic areas including business, reading, composition, mathematics, science, and social studies.

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

Transfer Assistance:
Assistance is available to TRIO students who plan to transfer to a four-year institution upon completion of their programs at South Arkansas Community College. Students are given information on career decision making, requirements for transfer admission to four-year colleges, transfer scholarships, and other types of financial aid.

Support of Students with Disabilities:
Students must self-identify with the Vice President of Academic Affairs and Student Services to complete a Reasonable Accommodations Form. A disability file is initiated by the VPAASS, and the student is referred to the Learning Disability Specialist in Student Support Services. Students must provide documentation from a qualified professional on their disabilities. Students will meet with the Learning Disability Specialist to determine what accommodations are needed for the disability. Instructors are sent a notification letter of the accommodations for students. Students must request the accommodations each semester.
# Financial Aid

## General Information

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

To receive federally funded financial aid and some other financial aid, students must complete the *Free Application for Federal Student Aid* (FAFSA), 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 Arkansas Student Assistance Grant.

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

## Satisfactory Academic Progress

### Policy for Satisfactory Academic Progress

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

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

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

Students may receive financial aid for no longer than 150 percent of the published length of the educational program. For example, students must complete the requirements for a 60-hour degree or certificate by the time they have attempted 90 credit hours. Students must maintain a cumulative GPA of 2.0.
Students must complete the following minimum percentage of courses to maintain SAP:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Completion Percentage Required of Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 15 hours</td>
<td>55%</td>
</tr>
<tr>
<td>16 - 30 hours</td>
<td>60%</td>
</tr>
<tr>
<td>31 or more hours</td>
<td>67%</td>
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</tbody>
</table>

A student’s official enrollment status will be determined on the eleventh (11th) day of classes and aid will be awarded accordingly. A student who withdraws from the college on or before the eleventh (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 eleventh (11th) day of classes will be held responsible for the minimum percentage of hours for his/her official enrollment status. SAP will be reviewed once annually for degree-seeking students and no less than twice annually for certificate-seeking students. Students who fail to make SAP will be placed on financial aid suspension and will be ineligible to receive Title IV aid until the requisite GPA and completion percentage are met. Students on financial aid suspension must notify the Financial Aid Office in writing when they meet the GPA and completion percentages.

**Special Conditions**

1. **Basic Studies Courses** - Enrollment in these courses will be included in the total hour requirement for calculating financial aid awards, the calculating of cumulative semester hours of credit required, and in the calculation of cumulative semester hours attempted. Some basic studies courses are calculated in a student’s GPA. Others are not. Students should check the catalog for details on which are and which are not. Courses that do not earn a GPA will be considered “completed” if the student earns a grade of “C” or better.

2. **Repeating Courses** - The last grade recorded in repeated courses is the grade of record at South Arkansas Community College and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted, but only the hours associated with the last grade will be counted in the number of hours completed.

3. **“I,” “W,” and “WE”** - Courses where a grade of “I,” “W,” or “WE” are assigned will count toward the student’s hours attempted but will not count toward the hours completed.

4. **Transfer Students** - Students must report to the Admissions Office and Financial Aid Office all colleges, universities, and other schools in which they have enrolled prior to South Arkansas Community College. No financial aid awards will be made until all transcripts have been received and evaluated. Transfer students are subject to the same policies on length of time and grade point average for those hours accepted at SouthArk as are native SouthArk students.

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

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

The Director of Financial Aid will consider appeals. The Director will then determine if the student is eligible to continue receiving federal financial aid, based on the documentation provided, and under what conditions the student may receive aid (i.e., the Director may require a higher level of academic achievement for a term than designated by SAP policy so long as the conditions are communicated to the student). If an appeal is denied, the student must enroll without federal aid until such time as the requisite GPA and completion percentage is met. Appeals that are approved are not retroactive to previous semesters. The Director of Financial Aid has the authority to exercise professional judgment in all cases as necessary. If the student wishes to appeal the Director’s decision, he/she can make a further appeal to the Financial Aid Appeals Committee.

**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.

**Application Procedure for Financial Aid**

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

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

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

**Types of 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 twenty hours per week. Students are paid once per month.

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

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

**Federal Stafford Loan.** This program enables students to receive low-interest subsidized or unsubsidized loans to finance educational expenses. If a student receives a subsidized loan, the federal government pays the interest while the student is in school, during the grace period, and during periods of deferment. If a student receives an unsubsidized loan, he/she is responsible for the interest on the loan from the time of issue. Payments normally begin six months after the student graduates, drops below half-time, or withdraws from college. Students may be allowed up to 10 years to repay the loan. The amount of each monthly payment depends upon the size of the debt. 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.** The ADHE administers financial aid programs for Arkansas undergraduate students that include Arkansas Academic Challenge Scholarships, Arkansas Student Assistance Grant, Governor’s Scholars, Law Enforcement Officers Dependents’ Scholarships, MIA/KIA Dependents’ Scholarship, and the State Teacher Assistance Resource (STAR) Scholarship. More information about these and other forms of financial aid available from the ADHE is available at www.arscholarships.com.

**Arkansas Technical Careers Student Loan Forgiveness Program.** The Arkansas Technical Careers Student Loan Forgiveness Program is designed to provide financial assistance to individuals who complete technical education programs that lead to employment in high-demand technical fields in Arkansas. Persons who qualify for the program may be eligible for student loan forgiveness of up to $2,500 per year for up to four years. Students must file the Intent to Apply form as soon as they enroll in school. The list of designated technical programs and steps for applying are posted on the Department Of Workforce Education web site at http://dwe.arkansas.gov.
SCHOLARSHIPS

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

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

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

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

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

Minimum Requirements for Renewal of the President's Scholarship, Valedictorian/Salutatorian Scholarship, and Freshman Recognition Scholarship:
Must have completed at least:

End of 1st semester – nine (9) semester hours with a minimum GPA of 2.50.
End of 2nd semester – twenty-four (24) semester hours with a minimum GPA of 3.00
End of 3rd semester – thirty-six (36) semester hours with a minimum GPA of 3.00
Part-time Academic Scholarship. This scholarship is extended to first-time entering students who meet the requirements for the Valedictorian/Salutatorian, President's, or Freshman Recognition Scholarships but do not attend classes full-time. Recipients must enroll in at least six (6) semester hours in courses applicable to a degree. Renewal is based on completion of all hours enrolled in each semester and maintaining the requisite GPA. The Part-time Academic Scholarship is renewable if the student maintains a minimum 2.50 GPA through the completion of the first nine (9) semester hours of course work and a minimum cumulative 3.00 GPA thereafter. Recipients must continue to enroll in at least six (6) semester hours during the fall and spring semesters. 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 twelve (12) semester hours each semester. Student Ambassadors represent the college at official functions, help with recruiting, and receive a paid work-study assignment on campus. 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 – nine (9) semester hours with a minimum GPA of 2.75.
- End of 2nd semester – eighteen (18) semester hours with a minimum GPA of 2.75 and reapply for consideration.
- End of 3rd semester – twenty-seven (27) semester hours with a minimum GPA of 2.75

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

Minimum requirements for Renewal of the GED Scholarship:
Must have completed at least:
- End of 1st semester – nine (9) semester hours with a minimum GPA of 2.50.
- End of 2nd semester – twenty-four (24) semester hours with a minimum GPA of 3.00
- End of 3rd semester – thirty-six (36) semester hours with a minimum GPA of 3.00

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

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

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

South Arkansas Community College Foundation Scholarships - Awards will be made pending availability of funds.

- Technology, graphic arts or business and computer technologies
- Copy of high school transcript submitted with completed scholarship application
- Letter of recommendation from high school counselor or SouthArk instructor Award
- Valued at $250 per semester with a maximum duration of two semesters
- Pays for tuition, fees and/or textbooks
- Renewal Criteria
- Based on completion of six (6) hours previous semester and a 2.5 GPA on all college course work

Other Sources of Aid

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

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

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

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


Union Community Action Association, Inc. -- Parishes served: Marshall, Union and West Carroll. Call (318) 368-9606 in Farmerville, (318) 283-0849 in Bastrop, and (318) 428-8640 in Oak Grove.
Arkansas Single Parent Scholarship Fund (SPSF). The Arkansas SPSF works with organizations and individuals at the county level to develop incentive scholarship funds for single parents who wish to complete a college education in preparation for well-paying employment. For more information, contact Veronda Tatum, Director of Financial Aid.

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 fifty-one (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 to the VA Certifying Official before enrollment will be submitted to the VA.
# Tuition and Fees

## Tuition and Fees

Students will be charged per semester hour according to the schedule below for all credit hours. South Arkansas Community College has three tuition rates: 1) in-district for students who are residents of Union County, 2) out-of-district for students who are Arkansas residents but not residents of Union County, and 3) out-of-state for residents of other states. (See Residency Requirements) The following schedule of tuition rates for the 2006-2007 academic year has been approved by the South Arkansas Community College Board of Trustees: *(Tuition and fees are under review and will change for the 2007-2008 academic year.)*

### Tuition

<table>
<thead>
<tr>
<th>Per Credit Hour</th>
<th>In-District</th>
<th>Out-of-District</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$57</td>
<td>$65</td>
<td>$120</td>
</tr>
</tbody>
</table>

### RN Tuition Rate

<table>
<thead>
<tr>
<th>Per Credit Hour</th>
<th>In-State</th>
<th>Out-of-State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$70</td>
<td>$125</td>
</tr>
</tbody>
</table>

### Fees required for all students

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Computer Technology Fee</td>
<td>$5 (per credit hour)</td>
</tr>
</tbody>
</table>

## Residency Requirements

### Out-of-State Tuition Waivers

- Developmental Math Course Fee: $110 per course
- Challenge Test (per test): $12 per credit hr. + $7
- Lab fee: $125 fall/spring semester
- Program Assessment Exam: $35 summer semester
- Travel and Professional Development: $50 fall/spring semester
- All Health Science programs are subject to a per year Insurance Fee

## Course Related Fees and Other Charges

- Health Science Background Check Fee (if required): $50
- Health Science Insurance (Accident and Liability): $15 per year
- Health Science Supply Fees:
  - EMT-Ambulance: $15 one course
  - Nursing Assistant: $25 for two courses
  - Radiologic Technology: $30 for two courses
- Health Science Student Travel and Professional Development
  - Clinical Laboratory Science: $25 per semester
  - Health Information Technology: $50 one semester
  - Occupational Therapy Assistant: $50 per semester
  - Physical Therapist Assistant: $25 per semester
  - Practical Nursing-Days/Warren: $20 per semester
  - Practical Nursing-Evenings: $15 per semester
- Surgical Technology
  - Background Check: $50 fall semester only
  - Lab fee: $125 fall/spring semester
  - Lab fee: $50 summer semester
  - Program Assessment Exam: $35 summer semester
  - Travel and Professional Development: $50 fall/spring semester
Drop/Add (per drop/add form) ......................................................... $5
Education CPR Fee ..................................................................... $45
Education PRAXIS Exam Fee...................................................... $145
Golf ............................................................................................ $40
Identification Card Replacement Fee ......................................... $8
MOS Test (Microsoft Office Specialist Test) ............................ $69
Network Security Background Check ........................................ $50
Network Security Certification Test Fee ...................................... $125
Nursing Assessment Test
  Practical Nursing-Day/Warren ................................................ $60 per semester
  Practical Nursing-Evenings .................................................... $60 per semester
Physical Therapist Assistant Assessment Test ...................... $56 one semester
Online course fee .................................................................... $20 per credit hour
Registered Nursing Fee
  COMPASS Test (Admissions Test) ......................................... $8
  HOBET Test (Health Admission Test) ................................. $25
  Supply Fee ........................................................................ $60 per semester
  Testing Fee ....................................................................... $60 per semester
Transcript ..................................................................................... No charge
Truck Driving ............................................................................. $375
Drug Screening .......................................................................... $35

Course Usage/Lab and Supply Fee (the amount varies per course) $5-$45 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.

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 FACTS Tuition Management. 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 through Campus Connect and follow the easy online directions.

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

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

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

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

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

Out-of-State Tuition Waiver
Arkansas income taxpayers and their dependents who reside in a county or parish recognized by the Department of Higher Education for reimbursement may enroll at South Arkansas Community College and receive an out-of-state tuition waiver. To receive the 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.
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 Industrial Electricity
- Basic Gas Welding Technology
- Basic Welding Technology
- Computer Installation & Repair Technology
- Early Childhood Education
- Emergency Medical Technician – Ambulance/Basic
- Industrial Controls Technology
- Network Installation & Repair
- Solid State/Analog Technology
- Truck Driving

#### Technical Certificates
- Accounting
- Administrative Assistant Technology
- Automotive Service Technology
- Certificate in General Studies
- Computer Information Technology
- Computer/Network Installation & Repair
- Early Childhood Education
- Emergency Medical Technician – Paramedic
- General Business Administration
- General Studies
- Industrial Equipment Maintenance Technology
- Licensed Practical Nursing
- Medical Coding
- Medical Transcription
- Network Security Technology - Process Instrumentation
- Advanced Certificate
- Surgical Technology
- Welding Technology

#### Associate of Arts Degree Programs
- Associate of Arts in General Education
- Associate of Arts in Teaching

#### Associates of Arts – Specific Transfer
- Accounting
- Business
- Computers, Computer Science, Management
  - Information Systems, Computer Information Systems, Computer Programming
- Engineering
- Law or Legal Profession
- Medical – Chiropractic, Dentistry, Medicine, Mortuary Science, Pharmacy, Biochemistry
- Social Work Profession
- Sports Medicine

#### AAS Degree Programs
- Administrative Assistant Technology
- Computer Information Technology
- Clinical Laboratory Science (Medical Laboratory Technology)
- Criminal Justice Administration
- Early Childhood Education
- Emergency Medical Technician – Paramedic
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 “Arts and Sciences.”

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 entitled “Liberal Arts and Business.” The degree plan consists of the General Education Core plus 6 credits of Education courses and up to 15 credits of additional credits as electives. Students should select the university they wish to attend to complete the baccalaureate degree and enroll in the courses that are specified by that particular university.

Associate of Applied Science Degree
The AAS degree is the highest occupational degree offered by the college. It is an integrated sequence of classroom and laboratory courses, usually two years long. Instruction in technical/occupational courses emphasizes principles involved in analyzing and solving problems and design within the area of study. The normal range of credit for the degree is 60-72 semester credits. In order to qualify for the Associate of Applied Science Degree, the student must:
1. Meet basic studies requirements.
2. Complete the following general education requirements:
English/Writing 6 credits
Computer Science 3 credits
Social Science 3 credits
Mathematics 3 credits
TOTAL 15 semester credits

3. Complete respective degree requirements listed in the General Catalog with a 2.00 cumulative GPA. Students who wish to earn an AAS Degree must have a grade of “C” or better in ENGL 1113, Composition I.
4. Have a minimum cumulative of a 2.00 GPA on all courses completed at South Arkansas Community College and a minimum 2.00 GPA on those courses applicable to the Associate of Applied Science Degree.
5. Make application for graduation to the Enrollment Services Office.
6. Meet residency requirements.

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

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

The Certificate of Proficiency is awarded to students who have demonstrated their mastery of skills or knowledge with specified performance standards. Typically, a registry or competency examination is required of the student. The length of this program is one semester or less. 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. South Arkansas Community College’s Associate of Arts Degrees contains this general education core. For additional information, the student should check with his/her academic advisor. The core of general education includes the following:
STATE MINIMUM CORE CURRICULUM
South Arkansas Community College

English/Communications
Nine (9) credits required
ENGL 1113 Composition I
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

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

Science
Four (4) credits required from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

Four (4) 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 (3) credits required from the following:
ENGL 2213 Literature I
ENGL 2223 Literature II
ENGL 2653 American Literature I
ENGL 2663 American Literature II

Three (3) credits required from the following:
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
PHIL 2003 Introduction to Philosophy

Social Sciences
Three (3) 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 (6) 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 1003 General Anthropology
SOC 2003 Introduction to Sociology

Choices must include three (3) credits of U.S. History or National Government and three (3) 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 and their continuing education
- 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 (AAGE)
The regulations established by the Arkansas Department of Higher Education for implementation of the 35-credit core general education require outcomes assessment in each of the five areas of the core. This assessment is to evaluate the College's ability to relate and teach general education values to students. The Arkansas State Board of Higher Education has established guidelines for implementing outcomes assessment by requiring that students complete the Collegiate Assessment of Academic Preference (CAAP) test. The examinations will be given to students who have completed between 45 and 60 credits, excluding basic studies coursework. No college/university student can complete more than 60 credits without taking the CAAP. Those failing to comply will be allowed to register only for basic studies courses.

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

Residency Requirements
Students attending or having attended other colleges can meet residency requirements for an Associate degree by completing the last 15 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 Academic Affairs and Student Services, requesting a review of their case. Appeal statements should have a letter of support from the program director or academic advisor.
ASSOCIATE OF ARTS DEGREE
This sequence of courses is designed to fulfill the general requirements of the first two years of study for a four-year degree. Students wishing to transfer should ask for a transfer guide from the college where they plan to pursue their baccalaureate.

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

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

Social Science –Minimum of fifteen (15) 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 1003 General Anthropology
SOC 2003 Introduction to Sociology

*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

Natural Science - Eight (8) hours total
Biological Science- Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

Physical Science
Four (4) 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 & Humanities - Nine (9) total; must include three (3) 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
PHIL 2003 Introduction to Philosophy

Health and Physical Education
Two (2) hours from the following:
P E 1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

Up to six (6) hours elective credit from technical courses may be applied toward an Associate of Arts degree, provided these courses are chosen from a program which culminates in a one-year technical certificate or higher. Students should be aware that not all four-year colleges or universities will accept such courses to meet their graduation requirements.
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing an accounting major who may transfer to an Arkansas university

Accounting

English/Communications
Nine (9) hours from the following:
ENGL 1113 Composition I (“C” or better)
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

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

Social Science –Minimum of fifteen (15) credits total*
*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

Natural Science-Eight (8) hours total
Biological Science
Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

Physical Science
Four (4) 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 & Humanities – Nine (9) total; must include three (3) 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
PHIL 2003 Introduction to Philosophy

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 1003 General Anthropology
SOC 2003 Introduction to Sociology

Health and Physical Education
Two (2) hours from the following:
P E 1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

Business Core
ACCT 2003 Principles of Accounting I
ACCT 2103 Principles of Accounting II
BUS 1003 American Enterprise
BUS 2103 Quantitative Analysis
CSCI 2143 Microcomputer Business Applications
ECON 2103 Microeconomic Principles

Recommended Added Elective:
ACCT 211 Computerized Acct. Systems 3
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing a business administration major and who want to transfer to an Arkansas university

**Business**

**English/Communications**
Nine (9) hours from the following:
ENGL 1113 Composition I (“C” or better)
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

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

**Social Science** – Minimum of fifteen (15) credits total*

*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

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

*Must include one course from the following:
ENGL 2213 Literature I
ENGL 2223 Literature II
ENGL 2653 America Literature I
ENGL 2663 American Literature II
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
PHIL 2003 Introduction to Philosophy

**Biological Science** - Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

**Physical Science** - Four (4) 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 & Humanities** – Nine (9) total; Must include three (3) hours of World Literature:
ENGL 2213 Literature I
ENGL 2223 Literature II
ENGL 2653 America Literature I
ENGL 2663 American Literature II
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
PHIL 2003 Introduction to Philosophy

**Health and Physical Education**
Two (2) hours from the following:
P E 1001 P. E. Activity

Three (3) hours from the following:
HPER 1403 Personal and Community Health

**Business Core**
ACCT 2003 Principles of Accounting I
ACCT 2103 Principles of Accounting II
BUS 1003 American Enterprise System
BUS 2013 Quantitative Analysis
CSCI 2143 Microcomputer Bus App.
ECON 2103 Microeconomic Principles
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing health majors such as
Chiropractic, Dentistry, Medicine, Mortuary Science, Pharmacy, Biochemistry

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

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

**Social Science** – Minimum of fifteen (15) hours total*
*History (six hour minimum)**
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876

**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 1003 General Anthropology
SOC 2003 Introduction to Sociology

*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

**Natural Science** - Eight (8) hours total
Biological Science - Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

**Physical Science** - Four (4) hours from the following:
CHEM 1024/L Chemistry I for Science Majors/L
GEOL 1004/L Physical Geology/Lab
GEOL 1014/L Historical Geology/Lab
PHYS 2024/L The Physical Sciences/Lab

**Fine Arts & Humanities** - Nine (9) total; M
Must include three (3) 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
PHIL 2003 Introduction to Philosophy

**Health and Physical Education**
Two (2) hours from the following:
P  E  1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

**Recommended Electives**
BIOL 2064/L Human Anatomy and Physiology I/Lab
BIOL 2074/L Human Anatomy and Physiology II/Lab
BIOL 2304/L Kinesiology/Lab
HIT 1003 Medical Terminology
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing
Law or Legal Professions

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

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

Social Science –Minimum of fifteen (15) hours total*
History (six hour minimum) **
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876

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 1003 General Anthropology
SOC 2003 Introduction to Sociology

Natural Science- Eight (8) hours total
Biological Science- Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

Physical Science - Four (4) hours from the following:
CHEM 1024/L Chemistry I for Science Majors/L
GEOL 1004/L Physical Geology/Lab
GEOL 1014/L Historical Geology/Lab
PHYS 2024/L The Physical Sciences/Lab

Fine Arts & Humanities - Nine (9) total; must include three (3) 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
PHIL 2003 Introduction to Philosophy

Health and Physical Education
Two (2) hours from the following:
P E 1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

Recommended Electives
ACCT 2003 Principles of Accounting I
ACCT 2103 Principles of Accounting II

*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
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing
Engineering

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

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

**Social Science** – Minimum of fifteen (15) hours total*

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

**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 1003 General Anthropology
SOC 2003 Introduction to Sociology

*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

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

*Biological Science – Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

*Physical Science – Four (4) hours from the following:
CHEM 1024/L Chemistry I for Science Majors/L
GEOL 1004/L Physical Geology/Lab
GEOL 1014/L Historical Geology/Lab
PHYS 2024/L The Physical Sciences/Lab

**Fine Arts & Humanities** - Nine (9) total; must include three (3) 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
PHIL 2003 Introduction to Philosophy

**Health and Physical Education**
Two (2) hours from the following:
P E 1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

**Recommended Electives**
Six credits of technical courses
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing
Computer Science, Management Information Systems,
Computer Information Systems

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

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

**Social Science** – Minimum of fifteen (15) hours total*
*History (six hour minimum) **
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876

**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 1003 General Anthropology
SOC 2003 Introduction to Sociology

*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

**Natural Science** - Eight (8) hours total
*Biological Science* - Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

*Physical Science* - Four (4) hours from the following:
CHEM 1024/L Chemistry I for Science Majors/L
GEOL 1004/L Physical Geology/Lab
GEOL 1014/L Historical Geology/Lab
PHYS 2024/L The Physical Sciences/Lab

**Fine Arts & Humanities** - Nine (9) total; Must include three (3) 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
PHIL 2003 Introduction to Philosophy

**Health and Physical Education**
Two (2) hours from the following:
P E 1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

**Recommended Electives**
ACCT 2003 Principles of Accounting I
ACCT 2103 Principles of Accounting II
CSCI 2143 Microcomputers Business Applications
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing
Social Work Professions

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

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

Social Science –Minimum of fifteen (15) hours total*
History (six hour minimum) **
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States Since 1876

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 1003 General Anthropology
SOC 2003 Introduction to Sociology

*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

Natural Science - Eight (8) hours total
Biological Science- Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

Physical Science - Four (4) hours from the following:
CHEM 1024/L Chemistry I for Science Majors/L
GEOL 1004/L Physical Geology/Lab
GEOL 1014/L Historical Geology/Lab
PHYS 2024/L The Physical Sciences/Lab

Fine Arts & Humanities - Nine (9) total; must include three (3) 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
PHIL 2003 Introduction to Philosophy

Health and Physical Education
Two (2) hours from the following:
P E 1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

Recommended Electives
SOC 2003 Marriage and the Family
SPAN 1014 Elementary Spanish I
SPAN 1023 Elementary Spanish II
SPAN 2013 Intermediate Spanish I
SPAN 2023 Intermediate Spanish II
THEA 2633 Communication through Acting
ASSOCIATE OF ARTS DEGREE
Recommended for students pursuing
Sports Medicine

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

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

**Social Science** –Minimum of fifteen (15) hours total*
*Must include one course from the following:
History of the United States to 1876
History of the United States since 1876

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

**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 1003 General Anthropology
SOC 2003 Introduction to Sociology

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

**Biological Science-** Four (4) hours from the following:
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L Vertebrate Zoology/Lab
BIOL 1034/L General Botany/Lab

**Physical Science -** Four (4) hours from the following:
CHEM 1024/L Chemistry I for Science Majors/L
GEOL 1004/L Physical Geology/Lab
GEOL 1014/L Historical Geology/Lab
PHYS 2024/L The Physical Sciences/Lab

**Fine Arts & Humanities -** Nine (9) total;
Must include three (3) 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
PHIL 2003 Introduction to Philosophy

**Health and Physical**
Two (2) hours from the following:
P E 1001 P. E. Activity
or
Three (3) hours from the following:
HPER 1403 Personal and Community Health

**Recommended Electives**
BIOL 2064/L Human Anatomy and Physiology I/Lab
BIOL 2074/L Human Anatomy and Physiology II/Lab
BIOL 2304/L Kinesiology/Lab
HIT 1003 Medical Terminology
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 the student 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 (9) hours from the following:
- ENGL 1113  Composition I ("C" or better)
- ENGL 1123  Composition II
- SPCH 1113  Principles of Speech

**Mathematics**
Three (3) hours from the following:
- MATH 1023  College Algebra

**Social Science**
Total of nine (9) hours from the following:
- *U.S. History or American Government* – Three (3) 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

**Natural Science**
Total of four (4) to eight (8) hours from the following (with lab):
- **Biological Science**
  - BIOL 1004/L  Fundamentals of Biology/Lab
  - BIOL 1024/L  Vertebrate Zoology/Lab
  - BIOL 1034/L  General Botany/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 (3) hours from the following:
- CPCS 1003  Computers and Information Processing
  - Or  Technology Elective

**Fine Arts/Humanities**
Three (3) – six (6) 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
- PHIL 2003  Introduction to Philosophy
- SPAN 2013  Intermediate Spanish I
- SPAN 2023  Intermediate Spanish II
South Arkansas Community College’s Education department consists of three different education tracks. The AAS or Associate of Arts of Applied Science in Early Childhood Education, which consists of 39 general education hours and 39 Early Childhood hours. Twelve of these Early Childhood hours form the Certificate of Proficiency and count toward the CDA – Child Development Associate credential. The AAS degree also offers a Technical Certificate, which consists of 21 general education credits and 18 Early Childhood credits. It consists of two practicums where students receive hands-on training in a licensed preschool setting.

The AAT or Associate of Arts in Teaching Degree is a transfer degree for students who plan to pursue a bachelor’s degree in Education at a 4-year institution. It consists of the core curriculum plus 15 – 18 hours of Education credits.

Students are required to have a 2.65 GPA, pass the PRAXIS I exam, and take the CAAP test in order to be awarded this degree.

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 articulation agreements with UAM for P-4 certification and with HSU for 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, unsatisfactory progress in practicum performance, moral and ethical misbehaviors, poor interpersonal skills, and insubordination.

Unsatisfactory progress is communicated through guidance and intervention forms, warning letters, and academic probation.

EARLY CHILDHOOD EDUCATION

The growing field of early childhood education needs additional well-trained professionals to care for children and to support their families in a multitude of settings. Early childhood education professionals may be employed in public and private centers, special needs centers, Headstart and ABC programs. Under a director's supervision, the childcare worker provides infants primary care giving while relating with families in a supportive manner. For toddlers and older children, the childcare worker plans and provides a developmentally appropriate curriculum to support independent and group learning. Activities are designed to foster children's self-esteem, expand their social and problem-solving skills, and engage them in inquisitive thinking while offering security and comfort.

The objective of this program is to provide a career ladder for students, beginning with the Certificate of Proficiency, a twelve-credit-hour course of study designed to prepare
individuals for the Child Development Associate Credential (CDA); progressing to a 39-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. Students who need a degree to achieve their career goals but would prefer an Associate of Arts program that emphasizes general education may choose the AAT degree.

**EARLY CHILDHOOD EDUCATION**

**Certificate of Proficiency**

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE 1003</td>
<td>Foundations of Early Childhood Education</td>
</tr>
<tr>
<td>ECE 1013</td>
<td>Child Growth &amp; Development</td>
</tr>
<tr>
<td>ECE 1023</td>
<td>Environments for Young Children</td>
</tr>
<tr>
<td>ECE 1033</td>
<td>Technical Practicum I</td>
</tr>
<tr>
<td>TOTAL HOURS</td>
<td>12</td>
</tr>
</tbody>
</table>

**EARLY CHILDHOOD EDUCATION**

**Technical Certificate**

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

**BASIC SKILLS REQUIREMENTS**

| BSTD 0213 | Fundamentals of Writing II |
| BSTD 0113 | Reading Skills II |

**MATH REQUIREMENTS:** Three (3) hours from the following:

| BSTD 0513 | Intermediate Algebra |
| MATH 1023 | College Algebra |

**ENGLISH REQUIREMENTS:** Six (6) hours from the following:

| ENGL 1113 | Composition I |
| ENGL 1123 | Composition II |

**COMPUTER TECHNOLOGY REQUIREMENT:** Three (3) hours:

| CSCI 1003 | Computer Information Processing |

**PSYCHOLOGY REQUIREMENT:** Three (3) hours:

| PSYC 2003 | General Psychology |

**EARLY CHILDHOOD EDUCATION:** Eighteen (18) hours:

| ECE 1003 | Foundations of Early Childhood Education |
| ECE 1013 | Child Growth & Development |
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 Degree**

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

**BASIC SKILLS REQUIREMENTS**

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

**ENGLISH:** Six (6) hours from the following:

- ENGL 1113 Composition I
- ENGL 1123 Composition II

**COMPUTER SCIENCE:** Three (3) hours:

- CSCI 1003 Computer Information Processing

**NATURAL SCIENCE:** Four (4) hours:

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

**GEOGRAPHY:** Three (3) hours:

- GEOG 2003 Introduction to Geography

**PSYCHOLOGY:** Three (3) hours:

- PSYC 2003 General Psychology

**SOCIOLOGY:** Three (3) hours from the following:
SOC 2003 Introduction to Sociology
SOC 2033 Marriage and the Family

EARLY CHILDHOOD EDUCATION: Thirty-nine (39) hours:
ECE 1003 Foundations of Early Childhood Education
ECE 1013 Child Growth & Development
ECE 1023 Environments for Young Children
ECE 1033 Technical Practicum I
ECE 1043 Creative Arts for Preschool Children
ECE 1053 Curriculum Methods & Materials
ECE 2003 Emerging Literacy
ECE 2013 Infant & Toddler Development
ECE 2023 Survey of Exceptional Children
ECE 2033 Guiding Social & Emotional Behavior
ECE 2043 Social Studies, Math & Science for Preschool
ECE 2053 Administration of Preschool Programs
ECE 2063 Technical Practicum II

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.

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. Transfer agreements exist between South Arkansas Community College and three universities: Henderson State University, Southern Arkansas University, and the University of Arkansas at Monticello. Students who meet the graduation requirements of the AAT Degree and who apply to one of these institutions will be granted admission to the Teacher Education program as juniors without loss of credits earned at SouthArk.

The degree plan consists of the General Education Core and up to eighteen (18) 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.
## Associate of Arts in Teaching at Two-Year Colleges –
### Generic Plan - Degree Code: 1005

<table>
<thead>
<tr>
<th>Associate of Arts in Teaching</th>
<th>Associate of Arts in Teaching</th>
<th>Associate of Arts in Teaching</th>
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</thead>
<tbody>
<tr>
<td>Middle School:</td>
<td>Emphasis Arithmetic/Science</td>
<td>Middle School:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Language Arts/Social Studies</td>
</tr>
<tr>
<td>Courses to be taken</td>
<td>Credits</td>
<td>Courses to be taken</td>
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<tr>
<td>from two-year campus</td>
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<td>from two-year campus</td>
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<td>Credits</td>
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### English/Communication

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<tr>
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<tr>
<td>English Composition I</td>
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<td>English Composition II</td>
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<tr>
<td>Speech (Oral Communications)</td>
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### Mathematics

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<tr>
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<tbody>
<tr>
<td>College Algebra</td>
<td>3</td>
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### Lab Science

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<tbody>
<tr>
<td>Biology with Lab</td>
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<tr>
<td>Intro to Physical Science</td>
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### Fine Arts/Humanities

<p>| | |</p>
<table>
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<td>Visual Arts or Musical Art</td>
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<td>World Literature I or II</td>
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### Social Sciences

<p>| | |</p>
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<tr>
<td>U.S. Government</td>
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<tr>
<td>World Civilization I or II</td>
<td>3</td>
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<tr>
<td>American History I or II</td>
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### State Minimum Core Sub-total

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<tr>
<td>35</td>
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</table>

### Education Courses

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<tbody>
<tr>
<td>Intro to Education</td>
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### Math/Science Track

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### Language Arts/Social Studies Track

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### P-4 Education Track

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<td>Math for Teachers II</td>
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<td>Geography</td>
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<td>American History II</td>
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<td>Child Growth and Development</td>
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### Social Science

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<td>Introduction to Psychology</td>
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### State Minimum Core Sub-total

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### Total hours for AAT-Math/Science

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### Total hours for AAT-Language Arts/Social Studies

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### Total hours for AAT-P-4

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<td>60-63</td>
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</tbody>
</table>
Student requirements to be awarded the AAT Degree

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

2 + 2 BACHELOR’S PROGRAM

Henderson State University
Since its beginning, Henderson State University has been recognized for training outstanding educators. The Middle Childhood Education Program is designed to produce professionally trained teachers prepared in every aspect to enter the classroom of the twenty-first century. The program is aligned with the current Arkansas Teacher Licensure Standards for 4-8 teachers. With a background in the liberal arts and training in the best practices of teaching, each graduate of the program recognizes the importance of working with early adolescents of varying abilities, cultures, and socio-economic backgrounds. Because of this preparation, graduates of Henderson’s teacher training program are highly recruited both in and out of Arkansas.

The B.S.E. in Middle Childhood Education with a Mathematics and Science Specialty will be delivered to SouthArk students as a 2+2 program, with students completing their Associate Degree at SouthArk and then transitioning to the HSU four-year degree program for junior and senior level coursework. The HSU classes will be delivered to SouthArk students who have met admission to teacher education criteria through online web-based classes. An onsite summer seminar and onsite math and science labs and support will assist students in matriculation through the program as a cohort. The program is designed to take students from the Associate Degree to a Bachelor’s Degree in a two-year program. Each new cohort will begin in the summer.

University of Arkansas-Monticello

The Bachelor of Arts Degree in Early Childhood Education was approved by UAM in fall 2005 and was developed in response to the Arkansas licensure guidelines which replaced elementary education 1-6. The B.A. in Early Childhood 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.
Information and Business Technologies Programs

ACCOUNTING (ACCT)

Technical Certificate

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

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2003 Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>ADMS 1013 Fundamentals of Keyboarding</td>
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<td>ADMS 1023 Intermediate Keyboarding</td>
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<td>BSTD 0513 Intermediate Algebra or MATH 1023 College Algebra</td>
<td>3</td>
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<tr>
<td>BUS 1003 The American Enterprise System</td>
<td>3</td>
</tr>
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<td>CSCI 2143 Microcomputers: Business Applications</td>
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**SPRING SEMESTER**

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<tr>
<td>ACCT 2113 Computerized Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>ADMS 2063 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 2413 Advanced Microsoft Office or CSCI 2223 Excel</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1123 Composition II</td>
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<tr>
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</table>

Total Program Hours .................................................................................................. 36

ADMINISTRATIVE ASSISTANT TECHNOLOGY

Certificate of Proficiency First Semester
Technical Certificate First Year
Associate of Applied Science Second Year

This program provides education to students seeking employment in this challenging and rewarding career. Graduates of this program are employed in support roles in businesses, schools, or wherever organizational, computer, and interpersonal skills are important. The program offers a certificate of proficiency for approximately one semester (5 months) of college work. The program features courses in word processing, accounting, management, business communications, electronic publishing, psychology, and English.

**FALL SEMESTER**

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<tr>
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<tbody>
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<td>ACCT 2003 Principles of Accounting I or ADMS 1003 Introduction to Accounting</td>
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63
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.

**SPRING SEMESTER**

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<thead>
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*Elementary Algebra meets the requirements for a technical certificate.

**FALL SEMESTER**

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<td>PSYC 2003</td>
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Total Program Hours ................................................................................................................. 63

**RESTRICTED ELECTIVES**

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<td>BUS 2013</td>
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<td>CSCI 2353</td>
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<td>MGMT 2613</td>
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<tr>
<td>Web Design</td>
<td>3</td>
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<tr>
<td>Desktop Publishing II</td>
<td>3</td>
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<tr>
<td>Database</td>
<td>3</td>
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<tr>
<td>Special Topics in IT</td>
<td>3</td>
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<tr>
<td>Small Business Management</td>
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</table>
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.

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
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<tbody>
<tr>
<td>ACCT 2003 Principles of Accounting I</td>
<td>3</td>
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<tr>
<td>BUS 1003 The American Enterprise System</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 2023 Visual Basic for Windows</td>
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<td>CSCI 2143 Microcomputers: Business Applications</td>
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**SPRING SEMESTER**

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<td>CSCI 2223 Excel or</td>
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<td>CSCI 2413 Advanced Microsoft Office</td>
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<td>ENGL 1123 Composition II</td>
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*Intermediate Algebra meets the graduation requirements for a technical certificate.

**FALL SEMESTER**

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<td>CSCI 2353 Special Topics in IT</td>
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**SPRING SEMESTER**

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<td>CSCI 2703 Professional Projects and Portfolio Design</td>
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Total Program Hours .............................................................................................. 63
RESTRICTED ELECTIVES CIT

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<td>Introduction to Computer Graphics</td>
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<td>Microcomputers: Business Applications</td>
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<td>ENGL 1123</td>
<td>Composition II</td>
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<tr>
<td>MGMT 1113</td>
<td>Introduction to Management</td>
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GENERAL BUSINESS ADMINISTRATION (GBA)

Technical Certificate First Year
Associate of Applied Science Second Year

FALL SEMESTER

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<tbody>
<tr>
<td>ADMS 1023</td>
<td>Intermediate Keyboarding 3</td>
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<td>BSTD 0513</td>
<td>Intermediate Algebra or 3</td>
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<td>MATH 1023</td>
<td>College Algebra* 3</td>
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<tr>
<td>BUS 1003</td>
<td>The American Enterprise System 3</td>
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<tr>
<td>CSCI 1003</td>
<td>Computers and Information Processing 3</td>
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<tr>
<td>CSCI 2023</td>
<td>Visual Basic for Windows or 3</td>
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SPRING SEMESTER

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<td>Business Communications 3</td>
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*Elementary Algebra meets the requirements of a technical certificate.

FALL SEMESTER

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<th>SEM.HR.</th>
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<tbody>
<tr>
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<td>Principles of Accounting I 3</td>
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<tr>
<td>ECON 2003</td>
<td>Macroeconomic Principles 3</td>
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<td>ENGL 2123</td>
<td>Advanced Grammar and Composition 3</td>
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<td>MGMT 1113</td>
<td>Introduction to Management 3</td>
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<td>Restricted Elective 3</td>
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<td>Computerized Accounting Systems 3</td>
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<tr>
<td>CSCI 2223</td>
<td>Excel 3</td>
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<td>ECON 2103</td>
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Total Program Hours ............................................................................................63/64
RESTRICTED ELECTIVES

BUS 2903 Special Topics in Business  MGMT 2113 Management Skills
CSCI 1103 COBOL Programming  MGMT 2613 Small Business Management
CSCI 1903 Desktop Publishing I  MGMT 2653 Special Topics in Management
CSCI 2203 Database
CSCI 2703 Professional Projects & Portfolio Design

GENERAL BUSINESS ADMINISTRATION (GBA)
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.

FALL SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
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<tbody>
<tr>
<td>ADMS 1023</td>
<td>Intermediate Keyboarding 3</td>
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<td>Intermediate Algebra 3</td>
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<td>The American Enterprise Systems 3</td>
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<td>Composition I 3</td>
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<td>MGMT 1113</td>
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<th>COURSE</th>
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<tbody>
<tr>
<td>ADMS 2063</td>
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FALL SEMESTER

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<tr>
<td>MGMT 2214</td>
<td>Job Practicum III 4</td>
</tr>
<tr>
<td>Semester Total</td>
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</table>

Total Program Hours ................................................................. 60
This program provides education to students seeking employment in the new and emerging network security occupations. The program provides both the knowledge and the skills to protect network and data resources. Graduates of the program will acquire marketable skills and industry-recognized certifications from (ISC)$^2$ (International Information Systems Security Certifications Consortium Inc.) and the SANS Institute (SysAdmin, Audit, Network, Security).

### FALL SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
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<tbody>
<tr>
<td>CSCI 1263</td>
<td>Fundamentals of the Windows XP Operating Environment/Lab</td>
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<tr>
<td>CSCI 1403</td>
<td>CCNA 1 Networking Basics</td>
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<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>NST 1203</td>
<td>Cyberspace Laws and Ethical Issues</td>
</tr>
<tr>
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<td>Introduction to Information Security</td>
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### SPRING SEMESTER

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<tr>
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<td>Windows 2003 Server/Network Administration</td>
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<tr>
<td>CSCI 1304</td>
<td>Network + Certification Review/Lab</td>
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<tr>
<td>CSCI 1413</td>
<td>Cisco 2 Routers and Router Basics/Lab</td>
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<tr>
<td>CSCI 1803</td>
<td>Security + Certification Review</td>
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<td>ENGL 1123</td>
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<td>Quantitative Analysis</td>
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<td>CSCI 2323</td>
<td>Cisco 3 Switching Basics &amp; Intermediate Routing/Lab</td>
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<tr>
<td>NST 2163</td>
<td>Incident Response and Handling</td>
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<tr>
<td>NST 2164</td>
<td>Computer System Forensics/Lab</td>
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<tr>
<td>NST 2214</td>
<td>Firewalls and Network Security/Lab</td>
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### SPRING SEMESTER

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<tbody>
<tr>
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<td>Intermediate Algebra</td>
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<tr>
<td>CSCI 1703</td>
<td>Introduction to Linux/Lab</td>
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<tr>
<td>CSCI 2204</td>
<td>Implementing &amp; Administering Microsoft</td>
</tr>
<tr>
<td>CSCI 2343</td>
<td>Cisco 4 WAN Technologies/Lab</td>
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<tr>
<td>PSYC 2003</td>
<td>General Psychology</td>
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**Total Program Hours** ................................................................. 69
NETWORK SECURITY TECHNOLOGY
Advanced Technical Certificate in Network Security Technology
(Available for students who have completed the Computer Information Technology Program AAS Degree.)

**SUMMER SEMESTER**

<table>
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**FALL SEMESTER**

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<tbody>
<tr>
<td>NST 2104 Designing a Secure Microsoft Windows Network/Lab</td>
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</tr>
<tr>
<td>NST 2414 Encryption Techniques/Lab</td>
<td>4</td>
</tr>
<tr>
<td>NST 2424 Advanced Firewalls and Network Security/Lab</td>
<td>4</td>
</tr>
<tr>
<td>NST 2434 Advanced Computer and Network Forensics/Lab</td>
<td>4</td>
</tr>
<tr>
<td>NST 2443 Security Assessment and Auditing/Lab</td>
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**SPRING SEMESTER**

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<tr>
<td>NST 2504 Professional Project</td>
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<td>NST 2514 Advanced Encryption Techniques</td>
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<td>NST 2524 CISSP Review</td>
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<tr>
<td>NST 2533 Special Topics – Capstone</td>
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<tr>
<td>NST 2554 Advanced Intrusion Detection and Traffic Analysis</td>
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</table>

Total Program Hours ........................................................................................................... 42
Health and Natural Science Programs

EMERGENCY MEDICAL TECHNOLOGY PROGRAMS

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

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

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

The EMT-Paramedic is currently the highest classification of Emergency Medical Technician in Arkansas. EMT's are health professionals concerned primarily with pre-hospital care of acutely ill and injured patients. EMT's 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 (ICU). 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 EMT-Paramedic courses will be awarded a Technical Certificate. They are then eligible to sit for the state or national registry. They 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-Paramedic program. Contact the Enrollment Services Office for information and application packets.

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

Competitive components of the required information are:
6. Three (3) written references as to character and professional attitude.
7. Basic studies test scores.
8. Interview(s) with the Program Director and Medical Director.
EMERGENCY MEDICAL TECHNOLOGY – BASIC AMBULANCE
Certificate of Proficiency

<table>
<thead>
<tr>
<th>COURSE</th>
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<th>Description</th>
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<tbody>
<tr>
<td>EMT 1005</td>
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<td>Emergency Medical Technology Ambulance (Basic)</td>
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EMERGENCY MEDICAL TECHNOLOGY – BASIC AMBULANCE
Technical Certificate

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
<th>Description</th>
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<tr>
<td>EMT 1005</td>
<td>5</td>
<td>Emergency Medical Technology Ambulance (Basic)</td>
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<tr>
<td>EMT 1012</td>
<td>2</td>
<td>Human Systems and Assessment</td>
</tr>
<tr>
<td>EMT 1011</td>
<td>1</td>
<td>EMS Environment I</td>
</tr>
<tr>
<td>EMT 1013</td>
<td>3</td>
<td>Shock and Fluid Therapy</td>
</tr>
<tr>
<td>EMT 1023</td>
<td>3</td>
<td>Emergency Respiratory Care</td>
</tr>
<tr>
<td>EMT 1022</td>
<td>2</td>
<td>Pharmacology</td>
</tr>
<tr>
<td>EMT 1033</td>
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<td>Intermediate Clinical Rotation</td>
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**SPRING SEMESTER**

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<tr>
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<tr>
<td>EMT 1015</td>
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<td>Emergency Cardiac Care</td>
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<tr>
<td>EMT 1043</td>
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<td>Traumatology</td>
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<td>EMT 1053</td>
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<td>Medical Emergencies I</td>
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<td>EMT 1014</td>
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<td>Paramedic Clinical Rotation I</td>
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<td>EMT 2232</td>
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<td>Assessment Based Management</td>
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**LONG SUMMER SEMESTER**

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<td>Medical Emergencies II</td>
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<td>EMT 2022</td>
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<td>EMS Environment II</td>
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<td>EMT 2101</td>
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<td>Paramedic Clinical Rotation II</td>
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<td>EMT 2224</td>
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<td>Field Internship I</td>
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<tr>
<td>EMT 2234</td>
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<td>Field Internship II</td>
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**Basic Studies Requirements:**

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

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

**Math** - ACT 16 or above (or) ASSET Numerical Skills 42 or above (or) COMPASS 49 or above (or) complete BSTD 0314 Fundamentals of Arithmetic.
EMERGENCY MEDICAL TECHNOLOGY-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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
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<tr>
<td>ENGL 1123</td>
<td>Composition II</td>
</tr>
<tr>
<td>PSYC 2003</td>
<td>General Psychology, American Government, U.S. History, or Approved Elective</td>
</tr>
<tr>
<td>CSCI 1003</td>
<td>Computers and Information Processing</td>
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<tr>
<td>Physical Science Elective*</td>
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<tr>
<td>Biological Science Electives**</td>
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</tr>
<tr>
<td>Intermediate Algebra (BSTD 0513)</td>
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Total 30

*PHYS 2024/L, CHEM 1064/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.

HEALTH INFORMATION TECHNOLOGY PROGRAMS (HIT)
Medical Coding and Medical Transcription

The HIT programs at South Arkansas Community College consist of a one-year technical certificate in medical coding or a one-year technical certificate in medical transcription. 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 will be ready to sit for the Certified Coding Associate exam with the American Health Information Management Association (AHIMA).

FALL SEMESTER

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>BIOL 2064/L</td>
<td>Human Anatomy and Physiology I/Lab</td>
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<tr>
<td>HIT 1003</td>
<td>Medical Terminology</td>
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<td>HIT 1153</td>
<td>Health Care Delivery Systems</td>
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<td>HIT 2073</td>
<td>Basic Medical Coding I</td>
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<td>Laboratory Practice in Coding</td>
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<td>HIT 2183</td>
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<td>HIT 1153</td>
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<tr>
<td>HIT 2154</td>
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**SUMMER SEMESTER**

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<td>HIT 2773</td>
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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 (AAMT) Model Curriculum for Medical Transcription. After completing the program students will be prepared to sit for the Certified Medical Transcriptionist (CMT) exam with the AAMT.

<table>
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<td>HIT 2144</td>
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**SPRING SEMESTER**

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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.

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.

-Prerequisites must be completed with a minimum of a C.

**CLINICAL LABORATORY SCIENCE**  
(Formally Medical laboratory Technology)  
Associate of Applied Science

The clinical laboratory science program (CLS) is composed of two portions: 1) a three semester academic pre-professional program, and 2) a three semester professional clinical laboratory science program. The pre-professional curriculum requires completion of general education courses (English, mathematics, social sciences), basic anatomy and physiology, chemistry, and pre-professional clinical laboratory science courses that are offered in a sequence that provides basic information necessary for in-depth understanding of advanced courses in the professional curriculum.

Pre-professional students should be aware that when a course is repeated, the last grade received shall be accepted as the final grade in determining acceptance into the professional program and graduation requirements; however, all grades received are recorded on the official transcript and are included in the cumulative grade point average (GPA) which is used to determine admission to the professional program in clinical laboratory science, honors at graduation, and admission to advanced degree programs.

Applicants for admission to the professional program in clinical laboratory science, in addition to meeting the requirements for admission to the College, must complete the requirements of the pre-professional curriculum and must have earned a minimum 2.0 uncorrected grade point average in all previous course work at all higher education institutions of attendance. Due to the utilization of objective criteria in processing applications, completion of the pre-professional course work does not guarantee admission to the professional program. Acceptance into the clinical laboratory science professional program is on a competitive basis and is determined primarily by degree of academic excellence in the first year of the pre-professional program (GPA). To complete the professional program, a student must maintain at least a 2.0 cumulative GPA and complete all required CLS courses with a grade of “C” or better. Any student who receives a grade of less than “C” in any professional CLS course will be dismissed from the program. The dismissal may be appealed to the Academic Standards Committee to determine if repeated or additional coursework could justify readmission. All cases will be reviewed on an individual basis.

Students who are admitted to the professional program but drop out or otherwise fail to successfully complete the program will be required to reapply for admission to the professional program, on a space available basis, and repeat the entire professional program when a time period of two years or more exists between leaving the program and re-entering the program.
The Program Director/Clinical Coordinator of the program will make reasonable efforts to place students in a clinical facility that is convenient to the individual student; however, the program utilizes a number of clinical sites throughout the region for clinical education, and students may have to rotate through any and all sites to successfully complete the program.

The CLS program at SACC is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Upon successful completion of the pre-professional and professional phases of the program, the qualified student shall be awarded the associate of applied science (AAS) and will be eligible to sit for one of the national certification examinations offered by the National Credentialing Agency for Laboratory Personnel (NCA), the Board of Registry of the American Society for Clinical Pathology (ASCP), or the American Medical Technologists (AMT). Once certification has been achieved, graduates will be qualified to use the appropriate professional credentials {CLT(NCA), MLT(ASCP), MLT(AMT)}. The awarding of the AAS degree in clinical laboratory science is not contingent upon the successful completion of any national registry/certification examination.

The CLT/MLT performs routine procedures that are less complex and require less technical or theoretical knowledge than those performed by Clinical Laboratory Scientists or Medical Technologists (CLSs/MTs). Duties of the technician include routine laboratory procedures including: collection and preparation of specimens; performance of routine laboratory procedures using microscopes, computers, and specialized instrumentation; and, evaluation of test results. Routine procedures performed by the technician include complete blood count (CBC); urinalysis; collecting, processing, and preparing blood and blood components for transfusion; identifying organisms that cause disease and the medications that should kill them; and, analyzing blood and other body fluids for a variety of chemical components.

Career opportunities for the CLT/MLT abound 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 through completion of advanced degrees and work experience.

**Admission Process**
The first year of the program (pre-professional) is open to all interested students. Admission to the second year of the program (professional) is limited to 10 students, and an application to the Clinical Laboratory Science program is required. The application is available in the Office of the Dean of the Division of Health and Natural Sciences. Admission to the professional program is based upon GPA, letters of recommendation, and an interview with the program selection committee.
<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Title</th>
<th>SEM HR.</th>
</tr>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>ENGL 1113</td>
<td>Composition I</td>
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<td></td>
<td>MATH 1023</td>
<td>College Algebra</td>
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<td>BIOL 2064/L</td>
<td>A &amp; P I</td>
<td>4</td>
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<td></td>
<td>CLS 1003 (New Course)</td>
<td>Principles of CLS</td>
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<td></td>
<td>CLS 1013 (Formerly MLT 1013)</td>
<td>Phlebotomy</td>
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<tr>
<td></td>
<td><strong>Total Hours</strong></td>
<td></td>
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<td><strong>Spring Semester</strong></td>
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</tr>
<tr>
<td></td>
<td>ENGL 1123</td>
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<td></td>
<td>CHEM 1024/L</td>
<td>Chemistry I for Science Majors/L</td>
<td>4</td>
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<tr>
<td></td>
<td>MBIO 1124/L</td>
<td>General Microbiology</td>
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<td>CLSC 1023 (Formerly MLT 2233)</td>
<td>Urinalysis and Body Fluids</td>
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<tr>
<td></td>
<td>BIOL 2074/L</td>
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<tr>
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<tr>
<td></td>
<td>CLSC 2003 (Formerly MLT 2543)</td>
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<tr>
<td></td>
<td>CLSC 2013 (Formerly MLT 1024)</td>
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<td><strong>Fall Semester</strong></td>
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<td>MBIO 2444 (Formerly MLT 2444)</td>
<td>Pathogenic Microbiology</td>
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<td>CLSC 2023 (Formerly MLT 2343)</td>
<td>Clinical Biochemistry I</td>
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<tr>
<td></td>
<td>CLSC 2033 (Formerly MLT 2434)</td>
<td>Immunohematology</td>
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<td></td>
<td>PSYC 2003</td>
<td>General Psychology</td>
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<td><strong>Total Hours</strong></td>
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<td><strong>Spring Semester</strong></td>
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<tr>
<td></td>
<td>CLSC 2043 (Formerly MLT 2423)</td>
<td>Clinical Biochemistry II</td>
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<td></td>
<td>CLSC 2503 (Formerly MLT 2345)</td>
<td>Clinical Experience I</td>
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<td></td>
<td>CLSC 2513 (Formerly MLT 2306)</td>
<td>Clinical Experience II</td>
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<td></td>
<td>CLSC 2523 (Formerly MLT 2316)</td>
<td>Clinical Experience III</td>
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<td><strong>Summer Semester</strong></td>
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<td>CLSC 2533 (Formerly MLT 2408)</td>
<td>Clinical Experience IV</td>
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<td>CLSC 2542 (New Course)</td>
<td>Clinical Experience V</td>
<td>2</td>
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<td></td>
<td>CLSC 2551 (New Course)</td>
<td>Laboratory Educ. &amp; Mgmt</td>
<td>1</td>
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<tr>
<td></td>
<td>CLSC 2563 (Formerly MLT 2442)</td>
<td>Seminar</td>
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<td><strong>Total Hours</strong></td>
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<tr>
<td></td>
<td><strong>Total Hours for Degree</strong></td>
<td></td>
<td><strong>78</strong></td>
</tr>
</tbody>
</table>
NURSING ASSISTANT
Certificate of Proficiency

This minimum 90-clock hour program 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 client’s 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;
6. demonstrate observational and documented skills needed in support of the assessment of client’s health, physical condition, and well being.

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

Students successfully completing the program will be awarded the Certificate of Proficiency and will be eligible to sit for the state registry exam for Nursing Assistants.

Classes required for the program are:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA 1002</td>
<td>Nursing Assistant 2</td>
</tr>
<tr>
<td>NA 1012</td>
<td>Nursing Assistant Clinical 2</td>
</tr>
</tbody>
</table>

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 (17) students are admitted to the program on a yearly basis. The Program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P. O. Box 3122, Bethesda, MD 20824-1200. AOTA’s phone number is (301) 652-AOTA. Graduates 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 (NBCOT).
Students successfully completing this program will be awarded the Associate of Applied Science Degree.

**PREREQUISITE COURSES***

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 1123</td>
<td>Composition II</td>
</tr>
<tr>
<td>BSTD 0513</td>
<td>Intermediate Algebra or</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
</tr>
<tr>
<td>CSCI 1003</td>
<td>Computer and Info Processing</td>
</tr>
<tr>
<td>PSYC 2003</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 2223</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>PSYC 2203</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>SOC 1003</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>BIOL 2064/L</td>
<td>Anatomy and Physiology I/Lab</td>
</tr>
<tr>
<td>BIOL 2074/L</td>
<td>Anatomy and Physiology II/Lab</td>
</tr>
<tr>
<td>BIOL 2304/L</td>
<td>Kinesiology/Lab</td>
</tr>
<tr>
<td>OTA 1003</td>
<td>Introduction to Occupational Therapy</td>
</tr>
</tbody>
</table>

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

**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 2103</td>
<td>Pathology and Occupational Therapy Interventions</td>
</tr>
<tr>
<td>OTA 2113</td>
<td>Occupational Therapy and Human Development</td>
</tr>
<tr>
<td>OTA 2203</td>
<td>Geriatrics and Occupational Therapy Interventions</td>
</tr>
<tr>
<td>OTA 2101</td>
<td>Clinical Skills Laboratory</td>
</tr>
<tr>
<td>Semester Total</td>
<td>10</td>
</tr>
</tbody>
</table>

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 1404</td>
<td>Treatment of Psychosocial Disorders</td>
</tr>
<tr>
<td>OTA 1303</td>
<td>Therapeutic Skills I</td>
</tr>
<tr>
<td>OTA 1503</td>
<td>Therapeutic Skills II</td>
</tr>
<tr>
<td>OTA 2303</td>
<td>Advanced Professional Skills</td>
</tr>
<tr>
<td>OTA 2201</td>
<td>Fieldwork Level I</td>
</tr>
<tr>
<td>Semester Total</td>
<td>14</td>
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</tbody>
</table>

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OTA 2304</td>
<td>Advanced Procedures</td>
</tr>
<tr>
<td>OTA 2404</td>
<td>Treatment of Physical and Developmental Disorders</td>
</tr>
<tr>
<td>OTA 2504</td>
<td>Clinical Training and Skills</td>
</tr>
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<td>Semester Total</td>
<td>12</td>
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**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
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</thead>
<tbody>
<tr>
<td>OTA 2514</td>
<td>Fieldwork Level II-A*</td>
</tr>
<tr>
<td>(8 hrs. per day, 5 days per wk., 8 wks)</td>
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</tr>
<tr>
<td>OTA 2524</td>
<td>Fieldwork Level II-B*</td>
</tr>
<tr>
<td>(8 hrs. per day, 5 days per wk., 8 wks)</td>
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</tr>
<tr>
<td>Semester Total</td>
<td>8</td>
</tr>
</tbody>
</table>
*All OTA students are required to complete Level II Fieldwork A & B within 18 months following the completion of academic preparation.

**Basic Studies Requirements:**

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

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

- **Math**
  - ACT 15 or above (or) ASSET Intermediate Algebra Skills 43 or above (or)
  - COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra.

**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 36 semester hours of prerequisite courses prior to application to the PTA Program. The technical phase of the PTA training consists of three (3) 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**  
*(effective Fall 2005)*

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSTD 0513</td>
<td>Intermediate Algebra OR</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
</tr>
<tr>
<td>BIOL 2064/L</td>
<td>Anatomy &amp; Physiology I/Lab</td>
</tr>
<tr>
<td>BIOL 2074/L</td>
<td>Anatomy &amp; Physiology II/Lab</td>
</tr>
<tr>
<td>CSCI 1003</td>
<td>Computer and Info Processing</td>
</tr>
<tr>
<td>PHYS 2024/L</td>
<td>Physical Science/Lab</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 1123</td>
<td>Composition II</td>
</tr>
<tr>
<td>PSYC 2003</td>
<td>General Psychology</td>
</tr>
<tr>
<td>BIOL 2304/L</td>
<td>Kinesiology/Lab</td>
</tr>
<tr>
<td>PTA 1002</td>
<td>Introduction for Physical Therapist Assistants</td>
</tr>
<tr>
<td>HIT 1003</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</table>

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

**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PTA 1305/L</td>
<td>Applied Physical Therapy I/Lab</td>
</tr>
</tbody>
</table>
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 of all ages. Students seeking admission to the Nursing program must complete all pre-nursing courses as outlined below. The program offers two options: a fulltime day program; and, a part-time night program. The day program begins each January and the night program begins on an alternating January and August schedule. Students admitted to the day program are expected to complete the program in three semesters (12 months). Students admitted to the night program 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).

Admission Process:
The student must complete all necessary basic studies requirements as indicated by placement tests. The student may then obtain a Health and Natural Sciences packet from the Department of Nursing. To be eligible to enter the Practical Nursing Program, the applicant MUST meet the following standards:

1. Complete the pre-nursing program courses with a 2.0 or greater GPA on a 4.0 grading scale
2. Complete and submit the Health and Natural Sciences application packet. A background check may be required prior to admission to the program or to the
clinical setting. A drug screen will be required prior to admission to the clinical setting.
3. Meet with a nursing academic advisor
4. Furnish proof of current American Red Cross CPR certification prior to admission to the clinical area and maintain certification throughout the entire program
5. Make a HOBET composite score and reading comprehension score of 51 or greater
6. Provide documentation of Hepatitis B immunization and current tuberculosis skin testing or evidence of negative chest x-ray if skin testing not allowed

Applicants for either the full-time or part-time program that begins in January must complete all pre-nursing courses by August 31 of the previous calendar year. Those applicants for the part-time program which begins in August must complete all pre-nursing courses by the end of the first summer semester of the year in which admission is sought. These requirements will become effective for students applying for admission to these programs in August 2008. Applicants will be selected based on a combination of GPA and HOBET scores. The HOBET score on file at the application deadline date will be the final HOBET score that will be accepted.

Applicants who are seeking re-admission into the Practical Nursing Program must submit a new application packet including a current HOBET score (the HOBET score from the previous application will not be accepted). No concurrent enrollment of prerequisites and professional program courses will be allowed.

**PREREQUISITE COURSES**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 1003</td>
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<tr>
<td>BIOL 2064/L</td>
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<tr>
<td>BIOL 2003</td>
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<tr>
<td>RNSG 2113</td>
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<tr>
<td>CSCI 1003</td>
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**PRACTICAL NURSING:**

**TRACK I – Full-Time Day**

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
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</thead>
<tbody>
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**SUMMER SEMESTER**

<table>
<thead>
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<th>COURSE</th>
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</thead>
<tbody>
<tr>
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<td>Semester Total</td>
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**FALL SEMESTER**

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<tr>
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<td>Semester Total</td>
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</table>
PRACTICAL NURSING:
TRACK II – Part-Time Evening

**SPRING SEMESTER**

<table>
<thead>
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</thead>
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<tr>
<td>PN 1415</td>
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**SUMMER SEMESTER**

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<th>COURSE</th>
<th>SEM. HR.</th>
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<tbody>
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<td>PN 1310</td>
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<tr>
<td>Nursing II</td>
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<td>Semester Total</td>
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**FALL SEMESTER**

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<th>COURSE</th>
<th>SEM. HR.</th>
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<tbody>
<tr>
<td>PN 1413</td>
<td>13</td>
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<tr>
<td>Nursing III</td>
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**SPRING SEMESTER**

<table>
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<th>COURSE</th>
<th>SEM. HR.</th>
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<tbody>
<tr>
<td>PN 1513</td>
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<tr>
<td>Nursing IV</td>
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<tr>
<td>Semester Total</td>
<td>13</td>
</tr>
</tbody>
</table>

Total Program Hours ................................................................. 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 is based on that covered in previous courses.

**Basic Studies Requirements:**

- **Reading** - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.
- **Writing** - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.
- **Math** - ACT 16 or above (or) ASSET Numerical Skills 42 or above (or) COMPASS 49 or above (or) complete BSTD 0413 Elementary Algebra.
LPN/LPN to RN Matrix

<table>
<thead>
<tr>
<th>Pre-Nursing Courses</th>
<th>LPN</th>
<th>LPN to RN</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2064/L Human Anatomy &amp; Physiology I/L</td>
<td>Required</td>
<td>Required</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2003 Diet &amp; Nutrition</td>
<td>Required</td>
<td>Required</td>
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</tr>
<tr>
<td>HIT 1003 Medical Terminology</td>
<td>Required</td>
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</tr>
<tr>
<td>RNSG 2113 Math for Nurses</td>
<td>Required</td>
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</tr>
<tr>
<td>CSCI 1003 Computer and Information Processing</td>
<td>Required</td>
<td>Required</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2074/L Human Anatomy &amp; Physiology II/L</td>
<td>Required</td>
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</tr>
<tr>
<td>MBIO 1124/L Microbiology/L</td>
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</tr>
<tr>
<td>ENGL 1113 Composition I</td>
<td>Required</td>
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</tr>
<tr>
<td>ENGL 1123 Composition II</td>
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</tr>
<tr>
<td>MATH 1023 College Algebra OR RNSG 2113</td>
<td>Required</td>
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<td>3</td>
</tr>
<tr>
<td>PSYC 2003 General Psychology</td>
<td>Required</td>
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</tr>
<tr>
<td>PSYC 2223 Developmental Psychology OR Human Growth and Development</td>
<td>Required</td>
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<tr>
<td><strong>Total Hours</strong></td>
<td><strong>15</strong></td>
<td><strong>38</strong></td>
<td><strong>LPN15/RN38</strong></td>
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</tbody>
</table>

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.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1023 - College Algebra</td>
<td>3</td>
<td>SAU Magnolia</td>
</tr>
<tr>
<td>BSTD 1053 - Intermediate Algebra</td>
<td>3</td>
<td>UAM Monticello</td>
</tr>
<tr>
<td>CHEM 1064 - Fundamentals of Chemistry</td>
<td>4</td>
<td>SAU Magnolia Baptist</td>
</tr>
<tr>
<td>ENGL 1113 - Composition I</td>
<td>3</td>
<td>SAU Magnolia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UAM Monticello Baptist</td>
</tr>
<tr>
<td>ENGL 1123 - Composition II</td>
<td>3</td>
<td>SAU Magnolia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UAM Monticello Baptist</td>
</tr>
<tr>
<td>BIOL 2064/L - Human Anatomy &amp; Physiology I/L</td>
<td>4</td>
<td>SAU Magnolia</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UAM Monticello Baptist</td>
</tr>
</tbody>
</table>
**BIOL 2074/L - Human Anatomy & Physiology II/Lab**

- **Credits:** 4
- **Institution:** SAU Magnolia
- **Location:** UAM Monticello

**PSYC 2003 – General Psychology**

- **Credits:** 3
- **Institution:** SAU Magnolia

**PSYC 2223 - Developmental Psychology**

- **Credits:** 3
- **Institution:** SAU Magnolia

**SOC 2033 - Marriage & Family**

- **Credits:** 3
- **Institution:** SAU Magnolia

**SOC 2013 - Social Problems**

- **Credits:** 3
- **Institution:** SAU Magnolia

**SOC 2003 - Introduction to Sociology**

- **Credits:** 3
- **Institution:** Baptist

**BIOL 2003 - Nutrition & Diet**

- **Credits:** 3
- **Institution:** SAU Magnolia

**MBIO 1124 - Microbiology**

- **Credits:** 4
- **Institution:** SAU Magnolia

**CSCI 1003 - Computer Information Processing**

- **Credits:** 3
- **Institution:** UAM Monticello

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

---

**GETTING AHEAD IN NURSING (GAIN)**

South Arkansas Community College was awarded a community based job training grant by the U. S. Department of Labor. This grant will be in place for three years and will focus on a ladder or bridge for health care professions in South Arkansas. The project goals include:

- To increase the success, completion, licensure, and employment or pursuit of advanced nursing training for CNA, LPN, and Surgical Technology students.
- To increase the number of high school students and adults obtaining CNA certification for employment and/or pursuit of higher nursing degrees.
- To increase the number of Surgical Technologists serving South Arkansas and/or pursuing RN and higher nursing degrees.
- To increase the number of Surgical Technologists serving South Arkansas and/or pursuing LPN or higher nursing degrees.

To meet the requirements of this grant additional faculty will be hired and programs in addition to those currently available through South Arkansas Community College will begin in each of these areas beginning Fall 2008. These additional programs will enable more students to SUCCESSFULLY complete a program of study that will result in a better economic state for the family and the businesses in our community.

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

Mrs. Nita Green  
Director of Nursing  
South Arkansas Community College  
300 South West Avenue  
El Dorado AR 71731  
Phone: 870-864-7136  
Fax: 870-864-7104  
Email: ngreen@southark.edu
RADIOLOGIC TECHNOLOGY  
Associate of Applied Science

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

This twenty-four month program leads to the Associate of Applied Science Degree, and graduates are eligible to take the registry examination for the American Registry of Radiologic Technologists. Employment opportunities for graduates may be found in radiography departments of hospitals, clinics, 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: http://www.jrcert.org. Phone: (312)704-5300.

Admission Process
Admission to the Radiologic Technology Program is limited to 13 students per year. To apply for admission to the program, the student must complete all basic studies requirements. The student must also have completed the pre-requisites RADT 1001 and BIOL 2064/206L with a minimum of a “C”, have a cumulative GPA of at least a 2.00, and have passed the HOBET exam with a minimum score of 51 in both Math and Reading composite scores. Additionally, the HOBET will be limited to 3 attempts- see program faculty for further information. The student must then request an application from the Health and Natural Science office. It is required that students complete BIOL 2064 (Human Anatomy & Physiology I) and recommended that students complete BIOL 2074 (Human Anatomy & Physiology II) prior to enrolling in the program.

**PRE-REQUISITES:**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
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<tbody>
<tr>
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**FALL SEMESTER**

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<td>RADT 1214</td>
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</tr>
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<td>RADT 1222</td>
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<td>RADT 1101</td>
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**SPRING SEMESTER**

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<td>RADT 1223</td>
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<td>BIOL 2074/L</td>
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<tr>
<td>RADT 2202</td>
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<td>SEM. HR.</td>
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<tr>
<td>RADT 1122 Patient Care and Protection II</td>
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**SUMMER SEMESTER**

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<tr>
<td>RADT 1332 Clinical Education III</td>
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<td>RADT 1113 Radiographic Exposure</td>
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**FALL SEMESTER**

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<td>RADT 2223 Special Procedures</td>
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<td>RADT 1123 Imaging Modalities</td>
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<td>RADT 2116 Advanced Clinical Education I</td>
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<td>PSYC 2003 General Psychology</td>
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**SPRING SEMESTER**

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<td>RADT 2403 Seminar I</td>
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<td>RADT 2002 Film Evaluation</td>
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<td>RADT 2236 Advanced Clinical Education II</td>
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<td>CSCI 1003 Computers and Information Processing</td>
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<td>ENGL 1123 Composition II</td>
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**SUMMER SEMESTER**

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<td>RADT 2303 Seminar II</td>
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<td>RADT 2012 Quality Assurance</td>
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</table>

**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.
This program is a three-semester (spring, summer, fall) program that combines classroom instruction with clinical experiences. Six LPN programs have joined to form the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC will offer classes using interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU-N) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve up to twenty students at each of the six 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 – 8:30. This program is designed to meet the needs of working LPNs/LPTNs/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.

**Entrance Requirements—Note: There is a special application and deadline for this program.**

Applicants must show proof of:

1. Completion of an ARNEC program application packet
2. Graduation from a State Board approved technical/practical nursing program
3. A valid, unencumbered Arkansas LPN/LPTN/LVN license
4. Completion of the required general education courses from an accredited college or university with a grade of “C” or better (furnish transcripts)
5. A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall LPN/LPTN/LVN GPA and the required general education courses
6. An official high school transcript (or GED completion transcript)
7. Official transcripts from all colleges attended
8. 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. Drug screen

Students will be selected based on LPN/LPTN/LVN GPA, required general education course GPA, and admission exam scores. Students must comply with the admission requirements set forth by SouthArk in addition to the ARNEC requirements.
REGISTERED NURSING
General Education Curriculum

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2064/L</td>
<td>Anatomy and Physiology I/Lab</td>
</tr>
<tr>
<td>BIOL 2074/L</td>
<td>Anatomy and Physiology II/Lab</td>
</tr>
<tr>
<td>M BIO 1124</td>
<td>Microbiology with lab</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENGL 1123</td>
<td>Composition II</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra or Equivalent</td>
</tr>
<tr>
<td>BIOL 2003</td>
<td>Nutrition and Diet</td>
</tr>
<tr>
<td>PSYC 2003</td>
<td>General Psychology</td>
</tr>
<tr>
<td>PSYC 2223</td>
<td>Developmental Psychology</td>
</tr>
<tr>
<td>CSCI 1003</td>
<td>Computers and Information Processing, Computer Applications or Intro to Computers</td>
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</tbody>
</table>

Total General Education Requirements .......................................................... 33

Nursing Course Requirements:

<table>
<thead>
<tr>
<th>Spring Semester (16 weeks):</th>
<th>Sem. Hrs</th>
<th>Lecture/Wk</th>
<th>Lab/Wk</th>
</tr>
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<tbody>
<tr>
<td>RNSG 2114 Nursing Process I</td>
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<td>RNSG 2111 Nursing Math</td>
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<td>RNSG 2124 Pediatric Nursing Care</td>
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</tr>
<tr>
<td>RNSG 2133 Nursing Practicum I</td>
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<td>0</td>
<td>9</td>
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Total Credit Hours for Spring Semester: 12
Total Theory Hours: 144
Total Practicum Hours: 144

<table>
<thead>
<tr>
<th>Summer Semester (8 weeks):</th>
<th>Sem. Hrs</th>
<th>Lecture/Wk</th>
<th>Lab/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2214 Maternal/Child &amp;</td>
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<td>8</td>
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</tr>
<tr>
<td>Women’s Health</td>
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<tr>
<td>RNSG 2232 Nursing Practicum II</td>
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<td>0</td>
<td>12</td>
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</table>

Total Credit Hours for Summer Semester: 6
Total Theory Hours: 64
Total Practicum Hours: 96

<table>
<thead>
<tr>
<th>Fall Semester (16 weeks):</th>
<th>Sem. Hrs</th>
<th>Lecture/Wk</th>
<th>Lab/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNSG 2318 Nursing Process II</td>
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<td>8</td>
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<tr>
<td>RNSG 2311 NCLEX-RN Preparation</td>
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<td>0</td>
<td>9</td>
</tr>
<tr>
<td>RNSG 2223 Mental Health Nursing</td>
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<td>6</td>
<td>0</td>
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<tr>
<td>RNSG 2333 Nursing Practicum III</td>
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</tbody>
</table>

Total Credit Hours for Fall Semester: 15
Total Theory Hours: 240
Total Practicum Hours: 144

-----------------------------------------------------------------------------------------------

Total Program Nursing Theory Hours: 448
Total Program Nursing Practicum Hours (1:3 Ratio): 384

Total General Education Requirement Hours: 33 Hours
Total Nursing Course Requirement Hours: 33 Hours
Total Completion Hours for AAS in Nursing: 66 Hours
SURGICAL TECHNOLOGY PROGRAMS
Technical Certificate and Associate of Applied Science in Surgical Technology

The Surgical Technology programs at South Arkansas Community College consist of a one-year technical certificate in Surgical Technology or a two-year associate of applied science in Surgical Technology degree. The programs will prepare 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. Both programs consist of classroom and laboratory instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area.

Admission Process:
1. High School or GED Equivalency with transcript, or official college transcript if applicable
2. Completion of general admissions procedures to the college
3. Completion of all necessary basic studies requirements according to placement tests (see below)
4. Complete both Allied Health and Surgical Technology Application forms
5. Submission of 3 reference letters
6. Successful completion with 2.0 GPA or better in the following prerequisite courses:
   - BIOL 2064/L Human Anatomy and Physiology I and Lab I
   - BIOL 2074/L Human Anatomy and Physiology II and Lab II
   - MBIO 1124/L Microbiology and Lab
   - HIT 1003 Medical Terminology
7. HOBET composite score of 51 or greater and a score of 51 or greater in reading comprehension (paid for by student at time of test)
8. Meet with Surgical Technology advisor
9. An unencumbered drug screen and background check will be required upon entry to the program
10. Current AHA CPR Certification – Health Care Provider OR Arkansas Department of Health approved equivalent course
11. P.P.D. Skin Test or Chest X-Ray
12. Cumulative GPA of 2.00 or greater

Basic Studies Requirements:
Reading: ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above or complete BSTD 0113 Reading Skills II
Writing: ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II
Math: ACT 16 or above (or) ASSET Numerical Skills 42 or above (or) COMPASS 49 or above (or) complete BSTD 0413 Elementary Algebra.

Enrollment is limited to 12 students per year. Student selection is based on:
1. Overall GPA
2. GPA for prerequisite courses
3. HOBET scores
# SURGICAL TECHNOLOGY
## Technical Certificate Curriculum

### PREREQUISITES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 1003 Medical Terminology</td>
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<tr>
<td>BIOL 2064/L Human Anatomy and Physiology I/Lab</td>
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### FALL SEMESTER

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<thead>
<tr>
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<tbody>
<tr>
<td>SURG 1002 Introduction to Health Sciences</td>
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</tr>
<tr>
<td>SURG 1103 Principles of Pharmacology and Anesthesia</td>
<td>3</td>
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<tr>
<td>SURG 1106 Fundamentals of Surgical Technology</td>
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<tr>
<td>SURG 1122 Fundamentals of Surgical Technology Skills Laboratory</td>
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<tr>
<td>SURG 1132 Surgical Technology Practicum I</td>
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### SPRING SEMESTER

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<td>SURG 1206 Preoperative Techniques and Procedures</td>
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<td>SURG 1222 Preoperative Techniques and Procedures Skills Laboratory</td>
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<td>SURG 1202 Surgical Procedures I</td>
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<td>SURG 1216 Surgical Technology Practicum II</td>
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Total Program Hours .............................................................. 55

# SURGICAL TECHNOLOGY DEGREE CURRICULUM
## Associate of Applied Science

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<td>PSYC 2003 General Psychology</td>
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<td>CSCI 1003 Computers and information Processing or equivalent course</td>
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### SPRING SEMESTER

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<td>BIOL 2074/L Human Anatomy and Physiology II/Lab</td>
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<td>PSYC 2223 Developmental Psychology</td>
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**FALL SEMESTER**

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<tbody>
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<td>SURG 1002 Introduction to Health Sciences</td>
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<td>SURG 1103 Principles of Pharmacology and Anesthesia</td>
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<tr>
<td>SURG 1106 Fundamentals of Surgical Technology</td>
<td>6</td>
</tr>
<tr>
<td>SURG 1122 Fundamentals of Surgical Technology Skills Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1132 Surgical Technology Practicum I</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td>15</td>
</tr>
</tbody>
</table>

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURG 1206 Preoperative Techniques and Procedures</td>
<td>6</td>
</tr>
<tr>
<td>SURG 1222 Preoperative Techniques and Procedures Skills Laboratory</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1202 Surgical Procedures I</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1216 Surgical Technology Practicum II</td>
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</tr>
<tr>
<td><strong>Semester Total</strong></td>
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</table>

**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SURG 1302 Surgical Procedures II</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1322 Surgical Procedures III</td>
<td>2</td>
</tr>
<tr>
<td>SURG 1305 Surgical Technology Practicum III</td>
<td>5</td>
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<tr>
<td><strong>Total semester hours</strong></td>
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</tbody>
</table>

**TOTAL CURRICULUM HOURS**

73
The Trade & Industry Division is committed to meeting the training needs of industry and students in today’s rapidly changing technological society. Education and life-long training have become prerequisites for successful employment. Many who are currently employed need periodic training to upgrade their knowledge and skills. The T&I Division fills these training needs by providing an appropriate mix of academic and technical instruction, laboratory assignments, and hands-on training. The primary objective of the T&I programs is to impart the necessary knowledge and skills required for employment in industry. All programs are offered on a semester-hour basis.

Since most programs in the Division are designed to prepare the graduate for a specific career field, some students may be expected to purchase supplies or equipment to perform routine class and laboratory assignments.

### Programs

**Associate of Applied Science:**
- Criminal Justice Administration
- General Technology

**Technical Certificate:**
- Automotive Service Technology
- Computer/Network Installation & Repair Technology
- Industrial Equipment Maintenance Technology
- Process Instrumentation
- Welding Technology

**Certificate of Proficiency:**
- Automotive Diagnostics
- Automotive Maintenance
- Basic Industrial Electricity

**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**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1504</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AST 1304</td>
<td>Steering and Suspension</td>
</tr>
<tr>
<td>AST 1404</td>
<td>Automotive Electronics I</td>
</tr>
<tr>
<td>COURSE</td>
<td>SEM.HR.</td>
</tr>
<tr>
<td>---------</td>
<td>---------</td>
</tr>
<tr>
<td>AST 1604</td>
<td>Engine Performance I</td>
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<tr>
<td>Semester Total</td>
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**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>AST 1204</td>
<td>Brake Systems</td>
</tr>
<tr>
<td>AST 1614</td>
<td>Engine Performance II</td>
</tr>
<tr>
<td>AST 1704</td>
<td>Heating &amp; Air Conditioning</td>
</tr>
<tr>
<td>AST 2404</td>
<td>Automotive Electronics II</td>
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<tr>
<td>TECH 1003</td>
<td>Technical Math</td>
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**SUMMER SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
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</thead>
<tbody>
<tr>
<td>AST 2604</td>
<td>Advanced Engine Performance</td>
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<tr>
<td>Semester Total</td>
<td>4</td>
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</tbody>
</table>

Program Total ......................................................................................................... 39

**Basic Studies Requirements:**

- **Reading**: ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.
- **Writing**: ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.
- **Math**: ACT 15 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0314 Fundamentals of Math.

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

**AUTOMOTIVE 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:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM.HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1504</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AST 1204</td>
<td>Brake Systems</td>
</tr>
<tr>
<td>AST 1404</td>
<td>Automotive Electronics I</td>
</tr>
<tr>
<td>AST 2404</td>
<td>Automotive Electronics II</td>
</tr>
<tr>
<td>Semester Hours Total</td>
<td>16</td>
</tr>
</tbody>
</table>

Program Total...........................................................................................................16
AUTOMOTIVE DIAGNOSTICS
Certificate of Proficiency

Students in Automotive Diagnostics learn basic automotive knowledge and skills. They earn the Certificate of Proficiency by completing 16 credit hours of automotive core courses. The National Automotive Technicians Education Foundation (NATEF), a nationally recognized automotive education organization, certifies the automotive program. The automotive program instructors are certified by the National Institute for Automotive Service Excellence (ASE). Graduates will possess at least the minimum skills required to enter the workforce as entry-level automotive service technicians. Specific course requirements for the Certificate of Proficiency in Automotive Diagnostics are the following:

**COURSE** | **SEM. HR.**
--- | ---
AST 1304 Steering and Suspension | 4
AST 1704 Heating & Air Conditioning | 4
AST 1604 Engine Performance I | 4
AST 1614 Engine Performance II | 4
Semester Total | 16

Program Total................................................................. 16

COMPUTER ENGINEERING TECHNOLOGY
COMPUTER/NETWORK INSTALLATION AND REPAIR TECHNOLOGY
Technical Certificate
*(Pending approval by the State of Arkansas)*

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 & 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**

**COURSE** | **SEM. HR.**
--- | ---
CSCI 1003 Computers & Information Systems or equivalent | 3
CSCI 1213 IT Essentials IA | 3
Semester Total | 6

**SPRING SEMESTER**

**COURSE** | **SEM. HR.**
--- | ---
CSCI 1313 IT Essentials IB | 3
CSCI 1263 Windows XP Professional/Network Administration | 3
TECH 1003 Technical Math or | 3
<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 2405 Introduction to Networking</td>
<td>5</td>
</tr>
<tr>
<td>CSCI 1102 Leviton Cabling Certification</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

**FALL SEMESTER**

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 2425 LAN Installation &amp; Repair</td>
<td>5</td>
</tr>
<tr>
<td>CSCI 2352 Special Topics in Information Technology</td>
<td>2</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>7</strong></td>
</tr>
</tbody>
</table>

**Program Total**

---

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 & 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 & REPAIR**

**Certificate of Proficiency**

*(Pending approval by the State of Arkansas)*

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1003 Computers &amp; Information Systems or equivalent</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1213 IT Essentials IA</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>6</strong></td>
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</tbody>
</table>

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI 1313 IT Essentials IB</td>
<td>3</td>
</tr>
<tr>
<td>CSCI 1263 Windows XP Professional/Network Administration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Semester Total</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>

**Program Total**

---

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 & 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 & REPAIR
Certificate of Proficiency
(Pending approval by the State of Arkansas)

FALL SEMESTER

COURSE
CSCI 2405 Introduction to Networking 5
CSCI 1102 Leviton Cabling Certification 2
Semester Total 7

SPRING SEMESTER

COURSE
CSCI 2425 LAN Installation & Repair 5
CSCI 2352 Special Topics in Information Technology 2
Semester Total 7

Program Total ................................................................. 14

CRIMINAL JUSTICE ADMINISTRATION
Associate of Applied Science

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

FIRST SEMESTER

COURSE
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

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

THIRD SEMESTER

COURSE
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

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

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.

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 (15) hours

**Mathematics – Three (3) hours from the following:**

BSTD 0513 Intermediate Algebra or
MATH 1023 College Algebra or
TECH 1003 Technical Math
English/Communication – Six (6) hours from the following:
ENGL 1113 Composition I and
ENGL 1123 Composition II or
ENGL 2043 Technical Writing

Computer Fundamentals – Three (3) hours from the following:
CSCI 1003 Computers and Information Processing or
CSCI 1013 Windows XP Professional/Network Administration

Social Science – Three (3) 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 & Local
PSYC 2003 General Psychology
SOC 2003 Introduction to Sociology
GEOG 2003 Introduction to Geography
ECON 2003 Macroeconomics

Technical Major:
Twenty-four – Thirty (24 - 30) 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 – Twenty-one (15 – 21) semester credit hours from a second technical
specialty area. Of which twelve (12) semester credit hours will be from a second
technical specialty area listed below:

Industrial Equipment Maintenance Business
Computer Science Welding
Automotive Service Technology Industrial Technology

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

INDUSTRIAL EQUIPMENT MAINTENANCE TECHNOLOGY
Technical Certificate

The Industrial Equipment Maintenance program was designed by the advisory committee
to meet industry requirements. Successful completion will equips 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.
FALL SEMESTER

COURSE SEM. HR.
IDEQ 1003 Fundamentals of Industrial Maintenance 3
TECH 1203 Industrial Safety 3
IDEQ 1403 Fundamentals of Electricity 3
Semester Total 9

SPRING SEMESTER

COURSE SEM. HR.
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 3
Semester Total 12

FALL SEMESTER

COURSE SEM. HR.
IDEQ 2013 Coupling and Alignment 3
IDEQ 2503 Precision Measuring Tools 3
IDEQ 1903 Industrial Motors and Controls 3
Semester Total 9

SPRING SEMESTER

COURSE SEM. HR.
IDEQ 2004 Industrial Mechanics 4
IDEQ 1613 Advance Fluid Power (Hydraulics/Pneumatics) 3
Semester Total 7

Program Total 37

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.
BASIC INDUSTRIAL ELECTRICITY
Certificate of Proficiency

This Certificate of Proficiency prepares students for entry-level positions in local industry. Students will receive training in fundamentals of electricity, electrical circuits, and industrial motors and controls. Graduates of this program may find employment in entry-level maintenance positions at various local industries.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
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</thead>
<tbody>
<tr>
<td>IDEQ 1403</td>
<td>Fundamentals of Electricity</td>
</tr>
<tr>
<td>IDEQ 1903</td>
<td>Industrial Motors and Controls</td>
</tr>
<tr>
<td>IDEQ 1413</td>
<td>Electrical Circuits</td>
</tr>
<tr>
<td>Semester Total</td>
<td>9</td>
</tr>
</tbody>
</table>

INDUSTRIAL CONTROLS TECHNOLOGY
Certificate of Proficiency

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDEQ 1403</td>
<td>Fundamentals of Electricity</td>
</tr>
<tr>
<td>IDEL 1804</td>
<td>Intro to PLC</td>
</tr>
<tr>
<td>IDEQ 1903</td>
<td>Motors and Controls</td>
</tr>
<tr>
<td>Semester Total</td>
<td>10</td>
</tr>
</tbody>
</table>

SOLID STATE/ANALOG TECHNOLOGY
Certificate of Proficiency

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDEQ 1403</td>
<td>Fundamentals of Electricity</td>
</tr>
<tr>
<td>IDEL 1304</td>
<td>Solid State/Analog Circuits</td>
</tr>
<tr>
<td>Semester Total</td>
<td>7</td>
</tr>
</tbody>
</table>

PROCESS INSTRUMENTATION
Technical Certificate

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

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>IDEQ 1403</td>
<td>Fundamentals of Electricity</td>
</tr>
<tr>
<td>IDEQ 1603</td>
<td>Fluid Power System (Hydraulics/Pneumatics)</td>
</tr>
<tr>
<td>CSCI 1013</td>
<td>Windows XP Professional/ Network Administration</td>
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IDEL 1504 Basic Digital Technology 4
Semester Total 13

**SPRING SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
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</thead>
<tbody>
<tr>
<td>IDEL 1804</td>
<td>Intro to Programmable Logic Controllers 4</td>
</tr>
<tr>
<td>IDEQ 1903</td>
<td>Industrial Motors and Controls 3</td>
</tr>
<tr>
<td>IDEL 1304</td>
<td>Solid State/Analog Circuits 4</td>
</tr>
<tr>
<td>TECH 1203</td>
<td>Industrial Safety 3</td>
</tr>
<tr>
<td>Semester Total</td>
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</tr>
</tbody>
</table>

Program Total .................................................................27

**Basic Studies Requirements**

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

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

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

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

**TRUCK DRIVING**

Certificate of Proficiency

American business moves by truck, and the demand for reliable drivers is always high. Area and national trucking firms visit or call the campus regularly to recruit graduates of SouthArk’s six-week Truck Driving Program.

The Truck Driving Training curriculum prepares students to drive tractor-trailer rigs. This program teaches proper driving procedures, safe driver responsibility, commercial motor vehicle laws and regulations, and the basic principles and practices for operating commercial vehicles.

The course work covers motor vehicle laws and regulations, map reading, basic vehicle maintenance, safety procedures, daily logs, over-the-road driving skills, defensive driving, freight handling, security and fire protection, cargo loading and securing, serpentine backing, straight-line backing, coupling and uncoupling, shifting gears of vehicle, and turning. Highway driving training exercises and classroom lectures are used to develop the student's knowledge and skills.

Graduates of the curriculum are qualified to take the Commercial Driver’s License (CDL) exam and are employable by commercial trucking firms. They may also become owner-operators and work as private contract haulers.

The truck driver training course qualifies for Veterans educational benefits and some job training programs. Students should contact local agencies to determine their eligibility. Truck Driver Training does not qualify for federal financial aid or PELL grants. Additional information is available from the Financial Aid Office.
Admission to the program is based on a first-come, first-served basis after applicants complete the following:

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

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

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRD 1007 Truck Driving</td>
<td>7</td>
</tr>
</tbody>
</table>

**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 the qualification and certification of entry-level welders. Students receive instruction in practical applications of welding techniques as well as the operation and maintenance of related tools in the industry. Graduates may find employment in manufacturing, maintenance, independent welding shops, and construction companies.

The daytime welding courses are offered on a four- and eight-week semester schedule. The night welding courses are offered on a sixteen-week semester schedule.

The welding courses are offered in a mini-semester schedule format. The four credit hour courses will meet five days per week for eight weeks, and the three credit hour courses will meet five days per week for four weeks.

**FALL SEMESTER**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>SEM. HR.</th>
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<tbody>
<tr>
<td>WLD 1214 GMAW I (MIG) Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLD 2214 GMAW II (MIG) Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLD 1224 GTAW I (TIG) Welding</td>
<td>4</td>
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<tr>
<td>WLD 2224 GTAW II (TIG) Welding</td>
<td>4</td>
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<tr>
<td>Semester Total</td>
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**SPRING SEMESTER**

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<tr>
<th>COURSE</th>
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<tr>
<td>WLD 1114 SMAW I Welding</td>
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<tr>
<td>WLD 2114 SMAW II Welding</td>
<td>4</td>
</tr>
<tr>
<td>WLD 1244 Layout &amp; Pipefitting I</td>
<td>4</td>
</tr>
<tr>
<td>WLD 2244 Layout &amp; Pipefitting II</td>
<td>4</td>
</tr>
<tr>
<td>TECH 1003 Technical Math</td>
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</tr>
<tr>
<td>Semester Total</td>
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</tr>
</tbody>
</table>

Program Total ......................................................................................................... 35
Approved electives:
WLD 1513    Cutting Principles & Practices
WLD 1404    Welding Evaluation & Testing
WLD 1613    Welding Metallurgy (pending approval)

Basic Studies Requirements:
Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.
Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.
Math - ACT 15 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0314 Fundamentals of Math.

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

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
Semester Total 8

GMAW (MIG) WELDING
Certificate of Proficiency

This Certificate of Proficiency gives students a basic understanding of the various welding techniques in the welding industry. This certificate requires the completion of 8 semester hours of course work. Graduates may find entry-level employment in manufacturing, maintenance, independent welding shops, and construction companies.

COURSE SEM.HR.
WLD 1224 GMAW I (MIG) Welding 4
WLD 2214 GMAW II (MIG) Welding 4
Semester Total 8
GTAW (TIG) WELDING
Certificate of Proficiency (Pending Approval)

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. A student who receives this degree will also have completed at least two AWS certification weld tests. The student will also learn the basics of the Plasma cutting torch

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<tr>
<td>WLD 2224 GTAW (TIG) Welding</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
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</table>

WELDING LAYOUT AND PIPEFITTING
Certificate of Proficiency (Pending Approval)

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.

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<tbody>
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<td>WLD 1244 Layout and Pipefitting I</td>
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</tr>
<tr>
<td>WLD 2244 Layout and Pipefitting II</td>
<td>4</td>
</tr>
<tr>
<td>Semester Total</td>
<td>8</td>
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</table>

WELD INSPECTION
Certificate of Proficiency (Pending Approval)

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.

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<tbody>
<tr>
<td>WLD 1404 Welding Evaluation and Testing</td>
<td>4</td>
</tr>
<tr>
<td>WLD 1613 Welding Metallurgy</td>
<td>3</td>
</tr>
<tr>
<td>Program Total</td>
<td>7</td>
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CORPORATE & 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, and the College's faculty.

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 that have been offered include:

<table>
<thead>
<tr>
<th>ACCESS</th>
<th>HAZWOPER</th>
<th>PowerPoint</th>
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<tbody>
<tr>
<td>Forklift</td>
<td>Industrial Safety</td>
<td>Supervisory Skills</td>
</tr>
<tr>
<td>CPR</td>
<td>Leadership</td>
<td>Workplace Spanish</td>
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<tr>
<td>EXCEL</td>
<td>Microsoft Word</td>
<td>Diversity</td>
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<tr>
<td>5S</td>
<td>Lean Mfg.</td>
<td>Defensive Driving</td>
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<tr>
<th>Art</th>
<th>Camp Lotsafun</th>
<th>Estate Planning</th>
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<tbody>
<tr>
<td>Boater Education</td>
<td>Contractor Safety Training</td>
<td>Flower Arranging</td>
</tr>
<tr>
<td>Cake Decorating</td>
<td>Conversational Spanish</td>
<td>Hunter Education</td>
</tr>
<tr>
<td>Calligraphy</td>
<td>Country Western Dancing</td>
<td>MS Project</td>
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</tbody>
</table>

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 email ce@southark.edu.

Instructors
Community Service (CS) and Continuing Education (CE) instructors, selected for their skills and expertise in a variety of fields, are drawn from business, the professions, government, the College faculty, and the community. Anyone interested in teaching may call (870) 864-7192 or email ce@southark.edu.
Registration
High school graduation or previous college attendance is NOT required to take a non-credit course. For information regarding a course, students may visit the Center for Workforce Development on East Campus 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 Service office.

Schedules
Schedules of the Corporate and Community Education courses are prepared quarterly and mailed to interested persons or are available at the Center for Workforce Development. The quarterly schedule may also be printed from the Business and Community class page of SouthArk’s website at www.southark.edu. 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 - ESL
This class is designed for students who have little or no background in the English Language as well as students who have limited use of the English Language. Alphabet sounds, simple commonly used verbs, and basic understanding of grammar and basic
functional language are emphasized for the beginning students. Intermediate and advanced students 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.

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.

**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.

**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 Director of Corporate and Community Education at 870-864-7193 or visit the center located on the East Campus of South Arkansas Community College.

**Student Job Placement**
South Arkansas Community College maintains an online job placement site for students, graduates, and employers at [www.southworks.org](http://www.southworks.org). For assistance with the site, call 864-7192.
ACCOUNTING

ACCT 1003 INTRODUCTORY ACCOUNTING
The study of bookkeeping cycles of keeping journals, posting to ledger accounts, taking trial balances, preparing balance sheets and working papers, and preparing closing and adjusting entries. Covers commonly used journals, ledgers, and payroll registers as well as the basic tax forms required for small business firms. Recommended for students who have not completed high school bookkeeping before taking Accounting 2003.

ACCT 2003 PRINCIPLES OF ACCOUNTING I
Basic principles of financial accounting theory with emphasis on sole proprietorships.

ACCT 2103 PRINCIPLES OF ACCOUNTING II

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.

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. See the instructor for challenge test information if you have good keyboarding skills.

ADMS 1023 INTERMEDIATE KEYBOARDING
Prerequisite: Key 40 WPM. Continuation of ADMS 1013, with further study of the form and arrangement of the business letter; frequency drills and practice designed to develop accuracy and speed; tabulation and business forms.

ADMS 2063 BUSINESS COMMUNICATIONS
Prerequisites: ENGL 1113 and ADMS 1013. The composition and evaluation of psychologically sound business letters in correct and forceful English. Emphasis is placed on solving business problems encountered in writing effective business letters and reports.

ADMS 2083 ADMINISTRATIVE TECHNOLOGY
Prerequisite CSCI 2143. Advanced concepts of office management and office procedures utilizing integration of previously learned computer applications. Students develop advanced administrative skills through advanced email functions, the integration of office applications, and using a variety of peripheral devices. Students will complete projects using the Microsoft Office suite that require critical thinking, problem solving, and advanced office procedures.

ADMS 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN
Prerequisites: ADMS 1023 and completion of 45 hours of the program. A course with emphasis on projects that require organizational skills and teamwork that prepares students for a smooth transition into the fast-paced business environment. Topics such as business attire, interpersonal skills, ethics, business protocol, and problem solving are incorporated into the class. Students will develop individual professional portfolios that can be used in the job application process.
ART

ART 1013 DRAWING I
A course designed to teach the techniques of drawing in pencil, charcoal, and ink. Provides instruction in the application of art principles to drawing. Four hours per week in studio. (F, S, D)

ART 1113 DRAWING II
Prerequisite: Art 1013. Advanced problems in drawing, group composition, drawing with colored media, and experimental techniques. Four hours per week in studio.

ART 1123 COLOR AND DESIGN THEORY
Prerequisite: Drawing I. Introduces students to the elements and principles of design and color theory. This is a studio class with emphasis on two-dimensional design.

ART 1353 DIGITAL PHOTOGRAPHY
Digital pictures are more than instant images as they can be instantly changed and improved. This is creativity at its best! A digital camera is a wonderful new tool. If you’re new to photography or an experienced film user, you will find this program full of practical information and instruction on digital imaging.

ART 2003 ART APPRECIATION
(For non-art majors) Prerequisite: Pass BSTD 0113 with a “C” or better or equivalent score on placement test. Course to develop enjoyment of art and understanding of art’s relevance to society through a non-studio study of visual design and subsequent analysis of architecture, sculpture, and painting.

ART 2073 PAINTING I
This course provides preliminary experience in painting, using transparent water base paints and other media related to pictorial composition.

ART 2093 PAINTING II
Designed for students to become acquainted with opaque painting methods. Students will be allowed to use either oil or acrylic paint on stretched canvas. Easels will be used to support canvases. Emphasis upon mixing colors, applying paint, composition, and design. (On demand, D, N)

AUTOMOTIVE SERVICE TECHNOLOGY

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

AST1304/L STEERING AND SUSPENSIONS/LAB
This course covers diagnosis and repair of steering and suspension systems. Units of instruction will include steering systems, suspension systems, alignment procedures, and wheel/tire service. (2 hours lecture, 3 hours lab)

AST1404/L AUTOMOTIVE ELECTRONICS I/LAB
This course introduces electrical theory including voltage, current, resistance, and power. DC and AC circuits are covered along with series, parallel, and series-parallel circuits. The proper use of electrical test equipment is emphasized. (2 hours lecture, 3 hours lab)

AST 1504/L ENGINE REPAIR/LAB
This course includes safety, tools, service information, and precision measurement. Also covered are engine disassembly/assembly procedures, engine diagnosis, lubrication and cooling systems. (2 hours lecture, 3 hours lab)

AST 1604/L ENGINE PERFORMANCE I/LAB
This course is an introduction to ignition, fuel, intake, and exhaust systems. Exhaust emissions and emission control devices are also covered. Diagnostics is emphasized. (2 hours lecture, 3 hours lab)

AST 1614/L ENGINE PERFORMANCE II/LAB
The course covers various fuel injection systems, electronic ignition systems, and on-board computer engine controls. Proper diagnostics is
stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

**AST 1704/L HEATING AND AIR CONDITIONING/LAB**
This course covers diagnosis and repair of Air Conditioning Systems. Refrigeration 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**
This course covers diagnosis and repair of automatic transmission/transaxles. Included are transmission maintenance, adjustments, and scan tool diagnostics. Off-vehicle diagnosis and repair are also covered. (2 hours lecture, 3 hours lab)

**AST 1902 ASE TEST PREPARATION**
This course is designed to assist the student in preparing for the National Institute for Automotive Excellence (ASE) tests. The course will include pretests, practice tests, individual instruction, and classroom media presentations. (2 hours lecture)

**AST 2404/L AUTOMOTIVE ELECTRONICS II/LAB**
This course is an in-depth study of battery, starting, charging, and electrical accessory systems. Proper diagnostics and safety is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

**AST 2601 DIRECTED STUDY**
The student and the instructor will agree upon a project that will enhance the student’s automotive knowledge. The project is to be completed by the student in the classroom, lab, or on the job. (1 hour, 30 contact hours)

**AST 2604/L ADVANCED ENGINE PERFORMANCE/LAB**
This course covers OBD II (on-board diagnostics second generation) systems. Included are advanced diagnostics of fuel, ignition, and emission control systems. Scan tool and Scope usage is emphasized. (2 hours lecture, 3 hours lab)

**BASIC STUDIES**
Grades earned in courses beginning with a “0” prefix course number will not be used in calculating grade point averages. Semester hours earned will not be counted for graduation purposes. These courses must be repeated until a grade of “C” or better is earned.

**BSTD 0103 READING SKILLS I**
Development of reading skills through perception training, vocabulary building, comprehension training, and rate building. Diagnostic and individual prescriptive techniques are emphasized.

**BSTD 0113 READING SKILLS 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. This course is primarily taught using the I CAN Learn Math software.

**BSTD 0413 ELEMENTARY ALGEBRA**
Prerequisite: Pass BSTD 0313 with a grade of “C” or better or make an appropriate score on the placement test. This is a pre-college, beginning algebra course for students with no algebra background or with a very weak algebra background. The purpose is to prepare the students for BSTD 0513, Intermediate Algebra. Topics include the real number system, algebraic expressions, properties of the real number system, real number arithmetic, exponential notation, order of operations, solving first-degree equations in one variable, solving first-degree inequalities in one variable, solving a formula for
a letter, problem solving using equations, laws of exponents, polynomial operations, and factoring polynomials. This course is primarily taught using the I CAN Learn Math software.

**BSTD 0513 INTERMEDIATE ALGEBRA**  
Prerequisite: Pass BSTD 0413 with a grade of “C” or better or make the appropriate score on the placement test. This is a pre-college level course for students who have had some algebra but need further development of their skills before they take MATH 1023, College Algebra. Topics covered include factoring polynomials, rational expressions, solving rational equations, graphing linear equations on the coordinate plane, compound inequalities, absolute value equations and inequalities, linear inequalities in two variables, relations and functions, variation, systems of equations and inequalities, radical expressions, rational exponents, solving radical equations, and solving quadratic equations. This course is primarily taught using the I CAN Learn Math software.

**BSTD 1303 PSYCHOLOGY FOR LIVING**  
A course designed to enhance academic achievement, development of personality, and social interaction. Not a substitute for Psychology 2003.

**BIOLOGY**

**BIOL 1004/L FUNDAMENTALS OF BIOLOGY/LAB**  
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of “C” or better or make an appropriate score on the placement test. Morphological, physiological, and taxonomic survey of the plant and animal kingdom with emphasis on basic biological principles. Lecture: three hours. Laboratory: two hours.

**BIOL 1024/L VERTEBRATE ZOOLOGY/LAB**  
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of “C” or better or make an appropriate score on the placement test. Study of phylogenetic relationships, morphology, and physiological process of the classes of vertebrates. Lecture: three hours. Laboratory: two hours.

**BIOL 1034/L GENERAL BOTANY/LAB**  
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of “C” or better or make an appropriate score on the placement test. Introduction to fundamental principles of plant structure and function. Lecture: three hours. Laboratory: two hours.

**BIOL 2003, BIOL 2003.90 (On line) 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. Lecture: 3 hours.

**BIOL 2064/L, BIOL 2064.90 (On line), BIOL 206L.90 (on line) HUMAN ANATOMY AND PHYSIOLOGY I/LAB**  
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of “C” or better or make an appropriate score on the placement test. Study of the structure and functions of the human body with emphasis on the skeletal, muscular, and nervous systems. Lecture emphasizes concepts that allow humans to walk upright and to respond to their environment. Laboratory work includes histology, morphometry of the skeleton, dissections, and some physiologic experimentation. Lecture: 3 hours. Laboratory: 2 hours 4 Credits.

**BIOL 2074/L, BIOL 2074.90 (on line), BIOL 207L.90 (on line) HUMAN ANATOMY AND PHYSIOLOGY II/LAB**  
Prerequisite: Pass BIOL 2064/L with a grade of “C” or better. Continuation of BIOL 2064, with emphasis on the circulatory, lymphatic, digestive, urinary, respiratory and hematologic systems including a study of growth and development of the human body, and discussion of newest developments in genetics. Laboratory work includes histology of tissues, CD labs on electrocardiography and the ECG, respiration and metabolism, and dissections of sheep heart and the fetal pig in addition to some physiologic experimentation. Lecture: 3 hours. Laboratory: 2 hours. 4 Credits.

**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 movements contribute to posture and movement.
contraction affects movements, posture, and gait. (3 hours lecture, 2 hours lab). 4 credits

BUSINESS ADMINISTRATION

BUS 1003 THE AMERICAN ENTERPRISE SYSTEM
Basic course in the fundamentals of business. An overview to develop an intelligent understanding of the realistic problems and practices of business. Studies of the business organization and its environment, including marketing, economics, management, and accounting.

BUS 2013 QUANTITATIVE ANALYSIS
Prerequisite: MATH 1023. An introduction to applied statistics including measures of central tendency and dispersion, probability, sampling, estimation, hypothesis testing, and analysis of variance.

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 2903 SPECIAL TOPICS IN BUSINESS
A survey of various topics within the field of business to meet specialized needs.

CHEMISTRY

CHEM 1024/L CHEMISTRY I FOR SCIENCE MAJORS/LAB
Prerequisites: Pass BSTD 0113, BSTD 0213 with a grade of “C” or better and either one year of high school algebra, or BSTD 0413 or its equivalent or make an appropriate score on the placement test. Successfully complete high school chemistry or its equivalent. Fundamental laws, theories, and mathematical relationships of chemistry. Intended for students who need a foundation for work in advanced chemistry or related laboratory sciences. Three hours lecture and two hours laboratory.

CHEM 1064/L FUNDAMENTALS OF CHEMISTRY/LAB
Prerequisites: Pass BSTD 0113, BSTD 0213 with a “C” or better and either one year of high school algebra, or BSTD 0413 or its equivalent or make an appropriate score on the placement test. An introductory course for students in two-year Allied Health programs, chemical technology, and industrial process technology. Does not fulfill general education science requirement. Three hours lecture and two hours laboratory.

CHEM 1124/L CHEMISTRY II FOR SCIENCE MAJORS/LAB
Prerequisite: CHEM 1024, BSTD 0513. Continuation of Chemistry I for Science Majors. Laboratory: two hours.

CLINICAL LABORATORY SCIENCE

CLS 1003 PRINCIPLES OF CLINICAL LABORATORY 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.

CLS 1013 PHLEBOTOMY (Formerly MLT 1013)
The 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, special collection techniques, and actual collection of laboratory specimens. The instructor will coordinate the collection of 100 venous specimens and 5 capillary collections for course completion. The successful completion of CLS 1013 qualifies the student to sit for the American Society of Phlebotomy Technicians (ASPT) certification exam.

CLS 1023 URINALYSIS AND BODY FLUIDS (Formerly MLT 2233)
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 results.

**CLS 2003 IMMUNOLOGY/ SEROLOGY/LAB (Formerly MLT 2543)**
A course covering the principles of basic immunology and the application of clinical immunology in the medical laboratory to include: immunoglobulin structure and function, antigen-antibody reactions, classification, mechanisms, and clinical characteristics of immune disease; transplantation and tumor immunology; and, a study of various serological testing procedures and interpretation and correlation of test results with disease states.

**CLS 2013 HEMATOLOGY/ COAGULATION (Formerly MLT 1024)**
This course consists of a study of hematopoiesis, classification, mechanism, and clinical characteristics of anemia’s, leukemias, lymphomas, and other related diseases; the mechanism and specific disorders of hemostasis; and, the principles of various hematological testing procedures and interpretation and correlation of test results with disease states. The laboratory portion of this course will include performance of basic hematology/coagulation laboratory tests.

**CLS 2023 CLINICAL BIOCHEMISTRY I (Formerly MLT 2343)**
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.

**CLS 2033 IMMUNOHEMATOLOGY (FORMERLY MLT 2434)**
This course involves: 1) identification of blood groups; 2) blood group systems; 3) genetics; 4) immunology; 5) antibody detection and identification; 6) donating, collecting, processing, and transfusion of blood and blood components; and, 7) hemolytic disease of the newborn. The laboratory portion of the course will provide practical experience in the performance of tests associated with the various didactic topics.

**CLS 2043 CLINICAL BIOCHEMISTRY II FORMERLY (MLT 2423)**
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.

**CLS 2103 COOPERATIVE EDUCATION EXPERIENCE**
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/week and be compensated by employer.

**CLS 2304 CLS SPECIAL TOPICS (Formerly MLT 2304)**
Individual investigation of selected problems in urinalysis/body fluids, hematology/coagulation, immunology/serology, blood banking, clinical chemistry/toxicology, parasitology, phlebotomy, laboratory management, or other associated areas of clinical laboratory science.

**CLS 2503 CLINICAL EXPERIENCE I. (CLINICAL HEMATOLOGY/ COAGULATION) (Formerly MLT 2306)**
Students rotate through the Hematology/Coagulation section of affiliated clinical laboratories, observe, and perform test procedures under the supervision of the clinical staff (32 hours per week). Students participate in all aspects 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 clinical laboratory as an employee at the technician level.

**CLS 2513 CLINICAL EXPERIENCE II (CLINICAL BIOCHEMISTRY) (Formerly MLT 2316)**
Students rotate through the Biochemistry section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff (32 hours per week). Students participate in all aspects 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 clinical laboratory as an employee at the technician level.

CLS 2523 CLINICAL EXPERIENCE III. (CLINICAL IMMUNOHEMATOLOGY) (Formerly MLT 2345)
Students rotate through the Immunohematology section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff (32 hours per week). Students participate in all aspects 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 clinical laboratory as an employee at the technician level.

CLS 2533 CLINICAL EXPERIENCE IV. (CLINICAL MICROBIOLOGY) (Formerly MLT 2408)
Students rotate through the Microbiology section of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff (32 hours per week). Students participate in all aspects 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 clinical laboratory as an employee at the technician level.

CLS 2542 CLINICAL EXPERIENCE V. (CLINICAL URINALYSIS/BODY FLUIDS/ IMMUNOLOGY) (Formerly MLT 2316)
Students rotate through the Urinalysis and Body fluids/Immunology sections of affiliated clinical laboratories and observe and perform test procedures under the supervision of the clinical staff (32 hours per week). Students participate in all aspects 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 clinical laboratory as an employee at the technician level.

CLS 2551 LABORATORY EDUCATION & MANAGEMENT
This course will focus on modern education and management concepts for the clinical laboratory.

CLS 2563 SEMINAR (Formerly MLT 2442)
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.

COMPUTER SCIENCE

CSCI 1003 COMPUTERS AND INFORMATION PROCESSING
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 LEVITON CABLING CERTIFICATION
This course presents information and installation competencies in alignment with the Leviton Copper Certified Installer examination and the Leviton Fiber Certified Installer examination.

CSCI 1103 COBOL PROGRAMMING
Introduction to computer programming using the Common Business Oriented Language including presentation and analysis of programming applications and techniques for business, industry, and government.

CSCI 1113 COMPUTERS AND MULTIMEDIA
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 1263 WINDOWS XP PROFESSIONAL/NETWORK ADMINISTRATION
Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of “C” or better or equivalent score on the placement test. Covers basics of Windows XP Professional from installing and upgrading to enabling remote support. Administrative issues such as setting up password requirements,
securing shared resources, and managing user accounts are covered. Includes details on mobile computing issues for networks.

CSCI 1274 WINDOWS 2003 SERVER/NETWORK ADMINISTRATION
Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of “C” or better or equivalent score on the placement test. This course is designed to give students the knowledge and experience to install, configure, and administer Microsoft Windows 2003 Server as a network operating system. This course will prepare students for Microsoft Exam number 70-215.

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 1403 CCNA 1 NETWORKING BASICS
Prerequisite: Pass BSTD 0113 and BSTD 0213 with a grade of “C” or equivalent score on the placement test. CCNA 1 is the first of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Introduces students to the networking field. Focuses on network terminology and protocols, local area networks (LANs), wide area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards.

CSCI 1405 INTRODUCTION TO NETWORKING
Students will learn the basic hardware components and software (both OS & 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 1413 CCNA 2 ROUTERS AND ROUTING BASICS
Prerequisite: Pass CSCI 1403 with a grade of “C” or better. The second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students should develop skills on how to configure a router, manage Cisco IOS software, configure routing protocols, and create access control lists controlling access to the router.

CSCI 1425 LAN INSTALLATION & REPAIR
Prerequisite: CSCI 1405. 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 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 1803 SECURITY + EXAM CERTIFICATION
Designed to prepare students for the CompTia Security+ exam. Security+ is a vendor-neutral certification exam for entry-level security professionals.

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
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 and CSCI 1253. 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
Prerequisite: CSCI 1903. 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 will 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 2204 IMPLEMENTING AND ADMINISTERING A MICROSOFT 2003 ACTIVE DIRECTORY
Prerequisite: CSCI 1274. Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory service. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

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 2232 CCNA 3 SWITCHING BASICS AND INTERMEDIATE ROUTING
Prerequisite: CSCI 1413 with a grade of “B” or better or possess CCNA certificate. This is the third of four courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on advanced IP addressing techniques such as Variable Length Subnet Masking (VLSM), intermediate routing protocols (RIP v2, EIGRP, single-area OSPF), command-line interface configuration of switches, Ethernet switching, Virtual LANs, Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP).

CSCI 2343 CCNA 4 WAN TECHNOLOGIES
Prerequisite: Pass CSCI 1413 with a grade of “B” or better or possess CCNA. May be taken before CSCI 2323. Last of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, frame relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA exam.
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 2413 ADVANCED MICROSOFT OFFICE
Prerequisite: CSCI 2143. This course is intended as a second course for enhancing the student's ability to utilize Microsoft Office software. Integration of applications and advanced topics will be covered in the applications.

CSCI 2703 PROFESSIONAL PROJECTS & PORTFOLIO DESIGN
Prerequisite: Completion of 45 hours of the program. Students complete projects that require organizational skills and teamwork to prepare them for a smooth transition into the fast-paced business environment. Class incorporates such topics 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.

CJ 1103 INTRODUCTION TO CRIMINAL JUSTICE
Examination of the history and philosophy of the administration of justice in America. The systems and sub-systems, their roles and interrelationships, theories of crime, punishment, and rehabilitation; and the ethics, education, and training of professionals will be studied.

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 upon 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 & PROCEDURES

ECE 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION
Prerequisite: Admission to the ECE program. This course includes basic information on childcare as a profession. The student is introduced to the competency goals and requirements of the Child Development Associate credential. Outside field experiences may be required, depending on student’s previous experience.

ECE 1013 CHILD GROWTH & DEVELOPMENT
This course consists of the stages of cognitive, physical, emotional, and social growth of children from birth to age eight. It includes activities recommended to facilitate optimum development of each stage. Outside field experiences will be required.
ECE 1023 ENVIRONMENTS FOR YOUNG CHILDREN
This course focuses on the appropriate activities and positive physical, social, cognitive, and emotional environments that will facilitate optimum growth and development of children, aged birth to five. Focus is on creating a safe environment, providing healthy nutritious foods, and making young children aware of the importance of these factors for good health and safe living. State laws and regulations for establishing childcare centers are also discussed. Outside field experiences may be required, depending on student’s previous experience.

ECE 1033 TECHNICAL PRACTICUM I
Prerequisites: ECE 1003; ECE 1013; ECE 1023. This course provides opportunities for students to apply the acquired theory and skills in a child care setting. Completion of course objectives provides opportunities for students to implement experiences planned in the pre and/or co-requisites and assures a balance in all areas of the curriculum.

ECE 1043 CREATIVE ARTS FOR PRESCHOOL CHILDREN
Prerequisites: ECE 1003, ECE 1013, ECE 1023 This course prepares preschool teachers for using art, music, movement, and dramatic play as a teaching tool through providing enrichment activities that are age appropriate. Creative activities in health and safety, problem solving, creative thinking, self-awareness, socialization, family relationships, nutrition, and music appreciation provide themes for instruction. Students will be expected to actively contribute and teach. Lab experiences will be implemented during ECE 2033 Technical Practicum I and ECE 2063 Technical Practicum II.

ECE 1053 CURRICULUM METHODS & MATERIALS
Prerequisites: ECE 1013. This course prepares the pre-school teacher for assessing student needs, planning age- and stage-appropriate lessons, and preparing and selecting materials to accompany lessons that will aid the children’s optimum growth and development.

ECE 2003 EMERGING LITERACY
Prerequisite: ECE 1013. This course covers skills needed by preschool teachers in order to plan, develop, and present language arts activities that nurture expressive language in young children. These skills are used to help children develop pre-reading and pre-writing skills.

ECE 2013 INFANT AND TODDLER DEVELOPMENT
Prerequisite or Co-requisite: ECE 1013. This course provides foundational knowledge of appropriate behavioral expectations of infants and toddlers. Age appropriate care and discipline are examined along with the history, principles, and techniques of caring for infants and toddlers.

ECE 2023 SURVEY OF EXCEPTIONAL CHILDREN
This course consists of a brief overview of many common physical, emotional, social, and mental problems children may experience, and how preschool teachers may adapt lessons plans, provide emotional and social support, and meet other needs such children and their families may have. Special education needs are discussed along with the biological, social, and psychological elements of specific handicaps.

ECE 2033 GUIDING SOCIAL AND EMOTIONAL BEHAVIOR
This course focuses on identifying and practicing effective techniques in guiding behavior and handling discipline problems in preschool children. Reasons for children’s misbehavior, appropriate teacher responses, and positive guidance and communication techniques are included.

ECE 2043 SOCIAL STUDIES, MATH, AND SCIENCE FOR PRESCHOOL CHILDREN
Prerequisites: PSYC 2223, ECE 1003, ECE 1013; ECE 1023; ECE 1033; 1053. This course covers the skills needed by preschool teachers to plan, develop, and present developmentally appropriate activities in social studies, math, and science for young children.

ECE 2053 ADMINISTRATION OF PRESCHOOL PROGRAMS
Prerequisite: Instructor permission. This course covers the theory and practice of administering private, state, and federally funded preschool programs. Concepts of administration are covered.

ECE 2063 TECHNICAL PRACTICUM II
Prerequisite: ECE 1043; ECE 1053; ECE 2043 and instructor permission. Provides opportunities for advanced childhood education students to apply the acquired theory and skills in a childcare setting. Course objectives provide opportunities for students to implement experiences planned during other courses in the curriculum to assure balance of the curriculum.
ECONOMICS

ECON 2003 MACROECONOMIC PRINCIPLES
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
Introduction to microeconomics and resource allocation of comparative economic systems. Covers consumer choice, firm production and pricing in different market structures, the public sector, and externalities.

EDUCATION

EDUC 2003 INTRODUCTION TO EDUCATION
A course designed to acquaint the student with the American system of public education. Includes an examination of the social forces shaping the development of education in America, the various units in the educational system, educational history and philosophy, survey and analysis of the psychological and sociological principles underlying the public school program, and professional ethics. Also includes a 24-30 hour block of supervised experience in a school working with a certified teacher for the purpose of exposure and orientation to the objectives, techniques, and methods employed in classrooms in the teaching/learning process. Course to be taken in the freshman or sophomore year.

EDUC 2013 INTRODUCTION TO EDUCATIONAL PRACTICE
This is an applied course consisting of placement in public school classrooms. Both site and SouthArk supervision through class experiences are components. Forty hours of classroom experience is required. Placement will be arranged by the instructor. Students are required to take the Praxis I exam.

EDUC 2313 INTRODUCTION TO EDUCATIONAL TECHNOLOGY
Covers basic technology used in P-12 classrooms with special emphasis on computer operations and concepts. Decision making and consequences concerning social, ethical and human issues related to technology and computing is addressed. Minimal experience with computers is recommended.

EMERGENCY MEDICAL TECHNOLOGY

EMT 1005 EMERGENCY MEDICAL TECHNOLOGY - AMBULANCE (BASIC)
A course designed to prepare students for the basic EMT certification examination administered by the Arkansas Department of Health.

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 Psychiatric Unit. This rotation will provide students with the opportunity to use all of their advanced-level skills in the clinical setting.

EMT 1015 EMERGENCY CARDIAC CARE
Etiology, pathophysiology, clinical features, cardiac disease processes, and assessment of patients with cardiac disorders and ACLS skills and techniques. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, and
indications and administration of cardiac therapy along with defibrillation and synchronized cardioversion skills.

EMT 1022 PHARMACOLOGY
Clinical pharmacology, classification, and use of medications. Emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. Includes dosage calculations and metric conversions.

EMT 1023 EMERGENCY RESPIRATORY CARE
Care of patients with respiratory disorders. Discussion of the etiology and pathophysiology of the respiratory system, normal respiratory function, and mechanics of respirations. Assessment, pathophysiology of respiratory disease, evaluation, and management of respiratory distress due to medical and trauma-related problems. Emphasis will be on the uses and techniques of esophageal, endotracheal, and surgical airways.

EMT 1033 INTERMEDIATE CLINICAL ROTATION
Supervised rotations through hospital clinical areas. Emphasis will focus on areas that reinforce and allow the student to apply airway management, IV therapy, and patient assessment skills.

EMT 1043 TRAUMATOLOGY
Management and treatment of traumatic injuries including soft tissues, central nervous system, and musculoskeletal structures. Anatomy and pathophysiology, assessment, and management of traumatic injuries involving these human systems.

EMT 1053 MEDICAL EMERGENCIES I
Recognition, management, and pathophysiology of patients with medical emergencies. This module will include diabetic emergencies, anaphylactic reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomens, genitourinary problems, and medical emergencies of the geriatric patient.

EMT 2022 EMS ENVIRONMENT II
Guided practice and emphasis on disaster and triage, EMS telemetry and 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 EMT-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 EMT-Paramedic in the pre-hospital care setting. The student will practice skills as the team leader under the direct supervision of a field preceptor. Includes directing activities at the scene, delegating patient care responsibilities, and providing coordination of events from dispatch to the transfer of care to the Emergency Department physician.

ENGLISH

ENGL 1113 COMPOSITION I
Prerequisites: 19 or above on the English section of the ACT, 40 or above on the Test of Standard Written English (TSWE), 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 which is, 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**
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**
You will learn the principles of writing technical documents such as instructions, descriptions, definitions, service reports, contracts, proposals, memos, e-mails, and customer communications.

**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**
Prerequisite: ENGL 1123. Introduction to World 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**
Prerequisite: ENGL 1123. Introduction to World 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 2313 CREATIVE WRITING**
Prerequisite: eligibility for ENGL 1113. This course focuses on the techniques employed by experienced writers in creative genres and how to apply those techniques in a series of student writing projects. The course will result in a portfolio of original poetry and/or fiction and will include instruction in basic manuscript preparation and how to submit work for publication.

**ENGL 2643 THE BIBLE AS LITERATURE**
A survey of the literary genres of the Old and New Testaments, focusing on the poetic and/or narrative art of each. Not intended as a vehicle for the sectarian study of religious doctrine or theology. (On demand)

**ENGL 2653 AMERICAN LITERATURE I**
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 2653 AMERICAN LITERATURE II**
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.

**FRENCH**

**FREN 1014, 1024 ELEMENTARY FRENCH I, II**
Course in beginning French with audio-lingual approach; designed to develop skills in oral comprehension, oral expression, reading, and writing; includes thorough study of basic grammatical concepts. Classes meet four times per week. Course 1014 is open to students who have not studied French previously; no college credit given to students who have received credit for two years of high school French. French 1024 has the prerequisite French 1014, or its equivalent.

**FRESHMEN YEAR INFORMATION**

**FYI 1003 FRESHMAN YEAR INFORMATION**
This student survival course is designed to increase the student’s success in college. A course required for all first-time, full-time freshmen who have tested into two or more basic studies courses, FYI covers material needed to be successful in college: time management, test taking, note taking, memory skills, study techniques, and library use. Introduction to
college procedures, facilities, and services. Participation in exercises exploring educational goals. Emphasis on independent learning.

GEOGRAPHY

GEOG 2003 INTRODUCTION TO GEOGRAPHY
Introduction to Geography explores present world populations and cultures in relation to their physical environment.

GEOLOGY

GEOL 1004/L PHYSICAL GEOLOGY/LAB
Prerequisite: Pass BSTD 0113 with a “C” or better or equivalent score on placement test. Study of earth materials and general principles, physical processes that shape the earth: weathering, erosion, volcanism, earthquakes, rock deformation, and mountain building. Recommended as a general education course. Lecture: three hours. Laboratory: two hours

GEOL 1014/L HISTORICAL GEOLOGY/LAB
Prerequisite: Pass BSTD 0113 with a “C” or better or equivalent score on placement test. A survey of the natural history of the earth including origin and evolution of life as recorded in rocks. Also basic stratigraphic interpretations using fossils and sedimentary rocks. Lecture: three hours. Laboratory: two hours (Recommended as a general education course)

HEALTH EDUCATION

HPER 1403 PERSONAL AND COMMUNITY HEALTH
A consideration of various conditions and factors affecting individual and community health; designed to assist the student in formulating his/her own philosophy, attitudes and understanding of behaviors necessary to establish healthful living practices.

HEALTH INFORMATION TECHNOLOGY

HIT 1003 MEDICAL TERMINOLOGY
Study of the basic structure of medical terms including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and definitions. Introduces students to fundamental concepts in human anatomy and physiology.

HIT 1153 HEALTHCARE DELIVERY SYSTEMS
Prerequisite or Corequisite: HIT 2073 and HIT 281. 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 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.

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: HIT2144. This course prepares the student in the transcription of original health care dictation using advanced proofreading, editing, and research skills while requiring progressively demanding accuracy and productivity standards. The student will learn to appropriately use related references and other resources for
research and practice. Laboratory exercises are used to reinforce lecture material through the use of health care dictation by dictators with varying accents and dialects representing varying medical specialties.

**HIT 2173 REIMBURSEMENT METHODOLOGY**
Prerequisite or corequisite: HIT 2183 and BIOL 2064/L. The student will study the use of coded data and health information in reimbursement and payment systems utilized in health care settings and managed care. The course will review prospective payment systems, third party payers, billing and insurance procedures, explanation of benefits statements, peer review organizations, managed care, and compliance issues.

**HIT 2183 MEDICAL CODING II**
Prerequisite: HIT 2073 & HIT 2081. This course will aid student in developing and understanding advanced CPT and ICD-9-CM coding and classification systems in order to assign valid diagnostic and/or procedure codes. The course includes application of coding principles related to reimbursement, the prospective payment system, and ethical issues related to reimbursement.

**HIT 2191 PRACTICE CODING II**

**HIT 2262 MEDICAL ETHICS AND LAW**
A course of study designed to introduce the student entering the health care field to ethical and legal issues and responsibilities. Ethical and legal responsibilities of health care workers are the major focus. Ethical/legal topics include confidentiality, patient rights, liability and malpractice, legal proceedings, and medical ethical issues such as abortion, assisted suicides, organ transplants, medical experimentation, and others. Students are encouraged to explore and express their own thoughts and ideas concerning these topics.

**HIT 2773 MEDICAL CODING PRACTICUM**
Prerequisite: HIT 2183 and HIT 2191. Supervised on-the-job experience performing medical coding in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

**HIT 2783 MEDICAL TRANSCRIPTION PRACTICUM**
Prerequisite: HIT 2154. Supervised on-the-job experience performing medical transcription in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

**HIST 2013 HISTORY OF THE UNITED STATES TO 1876**
Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. A general survey of the history of the United States from the beginning of North American colonization through the Civil War and Reconstruction.
HIST 2023 HISTORY OF THE UNITED STATES SINCE 1876
Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. A general survey of the history of the United States from the end of Reconstruction to the present.

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.

INDUSTRIAL EQUIPMENT MAINTENANCE

IDEQ 1003 FUNDAMENTALS OF INDUSTRIAL MAINTENANCE
Course covers basic maintenance fundamentals for Industrial System Technology. Topics include tools used within the Industrial Equipment/millwright industry; proper used of fasteners and anchors; and gasket and o-ring maintenance.

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
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 & AFCI protection, tool usage, and material/device selection

IDEQ 1413 ELECTRICAL CIRCUITS
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 ADVANCE FLUID POWER (Hyd/Pneu)
Prerequisite: IDEQ 1603. 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
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 contractors 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
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
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, trammels, and pyrometers

MGMT 2214 JOB PRACTICUM 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.

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.

MATHEMATICS

MATH 1023 COLLEGE ALGEBRA
Prerequisite: Meets basic studies math requirement. This is a college-level mathematics course. Topics include solutions to quadratic equations, solutions to quadratic and rational inequalities, functions (including linear, absolute value, piece-wise defined, quadratic, polynomial, rational, exponential, and logarithmic), graphing functions, shifting and reflecting graphs, combinations of functions, inverse functions, linear regression, systems of equations (including some matrix methods), sequences, and series.

MATH 1033 PLANE TRIGONOMETRY
Prerequisite: MATH 1023 or the equivalent. MATH 1023 might serve as a co-requisite for some students with permission of the instructor. Topics include right and oblique triangles, angle measurement, trigonometric functions, solving triangles, trigonometric identities, solving trigonometric equations, graphs of trigonometric functions, inverse trigonometric functions. Logarithmic and exponential functions and an introduction to polar coordinates are included if time permits.

MATH 2015 CALCULUS I
Prerequisite: MATH 1023 and 1033, or equivalent. Differential and integral calculus of functions of one variable with application; topics
from plane analytic geometry. Topics include limits, differentiation, applications of differentiation, anti-derivatives, definite integrals, applications of differentiation, differential equations, differentiation, and integration applied to logarithmic and exponential function.

**MATH 2113 MATH FOR TEACHERS I**  
(Number Operations and Number Sense)  
Prerequisite: An ACT Math score of 19 or higher (or equivalent entrance exam score). 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.

**MATH 2115 CALCULUS II**  
Prerequisite: MATH 2015. A continuation of Calculus I. Topics include differentiation and integration of inverse trig and hyperbolic functions, applications of definite integrals, integration techniques, L'Hopital’s Rule, improper integrals, infinite series, conics, parametric equations, and polar coordinates. (S on demand, D, N)

**MATH 2223 MATH FOR TEACHERS II**  
(Geometry I for the Elementary and Middle Grades)  
Prerequisite: MATH 1023. Geometry concepts appropriate for P-1 grade levels will be developed. Topics will include appropriate geometric terminology, lines, angles, plane curves, polygons and other plane regions, polyhedra and other space figures, measure, constructions, transformation, congruence, similarity and geometric reasoning.

**MBIO 2444 PATHOGENIC MICROBIOLOGY (Formerly MLT 2444)**  
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.

**MUS 1001-2011 PIANO**  
Study of scales, technical exercises, easier compositions of major classical composers (Bach, Haydn, Mozart, Chopin). Students will perform in student recitals during the semester and will demonstrate progress each semester as determined by the faculty. One-half hour private lesson per week with daily practice requirements.

**MUS 1083 FUNDAMENTALS OF MUSIC THEORY**  
An introduction to scales, intervals, elementary harmonic structure, rhythm, and sight-reading.

**MUS 1111, 1121, 2111, 2121 CLASS VOICE**  
Designed to develop proper breath control, tone, and diction, using group methods. Required of all choir scholarship students not enrolled in private voice. Interested students must be able to demonstrate proficiency in reading music.

**MUS 1211, 1221, 2211, 2221 VOICE**  
Individualized study of simple Italian, English, French, and German songs to aid the student in learning repertoire, styles, and correct vocal production. Interested students must be able to demonstrate proficiency in reading music.

**MUS 1252 SIGHT SINGING AND EAR TRAINING**  
Intensive training to read music at sight and to be able to take musical dictation. The class will develop sight singing skills by use of a text, homework, and group participation during class time. A good knowledge of music theory will be necessary for success in this course. It is recommended that Fundamentals of Music be taken before this class, but it is not essential for success if the student has a good background in fundamental music theory.
*MUS 1301 INTRODUCTION TO PIANO
This course will include an introduction to the piano keyboard, piano literature, and music theory for the student with no previous knowledge or use of the piano.

MUS 1302/1312 BEGINNING PIANO CLASS
No Prerequisites. This course 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, correct technique, and theory. The class will meet in the piano lab 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. Workload will require at least 4 hours of practice per week as well as attendance in the two classes.

MUS 2302/2312 INTERMEDIATE PIANO CLASS
Prerequisite: Pass MUS 1301 or 1302 with a grade of “B” or better, or demonstrate competency of outcomes from MUS 1302. This class will be for students wishing to advance to a level 3 or 4 in piano playing. Repertory requirements for this class will include the classical composers as well as jazz and blues. Expected outcomes from this intermediate class will include being able to participate in advanced ensemble playing, performing scales and chords in all keys, composing, and improvising and modulating at sight. Workload will require at least 4 hours of practice per week as well as attendance in the two classes.

*MUS 1401, 1402, 2401, 2402 APPLIED ORGAN
Prerequisite: Piano Proficiency. Applied organ will be individualized study of classical organ as used in church music or recital. Hymn playing, technical exercises, and familiarity with the instrument will be emphasized.

MUS 1411, 1421, 2411, 2421 SOUTHARK SINGERS
A mixed chorus that performs choral music of many styles from various periods. Admission is based on instructor’s permission. All SouthArk Singers are encouraged to enroll in either Voice (MUS 1211-2221 or MUS 1212-2222) or Class Voice (MUS 1111-2121) while they are members of this choir.

MUS 2003 MUSIC APPRECIATION
(for non-music majors)
Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. Survey of music history and literature with emphasis on listening to and evaluating all types of music including the works and influence of the major composers; the production of the music; instruments of the orchestra and voice, solo and ensemble; and elements, form and terminology. Current events are stressed, and attendance at concerts and selective radio and television listening are required.

*An applied music fee is charged for these courses. The fee scales are listed in this catalogue under “Financial Information.”

NETWORK SECURITY TECHNOLOGY

NST 1203 CYBERSPACE LAWS AND ETHICAL ISSUES
Prerequisite: Pass BSTD 0113 and BSTD 0213 with a grade of “C” or equivalent score on the placement test. Introduction to basic copyright law and related ethical issues as they apply to the creation and use of copyrighted material. Emphasis on practical application of copyright law through case studies. Legal implications concerning the use of computers in the workforce are covered in this course, including the laws pertaining to their use and penalties for violations.

NST 1423 INTRODUCTION TO INFORMATION SECURITY
Prerequisite: Pass BSTD 0113 and BSTD 0213 with a grade of “C” or equivalent score on the placement test. Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

NST 2094 INTRODUCTION TO HACKING TECHNIQUES
Prerequisite: CSCI 1803 Security + Exam Certification or permission of the instructor. Introduction to hacking techniques and terminology. Examination of recorded hacking efforts on various platforms. Creation of
Zombies, Backdoors, and other forms of intrusion attacks, and an examination of the recognizable signatures of these types of attacks.

**NST 2104 DESIGNING A SECURE MICROSOFT WINDOWS NETWORK**
*Prerequisite:* CSCI 1274 and CSCI 2204
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows networking technologies.

**NST 2163 INCIDENT RESPONSE AND HANDLING**
*Prerequisite:* NST 2094 and NST 1203. In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

**NST 2164 COMPUTER SYSTEMS FORENSICS**
*Prerequisite:* NST 1203. In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

**NST 2214 FIREWALLS AND NETWORK SECURITY**
*Prerequisite:* CSCI 1803 and CSCI 1413. Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

**NST 2314 ADVANCED HACKING TECHNIQUES**
*Prerequisite:* Pass NST 2094 with a grade of “C” or better or permission of the instructor. Examination of emerging hacking techniques. By helping students to understand attackers' tactics and strategies in detail, providing hands-on experience in finding vulnerabilities and discovering intrusions, and by equipping students with a comprehensive incident handling plan, the in-depth information in this course will allow students to turn the tables on computer attackers. This course addresses the latest cutting-edge insidious attack vectors and the older forms of attacks that are still so prevalent, and everything in between. This course provides a step-by-step process for responding to computer incidents; a detailed description of how attackers undermine systems so one can prepare, detect, and respond to them; and a hands-on lab for discovering holes before the bad guys do. Additionally, the course explores the legal issues associated with responding to computer attacks, including employee monitoring, working with law enforcement, and handling evidence.

**NST 2414 ENCRYPTION TECHNIQUES**
*Prerequisite:* CSCI 1274 and CSCI 2204
Course is designed to show encryption techniques and use of algorithms.

**NST 2424 ADVANCED FIREWALLS AND NETWORK SECURITY**
*Prerequisite:* CSCI 2204. Identify elements of multi-layer firewall design, types of blended security threats, and responses to these security attacks. Examine best practices to design, implement, and monitor a network security plan, including personal, internal, and external firewalls. Examine best practices for implementing Intrusion Detection and Intrusion Prevention devices. Implement log comparison and the use of automated log management tools. Implement security incident postmortem reporting and ongoing network security activities.

**NST 2434 ADVANCED COMPUTER AND NETWORK FORENSICS**
This course addresses the use of Linux as a base for advanced computer and network forensic analysis. Analysis of the legal aspects of hacking, packet filtering, and other legal issues. Beginning with foundation concepts such as file system structures, MAC times, and basic forensic auditing, the content and difficulty level of this track advances rapidly. Students will learn how and when to use various tools such as the Sleuthkit, Autopsy Forensic Browser, the Windows Forensic Tool chest (WFT), and then quickly move on to advanced forensic and incident response topics and techniques. Intense, hands-on lab exercises and a deep-knowledge education into legal challenges and issues.

**NST 2443 SECURITY ASSESSMENT AND AUDITING**
Advanced experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.
### NST 2504 PROFESSIONAL PROJECT
Prerequisite: NST 2314, NST 2414, NST 2424, NST 2434. Students complete a project designed to accurately simulate real-world security incident. Students demonstrate organizational skills, teamwork, and leadership skills to prepare them for the transition to the business environment.

### NST 2514 ADVANCED ENCRYPTION TECHNIQUES
Prerequisite: NST 2414. Advanced use of encryption techniques to protect communications, files, and databases.

### NST 2524 CISSP REVIEW
Prerequisite: NST 2314, NST 2414, NST 2424, NST 2434. Course will cover the security concepts needed in order to take the CISSP® exam. This course is a review course that assumes the student has a basic understanding of networks and operating systems and focuses solely on the ten domains of knowledge as determined by ISC2. Each domain of knowledge is dissected into its critical component. Every component is discussed showing its relationship to each other and other areas of network security. After completion of the course the student will have a good working knowledge of the ten domains of knowledge.

### NST 2533 SPECIAL TOPICS - CAPSTONE
Prerequisite: NST 2314, NST 2414, NST 2424, NST 2434. This course will provide the student with a hands-on project that accurately simulates a real-world network incident scenario.

### NST 2554 ADVANCED INTRUSION DETECTION AND TRAFFIC ANALYSIS
Prerequisite: NST 2314, NST 2414, NST 2424, NST 2434. Students will learn practical hands-on intrusion detection and traffic analysis. This is an advanced program in network intrusion detection that focuses on either new or just updated material to reflect the latest attack patterns. This course utilizes network traces and analysis. The emphasis of this course is on increasing students’ understanding of the workings of TCP/IP and methods of network traffic analysis. The student, with the knowledge/information provided here is better able to understand the qualities that go into a sound NIDS and the whys behind them, and thus, to be better equipped to make a wise selection for their future use.

### NURSING ASSISTANT

#### NA 1002 NURSING ASSISTANT TRAINING
Course theory consists of studies in health care delivery in the long-term care facility. Content relates to understanding theory of human needs, infection control, safety measures, nutrition, and body mechanics. Classroom lab will enable the student to show return demonstration of theories covered in class prior to going to the clinical setting.

#### NA 1012 NURSING ASSISTANT LABORATORY AND CLINICAL
Theory will be continued along with classroom labs prior to going to the clinical setting. Clinical training consists of performing duties and skills related to infection control, safety, nutrition, body mechanics, and activities of daily living in the nursing home setting.

### OCCUPATIONAL THERAPY ASSISTANT

All academic prerequisite courses must be completed for admission to the Occupational Therapy Assistant Program.

#### OTA 1003 INTRODUCTION TO OCCUPATIONAL THERAPY
Prerequisite: CSCI 1003. Students must have tested out of BSTD courses. Basic concepts of Occupational Therapy are to include philosophy, history, work settings, laws, ethics, and basic components of the profession. Occupational therapy terminology and medical terminology are emphasized.

#### OTA 1303. THERAPEUTIC SKILLS I
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 TREATMENT OF PSYCHOSOCIAL DISORDERS
Prerequisite: OTA 1003 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 THERAPEUTIC SKILLS II  
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 SKILLS 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 & 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 OCCUPATIONAL THERAPY & HUMAN DEVELOPMENT  
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 INTERVENTION  
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 PROFESSIONAL SKILLS  
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 PROCEDURES  
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 TREATMENT OF PHYSICAL AND DEVELOPMENTAL DISORDERS  
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, & multiple diagnoses. Acceptance into the Occupational Therapy Assistant Program.

OTA 2504 CLINICAL TRAINING AND 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 (40 hours a week for 8 weeks), in-depth, hands-on clinical experience. Must complete within 18 months of academic course work. Acceptance into the Occupational Therapy Assistant Program.
OTA 2524 FIELDWORK LEVEL II-B
Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303, 2304, 2404, 2504. Supervised full time (40 hours a week for 8 weeks), in-depth, hands-on clinical experience. Must complete within 18 months of academic course work. Acceptance into the Occupational Therapy Assistant Program.

PHILOSOPHY

PHIL 2003 INTRODUCTION TO PHILOSOPHY
Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. This course is designed to acquaint the student with classic issues, ideas, thinkers, and strategies in the realm of philosophy. Special emphasis will be placed upon identifying and examining the philosophical positions that shape our lives today.

PHYSICAL EDUCATION

P E 1001 ACTIVITIES
Instruction and practice in sports and activities that contribute to present and future recreational needs, organic development, and fitness of the student. Instruction in the rules, strategies, social behaviors, and techniques of individual, dual, and team sports. (Two one-hour labs per week)

PHYSICAL SCIENCE

PHYS 2024/L THE PHYSICAL SCIENCES/LAB
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of “C” or better or make an appropriate score on the placement test. The principles of elementary physics, chemistry, and earth science for the non-science major. A core course in general education. (3 hours lecture, 2 hours lab)

PHYSICAL THERAPIST ASSISTANT

PTA 1002 INTRODUCTION FOR PHYSICAL THERAPIST ASSISTANTS
Prerequisite: completion of BSTD courses (exception BSTD 0513) History of physical therapy from WWI and polio epidemic to the present; similarities and differences in PT and PTA education, practice and responsibilities; medical ethics, legal practice, and current healthcare issues affecting physical therapy.

The following PTA classes are open only to Physical Therapist Assistant students:

PTA 1204 PATHOPHYSIOLOGICAL CONDITIONS
Prerequisite: Admission to PTA Program. Co-requisites: PTA 1305, PTA 2303. 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 1305/L APPLIED PHYSICAL THERAPY I/LAB
Prerequisite: Admission to PTA Program. Co-requisites: PTA 1204, PTA 2303. Safe patient handling techniques (vitals, CPR, transfers, positioning, sterile/clean technique); exercises (theories, ROM, stretching, resistance); gait assessment / training; and documentation for PTAs. Lecture: three hours. Lab: four hours.

PTA 1406/L PHYSICAL THERAPY PROCEDURES/LAB
Prerequisites: PTA 1204, PTA 1305, PTA 2303. Co-requisites: PTA 1703, PTA 1505 Safe and effective use of therapeutic modalities used to treat musculoskeletal, neuromuscular, and medical conditions (biophysical basis, instrumentation, indications, contraindications, application, instruction, and documentation); measurement of joint motion; wound care; and stump care. Lecture: four hours. Lab: four hours.

PTA 1505/L APPLIED PHYSICAL THERAPY II/LAB
Prerequisites: PTA 1204, PTA 1305, PTA 2303. Co-requisites: PTA 1703, PTA 1406 Therapeutic exercise techniques (resistive exercises, equipment, spinal exercises); posture assessment and treatment; muscle strength testing; PT for special populations (OB/GYNE, pulmonary and cardiac conditions, diabetes mellitus, PVD, geriatrics); therapeutic massage; and PNF. Lecture: three hours. Lab: four hours.

PTA 1703 CLINICAL PRACTICUM I
Prerequisites: PTA 1204, PTA 1305, PTA 2303. Co-requisites: PTA 1406, PTA 1505 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 2204/L NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS/LAB
Prerequisites: PTA 1703, PTA 1505, PTA 1406
Co-requisite: PTA 2408. Neuroanatomy; normal and abnormal development; medical, surgical and physical therapy management of neurological diseases/ conditions; facilitation/inhibition techniques; PNF; motor control and developmental sequences techniques; orthotics; and functional and environmental assessment. Lecture: three hours. Lab: three hours.

PTA 2303 ADMINISTRATION AND MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS
Prerequisite: Admission to the PTA Program.
Co-requisites: PTA 1305, PTA 1204
Reimbursement issues; ethical guidelines; laws affecting the practice of physical therapy; liability/malpractice issues; PTA communication and personal management skills; assessment of quality care; and resume preparation.

PTA 2408 CLINICAL PRACTICUM II
Prerequisites: PTA 1703, PTA 1505, PTA 1406.
Co-requisite: PTA 2204 Eleven weeks of clinical internships (one 5-week, one 6-week) focused on mastery of assessment and treatment of musculoskeletal, neurological, surgical, and medical conditions/injuries; safe/ ethical practice; professional development; preparation of in-service; and case studies/ presentations.

PTA 2503 PTA SEMINAR
Prerequisite: completion of PTA studies and/or permission of instructor. Individualized course of study dependent upon needs assessment of PTA skills in therapeutic assessment, treatment implementation, ethics, communication and professionalism.

PHYSICS

PHY 1114/L APPLIED PHYSICS/LAB
Prerequisite: One year high school algebra, or BSTD 0413, or its equivalent. A survey of selected topics in Physics. Mechanics, fluid mechanics, heat, and electricity will be studied. (3 hours lecture, 2 hours laboratory)

POLITICAL SCIENCE

PSCI 2003 AMERICAN GOVERNMENT: NATIONAL
Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. A survey of the American National Government including the Constitution; structure and operation of the presidency in action.

PSCI 2013 AMERICAN GOVERNMENT: STATE AND LOCAL
Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. An overall examination of the institutions and operations on the state and local government level with special emphasis upon the structure and policies of the Arkansas political system.

PRACTICAL NURSING
The following PN classes are open only to Practical Nursing students.

PN 1002 MATH FOR HEALTH PROFESSIONALS
This two- (2-) credit-hour course provides the student with various kinds of mathematical calculations applicable to nursing situations using ratios, fractions, decimals, apothecary and metric systems, and household measurements. The ratio and proportion method will be used to solve problems.

PN 1308 NURSING SPECIAL PROBLEMS
Advance Nursing course about current issues of the day.

PRACTICAL NURSING
Day Track-Warren

PN 1422 NURSING I
Introduces the health care system with personal and professional codes of conduct and roles of various members of the healthcare team. This course includes basic nursing skills, body structure and function, principles of nutrition, nursing of geriatric patients, legal and ethical nursing, introduction to medical surgical nursing, and clinical practice. (Clinical 4 hours, 18 hours Theory, 22 Total hours)

PN 1410 NURSING II
Prerequisite: PN 1422 This course covers nursing of mothers and infants, nursing of children, Pharmacology I, and clinical practice. (Clinical 4 hours, Theory 6 hours, Total hours 10)

PN 1419 NURSING III
Prerequisite: PN 1422, PN 1410, PN 1111
This course provides Medical Surgical Nursing II, Pharmacology II, Mental Health, NCLEX
preparation, Clinical practice. Include Care of the adult with Disorders of all Systems, Administration of Medications. (Clinical 8 hours, Theory 11 hours, Total hours 19)

**PRACTICAL NURSING**
**Evening Track**

**PN 1415 NURSING I**
Introduces the health care system with personal and professional codes of conduct of the various members of the healthcare team. This course includes basic nursing skills, legal and ethical nursing concepts, body structure and function, and clinical practice. (Clinical 2 hours, 13 Theory hours – 15 total hours)

**PN 1310 NURSING II**
Prerequisite: PN 1002 and PN 1415. This course covers principles of nutrition, nursing of mothers and infants, nursing of children, pharmacology I, and clinical practice. (Clinical 2 hours, Theory 8 hours, Total hours – 10)

**PN 1413 NURSING III**
Prerequisite: PN 1002, 1415, 1310
This course provides training in nursing of geriatric patients, mental health nursing and medical surgical nursing I, Pharmacology II, and clinical practice. (Clinical 6 hours, Theory 7 hours, Total hours – 13)

**PN 1513 NURSING IV**
Prerequisite: PN 1002, PN 1415, PN 1310, PN 1413. This course provides training in medical surgical nursing II, Pharmacology III, NCLEX preparation, and clinical practice. (Clinical hours 6, Theory hours 7, Total hours – 13)

**PROCESS INSTRUMENTATION**

**IDEL 1304 SOLID STATE/ANALOG CIRCUITS**
Pre-requisite IDEL 1007. Classroom and lab instruction cover inductive, capacitive, and reactive circuits, filter and diode applications, power supply circuits, amplifier circuits, operational amplifiers, and thyristors. (3 hours lecture, 3 hours lab)

**IDEL 1504 BASIC DIGITAL TECHNOLOGY**
Pre-requisite/co-requisite: IDEL 1007. Basic Digital Technology is a course designed to introduce students to the fundamental concepts being encountered in digital electronics. Students will learn from classroom and lab instruction. Topics covered will be numbering systems and codes used in digital circuits, basic logic gates, encoders and decoders, flip-flops, counters, and registers. (3 hours lecture, 3 hours lab)

**IDEL 1804 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS**
Pre-requisite: IDEL 1007 or TECH 1043 (Basic Electricity) or permission of instructor. A course designed to familiarize students with ladder logic diagrams, wiring of PLC hardware components, and basic programming of discrete operations. These applications will involve motor starting, timer, counter, and sequencing in ladder logic diagrams. (3 hours lecture, 3 hours lab)

**IDEL 2403 TRANSDUCERS**
Pre-requisite: IDEL 1007. Theory and applications of photo-electric, temperature, motion, position detection, and other types of transducers are introduced. HMI (Human-Machine Interface Software) will also be covered. (2 hours lecture, 2 hours lab)

**IDEL 2504 PLC PROCESS INSTRUMENTATION**
Pre-requisite: IDEL 1804. This course is a continuation of Introduction to Programmable Logic Controllers involving the interfacing of devices such as variable frequency drives, transducers, and PID controls as well as advanced arithmetic functions and digital and analog inputs and outputs. Troubleshooting techniques will be introduced. (3 hours lecture, 3 hours lab)

**IDEL 2604 PROCESS INSTRUMENTATION**
Pre-requisite: IDEL 1304. This course is structured around electronic process controls and various types of instrumentation interfaces. Topics covered will be closed loop and open loop process controls; feedback circuits that involve temperature, pressure, and flow characteristics; monitoring of process controls to determine stability, deviation, and other parameters. (3 hours lecture, 3 hours lab)

**IDEL 2703 MICROPROCESSOR FUNDAMENTALS**
Pre-requisite: IDEL 1504. This course is intended to introduce students to the architecture and operation of microprocessors. Students will learn from classroom and lab instruction. Topics covered will be the 68000 microprocessor, assembly level programming,
PSYCHOLOGY

PSYC 2003 GENERAL PSYCHOLOGY
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
Prerequisite: Pass PSYC 2003 with a grade of “C” or better. An introduction to how humans change and remain the same from conception to death. Topics include, but are not limited to, the scientific method; theories of development; heredity and environment; conception and prenatal development; and the biosocial, cognitive, and psychosocial development across all stages of life. Both research and applications to our everyday lives will be studied.

RADIOLOGIC TECHNOLOGY

RADT 1001 INTRODUCTION TO RADIOGRAPHY
Prerequisite: All basic skills must be completed before signing up for the class. 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.*
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. Completion of spine, pelvis, and bony thorax required.

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 2012 QUALITY ASSURANCE
Prerequisite: RADT 1113. Methods and procedures in radiographic quality control. Emphasis on evaluation of data from quality assurance testing procedures.

RADT 2116 ADVANCED CLINICAL EDUCATION I
Prerequisite: RADT 1332. Includes advanced and elective rotations. Continued refinement of procedures learned in RADT 1214, RADT 1304 and RADT 1424 with indirect supervision.

RADT 2202 RADIATION PHYSICS
Study of the physics of Radiologic technology. Emphasis on x-ray production and equipment.

RADT 2223 SPECIAL PROCEDURES
An in-depth study of the more specialized examinations performed in diagnostic radiology.

RADT 2236 ADVANCED CLINICAL EDUCATION II
Prerequisite: RADT 2116. Includes advanced elective rotations. Continued refinement of procedures mastered in RADT 1214, RADT 1304, and RADT 1424. Completion of special procedures required.

RADT 2303 SEMINAR II
Overview of radiography. Emphasis on application of knowledge. Includes section on professional writing.

RADT 2312 ADVANCED CLINICAL EDUCATION III
Prerequisite: RADT 2236. Includes advanced and elective rotations. Completion of trauma radiology required, along with final demonstration of entry-level clinical skills for all covered procedures.

RADT 2313 RADIATION BIOLOGY

RADT 2403 SEMINAR I
Study of pathological and trauma conditions confronted in radiography. Emphasis on the proper treatment of the patient.

REGISTERED NURSING

RNSG 2111 NURSING MATH
Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2114, RNSG 2124, RNSG 2133. This course provides a review of basic dosage calculation along with the introduction of complex nursing math. Students will be provided with instruction on interpretation of medication orders and the calculation of safe medication dosages. Pediatric and geriatric considerations are incorporated. Instruction is also given on calculation of intravenous drugs and fluid replacement formulas.

RNSG 2113 MATH FOR NURSES. 3 cr.
Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: 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.

RNSG 2114 NURSING PROCESS I
Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2111, RNSG 2124, RNSG 2133. This course provides the foundational theory for LPNs/LPTNs to transition to the
responsibilities and roles of RNs. The student is introduced to ARNEC’s goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student’s fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. Introduction to body system pathophysiology & nursing care lecture content will be taught. This course also explores the legal, ethical, and social issues related to the Registered Nursing role.

RNSG 2124 PEDIATRIC NURSING CARE
Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2111, RNSG 2114, RNSG 2133. This course provides lecture content for the age group involving the newborn through adolescence. The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills and physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

RNSG 2133 NURSING PRACTICUM I
Prerequisite: Admission to the ARNEC program. Co-requisites: RNSG 2111, RNSG 2114, RNSG 2124. This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2114 and RNSG 2124. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, pediatric client care, and medical/surgical client care. Curriculum concepts and comprehension are carried out per clinical application.

RNSG 2214 MATERNAL/CHILD & WOMEN’S HEALTH
Prerequisite: RNSG 2111, RNSG 2114, RNSG 2124, RNSG 2133. Co-requisite: RNSG 2223, RNSG 2232. This course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing family, newborn, and women’s health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, and family planning. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas.

RNSG 2223 MENTAL HEALTH NURSING
Prerequisite: RNSG 2111, RNSG 2114, RNSG 2124, RNSG 2133. Co-requisite: RNSG 2214, RNSG 2232. This course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process.

RNSG 2232 NURSING PRACTICUM II
Prerequisite: RNSG 2111, RNSG 2114, RNSG 2124, RNSG 2133. Co-requisite: RNSG 2214, RNSG 2223. This clinical allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women’s health. Students also use the skills in assessing and caring for children and adults with genetic abnormalities. This clinical also provides students with the opportunity to experience interacting with adolescent, adult, and geriatric clients with mental illness. Students will engage in the clinical application of concepts covered in RNSG 2214 and RNSG 2223, demonstrating progressive mastery and independence in Registered Nursing practice.

RNSG 2311 NCLEX-RN PREPARATION
Prerequisites: RNSG 2214, RNSG 2223, RNSG 2232. Co-requisite: RNSG 2318, RNSG 2333. This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN
and to begin their role as an entry-level Registered Nurse.

**RNSG 2318 NURSING PROCESS II**
Prerequisites: RNSG 2214, RNSG 2223, RNSG 2232. Co-requisite: RNSG 2311, RNSG 2333.
This course builds upon the previous instruction and incorporates higher-level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism) preparedness, critical care, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated.

**RNSG 2333 NURSING PRACTICUM III**
Prerequisites: RNSG 2214, RNSG 2223, RNSG 2232. Co-requisite: RNSG 2318, RNSG 2311.
This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry-level Registered Nurse.

**SOCIOLOGY**

**SOC 1003 GENERAL ANTHROPOLOGY**
Prerequisite: Pass BSTD 0113 with a grade of “C” or better or equivalent score on placement test. An introduction to cultural anthropology, the study of culture and humans in all times and all places. Major topics are the concept of culture itself, humans as culture-bearing animals, and various aspects of culture such as language, social organization, economy, technology, and religion as they appear in primitive and modern societies.

**SOCI 1013 INTRODUCTION TO SOCIOLOGY**
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 2013 SOCIAL PROBLEMS**
Prerequisite: SOC 2003. A survey of contemporary social problems including, but not limited to, mental health, drug use and abuse, crime and juvenile delinquency, violence, poverty and social stratification, environment, and population.

**SOC 2033 MARRIAGE AND THE FAMILY**
A study of the problems of courtship, marriage, parenthood, and the family.

**SPANISH**

**SPAN 1014, 1023 ELEMENTARY SPANISH I, II**
A functional approach to the acquisition of the four-fold communication skills: intensive oral drill, analysis of basic patterns, conversation, application of the essentials of grammar in oral and written exercises, and simple reading assignments. Regular practice required. 1023 has the prerequisite passing SPAN 1014 with a grade of “C” or better.

**SPAN 2013, 2023 INTERMEDIATE SPANISH I, II**
Prerequisite pass SPAN 1023 with a grade of “C” or better. Continuation of Elementary Spanish.

**SPEECH**

**SPCH 1113. PRINCIPLES OF SPEECH**
Principles of effective speaking; emphasis on both speaking techniques and listening.

**SURGICAL TECHNOLOGY**

**SURG 1002 INTRODUCTION TO HEALTH SCIENCES**
Prerequisites: Admission to the SACC Surgical Technology program. Co-requisites: SURG 1103, SURG 1106, SURG 1122, and SURG 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 the 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. (2 credit hours) (F)

SURG 1103 PRINCIPLES OF PHARMACOLOGY AND ANESTHESIA
Prerequisites: Admission to the SACC Surgical Technology program. Co-requisites: SURG 1002, SURG 1106, SURG 1122, and SURG 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. (3 credit hours) (F)

SURG 1106 FUNDAMENTALS OF SURGICAL TECHNOLOGY
Prerequisites: Admission to the SACC Surgical Technology program. Co-requisites: SURG 1002, SURG 1103, SURG 1122, and SURG 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; basic overview of biomedical sciences including electricity, physics and robotics; overview of endoscopic procedures and techniques; and safety in the surgical environment. (6 credit hours) (F)

SURG 1122 FUNDAMENTALS OF SURGICAL TECHNOLOGY SKILLS LABORATORY
Prerequisites: Admission to the SACC Surgical Technology program. Co-requisites: SURG 1002, SURG 1103, SURG 1106, and SURG 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. (2 credit hours) (F)

SURG 1102 SURGICAL TECHNOLOGY PRACTICUM I
Prerequisites: Admission to the SACC Surgical Technology program. Co-requisites: SURG 1002, SURG 1103, SURG 1106, and SURG 1122. 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. (2 credit hours) (F)

SURG 1206 PERIOPERATIVE TECHNIQUES AND PROCEDURES
Prerequisites: SURG 1002, SURG 1103, SURG 1106, SURG 1122, and SURG 1132. Co-requisites: SURG 1222, SURG 1202, and SURG 1216. This course is a continuation of SURG 1106 with study of advanced principles and techniques of surgical procedures. Topics included but not limited to are aseptic technique and infection control practices; duties of the circulator and scrub technologist; advanced instrumentation and suture materials; wound healing and hemostasis; preoperative, intraoperative, and postoperative care; diagnostic procedures and test; and surgical complications. (6 credit hours) (S)

SURG 1222 PERIOPERATIVE TECHNIQUES AND PROCEDURES SKILLS LABORATORY
Prerequisites: SURG 1002, SURG 1103, SURG 1106, SURG 1122, and SURG 1132. Co-requisites: SURG 1206, SURG 1202, and SURG 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. (2 credit hours) (S)

SURG 1202 SURGICAL PROCEDURES I
Prerequisites: SURG 1002, SURG 1103, SURG 1106, SURG 1122, SURG 1132, and SURG 1206. Co-requisites: SURG 1222 and SURG 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. (2 credit hours) (S)

SURG 1216 SURGICAL TECHNOLOGY PRACTICUM II
Prerequisites: SURG 1002, SURG 1103, SURG 1106, SURG 1122 and SURG 1132. Co-requisites: SURG 1206, SURG 1122, and SURG 139
1202. 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. (6 credit hours) (S)

**SURG 1302 SURGICAL PROCEDURES II**
Prerequisites: SURG 1002, SURG 1103, SURG 1106, SURG 1122, SURG 1132, SURG 1206, SURG 1222, SURG 1202 and SURG 1216. 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 ENT, plastic and reconstructive procedures, genitourinary, and orthopedics (2 credit hours) (SS)

**SURG 1322 SURGICAL PROCEDURES III**
Prerequisites: SURG 1002, SURG 1103, SURG 1106, SURG 1122, SURG 1132, SURG 1206, SURG 1222, SURG 1202 and SURG 1216, and SURG 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. (2 credit hours) (SS)

**SURG 1305 SURGICAL TECHNOLOGY PRACTICUM III**
Prerequisites: SURG 1002, SURG 1103, SURG 1106, SURG 1122 and SURG 1132, SURG 1206, SURG 1222, SURG 1202 and SURG 1216. Co-requisites: SURG 1302 and SURG 1322. Continuation of Surgical Technology Practicums I and II with student advancing to a functional role in all subspecialty areas of the operating room. (5 credit hours) (SS)

**TECHNOLOGY**

**TECH 1003 TECHNICAL MATHEMATICS**
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**
An introductory course dealing with methods and programs utilized by industry to prevent injury and fatalities. This course covers mandatory safety training, interpretation of warning labels and signs, OSHA, industrial hazards and how to avoid them. This course also emphasizes personal responsibility for safety. Other topics include crane and hoisting equipment, chain and wire rope slings, machine guarding, electrical hazards, low- and high-pressure boiler safety, hydraulic/pneumatic system safety procedures, and equipment lock-out procedures. (3 hours lecture)

**TECH 2001 SPECIAL TOPICS**
Co-requisite: Second semester sophomore standing. Each student will be assigned a design project related to the course work completed. A complete design analysis must be submitted and the project will be constructed and tested. (3 hours lab)

**TECH 2003 WORK-BASED LEARNING**
Prerequisite: Instructor and division chair approval prior to start of semester. Second semester sophomore standing. Work-based learning is a comprehensive treatment of relevant work experience related to the student's major field of study. It includes cooperative education, apprenticeships, extended job shadowing, internships, and other systematic planned work experience. Faculty and employers work together with students to ensure the relationship between classroom instruction and work experience.

**TECH 2111, 2112, 2113, 2114 SELECTED TOPICS IN INDUSTRY**
Prerequisite: Approval of industry affiliate. A survey of various topics within the field of industry to meet specialized needs. Credit varies depending upon length of study. (One to four semester hours)

**TECH 2614 INTERNSHIP**
The Career and Technical Education Internship is designed to offer students a purposeful experience in their chosen career path. The internship is an individualized learning experiences and a training plan is created for each student in conjunction with the internship site to provide experiences related to the skills and knowledge covered in the students program of study. On-site evaluations of the student will be conducted by the facility to ensure quality work. (4 credit hours, 120 contact hours)
THEATRE

THEA 1103 INTRODUCTION TO THEATRE
A survey of theatre history, principles, techniques, and terminology.

THEA 2633 COMMUNICATION THROUGH ACTING
Even with no intention of being an actor, there are many excellent reasons to study acting. Acting enhances one’s ability to communicate with others in all aspects of life. It is a study of the essentials of movement, pantomime, and characterization.

TRUCK DRIVING

TRD 1007 TRUCK DRIVING
Lecture and hands-on driving instruction prepares the student to take the Class A CDL examination. Instructional areas include health wellness, stress management, driving safety, defensive driving, map reading, log book, preparation for commercial driving examination, pre-trip inspection, cargo loading and securing, serpentine backing, straight line backing, coupling and uncoupling, shifting gears of vehicle, turning, and on-the-road driving skills.

WELDING TECHNOLOGY

WLD 1114/L SMAW 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 & 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 1404 Weld Evaluation & 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 1513 Cutting Principles & 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 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.
Faculty and Staff

Rasco, Thomas Alan, President; Ed.D., Baylor University; M.A., B.A. University of Houston (2005)

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