SOUTH ARKANSAS COMMUNITY COLLEGE

2010-2011 Catalog

1-800-955-2289
www.southark.edu

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

East Campus
3696 East Main Rd.
El Dorado, AR
71730
(870) 862-8131

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

President's Welcome

A Message from the President

Welcome to South Arkansas Community College!

We are dedicated to making affordable, quality higher education and workforce training accessible to citizens of south Arkansas. As a comprehensive community college, we prepare students for associate degree and certificate occupational and workforce development programs and four-year university transfer, as well as provide non-credit programs for lifelong learning, enjoyment and enrichment, or retraining.

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

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

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

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

I look forward to seeing you on campus,

Barbara R. Jones, Ph. D.
President

Un Mensaje del Presidente

Bienvenidos a South Arkansas Community College!

Nos dedicamos a la fabricación de una educación superior, de la calidad y entrenamiento de la mano de obra accesibles a los ciudadanos de Arkansas del sur. Como Instituto de Enseñanza Superior comprensivo, preparamos a los estudiantes para el grado de asociado y certificaciones de programas ocupacionales y de la mano de obra de desarrollo, transferencia a las universades de cuatro años, tambien ofrecemos programas sin crédito para que la educación siga siendo interminable, disfrute y enriquecimiento, o enseñanza/aprendizaje de habilidades nuevas.

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

Este catálogo contiene la información sobre los cursos de universidad, los programas, los servicios, y requisitos. Los cursos se ofrecen en las varias horas y con varios métodos de entrega para su conveniencia. Si usted nececita mas información, visite por favor nuestra sitio web www.southark.edu, haga contacto con la universidad al 1-800-955-2289 o venga visitar el campus. ¡Estamos aquí para usted!

Nos vemos en el campus,

Barbara R. Jones, Presidente, Ph.D.

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.

TABLE OF CONTENTS

President's Welcome 2
About the College 4
Academic Calendar 2010-2011 12
Admissions Information 14
Registration and Enrollment 21
Student Services 37
Financial Aid and Scholarships 56
Tuition and Fees 65
Credit Programs and Awards 70
Liberal Arts and Business Program 76
Education Programs 80
Health and Natural Science Programs 90
Information and Business Technology Programs 119
Trade and Industry Programs 125
Adult Education and Corporate and Community Education 138
Course Descriptions 143
Faculty and Staff 180
Index 185

About the College

A Historical Summary
Mission Statement
Purposes of the College
Values
Board of Trustees
SouthArk Foundation
Accreditation and Affiliations
Equal Opportunity-Affirmative Action
Sexual Harassment
Complaints from the Public
Drug-Free Campus and Workplace
Statement of Compliance
Helpful Contacts at SouthArk
Academic Calendar
Inclement Weather
Hours of Operation

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

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

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

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

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

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

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

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

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

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

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

Mr. Steve Cameron	12-31-2010
Mr. Steve Cousins, Chair	12-31-2014
Ms. Veronica Creer, Secretary	12-31-2012
Ms. Vicki de Yampert	12-31-2014
Mr. John Dews, Vice Chair	12-31-2010
Ms. Sherrel Johnson	12-31-2012
Dr. Marc Parnell	12-31-2014
Mr. David Ross	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. Current Board members are:

Clara Jones (President)
Martha Sue Beebe (Vice President)
Robin Carroll (Secretary)
Pete Parks (Treasurer)
Steve Cameron
Walter Compton
John Dews
Frank DiCristina
Wayne Gibson
Randy Haynie
Phil Herring
Jane James
Dr. Carolyn Langston (Emeritus)
Luther Lewis
Tandy Menefee
Deborah Nolan
Terry Norman
David Skinner
Jeff Teague
Charles Thomas
Steve Wells
Knox White
Dr. Barbara R. Jones
(College President, Ex-Officio)
Vernie Meador
(College Vice President, Ex-Officio)
Cynthia Reyna (Executive Director,
Ex Officio)

Accreditation and Affiliations

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

Equal Opportunity/Affirmative Action Statement

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

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

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

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

Sexual Harassment

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

Complaints from the Public

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

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

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

Drug-Free Campus and Workplace

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

Statement of Compliance

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

Useful Contacts at SouthArk

FOR	WHO	WHERE	PHONE
Academic Advising	Cathy Harrell, Academic Advisor	ADM104A	864-7141
Academic Probation	Dean Inman, Dean of Enrollment Services	ADM104B	864-7142
Adult Education	Patricia Bates, Director of Adult Basic Education	MCG106	864-7182
Automotive Service Technology Program	Karsten Tidwell, AST, Instructor Doyle Manis, AST, Instructor	MCG153	862-8131 Ext. 361 862-8131 Ext. 124
Basic Studies Program	Carol Benson, Coordinator of Basic Studies	ADM205B	862-8131 Ext. 224
Business and Technical Education	Jim Roomsburg, Dean of Business and Technical Education	MCG109	864-8410
Computer Programs	Donna Hendricks, Professor Vicki Badgley, Professor Computer Information Systems	TEC206 TEC131	864-7177 864-8400
Career Pathways Initiative	Tammi McKinnon, CPI Director	MCG141	864-8459
Community Classes Contract Training	Lynda Richardson, Director of Corporate and Community Edu.	WFD149	864-7193
Computer Services	Dr. Timothy Kirk, Chief Information Officer	TEC226	864-7154
Counseling	Mary Ellen Wilson Grace Palculict, Student Support Services	ADM105C ADM106D	862-8131 Ext. 235 862-8131 Ext. 234
Distance Learning	Terry Patterson, Director of Distance Learning	TEC123	862-8131 Ext. 406
Drop/Add Courses	Dean Inman, Dean of Enrollment Services	ADM104B	864-7142
Early Childhood Education	Mary Pat Cook, Director of Education	ADM203B	864-7184
Enrollment Services Office	Dean Inman, Dean of Enrollment Services	ADM104B	864-7142
Emergency Medical Technology Program	Ken Kelley, Director of EMT	WFD130	864-8490
Financial Aid	Veronda Tatum, Director of Financial Aid	ADM105D	864-7133

Graduation Applications	Dean Inman, Dean of Enrollment Services	ADM104B	864-7142
Health and Natural Sciences	Dr. George Roberts, Dean	WHT106	864-7102
Health Information Tech.	Debra Moring, Director of HIT	WHT229A	864-7165
Human Resource/Equal Opportunity Affirmative Action	Becky Riggs, Personnel Director	ADM304B	864-7146
Industrial Equipment Maintenance	Jim Roomsburg, Dean of Business and Technical Education	MCG109	864-8410
Industry and Business Training	Lynda Richardson, Director of Corporate and Community Edu.	WFD149	864-7193
Institutional Research	Dr. Stephanie Tully-Dartez, Director of Institutional Effectiveness	ADM306C	864-8413
Liberal Arts and Business	Phillip Ballard, Dean	ADM203A	864-7156
Library	Francis Kuykendall	LIB	864-7116
Music/Piano/Voice Lessons	Victoria Harden, Music Associate Professor	ADM229C	864-7176
Network Security Technology	Vicki Badgley, Professor NST	TEC131	864-8400
Occupational Therapy Assistant Program	Dr. Sandra Pugh, Professor and Director of OTA	WHT242	864-7171
Parking Decals	Casey Martin, Director of The Learning Center	TEC220	864-7197
Parking Issues	Carl Blake, Public Safety Director	WHT125	864-7125
Physical Therapist Assistant Program	Dr. Jennifer Parks, Professor and Director of PTA	WHT231B	864-7189
Practical and RN Nursing Programs	Nita Green, Director of Betty Owen School of Nursing	WHT113	862-8131 Ext. 136
Publicity	Heath Waldrop, Coordinator of Marketing and Communications	FND	864-7111
Radiologic Technology	Debby Edney, Professor and Director	WHT115	862-8131 Ext. 226
Recruitment	Randy Jerry, Student Recruitment Specialist	TEC104A	864-8414
Respiratory Therapy	Mark Nelson, Program Director	MCSA,Warner Brown Campus	862-7323
Retention	Larry Andrews, Student Retention Specialist	WHT134	864-7108

Scholarships	Veronda Tatum, Director of Financial Aid	ADM105D	864-7133
Secondary Technical Center	Dr. Larry Moser, Director	MCG146	864-7110
Security/Emergencies	Carl Blake, Director of Public Safety	WHT125	864-7125
SouthArk Off-Campus Programs	Dr. Valeriano Cantú, Vice President of Learning	ADM102B	864-7155
Student Activities and Organizations	Randy Jerry, Student Recruitment Specialist	TEC104A	864-8414
Student ID Cards	Casey Martin, Director of The Learning Center	TEC220	864-7197
Student Loans	Veronda Tatum, Director of Financial Aid	ADM105D	864-7133
Student Placement	Lynda Richardson, Director of Corporate and Community Edu.	WFD149	864-7193
Student Schedules	Dean Inman, Dean of Enrollment Services	ADM104B	864-7142
Student Support Services (TRIO)	Elizabeth Dugal, Director of Student Support Services	ADM106D	864-7179
Surgical Technology	Keitha Davidson, Associate Professor and Program Director	MCSA, Warner Brown Campus	875-2348
Teaching (AAT) Program	Mary Pat Cook, Director of Education	ADM203B	864-7184
Testing – COMPASS	Casey Martin, Director of The Learning Center	TEC220	864-7196
GED	Patricia Bates, Director of Adult Education	MCG106	864-7182
TEAS	Casey Martin, Director of The Learning Center	TEC220	864-8424
MAPP	Director of Institutional Effectiveness	ADM302C	864-8413
TABE	Patricia Bates, Director of Adult Education	MCG106	864-7182
Textbooks	Whit Sandifer, Bookstore Manager	WHT132	864-7151
Transcripts	Mary Fallin, Enrollment Services Office	ADM104	862-8131 Ext. 244
Tuition and Fee Information	Kim VaughnTerrie Glidewell, Business Office	ADM302A	864-7174

Tuition and Fee Payments	Bookstore	WHT132	864-7163
Tutoring (The Learning Center)	Casey Martin, Director of The Learning Center	TEC220	864-7197
Veterans' Affairs	Veronda Tatum, Director of Financial Aid	ADM105D	864-7133
Welding Technology Program	Benny Wilson, Instructor Jay Glass, Instructor	WEL103	862-8131, Ext. 338
Withdrawal From Class	Mary Fallin, Enrollment Services Office	ADM104	862-8131, Ext. 243
Workforce Development	Lynda Richardson, Director of Corporate and Community Edu.	WFD149	864-7193
Work Study Program	Shay Barbaree, Financial Aid Analyst	ADM105A	862-8131 Ext. 238
Room Scheduling			
Administration Bdg. (W)-Board and Conference Rooms Atrium, Whitfield Building Conference Room, TEC Building Library Auditorium Student Center, TEC Building	Susan Jordan, Administrative Assistant, Office of the President	ADM302	864-7107
Classrooms (W) Administration-- 202, 206 Whitfield Building--103, 210, 211, 212, 213,214, 215,226,227,228 Computer Technology Building--126, 131, 140, 203, 209, 225	Diana Hunt, Division Secretary Liberal Arts and Business	ADM205	862-8131 Ext. 275 862-8131 Ext. 275
Classrooms and Labs (W) Whitfield Building—101, 102, 108, 133, 135, 209, 230, 231	Gretchen Henry, Division Secretary, Health and Natural Sciences	WHT106	862-8131 Ext. 424
Compressed Interactive Video Labs – WHT208, TEC128 Gymnasium	Terry Patterson, Director of Distance Learning Carol Modica-Smith, Business Office	TEC123 ADM304	862-8131 Ext. 406 864-7160
McGehee, Industrial/ Technology, and Welding Buildings, Classrooms/ Conference Rooms (E)	Amy Garner, Administrative Assistant, Dean of Business and Technical Education	MCG108	864-7188

Workforce Building, Classrooms/Conference Rooms (E)	Jeff Ulmer, Secretary, Corporate and Community Education	WFD146	864-7192

Academic Calendar 2010 – 2011

FALL SEMESTER 2010

Aug 19	Faculty In-Service
Aug 20	Advising and registration
Aug 23	Classes begin
Aug 24	Last day of late registration or to add a class without instructor permission
Sept 6	Labor Day Holiday, College closed
Sept 10	Last day to change to audit status
Oct 13	Last day to apply for December graduation
Nov 24-26	Thanksgiving Holiday, no classes
Nov 25-26	Thanksgiving Holiday, campus closed
Dec 1	Last day to withdraw from a course with a grade of "W"
Dec 2	Last day of classes
Dec 6-9	Final exams
Dec 13	Semester Ends
Dec 13	Grades due Electronically
Dec 14-16	Assessment Workshops
Dec 17	Commencement

SPRING SEMESTER 2011

Jan 10	Faculty In-Service
Jan 11	Advising and registration
Jan 12	Classes begin
Jan 14	Last day of late registration or to add a class with instructor permission
Jan 17	Martin Luther King Holiday, college closed
Jan 31	Last day to change to audit status
March 17	Last day to apply for Spring Graduation
March 21-24	Spring Break. No classes
March 23-25	Spring Break, campus closed
April 27	Last day to withdraw from a course with a grade of "W"
April 28	Last day of classes
May 2-5	Final exams
May 9	Semester ends -- Grades due electronically
My 10-12	Assessment Workshops
May 13	Commencement

SUMMER 2011 FIRST TERM

May 26	Advising and registration
May 30	Memorial Day Holiday, college closed
May 31	Classes begin
June 1	Last day of late registration or to add a class
June 7	Last day to change to audit status
June 29	Last day to withdraw from a class with a grade of "W"
June 30	Final exams – Semester ends – grades due electronically

SUMMER 2011 SECOND TERM

June 30	Advising and registration
July 4	Independence day holiday – campus closed
July 5	Classes begin
July 6	Last day of late registration or to add a class
July 12	Last day to change to audit status
August 3	Last day to withdraw from a course with a grade of "W"
August 4	Final exams – semester ends – grades due electronically

SUMMER 2011 LONG SUMMER

May 26	Advising and registration
May 30	Memorial Day Holiday, college closed
May 31	Classes begin
June 1	Last day of late registration or to add a class
June 7	Last day to change to audit status
August 3	Last day to withdraw from a course with a grade of "W"
August 4	Final exams – semester ends – grades due electronically

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's administrative offices are 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 Monday through Thursday, 7 a.m.

Admissions Information

Admissions Requirements
Application Procedures
Admissions Categories
Re-Admissions
International Students
Credit Transfers
Articulation Agreements
College-Level Examination Program (CLEP)
Credit by Examination
Credit for Previous Training or Experience
Applying to Medical Programs
Withdrawing From College

Admission Requirements
South Arkansas Community College has an open-door admissions policy and offers equal educational opportunities for all citizens in the service area. Admission to the college does not ensure acceptance into a particular course or program of study. No one shall be denied admission based on race, 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, mumps and rubella. Measles and rubella vaccines must have been received after the first birthday and after January 1, 1968. Students born before January 1, 1957 must provide either a copy of their birth certificate or proof of two immunizations for measles, mumps and rubella..Health Science programs may require a background security check (and a fee of $50) before students can work at a medical site as a clinical student.

When to Apply
SouthArk semesters start in August, January, and May. 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.

Admissions Categories
South Arkansas Community College accepts students in the following categories: Regular Admission, Transfer Admission, High School Student, and Unclassified Student. The application file must be completed within the student's first term of enrollment at South Arkansas Community College.

1. **Regular Admission**

A. First Time in College - Any applicant who has no previous college enrollment, and who is a graduate of an accredited high school, or who has a GED diploma may be admitted. An official transcript of all high school work completed or official GED scores must be sent to the Admissions Office.

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

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

1. Those seeking admission to the Associate of Arts degree program must complete at least twelve (12) hours of required general education core and any necessary basic studies courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.
2. Those seeking admission to the Associate of Applied Science degree or Technical Certificate at least six (6) hours of required general education core and six (6) hours of required technical courses and any necessary basic studies courses with at least a cumulative grade point average of 2.0 within the first 30 semester credit hours.

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

E. Opportunity/Ability to Benefit - Applicants who have not graduated from an accredited high school and have not successfully completed the GED examination may be admitted as an Opportunity Classification student. The person must demonstrate the ability to benefit by scoring a minimum scale score on the ASSET Writing Skills, Reading Skills, and Numerical Skills tests of 34, 34, and 33 respectively, or COMPASS Writing Skills, Reading Skills, Pre-algebra/Numerical Skills of 31, 60, 21 respectively, or a 14 on the English Section and 15 on the Mathematics Section of the enhanced ACT.

2. **Transfer Admission**

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

1. Students who are not eligible for readmission to their previous institution will be considered for conditional admission.
2. Transfer students who are on academic probation at their previous institution will be placed on continued academic probation upon admission.

3. Transfer students will be subject to the probation policy and procedures for students who are on probation. **All transcripts should be received by the Admissions Office prior to enrollment.**

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

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

3. <u>High School Students</u>

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

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

ACT	ASSET	COMPASS	SAT
English	Writing	Writing	English
19	42	75	470

AND

ACT	ASSET	COMPASS	SAT
Reading	Reading	Reading	Reading
19	41	82	470

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

ACT	ASSET	COMPASS	SAT
Math	Interm. Algebra	Math	Quantitative
19	43	71	460

Note: High school students who have not taken a placement test and provided scores

as listed above are eligible to enroll **only** in Reading Skills I, Fundamentals of Writing I, Fundamentals of Arithmetic plus Lab, physical education courses, piano, basic word processing, and choir.

4. Unclassified

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

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

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

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

**Students in this category must complete an application for admission and proof of graduation, if applicable. Students taking advantage of the Over 60 waiver who wish to earn a degree or certificate must follow guidelines for Regular or Transfer Admission.

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

Re-Admission (Former students of SouthArk)

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

International Students

South Arkansas Community College has established its International Student Program (F-1

Visa) according to the Department of Immigration and Naturalization Service. We welcome students from all over the world. The college will consider for admission international students who apply from their native countries, as well as international students who have completed a program of study in the United States and wish to transfer to South Arkansas Community College. An example of a program of study could be English as a Second Language program at any U.S. institution. For more information contact Admissions@Southark.edu.

CREDIT TRANSFERS

Acceptance of Transfer Credits

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

Advanced Placement Program

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

Articulation Agreements

South Arkansas Community College, through the office of the Secondary Technical Center, has developed articulation agreements with a number of school districts and will accept credit earned in these programs. Articulated courses are those high school courses deemed rigorous and thorough enough to be considered for college credit. It is the responsibility of the students to submit to Enrollment Services Office copies of articulation agreements for courses that will be transferred from high school programs. This submission must occur within the first 20 months following graduation from high school and after twelve hours of college credit work has been completed at SouthArk. The articulated course work must meet the requisite academic standards to be posted to the college transcript

College-Level Examination Program

The College awards credit on the basis of the College-Level Examination Program. Twelve hours of credit must be completed at South Arkansas Community College before students may petition for CLEP credits to be posted to their transcript. Students may not

test out of Composition II. The CLEP exam is given at The Testing Center 870-864-7196

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 Learning.

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 Learning. The department will make its recommendation upon the evaluation of a portfolio completely defining the experience or training for which credit is sought. The College will also consider granting credit based on the *College Credit Recommendations* published by the University of the State of New York, the *Guide to the Evaluation of Educational Experiences in the Armed Services*, and the *American Council on Education*, or other similar guides. The maximum number of credits awarded for previous experience including that demonstrated by CLEP examinations shall not exceed 30 credits.

Applying to Medical Programs

Students applying for admissions to some programs in the Health Sciences Division may be required to have a background security check. Students 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
7. Retain white copy for future reference.

Registration and Enrollment

Registering Using Campus Connect
Registration Sessions
Course Availability
Academic Advising
Academic Appeals
Changing a Schedule/Dropping and Adding Courses
Basic Studies Requirements
Academic Standards
Course Length
Prerequisites
Course Load
Repeating a Course
Auditing a Course
Student Records Policy
Changing Personal Data
Standards of Student Conduct
Academic Honesty Policy
Class Attendance Policy
Scheduled Absences
Withdrawal for Excessive Absences
Student Assessment
Dean's List
President's Honor Roll
Academic Honors

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. Students must present a photo identification in Enrollment Services office to obtain your student id and password. No student Id's or passwords will be given over the phone or without proper identification.
3. Access the college webpage at **www.southark.edu** and click on *Campus Connect*.
4. Use the college catalog to identify the graduation requirements for their programs. Unofficial transcripts are available in *Campus Connect*, and the graduation requirements are in the college catalog 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 or **advisor@southark.edu**.
6. Add courses to their schedules by following the directions on the screen. Students will not be allowed to register for a course if they have not completed the prerequisites, including basic studies courses. Grades are available only by using *Campus Connect*.

Registration Sessions

All first-time students enrolling in fall or spring semester classes are advised to attend an orientation 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 Sciences and technical programs serve as academic advisors for students enrolled in these programs. Students in all programs can seek academic advice by using **advisor@southark.edu**. Advisors are available during their posted office hours and during registration.

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

Non-degree-seeking students may complete ten credits without meeting basic studies requirements; however, all departmental requirements, including basic studies and course prerequisites, must still be met. Non-degree-seeking students over sixty 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 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.

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

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

Step 4: Within five working days, the student must present to the VPL 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 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 day of the semester. Courses that are dropped on or before the eleventh class day are not recorded on the student's permanent record. After the eleventh day, students who drop from class will receive a grade of "W" unless previously administratively withdrawn because of excessive absences. The last day to drop a class is 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
7. Retain white copy for future reference.

Basic Studies Requirements

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

1. Scoring 19 or above on the ACT English section, 42 or above on the ASSET writing skills, 75 or above on the COMPASS writing skills, 470 or above on the SAT verbal section, or passing Writing II (0213) with a grade of "C" or better.

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

Basic Studies Courses

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

1. Students who enroll in basic studies courses must satisfactorily complete the work for the courses and meet exit criteria designated by the instructor and/or department.
2. In compliance with Arkansas Statutes, South Arkansas Community College uses standardized tests for course placement. The COMPASS, ASSET, ACT, and SAT measure academic preparedness in reading, writing, and mathematics.
3. 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: Basic Skills Reading, Reading Improvements I and II, Fundamentals of Writing I and II, Fundamentals of Arithmetic, Elementary Algebra, and Intermediate Algebra.
4. 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.
5. The college will accept ASSET or COMPASS scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

COURSE PLACEMENT TEST SCORES
Writing Skills

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

ACT	ASSET	COMPASS
Below 19*	Below 42*	Below 82*

***Students who score below ACT 19, ASSET 42, and COMPASS 82 in Reading are required to take the Nelson Denny Reading Test in The Learning Center for placement in the appropriate Basic Studies reading course.**

Nelson Denny Score	Course Required
0 – 6.9	Basic Skills Reading
7.0 – 10.0	Reading Improvement I
10.1 – 12.9	Reading Improvement II
13.0 +	Reading Not Required

Math Skills

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

SAT Scores

English and Reading	470 or above – Composition I Reading not required
Mathematics	460 or above – College Algebra

Students must be enrolled in appropriate courses 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.

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 the policies of South Arkansas Community College. The following procedure will be followed for students who do not improve their reading, writing, and/or math skills to the college level as they take Basic Studies courses at SouthArk. For purposes of this policy, the ten weeks of summer school will be treated as a major semester like fall or spring.

1. Probation. Students making a D, F, NC, or WE in two or more basic studies courses will take the same courses the following semester and will be placed on probation. During the probationary period, students should make a special effort to seek help from their Basic Studies instructors, from tutors in the Learning Center, and from any other of the College's educational resources that will help students improve the skills that are necessary for success in college-level courses.

2. Suspension. At the end of the probationary period, students making another grade of

D, F, NC, or WE in the same courses will be suspended from taking Basic Studies courses (those courses with code numbers that begin with 0) and academic courses (those courses with code numbers that begin with 1 or 2, such as ENGL 1113) for one major semester and referred to SouthArk's Adult Education program.

3. WAGE* Employability Certificate. Students who meet the requirements for and receive a WAGE certificate of employability through the Adult Education program will be allowed another opportunity to take the COMPASS test for updated placement at SouthArk. Otherwise, after their semester of suspension, students will be required to retake the Basic Studies courses for which they were placed on suspension. Students in Basic Studies courses MUST continue to take these courses until they have completed the requirement.

*WAGE stands for Workforce Alliance for Growth in the Economy. This is an adult education program in Arkansas that teaches participants the basic skills necessary for residents to compete in the local and state job markets. The classes are free, self-paced, and open-entry, and they are offered in various locations in El Dorado. The WAGE Employability Certificate, when awarded, indicates that the student has achieved a grade level of 9.5 in reading, math, and language, thus preparing him or her to score high enough on the COMPASS for readmission to SouthArk's Basic Studies program.

All first-time, full-time, degree-seeking freshmen AND students who are required to have two or more Basic Studies courses are required to pass (with a C or better) a three (3) credit-hour course entitled SouthArk Success (SAS0103). This course is designed to provide incoming students with the skills and knowledge necessary to be successful in future courses.

In Act 971 of 2009, the Arkansas Legislature requires that all students exiting the Basic Studies program take the COMPASS placement exam.

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

Basic Studies Prerequisites are contingent on placement exam scores.			
Course ID	Course #	Course Name	Basic Studies Prerequisites
ADMS	1001	Introduction to Keyboarding	NO BSTD PREREQUISITES
ADMS	1013	Fundamentals of Keyboarding	NO BSTD PREREQUISITES
ADMS	1023	Intermediate Keyboarding	NO BSTD PREREQUISITES
ADMS	1003	Introductory Accounting	NO BSTD PREREQUISITES
ART	1013	Drawing I	NO BSTD PREREQUISITES
ART	1113	Drawing II	NO BSTD PREREQUISITES
AST	1004	Automotive Fundamentals	NO BSTD PREREQUISITES
BIOL	2003	Diet and Nutrition	NO BSTD PREREQUISITES
CLS	1013/L	Phlebotomy	NO BSTD PREREQUISITES
ECE	1003	Foundations of ECE	NO BSTD PREREQUISITES
ECE	1013	Child Growth and Development	NO BSTD PREREQUISITES
ECE	1023	Environments for Young Children	NO BSTD PREREQUISITES
ECE	1033	Tech Practicum I	NO BSTD PREREQUISITES
EDUC	2003	Intro to Education	NO BSTD PREREQUISITES
EMT	1007	EMT-A	NO BSTD PREREQUISITES
HIT	1003	Medical Terminology	NO BSTD PREREQUISITES
HPER	1403	Personal and Community Health	NO BSTD PREREQUISITES
MUS	1411	SouthArk Singers	NO BSTD PREREQUISITES
MUS	1421	SouthArk Singers	NO BSTD PREREQUISITES
MUS	2411	SouthArk Singers	NO BSTD PREREQUISITES
MUS	2421	SouthArk Singers	NO BSTD PREREQUISITES
MUS	1301	Introduction to Piano	NO BSTD PREREQUISITES
MUS	1302	Beginning Piano	NO BSTD PREREQUISITES
MUS	1312	Beginning Piano	NO BSTD PREREQUISITES
MUS	2302	Intermediate Piano	NO BSTD PREREQUISITES
NA	1002	Nursing Assistant	NO BSTD PREREQUISITES
NA	1012	Nursing Assistant Clinical	NO BSTD PREREQUISITES
PE	1001	Physical Education	NO BSTD PREREQUISITES
SAS	0103	SouthArk Success	NO BSTD PREREQUISITES-
SPCH	1113	Principles of Speech	NO BSTD PREREQUISITES
TECH	1003	Technical Math	NO BSTD PREREQUISITES
TECH	1203	Industrial Safety	NO BSTD PREREQUISITES

AST	1104/L	Manual Drive Train and Axles/Lab	PREQUISITE: BSTD 0053; COREQUISITES: BSTD 0103 and 0314
AST	1204	Brake Systems	PREREQUISITE: BSTD 0053; COREQUISITES: BSTD 0103 and 0314
AST	1304	Steering and Suspension	PREREQUISITE: BSTD 0053; COREQUISITES: BSTD 0103 and 0314
AST	1404	Automotive Electronics I	PREREQUISITE: BSTD 0053; COREQUISITES: BSTD 0103 and 0314
AST	1504	Engine Repair	PREREQUISITE: BSTD 0053; COREQUISITES: BSTD 0103 and 0314
BUS	1003	American Enterprise	PREREQUISITE: BSTD 0113
COS	1002	Introduction to Cosmetology	COREQUISITE: BSTD 0053
CSCI	1003	Computer and Information Processing	PREREQUISITES: BSTD 0103
CSCI	1102	Leviton Cabling Certification	PREREQUISITES: BSTD 0103, 0203; CSCI 1405
CSCI	1112	IT Essentials IA	PREREQUISITES: BSTD 0103, 0203
CSCI	1203	PC Concepts	PREREQUISITES: BSTD 0103, 0203 COREQUISITES: BSTD 0113, 0213
CSCI	1405	Introduction to Networking	PREREQUISITES: BSTD 0203 COREQUISITES: BSTD 0113, 0213
CSCI	1903	Desktop Publishing I	PREREQUISITE: BSTD 0113
CSCI	1923	Introduction to Adobe Photo	PREREQUISITE: BSTD 0113
CSCI	2043	Introduction to Computer Graphics	PREREQUISITE: BSTD 0113
GEOG	2003	Introduction to Geography	PREREQUISITE: BSTD 0113
HIT	2803	Introduction to Medical Science	BSTD COURSES ARE CO-REQUISITES
HIST	1003	History of Civilization to 1700	PREQUISITE: BSTD 0113
HIST	1013	History of Civilization Since 1700	PREQUISITE: BSTD 0113
HIST	2013	History of the U.S. to 1876	PREQUISITE: BSTD 0113
HIST	2023	History of the U.S. Since 1876	PREQUISITE: BSTD 0113

HIST	2033	History of Arkansas	PREQUISITE: BSTD 0113
HIST	2043	African-American History	PREQUISITE: BSTD 0113
IDEQ	1003	Fundamentals of Industrial Maintenance	PREREQUISITE: BSTD 0053 COREQUISITES BSTD 0103, 0203, 0213, 0314
PSCI	2003	American Government: National	BSTD 0113
PSCI	2013	American Government: State and Local	BSTD 0113
PSYC	2003	General Psychology	BSTD 0113
SOC	2003	Introduction to Sociology	BSTD 0113
SOC	2033	Marriage and the Family	BSTD 0113
TECH	1003	Technical Math	PREQUISITE: BSTD 0053; COREQUISITES: BSTD 0103 and 0314
WLD	1114	SMAW I Welding	PREREQUISITE: BSTD 0053 COREQUISITES BSTD 0103, 0203, 0213, 0314
WLD	1214	GMAW I (MIG) Welding	PREREQUISITE: BSTD 0053 COREQUISITES BSTD 0103, 0203, 0213, 0314
WLD	1224	GTAW I (TIG) Welding	PREREQUISITE: BSTD 0053 COREQUISITES BSTD 0103, 0203, 0213, 0314
WLD	1404	Welding Evaluation and Testing	PREREQUISITE: BSTD 0053 COREQUISITES BSTD 0103, 0203, 0213, 0314
WLD	1613	Welding Metallurgy (pending approval)	PREREQUISITE: BSTD 0053 COREQUISITES BSTD 0103, 0203, 0213, 0314

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

Students on academic probation 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 major semester; 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

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 writing, reading, and mathematics. Other prerequisites are listed in the course descriptions.

Course Load
A normal course load for a full-time student during a regular semester is 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 Learning, VPL. The VPL 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 VPL must approve any exceptions in course load.

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

Auditing a Course
Students are permitted to audit courses at 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 Dean of Enrollment Services in writing that public information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Enrollment Services Office. Additional information on education records is released only upon written

student request except to the following persons:

1. 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 **trjohnson@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.

Offenses Subject to Disciplinary Action
(This list is not exhaustive):
The College recognizes the basic rights of the individual and provides guarantees to the students which grow out of the fundamental conceptions of fairness implicit in procedural due process.

1. Forgery, alteration, unauthorized possession, or misuse of college documents, records, or instrument of identification.
2. Furnishing false information or misrepresenting information to the College.

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

Disciplinary Procedures and Actions

The disciplinary procedures of South Arkansas Community College are designed to be a part of the learning process and normally cover a wide range of disciplinary actions including probation and dismissal. In order to protect the educational process of the College and, at the same time to protect the rights of all students, the College has authority to develop and enforce rules and to impose discipline on students found guilty of violating rules and regulations.

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

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

Disciplinary Action

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

1. **Expulsion**—Separation of the student from the College. The student is not eligible for readmission to the College.
2. **Dismissa**l—Separation of the student from the College for a indefinite period of time.

3. **Suspension**—Separation of the student from the College for a definite period of time.
4. **Probation**—An official warning that the student's conduct is a violation of the code of conduct. Probation can be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued enrollment (e.g., referral for drug and alcohol abuse counseling).
5. **Letter of Reprimand**—An official letter stating the student's behavior is unbecoming to the College community.

Disciplinary Appeals Procedure

In student discipline cases the Student Services Committee may be asked to act as an appeals committee for hearing student appeals or concerns which have resulted from campus decisions or imposed rules and regulations. All members available can hear the cases and ask students to serve on the hearing committee if necessary including the one student member of the Student Services Committee**. T**he Appeals process is part of the College's due process and will be governed by fairness, truth, and justice in its deliberation. A request for an appeal shall be made in writing and addressed to the VPSS. The appeals process is as follows:

1. The written request should specify the concern(s) of the appealer and clearly detail the basis for the appeal.
2. The VPSS will (within ten working days) arrange for a location, set a time for the hearing of the appeal, and notify all parties.
3. The Appeals Committee may uphold or affirm the rule(s) or regulations(s) as currently practiced, or make a recommendation to the appropriate college official or organization that might result in a change or exception to current policy.
   In those cases where sanctions have been applied, the Appeals Committee may affirm, dismiss, or recommend alternative sanctions and inform all persons involved. Recommendations will be made in accordance with the guidelines set up by the VPSS who may impose disciplinary action to include, but not be limited to, the following:

   Expulsion—Separation of the student from the College. The student is not eligible for readmission to the College.
   Dismissal—Separation of the student from the College for a indefinite period of time.
   Suspension—Separation of the student from the College for a definite period of time.
   Probation—An official warning that the student's conduct is a violation of the code of conduct. Probation can be imposed for varying periods of time with restrictions and behavior guidelines as a condition of continued enrollment (e.g., referral for drug and alcohol abuse counseling).
   Letter of Reprimand—An official letter stating the student's behavior is unbecoming to the College community.
4. Either party may appeal the decision of the committee to the President of South Arkansas Community College, whose decision will be final.
5. A student who has been found guilty of an offense of student conduct at SouthArk may appeal in accordance with the student disciplinary appeal procedure delineated in the college catalog. The student will be allowed to appeal the decision to the Student Services Committee or accept the decision as stated.

Academic Honesty Policy

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

- Cheating is an attempt to deceive the instructor in his/her effort to evaluate fairly an academic exercise. Cheating includes copying another student's homework, class work, or required project (in whole or in part) and/or presenting another's work as the student's own. Cheating also includes giving, receiving, offering, and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work such as books, magazines, audiovisual programs, electronic media, and films or copying the theme or manuscript of another student. It is plagiarism when one uses direct quotations without proper credit or when one uses the ideas of another without giving proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized by the use of quotation marks and proper parenthetical and bibliographic notations.

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

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

Class Attendance Policy

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

An instructor may drop students with a grade of "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

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 Learning that a student has excessive absences in a class. The VPL notifies that student of the consequences of not attending class and urges him/her to contact his/her instructor immediately. If the student does not contact his/her instructor within one week, the instructor may notify the VPL that the student is to be withdrawn from the class because of excessive absences and is to be assigned a grade of "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 is the systematic process of gathering, interpreting, and using information about student learning to improve academic programs and support services. It may be based on class discussion, capstone courses, placement tests, the MAPP test, and surveys, all designed to provide ongoing information about what works well at the College and what needs improvement.

Dean's List
Students will be placed on the Dean's List if they earn a grade point average of 3.00 or higher on 12 or more semester hours completed during a regular semester. All courses attempted, except Basic Studies courses, will be used in computing the grade point average; however, if a student officially withdraws from a course and is assigned a "W," that course will not be used in computing the average. The Dean's List will be released at the end of the fall and spring semesters.

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

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

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

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

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

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

Student Services

Academic Forgiveness
Bookstore
Cashier's Office
College Transition
Communications
Computer Labs
Computer Use Policy
Distance Learning
Drug Awareness and Reporting
Drug Policy
Food Service
General Information
Grade Point Average
Grading Policies
Grade Reports
Gymnasium
Health and Student Safety
Campus Safety and Security
Sexual Assault
Sexual Harassment
The Learning Center
Parking Decals
Student ID Cards
Library Media Center
Distance Education Library Services
New Student Orientation
Campus Clubs and Organizations
Secondary Technical Center
Solicitation and Distribution of Literature
Student Activities
Student Centers
Student Support
Student Support Services
The Testing Center
Transcripts
Transfer Assistance

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

Conditions

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

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

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

Procedure

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

Bookstore

Location: West Campus Ben Whitfield Classroom Building
Hours: Fall and Spring Semesters
Monday – Friday 8:00 a.m. to 4:00 p.m.
Summer hours: Monday – Thursday 7:00 a.m. – 5:00 p.m.
Holiday hours will vary

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. Students can contact the Bookstore at **rprimm@southark.edu** or 870-864-7163.

Cashier's Office

Cashier's Office services include: accepting payment for all registration fees, disburses work-study checks and refund checks, and serves as depository for lost/found items. This office is located in the bookstore on the first floor of the Ben Whitfield Classroom Building.

College Transition

Early College Start

The Early College Start program offers high school students a chance to earn low-cost college credit from SouthArk while still in high school. Eligible high school students may take up to three classes per semester, with the option to transfer core curriculum classes ("the basics") to a two-year college or four-year university. ECS encompasses

- **Concurrent credit** is earned when high school students complete with acceptable grades college credit courses on their high school campuses. These courses earn students college credit and also satisfy high school graduation requirements.
- **Dual enrollment** refers to classes offered to students at SouthArk outside of the regular school day, on SouthArk's Campus. Students may take any SouthArk course in which they meet the skills and college course prerequisites.

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

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

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

Concurrent credit students will receive the first COMPASS test free; however, they will pay the full testing fee if a retest is needed.

Students may apply for the Early College Start program after they have completed the ninth grade in a public, private, charter, or home school. Those interested should contact Christy Wilson at 870-864-8416 or **cwilson@southark.edu**.

College Connection
Through the College Connection program, South Arkansas Community College will provide hands-on, support to assist every student with each step of the college admissions process.

College Connection will help increase the number of graduating seniors who enter college by creating an awareness of the benefits of going to college.

Why College Connection?
- Many high school students find the college enrollment process intimidating.
- SouthArk is reaching out to area high school seniors so they are able to approach their higher education decisions grounded in knowledge, awareness of options and interests, and the confidence to succeed.
- CC will provide collegiate academic and support services to area high school students.
- CC will provide on-site, hands-on activities and events in order to boost student awareness of the benefits of going to college, which will increase the number of graduating seniors who enter an Arkansas college or university.

Persons interested in College Connection should contact Christy Wilson at 870-864-8416 or **cwilson@southark.edu**.

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

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

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

College Publications: The Connection, credit class schedule and non-credit class schedule, catalog, program and other brochures, SouthArk e-mail, Blackboard announcements, Web site (**www.southark.edu**) and Facebook fan page

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

Computer Labs
The Information Technology Department supports all college computer use. Multiple operating systems are supported, including Windows XP, MAC OS 10, Novell and Windows servers. Computers are available on both East and West campuses for classroom access. Computers are available on the West campus in TLC and the Library for research, internet access, class homework and class projects. The following software applications are available for academic use: Microsoft Office XP Suite, Plato, Integrated Accounting

software, Simnet, Macromedia Dreamweaver, Adobe Page maker, Adobe Photoshop as well as several other software's are available.

COMPUTER USE POLICY

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

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

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

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

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

The use of South Arkansas Community College computer technology is a privilege extended to all employees and patrons of the college, including faculty, staff, administrators, students, and persons from the community who use the library computers. Inappropriate or unacceptable use of this technology may result in loss of this privilege. College agents will not monitor information on the college computer network or on individual computers or computer systems, but complaints of possibly inappropriate or unacceptable use will be investigated. Complaints regarding violations of acceptable use policy should be addressed to the Chief Information Officer. In investigating such complaints, the Chief Information Officer will consult with appropriate college officials. Following the investigation of a complaint, the Director of Computer Services will inform the complainant of the results of the investigation and explain what action, if any, was taken by the college. In resolving complaints of unacceptable use, the college may invoke sanctions against the offender that range from verbal warnings to expulsion or dismissal depending on the circumstances of each incident.

If faculty, computer systems administrators, or administrative staff in the performance of their duties, discover, in their opinion, a flagrant violation of acceptable use policy,

those persons have authority to suspend immediately the computing privileges of the offender pending a formal investigation by the Chief Information Officer. The results of this investigation will be turned over to the Vice President of Learning for further action, if appropriate.

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

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

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

Distance Learning
South Arkansas Community College offers a variety of classes through online delivery. Students are able to select from a wide range of courses taught by SouthArk faculty using the school's course management system, Blackboard. These classes are of comparable academic quality and are treated exactly like their classroom counterparts. For technical requirements, resources for students, student success strategies, and schedules of classes, visit the Distance Learning section of the SouthArk Web site or e-mail **blackboard@southark.edu** for additional information.

Students who take an online course must complete the online student orientation offered by the college. On campus orientation sessions are offered the afternoon of freshmen orientation and the Saturday afternoon before classes begin. Online and on campus orientation information will be available in the Distance Learning section of the SouthArk Web site.

DRUG AWARENESS AND REPORTING

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

Drug and Alcohol Counseling
In an effort to inform employees and students about the effects of drugs and alcohol, the vollege will provide educational programs, counseling, and activities designed to meet the employees' and students' needs.

The vollege has established a collaborative relationship with South Arkansas Regional Health Center for counseling, testing, and treatment.

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

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

Enforcement
Disciplinary action will be taken against employees and students found guilty of the unlawful possession, use of or distribution of illicit drugs and alcohol on College property or as a part of any of its activities.
The administration may impose disciplinary action to include, but not limited to the following:

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

Drug Policy
Drug-Free Workplace
In an effort to ensure a drug-free working environment at the College, the College has established a drug and alcohol policy for employees and students.

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

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

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

1. meeting with the student
2. determining the nature of the violation, and
3. allowing the student an opportunity for a hearing

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

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

GENERAL INFORMATION

Important Telephone Numbers

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

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

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

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

Parking Decals
All students may obtain parking decals for all vehicles driven on campus at the time of registration. Decals are issued in The Learning Center on the second floor of the Computer Technology Building (TEC), Room 220, at no cost.

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

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

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

Grading Policies
South Arkansas Community College uses the following grades:

Grades	**Grade points per semester hour**	
A	indicates excellent work	4
B	indicates good work	3
C	indicates satisfactory work	2
D*	indicates minimum passing work	1
F	indicates failing work	0
I	indicates incomplete work	0
W	indicates a withdrawal	0
AU	indicates audit	0
WE	indicates administrative withdrawal for excessive absences	0
NC	indicates need to reenroll in a Basic Studies course	0

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

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

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

An "AU" (audit) indicates the student audited the class. Auditing a course means that the student meets attendance requirements and participates in class activities but is not responsible for examinations and does not receive transcript/graduation credit. Students generally audit courses for self-enrichment, for a refresher of a previously completed

course, or for preview of a course before taking it for credit. Audit students may enroll on a space-available basis after the completion of regular credit registration. **Students who wish to audit a course must declare their intentions at the time of registration. Students may change from audit-to-credit or credit-to-audit status through the 11th class day of the fall and spring semesters and through the 5th class day of any summer term**. Audit students who do not meet attendance requirements may be dropped with a grade of "W."

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

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

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

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

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

HEALTH AND STUDENT SAFETY

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

HIV or AIDS Virus Policy
The College recognizes the impact of the Human Immunodeficiency Virus (HIV or AIDS Virus) on students and employees, both in regard to the safety of the work environment and in terms of potential infection. The College has established guidelines based upon prevailing medical and legal information. South Arkansas Community College employees and students with HIV infection, AIDS, or a positive HIV antibody test, whether

symptomatic or not, will be allowed unrestricted activities as long as they are mentally and physically able to perform their job duties in a manner that does not pose a health or safety risk to themselves or to others.

Smoking/Tobacco Products
The College does not sell or promote the use of tobacco products. Use of tobacco products is prohibited on campus.

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

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

Evacuation Plans are posted in all campus buildings.

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

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

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

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

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

Reporting
The Office of Student Services receives and records all crime, accident, and incident

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

Criminal Offenses Reported	**2003**	**2004**	**2005**	**2006**	**2007**	**2008**	**2009**
Murder	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0
Arrests for Violations	0	0	0	1	0	0	0
Referrals	0	0	0	0	0	0	0
Liquor Law	1	1	0	1	0	0	0
Drug Abuse	2	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0

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

Sexual Assault

Policy Regarding Sexual Assault on Campus

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

Awareness and Prevention

The need for students to be cautious and aware of the potential for crime in general and sexual offenses in specific is discussed at Orientation.

The College's counselor conducts seminars and workshops covering topics associated with crime, substance abuse, and sexual assault during the academic year. Examples of such workshops include, but are not limited to:

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

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

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

The informal procedure/channel: The victim should seek assistance from any campus

security person, faculty member, supervisor, or the counselor. Appropriate referrals and connections will be made on behalf of the victim.
The formal procedure/channel: The victim should report the offense to the College security personnel immediately; investigation into the incident will follow.
In all cases, efforts should be made to preserve any evidence that might be used to apprehend and convict the accused assailant. In all cases, the rights and privacy of victims and alleged violators will be considered and actions will be taken accordingly.

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

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

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

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

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

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

The Victims Assistance contact number is (870) 863-8762.

Assistance is also available through the Union County Rape and Family Violence Center at (870) 862-0929.

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

Sexual Harassment

South Arkansas Community College will not tolerate sexual harassment by any of its students or employees, including managerial and supervisory employees.

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

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

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

OTHER INFORMATION IMPORTANT TO STUDENTS

The Learning Center

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

Monday through Thursday	8:00 a.m. to 8:00 p.m.
Friday	8:00 a.m. to 2:00 p.m.
Sunday	1:00 p.m. to 5:00 p.m.

Parking Decals

All students may obtain a free parking decal for any vehicle parked on campus. These decals should be displayed on the back left side window of the vehicle. Only authorized vehicles should be parked on College property. Parking decals are issued from The Learning Center which is located on the second floor of the Computer Technology Building, Room 220.

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

Library Media Center
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 27,000 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 that they take advantage of the audiovisual collection. The LMC offers an online public access catalog, online searching, several databases, interlibrary loans, and study areas. Library cards are issued to students and community patrons. The library card serves as the student ID card and can be validated as current with the ID sticker.

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

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

Location: West Campus
Fall and Spring Semesters Hours: Holiday hours will vary
Monday – Thursday 7:30 a.m. to 7:00 p.m.
Friday 7:30 a.m. to 5:00 p.m.
Sunday 1:00 p.m. to 5:00 p.m.
Summer Semester Hours:
Monday – Thursday 7:30 a.m. to 6:00 p.m. Unless otherwise published.

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.

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.

Solicitation and Distribution of Literature
Individuals or groups may not distribute literature or solicit on campus without permission from the Vice President ~~of~~ Student Services. All notices must be approved for posting by the VPSS. Unauthorized notices will be removed; unauthorized solicitors will be asked to leave the campus.

ACTIVITIES

Campus Clubs and Organizations
The College supports and promotes student organizations and clubs to serve the interest of both the students and the College. Student groups seeking official recognition must be approved by the Student Services Committee. Contact the VPSS.

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

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

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

Existing Clubs and Organizations

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

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

Trio Success Club. This club will serve as peer mentors. It will promote the TRIO program to the student body and will promote strong relationships between the TRIO staff and TRIO participants. It will conduct orientation sessions during monthly meetings and promote TRIO events and services. This club also will mail monthly birthday correspondence and will organize the Fall party.
Health Occupations Students of America Secondary School Chapter. HOSA is a national organization for secondary and post secondary students enrolled in Health

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

Student Government Association. This is a group of representatives from all college clubs and organizations who meet to work on joint projects and keep each other informed about individual projects. Representatives of the different areas of the College volunteer to participate in the Student Government Association. Officers are elected for the organization each year.

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

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

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

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

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

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

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

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

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

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

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

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

Commencement
At the end of the spring term, all students who have completed or are scheduled to complete a college program during the academic year are strongly encouraged to participate in the Annual Commencement Ceremony. Students must apply for commencement and confirm participation. To do this, students should receive initial clearance for graduation from their academic advisor, and complete the application for graduation. This must be done by a specific date as listed in the academic calendar.

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.

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

STUDENT SUPPORT

Off campus employment
Students interested in off-campus employment should visit the job placement Web site **www.southworks.org**.

On-campus employment
Students interested in finding a workstudy job should visit the Financial Aid section of the college's Web site at **www.southark.edu** for a listing of available jobs.

Job Placement
Placement services for graduates and students are listed on the Web site **www.southworks.org**. These services are exclusively for SouthArk students, graduates and local employers. The college also maintains job boards on both campuses where open positions located out of town or state are posted regularly. Campus jobs for students are arranged through the Financial Aid Office on the West Campus.

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

Reasonable Accommodations-Americans With Disabilities Act
It is the intent of South Arkansas Community College that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by the College. College students who have disabilities that require reasonable accommodations should contact Sue Kelley in the Administration Building, 106B. The College will work with any student to provide reasonable accommodations in accordance with the Americans with Disabilities Act.

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.

Tutoring. Tutors are available in academic areas including business, reading, composition, mathematics, science, and social studies.

Career Guidance. The Student Support Services office provides one online package

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. Other career planning inventories are also available in the SSS office for career exploration planning and development. The *Choices CT* and other forms assess interest, skills, and work values. Students may contact Student Support Services (SSS) for assistance with *Choices CT* or the completion of additional career planning forms.

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 Student Services to complete a *Reasonable Accommodations Form*. A disability file is initiated by the VPSS, 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.

The Testing Center

The Testing Center provides courtesy testing by administering and proctoring tests for campus instructors, online courses, and distance learning courses. Several computer and Internet-based exams are given including COMPASS, TEAS, Nelson-Denny Reading Test, Miller Analogies Test (MAT), College Level Examination Program (CLEP), Pharmacy College Admissions Test (PCAT), Test of English as a Foreign Language (TOEFL), as well as ACT Center and Pearson VUE exams. Other entrance, statewide, nationwide, and international tests are being added periodically. The Testing Center is located in room 218 of the Computer Technology Building with access through The Learning Center, room 220. For more information, please contact The Learning Center at (870) 864-7196.

Transcripts

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

Transfer Assistance

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.

Financial Aid

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

General Information

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

To receive federally funded financial aid and some other financial aid, students must complete the *Free Application for Federal Student Aid* (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 state aid.

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

SATISFACTORY ACADEMIC PROGRESS

Policy for Satisfactory Academic Progress

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

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

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

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

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

A student's official enrollment status will be determined on the eleventh day of classes and aid will be awarded accordingly. Students must attend at least one day of class in order for that class to count towards their enrollment status for financial aid purposes. A student who withdraws from the college on or before the eleventh 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 day of classes will be held responsible for the minimum percentage of hours for his/her official enrollment status. Refer to the Return to Title IV Funds Policy for further details. SAP will be reviewed once annually for associate degree seeking students and no less than twice annually for technical certificate-seeking students. SAP will also be checked in August for summer students. SAP will be checked the first time aid is packaged for each academic year. At such time a student does not meet this policy, they will be notified in writing. This notification will be sent to the current address on file in the Financial Aid Office. Students who fail to make SAP will be placed on financial aid suspension and will be ineligible to receive Title IV aid until the requisite GPA and/or completion percentage are met. Students on financial aid suspension must notify the Financial Aid Office **in writing** when the GPA and completion percentages are met if they want to be re-considered for financial aid.

Special Conditions

1. **Developmental/Basic Studies Courses** - Enrollment in these courses will be included in the total hour requirement for calculating financial aid awards, the calculating of cumulative semester hours of credit required, and in the calculation of cumulative semester hours attempted. Developmental/Basic Studies courses do not earn a GPA and will not count toward the students overall GPA for academic progress purposes. Developmental/Basic Studies courses will be considered "completed" if the student earns a grade of "C" or better.
2. **Repeating Courses** - The last grade recorded in repeated courses is the grade of record at South Arkansas Community College and will be used in computing the student's grade point average. Both courses will count towards the number of hours attempted, and the number of hours completed, if applicable.
3. **"I," "W," and "WE"** - Courses where a grade of "I," "W," or "WE" are assigned will count toward the student's hours attempted but will not count toward the hours completed.
4. **Transfer Students** - Students must report to the Financial Aid Office and Admission's Office, ALL colleges, universities, and other schools in which they have enrolled prior to South Arkansas Community College, ***including*** courses while in high school. No financial aid awards will be made until all transcripts have been received and evaluated by the Financial Aid Office. Transfer students which includes concurrent credit students, are subject to the same policy regarding length of time and grade point average as native SouthArk students for those hours accepted at SouthArk.

5. **Audits** - Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.
6. **Academic Competitiveness Grant (ACG) Recipients** – ACG recipients must meet the requirements in this policy. Also, they may be enrolled full-time in an eligible program leading to an Associate's Degree and by the end the first academic year they must have completed 24 credit hours. After completion of 24 credit hours, student must have a minimum cumulative GPA of 3.0. ACG is restricted to one grant for each of the student's first and second years in an eligible program. Student will be notified in writing if they do not meet the ACG satisfactory academic progress requirements.
7. **Basic Studies Probation** – Students who are placed on Basic Studies Probation are not necessarily placed on Financial Aid Suspension. Students will be notified in writing if they do not meet the SAP Policy.

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.

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

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

Failure to comply with this policy may result in cancellation of federal aid and/or full or partial repayment of the federal aid.

Return of Title IV Funds

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

Application Procedure for Financial Aid

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

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

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

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 Web site, **www.southark.edu**, for information on how to apply and for current job listings. Work-study eligibility does not guarantee students a job. The work allowance awarded represents the maximum amount students can earn under the program during the school year.

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

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

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

Arkansas Department of Higher Education. The ADHE administers financial aid programs for Arkansas undergraduate students that include Arkansas Academic Challenge Scholarships, Arkansas Lottery Scholarship, Workforce Improvement Grant, GO Grant, Governor's Scholars, Law Enforcement Officers Dependents' Scholarships, Arkansas National Guard Tuition incentive program, Military Dependents' Scholarship, and the State Teacher Education Program and Teacher Opportunity Program. More information about these and other forms of financial aid available from the ADHE is available at **www.arscholarships.com**.

SCHOLARSHIPS

Institutional Scholarships
South Arkansas Community College funds a number of scholarships for full- or part-time degree- or certificate-seeking students. Most scholarships are awarded in the spring semester for the following academic year. The priority deadline for most scholarships is March 1; however, scholarships will continue to be awarded to eligible students only as long as funding is available. The value of a full-tuition or a half-tuition scholarship is determined by the recipient's residency status (in-district or out-of-district). The maximum value of any institutional scholarship will be the value of tuition at the out-of-district rate. Eligible scholarship recipients from outside Arkansas must pay the difference between the out-of-district and out-of-state tuition rates. Pending satisfactory completion of course work in the first year, institutional scholarships are renewable for the second academic year as long as the student re-applies for the scholarship and meets all renewal requirements. 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 or above on the American College Test (ACT) or ranked in the top ten percent of their graduating class. Recipients must enroll in at least fifteen semester hours each semester. A copy of high school transcript and/or ACT Scores must be submitted with the scholarship application.

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

Freshman Recognition Scholarship. This scholarship may be awarded to first time entering freshman who ranked in the top twenty-five percent of their graduating class and have an overall "B" average in high school. Applicants must be graduates of Arkansas high schools. Students must also have the ability to perform college-level work by scoring 19 or higher in two of three basic studies areas (reading, English, and math) as demonstrated by scores from the COMPASS, the 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 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 semester hours with a minimum GPA of 2.50.
End of 2nd semester – twenty-four semester hours with a minimum GPA of 3.00
End of 3rd semester – thirty-six semester hours with a minimum GPA of 3.00

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

Student Ambassador Scholarship. This scholarship is valued at full tuition and is awarded annually to students who are interested in serving as student ambassadors at South Arkansas Community College. Applicants must be Arkansas residents, have a 2.75 grade point average, show evidence of leadership, and write a one-page essay, "The Importance of Student Leadership in College." Recipients must be enrolled in at least twelve 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 semester hours with a minimum GPA of 2.75.
End of 2nd semester – eighteen semester hours with a minimum GPA of 2.75 and reapply for consideration
End of 3rd semester – twenty-seven 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 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 semester hours with a minimum GPA of 2.50
End of 2nd semester – twenty-four semester hours with a minimum GPA of 3.00
End of 3rd semester – thirty-six semester hours with a minimum GPA of 3.00

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

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

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

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

South Arkansas Community College Foundation Scholarships
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 hours previous semester and a 2.5 GPA on all college course work

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

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

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

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

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

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

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

Veteran's Benefits

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

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

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

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

must be in writing and must include the reason(s) the student failed to meet minimum academic standards.

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

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

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

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

Tuition and Fees

Tuition and Fees
Payment of Tuition and Fees
Tuition Payment Plan
Residency Requirements
Out-of-State Tuition Waivers
Refund of Tuition and Fees

Tuition and Fees

Students will be charged per semester hour according to the schedule below for all credit hours. South Arkansas Community College has three tuition rates: 1) in-district for students who are residents of Union County, 2) out-of-district for students who are Arkansas residents but not residents of Union County, and 3) out-of-state for residents of other states. (See Residency Requirements) The following schedule of tuition rates for the 2009-2010 academic year has been approved by the South Arkansas Community College Board of Trustees: ***(Tuition and fees are under review and may change for the 2009-2010 academic year.)***

Tuition
Per Credit Hour
In-District $68
Out-of-District.....$76
Out-of-State.....$139

Fees required for all students
Assessment Fee $20
Computer Technology Fee $5
(per credit hour)

Course Related Fees and Other Charges

Health Science Background Check Fee (if required) $53
Health Science Insurance (Accident and Liability) .....$6 per semester/$18 annual
(All Health Science programs are subject to a per-year insurance fee)
Health Science Supply Fees
EMT-Ambulance.....$15 one course
Nursing Assistant .....$25 for two courses
Radiologic Technology .....$30 for two courses
Registered Nursing.....$60 per semester
Respiratory Therapy.....$25 per semester
Surgical Technology.....$75 fall/spring semester
Surgical Technology.....$50 summer semester
Health Science Student Travel and Professional Development
Occupational Therapy Assistant.....$50 per semester
Physical Therapist Assistant.....$50 fall/spring semester
Practical Nursing-Days/Warren/GAIN .....$20 per semester
Practical Nursing-Evenings .....$15 per semester
Registered Nursing.....$50 per semester
Respiratory Therapy.....$50 per semester
Surgical Technology.....$50 fall/spring semester
Health Science Testing Fees
Practical Nursing-Day/Warren Assessment Test.....$60 per semester
Practical Nursing-Evening Assessment Test.....$60 per semester
Physical Therapist Assistant Assessment Test .....$200 one semester
Radiologic Technology Testing Fee.....$100
Registered Nursing Test Fee .....$70 per semester
Respiratory Therapy Testing Fee $250
Surgical Tech Program Assessment Exam.....$232

Respiratory Therapy
Lab Supply Fee .....$25 per semester
Testing Fee $250
Occupational Therapy-AOTA Membership Fee $75
Challenge Test (per test) .....$12 per credit hr. + $7
COMPASS Test (Admissions Test).....$8
Developmental Math Course Fee.....$131 per course
Drop/Add (per drop/add form).....$5
Education CPR Fee $45
Education PRAXIS Exam Fee $170
Golf $40
TEAS Test (Health Admission Test) $30
Identification Card Replacement Fee.....$8
Network Security Background Check $50
Network Security Certification Test Fee $125
Online course fee .....$20 per credit hour
Test Proctoring Fee .....$15 per test
Transcript .....No charge
Drug Screening $35

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

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

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

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

The domicile and legal residence of a minor student is the same as that of:
1. The parents or surviving parent; or

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

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

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

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

Out-of-State Tuition Waiver

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

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

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

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

REFUND OF TUITION AND FEES

Institutional Refund Policy

Students desiring to withdraw from class should refer to the withdrawal section of the catalog or the master schedule. Upon the student's official withdrawal from class, the

college will refund tuition and qualifying fees according to the following schedules:

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

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

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

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

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

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

Tuition and Fee Payments

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

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

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

If a student fails to meet his/her financial obligation the College, any delinquent funds may be referred for collections or may be referred to the Chief Fiscal Officer of the State as outlined in the State Accounting Procedures Manual.

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

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

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

Credit Programs and Awards

Listing of Programs
Graduation Awards and Requirements
Residency Requirements
Credit for Work Experience
Choice of Catalog

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

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

LISTING OF PROGRAMS

Certificates of Proficiency
Administrative Assistant Technology
Automotive Diagnostics
Automotive Maintenance
Basic Cosmetology-Hair Care
Basic Industrial Electricity
Certified Nursing Assistant
Computer Installation andRepair Technology
Criminal Justice
Early Childhood Education
Emergency Medical Technician-Ambulance/Basic
Intermediate Cosmetology-Nail and Skin Care
Industrial Controls Technology
Law Enforcement
Network Installation and Repair
Solid State/Analog Technology
Truck Driving
Welding GMAW
Welding GTAW
Welding SMAW
Welding Inspection
Welding Layout and Pipefitting

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

Associate of Applied Sciences
Administrative Assistant Technology
Computer Information Technology
Criminal Justice Administration
Early Childhood Education
Emergency Medical Technician-Paramedic
General Business Administration
General Business Administration-Mid-Management Option
General Technology

Network Security Technology
Occupational Therapy Assistant
Physical Therapist Assistant
Radiologic Technology
Registered Nursing
(LPN/LPTN to RN Transition)
Respiratory Therapy
Surgical Technology

Associate of Arts
Business
Teaching
Liberal Arts
Allied Health

GRADUATION AWARDS AND REQUIREMENTS

Associate of Arts Degree

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

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

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

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

Associate of Arts in Teaching Degree

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

Associate of Applied Science Degree

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

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

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

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

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

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

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

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

General Education

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

STATE MINIMUM CORE CURRICULUM
South Arkansas Community College

English/Communications *Nine credits required*

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

Math *Three credits required*

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

Science

Four credits required from the following:

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

Four credits required from the following:

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

Fine Arts/Humanities

Three credits required from the following:

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

Three credits required from the following:

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

Social Sciences

Three credits required from the following:

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

Six credits required from the following:

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

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

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

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

- comprehend, evaluate, and synthesize information gained by reading college level material
- synthesize information, formulate ideas, and organize perspectives clearly and logically to communicate effectively in writing
- understand the perspective of others within the context of their social, cultural, and ethnic backgrounds and apply that understanding to communications at home, in the workplace, and in the community
- understand and use mathematical concepts to solve problems and critically evaluate numerical information
- use technology appropriate to their fields 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
In addition to course-level assessment in each of the courses represented in the core curriculum, South Arkansas Community College assesses general education attainment

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

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

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

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

Liberal Arts Programs

ASSOCIATE OF ARTS DEGREE

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

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

General Transfer

English/Communications
Nine hours from the following:

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

Mathematics
Three hours from the following:

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

Social Science –Minimum of fifteen hours total*
History (six credit minimum) **

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

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

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

Natural Science-Eight hours total
Biological Science-Four hours from the following:

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

Physical Science-Four hours from the following:

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

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

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

Health and Physical Education
Two hours from the following:

P E	1001	P. E. Activity

or
Three hours from the following:

HPER	1403	Personal and Community Health

*Must include one course from the following: History of the United States to 1876, History of the United States since 1876, American Government: National
**Must include one course from the following: History of Civilization to 1700, History of Civilization since 1700

Up to six hours elective credit from technical courses may be applied toward an Associate of Arts degree, provided these courses are chosen from a program that 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.

CERTIFICATE OF GENERAL STUDIES
Technical Certificate

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

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

Mathematics
MATH 1023 College Algebra

Social Science
Total of nine hours from the following:
U.S. History or American Government-Three hours taken from the following:
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876
PSCI 2003 American Government: National
Social Science Courses-Three hours from the following:
PSYC 2003 General Psychology
SOC 2003 Introduction to Sociology
Social Science Elective-Three hours taken from the above listing of history courses or from the following:
ECON 2003 Macroeconomic Principles
GEOG 2003 Introduction to Geography

Natural Science
Total of four to eight hours from the following (with lab):
Biological Science
BIOL 1004/L Fundamentals of Biology/Lab
BIOL 1024/L 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 hours from the following:
CSCS 1003 Computers and Information Processing
Or
Technology Elective

Fine Arts/Humanities
Six hours taken from the following:
ART 2003 Art Appreciation
ENGL 2213 Literature I
ENGL 2223 Literature II
ENGL 2653 American Literature I
ENGL 2663 American Literature II
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation
PHIL 2003 Introduction to Philosophy

CRIMINAL JUSTICE ADMINISTRATION
Associate of Applied Science

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

FIRST SEMESTER

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

THIRD SEMESTER

COURSE			SEM.HR.
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

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

Program Total……60

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

Basic Studies Requirements
Reading: ACT 19 or above (or) ASSET 41 or above (or) COMPASS 80 or above (or) complete BSTD 0113 Reading Skills II.
Writing: ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or) complete BSTD 0213 Fundamentals of Writing II.
Math: ACT 19 or above (or) ASSET Intermediate Algebra Skills 43 or above (or) COMPASS 71 or above (or) complete BSTD 0513 Intermediate Algebra.

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

CRIMINAL JUSTICE
Certificate of Proficiency

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

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

LAW ENFORCEMENT
Certificate of Proficiency

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

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

Education Programs

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 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 one practicum and one capstone course 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 MAPP 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 an articulation agreement with UAM for P-4 certification.

Dismissal From the Program
The faculty and director reserve the right to dismiss any student for just cause. Just cause may be defined as excessive absenteeism, inability to pass required courses (core or program specific), unsatisfactory progress in practicum performance, moral and ethical misbehaviors, poor interpersonal skills, and insubordination. Insubordinate behaviors include but are not limited to the following: showing disrespect to the instructor and other students and refusing to comply with the instructor's directions and policies as outlined on the course syllabus. Students making unsatisfactory progress in any of the areas mentioned above will be subject to a Three-Step Dismissal Process: the first offense results in an oral warning, the second offense a written warning, and the third offense in removal from the program. The offenses occurring in any ECE or EDUC course throughout the students' time at SouthArk are cumulative.

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

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

The objective of this program is to provide a career ladder for students, beginning with the Certificate of Proficiency, a twelve-credit-hour course of study designed to 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.

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

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.

COURSE		SEM.HR.
ECE 1003	Foundations of Early Childhood Education	3
EDUC 2033	Child Growth and Development	3
ECE 1023	Environments for Young Children	3
ECE 1033	Technical Practicum I	3
TOTAL HOURS		**12**

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 Studies

BSTD	0213	Fundamentals of Writing II
BSTD	0113	Reading Skills II

Mathematics *Three hours from the following:*

BSTD	0513	Intermediate Algebra
MATH	1023	College Algebra

English Requirements *Six hours*

ENGL	1113	Composition I
ENGL	1123	Composition II

Computer Technology *Three hours*

CSCI	1003	Computer Information Processing

Psychology *Three hours*

PSYC	2003	General Psychology

Early Childhood Education *Eighteen hours*

ECE	1003	Foundations of Early Childhood Education
EDUC	2033	Child Growth and Development
ECE	1023	Environments for Young Children
ECE	1033	Technical Practicum I
ECE	1043	Creative Arts for Preschool Children
ECTC	2503	Child Guidance

Basic Studies Requirements:

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

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

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

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

EARLY CHILDHOOD EDUCATION
Associate of Applied Science Degree

The Early Childhood Education program is designed to provide 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 Studies

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

English *Six hours*

ENGL	1113	Composition I
ENGL	1123	Composition II

Computer Science *Three hours*

CSCI	1003	Computer Information Processing

Natural Science *Four hours from the following:*

BIOL	1004/L	Fundamentals of Biology
CHEM	1024/L	Chemistry I for Science Majors/L

PHYS	2024/L	The Physical Sciences

Geography *Three hours*

GEOG	2003	Introduction to Geography

Psychology *Three hours*

PSYC	2003	General Psychology

Sociology *Three hours from the following:*

SOC	2003	Introduction to Sociology
SOC	2033	Marriage and the Family

Early Childhood Education *Thirty-nine hours:*

ECE	1003	Foundations of Early Childhood Education
EDUC	2033	Child Growth and Development
ECE	1023	Environments for Young Children
ECE	1033	Technical Practicum I
ECE	1043	Creative Arts for Preschool Children
ECTC	2703	Preschool Curriculum
ECTC	2303	Emerging Literacy
ECTC	2803	Infant/Toddler Curriculum
EDUC	2023	Survey of Exceptional Children
ECTC	2503	Child Guidance
ECTC	2403	Math and Science for Preschool Children
ECE	2053	Administration of Preschool Programs
ECTC	2903	Future Perspectives in Early Childhood

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. Students who meet the graduation requirements of the AAT Degree and who apply to one of these institutions will be granted admission to the Teacher Education program as juniors without loss of credits earned at SouthArk.

The degree plan consists of the General Education Core and up to nineteen credits in Education courses. Students should select the university they wish to attend to complete

the baccalaureate degree and then enroll in the courses that are specified for that particular university. Students wishing to transfer need to meet with the SouthArk AAT Program Director for detailed transfer information.

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

Student requirements to be awarded the AAT Degree

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

P-4 ADHE Requirements

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

English *Nine hours*
ENGL 1113 Composition I
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

Mathematics *Three hours*
MATH 1023 College Algebra

Natural Sciences *Eight hours*
BIOL 1004 Fundamentals of Biology
PHYS 2024 The Physical Sciences

Fine Arts/Humanities *Six hours*
Three hours from the following:
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation
Three hours from the following:
ENGL 2213 Literature I
ENGL 2223 Literature II

Social Sciences *Eighteen hours*
Three hours from the following:
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876
Three hours from the following:
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
Twelve hours
PSCI 2003 American Government: National
PSYC 2003 General Psychology
HIST 2033 Arkansas History
GEOG 2003 Introduction to Geography

Physical Activity *One hour*

Directed Elective *Three hours*
SOC 2003 Sociology

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

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

AAT Middle School Generalist ADHE Requirements

Basic Studies Requirements
BSTD 0113 Reading II
BSTD 0213 Writing II
BSTD 0513 Intermediate Algebra

English *Nine hours*
ENGL 1113 Composition I
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

Mathematics *Three hours*
MATH 1023 College Algebra

Natural Sciences *Eight hours*
BIOL 1004 Fundamentals of Biology
PHYS 2024 The Physical Sciences

Fine Arts/Humanities *Six hours*
Three hours from the following:
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation
Three hours from the following:
ENGL 2213 Literature I
ENGL 2223 Literature II

Social Sciences *Fifteen hours*
Three hours from the following:
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876
Three hours from the following:
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
Nine hours from the following:
PSCI 2003 American Government: National

HIST 2033 Arkansas History
PSYC 2003 General Psychology

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

Additional required hours

Math-Science Specialty *Thirteen hours*

Math *Three hours from the following:*
MATH 1033 Plane Trigonometry
MATH 2015 Calculus I
MATH 2115 Calculus II

Science *Four hours from the following:*
GEOL 1004 Physical Geology
GEOL 1014 Historical Geology

Directed Elective *Three hours*
SOC 2003 Sociology

Emphasis Course *Three hours*
GEOG 2003 Introduction to Geography

Language Arts/Social Studies Specialty *Nine hours*

English *Three hours from the following:*
ENGL 2653 American Literature I
ENGL 2663 American Literature II

Directed Elective *Three hours*
SOC 2003 Sociology

Emphasis Course *Three hours*
GEOG 2003 Introduction to Geography

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

2 + 2 BACHELOR'S PROGRAM

University of Arkansas-Monticello

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

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

AAT P-4 UAM Requirements

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

English *Nine hours from the following:*
ENGL 1113 Composition I
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

Mathematics *Three hours*
MATH 1023 College Algebra

Natural Sciences *Eight hours*
BIOL 1004 Fundamentals of Biology
PHYS 2024 The Physical Sciences

Fine Arts/Humanities *Six hours*
Three hours from the following:
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation
Three hours from the following:
ENGL 2213 Literature I
ENGL 2223 Literature II

Social Sciences *Eighteen hours*
Three hours from the following:
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876
Three hours from the following:
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
Twelve hours from the following:
PSCI 2003 American Government: National
PSYC 2003 General Psychology
HIST 2033 Arkansas History
GEOG 2003 Introduction to Geography

Physical Activity *One hour*

Education Courses *Fifteen hours*
EDUC 2003 Introduction to Education
EDUC 2313 Introduction to Educational Technology
EDUC 2033 Child Growth and Development

EDUC 2113 Math for Teachers I
EDUC 2223 Math for Teachers II

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

AAT Middle School Generalist UAM Requirements

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

English *Nine hours:*
ENGL 1113 Composition I
ENGL 1123 Composition II
SPCH 1113 Principles of Speech

Mathematics *Three hours*
MATH 1023 College Algebra

Natural Sciences *Eight hours*
BIOL 1004 Fundamentals of Biology
PHYS 2024 The Physical Sciences

Fine Arts/Humanities *Six hours*
Three hours from the following:
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation
Three hours from the following:
ENGL 2213 Literature I
ENGL 2223 Literature II

Social Sciences *Eighteen hours*
Three hours from the following:
HIST 2013 History of the United States to 1876
HIST 2023 History of the United States since 1876
Three hours from the following:
HIST 1003 History of Civilization to 1700
HIST 1013 History of Civilization since 1700
Twelve hours:
PSCI 2003 American Government: National
HIST 2033 Arkansas History
PSYC 2003 General Psychology
GEOG 2003 Introduction to Geography

Education Courses *Fifteen Hours*
EDUC 2003 Introduction to Education
EDUC 2313 Introduction to Educational Technology
EDUC 2033 Child Growth and Development
EDUC 2113 Math for Teachers I

EDUC 2223 Math for Teachers II

Additional Required Hours

Fine Arts/Humanities *Three additional credit hours from the following:*
ART 2013 Art Appreciation
MUS 2013 Music Appreciation
THEA 2003 Theatre Appreciation
ENGL 2213 Literature I
ENGL 2223 Literature II
ENGL 2653 American Literature I
ENGL 2663 American Literature II
PHIL 2003 Introduction to Philosophy
SPAN 1014 Elementary Spanish I
SPAN 1023 Elementary Spanish II
SPAN 2013 Intermediate Spanish I
SPAN 2023 Intermediate Spanish II

Math/Science Specialty *Thirteen hours*

Math *Three hours from the following:*
MATH 1033 Plane Trigonometry
MATH 2015 Calculus I
MATH 2115 Calculus II

Science *Four hours from the following:*
GEOL 1004 Physical Geology
GEOL 1014 Historical Geology

Emphasis Course *Three hours*
GEOG 2003 Introduction to Geography

Language Arts/Social Studies Specialty *Nine hours*

English *Three hours from the following:*
ENGL 2653 American Literature I
ENGL 2663 American Literature II

Emphasis Course *Three hours*
GEOG 2003 Introduction to Geography

Language Arts/Social Studies Only
EDUC 2103 Children/Adolescent Literature does not have to be completed for the AAT, but is needed for a Bachelor's Degree.

All AAT Students
ENGL 2123 Advanced Grammar and Composition does not have to be complete for the AAT, but is needed for a Bachelor's Degree.

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

Health and Natural Science Programs

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

Emergency Medical Technician-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.

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

The EMT-Paramedic is currently the highest classification of Emergency Medical Technician in Arkansas. EMT's are health professionals concerned primarily with pre-hospital care of acutely ill and injured patients. EMTs perform such measures as CPR, extrication of patients from constraining environments, initial patient assessment, stabilization, and emergency and routine transport to 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. Students are then eligible to sit for the state or national registry. Students may earn Associate of Applied Science Degree by completing the additional 30-hour general education requirement.

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

Applicants to the paramedic professional program MUST:

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

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

Competitive components of the required information are:

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

EMERGENCY MEDICAL TECHNICIAN-AMBULANCE
Certificate of Proficiency

COURSE		SEM.HR.
EMT 1007	Emergency Medical Technician - Ambulance	7

Required BSTD courses can be completed concurrently with this course.

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
Technical Certificate

FALL SEMESTER

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

SPRING SEMESTER

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

LONG SUMMER TERM

COURSE		SEM.HR.
EMT 2112	Medical Emergencies II	2
EMT 2022	EMS Environment II	2
EMT 2101	Paramedic Clinical Rotation II	1
EMT 2224	Field Internship I	4
EMT 2234	Field Internship II	4
Term Total		**13**

Basic Studies Requirements:

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

the appropriate reading class.

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

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

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

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

EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC
Associate of Applied Science Degree

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

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

TOTALS FOR EMT-PARAMEDIC ASSOCIATE DEGREE	SEM. HR.
Paramedic Technical Certificate	44
General Education Requirements	30
Total Credit Hours	**74**

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

Ken Kelley, Program Director
South Arkansas Community College
3696 East Main Road, El Dorado AR 71730
Phone (870) 862-8131 extension 490 Fax (870) 864-7140
E-mail **kkelley@southark.edu**

HEALTH INFORMATION TECHNOLOGY PROGRAMS
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 should be prepared to sit for and successfully complete the Certified Coding Associate exam with the American Health Information Management Association (AHIMA).

FALL SEMESTER

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

SPRING SEMESTER

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

SUMMER TERM

COURSE			SEM.HR.
HIT	2773	Medical Coding Practicum	3

Total Program Credits 36

MEDICAL TRANSCRIPTION
Technical Certificate

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

FALL SEMESTER

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

SPRING SEMESTER

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

SUMMER TERM

COURSE			SEM.HR.
HIT	2783	Medical Transcription Practicum	3
Semester Total			**3**

Total Program Credits 34

Basic Studies Requirements:

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

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

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

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

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

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

Debra Moring, Program Director
South Arkansas Community College
300 South West Avenue, El Dorado AR 71730
Phone (870) 862-8131 extension 165 Fax (870) 864-7104
E-mail **dmoring@southark.edu**

CERTIFIED NURSING ASSISTANT

Certificate of Proficiency

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

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

assessment of client's health, physical condition, and well being.

Applicants for admission to the CNA program must:

1. provide official copy of high school transcript or GED equivalency with transcript and/or official college transcript if applicable
2. complete general admissions procedures to College
3. complete the COMPASS test
4. meet with CNA Advisor in Workforce Building on East Campus
5. submit a state background check with the application packet to the program
6. submit proof of a TB skin test or chest x-ray (completed within the last 12 months) prior to admission into the clinical portion of the program

High School Health Science Technology students may register for this program. Please contact the CNA Program for further information about credit transfer.

Students successfully completing the program will be awarded the Certificate of Proficiency and will be eligible to sit for the state registry examination for Certified Nursing Assistants. Classes required for the certificate are:

COURSE		**SEM. HR.**
NA 1002	Nursing Assistant	2
NA 1012	Nursing Assistant Clinical	2
HIT 1003	Medical Terminology	3
Total Hours for Certificate of Proficiency		**7**

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

Barbara Howell, Health Sciences Career Advisor
South Arkansas Community College
3696 East Main Road, El Dorado AR 71730
Phone (870) 862-8131 extension 455 Fax (870) 864-7104
E-mail **bhowell@southark.edu**

OCCUPATIONAL THERAPY ASSISTANT

Associate of Applied Science

Occupational Therapy is a dynamic profession working with people with physical, emotional, and other challenges. It is a well-paid, satisfying career where a caring professional can make a difference and help people regain independence and get back to enjoying life to its fullest. The Occupational Therapy Assistant Program prepares students to work in one of the fastest growing professions in the country. Students in the Occupational Therapy Assistant Program begin with general education prerequisites to prepare them for areas they will study in the Occupational Therapy Assistant Program. Once students are accepted into the Program, they take specialized Occupational Therapy Assistant courses that prepare them to work in hospitals, outpatient clinics, schools, and many other areas. The Program begins with lecture courses and then adds "hands- on" learning and application of therapy skills needed to be successful in the variety of jobs. Application packets for entry into the program are available in the Program Director's office. Seventeen students are admitted to the program on a yearly basis. The Program is accredited by the Accreditation Council for Occupational Therapy Education (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*

COURSE		**SEM.HR.**
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
BSTD 0513	Intermediate Algebra OR	
MATH 1023	College Algebra	3
CSCI 1003	Computer and Information Processing	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
PSYC 2203	Abnormal Psychology	3
SOC 1003	Introduction to Sociology	3
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
BIOL 2304/L	Kinesiology/Lab	4
OTA 1003	Introduction to Occupational Therapy	3

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

SUMMER SEMESTER

COURSE		**SEM.HR.**
OTA 2103	Pathology and Occupational Therapy Interventions	3
OTA 2113	Pediatrics and Occupational Therapy Interventions	3
OTA 2203	Geriatrics and Occupational Therapy Interventions	3
OTA 2101	Clinical Interventions Laboratory	1
Semester Total		10

FALL SEMESTER

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

SPRING SEMESTER

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

SUMMER SEMESTER

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

*All OTA students are required to complete Level II Fieldwork A and 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 82 or above (or) complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.

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

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

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

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

Dr. Sandra Pugh, Program Director
South Arkansas Community College
300 South West Avenue, El Dorado AR 71730
Phone (870) 862-8131 extension 171 Fax (870) 864-7140
E-mail **spugh@southark.edu**

PHLEBOTOMY

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

Individuals who successfully complete this course and provide proof of successful collection of an additional 100 venipuncture specimens will be eligible to sit for the American Society of Phlebotomy Technicians (ASPT) national phlebotomy certification examination.

Successful completion of the additional 100 venipunctures and completion of the certification examination are NOT required for successful completion of this course. Phlebotomy certification is NOT required by the State of Arkansas, but may be required by individual health care facilities for employment.

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

the course and additional students will be allowed to register for the vacated positions in the class.

To successfully complete this course, students MUST earn a grade of "C" or higher.

Admission Process

All applicants to the phlebotomy course MUST:

1. complete an application to the college
2. provide proof of two measles, mumps, rubella (MMR) vaccinations
3. provide official copy of high school transcript, GED equivalency transcript, and/or college transcripts
4. submit official placement test results from the COMPASS, SAT, or ACT to complete the admission's process

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

Gretchen Henry, Health and Natural Sciences Administrative Specialist I
South Arkansas Community College
300 South West Avenue, El Dorado AR 71730
Phone (870) 862-8131 extension 424 Fax (870) 864-7140
E-mail **ghenry@southark.edu**

PHYSICAL THERAPIST ASSISTANT

Associate of Applied Science

SouthArk's Physical Therapist Assistant program combines a strong general education core with theoretical and applied learning experiences required for PTA education. The PTA Program is a 1 + 1 format. Students must successfully complete 32 semester hours of prerequisite courses prior to application to the PTA Program. The technical phase of the PTA training consists of three consecutive semesters of full-time, day-time studies including both classroom studies and clinical internships (30-40 hours/week). In-program technical studies begin in the summer semester and conclude the following spring semester. Enrollment in the technical component of training is limited to 24 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*

COURSE			SEM.HR.
BSTD	0513	Intermediate Algebra OR	
MATH	1023	College Algebra	3
BIOL	2064/L	Anatomy and Physiology I/Lab	4
BIOL	2074/L	Anatomy and Physiology II/Lab	4
CSCI	1003	Computer and Info Processing	3
ENGL	1113	Composition I	3
ENGL	1123	Composition II	3
PSYC	2003	General Psychology	3
BIOL	2304/L	Kinesiology/Lab	4
PTA	1002	Introduction for Physical Therapist Assistants	2
HIT	1003	Medical Terminology	3

Total		32

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

SUMMER SEMESTER

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

FALL SEMESTER

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

SPRING SEMESTER

COURSE		**SEM.HR.**
PTA 2514/L	Neuro and Rehab for PTAs/Lab	4
PTA 2528	Clinical Practicum II	8
PTA 2503	PTA Seminar	3
Semester Total		15

Basic Studies Requirements:

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

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

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

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

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

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

PRACTICAL NURSING

Technical Certificate

The Practical Nursing Program at South Arkansas Community College, approved by the Arkansas State Board of Nursing, is designed to prepare practical nurses to assist in providing nursing care in a variety of acute and convalescent health care environments

for patients 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 each August. 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). There is an application deadline for each January and August class.

Admission Process

Applicants to any of the LPN professional programs MUST:

1. provide official copy of high school transcript or GED equivalency
2. provide official transcripts from all colleges attended, if applicable
3. complete all general admissions procedures to the college
4. complete all necessary basic studies requirements according to placement tests
5. complete all pre-nursing courses with a 2.0 or greater GPA on a 4.0 grading scale-
6. be enrolled in no more than three (3) nursing prerequisite courses during the semester immediately prior to the semester in which the student desires admission to the LPN program (example, during the summer for fall admission or during the fall for spring admission). All remaining pre-nursing courses must be successfully completed by the end of the semester prior to the beginning of the professional program.
7. complete and submit Health and Natural Sciences application packet
8. successfully complete the TEAS achieving acceptable scores in all areas (paid for by the student at the time of test - $30)
9. meet with nursing academic advisor
10. provide proof of an unencumbered drug screen and criminal background check required upon entry to the program
11. provide proof of current AHA CPR certification – Health Care Provider – OR Arkansas Department of Health approved equivalent course upon entry into the program
12. provide proof of PPD skin test or evidence of negative chest x-ray if skin testing not allowed
13. provide proof of Hepatitis B immunization upon entry or sign Declination Statement

Applicants will be selected based on a point system derived from a combination of prerequisite GPA and TEAS scores. Students will be allowed to take the TEAS three times, and the highest TEAS score on file at the application deadline will be the score that is accepted.

Applicants who are seeking re-admission into the Practical Nursing Program must submit a new application packet. If the TEAS score is less than 12 months old, it will be accepted; if it is older than 12 months, the TEAS must be repeated. No concurrent enrollment of prerequisites and professional program courses will be allowed.

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

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

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

During the final semester, students MUST achieve the predetermined benchmark score on a final comprehensive exit exam. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Students who do not achieve the required score after the third attempt will not have completed the requirements for the NCLEX Preparation/Professional Development course (PN S 1353) and will not graduate or be recommended to sit for the NCLEX-PN. An "I" (incomplete) grade will be temporarily given while the student remediates. The remediation method is at the discretion of the student although an LPN Review Course is highly recommended. After the remediation is complete, **BUT PRIOR TO THE END OF THE FOLLOWING SEMESTER,** the student will contact the SouthArk Nursing Program Director to schedule up to three additional attempts on the exit exam. If the student passes (achieves the predetermined department benchmark score), the student will have completed the requirement for completion of the NCLEX-PN Preparation/Professional Development course (PN S 1353) and will be awarded the Technical Certificate in Practical Nursing, which allows the student to apply to sit for the NCLEX-PN licensing examination. If the student is unsuccessful (does not achieve the predetermined department benchmark score) after the three additional attempts on the final comprehensive exit exam, the "I" (incomplete) grade will be converted to a grade of "F".

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the SACC LPN program does NOT automatically enable the student to sit for the NCLEX-PN examination. Eligibility to sit for the NCLEX-PN exam is determined by the Arkansas State Board of Nursing.

PREREQUISITE COURSES

COURSE		SEM.HR.
HIT 1003	Medical Terminology	3
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2003	Nutrition and Diet	3
RNSG 2113	Math for Nurses	3
CSCI 1003	Computer and Information Processing	3
Total		16

PRACTICAL NURSING
Full-Time Day Spring
SPRING SEMESTER

COURSE		SEM.HR.
P NS 1101	Geriatrics	1
P NS 1102	Pharmacology I	2
P NS 1106	Basic Nursing Principles and Skills	6
P NS 1111	Vocational, Legal, and Ethical Concepts	1
P NS 1112	Body Structure and Function	2
P NS 1146	Practicum IC	6
Semester Total		18

SUMMER SEMESTER

COURSE		SEM.HR.
P NS 1202	Medical Surgical Nursing IA	2
P NS 1212	Pharmacology II	2
P NS 1222	Nursing Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1242	Practicum IIA	2
Semester Total		10

FALL SEMESTER

COURSE		SEM.HR.
P NS 1301	Mental Health	1
P NS 1302	Pharmacology III	2
P NS 1316	Medical Surgical Nursing IIC	6
P NS 1346	Practicum IIIC	6
P NS 1353	NCLEX Preparation/Professional Development	3
Semester Total		18
Total Program Hours		**62**

Full-Time Day Fall
FALL SEMESTER

COURSE		SEM.HR.
P NS 1101	Geriatrics	1
P NS 1102	Pharmacology I	2
P NS 1106	Basic Nursing Principles and Skills	6
P NS 1111	Vocational, Legal, and Ethical Concepts	1
P NS 1112	Body Structure and Function	2
P NS 1146	Practicum IC	6
Semester Total		18

SPRING SEMESTER

COURSE		SEM.HR.
P NS 1206	Nursing of Children	2
P NS 1212	Pharmacology II	2
P NS 1222	Nursing Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1246	Practicum IIC	6
Semester Total		18

SUMMER SEMESTER

COURSE		SEM.HR.
P NS 1301	Mental Health	1
P NS 1302	Pharmacology III	2
P NS 1312	Medical Surgical Nursing IIA	2
P NS 1342	Practicum IIIA	2
P NS 1353	NCLEX Preparation/Professional Development	3
Semester Total		10

Total Program Hours 62

PRACTICAL NURSING
Part-Time Evening Spring
SPRING SEMESTER

COURSE		SEM.HR.
P NS 1101	Geriatrics	1
P NS 1106	Basic Nursing Principles	6
P NS 1111	Vocational, Legal, and Ethical Issues	1
P NS 1112	Body Structure and Function	2
P NS 1142	Practicum IA	2
Semester Total		12

SUMMER SEMESTER

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

FALL SEMESTER

COURSE		SEM.HR.
P NS 1204	Medical Surgical Nursing IB	4
P NS 1212	Pharmacology II	2
P NS 1301	Mental Health	1
P NS 1346	Practicum IIIB	6
Semester Total		13

SPRING SEMESTER

COURSE		SEM.HR.
P NS 1302	Pharmacology III	2

P NS 1314	Medical Surgical Nursing II	4
P NS 1353	NCLEX Preparation/Professional Development	3
P NS 1414	Practicum IV	4
Semester Total		13
Total Program Hours		**62**

PRACTICAL NURSING
Part-Time Evening Fall
FALL SEMESTER

COURSE		**SEM.HR.**
P NS 1101	Geriatrics	1
P NS 1106	Basic Nursing Principles	6
P NS 1111	Vocational, Legal, and Ethical Issues	1
P NS 1112	Body Structure and Function	2
P NS 1144	Practicum IB	4
Semester Total		14

SPRING SEMESTER

COURSE		**SEM.HR.**
P NS 1102	Pharmacology I	2
P NS 1202	Medical Surgical Nursing IA	2
P NS 1222	Nursing of Mothers and Infants	2
P NS 1232	Nursing of Children	2
P NS 1244	Practicum IIB	4
Semester Total		12

SUMMER SEMESTER

COURSE		**SEM.HR.**
P NS 1212	Pharmacology II	2
P NS 1301	Mental Health	1
P NS 1312	Medical Surgical Nursing IIA	2
P NS 1342	Practicum IIIA	2
Semester Total		7

FALL SEMESTER

COURSE		**SEM.HR.**
P NS 1302	Pharmacology III	2
P NS 1324	Medical Surgical Nursing IIIA	4
P NS 1353	NCLEX Preparation/Professional Development	3
P NS 1414	Practicum IV	4
Semester Total		13
Total Program Hours		**62**

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

Basic Studies Requirements
Reading - ACT 19 or above (or) ASSET 41 or above (or) COMPASS 82 or above (or)

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

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

Math - ACT 16 or above (or) ASSET Numerical Skills 39 or above (or) COMPASS 36 or above (or) complete BSTD 0413 Elementary Algebra.

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

LPN/LPN to RN Matrix

Pre-Nursing Courses	**LPN**	**LPN to RN**	**Hours**
BIOL 2064/L Human Anatomy and Physiology I/L	Required	Required	4
BIOL 2003 Diet and Nutrition	Required	Required	3
HIT 1003 Medical Terminology	Required		3
RNSG 2113 Math for Nurses	Required	Required	3
CSCI 1003 Computers and Information Processing	Required	Required	3
BIOL 2074/L Human Anatomy and Physiology II/L		Required	4
MBIO 1124/L Microbiology/L		Required	4
ENGL 1113 Composition I		Required	3
ENGL 1123 Composition II		Required	3
PSYC 2003 General Psychology		Required	3
PSYC 2223 Developmental Psychology OR Human Growth and Development		Required	3
Total Hours	**16**	**36**	

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.

Course	Semester Hours	School
MATH 1023 - College Algebra	3	SAU Magnolia
BSTD 0513 - Intermediate Algebra	3	UAM Monticello
CHEM 1064 - Fundamentals of Chemistry	4	SAU Magnolia Baptist
ENGL 1113 - Composition I	3	SAU Magnolia UAM Monticello Baptist
ENGL 1123 - Composition II	3	SAU Magnolia UAM Monticello
BIOL 2064/L - Human Anatomy and Physiology I/Lab	4	SAU Magnolia UAM Monticello Baptist
BIOL 2074/L - Human Anatomy and Physiology II/Lab	4	SAU Magnolia UAM Monticello Baptist
PSYC 2003 – General Psychology	3	SAU Magnolia Baptist
PSYC 2223 - Developmental Psychology	3	SAU Magnolia UAM Monticello Baptist (with permission)
SOC 2033 - Marriage and Family	3	SAU Magnolia Baptist (with permission)
SOC 2013 - Social Problems	3	SAU Magnolia
SOC 2003 - Introduction to Sociology	3	Baptist
BIOL 2003 - Nutrition and Diet	3	SAU Magnolia UAM Monticello Baptist
MBIO 1124/L – Microbiology	4	SAU Magnolia UAM Monticello Baptist
CSCI 1003 - Computer Information Processing	3	UAM Monticello

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

RADIOLOGIC TECHNOLOGY
Associate of Applied Science

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

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

Admission Process

Admission to the Radiologic Technology Program is limited to 13 students per year.
All applicants to the Radiologic Technology program MUST:

1. complete all basic studies requirements
2. complete the following prerequisites RADT 1001, BIOL 2064/L, and either BSTD 0513 or Math 1023 with a minimum grade of "C." It is recommended that students complete BIOL 2074/L (Human Anatomy and Physiology II) prior to applying to the professional program.
3. exhibit a cumulative GPA of at least a 2.00 on a 4.0 scale
4. have successfully completed the TEAS exam with a minimum acceptable score in both Math and Reading composite scores. Additionally, the TEAS will be limited to 3 attempts - see program faculty for further information.
5. request, complete, and submit a Health and Natural Sciences application packet

PRE-REQUISITES:

COURSE			SEM.HR.
BIOL	2064/L	Anatomy and Physiology I/Lab	4
BSTD	0513	Intermediate Algebra or higher	3
RADT	1001	Introduction to Radiography	1
Total			8

FALL SEMESTER

COURSE		SEM.HR.
RADT 1102	Patient Care and Protection I	2
RADT 1214	Positioning Procedures I	4
RADT 1222	Image Processing and Procedures	2
RADT 1101	Medical Terminology for Radiographers	1
RADT 1213	Orientation/Clinical Education I	3
Semester Total		12

SPRING SEMESTER

COURSE		SEM.HR.
RADT 1304	Positioning Procedures II	4
RADT 1223	Clinical Education II	3

BIOL 2074/L	Human Anat. and Phys. II/Lab	4
RADT 2202	Radiation Physics	2
ENGL 1113	Composition I	3
RADT 1122	Patient Care and Protection II	2
Semester Total		18

SUMMER SEMESTER

COURSE		**SEM.HR.**
RADT 1423	Positioning Procedures III	3
RADT 1332	Clinical Education III	2
RADT 1113	Radiographic Exposure	3
Semester Total		8

FALL SEMESTER

COURSE		**SEM.HR.**
RADT 2022	Basic Computed Tomography	2
RADT 2032	Special Procedures	3
RADT 2042	Imaging Modalities	3
RADT 2116	Advanced Clinical Education I	6
PSYC 2003	General Psychology	3
Semester Total		15

SPRING SEMESTER

COURSE		**SEM.HR.**
RADT 2313	Radiation Biology	3
RADT 2403	Seminar I	3
RADT 2002	Film Evaluation	2
RADT 2236	Advanced Clinical Education II	6
CSCI 1003	Computers and Information Processing	3
ENGL 1123	Composition II	3
Semester Total		20

SUMMER SEMESTER

COURSE		**SEM.HR.**
RADT 2312	Advanced Clinical Education III	2
RADT 2303	Seminar II	3
RADT 2012	Quality Assurance	2
Semester Total		7

Basic Studies Requirements:

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

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

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

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

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

Debby Edney, Program Director
South Arkansas Community College
300 South West Avenue, El Dorado AR 71731
Phone (870) 862-8131 extension 226 Fax (870) 864-7104
E-mail **dedney@southark.edu**

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

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

This program is a 12-month program that combines classroom instruction with clinical experiences. Six LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a nontraditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University-Newport, Black River Technical College in Pocahontas, Cossatot Community College of the University of Arkansas in DeQueen, Ozarka College in Melbourne, South Arkansas Community College and the University of Arkansas Community College at Morrilton.

The program will serve ten 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.

Admission Process

Applicants to this professional program MUST:

1. complete an ARNEC program application packet
2. provide proof of graduation from a State Board approved technical/practical nursing program
3. provide proof of a valid, unencumbered LPN/LPTN/LVN license
4. complete the required general education courses from an accredited college or university with a grade of "C" or better (furnish official transcripts). Applicants may lack one of the required general education courses by August 31. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
5. exhibit a cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall LPN/LPTN/LVN GPA and the required general education courses
6. provide official copy of high school transcript (or GED completion transcript)

7. provide official transcripts from all colleges attended
8. exhibit proficiency in reading, writing, speaking, and understanding the English language. International students from a non-English speaking country must take the test of English as a Foreign Language (TOEFL).
9. complete the LPN GAP (General Achievement Profile) exam
10. submit an unencumbered drug screen
11. submit an unencumbered criminal background check

Students will be ranked and selected based upon required general education course cumulative GPA and LPN GAP (comprehensive exam) scores. **Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.**

Acceptance
Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must:

1. provide proof of completion of current American Heart Association: Healthcare Provider CPR course (AHA/BLS-HCP)
2. provide proof of current PPD Skin Test or Chest X-Ray
3. provide verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed
4. complete and pass a medical math competency exam with a 90% pass rate. Applicants will have three chances to successfully pass the exam. A sample test will be provided to the applicant prior to testing.
5. complete and pass the background check after successfully passing the math competency exam. An instruction sheet will be provided to the applicant (~$39.00)

Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.

Students selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

Academic Progression
In order to progress in the nursing curriculum, the student must:

1. maintain a 2.0 grade point average (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest "C" grade) to progress

2. complete the final comprehensive exit exam as stated in the Graduation Policy below

Re-admission Candidates
Re-admission will be decided by the admitting institution. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution's appeal procedures.

Transfers
Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

If an enrolled ARNEC student needs to transfer to another ARNEC member institution, then permission may be granted from the institution that the student wishes to transfer to based on space availability and the institution's requirements for transfer students.

Advanced Placement of Students
Refer to Advanced Placement of Students policy in the admitting college's catalog.

Note to All Applicants
ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

Graduation Policy
Students must have successfully completed all general education courses and all nursing courses with a grade of "C" or better. Upon completion, the student's status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

Students MUST achieve a score at or above the current national passing average on the final comprehensive exit exam to complete the requirements for the NCLEX-RN Preparation course. The student will be allowed to take the final comprehensive exit exam a total of three times. Students cannot sit for each exam attempt more than once per day. Should the student not achieve the required score after the third attempt, then it will be recommended for the student to attend an NCLEX-RN Review course. If the student fails the final comprehensive exit exam after three attempts, then the student will not have completed the requirements for the course, and will not graduate or be recommended to sit for the NCLEX-RN. An "I" (incomplete) grade will be temporarily given. The student must also comply with their attending college's grading policies (see college catalog). Prior to the end of the spring semester, the student must contact their Program Chair to schedule up to three additional attempts on the exit exam. If the student passes (achieves a score at or above the national average), then the student will have completed the requirement for completion of the NCLEX-RN Preparation course, and be awarded the AAS in Nursing degree, which allows them to apply to sit for the NCLEX-RN licensing examination. If the student is unsuccessful (does not achieve a grade at or above the national passing average) on their three additional attempts on the final comprehensive exit exam, then their "I" (incomplete) grade will be converted to a failing grade.

After the student passes the final comprehensive exit exam, they will complete the remaining 50% of the NCLEX-RN Preparation course. The other 50% of this course is completed via the online review course that students complete toward the end of the fall semester.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. Eligibility to sit for the exam is determined by the Arkansas State Board of Nursing.

REGISTERED NURSING
General Education Curriculum

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

COURSE		SEM.HR.
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
MBIO 1124/L	Microbiology with lab	4
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
RNSG 2113	Math for Nurses	3
BIOL 2003	Nutrition and Diet	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology	3
CSCI 1003	Computers and Information Processing,	3
Total General Education Requirements		**33**

Nursing Course Requirements:

Spring Semester (16 weeks):		**Sem. Hrs**	**Lecture/Wk**	**Lab/Wk**
RNSG 2119	Nursing Process I	9	9	0
RNSG 2123	Nursing Practicum I	3	0	9
Total Credit Hours for Spring Semester:				**12**
Total Theory Hours: 144				
Total Practicum Hours: 144				

Summer Semester (8 weeks):		**Sem. Hrs**	**Lecture/Wk**	**Lab/Wk**
RNSG 2216	Nursing Process II	6	8	0
RNSG 2223	Nursing Practicum II	3	0	9
Total Credit Hours for Summer Semester:				**9**
Total Theory Hours: 96				
Total Practicum Hours: 108				

Fall Semester (16 weeks):		**Sem. Hrs**	**Lecture/Wk**	**Lab/Wk**
RNSG 2318	Nursing Process II	8	8	0
RNSG 2311	NCLEX-RN Preparation	1	0	9
RNSG 2323	Nursing Practicum III	3	0	9
Total Credit Hours for Fall Semester:				**12**
Total Theory Hours: 144				
Total Practicum Hours: 144				

Total Program Nursing Theory Hours: **384**
Total Program Nursing Practicum Hours (1:3 Ratio): **396**

Total General Education Requirement Hours: **36 Hours**
Total Nursing Course Requirement Hours: **33 Hours**

Total Completion Hours for AAS in Nursing: **69 Hours**

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

Nita Green, Program Director
South Arkansas Community College
300 South West Avenue, El Dorado AR 71730
Phone (870) 862-8131 extension 136 Fax (870) 864-7104
E-mail **ngreen@southark.edu**

RESPIRATORY THERAPY

Associate of Applied Science in Respiratory Therapy

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

South Ark's Respiratory Therapy program requires 32 hours of science-focused prerequisites followed by 38 semester hours of Respiratory Therapy education courses and 10 semester hours of Clinical Practice at area hospitals. Twelve students are admitted to the program annually, beginning summer semester. Upon successful completion of the course work, the graduate will receive the Associate Applied of Science degree and be eligible for the NBRC entry level exam (CRT). Following a successful passing score on the NBRC CRT exam and receipt of the AAS degree in Respiratory Therapy, the graduate will be eligible to sit for the NBRC RRT examination.

The South Arkansas Community College Respiratory Therapy program holds a Letter of Review from the Commission on Accreditation of Respiratory Care (www.coarc.com), 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835.

Admission Process

Applicants to the professional program MUST:

1. complete general admission procedures to the College
2. complete all necessary basic studies requirements according to placement tests as listed above
3. complete all prerequisite courses with a grade of "C" or above
4. have earned a cumulative grade point average of at least 2.5 on a 4.0 scale
5. have successfully completed the TEAS exam with a minimum acceptable score in Math (38), Reading (55), English (49), and composite scores (50)

6. request and complete a Health and Natural Sciences application packet obtained from the office of the Dean of Health and Natural Sciences or the Respiratory Therapy program
7. submit three (3) letters of reference
8. meet with a Respiratory Therapy advisor
9. provide proof of current AHA CPR certification – Health Care Provider or Arkansas Department of Health approved equivalent course
10. submit an unencumbered drug screen and background check upon entry into the professional program

RESPIRATORY THERAPY CURRICULUM

Fall Prerequisite Courses

Course	Name	Credits
ENGL 1113	Composition I	3
BIOL 2064/L	Anatomy and Physiology I	4
CHEM 1024/L	Chemistry I for Science Majors	4
HIT 1003	Medical Terminology	3
BSTD 0513	Intermediate Algebra	3
		17

Spring Prerequisite Courses

Course	Name	Credits
BIOL 2074/L	Anatomy and Physiology II	4
MBIO 1124/L	Microbiology	4
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
RESP 1001	Introduction to Respiratory Therapy	1
		15

Summer Professional Courses

Course	Name	Credits
RESP 2003	Cardiopulmonary Phys. and Pathophys.	3
RESP 2013	Patient Assessment	3
CSCI 1003	Computers and Information Processing	3
		9

Fall Professional Courses

Course	Name	Credits
RESP 2112	Cardiopulmonary Pharm. and Dysrhythmia	2
RESP 2113	Respiratory Equipment	3
RESP 2122	Respiratory Disease Pathology I	2

RESP 2123	Therapeutic Assessment I	3
RESP 2133	Respiratory Basic Skills	3
RESP 2223	Clinical Practice I	3
		16

Spring Professional Courses

Course	Name	Credits
RESP 2512	Neonatal/Pediatric Respiratory Care	2
RESP 2522	Critical Care	2
RESP 2523	Mechanical Ventilation	3
RESP 2542	Respiratory Disease Pathology II	2
RESP 2543	Clinical Practice II	3
RESP 2553	Therapeutic Assessment II	3
		15

Summer Professional Courses

Course	Name	Credits
RESP 2612	Professional Development	2
RESP 2614	Clinical Practice III	4
RESP 2532	Home Care and Rehabilitation	2
		8
Total Hours		80

Basic Studies Requirements:
Reading - ACT 19 or above or ASSET 41 or above or COMPASS 82 or above or complete BSTD 0113 Reading Skills II. Students testing into basic studies reading are required to take the Nelson-Denny reading test for placement into the appropriate reading class.
Writing - ACT 19 or above or ASSET 42 or above or COMPASS 75 or above or complete BSTD 0213 Fundamentals of Writing II
Math - ACT 16 or above or ASSET Numerical Skills 42 or above or COMPASS 49 or above or complete BSTD 0413 Elementary Algebra
SAS - A course required for all first-time, full-time degree-seeking students and students who test into two or more basic studies courses

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

Mark Nelson, Program Director
South Arkansas Community College
300 South West Avenue, El Dorado AR 71730
Phone (870) 875-1847 Fax (870) 864-7104
E-mail **mnelson@southark.edu**

SURGICAL TECHNOLOGY PROGRAMS

Associate of Applied Science in Surgical Technology

The Associate of Applied Science in Surgical Technology program will prepares individuals for employment as an integral part of a surgical team. Surgical technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. The program consists of classroom and laboratory instruction on campus and clinical instruction in clinic and hospital settings in the surrounding area. Graduates of the Surgical Technology program are eligible to sit for the national Certified Surgical Technologist examination administered by the National Board of Surgical Technology and Surgical Assisting (NBSTSA). The Surgical Technology program received its initial accreditation from The Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater FL 33756, Phone (727) 210-2350, Fax (727) 210-2354, **www.caahep.org**, on May 15, 2009. The initial accreditation status will expire on May 31, 2014, at which time the program will seek to transition from initial to continuing accreditation.

Admission Process

Applicants to the professional program MUST:

1. provide official copy of high school or GED Equivalency with transcript, or official college transcript if applicable
2. complete general admissions procedures to the college
3. complete all necessary basic studies requirements according to placement tests
4. complete Health Science Application form
5. submit 3 reference letters
6. complete all prerequisite courses with a grade of "C" or better
7. meet with Surgical Technology advisor
8. submit an unencumbered drug screen and background check upon entry to the program
9. provide proof of current AHA CPR Certification – Health Care Provider **OR** Arkansas Department of Health approved equivalent course
10. provide proof of PPD Skin Test or Chest X-Ray if positive PPD test
11. provide proof of Hepatitis B immunization series or sign declination statement
12. provide physical examination form completed by a health care provider documenting good physical and mental health upon being admitted
13. have earned a cumulative GPA of 2.00 or greater

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

1. Cumulative GPA
2. GPA for prerequisite courses

Academic Progression

Students must complete all components of surgical technology courses with a grade of "C" (78%) or higher to progress to the following semester. Each preceding semester is a prerequisite to the following semester. Courses are sequenced so that material covered in subsequent courses is based on that covered in previous courses.

SURGICAL TECHNOLOGY

Associate of Applied Science

As of August 2011, the Technical Certificate in Surgical Technology will no longer be offered. The only degree path will be the AAS degree in Surgical Technology. Students

applying for the August 2010 class may choose either the Technical Certificate or the AAS degree plan.

Surgical Technology Curriculum

Prerequisite Courses	Credit Hours
BIOL 2064/L Human Anatomy and Physiology I/Lab	4
BIOL 2074/L Human Anatomy and Physiology I/Lab	4
MBIO 1124/L Microbiology with Lab	4
HIT 1003 Medical Terminology	3
*ENGL 1113 Composition I	3
*ENGL 1123 Composition II	3
*PSYC 2003 General Psychology	3
*BSTD 0513 Intermediate Algebra OR MATH 1023 College Algebra	3
*CSCI 1003 Computers and Information Processing	3
TOTAL	**30**

***Two of the five general education courses must be completed before admission into the Surgical Technology Program. Three of the five general education courses may be taken concurrently with the Surgical Technology courses, with a maximum of one course per semester.**

Fall Semester	Fall Semester
Course	**Credit Hours**
SURG 1002 Introduction to Health Sciences	2
SURG 1106 Fundamentals of Surgical Technology	6
SURG 1102 Principles of Pharmacology and Anesthesia	2
SURG 1123 Fundamentals of Surgical Technology Skills Laboratory	3
SURG 1132 Surgical Technology Practicum I	2
TOTAL	**15**

Spring Semester	Spring Semester
Course	**Credit Hours**
SURG 1206 Perioperative Techniques and Procedures	6
SURG 1222 Perioperative Techniques and Procedures Skills Laboratory	2
SURG 1202 Surgical Procedures I	2
SURG 1216 Surgical Technology Practicum II	6
TOTAL	**16**

Summer Semester	Summer Semester
Course	**Credit Hours**
SURG 1302 Surgical Procedures II	2
SURG 1322 Surgical Procedures III	2
SURG 1305 Surgical Technology Practicum III	5
TOTAL	**9**
Total Program Hours	**70**

Basic Studies Requirements:

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

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

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

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

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

Keitha Davidson, Program Director
South Arkansas Community College
300 South West Avenue, El Dorado AR 71730
Phone (870) 875-2348 Fax (870) 864-7104
E-mail **kdavidson@southark.edu**

Information and Business Technologies Programs

ACCOUNTING

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

Certificate of Proficiency

COURSE		SEM.HR.
ACCT 2003	Principles of Accounting I	3
ADMS 1013	Fundamentals of Keyboarding	3
ADMS 1023	Intermediate Keyboarding	3
BSTD 0513	Intermediate Algebra or	
MATH 1023	College Algebra	3
BUS 1003	The American Enterprise System	3
CSCI 2143	Microcomputers: Business Applications	3
ENGL 1113	Composition I	3
Semester Total		**21**

Additional courses for Technical Certificate

COURSE		SEM.HR.
ACCT 2103	Principles of Accounting II	3
ACCT 2113	Computerized Accounting Systems	3
ADMS 2063	Business Communications	3
CSCI 2413	Advanced Microsoft Office or	3
CSCI 2223	Excel	3
ENGL 1123	Composition II	3
Semester Total		**18**

Total Program Hours 39

ADMINISTRATIVE ASSISTANT TECHNOLOGY

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

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

Certificate of Proficiency

COURSE		SEM.HR.
ACCT 2003	Principles of Accounting I or	3

ADMS 1003	Introduction to Accounting	
ADMS 1023	Intermediate Keyboarding	3
ADMS 1043	Administrative Technology	3
CSCI 2143	Microcomputer Business Applications	3
ENGL 1123	Composition I	3
MGMT 1113	Introduction to Management	3
Semester Total		**18**

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

Additional courses for Technical Certificate

COURSE		**SEM.HR.**
ADMS 2063	Business Communications	3
BSTD 0513	Intermediate Algebra or	
MATH 1023	College Algebra*	3
CSCI 1903	Desktop Publishing I	3
CSCI 2413	Advanced Microsoft Office or	
CSCI 2223	Excel	3
	Restricted Elective	3
Semester Total		**15**

*Elementary Algebra meets the requirements for a technical certificate.

Additional courses for Associate of Applied Sience

COURSE		**SEM.HR.**
BUS 1003	The American Enterprise System	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology or	
SOC 2003	Introduction to Sociology	3
	Restricted Electives	6
Semester Total		**15**

COURSE		**SEM.HR.**
ADMS 2703	Professional Projects and Portfolio Design	3
ENGL 2123	Advanced Grammar and Composition	3
MGMT 2113	Management Skills	3
	Restricted Elective	6
Semester Total		**15**
Total Program Hours		**63**

The entire 63-hour block of classes must be completed for the Associate of Applied Science.

RESTRICTED ELECTIVES

ACCT 2003	Principles of Accounting I	BUS 2903	Special Topics in Business
ACCT 2103	Principles of Accounting II	CSCI 1112	IT Essentials IA
ACCT 2113	Computerized Accounting Systems	CSCI 1114	IT Essentials IB
		CSCI 2043	Web Design
BUS 2013	Quantitative Analysis	CSCI 2113	Desktop Publishing II

CSCI	2203	Database	MGMT	2613	Small Business Management
CSCI	2353	Special Topics in IT			

COMPUTER INFORMATION TECHNOLOGY
Technical Certificate Track First Year
Associate of Applied Science Second Year

This program emphasizes on the basic concepts of computer systems and provides training for entry-level positions. The Application Track and the Networking Track provide options so students can individualize their degrees to their specific career goals. SouthArk's objective is for students to gain the knowledge, professional confidence, and intellectual maturity to secure higher-level jobs.

Certificate of Proficiency

COURSE			**SEM.HR.**
ACCT	2003	Principles of Accounting I	3
BUS	1003	The American Enterprise System	3
CSCI	2023	Visual Basic for Windows	3
CSCI	2143	Microcomputers: Business Applications	3
ENGL	1113	Composition I	3
Semester Total			**15**

Additional courses for Technical Certificate

COURSE			**SEM.HR.**
ACCT	2103	Principles of Accounting II	3
ADMS	2063	Business Communications	3
CSCI	2223	Excel or	3
CSCI	2413	Advanced Microsoft Office	
ENGL	1123	Composition II	3
MATH	1023	College Algebra*	3
Semester Total			**15**

*Intermediate Algebra meets the graduation requirements for a technical certificate.

Additional courses for Associate of Applied Science

COURSE			**SEM.HR.**
CSCI	1903	Desktop Publishing I	3
CSCI	2043	Web Design	3
CSCI	2353	Special Topics in IT	3
ECON	2103	Microeconomic Principles	3
		Restricted Electives	6
Semester Total			**18**

COURSE			**SEM.HR.**
CSCI	2113	Desktop Publishing II or Programming Language Elective	3
CSCI	2203	Database	3
CSCI	2703	Professional Projects and Portfolio Design	3
		Restricted Electives	6
Semester Total			**15**

Total Program Hours 63

RESTRICTED ELECTIVES

ACCT	2113	Computerized Accounting Systems	CSCI	2193	Advanced Web Design
BUS	2013	Quantitative Analysis	CSCI	2351/ 52/53	Special Topics in IT
CSCI	2113	Desktop Publishing II	ECON	2003	Macroeconomic Principles
CSCI	2183	Introduction to Computer Graphics			

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

COURSE			**SEM.HR.**
ADMS	1023	Intermediate Keyboarding	3
BSTD	0513	Intermediate Algebra or	
MATH	1023	College Algebra*	3
BUS	1003	The American Enterprise System	3
CSCI	1003	Computers and Information Processing	3
CSCI	2023	Visual Basic for Windows or	
CSCI	2124/L	Introduction to JAVA	3/4
ENGL	1113	Composition I	3
ADMS	1003	Introductory Accounting	3
Semester Total			**18/19**

Additional courses for Technical Certificate

COURSE			**SEM.HR.**
ADMS	2063	Business Communications	3
BUS	2013	Quantitative Analysis	3
CSCI	2143	Microcomputers: Business Applications	3
ENGL	1123	Composition II	3
		Restricted Elective	3
Semester Total			**15**

*Elementary Algebra meets the requirements of a technical certificate.

Additional courses for Associate of Applied Science

COURSE			**SEM.HR.**
ACCT	2003	Principles of Accounting I	3
ECON	2003	Macroeconomic Principles	3
ENGL	2123	Advanced Grammar and Composition	3
MGMT	1113	Introduction to Management	3
		Restricted Elective	3
Semester Total			**15**

COURSE			**SEM.HR.**
ACCT	2103	Principles of Accounting II	3
ACCT	2113	Computerized Accounting Systems	3
CSCI	2223	Excel	3
ECON	2103	Microeconomic Principles	3
		Restricted Elective	3
Semester Total			**15**
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			
CSCI	2203	Database	MGMT	2653	Special Topics in Management
CSCI	2703	Professional Projects and Portfolio Design			

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

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

Certificate of Proficiency

COURSE			**SEM. HR.**
ADMS	1023	Intermediate Keyboarding	3
BSTD	0513	Intermediate Algebra	3
BUS	1003	The American Enterprise Systems	3
ENGL	1113	Composition I	3
MGMT	1113	Introduction to Management	3
Semester Total			**15**

Additional courses for Technical Certificate

COURSE			**SEM. HR.**
ADMS	2063	Business Communications	3
CSCI	2143	Microcomputers: Business Applications	3
ENGL	1123	Composition II	3
MGMT	1114	Job Practicum I	4
MGMT	2113	Management Skills	3
Semester Total			**16**

Additional courses for Associate of Applied Science

COURSE			**SEM. HR.**
ACCT	2003	Principles of Accounting I	3
ECON	2003	Macroeconomic Principles	3
MGMT	2613	Small Business Management	3
MGMT	2114	Job Practicum II	4
	IBT Elective		3
Semester Total			**16**

COURSE			**SEM. HR.**
ACCT	2103	Principles of Accounting II	3
BUS	2013	Quantitative Analysis	3
ECON	2103	Microeconomic Principles	3
MGMT	2214	Job Practicum III	4
Semester Total			**13**
Total Program Hours			**60**

NETWORK SECURITY TECHNOLOGY

Associate of Applied Science Second Year

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 International Information Systems Security Certifications Consortium Inc. and the SysAdmin, Audit, Network, Security Institute. Note: this program is being phased out. No new students are being accepted. Contact the Dean of and Business and Technical Education for more details.

Fall semester

COURSE			SEM.HR.
CSCI	1263	Fundamentals of the Windows XP Operating Environment/Lab	3
CSCI	1403	CCNA 1 Networking Basics	3
ENGL	1113	Composition 1	3
NST	1203	Cyberspace Laws and Ethical Issues	3
NST	1423	Introduction to Information Security	3
Semester Total			**15**

Spring semester

COURSE			SEM.HR.
CSCI	1274	Windows 2003 Server/Network Administration	4
CSCI	1304	Network + Certification Review/Lab	4
CSCI	1413	Cisco 2 Routers and Router Basics/Lab	3
CSCI	1803	Security + Certification Review	3
ENGL	1123	Composition II	3
Semester Total			**17**

Summer term

COURSE			SEM.HR.
NST	2094	Introduction to Hacking Techniques	4

Fall semester

COURSE			SEM.HR.
BUS	2013	Quantitative Analysis	3
CSCI	2323	Cisco 3 Switching Basics and Intermediate Routing/Lab	3
NST	2163	Incident Response and Handling	3
NST	2164	Computer System Forensics/Lab	4
NST	2214	Firewalls and Network Security/Lab	4
Semester Total			**17**

Spring semester

COURSE			SEM.HR.
BSTD	0513	Intermediate Algebra	3
CSCI	1703	Introduction to Linux/Lab	3
CSCI	2204	Implementing and Administering Microsoft	4
CSCI	2343	Cisco 4 WAN Technologies/Lab	3
PSYC	2003	General Psychology	3
Semester Total			**16**

Total Program Hours 69

Trade and Industry Programs

The Trade and Industry departments within the Business and Technical Education Division ars 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 and In programs fill these training needs by providing an appropriate mix of academic and technical instruction, laboratory assignments, and hands-on training. The primary objective of the T and I programs is to impart the necessary knowledge and skills required for employment in industry. All programs are offered on a semester-hour basis.

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

AUTOMOTIVE SERVICE TECHNOLOGY

Technical Certificate

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

FALL SEMESTER

COURSE		**SEM.HR.**
AST 1504	Engine Repair	4
AST 1204	Brake Systems	4
AST 1604	Engine Performance I	4
AST 1614	Engine Performance II	4
Semester Total		**16**

SPRING SEMESTER

COURSE		**SEM.HR.**
AST 1404	Automotive Electronics I	4
AST 2404	Automotive Electronics II	4
AST 1304	Steering and Suspension	4
AST 1704	Heating and Air Conditioning	4
TECH1003	Technical Math	3
Semester Total		**19**

Program Total 38

Basic Studies Requirements:

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

Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or)

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:

COURSE		**SEM.HR.**
AST 1504	Engine Repair	4
AST 1204	Brake Systems	4
AST 1404	Automotive Electronics I	4
AST 2404	Automotive Electronics II	4
Semester Hours Total		**16**

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 1604	Engine Performance I	4
AST 1614	Engine Performance II	4
AST 1304	Steering and Suspension	4
AST 1704	Heating and Air Conditioning	4
Semester Total		**16**

Program Total.....16

COMPUTER ENGINEERING TECHNOLOGY
COMPUTER/NETWORK INSTALLATION AND REPAIR TECHNOLOGY
Technical Certificate

This course employs a study of the basic theory and design of computer and network hardware, basic diagnostic skills for optimum computer and network operation, and basic repair and maintenance skills for computer hardware and network systems. Additionally, the student will acquire leadership and management skills for performing these activities within general business and/or industry structures, in addition to individual contracting and business activities. The student will demonstrate skills mastery through several academic structures- Certificates of Proficiency, a Technical Certificate and/or an AAS degree in General Technology-Computer/Network Installation and Repair Technology. Additionally, the student will have the opportunity to secure the specific skills necessary to demonstrate technical and professional competency for National certification, through CompTia A+ and Leviton Cabling exams and will be enabled to enter the Computer/Network Installation and Repair job market as an entry-level technical professional.

FALL SEMESTER

COURSE		**SEM. HR.**
CSCI 1203	PC Concepts	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 higher level math	3
Semester Total		9

FALL SEMESTER

COURSE		**SEM. HR.**
CSCI 2405	Introduction to Networking	5
CSCI 102	LAN Cabling	2
Semester Tota		7

SPRING SEMESTER

COURSE		**SEM. HR.**
CSCI 2425	LAN Installation and Repair	5
CSCI 2352	Special Topics in Information Technology	2
Semester Total		7

Program Total……29

Entry-level computer and network repair technicians are in heavy demand. Students may obtain the basic theory and skills to enter this career market through obtaining certificates of proficiency in one or two areas of computer rngineering technology. The student has the opportunity of obtained a certificate of proficiency in computer installation and repair and/or network installation and repair. This generic training equips the student to work in industry, business, governmental, and non-profit computer support operations.

COMPUTER INSTALLATION AND REPAIR
Certificate of Proficiency
FALL SEMESTER

COURSE		**SEM. HR.**
CSCI 1203	PC Concepts 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
Semester Total		**6**

Program Total.....12

Entry-level computer and network repair technicians are in heavy demand. Students may obtain the basic theory and skills to enter this career market through obtaining Certificates of Proficiency in one or two areas of Computer Engineering Technology. The student has the opportunity of obtained a Certificate of Proficiency in Computer Installation and Repair and/or Network Installation and Repair. This generic training equips the student to work in industry, business, governmental, and non-profit computer support operations.

NETWORK INSTALLATION AND REPAIR
Certificate of Proficiency
FALL SEMESTER

COURSE		**SEM. HR.**
CSCI 2405	Introduction to Networking	5
CSCI 1102	LAN Cabling	2
Semester Total		7

SPRING SEMESTER

COURSE		**SEM. HR.**
CSCI 2425	LAN Installation and Repair	5
CSCI 2352	Special Topics in Information Technology	2
Semester Total		7

Program Total 14

COSMETOLOGY
Technical Certificate
(Pending Approval)

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

FIRST SEMESTER

COURSE			SEM. HR.
COS	1002	Introduction to Cosmetology (2, 0)	2
COS	1102	Introduction to Chemical Services 1 (1, 1)	2
COS	1003	Introduction to Haircutting/Hairstyling 1 (1, 2)	3
COS	1202	Introduction to Specialty Services 1 (1, 1)	2
COS	1103	Practicum 1 (1, 2)	3
TECH	1003	Technical Math or higher level math (3, 0)	3
Semester Total			15

Certificate of Proficiency: Basic Cosmetology-Hair Care

SECOND SEMESTER

COURSE			SEM. HR.
COS	1302	School to Work Transition (1, 1)	2
COS	1203	Haircutting/Hairstyling 2 (1, 2)	3
COS	1402	Chemical Services 2 (1, 1)	2
COS	1502	Specialty Services 2 (1, 1)	2
COS	1213	Practicum 2 (1, 2)	3
ENGL	1113	Composition I (3, 0)	3
Semester Total			15

Certificate of Proficiency: Intermediate Cosmetology-Nail and Skin Care

SUMMER I

COURSE			SEM. HR.
COS	2003	Practicum 3 (1, 2)	3
COS	2004	Practicum 4 (1, 3)	4
Semester Total			7

THIRD SEMESTER

COURSE		SEM. HR.
COS 2102	Practicum 5 (1, 1)	2
COS 2104	Practicum 6 (1, 3)	6
COS 2202	Practicum 7 (1, 1)	2
Semester Total		8

Associate of Applied Science in Cosmetology

Total Technical Certificate Semester Credit Hours 45

To complete an AAS degree in General Technology, Cosmetology Option:

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

	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3
	Business Tech/Entrepreneurship	3
	AND	
ENGL 1123	Composition II or ENGL 2043 Technical Writing	3
CSCI 1003	Computers and Information Processing or equivalent	3
PSYC 2003	General Psychology OR other Social Science, Sociology, History, or Political Science	3

Total AAS degree, General Technology, Cosmetology Credit Hours 69

Basic Studies Requirements:

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

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

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

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

ENTREPRENEURSHIP
Technical Certificate

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

FALL SEMESTER

COURSE		**SEM.HR.**
ENGL1113	Composition I	3
ACCT 2003	Principles of Accounting I	3
TECH 1003	Technical Math	3
ENTR 1003	Introduction to Entrepreneurship	3
BLAW 2013	Legal Environment of Business I	3
CSCI 1003	Computers and Information Processing	3
Semester Total		18

SPRING SEMESTER

COURSE		**SEM.HR.**
ENGL 1123	Composition II	3
ACCT 2103	Principles of Accounting II	3
ENTR 2013	Opportunity/Feasibility Analysis	3
ENTR 2023	Funding Acquisitions for Entrepreneurs	3
ENTR 2003	Professional Selling/Advertising	3
ADMS 2063	Business Communications	3
Semester Total		19

Program Total 36

GENERAL TECHNOLOGY
Associate of Applied Science

The Associates of Applied Science degree in General Technology enables a student working with an advisor to design an individualized program of study to fulfill a unique or multi-skill career goal that cannot be met through the completion of any single technology program offered by the College. This is accomplished by selecting courses in one Technical Major of a minimum of 24 semester credits; a 15-semester credit General Academic

Core; and a minimum of 15 semester credits (a minimum of 12 SCH in a specific skills area) of Technical/Support courses to complete a total of 60+ college credit hours. Half of those credits can be earned by documenting in a portfolio what you have learned by experience. College, post-secondary technical school, and military - ACE approved credits earned previously, may also count toward the General Technology program. In order to be considered for admission to this program, the student must complete a proposed program of study with their technical advisor.

General Education – Total of fifteen hours

Mathematics – Three hours from the following:

BSTD 0513	Intermediate Algebra or
MATH 1023	College Algebra or
TECH 1003	Technical Math

English/Communication –Six hours from the following:

ENGL 1113	Composition I and
ENGL 1123	Composition II or
ENGL 2043	Technical Writing

Computer Fundamentals – Three hours from the following:

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

Social Science– Three hours from the following:

HIST 1003	History of Civilization to 1700
HIST 1013	History of Civilization since 1700
HIST 2013	History of U.S. to 1876
HIST 2023	History of U.S. since 1876
PSCI 2003	American Government: National
PSCI 2013	American Government: State and Local
PSYC 2003	General Psychology
SOC 2003	Introduction to Sociology
GEOG 2003	Introduction to Geography
ECON 2003	Macroeconomics

Technical Major:
Twenty-four – Thirty (24 - 30) semester credit hours in a major technical discipline. Approved courses for <u>one</u> major area must be the focus of the program. These courses are to be selected from a technical certificate or associate degree program offered by an accredited college.

Technical Minor/Support Courses:
Fifteen to twenty-one semester credit hours from a second technical specialty area. Of which t**welve semester credit hours will be from a second technical specialty area listed below:**

Automotive Service Technology
Business Technology
Computer Science
Entrepreneurship
Computer and Network Installation and Repair Technology
Welding Technology
Industrial Equipment Maintenance

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

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 or higher level 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
ENGL 1113	Composition I	3
Semester Total		10

Program Total……40

Basic Studies Requirements:

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

Writing - ACT 19 or above (or) ASSET 42 or above (or) COMPASS 75 or above (or)

complete BSTD 0213 Fundamentals of Writing II.

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

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

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.

COURSE			SEM.HR.
IDEQ	1403	Fundamentals of Electricity	3
IDEQ	1903	Industrial Motors and Controls	3
IDEQ	1413	Electrical Circuits	3
Semester Total			9

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.

COURSE			SEM.HR.
IDEQ	1403	Fundamentals of Electricity	3
IDEL	1804	Intro to PLC	4
IDEQ	1903	Motors and Controls	3
Semester Total			10

Currently this program is not admitting new students.

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.

COURSE			SEM.HR.
IDEQ	1403	Fundamentals of Electricity	3
IDEL	1304	Solid State/Analog Circuits	4
Semester Total			7

Currently this program is not admitting new students.

INDUSTRIAL PROCESS TECHNOLOGY

Technical Certificate

The Technical Certificate in Industrial Process 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

COURSE			SEM.HR.
IDEQ	1403	Fundamentals of Electricity	3
IDEQ	1603	Fluid Power System (Hydraulics/Pneumatics)	3
CSCI	1013	Windows XP Professional/ Network Administration	3
IDEL	1504	Basic Digital Technology	4
TECH	1003	Technical Math or higher level math	3
Semester Total			16

SPRING SEMESTER

COURSE			SEM.HR.
IDEL	1804	Intro to Programmable Logic Controllers	4
IDEQ	1903	Industrial Motors and Controls	3
IDEL	1304	Solid State/Analog Circuits	4
TECH	1203	Industrial Safety	3
ENGL	1113	Composition I	3
Semester Total			17

Program Total 33

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
Currently this program is not admitting new studes.

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 a valid Arkansas driver's license. (Applicant must be at least 21 years old.)
2. Submit current satisfactory (DOT) physical examination results.
3. Provide current satisfactory (DOT) drug screen and alcohol breath test results.
4. Provide proof of a safe driving record for the past three years.
5. Obtain a CDL Class "A" learner's permit.
6. Provide immunization records if born after 1/01/57.
7. Submit an application to South Arkansas Community College.
8. Sign a Travel Release form.

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

COURSE		**SEM.HR.**
TRD 1007	Truck Driving	7

Currently the Truck Driving program is not admitting new students.

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.

FALL SEMESTER

COURSE		**SEM. HR.**
WLD 1214	GMAW I (MIG) Welding	4
WLD 2214	GMAW II (MIG) Welding	4
WLD 1224	GTAW I (TIG) Welding	4
WLD 2224	GTAW II (TIG) Welding	4
TECH 1003	Technical Math or higher level math	3
Semester Total		**19**

SPRING SEMESTER

COURSE		SEM. HR.
WLD 1114	SMAW I Welding	4
WLD 2114	SMAW II Welding	4
WLD 1244	Layout and Pipefitting I	4
WLD 2244	Layout and Pipefitting II	4
Semester Total		**16**

Program Total 35

Approved electives:

WLD 1513	Cutting Principles and Practices
WLD 1404	Welding Evaluation and 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

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

COURSE		**SEM. HR.**
WLD 1224	GTAW (TIG) Welding	4
WLD 2224	GTAW (TIG) Welding	4
Semester Total		**8**

WELDING LAYOUT AND PIPEFITTING
Certificate of Proficiency

This certificate is designed to help the student gain an entry-level position as a pipe fitter/ layout person in the welding industry. Upon completion the student should have a vast knowledge of how to layout structure and pipe angles and different fits. The student should also have the ability to cut out these fits with any major cutting procedure.

COURSE		**SEM. HR.**
WLD 1244	Layout and Pipefitting I	4
WLD 2244	Layout and Pipefitting II	4
Semester Total		8

WELD INSPECTION
Certificate of Proficiency

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

COURSE		**SEM. HR.**
WLD 1404	Welding Evaluation and Testing	4
WLD 1613	Welding Metallurgy	3
Program Total		**7**

Adult Education and Corporate and Community Education

CORPORATE AND COMMUNITY EDUCATION

Purpose

In addition to the traditional academic and occupational education available at South Arkansas Community College, SouthArk offers a variety of classes which earn no college credit but provide job skills and personal enrichment. The non-credit courses, seminars, and workshops are designed to be informative and enjoyable. Courses are offered throughout the week at various times and locations. Courses vary in length from a one-time meeting to a full semester.

The College offers a wide variety of courses, which can be taken for pleasure or to develop new job skills. The courses are informative and relaxed. The instructors are chosen for their special expertise and come from area businesses and industries, the professional community, local government, the College's faculty, and citizens with expertise.

Special programs on current affairs and cultural activities are a part of the Community Education scope. A program for children, Camp Lotsafun is offered in the summer. Corporate and Community Education endeavors to be a vital part of community life, cooperating with and actively participating in the activities of the Chamber of Commerce and area service clubs and organizations.

Examples of courses and programs include:

ACCESS	HAZWOPER	PowerPoint
First Responder	Industrial Safety	Supervisory Skills
CPR	Leadership	Workplace Spanish
EXCEL	Microsoft Word	Diversity
EMT-A	Welding	Defensive Driving
Cheer Camps	Camp Lotsafun	Art
Boater Education	Contractor Safety Training	Flower Arranging
Cake Decorating	Conversational Spanish	Hunter Education
Line Dancing	Country Western Dancing	MS Project
Karate	Motorcoach Trips	Noon Symposiums

New Courses

Courses are organized on demand. Anyone interested in offerings not scheduled or anyone wanting to be added to the class schedule mailing list may contact the Corporate and Community Education office, (870) 864-7192 or e-mail **ce@southark.edu**. The schedule of classes is available on SouthArk's Web site at **www.southark.edu** under either Community Classes or Corporate Classes. Just click on the picture of the schedule.

Instructors
Community Education (CME) and Corporate Education (CPE) instructors, selected for their skills and expertise in a variety of fields, are drawn from business, the professions, government, the College faculty, and the community. Anyone interested in teaching may call (870) 864-7192 or email ce@southark.edu.

Registration
High school graduation or previous college attendance is **NOT** required to take a non-credit course. For information regarding a course, students may visit the Center for Workforce Development on East Campus, email ce@southark.edu, or call 864-7192. Students are officially registered in a course when they complete registration cards and pay fees at the Bookstore on West Campus. The College reserves the right to cancel classes due to insufficient enrollment.

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

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

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

ADULT EDUCATION

Adult Basic Education
The Adult Education Program provides adults with the opportunity to improve their basic reading, writing, and math skills. Students may work on basic skills to improve their ACT scores, to take the Official GED Test, to improve their employability skills, to advance their workplace skills, or to gain personal satisfaction. The Adult Education Program follows established laws, rules, and regulations. The program is an open-entry, open-exit program. All incoming students are evaluated and placed in classes to upgrade deficiencies. Instruction is diagnostic, prescriptive, self-paced, and individualized. Students have access to computers and modern curriculum. Small group and individual instruction are available during the day and evening hours at no cost to participants. Classes are provided on campus and at satellite locations.

Programs provided through Adult Education

Academic Assessment
The Test of Adult Basic Education (TABE) is administered to assess academic needs for placement, instruction, WIA, and other programs. The Arkansas High School Diploma (GED) can be earned by passing a series of general knowledge exams. The tests cover the following subjects: writing skills, social studies, science, literature and the arts, and mathematics. The GED Test may be taken at South Arkansas Community College. Students

must take a pre-test and present those results with an application to test before taking the state GED Test.

English as a Second Language
This class is designed for students who have little or no background in the English Language as well as students who have limited use of the English Language. Alphabet sounds, simple commonly used verbs, and basic understanding of grammar and basic functional language are emphasized for the beginning students. Intermediate and advanced students learn to speak in various situations and become more comfortable in speaking in different social gatherings. Intermediate and advanced classes focus on clarity of pronunciation, speed-reading, vocabulary building, written essays, and formal speech presentations.

Workplace Education
The Workplace Education Program offers basic academic skills to local businesses. Classes may be taught in local businesses and industries. These classes can be GED or refresher courses, or they can be tailored to the needs of the employer. The Arkansas Workforce Alliance for Growth in the Economy (WAGE) Program is designed to address the need to improve the workplace basic skills of the unemployed and under-employed labor pool. The WAGE Program is an industry, education, and community collaborative for workforce development. The program incorporates an alliance among local employer advisory council, adult education services, employment and training agencies, industrial development foundations, and county/city governments to identify and provide training in those literacy skills essential to most entry-level jobs in the community.

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 lrichardson@southark.edu.

Student Job Placement
South Arkansas Community College maintains an online job placement site for students, graduates, and employers at **www.southworks.org**. For assistance with the site, call (870) 864-7192.

CAREER PATHWAYS INITIATIVE

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

- You must be a resident of Arkansas **AND**
- You must be a parent, with children under age 21 living in your home, **AND**
- You must be receiving Transitional Employment Assistance (TEA) now, or have received TEA in the past, **OR**
- You must be receiving food stamps, Medicaid, or ARKids, **OR**
- You must have annual family income below 250% of federal poverty level (about $55,125 annually for a family of four)

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

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

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

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

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

Course Descriptions

ACCOUNTING

ACCT 2003 PRINCIPLES OF ACCOUNTING I
Prerequisites: BSTD 0113 and BSTD 0413 with a grade of "C" or better or appropriate placement test score. Basic principles of financial accounting theory with emphasis on sole proprietorships.

ACCT 2103 PRINCIPLES OF ACCOUNTING II
Prerequisite: ACng 2003. Basic principles of financial accounting theory for partnerships and corporations, managerial cost accounting, and financial statement analysis.

ACCT 2113 COMPUTERIZED ACCOUNTING SYSTEMS
Prerequisite: One course in Accounting. Course designed to provide a realistic approach to computerized integrated accounting procedures. Consists of six major accounting systems commonly found in computerized accounting environments.

ADMINISTRATIVE ASSISTANT TECHNOLOGY

ADMS 1003 INTRODUCTORY ACCOUNTING
Prerequisites: BSTD 0103 and BSTD 0314 with a grade of "C" or better or appropriate placement test score. The study of bookkeeping cycles of keeping journals, posting to ledger accounts, taking trial balances, preparing balance sheets and working papers, and preparing closing and adjusting entries. Covers commonly used journals, ledgers, and payroll registers as well as the basic tax forms required for small business firms. Recommended for students who have not completed high school bookkeeping before taking Accounting 2003.

ADMS 1013 FUNDAMENTALS OF KEYBOARDING
Introduction to the touch system of keyboarding with emphasis on the proper technique and a thorough mastery of the keyboard.

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

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.

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

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

ART

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

ART 1113 DRAWING II
Prerequisite: Pass Art 1013 with a "C" or better. Advanced problems in drawing, composition, drawing with colored media, and experimental techniques. Four hours per week in studio.

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

ART 2073 PAINTING I
Prerequisite: Pass ART 1013 with a "C" or better. This course provides preliminary experience in painting, using transparent water soluble paints and other media related to pictorial composition.

ART 2093 PAINTING II
Prerequisite: Pass ART 2073 with a "C" or higher. Designed for students to become acquainted with advanced painting methods using water soluble paints. Composition and personal style are emphasized.

AUTOMOTIVE SERVICE TECHNOLOGY

AST 1004/L AUTOMOTIVE FUNDAMENTALS
The course emphasis is on the operation and servicing of major automobile systems. Proper use and care of hand tools, shop equipment, and automotive test equipment is also covered. Safety is stressed. (2 hours lecture, 3 hours lab)

AST 1104/L MANUAL DRIVE TRAIN AND AXLES/LAB
Manual transmissions, transaxles, clutches and transfer cases are covered in this course. Also covered are u-joints, drive shafts and differential repair and diagnosis. (2 hours lecture, 3 hours lab)

AST 1204/L BRAKE SYSTEMS/LAB
Prerequisite: AST 1504 or consent of the instructor. This course covers the diagnosis and repair of brake system hydraulics, drum brake systems, disc brake systems and power assist brake systems. Anti-lock brake system diagnosis and repair are included. (2 hours lecture, 3 hours lab)

AST1304/L STEERING AND SUSPENSIONS/LAB
Prerequisite: AST 1504 or consent of the instructor. This course covers diagnosis and repair of steering and suspension systems. Units of instruction will include steering systems, suspension systems, alignment procedures, and wheel/tire service. (2 hours lecture, 3 hours lab)

AST1404/L AUTOMOTIVE ELECTRONICS I/LAB
Prerequisite: AST 1504 or consent of the instructor. This course introduces electrical theory including voltage, current, resistance, and power. DC and AC circuits are covered along with series, parallel, and series-parallel circuits. The proper use of electrical test equipment is emphasized. (2 hours lecture, 3 hours lab)

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

AST 1604/L ENGINE PERFORMANCE I/ LAB
Prerequisite: AST 1504 or consent of the instructor. This course is an introduction to ignition, fuel, intake, and exhaust systems. Exhaust emissions and emission control devices are also covered. Diagnostics is emphasized. (2 hours lecture, 3 hours lab)

AST 1614/L ENGINE PERFORMANCE II/ LAB
Prerequisite: AST 1604 or consent of the instructor. The course covers various fuel injection systems, electronic ignition systems, and on-board computer engine controls. Proper diagnostics is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

AST 1704/L HEATING AND AIR CONDITIONING/LAB
Prerequisite: AST 1504 or consent of the instructor. This course covers diagnosis and repair of Air Conditioning Systems. Refrigeration and heating and cooling systems are also covered. Automatic control systems, refrigerant recovery, recycling and handling are also covered. (2 hours lecture, 3 hours lab)

AST 1804/L AUTOMATIC TRANSMISSION/TRANSAXLES/LAB
Prerequisite: AST 1504 or consent of the instructor. This course covers diagnosis and repair of automatic transmission/transaxles. Included are transmission maintenance, adjustments, and scan tool diagnostics. Off-vehicle diagnosis and repair are also covered. (2 hours lecture, 3 hours lab)

AST 1902 ASE TEST PREPARATION
This course is designed to assist the student in

preparing for the National Institute for Automotive Excellence (ASE) tests. The course will include pretests, practice tests, individual instruction, and classroom media presentations. (2 hours lecture)

AST 2404/L AUTOMOTIVE ELECTRONICS II/ LAB
Prerequisite: AST 1404 or consent of the instructor. This course is an in-depth study of battery, starting, charging, and electrical accessory systems. Proper diagnostics and safety is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

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

BASIC STUDIES

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

BSTD 0053 BASIC READING SKILLS
Prerequisites: No prerequisites exist for this course. Any student may enroll in the Reading Skills course(s). However, students place into Basic Studies Reading when they take the required entrance tests at SouthArk. If students score into the Basic Studies Reading program, they are then required to take the Nelson-Denny Reading Test for placement into the appropriate reading class. If students score below a 7.0 on the Nelson-Denny Reading Test, they are required to take this course. The purpose of Basic Skills Reading is to increase the student's reading ability level through comprehension, perception, and vocabulary. Emphasis will be placed on increasing students' reading ability levels to a minimum reading level of 7.0 on the Nelson-Denny Reading Test.

BSTD 0103 READING IMPROVEMENT I
Prerequisite: Pass BSTD 0053 with a "C" or higher, or make an appropriate score on the placement test. Development of reading skills through perception training, vocabulary building, comprehension training, and rate building. Diagnostic and individual prescriptive techniques are emphasized.

BSTD 0113 READING IMPROVEMENT II
Continuation of BSTD 0103. Prerequisite: Pass BSTD 0103 (or 0203) 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 0314 FUNDAMENTALS OF ARITHMETIC
An arithmetic review for students who need to improve their computational skills. Topics covered include whole numbers, fractions, decimals, ratio and proportions, percent, measurement, and basic geometry. (3 hours lecture, 2 hours lab)

BSTD 0413 ELEMENTARY ALGEBRA
Prerequisite: Pass BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. This is a pre-college, beginning algebra course for students with no algebra background or with a very weak algebra background. The purpose is to prepare the students for BSTD 0513, Intermediate Algebra. Topics include the real number system, algebraic expressions, properties of the real number system, real number arithmetic, exponential notation, order of operations, solving first-degree equations in one variable, solving first-degree inequalities in one variable, solving a formula for a letter, problem solving using equations, 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 tests. This is a pre-college level course for stu-

dents 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, solving radical equations, and solving quadratic equations. This course is primarily taught using the I CAN Learn Math software.

BIOLOGY

BIOL 1004/L FUNDAMENTALS OF BIOLOGY/LAB
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. Morphological, physiological, and taxonomic survey of the plant and animal kingdom with emphasis on basic biological principles. Three hours lecture and two hours laboratory.

BIOL 1024/L VERTEBRATE ZOOLOGY/ LAB
Prerequisites: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. This course is designed to be an introductory exposure to the biological sciences for non-majors. The emphasis will be on general principles of zoology. Material will cover phylogenetic relationships, morphology and physiology in vertebrates, ranging from amphioxus to humans. Three hours lecture and two hours laboratory.

BIOL 1034/L GENERAL BOTANY/LAB
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to fundamental principles of plant structure and function. Three hours lecture and two hours laboratory.

BIOL 2003, NUTRITION AND DIET
Study of the fundamental principles of human nutrition and diet with emphasis on carbohydrates, lipids, proteins, vitamins, minerals, and energy in normal nutrition as well as in disease conditions. Three hours lecture.

BIOL 2064/L, HUMAN ANATOMY AND PHYSIOLOGY I/LAB
Prerequisites: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. This course provides instruction related to the study of the structure and functions of the human body. Lecture emphasizes concepts underlying upright walking and how humans to respond to their environment. Laboratory work includes histology, morphometry of the skeleton, dissections, and some physiologic experimentation. Three hours lecture and two hours laboratory.

BIOL 2074/L, 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 structure and functions of systems in endocrinology, hematology, circulatory, lymphatic, digestive, urinary, and respiratory systems. The course also covers growth and development of the human body, and developments in genetics. Three hours lecture and two hours laboratory.

BIOL 2304/L KINESIOLOGY/LAB
Prerequisites: Pass BIOL 2064/L with a grade of "C" or better. Study of musculoskeletal anatomy, posture, and movement of the human body. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes and axis of movements, the range and quality of functional movements, the actions of levers within the human body, and how muscular contraction affects movements, posture, and gait. Three hours lecture and two hours laboratory.

BUSINESS ADMINISTRATION

BLAW 2013 LEGAL ENVIRONMENT OF BUSINESS
Prerequisites: ENGL 1123 or ENGL 2043. This course is a discussion of the legal environment, contracts, and dealings with goods, commercial paper, debts, and creditors. This is the introductory course in law for all business students. This course is designed for students interested in entrepreneurship and designed for students seeking the AAS Degree in Business

BUS 1003 THE AMERICAN ENTERPRISE SYSTEM
Prerequisite: Pass BSTD 0113 with a grade of "C" or higher or make an appropriate score on the placement test. Basic course in the fundamentals of business. An overview to develop an intelligent understanding of the realistic problems and practices of business. Studies of the business orga-

nization and its environment, including marketing, economics, management, and accounting.

BUS 2013 QUANTITATIVE ANALYSIS
Prerequisite: MATH 1023 and BSTD 0113 or appropriate placement test score. An introduction to applied statistics including measures of central tendency and dispersion, probability, sampling, estimation, hypothesis testing, and analysis of variance.

BUS 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.

BUSINESS LAW

BLAW 2013 LEGAL ENVIRONMENT OF BUSIESS I
Prerequisites: ENGL 1123 or ENGL 2043
This course is a discussion of the legal environment, contracts, and dealings with goods, commercial paper, debts, and creditors. This is the introductory course in law for all business students. This course is designed for students interested in entrepreneurship and designed for students seeking the AAS Degree in Busieeld.

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 Chem. 1024/L, Chemistry I for Science Majors/Lab. Three hours of lecture and two hours laboratory.

CLINICAL LABOROTORY SCIENCE

CLS 1013/L PHLEBOTOMY
This course centers on the study of phlebotomy, professionalism, patient relations, basic medical terminology, types of specimens, specimen collection procedures, complications of venipuncture, adaptations for special limits and special types of patients, and actual collection of laboratory specimens. Individuals who successfully complete this course and provide proof of successful collection of an additional 100 venipuncture specimens will be qualified to sit for the American Society of Phlebotomy Technicians (ASPT) national phlebotomy certification examination. Two hours lecture and two hours laboratory.

COMPUTER SCIENCE

CSCI 1003 COMPUTERS AND INFORMATION PROCESSING
Prerequisite: Pass BSTD 0103 with a grade of "C" or higher or make an appropriate score on the placement test. Learn basic computer concepts and software applications with an emphasis on personal computing. Topics include hardware, software, data processing, the Internet and World Wide Web, and current trends in personal computing. File management, word processing, spreadsheet, database, and presentation applications are introduced.

CSCI 1102 LAN CABLING
Prerequisites: BSTD 0113, BSTD 0213
This course presents information and installation competencies in Local Area Networking. Standards and regulations in both copper and fiber installations will be covered. The students will, through demonstration, group labs, and hands-on activities, learn to assemble, test, and troubleshoot LAN wiring used in home, small business, and large computer networks.

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

CSCI 1112 IT ESSENTIALS I A
Prerequisites: BSTD 0113, BSTD 0213, CSCI 1203 Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

CSCI 1113 WEB 2.0
Learn the fundamental concepts and essential skills required for successful multimedia projects. The student will be shown how to use text, images, sound, and video to deliver compelling messages and content in meaningful ways. The class will cover designing, organizing, and producing multimedia projects such as CD-ROMs, DVDs, and professional web sites. Copyright laws and "Fair Use" practices will be covered in this class.

CSCI 1114 IT ESSENTIALS I B
Prerequisite: CSCI 1112. A continuation of CSCI 112-IT Essentials I A. Students learn the functionality of hardware and software components as well as suggested best practices in maintenance and safety issues. The students, through hands-on activities and labs, learn to assemble and configure a computer, install operating systems and software, and troubleshoot hardware and software problems. In addition, this course helps students prepare for the CompTIA A+ certification.

CSCI 1203 PC CONCEPTS
Prerequisites: BSTD 0053, BSTD 0103, BSTD 0203, BSTD 0314. Co-requisites: BSTD 0113, BSTD 0213. This course will be an introductory course into the interworkings of the Microcomputer. There will be emphasis on terms and acronyms associated with the microcomputer and networking field. Review of MS Word, MS Excel, MS PowerPoint, MS Visio, and the use of Blackboard/Moodle and Email, as they relate to Information Technology, and the study of the microcomputer and networking field.

CSCI 1263 WINDOWS OPERATING SYSTEM NETWORK ADMINISTRATION
Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of "C" or higher or equivalent score on the placement test. Covers basics of Windows operating system from installing and upgrading to enabling remote support. Administrative issues such as setting up password requirements, securing shared resources, and managing user accounts are covered. Note: Contact instructor for details concerning which version of Windows is being utilized. .

CSCI 1274 WINDOWS SERVER/ NETWORK ADMINISTRATION
Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of "C" or better or equivalent score on the placement test. This course is designed to give students the knowledge and experience to install, configure, and administer the current Microsoft Windows Server as a network operating system. Note: Contact instructor for details concerning which version of Windows is being utilized.

CSCI 1304 NETWORK + CERTIFICATION REVIEW
A review of the concepts, terms, and bodies of knowledge making up the Network + certification exam. Introduction to the key networking installations, configurations, and administration tasks involved in administering Windows and Linux operating systems.

CSCI 1405 INTRODUCTION TO NETWORKING
Prerequisites: BSTD 0053, BSTD 0103, BSTD 0203, BSTD 0314. Co-requisites: BSTD 0113, BSTD 0213. Students will learn the basic hardware components and software (both OS and Utilities) in LAN networks. They will research careers in the networking industry, and emerg-

ing trends and technologies. Through hands-on activities and labs, students will learn to install and configure NOS (Network Operating Systems), and troubleshoot software problems with the NOS. This course helps students prepare for the CompTIA N+ certification examination.

CSCI 1425 LAN INSTALLATION AND REPAIR
Prerequisites: CSCI 1405, CSCI 1102. A continuation of CSCI 1405– Introduction to Networking. Students learn the functionality of network media and signaling used on each different type of media, functionality of Protocols, OSI protocol Model, and the TCP/IP protocol stack. Through hands-on activities and labs, students learn to analyze network architectures, upgrade, design, install LAN Networks, and troubleshoot hardware and software problems with the LAN. This course assists students in preparing for the CompTIA N+ certification examination.

CSCI 1703 INTRODUCTION TO LINUX
Presents the foundational principles and skills of the Linux operating system. Students will learn how to install, maintain, and troubleshoot Linux from a system-level experiential perspective.

CSCI 1903 DESKTOP PUBLISHING I
Introduces the student to the basics of desktop publishing. Course will include terminology, graphics, line draw, columns, tables and charts, report production, and layout techniques.

CSCI 1923 INTRODUCTION TO ADOBE PHOTOSHOP
Prerequisite: Pass BSTD 0113 with a grade of "C" or higher or make an appropriate score on the placement test. Students will be introduced to the fundamental and intermediate aspects of Adobe Photoshop. From a post-production perspective, students will learn how to take an existing photographic image and produce a final quality image through manipulation and editing.

CSCI 2023 VISUAL BASIC FOR WINDOWS
Prerequisite: CSCI 1003. An introduction to programming using Microsoft's Visual Basic.Net programming language with emphasis on business and scientific applications.

CSCI 2043 WEB DESIGN
Students will learn and apply advanced aspects of Web design and production using the Dreamweaver program. Students will be required to create a polished Web site for their class project.

CSCI 2113 DESKTOP PUBLISHING II
Prerequisites: Pass BSTD 0113 with a grade of "C" or higher or make an appropriate score on the placement test and pass CSCI 1903 with a C or higher. Introduces the student to advanced features of desktop publishing software, culminating in the layout, and design of complex multi-page documents. This is a hands-on course, which is designed to help the student use advanced enhancing techniques to produce long and/or short complex documents.

CSCI 2124/L INTRODUCTION TO JAVA/ LAB
An introduction to the fundamentals of the JAVA programming language. Provides a conceptual understanding of Object Oriented programming. Students will learn how to create classes, objects, and applications using the language. Topics also include JAVA language fundamentals and the Java language API (application programming interface).

CSCI 2143 MICROCOMPUTERS: BUSINESS APPLICATIONS
Prerequisite: BSTD 0103 and basic typing skills. An introduction to microcomputers and applications software used in business. The course covers the use and operation of microcomputers and various types of popular "business" software including spreadsheets and database management systems.

CSCI 2183 INTRODUCTION TO COMPUTER GRAPHICS
Using Adobe Illustrator software, students will learn how to creatively design through software functions that include drawing, painting, editing, coloring, and layering. Basic and intermediate techniques will be covered and advanced techniques introduced.

CSCI 2193 ADVANCED WEB DESIGN
Prerequisite: CSCI 2043. Advanced concepts of web design and production will be used to produce professional websites. Topics 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 2223 EXCEL
Prerequisite CSCI 2143 or equivalent skills. Through the use of Microsoft Excel, the student will learn core and expert level functions using personal and business applications. The class emphasizes the features and techniques to develop solutions to spreadsheet problems including data creation, manipulation, analysis, and output processes. This course covers the topics that will help prepare the student for the Microsoft User Specialist Excel Test.

CSCI 2351/2352/2353 SPECIAL TOPICS IN INFORMATION TECHNOLOGY
A survey course of a selected topic or related topics in information technology intended to provide the CIT student with exposure to new technology or a special knowledge/skills set. Credit will vary depending upon length of study requirements.

CSCI 2361/2362/2363 SPECIAL TOPICS IN INFORMATION TECHNOLOGY/ ADVANCED
A continuation of CSCI 2351/2352/2353

CSCI 2703 PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN
Prerequisite: Completion of 45 hours of the program. Students complete projects that require organizational skills and teamwork to prepare them for a smooth transition into the fast-paced business environment. Class incorporates such topics as appropriate business attire, professional etiquette, interpersonal skills, ethics, business protocol, and problem solving. Students develop individual professional portfolios they may use in applying for jobs.

COSMETOLOGY

COS 1002 INTRODUCTION TO COSMETOLOGY
This course covers the history of cosmetology, basic life skills for developing a professional image and business. In addition opportunities will be available to practice positive communication skills and general organizational skills relevant to good business practice. (2, 0)

COS 1003 INTRODUCTION TO HAIRCUTTING/HAIRSTYLING 1
Prerequisite: COS 1002. This course is a basic overview of infection control and safety; the properties of the hair and scalp; shampooing, rinsing, conditioning; introduces the basic principles of hair design, haircutting, wet hairstyling, thermal hairstyling, thermal pressing, braiding and extensions. The student will practice these techniques on mannequins in a lab setting. (1, 2)

COS 1102 INTRODUCTION TO CHEMICAL SERVICES 1
Prerequisite: COS 1003. This course in applied chemistry covers the basic chemistry of hair and skin; introduces the basic techniques of permanent waving, chemical hair relaxing, hair coloring and decolorizing; and provides practice in techniques of soft curl permanent waving. The student will practice these techniques on mannequins in a lab setting. (1, 1)

COS 1103 PRACTICUM 1
Prerequisite: COS 1003. The student will have opportunity to practice the basic techniques of haircutting, hairstyling, manicuring and pedicuring in a lab setting. (1, 2)

COS 1202 INTRODUCTION TO SPECIALTY SERVICES 1
Prerequisite: COS 1002. This course provides a basic overview of the use of electricity in specialty services; a study of basic anatomy and physiology associated with face, skin, and hair; basic concepts of skincare histology, skincare facials, cosmetics application; a study of nail structure and growth; an overview of nail structure and growth; and appropriate manicuring and pedicuring techniques. The student will have opportunity to practice the techniques of manicure and pedicure in a lab setting. (1, 1)

COS 1203 HAIRCUTTING/HAIRSTYLING 2
This course is provides practice in advanced techniques for infection control and safety; the properties of the hair and scalp; techniques of shampooing, rinsing, conditioning; provides extensive practice in more advanced principles of hair design, haircutting, wet hairstyling, thermal hairstyling, thermal pressing, braiding and extensions. The student will practice these techniques on mannequins in a lab setting. (1, 2)

COS 1213 PRACTICUM 2
Prerequisites: COS 1203, COS 1102. The student will have opportunity to practice advanced techniques of haircutting, hairstyling, manicuring and pedicuring on mannequins and peers in a lab setting. (1, 2)

COS 1302 SCHOOL TO WORK TRANSITION
Prerequisite: COS 1003. This class explores the complexity and concepts inherit in running a salon business; developing the characteristics of a good employee and seeking employment; developing and maintaining a good resume and portfolio; practicing the basic techniques of good business plan development. The student will have opportunity to practice the skills acquired in this class through role playing activities and scenarios, interviews with and presentations from representatives of the cosmetology business; and will compile a portfolio suitable for quality resume construction. (1, 1)

COS 1402 CHEMICAL SERVICES 2
Prerequisite: COS 1102. This course provides extensive training in advanced chemistry processes; permanent waving techniques, chemical relaxing techniques and hair coloring/de-coloring techniques. The student will practice these techniques on mannequins in a lab setting. (1, 1)

COS 1502 SPECIALTY SERVICES 2
Prerequisite: COS 1202
This course provides instruction and practice in advanced techniques associated with cosmetic, corrective and theatrical applications; temporary hair removal; application of artificial nails; and specialty manicures and pedicures. The student will practice these techniques in a lab setting. (1, 1)

COS 2003 PRACTICUM 3
Prerequisites: COS 1203, COS 1402, COS 1502
The student will practice skills in haircutting, hairstyling, manicuring and pedicuring on mannequins and peers to develop mastery. (1, 2)

COS 2004 PRACTICUM 4
Prerequisites: COS 1203, COS 1402, COS 1502
The student will develop advanced skills mastery through peers and assigned paying patrons in the school lab. (1, 3)

COS 2102 PRACTICUM 5:
Prerequisites: COS 1203, COS 1402, COS 1502
The student will continue developing advanced mastery of cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 1)

COS 2104 PRACTICUM 6
Prerequisites: COS 1203, COS 1402, COS 1502
In preparation for the State Cosmetology licensing exam the student will continue practicing cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 3)

COS 2202 PRACTICUM 7
Prerequisites: COS 1203, COS 1402, COS 1502
In preparation for the State Cosmetology licensing exam, the student will continue practice of cosmetology skills through work assignments with peers and assigned paying patrons in the school lab. (1, 1)

CRIMINAL JUSTICE ADMINISTRATION

CJ 1103 INTRODUCTION TO CRIMINAL JUSTICE
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 AND PROCEDURES
A framework of substantive law for Arkansas Juvenile Courts. Provisions of Arkansas and Federal law pertaining to juveniles: guardianship,

student dismissal from public school, and legal disabilities of minors (voting, marriage, compulsory school attendance, child abuse reporting laws, dependency, and neglect).

EARLY CHILDHOOD EDUCATION

ECE 1003 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION
Prerequisite: Admission to the ECE program.
This course includes basic information on childcare as a profession. The student is introduced to the competency goals and requirements of the Child Development Associate credential.

ECE 1023 ENVIRONMENTS FOR YOUNG CHILDREN
Prerequisite: Admission to the ECE program. The student is introduced to the competency goals and requirements of the Child Development Associate credential. 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.

ECE 1033 TECHNICAL PRACTICUM I
Prerequisites: ECE 1003; ECE 1013; ECE 1023. The student is introduced to the competency goals and requirements of the Child Development Associate credential and the completion of the Resource File. This course provides opportunities for students to apply the acquired theory and skills in a child care setting. Students are required to complete a minimum of 10 clock hours of hands-on experience per week. Upon completion of course and attainment of 480 hours of hands on experience in a licensed childcare setting, student may apply for the CDA Assessment. Students must have a current TB skin test for this course.

ECE 1043 CREATIVE ARTS FOR PRESCHOOL CHILDREN
Prerequisites: BSTD 0113, ECE 1013. 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.

ECTC 2703 PRESCHOOL CURRICULUM
Prerequisites: BSTD 0113, ECE 1003, ECE 1013, ECE 1023. This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (ages 3-5 years) including those with special needs, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered: Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called *Better Beginnings* and Arkansas Frameworks Handbook for Three and Four Year Olds.

ECTC 2303 EMERGING LITERACY
Prerequisites: BSTD 0113, ECE 1013. This course is designed to make the early childhood educator aware of the acquisition of language and how to provide children birth through pre-kindergarten, including children with special needs with language rich environments by incorporating the four areas of language: speaking, listening, reading, and writing. This course is part of the Birth through Pre-kindergarten Teaching Credential core.

ECTC 2803 INFANT/TODDLER CURRICULUM
Prerequisites: BSTD 0113, ECE 1013. This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for young children (birth through 2) including those with special needs, to maximize physical, cognitive, communication, creative, language/ literacy, and social/emotional growth and development. Competencies are based on Standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered: Information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called *Better Beginnings* and Arkansas Frameworks Handbook for Infants and Toddlers.

ECTC 2503 CHILD GUIDANCE
Prerequisite: BSTD 0113, ECE 1013. This course relates principles of child development to appropriate methods of guiding children's behavior for children birth through pre-kindergarten, including children with special needs. Techniques for managing groups of children in the various child-care settings are practiced.

ECTC 2403 MATH AND SCIENCE FOR PRESCHOOL CHILDREN
Prerequisite: BSTD 0113. Students will become familiar with a variety of ways to introduce children birth through prekindergarten, including children with special needs, to ideas and concepts related to math and science. Students will create activities; plan and practice developmentally appropriate experiences that would meet recognized standards (NAEYC, NCTM, etc.) for these areas.

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

ECTC 2903 FUTURE PERSPECTIVES OF EARLY CHILDHOOD EDUCATION
Prerequisite: Students must have completed the Technical Certificate in Early Childhood Education in order to enroll. This course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Ethical Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice, development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC Associate Degree Standards. Students are required to complete a minimum of 10 clock hours of hands-on experience per week. Students must have a current TB skin test for this course.

ECONOMICS

ECON 2003 MACROECONOMIC PRINCIPLES
Prerequisites: BSTD 0113 and BSTD 0413 with a grade of "C" or better or appropriate placement test score. Introduces the basic economic concepts including the market system, national income, fiscal policy, monetary policy, and the Federal Reserve System. Emphasis is placed on connecting the concepts to real world situations.

ECON 2103 MICROECONOMIC PRINCIPLES
Prerequisites: BSTD 0113 and BSTD 0413 with a grade of "C" or better or appropriate placement test score. Introduction to microeconomics and resource allocation of comparative economic systems. Covers consumer choice, firm production and pricing in different market structures, the public sector, and externalities.

EDUCATION

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

EDUC 2023 SURVEY OF EXCEPTIONAL CHILDREN
Prerequisites: BSTD 0113. This course consists of a brief overview of many common physical, emotional, social, and mental problems children may experience, and how preschool teachers may adapt lessons plans, provide emotional and social support, and meet other needs such children and their families may have. Special education needs are discussed along with the biological, social, and psychological elements of specific handicaps.

EDUC 2033 CHILD GROWTH AND DEVELOPMENT
This course is the study of environmental and hereditary effects on the cognitive, affective, psychomotor, and sociolinguistic development of typically and atypically developing children from conception to middle childhood (conception to age 8) with diverse cultural backgrounds within and outside the United States. The stu-

dents will be introduced to methods used to observe and evaluate children's development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and a minimum of five hours of observation.

EDUC 2103 CHILD AND ADOLESCENT LITERATURE
Prerequisite: BSTD 0113. This course is designed to provide introductory content on children's and young adolescent literature. The material will help pre-service teachers select, read, and evaluate children's and young adolescent literature and integrate them into their classrooms. The course also introduces concepts about literature including elements of fiction, fictional literary forms, and aspects of book formats.

EDUC 2113 MATH FOR TEACHERS I (Number Operations and Number Sense)
Prerequisites: An ACT Math score of 19 or higher (or equivalent entrance exam score), BSTD 0113, MATH 1023.This is the entry-level course for P-8 education majors. Numeration systems from natural numbers through real numbers will be covered. The operations and properties with applications within each system will be developed as appropriate to the P-8 teacher.

EDUC 2223 MATH FOR TEACHERS II (Geometry I for the Elementary and Middle Grades) Prerequisites: BSTD 0113, MATH 1023. Geometry concepts appropriate for P-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.

EDUC 2313 INTRODUCTION TO EDUCATIONAL TECHNOLOGY
Prerequisites: BSTD 0113, EDUC 2003.
Covers basic technology planning in P-12 classrooms with emphasis on technology use and concepts. Decision making and consequences concerning social, ethical and human issues related to technology and computing is addressed. Minimal experience with computers is necessary.

EMERGENCY MEDICAL TECHNOLOGY

EMT 1007 EMERGENCY MEDICAL TECHNICIAN - AMBULANCE
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, 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
Prerequisite: Pass ENGL 1113 with at least a "C". Work with the principles of writing technical documents such as instructions, descriptions, definitions, service reports, contracts, proposals, memos, e-mails, and customer communications, as well as prepare and present oral presentations.

ENGL 2123 ADVANCED GRAMMAR AND COMPOSITION
Prerequisite: ENGL 1123 with grade of "C" or higher. A refinement of skills including advanced grammar, rhetorical form, and specialized writing.

ENGL 2213 LITERATURE I
Prerequisite: ENGL 1123. Introduction to Western literature; samplings of major masterpieces from the early Greeks to A.D. 1600. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

ENGL 2223 LITERATURE II
Prerequisite: ENGL 1123. Introduction to Western literature with selections of works from 1660 to the present. Emphasis on historical context, literary analysis, and critical writing. Students may take Literature I and Literature II out of sequence.

ENGL 2313 CREATIVE WRITING
Prerequisite: eligibility for ENGL 1113. Using techniques employed by experienced writers in creative genres and learning how to apply those techniques in a series of student writing projects. Completion of a portfolio of original poetry and/or fiction. 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.

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 2663 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

ENTREPRENEURSHIP

ENTR 1003 INTRODUCTION TO ENTREPRENEURSHIP
Prerequisites: ENGL 1123 or ENGL 2043
This course will introduce the students to entrepreneurship and how entrepreneurial businesses impact the US economy. Students will learn the basics of entrepreneurship including general aspects of marketing, developing an idea into a feasible product or service, the fundamentals of a business plan, sources for funding, entity types and other aspects of entrepreneurial businesses. The student will study successful and unsuccessful entrepreneurial ventures through case study and discussion.

ENTR 2003 PROFESSIONAL SELLING AND ADVERTISING
Prerequisites: ENTR2013
This course is specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use. This course is designed for students seeking the AAS Degree in Business Management with the entrepreneurial option or for those students who de-

sire to increase their knowledge of professional sales and advertising.

ENTR 2013 OPPORTUNITY AND FEASIBILITY ANALYSIS
Prerequisite: ENTR 1003
This course will develop the student's knowledge of exploiting, determining, evaluating, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities. This course is designed for students interested in entrepreneurship and designed for students seeking the AAS Degree in Business Management with the entrepreneurial option. It is also designed for people who desire to explore various entrepreneurial opportunities in the marketplace and determine the feasibility of those opportunities.

ENTR 2023 FUNDING ACQUISITIONS FOR ENTREPRENEURS
Prerequisites: ENTR 1003**,** ACCT 2013, ACCT 2023, BLAW 2013
This course is designed to teach the students the various types of funding mechanisms available to the entrepreneurial company and the importance of selecting the proper funding method. This course is designed for students interested in entrepreneurship and designed for students seeking the AAS Degree in Business Management with the entrepreneurial option. This course presents an overview of the funding process for entrepreneurial companies, both at startup and those that have some maturity.

FRENCH

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

GEOGRAPHY

GEOG 2003 INTRODUCTION TO GEOGRAPHY
Prerequisite: Pass BSTD 0113 with a grade of "C" or higher or make an appropriate score on the placement test. Introduction to Geography explores present world populations and cultures in relation to their physical environment.

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 1281. A course of study designed to introduce the student entering health care fields of the organization, financing, and delivery of health care services. Topics presented include organization

of healthcare delivery, health care organization, accreditation standards, professional licensure/certification, regulatory agencies, and payment and reimbursement systems in health care.

HIT 1283 COMPUTER APPLICATIONS FOR HEALTHCARE PROFESSIONALS
Introduction to personal computer application software using IBM compatible hardware. The course covers an introduction to word processing, electronic spreadsheet, database, graphics, and presentation software.

HIT 2073 BASIC MEDICAL CODING
Prerequisite/Co-requisite: HIT 1003, HIT 1153, HIT 2803, and BIOL 2064/L. This course will aid student in developing and understanding ICD-9-CM 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: HIT 2144. This course prepares the student in the transcription of original health care dictation using advanced proofreading, editing, and research skills while requiring progressively demanding accuracy and productivity standards. The student will learn to appropriately use related references and other resources for research and practice. Laboratory exercises are used to reinforce lecture material through the use of health care dictation by dictators with varying accents and dialects representing varying medical specialties.

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

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

HIT 2191 PRACTICE CODING II
Prerequisite: HIT 2073 and HIT 2081. Co-requisite HIT 2183. Practice in coding in-patient and out-patient records using manual and computer techniques.

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

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

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

HIT 2803 INTRODUCTION TO MEDICAL SCIENCE
This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses and disease intervention which the allied health care provider may encounter. The coverage of major conditions is organized by body systems. An overview of the disease process, infectious diseases, neoplasm, and congenital diseases is presented.

HISTORY

HIST 1003 HISTORY OF CIVILIZATION TO 1700
Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introductory study of civilization from the ancient era through the early modern period emphasizing European politics, culture, and society.

HIST 1013 HISTORY OF CIVILIZATION SINCE 1700
Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introductory study of the development of modern European civilization within the context of world history.

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
Co-requisite: TECH 1203. 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
Prerequisite: TECH 1203. Introduces the student to the National Electrical Code and its application in designing and installing electrical circuits, selecting wiring materials and devices, and choosing wiring methods. Includes electrical safety, terminology, interpretation of electrical symbols used in construction blueprints, branch circuit layout, over-current protection, conductor sizing, grounding, GFCI and AFCI protection, tool usage, and material/device selection

IDEQ 1413 ELECTRICAL CIRCUITS
Prerequisite: ITECH 1403. Provides fundamentals of single- and three-phase alternating current including parallel circuits, resistance, inductance, capacitance, switching, fusing, current requirements, transformer applications, and motor controls. Covers the basics of mechanical and electrical installations, emphasizes tool use and material selection and electrical troubleshooting diagnosis and repair.

IDEQ 1603 FLUID POWER SYSTEMS (Hyd/Pneu) Course is designed to present the basic theory and application of hydraulic and pneumatic components and systems in an industrial environment. Basic and advanced

hydraulics and pneumatics, safety, and troubleshooting will be the main topics.

IDEQ 1613 ADVANCE FLUID POWER (Hyd/Pneu) Prerequisite: IDEQ 1603 and TECH 1203 or consent of instructor. Course covers the complex components and systems. Cartridge, servo, and proportional valves, pneumatic controls and control systems will be covered.

IDEQ 1903 INDUSTRIAL MOTORS AND CONTROLS
Prerequisite: IDEQ 1403. Course covers electrical tools, instruments and safety, industrial electrical symbols, and line diagrams, theory to logic as applied to line diagrams, AC manual contractors and motor starter, magnetic solenoids, AC/DC contactors and magnetic motor starters, time delay logic and complex control circuits, control devices, reversing circuits applied to single phase, three phase and DC motors, electromechanical and solid state relays, AC reduced voltage starters, accelerating and decelerating methods and circuits, preventive maintenance, and troubleshooting.

IDEQ 2003 INDUSTRIAL MECHANICS
Prerequisite: TECH 1203. This course will cover industrial rigging and equipment installation; preventive and predictive maintenance; proper selection and care of lubrication; various pumps and turbine, and bearings used throughout the industry

IDEQ 2013 COUPLING AND ALIGNMENT
Prerequisite: IDEQ 1403. Co-requisite: IDEQ 2503. Identifies various types of couplings, and installation procedures using the press-fit method and the interference fit methods. Also covers removal procedures. In addition, covers types of misalignment, aligning couplings using a straightedge and feeler gauge, adjusting face and OD alignment, using a dial indicator, and eliminating coupling stress

IDEQ 2503 PRECISION MEASURING TOOLS
Explains how to select, inspect, use and care for levels, feeler gauges, calipers, micrometers, height gauges and surface plates, dial indicators, protractors, parallels and gauge blocks, trammels, and pyrometers

MANAGEMENT

MGMT 1113 INTRODUCTION TO MANAGEMENT
Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Students learn to apply the basic management functions of planning, organizing, leading, and controlling. Leadership and group process skills are emphasized.

MGMT 1114 PRACTICUM I
Pre/Co-Requisites: MGMT 1113 and/or MGMT 2113. The Practicum provides work experience as part of study. The course is open to students enrolled in the management program. It provides meaningful work experience in the business field as a paid or volunteer employee. The student, employer, and program coordinator develop an individual program for each student that is evaluated by both the employer and the program coordinator. A weekly progress review by email or in person is required of the student. Monthly progress reports and an ending comprehensive report will be submitted. A performance evaluation by supervisor and an original research report relevant to the business in which the student is employed are required.

MGMT 1123 HUMAN RESOURCE MANAGEMENT
The principles, methods, and procedures related to the effective utilization of human resources in organizations.

MGMT 2113 MANAGEMENT SKILLS
Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Study of performance and what affects it within the work environment. Topics include theories of human motivation, strategies for assessing and improving job performance, self-motivation, challenge, and empowerment, communication with employees, delegating responsibility, and performance appraisal.

MGMT 2114 JOB PRACTICUM II
A continuation of MGMT 1114. (With permission of instructor).

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. This is a hybrid course that does not meet in the classroom, but tests are taken on cmpus.

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 2103 INTRODUCTION TO STATISTICS
Begins with descriptive statistics: organizing, summarizing, and illustrating data using graphs and measurements such as mean and standard deviation. Continues with a study of the basic rules of probability and probability distributions, with special attention to binomial (discrete) and normal (continuous) probability distributions. Also includes inferential statistics, covering the basics of hypothesis testing. The various simple tests such as *z*-test and *t*-test are studied. The useful simple linear regression and correlation are also introduced as the last part of this course. Prerequisite: Intermediate Algebra (with a C or better) or High School Algebra II (with a C or better).

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

MATH 2115 CALCULUS II
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.

MICROBIOLOGY

MBIO 1124/L MICROBIOLOGY/LAB
Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0413 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to the world of microbes, including those that cause human diseases. Instruction is given in classification, metabolism, morphology, and identification of bacteria plus basic techniques for the microbiology laboratory. Classifications of parasites and fungi are included. Three hours lecture and two hours laboratory.

MUSIC

***PRIVATE PIANO INSTRUCTION**
Private lessons one on one with an instructor. The study of scales, technical exercises, compositions of major classical composers (Bach, Haydn, Mozart, Chopin) will be covered. Students will perform in student recitals during the semester and will demonstrate progress each semester as determined by the faculty. One-half hour private lesson per week with daily practice requirements.

MUS 1001 – First Year, First Semester Piano Lessons

MUS 1011 – First Year, Second Semester Piano

Lessons

MUS 2001 – Second Year, First Semester Piano Lessons

MUS 2011 – Second Year, Second Semester Piano Lessons

***MUS 1301 INTRODUCTION TO PIANO PRIVATE INSTRUCTION**

Piano instruction will include an introduction to the piano keyboard, piano literature, and music theory for the student with no previous knowledge or use of the piano in a private lesson. One-half hour private lesson per week with daily practice requirements.

PIANO CLASS

No Prerequisites. Piano Lab classroom (limited to 8 digital pianos) will introduce students who have little or no experience to playing piano and to basic music theory. Students will learn simple pieces using music reading, and correct technique. The class will meet twice weekly (50 minutes per lesson time). Expected outcomes from this beginning class will include playing in ensemble as well as alone; ability to notate and read music; understanding keys, pentascales, and time signatures; and learning to sight read.

MUS 1302 – First Year, First Semester Piano Lab

MUS 1312 – First Year, Second Semester Piano Lab

MUS 2302 – Second Year, First Semester Piano Lab

MUS 2312 – Second Year, Second Semester Piano Lab

MUS 1083 FUNDAMENTALS OF MUSIC THEORY

An introduction to scales, intervals, elementary harmonic structure, rhythm, and sight-reading.

MUS 1111 CLASS VOICE INSTRUCTION

Prerequisite: Instructor's interview. Designed to develop a good sense of pitch, proper breath control, tone, and diction, using group methods in a non-threatening environment.

***PRIVATE VOICE INSTRUCTION**

Prerequisite: Instructor's interview. Individualized study of simple Italian, English, French, and German songs to aid the student in learning repertoire, styles, and correct vocal production. Interested students must be able to demonstrate proficiency in reading music. One half hour lesson per week with daily practice requirements.

MUS 1211 – First Year, First Semester Voice Lessons

MUS 1221 – First Year, Second Semester Voice Lessons

MUS 2211 – Second Year, First Semester Voice Lessons

MUS 2221 – Second Year, Second Semester Voice Lessons

MUS 1252 SIGHT SINGING AND EAR TRAINING

Intensive training to read music at sight and to be able to take musical dictation. The class will develop sight singing skills by use of a text, homework, and group participation during class time. A good knowledge of music theory will be necessary for success in this course. It is recommended that Fundamentals of Music Theory be taken before this class, but it is not essential for success if the student has a good instrumental background.

***PRIVATE ORGAN INSTRUCTION**

Prerequisite: Piano Proficiency and instructor's interview. Individual classical organ lessons for use in church music or recital. Hymn playing, technical exercises, and familiarity with the instrument will be emphasized.

MUS 1401 – First Year, First Semester Organ Lessons

MUS 1411 – First Year, Second Semester Organ Lessons

MUS 2401 – Second Year, First Semester Organ Lessons

MUS 2411 – Second Year, Second Semester Organ Lessons

SOUTHARK SINGERS

A mixed chorus that performs choral music of many styles from various periods and performs for college functions and community events.

MUS 1411 – First Year, First Semester SouthArk Singers

MUS 1421 – First Year, Second Semester SouthArk Singers

MUS 2411 – Second Year, First Semester SouthArk Singers

MUS 2421 – Second Year, Second Semester SouthArk Singers

MUS 2003 MUSIC APPRECIATION

(for non-music majors) Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. Survey of music history and literature with emphasis on listening to and evaluating all types of music including the works and influence of the major composers;

the production of the music; instruments of the orchestra and voice, solo and ensemble; and elements, form and terminology. Current events are stressed, and some concert attendance required.

*A 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 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.

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 GROUP INTERVENTION SKILLS
Prerequisite: OTA 1003, 2101, 2103, 2113, 2203 Occupational therapy intervention with groups. Planning and implementing group intervention; development of leadership/professional behaviors and evaluation of intervention and assistant interaction with clients. Acceptance in the Occupational Therapy Assistant Program.

OTA 1404 MENTAL HEALTH AND OCCUPATIONAL THERAPY INTERVENTIONS
Prerequisite: OTA 1003 Occupational Therapy evaluation and treatment of individuals with psychosocial disorders. The DSM IV, drug therapy, and therapeutic techniques are an integral part of the learning process. Acceptance in the Occupational Therapy Assistant Program.

OTA 1503 OCCUPATION INTERVENTION ANALYSIS AND APPLICATION
Pre-requisite: OTA 1003, 2101, 2103, 2113, 2203. Analysis and teaching of purposeful activity throughout the lifespan with various cultures. Tools, basic techniques, safety addressed for crafts, fine arts, leisure, exercise, and wellness. Acceptance in the Occupational Therapy Assistant Program.

OTA 2101 CLINICAL INTERVENTIONS LABORATORY
Prerequisite: OTA 1003. Practice of hands-on therapy skills for person transfers, muscle location, vital signs, reflex testing, sensory integration techniques, observation skills, culture self-assessment, client interview, and use of self therapeutically. Acceptance in the Occupational Therapy Assistant Program.

OTA 2103 PATHOLOGY AND OCCUPATIONAL THERAPY INTERVENTIONS
Prerequisite: OTA 1003. Study of disease and trauma processes in both the mental and physical realms. These pathological processes are commonly treated by occupational therapist. Role of Occupational Therapy with pathology is emphasized. Acceptance in the Occupational Therapy Assistant Program.

OTA 2113 PEDIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS
Prerequisite: OTA 1003. Study of human development to include developmental concepts, reflex movement, postural control, cognition, perception, hand development, and oral motor as it relates to Occupational Therapy evaluation and treatment. Acceptance in the Occupational Therapy Assistant Program.

OTA 2201 FIELDWORK LEVEL I
Prerequisites: OTA 1003, 1404, 2101, 2103, 2113, 2203. Develops documentation and observation skills in clinical areas and applies theory to observation and experiences. Various occupational therapy settings. Acceptance into *the Occupational Therapy Assistant Program.

OTA 2203 GERIATRICS AND OCCUPATIONAL THERAPY INTERVENTIONS
Prerequisite: OTA 1003 Occupational therapy intervention with elderly. Study of aging process, diseases and conditions, settings, reimbursement, public policy, culture, interventions and assistant roles. Acceptance into the Occupational Therapy Assistant Program.

OTA 2303 ADVANCED CLINICAL MANAGEMENT
Prerequisites: OTA 1003, 1404, 2101, 2103, 2113, 2203. Study of Occupational Therapy service management to include documentation, ethics, payment systems, laws, quality programs, infection control, supervision, team concepts, and OTR-COTA relationships. Acceptance in the Occupational Therapy Assistant Program.

OTA 2304 ADVANCED OCCUPATIONAL THERAPY INTERVENTIONS
Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303 Study and practice of advanced concepts and techniques of occupational therapy evaluation and intervention. Safe treatment interventions learned and practiced for various ages and diseases. Acceptance into the Occupational Therapy Assistant Program.

OTA 2404 PHYSICAL DYSFUNCTION AND OCCUPATIONAL THERAPY INTERVENTIONS
Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303. Occupational Therapy evaluation and treatment techniques for cerebral vascular accident, head trauma, spinal cord injury, burns, amputation, orthopedics, developmental disorders, cardiac, neuromuscular disorders, muscle disorders, hand injuries, and multiple diagnoses. Acceptance into the Occupational Therapy Assistant Program.

OTA 2504 ADVANCED CLINICAL INTERVENTION SKILLS
Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303. Supervised experiences in performing aspects of occupational therapy process addressed within various settings, age ranges, and cultures. Independent performance is not emphasized. Acceptance in the Occupational Therapy Assistant Program.

OTA 2514 FIELDWORK LEVEL II-A
Prerequisite: OTA 1003, 1303, 1404, 1503, 2101, 2103, 2113, 2201, 2203, 2303, 2304, 2404, 2504.
Supervised full time (35 hours a week for 8 weeks), in-depth, hands-on clinical experience. Must complete within 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 (35 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 0413 with a grade of "C" or better or make an appropriate score on the placement test. The principles of elementary physics, chemistry, and earth science for the non-science major. A core course in general education. Three hours lecture and 2 hours laboratory.

PHYSICAL THERAPIST ASSISTANT

PTA 1002 INTRODUCTION FOR PHYSICAL THERAPIST ASSISTANTS
Prerequisite: completion of BSTD courses (exception BSTD 0513 and SAS 0103) History of physical therapy from WWI and polio epidemic to the present; similarities and differences in PT and PTA education, practice and responsibilities; medical ethics, legal practice, and current healthcare issues affecting physical therapy.

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

PTA 2304 PATHOPHYSIOLOGICAL CONDITIONS
Prerequisite: Admission to PTA Program. Co-requisites: PTA 2315/L, PTA 2323. Study of diseases and injuries seen in physical therapy (causes, prevalence, signs and symptoms, medical/surgical treatments and physical therapy management); process of inflammation and healing; includes conditions affecting the neuromuscular, cardiopulmonary, endocrine, immune, vascular, and reproductive systems. Formerly PTA 1204.

PTA 2315/L APPLIED PHYSICAL THERAPY I/LAB
Prerequisite: Admission to PTA Program. Co-requisites: PTA 2304, PTA 2323 Safe patient handling techniques (vitals, CPR, transfers, positioning, sterile/clean technique); exercises (theories, ROM, stretching, resistance); gait assessment / training; measurement of joint motion, and documentation for PTAs. Three hours lecture and four hours laboratory. Formerly PTA 1305/L.

PTA 2406/L PHYSICAL THERAPY PROCEDURES/LAB
Prerequisites: PTA 2304, PTA 2315/L, PTA 2323. Co-requisites: PTA 2424, PTA 2415/L. Safe and effective use of therapeutic modalities used to treat musculoskeletal, neuromuscular, and medical conditions (biophysical basis, instrumentation, indications, contraindications, application, instruction, and documentation); wound care; PVD; stump care and, prosthetics. Four hours lecture and four hours laboratory. Formerly PTA 1406/L.

PTA 2415/L APPLIED PHYSICAL THERAPY II/LAB
Prerequisites: PTA 2304, PTA 2315/L, PTA 2323. Co-requisites: PTA 2424, PTA 2406/L. 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. Three hours lecture and four hours laboratory. Formerly PTA 1505/L.

PTA 2424 CLINICAL PRACTICUM I
Prerequisites: PTA 2304, PTA 2315/L, PTA 2323. Co-requisites: PTA 2406/L, PTA 2415/L. Five-week clinical internship focusing on patient safety, handling techniques, gait training, vitals, implementation of modalities, therapeutic exercises, goniometry, posture assessment/

treatment; muscle strength testing; ethical/legal practice; and documentation/communication. Formerly PTA 1704.

PTA 2514/L NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS/ LAB
Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisite: PTA 2528 and PTA 2503. Neuroanatomy; normal and abnormal development; medical, surgical and physical therapy management of neurological diseases/ conditions; facilitation/inhibition techniques; PNF; motor control and developmental sequences techniques; balance orthotics; and functional and environmental assessment. Three hours lecture and two hours laboratory. Formerly PTA 2204/L.

PTA 2323 ADMINISTRATION AND MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS
Prerequisite: Admission to the PTA Program. Co-requisites: PTA 2315/L, PTA 2304. Reimbursement issues; ethical guidelines; laws affecting the practice of physical therapy; liability/malpractice issues; PTA communication and personal management skills; and, assessment of quality care. Formerly PTA 2303.

PTA 2528 CLINICAL PRACTICUM II
Prerequisites: PTA 2424, PTA 2415/L, PTA 2406/L. Co-requisites: PTA 2514/L, and PTA 2503. Ten weeks of clinical internships (two five-week internships) 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. Formerly PTA 2408.

PTA 2503 PTA SEMINAR
Prerequisite: PTA 2424, PTA 2415/L, PTA 2406/L. Corequisites: PTA 2514/L and PTA 2528. Review of PTA program content through systematic study of PTA assessment skills, PTA treatment implementation, and professionalism for the physical therapist assistant. Licensure preparation activities; interview and resume preparation.

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. Three hours lecture and two 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

PNS 1101 GERIATRICS
Prerequisite: Admission to LPN program. This course is designed to include an understanding of the aging process and the modification of nursing care to accommodate the older adult. Also included are lessons related to loss, grief, and death, as well as the mental health of older adults. This course will also discuss the growing problem of elder abuse.

PNS 1102 PHARMACOLOGY I
Prerequisites: Admission to the LPN program. This course is designed to prepare the student nurse to safely and accurately prepare and administer drugs to the infant, child, and adult. Emphasis is placed on implication for nursing care. The course includes a brief review of math/conversions, introduction to pharmacology, methods of drug administration, along with formulas for calculating drug dosages, and side effects/adverse reactions of medication administration to observe for.

PNS 1106 BASIC NURSING PRINCIPLES
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental principles, skills and attitudes required to demonstrate safe, competent care to patients at each stage of the human life cycle through theory taught in the classroom and practicum experience taught in a variety of clinical lab settings.

PNS 1111 VOCATIONAL, LEGAL, AND ETHICAL ISSUES
Prerequisites: Admission to the LPN program. This course is designed to initiate personal and professional growth in nursing. The course will identify ethical, legal, and social responsibilities with patients, families, and co-workers. It will develop communication skills and vocational responsibilities of the practical nurse and care of patients at each stage of the human life cycle. This course will provide functional knowledge of professional nursing organizations on the local, state, and national level, and to identify methods to access local, state, and national health resources.

PNS 1112 BODY STRUCTURE AND FUNCTION
Prerequisites: Admission to the LPN program. This course is designed for the first semester practical nursing student. It covers basic information necessary for a general understanding of the structure and function of the human body. There are two basic themes throughout the course; the first is the relationship between structure and function and the second is homeostasis – the idea that each organ system is important in sustaining life and what happens when the balance is disturbed.

PNS 1142 PRACTICUM IA
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

PNS 1144 PRACTICUM IB
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

PNS 1146 PRACTICUM IC
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, and legal and ethical concepts.

PNS 1202 MEDICAL SURGICAL NURSING IA
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental knowledge required to demonstrate safe, competent care to patients affected by disorders of the reproductive system, the integumentary system, the circulatory system and the respiratory system through theory taught in the classroom and practicum experience taught in a clinical lab setting.

PNS 1204 MEDICAL SURGICAL NURSING IB
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental knowledge required to demonstrate safe, competent care to patients affected by disorders of the reproductive system, the integumentary system, the circulatory system and the respiratory system through theory taught in the classroom and practicum experience taught in a clinical lab setting.

PNS 1206 MEDICAL SURGICAL NURSING IC
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental knowledge required to demonstrate safe, competent care to patients affected by disorders of the reproductive system, the integumentary system, the circulatory system and the respiratory system through theory taught in the classroom and practicum experience taught in a clinical lab setting.

PNS 1212 PHARMACOLOGY II
Prerequisites: Admission to the LPN program.
The course is designed to provide knowledge about drugs commonly used in the treatment of illnesses, including such information as usual dosage, expected outcomes, side effects/adverse reactions, contraindications, and points of observation following the administration of medications. This course involves the cardiac system and the medication associated with this particular system.

PNS 1222 NURSING MOTHERS AND INFANTS
This course includes the application of the principles of nursing care during the prenatal, labor, delivery, post-partum, and neonatal periods. Nutrition and pharmacology for mother and infant are included. Family planning, birth control, and fertility are discussed. This course provides the knowledge required to care competently and safely for the mother and infant client. Emphasis is placed on the use of the components of the nursing process when caring for these clients. Practicum experience shall include care of mother and infant.

PNS 1232 NURSING CHILDREN
Prerequisites: Admission to the LPN program. This course is an introduction to the nursing of children. It includes a study of growth and development, disease conditions peculiar to children in all stages, the impact of illness on the child and family in both in-patient and out-patient setting, nursing care of the dying child, and provides an understanding of the effect of development on disease and illness in the in-patient and out-patient setting. This course also covers the signs and symptoms of child abuse, neglect, and maltreatment; the nurse's responsibility to report child abuse, neglect and maltreatment as a mandated reporter; and a general overview of Arkansas Act 703.

PNS 1242 PRACTICUM IIA
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of children, nursing of mother and infant, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

PNS 1244 PRACTICUM IIB
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of children, nursing of mother and infant, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

PNS 1246 PRACTICUM IIC
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of children, nursing of mother and infant, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

PNS 1301 MENTAL HEALTH AND CARE OF THE MENTALLY ILL
Prerequisites: Admission to the LPN program. This course includes information concerning an introduction to common conditions of mental illness, prevention of those conditions, and the care of patients suffering from abnormal mental and emotional illnesses across the life span.

PNS 1302 PHARMACOLOGY III
Prerequisites: Admission to the LPN program
This course includes an introduction to pharmacology, methods of administration, drugs commonly used in the treatment of illness, and such information as usually dosages, actions and uses of drugs, expected actions, side effects/adverse effects, contraindications, and points of observation following the administration of drugs. This course also includes the Nursing Process for different drug classes including premedication observations.

PNS 1312 MEDICAL SURGICAL NURSING IIA
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental knowledge required to demonstrate safe, competent care to patients affected by musculoskeletal, gastrointestinal, gallbladder, liver, biliary tract of exocrine pancreatic, blood and lymphatic disorders as well as patients with cancer, through theory taught in the classroom and practicum experience taught in a clinical and lab setting.

PNS 1314 MEDICAL SURGICAL NURSING IIB
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental knowledge required to demonstrate safe, competent care to patients affected by musculoskeletal, gastrointestinal, gallbladder, liver, biliary tract of exocrine pancreatic, blood and lymphatic disorders as well as patients with cancer, through theory taught in the classroom and practicum experience taught in a clinical and lab setting.

PNS 1316 MEDICAL SURGICAL NURSING IIC
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental knowledge required to demonstrate safe, competent care to patients affected by musculoskeletal, gastrointestinal, gallbladder, liver, biliary tract of exocrine pancreatic, blood and lymphatic disorders as well as patients with cancer, through theory taught in the classroom and practicum experience taught in a clinical and lab setting.

PNS 1324 MEDICAL SURGICAL NURSING III
Prerequisites: Admission to the LPN program. This course is designed to provide practical nursing students with the fundamental knowledge required to demonstrate safe, competent care to patients affected by musculoskeletal, gastrointestinal, gallbladder, liver, biliary tract of exocrine

pancreatic, blood and lymphatic disorders as well as patients with cancer, through theory taught in the classroom and practicum experience taught in a clinical and lab setting.

PNS 1342 PRACTICUM IIIA
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of children, nursing of mother and infant, nursing of the mentally ill, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

PNS 1346 PRACTICUM IIIB
Prerequisites: Admission to the LPN program. This course is designed to reinforce the theory taught in the classroom. It includes directed experiences in basic nursing principles, nursing of the geriatric patient, nursing of children, nursing of mother and infant, nursing of the mentally ill, nursing of adults with medical-surgical conditions, and nursing across the lifespan.

PNS 1353 NCLEX PREPARATION AND PROFESSIONAL DEVELOPMENT
Prerequisites: Admission to the LPN program. This course is designed to assist the student in understanding the qualities needed to advocate for the client in situations requiring leadership and management in day to day practice. This course will consist of other areas crucial for a novice nurse including: providing basic understanding of the art of delegation; providing the student the opportunity to develop a professional portfolio; strengthening job interviewing skills; and preparing for the NCLEX-PN.

PNS 1414 PRACTICUM IV
Prerequisites: Admission to the LPN program. This course is the final practicum in the practical nursing curriculum and is designed to reinforce the theory taught in the classroom for the senior level licensed practical nursing student. It includes directed experiences in basic nursing principles for patients of all ages with a variety of medical surgical and/or mental health conditions in a variety of clinical settings. The course includes team leading and critical thinking concepts.

PROCESS INSTRUMENTATION

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

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

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

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

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

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

IDEL 2703 MICROPROCESSOR FUNDAMENTALS
Pre-requisite: IDEL 1504. This course is intended to introduce students to the architecture and operation of microprocessors. Students will learn from classroom and lab instruction. Topics covered will be the 68000 microprocessor, assembly level programming, typical memory interface, input and output interfacing, internal registers, buffers, and data transmission involved in microprocessors. (2 hours lecture, 2 hours lab)

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: BSTD 0113, BSTD 0213, and BSTD 0413. An introduction to the history of radiography and the health care profession. Includes an introduction to the RT program with emphasis placed on class and clinical requirements.*

The following RADT classes are open only to Radiologic Technology students:

RADT 1101 MEDICAL TERMINOLOGY FOR RADIOGRAPHERS
An introduction to the language of Radiologic Technology. Emphasis is on the techniques of medical word building and basic elements of medical words and their pronunciation.

RADT 1102 PATIENT CARE AND PROTECTION I
Principles of routine and emergency patients. Infection control and medication administration will be emphasized.

RADT 1222 IMAGE PROCESSING AND PROCEDURES
A comprehensive study of image production and processing. Composition and care of films and screens will be included.

RADT 1113 RADIOGRAPHIC EXPOSURE
An in depth study of factors influencing radiographic film quality.

RADT 1122 PATIENT CARE AND PROTECTION II
Continuation of principles of routine and emergency patient care. Emphasis will be placed on ethics and law, human diversity, communication, and patient education. Basic pharmacology will also be covered.

RADT 2042 IMAGING MODALITIES
A study of the production of images in radiography and fluoroscopy, special procedures.

RADT 1213 ORIENTATION/CLINICAL EDUCATION I
Introduction to the hospital setting. Directly supervised students assist and perform examinations covered in RADT 1214.

RADT 1214 POSITIONING PROCEDURES I
Radiographic positioning of the chest, abdomen, and gastrointestinal tract along with biliary and renal systems. Emphasis on evaluating patient condition and pathologies to obtain a diagnostic radiograph. Laboratory is required with this course.

RADT 1223 CLINICAL EDUCATION II
Prerequisite: RADT 1214. Continued supervised performance in previous exams studied along with procedures covered in RADT 1304.

RADT 1304 POSITIONING PROCEDURES II
Prerequisite: RADT 1214. Radiographic positioning of the upper and lower extremities, pelvis, spine, and bony thorax. Conditions or pathologies will also be covered. Laboratory required.

RADT 1332 CLINICAL EDUCATION III
Prerequisite: RADT 1223. Continued supervised performance in previous examinations covered in RADT 1214 and RADT 1304. 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 2022 BASIC COMPUTED TOMOGRAPHY
This course is designed to provide entry-level radiography students with the basic principles of computed tomography (CT) imaging, and the knowledge base necessary to perform standard CT procedures. Consideration is given to the evaluation of optimal diagnostic images. This course is also provided as an opportunity for continuing education and registry preparation for practicing technologists.

RADT 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 2032 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
Basics of radiation biology. Emphasis on genetic and somatic effects of radiation and the need for radiation protection.

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

REGISTERED NURSING

RNSG 2113 MATH FOR NURSES
Prerequisite: Pass BSTD 0413 with grade of "C"

or better. Provides instruction in dosage calculation using ratio to proportion as well as other means of calculation related to medication. Topics include: interpretation of drug labels, syringe types, conversions, Roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, proper documentation of medications, the Six Rights of Medication Administration, and military time. Three hours lecture.

RNSG 2119: NURSING PROCESS I

Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2123. 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. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters.

This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). 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, 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.
Spring only. (9 hrs credit, 9 hrs/wk lecture)

RNSG 2123: NURSING PRACTICUM I

Prerequisite: Admission to the ARNEC program. Co-requisites: RNSG 2119. This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2119. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application. Spring 0nly. (3 hrs credit, 9 hrs/wk practicum)

RNSG 2142: HEALTH ASSESSMENT FOR THE RN

This course builds on the RN's knowledge and skills in health assessment. Students further develop skills of history taking, inspection, palpitation, percussion, and auscultation and documentation of the health assessment. Normal findings and cultural and age variations of adults are emphasized. Two hours lecture.

This course meets the requirement for N3312: Health Assessment for Advanced Placement in the Baccalaureate Nursing program at the University of Arkansas for Medical Sciences College of Nursing.

RNSG 2216: NURSING PROCESS II

Prerequisite: RNSG 2119, RNSG 2123. Co-requisite: RNSG 2223. This first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the childbearing 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, family planning, female cancers, and general women's health care. The second part of 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. 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. *Summer only* (6 hrs credit, 8 hrs/wk lecture)

RNSG 2223: NURSING PRACTICUM II
Prerequisite: RNSG 2119, RNSG 2123. Co-requisite: RNSG 2216. This clinical experience 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 their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning. Students will engage in the clinical application of concepts covered in RNSG 2216, demonstrating progressive mastery and independence in Registered Nursing practice. *Summer only* (3 hrs credit, 9 hrs/wk practicum)

RNSG 2318: NURSING PROCESS III
Prerequisites: RNSG 2216, RNSG 2223. Co-requisite: RNSG 2311, RNSG 2323.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, surgical care, and acute care and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated. Fall only. (8 hrs credit, 8 hrs/wk lecture)

RNSG 2323: NURSING PRACTICUM III
Prerequisites: RNSG 2216, RNSG 2223. 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. Team leading and care of critically-ill clients are major components of this course. 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. Fall only. (3 hrs credit, 9 hrs/wk practicum)

RNSG 2311: NCLEX-RN PREPARATION
Prerequisites: RNSG 2216, RNSG 2223. Co-requisite: RNSG 2318, RNSG 2323. 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. Fall only. (1 hr credit, 1 hr/wk lecture)

RESPIRATORY THERAPY

RESP 1001 INTRODUCTION TO RESPIRATORY THERAPY
Prerequisite-All basic skills courses must be completed before signing up for the class. This course will introduce students to the history of and introduction to respiratory therapy and the health care professions with emphasis placed on didactic and clinical requirements.

RESP 2003 CARDIOPULMONARY PHYSIOLOGY AND PATHOPHYSIOLOGY
Prerequisite - Admission to the professional program; Corequisite – enrollment in RESP 2013. The student will be introduced to anatomy, physiology, and pathophysiology of the cardiopulmonary system during development and the adult life.

RESP 2013 PATIENT ASSESSMENT
Prerequisite - Admission to the professional program; Corequisite – enrollment in RESP 2003. This course will acquaint the student with a basic knowledge of assessment skills including chart auditing, and a basic understanding of various values and their relevance to the patient's care.

RESP 2112 CARDIOPULMONARY PHARMACOLOGY AND DYSRHYTHMIA
Prerequisite - Admission to the professional program; Completion of RESP 2003 and 2013 with a grade of "C" or higher; Corequisite – enrollment in RESP 2112, 2122, 2113, 2123, 2114, and 2223. An introduction to the dysrhythmias found in cardiology and their treatment.

RESP 2113 RESPIRATORY EQUIPMENT
Prerequisite: Admission to the professional program; Completion of RESP 2003 and 2013 with a grade of "C" or higher; Corequisite – enrollment in RESP 2111, 2122, 2112, 2123, 2114, and 2223. This course is designed to provide the student with a comprehensive understanding of the equipment utilized in respiratory care.

RESP 2133 RESPIRATORY BASIC SKILLS
Prerequisite: Admission to the professional program; Completion of RESP 2003 and 2013 with a grade of "C" or higher; Corequisite – enrollment in RESP 2111, 2122, 2113, 2123, 2112, and 2223. Content covers medical ethics, departmental organization, professional organizations, infection control/blood and secretion borne pathogens and basic skill lab performance. This course will also be an orientation to respiratory care at area hospitals.

RESP 2122 RESPIRATORY DISEASE PATHOLOGY I
Prerequisite: Admission to the professional program; Completion of RESP 2003 and 2013 with a grade of "C" or higher; Corequisite – enrollment in RESP 2111, 2112, 2113, 2123, 2114, and 2223. The student will be introduced to the various respiratory disease processes and their clinical manifestations through basic laboratory tests, respiratory testing, and patient symptoms.

RESP 2123 THERAPEUTIC ASSESSMENT I
Prerequisite: Admission to the professional program; Completion of RESP 2003 and 2013 with a grade of "C" or higher; Corequisite – enrollment in RESP 2111, 2122, 2113, 2112, 2114, and 2223. This course is designed to strengthen the assessment of therapy acquired in basic skills classes.

RESP 2223 CLINICAL PRACTICE I
Prerequisite: Admission to the professional program; Completion of RESP 2003 and 2013 with a grade of "C" or higher; Corequisite – enrollment in RESP 2111, 2122, 2113, 2123, 2114, and 2112. This clinical experience enables the student to practice knowledge, skills and behaviors that are acquired in the associated didactic courses in an affiliated hospital respiratory therapy department.

RESP 2512 NEONATAL/PEDIATRIC RESPIRATORY CARE
Prerequisite: Completion of RESP 2112, 2111, 2122, 2113, 2123, 2114, and 2223 with a grade of "C" or higher. Corequisite - enrollment in RESP 2513, 2522, 2523, 2532, 2543, and 2553. This course is designed to introduce the respiratory care student to a basic understanding of neonatal and pediatric respiratory care including the physiologic development, basic assessment, common respiratory and cardiac abnormalities, and mechanical ventilation.

RESP 2542 RESPIRATORY DISEASE PATHOLOGY II
Prerequisite: Completion of RESP 2112, 2111, 2122, 2113, 2123, 2114, and 2223 with a grade of "C" or higher. Corequisite - enrollment in RESP 2512, 2522, 2523, 2532, 2543, and 2553. Continuation of Respiratory Disease Pathology I, RESP 2122.

RESP 2522 CRITICAL CARE
Prerequisite: Completion of RESP 2112, 2111, 2122, 2113, 2123, 2114, and 2223 with a grade of "C" or higher. Corequisite - enrollment in RESP 2512, 2513, 2523, 2532, 2543, and 2553. The content of this course focuses on cardiopulmonary critical care. Emphasis will be placed on physical assessment, acting as an assistant to the physician, troubleshooting airway emergencies, and hemodynamics.

RESP 2523 MECHANICAL VENTILATION
Prerequisite: Completion of RESP 2112, 2111, 2122, 2113, 2123, 2114, and 2223 with a grade of "C" or higher. Corequisite - enrollment in RESP 2512, 2513, 2522, 2532, 2543, and 2553. The content of this course focuses on all aspects of mechanical ventilation encountered in all settings. The areas covered include initiation, ventilator selection, mode selection, patient monitoring, weaning from ventilation, and discontinuance.

RESP 2532 HOME CARE AND REHABILITATION
Prerequisite: Completion of RESP 2112, 2111, 2122, 2113, 2123, 2114, and 2223 with a grade of "C" or higher. Corequisite - enrollment in RESP 2512, 2513, 2522, 2523, 2543, and 2553. This course will focus on the home care and rehabilitation aspects of respiratory therapy.

RESP 2543 CLINICAL PRACTICE II
Prerequisite: Completion of RESP 2112, 2111, 2122, 2113, 2123, 2114, and 2223 with a grade of "C" or higher. Corequisite - enrollment in RESP 2512, 2513 2522, 2523, 2532, and 2553. This

clinical experience will enable the student to practice knowledge, skills, and behaviors that are acquired in the associated didactic courses. This experience allows the student to synthesize new knowledge, apply previous knowledge and gain experience in the practice or respiratory therapy.

RESP 2553 THERAPEUTIC ASSESSMENT II
Prerequisite: Completion of RESP 2112, 2111, 2122, 2113, 2123, 2114, and 2223 with a grade of "C" or higher. Corequisite - enrollment in RESP 2512, 2513, 2522, 2523, 2532, and 2543. Continuation of Therapeutic Assessment I, RESP 2123.

RESP 2612 PROFESSIONAL DEVELOPMENT
Prerequisite: Completion of RESP 2513, 2512, 2522, 2523, 2532, 253, and 2553 with a grade of "C" or higher. Corequisite – RESP 2614. The content of this course focuses on employment skills and preparation for the registry examination. A comprehensive final must be completed with a minimum 70% for board release and successful completion of the course. Students who are unable to achieve a successful score on this examination after 2 attempts will be required to repeat courses suggested by the program director.

RESP 2614 CLINICAL PRACTICE III
Prerequisite: Completion of RESP 2513, 2512, 2522, 2523, 2532, 253, and 2553 with a grade of "C" or higher. Corequisite – RESP 2612. This clinical experience will enable the student to practice knowledge, skills, and behaviors that are acquired in the associated didactic courses. This experience allows the student to synthesize new knowledge, apply previous knowledge and gain experience in the practice or respiratory therapy.

SOCIOLOGY

SOC 2003 INTRODUCTION TO SOCIOLOGY
Prerequisite: BSTD 0113 An introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. The student will demonstrate understanding of sociological perspective; sociological theories and methods; social institutions; culture and society; socialization; groups and organizations; social inequality, and globalization.

SOC 2033 MARRIAGE AND THE FAMILY
Prerequisite: BSTD 0113 A study of the problems of courtship, marriage, parenthood, and the family.

SOUTHARK SUCCESS

SAS 0103 SOUTHARK SUCCESS
This student survival course is designed to increase the student's success in college. A course required for all first-time, full-time, degree-seeking freshmen AND students who have test into two or more Basic Studies courses, SAS covers material needed to be successful in college: time management, test taking, note taking, memory skills, study techniques, and library use.

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.

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 SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1102, 1106, 1123, and 1132. This course is designed to introduce the student to the health care delivery system and emphasizes the role and responsibility of health care team members. Discussion will also include the history and scope of practice of the surgical technologist, factors influencing the delivery of service, relationships and communication with other health care providers, professional behaviors; legal and ethical issues related to health care; and basic overview of computer skills. Two hours lecture.

SURG 1102 PRINCIPLES OF PHARMACOLOGY AND ANESTHESIA
Prerequisites: Admission to the SouthArk Surgi-

cal Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1106, 1123, and 1132. This course introduces the principles of pharmacologic agents used in the perioperative setting. It includes weights and measures, dosage calculations, and stresses drug identification, handling, and usage. Two hours lecture.

SURG 1106 FUNDAMENTALS OF SURGICAL TECHNOLOGY
Prerequisites: Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1102, 1123, and 1132. This course introduces the student to the fundamentals of surgical technology. Topics included but not limited to are the physical environment of the surgical suite; roles of the surgical team including the surgical technologist; basic skills needed to meet physical, spiritual, and psychological needs of the surgical patient; asepsis including preparation, sterilization, and disinfection of supplies used in surgery; and basic case preparation, including creation and maintenance of the sterile field, draping principles, instrumentation, sutures, OR furniture and supplies, specialty equipment; and safety in the surgical environment.

SURG 1123 FUNDAMENTALS OF SURGICAL TECHNOLOGY SKILLS LABORATORY
Prerequisites: Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1102, 1106, and 1132. Student will observe and demonstrate the principles and procedures taught in SURG 1106 in the laboratory setting. This experience provides the student the opportunity to practice skills in a non-patient contact environment prior to the clinical experience.

SURG 1132 SURGICAL TECHNOLOGY PRACTICUM I
Prerequisites: Admission to the SouthArk Surgical Technology program. All basic studies courses must be completed prior to admission to program. Co-requisites: SURG 1002, 1102, 1106, and 1123. Student is introduced to the health care facility. The course includes supervised clinical experiences which will include assignment to cases which will involve care and use of instruments and surgical supplies, sterilization and disinfection, and multiple opportunities to scrub for basic surgical procedures.

SURG 1202 SURGICAL PROCEDURES I
Prerequisites: SURG 1002, 1102, 1106, 1123 and 1132, and 1206. Co-requisites: SURG 1222, and 1216.This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are general surgery, obstetric and gynecologic, and ophthalmic.

SURG 1206 PERIOPERATIVE TECHNIQUES AND PROCEDURES
Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: SURG 1222, and 1216. This course is a continuation of SURG 1106 with study of advanced principles and techniques of surgical procedures. Topics included but not limited to are aseptic technique and infection control practices; duties of the circulator and scrub technologist; advanced instrumentation and suture materials; wound healing and hemostasis; preoperative, intraoperative, and postoperative care; diagnostic procedures and tests; basic overview of biomedical sciences including electricity, physics, and robotics; overview of endoscopic procedures and techniques; and surgical complications.

SURG 1216 SURGICAL TECHNOLOGY PRACTICUM II
Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: SURG 1206, 1222, and 1202. This course is a continuation of Surgical Technology Practicum I with student advancing to moderately complex surgical cases. An advanced level of proficiency is achieved in all areas of the operating room.

SURG 1222 PERIOPERATIVE TECHNIQUES AND PROCEDURES SKILLS LABORATORY
Prerequisites: SURG 1002, 1102, 1106, 1123, and 1132. Co-requisites: 1206, 1202, and 1216. Student will observe and demonstrate the principles and procedures taught in SURG 1206 in the laboratory setting. This experience provides the student the opportunity to practice skills in a non-patient contact environment prior to the clinical experience.

SURG 1302 SURGICAL PROCEDURES II
Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, and 1216. Co-requi-

sites: 1305. This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are ENT, plastic and reconstructive procedures, genitourinary, and orthopedics.

SURG 1305 SURGICAL TECHNOLOGY PRACTICUM III
Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, 1216. Co-requisites: SURG 1302 and 1322. This course is a continuation of Surgical Technology Practicums I and II with student advancing to a functional role in all subspecialty areas of the operating room.

SURG 1322 SURGICAL PROCEDURES III
Prerequisites: SURG 1002, 1102, 1106, 1123, 1132, 1206, 1222, 1202, 1216, and 1302. Co-requisites: SURG 1305. This course prepares the student for surgical procedures with correlation of surgical anatomy, pathophysiology, and emphasis placed on the knowledge of the operative sequence throughout surgical procedures. Procedures included are cardiothoracic, peripheral vascular, and neurosurgical.

THEATRE

THEA 2003 THEATRE APPRECIATION
(For non-theatre majors) Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances.

TECHNOLOGY

TECH 1003 TECHNICAL MATHEMATICS
Prerequisite: BSTD 0413 or consent of the instructor. This course is a general survey of applied mathematics beginning with a review of whole numbers, common fractions, and decimals and continuing through basic algebra and trigonometry. Emphasis is practical mathematics in various disciplines of technology.

TECH 1203 INDUSTRIAL SAFETY
Prerequisite: BSTD 0103 or consent of the instructor. An introductory course dealing with methods and programs utilized by industry to prevent injury and fatalities. This course covers mandatory safety training, interpretation of warning labels and signs, OSHA, industrial hazards and how to avoid them. This course also emphasizes personal responsibility for safety. Other topics include crane and hoisting equipment, chain and wire rope slings, machine guarding, electrical hazards, low- and high-pressure boiler safety, hydraulic/pneumatic system safety procedures, and equipment lock-out procedures. (3 hours lecture)

TECH 2001 SPECIAL TOPICS
Co-requisite: Second semester sophomore standing. Each student will be assigned a design project related to the course work completed. A 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)

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 grove welds in various positions. This course will also give the student an opportunity to take an AWS 1G-certification test on steel plate. During the course, the student will also learn how to properly set up and use an arc gouger, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab)

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 grove welds in various positions. This course will also give the student an opportunity to take an AWS 1G-Certification test on steel plate. During the course, the student will also learn how to properly set up and use a plasma cutter, and be able to perform certain tasks with it. (1-hour lecture, 6 hours lab)

WLD 2224/L GTAW II WELDING (TIG)/ LAB
Prerequisite: WLD 1224 or permission of the instructor. The course covers the practical application of GTAW equipment by welding AWS certification tests in all positions on steel plate and steel pipe. The student will also gain knowledge of the tools used to weld and prepare pipe of various diameters. The student will also get an introduction to welding aluminum with the GTAW process. Upon completion of this course, the student is required to pass at least one AWS certification test on plate or pipe by a guided bend test or x-ray. (1-hour lecture, 6 hours lab)

WLD 1244 LAYOUT AND PIPEFITTING I
The study of fitting together structured steel by using various formulas to develop angles of cut and fit. This course will cover various print reading concepts as well as how to use various measurement systems and tools. At the conclusion of this course, the student should be able to lay out many different angles and fits on beams, angles, channels, and many other structural steels. (4 hours, lecture/lab combined)

WLD 2244 LAYOUT AND PIPEFITTING II
Prerequisite: WLD 1244 or consent of instructor. The study of fitting together pipe by using various formulas to develop angles of cut and fit. The student will gain knowledge of how to incorporate these cuts into a multi turn piping system. This course will also cover drawing pipe templates in detail. At the conclusion of this course, the student should be able to take a shop drawing and fabricate a piping system with multiple turns. (4 hours, lecture/lab combined)

WLD 1513 CUTTING PRINCIPLES AND PRACTICES
This course will cover all aspects of cutting in the welding industry. The curriculum includes the oxyacetylene torch, plasma cutter, arc gouger, pattern cutter, and the proper use of the band

saw. During the course, the student will have to demonstrate the proper use of each piece of equipment. (1-hour lecture: 4-hour lab)

WLD 1404 WELD EVALUATION AND TESTING
This course will include information about the different types of destructive tests, nondestructive tests, welding procedure qualifications, and welder performance qualifications. This course is designed to better inform the welder as to what standards he will be tested on as well as open a door for a job in weld inspection (4 hours, lecture/lab combined)

WLD 1613 WELDING METALLURGY
Topics covered in the course will include the chemical, mechanical, and physical properties of metals, mechanical behavior, microstructure, and post-weld heat-treating. The student should leave this course with an introduction into the composition of metals and why it is important to maintain them.

Faculty and Staff

Jones, Barbara, President, Ph.D., University of Nebraska-Lincoln, M.H.S., Louisiana State University, M.S., University of Louisiana –Monroe (2009)

Cantu, Valeriano, Vice President of Academic Learning, Ed.D., Texas Tech University; M.B.A, B.B.A, Angelo State University (2008)

Meador, Vernie, Vice President of Fiscal Affairs, B.S.B.A., Henderson State University (2007)

Hill, Curtis, Vice President of Student Services, Ed.D., Baylor University, M.S.,Texas A&M University; B.B.A., East Texas State University (2010)

Andrews, Larry, Coordinator, Student Retention, M.A., University of Arkansas; B.S., Southern Arkansas University; A.A, South Arkansas Community College (2007)

Badgley, Vicki, Professor, Computer Information Systems; M.B.A., Northeast Louisiana University; B.S., Northwestern State University (1990)

Baine, Jennifer, Instructor, English; M.A., B.A., Louisiana Tech University (2005)

Ballard, Phillip, Dean of Liberal Arts, Professor, English; M.A., East Texas State University; B.S.E., Henderson State University (1987)

Bates, Patricia, Director, Adult Education; M.S.E., B.S.E., Arkansas State University (1997)

Benson, Carol, Coordinator Developmental Studies; M.A., Louisiana Tech University; B.A., University of Arkansas (2006)

Bolden, Brandon, Career Coach, B.A., University Arkansas Monticello (2009)

Bowman, Sue, Academic Support and Retention Specialist, M.A., New Mexico State University; B.A., Samford University (2008)

Boykin, Karen, Associate Professor, Practical Nursing; A.D.N., University of Monticello (2003)

Bridges, Kenneth, Associate Professor, History; Ph.D., M.A., University of North Texas, B.A., University of Texas (2003)

Brown, Jeanette, Associate Professor, Physical Therapist Assistant; B.S., University of Arkansas at Pine Bluff; A.A.S., University of Central Arkansas (1999)

Brown, Lura, Professor, English; Ph.D., M.Ed, East Texas University; B.A., Sam Houston State University; (1980)

Burger, Brooke, Student Success Specialist, B.A. University of Arkansas Monticello (2009)

Cole, Peggy, Assistant Professor Practical Nursing; A.D.N., Southern Arkansas University (2005)

Connior, Matthew, Instructor, Biology, M.S. Arkansas State University, B.S. Arkansas Tech University (2009)

Cook, Mary Pat, Education Program Director; M.Ed., B.S.E., Ouachita Baptist University (2002)

Cox, Matthew, Instructor, Mathematics; M.S., Texas A and M University; B.S., University of Central Arkansas (1997)

Culbreth, Henry, Professor, Mathematics; M.S., B.S., University of Arkansas (1976)

Davidson, Keitha, Associate Professor, Director, Surgical Technology Program; CST, Gulf Coast Community College, B.S.N., University of Arkansas; A.D.N., Southern Arkansas University (2000)

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Index

2+2 Bachelor's Program 86
About the College 4
Absences 35
  Scheduled Absences 35
  Withdrawal for Excessive Absences 35
Academic Advising 22
Academic Appeals 22
Academic Honesty Policy 34
Academic Honors 35
Academic Standards 29
Accreditation and Affiliations 6
Adding Courses 23
Admissions Information 14
  Requirements 14
  Procedures 14
  Applying to Medical Programs 19
  Categories 14
  Credit for Previous Training or Experience 19
  Credit Transfers 18
  Re-Admission 17
  When to Apply 14
  Withdrawing 19
Adult Education 139
ARNEC 109
Attendance Policy 34
Auditing a course 30
Basic Studies Courses 24
Board of Trustees 5
Bookstore 38
Campus Communications 39, 43
Campus Connect 21
Career Pathways Initiative 141
Center for Workforce Development 140
Certificate of General Studies 77
Changing a Schedule 23
Changing Personal Data 31
Choice of Catalog 75
College Connection 39
College Transition 38
  College Connection 39
  Early College Start 38
Complaints from the Public 7
Compliance Statement 7
Contacts 8
Core Curriculum 73
Corporate and Community Education 138
Course Descriptions 143

Accounting 143
Art 143
Automotive Service Technology 144
Basic Studies 145
Biology 146
Business Administration 146
Chemistry 147
Clinical Laboratory Science 147
Computer Science 148
Cosmetology 150
Criminal Justice Administration 151
Early Childhood Education 152
Economics 153
Education 153
Emergency Medical Technology 154
English 156
Entrepreneurship 156
French 157
Geography 157
Geology 157
Health Education 157
Health Information Technology 158
History 159
Industrial Equipment Maintenance 159
Management 160
Mathematics 161
Microbiology 161
Music 162
Network Security Technology 163
Nursing Assistant 163
Occupational Therapy Assistant 163
Philosophy 165
Physical Education 165
Physical Science 165
Physical Therapist Assistant 165
Physics 166
Political Science 166
Practical Nursing 166
Process Instrumentation 169
Psychology 170
Radiologic Technology 170
Registered Nursing 172
Respiratory Therapy 173
Sociology 175
SouthArk Success 175
Spanish 175
Speech 175
Surgical Technology 175
Technology 177
Welding Technology 178

Course Length 30
Course Load 30
Credit for Work 75
Distance Education Library Services 50
Dropping Courses 23
Drug Policy 42
Early College Start 38
Education Programs 80
  2+2 Bachelor's Program 86
English as a Second Language 140
Equal Opportunity/Affirmative Action Statement 6
Excessive Absences 35
Financial Aid 56
  Application Procedure 58
  Other Sources of Aid 62
  Satisfactory Academic Progress 56
  Scholarships 60
  Types of Aid 59
  Veterans Benefits 63
Food Service 43
Foundation 5
General Education 72
Graduation Awards and Requirements 71
  Associate of Applied Science Degree 71
  Associate of Arts Degree 71
  Associate of Arts in Teaching Degree 71
  Certificate of Proficiency 72
  Technical Certificate 72
Health and Natural Science Programs
  Certified Nursing Assistant 94
  Emergency Medical Technology 90
  Health Information Technology 92
    Medical Coding 93
    Medical Transcription 93
  LPN/LPTN to RN Transition 109
  Occupational Therapy Assistant 95
  Physical Therapist Assistant 98
  Practical Nursing 99
  Radiologic Technology 107
  Registered Nursing 112
  Respiratory Therapy 113
  Surgical Technology 115
Historical Summary 4
Hours of Operation 13
Inclement Weather 13
Information and Business Technologies Programs 119
  Accounting 119
  Administrative Assistant Technology 119
  Computer Information Technology 121
  General Business Administration 122

General Business Administration Mid-Management 123
Network Security Technology 124
Liberal Arts and Business Programs 76
Associate of Arts Degree 76
General Transfer 76
Certificate of General Studies 77
Loan 59
Mission Statement 4
New Student Orientation 50
Online Student Services 54
Pell Grant 59
Placement Test Scores 24
Prerequisites 30
President's Welcome 2
Probation 29
Programs 70
Purposes of the College 4
Registration 21
Repeating a Course 30
Residency Requirements 66, 75
Return of Title IV Funds 58
Scholarships 60
Foundation Scholarships 62
Institutional Scholarships 60
Freshman Recognition Scholarship 60
GED Scholarship 61
President's Scholarship 60
Valedictorian/Salutatorian Scholarship 60
Tuition Waiver Scholarships 62
HOSA 62
Miss Ouachita River Pageant 62
SkillsUSA 62
Sexual Harassment 7
Single Parent Scholarship Fund 63
Sixty and Over Waiver 62
Student Assessment 35
Student Centers 53
Student Conduct 31
Disciplinary Procedures 32
Offenses Subject to Disciplinary Action 31
Student Job Placement 141
Student Organizations 51
Student records policy 30
Student Services 37
Student Support Services 54
Suspension 29
The Learning Center 49
Trade and Industry Programs 125
Automotive Diagnostics 126
Automotive Maintenance 126

Automotive Service Technology 125
Basic Industrial Electricity 133
Computer Engineering Technology 127
Computer Installation and Repair 128
Cosmetology 128
Entrepreneurship 130
General Technology 130
GMAW Welding 136
GTAW Welding 137
Industrial Controls Technology 133
Industrial Equipment Maintenance Technology 132
Industrial Process Technology 133
Network Installation and Repair 128
SMAW Welding Technology 136
Solid State/Analog Technology 133
Truck Driving 134
Welding Layout and Pipefitting 137
Welding Technology 135
Weld Inspection 137
Transfer Assistance 55
TRIO 54
Truck Driving 134
Tuition and Fees 65
Values of SouthArk 4
Veterans Benefits 63
WAGE 140
Work Study 59