

# **SOUTH ARKANSAS COMMUNITY COLLEGE**

## **2005-2006 Catalog**

**1-800-955-2289**  
**[www.southark.edu](http://www.southark.edu)**

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

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

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

## **A Message from the President**

*Greetings!*

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

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

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

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

**Dr. Alan Rasco, President**

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

*Saludos!*

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

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

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

*El exito en el Sur de Arkansas depende de tu habilidad para envolverte activamente en el estudio y la persistencia es parte importante de algunas recetas para el exito. Gracias por hacer el colegio del Surde Arkansas tu eleccion.*

**Dr. Alan Rasco, Presidenta**

South Arkansas Community College has published this catalog to provide general information regarding program and course offerings. The information contained is the most accurate available at the time of publication, but changes may become effective before the next catalog is printed. 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, a student is encouraged to seek current information from appropriate offices. Students are encouraged to read the Student Handbook, which contains more information on student life and college policies.

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### **About the College: A Historical Summary**

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

South Arkansas Community College was established by a vote of the citizens of Union County on March 31, 1992. Voters approved forming a community college district for the county, merging Oil Belt Technical College and Southern Arkansas University-El Dorado Branch, and approving a tax levy to support the new college. The college is governed by a nine-member Board of Trustees initially appointed by Governor Bill Clinton. The Board of Trustees approved the appointment of a 16-member committee co-chaired by Billy

McGehee and Dr. Kermit Parks. It made recommendations to the President and Board of Trustees on administrative structure, policy, and procedures and worked to unify the two institutions into a comprehensive community college. On April 14, 1992, the Board of Trustees elected Charles Thomas to be Board Chairman, appointed Dr. Ben Whitfield as President, and named the new college.

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

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

## **Mission Statement**

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

## **Purposes**

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

### **Purposes of the College**

1. To offer degree and certificate programs of varying lengths and degrees of difficulty that develops and/or enhances occupational skills and meets community employment needs.
2. To offer university parallel programs for students who plan to transfer to other institutions to complete a baccalaureate degree.
3. To offer general education that prepares students for a broad range of jobs and life situations.
4. To offer a variety of community service and continuing education courses, exhibits, and programs that meet local academic, vocational, and vocational needs.
5. To provide comprehensive student services that includes academic advising, vocational guidance, student activities, and financial aid.
6. To hire, retain, develop, and support qualified faculty and staff members who create a learning atmosphere in which students can do their best.
7. To provide effective developmental programs in which under prepared students may improve their skills to the college level.
8. To promote economic development by working with business and industry to match the college's occupational programs with the needs of the job market.

9. To work with local schools to encourage high school students to continue their education beyond the twelfth grade.
10. To promote the civic and cultural life of the community with facilities, professional staff, and student resources.
11. To provide attractive, comfortable facilities, up-to-date teaching tools and equipment, and library resources.
12. To build a broad base of community support for the institution and its goals.

## **Values**

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

**1. *Excellence in Education***

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

**2. *Student Learning***

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

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

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

**4. *Quality of Work Environment***

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

**5. *Respect for Diversity***

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

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

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

## **Vision Statement**

South Arkansas Community College will be a regional leader in education, workforce development, and lifelong learning. Collectively, we will build and maintain an accessible, inclusive and attractive environment that provides leading-edge technology and dynamic service to a diverse student body on campus, in our communities, and at a distance. We will convey enthusiasm for our mission and continuously endeavor to increase opportunities for learning, teaching, mentoring and service, in an atmosphere which fosters academic freedom. Through systematic analysis, ongoing communication, and comprehensive outreach, we will address unmet needs in our service area; provide academic, professional, and occupational curricula, as well as opportunities for cultural enrichment; and maintain rigorous standards of excellence.

## 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. Tom Baumgardner .....	12-31-2006
Ms. Martha Beebe .....	12-31-2008
Mr. Steve Cousins, Vice Chair.....	12-31-2008
Mr. John Dews.....	12-31-2010
Capt. Carolyn Dykes.....	12-31-2006
Mr. Joffre Long.....	12-31-2006
Dr. Kermit Parks, Secretary .....	12-31-2008
Mr. David Ross.....	12-31-2010
Mr. Jeff Teague, Chair.....	12-31-2010

## South Arkansas Community College Foundation, Inc.

The South Arkansas Community College Foundation exists to build leadership, scholarship and partnership by increasing donor support, rewarding excellence, and elevating the stature and importance of the College locally, regionally, and nationally. The Foundation, a private, non-profit corporation organized under a tax exempt 501 (c) (3) status, secures funds – above and beyond state and local appropriations – to further enhance the efforts of the College.

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

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

## Accreditation and Affiliations

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

## ACADEMIC CALENDAR 2005-2006

### Fall 2005

Aug. 16	Tuesday	Faculty In-Service
Aug. 17	Wednesday	Advising and registration
Aug. 18	Thursday	Faculty In-Service
Aug. 19	Friday	Faculty In-Service
Aug. 22	Monday	Classes begin
Aug. 23	Tues., 4 p.m.	Last day of late registration or to add a class without instructor permission
Sept. 5	Monday	Labor Day Holiday
Sept. 6	Tues., 4 p.m.	Last day to change to audit status
Oct. 14	Friday	Last day to apply for December graduation
Nov. 22	Tuesday	Thanksgiving holiday begins (5:00 p.m.)
Nov. 23-25	Wed./Friday	Thanksgiving holiday
Dec. 7	Wednesday	Last day to withdraw from a course with a grade of "W"
Dec. 9	Friday	Last day of regular classes
Dec. 12-15	Mon.-Thurs.	Final examinations
Dec. 16	Friday	Grades due electronically
Dec. 16	Friday	Semester ends

### Spring 2006

Jan. 10	Tuesday	Faculty In-Service
Jan. 11	Wednesday	Advising and registration
Jan. 11	Wednesday	Secondary Career Center classes begin
Jan. 12	Thursday	Faculty In-Service
Jan. 13	Friday	Faculty In-Service
Jan. 16	Monday	Martin Luther King Holiday
Jan. 17	Tuesday	Classes begin
Jan. 18	Wed., 4p.m.	Last day of late registration or to add a class without instructor permission
Jan. 31	Tuesday	Last day to change to audit status
Feb. 28	Tuesday	Last day to apply for May graduation
March 20-24	Mon.-Friday	Spring Break
May 3	Wednesday	Last day to withdraw from a course with a grade of "W"
May 5	Friday	Last day of regular classes
May 8-11	Mon.-Thurs.	Final examinations
May 12	Friday	Semester ends- May Commencement
May 12	Friday	Grades due electronically

### Summer 2006

#### First Term

May 25	Thursday	Advising and registration
May 26	Friday	Advising and registration
May 29	Monday	Memorial Day holiday
May 30	Tuesday	Classes begin
May 31	Wednesday	Last day of late class registration or to add a class
June 6	Tuesday	Last day to change to audit status and last day to apply for August graduation
June 21	Wednesday	Last day to drop a class/withdraw from the college
June 30	Friday	First summer term ends

## Second Term

June 29	Thursday	Advising and registration
June 30	Friday	Advising and registration
July 3-4	Mon.-Tuesday	Fourth of July Holiday ( <i>Students &amp; Faculty</i> )
July 5	Wednesday	Classes begin
July 6	Thursday	Last day of class registration or to add a class
July 12	Wednesday	Last day to change to audit status
August 2	Wednesday	Last day to drop a class/withdraw from the college
August 8	Tuesday	Second summer term ends

## Long Term

May 25	Thursday	Advising and registration
May 26	Friday	Advising and registration
May 29	Monday	Memorial Day Holiday
May 30	Tuesday	Classes begin
May 31	Wednesday	Last day of late class registration or to add a class
June 1	Thursday	Last day to apply for August graduation
June 6	Tuesday	Last day to change to audit status
July 3-4	Mon.-Tuesday	Fourth of July Holiday ( <i>Students &amp; Faculty</i> )
July 5	Wednesday	Classes resume
August 2	Wednesday	Last day to drop a class/withdraw from the college
August 8	Tuesday	Long summer term ends

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

## Inclement Weather

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

## Equal Opportunity/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, or disability in making decisions regarding employment, student admission or other functions, operations or activities.



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

Persons having questions or seeking information regarding the College’s compliance with and implementation of the aforementioned regulations should contact:

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

### **Sexual Harassment**

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

### **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 is in compliance with all federal, state, and local laws in regard to fire, building, sanitation, and safety codes.

### **Helpful contacts at SouthArk**

<b>FOR</b>	<b>WHO</b>	<b>WHERE</b>	<b>PHONE</b>
Enrollment Services Office	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Academic Probation	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Adult Education	Patricia Bates, Director of Adult Basic Education	CB106E	864-7182
Arts and Sciences	Victoria Harden, Interim Division Chair	AB 203B/W	864-7176
Automotive Service Technology Program	Karsten Tidwell, AST, Inst. Ray Winiecki, AST, Inst.	CB153E	862-8161 Ext. 361 862-8161 Ext. 124
Business and Computer Programs	Donna Hendricks	CT206	864-7177

Community Classes	Lynda Cheek, Director of Workforce Development	WF149E	864-7193
Computer Services	Kendall Woods, Director of Computer Services	CT226W	864-7154
Counseling	Mary Ellen Wilson	AB106CW	862-8131 Ext. 235
Distance Education	Barbara Hogg Kendall Woods	CB111W CT226W	862-8131 Ext. 232 864-7154
Drop/Add courses	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Early Childhood Education	Mary Pat Cook, Director of Early Childhood Education	AB203D/W	864-7184
Electronics Technology	Ned Duffy, Instructor	CB108E	862-8131 Ext. 318
Emergency Medical Technology Program	Ken Kelley, Director of EMT	WF130E	864-8496
Financial Aid	Veronda Tatum, Director of Financial Aid	AB105D/W	864-7133
Graduation Applications	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Graphic Arts Program	Jim Hackney, Vice President of Workforce Education	CB109E	864-8410
Institutional Research	Heather Rowe, Director of Institutional Research	CT107W	862-8131 Ext. 413
ID Cards	Francis Kuykendall, Library Director	Library (West Campus)	864-7115
Industry/Business Training	Lynda Cheek, Director of Workforce Development	WF149E	864-7193
Media Relations	Amanda Cooley, Public Information Officer	AB105C/W	864-7111
Medical Laboratory Technology Program	Oliver Borden, Director of Medical Lab Tech	CB106W	864-7102
Room Scheduling: Admin. Bldg. (W) (Board/Conf. Rooms)	Susan Jordan, Office of the President	AB203B/W	864-7107
Library Auditorium	Susan Jordan, Office of the President	AB203B/W	864-7107
Gymnasium Workforce Bldg.	Carol Smith, Business Office Secretary, Workforce Development Office	AB304E WF146E	864-7160 864-7192
Music/Piano/ Voice Lessons	Victoria Harden, Interim Arts and Sciences Chair	AB203B/W	864-7176
Occupational Therapy Assistant Program	Dr. Sandra Pugh, Director of OTA	CB242W	864-7171
Parking Issues	Wendell Holt, Public Safety Supervisor	CB125W	864-7125
Parking Stickers	Kathy Modica, Student Affairs Office	AB102C/W	864-7108
Physical Therapist Assistant Program	Dr. Jennifer Parks, Director of PTA	CB231B/W	864-7189
Practical and RN Nursing Programs	Janice Bush, Director of Betty Owen School of Nursing	CB109W	862-8131, Ext. 245

Publicity	Amanda Cooley, Public Information Officer	AB105C/W	864-7111
Radiologic Technology Program	Debby Edney, Director of RT	CB114W	862-8131, Ext. 226
Scholarships	Veronda Tatum, Director of Financial Aid	AB105D/W	864-7133
Security/Emergencies	Wendell Holt, Public Safety Supervisor	CB125 W	864-7125
SouthArk Off Campus Programs	Dr. Tom Quinn, Vice President of Academic Affairs	CB102B/W	864-7155
Student Activities and Organizations	Patricia Bates, Interim Vice President of Student Affairs	CB102A/W	864-7141
Student Placement	Lynda Cheek, Director of Workforce Development	WF149E	864-7193
Student Loans	Veronda Tatum, Director of Financial Aid	AB105D/W	864-7133
Student Schedules	Dean Inman, Director of Enrollment Services	AB104B/W	864-7142
Student Support Services	Elizabeth Dugal, Director of Student Support Services	AB106D/W	864-7179
Teaching (AAT) Program	Mary Pat Cook, Director of Early Childhood Education	AB203D/W	864-7184
Testing – COMPASS	Heather Rowe, Director of Institutional Research	CT107W	862-8131 Ext.413
GED	Patricia Bates, Director of Adult Education	CB106E	864-7182
HOBET	Donna Bone, Allied Health	CB102W	864-7118
TABE	Patricia Bates, Director of Adult Education	CB106E	864-7182
Textbooks	Betty Stinson, Bookstore	CB132W	864-7151
Transcripts	Lillie Wright, Enrollment Services Office	AB104W	862-8131, Ext. 244
Truck Driver Training	Jim Hackney, Vice President of Workforce Education	CB109E	864-8410
Tuition & Fee Information	Gwenda Island, Business Office	AB302D/W	864-7105
Tuition & Fee Payments	Bookstore	CB132W	864-7151
Tutoring (The Learning Center)	Carolyn Hart, Director of TLC	CT223W	864-7197
Veterans Affairs	Veronda Tatum, Director of Financial Aid	AB105D/W	864-7133
Welding Technology Program	Benny Wilson, Instructor Jay Glass, Instructor	WB103E	862-8131, Ext. 338
Withdrawal from Class	Mary Fallin, Enrollment Services Office	AB104W	862-8131, Ext. 243
Workforce Development	Lynda Cheek, Director of Workforce Development	WF149E	864-7193
Workforce Education	Jim Hackney, Vice President of Workforce Education	CB109E	864-8410
Work Study Program	Jayna Winiecki, Financial Aid Officer I	AB105A/W	862-8131 Ext. 238

# Admissions Information

- Admissions Requirements
- Application Procedures
- When to Apply
- Re-Admissions
- Credit Transfers
- Applying to Medical Programs
- Withdrawing From College

## **Admission Requirements:**

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

## **Application Procedures**

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

1. A completed application for admission.
2. An official high school transcript and/or GED scores and college transcripts from every college attended or if not a high school graduate or GED recipient, evidence of the ability to do college-level work.
3. Scores from one of the following five admissions tests: American College Testing Program (ACT), Scholastic Aptitude Test (SAT), Assessment of Skills for Successful Entry and Transfer Test (ASSET), or Computerized Adaptive Placement and Support System (COMPASS).
4. Proof of immunization. Arkansas State Law requires college students who were born after January 1, 1957, to provide proof of two immunizations against measles and rubella. Measles and Rubella vaccines must have been received after the first birthday and after January 1, 1968.
5. Allied Health 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 ASSURE THEIR BEST CHANCE TO SECURE A SEAT IN A PROGRAM.**

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

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

## **Credit Transfers**

### **Acceptance of Transfer Credits**

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

### **Advanced Placement Program**

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

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

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

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

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

### **Credit by Examination**

South Arkansas Community College offers credit by examination for some of its introductory courses. In order to receive such credit, the student must petition the department involved. 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, activity physical education courses, or courses covered by the CLEP exam.

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

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

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

### **Applying to Medical Programs**

Students applying for admissions to some programs in the Allied Health Division will be required to have a background security check. Students will be charged a fee to apply to these programs. The background check is a requirement of students for participation in clinical sites. The fee will be \$50.00 but the amount may change at any time and is not refundable. The results of the background check will become part of the student's confidential file. To be accepted at clinical sites, students must sign a Release of Information form which will allow the college to transfer this specific information to clinical sites. The college may refuse to admit students whose background check limits 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 advisor to determine if alternate actions may be available. If the instructor or faculty advisor is not available, the student should seek alternative assistance at the Enrollment Services Office. The procedure for withdrawal is outlined as follows. Failure to complete this procedure constitutes improper withdrawal and could result in failing grades on students' permanent academic records and cause future problems with financial aid.

To withdraw from the college the student must:

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

Retain the white copy of the withdrawal form for future reference.

# Registration and Enrollment

## Steps in Registering Using

**Campus Connect**

**Registration Sessions**

**Course Availability**

**Academic Advising**

**Academic Appeals**

**Changing a Schedule/ Dropping and**

**Adding Courses**

**Basic Studies Requirements**

**Course Length**

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**Repeating a Course**

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**Class Attendance Policy**

**Scheduled Absences**

**Withdrawal for Excessive Absences**

## Steps in Registering Using Campus Connect

Students may register online using a computer and the Campus Connect Software or may register in person by visiting the Enrollment Services Office. To register using the computer, complete the following steps.

1. Students must first apply to the college. All previous students must have met their previous financial responsibilities to the college. *Campus Connect* will not allow students to register, unless they have applied and been accepted to the college.
2. Access *Campus Connect* via the college home page at [www.southark.edu](http://www.southark.edu) and click on *Campus Connect*.
3. The password is randomly created by the computer. Please check with enrollment services for your password.
4. Use the college catalog to identify the graduation requirements for your program. Unofficial transcripts are available in *Campus Connect* and the graduation requirements can be found in the college catalog also found on the home page.
5. Obtain a copy of the master schedule.
6. Students will not be allowed to register for a course if they have not completed the prerequisites, including basic studies courses.
7. Students should confer with an academic advisor for assistance in person or by emailing a Division Chair at [webadvisor@southark.edu](mailto:webadvisor@southark.edu).
8. Students may add courses to their schedule following the directions on the screen.

Grades are only available 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 master schedule for more information.

## Course Availability

SouthArk offers degree and certificate classes during the fall, spring, and summer semesters. The registration dates for these terms are listed in the Academic Calendar, and in class schedules, that are published and posted on the College's web site in advance of each

term. Not all classes are offered every semester. Students should check the Course Descriptions section of the catalog to determine when courses are offered. The College reserves the right to add, cancel, combine, or divide classes; to change the time, date, or location of class meetings; to reassign instructors; and to do so without incurring obligation.

### **Academic Advising**

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

### **Academic Appeals**

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

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

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

Step 3: The student must present, in writing, within five (5) working days of the discussion with the division chairperson, a complaint to the office of the Vice President of Academic Affairs. The complaint must include the specific grievance and specific remedies sought. The VPAA has five (5) working days to respond in writing to the student. The VPAA shall have the option of conferring with all parties to the complaint. If the student is not satisfied with the actions taken by the VPAA, then:

Step 4: Within five (5) working days, the student must present to the VPAA a written request for a formal hearing before the Academic Hearing Committee, a sub-committee of the Academic Standards Committee. This committee shall consist of three faculty members from the Academic Standards Committee and two students appointed by the Student Services Committee. Within five (5) working days of hearing the appeal, the Academic Hearing Committee will submit a written decision to the parties involved and to the president of the college.

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

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



## Changing a Schedule/ Dropping and Adding Courses

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

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

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

1. Complete an add/drop/withdrawal form
2. Obtain the faculty advisor's signature
3. Turn in the completed form to the 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 11<sup>th</sup> 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 references.

## Basic Studies Requirements

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

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

## Basic Studies Courses

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

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

ACT, and SAT measure academic preparedness in reading, writing, and mathematics.

4. Students are placed in Basic Studies courses if scores on the COMPASS, ASSET, ACT, and/or SAT indicate a need for college preparatory work. The following courses are basic Studies courses: Reading I and II, Fundamentals of Writing I and II, Fundamentals of Arithmetic, Elementary Algebra, and Intermediate Algebra.
5. Students whose placement scores show deficiencies may retake the COMPASS after waiting sixty (60) days if they have not enrolled in Basic Studies courses or by completing ten (10) hours of tutoring in The Learning Center or completing ten (10) hours of tutoring through Adult Basic Education programs. Students who have enrolled in a Basic Studies course may not retake the COMPASS.
6. The college will accept ASSET or COMPASS scores if a student has been tested at another college. The student is responsible for having official test scores sent to the college.

### COURSE PLACEMENT TEST SCORES

#### Writing Skills

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

#### Reading Skills

ACT Scores	ASSET Scores	COMPASS Scores	Courses Required
15 or below	23-32	01-50	Reading I
16-18	33-41	51-81	Reading II
19	42+	82-100	Reading not required

#### Math Skills

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

#### SAT Scores

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

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

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

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

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

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

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

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

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

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

### **Course length**

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

## **Prerequisites**

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

## **Course Load**

A normal course load for a full-time student during a regular semester is fifteen (15) semester credits; however, a student enrolling in twelve (12) or more credits is considered to be a full-time student for financial aid purposes. Six (6) credits is considered a normal load for each term of the summer session. Eighteen (18) credits is the maximum load during a regular session without the permission of the Vice President of Academic Affairs. The Vice President 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 Vice President of Academic Affairs must approve any exceptions in course load.

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

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

## **Repeating a Course**

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

## **Auditing a course**

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

## **Student records policy**

The information contained in student records is generally regarded as private and confidential. Public information is an exception and is given to any inquirer unless the student requests nondisclosure for the enrollment period. Public information includes the following data: full or part-time status, classification (freshman, sophomore, etc.) degrees, dates degrees were conferred, terms enrolled, name, picture, and address. At the time students register for courses, they may notify the Director of Admissions/Registrar in writing that public information relating to them may not be released. Restricting the release of public information directly affects publications, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available in the Enrollment Services Office. Additional information on education records is released only upon written student request except to the following persons:

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

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

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

### **Changing Personal Data**

Students must keep the Enrollment Services Office informed of any changes in name, address, telephone number, emergency contact or choice of academic program. *Change of Information* forms are available in the Enrollment Services Office. Having current information on file ensures that bills and notices are mailed to the correct address, and that students can be contacted by instructors or other college personnel when necessary. Accurate personal data is especially important for students taking online courses. Online students can e-mail the Enrollment Services Office 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. Students whose conduct interferes with the education of other students may be subject to disciplinary action. Every student is obligated to assume responsibility for his/her 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.

### **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 as excessive absences. Students not attending the entire class period may be counted absent for that period.

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

**Regular Semester**

Courses which meet once a week.....	2 absences
Courses that meet twice per week.....	3 absences
Courses that meet three times per week.....	4 absences
Courses that meet four times per week.....	5 absences
Courses that meet five times per week.....	6 absences

**Summer Session:**

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

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

**Scheduled Absences**

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

**Withdrawal for Excessive Absences**

Instructors initiate a withdrawal for excessive absences by notifying the Vice President of Academic Affairs that a student has excessive absences in a class. The VPAA 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 VPAA 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 Services

**Library Media Center (LMC)**  
**Distance Education Library Services**  
**Bookstore**  
**The Learning Center**  
**Testing Center**  
**Transfer Assistance**  
**Student Centers**

**Food Service**  
**Organizations**  
**Student Activities**  
**New Student Orientation**  
**Online Student Services**  
**Student Support Services**

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

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

## **Distance Education Library Services**

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

## **Bookstore**

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

## **The Learning Center**

The Learning Center provides free tutoring services to any SouthArk student who wants help. Full-time staff members, as well as tutors and computer programs, are available to provide assistance. Students may use The Learning Center's word processing programs to prepare papers. Appointments are not necessary, but computers are available on a first-come, first served basis. Tutors are available in academic areas including business, composition, mathematics, reading, science, and social studies. Tutors for other subjects may be available upon request. Contact The Learning Center for assistance. (CT222W).

## **Testing Center**

SouthArk's Testing Center coordinates the administration of several tests given on campus: AAGE Rising Jr. Exam, COMPASS, PRAXIS Series, Microsoft Certification Series, independent study tests, and proctor services for online exams. For specific testing information or to schedule an exam appointment, contact the Director of Testing at 870-862-8131, extension 413.

## **Transfer Assistance**

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

## **Student Centers**

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

## **Food Service**

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

## **Organizations**

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

## **Student Activities**

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

## **New Student Orientation**

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

## **Online Student Services**

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

## **Student Support Services**

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 may receive personal, academic, career, and transfer counseling in Student Support Services. Group work may be offered in test anxiety, stress management,



money management, study skills, relationships, self-esteem, crisis intervention, and others as requested. Seminars and support groups are offered in Anger Management and Divorce Recovery.

**Tutoring:**

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

**Career Guidance:**

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

**Transfer Assistance:**

The 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 Affairs to complete a *Reasonable Accommodations Form*. A disability file is initiated by the Vice President of Student Affairs and the student is referred to the Learning Disability Specialist in Student Support Services. The student must provide documentation from a qualified professional on his/her disability. The student will meet with the Learning Disability Specialist to determine what accommodations are needed for the disability. Instructors are sent a notification letter of the accommodations for the student. The student must request the accommodations each semester.

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

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

## Satisfactory Academic Progress

### Policy for Satisfactory Academic Progress

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

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

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

Students may receive financial aid for no longer than 150% of the published length of the educational program. For example, a student must complete the requirements for a 60-hour

degree or certificate by the time they have attempted 90 credit hours. Students must maintain a cumulative GPA of 2.0.

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

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

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

### Special Conditions

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

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

### **Route of Appeal**

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

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

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

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

### **Application Procedure for Financial Aid**

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

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

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

### **Types of Financial Aid**

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

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

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

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

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

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

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

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

**Arkansas Department of Higher Education.** The ADHE administers financial aid programs for Arkansas undergraduate students that include Arkansas Academic Challenge Scholarships, Arkansas Student Assistance Grant, Governor's Scholars, Law Enforcement Officers Dependents' Scholarships, MIA/KIA Dependents' Scholarship, and the State Teacher Assistance Resource (STAR) Scholarship. More information about these and other financial aid available from the ADHE is available at [www.arscholarships.com](http://www.arscholarships.com).

**Arkansas Technical Careers Student Loan Forgiveness Program.** The Arkansas Technical Careers Student Loan Forgiveness Program is designed to provide financial assistance to individuals who complete technical education programs that lead to employment in high Demand Technical Fields in Arkansas. Persons who qualify for the program may be eligible for student loan forgiveness of up to \$2,500.00 per year for up to four years. Students must file the *Intent to Apply* form as soon as they enroll in school. The list of designated technical programs and steps for applying are posted on the Department Of Workforce Education web site at <http://dwe.arkansas.gov>.

## Scholarships

### **Institutional Scholarships**

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

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

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

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

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

End of 1st semester –

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

End of 2nd semester –

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

End of 3rd semester –

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

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

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

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

End of 1st semester –

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

End of 2nd semester –

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

End of 3rd semester –

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

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

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

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

End of 1st semester –

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

End of 2nd semester –

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

End of 3rd semester –

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

**Tuition Waiver Scholarships**

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

**Skills USA.** This scholarship is awarded to any high school graduate who has placed first, second or third in a secondary school statewide Skills USA competition; this scholarship covers tuition for the complete technical course selected by the winner. Winners must enroll within one year of high school graduation and may renew their scholarship for

technical programs greater than one year in length provided they meet the college's financial aid policy for satisfactory academic progress.

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

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

### **Foundation Scholarships**

*Awards will be made pending availability of funds.*

#### **Alpha Xi**

##### Eligibility Criteria

- Non-traditional female student (age 24 or older)
- Enrolled in at least six (6) hours each semester

##### Award

- \$500.00 each semester

##### Renewal Criteria

- Based on completion of six (6) hours each semester and a 2.0 GPA on all college coursework

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

##### Eligibility Criteria

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

##### Award

- Based on availability of funds

##### Renewal Criteria

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

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

##### Eligibility Criteria

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

##### Award

- Pays for tuition (up to thirteen (13) credit hours) plus music fees

##### Renewal Criteria

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



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

### Eligibility Criteria

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

### Award

- Pays for tuition (up to seven (7) credit hours) plus music fees

### Renewable Criteria

- Based on instructor's recommendation
- Completion of all music courses each semester
- Minimum 3.0 GPA in music courses
- Minimum 2.5 GPA overall

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

### Eligibility Criteria

- Applicant must have a disability that is documented by a medical professional or certified educational examiner
- Applicant must apply in the office of the ADA (American Disability Act) Advisor located in the Student Support Services Office
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient
- Minimum 2.0 GPA in prior coursework
- Enrolled in at least six (6) hours each semester (Fall or Spring) and six (6) hours (Summer)

### Award

- Valued at \$250 per semester
- Pays for tuition, mandatory fees, textbooks and/or support services/ accommodations

### Renewal Criteria

- Based on completion of six (6) hours and a 2.0 GPA

## **El Dorado Jaycees Scholarship**

### Eligibility Criteria

- Graduate of an accredited secondary school in Union County
- Completion of a minimum of four units of English, three units of math, three units of social studies and three units of science in high school coursework
- Successful participation in the dual enrollment program during high school
- Completion of a minimum of nine (9) college hours in the dual enrollment program
- Enrolled in a trades and industry program at South Arkansas Community College
- Minimum 2.5 GPA on a 4.0 scale on high school coursework; minimum cumulative 2.75 GPA in dual enrollment courses
- Enrolled in at least six (6) hours each semester
- Copy of high school transcript submitted with completed scholarship application
- Letter of recommendation from high school counselor or SouthArk instructor
- Applicant must apply in the SouthArk Secondary Career Center or Financial Aid Office

### Award

- Based on availability of funds

### Renewal Criteria

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

## **E.W. Pickering Endowed Scholarship**

### Eligibility Criteria

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

### Award

- Based on availability of funds
- Pays for tuition, books and/or mandatory fees

### Renewal Criteria

- Based on completion of nine (9) hours each semester and a 2.5 GPA
- Based on instructor's recommendation

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

### Eligibility Criteria

- Graduate of a Union County high school
- Must be seeking a degree or Certificate of Proficiency in business, education or one of the allied health fields
- No minimum GPA required; past academic record will be considered
- Full-time enrollment (minimum of twelve (12) hours each semester)
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient
- Three (3) letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

### Award

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

### Renewal Criteria

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

## **James Family Endowed Scholarship**

### Eligibility Criteria

- Must be seeking a degree in the accounting field
- Completion of one semester (twelve (12) or more hours) at SouthArk with a minimum of 3.0 GPA in prior coursework
- Enrolled in at least twelve (12) hours each semester

### Award

- Pays for tuition, mandatory fees, and/or books

### Renewal Criteria

- Completion of twelve (12) hours each semester and a 3.0 cumulative GPA on all college coursework

## **Jonathan M. Warren Memorial Scholarship**

### Eligibility Criteria

- Graduate of El Dorado High School
- Successfully participated in the dual enrollment program during high school
- Completion of a minimum of eight (8) college hours with a GPA of 2.0 in the dual enrollment program
- Minimum 2.0 GPA on high school course work
- Enrolled in at least six (6) hours each semester at SouthArk

- Enrolled in allied health, automotive, building trades, welding, cosmetology, graphic arts or information and business technologies
  - Copy of high school transcript submitted with completed scholarship application
  - Letter of recommendation from high school counselor or SouthArk instructor
- Award
- Valued at \$500/year (\$250 per semester) with a maximum duration of two semesters
- Renewal Criteria
- Based on completion of six (6) hours each semester and a 2.5 GPA on all college course work

### **Langston Endowed Scholarship**

#### Eligibility Criteria

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

#### Award

- Based on availability of funds

#### Renewal Criteria

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

### **Lucy Ring Academic Excellence Endowed Scholarship**

#### Eligibility Criteria

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

#### Award

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

#### Renewal Criteria

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

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

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

#### Eligibility Criteria

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

#### Award

- Pays for tuition (up to thirteen (13) credit hours) plus music fees

#### Renewal Criteria

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

### *Choral Scholarship (Partial Tuition)*

#### Eligibility Criteria

- Based on an interview and audition with music faculty
- Enrolled for a partial course load (minimum six (6) hours) each semester
- Enrolled in one choir course
- Enrolled in one additional music (Prefix MUS) course (instructor may waive this requirement based on level of music proficiency)

#### Award

- Pays for tuition (up to seven (7) credit hours) plus music fees

#### Renewable Criteria

- Based on instructor's recommendation
- Completion of all music courses each semester
- Minimum 3.0 GPA in music courses
- Minimum 2.5 GPA overall

### *Fine Arts Scholarship*

#### Eligibility Criteria

- Available to students pursuing fine arts majors such as instrumental music, visual arts, literature or music composition
- Based on an interview with Arts and Sciences Division Chair
- Enrolled in at least twelve (12) hours each semester which include at least three (3) hours of fine arts

#### Award

- Pays for tuition (up to thirteen (13) hours each semester) plus course fees

#### Renewal

- Based on instructor's recommendation
- Completion of nine (9) hours each semester including one fine arts course
- Minimum 3.0 GPA in fine arts courses
- Minimum 2.5 GPA overall

### **Mabel Stratton Powell Endowed Scholarship**

#### Eligibility Criteria

- Must be seeking a degree in Education
- Completion of one semester (twelve (12) or more hours) at SouthArk with a minimum of 3.0 GPA in prior coursework
- Enrolled in at least twelve (12) hours each semester

#### Award

- Pays for tuition, mandatory fees, and/or books

#### Renewal Criteria

- Based on completion of twelve (12) hours each semester with a 3.0 cumulative GPA on all college coursework

### **Michael Mahony/BancorpSouth Endowed Scholarship**

#### Eligibility Criteria

- Graduate of El Dorado High School
- First-time entering college student
- Enrolled in at least twelve (12) hours each semester
- Have earned a 2.5 GPA in prior coursework

#### Award

- Based on availability of funds

### Renewal Criteria

- Based on completion of twelve (12) hours each semester with a 2.5 cumulative GPA on all college coursework

## **Medical Center of South Arkansas/Betty White Endowed Scholarship**

### Eligibility Criteria

- Must be a dependent of a full-time employee or a retiree of the Medical Center of South Arkansas. A dependent is defined as a spouse, child or grandchild as certified by the donor.
- Enrolled in a health-related program of study or be interested in pursuing a health-related career.

### Award

- Based on availability of funds.
- Pays or tuition, mandatory fees, and/or books and supplies.

### Renewal Criteria

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

## **Private Foundation**

### Eligibility Criteria

- Minimum 2.5 GPA on college or high school coursework
- Full-time enrollment (minimum of twelve (12) hours for fall and spring semesters and at least three (3) credit hours for the summer semester)
- Must be seeking a degree or certificate in the Allied Health field
- Copy of high school transcript submitted with completed scholarship application
- Two (2) letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

### Award

- Valued at \$500 each semester, based on availability of funds
- Pays for tuition, mandatory fees, and/or books and supplies

### Renewal Criteria

- Based on completion of twelve (12) hours each fall and spring semester and three (3) hours each summer semester and a 2.5 GPA
- Based on instructor's letter of recommendation

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

### Eligibility Criteria

- Non-traditional student (age 24 or older)
- Minimum 2.5 GPA on college or high school coursework
- Enrolled in at least twelve (12) hours each semester
- Enrolled in at least six (6) hours each semester for a part-time student
- Demonstrated financial need; FAFSA must be completed prior to selection of recipient, but cannot be eligible for Pell Grant
- Copy of high school or SouthArk transcript submitted with completed scholarship application
- Three (3) letters of recommendation from teachers or members of the community documenting evidence of a desire to pursue an education

### Award

- Valued at \$1,500 (\$750 per semester) for a full-time student
- Valued at \$1,000 (\$500 per semester) for a part-time student

### Renewal Criteria

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

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

#### Eligibility Criteria

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

#### Award

- Based on availability of funds

#### Renewal Criteria

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

### **Simmons First Bank Endowed Scholarship**

#### Eligibility Criteria

- Resident of Union County
- Graduate of a Union County high school with a minimum 3.0 GPA
- Copy of high school transcript submitted with completed scholarship application
- Must be seeking a business or computer degree
- Enrolled in at least twelve (12) hours each semester

#### Award

- Pays for tuition, mandatory fees, textbooks
- Based on availability of funds

#### Renewal Criteria

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

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

#### Eligibility Criteria

- Must be a sophomore at SouthArk
- Must be seeking a degree in a business-related field
- Minimum 3.0 GPA on college coursework and completion of one semester (twelve (12) or more hours) at SouthArk
- Enrolled in at least twelve (12) hours each semester
- Copy of SouthArk transcript submitted with completed scholarship application
- Two (2) letters of recommendation from faculty

#### Award

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

#### Renewal Criteria

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

### **Trades and Industry Scholarship**

#### Eligibility Criteria

- Graduate of a Union County high school
- Successfully participated in the dual enrollment program during high school
- Completion of a minimum of eight (8) college hours with a GPA of 2.5 in the dual enrollment program
- Minimum 2.5 GPA on high school coursework

- Enrolled in at least six (6) hours each semester at SouthArk
- Enrolled in allied health, automotive, building trades, cosmetology, welding or information and business technologies
- Copy of high school transcript submitted with completed scholarship application
- Letter of recommendation from high school counselor or SouthArk instructor
- Awarded first semester only

#### Award

- Based on availability of funds

#### Renewal Criteria

- Non-renewable

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

#### Eligibility Criteria

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

#### Award

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

#### Renewal Criteria

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

### **Community Scholarships**

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

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

##### End of 1st semester –

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

##### End of 2nd semester –

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

##### End of 3rd semester –

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

**The Albert W. Loftin Scholarship.** Mr. Albert W. Loftin, a native of Junction City, Arkansas, who later lived in Texarkana, Texas, established the Albert W. Loftin Charitable Trust that distributes part of its funds "to provide scholarships for deserving young men and women to assist them in attending South Arkansas Community College." The awards, known as the Albert W. Loftin Scholarships, provide half-tuition scholarships for up to two academic years. Scholarships are awarded to entering freshmen who are recommended by their Union County high school counselors based on academic achievement, potential for future academic promise, and citizenship. Students must have a minimum high school

grade point average of 2.50 and must enroll in at least 12 semester hours each semester. The total number of Loftin Scholarships varies from year to year based on the availability of funds. Copy of high school transcript along with letter of recommendation must be submitted with complete scholarship application.

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

End of 1st semester –

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

End of 2nd semester –

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

End of 3rd semester –

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

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

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

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

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

**Dr. Warren S. Riley Scholarship.** The Dr. Warren S. Riley Scholarship is available through the SHARE Foundation in memory of Dr. Warren S. Riley. This scholarship/loan is awarded to Union County residents who are studying to become registered nurses or for advanced training of registered nurses. Recipients agree to become employed as a registered nurse at the Medical Center of South Arkansas immediately following the completion of their course of study for a period of six months for each semester funded, with a minimum work requirement of one year. The required minimum GPA for the program of study must be maintained. Applications are available from the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730, (870) 881-9015, or at [www.sharefoundation.com](http://www.sharefoundation.com). Application deadlines: Spring by November 1, Summer by April 1, Fall by July 1 of each year.

**MCSA Auxiliary Helen Wright Memorial Scholarship.** The MCSA Auxiliary Helen Wright Memorial Scholarship is available through the SHARE Foundation. This



scholarship provides tuition and books in whole or in part to individuals who reside within a 40-mile radius of El Dorado, Arkansas (limited to the state of Arkansas), and are pursuing health care careers at approved Arkansas educational institutions. Recipients must agree to employment in a health related career at the Medical Center of South Arkansas immediately following the completion of their course of study for a period of one year for each year funded with a minimum work requirement of one year. Applications are available from the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730, (870)881-9015, or at [www.sharefoundation.com](http://www.sharefoundation.com) . Application deadlines: Spring by November 1, Summer by April 1, and Fall by July 1 of each year.

**Curtis W. Kinard Memorial Scholarship.** The Curtis W. Kinard Memorial Scholarship is available through the SHARE Foundation. This scholarship/loan provides tuition and books in whole or in part to individuals who reside within a 100-mile radius of El Dorado, AR and are pursuing health care careers at approved educational institutions. Recipients must agree to employment in a health related career in Union County immediately following the completion of their course of study for a period of one year for each year funded with a minimum work requirement of one year. Applications are available from the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730, (870)881-9015, or at [www.sharefoundation.com](http://www.sharefoundation.com). Application deadlines: Spring by November, Summer by April 1, and Fall by July 1 of each year.

**Larkin M. Wilson, Jr. Memorial Scholarship.** The Larkin M. Wilson, Jr. Memorial Scholarship is available through the SHARE Foundation. This scholarship provides tuition and books in whole or in part to individuals who are residents of Union County and who are pursuing health care careers at approved educational institutions. Recipients must agree to employment in a health related career at Medical Center of South Arkansas or at the SHARE Foundation immediately following the completion of their course of study for a period of six months for each year funded with a minimum work requirement of one year. Applications are available from the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730, (870)881-9015, or at [www.sharefoundation.com](http://www.sharefoundation.com). Application deadlines: Spring by November 1, Summer by April 1, and Fall by July 1 of each year.

**Lucy A. Ring Memorial Scholarship.** The Lucy A. Ring Memorial Scholarship is available through the SHARE Foundation. This scholarship shall be used for health care careers and will be limited to Union County residents. Recipients must agree to employment in a health care career at Medical Center of South Arkansas or at the SHARE Foundation immediately following the completion of their course of study for a period of one year for each year funded with a minimum work requirement of one year. Applications are available from the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730, (870)881-9015, or at [www.sharefoundation.com](http://www.sharefoundation.com). Application deadlines: Spring by November 1, Summer by April 1, and Fall by July 1 of each year.

**Wilma “Billie” Riley Scholarship.** The Wilma “Billie” Riley Scholarship is available through the SHARE Foundation. This scholarship shall be used for advanced training or advanced education of nurses having an LPN credential or above. The scholarships shall be limited to Arkansas residents who reside within a 100-mile radius of El Dorado, AR. Recipients must agree to employment in a nursing career in Union County immediately following the completion of their course of study for a period of one year for each year funded with a minimum work requirement of one year. Applications are available from the SHARE Foundation, 403 West Oak, Suite 100, El Dorado, AR 71730, (870)881-9015, or at [www.sharefoundation.com](http://www.sharefoundation.com). Application deadlines: Spring by November 1, Summer by April 1, and Fall by July 1 of each year.

## Other Sources of Aid

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

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

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

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

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

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

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

**Arkansas Human Development Corporation.** This program pays for fees, books, supplies, and an hourly allowance for qualified students. To be eligible, a student or parents of a dependent student must have derived at least fifty one percent (51) percent of their gross income for the past year from farm-related employment. The AHDC representative will determine student eligibility. 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 V. A. benefits withdraws from a course with a non-punitive grade, mitigating circumstances must exist or benefits for that course may be terminated retroactively to the first date of enrollment.

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

# Tuition and Fees

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

### Tuition and Fees

Students will be charged per semester hour according the schedule below for all credit hours. South Arkansas Community College has three tuition rates: 1) in-district for students who are residents of Union County, 2) out-of-district for students who are Arkansas residents but not residents of Union County, and 3) out-of-state for residents of other states. (See Residency Requirements) The following schedule of tuition rates for the 2005-2006 academic year has been approved by the South Arkansas Community College Board of Trustees: (Tuition, fees and other charges are subject to change).

### Tuition

#### Per Credit Hour

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

### Fees required for all students

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

### Course Related Fees and Other Charges

Online course fee .....	\$20 per credit hour
Nursing Assessment Test	
Practical Nursing - Track I.....	\$81 per semester
Practical Nursing - Track II .....	\$61 per semester
Allied Health Insurance (Accident and Liability).....	\$15 per semester
(All Allied Health Programs are subject to a per semester Insurance Fee)	
Allied Health CPR Fee .....	\$45
Allied Health Student Travel and Professional Development	
Medical Laboratory Technology.....	\$25 per semester
Occupational Therapy Assistant .....	\$25 per semester
Physical Therapist Assistant .....	\$25 per semester
Practical Nursing - Track I .....	\$20 per semester
Practical Nursing - Track II .....	\$15 per semester
Developmental Math Course Fee.....	\$100 per course
Drop/Add (per drop/add form).....	\$5
Late Registration Fee.....	\$10
COMPASS Test (Admissions Test).....	\$5
HOBET Test (Health Admission Test).....	\$25
MOS Test (Microsoft Office Specialist Test) .....	\$69
Challenge Test (per test).....	\$12 per credit hour plus \$7
Transcript.....	No charge
Music.....	\$50 per credit hour
Drug Screening .....	\$35
Golf.....	\$40
Truck Driving .....	\$575

**Course Usage/Lab and Supply Fee** (the amount varies per course) \$5-\$40 per course

Lab/usage and supply fees may be charged for specific classes. See the current class schedule for a list of Usage/Lab and Supply Fees.

## **Payment of Tuition and Fees**

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

### **Tuition Payment Plan**

A monthly tuition payment plan is offered through SouthArk by FACTS Tuition Management. Enrolling for the FACTS monthly payment plan requires a \$25.00 nonrefundable enrollment fee and a down payment on the students 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 5<sup>th</sup> of each month throughout your payment agreement. Students can register for this option by logging onto [www.southark.edu](http://www.southark.edu) through Campus Connect and follow the easy online directions.

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

## **Residency Requirements**

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

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

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

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

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

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

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

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

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

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

# Credit Programs and Awards

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

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

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

## Listing of Programs

### Certificates of Proficiency

Administrative Assistant Technology  
Automotive Diagnostics  
Automotive Maintenance  
Basic Industrial Electricity  
Basic Welding Technology  
Basic Gas Welding Technology  
Carpentry  
Early Childhood Education  
Emergency Medical Technician –  
Ambulance/Basic  
Industrial Controls Technology  
Law Enforcement Administration  
Nursing Assistant  
Solid State/Analog Technology  
Truck Driving

### Technical Certificates

Accounting  
Administrative Assistant Technology  
Automotive Service Technology  
Building Trades Technology

Computer Information Technology  
Early Childhood Education  
Emergency Medical Technician – Paramedic  
Graphic Arts and Advertising Design  
General Business Administration  
Industrial Electronics Technology  
Law Enforcement Administration  
Licensed Practical Nursing  
Medical Coding  
Medical Transcription  
Network Security Technology-  
Advanced Certificate  
Welding Technology

### Associate of Arts Degree Programs

Associate of Arts in Teaching  
Associate of Arts in General Education

### Associates of Arts – Specific Transfer

- Medical – Chiropractic, Dentistry ,  
Medicine, Mortuary Science,  
Pharmacy, Biochemistry

- Accounting
- Law or Legal Profession
- Business
- Engineering
- Computers, Computer Science, Management Information Systems, Computer Information Systems, Computer Programming
- Social Work Profession
- Sports Medicine

Early Childhood Education  
 Emergency Medical Technician – Paramedic  
 General Business Administration  
 General Business Administration – Mid – Management Option  
 General Technology  
 Graphic Arts and Advertising Design  
 Industrial Process Technology  
 Industrial Technology  
 Law Enforcement Administration  
 Medical Laboratory Technology  
 Network Security Technology  
 Occupational Therapy Assistant  
 Physical Therapist Assistant  
 Radiologic Technology

### **AAS Degree Programs**

Administrative Assistant Technology  
 Automotive Service Technology  
 Computer Information Technology  
 Criminal Justice

## **Graduation Awards and Requirements**

### **Associate of Arts Degree**

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

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

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

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

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

The Associate of Arts in Teaching Degree is designed to transfer to upper-level institutions and constitutes about one-half of a baccalaureate degree. Information regarding the requirements for this degree may be found in the section entitled “Arts and Sciences”. The degree plan consists of the General Education Core plus 6 credits of Education courses and up to 15 credits of additional credits as electives. Students should select which university they wish to attend to complete the baccalaureate degree and enroll in the courses that are specified for 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 in length. 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 to ply his or her trade. The length of this program is one semester or less. Basic studies requirements are those appropriate to the area of study and are listed with the course requirements. In order to qualify for a Certificate of Proficiency, the student must:

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

## General Education

General education is that common core of learning experiences of value to each person regardless of occupation or profession. Act 98 of the 1989 Arkansas General Assembly

provided for the establishment of a 35-credit minimum core of courses that applies toward the general education curriculum requirements at state-supported institutions of higher education. With few exceptions, as they relate to specific majors, the courses in the core are fully transferable between state institutions. South Arkansas Community College's Associate of Arts Degrees contain this general education core. For additional information, the student should check with his/her academic advisor. The core of general education is:

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

### **English/Communications**

Nine (9) credits required

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

### **Math**

Three (3) credits required from the following:

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

### **Science**

Four (4) credits required from the following:

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

Four (4) credits required from the following:

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

### **Fine Arts/Humanities**

Three (3) credits required from the following:

ENGL	2213	Literature I
ENGL	2223	Literature II

Three (3) credits required from the following:

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

### **Social Sciences**

Three (3) credits required from the following:

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

Six (6) credits required from the following:

HIST	1003	History of Civilization to 1700
HIST	1013	History of Civilization since 1700
PSYC	2003	General Psychology
SOC	1003	General Anthropology

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

Choices must include three (3) credits of U.S. History or National Government and three (3) credits of non-history courses.

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

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

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

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

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

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

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

### **Residency Requirements**

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

### **Credit for Work**

The unit of credit for work at the college is the semester hour. To earn a semester hour of credit, a student must spend 750 minutes per lecture hour (approximately one hour per

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

# Arts and Sciences Programs

## ASSOCIATE OF ARTS DEGREE

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

### General Transfer

#### English/Communications

Nine (9) hours from the following:

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

#### Mathematics

Three (3) hours from the following:

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

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

History (six credit minimum) \*\*

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

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

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

\*Must include one course from the following:

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

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

- History of Civilization to 1700,
- History of Civilization since 1700

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

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

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

Physical Science

Four (4) hours from the following:

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

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

must include three (3) hours of Literature:

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

#### Health and Physical Education

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

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

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

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing an accounting major who may transfer to an Arkansas university

### Accounting

#### English/Communications

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

#### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

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

History (six hours 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 Courses - (minimum of six hours in two different fields)

ECON 2003 Macroeconomics

GEOG 2003 Introduction to Geography

PSCI 2003 American Government: National

PSYC 2003 General Psychology

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

\*Must include one course from the following:

History of the United States to 1876,

History of the United States since 1876,

American Government: National

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

History of Civilization to 1700,

History of Civilization since 1700

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

Biological Science-

Four (4) hours from the following:

BIOL 1004/L Fundamentals of Biology/Lab

BIOL 1024/L Vertebrate Zoology/Lab

BIOL 1034/L General Botany/Lab

Physical Science

Four (4) hours from the following:

CHEM 1024/L College Chemistry I

GEOL 1004/L Physical Geology

GEOL 1014/L Historical Geology

PHYS 2024/L The Physical Sciences/Lab

**Fine Arts & Humanities** – Nine (9)

Total; must include three (3) hours of

Literature:

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

**Health and Physical Education** – Two

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

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal/Community Health

#### Business Core

ACCT 2003 Principles of Accounting I

ACCT 2103 Principles of Accounting II

BUS 1003 American Enterprise

ECON 2103 Microeconomics

CSCI 2143 Microcomputer Bus

Applications System

BUS 2013 Quantitative Analysis

Recommended Added Elective:

ACCT2113 Computerized Acct. Systems 3

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing a business administration major and who want to transfer to an Arkansas university

### Business

#### English/Communications

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

#### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

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

History (six hour minimum) \*\*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization  
since 1700

HIST 2013 History of the United States  
to 1876

HIST 2023 History of the United States  
Since 1876

Social Science Courses - (minimum of six hours in two different fields. **Must include Econ 2003**)

ECON 2003 Macroeconomics

GEOG 2003 Introduction to Geography

PSCI 2003 American Government:  
National

PSYC 2003 General Psychology

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

\*Must include one course from the following:

History of the United States to 1876,

History of the United States since 1876,

American Government: National

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

History of Civilization to 1700,

History of Civilization since 1700

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

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

BIOL 1004/L Fundamentals of Biology/Lab

BIOL 1024/L Vertebrate Zoology/Lab

BIOL 1034/L General Botany/Lab

Physical Science

Four (4) hours from the following:

CHEM 1024/L College Chemistry I

GEOL 1004/L Physical Geology

GEOL 1014/L Historical Geology

PHYS 2024/L The Physical Sciences/Lab

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

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

#### Health and Physical Education

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

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal and Community Health

#### Business Core

ACCT 2003 Principles of Accounting I

ACCT 2103 Principles of Accounting II

BUS 1003 American Enterprise System

ECON 2103 Microeconomics

CSCI 2143 Microcomputer Bus App.

BUS 2013 Quantitative Analysis

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing health majors such as:

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

#### English/Communications

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

#### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

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

History (six hour minimum) \*\*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

HIST 2013 History of the United States to 1876

HIST 2023 History of the United States Since 1876

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

ECON 2003 Macroeconomics

GEOG 2003 Introduction to Geography

PSCI 2003 American Government: National

PSYC 2003 General Psychology

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

\*Must include one course from the following:

History of the United States to 1876,

History of the United States since 1876,

American Government: National

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

History of Civilization to 1700,

History of Civilization since 1700

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

Biological Science—

Four (4) hours from the following:

BIOL 1004/L Fundamentals of Biology/Lab

BIOL 1024/L Vertebrate Zoology/Lab

Physical Science

Four (4) hours from the following:

CHEM 1024/L College Chemistry I/Lab

GEOL 1004/L Physical Geology/Lab

GEOL 1014/L Historical Geology/Lab

PHYS 2024/L The Physical Sciences/Lab

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

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

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

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal and Community Health

#### Recommended Electives

BIOL 2064/L Human Anatomy and Physiology I/Lab

BIOL 2074/L Human Anatomy and Physiology II/Lab

BIOL 2304/L Kinesiology/Lab

HIT 1003 Medical Terminology



## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

### Law or Legal Professions

#### English/Communications

Nine (9) hours from the following:

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

#### Mathematics

Three (3) hours from the following:

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

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

History (six hour minimum) \*\*

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

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

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

\*Must include one course from the following:

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

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

- History of Civilization to 1700,
- History of Civilization since 1700

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

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

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

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

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

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

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

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

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

#### Recommended Electives

- ACCT 2003 Principles of Accounting I
- ACCT 2103 Principles of Accounting II

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

### Engineering

#### English/Communications

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

#### Mathematics

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

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

History (six hour minimum)\*\*

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

HIST 2013 History of the United States to 1876

HIST 2023 History of the United States Since 1876

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

ECON 2003 Macroeconomics

GEOG 2003 Introduction to Geography

PSCI 2003 American Government: National

PSYC 2003 General Psychology

SOC 1003 General Anthropology

SOC 2003 Introduction to Sociology

\*Must include one course from the following:

History of the United States to 1876,

History of the United States since 1876,

American Government: National

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

History of Civilization to 1700,

History of Civilization since 1700

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

Biological Science-

Four (4) hours from the following:

BIOL 1004/L Fundamentals of Biology/Lab

BIOL 1024/L Vertebrate Zoology/Lab

BIOL 1034/L General Botany/Lab

Physical Science

Four (4) hours from the following:

CHEM 1024/L College Chemistry I/Lab

GEOL 1004/L Physical Geology/Lab

GEOL 1014/L Historical Geology/Lab

PHYS 2024/L The Physical Sciences/Lab

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

ENGL 2213 Literature I

ENG 2223 Literature II

ART 2003 Art Appreciation

MUS 2003 Music Appreciation

PHIL 2003 Introduction to Philosophy

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

P E 1001 P. E. Activity

P E 1001 P. E. Activity

HPER 1403 Personal and Community Health

#### Recommended Electives

Six credits of technical courses

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

### Computer Science, Management Information Systems, Computer Information Systems

#### English/Communications

Nine (9) hours from the following:

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

#### Mathematics

Three (3) hours from the following:

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

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

History (six hour minimum) \*\*

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

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

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

\*Must include one course from the following:

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

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

- History of Civilization to 1700,
- History of Civilization since 1700

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

Biological Science-

Four (4) hours from the following:

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

Physical Science

Four (4) hours from the following:

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

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

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

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

or three (3) hours from the following:

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

#### Recommended Electives

- ACCT 2003 Principles of Accounting I
- ACCT 2103 Principles of Accounting II
- CSCI 2143 Microcomputers Business Applications

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

### Social Work Professions

#### English/Communications –

Nine (9) hours from the following:

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

#### Mathematics

Three (3) hours from the following:

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

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

History (six hour minimum) \*\*

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

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

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

\*Must include one course from the following:

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

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

- History of Civilization to 1700,  
History of Civilization since 1700

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

Four (4) hours from the following:

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

Physical Science

Four (4) hours from the following:

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

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

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

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

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

#### Recommended Electives

- SPAN 1014 Elementary Spanish I  
SPAN 1024 Elementary Spanish II  
SOC 2003 Marriage and the Family  
THEA 2633 Communication through Acting  
SPAN 2013 Intermediate Spanish I  
SPAN 2023 Intermediate Spanish II

## ASSOCIATE OF ARTS DEGREE

Recommended for students pursuing

### Sports Medicine

#### English/Communications

Nine (9) hours from the following:

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

#### Mathematics

Three (3) hours from the following:

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

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

History (six hour minimum) \*\*

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

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

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

\*Must include one course from the following:

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

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

- History of Civilization to 1700,
- History of Civilization since 1700

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

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

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

Physical Science

Four (4) hours from the following:

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

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

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

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

or three (3) hours from the following:

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

#### Recommended Electives

- BIOL 2064/L Human Anatomy and Physiology I/Lab
- BIOL 2074/L Human Anatomy and Physiology II/Lab
- BIOL 2304/L Kinesiology/Lab
- HIT 1003 Medical Terminology

## Associate of Arts In Teaching Degree

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

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

### Southern Arkansas University (68 semester hours)

#### English/Communications:

Nine (9) hours from the following:

ENGL 1113 Composition I ("C" or better)

ENGL 1123 Composition II

SPCH 1113 Principles of Speech

#### Mathematics:

Three (3) hours from the following:

MATH 1023 College Algebra

MATH 1033 Plane Trigonometry

MATH 2015 Calculus I

#### Social Sciences:

Eighteen (18) hours from the following:

##### History

HIST 2013 History of the United States to 1876, or

HIST 2023 History of the United States since 1876,

HIST 1003 History of Civilization to 1700

HIST 1013 History of Civilization since 1700

HIST 2033 History of Arkansas

##### Political Science

PSCI 2003 American Government: National

##### Psychology

PSYC 2003 General Psychology

##### Geography

GEOG 2003 Introduction to Geography

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

Biological Science - Four (4) hours

from the following:

BIOL 1004/L Fundamentals of Biology/Lab, **or**

BIOL 1024/L Vertebrate Zoology/Lab, **or**

BIOL 1034/L General Botany/Lab

Physical Science – Four (4) hours from

the following:

CHEM 1024/L College Chemistry I/Lab, **or**

GEOG 1004/L Physical Geology/Lab, **or**

GEOG 1014/L Historical Geology/Lab, **or**

PHYS 2024/L The Physical Sciences/Lab

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

Twelve (12) hours from the following:

ENGL 2213 Literature I, **AND**

ENG 2223 Literature II, **AND**

ART 2003 Art Appreciation, **AND**

MUS 2003 Music Appreciation

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

HPER 1403 Personal and Community Health

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

EDUC 2003 Introduction to Education

EDUC 2013 Introduction to Educational Practice

EDUC 2313 Introduction to Educational Technology

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

**Associate of Arts in Teaching at Two-Year Colleges – Generic Plan - Degree Code: 1005**

<b>Associate of Arts in Teaching Middle School: Emphasis Arithmetic/Science</b>		<b>Associate of Arts in Teaching Middle School: Emphasis Language Arts/Social Studies</b>		<b>Associate of Arts in Teaching: P-4</b>	
<b>Courses to be taken from two-year campus</b>	<b>Credits</b>	<b>Courses to be taken from two-year campus</b>	<b>Credits</b>	<b>Courses to be taken from two-year campus</b>	<b>Credits</b>
<b>English/Communication</b>					
English Composition I	3	English Composition I	3	English Composition I	3
English Composition II	3	English Composition II	3	English Composition II	3
Speech (Oral Communications)	3	Speech (Oral Communications)	3	Speech (Oral Communications)	3
<b>Mathematics</b>					
College Algebra	3	College Algebra	3	College Algebra	3
<b>Lab Science</b>					
Biology with Lab	4	Biology with Lab	4	Biology with Lab	4
Intro to Physical Science with Lab	4	Intro to Physical Science with Lab	4	Intro to Physical Science with Lab	4
<b>Fine Arts/Humanities</b>					
Visual Arts or Musical Arts or Theatre Arts	3	Visual Arts or Musical Arts or Theatre Arts	3	Visual Arts or Musical Arts or Theatre Arts	3
World Literature I or II	3	World Literature I	3	World Literature I or II	3
<b>Social Sciences</b>					
U.S. Government	3	U.S. Government	3	U.S. Government	3
World Civilization I or II	3	World Civilization I	3	World Civilization I or II	3
American History I or II	3	American History I	3	American History I or II	3
<b>State Minimum Core Sub-total</b>	<b>35</b>	<b>State Minimum Core Sub-total</b>	<b>35</b>	<b>State Minimum Core Sub-total</b>	<b>35</b>
<b>Education Courses</b>					
Intro to Education	3	Intro to Education	3	Intro to Education	3
K-12 Educational Technology	3	K-12 Educational Technology	3	K-12 Educational Technology	3
<b>Math/Science Track</b>		<b>Language Arts/Social Studies Track</b>		<b>P-4 Education Track</b>	
<b>Mathematics</b>		<b>Language Arts</b>		<b>Mathematics</b>	
College Trig, Pre-Calculus, Survey of Calculus or higher	3-4	World Literature II	3	Math for Teachers I	3
Math for Teachers I	3	American Literature I	3	Math for Teachers II	3
Math for Teachers II	3	American Literature II	3		
<b>Science</b>		<b>Social Science</b>		<b>P-4 Preparation</b>	
Physical Geography, Geology or Earth Systems with Lab	4	World Civilization II	3	Geography	3
		American History II	3	PE Activity	1
		Geography	3	Child Growth and Development	3
				Directed Elective	0-3
<b>Social Science</b>				<b>Social Science</b>	
Arkansas History	3			Arkansas History	3
Introduction to Psychology	3	Introduction to Psychology	3	Introduction to Psychology	3
<b>Total hours for AAT-Math/Science</b>	<b>60-61</b>	<b>Total hours for AAT-Language Arts/Social Studies</b>	<b>62</b>	<b>Total hours for AAT-P-4</b>	<b>60-63</b>

### **Student requirements to be awarded the AAT Degree**

- Successfully pass the PRAXIS I Exam
- Take the CAAP Test
- Have a cumulative GPA of 2.65 – Institution requirements to offer the P-4 Education Track

## **Henderson State University**

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

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

## **University of Arkansas-Monticello**

The Bachelor of Arts Degree in Early Childhood Special Education was approved by UAM in June 2000 and was developed in response to the Arkansas licensure guidelines which replaced elementary education 1-6. The B.A. in Early Childhood Special Education is a blended program, which results in teacher candidates being licensed in two areas: Early Childhood Education and Special Education P-4. The B.A. in Early Childhood Special 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.

## **EARLY CHILDHOOD EDUCATION**

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



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

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

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

The objective of this program is to provide a career ladder for students, beginning with the Certificate of Proficiency, a nine-credit-hour course of study designed to prepare individuals for the Child Development Associate Credential (CDA); progressing to a 30-credit-hour Technical Certificate in Early Childhood Education for students who wish a more in-depth program of study, and culminating in the Associate of Applied Science Degree in Early Childhood Education for students who need a thorough background in the field with the status of a two-year degree for credentialing purposes. Students must make a "C" or better in all ECE classes 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.

### **Certificate of Proficiency**

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

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

## **EARLY CHILDHOOD EDUCATION**

### **Technical Certificate**

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

#### *FIRST SEMESTER*

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

## **SECOND SEMESTER**

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

### **Basic Studies Requirements:**

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

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

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

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

## **EARLY CHILDHOOD EDUCATION** **Associate Degree**

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

### **FIRST YEAR - FIRST SEMESTER**

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

### **FIRST YEAR - SECOND SEMESTER**

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

**SECOND YEAR - FIRST SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
GEOG 2003	Introduction to Geography	3
ECE 2003	Emerging Literacy	3
ECE 2013	Infant & Toddler Development	3
ECE 2023	Survey of Exceptional Children	3
	The Physical Sciences (or) Biology (or) Chemistry	4
<b>Semester Total</b>		<b>16</b>

**SECOND YEAR - SECOND SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ECE 2033	Guiding Social and Emotional Behavior	<u>3</u>
	Intro. to Sociology (or) Marriage & The Family	3
ECE 2043	Soc. Stud., Math, and Sci. for Preschool Children	3
ECE 2053	Administration of Preschool Programs	3
ECE 2063	Technical Practicum II	<u>3</u>
<b>Semester Total</b>		<b>15</b>

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

**Basic Studies Requirements:**

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

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

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

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

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

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

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

# Information and Business Technologies Programs

Seven areas of study are available in Information and Business Technologies including:

- **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, inventory management, bookkeeper, and bank teller. Computerized accounting will be integrated in much of the course work.
- **Computer Information Technology** – This program places emphasis 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 to expose the student to a depth of knowledge sufficient to form the basis for professional competence and assist graduates in developing the intellectual maturity required to secure higher-level positions.
- **General Business Administration and General Business Administration – Mid Management Option** – This program provides graduates the skills for entry into business management positions. Programs features courses in business practices, using computers in the business world, understanding of economics, applying accounting practices to businesses, and business communications.
- **Network Security Technology and Network Security Technology – Advanced Certificate** – This program provides education to students seeking employment in the new and emerging network security occupation. The knowledge and understanding as well as the skills required to effectively protect network and data resources are provided. Graduates of the programs will acquire marketable skills and industry recognized certifications from (ISC)<sup>2</sup> (International Information Systems Security Certifications Consortium Inc.) and the SANS Institute (SysAdmin, Audit, Network, Security).
- **Administrative Assistant Technology** – This program provides education to students seeking employment in this challenging and rewarding career. Graduates of this program are employed in support roles in businesses, schools, or wherever organizational, computer and interpersonal skills are important. The program offers a certificate of proficiency for approximately one semester (5 months) of college work. The program features courses in word processing, accounting, management, business communications, electronic publishing, psychology, and English.

**ACCOUNTING (ACCT)  
Technical Certificate**

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
CSCI 2143	Microcomputers: Business Applications	3
ADMS 1023	Business Word Processing	3
BUS 1003	The American Enterprise System	3
ACCT 2003	Principles of Accounting I	3
BSTD 0513	Intermediate Algebra (or)	
MATH 1023	College Algebra	<u>3</u>
<b>Semester Total</b>		<b>18</b>

*SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
CSCI 2413	Advance Microsoft Office	3
ACCT 2103	Principles of Accounting II	3
ACCT 2113	Computerized Accounting Systems	3
ADMS 2063	Business Communications	<u>3</u>
<b>Semester Total</b>		<b>15</b>

**ADMINISTRATIVE ASSISTANT TECHNOLOGY**

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

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition I	3
CSCI 2143	Microcomputer Business Applications	3
ADMS 1023	Business Word Processing	3
ADMS 1003	Introduction to Accounting or	
ACCT 2003	Principles of Accounting I	3
MGMT 1113	Introduction to Management	3
ADMS 1043	Office Procedures	<u>3</u>
<b>Semester Total</b>		<b>18</b>

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

*SPRING SEMESTER*

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

\*Elementary Algebra meets the requirements for a technical certificate.

**FALL SEMESTER**

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

**SPRING SEMESTER**

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

**RESTRICTED ELECTIVES**

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

**COMPUTER INFORMATION TECHNOLOGY (CIT)**

**Technical Certificate Application Track First Year**

**Associate of Applied Science Second Year**

**FALL SEMESTER**

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

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1123	Composition II	3
MATH 1023	College Algebra*	3
ADMS 2063	Business Communications	3
<b>Application Track</b>		
CSCI 2413	Advanced Microsoft Office	3
CSCI 2203	Database	3
<b>Networking Track</b>		
CSCI 1413	CCNA 2 Routers and Routing Basics	3

CSCI 1203	PC Servicing and Upgrading Concepts	<u>3</u>
<b>Semester Total</b>		<b>15</b>

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

**FALL SEMESTER**

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

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 2703	Professional Projects and Portfolio Design	3
CSCI 2023	Visual Basic for Windows (or)	
CSCI 2124/L	Introduction to JAVA	4 or 3
<i>Application Track</i>		
CSCI 2113	Desktop Publishing II (or)	
	Programming Language Elective	3
	Restricted Elective	6
<i>Networking Track</i>		
CSCI 2343	CCNA 4 WAN Technologies	3
	Restricted Elective	<u>6</u>
<b>Semester Total</b>		<b>15/16</b>

**RESTRICTED ELECTIVES CIT – Application Track**

ACCT 2113	Computerized Accounting Systems	CSCI 1903	Desktop Publishing I
BUS 2013	Quantitative Analysis	CSCI 1923	Introduction to Adobe Photoshop
CSCI 1205	PC Servicing and Upgrading Concepts	CSCI 2183	Introduction to Computer Graphics
CSCI 2113	Desktop II	CSCI 2351/52/53	Special Topics in IT
		ECON 2103	Microeconomics

**RESTRICTED ELECTIVES CIT – Networking Track**

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

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

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

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

*FALL SEMESTER*

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

*SPRING SEMESTER*

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

\*Elementary Algebra meets the requirements of a technical certificate.

*FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
MGMT 1113	Introduction to Management	3
ECON 2003	Macroeconomic Principles	3
ACCT 2003	Principles of Accounting I	3
ENGL 2123	Advanced Grammar and Composition	3
	Restricted Electives	<u>3</u>
<b>Semester Total</b>		<b>15</b>

*SPRING SEMESTER*

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

*RESTRICTED ELECTIVES*

ADMS 1043 Office Procedures & Routines	CSCI 2203 Database
BUS 2013 Quantitative Analysis	CSCI 2703 Professional Projects & Portfolio
BUS 2233 Personnel Supervision	Design
BUS 2903 Special Topics in Business	MGMT 2113 Management Skills
CSCI 1113 Computers and Multimedia	MGMT 2613 Small Business Management
CSCI 1903 Desktop Publishing I	MGMT 2653 Special Topics in Management
CSCI 2183 Intro to Computer Graphics	



**GENERAL BUSINESS ADMINISTRATION (GBA)**  
**Associate of Applied Science Second Year**  
**MID-MANAGEMENT OPTION**

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM. HR.</b>
ENGL 1113	Composition I	3
BSTD 0513	Intermediate Algebra or	
MATH 1023	College Algebra	3
CSCI 1003	Computers and Information Processing	3
BUS 1003	Introduction to Business	3
MGMT 1113	Introduction to Management	<u>3</u>
<b>Semester Total</b>		<b>15</b>

***SPRING SEMESTER***

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

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM. HR.</b>
MGMT 2633	Principles of Marketing	3
MGMT 2114	Job Practicum II	4
ACCT 2003	Principles of Accounting I	3
ECON 2003	Macroeconomic Principles	3
	Management Elective	<u>3</u>
<b>Semester Total</b>		<b>16</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM. HR.</b>
ACCT 2103	Principles of Accounting II	3
MGMT 2214	Job Practicum III	4
MGMT 2643	Human Relations	3
	Management Elective	<u>3</u>
<b>Semester Total</b>		<b>13</b>

The courses of the four semesters meet the requirements for the AAS Degree.

## NETWORK SECURITY TECHNOLOGY

### Associate of Applied Science Second Year

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 1403	Cisco 1 LAN Design and Protocols/Lab	3
NST 1203	Cyberspace Laws and Ethical Issues	3
CSCI 1263	Fundamentals of the Windows XP Operating Environment/Lab	3
NST 1423	Introduction to Information Security	3
ENGL 1113	Composition 1	<u>3</u>
<b>Semester Total</b>		<b>15</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 1413	Cisco 2 Routers and Router Basics/Lab	3
CSCI 1274	Installing, Configuring, and Administrating Windows 2003/Lab	4
CSCI 1304	Network + Certification Review/Lab	4
CSCI 1803	Security + Certification Review	3
ENGL 1123	Composition II	<u>3</u>
<b>Semester Total</b>		<b>17</b>

#### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
NST 2094	Introduction to Hacking Techniques	<u>4</u>
<b>Semester Total</b>		<b>4</b>

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
NST 2114	Firewalls and Network Security/Lab	4
NST 2164	Computer System Forensics/Lab	4
NST 2163	Incident Response and Handling	3
CSCI 2323	Cisco 3 Switching Basics and Intermediate Routing/Lab	3
BUS 2013	Quantitative Analysis	<u>3</u>
<b>Semester Total</b>		<b>17</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 2204	Implementing a Windows 2003 Active Directory/Lab	4
PSYC 2003	General Psychology	3
CSCI 2343	Cisco 4 WAN Technologies/Lab	3
BSTD 0513	Intermediate Algebra	3
CSCI 1703	Introduction to Linux/Lab	<u>3</u>
<b>Semester Total</b>		<b>16</b>

**Program Total.....70**

## NETWORK SECURITY TECHNOLOGY

### Advanced Technical Certificate in Network Security Technology

(Available for students who have completed the Computer Information Technology Program AAS Degree.)

#### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
NST 2314	Advanced Hacking Techniques	<u>4</u>
<b>Semester Total</b>		<b>4</b>

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
NST 2404	Designing a Secure Windows 2003 Network/Lab	4
NST 2414	Encryption Techniques/Lab	4
NST 2424	Advanced Firewalls and Network Security/Lab	4
NST 2434	Advanced Computer and Network Forensics/Lab	4
NST 2443	Security Assessment and Auditing/Lab	<u>3</u>
<b>Semester Total</b>		<b>19</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
NST 2504	Professional Project	4
NST 2514	Advanced Encryption Techniques	4
NST 2524	CISSP Review	4
NST 2533	Special Topics – Capstone	3
NST 2544	Advanced Intrusion Detection and Traffic Analysis	<u>4</u>
<b>Semester Total</b>		<b>19</b>

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

# Nursing & Allied Health Programs

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

## EMERGENCY MEDICAL TECHNOLOGY PROGRAMS

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

### Emergency Medical Technician-Basic Ambulance

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

### Advanced Emergency Medical Technology

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

The EMT-Paramedic is currently the highest classification of Emergency Medical Technician in Arkansas. EMT's are health professionals concerned primarily with pre-hospital care of acutely ill and injured patients. EMTs perform such measures as CPR, extrication of patients from constraining environments, initial patient assessment, stabilization, and emergency and routine transport to health care facilities. Paramedics play an expanded role in administering emergency care using invasive techniques through standing orders, and they may assist in various basic settings, such as the Emergency Room (ER) or Intensive Care Unit (ICU).

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

### Admission Process

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

The following information is required:

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

being admitted.

Competitive components of the required information are:

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

## **EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC Technical Certificate**

### *FALL SEMESTER*

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

### *SPRING SEMESTER*

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

### *LONG SUMMER SEMESTER*

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

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

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

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

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

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

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

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

## EMERGENCY MEDICAL TECHNOLOGY-PARAMEDIC Associate of Applied Science Degree

General education requirements in addition to the Technical Certificate courses

COURSE		SEM.HR.
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 2003	General Psychology	3
	American Government, U.S. History, or Approved Elective	3
CSCI 1003	Computers and Information Processing	3
	Physical Science Elective*	4
	Biological Science Electives**	8
	Intermediate Algebra (BSTD 0513)	<u>3</u>
<b>Total</b>		<b>30</b>

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

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

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

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

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

### MEDICAL CODING Technical Certificate First Year

**37 credit hour program** - After completing the coding program, students will be ready to sit for the Certified Coding Associate exam with the American Health Information Management Association (AHIMA).

COURSE		SEM.HR.
<i>FALL SEMESTER</i>		
HIT 1003	Medical Terminology	3
HIT 2803	Introduction to Medical Science	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
HIT 1283	Computer Applications for Healthcare Professionals	3
HIT 2073	Basic Medical Coding I	3

HIT 2081	Laboratory Practice in Coding	<u>1</u>
<b>Semester Total</b>		<b>17</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
HIT 2262	Medical Ethics and Law	2
BIOL 2074/L	Human Anatomy and Physiology II/Lab	4
HIT 2173	Reimbursement Methodology	3
HIT 1153	Health Care Delivery Systems	3
HIT 2183	Advanced Medical Coding II	3
HIT 2191	Advanced Coding Laboratory	<u>1</u>
<b>Semester Total</b>		<b>16</b>

**SUMMER SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
HIT 2773	Medical Coding Practicum	<u>3</u>
<b>Semester Total</b>		<b>3</b>

**Total Program Credits** .....37

**MEDICAL TRANSCRIPTION  
Technical Certificate First Year**

**33 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 our program students will be prepared to sit for the Certified Medical Transcriptionists (CMT) exam with the AAMT.

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
HIT 1003	Medical Terminology	3
HIT 2803	Introduction to Medical Science	3
CSCI 2143	Microcomputers: Business Applications	3
BIOL 2064/L	Human Anatomy and Physiology I/Lab	4
HIT 2144	Basic Medical Transcription/Lab	<u>4</u>
<b>Semester Total</b>		<b>17</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
HIT 1153	Health Care Delivery Systems	3
ENG 1113	Composition I	3
HIT 2154	Advanced Medical Transcription/Lab	4
BIOL 2074/L	Human Anatomy and Physiology II/Lab	<u>4</u>
<b>Semester Total</b>		<b>14</b>

**SUMMER SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
HIT2783	Medical Transcription Practicum	<u>3</u>
<b>Semester Total</b>		<b>3</b>

**Total Program Credits** .....33

**Basic Studies Requirements:**

Reading – ACT 19 or above (or) ASSET 41 or above (or) COMPASS 82 or above (or) complete BSTD 0113 Reading Skills II.

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

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

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

## **MEDICAL LABORATORY TECHNOLOGY**

### **Associate of Applied Science**

This is a six-semester program designed to prepare the student to function as a member of the clinical laboratory staff. The technician performs routine procedures under the supervision of medical technologists and pathologists. Duties of the medical laboratory technician include performing such tests as complete blood counts, urinalysis, cross matching blood for transfusion, identifying pathogenic organisms, and analyzing blood and other body fluids for chemical components. Results of these procedures aid the physician in 60% of the diagnostic and maintenance health care issues.

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

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

**Admission Process**

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

#### *FALL SEMESTER*

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

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
AH 1103	Computers for Health Professionals	3
MLT 1024/L	Hematology/Coagulation/Lab	4
CHEM 1124/L	College Chemistry II/Lab	4



PSYC 2003	General Psychology	3
ENGL 1123	Composition II	<u>3</u>
<b>Semester Total</b>		<b>17</b>

***SUMMER SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
BIOL 2064	Human Anatomy & Physiology I/Lab	4
BIOL 2074	Human Anatomy & Physiology II/Lab	4
MLT 1013	Phlebotomy	<u>3</u>
<b>Semester Total</b>		<b>11</b>

***FALL SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
<i>17 Weeks:</i>		
MLT 2434	Immunohematology	4
MLT 2444	Clinical Microbiology	4
<i>9 Weeks:</i>		
MLT 2342	Clinical Chemistry	3
MLT 2233	Urinalysis/Body Fluids	3
<i>8 Weeks:</i>		
MLT 2345	Clinical Experience I	<u>5</u>
<b>Semester Total</b>		<b>19</b>

***SPRING SEMESTER***

<b>COURSE</b>		<b>SEM.HR.</b>
MLT 2306	Clinical Experience IIA	6
MLT 2316	Clinical Experience IIB	5
MLT 2422	Special Chemistry	<u>3</u>
<b>Semester Total</b>		<b>14</b>

***SUMMER SEMESTER***

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

**Basic Studies Requirements:**

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

## **NURSING ASSISTANT**

### **Certificate of Proficiency**

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

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

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

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

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

## **OCCUPATIONAL THERAPY ASSISTANT**

### **Associate of Applied Science**

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

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

<b>COURSE</b>		<b>SEM.HR.</b>
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
BSTD 0513	Intermediate Algebra or	
MATH 1023	College Algebra	3
CSCI 1003	Computer and Info Processing	3

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

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

### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2103	Pathology and Occupational Therapy Interventions	3
OTA 2113	Development of Functional Movement	3
OTA 2203	Geriatrics and Occupational Therapy Interventions	3
OTA_2101	Clinical Skills Laboratory	$\frac{1}{2}$
<b>Semester Total</b>		<b>10</b>

### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 1404	Treatment of Psychosocial Disorders	4
OTA 1303	Therapeutic Skills I	3
OTA 1503	Therapeutic Skills II	3
OTA 2303	Advanced Professional Skills	3
OTA 2201	Fieldwork Level I	$\frac{1}{2}$
<b>Semester Total</b>		<b>14</b>

### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2304	Advanced Procedures	4
OTA 2404	Treatment of Physical and Developmental Disorders	4
OTA 2504	Clinical Training and Skills	$\frac{4}{2}$
<b>Semester Total</b>		<b>12</b>

### *SUMMER SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
OTA 2514	Fieldwork Level II-A* (8 hrs. per day, 5 days per wk., 8 wks)	4
OTA 2524	Fieldwork Level II-B* (8 hrs. per day, 5 days per wk., 8 wks)	$\frac{4}{2}$
<b>Semester Total</b>		<b>8</b>

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

### **Basic Studies Requirements:**

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

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

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

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

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

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

**PHYSICAL THERAPIST ASSISTANT  
Associate of Applied Science**

SouthArk's Physical Therapist Assistant Program combines a strong general education core with theoretical and applied learning experiences required for PTA education. The PTA Program is a 1 + 1 format. Students must successfully complete 34-36 semester hours of prerequisite courses prior to application to the PTA Program. The technical phase of the PTA training consists of three (3) consecutive semesters of full-time, day-time studies including both classroom studies and clinical internships (30-40 hours/week). In-program technical studies begin in the summer semester and conclude the following spring semester. Enrollment in the technical component of training is limited to 20 students (admissions criteria are available in the PTA Program offices). Students successfully completing the PTA Program course of studies will be awarded an Associate of Applied Science Degree and are eligible to take the national licensure examination. SouthArk's PTA Program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE, 1111 North Fairfax St., Alexandria, VA 22314, 1-800-999-2782).

**PREREQUISITES COURSES\***

*(effective Fall 2005)*

<b>COURSE</b>		<b>SEM.HR.</b>
BSTD 0513	Intermediate Algebra OR	
MATH 1023	College Algebra	3
BIOL 2064/L	Anatomy & Physiology I/Lab	4
BIOL 2074/L	Anatomy & Physiology II/Lab	4
CSCI 1003	Computer and Info Processing	3
PHYS 2024/L	Physical Science/Lab	4
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
PSYC 1003	General Psychology	3
BIOL 2304/L	Kinesiology/Lab	4
PTA 1002	Introduction for Physical Therapist Assistants	2
HIT 1003	Medical Terminology	<u>3</u>
<b>Total</b>		<b>36</b>

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

**SUMMER SEMESTER**

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

**FALL SEMESTER**

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

### **SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
PTA 2204/L	Neuro & Rehab for PTAs/Lab	4
PTA 2303	Administration & Management for PTAs	3
PTA 2408	Clinical Practicum III	8
<b>Semester Total</b>		<b>15</b>

### **PRACTICAL NURSING Technical Certificate**

The Practical Nursing Program is approved by the Arkansas State Board of Nursing and is designed to prepare practical nurses to assist in providing nursing care in a variety of health agencies in acute or convalescent conditions of adults and children. Graduates of this twelve-month program will be qualified to give bedside nursing care, including administration of medications and procedures requiring technical skill and the application of scientific principles, such as sterile technique. Each unit or segment of the course must be successfully passed in order to proceed with the program.

#### **Admission Process**

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

To be eligible to enter, the person must meet the following standards:

- (1) Be admitted to the college
- (2) Complete all necessary basic studies courses according to placement test
- (3) Complete the pre-nursing program consisting of the following courses: Introduction to Allied Health, Computers for Allied Health Professionals, Math for Health Care Professionals, and Medical Terminology with a 2.0 or greater GPA
- (4) Have academic records evaluated by a member of the Enrollment Services department to determine the appropriate status of application
- (5) Complete an Allied Health application
- (6) Meet with an advisor
- (7) Attend an orientation meeting with the Director and faculty of the PN program
- (8) HOBET composite score of 50 or greater and a score of 51 or greater in reading comprehension (pretest will be paid for by the student at the time of taking)
- (9) A physical examination, unencumbered drug screen and background check will be required upon entry into the program. Successfully passing the National Council Licensure Examination (NCLEX) allows the individual to practice nursing as a Licensed Practical Nurse.

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

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

*SPRING SEMESTER*

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

*SUMMER SEMESTER*

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

*FALL SEMESTER*

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

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

*SPRING SEMESTER*

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

*SUMMER SEMESTER*

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

*FALL SEMESTER*

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

*SPRING SEMESTER*

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

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

**Basic Studies Requirements:**

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

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

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

## PRE-NURSING 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 program should consult the director of the nursing department at the selected transfer college regarding admission procedures and course requirements.

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

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

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

## RADIOLOGIC TECHNOLOGY

### Associate of Applied Science

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

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

#### Admission Process

Admission to the Radiologic Technology Program is limited to 14 students per year. To apply for admission to the program, the student must complete all basic studies requirements. The student must also have completed the following pre-requisites: RADT 1001 and BIOL 2064/206L with a minimum of a "C" and a cumulative GPA of at least a 2.00 and have completed the HOBET exam with a score of at least 50. The student must also have completed all basic studies requirements. The student must also have completed the following prerequisites: RADT 1001 and BIOL 2064/206L with a minimum grade of "C" and a cumulative GPA of at least 2.00. The student must then request an application from the Allied Health office. It is required that students complete BIOL 2064 (Human Anatomy & Physiology I) and recommended that students complete BIOL 2074 (Human Anatomy & Physiology II) prior to enrolling in the program.

#### *PRE-REQUISITES:*

<b>COURSE</b>		<b>SEM.HR.</b>
BIOL 2064/L	Anatomy and Physiology I/Lab	4
RADT 1001	Introduction to Radiography	$\frac{1}{5}$
<b>Total</b>		<b>5</b>

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 1102	Patient Care and Protection I	2
RADT 1214	Positioning Procedures I	4
RADT 1111	Darkroom Procedures	1
RADT 1101	Medical Terminology for Radiographers	1
RADT 1213	Orientation/Clinical Education I	$\frac{3}{5}$
<b>Semester Total</b>		<b>11</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
RADT 1304	Positioning Procedures II	4
RADT 1223	Clinical Education II	3
BIOL 2074/L	Human Anat. & Phys. II/Lab	4
RADT 2202	Radiation Physics	2



ENGL 1113	Composition I	3
RADT 1122	Patient Care and Protection II	<u>2</u>
<b>Semester Total</b>		<b>18</b>

***SUMMER SEMESTER***

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

***FALL SEMESTER***

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

***SPRING SEMESTER***

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

***SUMMER SEMESTER***

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

**Basic Studies Requirements:**

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

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

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

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

This program is a three-semester (spring, summer, fall) 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 will offer 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 (ASU-N) – Newport, Black River Technical College (BRTC) – Pocahtontas, Cossatot Community College of the University of Arkansas (CCCUA) – DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve ten students at each of the six distance learning sites. Other distance learning tools include online testing and virtual clinical excursions. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 4-8 PM and clinical time will take place on Saturday and Sunday, every other weekend. This program was designed to meet the needs of working LPNs/LPTNs.

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). Due to the strenuous nature of the nursing curriculum, SouthArk reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty's evaluation of the student's ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

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

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered Arkansas LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of "C" or better (furnish transcripts)
- 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
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. A Test of English as a Foreign Language (TOEFL) is required of all international students.
- Criminal background check
- Taking the Nursing Entrance Test (NET)
- Drug screen

Students will be selected based on LPN GPA, required general education course GPA, and admission exam scores. Students must comply with the admission requirements set forth by CCCUA in addition to the ARNEC requirements.

## REGISTERED NURSING General Education Curriculum

LPNs/LPTNs are required to complete the following general education requirements prior to entering the RN program (may lack two classes, one will be taken in the spring and the other will be taken in the summer – no general education courses may be taken with the fall semester).

<b>COURSE</b>		<b>SEM.HR.</b>
BIOL 2064/L	Anatomy and Physiology I/Lab	4
BIOL 2074/L	Anatomy and Physiology II/Lab	4
MBIO 1124	Microbiology with lab	4
ENGL 1113	Composition I	3
ENGL 1123	Composition II	3
MATH 1023	College Algebra or Equivalent	3
BIOL 2003	Nutrition and Diet	3
PSYC 2003	General Psychology	3
PSYC 2223	Developmental Psychology or Human Growth and Development	3
CSCI 1003	Computers and Information Processing, Computer Applications or Intro to Computers	<u>3</u>

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

### *SPRING SEMESTER (16 WEEKS)*

<b>COURSE</b>		<b>SEM.HR.</b>
RNSG 2114	Nursing Process I	4
RNSG 2111	Nursing Math	1
RNSG 2124	Pediatric Nursing Care	4
RNSG 2133	Nursing Practicum I	<u>3</u>
<b>Semester Total</b>		<b>12</b>

### *SUMMER SESSION (8 WEEKS)*

<b>COURSE</b>		<b>SEM.HR.</b>
RNSG 2214	Maternal/Child & Women's Health	4
RNSG 2223	Mental Health Nursing	3
RNSG 2232	Nursing Practicum II	<u>2</u>
<b>Semester Total</b>		<b>9</b>

### *FALL SEMESTER (16 WEEKS)*

<b>COURSE</b>		<b>SEM.HR.</b>
RNSG 2318	Nursing Process II	8
RNSG 2311	NCLEX-RN	1
RNSG 2333	Nursing Practicum III	<u>3</u>
<b>Semester Total</b>		<b>12</b>

Total General Education/Pre-requisite Hours	33
Nursing Curriculum Hours	<u>33</u>
<b>Total Program Credits</b>	<b>66</b>

# Trade and Industry Programs

The Trade & Industry Division is committed to meeting the training needs of industry and students in today's rapidly changing technological society. Education and life-long training have become prerequisites for successful employment. Many who are currently employed need periodic training to upgrade their knowledge and skills. The T&I Division 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&I programs is to impart the necessary knowledge and skills required for employment in industry. All programs are offered on a semester-hour basis.

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

## Programs

### Associate of Applied Science:

Automotive Service Technology  
 Criminal Justice Administration  
 General Technology  
 Graphic Arts and Advertising Design Program  
 Industrial Technology

### Technical Certificate:

Automotive Service Technology  
 Carpentry  
 Building Trades Technology  
 Graphic Arts and Advertising Design  
 Industrial Technology  
 Welding Technology

### Certificate of Proficiency:

Automotive Diagnostics  
 Automotive Maintenance  
 Basic Gas Welding Technology  
 Basic Industrial Electricity  
 Basic Industrial Technology  
 Basic Welding Technology  
 Carpentry  
 Industrial Controls Technology  
 Solid State/Analog Technology  
 Truck Driving

## AUTOMOTIVE SERVICE TECHNOLOGY Associate of Applied Science

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

### FALL SEMESTER

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

**SPRING SEMESTER**

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

**SUMMER SEMESTER**

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

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

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

**FALL SEMESTER**

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

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

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

**SPRING SEMESTER**

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

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

**Basic Studies Requirements:**

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

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

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

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

## 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*

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

### *SPRING SEMESTER*

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

### *SUMMER SEMESTER*

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

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

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

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

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

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

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

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

COMPASS 36 or above (or) complete BSTD 0314 Fundamentals of Math.

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

### **AUTOMOTIVE MAINTENANCE Certificate of Proficiency**

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

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

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

### **AUTOMOTIVE DIAGNOSTICS Certificate of Proficiency**

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

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

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

## BUILDING TRADES TECHNOLOGY

### Technical Certificate

Due to the high demand for trained carpenters throughout south Arkansas, graduates of the building trades program can find a job nearly anywhere. After completing a two-year program, our graduates are highly sought after, are prepared for entry-level jobs in construction, and move up quickly in the industry.

This technical certificate program provides entry-level skill training in a variety of building trades. The program is competency-based and features hands-on learning in the actual construction of selected projects. Students will enjoy learning the basic skills of framing, floors, walls, and roofing. Upon completion of this program, students can look forward to employment in the many diversified areas of building trades.

Second-year students will go beyond basic skills covering such areas as framing, door, and window installation, interior and exterior finish, and all phases of carpentry. This includes exposure to residential plumbing and electric

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
BLDT 1018	Carpentry I	8
BLDT 1013	Architectural Blueprint Reading	3
TECH 1203	Industrial Safety	<u>3</u>
<b>Semester Total</b>		<b>14</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
BLDT 1028	Carpentry II	8
TECH 1003	Technical Math	<u>3</u>
<b>Semester Total</b>		<b>11</b>

#### *FALL SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
BLDT 2001	Introduction to Plumbing	<u>8</u>
<b>Semester Total</b>		<b>8</b>

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM. HR.</b>
BLDT 2002	Introduction to Residential Electrical	<u>8</u>
<b>Semester Total</b>		<b>8</b>

**Program Total**..... **41**

Use the same basic studies requirements as the other programs.



## CARPENTRY Technical Certificate

Due to the high demand for trained carpenters throughout south Arkansas, graduates of the building trades program can find a job nearly anywhere. After completing a one-year program, our graduates are highly sought after, are prepared for entry-level jobs in building trades.

This course focuses on residential construction. Students will learn about the tools, materials, equipment, and methods used in the residential building trades industries. They will also estimate materials and labor costs; study industry standards and building codes; consider health and safety issues; and explore energy conservation, careers.

### *FALL SEMESTER*

COURSE		SEM. HR.
BLDT 1018	Carpentry I	8
BLDT 1013	Architectural Blueprint Reading	3
TECH 1203	Industrial Safety	<u>3</u>
<b>Semester Total</b>		<b>14</b>

### *SPRING SEMESTER*

COURSE		SEM. HR.
BLDT 1028	Carpentry II	8
TECH 1003	Technical Math	<u>3</u>
<b>Semester Total</b>		<b>11</b>

**Program Total.....25**

Use the same basic studies requirements as the other programs.

## CARPENTRY Certificate of Proficiency

Building Trades I is an instructional program that orients an individual to the field of Building Trades. Study in this course allows an individual to prepare for employment. Included are units of study in Introduction and Orientation, Basic Safety, Basic Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, Introduction to Rigging, and Introduction to Carpentry. Students will also learn about the construction industry's health and safety standards, building codes and regulations, and employment opportunities and careers in the various sectors of the trades program.

After completing the one-semester program, our graduates are prepared for entry-level jobs in building trades.

COURSE		SEM. HR.
BLDT 1018	Carpentry I	8
BLDT 1013	Architectural Blueprint Reading	<u>3</u>
<b>Semester Total</b>		<b>11</b>

**Program Total.....11**

Use the same basic studies requirements as the other programs.

## CRIMINAL JUSTICE ADMINISTRATION

### Associate of Applied Science

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

#### *FIRST SEMESTER*

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

#### *SECOND SEMESTER*

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

#### *THIRD SEMESTER*

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

#### *FOURTH SEMESTER*

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

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

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

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

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

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

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

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

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

## GENERAL TECHNOLOGY

### Associate of Applied Science

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

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

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

**Technical Minor/Support Courses: 24**  
**Twenty-four (24) semester hours in minor/related/support courses.**

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

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

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

## GRAPHIC ARTS AND ADVERTISING DESIGN PROGRAM

### Associate of Applied Science

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

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

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

**Basic Studies Requirements:**

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

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

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

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

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

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

#### *FALL SEMESTER*

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

#### *SPRING SEMESTER*

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

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 1903	Desktop Publishing I	3
CSCI 2043	Web Design	3
SPCH 1113	Principles of Speech	3
CSCI 1923	Introduction to Adobe Photoshop	3
ART 1113	Drawing II	<u>3</u>
<b>Semester Total</b>		<b>15</b>

**SPRING SEMESTER**

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

**RESTRICTED ELECTIVES**

ART 2073	Painting I
	Programming Language Elective
CSCI 2124	Introduction to Java
CSCI 2413	Advanced Microsoft Office
CSCI 2193	Advanced Web Design
CSCI 2503	Computer Aided Design I
CSCI 2513	Computer Aided Design II

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

**Prerequisites**

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

**FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
ART 1013	Drawing I	3
ART 2003	Art Appreciation	3
CSCI 1113	Computers and Multimedia	3
ART 1123	Color and Design Theory	3
CSCI 1903	Desktop Publishing I	<u>3</u>
<b>Semester Total</b>		<b>15</b>

**SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
CSCI 2183	Introduction to Computer Graphics	3
ENGL 1113	Composition I	3
CSCI 2043	Web Design	3
CSCI 2113	Desktop Publishing II	3
CSCI 1923	Introduction to Adobe Photoshop	<u>3</u>
<b>Semester Total</b>		<b>15</b>

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

***FALL SEMESTER***

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

***SPRING SEMESTER***

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

***FALL SEMESTER***

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

***SPRING SEMESTER***

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

**Program Total** .....63/65/66

**Basic Studies Requirements:**

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

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

### **INDUSTRIAL CONTROLS TECHNOLOGY** **Certificate of Proficiency**

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

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

### **SOLID STATE/ANALOG TECHNOLOGY** **Certificate of Proficiency**

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

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

### **BASIC INDUSTRIAL ELECTRICITY** **Certificate of Proficiency**

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

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

## PROCESS INSTRUMENTATION

### Technical Certificate

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

#### *FALL SEMESTER*

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

#### *SPRING SEMESTER*

<b>COURSE</b>		<b>SEM.HR.</b>
IDEL 1804	Intro to Programmable Logic Controllers	4
IDEL 1903	Industrial Motors and Controls	3
IDEL 1304	Solid State/Analog Circuits	4
TECH 1203	Industrial Safety	<u>3</u>
<b>Semester Total</b>		<b>14</b>

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

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

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

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

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

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

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

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

## TRUCK DRIVING

### Certificate of Proficiency

American business moves by truck, and the demand for reliable drivers is always high. Graduates of SouthArk's six-week Truck Driving program are sought for employment by area and national trucking firms who visit or call the campus regularly to recruit.

The Truck Driving Training curriculum prepares individuals 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 includes 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. Contact local agencies to determine your 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 completing the following:

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

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

<b>COURSE</b>		<b>SEM.HR.</b>
TRD 1009	Truck Driving	7

**Basic Studies Requirements:**

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

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

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

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

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

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

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

## **WELDING TECHNOLOGY**

### **Technical Certificate**

This technical certificate program is designed to prepare students for entry-level placement in the welding industry. Instruction includes metal cutting, arc welding, semi-automatic (MIG) welding, and tungsten inert gas (TIG) welding. The welding program curriculum follows American Welding Society (AWS) education standards for the qualification and certification of entry-level welders. Students receive instruction in practical applications of welding techniques, as well as the operation and maintenance of related tools in the industry. Graduates may find employment in manufacturing, maintenance, independent welding shops, and construction companies.

#### **FALL SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
WLD 1114	SMAW Fab	4
WLD 1224	GTAW Welding (TIG)	4
WLD 1304	SMAW Pipe Welding	4
WLD 1214	GMAW Welding	4

WLD 1413	Blueprint Reading for Welders	3
TECH 1203	Industrial Safety	<u>3</u>
<b>Semester Total</b>		<b>22</b>

### **SPRING SEMESTER**

<b>COURSE</b>		<b>SEM.HR.</b>
WLD 1125	Advanced SMAW Welding	5
WLD 1314	Specialized Pipe Welding	4
WLD 1244	Welding Lay-Out & Fabrication	4
TECH 1003	Technical Math	3
WLD 1403	Evaluation & Testing	<u>3</u>
<b>Semester Total</b>		<b>19</b>

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

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

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

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

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

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

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

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

## **BASIC WELDING TECHNOLOGY**

### **Certificate of Proficiency**

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

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

## **BASIC GAS WELDING**

### **Certificate of Proficiency**

This Certificate of Proficiency is designed to give students a basic understanding of the various welding techniques in the welding industry. This certificate requires the completion of 11 semester hours of course work. Graduates may find entry-level employment in manufacturing, maintenance, independent welding shops, and construction companies.

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

# Workforce Development, Adult Education, Continuing Education and Community Services

## COMMUNITY SERVICE AND CONTINUING EDUCATION

### Purpose

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

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

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

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

Boater Education	Dog Obedience
Cake Decorating	Estate Planning
Calligraphy	Flower Arranging
Camp Lotsafun	Hunter Education
Conversational Spanish	Wallpapers

### New Courses

Courses are organized on demand. Anyone interested in offerings not scheduled or anyone wanting to be added to the class schedule mailing list may contact the Community Service office, (870) 864-7192 or email [ce@southark.edu](mailto:ce@southark.edu).

### Instructors

Community Service (CS) instructors, selected for their skills and expertise in a variety of fields, are drawn from business, the professions, government, the college faculty, and the community. Anyone interested in teaching may call (870) 864-7192 or email [ce@southark.edu](mailto:ce@southark.edu).

### Registration

High school graduation or previous college attendance is **NOT** required when taking a non-credit course. For information regarding a course, students may visit the Center for Workforce Development located on East Campus or call 864-7192. A student is officially registered in a course when a registration card has been completed and fees have been paid in the Bookstore on West Campus. The college reserves the right to cancel classes due to insufficient enrollment.

## **Fees**

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

## **Refunds**

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

## **Schedules**

Schedules of the Community Service courses are prepared before the beginning of each semester and mailed to interested persons or are available at the college. The newspaper also announces the beginning of many classes as they occur. Class schedules can also be found at [www.southark.edu/programs/workforce.htm](http://www.southark.edu/programs/workforce.htm).

# **ADULT EDUCATION**

## **Adult Basic Education**

The Adult Education Program provides adults with the opportunity to improve their basic reading, writing, and math skills. Students may work on basic skills to improve their ACT scores, to take the Official GED Test, to improve their employability skills, to advance their workplace skills, or to gain personal satisfaction. The Adult Education Program is conducted according to established laws, rules, and regulations. The program is an open-entry, open-exit program. All incoming students are evaluated and placed in classes to upgrade deficiencies. Instruction is diagnostic, prescriptive, self-paced, and individualized. Students have access to computers and modern curriculum. Small group and individual instruction is available during the day and evening hours at no cost to participants. Classes are provided on campus and at satellite locations.

## **Programs provided through Adult Education**

### **Academic Assessment**

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

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

This class is designed for students who have little or no background in the English Language as well as students who have limited use of the English Language. Alphabet sounds, simple commonly used verbs, and basic understanding of grammar and basic functional language are emphasized for the beginning students. Intermediate and advanced students will learn how to speak in various situations, and become more comfortable in speaking in different social gatherings. Intermediate and advanced classes will focus on clarity of pronunciation, speed-reading, vocabulary building, written essays, and formal speech presentations.

### **Workplace Education**

The Workplace Education Program offers basic academic skills to local businesses. Classes may be taught in local businesses and industries. These classes can be GED or

refresher courses or they can be tailored to the needs of the employer. The Arkansas Workforce Alliance for Growth in the Economy (WAGE) Program is designed to address the need to improve the workplace basic skills of the unemployed and under employed labor pool. The WAGE Program is an industry, education, and community collaborative for workforce development. The program incorporates an alliance between local employer advisory council, adult education services, employment and training agencies, industrial development foundations, and county/city governments to identify and provide training in those literacy skills that are essential to most entry-level jobs in the community.

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

### **Computer Literacy**

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

### **Employability**

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

## **Center for Workforce Development**

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

### **Classes:**

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

### **Services:**

Pre-employment training  
Curriculum Development for specific training needs  
Assistance with grants

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

growth and vitality of local enterprises, the center actively participates in the training and retraining of the workforce.

Those interested in the services of the Workforce Development Center should contact the Director of Workforce Development at 870-864-7193 or visit the East Campus location of South Arkansas Community College.

### **Student Job Placement**

South Arkansas Community College maintains an online job placement site for students, graduates, and employers at [www.southworks.org](http://www.southworks.org).

# Course Descriptions

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

## ACCOUNTING

### ACCT 2003. PRINCIPLES OF ACCOUNTING I

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

### ACCT 2103. PRINCIPLES OF ACCOUNTING II

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

### ACCT 2113. COMPUTERIZED ACCOUNTING SYSTEMS

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

## ADMINISTRATIVE ASSISTANT TECHNOLOGY (ADMS)

### ADMS 1003. INTRODUCTORY ACCOUNTING

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

### ADMS 1013. BASIC WORD PROCESSING

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

### ADMS 1023. BUSINESS WORD PROCESSING

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

### ADMS 1043. OFFICE PROCEDURES AND ROUTINES

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

### ADMS 2063. BUSINESS COMMUNICATIONS

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

### ADMS 2703. PROFESSIONAL PROJECTS AND PORTFOLIO DESIGN

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

## ALLIED HEALTH

### AH 1103. COMPUTERS FOR HEALTH PROFESSIONALS

Learn basic computer concepts and software applications with an emphasis on personal

computing. Topics include hardware, software, data processing, the Internet and World Wide Web, and current trends in personal computing and medical administration software. File management, word processing, spreadsheet, database, and presentation applications are introduced. (F, S, SS, D, N)

### **AH 1003. INTRODUCTION TO ALLIED HEALTH**

Prerequisite: BSTD 0113 with a "C" or better or equivalent score on placement test. BSTD 0213 with a "C" or better or equivalent score on placement test. BSTD 0413 with a "C" or better or equivalent score on placement test. Introduction to Allied Health should be taken prior to entering the PN course work. This course would also be an asset to any one considering entrance into a health related field. It would serve as a transition course from non-professional to professional especially for Med Pro Ed students or other recent high school students or graduates. It provides a glimpse into each allied health area for the undecided student.

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

## **ART**

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

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

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

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

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

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

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

### **ART 1353. DIGITAL PHOTOGRAPHY**

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

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

(for non-art majors)

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

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

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

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

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

## **AUTOMOTIVE SERVICE TECHNOLOGY**

### **AST 1004/L. AUTOMOTIVE FUNDAMENTALS**

The course emphasis is on the operation and servicing of major automobile systems. Proper use and care of hand tools, shop equipment, and automotive test equipment is also covered. Safety is stressed. (2 hours lecture, 3 hours lab)

### **AST 1104/L.**

#### **MANUAL DRIVE TRAIN AND AXLES/LAB**

Manual transmissions, transaxles, clutches and transfer cases are covered in this course. Also covered are u-joints, drive shafts and differential repair and diagnosis. (2 hours lecture, 3 hours lab)

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

This course covers the diagnosis and repair of brake system hydraulics, drum brake systems,



disc brake systems and power assist brake systems. Anti-lock brake system diagnosis and repair are included. (2 hours lecture, 3 hours lab)

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

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

#### **AST1404/L.**

##### **AUTOMOTIVE ELECTRONICS I/LAB**

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

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

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

#### **AST 1604/L.**

##### **ENGINE PERFORMANCE I/LAB**

This course is an introduction to Ignition, Fuel, Intake and Exhaust systems. Exhaust Emissions and Emission Control Devices are also covered. Diagnostics is emphasized. (2 hours lecture, 3 hours lab)

#### **AST 1614/L.**

##### **ENGINE PERFORMANCE II/LAB**

The course covers various Fuel Injection Systems, Electronic Ignition Systems and On-board Computer Engine Controls. Proper diagnostics is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

#### **AST 1704/L. HEATING AND AIR CONDITIONING/LAB**

This course covers diagnosis and repair of Air Conditioning Systems. Refrigeration, Heating and Cooling Systems are also covered. Automatic Control Systems, Refrigerant Recovery, Recycling and Handling are also covered. (2 hours lecture, 3 hours lab)

#### **AST 1804/L. AUTOMATIC TRANSMISSION/TRANSAXLES/LAB**

This course covers diagnosis and repair of Automatic Transmission/Transaxles. Included

are Transmission Maintenance, Adjustments and Scan Tool Diagnostics. Off-Vehicle Diagnosis and Repair are also covered. (2 hours lecture, 3 hours lab)

#### **AST 1902. ASE TEST PREPARATION**

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

#### **AST 2404/L.**

##### **AUTOMOTIVE ELECTRONICS II/ LAB**

This course is an in-depth study of Battery, Starting, Charging and Electrical Accessory Systems. Proper diagnostics and safety is stressed. Lab experiments enhance the instruction. (2 hours lecture, 3 hours lab)

#### **AST 2601. DIRECTED STUDY**

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

#### **AST 2614. INTERNSHIP**

This course provides hands-on applications at an automotive service facility where the student will be employed. On-site evaluations of the student will be conducted by the facility to ensure quality work. (4 credit hours, 120 contact hours)

#### **AST 2604/L. ADVANCED ENGINE PERFORMANCE/LAB**

This course covers OBD II (On-Board Diagnostics Second Generation) systems. Included are advanced diagnostics of Fuel, Ignition and Emission Control Systems. Scan Tool and Scope Usage is emphasized. (2 hours lecture, 3 hours lab)

### **BASIC STUDIES**

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

#### **BSTD 0103. READING SKILLS I**

Development of reading skills through perception training, vocabulary building, comprehension training, and rate building.

Diagnostic and individual prescriptive techniques are emphasized. (F, S, D, N, SS)

### **BSTD 0113. READING SKILLS II**

Continuation of BSTD 0103. 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. (F, S, D, N, SS)

### **BSTD 0203.**

#### **FUNDAMENTALS OF WRITING I**

Intensive study of the fundamentals of written English, grammar, punctuation, spelling, and vocabulary development. (F, S, D, N, SS)

### **BSTD 0213.**

#### **FUNDAMENTALS OF WRITING II**

Prerequisite: Pass BSTD 0103 (or 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. (F, S, D, N, SS)

### **BSTD 0313.**

#### **FUNDAMENTALS OF ARITHMETIC**

An arithmetic review for students who need to improve their computational skills. Topics covered include whole numbers, fractions, decimals, ratio and proportions, percent, measurement, and basic geometry. (F, S, D, N, SS)

### **BSTD 0413. ELEMENTARY ALGEBRA.**

Prerequisite: Pass BSTD 0313 with a grade of "C" or better or make an appropriate score on the placement test. This is a pre-college, beginning algebra course for students with no algebra background or with a very weak algebra background. The purpose is to prepare the students for BSTD 0513, Intermediate Algebra. Topics include the real number system, algebraic expressions, properties of the real number system, real number arithmetic, exponential notation, order of operations, solving first degree equations in one variable, solving first degree inequalities in one variable, solving a formula for a letter, problem solving using equations, graphing linear equations on the coordinate plane, finding the slope of a line, finding the equation of a line, solving systems of equations, problem solving using systems of equations. (F, S, D, N, SS)

### **BSTD 0513. INTERMEDIATE ALGEBRA**

Prerequisite: Pass BSTD 0413 with a grade of "C" or better or make the appropriate score on

the placement tests. This is a pre-college level course for students who have had some algebra, but need further development of their skills before they take MATH 1023, College Algebra. Topics covered include operations on polynomials, factoring polynomials, solving quadratic equations by factoring, rational expressions, solving rational equations, inequalities and interval notation, compound inequalities, absolute value equations and inequalities, linear inequalities in two variables, introduction to functions, radical expressions and functions, rational exponents, solving radical equations, solving quadratic equations by using the square root property, using the Pythagorean theorem. (F, S, D, N, SS).

### **BSTD 1303. PSYCHOLOGY FOR LIVING**

A course designed to enhance academic achievement, development of personality, and social interaction. Not a substitute for Psychology 2003. (F, S, D)

### **FYI 1003.**

#### **FRESHMAN YEAR INFORMATION**

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

## **BIOLOGY**

### **BIOL 1004/L. FUNDAMENTALS OF BIOLOGY/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Morphological, physiological, and taxonomic survey of the plant and animal kingdom with emphasis on basic biological principles. Lecture: three hours. Laboratory: two hours (F, S, SS, D, N)

### **BIOL 1024/L.**

#### **VERTEBRATE ZOOLOGY/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Study of phylogenetic relationships, morphology, and physiological process of the classes of

vertebrates. Lecture: three hours. Laboratory: two hours (On demand)

#### **BIOL 1034/L. GENERAL BOTANY/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to fundamental principles of plant structure and function. Lecture: three hours. Laboratory: two hours (On Demand)

#### **BIOL 2003. NUTRITION AND DIET**

Study of the fundamental principles of human nutrition and diet with emphasis on carbohydrates, lipids, proteins, vitamins, minerals, and energy in normal nutrition as well as in disease conditions. (F, S)

#### **BIOL 2064/L. HUMAN ANATOMY AND PHYSIOLOGY I/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Study of the structure and functions of the human body with emphasis on the skeletal, muscular, and nervous systems. Lecture emphasizes concepts that allow humans to walk upright and to respond to their environment. Laboratory work includes histology of tissues, morphometry of the skeleton dissections, and some physiologic experimentation. Lecture: 3 hours. Laboratory: 2 hours (F,S,SS,D,N) 4 Credits

#### **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 circulatory, lymphatic, digestive, urinary, and respiratory systems including a study of growth and development of the human body, and newest genetic developments. Laboratory work includes histology of tissues, DC labs on electrocardiography and the ECG, respiration and metabolism, and dissections of sheep heart and the fetal pig in addition to some physiologic experimentation. Lecture: 3 hours. Laboratory: 2 hours (F,S,SS,D,N) 4 Credits

#### **BIOL 2304/L. KINESIOLOGY/LAB**

Prerequisites: Pass BIOL 2064/L with a grade of "C" or better. Study of musculoskeletal anatomy, posture and movement of the human body. An understanding of the muscular system with regard to origin, insertion, and action of muscles, serves as the basis by which to study planes and axis of movements, the range and quality of functional movements, the actions of levers within the human body, and how muscular

contraction affects movements, posture, and gait. (3 hours lecture, 2 hours lab)

### **BUILDING TRADES TECHNOLOGY**

#### **BLTD 1018. CARPENTRY I**

Will prepare for employment or continued education in the occupations of Carpentry, Electrical Wiring, or Residual Plumbing. Basic Safety, Orientation to the Trade, Basic Math, Basic Blue Print Reading, Wood Building Materials, Fasteners and Adhesives, Hand and Power Tools, Floor Systems, Wall and Ceiling Framing, Roof Framing, and Windows and Exterior Doors will be taught.

#### **BLTD 1028. CARPENTRY II**

Prerequisites: BLTD 1028. Reading Plans and Elevations, Site Layout, Introduction to Concrete and Reinforcing Materials, Foundation and Flatwork, Concrete Forms, Reinforcing Concrete, Handling and Placing Concrete, and Manufactured Forms will be covered

#### **BLTD 1013. ARCHITECTURAL BLUEPRINT READING**

An introductory survey course relating the necessary blueprint concepts used in the industry to the final construction process. Reading and interpreting blueprints and specifications, instruction in reading plan views, evaluation, details typical of working drawings, vocabulary of lines, reading scales, construction mathematics, basic drawing projections, use of symbols, reading basic specifications and understanding and using basic construction drawings to determine the methods and materials of light constructions will be taught.

#### **BLTD 1008. INTRODUCTION TO PLUMBING**

Reading, and evaluation of plumbing blueprints, plumbing fixtures, pipe, and fittings required in drains, waste and ventilation, and waste distribution systems, identification of pipes and fittings and their preparation and installation. Installing pipe in trenches, establishing grade for drain and waste piping, joining clay and concrete pipe, connecting to the sewer main, and installing roof, floor, and area drains will be taught.

#### **BLTD 2008. INTRODUCTION TO RESIDENTIAL ELECTRICAL**

Students learn electrical theory and concepts used in Ohm's Law as applied to series, parallel and series-parallel circuits and covers resistance

circuits, Kirchhoff's Voltage and Current Laws and circuit analysis. Students are introduced to atomic theory, electromotive force, resistance, and electric power equations. Students learn how to bend and install conduit and the systems used to mount and support electrical boxes and receptacles. This course also provides a navigational road map for using the National Electric Code.

## BUSINESS ADMINISTRATION

### **BUS 1003.**

#### **THE AMERICAN ENTERPRISE SYSTEM**

Basic course in the fundamentals of business. An overview to develop an intelligent understanding of the realistic problems and practices of business. Studies of the business organization and its environment, including marketing, economics, management, and accounting. (F, S, D, N)

### **BUS 2013. QUANTITATIVE ANALYSIS**

Prerequisite: MATH 1023. An introduction to applied statistics including measures of central tendency and dispersion, probability, sampling, estimation, hypothesis testing, and analysis of variance. (F, S, D, N, SS)

### **BUS 2074. PRINCIPLES OF REAL ESTATE**

Basic concepts of marketing, ownership, and legal principles involved in real estate management to help prepare students for the state real estate salesperson examination. (S, N)

### **BUS 2133. REAL ESTATE APPRAISAL**

Prerequisite: BUS 2074. Course covering principles and techniques of residential real estate appraising. (On demand, N)

### **BUS 2233. PERSONNEL SUPERVISION**

A course designed for persons training for first level supervisory positions with emphasis on human relations, motivation, and effective uses of human resources. (S, N)

### **BUS 2903.**

#### **SPECIAL TOPICS IN BUSINESS**

A survey of various topics within the field of business to meet specialized needs. (On demand, D, N)

## CHEMISTRY

### **CHEM 1024/L.**

#### **COLLEGE CHEMISTRY I/LAB**

Prerequisites: Pass BSTD 0113, BSTD 0213 with a grade of "C" or better and either one year of high

school algebra, or BSTD 0413 or its equivalent or make an appropriate score on the placement test. Fundamental laws, theories, and mathematical relationships of chemistry. Intended for students who need a foundation for work in advanced chemistry or related laboratory sciences. Three hours lecture and two hours laboratory. (F, D)

### **CHEM 1064/L.**

#### **FUNDAMENTALS OF CHEMISTRY/LAB**

Prerequisites: Pass BSTD 0113, BSTD 0213 with a "C" or better and either one year of high school algebra, or BSTD 0413 or its equivalent or make an appropriate score on the placement test. An introductory course for students in two-year Allied Health programs, chemical technology, and industrial process technology. Does not fulfill general education science requirement. Three hours lecture and two hours laboratory. (F, S, SS, D)

### **CHEM 1124/L.**

#### **COLLEGE CHEMISTRY II/LAB**

Prerequisite: CHEM 1024, BSTD 0513. Continuation of College Chemistry I. Laboratory: two hours. (S, D)

## COMPUTER SCIENCE

### **CSCI 1001. FUNDAMENTALS OF**

#### **COMPUTERS**

Introduction to the fundamentals and use of desktop computer systems. Topics will be very basic relating to computer hardware and software. These include how to turn a computer on and off, explanation of what a file is, and how to save a file on a storage device. Students will be introduced to data representation and software applications such as text processing, spreadsheets, and databases through demonstration of several Microsoft Office applications. (F, S, SS, D, N)

### **CSCI 1003. COMPUTERS AND**

#### **INFORMATION PROCESSING**

Prerequisite: ADMS 1013 or equivalent skills. Learn basic computer concepts and software applications with an emphasis on personal computing. Topics include hardware, software, data processing, the Internet and World Wide Web, and current trends in personal computing. File management, word processing, spreadsheet, database, and presentation applications are introduced. (F, S, D, N, SS)

### **CSCI 1102.**

#### **LEVITON CABLING CERTIFICATION**

This course presents information and installation competencies in alignment with the Leviton

Copper Certified Installer examination and the Leviton Fiber Certified Installer examination. (On demand, D, N)

### **CSCI 1103. COBOL PROGRAMMING**

Prerequisite: CSCI 1003 and CSCI 1253. Introduction to computer programming using the Common Business Oriented Language including presentation and analysis of programming applications and techniques for business, industry, and government. (On demand, D, N)

### **CSCI 1113.**

#### **COMPUTERS AND MULTIMEDIA**

This class is both innovative and inspirational, become part of the digital revolution. This course covers four separate iApps - iMove, iPhoto, iTunes, and iDVD. Learn to make movies, create music CDs, manage, share and enhance digital photos. This class will help you enhance your creative abilities.

### **CSCI 1205. PC SERVICING AND UPGRADING CONCEPTS**

An introduction to configuring the system parameters and storing information in the CMOS memory. The methods of adding additional RAM memory and higher capacity floppy disk drives and hard drives are covered. The use of jumpers, switches, and software to configure I/O addresses, interrupt request lines, and direct memory access channels is taught. (F, D, N)

### **CSCI 1215. PC PERIPHERALS**

Continuation of CSCI 1205 CSCI 1223. This third course in the A+ Certification series covers topics that include elements related to PC systems and the components that connect to them, troubleshooting, disassembly and reassembly of printers, scanners, monitors, external drives, and hardware and software tools related to the trade. (On demand, D, N)

### **CSCI 1225. OPERATING SYSTEM STRUCTURES**

Taught in coordination with PC Repair and Upgrade Concepts CSCI 1205. The basic concepts of the Windows operating system will be studied from the view of underlying functionality. Topics include device, disk, and file management; directory structure; system configuration; and memory management. (F, S)

### **CSCI 1253. PROGRAMMING AND LOGIC**

An introductory course into programming focusing on logic, algorithms, and fundamental programming concepts. Topics will include

programming style, flow charts, binary representation, data types, logical expressions, and arrays. (On demand, F)

### **CSCI 1263. WINDOWS XP PROFESSIONAL/ NETWORK ADMINISTRATION**

Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of "C" or better or equivalent score on the placement test. Covers basics of Windows XP Professional from installing and upgrading to enabling remote support. Administrative issues such as setting up password requirements, securing shared resources, and managing user accounts are covered. Includes details on mobile computing issues for networks. (F, D, N)

### **CSCI 1274. WINDOWS 2000 SERVER/NETWORK ADMINISTRATION**

Prerequisites: Fundamental keyboarding skills, pass BSTD 0113 and BSTD 0213 with a grade of "C" or better or equivalent score on the placement test. This course is designed to give students the knowledge and experience to install, configure, and administer Microsoft Windows 2000 Server as a network operating system. This course will prepare students for Microsoft Exam number 70-215. This is the second course of four required for the Windows 2000 MCSA. The student is expected to achieve MCP status by passing this one exam. (F, S, D, N)

### **CSCI 1302/L. NETWORKING FOR HOME AND SMALL BUSINESS/LAB**

The course presents information and a skill set necessary to install a typical home or small business peer-to-peer network system that is capable of accessing Internet resources through an Internet Service Provider (ISP) via a Digital Subscriber Line or cable modem connection. (On demand, N)

### **CSCI 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 1305. NETWORK OPERATING SYSTEMS**

An introduction to performing key networking installations, configurations, and administration tasks involved in major network operating systems. (S, D, N)

### **CSCI 1403.**

#### **CCNA 1 NETWORKING BASICS**

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

#### **CSCI 1413. CCNA 2 ROUTERS AND ROUTING BASICS**

Prerequisite: Pass CSCI 1403 with a grade of “C” or better. The second of four CCNA courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on initial router configuration, Cisco IOS software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Students should develop skills on how to configure a router, manage Cisco IOS software, configure routing protocols, and create access control lists controlling access to the router. (S, D, N)

#### **CSCI 1703. 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. (S, D, N)

#### **CSCI 1803. SECURITY + EXAM CERTIFICATION**

Designed to prepare students for the CompTia Security+ exam. Security+ is a vendor-neutral certification exam for entry-level security professionals.

#### **CSCI 1903. DESKTOP PUBLISHING I**

Prerequisite: CSCI 1113 if taken on the Macintosh platform. Introduces the student to the basics of desktop publishing. Course will include terminology, graphics, line draw, columns, tables and charts, report production, and layout techniques. Focus will be on the use of programs such as Adobe PageMaker™ and Illustrator™. (On demand, D, N)

#### **CSCI 1923. INTRODUCTION TO ADOBE PHOTOSHOP**

Students will be introduced to the fundamental and intermediate aspects of Adobe Photoshop™. From a post-production perspective, students will learn how to take an existing photographic image

and produce a final quality image through manipulation and editing. (On demand, D, N)

### **CSCI 2023.**

#### **VISUAL BASIC FOR WINDOWS**

Prerequisite: CSCI 1003 and CSCI 1253. An introduction to programming using Microsoft’s Visual Basic.Net programming language with emphasis on business and scientific applications. (F, S, D, N)

#### **CSCI 2043. WEB DESIGN**

Prerequisite: CSCI 1003 or equivalent. Students will learn and apply advanced aspects of Web design and production using the Dreamweaver™ program. Students will be required to create a polished Web site for their class project. (On demand, D, N)

#### **CSCI 2113. DESKTOP PUBLISHING II**

Prerequisite: CSCI 1903. Introduces the student to advanced aspects of desktop publishing. A project involving the creation and production of a business/organizational periodical will be completed. Use of programs such as Adobe PageMaker™ or Illustrator™ will be included. (On demand, D, N)

#### **CSCI 2124/L.**

#### **INTRODUCTION TO JAVA/LAB**

Prerequisite: CSCI 1253. An introduction to the fundamentals of the JAVA programming language. Provides a conceptual understanding of Object Oriented programming. Students will learn how to create classes, objects, and applications using the language. Topics also include JAVA language fundamentals and the Java language API (application programming interface). (S, On demand, D, N)

#### **CSCI 2133. C PROGRAMMING**

Prerequisite: CSCI 1253. Introductory course orienting students to the programming techniques and style of C. C is a middle-level programming language having capabilities of hardware protocol. Programs created will be business-related and designed to help students learn all the capabilities of C. (On demand, D, N)

#### **CSCI 2143. MICROCOMPUTERS: BUSINESS APPLICATIONS**

Prerequisite: CSCI 1003. An introduction to microcomputers and applications software used in business. The course covers the use and operation of microcomputers and various types of popular “business” software including spreadsheets and database management systems. (F, S, D, N)

### **CSCI 2183. INTRODUCTION TO COMPUTER GRAPHICS**

Prerequisite: CSCI 1113 if taken on the Macintosh platform. Using Adobe Illustrator™ software, students will learn how to creatively design through software functions that include drawing, painting, editing, coloring, and layering. Basic and intermediate techniques will be covered and advanced techniques introduced. (On demand, D, N)

### **CSCI 2193. ADVANCED WEB DESIGN**

Prerequisite: CSCI 2043. Advanced concepts of web design and production will be used to produce professional websites. Topics will include templates, style sheets, layers, interactivity, animating timelines, find and replace, and extensions. (S, D, N)

### **CSCI 2203. DATABASE**

Prerequisite: ADMS 1013 and CSCI 1013 or equivalent skills. Through the use of Microsoft Access™ the student will learn core and various expert level functions through database creation, manipulation, and output processes. This is primarily a hands-on course. (F, D, N)

### **CSCI 2204. IMPLEMENTING AND ADMINISTERING A MICROSOFT 2003 ACTIVE DIRECTORY**

**Prerequisite:** CSCI 1274 Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory service. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers.

### **CSCI 2323. CCNA 3 SWITCHING BASICS AND INTERMEDIATE ROUTING**

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

### **CSCI 2343. CCNA 4 WAN TECHNOLOGIES**

Prerequisite: Pass CSCI 1413 with a grade of "B" or better or possess CCNA. May be taken before

CSCI 2323. Last of the four courses leading to the Cisco Certified Network Associate (CCNA) certification. Focuses on advanced IP addressing techniques (Network Address Translation [NAT], Port Address Translation [PAT], and DHCP), WAN technology and terminology, PPP, ISDN, DDR, frame relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA exam. (On demand, D, N)

### **CSCI 2351/2352/2353. SPECIAL TOPICS IN INFORMATION TECHNOLOGY**

A survey course of a selected topic or related topics in information technology intended to provide the CIT student with exposure to new technology or a special knowledge/skills set. Credit will vary depending upon length of study requirements. (On demand, D, N)

### **CSCI 2413.**

#### **ADVANCED MICROSOFT OFFICE**

Prerequisite: CSCI 2143. This course is intended as a second course for enhancing the student's ability to utilize Microsoft Office software. Integration of applications and advanced topics will be covered in the applications. (F, S, D, N)

### **CSCI 2703. PROFESSIONAL PROJECTS & PORTFOLIO DESIGN**

Prerequisite: Completion of 45 hours of the program. Students complete projects that require organizational skills and teamwork to prepare them for a smooth transition into the fast-paced business environment. Class incorporates such topics such as appropriate business attire, professional etiquette, interpersonal skills, ethics, business protocol, and problem solving. Students develop individual professional portfolios they may use in applying for jobs. (S, D, N)

<h2 style="text-align: center;"><b>CRIMINAL JUSTICE ADMINISTRATION</b></h2>
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### **CJ 1103.**

#### **INTRODUCTION TO CRIMINAL JUSTICE**

Examination of the history and philosophy of the administration of justice in America. The systems and sub-systems, their roles and interrelationships, theories of crime, punishment, and rehabilitation; and the ethics, education, and training of professionals will be studied. (F, Even, N)

### **CJ 2103. POLICE ADMINISTRATION**

Prerequisite: CJ 1103 or equivalent. Introductory course in the role of police in administration of

criminal justice and crime control. An overview of police administrative, line, and auxiliary functions. (S, Even, N)

### **CJ 2303. RULES OF CRIMINAL EVIDENCE AND PROCEDURES**

Prerequisite: CJ 1103 or equivalent. Introduction to the act of investigation. Attention to the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial. (S, Odd, N)

### **CJ 2403. CRIMINAL INVESTIGATION TECHNIQUES**

Prerequisite: CJ 1103 or equivalent. Survey of general procedures, concepts, and practical application of the mechanics of criminal investigation. Emphasis upon elements of crime and fact-finding. (F, Odd, N)

### **CJ 2503. ARKANSAS CRIMINAL LAW**

A study of the criminal statutory provisions of the State of Arkansas. Study will include interpretation of the statutory criminal law as set forth by the State and U.S. Supreme Court. (F, Odd, N)

### **CJ 2603. ARKANSAS JUVENILE LAW & PROCEDURES**

A framework of substantive law for Arkansas Juvenile Courts. Provisions of Arkansas and Federal law pertaining to juveniles: guardianship, student dismissal from public school, legal disabilities of minors (voting, marriage, compulsory school attendance, child abuse reporting laws, dependency, and neglect). (S, Even, N)

<h2><b>EARLY CHILDHOOD EDUCATION</b></h2>
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### **ECE 1003. FOUNDATIONS OF EARLY CHILDHOOD EDUCATION**

Prerequisite: Admission to the ECE program. This course includes basic information on childcare as a profession. The student is introduced to the competency goals and requirements of the Child Development Associate credential. Outside field experiences may be required, depending on student's previous experience. (SS, S, F, N)

### **ECE 1013. CHILD GROWTH & DEVELOPMENT**

This course consists of the stages of cognitive, physical, emotional, and social growth of

children from birth to age eight. It includes activities recommended to facilitate optimum development of each stage. Outside field experiences will be required. (SS, S, F)

### **ECE 1023. ENVIRONMENTS FOR YOUNG CHILDREN**

This course focuses on the appropriate activities and positive physical, social, cognitive, and emotional environments that will facilitate optimum growth and development of children, aged birth to five. Focus is on creating a safe environment, providing healthy nutritious foods, and making young children aware of the importance of these factors for good health and safe living. State laws and regulations for establishing childcare centers are also discussed. Outside field experiences may be required, depending on student's previous experience. (SS, S, F)

### **ECE 2033. GUIDING SOCIAL AND EMOTIONAL BEHAVIOR**

This course focuses on identifying and practicing effective techniques in guiding behaviour and handling discipline problems in preschool children. Reasons for children's misbehaviour, appropriate teacher responses, and positive guidance and communication techniques are included. (S, N, SS)

### **ECE 1043. CREATIVE ARTS FOR PRESCHOOL CHILDREN**

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

### **ECE 1053. CURRICULUM METHODS & MATERIALS**

Prerequisites: ECE 1013. This course prepares the pre-school teacher for assessing student needs, planning age and stage appropriate lessons, and preparing and selecting materials to accompany lessons that will aid the children's optimum growth and development. (S, N)

### **ECE 2003. EMERGING LITERACY**

Prerequisite: ECE 1013. This course covers skills needed by preschool teachers in order to plan,



develop and present language arts activities that nurture expressive language in young children. These skills are used to help children develop pre-reading and pre-writing skills. (F, N)

### **ECE 2013. INFANT AND TODDLER DEVELOPMENT**

Prerequisite or Co-requisite: ECE 1013. This course provides foundational knowledge of appropriate behavioral expectations of infants and toddlers. Age appropriate care and discipline are examined along with the history, principles, and techniques of caring for infants and toddlers. (F, N)

### **ECE 2023. SURVEY OF EXCEPTIONAL CHILDREN**

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

### **ECE 1033. TECHNICAL PRACTICUM I**

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

### **ECE 2043. SOCIAL STUDIES, MATH, AND SCIENCE FOR PRESCHOOL CHILDREN**

Prerequisites: PSYC 2223, ECE 1003, ECE 1013; ECE 1023; ECE 1033; 1053. This course covers the skills needed by preschool teachers to plan, develop, and present developmentally appropriate activities in social studies, math, and science for young children. (S, N)

### **ECE 2053. ADMINISTRATION OF PRESCHOOL PROGRAMS**

Prerequisite: Instructor permission. This course covers the theory and practice of administering private, state and federally funded preschool programs. Concepts of administration are covered. (SS)

### **ECE 2063. TECHNICAL PRACTICUM II**

Prerequisite: ECE 1043; ECE 1053; ECE 2043 and instructor permission. Provides opportunities for advanced childhood education students to

apply the acquired theory and skills in a child care setting. Course objectives provide opportunities for students to implement experiences planned during other courses in the curriculum to assure balance of the curriculum. (S, D)

## **ECONOMICS**

### **ECON 2003. MACROECONOMIC PRINCIPLES**

Introduces the basic economic concepts including the market system, national income, fiscal policy, monetary policy, and the Federal Reserve System. Emphasis is placed on connecting the concepts to real world situations. (F, S, D, N)

### **ECON 2103. MICROECONOMIC PRINCIPLES**

Introduction to microeconomics and resource allocation of comparative economic systems. Covers consumer choice, firm production and pricing in different market structures, the public sector, and externalities. (F, S, D, N)

## **EDUCATION**

### **EDUC 2003.**

#### **INTRODUCTION TO EDUCATION**

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. (F,N)

### **EDUC 2313. INTRODUCTION TO EDUCATIONAL TECHNOLOGY.**

Covers basic technology used in P-12 classrooms with special emphasis on computer operations and concepts. Decision making and consequences concerning social, ethical and human issues related to technology and computing is addressed. Minimal experience with computers is recommended. (F, S, N)

## **EDUC 2013. INTRODUCTION TO EDUCATIONAL PRACTICE**

This is an applied course consisting of placement in public school classrooms. Both site and SouthArk supervision through class experiences are components. Forty hours of classroom experience is required. Placement will be arranged by the instructor. Students are required to take the Praxis I exam. (3 lec, F, S, D)

<h3><b>EMERGENCY MEDICAL TECHNOLOGY</b></h3>
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#### **EMT 1005. EMERGENCY MEDICAL TECHNOLOGY - AMBULANCE (BASIC)**

A course designed to prepare students for the basic EMT certification examination administered by the Arkansas Department of Health. (F, S, N)

#### **EMT 1011. EMS ENVIRONMENT I**

An overview of Emergency Medical Systems. Emphasis is placed on professionalism, responsibility, development, improvement and community involvement. The ethical and legal aspects of Emergency Medical Systems including malpractice, consent, and contracts will also be discussed. (F, N)

#### **EMT 1012. HUMAN SYSTEMS AND ASSESSMENT**

History taking, charting, and physical examination skills. Emphasis on directing, defining, and describing normal and pathological body conditions. (F, N)

#### **EMT 1013. SHOCK AND FLUID THERAPY**

Understanding and management of the body system's reaction to decreased cellular oxygenation. Body fluids, osmosis, and pathophysiology of inadequate tissue perfusion combined with the evaluation and resuscitation of these patients. The use of PASG and intravenous techniques are emphasized. (F, N)

#### **EMT 1014. PARAMEDIC CLINICAL ROTATION I**

Supervised rotations through clinical settings. Rotations will include Emergency Department, Operating and Recovery Room, ICU/CCU, Pediatrics, and Psychiatric Unit. This rotation will provide students with the opportunity to use all of their advanced level skills in the clinical setting. (S, N)

#### **EMT 1015. EMERGENCY CARDIAC CARE**

Etiology, pathophysiology, clinical features, cardiac disease processes, and assessment of

patients with cardiac disorders and ACLS skills and techniques. Emphasis will be placed on the interpretation of cardiac dysrhythmia, clinical signs and symptoms of cardiac conditions, indications and administration of cardiac therapy along with defibrillation and synchronized cardioversion skills. (S, N)

#### **EMT 1022. PHARMACOLOGY**

Clinical pharmacology, classification and use of medications. Emphasis on the proper indications, precautions, dosages, and methods of administration will be covered. Includes dosage calculations and metric conversions. (F, N)

#### **EMT 1023.**

##### **EMERGENCY RESPIRATORY CARE**

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

#### **EMT 1033.**

##### **INTERMEDIATE CLINICAL ROTATION**

Supervised rotations through hospital clinical areas. Emphasis will focus on areas that reinforce and allow the student to apply airway management, IV therapy, and patient assessment skills. (F, N)

#### **EMT 1043. TRAUMATOLOGY**

Management and treatment of traumatic injuries including soft tissues, central nervous system, and musculoskeletal structures. Anatomy and pathophysiology, assessment, and management of traumatic injuries involving these human systems. (S, N)

#### **EMT 1053. MEDICAL EMERGENCIES I**

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include diabetic emergencies, anaphylactic reactions, exposure to environmental extremes, alcoholism, poisoning, acute abdomens, genitourinary problems, and medical emergencies of the geriatric patient. (S, N)

#### **EMT 2022. EMS ENVIRONMENT II**

Guided practice and emphasis on disaster and triage, EMS telemetry and communications, stress management, and emergency rescue extrication techniques. (SS, N)

**EMT 2101.****PARAMEDIC CLINICAL ROTATION II**

Supervised rotations through clinical settings. Rotations will emphasize the Emergency Department and its correlation to the Emergency Medical Services system. Labor and Delivery, Newborn Nursery, and ICU/CCU. (SS, N)

**EMT 2112. MEDICAL EMERGENCIES II**

Recognition, management, and pathophysiology of patients with medical emergencies. This module will include infectious disease, OB-GYN, pediatrics, and behavioral emergencies. (SS, N)

**EMT 2224. FIELD INTERNSHIP I**

Supervised experience in the pre-hospital care setting that will help the student develop and utilize an understanding of the Advanced Life Support system. The student will practice skills as a team member under the direct supervision of a field preceptor. Includes participating in activities at the scene, through patient care, and assisting with coordination of events from dispatch to the transfer of patient care to the Emergency Department. (SS, N)

**EMT 2232.****ASSESSMENT BASED MANAGEMENT**

Integrates the principles of assessment-based management to perform an appropriate assessment and implement the management plan for patients with common complaints. This module will emphasize general approach, assessment, differentials, and management priorities for patients commonly encountered by the EMT-Paramedic. (F, D)

**EMT 2234. FIELD INTERNSHIP II**

Supervised experience in the pre-hospital care setting which will allow the student to apply all of the principles and skills of the EMT-Paramedic in the pre-hospital care setting. The student will practice skills as the team leader under the direct supervision of a field preceptor. Includes directing activities at the scene, delegating patient care responsibilities, and providing coordination of events from dispatch to the transfer of care to the Emergency Department physician. (F, N)

<b>ENGLISH</b>
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**ENGL 1113. COMPOSITION I**

Prerequisites: 19 or above on the English section of the ACT, 40 or above on the Test of Standard Written English (TSWE), or 42 or above on the ASSET Writing Skills Test, 75 or above on the

COMPASS Writing Skills Test, or completion of BSTD 0213. Writing the paragraph and short essay using clear and effective prose based on accepted conventions of grammar, usage, diction, and logic. An introduction to basic rhetorical models. (F, S, D, N, SS)

**ENGL 1123. COMPOSITION II**

Prerequisite: English 1113 with grade of "C" or higher. Continued work in writing skills with an introduction to the conventions of documentation and to advanced rhetorical models. Students will work on maturing their writing skills by completing a research paper and a variety of short persuasive essays. (F, S, D, N, SS)

**ENGL 2123. ADVANCED GRAMMAR AND COMPOSITION**

Prerequisite: English 1123 with grade of "C" or higher. A refinement of skills including advanced grammar, rhetorical form, and specialized writing. (F, S, D)

**ENGL 2213. LITERATURE I**

Prerequisite: English 1123. Introduction to literature; sampling of major masterpieces from the early Greeks to A.D. 1660. It is recommended, but not required, that students take Literature I and II in sequence. (F, D, S, N, SS)

**ENGL 2223. LITERATURE II**

Continued introduction to literature; sampling of major masterpieces from A.D. 1660 to the present. It is recommended, but not required, that students take Literature I and II in sequence. (F, N, S, D, SS)

**ENGL 2313. CREATIVE WRITING**

Prerequisite: eligibility for Composition I (ENGL 1113). This course focuses on the techniques employed by experienced writers in creative genres and how to apply those techniques in a series of student writing projects. The course will result in a portfolio of original poetry and/or fiction and will include instruction in basic manuscript preparation and how to submit work for publication. (On demand)

**ENGL 2643. THE BIBLE AS LITERATURE**

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

## FRENCH

### **FREN 1014, 1024.**

#### **ELEMENTARY FRENCH I, II**

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

## GEOGRAPHY

### **GEOG 2003.**

#### **INTRODUCTION TO GEOGRAPHY**

Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Emphasis on a cultural approach to the study of geography with attention given to the environmental impact on human population and the human impact on the environment. Includes an examination of earth's physical characteristics, map reading, and regional and spatial studies. (S, D, F, N)

## GEOLOGY

### **GEOL 1004/L. PHYSICAL GEOLOGY/LAB**

Prerequisite: Pass BSTD 0113 with a "C" or better or equivalent score on placement test. Study of earth materials and general principles, physical processes that shape the earth: weathering, erosion, volcanism, earthquakes, rock deformation, and mountain building. Recommended as a general education course. Lecture: three hours. Laboratory: two hours (On demand)

### **GEOL 1014/L.**

#### **HISTORICAL GEOLOGY/LAB**

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

## GRAPHIC ARTS & ADVERTISING DESIGN

### **GRAD 2133.**

#### **GRAPHIC DESIGN CAPSTONE**

In this course students will create a finished graphic design portfolio, which they will use in the job application process. Presentation skills, job searching techniques, job application procedures, interview techniques, and resume writing are covered. May be offered as an independent study. (On demand, D)

## HEALTH EDUCATION

### **HPER 1403.**

#### **PERSONAL AND COMMUNITY HEALTH**

A consideration of various conditions and factors affecting individual and community health; designed to assist the student in formulating his/her own philosophy, attitudes and understanding of behaviors necessary to establish healthful living practices. (F, S, D, N)

## HEALTH INFORMATION TECHNOLOGY

### **HIT 1003. MEDICAL TERMINOLOGY**

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

### **HIT 1283. COMPUTER APPLICATIONS FOR HEALTHCARE PROFESSIONALS**

Introduction to personal computer application software using IBM compatible hardware. The course covers an introduction to word processing, electronic spreadsheet, database, graphics, and presentation software.

### **HIT 1153. HEALTHCARE DELIVERY SYSTEMS**

A course of study designed to introduce the student entering health care 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 2073.****BASIC MEDICAL CODING I/LAB.**

Prerequisite: HIT 1003 and HIT 2803 or 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: HIT 1003 AND HIT 2803 OR 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: HIT 1003

Review of medical terms; study of model report forms; roots, prefixes, suffixes, abbreviations; use of computers to transcribe complete medical cases from cassette tapes.

**HIT 2154. ADVANCED MEDICAL TRANSCRIPTION/LAB**

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

**HIT 2173.****REIMBURSEMENT METHODOLOGY**

The student will study the use of coded data and health information in reimbursement and payment systems utilized in health care settings and managed care. The course will review prospective payment systems, third party payers, billing and insurance procedures, explanation of benefits statements, peer review organizations, managed care, and compliance issues.

**HIT 2183. MEDICAL CODING II**

Prerequisite: HIT 2073 & HIT 2081

This course will aid student in developing and understanding advanced CPT and ICD-9-CM coding and classification systems in order to

assign valid diagnostic and/or procedure codes. The course includes application of coding principles related to reimbursement, the prospective payment system, and ethical issues related to reimbursement.

**HIT 2191. PRACTICE CODING II**

PREREQUISITE: HIT 2073 & 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**

Supervised on-the-job experience performing medical coding in a laboratory or health care facility. A minimum of 100 hours of practical experience will be required. The class will require students to be available for assignments in health care facilities Monday through Friday for up to 8 hours per day.

**HIT 2783. MEDICAL TRANSCRIPTION PRACTICUM**

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

**HIT 2803. INTRODUCTION TO MEDICAL SCIENCE**

This course focuses on specific disease processes, etiology, signs and symptoms, diagnostic procedures, treatments, prognoses and disease intervention, which the allied health care provider may encounter. The coverage of major conditions is organized by body systems. An overview of the disease process, infectious diseases, 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. (F, D, S, Even, N)

### **HIST 1013.**

#### **HISTORY OF CIVILIZATION SINCE 1700**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introductory study of the development of modern European civilization within the context of world history. (S, D, S, Odd, N)

### **HIST 2013. HISTORY OF THE UNITED STATES TO 1876**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. A general survey of the history of the United States from the beginning of North American colonization through the Civil War and Reconstruction. (F, D, F, Even, N)

### **HIST 2023. HISTORY OF THE UNITED STATES SINCE 1876**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. A general survey of the history of the United States from the end of Reconstruction to the present. (S, D, F, Odd, N)

### **HIST 2033. HISTORY OF ARKANSAS**

Prerequisite: BSTD 0113 with a grade of "C" or better or equivalent score on placement test. General survey of the history of Arkansas from its earliest known habitation to the present. (On demand)

### **HIST 2043.**

#### **AFRICAN-AMERICAN HISTORY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. Survey of African-American history from the African background through the slave trade, plantation system, emancipation and up to the present. Emphasis is on the cultural and historical experience of black Americans. (On demand)

## MANAGEMENT

### **MGMT 1113.**

#### **INTRODUCTION TO MANAGEMENT**

Students learn to apply the basic management functions of planning, organizing, staffing, directing, and controlling. Leadership and group process skills are emphasized. (F, D, N)

### **MGMT 1114. PRACTICUM I**

Pre/Co-Requisites: MGMT 1113 and/or MGMT 2113. Work experience is open to students enrolled in the management program. This provides actual work experience in the business field as a paid employee. Student, employer, and program coordinator develop an individual program for each student that is evaluated by both the employer and the program coordinator. A weekly one-hour seminar is held in conjunction with the student's job. (On demand, D)

### **MGMT 1123.**

#### **HUMAN RESOURCE MANAGEMENT**

The principles, methods, and procedures related to the effective utilization of human resources in organizations. (S, N)

### **MGMT 2113. MANAGEMENT SKILLS**

Study of performance and what affects it within the work environment. Topics include theories of human motivation, strategies for assessing and improving job performance, self-motivation, challenge, empowerment, communication with employees, delegating responsibility and performance appraisal. (On demand, D, N)

### **MGMT 2114. JOB PRACTICUM II**

A continuation of MGMT 1114. (On demand, D)

### **MGMT 2214. JOB PRACTICUM III**

A continuation of MGMT 1114 and MGMT 2114. (On demand, D)

### **MGMT 2613. SMALL BUSINESS MANAGEMENT**

Guidelines on starting a new business, focusing on the unique problems and circumstances encountered in establishing and operating a small business. Emphasis on the reasons for small business failure and the minimization of those forces. (On demand, D, N)

### **MGMT 2653.**

#### **SPECIAL TOPICS IN MANAGEMENT**

A study of current issues in the field of human resource and operation management. Selected

topics will be introduced from special readings and research. Designed to keep the professional manager abreast in the various fields of management. (On demand, D, N)

## MATHEMATICS

### **MATH 1023. COLLEGE ALGEBRA**

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

### **MATH 1033. PLANE TRIGONOMETRY**

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

### **MATH 2015. CALCULUS I**

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

### **MATH 2113. MATH FOR TEACHERS I (Number Operations and Number Sense.)**

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. Prerequisite: A mathematics ACT (or equivalent entrance exam score) score of 19 or higher.

### **MATH 2115. CALCULUS II**

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

### **MATH 2223. MATH FOR TEACHERS II (Geometry I for the Elementary and Middle Grades.)**

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. Prerequisite: MATH 1023.

## MEDICAL LABORATORY TECHNOLOGY

### **MLT 1013. PHLEBOTOMY**

Prerequisites: Appropriate score in Reading Admissions Test. The study of withdrawing blood. The student will learn theory and technique in the classroom. The instructor will coordinate the drawing of 100 venous withdrawals and 25 finger sticks for course completion. The successful completion of MLT 1013 enables the student to sit for the American Society of Phlebotomy Technicians (ASPT) exam for certification. (All)

### **MLT 1024/L. HEMATOLOGY/COAGULATION/LAB**

Prerequisites: MLT 1004. Collection and preparation of blood samples, production and function of blood cells, functions of the circulatory and coagulation systems, red and white cell counts, the complete blood count, diseases of the blood and abnormalities in the blood clotting mechanism. Lecture: three hours. Laboratory: two hours (Spring)

**NOTE:** Prerequisite for the following sophomore courses is completion of freshman science courses with a grade of "C" or better and an overall GPA of 2.0 or better.

### **MLT 2233. URINALYSIS/BODY FLUIDS**

Prerequisite: Admission to the clinical portion of the MLT program. A collection of studies involving four weeks of Instrumentation and five weeks of Body Fluids. Instrumentation deals with electrical safety precautions; instruments

and components in hematology/coagulation, microbiology, and chemistry; and laboratory computers. Body Fluids covers renal anatomy and functions along with laboratory procedures dealing with the kidney (i.e. urinalysis). It also deals with other body fluids such as spinal fluid, pleural fluid, and synovial fluid. (F)

**MLT 2304. MLT SPECIAL TOPICS** (On demand)

**MLT 2343. CLINICAL CHEMISTRY**

Routine methods for analyzing body specimens for chemical components. Significance of test results in determining state of health and diagnosing disease. Tests for determining treatment effectiveness for patients taking medications. (F)

**MLT 2345** (F, On demand), **2306** (S, On demand), **2316** (S, On demand), and **2408** (SS, On demand). **CLINICAL EXPERIENCE I, II A, II B, & III.** Students are introduced to all laboratory sections in the affiliate clinical laboratories, and observing and performing test procedures under supervision of the clinical staff. Students participate in all aspects of laboratory work including samples and determining results. The students are expected to acquire competencies on the level established by the program's clinical objectives and to exhibit personal characteristics in keeping with the MLT student code of ethics. Upon completion of this experience, the student should have mastered the skills necessary for entering the clinical laboratory as an employee on the technician level. Students participate 25-30 hours per week, depending on the lecture schedule for 34 weeks.

**MLT 2423. SPECIAL CHEMISTRY**

Advanced methodology as applied to analyzing specimens for chemical substances. Includes such special techniques as electrophoresis, radioimmunoassay, and immunodiffusion. (S)

**MLT 2434/L.**

**IMMUNOHEMATOLOGY/LAB**

Identification of blood groups and identification of ABO and Rh systems; cross matching and blood banking techniques in accordance with AABB recommendations; investigations of hemolytic disease of the newborn; antibody detection and identification; and donating, processing, and storage of blood. (F)

**MLT 2442. MLT SEMINAR**

Resume preparation and discussion of current career opportunities in laboratory medicine. A review of the entire program with special

emphasis placed upon preparation for the National Registry Examination. (SS, On demand)

**MLT 2444/L.**

**CLINICAL MICROBIOLOGY/LAB**

Classification of pathogenic bacteria, methods for culturing and identifying microorganisms and determining effectiveness of treatment drugs. Identification and classification of parasites associated with human disease. Parasitic life cycles and transmission of infections. Routine record keeping, special procedures, quality control and safety in handling pathogenic materials. (F)

**MLT 2543.**

**IMMUNOLOGY/SEROLOGY/LAB**

Immunological cell lines and their function are discussed in-depth. Serology deals with the function of the body's immune system and the laboratory procedures involved in preventative and diagnostic work. These procedures are increasingly being utilized in diagnosis and nouvelle approaches in therapeutic protocols. (SS)

**MICROBIOLOGY**

**MBIO 1124/L MICROBIOLOGY/LAB**

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. Introduction to the world of microbes, including those that cause human diseases. Instruction is given in classification, metabolism, morphology and identification of bacteria plus basic techniques for the microbiology laboratory. Classifications of parasites and fungi are included. Lecture: three hours. Laboratory: two hours. (F, S, SS, D, N)

**MUSIC**

**\*MUS 1001-2011. PIANO**

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

**MUS 1083.**

**FUNDAMENTALS OF MUSIC THEORY**

An introduction to scales, intervals, elementary harmonic structure, rhythm and sight-reading. (On demand)



**MUS 1111, 1121, 2111, 2121. CLASS VOICE**  
Designed to develop proper breath control, tone, and diction, using group methods. Required of all choir scholarship students not enrolled in private voice. (F, S, D)

**\*MUS 1211, 1221, 2211, 2221. VOICE**  
Individualized study of simple Italian, English, French and German songs to aid the student in learning repertoire, styles, and correct vocal production. (F, S, D)

**MUS 1252. SIGHT SINGING AND EAR TRAINING**  
Intensive training to read music at sight and to be able to take musical dictation. The class will develop sight singing skills by use of a text, homework, and group participation during class time. A good knowledge of music theory will be necessary for success in this course. It is recommended that Fundamentals of Music be taken before this class, but it is not essential for success if the student has a good background in fundamental music theory. (On demand)

**\*MUS 1301. INTRODUCTION TO PIANO**  
This course will include an introduction to the piano keyboard, piano literature, and music theory for the student with no previous knowledge or use of the piano. (F, S, D)

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

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

**MUS 2003. MUSIC APPRECIATION**  
(for non music majors)  
Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. Survey of music history and literature with emphasis on listening to and evaluating all types of music including the works and influence of the major composers; the production of the music;

instruments of the orchestra and voice, solo and ensemble; and elements, form and terminology. Current events are stressed, and attendance at concerts and selective radio and television listening are required. (F - D, S - D & N; SS)

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

<b>NETWORK SECURITY TECHNOLOGY</b>
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**NST 1203. CYBERSPACE LAWS AND ETHICAL ISSUES**  
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**  
Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.

**NST 2094. INTRODUCTION TO HACKING TECHNIQUES**  
Introduction to hacking techniques and terminology. Examination of recorded hacking efforts on various platforms. Creation of Zombies, Backdoors, and other forms of intrusion attacks, and an examination of the recognizable signatures of these types of attacks.

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

**NST 2163. INCIDENT RESPONSE AND HANDLING**  
**Prerequisite:** CSCI 1423 and CSCI 1203  
In-depth coverage of incident response and incident handling, including identifying sources

of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.

#### **NST 2164. COMPUTER SYSTEMS FORENSICS**

**Prerequisite:** CSCI 1423 and CSCI 1203

In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach.

#### **NST 2214. FIREWALLS AND NETWORK SECURITY**

**Prerequisite:** CSCI 1423 and CSCI 1803

Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities.

#### **NST 2314. ADVANCED HACKING TECHNIQUES**

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

#### **NST 2414 ENCRYPTION TECHNIQUES**

**Prerequisite:** CSCI 1274 and CSCI 2204

Course is designed to show encryption techniques and use of algorithms.

#### **NST 2424 ADVANCED FIREWALLS AND NETWORK SECURITY**

**Prerequisite:** CSCI 2204 Identify elements of multi-layer firewall design, types of blended security threats and responses to these security

attacks. Examine best practices to design, implement, and monitor a network security plan, including personal, internal and external firewalls. Examine best practices for implementing Intrusion Detection and Intrusion Prevention devices. Implement log comparison and the use of automated log management tools. Implement security incident postmortem reporting and ongoing network security activities.

#### **NST 2434 ADVANCED COMPUTER AND NETWORK FORENSICS**

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

#### **NST 2443. SECURITY ASSESSMENT AND AUDITING**

Advanced experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.

#### **NST 2504. PROFESSIONAL PROJECT**

**Co-Requisites:** CSCI 3703, CSCI 3951, CSCI 3851 Students complete a project designed to accurately simulate real world security incident. Students demonstrate organizational skills, teamwork, and leadership skills to prepare them for the transition to the business environment.

#### **NST 2514. ADVANCED ENCRYPTION TECHNIQUES**

**Prerequisites:** CSCI 3114

Advanced use of encryption techniques to protect communications, files and databases.

#### **NST 2524. CISSP REVIEW**

**Co-Requisites:** CSCI 3204, CSCI 3224, CSCI 3234, CSCI 3244

Course will cover the security concepts needed in order to take the CISSP® exam. This course is a

review course that assumes the student has a basic understanding of networks and operating systems and focuses solely on the ten domains of knowledge as determined by ISC2. Each domain of knowledge is dissected into its critical component. Every component is discussed showing its relationship to each other and other areas of network security. After completion of the course the student will have a good working knowledge of the ten domains of knowledge.

**NST 2533. SPECIAL TOPICS - CAPSTONE**  
**Co-Requisites:** CSCI 3204, CSCI 3214, CSCI 3224, CSCI 3244

In conjunction with CSCI 3703, this course will provide the student with a hands-on project that accurately simulates a real-world network incident scenario.

**NST 2554. ADVANCED INTRUSION DETECTION AND TRAFFIC ANALYSIS**

**Co-Requisites:** CSCI 3204, CSCI 3214, CSCI 3224, CSCI 3234

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

**NURSING ASSISTANT**

**NA 1002. NURSING ASSISTANT TRAINING**

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

**NA 1012. NURSING ASSISTANT LABORATORY AND CLINICAL**

Theory will be continued along with classroom labs prior to going to the clinical setting. Clinical consists of performing duties and skills related to

infection control, safety, nutrition, body mechanics, and activities of daily living in the nursing home setting.

**OCCUPATIONAL THERAPY ASSISTANT**

**OTA 1003. INTRODUCTION TO OCCUPATIONAL THERAPY**

Prerequisite: CSCI 1003. 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. (S)

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

**OTA 1404. TREATMENT OF PSYCHOSOCIAL DISORDERS**

Prerequisite: OTA 1003

Occupational Therapy evaluation and treatment of individuals with psychosocial disorders. The DSM IV, drug therapy, and therapeutic techniques are an integral part of the learning process. Acceptance in the Occupational Therapy Assistant Program. (F)

**OTA 2103. PATHOLOGY & OCCUPATIONAL THERAPY INTERVENTIONS**

Prerequisite: OTA 1003. Study of disease and trauma processes in both the mental and physical realms. These pathological processes are commonly treated by occupational therapist. Role of Occupational Therapy with pathology is emphasized. Acceptance in the Occupational Therapy Assistant Program. (SS)

**OTA 2113. OCCUPATIONAL THERAPY & HUMAN DEVELOPMENT**

Prerequisite: OTA 1003. Study of human development to include developmental concepts, reflex movement, postural control, cognition, perception, hand development, and oral motor as it relates to Occupational Therapy evaluation and treatment. Acceptance in the Occupational Therapy Assistant Program. (SS)

**OTA 2101. CLINICAL SKILLS LABORATORY**

Prerequisite: OTA 1003. Practice of hands-on therapy skills for person transfers, muscle location, vital signs, reflex testing, sensory

integration techniques, observation skills, culture self-assessment, client interview, & use of self therapeutically. Acceptance in the Occupational Therapy Assistant Program. (SS)

**OTA 2203.**

**GERIATRICS AND OCCUPATIONAL THERAPY INTERVENTION**

Prerequisite: OTA 1003 Occupational therapy intervention with elderly. Study of aging process, diseases and conditions, settings, reimbursement, public policy, culture, interventions and assistant roles. Acceptance into the Occupational Therapy Assistant Program. (SS)

**OTA 1303. THERAPEUTIC SKILLS I**

Prerequisite: OTA 1003, 2103, 2113, 2101, 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. (F)

**OTA 1503. THERAPEUTIC SKILLS II**

Pre-requisite: OTA 1003, 2103, 2113, 2101, 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. (F)

**OTA 2303.**

**ADVANCED PROFESSIONAL SKILLS**

Prerequisites: OTA 1003, 1404, 2103, 2113, 2203, 2101. 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. (F)

**OTA 2201. FIELDWORK LEVEL I**

Prerequisites: OTA 1003, 1404, 2103, 2113, 2203, 2101. 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. (F)

**OTA 2304. ADVANCED PROCEDURES**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2103, 2113, 2101, 2203, 2303, 2201  
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. (S)

**OTA 2404. TREATMENT OF PHYSICAL AND DEVELOPMENTAL DISORDERS**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2103, 2113, 2101, 2201, 2203, 2303.

Occupational Therapy evaluation and treatment techniques for cerebral vascular accident, head trauma, spinal cord injury, burns, amputation, orthopedics, developmental disorders, cardiac, neuromuscular disorders, muscle disorders, hand injuries, & multiple diagnoses. Acceptance into the Occupational Therapy Assistant Program. (S)

**OTA 2504.**

**CLINICAL TRAINING AND SKILLS**

Prerequisite: OTA 1003, 1303, 1404, 1503, 2103, 2113, 2101, 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. (S)

**OTA 2514. FIELDWORK LEVEL II-A**

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

**OTA 2524. FIELDWORK LEVEL II-B**

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

**PHILOSOPHY**

**PHIL 2003.**

**INTRODUCTION TO PHILOSOPHY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. This course is designed to acquaint the student with classic issues, ideas, thinkers, and strategies in the realm of philosophy. Selected readings from primary sources will serve as the basis for lecture and discussion. Special emphasis will be placed upon identifying and examining the philosophical positions that shape our lives today. (F - N, S - D)

## PHYSICAL EDUCATION

### PE 1001. ACTIVITIES

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

## PHYSICAL SCIENCE

### PHYS 2024/L.

#### THE PHYSICAL SCIENCES/LAB

Prerequisite: Pass BSTD 0113, BSTD 0213, and BSTD 0314 with a grade of "C" or better or make an appropriate score on the placement test. The principles of elementary physics, chemistry, and earth science for the non-science major. A core course in general education. (3 hours lecture, 2 hours lab) (F, S)

## PHYSICAL THERAPIST ASSISTANT

### PTA 1002. INTRODUCTION FOR PHYSICAL THERAPIST ASSISTANTS

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

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

### PTA 1204.

#### PATHOPHYSIOLOGICAL CONDITIONS

Study of diseases and injuries seen in physical therapy (causes, prevalence, signs and symptoms, medical / surgical treatments and physical therapy management); process of inflammation and healing; includes conditions affecting the neuromuscular, cardiopulmonary, endocrine, immune, vascular, and reproductive systems. Prerequisite: Admission to PTA Program. Co-requisites: PTA 1305, PTA 1601.

### PTA 1305/L.

#### APPLIED PHYSICAL THERAPY I/LAB

Safe patient handling techniques (vitals, CPR, transfers, positioning, sterile/clean technique); exercises (theories, ROM, stretching, resistance);

gait assessment / training; and documentation for PTAs. Lecture: three hours. Lab: four hours. Prerequisite: Admission to PTA Program. Co-requisites: PTA 1204, PTA 1601.

### PTA 1406/L. PHYSICAL THERAPY PROCEDURES/LAB

Safe and effective use of therapeutic modalities used to treat musculoskeletal, neuromuscular and medical conditions (biophysical basis, instrumentation, indications, contraindications, application, instruction, and documentation); measurement of joint motion; wound care; and stump care. Lecture : four hours. Lab: four hours. Prerequisites: PTA 1204, PTA 1305, PTA 1601. Co-requisites: PTA 1702, PTA 1505.

### PTA 1505/L.

#### APPLIED PHYSICAL THERAPY II/LAB

Therapeutic exercise techniques (resistive exercises, equipment, spinal exercises); posture assessment and treatment; muscle strength testing; PT for special populations (OB/GYNE, pulmonary and cardiac conditions, diabetes mellitus, PVD, geriatrics); therapeutic massage; and PNF. Lecture :three hours. Lab: four hours. Prerequisites: PTA 1204, PTA 1305, PTA 1601. Co-requisites: PTA 1702, PTA 1406.

### PTA 1601. CLINICAL PRACTICUM I

Two week clinical internship focusing on patient safety, handling techniques, patient preparation, gait training, vitals, ROM exercises, communication, and PT/PTA relationship. Prerequisite: Admission to PTA Program. Co-requisites: PTA 1204, PTA 1305.

### PTA 1702. CLINICAL PRACTICUM II

Three week clinical internship focusing on implementation of modalities, therapeutic exercises, goniometry, posture assessment / treatment; muscle strength testing; ethical / legal practice; and documentation / communication. Prerequisites: PTA 1204, PTA 1305, PTA 1601. Co-requisites: PTA 1406, PTA 1305.

### PTA 2204/L.

#### NEURO AND REHAB FOR PHYSICAL THERAPIST ASSISTANTS/LAB

Neuroanatomy; normal and abnormal development; medical, surgical and physical therapy management of neurological diseases / conditions; facilitation / inhibition techniques; PNF; motor control and developmental sequences techniques; orthotics; and functional and environmental assessment. Lecture: three hours. Lab: three hours. Prerequisites: PTA

1702, PTA 1505, PTA 1406. Co-requisites: PTA 2408, PTA 2303.

### **PTA 2303. ADMINISTRATION AND MANAGEMENT FOR PHYSICAL THERAPIST ASSISTANTS**

Reimbursement issues; ethical guidelines; laws affecting the practice of physical therapy; liability/ malpractice issues; PTA communication and personal management skills; assessment of quality care; and resume' preparation. Prerequisites: PTA 1702, PTA 1505, PTA 1406. Co-requisites: PTA 2408, PTA 2204.

### **PTA 2408. CLINICAL PRACTICUM III**

Eleven weeks of clinical internships (one 5-week, one 6-week) focused on mastery of assessment and treatment of musculoskeletal, neurological, surgical, and medical conditions / injuries; safe / ethical practice; professional development; preparation of in-service; and case studies / presentations. Prerequisites: PTA 1702, PTA 1505, PTA 1406. Co-requisites: PTA 2303, PTA 2204.

### **PTA 2503. PTA SEMINAR**

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

## **PHYSICS**

### **PHY 1114/L. APPLIED PHYSICS/LAB**

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

## **POLITICAL SCIENCE**

### **PSCI 2003.**

#### **AMERICAN GOVERNMENT: NATIONAL**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. A survey of the American National Government including the Constitution; structure and operation of the presidency in action. (F, S, D, S, N)

#### **PSCI 2013. AMERICAN GOVERNMENT: STATE AND LOCAL**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An overall examination of the institutions and operations on the state and local government

level with special emphasis upon the structure and policies of the Arkansas political system. (F, D, Odd, S, N, Even)

## **PRACTICAL NURSING**

\*\*\* The following PN classes are open only to Practical Nursing students. \*\*\*

### **PN 1111. MATH FOR MEDS**

This one (1) credit hour course provides the student with various kinds of mathematical calculations applicable to nursing situations using ratios, fractions, decimals, apothecary and metric systems, and household measurements. The ratio and proportion method will be used to solve problems. (F, S)

### **PN 1308. NURSING SPECIAL PROBLEMS**

Advance Nursing course about current issues of the day.

### **PN 1422. NURSING I**

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

### **PN 1410. NURSING II**

Prerequisite: PN 1422 This course provides Nursing of Mothers and Infants, Nursing of Children, Pharmacology I, and Clinical practice. (Clinical 4 hours, Theory 6 hours, Total hours 10) (SS)

### **PN 1419. NURSING III**

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

## **Part-Time Evening Program**

### **PN 1415. NURSING I**

Introduces the health care system with personal and professional codes of conduct and roles of the various members of the healthcare team. This course includes basic nursing skills, body structure and function, and clinical practice. (Clinical 2 hours, 13 hours Theory, 15 total hours) (S)

### **PN 1412. NURSING II**

Prerequisite: PN 1111 and PN 1415. This course provides principles of nutrition, legal and Ethical nursing, nursing of mothers and infants, introduction to medical surgical nursing, Pharmacology I, and clinical practice. (Clinical 4 hours, Theory 8 hours, Total hours 12) (SS)

### **PN 1312. NURSING III**

Prerequisite: PN1111, PN 1415, PN 1412  
This course provides training in nursing of children, nursing of geriatric patients, Medical Surgical Nursing, Pharmacology III, and clinical practice. Includes Care of the Adult with Disorders of the Nervous, Sensory, skin, Allergy, Digestive, Reproductive Systems. (Clinical 7 hours, Theory 5 hours, Total hours 12) (F)

### **PN 1512. NURSING IV**

Prerequisite: PN 1111, PN 1415, PN 1412, PN 1312. This course provides training in Mental Health, Medical Surgical Nursing, Pharmacology, NCLEX preparation and Clinical practice. Includes care of the adult with disorders of all systems, administration of medications. (Clinical 5 hours, Theory 7 hours, Total hours 12) (S)

## **PROCESS INSTRUMENTATION**

### **IDEL 1007.**

#### **FUNDAMENTALS OF ELECTRICITY**

Fundamentals of Electricity is a course designed to introduce students to the basic theory of electricity and how it is applied in everyday life. Concepts of electron flow, direct current, alternating current, and magnetism are examined. The function of resistors, coils, capacitors, transformers, and batteries in electric circuits will also be introduced. (6 hours lecture, 3 hours lab, F)

### **IDEL 1304.**

#### **SOLID STATE/ANALOG CIRCUITS**

Pre-requisite IDEL 1007: Classroom and lab instruction cover inductive, capacitive, and reactive circuits, filter and diode applications, power supply circuits, amplifier circuits, operational amplifiers, and thyristors. (3 hours lecture, 3 hours lab, S)

### **IDEL 1504.**

#### **BASIC DIGITAL TECHNOLOGY**

Pre-requisite/co-requisite: IDEL 1007. Basic Digital Technology is a course designed to introduce students to the fundamental concepts

being encountered in digital electronics. Students will learn from classroom and lab instruction. Topics covered will be numbering systems and codes used in digital circuits; basic logic gates; encoders and decoders; flip-flops; counters; registers. (3 hours lecture, 3 hours lab, F)

### **IDEL 1804.**

#### **INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS**

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

### **IDEL 1903/L. INDUSTRIAL MOTORS AND CONTROLS/LAB**

Pre-requisite: IDEL 1007 or TECH 1044 or permission of instructor. Electrical instruments, safety, electrical symbols and line diagrams, ladder/line logic diagrams: AC single and e-0 motors; DC motors; solenoids, contactors and motor starters with timing and controlling circuits; reversing circuits and devices; acceleration, deceleration methods and circuits plus installation; preventive maintenance and troubleshooting. (2 hours lecture, 2 hours lab, S)

### **IDEL 2403. TRANSDUCERS**

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

### **IDEL 2504.**

#### **PLC PROCESS INSTRUMENTATION**

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

### **IDEL 2604.**

#### **PROCESS INSTRUMENTATION**

Pre-requisite: IDEL 1304. This course is structured around electronic process controls and

various types of instrumentation interfaces. Topics covered will be closed loop and open loop process controls; feedback circuits that involve temperature, pressure, and flow characteristics; monitoring of process controls to determine stability, deviation, and other parameters. (3 hours lecture, 3 hours lab, S)

### **IDEL 2703.**

#### **MICROPROCESSOR FUNDAMENTALS**

Pre-requisite: IDEL 1504. This course is intended to introduce students to the architecture and operation of microprocessors. Students will learn from classroom and lab instruction. Topics covered will be the 68000 microprocessor, assembly level programming, typical memory interface, input and output interfacing, internal registers, buffers, and data transmission involved in microprocessors. (2 hours lecture, 2 hours lab; S)

## **PSYCHOLOGY**

### **PSYC 2003. GENERAL PSYCHOLOGY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. Introduction to the basic factual content and concepts of psychology as a science. Topics of the course will typically include (but are not limited to) the physiological basis of behavior, learning, memory, personality, psychopathology, and psychotherapy. (F, S, D, N, SS)

### **PSYC 2203. ABNORMAL PSYCHOLOGY**

Prerequisite: Pass PSYC 2003 with a grade of "C" or better. An introduction to the study of psychopathology. Topics of the course will typically include (but are not limited to) the causes, prevalence, symptoms, treatment, and outcomes of the major psychological disorders defined by the DSM-IV. (S, D)

### **PSYC 2223.**

#### **DEVELOPMENTAL PSYCHOLOGY**

Prerequisite: Pass PSYC 2003 with a grade of "C" or better. A comprehensive survey of human growth, maturation, and development over the whole life span. (F, D)

## **RADIOLOGIC TECHNOLOGY**

### **ADMISSION PROCESS**

Admission to the Radiologic Technology Program is limited to fourteen (14) students per year. To apply for admission to the program, the student must have completed all basic study

requirements. The student must also have completed the following prerequisites: RADT 1001 and BIOL 2064/206L with a minimum grade of "C" and a cumulative GPA of no less than 2.00. The Hobet test must be completed with a minimum score of 50. The student must then request an application from the Allied Health Office. It is required that students complete BIOL 2064 (Human Anatomy and Physiology II with a lab) prior to enrolling in the program.

### **RADT 1001. INTRODUCTION TO RADIOGRAPHY**

Prerequisite: All basic skills must be completed before signing up for the class. An introduction to the history of radiography and the health care profession. Includes an introduction to the RT program with emphasis placed on class and clinical requirements.\* (F, S)

\*\*\* The following RADT classes are open only to Radiologic Technology students. \*\*\*

### **RADT 1101. MEDICAL TERMINOLOGY FOR RADIOGRAPHERS**

An introduction to the language of Radiologic Technology. Emphasis is on the techniques of medical word building, basic elements of medical words, and their pronunciation. (F)

### **RADT 1102.**

#### **PATIENT CARE AND PROTECTION I**

Principles of routine and emergency patients. Infection control and medication administration will be emphasized.

### **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 1111. DARKROOM PROCEDURES**

A comprehensive study of image production and processing. Composition and care of films and screens will be included. (F)

### **RADT 1123. IMAGING MODALITIES**

A study of the production of images in fluoroscopy, special procedures, U/S, C/T, MRT, and NM. (F)

### **RADT 1113. RADIOGRAPHIC EXPOSURE**

An in depth study of factors influencing radiographic film quality. (SS)



**RADT 1213.****ORIENTATION/CLINICAL EDUCATION I**

Introduction to the hospital setting. Directly supervised students assist and perform examinations covered in RADT 1214. Completion of chest and abdomen studies required. (F)

**RADT 1214.****POSITIONING PROCEDURES I**

Radiographic positioning of the chest, abdomen, and gastrointestinal tract along with biliary and renal systems. Emphasis on evaluating patient condition and pathologies to obtain a diagnostic radiograph. Laboratory is required with this course. (F)

**RADT 1223. CLINICAL EDUCATION II**

Prerequisite: RADT 1214. Continued supervised performance in previous exams studied along with procedures covered in RADT 1304. Completion of upper and lower extremities required. (S)

**RADT 1304.****POSITIONING PROCEDURES II**

Prerequisite: RADT 1214. Radiographic positioning of the upper and lower extremities, pelvis, spine, and bony thorax. Conditions or pathologies will also be covered. Laboratory required. (S)

**RADT 1332. CLINICAL EDUCATION III**

Prerequisite: RADT 1223. Continued supervised performance in previous examinations covered in RADT 1214 and RADT 1304. Completion of spine, pelvis, and bony thorax required. (SS)

**RADT 1424.****POSITIONING PROCEDURES III**

Prerequisite: RADT 1304. Radiographic positioning of the head and neck region. Advanced positions for unusual patient conditions or pathologies will also be covered. (SS)

**RADT 2002. FILM EVALUATION**

Prerequisite: RADT 1113. Comprehensive analysis of the diagnostic radiographic image. Emphasis on recognizing and solving image problems. (S)

**RADT 2012. QUALITY ASSURANCE**

Prerequisite: RADT 1113. Methods and procedures in radiographic quality control. Emphasis on evaluation of data from quality assurance testing procedures. (SS)

**RADT 2116.****ADVANCED CLINICAL EDUCATION I**

Prerequisite: RADT 1332. Includes advanced and elective rotations. Continued refinement of

procedures learned in RADT 1214, RADT 1304 and RADT 1424 with indirect supervision. Completion of head and neck study units required. (F)

**RADT 2202. RADIATION PHYSICS**

Study of the physics of Radiologic technology. Emphasis on x-ray production and equipment. (S)

**RADT 2223. SPECIAL PROCEDURES**

An in-depth study of the more specialized examinations performed in diagnostic radiology. (F)

**RADT 2236.****ADVANCED CLINICAL EDUCATION II**

Prerequisite: RADT 2116. Includes advanced elective rotations. Continued refinement of procedures mastered in RADT 1214, RADT 1304, and RADT 1424. Completion of special procedures required. (S)

**RADT 2302. RADIATION BIOLOGY**

Basics of radiation biology. Emphasis on genetic and somatic effects of radiation and the need for radiation protection. (S)

**RADT 2303. SEMINAR II**

Overview of radiography. Emphasis on application of knowledge. Includes section on professional writing. (SS)

**RADT 2312.****ADVANCED CLINICAL EDUCATION III**

Prerequisite: RADT 2236. Includes advanced and elective rotations. Completion of trauma radiology required, along with final demonstration of entry-level clinical skills. (SS)

**RADT 2403. SEMINAR I**

Study of pathological and trauma conditions confronted in radiography. Emphasis on the proper treatment of the patient. (S)

**REGISTERED NURSING****RNSG 2111: NURSING MATH**

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

**RNSG 2114: NURSING PROCESS I**

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

**RNSG 2124. PEDIATRIC NURSING CARE**

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

**RNSG 2133. NURSING PRACTICUM I**

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

**RNSG 2214. MATERNAL/CHILD & WOMEN'S HEALTH**

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

**RNSG 2223. MENTAL HEALTH NURSING**

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

**RNSG 2232. NURSING PRACTICUM II**

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

**RNSG 2311. NCLEX-RN PREPARATION**

Prerequisites: RNSG 2214, RNSG 2223, RNSG 2232. Co-requisite: RNSG 2318, RNSG 2333. This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to

prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse.

### **RNSG 2318. NURSING PROCESS II**

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

### **RNSG 2333. NURSING PRACTICUM III**

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

## **SOCIOLOGY**

### **SOC 1003. GENERAL ANTHROPOLOGY**

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

### **SOC 2003.**

#### **INTRODUCTION TO SOCIOLOGY**

Prerequisite: Pass BSTD 0113 with a grade of "C" or better or equivalent score on placement test. An introduction to the social basis of human life. Topics of the course will typically include (but are not limited to) group processes, socialization, culture, social stratification, social

institutions, race, sex and gender, and crime and deviance. (F, S, D, N, SS)

### **SOC 2013. SOCIAL PROBLEMS**

Prerequisite: SOC 2003. A survey of contemporary social problems including, but not limited to, mental health, drug use and abuse, crime and juvenile delinquency, violence, poverty and social stratification, environment, and population. (On demand.)

### **SOC 2033. MARRIAGE AND THE FAMILY**

A study of the problems of courtship, marriage, parenthood, and the family. (F, S, N)

## **SPANISH**

### **SPAN 1014, 1023.**

#### **ELEMENTARY SPANISH I, II**

A functional approach to the acquisition of the four-fold communication skills: intensive oral drill, analysis of basic patterns, conversation, application of the essentials of grammar in oral and written exercises, and simple reading assignments. Regular practice required. 1023 has the prerequisite passing SPAN 1014 with a grade of "C" or better. (SS and on demand)

### **SPAN 2013, 2023.**

#### **INTERMEDIATE SPANISH I, II**

Prerequisite pass SPAN 1023 with a grade of "C" or better (on demand) Continuation of Elementary Spanish.

## **SPEECH**

### **SPCH 1113. PRINCIPLES OF SPEECH**

Principles of effective speaking; emphasis on both speaking techniques and listening. (F, S, D, SS)

## **TECHNOLOGY**

### **TECH 1003. TECHNICAL MATHEMATICS**

Prerequisites: The equivalent score on the ACT that is required for entering Elementary Algebra or a passing grade in BSTD 0314 Fundamentals of Arithmetic. This course is 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. I have the syllabus if you would like to see the content of the class.

### **TECH 1013. APPLIED PHYSIC COURSE**

An introductory CAI (Computer Aided Instruction) course in selected topics of applied

or general physics, covering a narrow scope (as shown in the Course Objectives) of measurement, force, motion, heat, sound, light, magnetism and electricity. (3 hours lecture)

#### **TECH 1043. BASIC ELECTRICITY**

A combined lecture and lab course. Presents lectures, discussions, and demonstrations in the general area of electrical theory and practice. Covers electron theory as it relates to the electrical circuit. Course includes electrical circuits, symbols, wiring practices, switches, lighting, and interpreting wiring schematics. The course also provides an understanding of electrical theory through laboratory experiments. Students will spend one hour each week in a practical exercise to reinforce concepts presented in class. (4 hours lecture/lab combined) (F, S)

#### **TECH 1104/L. PIPING SYSTEMS, VALVES, AND ALIGNMENT/LAB**

A basic overview of industrial piping systems, industrial fluids, valves and fittings, hangers and supports, piping insulation, temperature effects, characteristics on non-metals and metals, behavior of fluids in piping, non-metallic piping materials, tubing, hoses, fittings, branch connections, line sizes, nonmetallic fittings, valve construction, valve functions, industrial application of valves into systems, strainers, filters and traps, static and dynamic seals, piping and coupling alignment. (3 hours lecture, 3 hours lab, S)

#### **TECH 1203. INDUSTRIAL SAFETY**

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

#### **TECH 1403. TECHNICAL GRAPHICS I**

Introduces geometric tolerancing and the proper application of dimensions and tolerances. ANSI Y14.5.M will be taught for defining dimensioning and tolerancing symbols and application methods. Additional standards affecting calculation and application of tolerances will also be explained. Engineering graphics and

measuring tools used in the metalworking industry will be taught. (3 hours lecture)

#### **TECH 1413/L. LOW/HIGH PRESSURE BOILERS/LAB**

Introduction to low/high pressure boiler operations, procedures, and related equipment, ASME, and code requirements. Emphasis will be placed on preventive maintenance and repair. (2 hours lecture, 3 hours lab)

#### **TECH 1703/L. BASIC HYDRAULICS/PNEUMATICS/LAB**

This course covers the basic hydraulic/ pneumatics components (pumps, valves, seal, packing), as well as proper maintenance procedures and system operations. (2 hours lecture, 3 hours lab, F)

#### **TECH 2001. SPECIAL TOPICS**

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

#### **TECH 2003. WORK-BASED LEARNING**

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

#### **TECH 2111, 2112, 2113, 2114.**

##### **SELECTED TOPICS IN INDUSTRY**

Prerequisite: Approval of industry affiliate. A survey of various topics within the field of industry to meet specialized needs. Credit varies depending upon length of study. (One to four semester hours)

### **THEATRE**

#### **THEA 1103. INTRODUCTION TO THEATRE**

A survey of theatre history, principles, techniques, and terminology. (On demand)

#### **THEA 2633.**

##### **COMMUNICATION THROUGH ACTING.**

Even if you have no intention of being an actor, there are many excellent reasons for you to study acting. Acting enhances your ability to communicate with others in all aspects of your life. It therapeutically gets you out of yourself by

requiring a study of the essentials of movement, pantomime, and characterization. (On demand)

## TRUCK DRIVING

### **TRD 1007. TRUCK DRIVING**

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

## WELDING TECHNOLOGY

### **WLD 1114/L.**

#### **SMAW WELDING & FABRICATION**

Principles and procedures for oxy-acetylene cutting, the study of the theory and application of basic Shielded Metal Arc Welding electrodes, and running of beads in all positions. Practical application of oxyacetylene cutting, brazing, and setting up SMAW equipment. (2 hours lecture, 3 hours lab, F)

### **WLD 1125. ADVANCED SMAW WELDING**

Prerequisite: WLD 1114 or consent of instructor.  
This course covers the practical application of SMAW equipment by welding in horizontal, vertical, and overhead positions. The student is also required to pass at least one AWS Certification test (guided bend/x-ray). Safety practices are emphasized. (9 hours lab, S)

### **WLD 1214/L.**

#### **GMAW WELDING (MIG)/LAB**

Applications of Gas Metal Arc Welding (MIG) and the introduction of nonferrous metals. Fundamentals of metallurgy are included as related to metals welded where residual stresses are heat treated to relieve the locked up stresses. Safety practices are emphasized. (1 hour lecture, 6 hours lab, S)

### **WLD 1224/L. GTAW WELDING (TIG)/LAB**

Topics covered include the practical applications of Tungsten Inert Gas Welding (TIG). A study

of ferrous and non-ferrous material properties, material classification and specifications, advantages, limitations, and disadvantages as related to the (TIG) welding process. Safety practices are emphasized. (1 hour lecture, 6 hours lab, F)

### **WLD 1244.**

#### **WELDING LAYOUT & FABRICATION**

Prerequisites: WLD 1413 or permission of the instructor. Structured steel and pipe layout scenarios will be covered. Students will use mathematical formulas in developing angles of cut and will determine the calculation for degrees of angles. The drawing of templates will be incorporated into the class. (4 hours, lecture/lab combined; S)

### **WLD 1304/L. SMAW PIPE WELDING/LAB**

Prerequisites: WLD 1114 or permission of the instructor. Joint welding and pipe welding applications will be covered with emphasis on 1G and 2G certification. (1 hour lecture, 6 hours lab; F)

### **WLD 1314/L.**

#### **SPECIALIZED PIPE WELDING/LAB**

Prerequisites: WLD 1224 or permission of the instructor. Continuation of WLD 1224, stressing the various gas welding processes with emphasis on 5G or 6G pipe certificates. (1 hour lecture, 6 hours lab; S)

### **WLD 1403.**

#### **WELD EVALUATION & TESTING**

This course will include information about the different types of destructive tests, nondestructive tests, welding procedure qualification, and welder performance qualification. The study of metallurgy and weld discontinuities will also be taught.

### **WLD 1413. BLUEPRINT READING FOR WELDERS**

This course provides instruction on interpreting and using the type of engineering drawings and prints found in the welding trade.

# Faculty and Staff

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

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**Drummond, Alene**, Maintenance Worker II



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**Modica, Kathy**, Secretary II  
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**Pepper, Charles**, Watchman  
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