Southeast Arkansas College
2013-2014
Catalog and Student Handbook

Accreditation
Southeast Arkansas College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Southeast Arkansas College is also an AQIP participant. AQIP allows participating institutions to meet accreditation standards by developing and using processes which lead to continuous improvement. www.ncahigherlearningcommission.org, (312) 263-0456

Institutional Memberships
Accreditation Review Council on Education in Surgical Technology/ Surgical Assisting
Alliance for Community College Innovation
American Association of Community Colleges
American Association of Collegiate Registrars & Admissions Officers
American Technical Education Association
Arkansas Association of Student Financial Aid Administrators
Arkansas Association of Two-Year Colleges
Arkansas Association of Women in Two-Year Colleges
Arkansas Council on Student Services
Arkansas College and University Professional Association for Human Resources
Arkansas Distance Learning Association
Arkansas Higher Education Council
Arkansas State Board of Nursing
Arkansas State Chamber of Commerce
ARKLink Library Consortium, Inc.
Associated Industries of Arkansas
Association of Community College Trustees
College and University Personnel Association
Commission on Accreditation of Allied Health Education Programs
Commission on Accreditation for Respiratory Care
Committee on Accreditation of Educational Programs for the EMS Professions
Council for Opportunity in Education
Greater Pine Bluff Chamber of Commerce
Joint Review Committee on Education in Radiologic Technology
National Association of College and University Business Officers
National Association of Student Financial Aid Administrators
National Council of Instructional Administrators
National Council for Occupational Education
National Council for Marketing and Public Relations
National Council on Student Development
National League for Nursing Accrediting Commission
National Organization for Associate Degree Nursing
Sloan Consortium®
Southwest Association of Student Financial Aid Administrators
FOR INFORMATION CONTACT:

Southeast Arkansas College
Office of Admissions
1900 Hazel Street
Pine Bluff, AR 71603

Phone: (870) 543-5900 or
1-888-SEARKTC Toll Free
(1-888-732-7582)
FAX: (870) 543-5956
e-mail: main@seark.edu
Home Page: www.seark.edu
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Disclaimer
The course offerings, regulations, and fees appearing in this catalog are announcements. They are not to be construed as representing contractual obligations of Southeast Arkansas College, which reserves the right to change its courses of instruction, fees, and its general academic regulations without notice, should circumstances warrant in the judgment of the College. Courses listed in this catalog may not be offered every year. An official list of courses to be offered will be published before the beginning of each term.
IMPORTANT TELEPHONE NUMBERS

INFORMATION & NUMBERS NOT KNOWN
Academic Records 543-5955
Admissions 850-8605
Advisement Center 850-2182
Assessment 543-5917
Bookstore 535-3613
Buildings and Grounds 850-4820
Business Manager 850-3113
Business Office 543-5953
Career Pathways 543-5969/543-5999
Cashier’s Office 543-5953
Controller 543-5910
Counseling/Veterans Affairs 850-3120/850-2183
Data Entry 543-5958
Disability Services 850-2183/850-3120
Distance Learning 543-5992
Faculty/Instruction 543-5934
Financial Aid 543-5909
General Studies 543-5973
Information Technology 543-5923
Job Placement 543-5914
Library 543-5936
Nursing and Allied Health 543-5917
Personnel 543-5959
President’s Office 543-5907
Public Relations 543-5963
Registrar 543-5958
Recruitment 850-8605
Retention 850-3075
Security 557-4211
Student Accounts 543-5953
Student Affairs 850-2187
Student Retention and Advisement Center 850-3075
Student Support Services 850-8582
Technical Studies 543-5931
Technology Services Help Desk 850-4900
Tutoring and Testing Center 850-3062
Vice President/Academic Affairs 543-5934
Vice President/Fiscal Affairs 543-5996
Vice President/College Affairs 543-5963
Vice President/Student Affairs 850-2187
Vice President/Nursing & Allied Health 543-5917
Workforce Development Center 543-5947
PRESIDENT'S MESSAGE

Dear Student:

We welcome you to Southeast Arkansas College. We are very pleased that you are considering our college to meet your educational needs and to help achieve your goals. Whether you are beginning your education, completing your education, brushing up on your skills, or just taking a course for enjoyment, the education you receive prepares you for the challenges ahead.

The SEARK motto “Changing Lives... One Student at a Time” is at the very roots of our college mission. Long before the college was built; it existed in the minds of the community as a means to serve the region. It was formed as an answer to a real need by providing education and services to the community in order to strengthen Southeast Arkansas.

Changing lives is a key component in our planning and daily operations. It’s about seeing not just what is, but what can be to better serve students and our community. It inspires us to use cutting edge technology to provide students with real-time information free from physical constraints. Technology enables us to improve security on campus and provide a “safe harbor” where you can feel secure to explore the vast world of knowledge that you need in order to reach your desired destination. It creates innovative partnerships with area businesses and community leaders to accomplish a variety of goals.

Changing lives is at the center of our educational philosophy and is more than just a slogan. It is a challenge to all our students to examine, explore, and realize the incredible power of possibility and how it can change their lives. We are not simply an institution that provides knowledge; we also offer students a means to develop their vision of the future and the tools to make that vision a reality.

SEARK partners with you in your aspiration for an education and plans for the future. We are here for you...let us know how we can best serve you. Your commitment to your education can turn your dreams into reality.

Welcome to Southeast Arkansas College!

Sincerely,

Dr. Stephen L. Hilterbran
President, Southeast Arkansas College
GENERAL INFORMATION
2013-2014
ACADEMIC CALENDAR

Registration Periods
All Students Must See An Advisor Before Registering For Classes

SEARK College requires all students to see an advisor prior to registering for class each semester. Most students will see a faculty advisor familiar with their career choice. These advisors will review the student’s progress in the previous semester and help the student select classes for the coming semester. New students will be assisted in the Advisement Center, located in the Student Services Building.

The College’s registration system requires each student see an advisor before the system will allow you to register for a class. The advisor will remove the block on your registration after you have visited with the advisor and planned your classes for the upcoming semester. When your advisor removes the block, you can register for classes.

Students are expected to have payment arrangements in place prior to registering for classes. If financial arrangements are not in place, the class registrations may be deleted, and you will be dropped from your classes. Please consult the calendar below for the dates when we drop for non-payment. If you are dropped for non-payment, you may register again, but fewer classes may be available, because classes fill as the start of the semester approaches.

SEARK has partnered with NELNET's MyPaymentPlan, an online system which allows students to setup a payment plan for their classes. Using MyPaymentPlan, you can setup installment payments for your tuition and fees online from any Internet-connected computer, using only a web browser. Please note that if you add or delete classes, your payment plan may need to be adjusted to accommodate the changes. Students are responsible for contacting NELNET to make changes when they add or drop classes, or when they need to cancel their payment plan once financial aid is approved.

Remember: students who see their advisors early, register early, and pay early, are the most likely to get and keep their best and most convenient class schedule. With time, class seats fill up and fewer choices are available. Faculty advisors have their greatest availability during the semester when classes are in session, so schedule a time to see your advisor as soon as possible to avoid a delay in getting an appointment.

2013 Fall Semester – August 19 through December 10

Registration for Returning Students
Open Registration
Drop Dates for Fall Semester Non-Payment—12:00 Noon

Classes Begin
Drop Date for Fall Semester Non-Payment—12:00 Noon
Last Day to Add
Drop Classes with 100% Refund—No Refunds after Sept. 3
Labor Day Holiday (Campus Closed)
Last Day to Drop a Class (Without a Grade of “W”)*
*No Refunds after September 3
Withdrawal Period (Receive a Grade of “W”)
Mid-Semester Exams
Application Due for December Commencement
Spring Registration for Returning Students
CAAP Exam
Open Registration
Last Day to Withdraw from Fall Classes
Thanksgiving Holiday
Classes Resume
Final Exams
Drop Date for Spring Semester Non-Payment—12:00 Noon
Final Grades Due, 12:00 Noon
Commencement, 7:00 p.m.
Final Grades Posted on WebAdvisor
Campus Closed

Mon., April 8 – Fri., April 12
Mon., April 15 – Fri., Aug. 16
Friday, July 12
Friday, August 2
Friday, August 9
Friday, August 16
Wednesday, August 21
Wednesday, August 7
Friday, August 9
Wednesday, August 14
Thursday, August 15
Thursday, August 15
Friday, August 16
Monday, August 19
Wednesday, August 21
Friday, August 23
Mon., Aug. 26 – Tues., Sept. 3
Monday, September 2
Tuesday, September 3*

Wed., Sept. 4 – Fri., Nov. 22
Wed., Oct. 9 – Tues., Oct. 15
Friday, October 11
Mon., Nov. 4 – Fri., Nov. 8
November 5, 6, 7, and 8
Nov. 11 – Fri., Jan. 10, 2014
Friday, November 22
Wed., Nov. 27 – Sat., Nov. 30
Monday, December 2
Wed., Dec. 4 – Tues., Dec. 10
Friday, December 6
Wednesday, December 11
Friday, December 13
Monday, December 16
2014 Spring Semester – January 13 through May 13
Registration for Returning Students
Open Registration
Drop Dates for Spring Semester Non-Payment—12:00 Noon

Mon., November 4 – Fri., November 8
Mon., November 11 – Fri., January 10
Friday, December 6
Friday, January 10
Wednesday, January 15
Monday, January 6
Monday, January 6
Wednesday, January 8
Thursday, January 9
Thursday, January 9
Friday, January 10
Friday, January 10
Monday, January 13
Wednesday, January 15
Friday, January 17
Monday, January 20
Tuesday, Jan. 21 – Tuesday, Jan. 28

Campus Reopens
Faculty Return
Adjunct Faculty Orientation: 5:00 p.m.
New Student Orientation: 9:00 a.m. – 12:00 Noon
New Student Orientation: 6:00 p.m. – 8:00 p.m.
Last Day to Apply for Spring Semester Admission
Drop Date for Spring Semester Non-Payment—12:00 Noon

Classes Begin
Drop Date for Spring Semester Non-Payment—12:00 Noon
Last Day to Add
King/Lee Holiday (Campus Closed)
Drop Classes with 100% Refund
*No Refunds after January 28
Faculty/Staff Convocation—Campus Closed until 1:30 p.m.
Last Day to Drop a Class (Without a Grade of "W")*
*No Refunds after January 28
Withdrawal Period (Receive a Grade of "W")
Mid-Semester Exams
Application Due for May Commencement
Spring Break (No Classes)
Campus Closed for Spring Break
Classes Resume
CAAP Exam
Open Registration for Summer
Fall Registration for Returning Students
Open Registration for Fall
Last Day to Withdraw from Spring Classes
Drop Date for Summer Term Non-Payment—12:00 Noon
Final Exams
Final Grades Due, 12:00 Noon
Commencement, 7:00 p.m.
Final Grades Posted on WebAdvisor
Drop Date for Summer Term Non-Payment—12:00 Noon
Memorial Day Holiday

2014 Summer Sessions – May 28 through July 25

Extended Summer Term (8 Weeks)
Open Registration for Summer
Drop Dates for Summer Term Non-Payment—12:00 Noon

May 28 through July 25
Monday, April 7 – Tuesday, May 27
Friday, May 2
Friday, May 23
Tuesday, May 27
Tuesday, May 26 (Campus Closed)
Tuesday, May 27
Tuesday, May 27
Wednesday, May 28
Friday, May 30*

Memorial Day Holiday
Last Day to Apply for Extended Summer Term Admission
Drop Date for Extended Summer Non-Payment—12:00 Noon
Classes Begin
Last Day to Add/Drop all Classes & Receive 100% Refund*
*No Refunds after May 30
Last Day to Drop a Class (Without a Grade of "W")
Withdrawal Period (Receive a Grade of "W")
Independence Day Holiday
Last Day to Withdraw from Extended Summer Term
Final Exams for Extended Summer Term
Final Grades Due, 12:00 Noon
Extended Summer Term Grades Posted on WebAdvisor

Summer Term I (4 Weeks)
Open Registration for Summer

Summer Term I (4 Weeks)
Open Registration for Summer

Monday, May 28
Monday, April 7
Friday, May 2
Friday, May 23
Tuesday, May 27
Tuesday, May 26 (Campus Closed)
Tuesday, May 27
Tuesday, May 27
Wednesday, May 28
Friday, May 30*

Friday, May 30
Monday, June 2 – Friday, July 18
Friday, July 4 (Campus Closed)
Friday, July 18
Friday, July 25
Monday, July 28
Tuesday, July 29

Summer Term II (4 Weeks)
Open Registration for Summer

Summer Term II (4 Weeks)
Open Registration for Summer

Monday, May 28
Monday, April 7
Friday, May 2
Friday, May 23
Tuesday, May 27
Tuesday, May 26 (Campus Closed)
Tuesday, May 27
Tuesday, May 27
Wednesday, May 28
Friday, May 30*

Friday, May 30
Monday, June 2 – Friday, July 18
Friday, July 4 (Campus Closed)
Friday, July 18
Friday, July 25
Monday, July 28
Tuesday, July 29

2014 Summer Sessions – May 28 through July 25
[Extended Summer Term – 8 Weeks; Summer Term I – 4 Weeks; Summer Term II – 4 Weeks]
Drop Dates for Summer Term Non-Payment—12:00 Noon

Memorial Day Holiday
Last Day to Apply for Summer Term I Admission
Drop Date for Summer I Non-Payment—12:00 Noon

Classes Begin
Last Day to Add/Drop Classes & Receive 100% Refund*
*No Refunds after May 28
Last Day to Drop a Class (Without a Grade of "W")
Withdrawal Period (Receive a Grade of "W")
Last Day to Withdraw from Summer Term I
Final Exams for Summer Term I
Final Grades Due, 12:00 Noon
Summer Term I Grades Posted on WebAdvisor

Summer Term II (4 Weeks)
Open Registration for Summer II
Drop Dates for Summer Term Non-Payment—12:00 Noon

Last Day to Apply for Summer Term II Admission
Drop Date for Summer Term II Non-Payment—12:00 Noon

Classes Begin
Last Day to Add/Drop Classes & Receive 100% Refund*
*No Refunds after June 26
Last Day to Drop a Class (Without a Grade of "W")
Withdrawal Period (Receive a Grade of "W")
Last Day to Withdraw from Summer Term II
Final Exams for Summer Term II
Final Grades Due, 12:00 Noon
Summer Term II Grades Posted on WebAdvisor

2014-2015 Academic Year
(Tentative)

2014 Fall Semester – August 18 through December 9
Registration for Returning Students
Open Registration
Faculty Return
Last Day to Apply for Fall Semester Admission

Classes Begin
Last Day to Add/Drop Classes
Last Day to Add/Drop all Classes & Receive 100% Refund
Commencement, 7:00 p.m.
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

Southeast Arkansas College does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age 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
Office of Diversity and Title IX
Southeast Arkansas College
1900 Hazel Street
Pine Bluff, AR 71603
(870) 543-5900 or 1-888-732-7582 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

Southeast Arkansas 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

Southeast Arkansas College is in compliance with all federal, state, and local laws in regard to fire, building, sanitation, and safety codes.

ACCREDITATIONS AND APPROVAL

Southeast Arkansas College is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. In 2007 SEARK was accepted into the Higher Learning Commission's Academic Quality Improvement Program (AQIP). AQIP is a voluntary alternative process for maintaining accreditation through incorporating the principles and practices of continuous improvement. The College is approved as a training site by the Arkansas State Approving Agency for Veterans' Training. The Nursing Programs are approved by the Arkansas State Board of Nursing; the Registered Nursing LPN/Paramedic Transition and Generic Option programs are accredited by the National League for Nursing Accrediting Commission (NLNAC); the Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); the Emergency Medical Technology (EMT) Programs are approved by the Arkansas Office of Emergency Medical Services; the EMT Paramedic and the Surgical Technology Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); Phlebotomy Technical Program is in "serious applicant status" with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and the Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).
PHILOSOPHY
Southeast Arkansas College believes the educational attainment of individuals within a democratic society is, in large measure, responsible for the advancement of that society. Recognizing the worth, dignity, and potential of each individual, our college is committed to serving the educational and cultural needs of its constituency. The dedication to quality fosters our commitment to excellence in our administrative leadership, faculty, staff, and programs.

MISSION STATEMENT
The mission of Southeast Arkansas College is to provide comprehensive community college education and services, with an emphasis on technical education and workforce development, for the citizens of Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. These educational programs and services include: technical career education, workforce development, university transfer education, general education, adult education, continuing education, and community services.

PURPOSES (Primary Goals)
The purposes and specific components associated with the College Mission Statement are:
1. To provide accessible quality education at a reasonable cost for the service area regardless of age, sex, race, color, religion, national origin, or handicap.
2. To provide college-level career courses and programs to prepare students for employment as skilled workers, technicians, and paraprofessionals.
3. To provide university transfer courses, degrees and programs for students who wish to transfer and pursue baccalaureate degrees.
4. To provide general education relevant to the socio-economic needs of students and the requirements for success in the educational major.
5. To provide developmental education and programs for students who do not meet requirements for credit courses.
6. To provide customized training for business, industry and government to assist in updating, upgrading and cross-training their employees.
7. To provide specialized pre-employment and job training to meet the new, expanding or replacement employment needs of service area employers.
8. To offer adult education for students who needing to improve their literacy, basic life skills and/or obtain their high school equivalency diploma (GED).
9. To offer continuing education to meet the lifelong learning needs and interests of the service area.
10. To offer community service courses, programs and activities to enhance the civic and cultural life of the service area.
11. To advance education and services through applied institutional and classroom research
12. To provide increased access to advanced higher education by making facilities of the college available for the teaching of upper division undergraduate and graduate university courses.
13. To certify the level of educational attainment and program competency achievement of graduates through the awarding of associate degrees, diplomas and certificates.
14. To serve as a valuable employment resource for area business, industry and government.
15. To serve as a valued community leader, partner and team member in workforce and economic development within the service area.
16. To serve as a non-partisan catalyst and convener on issues related to the civic, cultural and societal betterment of the communities within the service area.
17. To provide a public service by supporting educational, civic, and cultural activities within the community.
To provide **student services, programs, and extracurricular activities** that will enhance student's educational experience and success within the college.

To provide **administrative and business services** which enhance student's educational experience and success within the college.

To accomplish each of the above goals in the most **efficient and economical** manner compatible with quality offerings.

**COLLEGE VALUES**

The College respects the diversity of the student body and recognizes the individual worth, dignity, and potential of each student. At SEARK College, recognition of the importance and contributions of each faculty member, staff member, and student collectively creates a positive synergistic learning environment. Faculty, staff, and students have the opportunity to enhance their potential for purposeful, gratifying, and productive lives. The College affirms the following values and beliefs in a conscious effort to guide the environment of the college for the benefit of the students, employees, and the community.

*** Commitment to Students
Our priority is to provide the finest instructional resources and support services to enhance the growth and development of students.

*** Excellence in Education
We are committed to high standards in the college which are demonstrated through quality educational programs and student-centered support services.

*** Contribution to Community
We offer a wide variety of academic, technical, and community service courses. We also recognize the importance of enhancing the economic vitality and quality of life for all citizens in our service area through involvements with community programs.

*** Quality Work Environment
We recognize the importance of faculty and staff through open, honest communications, appropriate involvement in planning and decision making, encouragement of responsible and creative risk-taking, recognition and reward of exceptional performance, and the provision for professional development.

*** Institutional Accountability
The College's evaluation process is systematic and ongoing with an emphasis on strategic long-range planning, assessment, and improvement programs for continuing institutional effectiveness, and evaluation of administrators, faculty, and staff.

**PHILOSOPHY OF GENERAL EDUCATION**

Students at Southeast Arkansas College will be prepared with the general and technical education needed for successful careers or for transfer to other institutions to pursue baccalaureate degrees. The College believes that general education is an essential component of all one- and two-year programs offered at Southeast Arkansas College. It strives to emphasize the integration of academic and technical education in the experiences provided to its students in order to make both general and technical education more relevant. Specifically, the College strives to instill in its students competence in:

* Oral, written, and interpersonal communication skills.
* Mathematical understanding and problem-solving skills.
* Understanding of individual differences in people and their interests.
* Critical thinking, independent learning, and lifelong learning skills.
* Effective group interaction.
* Team membership skills.
* Total quality management skills
* Work habits necessary for the real world of work.

**HISTORY OF INSTITUTION**

Southeast Arkansas College was created by Act 1244 of the 78th General Assembly of the State of Arkansas, which was signed into law by the Governor on April 17, 1991.
As contained in Act 1244, "The purpose of this Act is to serve as legislative charter . . . for the establishment, organization and administration of a system of educational institutions throughout the state offering courses of instruction in technical, vocational and adult education programs, industry training and two-year college transfer programs. The system established under this Act shall provide educational programs which are easily accessible by all segments of the population to benefit from training, retraining or upgrade training for employment and which is highly responsive to individuals needing to achieve basic, general and specialized education to meet the needs of the workplace."

The Act further states that "technical college means an institution of higher education established under this Act dedicated primarily to the educational needs of the service area offering a comprehensive program including, but without limitation, vocational, trade and technical specialty courses and programs, courses in general adult education and courses comparable in content and quality to freshman and sophomore courses which may carry transfer credit to a four-year institution in a chosen course of study."

The above act re-designated and redefined the mission of eleven (11) existing postsecondary vocational-technical schools located throughout the State to technical colleges. Similarly, state authority for these institutions was transferred from the Arkansas Board of Vocational-Technical Education to the Arkansas Board of Higher Education. The latter serves as the state coordinating agency for all public universities, community colleges and technical colleges in the State of Arkansas.

The predecessor of Southeast Arkansas College was Pines Vocational-Technical School, which began offering postsecondary vocational-technical programs as Arkansas Vocational-Technical School on September 21, 1959. With the enactment of Act 1244, on July 1, 1991, all land, buildings, equipment, and personnel associated with Pines Vocational-Technical School was transferred to Pines Technical College. In October of 1991, the Governor appointed the Charter members of the Pines Technical College Board of Trustees. The College's first president was appointed by the Board of Trustees effective December 1, 1992. In order to better reflect the College's service area, the College changed its name from Pines Technical College to Southeast Arkansas Technical College on July 1, 1996. The word “Technical” was removed from the College’s name on July 8, 1998.

COLLEGE CAMPUS AND FACILITIES

Southeast Arkansas College is located more than 42 acres at 1900 Hazel Street in Pine Bluff, Arkansas. College facilities consist of fourteen (14) buildings totaling 205,164 square feet. The locations are subject to change with additional renovations.

Buildings and Grounds/Physical Plant contains the office of the Physical Plant Supervisor and staff and Shipping and Receiving.

College Hall - Administration contains the offices of the College President and Vice President for College Affairs. The TRiO Offices are also located in this building.

College Hall - Commons contains the Jefferson Room, College Book Store- Barnes & Noble, Student Center, food services, and Security Office.

Computer Services Center is located adjacent to the Student Services and Business Services buildings and is accessible from 18th street. The facility houses the Technology Support Services group. The Technology Help Desk is housed in the location and provides walk-up service for students and employees.

Early Childhood Development Center located at 2200 South Hazel contains a model child care facility, offices, and classrooms. The site will be used for hands-on training for early childhood development students.

Library & Center for E-Learning is located at the corner of Hazel Street and Rike Drive. The library includes individual and group study rooms, expanded shelf space for a growing collection, comfortable computer work stations for public access computers, ‘hot’ wired tables for personal laptops, wireless Internet access, and a Compressed Interactive Video installation in the Distance Learning Classroom. Lockers for short term use and recycling centers are located in the building’s foyer. The College Tutoring Center is also located in this building.

Student Services Building/Business Services Building contains the Offices of the Vice President for Student Affairs, Registrar, Admissions, Registration, Advisement and Retention Center, Counselors, Disability Services, Financial Aid, Career Center, conference room, and offices. Business Services is located to the north of Student Services through a connecting hallway. This building contains the office
of the Vice President for Fiscal Affairs, Controller, Business Manager, cashiers, payroll, personnel, accounts payable, and accounting. Both buildings were renovated in 2006.

Technology Center located at 18th and Hazel Street contains the Dean of Technical Studies, classrooms, and laboratories. Completed 2009 Spring Semester.

Technology Center - North contains the Learning Assistance Lab, classrooms, office of the Co-Chair of General Studies, and faculty offices.

Technology Center - South contains biology/chemistry labs, physics lab, classrooms, office of the Co-Chair of General Studies, and faculty offices.

Career Pathways and Workforce Development Center contains Career Pathways, Workforce Development Center, classrooms, non-credit computer lab, and faculty/staff offices.

Founders Hall (FH-East Wing & FH-West Wing) Nursing and Allied Health Center contains the office of the Vice President for Nursing and Allied Health/Assessment. This building houses the Nursing and Allied Health classrooms/labs, a state of the art five (5) unit Simulations laboratory, a 152 seat Lyceum (lecture hall), and faculty offices. This 24,204 sq. ft. building is located on the southwest corner of the campus.

McGeorge Hall contains classrooms, science and allied health labs, the office of the Vice President for Academic Affairs, faculty offices, conference room, and a multipurpose seminar room.

COLLEGE SERVICE AREA

The Arkansas Board of Higher Education has identified the following six counties in southeast Arkansas as the primary service area for Southeast Arkansas College: Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln. The population within this six-county region is approximately 157,869.

ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (AAS) Degree is a planned, integrated sequence of technical classroom and laboratory experiences at the postsecondary collegiate level, two years in length, designed to prepare students for a wide range of job opportunities in well-identified fields of technology.

ASSOCIATE OF APPLIED SCIENCE (AAS) TRANSFER DISCLAIMER

The Arkansas Department of Higher Education has requested all Arkansas institutions offering an A.A.S. Degree to print the following general disclaimer:

The Associate of Applied Science Degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree could be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in the A.A.S. degrees are not accepted in transfer toward a bachelor's degree. Students to whom transfer is important should get assurance in writing in advance and only from the institution to which they wish to transfer.

ASSOCIATE OF ARTS DEGREE

The Associate of Arts (AA) Degree is a two-year program of study designed for students interested in transferring to a four-year college or university in pursuit of a bachelor's degree.

ASSOCIATE OF SCIENCE DEGREE

The Associate of Science (AS) Degree is designed for students preparing to transfer to a 4-year institution to obtain a baccalaureate degree in a specific field of study. This degree is accepted at most 4-year public universities in Arkansas upon completion of the entire degree. SEARK College offers the Associate of Science Degree in Business. Students pursuing this degree should contact the university where they plan to transfer to obtain the baccalaureate degree(s) aligned with the Associate of Science (AS) in Business.

ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies (AGS) degree program is designed to allow flexibility for students whose needs are not met by other degree programs. Individual courses may fulfill requirements for
transfer toward baccalaureate degree, direct employment, or educational enrichment. Fifteen hours must meet general education requirements. The 45 remaining hours are selected from both academic transfer and technical career course offerings.

CERTIFICATE OF GENERAL STUDIES

The Certificate of General Studies (CGS) is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate serves as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution. The program will document the student’s mastery of skills and competencies needed to be successful in the workforce and function in today’s world.

TECHNICAL CERTIFICATE

The Technical Certificate (TC) is awarded to individuals who successfully complete a one-year planned program of classroom and laboratory work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field.

Acceptable ACT or COMPASS scores may waive the English and math course requirements for some one-year technical certificate programs.

CERTIFICATE OF PROFICIENCY

The Certificate of Proficiency (CP) is awarded to students who have demonstrated their mastery of skills or knowledge with specified performance standards as defined by the College. The award is granted for programs of one semester or less.
ADMISSIONS PROCEDURES

Southeast Arkansas College is interested in your success. Anyone with a high school diploma, GED diploma, or any qualified student enrolled in a public or private high school in Arkansas is welcome to enroll at SEARK College.

ADMISSIONS PROCEDURES FOR DEGREE/CERTIFICATE STUDENTS

1. Admissions Office - Complete Official College Application for Admission. Submit Copy of Immunization Record if born on or after January 1, 1957, as mandated by ACT 141 of 1987, showing proof of immunity by having two doses of measles vaccine, one dose of rubella, and one dose of mumps vaccine to the College. Submit Copy of Official High School Transcript(s) (with seal) to Admissions. If you have attended another college(s), please submit an official copy of your College Transcript(s) (with seal) to Registrar.

2. Testing - The COMPASS placement test measures a student’s current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The COMPASS, an untimed computerized placement test, is available by appointment through the Tutoring and Testing Center located in the Library and Center for eLearning. On-line orientation and tutorials to prepare for the COMPASS test are available through the SEARK College home page. Pay for COMPASS test at cashier (fee-$10.00). Take receipt to Testing Center for testing. The COMPASS is scheduled on an individual basis. Call 870-850-3062 for more information. In lieu of COMPASS testing you may supply the College with a copy of your current ACT scores (after January 1, 1989) or SAT scores.

3. Pay Tuition and Fees or Verify Financial Aid – Self pay, third-party payment, or WIA/TAAT/REHAB/VA.

4. Advisement Center- Receive advisement or schedule an interview with an Education or Career Counselor (WIA/TAAT/REHAB/VA), TRiO Counselor, or Health Sciences Advisor for program/course selection and placement. An advisor will be assigned to you at this time. Have WebAdvisor activated/receive eAdvisor/Student Educational Training.

5. Registration - Select classes and register (enroll) on SEARK College website.

6. Business Office - Pay tuition and fees or set up a payment plan. Obtain parking decal.

7. Student Services - Have Student Identification card made.

8. Bookstore - Purchase books or use Financial Aid award.

9. Orientation - Attend the scheduled New Student Orientation.

10. Attend all classes.

You are considered admitted to Southeast Arkansas College when the above documents have been received in the Office of Student Affairs and financial obligations have been met. Nursing and Allied Health students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Students who are accepted for a specific program will be notified by the NAH Division.

IMMUNIZATION RECORD

Students MUST provide the College with:

(1) Immunization records dated after the first birthday against (a) measles (two doses) and (b) rubella, (c) mumps (one dose) or

(2) An authorized waiver (religious or health reasons only) signed by the appropriate official.

Immunization records can be obtained from (1) the student’s family physician, (2) the student’s public school records, or (3) the county health department. A hold will be placed on a student’s record until the required documents are received.
CONDITIONAL ADMISSION

Act 1290 of 1997 (A.C.A. §6-60-208), amended by Act 520 of 1999, requires students graduating from high school May 1, 2002, and after, to have completed the Arkansas core curriculum. Completion of the core curriculum allows students unconditional admission to Arkansas public colleges and universities.

All students graduating after May 1, 2002, from Arkansas public high schools, out-of-state high schools, home schooling, private high schools, and GED programs shall be evaluated for the purpose of being granted conditional admission status.

Students who receive a GED or are graduates of home schooling or private high schools after May 1, 2002, must make a composite score of 19 on the American College Test (ACT) or the equivalent score on the SAT, or COMPASS Reading Score of 83 in order to be unconditionally admitted.

Southeast Arkansas College will implement the following policy concerning students who do not meet the requirements set forth by Act 1290 of 1997, amended by Act 520 of 1999:

These policies and procedures are effective January 1, 2013. They apply to first-time entering college students.

Introduction

The Office of Admissions at SEARK College will be responsible for reviewing the high school transcript of in-state and out-of-state students, and for informing these students of their admission status prior to enrolling in courses.

A student admitted unconditionally is a student admitted to the institution without requirements, conditions, or restrictions placed on initial enrollment status.

There is no minimum grade point average requirement for unconditional admission to public two-year colleges in Arkansas.

A student admitted conditionally is a student admitted to an institution with certain requirements, conditions, or restrictions placed on initial and/or future enrollment status.

Conditional Admission Status

1. First-time entering degree seeking students who do not complete the Arkansas high school core curriculum will be admitted conditionally.

2. First-time entering degree seeking students who receive a GED or are graduates of home schooling or private high schools will be admitted conditionally if they do not make a composite score of 19 on the American College Test (ACT) or the equivalent score on the SAT, or COMPASS.

3. First-time entering degree seeking out-of-state high school graduates will be admitted conditionally if transcript evaluation determines that the requirements set forth in the Arkansas core curriculum have not been met.

Restrictions for those with Conditional Admission Status

1. A student will be limited to twelve (12) semester credit hours per semester and a maximum of six (6) semester credit hours during the eight (8) week summer term. At least half (6 hours) of the 12 credit hours must be taken in developmental (remedial) courses, if required.

2. All prescribed developmental course work and 6 to 12 hours of core curriculum (according to degree) must be completed within the first (30) semesters hours.

Exemptions and Stipulations

a) Students enrolling in Certificate of Proficiency programs, Technical Certificate programs, or non-credit courses and are enrolled part-time are exempt from admission requirements specified by Act 1290 of 1997, amended by Act 520 of 1999, and Act 1184 of 2011. (A part-time student is one taking less than 12 semester credit hours.)

Developmental courses must be completed within 30 hours. A minimum grade of 2.00 ("C") is required in all developmental courses before advancing to the next course level. Developmental courses do NOT count toward degree requirements EXCEPT in those technical certificate programs where such a course is defined as a requirement.

A.A. Degree Seeking Students Admitted Conditionally

A student seeking an Associate of Arts Degree who did not complete the Arkansas high school core curriculum will be admitted as a conditional student unless ACT Composite Score is at least 19 or your COMPASS Reading Score is at least 83. The student must complete 12 hours of core academic courses in addition to any necessary developmental courses within his/her first 30 semester credit hours at SEARK College with a minimum 2.0 cumulative grade point average.

Required SEARK College Core Academic Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1313</td>
<td>English Composition I</td>
</tr>
<tr>
<td>ENGL 1323</td>
<td>English Composition II</td>
</tr>
<tr>
<td>SPEE 2393</td>
<td>Oral Communication for Public Address</td>
</tr>
<tr>
<td>HIST 2313</td>
<td>U.S. History to 1877</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>HIST 2323</td>
<td>U.S. History Since 1877</td>
</tr>
</tbody>
</table>

A.A.S. Degree Seeking Students Admitted Conditionally

A student seeking an Associate of Applied Science Degree who did not complete the Arkansas high school core curriculum will be admitted as a conditional student unless ACT Reading Score is less than 19 or your COMPASS Reading Score is less than 62. The student must complete six (6) hours of core academic courses and six (6) hours of technical courses required for the A.A.S. Degree in addition to any necessary developmental courses within his/her first 30 semester credit hours at SEARK College with a minimum 2.0 cumulative grade point average.

Required SEARK College Core Academic Courses*

Institutional Core:

- EDUC 1313 Strategies for College Success
- Comp 1123 Introduction to Computers

Appropriate Math Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1333</td>
<td>College Algebra</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 1123</td>
<td>Business Mathematics</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>MATH 1013</td>
<td>Elementary Algebra</td>
</tr>
</tbody>
</table>

Appropriate English Course

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1313</td>
<td>English Composition I</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>ENGL 1013</td>
<td>Basic English</td>
</tr>
</tbody>
</table>

*(determined by degree or certificate being pursued)

*The math and English course must be applicable to the student’s A.A.S. Degree requirements published in the SEARK College Catalog.

Required SEARK College Technical Courses

The student’s Faculty Advisor and/or the Division Chair will determine the program-specific technical course(s) to be completed according to the student’s A.A.S. Degree program requirements published in the SEARK College Catalog.
Conditional Prep Admission Status

Beginning in January 2013, in accordance with Arkansas Code 6-60-208 and to meet AHECB policy on conditional admission ACT 1184 of 2011, first-time associate degree seeking students are subject to an ability-to-benefit test. These tests require a minimum COMPASS Reading score of 62, or the student must be admitted as a Conditional-Prep student.

Conditional-prep students are required to:

1. Sign an enrollment agreement that outlines the requirements of satisfactory progress and continued enrollment, including an individualized degree plan signed by the student and the student's academic advisor;
2. Enroll in our freshman seminar/orientation course, Strategies for College Success;
3. Participate in a comprehensive advising/early-alert system with a hold on registration; and
4. Complete any necessary remedial/developmental courses during the first 30 semester credit hours.

Enrollment Consequences for Conditional and Conditional-Prep Admitted Students

Students must successfully complete, with a **2.0 cumulative grade point average**, the required hours of core academic courses and technical courses as specified heretofore **plus** any required developmental courses **within the first 30 semester credit hours of enrollment**.

Minimum Standards

Evaluation will be made at the end of each semester to determine the student's progress for grade point average (GPA) requirements.

Evaluation will also be made at the end of each semester to determine the student's progress toward completing the required core academic courses in addition to any necessary developmental courses. Required developmental courses must be completed within the 30 semester hours of enrollment at SEARK College.

**DEFINITION OF CONDITIONAL- PREP ADMISSION**

**Conditional - Prep Admission Status**

1. A first-time entering student with a high school diploma (showing non-completion of the core curriculum) or with a GED who scores below 15 composite on the ACT or comparable exam will be reassessed. If the score is below a 62 on the COMPASS Reading Skills Test, they will be admitted as a conditional-prep student.
2. First-time entering students who receive a GED or are graduates of home schooling or private high schools will be admitted on Conditional - Prep Status if they do not make a Reading score of 19 on the American College Test (ACT) or the equivalent score on the SAT, or score of 62 or greater on the COMPASS test.
3. First-time entering out-of-state high school graduates will be admitted on Conditional - Prep Status if transcript evaluation determines that the requirements set forth in the Arkansas core curriculum and test scores above have not been met.

**Restrictions for those with Conditional-Prep Admission Status**

1. Student and Advisement Center counselor must sign an enrollment and degree plan form that outlines requirements of academic progress and expectations.
2. The College Strategies Success Course must be taken the first semester as part of the degree plan.
3. Student must agree to participate in comprehensive advising and an early alert plan.
4. Student will be limited to twelve (12) semester credit hours per semester and a maximum of six (6) semester credit hours during the eight (8) week summer term. At least half (6 hours) of the 12 credit hours must be taken in developmental (remedial) courses, if required.
5. All prescribed remedial/developmental course work must be completed within the first 30 hours of enrollment.
6. Student will meet with the Advisement Center and enrolled in courses to be taken. A “hold” will be placed on the final enrollment schedule of classes. Schedule changes must be approved through the Advisement Center each semester until completion of required classes.

Developmental courses must be completed within 30 hours. A minimum grade of 2.00 ("C") is required in all developmental courses before advancing to the next course level. Developmental courses do NOT count toward degree requirements EXCEPT in those technical certificate programs where such a course is defined as a requirement.

Enrollment Consequences for Conditionally Admitted Students

Students must successfully complete, with a 2.0 cumulative grade point average, the required hours of core academic courses and technical courses as specified heretofore plus any required developmental courses within the first 30 semester credit hours of enrollment.

Evaluation will also be made at the end of each semester to determine the student’s progress toward completing the required core academic courses in addition to any necessary developmental courses.

A conditionally admitted student will be placed on Academic Probation without regard to the grade point average if required developmental courses are not completed within the first 30 semester credit hours of enrollment.

Required SEARK College Core Academic Courses*

<table>
<thead>
<tr>
<th>Appropriate Math Course</th>
<th>MATH 1333 College Algebra (determined by degree or certificate being pursued)</th>
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*The math and English course must be applicable to the student’s A.A.S. Degree or Technical Certificate program requirements published in the SEARK College Catalog.

Required SEARK College Technical Courses

The student’s Faculty Advisor and/or the Division Chair will determine the program-specific technical course(s) to be completed according to the student’s A.A.S. Degree or Technical Certificate program requirements published in the SEARK College Catalog.

INTERNATIONAL STUDENT ADMISSION

An applicant from a foreign country must meet all requirements for general admission to SEARK College in addition to those required by federal law. No action will be taken regarding admission until all official credentials have been received. All material submitted for admission must be the original or a certified copy of the original document and must be translated into the English language.

Admission requirements for foreign students:

1. Submit all required documentation to the Admissions Office by June 1 for the Fall semester, November 1 for the Spring semester, and March 1 for the Summer Terms.
2. Complete a SEARK College Application for Admission and a SEARK College International Student Application. Submit a nonrefundable $100.00 application fee.
3. Submit all official academic records (secondary schools, college, or university) translated into the English language.
4. Submit ACT scores.
5. Submit proof of immunization against measles and rubella.
6. Submit proof of English proficiency: Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 500.

7. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.

8. Submit proof of insurance: All international students must provide certified evidence of health and accident insurance.

International students transferring to Southeast Arkansas College from a college or university in the United States must be in good academic standing and provide proof that Immigration and Naturalization Service’s transfer requirements have been met.

**ADDITIONAL ADMISSION REQUIREMENTS**

Additional Admission Requirements exist for the Nursing and Allied Health Technologies Programs. Students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. Students who are accepted for a specific program will be notified by the NAH Division. See individual NAH program descriptions for specific requirements.

**ARKANSAS ASSESSMENT OF GENERAL EDUCATION**

The CAAP (Collegiate Assessment of Academic Proficiency) Test has been chosen by the College to evaluate general education competencies of students seeking the Associate of Arts degree.

All SEARK College students enrolled in associate degree programs requiring the State Minimum Core of 35 hours are required to take Arkansas Assessment of General Education after accumulating 45 college-level credits (excluding developmental education credits) and no later than completing the college's official application for graduation. Failure to complete this testing requirement will interrupt graduation plans or enrollment at institutions to which students are transferring. Check with the Student Affairs office for the next available CAAP testing period when 45 or more hours of credit have been earned.

**TRANSFER STUDENTS**

Act 182 of 2009 created the Arkansas Transfer System to provide for the seamless transfer of academic credits required for the Associate of Arts, Associate of Science, and Associate of Arts in Teaching degrees. Associate degrees approved for full-transfer under Act 182 are listed on the Arkansas Department of Higher Education website (www.adhe.edu).

Transfer students making application for admission to Southeast Arkansas College must submit an official transcript from all colleges/universities where they have been officially registered. Students who have successfully completed English Composition I and College Algebra or have proof that they have satisfactorily completed remediation may be admitted without ACT, SAT, or COMPASS scores. Meeting these requirements will enable them to enroll in college level English and math courses. Satisfactory remediation is defined as a "C" or higher in Developmental Reading, Fundamentals of Writing, Intermediate Algebra or equivalent courses.

Students must request a transcript evaluation in the Admissions Office to determine the credits that may be transferred.

In the event that receipt of a student's transcript is unavoidably delayed, a transfer student may be admitted provisionally pending receipt of the official transcript by presenting an unofficial transcript or grade report(s) from the transfer college. Transfer students must be eligible to re-enter their previous college or university. SEARK College reserves the right to require the transfer student’s immediate withdrawal (with loss of tuition and fees) if the student's previous record does not meet admission requirements. Transfer students who are seeking a degree or certificate from SEARK College need to request an evaluation of their transfer credits. A form is available in the Admissions Office for this purpose. Only grades of "C" or better from institutions of higher education which are accredited or candidates for accreditation by a regional accrediting association will transfer as "credit".

**TRANSIENT (TEMPORARY) STUDENT**

A student enrolled at another college or university may enroll as a "transient (temporary) student." Generally, such enrollment will apply only to summer terms. No transcript is required for admission; however, an Application for Admission should be completed and submitted along with a "Statement of
Good Standing” from the “home” institution. These documents should be sent to the Admissions Office. **It is the student’s responsibilities to complete a Transcript Request form at the end of the summer term(s) so that credits can be sent to his/her “home” college or university.**

Students should also secure permission from the “home” institution prior to enrolling at SEARK College to ensure that the earned credit from Southeast Arkansas College will be accepted.

**EXCEPTION:** Students who do not provide the Statement of Good Standing must submit official ACT, SAT, or COMPASS scores and a transcript of college work. Students who wish to take an English, math, or reading course must submit ACT, SAT, or COMPASS scores for placement purposes.

Transient students wishing to continue at SEARK College following the Summer Term should follow the procedures for Admission of Transfer Students.

**HIGH SCHOOL STUDENT ENROLLMENT**

In accordance with Act 1097 of the 1991 Arkansas Legislature, any qualified student enrolled in a public or private high school in the State shall upon request be accepted for enrollment in regular college level courses (excluding developmental courses) as a part-time student subject to general institutional requirements. To qualify, each student must be recommended by the principal or guidance counselor of the high school in which the student is enrolled and meet the following criteria:

1. For English or mathematics courses, achieve an ACT, SAT, or COMPASS score in the subject area of the course(s), at the level required by the State Assessment and Placement Law.
2. Have a grade point average of at least 3.0 (on a 4.0 point system) in all high school courses in the subject area, or have an overall grade point average of at least 3.0. For ninth grade students, grades from the previous two school years shall be included.

**READMISSION**

Students who have not attended Southeast Arkansas College for two or more semesters (exclusive of Summer Semester) must file an Application for Readmission with the Admissions Office prior to the beginning of the semester for which readmission is sought. Students applying for readmission who have attended other colleges and/or universities since their most recent enrollment at SEARK must submit an official transcript from each college or university attended to the Admissions Office before a readmission decision can be made. Readmission applications are also available in the Admissions Office located in the Student Services building, room 149. To qualify for readmission to SEARK College, a former student must be eligible to return to the most recent college or university attended or has approval from the Director of Admissions.

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment (if they have maintained continuous enrollment), or any subsequent catalog while enrolled, but they must complete all requirements within five (5) years of the catalog selected.

**ACADEMIC CLEMENCY**

Academic Clemency allows students with poor academic records to erase all previous academic credit and start over. Academic Clemency has strict rules and regulations. Students wishing to apply for Academic Clemency should first discuss the program with the Vice President for Student Affairs Office. This process is not intended for students struggling to stay in school due to poor academic performance but rather for students who have achieved acceptable academic performance following a break in enrollment in higher education. Academic Clemency is primarily designed to assist students in earning a certificate or degree, which without clemency would be unlikely to complete a program of study. It cannot be used to assist students in achieving graduation honors. Students in the program are advised that some undergraduate, graduate, and professional schools compute undergraduate GPA based on all hours completed and do not recognize Academic Clemency.

**Criteria:**

1. At least two years must have elapsed from the end of the semester in which the student was last enrolled for credit
2. Academic Clemency is a special program offered to students who have dropped out of college or have been suspended because of poor academic performance. Those demonstrating sufficient maturity and aptitude are chosen for Academic Clemency.
3. An interested student must submit a letter requesting Academic Clemency to the Vice President for Student Affairs Office. The letter should include evidence that all conditions were met and that a satisfactory performance can be expected.

4. The Vice President for Student Affairs Office evaluates every application and recommends only those who satisfy the requirements and show potential for success. Applying for academic amnesty does not guarantee a student’s approval for entry into the program and does not apply to Financial Aid requirements.

5. Academic credit earned prior to declaring Academic Clemency is included as part of a degree program. However, the previous record remains part of the student’s overall academic record.

Conditions and requirements:

1. Academic Clemency may be granted only once.
2. Course work to be excluded must be contiguous and at least two years old.
3. Students must not have been enrolled in higher education for at least two years.
4. Students must have completed at least 15 semester hours applicable to their GPA with a 2.00 or higher.
5. Selected courses within a semester may not be excluded.
6. Students must submit a written request to the Vice President for Student Affairs.

If granted, Academic Clemency will apply to all coursework within a semester or a contiguous block of semesters. All grades and credits successfully completed during the semester(s) for which clemency is requested will be forfeited. All grades and courses will remain on the student’s transcript; however, the grades will not be calculated in the student’s overall grade point average. The student’s transcript will carry the permanent notation, “Academic Clemency granted for _____ semester(s).”

This policy does not apply to eligibility for financial aid and may not be accepted by other colleges and universities for students who transfer. For further information on the financial aid implications, contact the Financial Aid Office.

CREDIT FOR PREVIOUS TRAINING OR EXPERIENCE

Students may be granted college credit for previous training in their technical program area if approved by the instructor in their program area, the Dean of Technical Studies & Workforce Development, and the Vice President for Academic Affairs. Validated nontraditional education experiences (i.e., work experience, industry training) may be recognized by Southeast Arkansas College if a student enrolls in Portfolio Development and Experience Evaluation (TECH 2011). Military training experience is evaluated for equivalent college credit through the use of a nationally standardized system. Credit is awarded for technical courses only and can be used to fulfill requirements toward an Associate of Applied Science degree, Technical Certificate or Certificate of Proficiency. The SEARK College transcript will record an “S” for credit earned in this manner and is NOT considered transferable. Up to 15 credit hours may be awarded if the portfolio meets the same level of learning that would have occurred had the student taken the same courses at Southeast Arkansas College. Credit is awarded upon approval of the Vice President for Academic Affairs. Credit will be applied to the student’s transcript once they have earned fifteen semester credit hours through traditional classes.

CREDIT BY ARTICULATION

Southeast Arkansas College has articulation agreements in place with area high schools and vocational centers which allow a student to enroll and complete high school technical career education courses that qualify for college credit at Southeast Arkansas College. Articulation is the process of awarding college credit to high school students for the mastery of competencies in a high school technical career education course that is equivalent to a college course. College credit will be awarded to the student after the student completes high school, enrolls at Southeast Arkansas College, and earns a minimum of 12 student semester credit hours.

Following high school graduation, those students who wish to continue their education at SEARK College and be eligible for the articulated credit must request that a transcript and a skills profile folder from the high school or vocational center be sent to the SEARK College Admissions Office. The skills profile will document the measurement of each competency utilizing the assessment instrument developed by the combined resources of the high school and SEARK College. It is the student's responsibility to request the SEARK College Admissions Office to process the high school articulated hours upon completion of the required 12 student semester credit hours on the SEARK College
campus. This process will be facilitated by the Dean of Technical Studies & Workforce Development and the appropriate SEARK College faculty.

CREDIT BY COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination program (CLEP) consists of general examinations and subject examinations. There are five general examinations—English Composition with Essay, Humanities, Mathematics, Natural Sciences, and Social Sciences/History. If a student achieves a test score within a range of 20-80 on the CLEP in mathematics, English, natural sciences and/or social sciences/history, SEARK College will grant six (6) hours of credit in each of these general areas: English, natural science and social science/history; and three hours credit in mathematics.

CREDIT POLICY FOR ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit upon entering college. Southeast Arkansas College agrees to award credit for performance on the Advanced Placement of the College Entrance Examination Board using the following guidelines:

1. Award institutional credit and document the credit on the student’s SEARK College transcript for AP scores of 4 and 5 if the corresponding courses are offered by SEARK College. Scores of 3 are valid for AP credit on selected courses. (See No. 4 below.)

2. If a student has received credit from a college or university for a score of 4 or 5 and transfers to Southeast Arkansas College, SEARK College will accept the credit for that course or courses in the same manner in which course credit was accepted for other courses transferred from an accredited institution of higher education and consistent with SEARK College’s AP Policy. AP exam scores on the basis of which credit, placement, or exemption is given (including scores lower than 4 or 5) must either be entered on the academic record or must accompany the transcript when a student asks that a transcript of the record be sent to another institution for transfer.

3. Transfer of credit, placement, or exemption for scores lower than 4 will be left to the discretion of the receiving institution.

4. Southeast Arkansas College will accept for credit the following AP exams if the College’s minimum required scores are met. The SEARK College equivalent course for which credit will be awarded is listed below.

<table>
<thead>
<tr>
<th>AP Exam</th>
<th>Required</th>
<th>SEARK College Course Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Govt./Politics</td>
<td>3</td>
<td>POLI 2313 American Government</td>
</tr>
<tr>
<td>American History</td>
<td>3</td>
<td>HIST 2313 U.S. History to 1877 or HIST 2323 U.S. History Since 1877</td>
</tr>
<tr>
<td>Art History</td>
<td>3</td>
<td>ART 2343 Art History &amp; Appreciation</td>
</tr>
<tr>
<td>Biology</td>
<td>4</td>
<td>BIOL 1464 Principles of Biology</td>
</tr>
<tr>
<td>Chemistry</td>
<td>4</td>
<td>CHEM 1434 General Chemistry I and CHEM 1444 General Chemistry II</td>
</tr>
<tr>
<td>Computer Science</td>
<td>4</td>
<td>COMP 1123 Intro to Computers and/or INFO 1133 Introduction to Computer Programming</td>
</tr>
<tr>
<td>English Composition or</td>
<td>4</td>
<td>ENGL 1313 English Composition I</td>
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<td>English Composition</td>
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<td>Macroeconomics</td>
<td>3</td>
<td>ECON 2313 Principles of Economics I</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECON 2323 Principles of Economics II</td>
</tr>
<tr>
<td>Music Listening &amp; Literature</td>
<td>3</td>
<td>MUSIC 2333 Music History &amp; Appreciation</td>
</tr>
<tr>
<td>Physics</td>
<td>4</td>
<td>PHYS 2414 General Physics I and PHYS 2424 General Physics II</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>4</td>
<td>LANG 2414 Elementary Spanish I and LANG 2424 Elem. Spanish II</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td>MATH 2373 Introduction to Statistics</td>
</tr>
</tbody>
</table>

Effective Fall 2000
CREDIT BY EXAMINATION

Students may make application to challenge some courses by taking an exam prior to the beginning of the semester or no later than the second-class meeting. Challenge exams will be for a pass/fail evaluation; no letter grade will be given for the course. "S" for Credit will be recorded on the Southeast Arkansas College Official Transcript. Challenge Examination requests should be made to the department responsible for the course. The cost of each is $82.00 per credit hour (i.e., a 3-semester credit hour course cost is $246.00). Please note that expenses related to the Challenge Exams may not be reimbursed by Federal or other financial aid. Contact the Financial Aid Office for a determination of eligibility.

RECORDING NON-RESIDENCE CREDIT

Credit awarded by Challenge Examination, CLEP, Portfolio, AP, etc., will be posted to the transcript only after the student has earned fifteen (15) hours in residence at SEARK College.

COLLEGE HOURS AND COURSE LOAD

A semester credit hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for 16 weeks. In laboratory courses it is necessary to spend more time for each semester hour of credit. EXAMPLE: For a three semester credit hour course, the student will attend class a minimum of three hours per week.

The normal class load for students at Southeast Arkansas College is defined as 16 credit hours with 18 hours as a maximum load for the average student during the Fall or Spring Semesters. Maximum course load during summer term is 12 semester credit hours. The maximum load for the Summer Terms is 12 hours (6 hours per term). The Vice President for Academic Affairs must approve any deviation from these requirements.

NOTE: Based upon test results, students who are required to take the complete developmental studies program of nine semester credit hours (English, math, and reading) may not carry more than 12 semester credit hours without special approval of the Vice President for Academic Affairs. Upon full-time enrollment, students required by test score to take READ 1213 Developmental Reading must register in this course along with their other program courses. Students requiring the complete developmental studies program should also take EDUC 1313 Strategies for College Success if they take 12 semester credit hours. Approved technical specialty courses may be taken concurrently with developmental courses.

ALTERNATIVE COURSE DELIVERY

In addition to traditional instructor-led classes, SEARK College offers a variety of courses through alternative delivery systems. Internet, computer-based instruction, compressed video to and/or from off-campus locations, and independent study in specific technical courses. As other methods and technologies are developed, the College will endeavor to expand its access to alternative course delivery. Students interested in alternative course delivery should consult with their academic adviser. Prerequisites and additional fees may apply.

INDEPENDENT STUDY

Independent study will be utilized on a limited basis in non-academic technical courses and will require the availability of a qualified instructor and the consent of both the Dean of Technical Studies & Workforce Development and the Vice President for Academic Affairs.

CLASS STANDING

Students with fewer than 30 semester credit hours are classified as freshmen, and students with 30 through 59 semester credit hours are classified as sophomores.

MINIMUM CLASS SIZE AND CANCELLATION OF CLASSES

The College reserves the right to cancel a class when: (a) fewer than 12 students enroll, (b) a qualified instructor is not available, (c) necessary facilities, equipment or materials are not available, or (d) for reasons which would otherwise make the teaching and learning in the class inefficient or ineffective.
COMPASS TEST

The COMPASS test measures a potential college student's current skill level in reading, writing, and math and is used to determine proper class placement to ensure the student's academic success. SEARK College advisors utilize the COMPASS test to assist students in determining classes in which the student should enroll.

- The COMPASS Testing fee is $10.00 and must be paid to the Business Office prior to taking the test. Receipts must be presented for entry to testing area.
- You may bring a calculator for the math assessment.
- Test is not timed; however, please allow at least 1 ½ hours for the assessment.
- Prepare for the COMPASS test by reviewing an orientation presentation and tutorials at the following web sites:
  - http://www.seark.edu/academic-support/tutoring-and-testing-center
  - Compass/Reading Test Sample.pdf (Reading)
  - Compass/Math Test Sample.pdf (Algebra)
  - Compass/Writing Test Sample.pdf (Writing)
- Call or email the Center the Testing Center located in the Library and Center for eLearning for testing dates and times; 870-850-3062 or rboren@seark.edu.

BASIC SKILLS REQUIREMENTS FOR COLLEGES & UNIVERSITIES

Arkansas law requires that all students enrolling in state-supported colleges and universities demonstrate mastery of basic skills in reading, writing, and mathematics. Students who fail to achieve designated scores on the various components of the COMPASS, ACT, or SAT test will be required to successfully complete developmental education courses. Developmental courses are not counted toward degree requirements or calculated in the grade point average.

Students whose test scores do not exempt them from basic studies are required to enroll in developmental course work each enrollment period until the above requirements have been met. Enrollment in and satisfactory completion of required developmental courses is a condition of admission to the college in accordance with state regulations.

First-time entering undergraduate students must meet the following placement standards prior to enrollment in mathematics or English composition courses:

**Mathematics:** Students scoring 19 or above on the mathematics section of the Enhanced ACT, 460 or above on the quantitative portion of the re-centered SAT, or 41 or above on the COMPASS Algebra test may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics course or courses, demonstrating achievement at least as sophisticated as intermediate algebra in order to be placed in college-level mathematics courses.

**English Composition:** Students scoring 19 or above on the English section of the Enhanced ACT, 40 or above on the Test for Standard Written English (TWSE), 450 or above on the writing portion of the SAT, or ZS 80 or above on the COMPASS Writing test may enroll in college-level English courses. Students not meeting these standards must successfully complete a developmental course in English grammar and/or a writing fundamentals course before being enrolled in freshman English.

**Reading:** Students scoring 19 or above on the Reading Section of the Enhanced ACT, 470 or above on the verbal section of the re-centered SAT, or 83 or above on the COMPASS Reading Skills test will be considered to have met minimal reading skill requirements. Students not meeting the standard shall enroll in a developmental program in reading during their first semester in college and each subsequent semester (if necessary) until the course is successfully completed. Freshman English may be taken concurrent with or subsequent to any required developmental reading course. Appropriate tests for placement must be completed by students prior to entering a degree, diploma, or technical certificate program or prior to enrolling in a mathematics or English course.

**NOTE:** Beginning with the 2013 Spring Semester, all first-time entering students who are seeking a degree at SEARK College or any other State college or university may be admitted as “Conditional Prep” students under the following conditions: ACT Composite Score Below 15; COMPASS Reading Score Below 62; ASSET Reading Score Below 35. Each Conditional Prep student will be entered in a Student Success Plan to ensure that the student has the Ability to Benefit in college.
DEVELOPMENTAL STUDIES PROGRAM DESCRIPTION

Developmental courses are offered for those students whose placement test scores indicate a need for additional college-preparatory coursework. Southeast Arkansas College requires a student to make a grade of C or better in all developmental courses before progressing to the next course level. Developmental courses do NOT count toward degree requirements and are not calculated in the student’s college grade point average EXCEPT in those technical certificate programs where such a course is defined as a requirement. SEARK College highly recommends EDUC 1313 Strategies for College Success, an institutional requirement, for students needing to establish full-time status (12 hours).

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>LEC</th>
<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1013</td>
<td>Basic English</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Fundamentals of Writing</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>Fundamentals of Math</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1013</td>
<td>Elementary Algebra</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>Intermediate Algebra</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>READ 1213</td>
<td>Developmental Reading</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

This is not a developmental course; however, this course is highly recommended:

EDUC 1313 Strategies for College Success  3 0 0 3

ALTERNATIVE DELIVERY METHODS FOR DEVELOPMENTAL ENGLISH, MATH, AND READING

SEARK College offers alternate delivery methods of Developmental English, math, and reading courses to give students the opportunity to take developmental courses based on concurrent enrollment (taking two courses): Developmental Education course and upper-level academic course in the same semester; modular; or fast-track. The courses included in these alternate methods of delivery include:

ENGL 1193 MOD Fundamentals of Writing  3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT English score of 15-18 or a COMPASS writing score of 33-74 or ENGL 1013 Basic English with a grade of “C” or better; Co-requisites: ENGL 1393 ALP English Composition I and READ 1213 Developmental Reading, if required.) This is an Accelerated Learning Program course to be taken in the same semester as ENGL 1393 ALP English Composition I. Its purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation. A grade of “C” or better is required in both courses before progressing to the next course level.

ENGL 1393 ALP English Composition I  3 Cr., (3 Lec.)
(Prerequisites: ENGL 1193 ALP Fundamentals of Writing and READ 1213 Developmental Reading, if required). This is an Accelerated Learning Program course taken in the same semester as ENGL 1193 ALP Fundamentals of Writing. Principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking are covered. It enhances student’s writing skills to given them an opportunity to earn college credit toward graduation. A grade of “C” or better is required in both courses before progressing to the next course level.

HUMA 2393 MOD Humanities  3 Cr., (3 Lec.)
(Prerequisite: READ 1293 ALP Developmental Reading). This is an Accelerated Learning Program course taken in the same semester as READ 1293 ALP Developmental Reading. It is designed to be an introduction to the fundamentals of music, painting, sculpture, architecture, drama, and literature and their relationship to one another. It provides an analytical and comparative study of works in these areas and focuses on developing appreciation for creative expressions. It enhances students’ reading skills to give them the opportunity to earn college credit toward graduation. A grade of “C” or better is required in both courses.

MATH 1003 MOD Fundamentals of Mathematics  3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 0-13 or COMPASS Algebra score of 0-17.) This modular course allows students to work in a computer lab setting to complete the requirements for Fundamentals of Mathematics. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers; solve ratios, percentages, and proportions. The students will also be able to convert from one unit of measurement to another. Students are required to master Modules 1-6 in this course with a grade of “C” or better before progressing to the next course. The industrious student may work Modules 7-10 to transition to MATH 1013 Elementary Algebra and complete Modules
11-14 to transition to MATH 1023 Intermediate Algebra. This course satisfies the prerequisite for MATH 1013 Elementary Algebra. This course is non-transferable.

MATH 1013       FT Elem. Algebra/  3 Cr. Ea., (3 Lec. Ea.)
MATH 1023       FT Intermediate Algebra
(Prerequisite: Placement by an ACT math score of 14-16 or COMPASS Algebra score of 18-29 or MATH 1003 with a grade of "C" or better.) These courses are both 8-weeks in length and are taken during one 16-week semester. The coursework is intensified but allows students the opportunity to finish both of these developmental courses in one semester. A grade of "C" or better is required in both courses before progressing to the next course level.

MATH 1013       MOD Elementary Algebra  3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 14-16 or COMPASS Algebra score of 18-29 or MATH 1003 with a grade of "C" or better.) This 16-week modular course allows students to work in a computer lab setting to complete the requirements for Elementary Algebra. The industrious student may work additional modules and gain the ability to test out of Intermediate Algebra. A grade of "C" or better is required before progressing to the next course level.

READ 1213       MOD Developmental Reading  3 Cr., (3 Lec.)
(Prerequisite: Placement of an ACT score Below 19 or a COMPASS score Below 82.) This is a 16-week course that allows students to work in a computer lab setting to complete the requirements for Developmental Reading. The industrious student may work additional modules and gain the ability to test out of Developmental Reading. A grade of "C" or better is required.

READ 1293       ALP Developmental Reading  3 Cr., (3 Lec.)
(Prerequisite: Placement of an ACT score Below 19 or a COMPASS score Below 82.) This is an Accelerated Learning Program course taken in the same semester as HUMA 2393 ALP Humanities. The purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation. A grade of "C" or better is required in both courses.

READ 1393       IRW Integrated Developmental Reading and Writing  3 Cr., (3 Lec.)
(Prerequisite: Placement of an ACT score Below 19 or a COMPASS score Below 82.) This 16-week course integrates both reading and writing skills. The purpose is to allow developmental students the ability to enhance their reading, vocabulary, and writing skills as they learn to write a well-developed essay based on the readings. A grade of "C" or better is required.

TUITION AND FEES

NOTE: All Tuition and Fees are payable in the Business Affairs office in Business Services Building. Tuition and fees are subject to change without notice.

<table>
<thead>
<tr>
<th>Required Tuition and Fees for Credit Courses</th>
<th>Tuition Per Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall and Spring Semester</td>
<td>$82.00</td>
</tr>
<tr>
<td>Summer Session</td>
<td>$82.00</td>
</tr>
<tr>
<td>Out-of-State Tuition</td>
<td>$164.00</td>
</tr>
</tbody>
</table>

Southeast Arkansas College has been authorized to make determinations for in-state/out-of-state classification for its individual students at the time of initial enrollment. Students who reside outside the state of Arkansas for six months or less will be required to pay out-of-state tuition. The student is responsible for submitting a Change of Address form and proof of residency after six months to the Office of Admissions. The Office of Admissions is designated to make these determinations for SEARK College. Contact the Office of Admissions, 1900 Hazel Street, Pine Bluff, AR 71603 or (870) 850-8605 concerning resident classification.

Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collections agency for assistance in collecting. A collection fee will be added to the amount owed by the student to cover the collection agency costs.

Tuition -- $82.00 Per Credit Hour

Part-time and full-time students are charged $82.00 per semester credit hour. Example: If a student is enrolled in a three semester credit hour course, the tuition would be $246.00.
Non-Credit Course Fees

Non-credit course fees are determined for each individual course. The charge is based on the clock hours of instruction, the supplies and materials required, and the fee of the instructor.

Tuition Waiver for Senior Citizens

Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at Southeast Arkansas College and other state colleges and universities without a tuition charge. Proof of age must be presented at the time of registration. This waiver does not apply to non-credit classes, assessment fees, or any other fee collected by the College. Senior citizens are responsible for acquiring books and supplies.

Arkansas Assessment Fee -- $5.00

This fee is payable each Fall and Spring Semester and Summer Term when registering for college credit courses. The State Board of Higher Education initiated the Arkansas Assessment Fee to cover the cost of student assessment at all Arkansas institutions of higher education.

ACT Fee -- $34.00 ACT (No Writing); $49.50 ACT Plus Writing

CIV Course Fee -- $30.00 per course

College Services Fee -- $6.00 per credit hour.
Note: This fee is in lieu of transcript fees, class change fees, late registration fees, and graduation fees.

COMPASS Test Fee -- $10.00

Credit By Examination (Challenge Exam) Fee -- $82.00 Per Credit Hour

Developmental Education Lab Fee -- $12.00

Internet Course Fee -- $30.00 per course

Lab Fee for Selected Reading, Grammar/Writing, and Math Courses -- $12.00 Per Course

Professional Fee -- $15.00 per credit hour for NAH and ECDT courses

Science/Technical Lab Fee -- $30.00 per course

Technology Fee -- $10.00 per semester credit hour

Student Activity Fee -- $2.00 per semester credit hour

COST OF MATERIALS

Books, tools, uniforms, supplies, etc., are required in most courses. Instructors will give students a list of needed items on the first day of class. Total cost of materials for a full-time student will depend upon the program of study.

PAYMENT OF TUITION AND FEES

All tuition and fees must be paid at the Cashier’s window in Business Services Building prior to attending any class. Personal checks are accepted for payment of accounts, but a charge will be assessed by a check recovery service for returned checks. Students whose tuition and/or fee checks are returned by the bank are subject to administrative withdrawal. VISA and MasterCard are accepted for payment of tuition.

Any student account that remains unpaid at the end of the semester and is not paid within thirty (30) days may be turned over to an outside collection agency for assisting in collecting. A collection cost will be added to the amount owed by the student to cover the collection agency cost. Unpaid account balances may also be sent to the state utilizing the Debt-Set Off program which deducts amounts due the College from an individual’s tax return.

Students may not attend classes until they have paid tuition in full or made definite arrangements concerning Financial Aid with the Financial Aid Office in the Student Affairs Office. This applies to all students, including recipients of Pell, WIA, NAFTA/TAA, scholarships, Rehab, Veterans’ benefits, and other types of aid.
A Tuition Deferred Payment Agreement is available to students. Information about the payment plan can be found on the College’s website.

NOTE: Before any financial aid funds from student loans, scholarships, and federal or state aid are released to a student, all charges or any monies owed to the College must be paid. All financial aid funds received will be credited to the student’s account. After all charges to the student’s account have been satisfied, remaining funds will be disbursed to the student in a timely manner.

REFUND OF TUITION

See Calendar in College Catalog and Student Handbook for exact dates.

Refunds for short-term courses or courses starting at times other than the beginning of the semester will be calculated on a prorated basis (See Calendar in College Catalog and Student Handbook for exact dates).

Tuition for non-credit courses is not refundable after the first class meeting. **Failure to attend does not constitute official withdrawal. If a student withdraws from college after the outlined withdrawal dates, the student is still responsible for full payment of tuition and fees.**

TEXTBOOK REFUNDS

Textbook refunds have the following requirements: (1) price tags are to remain on the books, (2) new books must be returned in the same condition as purchased, and (3) new books in shrink wrap must be returned in the same condition and the shrink wrap must be unopened. Receipt is required.

If a student has dropped a class, a drop slip will be required for a refund. Students have one week from the first day of class of each semesters to receive a full refund.

**Purchases and Food Refunds:** All food items are non-refundable! Soft goods purchases may be returned, but they must be accompanied with a receipt and in the same condition as purchased.

**Purchases against financial aid:** Textbooks purchased with financial aid are issued a credit memo if the student is not replacing the class. Soft goods and supplies purchased with financial aid are non-refundable

ADDING/DROPPING OF CLASSES

The deadline for registration is published in the Academic Calendar by term. Students can add or drop classes through the first week of classes. **Official Class Change Forms are available in the Registrar’s Office.** Changes, which occur after the published deadline, are limited to:

**During Fall and Spring 16 week terms:**
(See Calendar in College Catalog and Student Handbook for exact dates.)

1. Students can drop a class through the add/drop period and the class is not recorded on the student’s permanent record.
2. Students must drop the class through the Registrar’s Office using a “Withdrawal” form.
3. Students who withdraw from a class after the 11th class day will receive a “W” and be assessed 100% of the tuition and all fees. Students must drop the class through the Registrar’s Office using a “Withdrawal” form.

**During Summer 8-week terms:**
(See Calendar in College Catalog and Student Handbook for exact dates.)

1. Students can drop a class through the add/drop period and the class is not recorded on the student's permanent record.
2. Students who withdraw from a class after the 3rd class day will receive a "W" and be assessed 100% of the tuition and all fees. Students must drop the class through the Registrar’s Office using a "Withdrawal" form.
During Summer 4-week terms:
(See Calendar in College Catalog and Student Handbook for exact dates.)
1. Students can drop a class through the add/drop period and the class is not recorded on
the student's permanent record.
2. Students who withdraw from a class after the 1st class day will receive a "W" and be
assessed 100% of the tuition and all fees. Students must drop the class through the
Registrar's Office using a "Withdrawal" form.

Last Date to Withdraw and Still Receive a "W"
(See Calendar in College Catalog and Student Handbook for exact dates.)
1. The last day to withdraw (with a "W") from a class is approximately two weeks prior to the
end of the regular semester or the final week of the 8 and 4 week terms.

A student is not considered to be withdrawn from classes unless proper withdrawal procedures are
followed. The Official Withdrawal Form is available in the Registrar's Office. (The College will mail a
Withdrawal Form to a student upon request.) The form must be completed and returned to the
Registrar's Office by the published deadline to constitute a valid withdrawal. Failure to attend
class for a prolonged period of time does NOT constitute a withdrawal. If a student stops attending a
class and fails to drop the course through the Registrar's Office, a grade of "F" will be recorded for the
course on the student's transcript.

WITHDRAWAL PROCESS
The following signatures must be obtained prior to withdrawal:
Withdrawal from a class:
   a. Faculty Advisor or Instructor
   b. Financial Aid Officer
   c. Registrar

Complete Withdrawal from College, students must visit the:
   a. Faculty Advisor or Instructor
   b. College Library – they just need to place a hold on the students account
   c. Financial Aid Officer
   d. Business Office
   e. Veterans must visit the Veteran's Counselor
   f. Registrar

NOTE: Failure to complete all of the official withdrawal procedures will constitute improper withdrawal
and will result in failing grades being placed on the student's permanent academic record.

ATTENDANCE
Students are expected to attend all classes. After unavoidable absence because of illness or an
emergency, students must take the responsibility for contacting instructors to make up work missed.

Attendance will be taken every class period and recorded in the instructor's official class roll book. The
attendance policy will be distributed with other course information at the beginning of each semester.
It is the student's responsibility to know the policy and comply.

When absences exceed the number allowed, the instructor has the authority to give the student a grade
of "F" at the end of the semester.

Excessive is defined as follows:
Courses meeting once per week 2 absences
Courses meeting twice per week 3 absences
Courses meeting three times per week 4 absences
Courses meeting four times per week 5 absences
Summer Term Courses 2 absences

Excessive absences do NOT result in automatic withdrawal from a course. It is the
responsibility of the student to take official withdrawal action through the Registrar's Office.
Students who are absent while representing Southeast Arkansas College in college-related activities
will be excused upon appropriate action by their instructor and the Vice President for Student Affairs.
All work missed during the absence must be made up.
GRADES AND GRADE POINTS

Southeast Arkansas College uses the following system of grading:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100% (Excellent)</td>
<td>4 quality points</td>
</tr>
<tr>
<td>B</td>
<td>80-89% (Good)</td>
<td>3 quality points</td>
</tr>
<tr>
<td>C</td>
<td>70-79% (Average)</td>
<td>2 quality points</td>
</tr>
<tr>
<td>D</td>
<td>60-69% (Passing)</td>
<td>1 quality points</td>
</tr>
<tr>
<td>F</td>
<td>59/below (Failing)</td>
<td>0 quality points</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>0 quality points</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory and Credit</td>
<td>0 quality points</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td>0 quality points</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>0 quality points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>0 quality points</td>
</tr>
</tbody>
</table>

NOTE: The S, U, AU, W, and I are disregarded in calculating grade-point averages except for certain financial aid purposes. For regulations concerning auditing a course, see the Auditing Section in this publication.

CALCULATING THE GRADE-POINT AVERAGE

The grade-point average at Southeast Arkansas College is calculated as outlined below:

1. Allow four points for each hour of A, three points for each hour of B, two points for each hour of C, and one point for each hour of D. S, U, AU, W, and I are disregarded in calculating the grade-point average. F's are calculated in the GPA as zero points. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.

2. Add these grade points to arrive at the total grade points earned during a semester or term.

3. Divide this grade-point total by the total number of credit hours pursued that term.

NOTE: Grades and credit hours earned in developmental courses are not considered as college-level work and are not calculated in the student’s official college Grade Point Average (GPA). The cumulative grade-point average is calculated the same way as the GPA for each term except that all of the student's college work is taken into account. SEE SAMPLE BELOW.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Hours Enrolled</th>
<th>X</th>
<th>Quality Points</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Comp I</td>
<td>B</td>
<td>3</td>
<td>X</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>College Algebra</td>
<td>A</td>
<td>3</td>
<td>x</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>Spreadsheet App</td>
<td>C</td>
<td>3</td>
<td>x</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Basic Electricity</td>
<td>D</td>
<td>3</td>
<td>x</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

30 (Grade Points) divided by 12 (Hours Enrolled) = 2.50 GPA

NOTE: No grade other than "I" (Incomplete) may be changed after it is recorded unless an instructor finds that a grade has been erroneously calculated and/or recorded. The instructor may correct the grade by submitting a written request and explanation of the error to the Vice President for Student Affairs.

SATISFACTORY ACADEMIC PROGRESS

The purpose for establishing standards for satisfactory academic progress is to identify students whose progress toward a Degree or Certificate from Southeast Arkansas College is below average in terms of grade point average (GPA). The intent is to provide assistance to those students so that their GPA will reach acceptable standards for graduation. A 2.00 GPA is required for graduation with an Associate degree or Technical Certificate from Southeast Arkansas College. Students pursuing a Certificate of Proficiency (CP) may graduate with a minimum of 2.00 GPA in only the CP's program courses.

A student in academic difficulty has opportunities to seek counseling and academic support. The Tutoring Center and developmental education classes are available to assist the student, as are opportunities to meet with faculty during office hours.
Academic Probation and Suspension

Understanding two concepts is vital in considering the requirements for Satisfactory Academic Progress: academic probation, and suspension.

The two concepts are:
1. Overall GPA, which is the GPA of a student’s total course hours, and
2. Semester GPA, which is the GPA of a student’s courses taken during a given semester.

SEARK students must maintain an overall GPA of 2.00 or above to be considered “in good academic standing.” When a student falls below good academic standing, the following occurs:

- A student who has attempted 24 hours or more with an overall GPA below 2.00 is placed on academic probation for the following semester(s) to improve their overall GPA to the required 2.00.
- Students on probation must earn a minimum semester-GPA of 2.00 each semester until their overall GPA also reaches 2.00.
- A student on probation who fails to earn a minimum semester-GPA of 2.00 during any semester will be suspended for one semester.

Students may appeal suspensions to the Vice President for Student Affairs Office.
- A student who has been suspended may re-enter SEARK after the suspension period. Suspended students are re-admitted to SEARK on probationary status: they must earn a 2.00 minimum semester-GPA of 2.00 each semester until their overall GPA reaches 2.00 or higher.
- A student who receives a second academic suspension is suspended for one full academic year (fall and spring).
- A student who has been suspended may attend summer sessions however, they must earn a 2.00 GPA or higher for that session. Failure to earn a 2.00 GPA for the session will cause them to receive a second academic suspension. If the student earns a minimum 2.00 GPA for the summer session, they can re-enter SEARK in the fall semester on academic probation (even if their overall GPA is still below a 2.00).
- A student who receives two consecutive academic suspensions for failing to earn a semester-GPA of 2.00 is not eligible to appeal his/her suspension.

A fourth academic suspension results in “expulsion” from the college and the student may not return.

Appeals Procedure for Students

Students may appeal academic and financial matters. All appeals must be submitted on the Appeals Form (obtained from the Office of Vice President for Student Affairs) and delivered to Student Affairs located in the Student Services Building. Students must include a letter of explanation. The Appeals Committee meets the first week of each month. All appeals must be received ten (10) days prior to the monthly meeting.

1. Obtain a copy of the appeal form from the Office Vice President of Student Affairs. The form must be typed or printed, and must be fully completed. Incomplete applications will not be reviewed.

2. Prepare a personal letter detailing the following:
   - Current address
   - Telephone number(s)
   - E-mail address
   - Specific courses involved (include course numbers)
   - The reasons for the appeal and any efforts you have made to resolve the issue
   - Attach all relevant supporting documentation: physician’s statement on letterhead (not a bill), accident report, obituary from newspaper with your name and relationship, death certificate, letter from the court, etc.

3. Submit the appeal form and letter, along with all documentation, in an envelope to the Office of Student Affairs located in the Student Services Building.
GRADE REPORTS
Grades are available on WebAdvisor on the SEARK College website.

INCOMPLETE GRADE
A student may request an Incomplete (I) Grade only in cases of extenuating circumstances such as illness or accident, which occurs late in the semester. An "I" grade may be given only when the student has been making satisfactory progress and at the discretion of the instructor. The instructor and student must complete and file an Incomplete Grade Contract form available from the Registrar's Office prior to the end of the current semester (term). Copies of this contract must be filed with the Vice President for Student Affairs, with a copy to the instructor and student. Incomplete (I) Grade Contracts must be completed within one (1) month from the date of the Grade Contract or the Grade of "I" becomes an "F." An incomplete Grade Contract is not an option for a student who must attend lectures or labs to complete course requirements.

REPEATING COURSES
A student may repeat a course regardless of whether credit hours were previously earned. In every case no more hours can be earned than would be received from one successful enrollment. If a student re-enrolls for credit, the repeated course will be identified on the transcript. Only the grade earned during the most recent enrollment is computed in the cumulative grade-point average.

AUDITING
Students who audit courses must be officially admitted to the College and pay the regular tuition and fees for the course. Also, each student must get permission to Audit from the Vice President for Student Affairs and the Instructor involved. Audit will be on a space-available basis. Those who audit courses will receive a grade of AU.

Students who wish to audit a course should declare their intentions when they enroll. Students may change from audit-to-credit status or credit-to-audit status without permission through the 11th class day of the Fall or Spring Semesters by completing a Class Change Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period.

With Advisor and/or Instructor approval and permission from the Vice President for Academic Affairs, a student may change from credit-to-audit status during the withdrawal period, which goes through the fourteenth week of the Fall or Spring Semesters by completing a Class Change Form in the Registrar's Office. Summer sessions and off-schedule courses will follow a pro-rated time period. No change will be allowed after the 14th week of the semester. Individual instructors will determine the degree of participation of students auditing a course.

ACADEMIC APPEALS (GRADE PETITIONING)
A student who believes an error has been made in the assignment of a grade must contact the instructor and, if necessary, the Division Chair and/or Coordinators and then the Vice President for Academic Affairs. The decision of the appeals committee is final. Students have 45 days from the end of the semester to appeal.

Initiation of Grade/Academic Appeal

Step One (Instructor-Oral): any student may present a grade or academic appeal (orally) to his/her instructor. If the instructor's answer is not given within two business days after the presentation of the appeal, or if the answer is not satisfactory to the appealing student, then the student may proceed to Step Two.

Step Two (Chair-Written): The student shall, within three (3) business days thereafter, cause the appeal to be prepared in writing, with one copy to be presented to the student's department chair or Dean. The chair, Dean, and the student shall meet within five (5) business days after receipt of the written appeal, in an attempt to reconcile the appeal. If, within three (3) business days of the meeting, the appeal is not reconciled, then the written appeal may be submitted to the appropriate vice president (academic/allied health).

Step Three (Vice President Academic Affairs-Written): The Vice President of Academic Affairs shall respond within five (5) business days after receipt of the written appeal. The Vice President shall form an impartial ad hoc committee of two instructors, and two staff members to hear and read the appeal and to advise the Vice President on a resolution. The Vice President shall have ten (10) business days
from receipt of the appeal, to provide the appealing student with a decision. The decision of the Vice President is final. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for academic appeals in the Allied Health Programs.

**STUDENT/FACULTY DISPUTES**

If a student has a grievance concerning an instructor or a method of instruction, he/she is encouraged to first contact the instructor to resolve the matter. If unable to resolve the grievance with the instructor, he/she should contact the Program Coordinator or Division Chair, and then the Vice President for Academic Affairs. Dispute resolution will follow the steps as outlined in the Academic/Grades Appeal Process. The decision of the appeals committee is final. The Vice President for Academic Affairs will notify the Equal Opportunity/Affirmative Action (EO/AA) Officer, in writing, of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will further investigate such claims and provide a written report to the President. The Vice President of Academic Affairs may delegate this responsibility to the Vice President of Allied Health for appeals in the Allied Health Programs.

**NON-ACADEMIC APPEALS**

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Vice President for Student Affairs. The decision of the appeals committee is final. The Vice President for Student Affairs will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment (Refer to the policy in this publication). The EO/AA Officer will investigate such claims and provide a written report to the President.

**TRANSCRIPTS**

Official transcripts of a student’s work may be obtained from the Registrar's Office in accordance with federal guidelines under the *Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).*

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. Requests for a transcript by mail should include the name under which the student was enrolled, College I.D. number or Social Security number, dates of attendance at Southeast Arkansas College, and name and address of the business or institution to which the transcript is to be sent. **Telephone requests for transcripts are not accepted.** A Release of Information Form may be requested or the student may write a letter containing the above information. There is not a fee for transcripts; however, the number requested must be reasonable and necessary. The College reserves the right to charge for transcripts in cases where the number requested is excessive.

2. Official transcripts of the student’s complete permanent record are issued with the Embossed Official College Seal of Southeast Arkansas College.

3. Transcripts (and other documents) which have been presented for admission or evaluation of credit become the property of Southeast Arkansas College as a part of the student’s permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.

4. Requests for official transcripts are normally filled within two working days. The College does not guarantee “over the counter same day service”. Transcripts given to students will be stamped “Issued to Student” are not considered official transcripts.

**Facsimile (FAX) Transmissions**

Since the original source of documents received through a facsimile (FAX) or e-mail transmission cannot always be accurately determined, the Admission's Office will accept academic transcripts by FAX or e-mail transmission ONLY as working documents, pending the receipt of an official transcript from the sending institution. A request for academic information received by FAX or e-mail to be sent to an individual or private business will be treated as a telephone request, requiring the submission of a written request bearing the original signature of the student, Social Security number, and last date of attendance.

Requests submitted to the Registrar's Office to have an academic record sent via a facsimile machine cannot be honored.
ASSESSMENT OF STUDENT ACADEMIC ACHIEVEMENT

Southeast Arkansas College has implemented a program to assess the academic growth of its students. The purpose of the assessment program is to measure the level of skills and knowledge gained by students as a result of their completion of a certificate or degree program. The College uses the results of these measures to make improvements in the courses of study and instructional methods. On-going assessment activities take place at the course level within the classroom and are conducted by the instructor. The Assessment Coordinator conducts end-of-program assessments near the end of each fall and spring semester. Students approaching graduation will be contacted by the Division Chair’s office to schedule an exam tailored to their course of study and degree plan. The results of these assessment activities will in no way prevent or delay a student’s anticipated graduation. These assessments are conducted for the purpose of program improvement.

GRADUATION REQUIREMENTS

Prior to completion of an Associate Degree, Technical Certificate, or Certificate of Proficiency, each student must complete a Graduation Application Form in the Registrar's Office and obtain his/her advisor's signature indicating that all requirements have been met for graduation. Additionally, the student must register with the career services located in the Student Services Building. Completing these steps is the responsibility of the candidate for graduation. Diplomas and caps and gowns are not ordered until the Graduation Application is received and registration with career services is complete. If a student will complete graduation requirements for an associate degree in technical or technical certificate during a Summer Term by enrolling in no more than 6 hours and/or two (2) courses, he/she is eligible to participate in Spring Commencement.

The deadline for completing the Graduation Application Form is printed in the College Calendar for both Fall Semester and Spring Semester completions. A student will receive only one cap and gown regardless of the number of certificates or degrees awarded. There is no fee required for graduation.

Students wishing to apply for more than one associate degree (A.A.S., A.G.S., A.S., or A.A.) must complete 15 additional student semester credit hours at Southeast Arkansas College. Multiple degrees will not be awarded without the additional hours stated above.

Students who have earned a Technical Certificate or an Associate Degree at Southeast Arkansas College and wish to earn another award may do so by meeting the following requirements (except as noted below): (1) completing all courses required for the first certificate or degree and then (2) completing at least 15 additional hours applicable toward a second award. At least 60% of the additional course work must be taken in residence at Southeast Arkansas College.

Students who have earned or who are eligible to earn an AA or AAS Degree may not receive an AGS Degree. However, if a student completes the AGS Degree first, and then meets the conditions outlined above; the AA or AAS Degree may be awarded. Students may only receive one AAS Degree or Technical Certificate in a specific area, e.g., business technology, electrical technology, etc.

In order to qualify for a Degree or Technical Certificate from Southeast Arkansas College, a student must complete all major course requirements, general education requirements, and all related requirements in the program of study as prescribed by the College. Degrees and Technical Certificates will not be awarded until all requirements are met and a cumulative GPA of 2.00 is achieved. Note: A minimum grade of “C” is required in English Composition I and English Composition II in order to graduate.

Students completing requirements for the Associate of Arts degree must take the CAAP (Collegiate Assessment of Academic Proficiency) Test prior to graduation. This test will be used to evaluate the general education competencies of students seeking the A.A. degree. The CAAP is required after accumulating 45 semester credit hours (excluding developmental education credits). Failure to complete this testing requirement may interrupt graduation plans or enrollment at institutions to which students are transferring.

Students completing technical programs are required to take either the NOCTI (National Occupational Competency Institute) exam or a department generated end-of-program examination. The test results will not prevent a person from graduating. These tests allow the departments to assess their capabilities and are used to determine shortfalls in the curriculum.
A minimum of fifteen (15) semester credit hours of an Associate Degree must be in general education: Math (3 hours); Social Science (3 hours); Introduction to Computers (3 hours); and English or Writing (6 hours). Specific requirements are listed in the curriculum for each program area.

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment, if they have maintained continuous enrollment, or any subsequent issue while enrolled, but they must complete all requirements within five (5) years of the catalog selected.

The last fifteen (15) semester credit hours of work for associate degrees and the last six (6) semester credit hours of work for certificates must be taken in residence unless thirty (30) or more hours have been completed at Southeast Arkansas College. In this case, six (6) of the last fifteen (15) hours may be transferred from another institution.

Prospective graduates must clear all charges (including Library fines) against their account before noon on the day of graduation. Graduates will be notified if an account is due. A Degree or Technical Certificate will not be issued until all charges are cleared.

HONOR GRADUATES

Students graduating from Southeast Arkansas College with a grade point average of 4.00 are graduated with "Highest Honors." Students graduating with a grade point average of 3.50 - 3.99 are graduated with "Special Honors." Students graduating with a grade point average of 3.00 - 3.49 are graduated with "Honors." These students are recognized at Commencement. Students completing Technical Certificates and Associate Degrees may be designated as Honor Graduates.

SCHOLAR AWARDS

A President's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 4.00 for either the fall or spring semester.

A Dean's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 3.50 to 3.99 for either the fall or spring semester.
FINANCIAL AID
Financial aid is any source of monies allocated to help pay for your college tuition, fees, books or other costs associated with attending college. The funds may be need-based, merit-based or both. The funds may also be categorized as gift aid or self-help. Gift aid includes monies awarded to you that, in general, do not have to be repaid. Examples of gift aid include scholarships and grants. Self-help includes student loans that have to be repaid or employment that is earned.

The goal of financial aid is to assist you in paying for your education. You are not generally limited to one source of financial aid. Multiple sources of assistance may be combined to create an award package, as long as the total aid does not exceed the Cost of Attendance. The Cost of Attendance includes tuition, fees, books, room and board, transportation and other miscellaneous personal expenses.

Students are not required to be enrolled full-time to receive Federal Pell Grant, FSEOG, and student loans. However, if you are enrolled less than full-time, your award(s) may be prorated. All hours that are included in the calculation must lead directly to a Southeast Arkansas College technical certificate or associate degree. Some awards require a minimum of six (6) semester hours in order to be eligible for the funds. Refer to the individual programs for enrollment requirements.

SOURCES OF FINANCIAL AID

There are several sources of financial aid for which students may apply. A brief definition of these programs is included in this guide. Detailed information on these sources may be obtained from the Southeast Arkansas College Financial Aid Office. The primary sources of assistance may be categorized in these four areas: Federal, State, Institutional and Public/Private.

Federal. The federal government is the largest source of aid for Southeast Arkansas College students. The federal aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and the William D. Ford Direct Loan Program, including Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans and Parent (PLUS) Loans. For additional information, you may request a U.S. Department of Education "Funding Education Beyond High School: The Guide to Federal Student Aid" from the Southeast Arkansas College Financial Aid Office. A great source of information about federal student aid may be found online at http://studentaid.ed.gov.

State. The State of Arkansas provides grants and scholarships. State financial aid includes the Governor's Scholars programs, Arkansas Academic Challenge Scholarship, Workforce Improvement Grant (WIG), Higher Education Opportunities Grant (GO! Grant), and others. Contact the Arkansas Department of Higher Education for more information at 1-800-242-STUDY/1-800-547-8839. Additional information about these scholarships may also be found at the Arkansas Department of Higher Education's website at http://www.adhe.edu.

Institutional Aid. Southeast Arkansas College offers four scholarships. Students must be enrolled full-time each semester to be eligible for the scholarships and must meet the prescribed criteria for scholarship renewal. The first is the SEARK Trustee Scholarship, which is awarded to at least one high school graduate from each high school in the College's service area. It is a merit-based tuition scholarship, up to 15 credit hours per semester. The second is the SEARK Leadership Scholarship, which is a merit-based, half-tuition scholarship. The third scholarship is the SEARK College Arkansas Scholars Scholarship, which is available to a limited number of graduating seniors from Dollarway High School, Pine Bluff High School, Watson Chapel High School, or White Hall High School who meet certain eligibility requirements. Complete scholarship details may be obtained in the SEARK College Admissions Office. The fourth scholarship offered to SEARK College students is the SEARK College Non-Traditional Student Scholarship. This scholarship is merit-based and is for students that are 25 years of age and older, with preference given to those who are not eligible for federal student aid. Information on institutional aid programs is available from the Financial Aid Office.

Public/Private. Many civic and private organizations award funds based on academic achievement, a talent or skill, financial need, or a major course of study. These funds generally do not have to be
repaid. A list of scholarships and grants is included at the end of the Financial Aid section in this handbook. Additionally, the College Financial Aid Office has a list of websites to assist you in finding out more about these sources of assistance.

**HOW TO APPLY FOR FINANCIAL AID**

To apply for state, public or private assistance, refer to the appropriate application for instructions and eligibility criteria.

**Federal Student Aid.** To apply for all types of federal financial aid, you will need to complete the Free Application for Federal Student Aid. The fastest way to complete this application is via the Internet at http://www.fafsa.gov. You will need a Personal Identification Number (PIN) to electronically sign your application. You may apply for a PIN at the same website. Contact the Financial Aid Office at Southeast Arkansas College if you have questions concerning the application process.

The Federal Student Aid Help Hotline is 1-800-4-FED-AID and Federal Student Aid Counselors are available to assist with questions regarding the application process and general questions about the types of Federal Aid.

The following suggestions will be helpful in completing the application process.

1. If you are a new student, be sure to file an Application for Admission with the Southeast Arkansas College Admissions Office. All admission requirements must be completed before aid is awarded.

2. Complete the Free Application for Federal Student Aid (FAFSA) carefully. The application is located online at http://www.fafsa.gov. Questions answered incorrectly will delay processing your application. The priority deadline for applications at SEARK College is April 15.

3. To complete the application, you will need certain documents and statements, including the prior year’s federal income tax return for yourself, your spouse, or if you are a dependent student, your parents. In addition, you will need W-2 forms, bank statements, and records of income not reported on the federal income tax return. (The application includes instructions for applicants who do not or will not file federal tax returns).

   Note: The easiest way to complete or correct your FAFSA with accurate tax information is by using the IRS Data Retrieval Tool through http://www.fafsa.gov. In a few simple steps, you may be able to view your tax return information and transfer it directly into your FAFSA using your FAFSA PIN to access the tax information.

4. Enter Southeast Arkansas College as a school choice using the College’s **Institutional Code Number**-014893.

5. You must sign your application electronically using your PIN. If you are a dependent student, one of your parents must also apply for a PIN and sign your application electronically using his or her PIN. The PIN application link is http://www.pin.ed.gov.

6. Once you have completed the application and electronically signed it using your PIN, a series of matches and/or data checks will be initiated with the Department of Homeland Security, the Social Security Administration, the National Student Loan Data System (NSLDS), Selective Service, the Department of Justice, the Veteran’s Administration and others as deemed necessary by the U.S. Department of Education.

   Then, the processor will use the information submitted on the FAFSA to determine your Expected Family Contribution (EFC), which allows the Financial Aid Office to determine your financial eligibility for federal student aid.

7. Three to five business days after signing your application using your PIN, you will be able to access your processed information online at http://www.fafsa.gov.

   Carefully review the information on the SAR. If any of the data is incorrect, go back online at http://www.fafsa.gov, access your information using your PIN and make the necessary corrections. If
you have questions concerning the correction process, contact the Southeast Arkansas College Financial Aid Office or the Federal Student Aid Hotline at 1-800-4-FED-AID.

8. The College is responsible for verifying your academic eligibility. Transcripts from all previous institutions must be submitted to the College for review, even if you withdrew from the school(s) or whether or not you received federal student aid.

Remember! Applications for federal aid must be renewed every year. New applications are made available every January 1. Students are encouraged to apply early, as some types of aid are limited and are awarded on a first-come, first-served basis. As soon after January 1 as you complete your Federal Tax Return, be sure to renew your application for federal student aid.

State Grants and Scholarships: To apply for state assistance you must complete the YOUUniversal scholarship application available online at http://www.adhe.edu. At the same time, the FAFSA must be completed with at least one Arkansas college or university listed in Step Six of the FAFSA.

STUDENT STATUS -- DEPENDENT OR INDEPENDENT

Federal student financial aid programs are based on the idea that parents have a primary responsibility in paying for their children's education. Students who have access to parental support should not receive federal funds at the expense of those who do not.

The terms "dependent" and "independent" have specific definitions as used for federal financial aid. For the 2013-2014 academic year, you are automatically considered an independent student if you meet one of the following criteria:

- You were born before January 1, 1990. (You are at least 24 years old.)
- You are married.
- You are working on a master's or doctorate program.
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- You are a veteran of the U.S. Armed Forces or will be by June 30, 2014. A veteran is one who has engaged in active duty for purposes other than training, or was a cadet or midshipman at one of the service academies and released under a condition other than dishonorable.
- You have legal dependents other than a spouse. Legal dependents are those who live with you, get more than half their support from you, and will continue to do so during the academic year. Also, your children who do not live with you can be legal dependents if you provide more than half their support.

NOTE: If you know you will have a legal dependent (other than a spouse) during the academic year but not until after you apply for aid, you may include that person as a dependent. For example, if you or your spouse are pregnant and the child will be born by June 30 of the academic year (July 1 to June 30), you may count that unborn child as your dependent.

- At any time since age 13, both of your parents were deceased, you were in foster care or you were a dependent or ward of the court.
- You are/were an emancipated minor as determined by a court in your state of legal residence.
- You are/were in legal guardianship as determined by a court in your state of legal residence.
- At any time on or after July 1, 2012, your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless.
- At any time on or after July 1, 2012, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless.
- At any time on or after July 1, 2012, the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or was self-supporting and at risk of being homeless.
If you do not fit any of the above categories, you are classified as a dependent student. If you classify yourself as an independent student, Southeast Arkansas College is authorized to ask for proof of independent status before awarding your federal financial aid.

If you feel you have unusual circumstances that qualify you as an independent student, even though you do not fit any of these categories, talk to a Southeast Arkansas College Financial Aid Officer. You can be classified as an independent student if the Financial Aid Officer feels that your circumstances warrant the change. However, the Officer will not do this automatically; you must request it and be able to supply official documentation supporting your request. Also, the decision is based on the Officer's professional judgment and is final -- you cannot appeal it to the U.S. Department of Education. Unusual circumstances include an abusive family environment or abandonment by parents. The circumstances must be documented by a third party that knows of the student's situation, such as a teacher or member of the clergy.

VERIFICATION OF FINANCIAL INFORMATION

All applications selected by the Central Processor must be verified according to federal regulations. The Financial Aid Office may also select additional applications based on incomplete or conflicting information. Verification is the process of comparing the data from the Institutional Student Information Record (ISIR) to the official supporting documents.

If your application is selected for verification, you must provide the official document(s) used to complete the FAFSA to the Southeast Arkansas College Financial Aid Office. Acceptable documents include Tax Return Transcripts faxed or mailed directly from the IRS, official documentation from Child Support Enforcement or the Social Security Administration, and SNAP (food stamps) benefits from the Department of Human Services.

You may be asked to verify such information as follows:
- Identify (state issued driver's license or ID, passport, birth certificate)
- Income (wages, tips, etc.)
- Federal income tax paid
- Household family size
- Number of family members enrolled in college half-time, excluding parents
- Untaxed portion of pension
- IRA deductions and payments
- Education credits
- Certain untaxed income and benefits such as food stamps (SNAP) and child support paid or received
- Current assets
- Marital status (Those students who list their marital status as “separated” for more than one school year or who have been estranged from their spouses for an extended period of time must provide documentation to verify their marital status. Acceptable documentation may be a copy of any pre-divorce documents from an attorney or the court or an official letter from a social agency, such as the Department of Human Services, stating that the agency is aware of the separation, and the student is considered separated for its programs. An alternate form of documentation is three signed and notarized statements from three (3) separate individuals (not family members) who are aware of the student’s marital situation and will attest that the student is separated. Additionally, new separation documentation will have to be submitted to the Financial Aid Office each school year unless it has been fewer than six months since the previous documents were submitted.)

Please note that you will have a maximum of 10 business days from the date you are notified to produce all requested documents. While documents will still be accepted after this time, priority cannot be guaranteed.

In general, the student does not have to make any corrections during the verification process because the corrections are made by the Financial Aid Office once all verification documents have been submitted. If the student is required to make corrections by the Financial Aid Office, he/she will be instructed which items to change/update.

It is the College’s policy to complete verification and submit all corrections to the federal processor before awarding or disbursing any federal student aid funds, so it is rare for a student’s financial aid
award to change as a result of verification. However, if verification does cause a change in the student’s award, he/she will be notified of the adjustment by an updated award letter.

**HOW ELIGIBILITY IS DETERMINED**

In determining eligibility for financial aid, the Financial Aid Office reviews the Institutional Student Information Record to determine the Expected Family Contribution (EFC) and deducts it from the cost of attendance. This calculated need represents the total amount of financial aid a student is eligible to receive for the entire academic year. One or more financial aid programs may be combined to meet this need. The Federal Pell Grant is calculated first since it is the foundation of student assistance. The possibility of a scholarship is considered next, and any remaining need may be met by other available programs.

To be eligible for federal aid,

- A student must not be in default on a student loan
- A student must not owe a refund to any of the federal programs
- If male and born after December 31, 1959, must have registered with Selective Service
- Must be in good academic standing according to the College’s Satisfactory Academic Progress Policy
- Must have a valid High School Diploma, GED, or the equivalent of a High School Diploma
- Must be enrolled in an approved degree or technical certificate program
- Must demonstrate financial need as determined by completing the FAFSA
- Must not be a member of a religious community, society, or order who is pursuing a course of study at the direction of that religious group or who is receiving assistance from that religious group.

You must be enrolled as a regular student in order to receive financial aid. Federal and state programs use the following to determine enrollment status:

- 1 to 5 credit hours = less-than-half-time enrollment
- 6 to 8 credit hours = half-time enrollment
- 9 to 11 credit hours = three-quarter-time enrollment
- 12 or more credit hours = full-time enrollment

You are not required to be enrolled full-time to receive assistance under the federal programs. Federal aid may be prorated to fit the enrollment status above.

The time to begin the initial financial aid application process for federal assistance using the Free Application for Federal Student Aid (FAFSA) is January 1, preceding the academic year of attending college. A student planning to enroll in August should begin the application process on January 1 or as soon as possible after January 1. Some applications for scholarships and other aid may not be available prior to January 1.

**TRANSFER STUDENTS APPLYING FOR FINANCIAL AID**

Federal regulations require schools to consider transfer credit hours in determining satisfactory academic progress. Generally, the quantitative and qualitative standards used to judge academic progress include all periods of the student’s enrollment. Even periods in which the student did not receive federal student aid funds must be counted. However, federal student aid guidelines allow a school to have a policy that for a transfer student or a student who changes majors, it will not include in the calculation of a student’s academic standing the credits attempted and the grades earned that do not count toward the student’s new major. In order to qualify for this exception, a transfer student must have been maintaining satisfactory academic progress—according to SEARK Financial Aid SAP Policy standards—prior to enrolling at SEARK College.

**Loan Limits:** Previous loan balances are considered. You may not receive loan funds if you have borrowed more than the loan limits allowed for your classification (freshman, sophomore) under the various programs. The maximum subsidized loan allowable for the classification of freshman is $3,500 per year, and the maximum subsidized loan allowable for the classification of sophomore is $4,500 per
year. In addition, dependent students may borrow an additional $2,000 in unsubsidized loan funds each year. For independent students and dependent students whose parents were denied a PLUS Loan (due to adverse credit or other documented exceptional circumstances), the annual loan limit for additional unsubsidized loan funds is $6,000.

Freshman status = 0-29 semester credit hours completed
Sophomore status = 30 or more semester credit hours completed

NOTIFICATION OF AWARD

After submitting all required documents to the Financial Aid Office, you will be notified of your eligibility by mail. The notification will be in the form of an award letter. This is your official notification of the type and amount of financial aid offered to you, the terms and conditions of the award, and other important information about the award.

Read the Satisfactory Academic Progress policy very carefully. It is a condition of the award(s) and affects your continued eligibility. The Satisfactory Academic Progress policy is published in this handbook and is available separately in the Financial Aid Office. A copy will also be included with the award letter.

Two copies of the award letter will be mailed. The second copy is for your records and should be kept in your files. You may expect excess grant funds over and above the charges on your account (if applicable) to be disbursed approximately six weeks after the beginning of the semester. Charges to your account are allowed for the first two weeks of each semester. Credit may be granted toward your institutional costs (tuition, fees, and books*) prior to the beginning of classes.

If changes are made to your initial award letter, two copies of the modified award letter will be mailed to you. One copy should be signed and returned to the Financial Aid Office by the date indicated. The second copy is for your records.

All account balances must be cleared before any refunds (if applicable) will be released. Exception: Federal Stafford Subsidized Loan and Federal Stafford Unsubsidized Loan funds will not be released until 30 days into the semester for all first-year, first-time borrowers at Southeast Arkansas College.

*Books may be purchased or rented by charging on account using approved funding as follows: Federal Pell Grant, FSEOG, Arkansas Academic Challenge Scholarship and approved student loans. Students are not required to charge books. Instead, they may purchase books with their own funds, by using their financial aid refunds, or with other means. Purchases charged on account using approved funding must be reasonable and customary for enrollment. Purchases beyond the amount of aid received are the student's responsibility.

DEADLINES FOR SELECTED FINANCIAL AID APPLICATIONS

The Southeast Arkansas College priority deadline for receipt of the Institutional Student Information Record and all supporting documents is April 15 for early fall registration and June 1 for fall preregistration. After June 1, applications are processed on a first-come, first-served basis. Applications for Federal Pell Grant are accepted on a rolling basis while a student is enrolled and considered eligible. Applications and supporting documents must be submitted to and received by the Financial Aid Office on or before the last day of final exams of the semester of enrollment to be considered.

Other forms of financial aid, including scholarships, have specific and unique deadlines. Refer to scholarship applications or contact individual agencies for deadlines. Some of the most common scholarships, other sources of aid, and their deadlines are listed below:

- Arkansas Academic Challenge Lottery Scholarship: June 1
- Arkansas Governor’s Scholars/Distinguished Scholars: February 1
- Arkansas Higher Education Opportunity Grant: June 1
- Arkansas Workforce Improvement Grant: Complete FAFSA by July 15
- Free Application for Federal Student Aid (FAFSA): April 15 (fall priority)
Rehabilitation Services
SEARK Arkansas Scholars Scholarship April 30
SEARK Leadership Scholarship April 30
SEARK College Non-Traditional Student Scholarship April 30
SEARK College Trustee Scholarship April 30
Workforce Investment Act (WIA) Certification Before Registration

SUMMER AID

Applications for financial aid for summer school must be completed by June 15. The summer mini-sessions are combined, and the total hours of enrollment from all summer sessions are used to calculate the student’s eligibility for summer aid. For example, enrollment of 3 credit hours in Summer Term I is combined with the enrollment of 6 credit hours in Summer Term II for a total of 9 credit hours and an enrollment status of three-quarter-time for the entire summer session.

Students who have not used all of their eligibility during the preceding academic year may have remaining eligibility for summer aid. These would be students who have not been enrolled full-time during the fall and/or spring semesters.

Part-time Student Example: Sally is enrolled full-time during the fall semester and half-time during the spring semester. Sally will have remaining eligibility from her Pell award of up to half-time that may be used for summer enrollment.

Full-time Student Example: Bryan is enrolled full-time (12 credit hours) during each of the fall and spring semesters and has received the maximum Pell award for the academic year. He enrolls in six credit hours for the summer. He is not eligible for an additional Pell award because he has already used 100% of his award during fall and spring semesters.

COST OF ATTENDANCE

Tuition and fees are established by the SEARK College Board of Trustees and are subject to change. The tuition rate is $82 per semester credit hour for Arkansas residents. Out-of-state residents pay a tuition rate of $164 per semester credit hour. Fees include a $5 Arkansas Assessment Fee, a $4 per hour college services fee, a $2 per hour Activity Fee and a $10 per credit hour technology fee, payable each semester. Other fees may be incurred in conjunction with specific courses, such as science courses, technical courses (to include computer courses), Nursing and Allied Health, Early Childhood Development, and/or courses delivered by alternative methods, such as via the Internet.

ESTIMATE OF EXPENSES

The following figures represent estimated costs that a full-time Arkansas resident student taking 15 hours will incur while attending SEARK College.

<table>
<thead>
<tr>
<th></th>
<th>Regular Term</th>
<th>Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$1,230</td>
<td>$460</td>
<td></td>
</tr>
<tr>
<td>Assessment Fee</td>
<td>$ 5</td>
<td>$ 10</td>
<td></td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$ 150</td>
<td>$ 300</td>
<td></td>
</tr>
<tr>
<td>Services Fee</td>
<td>$ 90</td>
<td>$ 180</td>
<td></td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$ 15</td>
<td>$ 30</td>
<td></td>
</tr>
<tr>
<td>Books and Supplies</td>
<td>$ 650</td>
<td>$1,300</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,500</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$3,640</strong></td>
<td><strong>$7,280</strong></td>
<td></td>
</tr>
</tbody>
</table>

Additional costs may include internet course fees, allied health professional fees, personal expenses such as Room and Board and other discretionary spending expenses.
PAYMENT OF TUITION, FEES AND BOOKS

Fees owed to the College will be recovered in full from a student's financial aid funds prior to the release of excess funds to the individual. Following the payment for tuition, fees and books, remaining financial aid funds will be released to the student to assist in paying for other related educational expenses.

Payment of tuition and fees may be delayed on approval from the Business Services Office during the registration period.

Purchasing or Renting Books. A student may be allowed to charge books against certain approved financial aid funds. Approved aid programs include Federal Pell Grant, FSEOG, Arkansas Academic Challenge Scholarship, and approved student loans. (See the Financial Aid Office for procedures on purchasing books using financial aid funds.) However, a student is not required to charge books to the approved financial aid programs listed above. A student may purchase books with his or her own funds, with the proceeds from a financial aid refund check, or by other means.

SATISFACTORY ACADEMIC PROGRESS POLICY FOR FINANCIAL AID

All students who have applied for federal financial aid through the Title IV assistance programs (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and student loans under the William D. Ford Direct (DL) Loan Program) are required to make satisfactory progress in order to receive those funds. Additionally, satisfactory progress is a condition of the state financial aid programs as well. Satisfactory Academic Progress (SAP) is defined as passing a requisite number of hours (completion rate) and achieving a required Grade Point Average (GPA) during any semester or academic year and completing a program of study within maximum time limits. When a student fails to maintain SAP, he or she is no longer eligible to receive Title IV aid.

Evaluation of Academic Progress: There will be a full review of academic progress at the end of each fall, spring, and summer semester and/or during the application process. At that time, a student will be in good standing, be placed on financial aid warning, or denied financial assistance. The student must meet all three satisfactory academic progress requirements (completion rate, GPA, and maximum time frame) to be considered in good standing for financial aid. Students placed on financial aid warning or denial will be notified in writing.

Enrollment Status: Students may receive financial aid while enrolled full-time or for an approved part-time course of study. However, financial aid awards for less than full-time enrollment may be prorated. In general, all full-time students must be enrolled in at least twelve (12) semester credit hours each semester. Students enrolled in less than 12 semester credit hours will be evaluated as follows:

- 9 to 11 credit hours is three-quarter-time;
- 6 to 8 hours is half-time; and
- 1 to 5 hours is less-than-half-time.

Students receiving private or state financial assistance should refer to the specific program guidelines for enrollment definitions and requirements.

Grade Point Average Requirement: Students must maintain a minimum 2.00 grade point average (GPA) each term and cumulatively during all periods of enrollment. The financial aid GPA may be different from the academic GPA on grade reports and/or transcripts if remedial/developmental courses were taken because financial aid includes these courses in the calculation of GPA and the College Registrar does not. For students repeating courses, the last grade recorded in the repeated course is the grade of record and will be used in computing the student's GPA.

Semester Completion Requirement: Students must successfully pass 67% of all hours attempted each semester and cumulatively for all periods of enrollment.

For example, a student enrolled in 15 hours must pass a minimum of 10 credit hours. (15 hours times 67% = 10 hours.)
Successful completion is defined as earning a final grade of A, B, C, or D. Grades of I, W, F and AU are not considered as successful completion. However, the courses that correspond to these grades will still be counted in the student’s total number of attempted hours.

**Maximum Time Limit Requirement:** The maximum time frame for completion of a degree or certificate may not exceed 150% of the published length of the program. For example, an associate degree that requires 62 credit hours must be completed within 93 attempted credit hours. (62 hours X 150% = 93 hours) Similarly, an approved technical certificate program that requires 36 hours must be completed within 54 attempted credit hours. In other words, a student may only work on a degree for a certain period of time and receive student aid funds.

Attempted hours consist of any coursework for which a student enrolls including those with grades of F, W, I, and AU or repeated courses. A student’s eligibility for aid will be terminated at the point when the maximum credit hours attempted reaches 150% of the total hours required for the program. If at any point it is clear the student will not be able to meet the quantitative standard by graduation, the student becomes ineligible for aid. For maximum time limit requirements, remedial and/or developmental coursework is counted.

**Second Degree:** In special circumstances, a student may request additional eligibility for a second associate degree. For example, a student who has successfully earned an Associate of Applied Science degree and wishes to pursue a bachelor’s degree may ask for additional eligibility to complete courses for the Associate of Arts Degree. Additionally, a student who needs retraining due to extenuating circumstances such as a disability or company closing/downsizing may petition for additional eligibility. Other situations may be considered on a case-by-case basis. A student requesting a second degree must apply for an official transcript evaluation and/or degree audit through the Registrar’s Office. This process will identify the completed courses that are common to the new course of study. The results must be submitted to the Financial Aid Office, along with a formal request for a second degree, prior to the approval of the change of program major and before aid is awarded or disbursed. All previous coursework applicable to the second degree must be counted in the maximum time limit for receiving aid, including developmental coursework.

**Complete Withdrawal:** Complete withdrawal from the College and/or receiving a 0.00 GPA for a semester is considered as unsatisfactory progress and aid will be denied. (Hours associated with withdrawals will be included in maximum attempted hours.) Federal regulations require that a Return to Title IV Funds calculation be completed for a student receiving Title IV aid that does not complete any coursework during a period of enrollment. The results of the calculation may require the institution to return a portion of the funds received for a student’s institutional fees (tuition, fees, and/or books). The student will be responsible for repaying these funds to the College.

**Warning Status:** There will be a full review of academic progress at the end of each semester. A letter of warning will be mailed to students failing to meet SAP requirements. Warning status does not prevent the student from receiving aid but is meant to inform the student of potential academic problems and provide time for corrective action. Any student that is receiving aid on a warning basis is encouraged to meet with his or her academic advisor or a counselor to develop a plan to improve academic standing. **Exception:** See paragraph above on Complete Withdrawal.

Students receiving a notice of warning will have until the end of the following semester of enrollment to meet all of the SAP requirements. If all SAP requirements are not met by the end of the term, the student’s aid will be denied. This warning status is automatically assigned and no appeal is required. The duration of a warning is one semester only.

**Repeating Classes:** For students repeating courses, the last grade recorded in the repeated course is the grade of record and will be used in computing the student’s grade point average. Both courses will count towards the number of hours attempted and will be counted in the quantitative progression calculation. Also, a student wishing to improve the grade of a previously-passed course (received letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed (normal SAP policy still applies).

**Regaining Financial Aid Eligibility:** After losing eligibility for financial aid, it is the student’s responsibility to notify the Financial Aid Office when he/she is again in compliance with the SAP policy.
Incomplete Coursework: Incomplete coursework will be evaluated as failing until courses are satisfactorily completed. These classes will also be included in the student’s total attempted hours.

Remedial or Developmental Coursework: Remedial/Developmental coursework prepares the student for study at the postsecondary level. These courses may be considered for financial aid if the student is admitted into an eligible program. Because financial aid may be awarded for these courses, grades received for the courses will be counted in the calculation of GPA and required completion percentage for financial aid purposes (2.00 GPA and 67% completion). Title IV Federal Student Aid is not available to students enrolled solely in developmental courses unless they have been accepted into an eligible technical certificate or associate degree program.

Apell and Reinstatement of Denied Aid: Probationary aid may be awarded when extenuating circumstances exist. Examples of extenuating circumstances include prolonged illness under a doctor’s care, death of an immediate family member, or other extenuating circumstances.

To apply for probationary aid due to extenuating circumstances, the student must write a letter of appeal explaining why he or she failed to make SAP and what has changed in the student’s situation to allow him or her to demonstrate satisfactory progress at the next evaluation. The appeal letter and all supporting documentation should be submitted to the Financial Aid Office. If the appeal is approved, one semester of probationary aid may be awarded. Generally, only one appeal for a semester of probationary aid (due to extenuating circumstances) is approved per student. Students should allow a minimum of seven business days for the appeal to be processed. Processing an appeal may take longer during peak periods.

Students receiving probationary aid through the granting of an appeal may be asked to fulfill certain terms and conditions, such as taking a reduced course load or enrolling in specific classes. At the end of the probationary semester, the student must meet the standards for satisfactory academic progress or satisfy the minimum requirements of the academic plan developed for the student by the Financial Aid Office. Otherwise, aid will be denied until the student is again in compliance with the satisfactory academic progress policy.

Transfer Students: For financial aid purposes, a transfer student is defined as a student who has attended any postsecondary institution previous to enrolling at SEARK College. All transfer students must submit official transcripts from all postsecondary institutions attended and formally request that the coursework be evaluated for transferability by the Registrar’s Office. The maximum time limit will be reevaluated based on the student’s new major and will include all attempted coursework that is shared between the student’s previous and current course of study.

POLICIES FOR SATISFACTORY PROGRESS SPECIAL CONDITIONS

1. Developmental Courses - Enrollment in these courses will be considered in the total hour requirement for calculating financial aid awards. Developmental coursework is counted when determining maximum time limit. Loan applications will not be certified for students enrolled only in developmental courses unless those individuals have been accepted into an eligible technical certificate or associate degree program.

2. “I” (Incomplete) Grades – Incomplete grades will be calculated as failing grades until the course has been satisfactorily completed according to provisions in the College catalog. These classes will also be included in the student’s total attempted hours. See the Satisfactory Progress Appeal Procedures for information on extenuating circumstances.

3. “W” Withdrawals – Students are responsible for completing all courses for which they are registered. Failure to complete courses is viewed as unsatisfactory progress. In addition, the hours associated with withdrawals will be included in maximum attempted hours. Completely withdrawing from a semester of enrollment will result in the denial of federal student aid funds. Students with extenuating circumstances may appeal to the Financial Aid Office for a probationary semester of financial aid. For additional information, refer to the following section entitled Satisfactory Progress Appeal Procedures.

4. Repeating Courses - The last grade recorded in the repeated course is the grade of record and will be used in computing the student’s grade point average. Both courses will count towards the number
of hours attempted and will be counted in the number of hours completed. A student wishing to improve the grade of a previously-passed course (received letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed as long as Satisfactory Academic Progress criteria is being met.

5. **Transfer Students** - For the purpose of awarding financial aid, transfer students must submit a transcript from all postsecondary institutions attended before the application of aid may be considered. Credit hours attempted at all postsecondary institutions applicable to the current course of study will be counted in the hours attempted and toward the maximum hours allowed for financial aid eligibility at Southeast Arkansas College, including developmental coursework.

6. **Satisfactory Academic Progress** is required of all financial aid applicants at Southeast Arkansas College, including those applicants who have not previously participated in federal aid programs.

**SATISFACTORY PROGRESS APPEAL PROCEDURES**

1. Only students with extenuating circumstances may appeal to the Financial Aid Office for a probationary semester of aid. Examples of extenuating circumstances are death of an immediate family member or accidents/illnesses requiring extended doctor’s care or hospitalization. Prolonged illness of a dependent may also be considered as grounds for an appeal. Official documentation must be presented with all appeals.

For financial aid purposes, an immediate family member is defined as father, mother, legal guardian, brother, sister, son, daughter, spouse, grandparent or grandchild.

2. Students should appeal no later than ten (10) days after the beginning of the semester. No appeals will be accepted after the tenth (10th) class day.

3. Appeals must be in writing and **must** be accompanied by official documentation supporting the claim of extenuating circumstance. Forms are available from the SEARK College Financial Aid Office and the College’s website to assist students with the appeal process. The appeal must state why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation.

4. Students using summer grades and hours earned to appeal for aid reinstatement must submit a written appeal indicating a request that summer statistics be checked for appeal processing.

5. Students should allow a minimum of seven working days for the appeal to be processed. Appeals submitted during peak periods may take longer to process.

**TITLE IV FINANCIAL AID FUNDS DISBURSEMENT POLICY**

1. Title IV Federal financial aid is disbursed to the student one or more times throughout each semester starting four to six weeks after the beginning of classes. **Exceptions:** 1) First-time, first-year students will be subject to delayed disbursement of student loan funds as per federal regulations requiring a 30-day delay. 2) It is the Business Office’s policy to apply the first source of financial aid funds received to the charges on a student’s account; therefore, a student may receive multiple refunds if loan funds are received before Pell Grant or the Workforce Improvement Grant.

2. Before a payment is made to a student, that student’s records are reviewed to determine that the student has been making satisfactory academic progress and is still eligible for this award. The Federal Pell Grant funds are then disbursed to the student on the scheduled disbursement date. Students are responsible for ensuring that the College has the correct mailing address, so that correspondence and/or mailed disbursement checks are sent to the correct address.

3. A student must attend classes in order to be eligible for Federal Student Aid funds. If one or more instructors report that a student has not attended class, resulting in a change in the student’s enrollment status, the Financial Aid Office must recalculate the student’s aid based on the lesser enrollment status.
If funds have already been disbursed, the student is responsible for repayment of the portion of the funds for which he/she was not eligible.

4. A separate disbursement of funds may be necessary for second eight-week enrollment when it affects the total enrollment status for the semester. Funds will be disbursed based on the coursework that starts at the beginning of the semester. A subsequent disbursement will be issued at a later date for coursework beginning at midterm.

For example, if a student enrolls in twelve credit hours, nine credit hours start at the beginning of the semester and three credit hours start at midterm, funds will be disbursed for nine credit hours on the regularly scheduled disbursement date. A separate disbursement will be processed for three credit hours, the second eight-week course, once attendance in that class has been verified.

5. In addition, no disbursements of federal student aid funds will be made until a student's financial aid information file is complete, a valid ISIR is on file in the Financial Aid Office, and all conflicting information is resolved. If verification results in a change in the Expected Family Contribution (EFC), a correction to the application data will be submitted to the Federal Processor before any award or disbursement is made.

6. According to Section 690.3 of the Federal Regulations, a payment period for an institution that uses semesters is the semester. Southeast Arkansas College is on a semester basis and, therefore, uses the semester as a payment period. For this purpose, an academic year is defined as two semesters.

7. Federal regulations require multiple disbursements of Direct Loans. No installment amount may exceed one-half of the loan proceeds. The second disbursement will not be made until at least one-half of the loan period has elapsed. If the loan period is one semester, the second half of the loan may not be disbursed until after the midpoint of the semester. If the loan period is for one academic year (fall and spring), the second half of the loan may not be disbursed until the spring semester. SEARK College disburses student loan funds twice each semester, with the second disbursement occurring after the midpoint of the semester.

*If the first disbursement for student loan funds occurs on or after the time scheduled for a second disbursement, the proceeds can be delivered by the lender in a single disbursement.

The initial disbursement of a Federal Stafford Loan is not released until the first-time, first-year student borrower has been enrolled for a minimum of 30 days as per current federal regulations.

### RETURN OF TITLE IV FUNDS DUE TO COMPLETE WITHDRAWAL

**Official Withdrawals.** The Higher Education Amendments of 1998, Public Law 105-244, substantially changed the way funds paid for a student's education are handled when a recipient of Title IV funds completely withdraws from school. Title IV funds include Federal Pell Grant, FSEOG and student loans.

When a student officially withdraws from credit courses, his/her tuition will be returned to the U. S. Department of Education according to the Return to Title IV Funds calculation, as outlined in the Higher Education Amendments of 1998, effective October 7, 2000. Current Federal regulations require that a Return to Title IV Funds (R2T4) calculation be performed whenever a student who has received any Title IV aid completely withdraws from the College before the student completes the period of enrollment for which he/she was charged. The amount of Title IV Program assistance earned is based on the amount of time (days attended) the student spent in academic attendance. The R2T4 calculation will determine the amount of aid the student has earned and/or the amount of unearned institutional charges (tuition, fees, and books) that must be returned to Title IV federal programs.

The percentage of institutional charges that must be repaid to Title IV programs is determined by the length of time that a student attends classes and/or the date of complete withdrawal. A semester is 16 weeks. A Title IV recipient attending eight (8) weeks will have incurred an overpayment of 50%.

Up through the 60% point in each payment period or period of enrollment, a pro rata schedule, using the number of days attended, is utilized to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV funds. That is, after attending at least 60% of the semester,
the student is considered to have fully earned 100% of the Title IV funds. The 60% point in the semester is usually on or about November 1 for the fall semester and April 1 for the spring semester.

If a student receives less federal student aid than the amount earned, the school must offer a disbursement of the earned aid that was not received. This is called a post-withdrawal disbursement. Any post-withdrawal disbursement due must meet the required conditions for Title IV funds disbursements and be in accordance with all rules and regulations governing Title IV policy. A post-withdrawal disbursement must be made within 120 days of the date the institution determines that the student withdrew. Written notification identifying the type and amount of Title IV funds that make up the post-withdrawal disbursement will be provided to the student no later than 30 days after the school determines that the student withdrew.

Students who officially withdraw from College and are receiving federal student aid must obtain the Financial Aid Officer’s signature before the College Registrar will process the withdrawal. At that time, the amount of aid earned will be determined so that the student will know the amount of funds he/she has earned and the amount that he/she is responsible for repaying.

Any post-withdrawal disbursement due must meet the required conditions for Title IV funds disbursements and be in accordance with all rules and regulations governing Title IV policy. Unofficial Withdrawals. For students who dropout or do not officially withdraw, the last day of attendance at an academically-related event, as reported by an instructor, will be used to determine the applicable Return to Title IV overpayment. Students who do not earn any credit(s) for a semester (0.00 GPA) will be identified as having withdrawn without official notification. These students will be notified within 30 days of the unofficial withdrawal determination.

Refunds and repayments to the Title IV programs on behalf of student financial aid recipients must be distributed in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. PLUS loan
4. Federal Pell Grant
5. FSEOG

Students will be notified within 30 days of the Financial Aid Office’s determination of the unofficial withdrawal. Once the student is notified that he or she owes a repayment of federal funds, he or she must respond with payment within 45 days. After the 45 days, the student’s portion of the repayment will be referred to the U. S. Department of Education as an overpayment. The student will then become ineligible for federal aid.

**STUDENT RIGHTS FOR FINANCIAL AID**

**Equal Determination of Awards.** Student financial aid at Southeast Arkansas College is awarded on the basis of a uniform method of determining need and in accordance with various federal rules, regulations, and laws governing the various aid programs. Each student is given equal and individual treatment in determining eligibility. You are encouraged to contact the Financial Aid Office with any questions about eligibility determination.

**Appeal Procedure.** If you have questions about your financial aid or feel you have not been given adequate consideration, please come to the Financial Aid Office and discuss this with the Financial Aid Officer. Appeals concerning Satisfactory Academic Progress must be submitted within ten (10) days of the beginning of each semester. If you are not satisfied with the Financial Aid Officer’s decision, you may appeal to the Director of Financial Aid. The decision of the Director of Financial Aid is final.
STUDENT RESPONSIBILITIES FOR FINANCIAL AID

Cancellation of Aid. Your student aid may be canceled and future applications refused consideration if you do any of the following:

1. Provide false data or falsify information
2. Fail to provide complete information/data
3. Enroll in fewer than the minimum hours required for your type of aid
4. Fail to report a change in financial resources
5. Fail to fulfill the satisfactory academic progress requirement
6. Use financial aid funds for expenses unrelated to education
7. Are terminated from a work-study job
8. Withdraw from the college

Receipt of Additional Financial Aid Funds. If you receive additional financial aid funds to assist with educational expenses, you must notify the Financial Aid Office immediately. This includes scholarships, private funds or other sources of assistance made available to you.

Change in Financial Resources. If your financial circumstances change after an award has been made, you must inform the Financial Aid Office immediately. Documented changes may produce changes in your eligibility status and the amount of financial aid you receive. Changes resulting in a larger income must be reported as well as those resulting in a lower income. A worksheet is available from the Financial Aid Office that will assist the College in determining what action should be taken.

Change of Name or Address. You must notify the College if your name or address changes while you are attending Southeast Arkansas College. Also, if you are a loan recipient, it is your responsibility to notify the College and your lender of any name or address change while you are repaying the loan, even if you are no longer attending Southeast Arkansas College.

Loan Repayment. It is your responsibility to repay all loans made through the Southeast Arkansas College Financial Aid Office. You should carefully read the Master Promissory Note (MPN) before signing the promise to repay loan funds.

Management of Funds. Student financial aid is normally awarded for an academic year; therefore, you will receive your funds each semester approximately four to six weeks after the beginning of classes. You will need to manage your financial aid funds carefully so they will last the entire semester; if you spend carelessly, you may find yourself without funds before the semester is over.

Over-award. If you receive more financial aid than is needed to cover your educational costs, this is called an over-award. Failure to tell the Financial Aid Office about outside financial resources or help may result in your receiving an over-award. If you receive an over-award, you may have to repay part or all of the financial aid received from the College. Be sure to include all of your financial resources on your aid application; and notify the Financial Aid Office of new financial resources after the award has been made so that you can avoid an over-award.

Selective Service Certification. You must certify that you have registered for the Selective Service if you are required to do so, or certify the reason you are not required to do so.

Student Aid Program Requirements. Each financial aid program has specific conditions, and it is your responsibility to carefully study and learn these conditions. Specific conditions for eligibility and receipt of each program are in this guide and your award letter.

Withdrawal from the College. You must complete an official withdrawal form if you voluntarily withdraw from the College. This form must contain your signature to be valid. Official withdrawal forms are available in the Data Entry Office. All students must officially withdraw by completing a drop form in the Data Entry Office. Non-attendance is NOT considered withdrawing. Failure to officially withdraw from a course or the College will cause a failing grade of "F" to appear on your transcript for the course or courses not dropped. Withdrawal from the College will result in denial of financial aid under Southeast Arkansas College’s Satisfactory Academic Progress (SAP) requirements for financial aid eligibility. If extenuating circumstances exist as reason for the withdrawal, an appeal may be filed. See the section of this handbook entitled “Satisfactory Progress Appeal Procedures.”
FEDERAL WORK-STUDY STUDENT EMPLOYMENT

Southeast Arkansas College participates in the Federal Work-Study program. Ordinarily, the federal government provides 75% of the funds and the college or university provides matching funds of 25% for the program; however, Southeast Arkansas College is designated as a Title III school and is exempt from the 25% matching requirement. Therefore, 100% of the Work-Study wages are paid with federal funds.

Federal Work-Study is a campus-based program that provides part-time, on-campus employment or off-campus employment in community service activities. Student workers may work a maximum of 20 hours per week. An institution of higher learning must pay students employed under the Federal Work-Study program at least the federal minimum wage. Effective July 24, 2009, the federal minimum wage is $7.25.

Federal Work-Study is need-based and eligibility is determined using information from the Institutional Student Information Record. Students applying for Work-Study must be maintaining Satisfactory Academic Progress and must be enrolled a minimum of six semester credit hours.

Applications for Federal Work-Study employment are available from the Financial Aid Office. The completed application should be presented to the Financial Aid Office for eligibility verification. The application will then be forwarded to the Federal Work-Study program administrator for consideration of employment.

WILLIAM D. FORD DIRECT LOAN PROGRAM POLICIES
(STUDENT LOANS)

The William D. Ford Direct Loan (DL) Program is a part of the federal student aid programs. Direct Loans consist of three major types of loans that include the Subsidized Stafford Loan, Unsubsidized Stafford Loan and Parent (PLUS) Loan.

Eligibility for these programs is determined by using information from the FAFSA Institutional Student Information Record (ISIR). The subsidized loan is considered first because the federal government pays the interest on the loan while the student is enrolled in school at least half-time and during the six-month grace period. The unsubsidized loan is considered next, and the borrower will be responsible for the interest on the loan. Parents wishing to borrow a PLUS Loan for their dependent child’s educational costs may borrow up to the Cost of Attendance less any other anticipated financial aid awards.

On July 1, 2006, interest rates were set at a fixed rate by the Federal Reserve for Unsubsidized Stafford Loans and PLUS Loans. The rates are 6.8% and 7.9% respectively. However, as part of the College Cost Reduction and Access Act (CCRAA) of 2007, all Subsidized Stafford Loans disbursed on or after July 1, 2011 through June 30, 2012 will have a lower interest rate of 3.4%. Rates are expected to increase for disbursements on or after July 1, 2012, to 6.8%. Another cost of borrowing under the Stafford Loan programs is the origination fee, which is currently 1%. The Parent PLUS Loan has an origination fee of 4%, with an up-front interest rebate of 1.5%. The Financial Aid Office has many forms of printed information that may be used to make an informed decision about borrowing money for educational costs. A helpful internet website is http://studentaid.ed.gov. Interest rates for the upcoming year are announced on or before July 1 each year.

1. In order to complete an application for a student loan, a borrower must have completed a federal need analysis application, the FAFSA, and have received the official Student Aid Report. Before completing the student loan application, a student must complete a Student Loan Entrance Interview. This interview is available online at https://studentloans.gov.

2. Federal Stafford Loan requests will be restricted with respect to grade level, annual borrowing maximums, and aggregate loan limits. Conservative borrowing is encouraged. Loans may be certified for less than the maximum amount for the grade level.

3. Federal Stafford Loan requests must be prorated if a student’s academic program is shorter than an academic year or when a student is enrolled in a program that is one academic year or more in length.
but the remaining period of study is shorter than an academic year. No changes will be made after certification. Students enrolled less than half-time time are not eligible to apply for or receive a student loan.

4. Loan maximums are for a calendar year. A student, if eligible, may borrow the applicable yearly maximum loan amount during a period between July 1 and June 30.

5. For loan-borrowing purposes, a freshman is considered to be anyone who has successfully completed up to 29 semester credit hours. A sophomore is anyone who has successfully completed 30 or more credit hours.

6. First-year, first-time borrowers may not collect the proceeds of their first loan disbursement until 30 days after the beginning class day for their first semester of enrollment.

7. Loan applications must be completed by the student and the Southeast Arkansas College Financial Aid Office before the last full week of the semester. After this time, the Financial Aid Office cannot guarantee that the loan certification or origination will take place within the required timeframe for an eligible late disbursement to be made.

- Developmental coursework prepares a student for college-level work. If a student is enrolled solely in developmental courses, he/she is not considered to be enrolled in an eligible program for the receipt of FSA funds (including student loans). However, if the student is admitted into an eligible degree program and takes developmental coursework within that program, he/she is considered to be a regular student and may receive student loan funds, even if he/she is taking all developmental courses before enrolling in any regular classes.
- Students with a prior student loan balance will be subject to the loan limits of the various loan programs for the current classification (freshman, sophomore). Transfer students must transfer a minimum of 30 credit hours toward their degree at Southeast Arkansas College in order to borrow at the sophomore level. Students with a loan balance above the maximum annual or aggregate loan limit may not apply for additional student loan funds.

ACADEMIC CHALLENGE SCHOLARSHIP

GENERAL INFORMATION

The Academic Challenge Program provides educational assistance to Arkansas residents in pursuit of a higher education. Additional funding made possible by the Arkansas Scholarship Lottery, has allowed the expansion of the Arkansas Academic Challenge Scholarship to provide higher education opportunities to previously underserved Arkansans (both traditional & nontraditional students). The goal of the scholarship is to provide significant financial aid to those who qualify. Eligibility requirements for the Academic Challenge Scholarship are based on three student categories: Traditional (Incoming Freshman), Current Achievers and Nontraditional Students.

Basic Eligibility Criteria:

An applicant must:
- Be an Arkansas resident (at least 12 months prior to enrollment) and US citizen/lawful permanent resident
- Accepted for admission at an approved institution of higher education in a program of study that leads to a baccalaureate degree, associate degree, qualified certificate or a nursing school diploma
- Not have earned a baccalaureate degree
- Complete the Free Application for Federal Student Aid (FAFSA) (although there will be no maximum income cap) at www.fafsa.gov
- Not owe a refund on a federal or state student financial aid grant for higher education
- Not be in default on a federal or state student financial aid loan for higher education
- Not borrowed in excess of annual federal loan limits
- Not be incarcerated at the time of application for or during the time the applicant receives the scholarship
- Complied with the United States Selective Service System requirements for registration
• Certify to be drug free
• Complete the Arkansas YOUniversal Scholarship Application at www.adhe.edu

Additional Eligibility Criteria for the Traditional Student:

• Graduate from high school after December 31, 2009 (begins with the 2010 high school graduating class)
• Enroll full-time each semester (fall and spring) - 12 hours the first fall semester following high school graduation and 15 hours each semester thereafter
• Meet one of the following criteria:
  1. Graduate from an Arkansas public high school and successfully complete the Smart Core curriculum established by the Arkansas Department of Education; and either
     i. Achieve at least a 2.5 high school GPA; or
     ii. Achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent.
  2. Graduate from an Arkansas public high school before the 2013-2014 school year, but did not complete the Smart Core curriculum, shall achieve at least a 2.5 high school GPA; and either
     i. Achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
     ii. Score proficient or higher on all state-mandated end-of-course assessments, including without limitation, end-of-course assessments on:
     a. Algebra I;
     b. Geometry;
     c. Biology
  3. Beginning after December 31, 2010, Applicant who qualifies under #1 or #2, but graduates from an Arkansas public high school that is annually identified in the report by the Arkansas Department of Education as a school in which twenty percent (20%) or more of the students received a letter grade of B or higher but did not score proficiency or higher on the end-of-course assessment on the first attempt and achieve at least a 2.5 high school GPA; and either
     i. Achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
     ii. Score proficient or higher on all state-mandated end-of-course assessments, including without limitation, end-of-course assessments on:
     a. Algebra I;
     b. Geometry;
     c. Biology;
     d. Literacy, beginning with the 2013-2014 school year.
  4. Applicant who has a disability identified under the Individuals with Disabilities Act, 20 U.S.C. § 1400 et seq., as it existed on July 1, 2009 and graduates from an Arkansas public high school but did not complete the Smart Core curriculum because the applicant's individualized education program under § 6-41-217 did not require it, shall achieve at least a 2.5 high school GPA; and either
     i. Achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
     ii. Score proficient or higher on all state-mandated end-of-course assessments, including without limitation, end-of-course assessments on:
     a. Algebra I;
     b. Geometry;
     c. Biology;
     d. Literacy, beginning with the 2013-2014 school year.
  5. Graduate from a private or out-of-state or home school high school and achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent

Continuing Eligibility Criteria for the Traditional Student

1. Maintain a 2.50 cumulative GPA
2. Complete 27 semester hours the first academic year and 30 semester hours each year thereafter
3. Complete all remedial courses during the first 30 hours taken after receipt of the scholarship
4. Be continuously enrolled unless student requests for scholarship to be placed on hold
   (Maximum hold = 2 semesters)
5. Shall enroll in courses that lead toward a baccalaureate degree program after attempting the lesser of:
(a.) Sixty-six (66) semester hours; or
(b.) The completion of an associate degree program, unless the number of hours required to complete the associate degree program exceeds sixty-six (66) semester hours, in which case, the higher number of hours for completion shall be used.

6. Will be renewed until recipient first:
   a. Earns a Baccalaureate degree
   b. Attempts a total of 130 semester hours in 8 semesters

NOTE: If the recipient’s undergraduate degree requires additional hours, ADHE in conjunction with the student’s institution, shall determine the maximum period of time for renewal.

Award Amounts

4-year University: $2,000 freshman year, $3,000 sophomore year, $4,000 junior year and $5,000 senior year.
2-year College: $2,000 per year

Application Deadline

Application deadline is June 1 of student’s senior year in high school.

Additional Eligibility Criteria for the Current Achiever Students

- Entered postsecondary education before the 2010-2011 academic year as a full-time, first-time freshman within 12 months after graduating high school
- Has been continuously enrolled as a full-time student
  NOTE: Continuously enrolled means that the student, before receiving the scholarship, has completed at least 12 semester hours of courses in consecutive semesters (not including summer terms)
- Has completed at least 12 semester hours of courses granting 3 or more hours of credit per course at an approved institution of higher education
  NOTE: A course granting less than 3 hours of credit can be counted toward the 12 hours if it is related to a credit course required for a degree
- Enroll full-time each semester (fall and spring) - 15 hours each semester
- Obtained a 2.5 cumulative postsecondary GPA

Continuing Eligibility Criteria for Current Achiever Student

1. Maintain a 2.50 cumulative GPA (will be evaluated at the end of each spring term)
2. Complete 15 hours each consecutive semester (excluding summer terms)
3. Be continuously enrolled unless student requests for scholarship to be placed on hold
   (Maximum hold = 2 semesters)
4. Shall enroll in courses that lead toward a baccalaureate degree program after attempting the lesser of:
   (a) Sixty-six (66) semester hours; or
   (b) The completion of an associate degree program, unless the number of hours required to complete the associate degree program exceeds sixty-six (66) semester hours, in which case, the higher number of hours for completion shall be used.
5. Will be renewed until recipient first:
   (a) Earns a Baccalaureate degree
   (b) Attempts a total of 130 semester hours in 8 semesters

NOTE: If the recipient’s undergraduate degree requires additional hours, ADHE in conjunction with the student’s institution, shall determine the maximum period of time for renewal.

Award Amounts

4-year University: $2,000 freshman year, $3,000 sophomore year, $4,000 junior year and $5,000 senior year.
2-year College: $2,000 per year
Application Deadline

Application deadline is June 1.

Additional Eligibility Criteria for the Nontraditional Student

• Enroll full-time or part-time each semester (fall and spring) - Full-time = 15 hours, Part-time = at least 6 hours
• Meet one of the following criteria:
  1. Graduated from an Arkansas high public school and achieved a 2.5 high school grade point average or had a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
  2. Graduated from a private, out-of-state, or home school high school or obtained a GED and achieve a minimum composite score of nineteen (19) on the ACT or the equivalent score on an ACT equivalent; or
  3. Has completed at least twelve (12) semester hours of courses granting three (3) or more hours of credit at an approved institution of higher education and earned a postsecondary grade point average of at least 2.5.
NOTE: A course granting less than 3 hours of credit can be counted toward the 12 hours if it is related to a credit course required for a degree.

Continuing Eligibility Criteria for the Nontraditional Student

1. Maintain a 2.50 cumulative GPA (will be evaluated at the end of each spring term)
2. Complete 15 hours each consecutive semester for full-time and complete at least 6 semester hours for part-time (excluding summer terms)
3. Be continuously enrolled unless student requests for scholarship to be placed on hold
   (Maximum hold = 2 semesters)
4. Shall enroll in courses that lead toward a baccalaureate degree program after attempting the lesser of:
   (a.) Sixty-six (66) semester hours; or
   (b.) The completion of an associate degree program, unless the number of hours required to complete the associate degree program exceeds sixty-six (66) semester hours, in which case, the higher number of hours for completion shall be used.
5. Will be renewed until recipient first:
   (a.) Earns a Baccalaureate degree
   (b.) Attempts a total of 130 semester hours in 8 semesters (full time) or up to 16 semesters (part-time)

NOTE: If the recipient’s undergraduate degree requires additional hours, ADHE in conjunction with the student’s institution, shall determine the maximum period of time for renewal.

Award Amounts (for 2013 awards)

4-year University: $2,000 freshman year, $3,000 sophomore year, $4,000 junior year and $5,000 senior year.
2-year College: $2,000 per year

NOTE: Will be prorated for part-time enrollment – ½ - 6-8 hours; ¾ - 9-14 hours

Application Deadline

Application deadline is June 1.

*To access the YOUniversal Scholarship application and for complete program details please visit http://www.adhe.edu or contact the Arkansas Department of Higher Education’s Financial Aid Department at the following:
For more information about financial aid and its policies and procedures, contact the Southeast Arkansas College Financial Aid Office at (870) 543-5909.

OTHER FINANCIAL AID PROGRAMS AND SCHOLARSHIPS

Abbott Scholarship – authorized by the Pine Bluff Area Community Foundation. Students must be enrolled full-time with at least a 2.50 GPA. Preference is given to Pine Bluff residents or nearby communities. The deadline for this scholarship is March 15. The application must be completed online at http://www.arcf.org.

American Cancer Society’s Mid-South Division Scholarship - awarding college scholarships to young cancer survivors pursuing an undergraduate degree from an accredited university, community college or vocational/technical school. The application deadline is February 1, and packets are mailed to students upon request. For more information, contact the American Cancer Society at 1-800-ACS-2345 or visit http://www.cancer.org.

ARK-LSAMP Grant – administered through the National Science Foundation (NSF). This grant is for minority students in Science, Technology, Engineering, and Mathematics (STEM) areas. The program consists of a summer academy, mentoring, and research internships for students. The Arkansas Louis Stokes Alliance for Minority Participation (ARK-LSAMP) is a collaborative alliance of eight Arkansas institutions, with the goal of increasing the pool of graduates in STEM disciplines. For more information, contact the Office of College Affairs.

Arkansas Academic Challenge Scholarship (Nontraditional) - this scholarship is authorized by the Arkansas Department of Higher Education and is open to nontraditional students who are Arkansas residents. Students must have a 2.5 GPA and/or certain test scores to be eligible. Application deadlines are June 1. For complete program information, visit http://www.adhe.edu. Look for the YOUNiversal scholarship link.

Arkansas Academic Challenge Scholarship (Traditional) - authorized by the Arkansas Department of Higher Education. High School seniors demonstrating academic achievement (ACT score of 19 and/or a grade point average of 2.5) may apply to ADHE before June 1. Applications are available online at http://www.adhe.edu. Look for the YOUNiversal scholarship link.

Arkansas Governor’s Commission on People with Disabilities — authorized and administered by the State of Arkansas. The scholarship is offered to outstanding disabled Arkansans. Scholarship information may be found at http://www.ace.arkansas.gov.

Arkansas Higher Education Opportunity Grant (GO! Grant) — authorized by the Arkansas Department of Higher Education. This grant is awarded based on financial need. Eligibility is based on the family’s adjusted gross income as reported on the Free Application for Federal Student Aid (FAFSA). The grant is available to Arkansas high school graduates or GED recipients who are accepted to a college or university in Arkansas. The application deadline is June 1 for the fall semester and November 1 for the spring semester. Applications are available from the Arkansas Department of Higher Education at http://www.adhe.edu. Look for the YOUNiversal scholarship link.

Arkansas High-Tech Scholarship — awarded to selected students enrolled in eligible postsecondary technical programs. Preference is given to graduating high school seniors that are Arkansas residents and US citizens. Applicants must have a minimum 2.5 GPA and ACT composite score of 19 or above. The application deadline is July 1. Additional information may be found at http://ace.arkansas.gov or by visiting the College’s Financial Aid Office.

Arkansas Law Enforcement Officers’ Dependents Scholarship — waiver of tuition, fees, and room at any public college, university, or technical institute in Arkansas for dependents and spouses of
Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty. For additional information, go online at http://www.adhe.edu or phone 1-800-54-STUDY.

Arkansas Military Dependents Scholarship - waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed, were missing in action, were prisoners of war, or who are totally and permanently disabled. Additional information and application materials may be found online at http://www.adhe.edu.

Arkansas National Guard Tuition Incentive Program - tuition assistance program for active members of the Arkansas Army/Air National Guard who are Arkansas residents. Soldiers may be awarded up to $5,000 per academic year, depending on actual enrollment. Applications may be obtained from their unit commander's office or by logging onto http://www.arguard.org/Education/ta.asp.

Arkansas Rehabilitation Services - tuition and/or book assistance program for students with disabilities. Services are available in each county. Students should apply early as limited funding is available and to allow for processing. The Jefferson County Office of Arkansas Rehabilitation Services is located at 2703 West 28th St. in Pine Bluff. The telephone number is 870-534-2404. Information may also be found online at http://www.ace.arkansas.gov.

Arkansas Workforce Improvement Grant (WIG) — authorized by the Arkansas Department of Higher Education and administered by the College. Limited funds are available to students that are at least 24 years of age on the first day of the semester, have completed the FAFSA on or before July 15, are enrolled in at least 3 hours, are legal residents of Arkansas and are maintaining Satisfactory Academic Progress as determined by the College. A student may receive the grant a maximum of eight semesters.

W.E. & Diane Ayres Scholarship – Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to nontraditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED and a cumulative grade point average of 2.00 or above. Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. The deadline to apply is March 15.

Daughters of the American Revolution (DAR) Scholarship - offered by the Pine Bluff Chapter of the Daughters of the American Revolution, this scholarship is awarded to a female student who has successfully completed at least one semester at SEARK College, has a 2.5 GPA or better, is seeking an Associate of Arts degree, and meets certain other eligibility criteria. One scholarship will be awarded every spring. Applications are available in the Financial Aid Office at the start of the spring term.

Dislocated Workers Program - administered by Workforce Investment Act (WIA). Funds are available to individuals affected by a plant closing and/or mass lay-off. Training costs, such as tuition, fees, supplies and books, are paid by WIA. Application should be made with the Arkansas Workforce Center. For additional information, go to http://dws.arkansas.gov/ and http://www.arworks.org.

Federal Pell Grant – This is the foundation of federal financial aid and is considered first before all other sources of aid. Financial eligibility is determined each year using the information submitted on the FAFSA. Academic eligibility is determined using transcripts of previous postsecondary coursework. Students who have earned a bachelor's degree are not eligible to receive a Federal Pell Grant. Programs less than one year in length are not eligible programs under the Federal Pell Grant program. Apply online at www.fafsa.gov.

Federal Supplemental Educational Opportunity Grant (FSEOG) - these funds are awarded on a first-come, first-served basis and are awarded along with the Pell Grant. Students must be enrolled at least half-time to be eligible to receive FSEOG. A student who has earned a bachelor's or first professional degree is not eligible to receive FSEOG to pursue an additional undergraduate degree. The priority deadline for this grant is April 15 – as funds are available.

Governor's Scholars — authorized by the Arkansas Department of Higher Education. Scholarships are awarded to graduating high school seniors for outstanding academic achievement and leadership.
Applications must be submitted to ADHE by February 1. Additional information may be found at http://www.adhe.edu or by phoning the Arkansas Department of Higher Education at 1-800-547-8839.

**Miss Arkansas Pageant Scholarship** – available to the winner and first and second runners-up in the Miss Arkansas Pageant. The winner’s scholarship is $750 per semester for two years. The first and second runners-up to the crown will receive $750 for two semesters.

**Potlatch Undergraduate Scholarship Program** — available for students living within 30 miles of certain Potlatch facilities and pursuing a two-year or four-year program of study leading to a degree. Applications may be requested from the SEARK College Financial Aid Office or by e-mail at foundation@potlatchcorp.com. The deadline for the scholarship is February 10.

**James & Maude Ryburn Memorial Scholarship** – Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to nontraditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED and a cumulative grade point average of 3.00 or above and an ACT score of 19 (or the equivalent COMPASS Score). Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. The deadline to apply is July 15.

**SEARK College Age Exempt Tuition Waiver** — Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at SEARK College and other state colleges and universities without a tuition charge. Proof of age must be presented to the Registrar at the time of registration. This waiver is for tuition only and does not apply to non-credit classes, assessment fees, books, or any other fee collected by the College.

**SEARK College Arkansas Scholars Scholarship** - designed for graduating seniors from Dollarway High School, Pine Bluff High School, Watson Chapel High School, or White Hall High School who have completed the high school core curriculum in eight, consecutive semesters and meet certain eligibility requirements. This scholarship will provide tuition, up to 15 credit hours per semester, for one school year (fall and spring). Interested applicants should inquire at the College’s Admissions Office for more information.

**SEARK College Leadership Scholarship** - intended for a graduating senior from one of the College’s six-county service areas who has achieved academically throughout high school and has had outstanding participation and leadership in school activities. This is a half-tuition scholarship, up to 15 credit hours per semester, which pays for one academic year (fall and spring). Applications may be obtained from the College’s Admissions Office.

**SEARK College Non-Traditional Student Scholarship** — available for students at least 25 years of age residing within the College’s service area, including Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Applications may be obtained from the Admissions Office and the Financial Aid Office at the College. Scholarship may be used a maximum of four consecutive regular semesters, not including summer. Student must maintain a 2.50 GPA and successfully complete 12 credit hours each semester. The deadline for this scholarship is April 30.

**SEARK College Trustee Scholarship** — available for High School graduates in the College’s service area including, Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Applications may be obtained from the High School Counselor’s Office or the Admissions Office at the College. Scholarship may be used a maximum of four consecutive regular semesters, not including summer. Student must maintain a 2.50 GPA and successfully complete 12 credit hours each semester. The deadline for this scholarship is April 30.

**Single Parent Scholarship** - awarded to eligible single parents who have primary custodial care of at least one minor child, live in Arkansas, and are current or future undergraduate students. Other criteria may apply and varies by county. More information can be found online at http://www.aspsf.org.

**State Teacher Education Program (STEP)** - provides assistance for eligible teachers with repayment of outstanding federal student loans. The program is available to Arkansas educators who graduated after April 1, 2004, have unpaid federal student loan balances, and teach in a geographic and/or subject
shortage area or are minorities. Assistance may be granted for up to three years. The application deadline is June 1. For more information, logon to http://www.adhe.edu.

**Teacher Opportunity Program (TOP)** - offers tuition reimbursement grants to Arkansas teachers and administrators. Teachers and administrators may apply for reimbursement of out-of-pocket expenses paid for up to six (6) college credit hours completed for each academic year, not to exceed $3000. Complete program rules can be found online at http://www.adhe.edu. Applications must be submitted by June 1.

**Trade Adjustment Act (TAA)** – administered through the Department of Workforce Services. Assistance through this source is a benefit for workers who lose jobs or whose hours of work and wages are reduced as a result of increased imports. TAA includes a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. For more information, visit DWS online at http://dws.arkansas.gov/.

**West Pine Bluff Rotary Club Scholarship** — is awarded by the Rotary Club of West Pine Bluff in the amount of $500.00 to a deserving SEARK College student. This academic scholarship is awarded to a current student and is valid for full-time enrollment (minimum 12 semester credit hours) in a two-year Associate of Applied Science Degree technical career program or an Associate of Arts Degree academic transfer program. The deadline for this scholarship is August 1 at 1:00 pm.

**Workforce Investment Act (WIA)** – administered by the Arkansas Workforce Center. Arkansas Workforce Centers provide locally-developed and operated services linking employers and jobseekers through a statewide delivery system. Convenient "one-stop" centers are designed to eliminate the need to visit different locations. This program may also provide assistance for retraining in areas that are in high demand. For more information, check with the local Arkansas Work Force Center or online at http://www.arworks.org.

**Outside Sources** — Outside sources include business and industry scholarships offered to employees or individuals associated with that business or industry. Southeast Arkansas College will process these once official documentation from the sponsoring organization is presented to the Financial Aid Office. Students should consult sources such as local newspapers, employers, libraries and public agencies for information about additional scholarship opportunities.
STUDENT SERVICES

TESTING CENTER: PLACEMENT TESTING - SKILLS ASSESSMENT

The COMPASS placement test measures a student’s current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The COMPASS, an untimed computerized placement test, is available by appointment through the Tutoring and Testing Center located in the Library and Center for eLearning. An on-line orientation and tutorials to prepare for the COMPASS test are available through the SEARK College home page.

The Testing Center also provides the PAX and Kaplan entrance/placement test for nursing school candidates.

Skills assessment testing includes the WorkKeys test for the Arkansas Career Readiness Certificate and the Collegiate Assessment of Academic Proficiency (CAAP) test.

CHANGE OF ADDRESS OR NAME

Each student is expected to keep the Registrar's Office informed of his or her current residence, mailing address, and telephone number.

A student whose name is legally changed because of marriage or other reasons should so notify the office to prevent possible errors.

Legal documentation of a name or social security number change is required. Failure to notify the College of changes in information may result in undelivered grades, registration notices, invitations, and official correspondence.

STUDENT RETENTION & ADVISEMENT CENTER

The Student Retention & Advisement Center, located in the Student Services Building, brings together access to a full range of economic resources to help students address their needs and concerns. Referrals are made on campus and off campus accordingly. New students entering SEARK College will be advised for their first semester course work in the center. Assistance with enrolling through WebAdvisor will also be administered. The Center provides students with career planning assistance and job referrals when available. Utilizing various computerized career planning systems, guidance and information on selecting careers, related occupations, educational opportunities, and job-seeking skills are provided in the center.

Books, pamphlets, individual assistance, and Lecture Series are available to strengthen the students’ employability skills in the areas of interview preparation, resume’ development, and job search skills.

The Student Retention & Advisement Center assists students in applying for part-time and career positions. Also, full-time and part-time job openings are posted in the Center. Students interested in employment should contact the Center or review the job vacancies listed on the bulletin board. In addition, the Internet may be accessed to check career-related websites for job placement assistance.

COUNSELING

Counselors are trained to provide personal, academic, and career counseling services. Students often seek counseling services for the following reasons:

- Academic Probation and Suspension
- Test anxiety
- Study and note-taking strategies
- Time management
- Academic problems
- Strategies for managing stress, anxiety and depression
- Crisis intervention
- Community referrals
- Academic degree and transfer planning
Career planning and exploration.

Except for the designated holidays, Counseling Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. The Counseling Office is located in the Student Services Building.

VETERANS’ SERVICES

Military service veterans and sons, daughters, wives, widows, widowers, and husbands of deceased or 100 percent disabled veterans should contact the Counselor’s Office. Eligible Southeast Arkansas College students may qualify for “GI Bill,” Vocational Rehabilitation, “War Orphans,” and other types of VA assistance.

Veterans using veterans’ benefits should be aware of VA regulations governing academic standards and attendance. No payment of educational benefits will be made for auditing a course or for a course which is not used in completing graduation requirements.

HANDICAPPED STUDENT FACILITIES/SERVICES

Facilities and services are available to handicapped students. If additional services are needed, you are encouraged to visit with one of our counselors or your instructors to discuss your individual needs. The Disability Counselors are located in the Student Services Building. Handicapped parking is designated on the North, South, and East parking lots and in lots for adjacent campus buildings.

DISABLED STUDENT SERVICES

The College is committed to providing support to students in need of special accommodations to the extent that is reasonable and possible. Forms to request special accommodations may be picked up in the Disability Counselor’s Office located in the Student Services Building. Documentation of special needs is required.

SUBSTANCE ABUSE PROGRAM

Southeast Arkansas College recognizes that drug and alcohol abuse can cause mental and physical health problems that can threaten lives, disrupt programs of study, and shatter families. Pamphlets are available on the many risks involved and the counseling, treatment, and rehabilitation programs that are available in this area. Additional information will be available in the form of videos and special program presentations throughout the year.

STUDENT ORGANIZATIONS

STUDENT SENATE

The SEARK College Student Senate works throughout the academic year to:

1. Serve as the representative body of students enrolled in the college with the primary purpose of providing an opportunity for the active participation of students in the affairs of the college.
2. Provide a forum for the continuous exchange of ideas and opinions among the students, faculty, and staff.
3. Discuss issues of concern to students and provide advice and recommendations to the Vice President for Student Affairs for consideration.

Definition: Students are defined as any person officially enrolled in one or more credit courses of the college.

Membership: The Student Senate is comprised of six (6) duly elected members of the student body. These six elected members will represent equally the technical and academic programs with three representatives from each area. No more than one student from each program area can be elected to serve concurrently. Additionally, the president, chairperson, or other duly elected representative of each officially recognized student club or organization of the college will serve on the Student Senate. The following eligibility criteria pertain to all students chosen by election or appointment from a student organization:

a. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.
b. Shall be in good standing academically and socially.
c. Shall execute all duties of any position held within the Student Senate.
d. Shall not accumulate excessive, unexcused absences from required meetings or functions as defined by the advisor.
Terms: Members shall be elected for one-year terms commencing no later than September 15 of each year.

Officers: No later than October 1 of each year, the newly chosen members of the Student Senate shall meet and elect from within its membership the following officers: (a) chairperson, (b) vice chairperson, and (c) recorder.

Meetings: The Student Senate will meet twice per semester (September, November, February, and April). Additional meetings may be called by the chairperson, resource person, advisor, or college president.

Operating Guidelines: The General Guidelines for Council and Committee Operation will apply to the Student Senate.

Advisor: Counselor
Resource Person: Vice President for Student Affairs.

**ALPHA MU GAMMA (Nu Eta Chapter of SEARK College)**

Alpha Mu Gamma is the largest national collegiate foreign language honor society in the United States. Its primary purpose is the honoring of students for outstanding achievement during their first year of foreign language study in college. There are two kinds of Memberships: Associate Member: completion of 4 hours of Spanish with a an A, and Full member completion of Spanish II with an A. SEARK College’s Alpha Mu Gamma foreign language honor society is based earning a 3.0 grade point average.

**ALPNA STUDENT DIVISION**

SEARK College’s Arkansas Licensed Practical Nursing Association (ALPNA) Student Division’s goal is to promote a strong, positive image of the practical nurse while advancing the technical skill level of the profession. The Student Division of ALPNA promotes technical skill development through competitive activities at the state level. All students accepted in the SEARK College Practical Nursing program are eligible and strongly encouraged to join ALPNA.

**APPLES**

The Association of Professionals and Parents for the Learning of Early Childhood Students (APPLES) is an organization of students, professionals, and parents banding together to promote the education and well-being of children within our community. Membership is open to SEARK College students with a 2.5 grade point average or better.

**ASNA**

The Arkansas Student Nurses Association (ASNA) is a chapter of the National Student Nurses Association (NSNA). Membership in the Southeast Arkansas College ASNA is open to students who have declared nursing (LPN/Paramedic to RN) as a major.

**BAPTIST COLLEGIATE MINISTRY**

The Baptist Collegiate Ministry at Southeast Arkansas College is opened to all students, faculty, and staff. The purpose of the BCM is to encourage Christian fellowship, develop biblical leadership skills, and provide Bible study. There will also be opportunities for participation in service and ministry projects and guidance available as students face crisis and critical choices in life. Meetings are Thursdays at noon with a free lunch.

**PHI BETA LAMBDA**

Membership in Phi Beta Lambda, a professional business organization, offers SEARK College business majors and others interested in the business field the opportunity to participate in one of the largest student organizations in the nation. Leadership, scholarship, community service opportunities, and professional speaker meetings are an important part of this organization. Phi Beta Lambda membership is local, state, and national.

**PHI THETA KAPPA**

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide opportunity for the development of leadership and service, intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. Membership is open to SEARK College students who have completed at least 12 semester credit hours and who have earned a cumulative grade point average of 3.5 in a two-year degree program.
SEARK ARCHERY ASSOCIATION
The SEARK Archery Association provides its members with a safe environment to practice and learn the sport of archery, and archery related activities. The association also provides an opportunity to engage students in non-academic activities so as to foster a feeling of camaraderie among students, faculty and staff.

SEARK COLLEGE STUDENT AMBASSADORS
The Student Ambassadors’ mission is to conduct campus tours, assist Student Affairs and the Office of the President in activities and campus events. As volunteers, the SEARK College Student Ambassadors share their dedication and support for SEARK College with prospective students, visitors, and the community. Requirements for selection each fall semester include a personal interview, a 2.5 cumulative grade point average, and enrollment as a full-time student for at least one semester.

STEM CLUB
The Science Technology Engineering and Mathematics Club (STEM Club) mission is to stimulate and encourage students to gain a strong interest in the areas of: science, technology, engineering, and mathematics. In addition the Science, Technology, Engineering and Mathematics Club shall create avenues for research, career advisement and education; and promote academic and professional networking.

GENERAL INFORMATION
PRIVACY RIGHTS OF STUDENT
Under the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), students may request to examine the institutional records pertaining to them. This Act 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 or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Southeast Arkansas College keeps the following types of records or information on students:
1. Original application for enrollment.
2. Attendance.
3. Grades and progress reports.
4. Counseling notes.

These records are kept in the Registrar’s Office. A written request to look at the records will be granted within a reasonable period of time that does not interrupt the normal work of the office.

If a student feels that a record is inaccurate or misleading, the student will be given an opportunity to discuss the matter with the Vice President for Student Affairs.

Data from any student record cannot be released without student consent in writing except:
1. School personnel who need information.
2. Other schools where student may be seeking enrollment.
3. Student’s application for financial aid.
4. Accrediting organization.
5. Research studies for developing tests, administering student aid, improving instruction.
6. Oral communications not based on educational records.
7. Protection of health and safety to others.
8. State and Federal educational authorities.
9. Directory Information:*
   a. Name, address, and telephone.
   b. Date and place of birth.
   c. Major field of study and official school activities.
   d. Degrees and awards.
   e. Most recent school attended.

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If a student gives the name of an employee at Southeast Arkansas College as a reference for prospective employers, or wants the college to release information other than directory information (including an Official Student Transcript), the student should complete a release form. Release forms are available in the Registrar's Office.

Southeast Arkansas College assumes that failure on the part of any student to request the withholding of "Directory Information" indicates approval for disclosure.

SMOKE FREE CAMPUS
As of August 1, 2010, smoking and tobacco use are prohibited in all facilities and areas of the Southeast Arkansas College campus with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, hallways, college-owned or -leased vehicles, garages, restrooms, cafeteria or dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, courtyards, entrance and exit ways, and any other areas of the College campus. This policy applies to all faculty, staff, consultants, contractors, and visitors.

STUDENT CENTER
College Hall-Commons is designed for student group meetings, and free hours between classes. Food and beverages are available in the Commons.

COLLEGE OFFICE (BUSINESS) HOURS
College office (or business) hours are from 8:00 a.m. to 5:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday. SEARK College may have adjusted hours for the summer. Class hours range from 8:00 a.m. to 10:00 p.m. Monday through Thursday and as scheduled on Friday and Saturday. Extended day and evening class hours and days vary according to the course(s) taken.

TECHNOLOGY SERVICES HELPDESK
Assistance with college technology is available through the Technology Services Helpdesk. Helpdesk hours are from 8:00 a.m. to 5:00 p.m. Monday through Friday. (SEARK College may have adjusted hours for the summer.) The Technology Services Helpdesk is also available through email at helpdesk@seark.edu, and walk-up service is located in the Computing Services building, located next to the Business Services Building.

STUDENT PARKING
Refer to the map in this catalog for designated student parking on the North, South, and West areas on the campus. Parking in front of the college is reserved for the Southeast Arkansas College staff, faculty, and visitors. Handicapped parking spaces are available in front of each building on the College’s campus. All vehicles should be locked. Current Parking Permits are required. The campus speed limit is 15 mph.

CAMPUS ALERT SYSTEM
SEARK College has adopted e2Campus as a campus alert and notification system. Participation is through voluntary subscription at no cost to faculty, students, and staff. Subscription information may be found on the SEARK College website, through the Emergency Administration and Management (EMAN) program, or the College's Information Technology Department. Campus alerts may be received via e-mail, text message, cell phone calls, and through standard telephone services at the preference of the subscriber.

INCLEMENT WEATHER POLICY
The College will remain open as scheduled whenever possible. In the event that the weather is so severe that the Southeast Arkansas College administration feels that life and property may be in danger, the college president may cancel classes until weather conditions improve. Students should listen to local radio stations and watch KATV Channel 7, KARK Channel 4, and KTHV Channel 11 for college closing information.

TORNADO ALERT
The Campus Alert System (e2Campus), College telephone system, and Buildings and Grounds personnel will be used to alert students and staff of tornado warnings. Procedures to follow include:
At the direction of your instructor, go to an inside room or hall in a glass-free area. Movement to a safe area should be in a quick, orderly manner. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies. SEARK College is included in the Jefferson County Emergency Alert System.

**FIRE**

In case of a fire, a fire alarm will sound or your building will be notified through the College telephone system. Fire extinguishers are provided throughout campus buildings. When an extinguisher is used, the Building and Grounds Supervisor should be notified, and the extinguisher should not be replaced until it has been recharged.

**BOMB THREATS**

The College telephone system and Buildings and Grounds personnel will be used to alert students and staff of a bomb threat. Movement to a safe area should be in a quick, orderly manner at the direction of your instructor. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies.

**PAGING DEVICES (BEEPERS)**

Paging devices ("beepers") are not allowed on the Southeast Arkansas College campus.

**CELLULAR TELEPHONES**

Cellular telephones are not allowed in classrooms or the College Library and Center for e-Learning on the Southeast Arkansas College campus unless they are placed on vibrate or silent mode, or are turned off during class. Texting is not permitted in class. Lock your phone in your vehicle or leave it at work/home. This also includes Bluetooth headsets and any other form of telephone systems.

**CHILDREN ON CAMPUS**

Students are discouraged from bringing their children to the SEARK College campus. Children are not permitted in classrooms, labs, or other specialized seminars while classes are in session. Children are only permitted in the Library with direct adult supervision.

**STUDENT DRESS**

Southeast Arkansas College students are expected to dress in a manner appropriate for responsible adults in an educational and business setting.

**LITTER-FREE CAMPUS**

Please help make the campus at Southeast Arkansas College as attractive as possible by using disposal containers on the campus and in the classrooms. Discarded food wrappers, cups, cans, gum wrappers, etc., belong in containers and not on the grounds of our campus.

**LOST AND FOUND**

The Lost and Found Department is located in the Student Affairs Office, located in the Student Services Building. The College does not assume liability for any lost item.

**TELEPHONE CALLS AND MESSAGES**

Use of cellular phones is not allowed in SEARK College classrooms. All electronic devices must be turned off and put away during class.

**CLASSROOM AND DEPARTMENT GUIDELINES**

Food and drinks are not allowed in the classroom, laboratory areas, or the Library. Students are expected to follow the Classroom Guidelines issued by individual instructors and/or Departments. These guidelines will include first-day handouts, course syllabi (outlines), classroom/laboratory behavior, safety procedures, homework, make-up work, etc.

**ACCIDENTS**

If an accident occurs on the campus the following procedures should be followed:

1. CPR should be administered by a trained person and should be done using protective equipment (mask, etc.). Automatic External Defibrillators (AED) are available in all buildings for use by trained personnel.
2. Call 911 for an ambulance when there is a life-threatening injury. (9-911 from a campus phone)
3. Report accident to the Vice President for Student Affairs, Vice President for Academic Affairs, or the Vice President for Fiscal Affairs.
4. Call for an ambulance if the victim cannot respond.
5. Complete accident report form. Form may be secured in the Campus Security Office.

SECURITY
Southeast Arkansas College strives to provide a safe and secure environment for students, faculty, staff, and guests. Campus security and safety are dependent on everyone on campus to protect people and property. Students are encouraged to report a crime, suspicious person, or suspicious activity to the Campus Security Office or the Vice President for Student Affairs Office so that the proper Administrator and the proper Security/Buildings & Grounds personnel can be notified. Employees of the College will be responsible for calling outside assistance, if deemed necessary. Security/Buildings & Grounds personnel are on duty during class hours. Additionally, the College employs a security service to provide security 24 hours a day, seven days a week. The Emergency phone number is: 870-557-4211.

TECHNOLOGY USE POLICY (abbreviated)
Southeast Arkansas College has made a significant investment in computer and communications technology to promote and support the exchange of information both within the College and between the College and the world as a whole. The computer and communications technology available to the faculty, staff, and students at Southeast Arkansas College is provided to support the College’s Mission and Goals. Use of these resources must be consistent with the College’s Mission and Goals and applicable state and federal laws or regulations.

The following guidelines set forth the basic rules governing campus technology usage. Additional guidelines and/or rules of use may govern computer/network use in individual situations, i.e., departmental computer labs, the Library, various college offices, etc. The Information Technology Department is charged with the overall responsibility for the College's computer and communications technology and will engage in activities necessary to protect the system.

Computer and/or network use is generally restricted to activities that are directly related to the Mission and Goals of SEARK College by the faculty and staff to complete employment obligations and by students to complete course assignments. Students and members of the greater community may use certain College computers for personal research or projects under guidelines set by the applicable College department, or division, i.e. the Library.

All computer and/or network use must conform to federal copyright law (U. S. Code Title 17) and all software license agreements. Computer programs and application software may not be installed, removed, disabled, or altered on SEARK College equipment without authorization from an appropriate official (computer lab supervisor, department head, college dean, vice president, or president) and the Information Technology Department. Programs may not be copied for unauthorized use on other computers.

All computer and/or network use must respect the rights and privacy of others. College equipment may not be used to threaten or harass others, to gain access or attempt to gain access to programs or files belonging to another, to deliberately access pornographic websites, to engage in illegal activities, to disrupt a computer network or system through the knowing distribution of computer viruses, or to conduct for-profit activity.

Violation of these guidelines may result in penalties including, but not limited to, dismissal, suspension, and/or revocation of access to network services.

Please consult the SEARK College website for the full Technology Use Policy for specific policies and procedures.

Arkansas Freedom of Information Act
The electronic files, including e-mail files, of College employees and students are potentially subject to public inspection and copying under the state Freedom of Information Act (AFOIA), Ark. Code Ann. §25-19-101 et seq.
Educational Records

Records containing information directly related to a student are confidential and protected from public disclosure by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Arkansas Freedom of Information Act, Ark. Code Ann. §25-19-105 (b) (2). No one shall access any such records maintained in an electronic format or disclose or distribute their contents in any manner inconsistent with federal and state law and College regulations.

Copyright Policy

Article 1, Section 8, of the United States Constitution, gives to Congress the power to “Promote the Progress of Science and useful Arts, by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.” The Copyright Law of the United States of American is contained in Title 17 of the United States Code.

Copyright protection is available for published and unpublished works of authorship that are “fixed in a tangible form of expression.” This tangible form of expression may require the aid of a machine or device, thus extending copyright protection to works published on the Internet or World Wide Web.

Copyrightable works include the following categories:

1. Literary works,
2. Musical works, including any accompanying words,
3. Dramatic works, including any accompanying music,
4. Pantomimes and choreographic works,
5. Pictorial, graphic, and sculptural works,
6. Motion pictures and other audiovisual works,
7. Sound recordings,
8. Architectural works.

“Copyright is secured automatically when the work is created and a work is considered ‘created’ when it is fixed in a copy or photo for the first time.” It is no longer necessary for a copyrighted work to be registered or to carry a notice of copyright for it to be protected under the Copyright Law.

Included in the U.S. Copyright Law are several provisions for ‘Limitations on exclusive rights’ which allow the reproduction of copyrighted works in certain situations and under certain conditions. Section 107, Chapter 1, Title 17 provides that the ‘fair use’ of copyrighted material for purposes such as “criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright.”

Certain factors must be considered in determining fair use including:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

The Southeast Arkansas College Library makes every effort to comply with the Copyright Law of the United States of America. The Library’s responsibility for compliance with the Copyright Law is noted in its Interlibrary Loan Policy. The following warning notice has also been posted on all equipment in the Southeast Arkansas College Library and Learning Assistance Laboratory that can be used to copy copyrighted materials:

NOTICE: THE COPYRIGHT LAW OF THE UNITED STATES (TITLE 17, U.S. CODE) LAW GOVERNS THE MAKING OF COPIES OF COPYRIGHTED MATERIAL. THE PERSON USING THIS EQUIPMENT IS LIABLE FOR ANY INFRINGEMENT.

All quoted material is from publications of the U.S. Copyright Office, Circular 1, Copyright Basics or Circular 92, Copyright Law of the United States of America and Related Laws Contained in Title 17 of the United States Code as located at http://www.loc.gov/copyright.
STUDENT POLICIES

Statement of Non-Discrimination

SEARK supports the Civil Rights Act of 1964, “Executive Order #11246, Title IX” of the Educational Amendments of 1972, “Section 504” of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. No person shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity of the college on the basis of age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination should contact the Vice President for Student Affairs Office.

Student Code of Conduct

Students, as members of the SEARK college community, are afforded certain rights; but in turn, they are expected to meet certain responsibilities. Students should understand and exercise their rights, meet their responsibilities, and allow other students to enjoy the same privileges. The College maintains an academic environment for all without denying opportunities to any. Being unfamiliar with SEARK policies and procedures does not excuse a student from acting responsibly.

A. Student Rights

1. Students have the right to be heard in matters that affect their rights and responsibilities.
2. Students have the right to examine and discuss issues of importance, and legally support popular/unpopular causes in an orderly manner. However, students do not have the right to disrupt college operations or interfere with the rights of others. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a Student Activity Request Form and submit it to the Student Affairs Office least 72 hours prior to the event. The location must be approved by the Vice President for Student Affairs Office.
3. Individual students and student clubs/organizations can publish and distribute items to the college community, provided that the materials are identified with the name of the student/student club/organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Student Affairs Office prior to distribution.
4. Students have the right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with Student Affairs are allowed to meet in rooms and spaces located on the college campus provided that reservations are made prior to each meeting, and the meeting proceeds in accordance with established rules and regulations. Students/student groups may not make room/space reservations at SEARK in their names for use by outside groups/organizations.
5. Student clubs/organizations registered with the Student Affairs Office have the right to invite a speaker to their meeting at the college. If there is clear evidence that the event could disrupt the orderly operation of the college, the Vice President for Student Affairs has the right to and cancel a speaker’s invitation. The sponsoring organization will be notified of the cancellation at the earliest possible time.
6. Student academic records are confidential and subject to existing law. Official records kept at SEARK do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.
7. Students are afforded due process when accused of any violation(s) of the regulations of the SEARK Student Code of Conduct. Due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
   a. A notice in writing of any charges.
   b. Admit to the alleged violation, waive an appeal, and accept the college’s action(s).
   c. Admit to the alleged violation and request an appeal.
   d. Deny that the alleged violation occurred and request an appeal.
   e. A fair appeal heard before an impartial committee.
   f. Appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
   g. Select an advisor who will attend the appeal along with the student.
   h. Call witnesses and present evidence.
   i. Receive a list of witnesses who are to testify against the accused student.
j. Confront and cross-examine witnesses and/or accusers.
k. Request a copy of any records or tape recordings used during the course of an appeal if the offense involves possible suspension/expulsion.
l. Appeal to the Vice President for Student Affairs; and if no resolution occurs, directly to the President of the College.

B. Student Regulations and Rules of Conduct

It is the basic and fundamental responsibility of the college to maintain order using the defined policies and procedures. The filing of a SEARK Application for Admission is regarded as an applicant’s intention to abide by the standards and regulations set forth by SEARK. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. The following lists the regulations and responsibilities of students, individually and collectively. Additional rules or regulations can be enacted during the year as set forth by the established procedures of the college.

1. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events except when previously authorized.
2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on or near campus and at institutionally approved events on-campus/off-campus is strictly prohibited.
3. No person is allowed to physically abuse, verbally abuse, threaten, or intimidate any member of the faculty, staff, student body, or a visitor to the college.
4. Taking, damaging, or maliciously/willfully destroying property owned by the college, a visitor to the College, or a member of the college community is strictly prohibited.
5. People are not allowed to assemble on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college. SEARK recognizes the right to peacefully assemble.
6. Gambling on campus is prohibited.
7. No person shall interfere with, fail to cooperate with, or not identify himself/herself to a properly identified administrator, staff member, or security personnel while the employee is performing his/her duties.
8. Unauthorized entry into or damage to any college facility is prohibited.
9. Falsification, alteration, fabrication, or misuse of college forms, documents, records, identification cards, or documents that are submitted to the college for official purposes is prohibited.
10. Clubs/organizations that are not properly registered with the Student Affairs Office are prohibited from meeting or conducting business anywhere on campus.
11. Publications that do not bear the name of the originator or do not adhere to SEARK publication standards cannot be distributed on the SEARK campus.
12. Students who defraud, deceive, coerce, or mislead an instructor into assigning other than an honest grade will be duly reprimanded and/or disciplined.
13. Hazing is not allowed. Hazing violations are abusive rites used to initiate students that are to be inducted into a club/organization.
14. The unauthorized use of college property/services is strictly prohibited.
15. Disruptive behavior that interferes with learning on campus is not permitted.
16. The viewing or public display of pornography on campus or campus events is not permitted.

Students accused of violating the Student Code of Conduct are guaranteed due process through a prescribed set of administrative procedures. Violations of the code are adjudicated in an informal meeting, or an appeal hearing conducted by an academic chair/dean or the Vice President for Student Affairs. The college, through the Counseling Offices, may require a student to obtain a release to return to campus and classes from a mental health professional or a medical health professional.

An informal hearing is a meeting between the accuser, the accused and the academic chair/dean or the Vice President for Student Affairs, who conducts a hearing whenever the involved parties voluntarily agree to attempt resolution of a complaint. The hearing may result in the accused student receiving sanctions or disciplinary action. If a resolution is not agreed upon, the case is referred to the Vice President for Student Affairs, who makes a final determination.

This may include a directive from SEARK’s Counseling Offices to obtain a return to campus and class release from a mental health professional.
C. Additional Rules of Conduct

1. An extreme, unusual, distracting, or disturbing appearance that upsets the learning environment at SEARK is not tolerated. In certain technical labs, student dress must meet all safety codes/standards.

2. Telephone and mail service are not available to students. Students who have an emergency should call through the SEARK main phone line 870-543-5900. A student should use this number in cases of emergency that involve critical illness or the death of a family member. The Security Office 870-557-4211 should be contacted for on-campus emergencies. Students should never use the college address as a home address.

3. The use of tobacco/tobacco products is prohibited anywhere on the SEARK campus.

4. Food, drinks, and children are not allowed in the academic classrooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.

5. All electronic devices should be turned off and placed under the desk, along with any books during classes.

Disciplinary Sanctions

Students/student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Vice President for Student Affairs. These include:

1. An oral admonition/statement.
2. An official written reprimand, warning, or notice that continuation/repetition of wrongful conduct can result in harsher action.
3. Educational sanctions that include fines, public service, participation in selected programs, and/or the assignment of a research project. The student is responsible for the payment of any fees related to the extra programs or research project.
4. Disciplinary probation/exclusion from privileges and extracurricular activities.
5. Restitution/reimbursement for any damage(s) or loss(es) to property or person(s).
6. Forfeiture of academic credit.
7. Suspension/exclusion from classes and privileges for a defined period of time.
8. Expulsion/termination of the club/organizations/student(s).
9. Sanctions as deemed necessary by the Vice President for Student Affairs.

All disciplinary actions are reviewed by the Vice President for Student Affairs.

Unusual circumstances (i.e., threat of personal safety, physical danger, repeated violations, etc.) may result in disposions decided on through informal hearings. Such disposions may result in suspension, exclusion from classes, or expulsion/termination of the student’s status at SEARK.

Students on disciplinary suspension, exclusion, or expulsion are forbidden to use college facilities during the term of the sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from the Vice President for Student Affairs. These include suspension pending the final disposition of the case, or temporary suspensions imposed in order to maintain the orderly operation of the college.

Cheating and Plagiarism

Cheating includes an attempt to defraud, deceive, or mislead either by means of using unauthorized notes, books, cell phones or other electronic devices; coercion; or misleading the instructor when grades are assigned. All electronic devices must be turned “off” prior to entering the classroom and then placed, along with books and other course materials, under the desk.

Plagiarism is a form of cheating that involves presenting work of another as one’s own work. Students are informed of the cheating policy in course syllabi and this handbook. The policy insures due process for alleged cheating or plagiarism.

Standards of Conduct for Use of SEARK Computers

Users of the SEARK computer system must adhere to state and federal laws which refers to computer fraud, software piracy, etc., and refrain from:

1. dishonestly using SEARK computers in activities such as blogging,
2. the disruption/destuction of computer facilities or equipment,
3. the violation of licenses and copyright agreements, SEARK policy and state/federal laws, and,
4. visiting pornographic sites.

Academic dishonesty is defined in the SEARK Student Life Policies. Examples of academic dishonesty include, but are not limited to:

1. submitting the programs/program documentation of another as one's own work,
2. obtaining or attempting to obtain unauthorized access to information stored in electronic form; and,
3. submitting false results of a program's output for a class assignment or falsifying the results from a program execution for the purpose of obtaining a passing grade.

The Computer Systems Protection Act outlaws certain accesses, alterations, damages, or destruction of a computer, computer systems, computer networks, or computer software/data. All SEARK computer users are subject to the terms of the law. Under these terms, academic computing, administrative computing, and network services departments are responsible for reporting violations to the proper authorities.

Disruptive/Destructive computer behavior includes:

1. entering a pornographic site/display of pornographic material,
2. damaging/stealing college-owned equipment or software,
3. the creation and/or display of false system messages,
4. maliciously causing system slow-downs or rendering a system inoperable,
5. gaining/attempting to gain access to accounts without proper authorization, and,
6. introducing viruses/worms into a system.

SEARK adheres to EDUCOM copyright policies. Most software used on SEARK computers is covered by copyright, license, or non-disclosure agreements. For committing these violations SEARK and the offending student would be likely be assessed civil penalties. Violations include, but are not limited to:

1. making copies of copyrighted/licensed software without first obtaining proper authorization,
2. using software in violation of copyright, license or non-disclosure agreements,
3. using college computers for unauthorized private or commercial purposes.

Internet

It is acceptable to use the Internet for research and educational objectives. Access to the Internet does not provide automatic access to any system connected to the Internet. Unauthorized access to any Internet-connected system is prohibited, and unauthorized access will result in termination of Internet access privileges.

Social Media Policy

Southeast Arkansas College recognizes the use of social media as a means of public communication, and understands its use as a tool for students and faculty to communicate about academic life and assignments. Social media are encouraged at SEARK as long as they are used for positive legitimate communication and/or educational purposes.

SEARK also understands the potential for using blogs to compromise the academic integrity of a course and the institution by encouraging cheating on assignments, providing confidential information between students, and plagiarizing materials. Students who use social media in this manner will be disciplined according to the policies outlined in this handbook. Any individual using a social media for the specific purpose of cheating on an assignment, plagiarizing material, or providing information deemed confidential is in violation of the Student Code of Conduct, and will be dealt with according to the disciplinary process defined in the Code of Conduct found in this handbook.

Display of Non-College Publications

SEARK is a "free marketplace of ideas" that guarantees the display of non-college publications on campus. SEARK does not approve, disapprove, support, or fail to support the content of the publications. This policy assists SEARK in managing the display and distribution of non-college publications.

Procedure for Posting Non-College Publications

1. An Agreement for Display of Non-college Publications must be completed and filed in the Student Affairs Office. Agreements are renewed annually; however, SEARK can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. Student Affairs Office assigns display locations, and assignments are made solely at the discretion of SEARK.
3. Display racks must be provided and used by the vendor to display publications.
4. Publications that are primarily used for advertisement are subject to the SEARK Sales and Solicitation Policy. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor is cancelled.

5. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.

6. SEARK display racks are for College registration information, college forms, etc., and are not to be used for any other purpose.

7. SEARK retains the right to modify these regulations, particularly with regard to:
   • Removing outdated issues of a publication
   • Changing display locations
   • Canceling agreements

8. Postings that violate the Display of Non-college Publications policy are discarded.

Sales and Solicitation
SEARK does not permit the operation of private business enterprises on campus, unless the business is under contract with the college. As specified by related procedures, all private business interests on the SEARK campus are only operated as auxiliaries to the business, and are under the direct management, control, and supervision of the college’s chief fiscal officer.

Procedures for Students/Student Organizations
Students can place notices of items for sale on the Campus Bulletin Boards. Posting of sales notices must first be approved by Student Affairs Office. Students can solicit business by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, vending, etc.)
3. Placement of literature or solicitations is regulated by the Student Affairs Office. Signs or posters cannot be displayed on buildings, trees, sidewalks, handrails or grounds unless approved through the Student Affairs Office.

Procedures for Non-Students/Businesses
Persons who are not students/businesses can solicit for the sale of items/services on campus by advertising in:

1. SEARK official publications
2. Auxiliary services (bookstore, food service, vending, etc.)

Flyers, handbills, and leaflets advertising the sale or solicitation of items, services, or other information cannot be distributed to SEARK faculty, staff, or students without prior approval by Student Affairs Office.

Free Expression Policy
SEARK supports free expression as denoted in the First Amendment of the United States Constitution. The college in no way supports, fails to support, agrees, or disagrees with ideas that are voiced in the Free Expression Area; but the college makes provisions for the expression of diverse viewpoints in an academic setting.

Procedure
1. SEARK has arranged for an area on campus to be set aside as a Free Expression Area; Student Affairs Office has designated the location behind the Student Service building for this purpose.

2. The Free Expression Area can be used during the following times: Monday through Thursday 11:00 a.m. – 1:00 p.m. and 5:30 p.m. – 7:30 p.m. and Friday 11:00 a.m. – 1:00 p.m.

3. Student, academic, and administrative activities are given priority when scheduling events.

4. Individuals and/or groups wishing to use the Free Expression Area must complete and submit a Free Expression Area Application to Student Affairs Office at least three working days prior to using the area.

5. All applications/publicity must be approved by Student Affairs Office. Once approved, Student Affairs Office will provide copies of the application form and proposed activity to the Vice President for Student Affairs, the Director of Physical Plant, and the applicant.

6. Individuals using the Free Expression Area should carry a copy of the approved Free Expression Area Application during the time the area is being used.
7. Persons utilizing the Free Expression Area are not allowed to impede the free flow of pedestrian traffic or interfere with the ingress/egress of individuals moving to and from the buildings on campus.
8. Interruption of classes or other college activities is prohibited.
9. Commercial solicitations, campus sales, or fundraising activities are not allowed in the Free Expression Area.
10. The person filing the Free Expression Area Application is responsible for cleaning the area after the event has concluded.
11. The individuals or club/organization using the area must supply the required tables, chairs, etc. Sound amplification devices are never allowed in the area.

Student Assemblies
Students, who need to utilize campus facilities for an event, must first reserve the facilities through Student Affairs Office. Whenever an activity, held in the name of the college, includes a speaker, the Vice President for Student Affairs Office must officially approve the speaker and coordinate the event with the SEARK Office of Physical Plant.

Visitors on Campus
Visitors on campus are expected to comply with the rules and policies of the college, including traffic and parking regulations. No persons, including children, are permitted in classrooms during regular class hours.

OTHER COLLEGE SERVICES
ACADEMIC ADVISORS
During the admission process each student will be assigned an Academic Advisor. New Students entering SEARK College will be advised for their first semester course work in the Retention and Advising Center. Beginning with their second semester, students should confer with faculty advisors concerning academic affairs, including courses, schedules, majors, and degree/certificate programs. The Advisor will be a faculty member in the area most closely related to the student's proposed major field of study. Students who do not know who their advisor is should check in the Registrar's Office in the Student Services Building or visit www.seark.edu and select Advisor Search icon. The ultimate responsibility for knowing degree/program requirements rests with the student.

ARKANSAS CAREER PATHWAYS INITIATIVE
The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist students with transportation, childcare, and/or tuition and fees. Career Pathways also provides students with advising to assist with career and educational decisions, extra instruction, tutoring, employment skills, and access to computer labs to complete homework and improve computer skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of Food Stamps, ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

BOOK STORE
Barnes & Noble operates the bookstore on the campus of Southeast Arkansas College. The bookstore sells new and used textbooks, paper, pens, pencils and other supplies, as well as college logo items. The bookstore buys back textbooks daily. Barnes & Noble bookstore is open from 7:30 a.m. until 6:00 p.m. Monday-Thursday during the first week of classes each fall and spring semester and from 8:00 a.m. until 5:00 p.m. the first week of each summer term. Normal business hours are from 8:00 a.m. until 4:00 p.m. Monday-Thursday and 8:00 a.m. until 2 p.m. on Friday. All major credit cards are accepted. You may access the Barnes & Noble website via the college website.

DISTANCE LEARNING
The Distance Learning Division office is located in the College’s Library. Credit courses in a variety of subject areas are offered using Compressed Interactive Video (CIV) technology and the Internet.

Internet Courses - Internet courses are delivered through the Internet (World Wide Web) on the Moodle course management platform. A link to Moodle is located on the College’s home page at

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Internet courses require regular access to a computer with a reliable Internet connection, a DVD-ROM drive, and permission to change some of the computer’s settings and to download software. Slower Internet connections may make on-line courses frustrating and taking exams difficult. On-campus or proctored testing will be required. Internet students must be self-disciplined and self-motivated. Some Internet courses have set deadlines for course work while others allow students to work at their own pace. Internet courses generally require more reading than a traditional class, so adequate reading comprehension is necessary for success.

Compressed Interactive Video (CIV) - Class sessions are transmitted between the College’s Pine Bluff campus and other sites in the College’s service area.

Orientation for students enrolled in distance learning courses will be provided in a format appropriate to the delivery method of the course. Orientation for students enrolled in Internet courses will be “on-line” and will be available the week before the first day of each semester. Access information will be available the Library and Center for E-Learning. Students must successfully complete orientation, by the first day of instruction.

The Distance Learning Coordinator is available to provide assistance and technical support to students enrolled in distance learning courses. The Coordinator is also available to work with SEARK College faculty in developing new distance learning courses.

Campus and community representatives who wish to schedule events using the Compressed Interactive Video equipment should contact the Distance Learning Coordinator or the Dean of the Library and Distance Learning Division. Charges for the use of equipment may apply.

**LIBRARY AND CENTER FOR E-LEARNING**

The Southeast Arkansas College Library and Center for E-Learning, supports the instructional programs of the College and provides learning resources for students, faculty, and staff. The library’s collection includes books, periodicals, videos and DVDs and electronic information resources. Internet capable computers, TVs with VCRs or DVD players, audio players, and a coin-operated photocopier are available for student use in the Library. Off campus access to many of the Library’s electronic information resources is available to enrolled students, faculty, and staff.

Library services include: Library orientation and/or instruction for groups or individuals; reference and reader’s advisory service; Interlibrary Loan to obtain material not available on campus; and a reserve collection where resources for specific courses are held for use in the Library upon the instructor’s request. The Library also hosts traveling exhibits and displays of the works of local artists.

The Library’s catalog is Internet based and can be accessed from the College’s web site at [http://www.seark.edu](http://www.seark.edu) or at [www.youseemore.com/searkcollege](http://www.youseemore.com/searkcollege). The catalog provides information on the Library’s collections and links to other information sources, as well as calendars with current and up-coming library and campus events. The Library’s hours and contact information are also located on the web site.

The Library complies with the Copyright Laws of the United States and honors all applicable usage and license agreements. The Library also supports the American Library Association’s Library Bill of Rights, Freedom to Read Statement, and Code of Ethics. The Library’s collection development policy and procedure for responding to challenged material are included in the current Policy Manual for the Library and Distance Learning Division.

**STUDENT SUPPORT SERVICES**

The TRiO Student Support Services (SSS) program is a federally-funded program dedicated to helping first-generation, low income or disabled students with opportunities for academic development, assisting with basic college requirements, and motivating them toward the successful completion of their postsecondary education. The SSS program may also provide financial aid to participants who are receiving Federal Pell Grants. The goals of SSS are to increase the college retention and graduation rates of its participants, to facilitate the process of students’ transitioning from one level of higher education to the next, and to foster an institutional climate supportive of their success. The SSS program is located in Suite 100 of the Administration Building, across from the entrance to the Commons Building.
TUTORING SERVICES

Free tutoring is offered to all students enrolled in courses offered by the College. The goal of the Tutoring Center is to help students build the skills and confidence needed to be successful in the classroom. Tutoring by peer and professional tutors is available by appointment or on a walk-in basis in the Library and Center for eLearning.

PARKING PERMIT

Each student will be issued a Southeast Arkansas College Parking Permit at Registration. There is no charge for the first Parking Permit, but there is a $5.00 charge for replacement permits or additional permits. Permits may be purchased in the Business Office. Tickets will be issued for: Parking in a Handicapped/Disabled Space without Decal - $50; Parking in a No Parking Area - $10; Parking on grass - $10; No Permit displayed-$10; Reckless/unsafe driving- $25; Double Parking-$10; and Parking in Reserved Area for Faculty and Staff - $10.

STUDENT IDENTIFICATION (ID) CARDS

Each student is required to have a Southeast Arkansas College Photo Identification Card with them while on campus. ID cards are issued for the academic year. There is no charge for the first ID card, but there is a $5.00 charge for replacement cards. Students are required to wear their ID cards while on campus. IDs are made in Student Affairs building.

BULLETIN BOARDS & NOTICES ON CAMPUS

Specific bulletin boards for posting signs and notices are available for use by students and campus organizations. Recognized student groups may post signs, fliers, etc.; by having the advisor sign and date the notice in the lower right hand corner. The Vice President for Student Affairs or the Vice President for College Affairs must approve all other signs and notices for posting. Unauthorized notices will be removed, and unauthorized solicitors will be asked to leave campus.

Students, faculty, and administrators are responsible for the removal of outdated signs and posters. All notices should be removed two weeks after they have been dated or 24 hours after the advertised event has taken place.

COMMON EXAMS

Certain courses will have a Common Final Exam. The weight of the Common Final Exam is determined by the department administering the exam and will be announced by the instructor on the first day of class will be included in the instructor's first day handouts.

PRINTING PROCESS AND PROCEDURE

Students are issued, 20 “free prints” per student semester credit hour. Once the “prints” are used up, the student can purchase more at the Cashier’s Office at a cost of 10 cents for black and white copies and 15 cents for color copies. (Not all labs and classrooms have color printers). For a student enrolled in 12 semester credit hours, for example, there will be 240 prints awarded.

WEBADVISOR

WebAdvisor is a portal to SEARK College's data system. Students, faculty, and staff can look up information and make transactions. Students can view grades, transcript history, register for courses, and make payments among many other functions. Capabilities for faculty members include viewing course rosters, inputting student grades, etc.
# SOUTHEAST ARKANSAS COLLEGE PROGRAMS

## ACADEMIC TRANSFER PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Degree/Certificate</th>
</tr>
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<tbody>
<tr>
<td>General Studies</td>
<td>AA</td>
</tr>
<tr>
<td>General Studies (Fast Track Academic Honors Programs)</td>
<td>AA</td>
</tr>
<tr>
<td>Business</td>
<td>AS</td>
</tr>
<tr>
<td>General Studies</td>
<td>CGS</td>
</tr>
<tr>
<td>State Minimum Core for Baccalaureate Degrees</td>
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</tr>
<tr>
<td>Pre-Professional Curricula (General &amp; Related Studies)</td>
<td></td>
</tr>
<tr>
<td>Nursing (JRMC); Radiologic Technology (UAMS-CHRP); Medical Technology (UAMS-CHRP)</td>
<td></td>
</tr>
</tbody>
</table>

## INTERDISCIPLINARY AND ENRICHMENT PROGRAM

Individualized Academic and Technical Studies: AGS

## PROGRAMS FOR ARKANSAS LAW ENFORCEMENT

Partnership with U of A Criminal Justice Institute (CJI):

- Crime Scene Investigation
- Law Enforcement Administration

## TECHNICAL CAREER PROGRAMS

### Air Conditioning & Refrigeration Technology
- TC

### Business Technology
- TC, AAS
  - Accounting Option;
  - Business Management Option; Office Administration Option

### Computer Information Systems Technology
- TC, AAS

### Computer Network Technology
- TC, AAS

### Criminal Justice Technology
- AAS

### Drafting & Computer Aid Design Technology
- Architectural Option or Mechanical Option
- TC, AAS

### Early Childhood Paraprofessional Technology
- Child Development Associate Option
- CP, AAS

### Electrical & Electronics Technology
- Electro-Mechanical or Industrial Electricity Option
- TC, AAS

### Emergency Administration & Management
- AAS

### Emergency Medical Sciences
- EMT-Basic
- Paramedic
- CP, TC, AAS

### General Technology
- Individualized Technical Option
- AAS

### Industrial & Mechanical Technology
- Industrial Maintenance Option
- TC, AAS

### Nursing
- Health Sciences; Nursing Assistant/Home Care Aide;
- Practical Nursing; Registered Nursing-LPN/Paramedic to RN
  - Transition Option; Registered Nursing-Generic Option
- CP, TC, AAS

### Paralegal Technology
- AAS

### PC Maintenance & Repair
- TC

### Phlebotomy Technology
- CP

### Radiologic Technology
- AAS

### Respiratory Care
- AAS

### Surgical Technology
- TC, AAS

### Welding Technology
- Metal Inert Gas Option or Tungsten Inert Gas Option
- CP, TC

*Degrees & Certificates:

- AA: Associate of Arts Degree (14 months – 2 years)
- AS: Associate of Science Degree (2 years)
- AAS: Associate of Applied Science Degree (2 years)
- AGS: Associate of General Studies Degree (2 years)
- CGS: Certificate of General Studies (1 year)
- TC: Technical Certificate (1 year)
- CP: Certificate of Proficiency (1 semester or less)
## Southeast Arkansas College

### Arkansas Course Transfer System (ACTS) Courses

Updated ACTS Listing to comply with ACT 747 of 2011 for Implementation of the Common Course Numbering System—February 2013

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>ACTS Equivalent Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>Introduction to Anthropology</td>
<td>ANTH1013</td>
</tr>
<tr>
<td>ART</td>
<td>Art History &amp; Appreciation</td>
<td>ARTA1003</td>
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<tr>
<td>BIOL</td>
<td>Principles of Biology</td>
<td>BIOL1014</td>
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<tr>
<td>BIOL</td>
<td>General Botany</td>
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<td>BIOL</td>
<td>General Zoology</td>
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<tr>
<td>BIOL</td>
<td>Human Anatomy &amp; Physiology I</td>
<td>BIOL2404</td>
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<tr>
<td>BIOL</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>BIOL2414</td>
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<tr>
<td>BIOL</td>
<td>Microbiology</td>
<td>BIOL2004</td>
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<tr>
<td>CHEM</td>
<td>General Chemistry I</td>
<td>CHEM1414</td>
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<tr>
<td>CHEM</td>
<td>General Chemistry II</td>
<td>CHEM1424</td>
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<tr>
<td>COMP</td>
<td>Introduction to Computers</td>
<td>CPSI1003</td>
</tr>
<tr>
<td>CRIM</td>
<td>Introduction to Criminal Justice</td>
<td>CRJU1023</td>
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<tr>
<td>ECON</td>
<td>Principles of Economics I (Macroeconomics)</td>
<td>ECON2103</td>
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<tr>
<td>ECON</td>
<td>Principles of Economics II (Microeconomics)</td>
<td>ECON2203</td>
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<td>ENGL</td>
<td>English Composition I</td>
<td>ENGL1013</td>
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<tr>
<td>ENGL</td>
<td>English Composition II</td>
<td>ENGL1023</td>
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<tr>
<td>ENGL</td>
<td>English Literature I</td>
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<td>English Literature II</td>
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<td>World Literature I</td>
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<td>World Literature II</td>
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<tr>
<td>ENGL</td>
<td>American Literature I</td>
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<tr>
<td>ENGL</td>
<td>American Literature II</td>
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<td>GEOG</td>
<td>General Geography</td>
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<tr>
<td>HIST</td>
<td>Western Civilization I</td>
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<tr>
<td>HIST</td>
<td>Western Civilization II</td>
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<tr>
<td>HIST</td>
<td>United States History to 1877</td>
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<tr>
<td>HIST</td>
<td>2323</td>
<td>United States History Since 1877</td>
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<tr>
<td>HPER</td>
<td>1313</td>
<td>Personal Health &amp; Safety</td>
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<tr>
<td>LANG</td>
<td>2414</td>
<td>Elementary Spanish I</td>
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<tr>
<td>LANG</td>
<td>2424</td>
<td>Elementary Spanish II</td>
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<tr>
<td>LANG</td>
<td>2434</td>
<td>Intermediate Spanish I</td>
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<tr>
<td>LANG</td>
<td>2444</td>
<td>Intermediate Spanish II</td>
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<td>1333</td>
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<td>MATH</td>
<td>1343</td>
<td>College Trigonometry</td>
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<td>MATH</td>
<td>1355</td>
<td>Pre-Calculus: Functions and Graphs</td>
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<td>2373</td>
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<td>MUSI</td>
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<td>Music History &amp; Appreciation</td>
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<td>PHIL</td>
<td>2333</td>
<td>Introduction to Philosophy</td>
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<td>PHYS</td>
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<td>PHYS</td>
<td>2424</td>
<td>General Physics II</td>
</tr>
<tr>
<td>POLI</td>
<td>2313</td>
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<td>POLI</td>
<td>2323</td>
<td>State and Local Governments</td>
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<td>PSYC</td>
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<td>General Psychology</td>
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<td>PSYC</td>
<td>2323</td>
<td>Developmental Psychology</td>
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<td>SOCI</td>
<td>2313</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SPEE</td>
<td>2393</td>
<td>Oral Communication for Public Address</td>
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<td>ACCO 2313**</td>
<td>Principles of Accounting I</td>
<td>ACCT2003</td>
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<td>ACCO 2323**</td>
<td>Principles of Accounting II</td>
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<td>Keyboarding</td>
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<td>BUSI 1033**</td>
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<td>BUSI 1233**</td>
<td>Business Communications</td>
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<td>BUSI 1243**</td>
<td>Legal Environment of Business</td>
<td>BLAW2003</td>
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<tr>
<td>BUSI 2353**</td>
<td>Principles of Marketing</td>
<td>MKTG2003</td>
</tr>
</tbody>
</table>

*Note: Human Anatomy and Physiology I and Human Anatomy and Physiology II must be taken at the same institution to be transferable.

**Note: Accounting and business courses are not general education core courses.

Go to the Arkansas Department of Higher Education website to view ACTS Information:

http://acts.adhe.edu/studenttransfer.aspx
ASSOCIATE OF ARTS DEGREE

PROGRAM DESCRIPTION: The Associate of Arts Degree is awarded to individuals who successfully complete a program of collegiate level work, which is transferable toward a baccalaureate degree. The state minimum general education core of 35 semester credit hours including courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences are a part of this degree program. AA Degree graduates are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “No Comparable Course.” Additionally, courses with a “D” frequently do not transfer, and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting “Students” and then the “Arkansas Course Transfer System.” Check the ACTS website at: http://adhe.edu.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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<thead>
<tr>
<th>1st Year – 1st Semester</th>
<th>LEC</th>
<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
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<td>ENGL 1313 English Composition I</td>
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<td>(or MATH 1343 College Trigonometry)</td>
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<tr>
<td>EDUC 1313 Strategies for College Success</td>
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<tr>
<th>1st Year – 2nd Semester</th>
<th>LEC</th>
<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
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<tbody>
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<tr>
<td>Social Science Requirement</td>
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<tr>
<td>Fine Arts/Humanities Requirement</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Directed Elective</td>
<td>3</td>
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<table>
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<th>LEC</th>
<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2363 World Literature I (or ENGL 2313 English Literature I or ENGL 2323 English Literature II or ENGL 2373 World Literature II)</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1333 Western Civilization I (or HIST 1343 Western Civilization II)</td>
<td>3</td>
<td>0</td>
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<td>3</td>
</tr>
<tr>
<td>Lab Science Requirement</td>
<td>3</td>
<td>2</td>
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</tr>
<tr>
<td>Directed Electives (2)</td>
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<table>
<thead>
<tr>
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<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPER 1313 Personal Health and Safety (or Advisor Approved Elective—ACCO 2313 Accounting I or ACCO 2323 Accounting II or BUSI 1033 Introduction to Business)</td>
<td>3</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Lab Science Requirement</td>
<td>3</td>
<td>2</td>
<td>0</td>
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</tr>
<tr>
<td>Directed Electives (2)</td>
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<td>13</td>
<td>2</td>
<td>0</td>
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</tr>
</tbody>
</table>

COMPLETION AWARD: Associate of Arts Degree 60

NOTES:
1. Elective courses listed within the AA Degree curriculum and not chosen to meet specific degree requirements may be used for general education or directed (advisor approved) electives as appropriate.
2. Electives must be approved by the student’s academic advisor.
SOUTHEAST ARKANSAS COLLEGE
60-HOUR GENERAL EDUCATION CORE
(Includes SEARK College’s 35-Hour Approved State Core Curriculum, Directed Electives, and Institutional Requirements)

ENGLISH/COMMUNICATIONS -- Nine (9) hours required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1313</td>
<td>English Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1323</td>
<td>English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPEE 2393</td>
<td>Oral Communication for Public Address</td>
<td>3</td>
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</tbody>
</table>

MATHEMATICS -- Three (3) hours required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1333</td>
<td>College Algebra (or Higher Level Mathematics for which College Algebra is a prerequisite)</td>
<td>3</td>
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</table>

SCIENCE -- Eight (8) hours required from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>BIOL 1464</td>
<td>Principles of Biology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1474</td>
<td>General Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 1484</td>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2454</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2464</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2474</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1434</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1444</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 1404</td>
<td>Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2414</td>
<td>General Physics I</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2424</td>
<td>General Physics II</td>
<td>4</td>
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</tbody>
</table>

FINE ARTS/HUMANITIES -- Six (6) hours required from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2343</td>
<td>Art History and Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUSI 2333</td>
<td>Music History and Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>*ENGL 2313</td>
<td>English Literature I</td>
<td>3</td>
</tr>
<tr>
<td>*ENGL 2323</td>
<td>English Literature II</td>
<td>3</td>
</tr>
<tr>
<td>*ENGL 2363</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>*ENGL 2373</td>
<td>World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>HUMA 2313</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2313</td>
<td>History of Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2323</td>
<td>Ethics</td>
<td>3</td>
</tr>
<tr>
<td>LANG 2414</td>
<td>Elementary Spanish I</td>
<td>4</td>
</tr>
<tr>
<td>LANG 2424</td>
<td>Elementary Spanish II</td>
<td>4</td>
</tr>
</tbody>
</table>

*Course selections must include at least one of these courses.

SOCIAL SCIENCES -- Nine (9) hours required from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2333</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2313</td>
<td>Principles of Economics I</td>
<td>3</td>
</tr>
<tr>
<td>ECON 2323</td>
<td>Principles of Economics II</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2313</td>
<td>General Geography</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1333</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1343</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>*HIST 2313</td>
<td>U. S. History to 1877</td>
<td>3</td>
</tr>
<tr>
<td>*HIST 2323</td>
<td>U. S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2333</td>
<td>Arkansas History</td>
<td>3</td>
</tr>
<tr>
<td>*POLI 2313</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POLI 2323</td>
<td>State and Local Governments</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2303</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>PSYC 2323</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2333</td>
<td>Child Growth and Development</td>
<td>3</td>
</tr>
<tr>
<td>SOCI 2313</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Course selections must include at least one of these courses.

DIRECTED ELECTIVES
An additional 16 Hours of Directed Electives from the courses listed above are required to complete the 60-Hour Transfer Core at Southeast Arkansas College. These courses may be chosen from Science, Fine Arts/Humanities, and Social Sciences.
INSTITUTIONAL REQUIREMENTS -- Nine (9) hours required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMP</td>
<td>1123 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EDUC</td>
<td>1313 Strategies for College Success</td>
<td>3</td>
</tr>
<tr>
<td><strong>Advisor Approved Electives</strong> — Choose one:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HPER</td>
<td>1313 Personal Health and Safety</td>
<td>3</td>
</tr>
<tr>
<td>ACCO</td>
<td>2313 Accounting I</td>
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<tr>
<td>ACCO</td>
<td>2323 Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUSI</td>
<td>1033 Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

SOUTHEAST ARKANSAS COLLEGE ASSOCIATE OF ARTS DEGREE

SEARK College State Core Curriculum (Required English/Communications, Mathematics, Science, Fine Arts/Humanities, and Social Sciences courses).

Directed Electives from General Education Core (Choice of additional Science, Fine Arts/Humanities, and Social Sciences courses)

SEARK College Institutional Requirements and Advisor Approved Electives

COMPLETION AWARD: Associate of Arts Degree

or

60 Hr. General Education Core for Transfer

State Minimum Core Curriculum Revised February 4, 2005
Institutional Requirements Effective for Students Entering 2010 Fall Semester
# ASSOCIATE OF ARTS DEGREE COURSES
## ACTS Transfer Courses
Website: www.acts.adhe.edu or www.seark.edu

<table>
<thead>
<tr>
<th><strong>Business</strong></th>
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</thead>
<tbody>
<tr>
<td>COMP 1333</td>
<td>3</td>
<td>Introduction to Computers</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th><strong>Mathematics</strong></th>
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<tbody>
<tr>
<td>MATH 1333</td>
<td>3</td>
<td>College Algebra</td>
<td></td>
</tr>
<tr>
<td>MATH 1343</td>
<td>3</td>
<td>College Trigonometry</td>
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<tr>
<td>MATH 1355</td>
<td>5</td>
<td>Pre-Calculus: Functions and Graphs</td>
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<tr>
<td>MATH 2373</td>
<td>3</td>
<td>Introduction to Statistics</td>
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<tr>
<td>MATH 2335</td>
<td>5</td>
<td>Calculus I</td>
<td></td>
</tr>
<tr>
<td>MATH 2345</td>
<td>5</td>
<td>Calculus II</td>
<td></td>
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| **Criminal Justice**  |        |                          |  |
| CRIM 1313             |        | Introduction to Criminal Justice|  |

| **Fine Arts and Humanities** |        |                          |  |
| ART 2343                | 3      | Art History and Appreciation|  |
| ENGL 1313               | 3      | English Composition I    |  |
| ENGL 1323               | 3      | English Composition II   |  |
| ENGL 2383               | 3      | Technical Writing        |  |
| ENGL 2313               | 3      | English Literature I or  |  |
| ENGL 2413               | 3      | American Literature I or |  |
| ENGL 2363               | 3      | World Literature I or    |  |
| HUMA 2313               | 3**    | Humanities               |  |
| LANG 2414               | 4      | Elementary Spanish I or  |  |
| LANG 2434               | 4      | Intermediate Spanish I or|  |
| MUSI 2333               | 3      | Music History and Appreciation|  |
| PHIL 2313               | 3      | History of Philosophy    |  |
| PHIL 2323               | 3      | Ethics                   |  |
| PHIL 2333               | 3      | Introduction to Philosophy|  |
| SPEE 2393               | 3      | Oral Communication for Public Address|  |

| **Health and Physical Education** |        |                          |  |
| HPER 1313                | 3      | Personal Health and Safety|  |

| **Natural Science**     |        |                          |  |
| BIOL 1464               | 4      | Principles of Biology    |  |
| BIOL 1474               | 4      | General Zoology          |  |
| BIOL 1484               | 4      | General Botany           |  |
| BIOL 2454               | 4      | Human Anatomy and Physiology I|  |
| BIOL 2464               | 4      | Human Anatomy and Physiology II|  |
| BIOL 2474               | 4      | Microbiology             |  |
| CHEM 1434               | 4      | General Chemistry I      |  |
| CHEM 1444               | 4      | General Chemistry II     |  |
| PHYS 1404               | 4      | Physical Science         |  |
| PHYS 2414               | 4      | General Physics I        |  |
| PHYS 2424               | 4      | General Physics II       |  |

<p>| <strong>Social Science</strong>      |        |                          |  |
| ANTH 2333               | 3      | Introduction to Anthropology|  |
| ECON 2313               | 3      | Principles of Economics I|  |
| ECON 2323               | 3      | Principles of Economics II|  |
| GEOG 2313               | 3      | General Geography        |  |
| HIST 1333               | 3      | Western Civilization I or|  |
| HIST 1343               | 3      | Western Civilization II  |  |</p>
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>HIST 2313</td>
<td>U.S. History to 1877 or HIST 2323 U.S. History Since 1877</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2333</td>
<td>Arkansas History</td>
<td>3**</td>
</tr>
<tr>
<td>POLI 2313</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>POLI 2323</td>
<td>State and Local Governments</td>
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<td>PSYC 2303</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2323</td>
<td>Developmental Psychology</td>
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<tr>
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<td>Introduction to Sociology</td>
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</table>

** Institutional Requirement **

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 1313</td>
<td>Strategies for College Success</td>
<td>3**</td>
</tr>
</tbody>
</table>

** Not ACTS Approved Courses **
CERTIFICATE OF GENERAL STUDIES

PROGRAM DESCRIPTION: The Certificate of General Studies is designed to recognize 38 credit hours of general education core courses successfully completed by students. This certificate will serve as an intermediate step toward attaining an Associate of Arts degree or transferring to a baccalaureate institution. The program will document the student’s mastery of skills and competencies needed to be successful in the workforce and function in today’s world.

<table>
<thead>
<tr>
<th>Hours</th>
<th>ENGLISH/COMMUNICATION</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>9</td>
<td>ENGL 1313 English Composition I 3</td>
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<tr>
<td></td>
<td>ENGL 1323 English Composition II 3</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SPEE 2393 Oral Communication for Public Address 3</td>
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<table>
<thead>
<tr>
<th>Hours</th>
<th>SCIENCE, MATH, AND TECHNOLOGY</th>
</tr>
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<tbody>
<tr>
<td>14</td>
<td>BIOL 1464 Principles of Biology 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 1474 General Zoology 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 1484 General Botany 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 2454 Human Anatomy and Physiology I 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 2464 Human Anatomy and Physiology II 4</td>
</tr>
<tr>
<td></td>
<td>BIOL 2474 Microbiology 4</td>
</tr>
<tr>
<td></td>
<td>CHEM 1434 General Chemistry I 4</td>
</tr>
<tr>
<td></td>
<td>CHEM 1444 General Chemistry II 4</td>
</tr>
<tr>
<td></td>
<td>PHYS 1404 Physical Science 4</td>
</tr>
<tr>
<td></td>
<td>PHYS 2414 General Physics I 4</td>
</tr>
<tr>
<td></td>
<td>PHYS 2424 General Physics II 4</td>
</tr>
<tr>
<td></td>
<td>MATH 1333 College Algebra (or Higher Level Mathematics) 3</td>
</tr>
<tr>
<td></td>
<td>COMP 1123 Introduction to Computers (Institutional Requirement) 3</td>
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<table>
<thead>
<tr>
<th>Hours</th>
<th>SOCIAL SCIENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>HIST 2313 U.S. History to 1877 3</td>
</tr>
<tr>
<td></td>
<td>HIST 2323 U.S. History Since 1877 3</td>
</tr>
<tr>
<td></td>
<td>POLI 2313 American Government 3</td>
</tr>
<tr>
<td></td>
<td>(Remaining Courses in Group May Be Selected as Social Science Elective)</td>
</tr>
<tr>
<td></td>
<td>Choose One (1) Course Below from SEARK College Core Curriculum</td>
</tr>
<tr>
<td></td>
<td>PSYC 2303 General Psychology 3</td>
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<tr>
<td></td>
<td>SOCI 2313 Introduction to Sociology 3</td>
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<table>
<thead>
<tr>
<th>Hours</th>
<th>FINE ARTS/HUMANITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>ART 2343 Art History and Appreciation 3</td>
</tr>
<tr>
<td></td>
<td>MUSI 2333 Music History and Appreciation 3</td>
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</tr>
<tr>
<td></td>
<td>ENGL 2323 English Literature II 3</td>
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<td></td>
<td>ENGL 2363 World Literature I 3</td>
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<td></td>
<td>ENGL 2373 World Literature II 3</td>
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<td>Course</td>
<td>Code</td>
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<tr>
<td>--------</td>
<td>-------</td>
</tr>
<tr>
<td>HUMA</td>
<td>2313</td>
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<tr>
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<td>LANG</td>
<td>2424</td>
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<tr>
<td>EDUC</td>
<td>1313</td>
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**INSTITUTIONAL REQUIREMENT**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Certificate of General Studies</strong></td>
<td>38</td>
</tr>
</tbody>
</table>

**NOTE:** If LANG 2414 or LANG 2424 is selected—the hours will increase to eight (8) for Fine Arts/Humanities.
ASSOCIATE OF GENERAL STUDIES

PROGRAM DESCRIPTION: This flexible program enables a student to design an individualized program of collegiate level work of academic transfer and/or technical career courses. Individual courses within the Associate of General Studies (A.G.S.) degree may fulfill requirements for transfer toward a baccalaureate degree, direct employment, or educational enrichment. The student must obtain written approval from the Division Chair of General Studies and assigned faculty advisor for their intended course of study. Students seeking the A.G.S. degree for transfer to a four-year institution must consult with the receiving institution concerning the transferability of individual courses.

ADMISSION REQUIREMENT: High School (or GED Equivalency) Diploma

<table>
<thead>
<tr>
<th>General Education Core</th>
<th>LEC</th>
<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1313 English Composition I</td>
<td>3</td>
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<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1323 English Composition II</td>
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Total Required General Education Core 15 0 0 15

Institutional Requirement

EDUC 1313 Strategies for College Success 3 0 0 3

General and Technical Studies Electives 42
(Approved by the Chair of General Studies)

COMPLETION AWARD: Associate of General Studies Degree 60

Revised 12-2011
ASSOCIATE OF SCIENCE DEGREE IN BUSINESS

PROGRAM DESCRIPTION: The Associate of Science Degree in Business is designed for students preparing to transfer to a 4-year institution to obtain a baccalaureate degree in the field of business. This degree is accepted at most 4-year public universities in Arkansas upon completion of the entire degree. Students pursuing this degree should contact the university where they plan to transfer to obtain the baccalaureate degree(s) aligned with the Associate of Science (AS) in Business.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

General Education Requirements (38 Credit Hours)

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<tr>
<th>English/Communications (9 Credit Hours)</th>
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COMPLETION AWARD: Associate of Science Degree in Business 62

Revised 2-2012
TECHNICAL CAREER PROGRAMS
AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

PROGRAM DESCRIPTION: To prepare Air Conditioning and Refrigeration Mechanics and Apprentices for entry-level employment in a wide range of construction, maintenance and service positions in business and industry. Graduates are eligible to take the test offered by the Air Conditioning and Refrigeration Institute to be certified as an Entry-Level HVAC(R) Technician. Safety is stressed in all aspects of this program.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Technical Certificate 45-48

Approved Technical Specialty Electives

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Students enrolling in Air Conditioning & Refrigeration Technology may wish to pursue an A.A.S. Degree in General Technology.

*Prerequisite required

NOTE: Acceptable ACT or COMPASS scores may waive the reading, English and math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other classes that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)
ACCOUNTING OPTION

PROGRAM DESCRIPTION: Program emphasis is on basic accounting principles and related computer skills, which prepare the student for general accounting careers. Multiple exercises are used to give the students practical experience in the field of accounting.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

<table>
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<tr>
<th>1st Year – 1st Semester</th>
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<tr>
<td>COMP 1123 Introduction to Computers</td>
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<td>EDUC 1313 Strategies for College Success</td>
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COMPLETION AWARD: Technical Certificate 33

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COMPLETION AWARD: Associate of Applied Science Degree 60

Approved Technical Specialty Electives

| BUSI 2303 Entrepreneurship | 3   | 0   | 0   | 3   |
| BUSI 2333 Personnel Management | 3   | 0   | 0   | 3   |
| LANG 2414 Elementary Spanish I | 4   | 0   | 0   | 4   |
| BUSI 2373 Principles of Real Estate I | 3   | 0   | 0   | 3   |
| BUSI 2473 Principles of Real Estate II | 3   | 0   | 0   | 3   |
BUSINESS TECHNOLOGY

BUSINESS MANAGEMENT OPTION

PROGRAM DESCRIPTION: This program is designed to prepare the student for a career in Business Management. A variety of courses are offered that prepare students to work in different levels of business including management, supervision, and small business management.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

<table>
<thead>
<tr>
<th>1st Year – 1st Semester</th>
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COMPLETION AWARD: Technical Certificate 36

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COMPLETION AWARD: Associate of Applied Science Degree 60
# BUSINESS TECHNOLOGY

## OFFICE ADMINISTRATION OPTION

**PROGRAM DESCRIPTION:** Program emphasis is on varied microcomputer skills and related office skills needed for word processing, data entry, and other related positions.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma.

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**COMPLETION AWARD:** Technical Certificate 36

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**COMPLETION AWARD:** Associate of Applied Science Degree 60

**Approved Technical Specialty Electives**

| ACCO 2313 | Principles of Accounting I |
| ACCO 2323 | Principles of Accounting II |
| BUSI 1033 | Introduction to Business |
| BUSI 1243 | Legal Environment of Business |
| BUSI 1283 | Business Management |
| ECON 2313 | Principles of Economics I |
| LANG 2414 | Elementary Spanish I |
PROGRAM DESCRIPTION: The CIS program is designed to provide hands-on training in the areas of operating systems, applications, programming languages, and web design. The student will learn programming languages, scripting languages, markup languages, and related technologies. Common occupations in this field include computer support and operations, software development, data entry technician, systems analysts, web development, and webmaster.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Technical Certificate 30

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COMPLETION AWARD: Associate of Applied Science Degree 60

* ENGL 2383 Technical Writing may not be transferable.
COMPUTER NETWORK TECHNOLOGY

PROGRAM DESCRIPTION: This program is designed to prepare individuals to administer computer networks in a variety of work environments. Coursework will prepare the individual for network certification exams. Graduates will be prepared to provide high-end, solution-based, technical support.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

NOTE: Students requiring developmental courses based upon their ACT, or Compass scores are highly encouraged to complete those courses prior to enrolling in first semester courses.

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COMPLETION AWARD: Technical Certificate

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COMPLETION AWARD: Associate of Applied Science Degree

*ENGL 2383 Technical Writing may not be transferable.

**Students may choose any course with a designator of CNET, INFO, or INET that is not listed as a required course for this degree. The student must have the approval of the program advisor before enrolling in any course to be used as a Technical Specialty Elective for the CNET degree.
CRIMINAL JUSTICE TECHNOLOGY

PROGRAM DESCRIPTION: This program is designed to give the student a variety of skills related to the field of Criminal Justice. Students can concentrate on courses relating to Law Enforcement, Corrections, or any combination of electives to fit that student’s career needs. This program does not replace the Law Enforcement or Corrections academies but is designed to enhance the skills of individuals in criminal justice fields or provide academic instruction to those interested in criminal justice.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Associate of Applied Science Degree 60
**Criminal Justice Technology -- Continued**

**Approved Technical Specialty Electives**

<table>
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<th>Law Enforcement Related Electives</th>
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<td>INFO 2143 Basic Computer Forensics</td>
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**Corrections Related Electives**

| CRIM 2323 Probation and Parole                    | 3   | 0   | 0   | 3   |

**Miscellaneous Electives**

| LANG 2414 Elementary Spanish I                    | 4   | 0   | 0   | 4   |
| CRIM 2453 Issues in Criminal Justice             | 3   | 0   | 0   | 3   |
| CRIM 2463 Private Security and Investigation      | 3   | 0   | 0   | 3   |
| EMAN 2113 Introduction to Terrorism               | 3   | 0   | 0   | 3   |
| EMER 1007 EMT Basic                               | 4   | 4   | 4   | 7   |
| LEGA 1113 Legal Systems and Terminology           | 3   | 0   | 0   | 3   |
| LEGA 1213 Legal Research                          | 2   | 2   | 0   | 3   |
CRIMINAL JUSTICE
CRIMINAL JUSTICE INSTITUTE
PRE-PROFESSIONAL CURRICULUM
CERTIFICATES AND DEGREE PROGRAMS FOR ARKANSAS’ LAW ENFORCEMENT

In Cooperation with the Criminal Justice Institute of the University of Arkansas System

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Crime Scene Investigation Associate of Applied Science in partnership with the Criminal Justice Institute of the University of Arkansas System

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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Total General Education Hours: 27

Arkansas’ Law Enforcement interested in applying for the Criminal Justice Institute courses must consult the Criminal Justice Institute or contact the Technical Studies Criminal Justice Program Coordinator for the professional curriculum:

Allison Hoffman, Project/Program Specialist
Criminal Justice Institute
University of Arkansas System
7723 Colonel Glenn Road
Little Rock, AR 72204
Phone: (501) 570-8045 or (800) 635-6310
FAX: (501) 686-6513
amhoffman@cji.edu

This is a suggested sequence for course offerings. Contact the Criminal Justice Program Coordinator, (870) 543-5918, for advisement and course scheduling.
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CRIMINAL JUSTICE INSTITUTE
PRE-PROFESSIONAL CURRICULUM
CERTIFICATES AND DEGREE PROGRAMS FOR ARKANSAS’ LAW ENFORCEMENT

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Law Enforcement Administration Associate of Applied Science in partnership with the Criminal Justice Institute of the University of Arkansas System

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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Total General Education Hours 30

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Crime Scene Investigation Technical Certificate in partnership with the Criminal Justice Institute of the University of Arkansas System

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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Total General Education Hours 9

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Law Enforcement Administration Technical Certificate in partnership with the Criminal Justice Institute of the University of Arkansas System

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Total General Education Hours 15

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Crime Scene Investigation Certificate of Proficiency in partnership with the Criminal Justice Institute of the University of Arkansas System

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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Total General Education Hours 3

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DRAFTING AND COMPUTER AIDED DESIGN TECHNOLOGY

MECHANICAL OPTION

PROGRAM DESCRIPTION: Prepares Drafting and Computer Aided Design Technicians for entry-level employment in architectural, engineering or manufacturing environments. This program uses the latest versions of Computer Aided Drafting software, 3D Studio, and other software to provide students with cutting edge skills. This program is designed to operate in an "open lab" environment that provides flexibility and one-on-one instruction in the use of software and drafting skills.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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<th>1st Year – 1st Semester</th>
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COMPLETION AWARD: Technical Certificate

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COMPLETION AWARD: Associate of Applied Science Degree
DRAFTING AND COMPUTER AIDED DESIGN TECHNOLOGY

ARCHITECTURAL OPTION

PROGRAM DESCRIPTION: Prepares Drafting and Computer Aided Design Technicians for entry-level employment in architectural, engineering or manufacturing environments. This program uses the latest versions of Computer Aided Drafting software, 3D Studio, and other software to provide students with cutting edge skills. This program is designed to operate in an “open lab” environment that provides flexibility and one-on-one instruction in the use of software and drafting skills.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

1st Year – 1st Semester

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COMPLETION AWARD: Technical Certificate 33

2nd Year – 1st Semester

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2nd Year – 2nd Semester

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COMPLETION AWARD: Associate of Applied Science Degree 61
EARLY CHILDHOOD PARAPROFESSIONAL TECHNOLOGY

PROGRAM DESCRIPTION: The Early Childhood Paraprofessional Technology (ECDT) program is designed to provide childcare providers and instructional assistants with the knowledge and skills to meet the physical, mental, social, emotional, and developmental needs of young children, birth to age five. Upon completion of the program, graduates will be eligible for employment as day care center operators, childcare teachers, and kindergarten or elementary classroom paraprofessionals. The AAS Degree in ECDT meets requirements for employment as an instructor in state and/or federally funded childcare programs and public schools.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

1st Year – 1st Semester

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2nd Year – 2nd Semester

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COMPLETION AWARD: Associate of Applied Science Degree 60

* Current Child Development Associate (CDA) credential satisfies the requirements of these courses.
Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry review through the Arkansas Department of Human Services and have a negative reading on a TB test before participating in field experiences and practicum. Students are responsible for the fees associated with these examinations.

In order to graduate, a grade of “C” or better is required for all Early Childhood Paraprofessional courses with an overall 2.00 or higher GPA.

**EARLY CHILDHOOD PARAPROFESSIONAL TECHNOLOGY**

**PROGRAM DESCRIPTION:** This one semester program in Early Childhood Paraprofessional Technology fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma

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**COMPLETION AWARD:** Certificate of Proficiency

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry review through the Arkansas Department of Human Services and have a negative reading on a TB test before participating in field experiences and practicum. Students are responsible for the fees associated with these examinations.

In order to graduate, a grade of “C” or better is required for all Early Childhood Paraprofessional courses with an overall 2.00 or higher GPA.
ELECTRICAL & ELECTRONICS TECHNOLOGY

ELECTRO-MECHANICAL MAINTENANCE OPTION

PROGRAM DESCRIPTION: To prepare Electro-Mechanical Maintenance Technicians and Industrial Electronics Technicians for entry-level employment in the area of industrial equipment and systems maintenance and repair. Safety is stressed in all aspects of this program option.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Technical Certificate 33

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COMPLETION AWARD: Associate of Applied Science Degree 60

*AIRC 1126 Electricity for Air Conditioning/Refrigeration may be substituted for a combination of ELEC 1113 AC/DC Fundamentals and ELEC 1133 Test Equipment.
ELECTRICAL & ELECTRONICS TECHNOLOGY

INDUSTRIAL ELECTRICITY OPTION

PROGRAM DESCRIPTION: Industrial Electricity prepares the individual for entry-level employment in Residential, Industrial and Commercial environments. Employment opportunities may include both construction and/or maintenance.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Technical Certificate 36

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COMPLETION AWARD: Associate of Applied Science Degree 60

*AIRC 1126 Electricity for Air Conditioning/Refrigeration may be substituted for a combination of ELEC 1113 AC/DC Fundamentals and ELEC 1133 Test Equipment.
EMERGENCY ADMINISTRATION AND MANAGEMENT

PROGRAM DESCRIPTION: Emergency Administration and Management (EMAN) is a field of study that strives to prepare the student to mitigate the potential risk of natural and man-made hazards, while at the same time preparing the community to effectively respond to those situations that do occur. The Associate of Applied Science in Emergency Administration and Management is designed to prepare an individual to work in both the public and private sectors in the fields of (but not limited to) emergency and disaster preparedness in government, private industry, emergency medicine, law enforcement, fire service, education, and public and private disaster relief organizations. Graduates of the program will have a working knowledge of the federally mandated National Incident Management System (NIMS) and the nationally recognized Incident Command System (ICS), and they will be involved with disaster prevention, planning, preparedness, response, mitigation, and recovery disciplines. Through cooperation with Arkansas Tech University, SEARK College graduates will be able to continue their post-secondary education by articulating into the Emergency Administration and Management (EAM) baccalaureate program at that institution.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Associate of Applied Science Degree 61
GENERAL TECHNOLOGY

INDIVIDUALIZED TECHNICAL OPTION

PROGRAM DESCRIPTION: This program enables a student to design an individualized program of study to fulfill a unique career goal that cannot be met through the completion of any single technology program offered by the College. This is accomplished by soliciting courses from two or more different technical disciplines and developing a coherent technical program having both a major technical focus and support courses directly related to the career objective.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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COMPLETION AWARD: Associate of Applied Science Degree 60
INDUSTRIAL & MECHANICAL TECHNOLOGY

INDUSTRIAL MAINTENANCE OPTION

PROGRAM DESCRIPTION: This program is designed to prepare students to become industrial maintenance technicians. This curriculum follows a statewide approval model that gives the student skills in a variety of technical areas needed within the field of industrial maintenance. The student may choose to complete the Associate of Applied Science degree, a one-year Technical Certificate, or a Certificate of Proficiency in either Electrical Industrial Technology or Mechanical Industrial Technology.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Technical Certificate 33

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COMPLETION AWARD: Associate of Applied Science Degree 61
PARALEGAL TECHNOLOGY

PROGRAM DESCRIPTION: The Paralegal Technology Program is designed for the student who aspires to become qualified to assist an attorney in the delivery of legal services. The program will familiarize the student with substantive and procedural law, ethics, professional restrictions, and the legal system for entry-level employment as a paralegal. Students completing this program may choose to work in any law-related field, i.e., legal firm, business, industry, or government. Graduates are eligible to take the National Association of Legal Assistants Examination to become a Certified Legal Assistant.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Associate of Applied Science Degree 60
### Approved Technical Specialty Electives

#### Criminal Justice Option

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#### Medical Option

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PC MAINTENANCE AND REPAIR TECHNOLOGY

PROGRAM DESCRIPTION: This Technical Certificate is designed to prepare individuals to troubleshoot, build, and repair personal computers, workstations, printers, and other peripherals. The student will also learn to install, debug, diagnose, and repair software problems associated with PCs. Safety is emphasized during all aspects of the training including the electrical systems associated with computers.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Technical Certificate 33
WELDING TECHNOLOGY

PROGRAM DESCRIPTION: This program prepares welders for entry-level employment in a wide range of industrial and manufacturing firms. Courses in basic welding, Arc welding, MIG, TIG, and Pipe Welding or Welding Layout help to create a well-rounded welder. AWS welding certification opportunities make the graduate more marketable in business and industry. Safety is emphasized in all aspects of the welding program.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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<tr>
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COMPLETION AWARD: Technical Certificate 42-46 Approved Technical Specialty Electives

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NOTE: Acceptable ACT or COMPASS scores may waive the reading, English, and math course requirements for this technical certificate program. Students not making a sufficient score on either of these exams must take the required classes as well as any other classes that might be required. (Example: Fundamentals of Math, Fundamentals of Writing, etc.)
METAL INERT GAS (MIG) WELDING

PROGRAM DESCRIPTION: This certificate of proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Metal Inert Gas (MIG) Welding.

ADMISSION REQUIREMENTS: High School (or GED Equivalency).

<table>
<thead>
<tr>
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COMPLETION AWARD: Certificate of Proficiency

TUNGSTEN INERT GAS WELDING

PROGRAM DESCRIPTION: This certificate of proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Tungsten Inert Gas (TIG) Welding.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma.

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COMPLETION AWARD: Certificate of Proficiency
NURSING AND ALLIED HEALTH TECHNOLOGIES PROGRAMS
Nursing and Allied Health Technologies Division Policies

Program Acceptance
Acceptance into nursing and allied health (NAH) technology programs is competitive, and all students who apply for acceptance may not be admitted in the semester of application. NAH students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Placement is given to those candidates who, in the opinion of program faculty, best meet the published requirements for acceptance into the programs. Students who are accepted for a specific program will be notified by the NAH Division.

Functional Ability Requirements
Due to the nature of health care professions, there are functional ability requirements for acceptance and progression. Applicants with special needs due to disability must make this fact known and request accommodations prior to being accepted into the program. Individuals with certain physical limitations may not meet the functional ability requirements for safe clinical practice. Functional abilities are those physical and mental activities and attributes needed by a nurse or health care practitioner to practice safely in terms of essential functions, with or without accommodations. The National Council of State Boards of Nursing (NCSBN) has identified Uniform Core Licensure Requirements for nurses and professionals. [https://www.ncsbn.org/667.htm](https://www.ncsbn.org/667.htm). The Nursing & Allied Health division also has adopted basic functional standards as requirements for all Nursing & Allied Health students. Included in the functional ability category requirements are physical (fine and gross motor skills, physical endurance and strength, mobility, hearing, visual) and mental (emotional stability) activities and attributes. See the documents - "Functional Ability Requirements for Nursing and Allied Health Students” and “Common Activities Required of Nursing and Allied Health Professionals” [http://www.seark.edu/sites/default/files/documents/nah/NursingFunctionalAbility.pdf](http://www.seark.edu/sites/default/files/documents/nah/NursingFunctionalAbility.pdf).

For acceptance and progression in the curriculum, students must be able to perform all of the functional activities, either with or without accommodations. The College will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program. A physician’s statement will be required.

Student Conduct
Students enrolled in NAH programs are preparing to become professionals. Each student's personal conduct must reflect behavior appropriate to the profession. Unsatisfactory conduct in the classroom or clinical setting may result in probation and/or dismissal from the program according to Progressive Discipline Policies of the division. Students are expected to follow the policies of the NAH Division, clinical agencies, and the College as outlined in the College Catalog and Student Handbook.

Grades
NAH programs use a grading scale that differs from the College's grading system. If a grading scale used for individual NAH programs is different from below, it will be included in the course syllabus; otherwise, the following scale is adhered to:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>90 – 100</td>
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<tr>
<td>B</td>
<td>80 – 89</td>
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<tr>
<td>C</td>
<td>*75 – 79</td>
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<tr>
<td>Failing</td>
<td>74 – Below</td>
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</table>

* Less than a “C” constitutes failure in all NAH courses.

Evaluation: In addition to theory grades, students are evaluated in clinical. The tool used for clinical evaluation is included with the respective clinical course syllabi and is graded according to the above scale. Students taking a course for audit must also perform satisfactorily. Unsatisfactory clinical performance during an audited course may result in non-progression.
Health Insurance Portability and Accountability Act (HIPAA) Statement

Students enrolled in Nursing and Allied Health Technology programs will be privy to confidential information. In accordance with the HIPAA, the students are not to disclose Protected Health Information (PHI) that is obtained while in the clinical setting to anyone who does not have a legal need to know. Information that cannot be disclosed under HIPAA guidelines includes the patient’s PHI, name, social security number, address, and insurance information. PHI should only be used for the student’s learning. Any student who violates this standard will be subject to dismissal from the program and possible federal prosecution. Individual programs will cover the issue of confidentially in more detail.

Criminal Background Checks

Clinical agencies may require criminal background checks prior to allowing students to engage in clinical experiences. Persons in Nursing and Allied Health programs who have been convicted of certain crimes may not be allowed to participate in clinical or to sit for state/national licensure/certification examinations. All fees associated with background checks are at the student’s expense. Criminal background information may be shared with clinical agencies and/or national licensing agencies.

The Arkansas State Board of Nursing (ASBN) requires that all applicants for licensure submit to Arkansas State Police and FBI criminal background check prior to graduation. All students accepted into a nursing program will be required to have these backgrounds checks and will pay all associated fees.

No person shall be eligible to receive or hold a license issued by the board if that person has pleaded guilty or no contend ere to, or been found guilty of, any of the following offenses by any court in the State of Arkansas, or of any similar offense by a court in another state, or of any similar offense by a federal court:

(1) Capital murder, as prohibited in § 5-10-101;  
(2) Murder in the first degree and second degree, as prohibited in §§ 5-10-102 and 5-10-103;  
(3) Manslaughter, as prohibited in § 5-10-104;  
(4) Negligent homicide, as prohibited in § 5-10-105;  
(5) Kidnapping, as prohibited in § 5-11-102;  
(6) False imprisonment in the first degree, as prohibited in § 5-11-103;  
(7) Permanent detention or restraint, as prohibited in § 5-11-106;  
(8) Robbery, as prohibited in § 5-12-102;  
(9) Aggravated robbery, as prohibited in § 5-12-103;  
(10) Battery in the first degree, as prohibited in § 5-13-201;  
(11) Aggravated assault, as prohibited in § 5-13-204;  
(12) Introduction of controlled substance into the body of another person, as prohibited in § 5-13-202;  
(13) Terroristic threatening in the first degree, as prohibited in § 5-13-301;  
(14) Rape and carnal abuse in the first degree, second degree, and third degree, as prohibited in §§ 5-14-103 - 5-14-106;  
(15) Sexual abuse in the first degree and second degree, as prohibited in §§ 5-14-108 and 5-14-109;  
(16) Sexual solicitation of a child, as prohibited in § 5-14-110;  
(17) Violation of a minor in the first degree and second degree, as prohibited in §§ 5-14-120 and 5-14-121;  
(18) Incest, as prohibited in § 5-26-202;  
(19) Offenses against the family, as prohibited in §§ 5-26-303 - 5-26-306;  
(20) Endangering the welfare of incompetent person in the first degree, as prohibited in § 5-27-201;  
(21) Endangering the welfare of a minor in the first degree, as prohibited in § 5-27-203;  
(22) Permitting child abuse, as prohibited in § 5-27-221(a)(1) and (3);  
(23) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child, as prohibited in §§ 5-27-303 - 5-27-305, 5-27-402, and 5-27-403;  
(24) Felony adult abuse, as prohibited in § 5-28-103;  
(25) Theft of property, as prohibited in § 5-36-103;
(26) Theft by receiving, as prohibited in § 5-36-106;
(27) Arson, as prohibited in § 5-38-301;
(28) Burglary, as prohibited in § 5-39-201;
(29) Felony violation of the Uniform Controlled Substances Act §§ 5-64-101 – 5-64-608, as prohibited in § 5-64-401;
(30) Promotion of prostitution in the first degree, as prohibited in § 5-70-104;
(31) Stalking, as prohibited in § 5-71-229; and
(32) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy, as prohibited in §§ 5-3-201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.

Persons may request a waiver by the Board, but not until after completion of the nursing education program. Circumstances for which a waiver may be granted shall include, but not limited to:

(A) The age at which the crime was committed;
(B) The circumstances surrounding the crime;
(C) The length of time since the crime;
(D) Subsequent work history;
(E) Employment references;
(F) Character references; and
(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of children or other clients.
EMERGENCY MEDICAL TECHNOLOGY - BASIC

PROGRAM DESCRIPTION: Emergency Medical Technology (EMT)-Basic is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an EMT-B.

APPLICATION PROCEDURE AND DEADLINE: Class size is limited; and all applicants are not accepted for participation. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

Application Deadline: Classes are held each semester. The selection process for admission is open through general registration and is based on first-come, first enrolled basis until class capacity is reached.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College
2. Completion of competency testing in Reading (ACT or COMPASS) Minimum scores ACT Reading 16; COMPASS Reading 70, or successful completion of a course in Developmental Reading with a grade of "C" or better.
3. Completion of the Nursing and Allied Health Application for Admission form.
4. Copy of current CPR Certification card – (American Heart Association Health Care Provider Certification must be valid for entire period of enrollment.

The above information must be submitted to:
Southeast Arkansas College
Attention: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

ACCEPTANCE PROCEDURE: Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Emergency Medical Technology program, the student must submit the following in order to begin classes:

(a) Current CPR Certification (American Heart Association Health Care Provider)
(b) Functional Ability Acknowledgement Form
(c) P.P.D. Skin Test or Chest X-Ray
(d) Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form
(e) Criminal Background Check

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student's expense.

EMT – BASIC

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COMPLETION AWARD: Certificate of Proficiency

7
PROGRAM DESCRIPTION: The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination. Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health Related Professions (UAMS-CHRP)/EMS Division in Little Rock, Arkansas.

APPLICATION PROCEDURE AND DEADLINE:
Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

Application Deadline: 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. ACT composite score of 16 or COMPASS scores: Math - 21; Writing - 74-79; Reading - 83, or successful completion of a course in Developmental Reading with a grade of "C" or better or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:
Southeast Arkansas College
Attention: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

NOTES: Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.
Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

ACCEPTANCE PROCEDURE: Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

a. Current CPR Certification (American Heart Association Health Care Provider)
b. Functional Ability Acknowledgement Form
c. P.P.D. Skin Test or Chest X-Ray
d. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form
Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screening may be utilized at any time during the course of the program at the student’s expense.

EMERGENCY MEDICAL SCIENCES – PARAMEDIC

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1st Year – 1st Semester

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1st Year – 2nd Semester

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1st Year-Intersession

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COMPLETION AWARD: Technical Certificate

2nd Year – 1st Semester

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2nd Year – 2nd Semester

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COMPLETION AWARD: Associate of Applied Science Degree

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The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Upon recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP). CAAHEP,1361 Park Street ,Clearwater, FL 33756; Phone: (727) 210-2350

**UAMS-CHRP Contact**
Danny Bercher, PhD, NRP
Associate Professor & Department Chair
Department of Emergency Medical Sciences
College of Health Professions
University of Arkansas for Medical Sciences
4301 W. Markham, #635
Little Rock, AR. 72205-7199
Voice: 501.686.5773
Fax: 501.686.7049
dlbercher@uams.edu

**HEALTH SCIENCES**

**PROGRAM DESCRIPTION**: This technical certificate program is designed to equip students with a broad skill set and enable students to complete transferable collegiate level courses that are prerequisite for acceptance into nursing and other health science majors. The technical certificate in Health Sciences (TCHS) documents student mastery of core knowledge and skills that provide the foundation for success in nursing and health science curricula. Some of the required courses may not transfer to other institutions. Students should check with the transferring institution prior to enrolling.

**ADMISSION REQUIREMENTS**: High School (or GED Equivalency) diploma plus general and specific requirements listed below:

1. Completion of all general admissions procedures of the College.
2. ACT Composite Score of 16 or COMPASS Scores: Reading- 83; Writing-70; Math-21.
3. Approval of a Nursing & Allied Health faculty advisor.

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**COMPLETION AWARDED**: Technical Certificate 30

*Course may not be transferable. Student must verify transferability with transferring school.
BIOL 2454 Anatomy & Physiology I and BIOL 2464 Anatomy & Physiology II may be substituted.
REGISTERED NURSING PROGRAM
LPN/PARAMEDIC TO RN TRANSITION OPTION

ADMISSION REQUIREMENTS:
1. Completion of High School (or GED Equivalency) diploma.
2. Completion of SEARK College Admission Requirements.
3. Graduate of a State Board approved practical nursing or State Approved EMT-Paramedic program.
4. COMPASS scores of 21 in Math, 80 in writing, and 83 in reading or a grade of “C” or better in a developmental reading course; or ACT Composite Score of 18; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
5. Completion of all required developmental education courses. Possess a current unencumbered Arkansas LPN license or EMT-P certification.
6. Provide transcripts from all colleges and/or schools of nursing and allied health attended.
7. Place ACT or COMPASS scores on file with the College.
8. Transfer students must present a letter of good standing from previous nursing program director.
9. Possess a 2.5 Grade point average.
10. Complete the required general education courses from an accredited college or university with a grade of “C” or above. (Total quality points in the required general education courses are calculated to determine admission status).
11. Complete a Division of Nursing & Allied Health Application form and submit to the Division of Nursing & Allied Health prior to the application deadline date.
12. Completion of the required nursing program entrance exam. Scores must be included with the application.
13. Attend a mandatory pre-acceptance orientation.
14. Provide evidence of recent satisfactory work experience.

The above information must be submitted to:
Southeast Arkansas College
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE:
Classes are admitted annually in June. Class size is limited, and all applicants are not accepted for participation. Applications must be submitted by: 2nd Friday in March.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE:
Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program, students must submit evidence of the following in order to begin classes:
1. Current CPR Certification- American Heart Association Health Care Provider. Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
5. Arkansas State Police and FBI Criminal background check.*

*Note: The ASBN require that all applicants for licensure submit to criminal background checks while in the program. All students accepted into the nursing program will be required to have these background checks and will be required to pay all associated fees. Random drug screening may be utilized at any time during the course of the program at the student’s expense.
REGISTERED NURSING PROGRAM
LPN/PARAMEDIC TO RN TRANSITION OPTION

PROGRAM DESCRIPTION: This program is intended to enable qualified Licensed Practical Nurses and/or qualified EMT Paramedics who aspire to become Registered Nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. The NREMT-P is mainstreamed into the LPN to RN curriculum. Graduates of the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

General Education Course Requirements

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*Highly recommended elective, but not required for the A.A.S. Degree.
** Course must be completed within past five (5) years.
+ Course may not be transferrable. Check with transferring institution.

Nursing Course Requirements

Technical Certificate in Practical Nursing

2nd Year – Summer Session

| NURS 2114 Nursing Process I | 4 | 0 | 0 | 4 |
| NURS 2122 Nursing Practicum I | 0 | 0 | 6 | 2 |
| | 4 | 0 | 6 | 6 |

2nd Year – 1st Semester

| NURS 2217 Nursing Process II | 7 | 0 | 0 | 7 |
| NURS 2224 Nursing Practicum II | 0 | 0 | 12 | 4 |
| | 7 | 0 | 12 | 11 |

2nd Year – 2nd Semester

| NURS 2317 Nursing Process III | 7 | 0 | 0 | 7 |
| NURS 2324 Nursing Practicum III | 0 | 0 | 12 | 4 |
| | 7 | 0 | 12 | 11 |

COMPLETION AWARD: Associate of Applied Science Degree 65

The LPN/LPTN to RN Transition program is accredited by the National League for Nursing Accrediting Commission Inc. (NLNAC), 3343 Peachtree Road, NE, Ste. 500; Atlanta, GA 30326, (404) 975-5000; www.nlnac.org

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**LPN to RN PRE-PROFESSIONAL CURRICULUM**
(In Cooperation with Jefferson Regional Medical Center’s School of Nursing–Diploma RN Program)

ADMISSION REQUIREMENTS: Practical Nursing Program Completion and Licensure plus JRMC School of Nursing Admission Requirements and Procedures. Interested students should consult the current catalog of the JRMC School of Nursing for further requirements.

DESCRIPTION: This program is designed to provide the prerequisite courses that are required for entry into the Diploma nursing program offered through Jefferson Regional Medical Center (JRMC). Fulfillment of the pre-professional curriculum does not assure admission to the JRMC program.

**General Education Course Requirements**

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<tr>
<th>1st Year – 1st Semester</th>
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Total General Education Hours 28

NOTE: Students who score below 19 on ACT Reading, English, or Mathematics shall enroll in the following course(s), as required: READ 1213 Developmental Reading, ENGL 1013 Basic English, MATH 1013 Elementary Algebra, MATH 1023 Intermediate Algebra.

**Diploma Course Requirements (JRMC)**

**Level I (0 - 32 weeks)**

- NURS* 101 Fundamentals of Nursing

**Level II (30 - 50 weeks)**

- NURS 201 Medical-Surgical Nursing I
- NURS 202 Medical-Surgical Nursing II
- NURS* 203 Mental Health Nursing
- NURS* 204 Maternal-Newborn Nursing
- NURS* 205 Nursing of Children

**Level III (20 weeks)**

- NURS 301 Critical Care
- NURS 302 Leadership & Management

*Eligible for Credit by Examination

COMPLETION AWARD: Nursing Diploma (JRMC)
REGISTERED NURSING PROGRAM
ASSOCIATE DEGREE IN NURSING (ADN)
Generic Option

PROGRAM DESCRIPTION: This program is intended to provide a beginning point for individuals seeking upward mobility or who aspire to become a registered nurse. The program is designed to prepare graduates with the knowledge and skills required to be successful on the National Council Licensure Exam for Registered Nurses (NCLEX-RN). The program enables students who aspire to become Registered Nurses to do so within a minimum period of time with a minimum duplication of course content and credits. SEARK College offers (2) options for students desiring to obtain the Associate of Applied Science Degree in Nursing (LPN/Paramedic to RN Transition & Generic Option). The Generic option requires students to complete course work in fundamental skills already attained by the LPN/Paramedic.

APPLICATION PROCEDURES & DEADLINE: Application deadline second (2) Friday in March. Classes are admitted in August. Class size is limited; and all applicants are not accepted for participation.

ACCEPTANCE PROCEDURE: Applicants that are selected for admission must notify the Nursing Division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program students must submit evidence of the following in order to begin classes:
1. Documentation of current American Heart Association (AHA) CPR certification (Level C)
2. Acknowledgement of Functional Abilities Requirements
3. Documentation of P.P.D. Skin Test or Chest X-Ray
4. Documentation of Hepatitis B Series or Signature on SEARK Vaccination Waiver Claim Form.
5. Submit to a criminal background check. Students are responsible for any fees associated with the background check.
6. Possess a current unencumbered Arkansas Certified Nursing Assistant (CNA) Certification.

Student enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

ADMISSION REQUIREMENTS:
1. Completion of High School (or GED equivalency) Diploma
2. Complete all SEARK College Admission Requirements.
3. COMPASS scores of 21 in Math, 80 in Writing, and 83 in Reading or a grade of “C” or better in a developmental reading course; or ACT Composite Score of 18; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. ACT or COMPASS scores on file.
5. Completion of all required developmental education courses.
6. Provide transcripts from all colleges and /or schools of nursing and allied health attended.
7. Transfer students must present a letter of good standing from previous nursing program director.
8. Possess a 2.5 Grade Point Average.
9. Complete the required general education courses from an accredited college or university with a grade of “C” or above. (Total quality points in the required general education courses are calculated in determining admission status).
10. Complete a Division of Nursing & Allied Health Application form and submit to the Division of Nursing & Allied Health prior to the application deadline date.
11. Completion of the required nursing program admission exam. Scores must be included with application.

Applicants are responsible for completing and submitting the items at the time of application to:
Southeast Arkansas College - Nursing & Allied Health Technologies Division
Attn: Associate of Applied Science Degree
Registered Nursing Program – Generic Option
1900 Hazel Street
Pine Bluff, AR 71603
## Pre-Admission Requirements

CNA Certification required for Admission

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1st Year – Summer Session

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*Highly recommended elective, but not required for the A.A.S. Degree
** Course must be completed within past 5 years

## Nursing Course Requirements

2nd Year- Summer Session

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2nd Year- 1st Semester

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2nd Year-2nd Semester

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</table>

COMPLETION AWARD: Associate of Applied Science Degree

The Generic RN Program Option is accredited by the National League for Nursing Accrediting Commission (NLNAC), 3343 Peachtree Rd. NE, Ste. 500; Atlanta, GA, 30326. (404) 975-5000; www.nlnac.org.
MEDICAL TECHNOLOGY PROGRAM
Pre-Professional Curriculum

In Cooperation with the University of Arkansas for Medical Sciences College of Health Related professions (UAMS-CHRP)

PROGRAM DESCRIPTION: This program is designed to provide the prerequisite courses that are required for entry into the Medical Technology program offered through UAMS-CHRP. Fulfillment of the Medical Technology pre-professional curriculum does not assure admittance to the professional program at UAMS-CHRP.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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Total General Education 69

Students interested in applying for the professional courses must consult the UAMS-CHRP catalog or contact the Medical Technology Program Director for the professional curriculum:

Karen Hunter, MS, MT (ASCP), Chairman & Associate Professor
Department of Laboratory Sciences-MT Program: UAMS - CHRP
4301 West Markham Street; Little Rock, AR 72205
Phone (501) 686-5776; (800) 981-4427
Fax (501) 686-6513; e-mail: khunter@UAMS.edu

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MEDICATION ASSISTING TECHNOLOGY  
(Inactive Program)

PROGRAM DESCRIPTION: (Pre-requisites: By permission). This course is designed to introduce the principles and concepts of medication administration as it relates to the administration of approved medications in the long-term care setting. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe application of medication theory and concepts in the long-term care facility. The student will be under the direction supervision of an instructor and qualified staff. Upon successful completion of this program the student will be eligible to sit for the state certification exam leading to designation as a Medication Assistant-Certified (MA-C).

ADMISSION REQUIREMENTS: High School (or GED Equivalency), diploma, a current unencumbered CNA certificate, one (1) year employment in a Long Term Care Facility, and a satisfactory letter of recommendation from a current employer.  
*Note: Nursing students who have completed a portion of the curriculum equivalent to medaid training may be allowed to take the MA-C examination.*

ACCEPTANCE PROCEDURE:  
1. Completion of all general admission procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. Completion of competency testing in Reading (ACT, or COMPASS) **Minimum** acceptable scores – **ACT:** Reading 16; **COMPASS:** Reading 70 or completion of a course in Developmental Reading.
4. Completion of or concurrent enrollment in HEAL 1113 Medical Terminology
5. Criminal background check.

*Students challenging the MA-C examination will be required to have a criminal background check prior to testing.*

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COMPLETION AWARD: Certificate of Proficiency 9

This program is approved by the Arkansas State Board of Nursing.
NURSING ASSISTANT/HOME CARE AIDE

PROGRAM DESCRIPTION: The Nursing Assistant/Home Care Aide focuses on safe and effective functioning when providing client care in the healthcare setting and/or the home environment. Emphasis is placed upon assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to care giving are covered along with basic Anatomy and Physiology, Medical Terminology, and infection control.

Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory setting. Required clinical hours are spent in a long-term care facility providing hands-on care to residents.

Upon successful completion of 48 contact hours students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program students will receive a Nursing Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA).

The curriculum has been developed in accordance with the Health Care Finance Administration under the OBRA 1987 Guidelines. A grade of “C” is required for passing.

COURSE OPTIONS: Weekday and evening classes are eight (8) weeks in length and are admitted twice each semester. Saturday classes are approximately ten weeks in length. Class size is limited.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) diploma plus general and specific requirements listed below:

1. Completion of all the general admission procedures of the college. Refer to the Southeast Arkansas College Catalog and Student Handbook.
2. Completion of the ACT with a reading score of 16, or completion of the COMPASS exam with a reading score of 70, or completion of a course in developmental reading with a grade of “C” or better.
3. Approval of a Nursing & Allied Health faculty advisor.
4. Complete Southeast Arkansas College Nursing and Allied Health Application form.

APPLICATION PROCESS: Applicants who meet the admission requirements will be admitted based on successful completion of the registration process.

All applicants shall have equal opportunity regardless of race, disability, sex, creed, religion, or nationality.

Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: Upon acceptance to the program, individuals are required to submit the following information prior to beginning classes:

1. Functional Ability Acknowledgement Form
2. P.P.D. Skin Test or Chest X-ray
3. Hepatitis B Series or Signature of SEARK College Vaccination Waiver Claim Form
4. Criminal Background Check

Random drug screening may be utilized at any time during the course of the program at the student’s expense.
Nursing Assistant - - Continued

ACCEPTANCE PROCEDURE: Upon acceptance to the program, individuals are required to submit the following health information as evidence of being free of any communicable disease prior to beginning classes.

1. Functional Ability Acknowledgement Form
2. P.P.D. Skin Test or Chest X-Ray
3. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
4. Criminal background check.

Random drug screening may be utilized at any time during the course of the program at the student's expense.

The Office of Long Term Care administers the Long-Term Care Criminal Record Check program. This program requires certain long-term care employees to undergo criminal record checks prior to employment in a long-term care facility. Conviction of certain specified crimes could result in being permanently barred from working in a long-term care facility. For the list of disqualifying criminal offenses view [www.seark.edu](http://www.seark.edu) – Academic Departments - Nursing and Allied Health - Nursing Assistant Applicant.

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COMPLETION AWARD: Certificate of Proficiency: Nursing Assistant
Certificate of Completion: Home Care Aide
PHLEBOTOMY TECHNOLOGY

PROGRAM DESCRIPTION: This one-semester program introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from adult, pediatric, geriatric, home and long-term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content. Phlebotomists may seek employment in inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. Program graduates may apply to seek certification through the American Society of Clinical Pathology (ASCP) or the National Health Career Association (NHA). The program is in “Serious Candidate Status” with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS). Approval by NAACLS is pending.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma and completion of the general admission requirements of the college.

ACCEPTANCE PROCEDURE:
1. Completion of all general admission procedures of the College.
2. Completion of competency testing in Reading (ACT or COMPASS) Minimum scores ACT Reading 16: COMPASS Reading 70, or successful completion of a course in Developmental Reading with a grade of “C” or better.
3. Completion of the Nursing and Allied Health Application for Admission form.
4. Completion of or concurrent enrollment in HEAL 1113 Medical Terminology (or by instructor permission).
5. Documentation of current American Heart Association (AHA) CPR Health Care Provider Certification.
6. Criminal background check.

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance. Random drug screening may be used anytime during the program at the student’s expense.

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<th>Course</th>
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COMPLETION AWARD: Certificate of Proficiency

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APPLICATION PROCEDURE AND DEADLINE: Classes are admitted in August and January. Class size is limited, and all applicants are not accepted for participation.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession it may not always be possible to accommodate students with severe disabilities.

Application Deadline: August Admission – 2nd Friday in March
January Admission – 1st Friday in October

ADMISSION REQUIREMENTS: High School (or GED Equivalency) diploma plus general and specific requirements listed below:

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. ACT score of 16 or COMPASS scores: Writing 74; Math 21; Reading 83 or completion of a course in developmental reading with a grade of "C" or better
4. Cumulative GPA of 2.5 or higher.
5. College transcript documenting successful completion with a grade of "C" or above in prerequisite courses.
6. Current state certification as a Certified Nursing Assistant (CNA).

The above information must be submitted to:
Southeast Arkansas College
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division Office by 4:30 p.m. on the final day of the application acceptance dates may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance to the program. ACT or Compass scores are reviewed to determine acceptance into the program. Students who have successfully completed remedial courses in math, reading or English will also be considered. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. After acceptance into the Practical Nursing program, the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for entire period of enrollment.
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.

All students accepted into the Practical Nursing Program will be required to have state and FBI criminal background checks and will be required to pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Practical Nursing Program. Random drug screening may be utilized at any time during the course of the program at the student’s expense.
PRACTICAL NURSING

PROGRAM DESCRIPTION: This interdisciplinary practical nursing program is designed to provide a beginning point for individuals seeking upward mobility in the nursing profession. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., Advance Practice Nurses (APN), and/or physicians in the cooperating clinical facilities. Certified Nursing Assistants (CNA) are eligible for acceptance into Practical Nursing program. The CNA who possesses current State of Arkansas Certification receives direct articulated credit in lieu of repeating the course. The program prepares Practical Nurses for employment in a wide range of health care settings including: hospitals, nursing homes, APN offices/clinics, physician’s offices, and private duty care. The Arkansas State Board of Nursing approves the Practical Nursing program with regular evaluations to ensure a quality program of education in the nursing field. Upon completion of the program, graduates are eligible to apply and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) for licensure as a practical nurse.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma plus special requirements as contained in the College Catalog and successful completion of the required developmental education courses. Arkansas State Certification as a Certified Nursing Assistant (CNA) may satisfy the requirement for ALLI 1117 - Nursing Assistant. An admission test is required of all practical nursing applicants.

Summer Session

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1st Year – 1st Semester

MODULE I (1st 8-Weeks)

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1st Year – 2nd Semester

MODULE III

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Summer Session

MODULE IV (8-Weeks)

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COMPLETION AWARD: Technical Certificate

Nursing Course Requirements)

*Course may not be transferable. Student must verify transferability with transferring school. BIOL 2454 Anatomy & Physiology I and BIOL 2464 Anatomy & Physiology II may be substituted.
APPLICATION PROCEDURE AND DEADLINE:

Classes are admitted annually in August. Class size is limited, and all applicants are not accepted for participation.

Applications Deadline: August Admission - 2nd Friday in March

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) diploma plus general and specific requirements listed below:

1. Completion of all general admission procedures to the college.
2. Completion of Nursing and Allied Health Application for Admission form. ACT score of 16 or COMPASS score: Reading 83 or a grade of "C" or better in a course in developmental reading; Writing 74; & Math 21.
3. Cumulative GPA of 2.5 or higher.
4. College transcript documenting successful completion with a grade of "C" or above in prerequisite courses.
5. Current state certification as a Certified Nursing assistant (CNA).

The student is responsible for submitting documentation of all the above admission requirements at the time of application to: Nursing & Allied Health Technologies Division; Southeast Arkansas College; 1900 Hazel Street; Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health office by 4:30 p.m. on the application deadline date may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance into the program. ACT or COMPASS scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Practical Nursing Program, the student must submit the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. PPD Skin Test or Chest X-ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.

All students accepted into the Practical Nursing Program will be required to have State Police and FBI criminal background checks and will be required to pay all associated fees. Conviction of certain crimes may make the applicant ineligible to test for licensure despite successful completion of the Practical Nursing Program.

Random drug screening may be used anytime during the program at the student’s expense.
PRACTICAL NURSING

PART-TIME EVENING/WEEKEND TRACK

PROGRAM DESCRIPTION: The part-time practical nursing program is designed to provide an avenue for upward mobility in the nursing profession while employed full-time. Practical Nursing students are prepared for giving direct and primary nursing care under the immediate supervision of the clinical instructor, staff R.N., Advance Practice Nurses (APN) or physicians in the cooperating clinical facilities. Certified Nursing Assistants (CNA) who are employed are eligible for acceptance into the part-time program. CNA’s who possess a current State of Arkansas Certification receive direct articulation credit in lieu of repeating the course. The program prepares Practical Nurses for employment in a wide range of health care settings including: hospitals, nursing homes, APN offices/clinics, physician's offices and private duty care. The Arkansas State Board of Nursing approves the Practical Nursing program with regular evaluations to ensure a quality program of education in the nursing field. Upon completion of the program, graduates are eligible to apply and take the National Council Licensure Examination for Practical Nurses (NCLEX-PN) for licensure as a practical nurse.

Summer Session

*BIOL 1226 Anatomy & Physiology For Health Professions 6 0 0 6
ALLI 1117 Nursing Assistant 5 4 0 7 13

*BIOL 2454 Human Anatomy & Physiology I and 2464 Human Anatomy II may be substituted if completed in the past five (5) years or as part of a completed certificate or degree. Course may not be transferable. Student must check transferability with transferring school.

Semester I (August)

PNUR 1138 Fundamental Concepts & Skills I 5 9 0 8
PNUR 1321 Nursing Care of Mentally Ill 1 0 0 1
PNUR 1111 Vocational, Legal & Ethical Concepts 1 0 0 1 7 9 0 10

Semester II (January)

PNUR 1245 Fundamental Concepts & Skills II 4 3 0 5
PNUR 1161 Nursing Care of the Geriatric Client 1 0 0 1
PNUR 1211 Pharmacology Concepts & Applications 1 0 0 1 6 3 0 7

Semester III (Summer)

PNUR 1317 Medical Surgical Nursing & Clinical I 4 0 9 7 4 0 9 7

Semester IV (Fall)

PNUR 1317 Medical Surgical Nursing & Clinical II 4 0 9 7
PNUR 1242 Nursing Care of Children 1 0 3 2
PNUR 1232 Nursing Care of Mothers/Infants 1 0 3 2 6 0 15 11

Completion Award: Technical Certificate 48

*Clinical hours may be scheduled for first or second shift.
RADIOLOGIC TECHNOLOGY

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of all general admissions procedures of the College
2. Completion of the Nursing and Allied Health Application for Admission form.
3. Complete the required general education courses from an accredited college or university with a grade of “C” or above.
4. ACT Composite Score of 19 or COMPASS scores of 41 in Math (Algebra) 80 in English, and 83 in Reading; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading.
6. A minimum 2.5 cumulative grade point average for all college course work (excluding development courses)
7. Completion of an observation through a radiology department
8. Based on the above criteria, the top 30 applicants will be interviewed.

The above information must be submitted to:
Southeast Arkansas College
Radiography Technology Program
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE:
Classes are admitted annually in August. Class size is limited and all applicants are not accepted for participation. Application deadline: 2nd Friday in April.

Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: ACT or COMPASS scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. After acceptance into the Radiologic Technology program, the student must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest X-Ray.
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form.
3. Functional Acknowledgment Form.
4. Criminal Background Check.

Random drug screening may be utilized at any time during the course of the program at the student’s expense.

Individuals convicted of certain crimes may not be eligible to sit for the ARRT certification exam.
Radiologic Technology - Continued

PROGRAM DESCRIPTION: This program provides the didactic and clinical content required to prepare graduates to apply to write the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. The curriculum includes instruction in the art and science of using radiation to provide images of tissues, bones, and blood vessels of the human body. Upon successful completion of the examination, graduates are certified as a Registered Radiographic Technologist, RT (R).

**Pre-Admission Requirements**

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**Completion Award:** Associate of Applied Science Degree

*Course must have been completed in the past five (5) years or receive special permission for acceptance.

The program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT), 20 North Wacker Drive, Suite 2850; Chicago, Illinois 60606-3182; (312) 704-5300; www.jrcert.org
PROGRAM DESCRIPTION: This program is designed to provide the prerequisite courses that are required for entry into the Radiologic Technology program offered through UAMS-CHRP. Fulfillment of the Radiologic Technology pre-professional curriculum does not assure admittance to the professional program at UAMS-CHRP.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

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| 6    | 0   | 0   | 6   |

Total General Education Hours 44

Students interested in applying for the professional courses must consult the UAMS-CHRP catalog or contact the Radiologic Technology Department Chairperson for the professional curriculum:

Cindy Saylors, B.S. (R) (ARRT), Director
Division of Radiologic Imaging Sciences
University of Arkansas for Medical Sciences - CHRP
UAMS #563
4301 West Markham Street
Little Rock, AR 72205
Phone: (501) 686-6510          FAX: (501) 686-6513

This is a suggested sequence for course offerings. Contact the Nursing & Allied Health Technologies Division, (870) 543-5917, for advisement and course scheduling.

Random drug screening may be utilized at any time during the course of the program at the student’s expense.
RESPIRATORY CARE
Associate of Applied Science Degree Respiratory Therapist (RRT)

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma plus general and special requirements listed below.

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Technologies Application for Admission form.
3. Complete the required general education courses from an accredited college or university with a grade of “C” or above.
4. ACT Composite Score of 18 or COMPASS scores of 21 in Math, 80 in Writing, and 83 in Reading; or completion of a course in developmental reading with a grade of “C” or better; or completion of 24 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. of 2.5 or higher.
5. Completion of an observation through a respiratory care department.
6. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading.
7. Complete program entrance test.

The above information must be submitted to:
Southeast Arkansas College
Nursing and Allied Health Technologies Division
Respiratory Care Department
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE: Classes are admitted annually in August. Class size is limited, and all applicants are not accepted for participation. Application deadline: 3rd Friday in March.

Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ACCEPTANCE PROCEDURE: ACT or COMPASS scores are reviewed in determining acceptance to the program. Students who have successfully completed remedial courses in math, English, and/or reading will also be considered for acceptance. Should the qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. After acceptance into the Respiratory Care program, the student must submit evidence of the following in order to begin classes:

1. P.P.D. Skin Test or Chest x-ray.
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form.
3. Functional Ability Acknowledgement Form
4. Submit to a criminal background check and as covered in the NAH Department Policies.*

Random drug screening may be utilized at any time during the course of the program at the student’s expense.

*Individuals convicted of certain crimes may not be eligible to sit for the National Board for Respiratory Care (NBRC) exams.
RESPIRATORY CARE
Associate of Applied Science Degree Respiratory Therapist (RRT)

PROGRAM DESCRIPTION: This program is designed to prepare students for practice as a respiratory care practitioner. The Associate of Applied Science degree graduate is prepared in theory and application of skills required to demonstrate proficiency as a Registered Respiratory Therapist. In addition to theory and laboratory instruction, the student receives experience through clinical simulation laboratory and supervised work experience in the clinical setting. The program incorporates the general education course theory with the professional courses to prepare graduates for the expanded roles required for allied health workers. Graduates are employed primarily in hospitals, but employment opportunities are also available in home health, nursing homes, physicians' offices, sales and home medical equipment sales. Graduates are eligible to apply for the entry-level practitioner exam offered by National Board for Respiratory Care (NBRC). Successful candidates earn the Certified Respiratory Therapist (CRT) credential and Registered Respiratory Therapist (RRT) credential. Students are also eligible to apply for the advanced practitioner exam and the clinical exam offered by the NBRC.

Pre-Admission Requirements

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<td>RESP 2462</td>
<td>Clinical Practicum III</td>
<td>0</td>
<td>0</td>
<td>16</td>
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<tr>
<td>ENGL 1323</td>
<td>English Composition II</td>
<td>3</td>
<td>0</td>
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</tr>
</tbody>
</table>

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Completion Award: AAS Respiratory Care

*Courses may not be transferrable. Student must check transferability with transferring school.

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care, (www.coarc.com).

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835 (Office)
(817) 354-8519 (Fax)

(Graduates are eligible to sit for the entry-level NBRC exam (CRT), the written advanced-practitioner NBRC exam, and the clinical simulation NBRC exam.) SEARK College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools and is a member of the Academic Quality Improvement Program (AQIP).
RESPIRATORY CARE

Associate of Applied Science Degree Completion for Certified Respiratory Therapists (CRT to RRT)

PROGRAM DESCRIPTION: This program is designed as a college-level associate degree path for those who completed a CoARC accredited entry-level diploma program. This program prepares the CRT for advanced-level practice as a respiratory care practitioner. The program incorporates the general education course theory with the professional courses to prepare graduates for the expanded roles required for allied health workers. Credit for professional curriculum completion and the CRT credential are awarded. Graduates will receive the Associate of Applied Science Degree after completion of all course work and will be eligible to apply for the advanced-level practitioner exam and the Clinical Simulations exam offered by National Board for Respiratory Care (NBRC). Successful candidates earn the Registered Respiratory Therapist (RRT) credential. General education requirements may be taken before, concurrent with or after the respiratory classes; however eligibility to sit for the exams will not be given until all courses are taken. Students must receive a “C” or better in each course, general education and respiratory care courses to receive their AAS degree.

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>LEC</th>
<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
</tr>
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<tbody>
<tr>
<td>BIOL 2454 Human Anatomy &amp; Physiology I</td>
<td>3</td>
<td>2</td>
<td>0</td>
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</tr>
<tr>
<td>BIOL 2464 Human Anatomy &amp; Physiology II OR Professions</td>
<td>3</td>
<td>2</td>
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<tr>
<td>BIOL 2226 Anatomy &amp; Physiology for Health Professions</td>
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<tr>
<td>BIOL 2232 Anatomy &amp; Physiology for Health Professions Lab</td>
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<td>4</td>
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<td>BIOL 2474 Microbiology</td>
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<td>CHEM 1434 General Chemistry I OR Professions</td>
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<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1204 Chemistry for Allied Health</td>
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<td>(2)</td>
<td>0</td>
<td>(4)</td>
</tr>
<tr>
<td>COMP 1123 Introduction to Computers</td>
<td>3</td>
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<td>0</td>
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<tr>
<td>ENGL 1313 English Composition I</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1323 English Composition II</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1333 College Algebra or higher math</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
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<tr>
<td>PHYS 2414 General Physics I OR Professions</td>
<td>3</td>
<td>2</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>PHYS 2214 Physics for Allied Health Professions</td>
<td>(3)</td>
<td>(2)</td>
<td>0</td>
<td>(4)</td>
</tr>
<tr>
<td>PSYC 2303 General Psychology or Professions</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>PSYC 2323 Developmental Psychology</td>
<td>(3)</td>
<td>(0)</td>
<td>0</td>
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<tr>
<td>30</td>
<td>10</td>
<td>0</td>
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</table>

Respiratory Care Requirements

| RESP 2343 Neonatal & Pediatrics | 2   | 2   | 0   | 3   |
| RESP 2364 Critical Care | 2   | 4   | 0   | 4   |
| RESP 2930 Respiratory Care Entry-level Program Completion & CRT Cred | 0   | 0   | 30  |
| RESP 2502 Professional Development | 0   | 4   | 0   | 2   |
| RESP 2342 Advanced Pulmonary Care | 0   | 4   | 0   | 2   |
| RESP 2473 Clinical Practicum IV | (0) | (0) | (24) | (3) |
| 1   | 10  | 24  | 9   |

(Spring Semester)

| EMER 1222 Acute Cardiac Care | 1   | 2   | 0   | 2   |
| RESP 2502 Professional Development | 0   | 4   | 0   | 2   |
| RESP 2342 Advanced Pulmonary Care | 0   | 4   | 0   | 2   |
| RESP 2473 Clinical Practicum IV | (0) | (0) | (24) | (3) |

Computation Award: Associate of Applied Science 81

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), (www.coarc.com)

Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835 (Office)
(817) 354-8519 (Fax)

SEARK College is accredited by the Higher Learning Commission and is member of the North Central Association of College and Schools and is a member of the Academic Quality Improvement Program (AQIP).
SURGICAL TECHNOLOGY

APPLICATION PROCEDURE AND DEADLINE: Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must meet the special admission requirements for the program listed below.

Application Deadline: 2nd Friday in April. Students may, however, apply for admission through general registration or until available slots are filled.

All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

ADMISSION REQUIREMENTS
1. Completion of all general admission procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. ACT Composite Score of 18 or COMPASS scores of 21 in Math, 74 in English and 83 in Reading or completion of a course in developmental reading with a grade of "C" or better; or 15 semester hours of general education (excluding developmental studies courses) applicable to the program with a cumulative GPA of 2.5 or higher.
4. College transcript documenting successful completion of Anatomy and Physiology I & II.
5. Possess a cumulative GPA of 2.5 or higher.
6. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the AAS degree.

The above information must be submitted to:
Southeast Arkansas College
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, Arkansas 71603

ACCEPTANCE PROCEDURE: Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Surgical Technology program, the student must submit evidence of the following in order to begin classes:
1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

Upon completion of the Technical Certificate, students are required to take the Certification Exam for Surgical Technologist (CST). The fee for the exam is the student’s responsibility.

Random drug screening may be used anytime during the program at the student’s expense.
SURGICAL TECHNOLOGY

PROGRAM DESCRIPTION: The program in Surgical Technology prepares the graduate for employment as an integral part of a surgical team. Surgical technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. Surgical technologists are employed in acute and ambulatory care facilities. Upon completion of the basic one-year program the student is granted a Technical Certificate, or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) examination. Upon graduation from the program and successful completion of the exam, students will be designated as a Certified Surgical Technologist (CST).

Pre-Admission Requirements

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>LEC</th>
<th>LAB</th>
<th>SWE</th>
<th>SCH</th>
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<tbody>
<tr>
<td>BIOL* 2454</td>
<td>Human Anatomy and Physiology I</td>
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<tr>
<td>BIOL* 2464</td>
<td>Human Anatomy and Physiology II</td>
<td>3</td>
<td>2</td>
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<td>4</td>
</tr>
<tr>
<td>BIOL 2226</td>
<td>or A &amp; P for Health Professions</td>
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<tr>
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</table>
| 1st Year – 1st Semester
| SURG 1528   | Surgical Technology Procedures I| 8   | 0   | 0   | 8   |
| SURG 1536   | Surgical Technology Practicum I  | 0   | 6   | 12  | 6   |
| BIOL* 2474  | Microbiology                     | 3   | 2   | 0   | 4   |
|             |                                  | 11  | 8   | 12  | 18  |
| 1st Year – 2nd Semester
| SURG 1548   | Surgical Technology Procedures II| 8   | 0   | 0   | 8   |
| SURG 1557   | Surgical Technology Practicum II | 0   | 6   | 15  | 7   |
|             |                                  | 8   | 6   | 15  | 15  |
| Summer Session (8 Weeks)
| SURG 1614   | Surgical Technology Practicum III| 0   | 0   | 12  | 4   |
|             |                                  |     |     |     | 48  |
| COMPLETION AWARD: Technical Certificate |

2nd Year – 1st Semester

<table>
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<th>Course Code</th>
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<tbody>
<tr>
<td>ENGL 1313</td>
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<td>3</td>
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<tr>
<td>MATH 1333</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>PSYC 2303</td>
<td>General Psychology</td>
<td>3</td>
<td>0</td>
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<td>3</td>
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<tr>
<td>COMP 1123</td>
<td>Introduction to Computers</td>
<td>3</td>
<td>0</td>
<td>0</td>
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| 2nd Year – 2nd Semester
| ENGL 1323   | English Composition II           | 3   | 0   | 0   | 3   |
| CHEM 1434   | General Chemistry I (Optional)   | (3) | (2) | 0   | (4) |
| CHEM 1204   | Chemistry/Allied Health Science  | 3   | 0   | 0   | 3   |
|             |                                  |     |     |     | 63  |
| COMPLETION AWARD: Associate of Applied Science Degree |

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 1361 Park Street, Clearwater, FL 33756 Phone: 727-210-2350 Fax: 727-210-2354 on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA); 6 West Dry Creek Circle, Suite #110, Littletown, CO 80120, (303) 694-9262. Fax: (303) 741-3655.

Advanced Surgical Technology Electives Required for Surgical First Assistant

<table>
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<tr>
<th>Course Code</th>
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<tr>
<td>SURG 2646</td>
<td>Surgical First Assistant</td>
<td>3</td>
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<tr>
<td>SURG 2662</td>
<td>Surgical First Assistant Clinical</td>
<td>0</td>
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<td>Preceptorship</td>
<td>3</td>
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</tbody>
</table>

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CAREER PATHWAYS AND WORKFORCE DEVELOPMENT
ARKANSAS CAREER PATHWAYS INITIATIVE

The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist students with transportation, childcare, and/or tuition and fees. Career Pathways also provides students with advising to assist with career and educational decisions, extra instruction, tutoring, employment skills, and access to computer labs to complete homework and improve computer skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of SNAP (formally known as Food Stamp Program), ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

Lisa Gober, Director - (870)543-5969
Alison Hunthrop, Counselor - (870)850-3061
Debbie Sheppard, Career Support Service Facilitator - (870)543-5977
Tami Watts, Community Outreach Coordinator - (870)850-4823
WORKFORCE DEVELOPMENT CENTER
(Business, Industry and Government Training and Assistance Center)

CENTER MISSION
It is the mission of Southeast Arkansas College Workforce Development Center to compile and translate the needs of employers and students into affordable training programs. This will be accomplished by developing and implementing a process which will provide continuous improvement in the development, delivery, and affordability of customized training and services to business, industry, and government organizations within the SEARK College service area.

CENTER STAFF
The professional staff of the Workforce Development Center is composed of a Director of Workforce Development and an Industry Training Specialist. The regular academic and technical education faculty is also utilized in providing Center Services, as well as a number of adjunct instructors, consultants, and specialized trainers. For information, call the Workforce Development Office at (870) 543-5947 or FAX at (870) 543-5951.

CENTER SERVICES
Computer Software Training - The WDC offers a wide range of training in the latest software and techniques. Most courses range from three hours to one day.
Customized Business and Industry Training - Courses and programs assist in updating, upgrading, and cross-training current employees.
Quality and Workforce Leadership Training - Courses and programs related to total quality management and continuous improvement, including Quality Management and Improvement, Statistical Process Control, Quality Team Leadership and Facilitation, Human Relations and Interpersonal Development, and World Class Manufacturing.
Other Services - Consulting, referral, or training in such areas as: entrepreneurship, government contracting, hazardous materials, international trade, safety/OSHA, and state sponsored industry training programs.

ARKANSAS CAREER READINESS CERTIFICATE
Arkansas Career Readiness Certificate (CRC) - An Arkansas CRC is a portable credential based upon completion of pre-assessments and lessons assigned in KeyTrain® followed by the WorkKeys® job skills assessment system. The completion of a CRC demonstrates to employers that an individual possesses the basic workplace skills required for 21st century jobs. The Arkansas CRC program uses results from the WorkKeys® assessments to award certificates in three categories: Gold, Silver, and Bronze.

COMPUTER TRAINING
WFE 1100 Microsoft Word Level I
Microsoft Word is a full-featured word processing program that allows the student to create professional looking documents. Word Level I will give individuals the skills needed to create, edit, modify, and retrieve documents using Microsoft Word.

WFE 1110 Microsoft Word Level II
This is a continuation of Microsoft Word Level I. Students will be introduced to breaks, columns, tables, merges, styles, headers/footers, art and symbols, templates, and much more.

WFE 1120 Microsoft Excel Level I
Microsoft Excel is a powerful spreadsheet program that allows the student to organize data, complete calculations, graph data, and develop professional reports. Excel Level I will provide an introduction to spreadsheet creation, worksheet calculations, absolute reference, and chart creation.

WFE 1130 Microsoft Excel Level II
A continuation of Level I that uses in-depth computations to analyze data, calculate outcomes, and customize reports.
**WFE 1200 Microsoft Outlook Level I**
Microsoft Outlook is a Desktop Information Management System that helps students to organize their schedule. Individuals can communicate by e-mail, assign tasks, schedule appointments, and keep a journal of activities.

**WFE 1220 Introduction to the Internet**
This course introduces students to the basics of surfing the Internet, HTTPs, URLs, Web addressing, and using search engines.

**WFE 1270 E-Mail Etiquette**
This course introduces the various aspects of e-mail, how to use e-mail programs, decide when to write e-mail, and improve e-mail writing skills. Students use interactive exercises that allow them to explore the complexities of E-Mail Etiquette.

**WFE 1290 Microsoft Access Level I**
Microsoft Access is a powerful database management system that functions in the windows environment. Level I introduces the student to database management and terminology and design including tables, forms, and report management.

**WFE 1300 Microsoft Access Level II**
A continuation of Level I allows the student to create relational tables, enter rules, enhance forms and reports, and create database charts.

**WFE 1310 Linux**
This course is designed for system administrators and end-users that are new to the Linux or UNIX operating systems. This course explores basic tasks through the command line and graphical interfaces.

**WFE 1430 Practical PC Level I**
This course covers how to use the PC, including computer components, installing software, naming and saving files, navigating the web, e-mail, and documents.

**WFE 1450 Microsoft PowerPoint Level I**
Microsoft PowerPoint is a complete presentation graphics program that allows the production of professional presentations. Level I introduces the student to the auto-layout feature, which allows text, graphics, charts, and graphs to be easily added.

**WFE 1460 PowerPoint Level II**
This course continues with presentation production, introducing custom presentations, adding multimedia features, speaker notes, special effects, and sound.

**WFE 1470 QuickBooks**
This accounting-based program is designed for use in a small business environment. Students learn to organize and monitor all areas of company finances, including accounts payable/receivable, invoicing, payroll and customer data, and more.

**WFE 1480 Adobe Acrobat**
This course allows the students to convert documents to PDF files, and to customize those PDF files for easier on-site and off-site sharing of documents with others.

**WFE 4050 Microsoft Project Level I**
This course allows the participants to successfully organize and manage projects through the use of activities and tasks. How to initiate, plan, schedule, and manage resources is covered.

**WFE 4070 Crystal Reports**
This course features tools for creating reports, sorting and selecting records, and modifying content and appearance.

**INDUSTRIAL COURSES**

**WFE 1840 Technical Writing Workshop**
The goal of technical writing is to communicate information clearly and correctly in plain English. This workshop will review grammar usage and tips related to controlling sentence length, using action verbs, avoiding unnecessary jargon, and making writing specific.
WFE 2000 EPA Refrigeration Recovery and Certification Testing
This course is designed to prepare the air conditioning and refrigeration technician to take the EPA certification test for Type I, II, and III type air conditioning equipment. Emphasis will be placed on environmental laws, dates, and enforcement. The processes of recovery, reclamation, and recycling are covered for all types of equipment with a focus on procedure and safety.

WFE 2070 Blood Borne Pathogens
This course emphasizes the OSHA requirements for those who may come in contact with human blood and other potentially infectious materials. Information includes universal precautions, personal protective equipment, labels and signs, housekeeping requirements, and decontamination procedures.

WFE 2080 Personal Protective Equipment
This course focuses on the use of personal protective equipment as it relates to industry and maintenance. Emphasis is placed on selection, fit, purpose, and use of P.P.E. in daily operations. Specialty equipment is discussed in relation to special operations such as emergency response and confined space entry.

WFE 2100 Confined Space
This course is designed to ensure that delegates who enter such workplaces understand the requirements of the law, the risk assessments and safe systems of work, and how to apply these practically. This includes competent use of the appropriate equipment, which enables safe entry and exit.

WFE 2110 Rope Rescue
Students learn proper techniques and safety precautions in using rope and related equipment for descending and ascending safely.

WFE 2120 Fractions and Decimals
This course is designed to develop mathematical skills to perform conversion of fractions and decimals. These skills are used in association with measurement processes in various industrial processes.

WFE 2130 Metric and English Conversions
This course is designed to develop mathematic skills to perform conversion of metric and English. These skills are used in association with measurement processes in various industrial processes.

WFE 2150 Print and Schematic Reading
This course is designed to develop basic skills in reading blueprints and schematics. The student is introduced to various types of working drawings for engineering and manufacturing purposes. Emphasis in this course is placed on understanding basic concepts of orthographic projection, visualizing objects, recognizing symbols, and tracing process flow through a system.

WFE 4030 Hazcom
This course enables personnel to develop a Hazardous Communication Program to meet their company’s needs. Material safety data sheets, labels, chemical safety, training guidelines, and OSHA compliance audits are emphasized.

WFE 4090 Hazmat
This Hazardous Material course enables personnel to understand and learn the requirements for preparing and transporting hazardous materials.

WFE 4100 Hazwoper (40 hour)
This HAZardous Waste Operation Emergency Response course provides personnel involved with the clean-up of hazardous waste sites the knowledge to safely work in a hazardous environment. This course includes training for work areas where respirators are necessary.

WFE 4130 Fiber Optic Training
This course instructs the student in the basics of fiber optic principles, splicing, installing, and testing.

WFE 4140 Hazwoper Refresher (8 hour)
This HAZardous Waste Operation Emergency Response course is an annual refresher providing personnel involved with the clean-up of hazardous waste sites the knowledge to safely work in a hazardous environment.

WFE 4150 Hazwoper (24 hour)
This HAZardous Waste Operation Emergency Response course provides personnel involved with the clean-up of hazardous waste sites the knowledge to safely work in a hazardous environment. This training is for work areas where respirators are not necessary.
WFE 4200 Quality Assurance
This course introduces the basics and covers the correct procedures of precise measurements to produce quality products. Students learn with hands-on activities.

WFE 4240 Electrical Systems Troubleshooting
An introductory course focusing on the logical and systematic troubleshooting of electrical systems as it relates to production and machine equipment.

MANAGEMENT COURSES

WFE 1150 Time Management
This course is designed to teach time management skills improving reliability and effectiveness. These skills are essential for a happy and successful career.

WFE 1160 Stress Management
Stress in the workplace is a critical issue causing absenteeism, frustration, conflicts, and medical problems. This seminar assists the participants in determining sources of work and interpersonal stress; and the use of constructive coping mechanisms.

WFE 1170 Working Together
This course introduces several strategies to recognize and overcome challenges that can cause problems and delay projects. Information on relationship building and communication is included.

WFE 1180 Team Building
This course introduces activities and techniques that make effective team building. It is designed to improve decision-making abilities, enhance customer service, resolve conflict, and aid companies in planning for and adapting to a continually changing future.

WFE 2160 Conducting Effective Meetings
This seminar addresses participant skills in planning, organizing, and conducting meetings. The seminar includes information concerning planning a meeting, developing an agenda, conducting effective discussions, planning effective follow-ups, and evaluating the meeting.

WFE 2180 Confidence and a Positive Attitude
A key skill of employees is to develop appropriate attitudes toward themselves and others. This course will address attitude as being critical to accepting others and developing a cooperative relationship. The focus of this seminar is on the development of proper attitudes.

WFE 2190 Effective Interpersonal Communication
This seminar introduces the participants to basic communication skills. Seminar includes information concerning the communication model, informal and formal communication, barriers to communication, using the appropriate communication channel, communication transactions, listening skills, responding skills, and nonverbal communication.

WFE 3030 Empowerment Through Delegation
This seminar introduces the participants to the delegation process and skills. The seminar includes information concerning the evaluation of assignments and employees’ abilities, determining overall goals and measurements, mutually developing an action plan, providing support for the completion of the assignment, and recognizing employees for accomplishing their assignments.

WFE 3040 Establishing Relationships and Trust
This seminar introduces the participants with the concept of developing relationships to increase trust levels between individuals. The seminar includes information concerning the different levels of trust, using interpersonal skills to increase trust, using appropriate communication transactions, establishing why trust is critical, and developing trust.

WFE 3060 Facilitating Conflict Resolution in Teams
This seminar focuses on how to manage and reduce conflict within a team. Information covered in the seminar includes why team conflict occurs, developing trust and communication, and conflict management intervention for resolving primary and secondary team conflicts.

WFE 3070 Increasing Motivation and Commitment
This seminar introduces the participant to the motivational climate model. The primary focus is to help participants understand how to create a situation in which an employee is self-motivated. Information includes creating clarity, developing collaboration, developing motivational work content, empowering others, and linking organizational rewards to performance.
WFE 3080 Making the Transition to Management
This seminar provides information for those moving into supervision or management for the first time. The seminar includes information concerning the role of management, establishing competency, establishing relationships, establishing expectations, understanding the work that has to be done, getting to know the employees’ skills and abilities, establishing new boundaries with old associates, getting organized, building positive working relationships, paying homage to the past, and understanding the culture of the organization.

WFE 3090 Resolving Conflicts and Disagreements
This seminar focuses on managing and reducing conflict within an organization. The lack of disagreement can be as bad as or worse than too much disagreement. It is not the disagreement that is usually a concern, but how the two individuals approach each other about the disagreement. Included are why conflict occurs and conflict management strategies for organizational, group and departmental conflicts and disagreements.

WFE 4010 Working with a Union
Working with a union in a collaborative manner is difficult, and both parties tend to be swayed to a negative situation. The purpose of this seminar is to assist a manager or supervisor who works in a union environment to establish a positive working relationship with the union while protecting the rights of management.

WFE 4020 Working with Challenging People
This seminar addresses working with individuals that are difficult. Those who are aggressive, passive or passive-aggressive can cause ruptured relationships. The focus is on skills necessary to recognize the dysfunctional behavioral patterns and to successfully address individuals using these patterns.

MEDICAL COURSES

WFE 1350 CPR
This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation and training in the use of automated external defibrillators (AED).

WFE 1600 CPR/First Aid
This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation and training in the use of automated external defibrillators (AED). Basic First Aid training is included for life-threatening bleeding, injuries to muscles, bone joints, and sudden illnesses.

WFE 2060 Paramedic Refresher Training (48 hours)
This Paramedic Refresher course covers: preparatory, airway, patient assessment, medical, trauma, obstetrics and pediatrics. This 48 hours refresher course follows DOT standard.

WFE 4080 EMT Intermediate Refresher (12 hours)
This course covers six topics: preparatory, airway, patient assessment, medical, trauma, intravenous therapy, obstetrics, and pediatrics. Course follows DOT standard.

WFE 4100 Basic EMT Refresher (24 hours)
This course covers six topics: preparatory, airway, patient assessment, medical, trauma, infants, and children.

WFE 4120 EMS First Responder (40 hours)
This course covers six topics: preparatory, airway, patient assessment, circulation, illness and injury, childbirth, and children.

QUALITY COURSES

WFE 1590 ISO Internal Auditor Training
Students master the internal auditing requirements as they learn to prepare and manage their resources effectively. This course helps the student to understand the process of auditing and assessing the effectiveness of the student’s company QMS.

WFE 4260 Certified Lead Auditor Training
Students are trained to understand the requirements of the 2000 standard, conduct effective audits, manage the audit process, and lead an audit team.
COMMUNITY EDUCATION CLASSES

Continuing and community education classes are offered throughout the year. These classes serve the comprehensive educational needs of the community. Recognizing that the educational needs of an individual are not only academic and career oriented, but also cultural and a vocational; the staff designs and arranges non-credit and credit courses, workshops, seminars, and activities which offer opportunities to meet these needs. SEARK College Workforce Development Center welcomes community input for future community and continuing education courses.

**WFE 1020 Food Garnishing**
This course provides the tricks of turning a plain meal into an elegant one.

**WFE 1400 COMMAND Spanish Courses**
COMMAND Spanish is for students who want to attain a speaking knowledge of Spanish with emphasis on communication and comprehension instead of grammatical depth. It is useful to tourists, businesses, industries, fields of medicine, and many others. Class can be customized.

**WFE 1440 ACT Prep Test Strategies**
Students get helpful information, test-taking tips, and instructions that prepare them for the ACT test. Math, English, Reading, and Science preparation are included.

**WFE 2040 School District Personnel In-Service Training**
The goal is to provide school district personnel with required in-service training. We offer practical, efficient ways to integrate technology and other resources into curriculum-specific practices. The topics of the training are determined by the school administration.

**WFE 4190 Basic Sign Language**
Learn the basics of Sign Language, the alphabet, greetings and salutations, and other curriculum. Class can be customized.

**WFE 4270 Praxis Prep Classes for Beginning Teachers**
Participants review subject areas, receive tips, and work with practice exercises to improve Praxis testing results.
ACCOUNTING

ACCO 2303  Office Accounting  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a study of the recording, classifying, and summarizing of business transactions and events with insight into interpreting and reporting of the resulting effects upon the business. Previous knowledge of accounting is not required. (Principles of Accounting I may be substituted for this course.)

ACCO 2313  Principles of Accounting I  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a comprehensive introduction to basic financial accounting. This course covers recording, summarizing, and reporting cycle; principles of income measurement and asset valuation; accounting systems and controls. A grade of "C" or better is required before progressing to ACCO 2323 Principles of Accounting II. ACTS Equivalent Course Number = ACCT2003

ACCO 2323  Principles of Accounting II  3 Cr., (3 Lec.)
(Prerequisite: ACCO 2313 Principles of Accounting I with a grade of "C" or better) Accounting for ownership equities of partnerships and corporations; debt securities; fundamentals of cost accounting for planning and control of operations. ACTS Equivalent Course Number = ACCT2013

ACCO 2333  Computerized Accounting  3 Cr., (3 Lec.)
(Prerequisite: ACCO 2313 Principles of Accounting I or ACCO 2303 Office Accounting with a grade of "C" or better) A study of the major areas of a computerized accounting system--general ledger, accounts receivable, accounts payable, payroll, and depreciation. This course introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership, and a corporation.

ACCO 2343  Intermediate Accounting I  3 Cr., (3 Lec.)
(Prerequisite: ACCO 2323 Principles of Accounting II) This is a study of more advanced principles, and theory of accounting relating to the accounting process, cash and temporary investments, receivables, inventories, investments, as well as land, buildings, and equipment; and an understanding of and ability to discuss pronouncements of the Financial Accounting Standards Board, American Institute of Certified Public Accountants, American Accounting Association, and the Securities and Exchange Commission. A grade of "C" or better is required before progressing to ACCO 2353 Intermediate Accounting II.

ACCO 2353  Intermediate Accounting II  3 Cr., (3 Lec.)
(Prerequisite: ACCO 2343 Intermediate Accounting I with a grade of "C" or better) The student will demonstrate ability in: the preparation of financial statements from incomplete records, financial statement analysis, funds-flow and cash flow reporting, and correction of errors. The student will demonstrate an understanding of generally accepted accounting principles related to paid-in capital and capital stock, dividends, intangible assets, current and contingent liabilities, and long-term liabilities.

ACCO 2373  Managerial Accounting  3 Cr., (3 Lec.)
(Prerequisite: ACCO 2323 Principles of Accounting II) The student will analyze and solve problems in cost-volume-profit analysis, capital budgeting, cost allocation and standard cost variances. The student will also study cost analysis as it affects short and long-term decision making and the budgeting process.

ACCO 2513  Income Taxation  3 Cr., (3 Lec.)
(Prerequisite: None) This course is designed to give the student fundamental knowledge in individual income tax laws. Special emphasis is placed on preparing individual tax returns and tax planning. This course also includes income tax laws for sole-proprietors.

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

AIRC 1113  Automotive Climate Control  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: None) This course is a study of the theory of refrigeration, the refrigeration cycle, and the basic components of a typical automotive system. The functions of all components, including the computer monitored systems are covered. This information corresponds to material covered on the ASE certification test. Live vehicles are utilized for lab experience. General education components (safety, problem solving, critical thinking, decision-making, and group activities) have been incorporated.
AIRC 1116 Basic Refrigeration 6 Cr., (4 Lec., 4 Lab.)  
(Prerequisite: None) Basic Refrigeration includes a comprehensive study of mechanical refrigeration systems, emphasizing proper service techniques through analysis of the problem. Testing procedures and parts removal and installation are covered in depth. In addition, identification and use of hand tools and brazing processes are taught. Practical application is provided in the laboratory.

AIRC 1126 Electricity for Air Conditioning-Refrigeration 6 Cr., (4 Lec., 4 Lab.)  
(Prerequisite: None) Electricity for Air Conditioning & Refrigeration is an introductory study of electricity and electrical circuits, electric components, and schematics. In addition, students will study the wide variety of motors, single- and three-phase, used in the air conditioning and refrigeration field. Practical application is provided in the laboratory.

AIRC 1136 Commercial Refrigeration 6 Cr., (4 Lec., 4 Lab.)  
(Prerequisite: AIRC 1116 Basic Refrigeration, AIRC 1126 Electricity for Air Conditioning & Refrigeration) This course is designed to introduce the student to commercial refrigeration as related to the air conditioning, heating, and refrigeration field. The student will be required to identify the theory, operation, and basic repair of systems and components to include the following: reach-in refrigerators and freezers, display cases, walk-in refrigerators and freezer systems, ice machines, ice cream machines, defrost timers, hot gas bypass systems, and other components related to refrigeration.

AIRC 1146 Residential Systems 6 Cr., (4 Lec., 4 Lab.)  
(Prerequisites: AIRC 1116 Basic Refrigeration and AIRC 1126 Electricity for Air Conditioning & Refrigeration) Residential Systems is the study of major components and control devices for gas and electric furnaces and cooling systems. The student will be required to assemble components in an operative system. Practical application is provided in the laboratory with safety being an integral part of training.

AIRC 1163 Controls for Air Conditioning-Refrigeration 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: AIRC 1126 Electricity for Air Conditioning & Refrigeration) This course is designed to introduce the student to control systems and components used in residential and commercial refrigeration and air conditioning. The student will examine low voltage systems, as well as line voltage controls, pneumatic control systems and their components, and electronic controls. Upon completion of this course, the student is expected to be able to read a control diagram, troubleshoot, repair, and/or install new controls in a variety of systems.

AIRC 1173 Commercial Air Conditioning 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisites: AIRC 1116 Basic Refrigeration and AIRC 1126 Electricity for Air Conditioning & Refrigeration) This course is designed to introduce the student to commercial air conditioning systems and their uses. The student will examine chill water and water cooled systems, air handlers, cooling towers, pumps, hydronics, and fans. They will also learn about centrifugal air conditioners and absorption machines. Upon completion of this course, the student is expected to be able to explain the types and uses of commercial systems and be familiar with their operating characteristics.

ALLI 1117 Nursing Assistant / Home Care Aide 7 Cr., (5 Lec., Lab.)  
(Prerequisite: ACT Reading 15 or Compass Reading 70 or developmental reading with a grade of “C” or better and by NAH faculty permission.) This course focuses on safe and effective functioning when providing client care in the health care setting and/or the home environment. Emphasis is placed upon assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate, and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, providing meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to caregiving are covered along with basic anatomy and physiology, medical terminology and infection control. Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory. Required clinical hours are spent in a long-term care facility providing hands-on care to residents. Upon successful completion of 48 contact hours students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program students will receive a Nursing Assistant Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA). This program is approved by the Arkansas Department of Human Services Division of Medical Services – Office of Long Term Care. The curriculum has been developed in accordance with the Health Care Finance Administration under OBRA 1987 Guidelines. A grade of “C” is required for passing.
ALLI 1125 Health Unit Management 5 Cr., (4 Lec., 2 Lab.)
(Prerequisites: HEAL 1113 Medical Terminology and by NAH faculty permission.) This course is designed to prepare students for Health Unit coordinating. Basic knowledge regarding interpersonal communication skills, legal and ethical responsibilities, safe and efficient work practices, security use of computers, interpretation and transcription of physician orders are covered. Simulated practice is provided with standard equipment and supplies used in a health care facility by the health unit coordinator.

ALLI 1131 Dimensional Analysis 1 Cr., (1 Lec.)
(Prerequisites: None) This course is an introduction to the dimensional analysis method of problem solving, which is normally used in basic dosage and math calculations. The student will learn calculation techniques that will assure safety and accuracy while eliminating the need to memorize formulas. This approach to dosage and math calculations is frequently used in medical as well as other physical sciences. A grade of "C" or better is required for passing.

ALLI 1135 Medication Assisting Technology 5 Cr., (3 Lec., 2 Lab., 3 SWE)
(Prerequisite: ACT Reading 15 or Compass Reading 70 or Read 1213 Developmental Reading or ENGL 1313 Composition I with a grade of "C" or better and by NAH faculty permission). This course is designed to introduce the principles and concepts of medication administration as it relates to the administration of approved medications in the long-term care setting. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe application of medication theory and concepts in the long-term care facility. The student will be under the direction supervision of an instructor and qualified staff. Upon successful completion of this program the student will be eligible to sit for the state certification exam leading to designation as a Medication Assistant-Certified (MA-C). A grade of "C" or better is required for passing.

ALLI 1411 Nursing Skills Audit 1 Cr., (1 SCH)
(Prerequisites: Certified nursing assistant licensure or nursing assistant training or by NAH faculty permission). The Nursing Skills Audit course is designed for individuals with nursing assistant training who are interested in advancing to the level of student practical nurse. Course content provides an overview of basic skills and responsibilities that are necessary for practical nurses to have in today’s health care environment.

ALLI 2503 Cardio-Pulmonary Anatomy and Physiology 3 Cr. Hr. (3 Lec.)
(Prerequisite: BIOL 2454 Anatomy and Physiology I with a grade of "C" or better or BIOL 2226 Anatomy and Physiology for Health Professions and BIOL 2232 Anatomy and Physiology for Health Professions Lab with a grade of "C" or better and by NAH faculty permission). This course is designed to integrate the theory of cardio-respiratory anatomy and physiology with assessment and care of the patient with cardio-respiratory disease. Topics include the respiratory system in adults, vascular supply, functional anatomy of the heart and vascular system, mechanics of ventilation, work of breathing, gas exchange and transport, body fluids and electrolytes, acid-base balance, and regulation of breathing. A grade of "C" or better is required for passing.

ANTHROPOLOGY

ANTH 2333 Introduction to Anthropology 3 Cr., (3 Lec.)
(Prerequisite: None) Includes the evolution of man, races of man, prehistoric cultures, culture and its relation to heredity and geographic environment, the nature and place of language in culture, anthropological concepts, and the growth of world cultures.ACTS Equivalent Course Number = ANTH1013

ART

ART 2343 Art History and Appreciation 3 Cr., (3 Lec.)
(Prerequisite: None) An historical survey course, covering the periods from Greek Archaic through the 20th Century, with emphasis on the understanding and appreciation of architecture, sculpture, painting, the graphic arts, and the minor arts. ACTS Equivalent Course Number = ARTA1003
BIOLOGY

Biol 1464  Principles of Biology  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: Placement by ACT Reading Score of 19 or COMPASS Reading Score of 83 or a grade of "C" or better in READ 1213 Developmental Reading or READ 1293 ALP Developmental Reading)
This course focuses on a comprehensive study of concepts and principles of living systems. Major inclusions are the cellular basis of life, metabolic processes, an overview of genetics, and human body systems. ACTS Equivalent Course Number = BIOL1014

Biol 1474  General Zoology  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: None) This course is a comprehensive study of the diversity and similarities of living systems. Major inclusions are the concepts of modern biology, animal body systems, evolution, and the diversity of life. Laboratory experiences include microscopic and gross examination of structures, field observation, and behavioral observation of animals and protozoa. ACTS Equivalent Course Number = BIOL1054

Biol 1484  General Botany  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: None) This course is a study of vascular and non-vascular plants. Major inclusions are concepts of modern biology, plant structures and physiology, economic importance, life cycles, diversity, and classification. Laboratory experiences include microscopic and gross examination of structures, photosynthesis, field observation, and specimen collection. ACTS Equivalent Course Number = BIOL1034

Biol 2226  Anatomy and Physiology for Health Professions  6 Cr., (6 Lec.)
(Prerequisites: Biol 1464 Principles of Biology or high school Advanced Placement (AP) biology with a grade of "C" or better in the course or a score of 19 on the science reasoning portion of the ACT and completion or test score-validated exemption of all required developmental studies courses in English and reading. This course is designed to introduce the nursing and allied health student to the structure and function of cells, tissues, organs, and systems in the human body as a scientific basis for practice. This course includes terminology related to each body system. BIOL 2232 Anatomy & Physiology Lab for Health Professions may be taken concurrently. This course may not be transferable. A grade of "C" or better is required for passing.

Biol 2232  Anatomy & Physiology Lab for Health Professions  2 Cr., (4 Lab.)
(Pre- or Co-requisite: BIOL 2226 Anatomy & Physiology for Health Professions) This course includes identification and examination of the structure and function of cells, tissues, organs, and systems. A grade of "C" or better is required for passing.

Biol 2454  Human Anatomy and Physiology I  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: BIOL 1464 Principles of Biology or high school Advanced Placement (AP) biology with a grade of "C" or better in the course or a score of 19 on the science reasoning portion of the ACT and completion or test score-validated exemption of all required developmental studies courses in English and reading. This is a lecture-laboratory course designed to cover the structure and function of the following systems: the cell, tissues, skin, skeletal, muscular, nervous and special senses. A grade of "C" or better is required for passing. ACTS Equivalent Course Number = BIOL2404

Biol 2464  Human Anatomy and Physiology II  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: BIOL 2454 Human Anatomy and Physiology I with a grade of "C" or better in the course) This is a lecture-laboratory course designed to cover structure and function of the following systems: circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. A grade of "C" or better is required for passing. ACTS Equivalent Course Number = BIOL2414

Biol 2474  Microbiology  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: BIOL 1464 Principles of Biology or BIOL 2454 Human Anatomy and Physiology I with a grade of "C" or better; completion of (or test score validated exemption from) developmental courses in English, reading, and mathematics with a grade of "C" or better.) This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on humans. ACTS Equivalent Course Number = BIOL2004

BUSINESS TECHNOLOGY

Busi 1003  Keyboarding  3 Cr., (3 Lec.)
(Prerequisite: None) Keyboarding is basic skills training in the touch operation of the alphabetic and numeric keyboards. This is a remedial course that does not count toward the grade point average of the student. Speed and accuracy are emphasized. A typing speed of 35 words per minute with three or fewer errors is required to progress to Document Formatting, Word Processing I, Electronic
Spreadsheet, and Database Management. A grade of “C” or higher is required to progress to higher level Business courses. Testing will be done during registration and the first week of class. Students keying over 35 words per minute with three or fewer errors will be placed in Document Formatting. ACTS Equivalent Course Number = BUSI1103

**BUSI 1013  Document Formatting and Production** 3 Cr., (3 Lec.)
(Prerequisite: Take BUSI 1003 Keyboarding or ability to type 35 wpm. This course provides production training in the refinement of the operation of alphabetic and numeric keyboards. Production work includes: letters, memos, reports, business forms, resumes, tabulation, and development of production competency. Skill development through drills for speed and accuracy control continues as an integral part of the course.

**BUSI 1033  Introduction to Business** 3 Cr., (3 Lec.)
(Prerequisite: None) A study of the role and function of business enterprise within the American economic framework. Includes organization, marketing, personnel administration, production, finance, and economics. Designed primarily to help students understand and select a field of business specialization. ACTS Equivalent Course Number = BUSI1013

**BUSI 1053  Word Processing** 3 Cr., (3 Lec.)
(Prerequisite: Take BUSI 1003 Keyboarding or ability to type 35 wpm. Emphasis is placed on entering text, cursor movement, spell check, basic editing features, text enhancements, block operation, storage, retrieval, and printing. It teaches file management, multi-document handling, merge, styles, columns, outlines, desktop publishing, and search/replace techniques. It also includes creation of headers and footers, footnotes and endnotes, and page numbers.

**BUSI 1063  Electronic Spreadsheet** 3 Cr., (3 Lec.)
(Prerequisites: COMP 1123 Introduction to Computers and BUSI 1003 Keyboarding or ability to type 35 wpm.) The student will learn how to create, edit, save, and print an electronic spreadsheet. Arithmetic and logical operators, file manipulation, and graphics will be discussed in a hands-on environment. A variety of “what if” conditions are explored through exercises.

**BUSI 1083  Business Communications** 3 Cr., (3 Lec.)
(Prerequisite: None) Study of the fundamentals of English applied to business, with practice in writing correctly formatted business letters and reports. Attention is also given to oral reports. ACTS Equivalent Course Number = BUSI2013

**BUSI 1223  Business Management** 3 Cr., (3 Lec.)
(Prerequisite: None) The study of the creation and management of firms with emphasis on entrepreneurial opportunities and managerial activities needed for the operation of a variety of businesses. NOTE: Offered in fall semester only. No substitutions are available.

**BUSI 1233  Business Management** 3 Cr., (3 Lec.)
(Prerequisite: None) This course is designed to develop basic supervision skills and provide students with an understanding of supervisory functions of planning, organizing, directing, and leadership.

**BUSI 1413  Microsoft Word MOS Proficient** 3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers or approval of instructor) This course is designed to prepare students to sit for the MOS (Microsoft Office Specialist) certification exam for Microsoft Word at the proficient level. This course will focus on the fundamental operations of the program. The MOS exam is not included as part of the course; students are not required to take the exam, but they are encouraged to do so.
BUSI 1423  Microsoft Excel MOS Proficient  3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers or approval of instructor) This course is designed to prepare the student to sit for the MOS (Microsoft Office Specialist) certification exam for Microsoft Excel at the proficient level. This course will focus on the fundamental operations of the program. The MOS exam is not included as part of the course; students are not required to take the exam, but they are encouraged to do so.

BUSI 1433  Microsoft Word MOS Expert  3 Cr., (3 Lec.)
(Prerequisite: BUSI 1413 Microsoft Word MOS Word Proficient, MOS Word Proficient certification, or approval of instructor) This course is designed to prepare the student to sit for the MOS (Microsoft Office Specialist) certification exam for Microsoft Word at the expert level. This course will focus on more comprehensive and advanced operations of Word. The MOS exam is not included as part of the course; students are not required to take the MOS Expert exam, but they are encouraged to do so.

BUSI 1443  Microsoft Excel MOS Expert  3 Cr., (3 Lec.)
(Prerequisite: BUSI 1423 Microsoft Excel MOS Proficient, certification, or approval of instructor) This course is designed to prepare the student to sit for the MOS (Microsoft Specialist) certification exam for Microsoft Excel at the expert level. This course will focus on the more comprehensive and advanced operations of Excel. The MOS exam is not included as part of the course; students are not required to take the MOS Expert Exam, but they are encouraged to do so.

BUSI 1453  Microsoft Access MOS Proficient  3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers or approval of instructor) This course is designed to prepare students for the MOS (Microsoft Office Specialist) certification exam for Microsoft Access at the proficient level. This course will focus on the fundamental operations of the program. The MOS exam is not included as part of the course; students are not required to take the exam, but they are encouraged to do so.

BUSI 1513  Microsoft Access MOS Expert  3 Cr., (3 Lec.)
(Prerequisite: BUSI 1453 Microsoft Access MOS Proficient or the approval of the instructor) This course is designed to prepare the student to sit for the MOS (Microsoft Office Specialist) certification exam for Microsoft Access at the expert level. This course will focus on the more comprehensive and advanced operations of Access. The MOS exam is not included as part of the course; students are not required to take the MOS Expert Exam, but they are encouraged to do so.

BUSI 1523  Microsoft PowerPoint MOS Proficient  3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers; or approval of instructor) This course is designed to prepare the student to sit for the MOS (Microsoft Office Specialist) certification exam for Microsoft PowerPoint at the proficient level. This course will focus on all operations (fundamental, comprehensive and advanced) of PowerPoint. The MOS exam is not included as part of the course; students are not required to take the MOS Exam, but they are encouraged to do so.

BUSI 1533  Microsoft Outlook MOS Proficient  3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers or approval of instructor) This course is designed to prepare the student to sit for the MOS (Microsoft Office Specialist) certification exam for Microsoft Outlook at the proficient level. This course will focus on all operations (fundamental, comprehensive and advanced) of Outlook. The MOS exam is not included as part of the course; students are not required to take the MOS proficient exam, but they are encouraged to do so.

BUSI 2023  Records Management  3 Cr., (3 Lec.)
(Prerequisite: None) This is a study of systematic control of records from their creation or receipt through their processing, distribution, organization, and retrieval to their ultimate disposal.

BUSI 2163  Database Management  3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers and BUSI 1003 Keyboarding) A study of the fundamentals of computer database management techniques. It includes planning, creating, modifying, and organizing a database. Query and report preparation techniques are studied.

BUSI 2193  Business Computer Software  3 Cr., (3 Lec.)
(Prerequisites: None) This is an in-depth study of office systems technology including the integrating word processing, spreadsheets, graphics, and database through projects of a realistic business nature.

BUSI 2253  Desktop Publishing  3 Cr., (3 Lec.)
(Prerequisites: BUSI 1153 Word Processing II) An introduction to desktop publishing concepts, this course combines word processing with graphic design and layout concepts.
BUSI 2263       Integrated Computer Applications 3 Cr., (3 Lec.)
(Prerequisites: BUSI 1153 Word Processing II, BUSI 2253 Desktop Publishing or taken concurrently
with Desktop Publishing) This course is designed to enable the student to explore in-depth projects
using popular word processing and desktop packages and other current software.

BUSI 2273       Business Statistics 3 Cr., (3 Lec.)
(Prerequisite: MATH 1333 College Algebra with a grade of “C” or better) Statistics is the science and
art of extracting answers from data. It involves collecting, classifying, summarizing, organizing,
analyzing, and interpreting numerical information. This course includes statistical methods used in
studying business and economic data, averages and dispersions, probability, sampling, statistical
inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation.

BUSI 2303       Entrepreneurship 3 Cr., (3 Lec.)
(Prerequisite: None) A combined study of starting your own business, operating that business, and
making a success of that business with special emphasis on local, state, and federal tax requirements
and reporting.

BUSI 2313       Business Finance 3 Cr., (3 Lec.)
(Prerequisites: ECON 2313 Principles of Economics I, ACCO 2323 Principles of Accounting II, and
MATH 1123 Business Math or MATH 1333 College Algebra. ) Studies of the ways funds are channelled
into business, how projects are financed, administrative tasks, and finance tasks common to the small
business.

BUSI 2333       Personnel Management 3 Cr., (3 Lec.)
(Prerequisite: None) Major attention is given to the basic processes involved in the procurement,
development, and maintenance of human resources. Although recognition is given throughout to the
role of the personnel department, the major emphasis is upon the role of department supervisors,
managers, and their supervisors. Topics include specifying jobs and manpower requirements;
screening, interviewing, testing, and training employees; establishing evaluation programs; dealing with
collective bargaining, grievances, and disciplinary cases; and developing and administering
compensation systems.

BUSI 2343       Managerial Communications 3 Cr., (3 Lec.)
(Prerequisite: ENGL 1323 English Composition II) This is an in-depth study of written (letters, technical
reports, etc.), verbal (prepared and impromptu speeches, presentations), and nonverbal (body
language, listening, positioning, facial expressions, tone, etc.) communication techniques. NOTE:
Offered in fall semester only. Students may take BUSI 1233 Business Communications and SPEE 2393
Oral Communication for Public Address as a substitute for this course.

BUSI 2353       Principles of Marketing 3 Cr., (3 Lec.)
(Prerequisite: BUSI 1033 Introduction to Business and either ECON 2313 Principles of Economics I or
ECON 2323 Principles of Economics II) This is an introduction to marketing with a detailed study of the
marketing concept and the process of product development, pricing, promotion, and market distribution.
ACTS Equivalent Course Number = MKTG2003

BUSI 2363       Principles of Insurance 3 Cr., (3 Lec.)
(Prerequisite: None) This course presents the basic principles of insurance, provides an introduction to
insurance contracts, and surveys the nature and operation of the insurance business.

BUSI 2373       Principles of Real Estate I 3 Cr., (3 Lec.)
(Prerequisite: None) This course provides a study of rights in real property, including ownership and
transfer. It also provides an overview of land descriptions, preparation of deeds and closing documents,
and real estate math. It is designed to help students prepare for the real estate licensing examination
in Arkansas.

BUSI 2383       International Business 3 Cr., (3 Lec.)
(Prerequisite: ECON 2313 Principles of Economics I and BUSI 1033 Introduction to Business) This
course is a survey of various dimensions of the international business world. Course content includes
national policies affecting trade and investment, international management, international finance,
international marketing, international accounting practices, and international law.

BUSI 2473       Principles of Real Estate II 3 Cr., (3 Lec.)
(Prerequisite: None) This course covers real estate appraisal, real estate valuation, real estate finance,
public programs relating to real property, and provides a comprehensive review of Arkansas statutory

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law as it applies to real estate practice. It is designed to help students prepare for the real estate licensing examination in Arkansas.

CHEMISTRY

CHEM 1204 Chemistry for Allied Health 4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: Completion of (or test score validated exemption from) all required developmental courses; READ 1213 Developmental Reading with a grade of "C" or better.) This introductory lecture/laboratory course is intended for students seeking a degree in nursing or other health related fields who need only four hours of chemistry. Topics from inorganic, organic, and biochemistry will be covered, making connections to medicine and the human body when appropriate. The laboratory portion of the course is designed to reinforce concepts from lecture and to introduce a variety of different laboratory techniques. Note: This course does not fulfill the general education science requirement for an Associate of Arts degree.

CHEM 1434 General Chemistry I 4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: MATH 1023 Intermediate Algebra with a grade of "C" or better in the course or instructor permission). This lecture-laboratory course covers the basic principles of inorganic chemistry. Topics covered include scientific measurements and conversions, atomic structure, the periodic table, ionic and molecular compounds, reaction types, stoichiometry, gas laws, thermochemistry, and an introduction to chemical bonding and molecular geometry. The laboratory portion of the course is designed to reinforce concepts from lecture as well as to introduce students to a variety of laboratory techniques. Note: This course assumes a solid working knowledge of algebra. ACTS Equivalent Course Number = CHEM1414

CHEM 1444 General Chemistry II 4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: CHEM 1434 General Chemistry I with a grade of “C” or better in the course or departmental consent) This lecture-laboratory course is a continuation of CHEM 1434 General Chemistry I. Topics covered include intermolecular forces (liquids and solids), solutions and colligative properties, reaction mechanisms and rates, equilibrium, acids and bases, spontaneity and thermodynamics, as well as acid-base and solubility equilibria. The laboratory portion of the course is designed to reinforce concepts from lecture as well as to introduce students to a variety of techniques. Note: This course assumes a solid working knowledge of algebra, including exponentials and logarithms. ACTS Equivalent Course Number = CHEM1424

COMPUTER NETWORK TECHNOLOGY

CNET 1113 Introduction to Computer Networking 3 Cr., (2 Lec., 2 Lab.)
(Pre-requisite: COMP 1123 Introduction to Computers) This course will introduce students to the basic concepts of computer networking, including LAN, WAN, networking operating systems, network protocols, and hardware.

CNET 1123 Network Concepts 3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: CNET 1113 Introduction to Computer Networking) Students will learn detail knowledge about Network Protocols and how the interact in a networking environment. Students will also learn how to use network tools to view and understand interconnecting technologies.

CNET 1133 Introduction to Linux 3 Cr., (2 Lec., 2 Lab.)
(Pre-requisite: COMP 1123 Introduction to Computers) Introduction to Linux will teach students to install and setup the Linux computer operating system. Students will also learn to do daily maintenance on the operating system and learn applications which are equivalent to those that are windows-based.

CNET 1143 PC Maintenance and Repair 3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: COMP 1123 Introduction to Computers or instructor approval) This course provides an in depth look at PC’s, from assembly to troubleshooting and repair. It includes installation and maintenance of desktop systems and software.

CNET 1213 Windows Operating Systems 3 Cr., (2 Lec., 2 Lab.)
(Pre-requisites: CNET 1113 Introduction to Computer Networking) Students will learn Windows Server Operating systems. They will learn to install, configure and manage Windows Active Directory Environments, monitor system, and network environments and security.

CNET 1223 Advanced Network Concepts 3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: CNET 1123 Network Concepts) Students will study the current technologies and how they apply to pre-existing networks (i.e., wireless technology and VoIP).
CNET 2183  UNIX Based Operating Systems  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: CNET 1133 Introduction to Linux) Students will learn about the UNIX and Unix-like operating systems. They will also learn how to install, administer, and the day-to-day functioning of UNIX based operating systems.

CNET 2213  Network Security  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: CNET 1123 Network Concepts) Students will learn about networking security policies and defense. Security hardware, such as firewalls, and VPN's will be covered.

CNET 2223  Network Technical Support  2 Cr., (2 Lec., 2 Lab.)
(Prerequisite: CNET 1123 Network Concepts) This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and UNIX Operating Systems. It also teaches troubleshooting of Network based systems, such as e-mail, web servers and services, VPN, wireless networks, firewalls, and WAN Connections.

CNET 2223  Network Engineering  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: CNET 2233 Network Technical Support) This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and UNIX Operating Systems. It also teaches troubleshooting of Network Based Systems, such as e-mail, web servers and services, VPN, wireless networks and firewalls, WAN Connections. Students will learn about network design principles, how to build networks, modify existing networks, and support network designs. Students will also learn how to evaluate requirements and needs that are used to make good network decisions.

CNET 2313  Help Desk Technology  3 Cr., (3 Lec.)
(Prerequisite: CNET 1113 Introduction to Networking) This course is designed to provide students with an understanding of technology as part of support services. It will also define basic help desk concepts, identify features of call logging and problem resolution, and focus on the importance of asset management, and troubleshooting. It will identify the different service level certifications and common system management software features used in an IT managed system.

CNET 2413  Network Management  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: CNET 2213 Network Security) In this course, students will learn the concepts of network management. They will learn rights management, disaster recovery principals, time and basic project management, licensing issues, and end-user support.

CNET 2443  CNET Capstone  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: Instructor permission) This class will integrate all the concepts from the CNET curriculum. Students will learn how to work on networks that combine Windows and UNIX based technologies and how to work with others in an IT department to coordinate installation, management, and administration of enterprise level networks.

COMPUTER SCIENCE

COMP 1123  Introduction to Computers  3 Cr., (3 Lec.)
(Prerequisite: None) This course introduces microcomputer hardware, software, their applications and terminology to the beginner, and provides a hands-on training in Windows Operating System and Microsoft Office. For those students who have limited typing skills, it is recommended that BUSI 1003 Keyboarding be taken prior to, or in conjunction with, this course. ACTS Equivalent Course Number = CPSI1003

COMP 1152  Practical PC  2 Cr., (2 Lec.)
(Co-requisite: COMP 1123 Introduction to Computers) This course is designed to enable students to become proficient in computer usage. The course will focus on computer terminology, the Windows environment, Internet usage, and software application interaction. This course is for the student that has knowledge at the novice level but would like to become more experienced.

CRIMINAL JUSTICE TECHNOLOGY

CRIM 1213  Juvenile Delinquency and Justice  3 Cr., (3 Lec.)
(Prerequisite: None) This course provides an exploration of the sociological nature of juvenile delinquency and how society defines and deals with delinquency. This course explores the theoretical concepts of delinquency and looks at the acts of delinquency, the results of delinquency, the results of delinquent acts, and the victims of juvenile delinquency. Students are also introduced to juvenile justice practices.
CRIM 1313  Introduction to Criminal Justice  3 Cr., (3 Lec.)
(Prerequisite: None) This course covers the history, development, philosophy, functions, current operations, and future trends of the criminal justice system in a democratic society. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies, and correctional practices. ACTS Equivalent Course Number = CRJU1023

CRIM 1323  Arkansas Juvenile Law and Procedures  3 Cr., (3 Lec.)
(Prerequisite: None) This course provides a study of the procedures and problems involved in dealing with juveniles in the criminal justice system. It explores the framework of the Arkansas Juvenile Code and federal law as it pertains to juvenile detention, substance abuse, school violence, gang violence and crimes involving and against juveniles.

CRIM 2113  Courtroom Presentation of Evidence  3 Cr., (3 Lec.)
(Prerequisite: None) This course covers all aspects of evidence presentation according to the Arkansas Rules of Evidence and the Federal Rules of Evidence Model. This course covers dress, grooming, speaking, listening, and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as "scientific evidence") collected at the crime scene are also included.

CRIM 2313  The Judicial Process  3 Cr., (3 Lec.)
(Prerequisite: None) This course is an introduction to the judicial process, with analysis and evaluation of the main institutions and consideration affecting the administration of justice in the United States. Uses a comparative approach, but emphasizes the American state, local, and federal judicial systems.

CRIM 2323  Probation and Parole  3 Cr., (3 Lec.)
(Prerequisite: None) Course covers the development, organization, operation and result of systems of probation and parole as substitutions for incarceration; methods of selection, prediction scales, dynamics of parolees' readjustment after incarceration, comparison of rules and supervision methods.

CRIM 2333  Introduction to Corrections  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a survey of contemporary correctional treatment techniques and procedures, the purpose and functions of correctional institutions, and the history and theory of corrections. Methods of social rehabilitation in treating correctional clients, role of the social worker in a correctional setting, career opportunities in corrections, and correctional rehabilitation.

CRIM 2343  Constitutional Law  3 Cr., (3 Lec.)
(Prerequisite: None) Students will study constitutional law with an emphasis on the criminal aspects of this law. The course provides a greater insight into the limitations on the responsibilities and powers of persons serving in criminal justice fields.

CRIM 2363  Introduction to Law Enforcement  3 Cr., (3 Lec.)
(Prerequisite: None) This course examines history, development, and philosophy of law enforcement in a democratic society. Introduction to agencies involved in the administration of criminal justice; theories of crime, punishment, and rehabilitation; career orientation to include ethics, education, and training of professionals.

CRIM 2373  Criminal Investigation I  3 Cr., (3 Lec.)
(Prerequisite: None) This is an 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. Examination of the rules regarding the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, and testimony. Review of the Arkansas Code of Criminal Procedure and leading case law on each topic. Survey of general procedures, concepts, and practical application of the mechanics of criminal investigation. There is an emphasis on elements of crime and fact-finding.

CRIM 2383  Criminal Law  3 Cr., (3 Lec.)
(Prerequisite: None) This course covers the history and philosophy of modern criminal law, including structure, definition, application of statutes, leading case law, and procedures; elements of crime, penalties, and general provisions of the criminal code.
CRIM 2453  Issues in Criminal Justice  
(Prerequisite: None) This course allows the student to explore current and significant issues in the field of criminal justice. Seminar style classes permit instructors to offer a variety of topics as needed. This course is offered to all interested students. It is not intended for transfer.

CRIM 2463  Private Security and Investigation  
(Prerequisite: None) This course is designed to prepare the student for state certification in the areas of private security and private investigation.

CRIM 2493  Environmental Crime  
(Prerequisite: None) Environmental Crime explores the issues that affect all of us from local littering to the international trade in endangered species. This course will look at the laws, the crimes and the investigative processes that are used in dealing with these crimes. Labs will include guest speakers from agencies such as Arkansas Game & Fish Department, EPA or ADEQ and field projects involving environmental issues in our area.

DRAFTING AND COMPUTER AIDED DESIGN TECHNOLOGY

DRAF 1114  Engineering Graphics I  
(Prerequisite: None) An introduction to drawing fundamentals including lettering, geometric construction, orthographic projection, dimensioning, sectioning, auxiliaries, and sketching.

DRAF 1124  Introduction to Computer Aided Design  
(Prerequisite: None) An introduction to computer aided design, covering such topics as computer terminology, history, components, and applications in the design process. Students will be expected to master the basic draw, edit, and dimensioning commands of AutoCAD.

DRAF 1214  Engineering Graphics II  
(Prerequisite: DRAF 1114 Engineering Graphics I) An extension of Engineering Graphics I, this course covers projection, representation of fasteners, gears, piping and welding surface developing, geometric relationship of lines and planes, and drawing of charts and graphs. Pictorial expression of detailed working drawings in oblique, isometric, trimetric, and perspective views.

DRAF 1224  Intermediate Computer Aided Design  
(Prerequisite: DRAF 1124 Introduction to Computer Aided Design or Consent of Instructor) This course covers three-dimensional computer modeling and an introduction to third party software for AutoCAD.

DRAF 2315  Architectural Drawing and Design I  
(Prerequisite: DRAF 1114 Engineering Graphics I and DRAF 1124 Introduction to Computer Aided Design) Space planning, interior design concepts, structural systems, electrical and mechanical systems, architectural styles, and code requirements as they relate to residential construction. Students create a complete set of working drawings for a residence.

DRAF 2323  Advanced Computer Aided Design  
(Prerequisite: DRAF 1224 Intermediate Computer Aided Design) An exploration of ways to increase CAD productivity including custom menu creation, Auto Lisp programming, networking, and CAD system management.

DRAF 2325  Machine Drawing and Design I  
(Prerequisite: DRAF 1114 Engineering Graphics I, DRAF 1124 Introduction to Computer Aided Design) This course covers precision dimensioning and tolerancing, electrical and electronics drawing, drawing of machine elements, and advanced detail and assembly drawing.

DRAF 2415  Architectural Drawing and Design II  
(Prerequisite: DRAF 1124 Introduction to Computer Aided Design, and DRAF 1114 Engineering Graphics I) Space planning, interior design concepts, structural systems, electrical and mechanical systems, architectural styles, and code requirements as they relate to light commercial construction. Students create a set of working drawings for a small commercial building.

DRAF 2423  3-D Studio  
(Prerequisite: DRAF 1124 Introduction to Computer Aided Design) This course will cover the fundamentals of 3-D modeling and animation and how to present designs with pictures that simulate the final product.
DRAF 2425  Machine Drawing and Design II  5 Cr., (3 Lec., 4 Lab.)  (Prerequisite: DRAF 2325 Machine Drawing and Design I) Drawings are made of tools, jigs, dies, and machine parts. A study of physical principles, properties of materials and graphic methods of problem solving in machine part design.

DRAF 2433  Introduction to Geographic Information Systems  3 Cr., (2 Lec., 2 Lab.)  (Prerequisite: COMP 1123 Introduction to Computers) This introductory course is designed to provide a general overview of Geographic Information Systems (GIS) including background, development, trends, and prospects in this rapidly expanding field. Basic components and analytical functions of GIS will be introduced along with additional spatial and geographic concepts including cartographic communication, automated mapping characteristics, map projections and map scale, geocoding, coordinate systems, and the nature of spatial data.

EARLY CHILDHOOD PARAPROFESSIONAL TECHNOLOGY

ECDT 1113  Essential Elements of Child Care  3 Cr., (3 Lec.)  (Prerequisite: None) This course provides the student with a broad knowledge base to design programs for children from birth to five developing both typically and atypically. The course provides a foundation for: establishing and maintaining a safe, healthy learning environment; promoting physical and intellectual competence; supporting emotional and social development; providing positive guidance; establishing positive, productive relationships with parents; ensuring a well-run, purposeful program responsive to children's needs; and maintaining a personal commitment to continuing education and professionalism. The student will also gain knowledge of state and federal laws pertaining to the care and education of young children. Course content is based on the guidelines established by the Council for Early Childhood Professional Recognition and partially fulfills the theoretical component of the Certified Development Associate credential. A grade of "C" or better is required for passing.

ECDT 1323  Language Arts for Preschool Children  3 Cr., (3 Lec.)  (Prerequisite: None) 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. A grade of "C" or better is required for passing.

ECDT 1413  Music for Preschool Children  3 Cr., (3 Lec.)  (Prerequisite: None) This course focuses on music as a teaching tool for the preschool teacher. Students will use creative thinking, self-awareness, and problem solving as they plan developmentally appropriate musical activities to promote instructional themes such as: health and safety, socialization, family relationships, and nutrition. A grade of "C" or better is required for passing.

ECDT 1513  Child Nutrition and Health Care  3 Cr., (3 Lec.)  (Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development; Prerequisite or Corequisite: EDUC 1113 Early Childhood Field Experience) This course covers the principles and application of safety, sanitation, and health nutritional practices for young children. 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. A grade of "C" or better is required for passing.

ECDT 2243  Social and Emotional Development in an Inclusive Classroom  3 Cr., (3 Lec.)  (Prerequisite: EDUC 1013 Introduction to Early Childhood Education, ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience; Prerequisite or Co-requisite: EDUC 2333 Child Growth and Development) This course focuses on the emotional development and social behavior of preschool children developing typically and atypically. Students will gain knowledge about identifying children with developmental disabilities, handicapping conditions, or challenging behaviors. Students will discover how to implement quality programs designed to accommodate the needs of normally developing and exceptional children. A grade of "C" or better is required for passing.

ECDT 2613  Curriculum Methods and Materials  3 Cr., (3 Lec.)  (Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience, EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development) This course is an in depth study of methods, materials, and curricula necessary to implement the goals and objectives of early childhood education based on the National Council of
Professional Recognition’s six competency goals and thirteen functional areas. A grade of “C” or better is required for passing.

**ECDT 2713  Social Studies, Math, and Science for Preschool Children**
3 Cr., (3 Lec.)
(Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience, and EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development) 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. Lab activities are implemented during ECDT 2916 Early Childhood Education Practicum. A grade of “C” or better is required for passing.

**ECDT 2813  Administration of Preschool Programs**
3 Cr., (3 Lec.)
(Prerequisite: ECDT 1113 Essential Elements of Child Care, EDUC 1113 Early Childhood Field Experience, and EDUC 1013 Introduction to Early Childhood Education, and EDUC 2333 Child Growth & Development) This course covers the theory and practice of administering private, state, and federally funded preschool programs. Concepts of administration are covered. A grade of “C” or better is required for passing.

**ECDT 2916  Early Childhood Education Practicum**
6 Cr., (2 Lec., 16 SWE)
(Prerequisites: EDUC 1013 Introduction to Early Childhood Education, EDUC 1113 Early Childhood Field Experience, ECDT 1113 Essential Elements of Child Care, ECDT 1323 Language Arts for Preschool Children, ECDT 1413 Music for Preschool Children, ECDT 1513 Child Nutrition & Health Care, ECDT 2243 Social & Emotional Development in Inclusive Classroom, EDUC 2333 Child Growth & Development, ECDT 2713 Social Studies, Math & Science for Preschool Children) This course provides an extended opportunity for students to apply their acquired skills and theoretical knowledge in a childcare setting. Completion of course objectives provides opportunities for students to plan and implement experiences for infants, toddlers, and preschoolers, drawing together all areas of the early childhood curriculum. A grade of “C” or better is required for passing.

**ECONOMICS**

**ECON 2313  Principles of Economics I (Macroeconomics)**
3 Cr., (3 Lec.)
(Prerequisite: None) Introduces the basic economic problems of a society, how the different solutions to these problems lead to different political philosophies. Discussions focused on the economic activities of the society as a whole, especially effects of monetary and fiscal policies on employment, income and price levels. ACTS Equivalent Course Number = ECON2103

**ECON 2323  Principles of Economics II (Microeconomics)**
3 Cr., (3 Lec.)
(Prerequisite: None) Topics include decision making of the firms and the consumer; market structures; farm problems; international trade and finance, and the global economy. ACTS Equivalent Course Number = ECON2203

**EDUCATION**

**EDUC 1013  Introduction to Early Childhood Education**
3 Cr., (3 Lec.)
(Prerequisite: None) This course provides an overview of the philosophy, educational theories, and historical development of formalized early childhood education. The student will become familiar with theories which early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course is based upon guidelines established by the Council for Early Childhood Professional Recognition.

**EDUC 1113  Early Childhood Field Experience**
2 Cr., (1 Lec., 2 Lab.)
(Prerequisites: EDUC 2333 Child Growth & Development, ECDT 1113 Essentials of Child Care, EDUC 1013 Introduction to Early Childhood Education; Acceptance into the ECDT program) This course introduces the student to early childhood educational settings through 30 (thirty) hours of active observation, and limited guided participation with infants, toddlers, and preschoolers. Activities and assignments will highlight the principles underlying early childhood education. Students are assigned to licensed, quality childcare centers for this field experience.

**EDUC 1313  Strategies for College Success**
3 Cr., (3 Lec.)
(Prerequisite: None) This course focuses on the development of critical thinking skills and applications. It fosters the development of essential college-level study skills, including note-taking, test-taking, and time-management skills. Students will be given the opportunity to develop workplace skills through KeyTrain, an interactive Internet-based program which prepares students for WorkKeys assessments.
that enable them to earn an Arkansas Career Readiness Certificate. Students must take this course within their first 12 hours of course work at SEARK College or have completed a similar course as evidenced by transcript evaluation.

**EDUC 1323  Service Learning** 3 Cr., (3 Lec.)  
(Prerequisite: Completion of a minimum of 12 semester credit hours of collegiate level courses) This course is designed for the General Studies and/or Associate of Arts degree major. Students meet in seminar sessions at the beginning and end of the semester and intermittently throughout the term. Students are placed in a trained volunteer service position with a local not-for-profit organization for a minimum of eight hours per week. Through community service, seminar classes, reflective journaling, and experience sharing students realize the connection between their academic preparation and the workplace. The personal value in volunteerism, its impact on the community, and the development of responsible citizenry are also goals of the course.

**EDUC 2313  Computers in Education** 3 Cr., (3 Lec.)  
(Prerequisite: COMP 1123 Introduction to Computers) This course provides an introduction to integrating technology in the classroom. Topics include the Internet, productivity software for educators, integrating multimedia and software applications, security issues, ethics, and technology planning.

**EDUC 2333  Child Growth and Development** 3 Cr., (3 Lec.)  
(Prerequisite: None) This course focuses on physical, cognitive, and socio-emotional development in children from birth to age eight. Introduces methods used to observe, evaluate, and recognize possible delays in child development. The course content is based upon guidelines established by the Council For Early Childhood Professional Recognition.

**ELECTRICAL AND ELECTRONICS TECHNOLOGY**

**ELEC 1113  AC-DC Fundamentals** 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) This course is a study in the principles and concepts of electrical energy, its uses, and applications. Included are AC and DC circuits, reactance, power, and electrical safety.

**ELEC 1123  Wiring Fundamentals** 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) Wiring Fundamentals is an introductory course of study in wiring practices, cabling, conductors, insulators, blueprints, and general electrical devices.

**ELEC 1133  Test Equipment** 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) A course preparing the student to use test equipment associated with electrical circuits and equipment to include: principles of operation, concepts, and care/maintenance of the equipment.

**ELEC 1143  Industrial Safety** 3 Cr., (3 Lec.)  
(Prerequisite: None) This course is the study of safety practices as they relate to various industrial settings.

**ELEC 1153  Principles of Technology** 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) This course will cover proper nomenclature of tools, equipment, and materials used by an electro-mechanical technician. It will also cover the use of measurement devices, identification and use of fastening devices, identification and proper use of appropriate tools and equipment, bearings and their proper use, tolerance, and lubrication, as well as reading and interpretation of blueprints and schematics.

**ELEC 1163  Electrical Systems Troubleshooting** 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) This is an introductory course focusing on the logical and systematic troubleshooting of electrical systems.

**ELEC 1213  Residential Wiring** 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisites: ELEC 1113 AC-DC Fundamentals and ELEC 1123 Wiring Fundamentals) This course provides a study in the techniques and practices applicable to residential wiring including branch circuits, switch and lighting circuits, and over-current protection. Also included are heating/air conditioning and low voltage circuits. Emphasis is placed on adherence to the National Electrical Code.

**ELEC 1223  National Electrical Code** 3 Cr., (3 Lec.)  
(Prerequisite: None) This is a detailed course of study in the interpretation and application of the National Electrical Code with emphasis on its history, conception, revisions, and applications to residential, industrial, and commercial wiring.
ELEC 1233  Electronics for Industrial Electricians  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: None) An introduction to solid state devices and circuits with emphasis placed on principles and concepts of these devices when used as electronic switches, amplifiers, and oscillators.

ELEC 1313  Industrial Wiring  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: ELEC 1213 Residential Wiring) Industrial Wiring is a comprehensive study of the concepts, techniques, and practices found in the industrial environment. Included are feeders, sub-feeders, busways, system protection, signaling systems, and the unit substation.

ELEC 1323  Industrial Motor Control  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: None) This course covers motors commonly found in industry and the control methods of those motors. Emphasis is placed on variety, maintenance, and troubleshooting of the systems.

ELEC 1333  Semiconductor Fundamentals  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: ELEC 1113 AC-DC Fundamentals and ELEC 1133 Test Equipment) A study of principles, concepts, and devices of a semiconductor nature to include: the PN Junction, Bipolar Transistors, FET transistors, JFET's, MOSFET's, principles of amplifiers, gain and attenuation, frequency response, multistage amplifiers, impedance, small signal and power amplifiers, operational amplifiers, and oscillators.

ELEC 1413  Commercial Wiring  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: ELEC 1213 Residential Wiring) This course is an introduction to the principles and concepts applicable to the commercial environment. Emphasis is placed on those devices, circuits, principles, and practices that are found primarily only in the commercial environment.

ELEC 1423  Programmable Logic Controllers  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: ELEC 1113 AC-DC Fundamentals) A study of the PLC and its impact on modern industry to include: the history, ladder logic, interfacing, programming, and application of the PLC to controlled machinery. Emphasis will be placed on use of the HHT (hand-held terminal) the first 8 weeks, and with APS (Advanced Programming Software) the second 8 weeks.

ELEC 2113  Electro-Mechanical Devices  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: ELEC 1113 AC-DC Fundamentals) A study of the various devices used in industry to include: mechanical, electrical, and electro-mechanical devices. The history and effect of these ever changing devices will be explored. Emphasis will be placed on selection, application, and replacement of these devices.

ELEC 2213  Basic Digital Electronics  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: ELEC 1113 AC-DC Fundamentals, ELEC 1123 Wiring Fundamentals, ELEC 1233 Electronics for Industrial Electricians) This course explores the principles and concepts applicable to the attainment of an understanding of the operation of basic digital building blocks. Emphasis will be placed on applications to systems common to all digital circuitry.

ELEC 2313  Industrial Automation and Robotics  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: MECH 1713 Pneumatics and Hydraulics) This course examines the impact on industry of the automation of machines, machine processes, and the use of robotics to perform repetitive tasks. Emphasis will be placed on systems rather than individual components and devices.

ELEC 2413  Instrumentation  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: ELEC 1113 AC-DC Fundamentals, ELEC 1133 Test Equipment, ELEC 1233 Electronics for Industrial Electricians) This course allows the student to explore the methods involved in monitoring and measuring data applicable to industrial machines and processes. Emphasis will be placed on the large variety of methods and equipment involved. Some emphasis will be placed on troubleshooting, repair, and replacement of devices.

ELEC 2513  Electronic Drive Systems  3 Cr., (2 Lec., 2 Lab.)
(Prerequisites: ELEC 1113 AC-DC Fundamentals, ELEC 1123 Wiring Fundamentals, ELEC 1133 Test Equipment, ELEC 1233 Electronics for Industrial Electricians, ELEC 1323 Industrial Motors and Controls) This is an introductory study of modern electronic drive systems commonly found in the industrial environment. A study and comparison of electronic and mechanical drive systems will be conducted. Emphasis will be on principles, techniques, and advantages of the electronic systems.
EMERGENCY ADMINISTRATION & MANAGEMENT

EMAN 1113  Living in a Hazardous Environment  3 Cr., (3 Lec.)
(Prerequisite: None) Overview of emergency management systems with an analysis of the causes, characteristics, nature and effects of such disasters as avalanches, drought, earthquakes, epidemics, fires, flooding, hazardous materials, hurricanes, industrial accidents, nuclear power plant accidents, power failures, volcanoes, and other catastrophic hazards.

EMAN 1223  Aim and Scope of Emergency Management  3 Cr., (3 Lec.)
(Prerequisite: None) Analysis of disasters in historical settings and current situations. Areas covered include the role of local, state, and federal government, the unique problems of business/industry crisis management, disaster prevention and mitigation policy, technology support, and professionalism and litigation issues.

EMAN 2113  Introduction to Terrorism  3 Cr., (3 Lec.)
(Prerequisite: None) This course is an overview of terrorism in which students will explore various aspects of terrorism in a post 9/11 world leading to a basic understanding of a global phenomenon. Subject matter will include a history of terrorism, its strategies, and why those strategies are effective. The student will examine the psychology of fundamentalist religious movements and extreme political organizations. While studying the effects of terrorism, the student will examine the governmental concerns, politics, preparedness and response operations dealing with terrorism.

EMAN 2123  Citizens/Family/Community Disaster  3 Cr., (3 Lec.)
(Prerequisite: None) This course covers the need for citizen disaster preparedness; research findings on the subject; program design models; team and coalition building; materials and approaches; effective presentation skills; overcoming disaster denial and apathy; preparedness with children, the elderly, and other high-risk populations.

EMAN 2213  EMAN Capstone  3 Cr.  (2 Lec., 2 Lab.)
(Prerequisites/Co-requisites: All core curriculum in the EMAN program or consent of instructor) Students who enroll in the course will complete an assessment portfolio documenting their training and experience totaling not more than 100 contact hours. Not more than 50 contact hours of FEMA or National Fire Academy Online study courses may be applied. CERT training may also be applied. At least 30 hours of training or related activities must be included. Students will participate in a tabletop or practical exercise applying the concepts of Emergency Administration and Management. This course is graded Pass/Fail and is a requirement for graduation.

EMAN 2423  Ground Zero Meteorology  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: None) This is an introductory course in meteorology focusing on disasters and disaster impact. Study of atmospheric processes, weather elements (temperature, pressure, moisture, wind, clouds, precipitation) and weather systems (storm systems and fronts, thunderstorms, tornadoes, and hurricanes), forecasting and weather map analysis will be addressed.

EMAN 2433  Introduction to Geographic Information Systems  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: None) This introductory course is designed to provide a general overview of Geographic Information Systems (GIS) including background, development, trends, and prospects in this rapidly expanding field. Basic components and analytical functions of GIS will be introduced along with additional spatial and geographic concepts including cartographic communication, automated mapping characteristics, map projections and map scale, geocoding, coordinate systems, and the nature of spatial data.

EMERGENCY MEDICAL SCIENCES - All NAH Courses must be completed with a grade of "C" or better.

EMER 1007  EMT Basic  7 Cr., (4 Lec., 4 Lab., 4 SWE)
(Prerequisite: ACT Reading 15 or COMPASS Reading 70 or READ 1213 Developmental Reading with a grade of "C" or ALLI 1423 Tech Reading for Allied Health or ENGL 1313 English Composition I with a grade of "C" or better and by NAH faculty permission) Basic EMT is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. A grade of "C" or better is required for passing.
EMER 1111    Basic EKG Interpretation  1 Cr., (1 Lec.)
(Prerequisites: None). This course covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. A grade of "C" or better is required for passing.

EMER 1112    Clinical Preparation  2 Cr., (1 Lec., 2 Lab.)
(Prerequisites: Acceptance into the program; EMER 1007 EMT Basic, with a grade of "C" or better. Co-requisites: EMER 1111 Basic EKG Interpretation; EMER 1114 Foundations of EMS; RESP 1223 Basic Assessment and Diagnostics). This course prepares the student to care for patients in the clinical area by teaching the principles of intravenous access, medication administration, and airway management. Students will utilize the simulations lab to enhance clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing.

EMER 1114    Foundations of Emergency Medical Sciences  4 Cr., (3 Lec., 2 Lab.)
(Prerequisites: Acceptance into the Program; EMER 1007 EMT Basic, with a grade of "C" or better. Co-requisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; RESP 1223 Basic Assessment & Diagnostics). This course will include study of roles and responsibilities within the EMS system, the importance of personal wellness, and implementation of injury prevention activities, understanding legal issues, ethics and principles of communications. Basic Pharmacology is covered with emphasis on emergency administration including preparation, methods, safety, classifications, and principles of IV/Intraosseous therapy. Advanced airway management including endotracheal intubation, CPAP, Rapid Sequence Induction, emergency cricothyrotomy and mechanical ventilation for pre-hospital setting is included. A grade of "C" or better is required for passing.

EMER 1134    Clinical Practicum I  4 Cr., (16 SWE)
(Prerequisites: Acceptance into the Program; EMER 1007 EMT Basic; with a grade of "C" or better. Co-requisites: EMER 1111 Basic EKG Interpretation; EMER 1114 Foundations of EMS; RESP 1223 Basic Assessment & Diagnostics; EMER 1112 Clinical Preparation). Students will have supervised rotations through selected clinical, both hospital and pre-hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/Lab instruction. A grade of "C" or better is required for passing.

EMER 1222    Acute Cardiac Care  2 Cr., (1 Lec., 2 Lab.)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1213 Management of the Trauma Patient; EMER 1234 Pathophysiology for EMS Providers; EMER 1242 Management of Critical Care Patients; EMER 1244 Clinical Practicum II). This course provides the student with the framework for recognition and treatment of cardiac related emergencies. A review of the standard 3 lead EKG will be done to lead the student gaining a working knowledge in the acquisition and advanced interpretation of the 12 lead EKG. Emphasis is placed on the pathophysiology of cardiac related emergencies. Students learn the evolution of acute coronary syndromes, and the treatment of such disorders. Successful completion of this course will lead the student to gain certification in Advanced Cardiac Life Support Provider (ACLS) through the American Heart Association. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing.

EMER 1213    Management of the Trauma Patient  3 Cr., (3 Lec.)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1222 Acute Cardiac Care; EMER 1234 Pathophysiology for EMS Providers; EMER 1242 Management of Critical Care Patients; EMER 1244 Clinical Practicum II). This course includes the advanced management of the trauma systems, mechanism of injury, pathophysiology, management, and treatment of traumatic injuries including hemorrhage, burns, thoracic trauma, soft tissue injury, head injury, spinal injury, abdominal injury, and musculoskeletal injury. Includes certification in Pre-hospital Trauma Life Support (PHTLS), students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing.

EMER 1234    Pathophysiology for EMS Providers  4 Cr., (3 Lec., 2 Lab.)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1222 Acute Cardiac Care; EMER 1242 Management of Critical Care Patients; EMER 1213 Management of the Trauma Patient; EMER 1244 Clinical Practicum II). This course includes Human
Anatomy and Physiology from cellular structure to systems applications with emphasis on the pathophysiology of the disease process. A grade of "C" or better is required for passing.

**EMER 1242 Management of the Critical Care Patient** 2 Cr., (1 Lec., 2 Lab.)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1222 Acute Cardiac Care; EMER 1213 Management of the Trauma Patient; EMER 1234 Pathophysiology for EMS Providers; EMER 1244 Clinical Practicum II). This course is designed to enable the paramedic student to integrate all the information learned in the program. This course will focus on dealing with critically ill or injured patients. The laboratory time will be spent treating simulated patients in the lab at SEARK College. A grade of "C" or better is required for passing.

**EMER 1244 Clinical Practicum II** 4 Cr., (16 SWE)
(Prerequisites: EMER 1111 Basic EKG Interpretation; EMER 1112 Clinical Preparation; EMER 1134 Clinical Practicum I; EMER 1114 Foundations of EMS; all with a grade of "C" or better. Co-requisites: EMER 1222 Acute Cardiac Care; EMER 1213 Management of the Trauma Patient; EMER 1234 Pathophysiology for EMS Providers; EMER 1242 Management of Critical Care Patient). Students will have supervised rotations through selected clinical, both hospital and pre-hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/ Lab instruction. A grade of "C" or better is required for passing.

**EMER 1311 Assessment Based Management** 1 Cr., (1 Lec.)
(Prerequisites: EMER 1222 Acute Cardiac Care; EMER 1234 Pathophysiology for EMS Providers; EMER 1213 Management of the Trauma Patient; EMER 1242 Management of the Critical Care Patients; EMER 1244 Clinical Practicum II; All with a grade of "C" or better. Co-requisites: EMER 1312 Life Span Development). The course will provide the integration of assessment findings in order to formulate a field impression and implement a treatment plan for those with common physical, mental, and social complaints, chronic care problems, and financial challenges; abuse victims; and assault victims. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing.

**EMER 1312 Life Span Development** 2 Cr., (2 Lec.)
(Prerequisites: EMER 1222 Acute Cardiac Care; EMER 1234 Pathophysiology for EMS Providers; EMER 1213 Management of the Trauma Patient; EMER 1242 Management of Critical Care Patients; EMER 1244 Clinical Practicum II; All with a grade of "C" or better. Co-requisite: EMER 1311 Assessment Based Management). This course will provide the student with the framework to recognize the pathophysiology and implement management of emergencies among gynecologic, obstetric, neonatal, pediatric, and geriatric patients. Course includes Pediatric Education for the Pre-hospital Provider (PEPP), Neonatal Resuscitation (NRP) Certifications. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing.

**EMER 1411 Paramedic Competencies** 1 Cr., (1 Lec.)
(Prerequisites: EMER 1311 Assessment Based Management; EMER 1312 Life Span Development; both with a grade of "C" or better. Co-requisites: EMER 1413 Management of Medical Emergencies; EMER 1424 Clinical Practicum III). This Capstone course combines preparation and evaluation of significant entry level paramedic competencies required to be successful on the National Registry exam. A grade of "C" or better in this course is required in order for the student to be granted eligibility to sit for the National Registry exam.

**EMER 1413 Management of Medical Emergencies** 3 Cr., (3 Lec.)
(Prerequisites: EMER 1311 Assessment Based Management; EMER 1312 Life Span Development; both with a grade of "C" or better. Co-requisites: EMER 1411 Paramedic Competencies; EMER 1424 Clinical Practicum III). This course will provide the student with the framework to recognize the pathophysiology and implement management of patients with respiratory, neurologic, endocrine, anaphylactic, non-traumatic abdominal, and urologic emergencies. Course includes toxicological, substance abuse, hematologic, environmental, infectious, psychiatric, and behavioral emergencies. The course includes certification in Advanced Medical Life Support (AMLS). Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. A grade of "C" or better is required for passing.
EMER 1424 Clinical Practicum III 4 Cr., (16 SWE)
(Prerequisites: EMER 1311 Assessment Based Management; EMER 1312 Life Span Development; with a grade of "C" or better. Co-requisites: EMER 1411 Paramedic Competencies; EMER 1413 Management of Medical Emergencies). Students will have supervised rotations through selected clinical, both hospital and pre-hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/Lab instruction. A grade of "C" or better is required for passing. Emphasis is placed on all psychomotor skills and cognitive aspects of the national professional credentialing examination.

ENGLISH

NOTE: Students who score below 19 on the English Section of the Enhanced ACT must take the COMPASS Placement Test for course placement.

ENGL 1013 Basic English 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT score of 0-14 or a COMPASS writing score of 0-32) Co-requisite: READ 1213 Developmental Reading, if required. This course offers intensive instruction in the fundamentals of grammar and usage. A grade of "C" or better is required before progressing to the next course level, ENGL 1113 Fundamentals of Writing. This course is non-transferable.

ENGL 1113 Fundamentals of Writing 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT score of 15-18 or a COMPASS writing score of 33-79, or a grade of "C" or better in ENGL 1013 Basic English. Co-requisite: READ 1213 Developmental Reading, if required.) This course is a continuation of ENGL 1013 Basic English. Students learn the writing process and methods of essay development while working with varied resources. A grade of "C" or better is required before progressing to ENGL 1313 English Composition I. This course is not transferable.

ENGL 1193 ALP Fundamentals of Writing 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT score of 15-18 or a COMPASS writing score of 33-79 or ENGL 1013 Basic English with a grade of "C" or better; Co-requisites: ENGL 1393 ALP English Composition I and READ 1213 Developmental Reading, if required) This is an Accelerated Learning Program course to be taken in the same semester as ENGL 1393 ALP English Composition I. Its purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation. A grade of "C" or better is required in both courses before progressing to the next course level.

ENGL 1313 English Composition I 3 Cr., (3 Lec.)
Prerequisite: Placement by an ACT score of 19-36 or a COMPASS writing score of 80+ or a grade of "C" or better in READ 1393 Integrated Development Reading and Writing, or a minimum grade of "C" or better in ENGL 1013 Basic English and ENGL 1113 Fundamentals of Writing. Corequisite: READ 1213 Developmental Reading, if required). Course will focus on principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical reading. A minimum grade of "C" or better is required for passing. ACTS Equivalent Course Number = ENGL1013

ENGL 1393 ALP English Composition I 3 Cr., (3 Lec.)
Co-requisites: ENGL 1193 ALP Fundamentals of Writing and READ 1213 Developmental Reading, if required). This is an Accelerated Learning Program course taken in the same semester as ENGL 1193 ALP Fundamentals of Writing. Principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking are covered. It enhances student's writing skills to given them an opportunity to earn college credit toward graduation. A grade of "C" or better is required in both courses before progressing to the next course level.

ENGL 1323 English Composition II 3 Cr., (3 Lec.)
(Prerequisite: English 1313 English Composition I or ENGL 1393 ALP English Composition I with a minimum grade of "C" or better). Course will focus on further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. A minimum grade of "C" is required for passing. ACTS Equivalent Course Number = ENGL1023

ENGL 2313 English Literature I 3 Cr., (3 Lec.)
(Prerequisite: None) The emphasis in this course is on English authors and literary developments from Beowulf through Samuel Johnson. ACTS Equivalent Course Number = ENGL2673

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ENGL 2323 English Literature II 3 Cr., (3 Lec.)
(Prerequisite: None) This course is a continuation of English Literature I with a focus on English authors and literary developments from James Thompson through Dylan Thomas. ACTS Equivalent Course Number = ENGL2683

ENGL 1343 Introduction to Literature 3 Cr., (3 Lec.)
(Prerequisite: None) A course designed for beginning students. Topics vary and include selections from poetry, fiction, and drama. Emphasis is on students learning literature and techniques.

ENGL 2363 World Literature I 3 Cr., (3 Lec.)
(Prerequisite: None) A course is a critical survey of classical, oriental, and continental literature. Emphasis will be placed on important aspects of the literary heritage of the ancient Greek, Roman, and Judeo-Christian cultures. ACTS Equivalent Course Number = ENGL2113

ENGL 2373 World Literature II 3 Cr., (3 Lec.)
(Prerequisite: None) This course is a continuation of ENGL 2363 World Literature I. ACTS Equivalent Course Number = ENGL2123

ENGL 2383 Technical Writing 3 Cr., (3 Lec.)
(Prerequisite: ENGL 1313 English Composition I or ENGL 1393 ALP English Composition I) This course is a theoretical and practical application of professional, technical, and academic forms of writing. Emphasis placed on critical reading, critical writing, and development of structure and style that is conducive to technical and scientific fields. The student will examine how to shape the composing process for specific writing tasks to include technical reports, proposals, instructions, letters, and memos. ACTS Equivalent Course Number = ENGL2023

ENGL 2413 American Literature I 3 Cr., (3 Lec.)
(Prerequisite: None) This course is a survey of major authors in American literature from the 17th to mid-19th centuries. Individual works will be studied as a part of the history and culture of America during the period. ACTS Equivalent Course Number = ENGL2653

ENGL 2423 American Literature II 3 Cr., (3 Lec.)
(Prerequisite: None) This course is a survey of major authors in American literature from the mid-19th century to the present. Individual works will be studied as a part of the history and culture of America during the period. ACTS Equivalent Course Number = ENGL2663

GEOGRAPHY

GEOG 2313 General Geography 3 Cr., (3 Lec.)
(Prerequisite: None) This course sets forth principles of physical, political, economic, and cultural geography. Elements of cartography will also be explored. ACTS Equivalent Course Number = GEOG1103

HEALTH INFORMATION MANAGEMENT- All NAH Program courses must be completed with a grade of "C"

HEAL 1113 Medical Terminology 3 Cr., (3 Lec.)
(Prerequisites: ACT Reading 15 or COMPASS Reading 70 or READ 1213 Developmental Reading or ALLI 1423 Technical Reading for Allied Health or ENGL 1313 English Composition I or ENGL 1393 ALP English Composition I with a grade of "C" or better or by Permission of NAH Faculty.) This course is a study of medical terminology including word components, definitions, spelling, pronunciation, and the use of medical references and resources for research and practice. Medical terms related to medicine, surgery, laboratory, pharmacology, radiology, and pathology are introduced. A grade of "C" or better is required for passing.

HEAL 1214 Medical Transcription (Short Course) 4 Cr., (2 Lec., 4 Lab.)
(Take BUSI 1003 Keyboarding or ability to type 35 wpm or by NAH faculty permission: Co-requisite: HEAL 1113 Medical Terminology.) This course introduces students to the basic knowledge, skills, and techniques required to transcribe medical records. The course covers an introduction to equipment used in transcription and an overview of word processing techniques and medical terminology relating to all areas of medical science. Hospital services and allied health specialties are reviewed. Students are expected to advance in transcription skill and accuracy in dictation through laboratory practice. A grade of "C" or better is required for passing.
HEAL 1216  Introduction to Phlebotomy  6 Cr., (4 Lec., 3 Lab., 3 SWE)
(Prerequisites: ACT Composite 19 or Compass Reading 83 or READ 1213 Developmental Reading with a grade of "C" or better or by NAH faculty permission: Pre or co-requisite: HEAL 1113 Medical Terminology). This course introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from adult, pediatric, geriatric, home and long-term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content. Phlebotomists may seek employment inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. A grade of "C" or better is required for passing.

HEAL 1343  Disease Processes  3 Cr., (3 Lec.)
(Prerequisite: BIOL 2464 Human Anatomy and Physiology II with a grade of "C" or better or BIOL 2226 Anatomy & Physiology for Health Professions with a grade of "C" or better or BIOL 2232 Anatomy and Physiology Lab for Health Professions with a grade of "C" or better or by NAH faculty permission) This course is an overview of common human diseases and conditions which include prevention, etiology, signs and symptoms, diagnostic and treatment modalities, and prognoses of common diseases. Medical references are utilized for research and verification. A grade of "C" or better is required for passing.

HEAL 1413  Basic Coding and Classification Systems  3 Cr., (3 Lec.)
(Pre or co-requisite: HEAL 1113 Medical Terminology with a grade of "C" or better or by permission of NAH faculty) This course provides an in-depth study of procedural coding using the ICD9-CM and CPT-4 classification systems. Emphasis is placed on the purpose of coding, definitions of key terms, accurate application of coding principles, and an overview of the impact of prospective reimbursement on the function of coding, principles of classification systems, nomenclatures, indexes, and registers. Intensive coding practice using International Classification of Diseases and C.P.T.4 will be covered. A grade of "C" or better is required for passing.

HEAL 2411  Legal Concepts in Health Care  1 Cr., (1 Lec.)
(Prerequisite: By permission of NAH faculty) This course provides an overview of the principles of laws as applied to health care. Consideration is placed on the importance of medical records as legal documents, legal aspects of health care organizations, release of information, consents and authorizations. A grade of "C" or better is required for passing.

HEALTH, PHYSICAL EDUCATION/RECREATION

HPER 1111  Introduction to Ballroom and Social Dance  1 Cr., (2 Lab.)
(Prerequisite: None) The content of this course will include techniques of leading and following, basic positions, and a variety of dance steps from such dances as the Waltz, Swing, Two-Step, and more. The student should be prepared to dance.

HPER 1122  Fit and Well  2 Cr., (1 Lec., 2 Lab.)
(Prerequisite: By permission of NAH faculty. Co-requisite: Current membership with the Jefferson Regional Medical Center (JRM C) Wellness Center). This online course provides an overview of the components to personal fitness and wellness. Basic principles of physical fitness as well as types of exercises and the benefits of each will be discussed. Development and implementation of a fitness program based on a physical assessment and self-analysis will encourage enhancement of personal health. In addition, the effect of nutrition, stress management and high-risk behaviors on overall fitness and wellness will be discussed. Membership with JRM C’s Wellness Center is required to complete the laboratory component of the course. A grade of "C" or better is required for passing.

HPER 1313  Personal Health and Safety  3 Cr., (3 Lec.)
(Prerequisite: None) This course is the study of correct living, including fundamental biological facts and aspects of human behavior as they affect individual health, conduct and mental hygiene; agents of disease and modern scientific methods of controlling them. ACTS Equivalent Course Number = HEAL1003

HISTORY

HIST 1333  Western Civilization I  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a survey of the foundations of Western civilization in ancient and classical times, through the medieval period, to the end of the religious wars in 1648. ACTS Equivalent Course Number = HIST1213
HIST 1343  Western Civilization II  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a survey of the development of Western civilization from the end of the religious wars in 1648 to present. ACTS Equivalent Course Number = HIST1223

HIST 2313  U.S. History to 1877  3 Cr., (3 Lec.)
(Prerequisite: None) A survey of United States history from the Colombian voyages through the end of Reconstruction. ACTS Equivalent Course Number = HIST2113

HIST 2323  U.S. History Since 1877  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a survey of United States history from the end of Reconstruction through the late twentieth century. ACTS Equivalent Course Number = HIST2123

HIST 2333  Arkansas History  3 Cr., (3 Lec.)
Prerequisite: Successful completion of HIST 2313 U.S. History to 1877 or HIST 2323 U.S. History Since 1877 This course is a study of the economic, social, and political evolutions of Arkansas from the Spanish and French explorations to the present. Cultural aspects of folklore, native art, music, and traditions that have been an integral part of Arkansas will be explored. Satisfies certification requirements for Arkansas Teaching Certificate.

HOME ECONOMICS

HOME 1323  Basic Nutrition  3 Cr., (3 Lec.)
(Prerequisite: ACT Reading 15 or COMPASS Reading 70 or READ 1213 Developmental Reading with a grade of "C" or better; or ENGL 1313 English Composition I with a grade of "C" or better; or READ 1293 ALP Developmental Reading or ENGL 1393 ALP English Composition I with a grade of "C" or better; or by NAH faculty permission) This course presents basic principles of nutrition and its role in the maintenance of health across the lifespan. Significance and application of recommended dietary allowances and therapeutic diets are discussed. A grade of "C" or better is required for passing.

HUMANITIES

HUMA 2313  Humanities  3 Cr., (3 Lec.)
(Prerequisite: None) This is a three hour course designed to be an introduction to the fundamentals of music, painting, sculpture, architecture, drama, and literature and their relationship to one another. This course provides an analytical and comparative study of works in these areas. Focus on developing appreciation for creative expressions.

HUMA 2393  ALP Humanities  3 Cr., (3 Lec.)
(Pre-requisite: READ 1293 ALP Developmental Reading). This is an Accelerated Learning Program course taken in the same semester as READ 1293 ALP Developmental Reading. It is designed to be an introduction to the fundamentals of music, painting, sculpture, architecture, drama, and literature and their relationship to one another. It provides an analytical and comparative study of works in these areas and focuses on developing appreciation for creative expressions. It enhances students' reading skills to give them the opportunity to earn college credit toward graduation. A grade of "C" or better is required in both courses.

HUMA 2303  International Travel Studies  3 Cr., (3 Lec.)
(Prerequisite: Permission of Division Chair) The student will conduct and publicly present findings of the societies and cultures encountered during a college-approved academic foreign travel program. Course requirements include an orientation; reading assignments prior to foreign travel; daily journal entries; travel summation; photographs, slides, or video presentations, written assignments, and three public presentations of the foreign travel experience upon conclusion of the trip.

INFORMATION SYSTEMS TECHNOLOGY

INFO 1133  Introduction to Computer Programming  3 Cr., (2 Lec., 2 Lab.)
(Pre-requisite: COMP 1123 Introduction to Computers) Students will be introduced to the fundamental concepts and principles of computer programming logic. This course will include exercises in programming to reinforce known concepts.

INFO 2143  Basic Computer Forensics  3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers) Computer forensics combines elements of law and computer sciences to collect, analyze, or recover lost data from computer systems, networks, wireless communication, and storage devices in a way that is admissible as evidence in a court of law or may be restored to service.
INFO 2153  Java Programming  3 Cr., (3 Lec.)
(Prerequisite: INFO 1133 Introduction to Computer Programming) This course is designed to teach the JAVA programming language, as well as JAVA applets and JSP pages for Web Programming.

INFO 2173  Visual Basic Programming  3 Cr., (3 Lec.)
(Prerequisite: INFO 1133 Introduction to Computer Programming) This course introduces the student to computer programming logic and the standards and conventions of programming the graphical user interface. Emphasis will be placed on gaining an understanding of proper design, placement, and coding of the graphical features of the interface.

INFO 2253  Database Programming  3 Cr., (3 Lec.)
(Prerequisite: INFO 1133 Introduction to Computer Programming) This course presents an overview of Database Management Systems (DBMS) programming concepts and techniques using modern database systems.

INFO 2273  Advanced Visual Basic Programming  3 Cr., (3 Lec.)
(Prerequisite: INFO 2173 Visual Basic Programming) This course reveals the fundamentals of event driven programming, creating a Data services using ADO, accessing a database with SQL and Active X Controls, and intensive Multiple Document Interface Programming. Emphasis will be placed on specific industry demanded skills as well as Visual Basic for Applications.

INFO 2293  Advanced Java Programming  3 Cr., (3 Lec.)
(Prerequisite: INFO 2153 Java Programming) This course continues the Java programming theme with advanced topics that include various ways of implementing interfaces, inheritance, exceptions, cloning, and RTTI. Utility and collection classes and multithreading are also covered.

INTERNET & WEB TECHNOLOGY
(Some of the INET courses are part of the Computer Information Systems Technology degree plan.)

INET 1113  Introduction to the Internet  3 Cr., (3 Lec.)
(Prerequisite: None) This course is designed to acclimate the student to the Internet and its related tools, especially browsers, e-mail programs, and search engines. The course will include basics such as setting up the Internet on your computer, a discussion of popular browsers and e-mail programs, choosing an ISP, and other topics. The focus of the course is placed on using the Internet for both personal and business use.

INET 1123  HTML & Web Page Technologies  3 Cr., (3 Lec.)
(Prerequisite: COMP 1123 Introduction to Computers and Co-requisite: INET 1113 Introduction to the Internet) This course focuses on the creation of web pages by using hypertext markup language (HTML). In addition to HTML, the course includes discussions on the history of the Internet, the related technologies of scripting languages, and other topics.

INET 2113  JavaScript  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: INET 1123 HTML & Web Page Technologies) This course provides extensive coverage of client-side JavaScript through extensive hands-on practice in a laboratory environment.

INET 2153  Web Server Administration  3 Cr., (3 Lec.)
(Prerequisite: None) This course focuses on the installation, configuration, and use of web server programs. Web servers are the foundation applications used on the Internet by the World Wide Web. The course will focus on the world’s most popular web server the Apache HTTP Server Project.

INET 2163  PHP (Hypertext Preprocessor)  3 Cr., (2 Lec., 2 Lab)
(Co-requisite: INET 2113 JavaScript) This course will cover the development of web pages interacting with databases using the open source (free) software called PHP (Hypertext Preprocessor). The course will instruct on developing web pages and interacting with databases using PHP and MySQL. More specifically, the course will use PHP to store and retrieve data, use arrays, manipulate expressions, reuse code, and write functions.

LANGUAGES

LANG 2414  Elementary Spanish I  4 Cr., (4 Lec.)
(Prerequisite: None) This course is an introductory courses in Spanish; language skills emphasized through basic reading, writing, and speaking. For students with no previous study of Spanish. ACTS Equivalent Course Number = SPAN1013
LANG 2424   Elementary Spanish II   4 Cr., (4 Lec.)
(Prerequisite: LANG 2414 Elementary Spanish I) This course is a continuation of Elementary Spanish I. ACTS Equivalent Course Number = SPAN1023

LANG 2434   Intermediate Spanish I   4 Cr., (4 Lec.)
(Prerequisite: LANG 2424 Elementary Spanish II) Continuation of the introductory course Spanish II. Skills are emphasized through basic listening, speaking, reading, and writing. Emphasis is placed on practical vocabulary and the oral use of the language along with proper use of grammar and cultural information. The student will begin to use the skills of paraphrasing, summarizing, and use more abstract vocabulary and more complex language structure. ACTS Equivalent Course Number = SPAN2013

LANG 2444   Intermediate Spanish II   4 Cr., (4 Lec.)
(Prerequisite: LANG 2434 Intermediate Spanish I) Continuation of the introductory course Spanish II. Skills are emphasized through basic listening, speaking, reading, and writing. Emphasis is placed on practical vocabulary and the oral use of the language along with proper use of grammar and cultural information. The student will use the skills of paraphrasing, summarizing, and use more abstract vocabulary and more complex language structure. ACTS Equivalent Course Number = SPAN2023

PARALEGAL TECHNOLOGY

LEGA 1113   Legal Systems and Terminology   3 Cr., (3 Lec.)
(Prerequisite: None) This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics.

LEGA 1213   Legal Research   3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: None) This course is an introduction to basic sources of law and the methods of legal research, including ethics.

LEGA 1413   Wills and Estates   3 Cr., (3 Lec.)
(Prerequisite: LEGA 1113 Legal Systems and Terminology) This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics.

LEGA 1513   Family Law   3 Cr., (3 Lec.)
(Prerequisite: None) This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics.

LEGA 1713   Legal Writing   3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: LEGA 1113 Legal Systems & Terminology) This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations.

LEGA 2313   Civil Litigation   3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: LEGA 1113 Legal Systems & Terminology) This course is an evaluation of the litigation process. Emphasis is on the structure of the Arkansas Court System and gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses using ethical standards.

LEGA 2323   Torts   3 Cr., (3 Lec.)
(Prerequisite: LEGA 1113 Legal Systems and Terminology) This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics.

LEGA 2523   Administrative Law and Bankruptcy   3 Cr., (3 Lec.)
(Prerequisite: LEGA 1113 Legal Systems and Terminology) This course is an introduction to the field of administrative and public law with emphasis on powers and procedures and governmental agencies. The introduction of federal bankruptcy statutes and various types of bankruptcy forms will also be included.
MATH 1003 Fundamentals of Mathematics 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 0-13 or COMPASS Algebra score of 0-17.) This lecture course covers arithmetic, algebra topics, and satisfies the prerequisite for MATH 1013 Elementary Algebra. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers; solve ratios, percentages, and proportions. The students will also be able to convert from one unit of measurement to another. Modules 1-6 will be covered in this course. A grade of “C” or better is required before progressing to MATH 1013 Elementary Algebra. This course is non-transferable.

MATH 1003 MOD Fundamentals of Mathematics 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 0-13 or COMPASS Algebra score of 0-17.) This modular course allows students to work in a computer lab setting to complete the requirements for Fundamentals of Mathematics. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers; solve ratios, percentages, and proportions. The students will also be able to convert from one unit of measurement to another. Students are required to master Modules 1-6 in this course with a grade of “C” or better before progressing to the next course. The industrious student may work Modules 7-10 to transition to MATH 1013 Elementary Algebra and complete Modules 11-14 to transition to MATH 1023 Intermediate Algebra. This course satisfies the prerequisite for MATH 1013 Elementary Algebra. This course is non-transferable.

MATH 1013 Elementary Algebra 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 14-16 or COMPASS algebra score of 18-29 or MATH 1003 Fundamentals of Mathematics with a grade of “C” or better.) This course is an introduction to the basic concepts and theory of algebra. Topics include simple equations, linear equations and graphing, exponents, polynomials, and factoring. A grade of “C” or better is required before progressing to the next course level.

MATH 1023 Intermediate Algebra 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 17-18 or COMPASS algebra score of 30-40 or MATH 1013 Elementary Algebra with a grade of “C” or better.) This course is designed to prepare students for Math 1333 College Algebra. Topics included in this course are factoring, rational expressions, radical expressions, and linear and quadratic equations. A grade of “C” or better is required before progressing to the next course level.

MATH 1013 FT Elementary Algebra and 3 Cr. Ea., (3 Lec. Ea.)
MATH 1023 FT Intermediate Algebra
(Prerequisite: Placement by an ACT math score of 14-16 or COMPASS Algebra score of 18-29 or MATH 1003 Fundamentals of Mathematics with a grade of “C” or better.) These courses are both 8-weeks in length and are taken during one 16-week semester. The coursework is intensified but allows students the opportunity to finish both of these developmental courses in one semester. A grade of “C” or better is required in both courses before progressing to the next course level.

MATH 1013 MOD Elementary Algebra 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 14-16 or COMPASS Algebra score of 18-29 or MATH 1003 Fundamentals of Mathematics with a grade of “C” or better or ALLI 1213 Mathematics for Allied Health I with a grade of “C” or better.) This 16-week modular course allows students to work in a computer lab setting to complete the requirements for Elementary Algebra. The industrious student may work additional modules and gain the ability to test out of Intermediate Algebra. A grade of “C” or better is required before progressing to the next course level.

MATH 1123 Business Mathematics 3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 17 or higher or COMPASS Algebra score of 30 or higher or MATH 1013 Elementary Algebra with a grade of “C” or better or ALLI 1213 Mathematics for Allied Health I with a grade of “C” or better.) Business Math provides training in the fundamentals of math and in problem solving related to business situations and financial management. This includes percentages, payroll and taxes, insurance, statistics, and graphs. The course also provides instruction in using algebraic principles to solve business problems.
MATH 1233  Technical Mathematics  3 Cr., (3 Lec.)
(Prerequisite: Placement by ACT math score of 16 or higher, COMPASS Algebra score of 21 or higher or MATH 1003 Fundamentals of Mathematics with a grade of "C" or better.) This Technical Math course is designed for students enrolled in Computer Network Technology (CNET), Registered Nursing, and other technical career programs. The following skills will be covered throughout the course: Arithmetic, algebra, measurements, statistics, geometry, and nursing skills such as calculating dosage and reading labels and syringes. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers. They will solve ratios, percentages and proportions, convert from one unit of measurement to another, study probability and statistics, and geometry. The Nursing students will also cover Roman Numerals, time, apothecary measurements and conversion, and dosage. CNET and other Technical Studies students are required to master Modules 1-7 and 15-16 with a grade of "C" or better. Nursing students will be required to master Modules 1-7 and 15-17 with a grade of "C" or better. NOTE: This course is designed for students enrolled in Associate of Applied Science Degree or Technical Certificate programs ONLY and may not be transferable.

MATH 1333  College Algebra  3 Cr., (3 Lec.)
(Prerequisite: Placement by an ACT math score of 19-36 or COMPASS Algebra score of 41 or higher or MATH 1023 Intermediate Algebra with a grade of "C" or better or ALLI 1223 Mathematics for Allied Health II.) The course covers the real number system and fundamental operations, quadratic equations, inequalities, complex numbers, functions and graphs, logarithms, and systems of equations. ACTS Equivalent Course Number = MATH1103

MATH 1343  College Trigonometry  3 Cr., (3 Lec.)
(Prerequisites: MATH 1333 College Algebra with a grade of "C" or better) The course covers trigonometric ratios, degrees and radians, trigonometric identities, graphs, inverse functions, vectors, Laws of Sines, Laws of Cosines, and trigonometric equations. ACTS Equivalent Course Number = MATH1203

MATH 1355  Pre-Calculus: Functions and Graphs  5 Cr., (5 Lec.)
(Prerequisites: A letter grade of a "C" or better in MATH 1333 College Algebra) A 5-hour course in coordinate geometry, functions and their graphs, matrices and systems of equations, and exponential and logarithmic applications. ACTS Equivalent Course Number = MATH1305

MATH 2273  Business Statistics  3 Cr., (3 Lec.)
(Prerequisite: MATH 1333 College Algebra with a grade of "C" or better) Statistics is the science and art of extracting answers from data. It involves collecting, classifying, summarizing, organizing, analyzing, and interpreting numerical information. This course includes statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation.

MATH 2303  Business Calculus  3 Cr., (3 Lec.)
(Prerequisite: MATH 1333 College Algebra with a grade of "C" or better) Business Calculus is a course for business students seeking an Associate of Science in Business transfer degree involving single-variable calculus business applications. It does not prepare students for Engineering Calculus sequences. Topics include the derivative, methods of finding the derivative, applications of the derivative, optimization, implicit differentiation, related rates, methods of integration, and applications.

MATH 2335  Calculus I  5 Cr., (5 Lec.)
(Prerequisites: A letter grade of a "C" or better in MATH 1355 Pre-Calculus or approval of the instructor) A 5-hour course in functions, limits, continuity, difference quotients, differentiation, extrema, geometric and physical applications, and integration. ACTS Equivalent Course Number = MATH2405

MATH 2345  Calculus II  5 Cr., (5 Lec.)
(Prerequisites: A letter grade of a "C" or better in MATH 2335 Calculus I) A 5-hour course in differentiation, and integration of transcendental functions, applications of integration, partial fractions, indeterminate forms, infinite series, parametric equations, and polar coordinates. ACTS Equivalent Course Number = MATH2505

MATH 2373  Introduction to Statistics  3 Cr., (3 Lec.)
(Prerequisite: MATH 1013 Elementary Algebra with a grade of "C" or better or ALLI 1213 Mathematics for Allied Health I with a grade of "C" or better or an ACT math score of 17-36 or COMPASS score of 30 or higher) The course covers classification of data, frequency distributions, central tendency, meaning of dispersion and its measurement, confidence intervals, probability, hypothesis testing, correlation, and regression. ACTS Equivalent Course Number = MATH2103
MECH 1113 Manufacturing Processes 3 Cr., (3 Lec.) *(Prerequisite: None)* This course is an introductory course in the principles, concepts, and processes used in the modern industrial environment. Emphasis is placed on variety of processes and the impact of automation on modern industry.

MECH 1123 Basic Machine Tools & Equipment 3 Cr. (2 Lec., 2 Lab.) *(Prerequisite: None)* Instructions are given in the care and operation of basic machine tools, measuring instruments, and shop safety procedures.

MECH 1213 Machine Set-Up & Operations I 3 Cr. (2 Lec., 2 Lab.) *(Prerequisite or Co-requisite: MECH 1123 Basic Machine Tools & Equipment)* The instruction covers the set-up and operation of shapers, milling machines, and grinders.

MECH 1223 Machine Set-Up and Operations II 3 Cr., (2 Lec., 2 Lab.) *(Prerequisites: MECH 1123 Basic Machine Tools & Equipment and MECH 1213 Machine Set-Up & Operations I)* Students begin to work independently as is expected of a machinist. The basic knowledge and skills learned in previous courses are applied by working from blueprints and specifications in construction of machine projects.

MECH 1313 Specialized Machine Processes 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite: MECH 1223 Machine Set-Up & Operations II)* This course introduces the student to the use of computers in the manufacturing of products. It includes the study of direct numerical control (DNC) and computer numerical control (CNC) of machine tools as well as the interaction with process planning, inventory control, and quality control.

MECH 1413 Computer Numerical Control I 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite or Co-requisite: MECH 1313 Specialized Machine Processes)* This course is designed to enable students to gain knowledge in automated methods of the machine industry—specifically computer numerical control. The fundamentals of CNC to be covered include the Cartesian Rectangular Coordinate System, absolute and incremental programming, and part programming.

MECH 1423 Computer Numerical Control II 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite: MECH 1413 Computer Numerical Control I)* This course is a continuation of MECH 1413 Computer Numerical Control.

MECH 1513 Die Making 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite or Co-requisite: MECH 1223 Machine Set-Up & Operations II)* Essential facts of cutting and forming operations are explained and related to the manner in which the die must function in order to achieve the desired results. Primary die components such as punches, punch plates, die blocks, strippers, etc., and are discussed as individual parts in addition to their function as a part of the complete die.

MECH 1613 Plumbing and Pipefitting 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite: None)* This course will include piping materials and methods of joining, threaded, welded, flanged, soldered, brazed, glued compression, and flared fittings. Also the use of hand and power tools used in the piping industry. An in-depth study of the proper installation of water, gas and drainage waste and vent systems. Occupational hazards and safety will be emphasized.

MECH 1713 Pneumatics and Hydraulics 3 Cr., (2 Lec., 2 Lab.) *(Prerequisites: MECH 1113 Manufacturing Processes, ELEC 2113 Electro-Mechanical Devices)* This course is a study in the principles, concepts, and equipment used in the fields of pneumatics and hydraulics. Emphasis will be placed on applications, design of systems, maintenance and repair.

MECH 1813 Blueprint Reading & Measurements 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite: None)* A course of study aimed at developing skills in the interpretation of varied blueprints, measurements, allowances, and tolerances.

MECH 1823 Bearings & Lubrication 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite: ELEC 1153 Principles of Technology)* This course provides skills in bearing inspection, diagnosis, removal, replacement, and sizing. Also, the student is provided the information and skills relative to the use of correct and proper lubrication for various mechanical applications.

MECH 2113 Mechanical/Preventive Maintenance Procedures 3 Cr., (2 Lec., 2 Lab.) *(Prerequisite: None)* An introductory course in general mechanical maintenance procedures including: preventive maintenance procedures, record keeping, and predictable maintenance.
MECH 2123  Basic Metallurgy  3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) An introductory course of study providing information on basic material types, hardness values, and applications.

MECH 2143  Piping Systems  3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) An introductory course of study addressing the various forms of piping systems and associated devices found in the modern automated production plant.

MEDICATION ASSISTING TECHNOLOGY
Courses offered by special request of Nursing & Allied Health Technologies Division.

ALLI 1135  Medication Assisting Technology  5 Cr., (3 Lec., 2 Lab., 3 SWE)  
(Prerequisite: ACT Reading 15 or COMPASS Reading 70 or Read 1213 Developmental Reading or ENGL 1313 English Composition I with a grade of “C” or better or ENGL 1393 ALP English Composition I with a grade of “C” or better and by NAH faculty permission). This course is designed to introduce the principles and concepts of medication administration as it is related to the administration of approved medications in the long-term care setting. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe application of medication theory and concepts in the long-term care facility. The student will be under the direction supervision of an instructor and qualified staff. Upon successful completion of this program the student will be eligible to sit for the state certification exam leading to designation as a Medication Assistant-Certified (MA-C). A grade of “C” or better is required for passing.

MEDI 1713  Pharmacy Technology  3 Cr., (3 Lec.)  
(Prerequisite: ACT Reading 15 or COMPASS Reading 70 or READ 1213 Developmental Reading with a grade of “C” or ALLI 1423 Technical Reading for Allied Health II or ENGL 1313 English Composition I with a grade of “C” or better or ENGL 1393 ALP English Composition I with a grade of “C” or better or by NAH faculty permission: (Co-requisite: MEDI 1811 Pharmacy Technology Internship. This course is designed for the individual working outside the acute patient care setting. The student develops the basic knowledge and skills needed to carry out the duties required in a medical office, clinic, or to provide technical assistance to pharmacists in a professional practice. Current procedures and practice are demonstrated including the legal and ethical aspects of pharmacy technology. A grade of “C” or better is required for passing.

MEDI 1811  Pharmacy Technology Internship  1 Cr., (4 SWE)  
ACT Reading 15 or COMPASS Reading 70 or READ 1213 Developmental Reading with a grade of “C” or ALLI 1423 Technical Reading for Allied Health II or ENGL 1313 English Composition I with a grade of “C” or better or ENGL 1393 ALP English Composition I with a grade of “C” or better or by NAH faculty permission: (Co-requisite: MEDI 1713 Pharmacy Technology) This course includes supervised work experience in a retail or institutional pharmacy setting. This experience provides students with comprehensive application of the concepts taught in MEDI 1713 Pharmacy Technology. A grade of “C” or better is required for passing.

MEDI 2523  Medical Insurance  3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: None) This course will acquaint the student with different types of insurance, including Unemployment Compensation, Disability, Workers Compensation or Industrial Insurance, federal Medicare, state Medicaid, Medicare-Medicaid, group plans such as Blue Cross and Blue Shield, and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Practical approach to insurance billing; basic medical and insurance abbreviations, and terminology will be presented. A grade of “C” or better is required for passing.

MUSIC

MUSI 2333  Music History and Appreciation  3 Cr., (3 Lec.)  
(Prerequisite: None) This course is designed for non-music majors who elect to study music as a cultural experience. This course is a survey and listening course of the music literature of all periods. ACTS Equivalent Course Number = MUSC1003
NURS 1604  Core Nursing Concepts I  4 Cr., (4 Lec.)
(Prerequisite: Admission to the RN Generic Option; Co-requisite: NURS 1613 Core Nursing Skills Concepts I; Pre or Co-requisite: BIOL 2474 Microbiology). This course introduces core concepts required for understanding of entry level professional nursing. Beginning knowledge, skills, and professional behaviors are introduced. The history of nursing, nursing process, and professional roles are discussed. Nursing theory and conceptual frameworks and how they function to organize critical thinking processes for the professional nurse are explored. The student is introduced to the tenants of evidence based practice and the core concepts of the SEARK College organizing framework which serve as the basis for structuring the course and curriculum. A grade of “C” or better is required for passing.

NURS 1613  Core Nursing Skills Concepts I  3 Cr., (9 Lab.)
(Prerequisite: Admission to the RN Generic Option; Co-requisite: NURS 1604 Core Nursing Concepts I; Pre or Co-requisite: BIOL 2474 Microbiology). This course focuses on evidence based practice of theory application and demonstration of basic nursing skills and pharmacology concepts. Use of the nursing process and planning client centered care for clients across the life span are introduced. Safety in the client environment is stressed in various types of health care settings. A grade of “C” or better is required for passing.

NURS 1624  Core Nursing Concepts II  4 Cr., (4 Lec.)
(Prerequisites: NURS 1604 Core Nursing Concepts I with a grade of “C” or better; NURS 1613 Core Nursing Skills Concepts I with a grade of “C” or better; Co-requisite: NURS 1633 Core Nursing Skills Concepts II). This course continues with introducing students to the concepts of evidence based practice, holism and human needs, growth and development, communications, safety, stress and adaptation, health/illness concepts, and role identification. Students are required to begin to internalize the roles of the professional nurse as provider of care, manager of care, and a member of the health care team. Curricular concepts are further discussed to provide students with the constructs needed for development of critical thinking skills to be exercised in clinical decision making. A grade of “C” or better is required for passing.

NURS 1633  Core Nursing Skills Concepts II  3 Cr., (9 Lab.)
(Prerequisites: NURS 1604 Core Nursing Concepts I with a grade of “C” or better; NURS 1613 Core Nursing Skills Concepts I with a grade of “C” or better. Co-requisite: NURS 1624 Core Nursing Concepts II). This course builds on competencies acquired in Core Nursing Skills Concepts I. Students expand on knowledge of pharmacology concepts and are introduced to additional skills required to provide evidence based client centered care in meeting physiologic, psychosocial, spiritual, sexual and cultural needs across the life span. A grade of “C” or better is required for passing.

NURS 2114  Nursing Process I  4 Cr., (4 Lec.)
(Prerequisite: NURS 1624 Core Nursing Concepts II; NURS 1633 Core Nursing Skills Concepts II with a grade of “C” or better or Admission to the LPN/Paramedic to RN Option. Co-requisite: NURS 2122 Nursing Practicum I). This course covers the foundational requisites as student’s transition in the role of the Associate Degree Nurse (ADN). This course builds on core knowledge and skills already attained and expands the student’s knowledge through further exploration of evidence based practice using the nursing process, development of physical assessment skills, communication and professional role development. The program’s philosophy, goals, and objectives provide the basis for the eclectic organizing framework and incorporates concepts of holism and human needs, nursing process, communications, growth and development, stress and adaptation, safety, and health/illness across the life span. A grade of “C” or better is required for passing.

NURS 2122  Nursing Practicum I  2 Cr., (6 SWE)
(Prerequisite: NURS 1624 Core Nursing Concepts II; NURS 1633 Core Nursing Skills Concepts II with a grade of “C” or better or Admission to the LPN/Paramedic to RN Transition Option. Co-requisite: NURS 2114 Nursing Process I). This course requires comprehension and application of the knowledge, skills, and behaviors acquired in NURS 2116 Nursing Process I. Curriculum concepts are incorporated as the student focuses on clinical application and client centered care for well clients or clients with uncomplicated health disorders. A grade of “C” or better is required for passing.

NURS 2217  Nursing Process II  7 Cr., (7 Lec.)
(Prerequisite: NURS 2114 Nursing Process I; NURS 2122 Nursing Practicum I with a grade of “C” or better; Co-requisite: NURS 2224 Nursing Practicum II) This course utilizes an integrated approach to
further emphasize the registered nurse skills, knowledge, and behaviors. Evidence based client centered care using the nursing process is stressed in assisting clients throughout the life span. Holism and human needs, growth and development, communications, safety, stress and adaptation, health/illness concepts, and role identification are incorporated as the nurse assists clients to adapt. Nursing care of adult and geriatric clients with chronic health disorders and specific disorders related to children and women of childbearing age are covered. Disturbances in specific psychological disorders throughout the life span are explored. A grade of “C” or better is required for passing.

**NURS 2224 Nursing Practicum II** 4 Cr., (12 SWE)
(Prerequisite: NURS 2114 Nursing Process I and NURS 2122 Nursing Practicum I with a grade of “C” or better; Co-requisite: NURS 2217 Nursing Process II) This clinical/laboratory course focuses on continued application of evidence based practice and proficiency of skills, knowledge, and behaviors of the Associate Degree Registered Nurse. Concepts learned in NURS 2217 Nursing Process II are stressed as students engage in clinical application of client centered care. A grade of “C” or better is required for passing.

**NURS 2317 Nursing Process III** 7 Cr., (7 Lec.)
(Prerequisite: NURS 2217 Nursing Process II and NURS 2224 Nursing Practicum II with a grade of “C” or better. Co-requisite: NURS 2324 Nursing Practicum III) This course continues to focus on evidence based practices in assisting clients throughout their life span with acute and/or complex disorders. The nursing process continues to be the framework for providing client centered care. Concepts of health and human needs, growth and development, communications, environment, (safety, stress and adaptation), health/illness, and role (professionalism) are incorporated. Basic critical and emergency care, along with intervention, and acute and serious psychological disorders are discussed. This course also further explores legal, ethical, and social issues related to the practice of nursing. Concepts of leadership and management are incorporated. A grade of “C” or better is required for passing.

**NURS 2324 Nursing Practicum III** 4 Cr., (12 SWE)
(Prerequisite: NURS 2217 Nursing Process II; NURS 2224 Nursing Practicum II with a grade of “C” or better. Co-requisite: NURS 2317 Nursing Process III). This clinical practicum course continues to stress evidence based practice and mastery of skills, knowledge and behaviors of the Registered Nurse. Students are engaged in clinical application of concepts covered in NURS 2317 Nursing Process III demonstrating progressive mastery and independence in caring for acutely ill clients. A grade of “C” or better is required for passing.

**PRACTICAL NURSING** – All NAH program courses must be completed with a grade “C” or better.

**PNUR 1111 Vocational Legal and Ethical Concepts** 1 Cr., (1 Lec.)
Prerequisite: Acceptance into the practical Nursing program or by NAH Faculty permission; Co-requisite: PNUR 1138 Fund Nursing Concepts & Skills I). This course covers study skills, nursing history and development, legal and ethical issues, employment skills, management in long term care, and delegation concepts. A grade of “C” or better is required for passing.

**PNUR 1138 Fundamental Nursing Concepts and Skills I** 8 Cr., (5 Lec., 9 Lab.)
(Prerequisites: Program acceptance; successful completion of the Health Science Pathway Curriculum: ALLI 1123 Writing for Allied Health II or ALLI 1213 Mathematics for Allied Health I and ALLI 1223 Mathematics for Allied Health II and ALLI 1413 Technical Reading for Allied Health I and ALLI 1423 Technical Reading for Allied Health II or ENGL 1113 Fundamentals of Writing, MATH 1023 Intermediate Algebra and READ 1213 Developmental Reading with a grade of “C” or better; Co-requisite: PNUR 1111 Vocational Legal & Ethical Concepts) This course focuses on the fundamental principles necessary to perform nursing care. Theory content include the origin and history of nursing, a multidisciplinary approach to nursing, the healthcare delivery system, communication techniques and skills for the practical nurse, introductory medical terminology, abbreviations, introduction of microbiology concepts and principles, infection control techniques, specimen collection, death and dying, and transition to practical nursing. Basic nutrition concepts across the lifespan are covered with social and transcultural implications, therapeutic modalities and dietary practices. Laboratory includes review of CNA technical skills including use of the computer. Skills will be performed while caring for clients in the long-term care setting. A grade of “C” or better is required for passing.

**PNUR 1161 Nursing Care of the Geriatric Client** 1 Cr., (1 Lec.)
(Prerequisite: Acceptance into the practical Nursing program or by NAH Faculty permission; Co-requisite: PNUR 1245 Fundamentals of Nursing Concept & Skills II & PNUR 1211 Pharmacology Concepts & Apps) This course is designed to introduce the physiological, psychosocial, and cultural
aspects of the aging process. The course includes the study of various disorders, special needs, and residential choices of the elderly client. A grade of "C" or better is required for passing.

PNUR 1211 Pharmacology Concepts & Applications 1 Cr., (1 Lec.,) 
(Prerequisites: Acceptance into the Practical Nursing program or by NAH Faculty permission (Co-requisites: PNUR 1245 Fundamental Nursing Concepts and Skills II & PNUR 1161 Nursing Care Geriatric Client). This course introduces medication administration. Theory content includes preparation and methods, safety, classifications, and principles of medication administration including IV therapy. Pharmacology math will be reviewed. Concurrent laboratory skills and clinical skills will include error-free medication administration and error-free documentation of each method. A grade of "C" or better is required for passing.

PNUR 1232 Nursing Care of Mothers and Infants 2 Cr., (1 Lec., 3 SWE) 
(Prerequisite: PNUR 1245 Fundamental Nursing Concepts and Skills II; PNUR 1211 Pharmacology Concepts, Intervention, Applications; Co-requisite: PNUR 1242 Nursing Care of Children; PNUR 1317 Medical Surgical Nursing I/or PNUR 1417 Med Surgical Nursing Clinic II). Components of maternal/child nursing include a review of anatomy and physiology of the reproductive systems. Topics covered are prenatal care, labor and delivery, postpartum care, family planning, and care of the neonate. Nutritional concerns and medications administered during pregnancy are included. Concurrent clinical experiences are scheduled. A grade of "C" or better is required for passing.

PNUR 1242 Nursing Care of Children 2 Cr., (1 Lec., 3 SWE) 
(Prerequisite: PNUR 1245 Fundamental Nursing Concepts and Skills II; PNUR 1212 Pharmacology Concepts; Intervention, Applications; Co-requisite: PNUR 1232 Nursing Care of Mothers & Infants; PNUR 1317 Medical Surgical Nursing Clinical I/or PNUR 1417 Medical Surgical Nursing & Clinical II). Nursing Care of Children explores growth and development and nursing care of children of all ages. Content covers disease processes, disorders common to infants, toddlers, preschoolers, school-aged children, adolescents, and young adults. Nutrition and pharmacology associated with various conditions are integrated. Concurrent clinical experiences are scheduled. A grade of "C" or better is required for passing.

PNUR 1245 Fundamental Nursing Concepts and Skills II 5 Cr., (4 Lec., 3 SWE) 
(Prerequisites: PNUR 1138 Fundamental Nursing Concepts and Skills I with a grade of "C" or better; PNUR 1111 Vocational Legal Ethical Concepts; with a grade of "C" or better; Co-requisite: PNUR 1211 Pharmacology Concept & PNUR 1161 Nursing Care of Geriatric). This course focuses on concept and skill integration for the practical nurse. The student is introduced to the relationships of basic human needs, health and wellness, rehab and preventative healthcare. Theory related to stress and adaptation during illness, problem solving and critical thinking skills are covered. An introduction to the nursing process, data collection, documentation, implementation, and evaluation of care are covered along with community responses to health maintenance and illness. Procedures for admission, transfer, and discharge as well as emergency preparedness and basic health assessment are covered. Laboratory includes surgical asepsis, wound care, assessment and documentation while performing care for clients in the long-term care setting. A grade of "C" or better is required for passing.

PNUR 1317 Medical Surgical Nursing & Clinical I 7 Cr., (4 Lec., 9 SWE) 
(Prerequisite: PNUR 1245 Fundamental Nursing Concepts and Skills II with a grade of "C" or better; PNUR 1211 Pharmacology Concepts, Intervention, Applications with a grade of "C" or better; PNUR 1212 Pharmacology Concept & PNUR 1161 Nursing Care of Geriatric.) Medical Surgical Nursing provides a nursing process approach to disorders affecting the digestive, respiratory, musculoskeletal, hematopoietic, lymphatic, and sensory body systems. Etiologies, diagnostics, sign, symptoms, treatment, and nursing care are covered. Pharmacology and nutrition are also incorporated with each unit. Students participate in the actual nursing care of assigned clients. Emphasis is placed on professionalism, communication, and nursing skills. Clinical experience in management in the long-term care setting including delegation, in addition to care of medical surgical, geriatric, and mentally ill clients will be provided. A grade of "C" or better is required for passing.

PNUR 1321 Nursing Care of the Mentally Ill 1 Cr., (1 Lec.) 
(Prerequisite: By NAH Faculty permission; Co-requisite; PNUR 1138 Fund Concepts & Skills or PNUR 1317 Medical Surgical Nursing & Clinical I). This course introduces basic concepts of mental health and nursing care of the mentally ill. Defense mechanisms, mental disorders, and substance abuse are discussed. Resources and rehabilitation are stressed. A grade of "C" or better is required for passing.
PNUR 1417  Medical and Surgical Nursing & Clinical II  7 Cr., (4 Lec., 9 SWE)
(Prerequisite: PNUR 1245 Fundamental Nursing Concepts II with a grade of "C" or better; PNUR 1211 Pharm Concepts & Applications: /or by NAH Faculty permission).  This course continues with a nursing process approach to disorders affecting the neuro-cardiovascular, endocrine, and genitourinary systems.  Etiologies, diagnostics, signs, symptoms, treatment, and nursing care are covered. Pharmacology and nutrition are also incorporated with each unit. Clinical experiences will include care of medical surgical, geriatric, and mentally ill clients. A grade of "C" or better is required for passing.

PHILOSOPHY
PHIL 2313  History of Philosophy  3 Cr., (3 Lec.)
(Prerequisite: None) This course covers the development of western philosophy from the pre-Socratics through the modern period, i.e., from 600 B.C. to 1825 A.D. Includes great philosophers such as Plato, Aristotle, Descartes, and Kant.

PHIL 2323  Ethics  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a critical examination of several theories of morality including utilitarianism, existentialism, and Kantianism and the viewing of particular moral problems in the light of each theory. This discussion forum enables the learner to develop or redefine his or her own moral theory and acquire practice in its application.

PHIL 2333  Introduction to Philosophy  3 Cr., (3 Lec.)
(Prerequisite: None) This course is an introduction to the major questions raised and theories asserted by philosophy on human nature and destiny, society, and the universe, specifically in areas of ontology, epistemology, metaphysics, and ethics. Students will become familiar with the specialized knowledge, skills, and attitudes needed to engage in philosophical discourse and apply these understandings to their lives. ACTS Equivalent Course Number = PHIL1103

PHYSICS
PHYS 1404  Physical Science  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: None) This course is a survey of physical sciences for the non-science major. Covers selected topics in physics, chemistry, astronomy, geology and meteorology. Course satisfies general science requirement. ACTS Equivalent Course Number = PHSC1004

PHYS 2214  Physics for Allied Health Professions  4 Cr., (3 Lec., 2 Lab.)
(Prerequisites: MATH 1233 Technical Mathematics or MATH 1333 College Algebra with a grade of "C" or better, BIOL 2464 with a grade of "C" or better, BIOL 2226 Anatomy and Physiology for Health Professions with a grade of "C" or better, BIOL 2232 Anatomy and Physiology Lab for Health Professions with a grade of "C" or better or by NAH faculty permission.) This introductory lecture/laboratory course covers those principles of physics central to an understanding of the human body and medicine. Basic mechanics, the physics of gases, and fluid dynamics will be related to the process of ventilation as well as gas transport and exchange. Additional topics from electricity, heat, and sound, as well as chemistry and mathematics, will be covered and as to how they relate to medical care. Laboratory instruction is designed to reinforce concepts from lecture and provide application of theory to procedures and the use of equipment in clinical practice. A grade of "C" or better is required for passing.

PHYS 2414  General Physics I  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: MATH 1333 College Algebra with a grade of "C" or better, high school physics, or departmental consent) This lecture-laboratory covers the basic principles of classical mechanics and thermodynamics. Topics covered include displacement, velocity, acceleration, projectile motion, force, work and energy, momentum and collisions, rotational motion, torque, pressure, and buoyancy. Newton's laws of motion and gravity are discussed. Also, temperature, thermal expansion, kinetic theory of gases, heat, phase changes, the second law of thermodynamics, and entropy are studied. The laboratory portion of the course is designed to reinforce concepts from lecture. ACTS Equivalent Course Number = PHYS2014

PHYS 2424  General Physics II  4 Cr., (3 Lec., 2 Lab.)
(Prerequisite: PHYS 2414 General Physics I with a grade of "C" or better or departmental consent) This lecture-laboratory course is a continuation of PHYS 2414 General Physics I. Topics covered include simple harmonic motion, waves, sound, static and current electricity, simple circuits, magnetism, electromagnetic induction, light, geometric optics (reflection, refraction, lenses, mirrors) and wave optics (diffraction, interference). Given sufficient time and interest, selected topics from modern physics
will be addressed. The laboratory portion of the course is designed to reinforce concepts from lecture. ACTS Equivalent Course Number = PHYS2024

POLITICAL SCIENCE

POLI 2313  American Government  3 Cr., (3 Lec.)
(Prerequisite: None) This course is the study of the development of the national government, including relationships among federal, state, and local governments. ACTS Equivalent Course Number = PLSC2003

POLI 2323  State and Local Governments  3 Cr., (3 Lec.)
(Prerequisite: None) This course is the study of the state government systems in the United States. ACTS Equivalent Course Number = PLSC2103

PSYCHOLOGY

PSYC 2303  General Psychology  3 Cr., (3 Lec.)
(Prerequisite: None) This course is the study focuses on the human experience within the physical and social environment. Topics include application of the scientific method, the relationship between brain and behavior, social and personality development, motivation, emotion, social cognition and interaction, consciousness, and maladaptive behavior. Course required of psychology as well as social science majors and minors. ACTS Equivalent Course Number = PSYC1103

PSYC 2323  Developmental Psychology  3 Cr., (3 Lec.)
(Prerequisite: None) This course is the study an introduction to the study of social, biological, cognitive, emotional, and moral aspects of human development from conception to death. Course required of psychology, as well as social science, majors and minors. ACTS Equivalent Course Number = PSYC2103

QUALITY MANAGEMENT

QUAL 1113  Introduction to Quality Management/Improvement  3 Cr., (3 Lec.)
(Prerequisite: None) This course is a study of contemporary techniques aimed at continuous quality improvement, otherwise known as Total Quality Management (TQM). It addresses the commitment of management and the organization as a whole to the cultural changes necessary to implement quality improvements throughout the organization. Topics include quality organization, Just-In-Time scheduling techniques, inventory management, integration of functional areas, team building, management principles, quality costs, and other associated interactive facets of Total Quality Management.

QUAL 1213  Statistical Process Control  3 Cr., (3 Lec.)
(Prerequisite: MATH 2373 Introduction to Statistics) This is a methods course in the application of statistical process control (SPC) techniques in the processes of manufacturing, product development, and services and sales situations. Topics include an introduction to preventive quality control, a step-by-step process for productivity improvement, data collection, methods of sampling, the concept of variability, statistical problem-solving tools, XR charts, median and individual charts, attributes charts, calculation and interpretation of charts, and continuing improvement strategies.

QUAL 1243  World Class Manufacturing  3 Cr., (3 Lec.)
(Prerequisite: None) This course discusses the concept of achieving world-class status in a business or manufacturing operation. The new procedures and systems necessary to reach this goal which are intended to recast relationships among suppliers, purchasers, producers, and customers will be examined. The bases of world class operations including total quality control, Just-In-Time scheduling techniques, employee involvement, methods, and emphasis on simplicity are reviewed through readings from various writers in the field.

QUAL 1313  Quality Team Leadership and Facilitation  3 Cr., (3 Lec.)
(Prerequisite: QUAL 1113 Introduction to Quality Management/Improvement) This course is a study of the tools and techniques utilized by an effective quality team leader or facilitator. Topics include observation skills, intervention skills, meeting effectiveness, problem solving techniques including defining the problem, determining the causes, deciding on solutions, delivering recommendations and implementation.
QUAL 1323 Supervision Techniques 3 Cr., (3 Lec.)  
(Prerequisite: None) This series is designed especially for the front-line supervisor and manager. The latest supervision and teamwork techniques are used to help those in charge delegate, supervise, communicate, and manage their employees to provide a productive and harmonious work environment.

QUAL 1413 Quality Seminar 3 Cr., (3 Lec.)  
(Prerequisite: QUAL 1113 Introduction to Quality Management/Improvement) This course provides the opportunity for a wide range of topics related to quality management and improvement. Specific seminar topics, such as ISO 9000 and process management, are announced in advance of course enrollment.

RADIOGRAPHIC TECHNOLOGY (RADIOLOGIC TECHNOLOGY) – All NAH program courses must be completed with a grade "C" or better.

RADI 1103 Introduction to Radiologic Technology 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: Acceptance into the program: and by NAH faculty permission: Co-requisite: RADI- 1173 Radiographic Procedures I; RADI 1323 Radiographic Exposure I; RADI 1223 Radiographic Practicum I) This course is designed to provide a broad overview of the radiologic sciences. Course includes discussion of department and hospital organization, professional ethics, medicolegal considerations, patient care, basic radiation protection, infection control, and basic radiographic equipment and procedures. A grade of "C" or better is required for passing.

RADI 1173 Radiographic Procedures I 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: Acceptance into the program and by NAH faculty permission: Co-requisite: RADI 1103 Introduction to Radiologic Technology; RADI 1223 Radiographic Practicum I; RADI 1323 Radiographic Exposure I) This course is designed to present the principles of radiographic anatomy, positioning, and terminology necessary to perform standard radiographic procedures. Special emphasis is given to routine and specialty views of chest, extremities, abdomen, and vertebral column. Importance will be placed on evaluative approaches to the procedure and the finished radiograph. A grade of "C" or better is required for passing.

RADI 1223 Radiographic Practicum I 3 Cr., (16 SWE)  
(Prerequisite: Acceptance into the program: Co-requisites: RADI 1103 Introduction to Radiologic Technology, RADI 1173 Radiographic Procedures I; RADI 1323 Radiographic Exposure I) This course provides the necessary exposure to the practice of radiography in clinical setting. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform basic radiographic procedures such as chest, abdomen, and extremities under the direct supervision of a registered technologist. A grade of "C" or better is required for passing.

RADI 1233 Radiographic Physics 3 Cr., (3 Lec.)  
(Prerequisite: RADI 1103 Introduction to Radiologic Technology; RADI 1173 Radiographic Procedures I, RADI 1323 Radiographic Exposure I; RADI 1223 Radiographic Practicum I all with a grade of "C" or better and Co-requisite: RADI 1243 Radiographic Procedures II; RADI 1333 Radiographic Practicum II; RADI 1423 Radiographic Exposure II). Basic concepts of radiation physics are presented. Fundamentals of x-ray generating equipment as well as x-ray production, beam characteristics, units of measurement, and how x-rays interact with matter are explored. A grade of "C" or better is required for passing.

RADI 1243 Radiographic Procedures II 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: RADI 1103 Introduction to Radiologic Technology; RADI 1173 Radiographic Procedures I RADI 1223 Radiographic Practicum I all with a grade of "C" or better and Co-requisite: RADI 1233 Radiographic Physics; RADI 1333 Radiographic Practicum II; RADI 1423 Radiographic Exposure II) This course is a continuation of RADI 1173 Radiographic Procedures I. It is designed to provide instruction for anatomical positioning and terminology to include the skull, gastrointestinal tract, and genitourinary system. A grade of "C" or better is required for passing.

RADI 1323 Radiographic Exposure I 3 Cr., (2 Lec., 2 Lab.)  
(Prerequisite: Acceptance into the program and by NAH faculty permission. Co-requisite: RADI 1103 Intro to Radiologic Technology, RADI 1173 Radiographic Procedures I, RADI 1223 Radiographic Practicum I) This course introduces factors influencing and controlling the quality of the radiographic image. It includes the study of the construction of imaging receptors, screens and conversion of the latent image. Knowledge of the automatic film processor, and digital processor as well as silver reclamation is addressed. The causes and methods of eliminating artifacts for film/screen and digital imaging are also learned. A grade of "C" or better is required for passing.
RADI 1333  Radiographic Practicum II 3 Cr., (16 SWE)
(Prerequisite: RADI 1223 Radiographic Practicum I; RADI 1103 Introduction to Radiologic Technology; RADI 1173 Radiographic Procedures I, RADI 1323 Radiographic Exposure I; all with a grade of “C” or better; Co-requisite RADI 1233 Radiographic Physics, RADI 1243 Radiographic Procedures II, RADI 1423 Radiographic Exposures II) This course is a continuation of RADI 1223 Radiographic Practicum I. The student will continue to perform routine radiographic procedures with the direct supervision of a registered technologist. Rotation will be made between the hospital and clinics as determined by the instructor. A grade of “C” or better is required for passing.

RADI 1343  Radiographic Procedures III 3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: RADI 1434 Radiographic Practicum III with a grade of 'C; or better; Co-requisite: RADI 1444 Radiographic Practicum IV, RADI 1442 Imaging Equipment, & RADI 2233 Radiographic Pathology) A continuation of RADI 1243 Radiographic Procedures II. This course will begin to introduce students to more specialized examinations in diagnostic radiology which include pediatric, geriatric, trauma/modified imaging procedures for situations that are less than ideal. A discussion of contrast media used in other special procedures, such as myelography, arthrography, tomography, and hysterosalpingography. A grade of “C” or better is required for passing.

RADI 1353  Radiation Biology 3 Cr., (3 Lec.)
(Prerequisite: RADI 1343 Radiographic Procedures III; RADI 1444 Practicum IV; RADI 1442 Imaging Equipment; RADI 2233 Radiographic Pathology: all with a grade of “C” or better or by NAH Faculty permission: Co-requisite: RADI 2222 Radiographic Evaluation, RADI 2442 Radiographic TQM, RADI 2445 Radiographic Practicum V) This course provides an overview of the principles of the interaction of radiation and biological systems. The effects of radiation and biological systems will be discussed. The effects of radiation on biological molecules and organisms and factors affecting biological response are discussed. This course also provides an overview of the principles of radiation protection and the responsibilities of the radiographer. Regulatory agencies will be identified and agency involvement discussed. A grade of “C” or better is required for passing.

RADI 1423  Radiographic Exposure II 3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: RADI 1103 Introduction to Radiologic Technology; RADI 1173 Radiographic Procedures I, RADI 1233 Radiographic Exposure I; RADI 1223 Radiographic Practicum I all with a grade of “C” or better. Co-requisite: RADI 1233 Radiographic Physics, RADI 1243 Radiographic Procedures II, RADI 1333 Radiographic Practicum II). This course is a continuation of RADI 1323 Radiographic Exposure I. This course includes a study of radiographic detail, distortion, exposure systems, standardization of exposure and image consistency as well as basic quality assurance and multiple technique selection. Consideration for technique chart construction is also addressed. A grade of “C” or better is required for passing.

RADI 1434  Radiographic Practicum III 4 Cr., (20 SWE)
(Prerequisite: RADI 1333 Radiographic Practicum II RADI 1233 Radiographic Physics, RADI 1243 Radiographic Procedures II; RADI 1423 Radiographic Exposure II: all with a grade of “C” or better: and by NAH faculty permission: Co-requisite: None). This course is a continuation of RADI 1333 Radiographic Practicum II. Course provides the student with the necessary skills and experience needed in the actual practice of radiography. Students should begin to perform the most basic procedures under both direct and indirect supervision. Rotation will be made between hospitals and clinical sites as determined by the instructor. A grade of “C” or better is required for passing.

RADI 1442  Imaging Equipment 2 Cr., (2 Lec.)
(Prerequisite: RADI 1434 Radiographic Practicum III with a grade of “C” or better or by NAH faculty permission; Co-requisite: RADI 1343 Radiographic Procedures III, RADI 1444 Radiographic Practicum IV, RADI 2233 Radiographic Pathology). This course addresses advanced imaging systems with an emphasis on image intensification fluoroscopy and computed tomography. The students will also be introduced to basic cross sectional anatomy. A grade of “C” or better is required for passing.

RADI 1444  Radiographic Practicum IV 4 Cr., (24 SWE)
(Prerequisite: RADI 1434 Radiographic Practicum III with a grade of “C” or better; and by NAH faculty permission; Co-requisite: RADI 1343 Radiographic Procedures III, RADI 1442 Imaging Equipment, RADI 2233 Radiographic Pathology) This course is the fourth in a series of courses that provide the student with the necessary clinical education to be successful in the actual practice of radiography. The student will continue to perform basic radiographic procedures under both direct and indirect supervision based on the individual student competency level. Rotation will continue through the varied clinical sites. A grade of “C” or better is required for passing.
RADI 2222  Radiographic Evaluation  2 Cr., (2 Lec.)
(Prerequisite: RADI 1444 Practicum IV; RADI 1442 Imaging Equipment; RADI 2233 Radiographic Pathology; RADI 1343 Radiographic Procedures III with a grade of "C" or better; and by NAH faculty permission. Co-requisite: RADI 2442 Radiographic TQM, RADI 1353 Radiation Biology, RADI 2445 Radiographic Practicum V) This course focuses on analysis of radiographic images and quality that include positioning, technique, and radiation protection practices. A grade of "C" or better is required for passing.

RADI 2233  Radiographic Pathology  3 Cr., (3 Lec.)
(Prerequisite: RADI 1434 Radiographic Practicum III with a grade of “C” or better, and by NAH Faculty permission. Co-requisite: RADI 1343 Radiographic Procedures III; RADI 1444 Radiographic Practicum IV; RADI 1442 Imaging Equipment). This course introduces the nature of disease and the structural and functional changes produced. Presentations will be made on a variety of diseases and their related pathology as it relates to radiographic procedures. A grade of “C” or better is required for passing.

RADI 2442  Radiographic Total Quality Management  2 Cr., (1 Lec., 2 Lab.)
(Prerequisite: RADI 1343 Radiographic Procedures III; RADI 1444 Practicum IV; RADI 1442 Imaging Equipment ; RADI 2233 Radiographic Pathology: and by NAH faculty permission; Co-requisite: RADI 2222 Radiographic Evaluation, RADI 1353 Radiation Biology, RADI 2445 Radiographic Practicum V) This course is a study of the principles and practices of radiologic quality control with an emphasis on image assessment and radiographic film evaluation. A grade of “C” or better is required for passing.

RADI 2445  Radiographic Practicum V  5 Cr., (24 SWE)
(Prerequisite: RADI 1444 Radiographic Practicum IV; RADI 1343 Radiographic Procedures III; RADI 1442 Imaging Equipment ; RADI 2233 Radiographic Pathology: all with a grade of “C” or better and by NAH faculty permission; Co-requisite: RADI 2442 Radiographic TQM, RADI 2222 Radiographic Evaluation,; RADI 1353 Radiation Biology) The course provides a continuation of supervised clinical experiences in the procedures and skills needed in the actual practice of radiography. Advanced clinical rotations, responsibilities, and expectations are designated. A grade of “C” or better is required for passing.

RADI 2454  Radiographic Practicum VI  4 Cr., (20 SWE)
(Prerequisite: RADI 1353 Radiation Biology; RADI 2442 Radiographic TQM; RADI 2445 Radiographic Practicum V and RADI 2222 Radiographic Evaluation all with a grade of “C” or better and by NAH faculty permission: Co-requisite: None). Clinical Practicum is the last course in a series that prepares students for the practice of radiography. This course requires a final demonstration of entry-level skills. A seminar will be held once a week to help prepare the student for registry exam success as well as to enhance the employability of the student. A grade of “C” or better is required for passing.

RADI 2956  Radiography Technology Program Completion & Registration  56 SCH
(Prerequisites: (1) Completion of the prescribed 23 hours of general education courses at Southeast Arkansas College; (2) Receipt of an official Radiography Technology program completion document and proof of JRCERT accreditation from the hospital, school, or agency awarding the diploma; (3) Receipt of an official document from the American Registry of Radiologic Technologists.) A course designation which will be used as the mechanism for recording program course credit for a graduate of a JRCERT accredited radiographic tech program who also is registered by the American Registry of Radiologists

READING

READ 1213  Developmental Reading  3 Cr., (3 Lec.)
(Prerequisite: None) The course emphasizes and provides reading instruction in vocabulary development through the implementation of word-attack skills, context clues, and the utilization of the dictionary. Various levels and kinds of comprehension are stressed, and techniques are also provided for training in surveying, skimming, and scanning.

READ 1293  ALP Developmental Reading  3 Cr., (3 Lec.)
(Prerequisite: Placement of an ACT score Below 19 or a COMPASS score Below 83.) This is an Accelerated Learning Program course taken in the same semester as HUMA 2393 ALP Humanities. The purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation. A grade of “C” or better is required in both courses.
on the many drugs used in treating respiratory diseases, their pharmacodynamics and pharmacokinetics. Classes of drugs covered include bronchodilators, anti-inflammatory, mucolytics/proteolytics, sedatives and diuretics and some common cardiac drugs used in resuscitation. A grade of “C” or better is required for passing. (Only offered in the fall).

RESP 1424 Respiratory Pharmacology 3 Cr., (3 Lec.)
(Prerequisite: Acceptance into the program; or by NAH faculty permission, Co-requisite: RESP 1223 Basic Assessment and Diagnostics; RESP 1223 Pulmonary Diseases, RESP 1223 Respiratory Care Procedures and Equipment, RESP 1423 Respiratory Pharmacology, with a grade of “C” or better. This course provides the necessary exposure to the practice of basic respiratory care for noncritical patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform basic respiratory care procedures such as CPT, updraft, and basic assessment under the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of “C” or better is required for passing. (Only offered in the fall).

RESP 1442 Clinical Practicum I 2 Cr., (16 SWE)
(Prerequisite: EMER 1111 Basic EKG Interpretation; RESP 1223 Basic Assessment and Diagnostics; RESP 1334 Equipment & Techniques I; RESP 1423 Respiratory Pharmacology; with a grade of “C” or better. Co-requisite: RESP 2244 Equipment and Techniques II; RESP 1423 Pulmonary Diseases). This course provides the necessary exposure to the practice of basic respiratory care for noncritical patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform basic respiratory care procedures such as CPT, updraft, and basic assessment under the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of “C” or better is required for passing. (Only offered in the spring).

RESP 2244 Equipment and Techniques II 4 Cr., (2 Lec., 4 Lab.)
(Prerequisite: RESP 1335 Equipment and Techniques I; RESP 1223 Basic Assessment Diagnostics; RESP 1423 Respiratory Pharmacology; all with a grade of “C” or better or by NAH faculty permission.

RESPIRATORY CARE - All NAH program courses must be completed with a grade of “C” or better

RESP 1223 Basic Assessment and Diagnostics 3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: Acceptance into the Respiratory Care or EMS Paramedic program; or by NAH faculty permission.) This course is designed to integrate the theory and application of physical assessment and diagnostic testing. In depth history taking, physical examination techniques, patient assessment, clinical decision making, communications and documentation. Understanding and interpretation of ABG’s, chest X-Ray and lab values will be addressed. The student will utilize the simulation lab to enhance their clinical understanding and evaluation of these assessment and diagnostic skills. A grade of “C” or better is required for passing. (Only offered in the spring).
Co-requisite: RESP 1243 Pulmonary Disease; RESP 1442 Clinical Practicum I. This course is designed to integrate the theory and application of ventilator management. Topics covered include physiology of mechanical ventilation, ventilator classification, cycling mechanisms, flow pattern and waveforms, indication, initiation, and weaning of mechanical ventilation, effects and complications of mechanical ventilation, patient management and stabilization, PEEP/CPAP, and noninvasive ventilation. A grade of "C" or better is required for passing. (Only offered in the spring.)

RESP 2342 Advanced Cardiopulmonary Care 2 Cr., (4 Lab.)
(Prerequisite: Health care provider CPR, American Heart Association; RESP 2462 Clinical Practicum III; RESP 2364 Critical Care; RESP 2343 Neonatal & Pediatrics all with a grade of "C" or better or by NAH faculty permission. Co-requisite: RESP 2473 Clinical Practicum IV; RESP 2442 Professional Development.) This course will cover the advanced life support and stabilization courses for the neonate, infant and pediatric patient, along with the application of cardiopulmonary care in alternate sites. Students will receive certification in the Newborn Resuscitation Program (NRP), S.T.A.B.L.E. program, and Pediatric Life Support (PALS). PALS certification is through the American Heart Association; NRP certification is through the American Heart Association in cooperation with the American Academy of Pediatrics; S.T.A.B.L.E. certification is through the American Academy of Pediatrics. A grade of "C" or better is required for passing. (Only offered in the spring).

RESP 2343 Neonatal & Pediatrics 3 Cr., (2 Lec, 2 Lab.)
(Prerequisite: RESP 2451 Clinical Practicum II with a grade of "C" or better; RESP 2354 Equipment & Techniques III with a grade of "C" or better. Co-requisite: RESP 2364 Critical Care, RESP 2462 Clinical Practicum III). This course is designed to integrate theory and clinical simulation instruction for the practice of respiratory care in the neonatal, infant, and pediatric populations. The student will focus on the physiologic development, basic assessment, initiating, monitoring and managing oxygen therapy, aerosol therapy, CPAP and mechanical ventilation in the neonatal pediatric population. A grade of "C" or better is required for passing. (Only offered in the summer).

RESP 2354 Equipment and Techniques III 4 Cr., (2 Lec., 4 Lab.)
(Prerequisite RESP 1243 Pulmonary Diseases with a grade of "C" or better; RESP 1442 Clinical Practicum I with a grade of "C" or better; RESP 2244 Equipment and Techniques II with a grade of "C" or better; Co-requisite: RESP 2451 Clinical Practicum II or by NAH faculty permission) This course is a continuation of RESP 2244 Equipment & Techniques II. This course is designed to integrate the theory and application of ventilator management. Topics covered include physiology of mechanical ventilation, ventilator classification, cycling mechanisms, flow pattern and waveforms, indication, initiation, and weaning of mechanical ventilation, effects and complications of mechanical ventilation, patient management and stabilization, PEEP/CPAP, and noninvasive ventilation. A grade of "C" or better is required for passing. (Only offered in the summer).

RESP 2364 Critical Care 4 Cr., (2 Lec., 4 Lab.)
(Prerequisite: RESP 2451 Clinical Practicum II; RESP 2354 Equipment & Technique III; with a grade of "C" or better or acceptance into the CRT to RRT Program. Co-requisite: RESP 2343 Neonatal & Pediatrics; RESP 2462 Clinical Practicum III.) This course is designed to enable the respiratory therapy student to integrate all the information learned in the program. This course will focus on dealing with intensive Care Patients. Some laboratory time will be spent treating simulated patients in the lab at SEARK College. A grade of "C" or better is required for passing. Offered in the fall).

RESP 2451 Clinical Practicum II 1 Cr., (16 SWE)
(Prerequisite: RESP 2244 Equipment and Techniques II; RESP 1243 Pulmonary Diseases; RESP 1442 Clinical Practicum I; with a grade of "C" or better. Co-requisite: RESP 2354 Equipment and Techniques III). This course will concentrate on mechanically ventilated, intensive care patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks, make appropriate ventilator changes, and provide appropriate respiratory care modalities to patients as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of "C" or better is required for passing. (Only offered in the summer).

RESP 2462 Clinical Practicum III 2 Cr., (16 SWE)
(Prerequisite: RESP 2451 Clinical Practicum II; RESP 2354 Equipment, Techniques III; all with a grade of "C" or better. Co-requisite: RESP 2343 Neonatal & Pediatrics; RESP 2364 Critical Care or by NAH faculty permission). This course will concentrate on neonatal/pediatric patients and on the critically ill patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks, make appropriate ventilator changes, and provide appropriate respiratory care modalities to patients as designated by physical assessment and diagnostic tests under
the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of “C” or better is required for passing. (Only offered in the fall).

RESP 2473        Clinical Practicum IV   3 Cr., (24 SWE)
(Prerequisite: RESP 2343 Neonatal & Pediatrics; RESP 2364 Critical Care; RESP 2462 Clinical Practicum III all with a grade of “C” or better or by NAH faculty permission. Co-requisite: RESP 2502 Professional Development; RESP 2342 Advanced Cardio-Pulmonary Care.) This course will concentrate on critical patients and patients being treated with mechanical ventilation. Students will also be exposed to alternate sites for patient care (physicians’ office, home care, pulmonary function labs, etc.). Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks and provide appropriate respiratory care modalities to patients, as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). A grade of “C” or better is required for passing. (Individualized clinical rotations will be arranged for CRT-RRT students). (Only offered in the spring).

RESP 2502        Professional Development   2 Cr., (4 Lab.)
(Prerequisites: RESP 2343 Neonatal & Pediatrics; RESP 2462 Clinical Practicum III; RESP 2364 Critical Care; all with a grade of “C” or better. Co-requisites: RESP 2342 Advanced Cardiopulmonary Care; RESP 2473 Clinical Practicum IV or by NAH faculty permission.) This course is designed to prepare the student to interact with prospective employers in a professional manner to facilitate successful employment as a respiratory therapist in a variety of practice settings. Course content will prepare the student for the NBRC self-assessment evaluation exam and also for the NBRC advanced practice examination process by applying critical thinking skills. A grade of “C” or better is required for passing. (Only offered in the spring).

RESP 2930        Respiratory Program Completion  30 SCH
(Prerequisites: (1) Graduation from an accredited respiratory entry-level program, and; (2) Proof of CRT credential with the National Board for Respiratory Care (NBRC).) A course designation which will be used as the mechanism for recording program course credit for a graduate of a CoARC accredited respiratory care program who also holds the CRT credential granted by the NBRC.

SOCIOLGY

SOCI 2313       Introduction to Sociology   3 Cr., (3 Lec.)
(Prerequisite: None) This course introduces theories and methods used to analyze society. Topics include culture, norms, status, roles, groups, associations, social institutions, communities and societies. Course required of sociology, as well as, social science majors and minors. ACTS Equivalent Course Number = SOCI1013

SPEECH AND DRAMA

SPEE 2393  Oral Communication for Public Address   3 Cr., (3 Lec.)
(Prerequisite: None) This course is designed to help the student effectively deliver an oral presentation to an adult audience; listen to and critique objectively the oral presentations of others; know effective organization practices and procedures for a variety of group settings; and recognize and use effective oral language as a tool of sound reasoning. Student performance is emphasized along with lecture, discussion, and exercises. Students will learn through reading, discussing, listening, presenting speeches, and participating in activities. ACTS Equivalent Course Number = SPCH1003

SPEE 2413       Introduction to Theatre and Drama  3 Cr., (3 Lec.)
(Prerequisite: None) This course is an introduction to theatre arts; playwriting, directing, acting, and design. This is an introduction to the various elements that make up dramatic art.

SURGICAL TECHNOLOGY- All NAH program courses must be completed with a grade of “C” or better

SURG 1528        Surgical Technology Procedures   8 Cr., (8 Lec.)
(Prerequisites: Acceptance into the program: BIOL 2464 Human Anatomy and Physiology II with a grade of “C” or better, or BIOL 2226 Anatomy and Physiology for Health Professions; BIOL 2232 Anatomy and Physiology Lab for Health Professions; with a grade of “C” or better; Co-requisites: BIOL 2474 Microbiology; SURG 1536 Surgical Technology Practicum I) This course introduces students to principles, procedures, and techniques of surgical procedures with emphasis on surgical asepsis. Concepts from the basic and related sciences are incorporated, including medical terminology and pharmacology. A grade of “C” or better is required for passing.
SURG 1536 Surgical Technology Practicum I 6 Cr., (6 Lab., 12 SWE)
(Prerequisite: Acceptance into the program; BIOL 2464 Human Anatomy and Physiology II with a grade of "C" or better or BIOL 2226 Anatomy and Physiology for Health Professions; BIOL 2232 Anatomy and Physiology Lab for Health Professions; Co-requisite: BIOL 2474 Microbiology; SURG 1528 Surgical Technology Procedures I) Students are introduced to the physical environment of the operating room with selected clinical experiences in acute and ambulatory surgical settings. Students have many experiences in the care and use of instruments and surgical supplies as well as multiple opportunities to scrub in on surgical procedures. A grade of "C" or better is required for passing.

SURG 1548 Surgical Technology Procedures II 8 Cr., (8 Lec.)
(Prerequisites: SURG 1528 Surgical Technology Procedures I and SURG 1536 Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission; Co-requisite: SURG 1557 Surgical Technology Practicum II). Students learn the advanced principles, procedures, and techniques of specific, general, and specialty surgeries. Core concepts from the basic and related sciences are incorporated. The course content is correlated with clinical experience. A grade of "C" or better is required for passing.

SURG 1557 Surgical Technology Practicum II 7 Cr., (6 Lab., 15 SWE)
(Prerequisites: SURG 1528 Surgical Technology Procedures I and SURG 1536 Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission; Co-requisite: SURG 1548 Surgical Technology Procedures II). Students concentrate on clinical experiences in ambulatory and acute surgical settings. Experiences are provided for the students to circulate and scrub in on all phases of surgical procedures. A grade of "C" or better is required for passing.

SURG 1614 Surgical Technology Practicum III 4 Cr (12 SWE)
(Prerequisites: SURG 1548 Surgical Technology Procedures II and SURG 1557 Surgical Technology Practicum II with a grade of "C" or better). This capstone course is designed with an intense clinical focus. Students are required to perform in the first scrub role in all areas of the operating room. Upon completion of the course, students are expected to demonstrate competence in entry-level job skills performed by the surgical technologist. Weekly seminars are incorporated to prepare students for certification exam success as well as to enhance the employability of the student. A grade of "C" or better is required for passing.

SURG 2646 Surgical Technology First Assistant 6 Cr., (3 Lec., 12 SWE)
(Prerequisites: Completion of special admission requirements for Surgical Technology, a satisfactory interview with faculty, and current Certification as Surgical Technologist (CST), Certified Nurse - Operating Room (CNOR), or Physician Assistant (PA-C).) The knowledge and technique necessary to assume responsibility as the Surgical First Assistant (SFA) is emphasized. The various roles of the SFA are explored, as well as the interdependent relationship with the surgeon. Expanded function and accountability are stressed as the SFA is prepared to assume responsibility in scrubbing, draping, retracting, exposing, clamping, ligating, suturing, handling specimens, and providing homeostasis. Intellectual and manual dexterity are combined to prepare the SFA with the essential skills necessary to this expanded role.

SURG 2662 Surgical First Assistant Clinical Preceptorship 2 Cr., (8 SWE)
(Prerequisites: SURG 2646 Surgical Technology First Assistant; two years of preoperative experience) Surgical First Assistant (SFA) Clinical Preceptorship exists for the purpose of offering clinical experience in the first assisting role. The SFA is capable of carrying out tasks delegated by the surgeon during the operating procedure. The CST entering the preceptorship will be a highly motivated individual and bring to the preceptorship personal and professional experience of high quality. Flexibility and respect for individual student goals are incorporated into the preceptorship.

TECHNICAL RELATED STUDIES

TECH 2011 Portfolio Development & Experience Evaluation 1 Cr., (1 Lec.)
(Prerequisite: Approval of Vice President for Academic Affairs) This course provides an opportunity for a student to receive an evaluation of unique work experience or non-traditional educational experiences. Students will identify the courses for which they feel qualified to receive credit and develop written portfolios to demonstrate that they have met the course objectives. Students can earn up to 15 credit hours through non-traditional educational sources. Credit will be applied to the student’s transcript once they have earned fifteen semester credit hours through traditional classes.
TECH 2013 Internship Work Experience I 3 Cr., (12 SWE)
(Prerequisites: All internship courses require approval of the Program Coordinator. Students must have at least a 2.0 grade point average and have completed internship requirements along with established program requisites. See Coordinator for details. Additionally, students must have completed 12 semester credit hours of their program, excluding developmental education, prior to enrolling in an internship course.) Internships enable students to participate in periods of on/off-campus work experience closely related to classroom theory and educational goals. The Program coordinator will work with the students to find appropriate internship work sites.

TECH 2023 Internship Work Experience II 3 Cr., (12 SWE)
(Prerequisites: TECH 2013 Internship Work Experience I and approval of the Program Coordinator. Students must have at least a 2.0 grade point average and have completed internship requirements along with established program requisites. See Coordinator for details) Internships enable students to participate in periods of on/off-campus work experience closely related to classroom theory and educational goals. The Program Coordinator will work with the students to find appropriate internship work sites.

TECH 2016 Internship Work Experience I 6 Cr., (2 Lec., 16 SWE)
(Prerequisites: All internship courses require approval of the Program Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.) Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The program coordinator will work with the students to find appropriate internship work sites.

TECH 2024 Internship Work Experience II 4 Cr., (2 Lec., 8 SWE)
(Prerequisites: All internship courses require approval of the Division Chair/Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.) Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The Division Chair will work with the students to find appropriate internship work sites.

TECH 2034 Internship Work Experience III 4 Cr., (2 Lec., 8 SWE)
(Prerequisites: All internship courses require approval of the Division Chair/Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.) Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The Division Chair will work with the students to find appropriate internship work sites.

TECH 2211-2219 Customized Training 1 - 9 Cr., (1 - 9 Lec.)
(Prerequisite: None) This course provides college-level instruction and information in a customized format for companies desiring an increased education level in their employees. Based on the length of training required, the semester credit hours of instruction can vary from 1 to 9 semester credit hours.

TECH 2313 Process/Project Management 3 Cr., (3 Lec.)
(Prerequisite: MECH 1113 Manufacturing Processes) This course takes the student from a detailed understanding of process modeling through the development and implementation of management processes. This course is designed to teach students to initiate, define, plan, control, execute, and terminate projects.

TECH 2326 Manufacturing Practicum 6 Cr., (2 Lec., 8 Lab.)
(Prerequisite: ELEC 1153 Principles of Technology, ELEC 1423 Programmable Logic Controllers and MECH 1713 Pneumatics & Hydraulics) This course will give the student practical experience in the production of a manufactured product in the laboratory. Students will create a product, set-up the equipment for production, manufacture a product, perform quality control, and market the product, thereby providing a comprehensive experience in manufacturing processes.

WELDING TECHNOLOGY

WELD 1116 Basic Welding 6 Cr., (4 Lec., 4 Lab.)
(Prerequisite: None) Basic Welding covers the principles of oxy-acetylene welding, cutting and brazing, basic principles, procedures, safety, and experience in using electric arc welding equipment.
WELD 1216  Arc Welding  6 Cr., (4 Lec., 4 Lab.)
(Prerequisite: WELD 1116 Basic Welding) This course in electric arc welding is designed to give students knowledge of equipment, safety precautions, and shop practice. Students will make basic types of welds in most positions and study welding nomenclature, design of joints, and electric classifications.

WELD 1316  Tungsten Inert Gas (TIG) Welding  6 Cr., (4 Lec., 4 Lab.)
(Prerequisites: WELD 1116 Basic Welding) This course is comprised of in-depth study and practice of the gas tungsten arc welding process. The student's experience begins with the development of manipulative skills through the media of oxyacetylene welding then progresses to similar applications with TIG welds in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel.

WELD 1416  Metal Inert Gas (MIG) Welding  6 Cr., (4 Lec., 4 Lab.)
(Prerequisites: WELD 1116 Basic Welding) This course is comprised of in-depth study and practice of the gas metal arc welding process. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire feeding system.

WELD 1516  Pipe Welding  6 Cr., (4 Lec., 4 Lab.)
(Prerequisite: WELD 1116 Basic Welding and WELD 1216 Arc Welding) This course is designed to develop skills used in the welding of both transmission pipeline and piping systems.

WELD 1616  Metal Layout & Fabrication  6 Cr., (4 Lec., 4 Lab.)
(Prerequisites: WELD 1116 Basic Welding or AIRC 1116 Basic Refrigeration) This course is designed to provide our technical students with an in-depth knowledge of general construction skills, such as basic industrial safety, trade math, the use of hand and power tools, blueprint reading, basic rigging, and metal layout principles. These skills pertain to welding fabrication and the heating, ventilating, and air conditioning (HVAC) industry.

WELD 1713  Maintenance Welding  3 Cr., (2 Lec., 2 Lab.)
(Prerequisite: None) A course providing the basic skills in oxy-acetylene welding, cutting and brazing, basic arc welding, and safety to the maintenance and repairs of production equipment.
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SOUTHEAST ARKANSAS COLLEGE

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M.Ed., Northwestern Oklahoma State University
Ed.D., University of Oklahoma

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M.B.A., University of West Florida
Ph.D., Nova Southeastern University

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B.S.B.A., University of Arkansas
M.Ed., University of Arkansas

Kaleybra M. Morehead .............. Vice President, College Affairs
B.S., University of Arkansas at Pine Bluff
M.P.A., University of Arkansas at Little Rock
Ed.D., University of Arkansas at Little Rock

Debbie Wallace .................. Vice President, Fiscal Affairs
B.S., University of Arkansas at Monticello

Diann Williams .......... Vice President, Institutional Effectiveness/Assessment/ Nursing
Certificate, Practical Nursing, Pines Vocational Technical School & Allied Health
R.N., B.S.N., University of Arkansas at Pine Bluff
M.S.N., St. Louis University
Certified Nurse Educator (C.N.E.)

PROFESSIONAL STAFF & FACULTY (12 month)

Steven Ballard .................. Controller, Business Office
B.S., University of Arkansas at Monticello

Joel Barbaree .................. Director, Physical Plant
Alexa Bessette .......................... Career Coach, White Hall School District
M.B.A., University of Central Arkansas
B.A., Hendrix University

Furonda Brasfield .......................... Career Coach, Watson Chapel School District
M.P.A., University of Arkansas at Little Rock
B.A., University of Arkansas

Karen Bogard ............................. Executive Assistant, President’s Office
A.A.S., Southeast Arkansas College

Ron Boren ................................. Coordinator, Learning Assistance Lab
B.S., Arkansas State University

Kathy Boyle ............................... Coordinator/Instruction, Distance Learning
B.A., Alderson-Broaddus College
Certificate (Respiratory Care), Emory University
Certificate (Paramedic), DeKalb County Community College
M.S., University of Central Arkansas
M.Ed., University of Arkansas at Little Rock

Lozanne Calhoun ........................... Registrar/Director of Student Records
B.S., University of Arkansas at Pine Bluff
M.S., Arkansas Tech University

Kristi Campbell ............................ Business Manager
B.S., Southwestern Oklahoma State University
M.B.A., Southwestern Oklahoma State University

Lisa Cater ................................. Coordinator, Administrative Computing
A.A.S., Southeast Arkansas College

Nerva Copeland ............................ Education Career Counselor
B.S., University of Arkansas at Pine Bluff
M.Ed., University of Arkansas

Donna Cox ................................. Director, Financial Aid
B.S., University of Arkansas at Pine Bluff
M.S.E. University of Arkansas at Little Rock

Daytra Demmings ........................... Grants Compliance Officer
B.S., Ouachita Baptist University
M.B.A., Webster University

Barbara Dunn .............................. Director, Admissions, Records, & Enrollment Services
B.S., University of Arkansas at Pine Bluff

JoAnn Dupra .............................. Director, Technology Services
A.A.S., Southeast Arkansas College

Teniata Shannon-Gragg .................. Director, Recruitment
B.S.E., University of Arkansas at Pine Bluff
M.S.E., University of Arkansas at Pine Bluff

Michelle Heard ........................... Career Coach, Pine Bluff School District
M.B.A., University of Arkansas at Little Rock
B.S., University of Arkansas at Pine Bluff

Bobby Hyatt ............................... Counselor, Student Support Services
B.S.E., Henderson State University
M.Ed., University of Arkansas at Pine Bluff
M.Ed., University of Arkansas
Ed.S., University of Arkansas at Little Rock

Candice Jones ............................. Career Coach, Dollarway School District
B.S., Arkansas State University
Dedric Jones .............................. Career Coach, Pine Bluff School District
M.P.A., University of Arkansas at Little Rock
B.A., University of Arkansas at Pine Bluff

Wanda C. Lindsey ........................ Director, Workforce Development Center
B.S., Southern Illinois University
M.S., University of Arkansas

Gregory A. Madden ........................ Co-Chair, General Studies & Mathematics
B.S.E., University of Central Arkansas
M.S.E., University of Central Arkansas

Nancy Pearce .............................. Director, Student Support Services
B.A., University of Arkansas, Monticello
M.S., University of West Florida

Deborah Pyland ............................ Director, Retention
B.S.B.A., University of Tulsa
M.Ed., University of Arkansas

Laura Robertson ............................ Career Coach, McGehee School District
B.A., University of Arkansas at Monticello

Lyric Seymore .............................. Dean, Technical Studies
B.S., University of Arkansas at Pine Bluff & Workforce Development Center

Leslie Shaw ............................... Early Childhood Paraprofessional
B.S., University of Arkansas at Pine Bluff Technology Coordinator, ECDT
M.S., University of Arkansas

Gail Stith ................................. Counselor, College Affairs
B.A., University of Arkansas at Pine Bluff
M.A., University of Arkansas at Pine Bluff
Certified (Criminal Justice Professional, University of Arkansas at Little Rock
Certified (Co-Occurring Disorders (Masters Level) UALR
Substance Abuse Certification Board
Licensed Alcoholism and Drug Abuse Counselor (LADAC)

Mary Kathryn Treglown ........................ Co-Chair, General Studies & English
B.A., University of Arkansas at Monticello
M.S.E., University of Arkansas at Pine Bluff

Kimberly Williams ........................ Interim Director, Library
A.A.S., Southeast Arkansas College
B.S., University of Arkansas Pine Bluff
M.S., Library & Information Science, iSchool at Drexel University

FACULTY

Career Pathways
Lisa Gober, Coordinator for Career Pathways
Lisa Gober ............................... Director, Career Pathways
B.A., Henderson State University

Alison Hunthrop ............................ Education Counselor, Career Pathways
B.A., Florida Southern College

Debbie Sheppard .......................... Career Support Services Coordinator
B.S., University of Arkansas Pine Bluff

Tami Watts ............................... Career Pathways Community Outreach Coordinator
B.A., Henderson State University
General Studies
Greg Madden, Co-Chair
Mary Kathryn Treglown, Co-Chair

R. Teryl Brooks, Jr. .................................................. Biology & Allied Health
B.S., Tulane University
M.D., Tulane University

Russell Carnes, Jr. ................................. Math Specialist/Faculty, Student Support Services
B.S., University of Arkansas at Pine Bluff

Tracy Cobb .................................................. Mathematics
B.S., University of Arkansas at Pine Bluff
M.S., University of Arkansas at Little Rock

Marlene Ferguson. . . . Reading & Writing Specialist/Faculty, Student Support Services
B.S.E., Henderson State University
M.S.E., Henderson State University

Chris Harrod .................................................. Social Sciences
B.A., University of Arkansas at Monticello
M.A., Northwestern State University

William Layher .................................................. Biology
B.S.E., Emporia State University
M.S., Emporia State University
Ph.D., Oklahoma State University

Beverly Montgomery ................................................ English
B.A., University of Arkansas at Pine Bluff
M.A., Ohio State University

Nancy Ryburn .................................................. English, Sociology, & Psychology
B.A., Henderson University
M.A., Louisiana State University
M.A., Yershiva University
Ph.D., Yershiva University

Rachel Scott .................................................. Mathematics
B.S., University of Arkansas at Pine Bluff
M.S., University of Arkansas at Pine Bluff

Pat Tate .................................................. English
B.S., University of Arkansas, Fayetteville
M.A., Arkansas Tech University, Russellville

Robert “Bob” Starkey ................................................ Biology
A.A.S., Hocking Technical College
B.S., University of Idaho
M.S., Clemson University

Gina Teel .................................................. English & Speech
B.A., Oklahoma City University
M.Div., Southern Methodist University
M.A., University of Arkansas at Little Rock

John Vollertsen ................................................ Chemistry & Physics
B.A., Denison University
M.S., University of Michigan

Mary Vollertsen ................................................ Biology
B.G.S., New Mexico Institute of Mining and Technology

Dan Wessell .................................................. Strategies for College Success
B. S., Oral Roberts University
Nursing and Allied Health Technologies
Diann Williams-Vice President, Nursing & Allied Health Technologies

Tamekia Allen ........................................ Coordinator/Instructor, Surgical Technology
A.A.S, Southeast Arkansas College
C.S.T. Certified Surgical Technologist

Sharon Armour .......................... Coordinator/Instructor Registered Nursing - Generic Option
T.C., LPN, Southeast Arkansas College
B.S.N., University of Arkansas at Pine Bluff
M.S.N. University of Phoenix

Katina Camp ................................. Coordinator/Instructor, Practical Nursing
R.N., B.S.N., University of Arkansas at Little Rock

Terry Clausen ................................. Coordinator/Instructor, Emergency Medical Sciences
EMT- B Certification, Rice Belt Technical School
EMT- Paramedic, UAMS/ AHEC
B.S., Business Administration, University of Phoenix

Stephanie Guy ................................. Practical Nursing/Coordinator Nursing Assistant
R.N., B.S.N., University of Arkansas at Pine Bluff

Tonya McBride .............................. Practical Nursing, Part-time Evening/Weekend
Practical Nursing Technical Certificate, Southeast Arkansas College
A.A.S., RN, Southeast Arkansas College
B.S.N., University of Arkansas at Little Rock

Marsha Miller ................................. Registered Nursing - Generic Option
Practical Nursing Technical Certificate, Great Rivers Vo-Tech
B.S.N., University of Arkansas Monticello
M.S.N., (APN) Delta State University

Tommy Nix ......................................... Clinical Coordinator, Radiologic Technology
B.S., RT, (R), University of Arkansas for Medical Sciences

Stella Nyarangi ................................. Practical Nursing
Practical Nursing Technical Certificate, Southeast Arkansas College
A.A.S., RN, Southeast Arkansas College

Tina Pierce ......................................... Coordinator, Radiologic Technology
B.S., University of Central Arkansas
R.T., JRMC School of Radiologic Technology
M.A., University of Arkansas at Pine Bluff

Angie Pope ......................................... Emergency Medical Sciences
Technical Certificate, Paramedic, Southeast Arkansas College

Don Richter ................................. Clinical Coordinator Respiratory Care Technology
(Joint Appointment with AHEC-PB)
R.R.T., Memorial Center School of Radiology
B.S., Illinois State University

Janelle Smith ................................. Coordinator/Instructor, Respiratory Care
Certificate (Respiratory Care), University of Arkansas for Medical Sciences
A.A., Southeast Arkansas College
B.S., R.R.T., CPFT, University of Arkansas for Medical Sciences

Tony Spears ................................. Registered Nursing – LPN/Paramedic to RN Option
B.S.N., University of Arkansas at Little Rock
M.S.N. Grand Canyon University, Phoenix, AZ
Melissa Young ................................................. Nursing Assistant  
T.C., LPN, Pines Vocational Technical School, (Southeast Arkansas College)  
Magnolia Woods ........................................... Coordinator/Instructor Registered Nursing LPN/  
B.S.N., University of Arkansas at Pine Bluff Paramedic to RN Option  
M.S.N., University of Phoenix  

Technical Studies Faculty  

Lyric Seymore- Dean, Technical Studies and WDC  

Scott Adams ................................................. Computer Network Technology  
A.A.S., Louisiana Tech College  
B.S., Louisiana Tech University  
Amanda Bradford ........................................... Business Technology  
B.S., Arkansas State University  
M.B.A., Arkansas State University  
Kimberly Brown-King ...................................... Business Technology  
B.S., University of Arkansas at Monticello  
M.B.A., University of Arkansas at Little Rock  
Bill McNew ................................................. Computer Science  
B.A., University of Central Arkansas  
M.B.A., University of Central Arkansas  
Dennis McVay .............................................. Air Conditioning & Refrigeration Technology  
A.A.S., Southeast Arkansas College  
Marsha Peters .............................................. Accounting  
B.B.A., Jackson State University  
M.B.A., University of Phoenix  
Kumar Ray .................................................... Business Technology  
B.S., University of Calcutta  
LL.B., University of Calcutta  
M.B.A., East Texas State University  
Iry Rice ....................................................... Industrial Mechanics and Electronics  
B.A., University of Phoenix  
M.B.S., University of Phoenix  
Greg Shapiro .............................................. Criminal Justice Technology  
B.A., University of Arkansas at Little Rock  
Carrie Walthall .............................................. Paralegal Technology  
C.L.A.S. Real Estate & Civil Litigation  
Paralegal Certificate, Southern Technical College  
B.S.E., Henderson State University  
M.B.A., Webster University  
Shawn Willbanks ........................................ Drafting & Computer-Aided Design  
A.A.S., Southeast Arkansas College  

SUPPORT STAFF  

Doug Allen .................................................. Supervisor, Institutional Services  
Marie Atwood .............................................. Computer Support Specialist  
A.A.S., Southeast Arkansas College  
LaShauna Battles ......................................... Payroll Technician, Business Office  
Errica Buckhanan ....................................... Administrative Specialist I, Financial Aid  
A.A.S., Southeast Arkansas College  
Larry Bowman ............................................ Computer Support Specialist  
A.A.S., Pulaski Technical College  

221
Joyce Chamel ........................................................ Library Technician Assistant I, Library A.A.S., Southeast Arkansas College

Dena Childs ......................................................... Human Resources Specialist, Business Office B.B.A., University of Arkansas at Little Rock (In progress)

Sam Domineck ..................................................... Financial Aid Specialist I, Student Affairs A.A.S., Southeast Arkansas College

Deborah Domineck ................................................ Administrative Specialist II, Nursing & Allied Health A.A.S., Southeast Arkansas College

Quentin Douglas ................................................... Institutional Services Assistant

Elisha Downing ...................................................... Fiscal Support Specialist, Business Office

Rosemary Ellis ....................................................... Administrative Specialist III, Academic Affairs T.C., Pines Vocational Technical School

Sterling Flowers .................................................... Institutional Services Assistant A.A.S., Southeast Arkansas College

Robert “Chuck” Furgason ............................. Network Support Analyst A.A.S., Southeast Arkansas College Fiber Certified, Fiber Optic Association

Wanda Grimmett .................................................... Administrative Specialist I, General Studies

Laqueta Hill .......................................................... Assistant Registrar, Student Affairs A.A., Southeast Arkansas College A.A.S., Southeast Arkansas College

James Hicks ............................................................ Maintenance Assistant

Gerald Jeffers ........................................................ Library Academic Technician I B.A., University of Arkansas at Pine Bluff

Sandra Jefferson ...................................................... Cashier, Business Office A.A.S., Southeast Arkansas College

Sue Jiner ............................................................... Institutional Services Assistant

Dora Jones ............................................................ Administrative Assistant II, Student Support Services

Kedrick Jones ......................................................... Administrative Specialist II, College Affairs

Kandiace Keith ....................................................... Financial Aid Specialist I, Student Affairs B.S., University of Arkansas at Pine Bluff

Shirley Kelley ........................................................ Administrative Specialist, Admissions A.A.S., Southeast Arkansas College

Rene Hunthrop ....................................................... Administrative Specialist I, Student Affairs

Brooke Mack ........................................................ Administrative Assistant II, Student Affairs A.A., Southeast Arkansas College

Jacob Martar ......................................................... Computer Support Technician B.P.S., Arkansas Tech University

Eleanor Matthews .................................................. Student Success Advisor, Nursing & Allied Health T.C., Pines Vocational Technical School A.A.S., Southeast Arkansas College

Jenny McVay ........................................................ Administrative Specialist II, Technical Studies A.A.S., Southeast Arkansas College

Connie Mouton-Anderson ........................................ Administrative Specialist II, Student Affairs

Amber Munnerlyn ................................................... Administrative Specialist I, Institutional Effectiveness A.A.S., Southeast Arkansas College
Charles “Tony” Ogles ........................................... Network Support Analyst
A.A.S., Southeast Arkansas College

Angelia Parish . ........................................ Fiscal Support Analyst
B.B.A., B.S., University of Arkansas at Monticello

Joe Powell ............................................. Information Technology Manager
A.A.S., Southeast Arkansas College

Joyce Price ............................................. Computer Support Technician
B.A., Southern Arkansas University

Sherri Roberts ........................................ Career Planning & Placement Specialist, College Affairs
A.A.S., Southeast Arkansas College
B.A.A.S., Ashford University

Leavorn Roby ........................................ Maintenance, Building & Grounds

Ray Selman ................................. Administrative Specialist II, Workforce Development Center

Angie Ward ................................. Administrative Assistant III, Buildings & Grounds

Alice Weatherly ........................................ Purchasing Specialist, Business Office

Angelia Williams ........................................ Accountant I, Business Office
A.A.S., Southeast Arkansas College
B.S., University of Arkansas at Pine Bluff

Stacy Williams ................................. Library Support Assistant II, Library

Verna Wilson ........................................ Institutional Services Assistant
MAP
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