

# **Southeast Arkansas College**

## **College Catalog and Student Handbook**

**2023-24**



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## President's Message

Greetings:

On behalf of our students, faculty, and staff welcome to Southeast Arkansas College! You are now part of a college whose focus and purpose are to assist in meeting your educational goals. Whether you are just embarking on your educational journey, completing your education, or brushing up on your skills, SEARK College offers an educational experience tailored to give you the confidence needed for success.

Our service to you is embodied in SEARK's Vision Statement: *"Empowering Students and Changing Lives"*. As an educational institution invested in the success of our students, we recognize our responsibility in fostering positive change not just on our campus, but throughout our entire community.

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 who provides knowledge; we also offer students a means to develop their vision of the future and the tools to make that vision a reality.

With small class sizes and caring faculty and staff, SEARK College offers support both inside and outside the classroom you need to realize success. For example, we have recently opened a new health and wellness center, SEARK @ Seabrook, that offers intramurals, wellness programs, and space just to hang out with friends.

SEARK College shares a partnership with you in your aspiration for an education and plans for the near 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!

Steven Bloomberg, President  
Southeast Arkansas College

# **Institutional History**

Southeast Arkansas College is an open-enrollment, two-year institution located in Pine Bluff, Arkansas. The College was originally established as Pines Vocational-Technical School in 1959 and became Southeast Arkansas Technical College on April 17, 1991, as established by the Arkansas General Assembly. The College became known as Southeast Arkansas College on July 8, 1998.

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 a 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 Contact Information

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)  
Email: [admissions@seark.edu](mailto:admissions@seark.edu)  
Website: [www.seark.edu](http://www.seark.edu)

## 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. The current version of the College catalog may be found at [www.seark.edu](http://www.seark.edu).

## Institutional Accreditation

Southeast Arkansas College (SEARK) is accredited by the Higher Learning Commission (HLC), a historically regional accreditation agency recognized by the U.S. Department of Education. Accreditation ensures that the programs and personnel of the College all meet standards to provide quality educational offerings. Information can be located at [www.hlcommission.org](http://www.hlcommission.org) or by calling (312) 263-0456.

## Program Accreditation and Approval

- 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 accredited by 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).

## **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 Community 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
- ARK Link 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 Learning Consortium
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- National Council of Instructional Administrators
- National Association for the Education of Young Children
- National Council for Occupational Education
- National Council for Marketing and Public Relations
- National Council on Student Development
- National League for Nursing
- National Organization for associate degree Nursing
- Southwest Association of Student Financial Aid Administrators

## **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 based on age, race, religion, color, sex, national origin, or disability. Any student who has a grievance related to discrimination should contact the Dean of Student's Office.

# **Academic Affairs**

## **Types of Degrees and Certificates Awarded by Southeast Arkansas College**

### **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 Applied Science Degree**

The Associate of Applied Science (A.A.S.) 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 Transfer Disclaimer**

The Arkansas Department of Higher Education has requested all Arkansas institutions offering an Associate of Applied Science Degree (AAS) 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 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 a 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.

### **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.

### **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 ACCUPLACER scores may waive the English and math course requirements for some one-year technical certificate programs.

## Arkansas Course Transfer Systems (ACTS) Courses

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

### Southeast Arkansas College Course

### ACTS Equivalent Course Number

ANTH 2333 - Introduction to Anthropology	ANTH 1013
ART 2343 - Art History and Appreciation	ARTA 1003
BIOL 1464 - Principles of Biology	BIOL 1014
BIOL 1484 - General Botany	BIOL 1034
BIOL 1474 - General Zoology	BIOL 1054
BIOL 2454 - Human Anatomy and Physiology I *	BIOL 2404
BIOL 2464 - Human Anatomy and Physiology II *	BIOL 2414
<i>*Human Anatomy &amp; Physiology I and II must be taken at the same institution to be transferable.</i>	
BIOL 2474 - Microbiology	BIOL 2004
CHEM 1204 - Chemistry for Allied Health	CHEM 1214
CHEM 1434 - General Chemistry I	CHEM 1414
CHEM 1444 - General Chemistry II	CHEM 1424
COMP 1123 - Introduction to Computers	CPSI 1003
CRIM 1313 - Introduction to Criminal Justice	CRJU 1023
ECON 2313 - Principles of Economics I (Macroeconomics)	ECON 2103
ECON 2323 - Principles of Economics II (Microeconomics)	ECON 2203
ENGL 1313 - English Composition I	ENGL 1013
ENGL 1323 - English Composition II	ENGL 1023
ENGL 2313 - English Literature I	ENGL 2673
ENGL 2323 - English Literature II	ENGL 2683
ENGL 2363 - World Literature I	ENGL 2113
ENGL 2373 - World Literature II	ENGL 2123
ENGL 2383 - Technical Writing	ENGL 2023
ENGL 2413 - American Literature I	ENGL 2423
ENGL-2423 - American Literature II	ENGL 2663
GEOG 2313 - General Geography	GEOG 1103
HIST 1333 - Western Civilization I	HIST 1213
HIST 1343 - Western Civilization II	HIST 1223
HIST 2313 - U.S. History to 1877	HIST 2113
HIST 2323 - U.S. History Since 1877	HIST 2123
HPER 1313 - Personal Health and Safety	HEAL 1003
LANG 2414 - Elementary Spanish I	SPAN 1013
LANG 2424 - Elementary Spanish II	SPAN 1023
LANG 2434 - Intermediate Spanish I	SPAN 2013
LANG 2444 - Intermediate Spanish II	SPAN 2023
MATH 1333 - College Algebra	MATH 1103
MATH 1343 - College Trigonometry	MATH 1203
MATH 1355 - Pre-Calculus Functions and Graphs	MATH 1305
MATH 2335 - Calculus I	MATH 2405
MATH 2345 - Calculus II	MATH 2505
MATH 2373 - Introduction to Statistics	MATH 2103
MUSI 2333 - Music History and Appreciation	MUSC 1003
PHIL 2333 - Introduction to Philosophy	PHIL 1103
PHYS 1404 - Physical Science	PHSC 1004
PHYS 2414 - General Physics I	PHYS 2014

PHYS 2424 - General Physics II  
POLI 2313 - American Government  
POLI 2323 - State and Local Governments  
PSYC 2303 - General Psychology  
PSYC 2323 - Developmental Psychology  
SOCI 2313 - Introduction to Sociology  
SPEE 2393 - Oral Communication for Public Address

PHYS 2024  
PLSC 2003  
PLSC 2103  
PSYC 1103

*\*\*Note: Accounting and Business courses are not General Education core courses*

ACCO 2313 - Principles of Accounting I \*\*  
ACCO 2323 - Principles of Accounting II \*\*  
BUSI 1003 - Keyboarding \*\*  
BUSI 1033 - Introduction to Business \*\*  
BUSI 1233 - Business Communications \*\*  
BUSI 1243 - Legal Environment of Business \*\*  
BUSI 2273 - Business Statistics \*\*  
BUSI 2353 - Principles of Marketing \*\*

For more information about ACTS, see the Arkansas Department of Higher Education website at <https://adhe.edu/students-parents/transfer-info-for-students>.

## Attendance

Students are expected to attend all classes. Students are responsible for contacting instructors to make up work after an unavoidable absence because of illness or an emergency. Some courses have special attendance requirements, and it is the student's responsibility to know class policies and comply. Students should consult the course syllabus for attendance expectations.

If 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

## 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 and are conducted by the faculty.



## 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 ACCUPLACER or ACT test will be required to successfully complete developmental education courses. Developmental courses do not count toward degree requirements and are not calculated in the grade point average.

Students whose test scores do not exempt them from basic studies are required to enroll in developmental coursework 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 ACT, or math score of 255 or above on the ACCUPLACER NG test, may enroll in college-level mathematics courses. Students that are not meeting the standard must take Fundamentals of Algebra, a developmental co-requisite class, when they take College Algebra. Passing Fundamentals of Algebra satisfies the developmental math requirement.

**English Composition:** Students scoring 19 or above on the English section of the ACT, 251 or above on the ACCUPLACER NG test, may enroll in college-level English courses. Students not meeting these standards must take Fundamentals of Writing, a developmental co-requisite class, when they take English Composition I. Passing Fundamentals of Writing satisfies the developmental writing requirement.

**Reading:** Students scoring 19 or above on the Reading Section of the ACT, Reading Score of 251 or above on the ACCUPLACER NG test will be considered to have met minimal reading skill requirements. Students not meeting the standard must take Fundamentals of Critical Reading, a developmental co-requisite class, when they take English Composition I. Passing Fundamentals of Critical Reading satisfies the developmental reading requirement. Appropriate tests for placement must be completed by students prior to entering a degree, diploma, or technical certificate program or prior to enrolling in mathematics or English course.

**NOTE:** 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 11; ACCUPLACER NG Reading Score below 220-236. Each Conditional Prep student will be entered in a Student Success Plan to ensure that the student can Benefit in college.

## Academic Probation and Suspension

Understanding two concepts are 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.

## Academic Suspension

Students who wish to appeal an academic suspension must submit a written request to the Provost's Office.

- A student who has been suspended may be readmitted to the College, after the suspension period, on probationary status. Readmitted, previously suspended students must earn a minimum 2.00 semester-GPA and maintain a minimum semester-GPA of 2.00 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 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.

## Academic Grievances, Grade Appeals, and Student/Faculty Disputes

### Grade Appeal

A student who believes an error has been made in the assignment of a grade must contact the professor and, if necessary, the Dean, and then the provost. The decision of the provost is final. Students have 45 days from the end of the semester to appeal the decision.

### 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 (Dean-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 Dean. The Dean and the student shall meet within five (5) business days after receipt of the written appeal 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 (Provost-Written):** The Provost shall respond within five (5) business days after receipt of the written appeal. The provost shall form an impartial ad hoc committee of two instructors and two staff members to hear and read the appeal and to advise the provost on a resolution. The provost shall have ten (10) business days from receipt of the appeal to provide the appealing student with a decision. The decision of the provost is final.

### **Academic Grievance**

Other academic grievances for concerns other than a grade, including issues related to curriculum or programmatic policies and practices, will follow the same process outlined above. A student who has an academic grievance must initially contact the professor (step one). If the issue is not resolved by the professor, then the student will send a written appeal to the Dean (step two) and, if necessary, the provost (step three).

### **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 Dean and then the provost. Dispute resolution will follow the steps as outlined in the Academic/Grades Appeal Process. The decision of the provost is final. The provost 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.

### **Credit for Prior Learning**

Southeast Arkansas College awards credit for prior learning and/or experience using the policies outlined below.

#### **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. SEARK College does not administer the CLEP exam.

#### **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.

SEARK College complies with policies outlined by the Arkansas Department of Higher Education (ADHE) that can be located at <https://adhe.edu/institutions/advanced-placement-ap-policy>.

## **Credit By Examination**

Students may make an 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 is the same as current tuition rates for that term. 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.

## **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 Provost. Validated non-traditional 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 using 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 Provost. 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 for 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.

## **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.

## **Developmental Education**

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).

### **Alternative Delivery Methods for Developmental English, Math, and Reading**

SEARK College offers Developmental English, math, and reading courses to allow students the opportunity to take a credit-level course while concurrently enrolled in an appropriate developmental support course. This is referred to as the corequisite model of developmental education. Courses that are available in the corequisite model are listed below.

- ENGL 1101 (ALP Fundamentals of Critical Reading) and ENGL 1393 (ALP English Composition I)
- ENGL 1191 (ALP Fundamentals of Writing) and ENGL 1393 (ALP English Composition I)
- MATH 1192 (ALP Fundamentals of Algebra) and 1383 (ALP College Algebra)

Developmental courses must be completed within the first 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.

### **Distance Learning**

Distance learning refers to any courses or programs that are delivered partially or fully through an electronic medium in which the instructor is physically separated from one or more students in the class. There are two major types of distance learning courses, as defined below. SEARK College uses Canvas as the online learning management system.

- **Internet Courses** - Internet courses are delivered through the Internet. They can be synchronous and require regular online meetings or asynchronous, in which students complete work based on deadlines and do not attend real-time video sessions.
- **Hybrid Courses** – Hybrid courses blend face-to-face instruction and online instruction, with at least 50% of the instruction delivered online.

Distance Learning classes require regular access to a computer with a reliable Internet connection, and permission to change some of the computer's settings, and to download software. Slower Internet connections may make online courses frustrating and taking exams difficult. 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.

## **Academic Policies for Students**

### **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 or other course types that require hands-on experience, students are typically required to spend more time in class or class-related activities 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 15 credit hours with 18 hours as a maximum load for the average student during the Fall or Spring Semesters. Maximum course load during Summer 8- week Term is 10 semester credit hours. The maximum load for the 4-week Summer Terms is 6 hours per term. The provost must approve any deviation from these requirements.

### **Incomplete Grade**

A grade of "I" (incomplete) may be recorded when a student is unable to meet all course requirements for reasons beyond his/her control and meets the following conditions: (1) is passing the course, and (2) has less than 50% remaining of required work in the course. It also may be used for students who are covered under Title IX concerning students who are pregnant/parenting. A grade of "I" will not be computed in the grade point average for the semester recorded. If the work is not completed, the "I" will be changed to a grade of "F" for grade and GPA purposes at the end of the next regular semester (fall or spring). A modification may be made to the original contract by the instructor and student, if necessary, to grant additional time for completion. Modifications should be reported to the Dean, the provost and Registrar.

The instructor will complete a written contract outlining necessary steps to change the "I" to a letter grade. Both the instructor and the student will sign and receive a copy of the contract. The original contract will be placed in the student's file in the Registrar's office.

The student must inform the Financial Aid Office upon receiving an "I." It is possible that the incomplete grade could affect the student's financial aid for the following semester.

### **Independent Study**

Independent study will be utilized on a limited basis and will require the availability of a qualified instructor and the consent of both the Dean and the Provost.

### **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.

## **Academic Clemency and Academic Fresh Start**

### **Academic Clemency**

Academic Clemency allows students with poor academic records to erase previous academic credit for specified semesters. Academic Clemency has strict rules and regulations. Students wishing to apply for Academic Clemency should first discuss the program with the Provost's 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 interested in pursuing academic clemency 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 Provost. The letter should include evidence that all conditions were met and that a satisfactory performance can be expected.
4. The provost evaluates every application and recommends only those who satisfy the requirements and show potential for success. Applying for Academic Clemency 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 after the semester for which clemency is requested.
5. Selected courses within a semester may not be excluded.
6. Students must submit a written request to the provost.

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.

### **Fresh Start Option--Petition for Removal of Unearned F's**

The Fresh Start Option permits a one-time fresh start for students who received an Unearned F in more than one course during one semester. Students will submit a letter of petition to the provost that enumerates the reasons the unearned Fs for the semester in question should be removed from the calculation of GPA. The reasons must detail a legitimate reason for failing to withdraw from the courses in which the unearned Fs were awarded.

If approved by the provost, all courses and grades remain on the student's academic record with an additional notation of when the Fresh Start Option is in effect and which grades are not incorporated in the GPA.

- Fresh Start Option may be used only once.
- Fresh Start Option does not apply to any completed degree or certificates.
- A student must satisfactorily complete a minimum of 9 credits after being granted the Fresh Start Option to be eligible for a degree or certificate, and for graduation honors.

## **Academic Affairs Policies and Procedures**

### **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.

### **Course Approval Procedure**

Adding new courses or requesting major changes to existing courses are all actions which require the full set of college-level approval steps.

Major changes would include the following:

- Course title or course description
- Major content changes
- Number of credit hours assigned to a course.
- Changes to course numbering that affect course level or number of credit hours.
- Adding or removing a course from a program

Before a course will be considered for approval, it is expected that thorough research is done to support the request and evidence be submitted i.e., course equivalents, accreditation requirements, licensure requirements.

The following lists the procedure and approval steps associated with new courses and major changes:

1. Course description created and supportive evidence gathered.
2. The Department Chair will review and approve description and evidence.
3. Standard syllabus created or edited. Must include course objectives, learning outcomes, unit objectives, and activities and assignments both in-class and out-of-class.
4. Division Dean review and approval
5. Provost review and approval
6. Academic Affairs Committee (AAC) review and approval
7. Registrar review and approval
8. Arkansas Division of Higher Education

For ADHE approved courses to be adopted from the Arkansas Course Transfer system, Southeast Arkansas College will follow the Guidelines for Course Approval policy as stated in Arkansas Higher Education Coordinating Board Policy.

### **Credit Hour Assignment Policy and Procedure**

#### **POLICY**

Southeast Arkansas College uses the Federal definition (*34CFR 600.2*) of a credit hour, which states:

1. One hour\* of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time: or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practical, studio work, and other academic work leading toward to the award of credit hours.

\*A class hour is defined as a minimum of 50 minutes per week.



Southeast Arkansas College has adopted Arkansas Higher Education Coordinating Board Policy 5.11 in defining traditional instruction which states:

The amount of credit awarded for a course is based on the amount of time in class, the amount of outside preparation required, and the intensity of the educational experience.

- A formal lecture course with extensive assigned reading or other out-of-class preparation is awarded one semester credit for a minimum of 750 minutes or 12.5 hours of classroom instruction.
- A laboratory class with moderate out-of-class preparation is awarded one semester credit for a minimum of 1500 minutes or 25 hours of laboratory instruction; and
- Clinical, practicum, internship, shop instruction or other self-paced learning activities involving work-related experience with little or no out-of-class preparation is awarded one semester credit for a minimum of 2250 minutes or 37.5 hours of work-related instruction.

Consistent with the federal definition of a credit hour, it is acceptable to replace sessions of equivalent instruction and/or examinations with alternative forms of coursework (e.g., laboratory work, practicums, out-of-class assignments, and projects, assigned readings, problem sets, discussion questions, service-learning experiences, a "capstone" project, etc.). Southeast Arkansas College also allows credit to be awarded for non-traditional instruction (self-paced, distance technology) by demonstrating evidence of achievement, represented in intended learning outcomes, that is equal to the amount of work that is equivalent to traditional instruction-based courses. Courses delivered by traditional methods, non-traditional methods, a combination of methods, or on a shortened term shall all have the same objectives, requirements, and quality of instruction.

The normal class load for students at Southeast Arkansas College is defined as 15 credit hours. Students may carry up to 18 credit hours as a maximum load in the Fall or Spring semesters without special permission. No more than 6 credit hours for Summer 4-week terms or 10 credit hours for the Summer 8-week term can be taken. Any deviation from these requirements will require approval from the Vice President of Academic Affairs or Dean.

## **PROCEDURE**

When assigning credit hours to a new or revised course, the college expectation is that for each hour of classroom or direct faculty instruction, a minimum of two (2) hours of out-of-class work will be expected for a minimum of sixteen (16) weeks for one semester of credit, or the equivalent amount of work over a different amount of time.

Each course offered at Southeast Arkansas College shall have a standard syllabus, created, and maintained by the course Department Faculty and reviewed by the Department Chair and Dean. Each standard syllabus will contain course expectations, both in-class and out-of-class.

All new or revised courses must adhere to the Course Approval Procedure.

# Student Affairs

## Admissions Procedures

Southeast Arkansas College (SEARK) is interested in your success. Anyone who can benefit from classes offered are welcome to enroll at SEARK College. Please note that at the present time, Federal financial aid is not available for individuals without a high school diploma or GED.

- Traditional Student Admission Process
- Provisional Admissions
- Conditional- Prep Admission
- International Student Admission
- Transfer Students
- Transient (Temporary) Student
- High School Student Enrollment
- Readmission

## Admissions Procedures for Degree/Certificate Students

1. **Admissions Office** - The Official College Application for Admission is found on the College website. Submit a 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. The Arkansas Department of Health must approve any exemptions based on Medical, Religious, or Philosophical reasons. Submit a copy of Official High School Transcript(s) (with seal) or GED scores to Admissions. If you have attended another college(s), please submit an official copy of your College Transcript(s) (with seal) to Admissions. Provide driver's license or state-issued photo I.D. card.
2. **Visit the Registrar's Office**-Take required system photo. Students must provide a current photo ID such as a driver's license. The Registrar's Office is located in the Student Services Building, Room 145.
3. **Testing** - The ACCUPLACER 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 ACCUPLACER placement test is available Monday - Friday from 8:00 am - 3:00 pm in the Intake Testing Center located in Student Services Building, Room 142. Online orientation and tutorials to prepare for the ACCUPLACER test are available through the Tutoring and Testing link on the SEARK College home page.
4. **Pay the ACCUPLACER test fee** of \$15.00 at cashier's window. Take receipt to the Testing Center for testing. Testing is NOT required if you hold an associate or bachelor's degree from a regionally accredited institution. In addition, mathematics testing is not required if the student has credit for College Algebra or equivalent; English testing is not required if the student has credit for English Composition I or equivalent.
5. **Student Success Center**- Prior to registering for classes, each student must see a student success coach located in Room 160 in the Student Services Building. Students will be advised and registered for classes via Student Planning. If a student is self-paying without financial aid, staff will assist in setting up a payment plan. Student email accounts will be activated at this time. Students receiving WIA/TAA/REHAB/VA will be assisted in this office.
6. **Return to Registrar's Office**- After registering for classes, pick up your Student ID and Parking Permit from the Registrar's Office. Student IDs must be worn while on campus. There is no charge for the first student ID or parking permit, but there is a \$5.00 charge for each

replacement or additional permit. Tickets will be issued if parking on campus without displaying the parking permit.

7. **Verify Financial Aid**- Students who are receiving any type of financial assistance (or who have applied for financial aid) need to go to the Financial Aid Office for verification. Financial Aid is located in Room 152, in the Student Services Building. Students not receiving financial aid should create a payment plan via Student Planning or pay in full at the Cashier. Adhere to payment deadlines to avoid being dropped from your classes.
8. **Bookstore** - Visit the Barnes and Noble Bookstore located in College Hall Commons to purchase your books and supplies. It is recommended you have your registration class schedule with you when making your purchase. Bookstore personnel will use your schedule to ensure the correct books are purchased.
9. **Attend Orientation** - Information about new student orientation can be found in the Recruitment Office.
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. The student will receive an acceptance letter. 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. **Failure to pass drug tests, background checks or providing false information on documents can result in your suspension or expulsion from an academic program, non-credit program, or the College.**

#### Facsimile (Fax) Transmissions of Transcripts

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.

#### **Traditional Student Admission Process**

1. **Admissions Office** - The Official College Application for Admission is found on the College website. Submit a 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. The Arkansas Department of Health must approve any exemptions based on Medical, Religious, or Philosophical reasons. Submit a copy of Official High School Transcript(s) (with seal) or GED scores to Admissions. If you have attended another college(s), please submit an official copy of your College Transcript(s) (with seal) to Admissions. Provide driver's license or state-issued photo I.D. card.
2. **Visit the Registrar's Office**-Take required system photo. Students must provide a current photo ID such as a driver's license. The Registrar's Office is located in the Student Services Building, Room 145.
3. **Testing** - The ACCUPLACER 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 ACCUPLACER placement test is available Monday - Friday from 8:00 am - 3:00 pm in the Intake Testing Center located in Student Services Building, Room 142. Online orientation and tutorials to prepare for the ACCUPLACER test are available through the Tutoring and Testing link on the SEARK College home page.

4. **Pay the ACCUPLACER test fee** of \$15.00 at cashier's window. Take receipt to the Testing Center for testing. Testing is NOT required if you hold an associate or bachelor's degree from a regionally accredited institution. In addition, mathematics testing is not required if the student has credit for College Algebra or equivalent; English testing is not required if the student has credit for English Composition I or equivalent.
5. **Advisement and Retention Center-** Prior to registering for classes, each student must see an advisor located in Room 160 in the Student Services Building. Students will be advised and registered for classes via Web Advisor. If you are paying for the classes yourself, without financial aid, staff will assist in setting up a payment plan. Student email accounts will be activated at this time. Students receiving WIA/TAA/REHAB/VA will be assisted in this office.
6. **Return to Registrar's Office-** After registering for classes, pick up your Student ID and Parking Permit from the Registrar's Office. Student IDs must be worn while on campus. There is no charge for the first student ID or parking permit, but there is a \$5.00 charge for each replacement or additional permit. Tickets will be issued if parking on campus without displaying the parking permit.
7. **Verify Financial Aid-** Students who are receiving any type of financial assistance (or who have applied for financial aid) need to go to the Financial Aid Office for verification. Financial Aid is located in Room 152, in the Student Services Building. Students not receiving financial aid should create a payment plan via Web Advisor or pay in full at the Cashier. Adhere to payment deadlines to avoid being dropped from your classes.
8. **Bookstore** - Visit the Barnes and Noble Bookstore located in College Hall Commons to purchase your books and supplies. It is recommended you have your registration class schedule with you when making your purchase. Bookstore personnel will use your schedule to ensure the correct books are purchased.
9. **Attend Orientation** - Information about new student orientation can be found in the Recruitment Office.
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. The student will receive an acceptance letter. 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. **Failure to pass drug tests, background checks or providing false information on documents can result in your suspension or expulsion from an academic program, non-credit program, or the College.**

## Provisional Admissions

To complete your application to Southeast Arkansas College you must submit the following documents:

1. Application for Admission. (Available online at [www.seark.edu](http://www.seark.edu))
2. Submit a copy of the Immunization Record if born on or after January 1, 1957, as mandated by Act 141 of 1987. Incoming freshmen and foreign born, two doses of measles, mumps, and rubella vaccine. The Arkansas Department of Health must approve any exemptions based on Medical, religious, or Philosophical reasons.
3. **Submission of shot record must be made prior to enrollment.** Students who do not have

proof of a previous vaccination may receive one dose of the required immunization and provide documentation of a scheduled appointment to receive the final dose. The student must provide proof of the subsequent dose prior to the start of the next term.

4. Official copy of high school transcript or GED test scores.
5. ACT, or ACCUPLACER test scores. Test scores must have been taken within 3 years of the date of admission.
6. Official college/university transcript (all attended).

If you do not have the documents listed above at the time of your application, you can be admitted provisionally (temporarily) until you have submitted the documents. Provisional admission status gives you **until the 10th class day to submit the information (except in the case of the immunization record which must be submitted before being able to enroll in classes)**. If you do not provide your information by the 10th class day, a hold is placed on your account, and you will be unable to enroll in future terms until the documentation has been submitted.

Provisional admission will allow you to complete the registration process including receiving your student ID number, make course selection via the Student Planning Module, gain advisor approval, make payment arrangements, and receive your official SEARK email.

International students are not eligible for provisional admission. Students admitted provisionally are not eligible for federal financial aid until the required documents (listed above) are submitted. Any expenses (such as books, travel, miscellaneous expenses etc.) by a student admitted provisionally and who ultimately is unable to enroll for the term will be the responsibility of the student.

### **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 a 15 composite on the ACT or comparable exam will be reassessed. If the score is between 220-236 on the ACCUPLACER NG Reading test, they will be admitted as a conditional-prep student.
2. 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.

#### 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 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**.

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

1. Student Advising and Retention Center counselor must sign an enrollment and degree plan form that outlines requirements for academic progress and expectations.
2. The College Strategies Success Course must be taken in the first semester as part of the degree

plan.

3. Students must agree to participate in comprehensive advising and an early alert plan.
4. Students 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.

## **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.
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 financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
9. 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.

## **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, associate degrees approved for full transfer under Act 182 are listed on the Arkansas Department of Higher Education website ([www.adhe.edu](http://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 or ACCUPLACER 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 any required developmental courses.

In the event that a 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 the loss of tuition and fees) if the student's previous record does not meet admission requirements. 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 an unofficial transcript may be required for advisement purposes. These documents should be sent to the Admissions Office. **It is the student's responsibility 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 or ACCUPLACER scores and a transcript of college work. Students who wish to take an English, math, or reading course must submit ACT or ACCUPLACER 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**

Office of Recruitment - 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 meet the following criteria:

For college level courses, students must achieve college level placement scores in reading, English, and math as required by the State Assessment and Placement Law.

### **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 available on the College's website (<http://www.seark.edu/admissions/apply-now>).

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.

## Registrar's Office

The Registrar's Office is located in the Student Services Building. The office maintains official student records, assists students with transcript requests, and assists students and staff with questions related to enrollment or withdrawals.

## Adding/Dropping of Classes

The deadline for registration is published in the Academic Calendar by the term. Students can add or drop classes through the first week of classes online electronically through Student Planning.

**Official Add/Drop/Withdrawal Forms are available in the Registrar's Office after the first week of classes.** Changes are made and recorded as follows. See the published Academic Calendar for exact dates (available at <https://seark.edu/academic-calendar>).

- During Fall and Spring 16-week terms:
  1. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
  2. After the 11th class day, students must withdraw from classes through the Registrar's Office using an "Add/Drop/Withdrawal" form or by emailing registrar@seark.edu from your student email account. Students will receive a grade of "W" and be assessed 100% of the tuition/fees.
- During 8-week terms:
  1. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
  2. After the 3rd class day, students must drop classes through the Registrar's Office using an "Add/Drop/Withdrawal" form or by emailing registrar@seark.edu from your student email account. Students will receive a grade of "W" and be assessed 100% of the tuition/fees.
- During 4-week terms:
  1. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
  2. After the 1st day of class, students must withdraw from classes through the Registrar's Office using an "Add/Drop/Withdrawal" form or by emailing registrar@seark.edu from your student email account. Students will receive a grade of "W" and be assessed 100% of the tuition/fees.
- Last Date to Withdraw and Still Receive a "W"
  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 Add/Drop/Withdrawal Form is available in the Registrar's Office. (The College will mail the 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.** A student may also email registrar@seark.edu from a student email account to request a withdrawal from specific courses. Failure to attend class for a prolonged period does NOT constitute a withdrawal. If a student stops attending a class and fails to drop or withdraw from the course through the Registrar's Office, a grade of "F" will be recorded for the course on the student's transcript.



## Auditing Courses

Students who audit courses must be officially admitted to the College and pay regular tuition and fees for the course. Also, each student must get permission to audit from the provost and the professor of the course. The **audit course 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 frame.

With Advisor and/or Instructor approval and permission from the Provost, 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 Add/Drop/Withdrawal Form in the Registrar's Office. Summer sessions and off- schedule courses will follow a pro-rated time frame. No change will be allowed after the 14th week of the semester. Individual instructors will determine the degree of participation of a student auditing a course.

## 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 THE SAMPLE BELOW.

Course	Grade	Hours Enrolled		Quality Points		Grade Points
English Comp I	B	3	x	3	=	9
College Algebra	A	3	x	4	=	12
Spreadsheet App	C	3	x	2	=	6
Basic Electricity	D	3	x	1	=	3
Totals		12			=	30

$$30 \text{ (Grade Points) divided by } 12 \text{ (Hours Enrolled)} = 2.50 \text{ GPA}$$

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 Dean and/or Provost signatures.

## 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 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.

## 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.

## Grades and Grade Points

Southeast Arkansas College uses the following system of grading:

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

**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.

### 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.

### Grading Scale for Developmental Courses

The grading scale for all developmental courses in English, reading and math will be Pass or No Pass (P or NP). Any score of 70% or better in the course will receive a grade of P and anything lower than 70% will receive the grade NP.

### 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.

### **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 receive a program evaluation to determine if all requirements have been met for graduation. Additionally, the student must complete the graduate survey, located on the SEARK website, and 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 all graduation requirements have been completed. **If a student completes graduation requirements for an associate degree 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 systems 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 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.

Transfer students are required to furnish official transcripts from all colleges or universities previously attended. Once the official transcript has been received by Southeast Arkansas College, the Admissions Office will evaluate in-state transcripts for ACTS courses. The remaining courses will be evaluated by the Dean of each department for additional courses that will be accepted by Southeast Arkansas Courses. Also, all out-of-state transcripts will be evaluated by the Dean of each department for transferable coursework.

There is no maximum number of hours that may be transferred and accepted by the College, however, there is an in- residence graduation requirement that must be met to earn a degree or certificate from Southeast Arkansas College. 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.

## **Second Degree**

In special circumstances, a student may request additional time 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 time 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. All previous coursework applicable to the second degree must be counted in the maximum time limit for receiving aid, including developmental coursework.

## **Honor Graduates**

Students graduating from Southeast Arkansas College with a grade point average of 4.00 graduate with "Highest Honors." Students graduating with a grade point average of 3.50 - 3.99 graduate with "Special Honors." Students graduating with a grade point average of 3.00 - 3.49 graduate with "Honors." Students completing the Technical Certificates and/or an associate degree may be designated as honor graduates and will be recognized at commencement. Students completing the requirements for Technical Certificates and/or associate degrees during the summer term are not eligible for "Honors" designation.

## **Privacy Rights of Students**

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. Advising notes.

These records are kept in the Registrar's Office. A written request to look at the records will be granted within a reasonable time frame 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 provost.

Data from any student record cannot be released without student consent in writing except:

- School personnel who need information.
- Other schools where a student may be seeking enrollment.
- Student's application for financial aid.
- Accrediting organization.
- Research studies for developing tests, administering student aid, improving instruction.
- Oral communications are not based on educational records.
- Protection of health and safety to others.
- State and Federal educational authorities.
- Directory Information\*:
  1. Name
  2. Dates of attendance.
  3. Major Field of study and official school activities.
  4. Degrees and awards.
  5. Most recent schools attended.

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.

### **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.

### **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. IDs are made in Student Affairs Building, Registrar's Office.

## 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.

## Withdrawal Process

The following signatures must be obtained prior to withdrawal (After add/drop periods):

Withdrawal from a class:

- Faculty Advisor or Professor
- Financial Aid Officer
- Veterans must visit the Veteran's Counselor
- Registrar

Complete Withdrawal from College, students must visit the:

1. Faculty Advisor or Professor
2. Financial Aid Office
3. Advisement and Retention Center
4. Veterans must visit the Veteran's Counselor
5. Registrar's Office

**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.

## Complete Withdrawal

Federal regulations require that a recalculation of federal student aid be completed for a student receiving federal student aid that does not complete any coursework during a period of enrollment. The last date of attendance is used to determine how much of the financial aid received was earned. 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.

## **Placement, Program Entrance, And Skills Assessment Testing**

The ACCUPLACER NG 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 ACCUPLACER NG, an untimed computerized placement test, is available daily in the Intake Testing Center located in the Student Services Building, Room 142. An on-line orientation and tutorials to prepare for the ACCUPLACER NG test are available through the SEARK College home page.

Program entrance testing for the nursing program is the Kaplan RN Program entrance test which is scheduled through the Allied Health Department and administered through the Testing Center.

Skills assessment testing including the Keyboarding test are scheduled and administered through the Testing Center. The WorkKeys test for the Arkansas Career Readiness Certificate (CRC), are scheduled and administered through the Southeast Arkansas College Workforce Development Center (WDC) office.

## **Student Success Center**

The Student Success Center, located in the Student Services Building, brings 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 coursework in the center.

Assistance with enrolling through Student Planning 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 Advising and Retention Office located in the Student Services Building, Room 160 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.

Advisors are trained to provide academic and career counseling services. Personal counseling referrals are available to students in need. Students often seek counseling services for the following reasons:

- Academic degree and transfer planning
- 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
- Career planning and exploration



## **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 coursework in the Student Advising and Retention 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 his/her Student Planning account or contact the Student Advising and Retention Center in the Student Services Building. The ultimate responsibility for knowing degree/program requirements rests with the student.

## **Academic Calendar – Registration Periods**

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 to see an advisor before the system allows you to register for a class. The advisor will approve your planned courses after you have visited with the advisor and planned your classes for the upcoming semester. When your advisor approves your planned courses, 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, which is an online system which allows students to set up a payment plan for their classes. Using MyPaymentPlan, you can set up 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.

For specific dates please visit the colleges academic calendar at <https://seark.edu/academic-calendar>.

## **Substance And Drug Abuse Prevention Policy**

The Drug-Free Schools and Communities Act of 1989, Public Law 101-226, requires that, as a condition of receiving funds or any other form of financial assistance under a federal program, an institution must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The policy of Southeast Arkansas College clearly establishes that use, possession or sale of illicit drugs and alcohol on college premises or at institutional functions will not be tolerated.

Therefore, SEARK College has implemented the following drug prevention steps:

1. An information center has been set up in the Student Success Center in Room 160 of the Student Services building.



2. The Student Success Center may be contacted for information, counseling or referral concerning substance abuse.
3. The Student Success Center sponsors events that promote healthy, drug-free lifestyles.
4. Instructors will incorporate drug and alcohol prevention materials into their classes when appropriate.

## **Student Grievances and Appeals Procedure**

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Student Success Center located in the Student Services Building, Room 160. When appropriate grievances will be directed to the appeals committee.

The Student Success Center will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will investigate such claims consistent with Title IX policy.

Students may appeal decisions made by or actions taken by any office of the College, including decisions related to financial matters, conduct, and other concerns. All appeals must be submitted in writing per the Appeals Letter Instruction document obtained from the Student Success Center located in the Student Services Building, Room 160. The Appeals Committee meets on an as-needed basis.

- Prepare a typed 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 the newspaper with your name and relationship, death certificate, letter from the court, etc.
  - Specifically, state what you are wanting to be accomplished through the appeal process.
  - Submit the appeal letter, along with all documentation, in an envelope to the Student Success Center located in the Student Services Building, Room 160.
- The appeal will be reviewed by the Dean of Students and Enrollment Management who may convene the Appeals Committee.
- The Appeals Committee will review the appeal and make a recommendation to the Dean of Students and Enrollment Management.
- The Dean will respond to the student within five business days of receiving the written appeal to notify the student of the resolution of the appeal.
- If the Dean is unable to resolve the student's concern, the student may submit a written appeal along with all previously submitted documentation to the provost.
- The provost will review all information, may reconvene the Appeals Committee if needed, and will reply to the student within five business days regarding the resolution of the appeal. The decision of the provost is final.

## **Complaints of Possible Discrimination**

If a student feels that he/she has experienced discrimination in any form, the student should immediately contact the Title IX Coordinator to file a complaint. The Title IX Coordinator will oversee the investigation into the complaint and work with the student to determine a resolution following the College's Title IX policy.

# Financial Aid

## Sources of Financial Aid

There are many 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. A great source of information about federal student aid may be found online at <https://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, and others. Contact the Arkansas Department of Higher Education for more information at (501) 371-2000. Additional information about these scholarships may also be found at the Arkansas Department of Higher Education's website at <http://scholarships.adhe.edu>. Applications are available online between October 1 and June 1 each year.

**Institutional Aid.** Southeast Arkansas College offers many scholarships. Students must be enrolled full-time each semester to be eligible for the scholarships and must meet the prescribed criteria for scholarship renewal.

SEARK College Trustee Scholarship- awarded to at least one high school graduate from each high school in the College's service area. It is a merit-based scholarship of \$2000 per year.

SEARK Leadership Scholarship- is a merit-based \$1,000 scholarship per year.

SEARK College Arkansas Scholars Scholarship--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 meeting certain eligibility requirements. The scholarship is valued at \$1,500 per year.

SEARK College Non-Traditional Student Scholarship- is a 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. This scholarship is valued at \$800 per year.

Scholarship details may be obtained in the SEARK College Admissions Office, Financial Office, or the College's Website.

**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.

## Applying For Federal Student Aid

The first step in applying for federal financial aid is to complete the **Free Application for Federal Student Aid**, commonly known as the **FAFSA**. Be sure to put SEARK College's school code, **014893**, on the FAFSA so that the College will get the FAFSA report.

Students must reapply/renew the FAFSA for each school year. The application is available online each

October 1 at **www.FAFSA.ED.GOV**. The 2018-2019 FAFSA will be available October 1, 2017, and will use information from the 2016 Federal Tax Return. Apply early because some grants and scholarships have limited funding that will be awarded on a first come, first served basis.

The **priority deadline** for the FAFSA is April 15 for the fall and October 15 for spring.

### **Applying For State Grants and Scholarships**

All students are encouraged to complete the application for state scholarships and grants. The application for state student aid is available beginning January 1 and ends on June 1 each year. The application is online at <http://scholarships.adhe.edu>

### **How Eligibility is Determined**

The Financial Aid Office will review the FAFSA report to determine the Expected Family Contribution (EFC). The EFC is then used to award the Federal Pell Grant, FSEOG, and student loans. The Federal Pell Grant is calculated first since it is the foundation of student assistance and does not have to be paid back if the student successfully completes the semester.

To be eligible for federal financial 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 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.

### **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 less than the full-time award. 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
- 3 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.

### **Enrollment Status for Federal Student Aid**

You must be enrolled as a regular student in order for the student to receive financial aid. Federal 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.

## 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 (67% completion rate, 2.00 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.

## 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 fall registration. All applications are processed on a first come, first served basis. Funds may not be awarded for applications received after July 15 for fall classes and students may need to set up a tuition payment plan to avoid being dropped from classes. 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
AR Futures Grant	June 1
Free Application for Federal Student Aid (FAFSA)	April 15 (Fall priority) October 15 (Spring Priority)
Rehabilitation Services	Before Registering
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

## Federal Student Aid Financial Aid Funds Disbursement Policy

1. 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. **Exception: First-time, first-year students will be subject to A 30-day delayed disbursement of student loan funds as per federal regulations requiring a 30-day delay.**
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 the 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 to be eligible for Federal Student Aid funds. If one or more instructor's 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 later for coursework beginning at midterm.

5. 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.
6. In addition, no awards or disbursements of federal student aid funds will be made until a student's financial aid information file is complete, a valid FAFSA report is on file in the Financial Aid Office, and all conflicting information is resolved.
7. Southeast Arkansas College is on a semester basis and uses the semester as a payment period. An academic year is defined as two semesters, fall and spring. Semesters are 16 weeks long. Enrollment is measured in semester credit hours, with 12 hours considered full-time. Summer is called a trailer because it follows the fall and spring semesters and is a part of the preceding academic year.
8. Federal regulations require multiple disbursements of student loans. No installment amount may exceed one-half of the loan requested. The College disburses student loans in **two installments each semester**. The first disbursement occurs after attendance is verified and the second installment is the midway point of the semester.

## Federal Student Loans

Student loans consist of three major types of loans that include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent (PLUS) Loan. To apply for a student loan, a student must first complete the FAFSA. 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.

Student loan interest rates are set each year by Congress. As of July 1, 2017, interest rates for both subsidized and unsubsidized loans are set at 4.45%. Another cost of borrowing under the Direct Loan programs is the origination fee, which is currently 1.066%, effective October 1, 2017. The Parent PLUS Loan has an origination fee of 4.264% for loans disbursed on or after October 1, 2017. 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.

**Loan Limits:** 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 a year.

1. In order to complete an application for a student loan, a borrower must have completed the FAFSA. Before completing the student loan application, a student must complete a Student Loan Entrance Interview. This interview is available online at <https://studentloans.gov> and explains all the rights and responsibilities for a student loan.
2. Federal student loan requests are based on grade level, annual borrowing maximums, and total loan limits. Students are encouraged to borrow only what is needed to pay for educational expenses. Loans may be certified for less than the maximum amount for the grade level.

3. Federal student 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 are not eligible to 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 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 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 to be able 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.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a type of campus-based aid which is awarded to students who are eligible to receive Federal Pell Grant and have "exceptional financial need." SEARK College awards FSEOG to its Pell recipients with the lowest Expected Family Contributions (EFCs) on a first-come, first-served basis. The maximum annual award is \$500.00 (or \$250.00/semester, fall & spring only) for students who are enrolled in at least six (6) credit hours. Priority is given to those students who have a zero EFC. If additional funds are available, they are awarded to the students who have the next-to-lowest EFCs, according to the date their FAFSAs were submitted. SEARK College's priority deadline is April 15<sup>th</sup> each year and is advertised in the Student Handbook, online at the College's website, and emphasized during the FAFSA renewal on campus activities held in March of each year.

### **Federal Work Study Student Employment**

Southeast Arkansas College participates in the Federal Work-Study program. 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 or the state minimum wage, whichever is higher. Effective January 1, 2021, the Arkansas minimum wage is \$11.00 per hour.

Federal Work-Study is need-based, and eligibility is determined using information from the FAFSA



report. Students applying for Work-Study must be maintaining Satisfactory Academic Progress and must be enrolled for a minimum of six semester credit hours.

Applications for Federal Work-Study jobs 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.

### **Financial Aid & Student Affairs**

Financial aid is available to assist students who have a demonstrated financial need, or who can show an academic or special talent. Awards are available in various forms (grants, scholarships, or part--time employment) from federal, state, institutional, or private funds. To apply for financial assistance, contact the Office of Financial Aid and Scholarships. Students must reapply for financial aid each academic year.

Financial aid helps students pay for their education. Financial aid is not limited to just one kind of financial aid. Students are encouraged to apply for all types of available financial aid. Many sources of financial aid may be added together as long as the total does not go over 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) will be based on the number of hours of enrollment. 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 for a student to be eligible for the funds.

### **Grade Point Average Requirement**

Students must maintain an overall minimum 2.00-grade point average (GPA) during all periods of enrollment. The financial aid GPA may be different from the academic GPA on grade reports and/or transcripts if developmental courses were taken. This is because financial aid includes developmental 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 financial aid GPA.

### **Notification Of Award**

After submitting all required documents to the Financial Aid Office, you will be able to track the progress of your application via Web Advisor. Your award(s) may be viewed, accepted, and rejected via Web Advisor. Award letters may be printed from the student Web Advisor account. The terms and conditions of each award and other important information about the award is available through Web Advisor. The Financial Aid Office will use e-mail as the first source of communication with the students.

### **150% Rule-Maximum Time Limit to Receive Federal Aid**

The maximum time limit 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 60 credit hours must be completed within 90 attempted credit hours. (60 hours X 150% = 90 hours) Similarly, an approved technical certificate program that requires 30 hours must be completed within 45 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.

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 complete the program within the 150%-time limit, the student becomes ineligible for federal student aid. For maximum time limit requirements, remedial and/or developmental coursework is counted.

Probationary aid may be awarded when extenuating circumstances exist. Examples of extenuating circumstances include prolonged illness under a doctor's care, the 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 show satisfactory progress. 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 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.

The deadline to file an appeal for reinstatement of financial aid is as follows:

Fall semester	August 1
Spring Semester	December 1
Summer	April 1

Students receiving probationary aid through the granting of an appeal will be asked to fulfill certain terms and conditions, such as taking a reduced course load or enrolling in specific classes. This is called an **academic** plan. 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.

### **Satisfactory Academic Progress (SAP)**

The purpose of establishing standards for satisfactory academic progress is to identify students whose progress towards 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.

### Satisfactory Academic Progress Requirements

The entire academic record for a student receiving federal student aid will be reviewed at the end of each semester. A student receiving federal funds must maintain Satisfactory Academic Progress (SAP). Failure to maintain SAP will result in the loss of eligibility to receive federal student aid funds. This does not prevent a student from attending using personal or private funding.

SAP means maintaining an overall 2.00-grade point average (GPA) and completing 67% of all the courses that a student attempted. A **completed** course is any course that a grade of A, B, C, or D is earned. An **attempted** course is a course that a grade of F, W, or I are earned. The completion rate is calculated calculating the percentage of completed credits out of the total credits attempted.



- Evaluation Of Academic Progress
- Enrollment Status
- Grade Point Average Requirement Semester
- Completion Requirement
- Attempted Hours
- Completed Hours
- 150% Rule-Maximum Time Limit to Receive Federal Aid Second Degree
- Complete Withdrawal
- Warning Status
- Repeating Classes
- Regaining Financial Aid Eligibility
- Incomplete Coursework
- Remedial Or Developmental Coursework:
- Appeal And Reinstatement of Denied Aid:
- Transfer Students

#### Satisfactory Progress Appeal Procedures

1. Only students with extenuating circumstances may appeal for a probationary semester of aid. Examples of extenuating circumstances are the 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.
2. For financial aid purposes, an immediate family member is defined as father, mother, legal guardian, brother, sister, son, daughter, spouse, grandparent, or grandchild.
3. 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.
4. Appeals must be in writing and **must** be accompanied by official documentation supporting the claim of extenuating circumstances. Forms are available from the 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.
5. Students using summer grades and hours earned to appeal for aid reinstatement must submit a written appeal indicating a request that summer grades be checked for appeal processing.
6. 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.
7. Deadline to submit appeals is August 1 for fall, December 1 for Spring and April 1 for Summer terms.
8. The decision of the appeals committee is final.

#### Repeating Classes

For students repeating courses, the highest 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 150% maximum time calculation. A student wishing to improve the grade of a previously passed course (received a 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).

#### Policies For Satisfactory Progress (Special Conditions)

1. **Developmental Courses** - Enrollment in developmental courses will be considered in the total number of hours 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. The hours associated with withdrawals will be included in the hours attempted but not completed. See the section on **150% Rule-Maximum Time Limit to Receive Federal Aid**.
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. Grades of A, B, C and D will be counted in the number of hours completed. A student wishing to improve the grade of a previously passed course (received a 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 the Satisfactory Academic Progress criteria are being met.
5. **Transfer Students** - For the purpose of awarding financial aid, transfer students must submit a transcript from every college and university attended before the application of aid may be considered. Credit hours attempted at all institutions that apply 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.

### **Purchasing Books with Financial Aid**

Books may be purchased or rented in the College's Bookstore 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 to the student's account using approved funding must be reasonable and customary for enrollment. Purchases beyond the amount of aid received are the student's responsibility.

### **Other Financial Aid Resources and Scholarships**

Listed below are some other scholarships you may apply for. Additional scholarship opportunities may be found by checking local newspapers, contacting your employer or your parent's employer, businesses, industries, libraries, and public agencies.

The Southeast Arkansas College Financial Aid Office will process any scholarship you receive once funds are received from the sponsoring organization.

### **SEARK College Institutional Scholarships**

Applications are available at <http://seark.edu/financial-aid/scholarships-and-web-resources> unless noted otherwise.

**SEARK Academic All-Star Scholarship** - Students may apply if you meet the minimum criteria: **1)** currently enrolled and expect to be enrolled through spring 2019, **2)** complete a minimum of 24 hours towards an associate degree by June 1, 2018, **3)** cumulative 3.25 GPA, **4)** will graduate with associate degree by summer 2019, **5)** plan to transfer to a four-year university within the state of Arkansas. Two letters of recommendations from college officials (professor,

club sponsor, etc.) are required with the application. If chosen, you will receive \$500 at SEARK for 2018-2019. This scholarship is recognized by most four-year Arkansas universities and will enable you to receive transfer scholarships of varying amounts. The application deadline is April 30.

**SEARK College Arkansas Scholars Scholarship** - designed for graduating seniors who have completed the high school core curriculum in eight consecutive semesters and meet certain eligibility requirements. This scholarship will provide \$750 per semester, for one school year (fall and spring). The scholarship is renewable with the completion of 12 hours and a 2.5 GPA per term. Interested applicants should inquire at the College's Admissions Office for more information.

**SEARK College Foundation Scholarship** - established six scholarships for students attending Southeast Arkansas College. This scholarship will be available each fall and spring semester. The scholarship requires a recommendation, from a SEARK College instructor and a completed application by the student. Students must have at least a cumulative 2.0-grade point average, completed 12 credit hours and enrolled in at least 6 credit hours the subsequent semester.

There are six \$300 scholarships available [2-Nursing and Allied Health, 2-Technical Studies and 2- General Studies (1- English and 1- Math/Science)] for each academic department at SEARK College. For more information, contact the Office of Academic Affairs in the Welcome Center, room 749. Application deadline is May 30th for the fall term and November 30th for the Spring term.

**SEARK College High School AP Course Concurrent Enrollment Scholarship** - Concurrent Credit allows the college-ready high school student to attend class at a partner high school and earn BOTH COLLEGE and HIGH SCHOOL credit, *while still in high school*. Concurrent courses are offered at Dollarway, Watson Chapel, White Hall, and Pine Bluff high schools. Any Arkansas high school student who meets the regular admission standards for Southeast Arkansas College is eligible. SEARK offers a full scholarship for all tuition and fees, no charge for you to attend. Visit our website, <http://seark.edu/academics/concurrent-credit-3> AND speak to your high school counselor.

**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. The application deadline is April 30.

**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. Scholarship may be used a maximum of four consecutive regular semesters, not including summer. The student must maintain a 2.50 GPA and successfully complete 12 credit hours each semester. The application deadline 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. The scholarship may be used a maximum of four consecutive regular semesters, not including summer. The student must maintain a 3.25 GPA and successfully complete 12 credit hours each semester. The application deadline is April 30.

## State Financial Aid Programs and Scholarships

**ARKANSAS STATE AID, Arkansas Department of Higher Education (ADHE)** --Complete **one** application to determine eligibility for **ALL** ADHE scholarships listed below. Application deadline is June 1 unless noted otherwise. The application is available online at <http://scholarships.adhe.edu/>. Click Start. Students must also complete the FAFSA at [www.fafsa.gov](http://www.fafsa.gov).

**ADHE Academic Challenge Scholarship (Non-traditional)** - This scholarship is open to non-traditional students who are Arkansas residents. Students must have a 2.5 GPA and/or certain test scores to be eligible. This scholarship provides funds to full-time and part-time students enrolled in at least six (6) hours.

**ADHE Academic Challenge Scholarship (Traditional)** - This scholarship is open to graduating high school seniors demonstrating academic achievement (ACT score of 19 and/or a grade point average of 2.5). It provides funds for full- time students and has specific enrollment requirement for full-time students.

**ADHE AR Future Grant** - This scholarship is a last dollar scholarship for students enrolled in approved STEM and high demand programs. Students may qualify for tuition and fees not covered by any other grants or scholarships. The approved list of programs may be found at [www.scholarships.adhe.edu](http://www.scholarships.adhe.edu)

**ADHE Governor's Distinguished Scholarship** - This scholarship is awarded to graduating high school seniors for outstanding academic achievement and leadership. The Governor's Distinguished Scholarship is the most academically rigorous scholarship program offered for those graduating seniors scoring either 32 on the ACT or 1410 on the SAT, and a 3.50 academic grade point average, or those who are named National Merit Finalists or National Achievement Scholar. It pays tuition, mandatory fees, room, and board up to \$10,000 per year. **Applications must be submitted to ADHE by February 1.**

**ADHE Governor's Scholars** -This scholarship is awarded to graduating high school seniors for outstanding academic achievement and leadership. **Applications must be submitted to ADHE by February 1.**

**ADHE Law Enforcement Officers' Dependents Scholarship (LEO)** - This scholarship is a waiver of tuition, fees, and room/board 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.

**ADHE Military Dependents Scholarship (MDS)** - This scholarship is a 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.

**ADHE State Teacher Education Program (STEP)** - This scholarship 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.

**ADHE Teacher Opportunity Program (TOP)** - This award 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 \$3,000.

## **External Scholarships**

**AASFAA Scholarship** - the Arkansas Association of Student Financial Aid Administrators (AASFAA) will award at least two non-renewable \$500 scholarships to Arkansas students planning to attend member institutions. Scholarship winners must be enrolled at least half-time in the upcoming fall semester in a program that leads to a college degree or certificate at an AASFAA member institution. Winners will be selected in a random drawing during the spring AASFAA Conference. All applications must be postmarked by April 1 of each year. Any application postmarked after April 1 will not be considered. **Limit one entry per person.** Applications are available in the Financial Aid Office.

**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 [www.cancer.org](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 Academic Affairs in the Welcome Center. Applications are also available in the Financial Aid Office.

**Arkansas Community Foundation** - Arkansas Community Foundation manages more than 100 private scholarship funds created by individuals, families, and companies. You may search for scholarships by major and/or level of study. <http://arcf.org/Students/BrowseScholarships.aspx>

**Arkansas Governor's Commission on People with Disabilities** - This scholarship is offered to outstanding disabled Arkansans. Visit [www.ace.arkansas.gov](http://www.ace.arkansas.gov) for more information and application.

**Arkansas Rehabilitation Services**, 2703 W. 28th Ave, Pine Bluff, AR 71603 Phone: (870) 534-2404 Tuition and/or book assistance for students with disabilities. Apply early due to limited funding. For more information, view <http://ace.arkansas.gov/arRehabServices/aboutARS/Pages/default.aspx>

**Arkansas Workforce Center**, 1001 South Tennessee Street, Pine Bluff, AR 71601 Phone: (870) 534-1920. Offers various programs for retraining. For more information, view <http://dws.arkansas.gov/index.htm> There are two programs offered and include; the **Workforce Investment Act (WIA)** which provides assistance for retraining for degree programs that are in demand; and, **Dislocated Workers Program** - Provides training funds for tuition, fees, supplies and books to workers who have been laid-off or have been notified that they will be terminated or laid off.



**Arkansas Career Pathways**, 1900 Hazel Street, Pine Bluff, AR 71603 Phone: (870) 850-3061 or (870) 850-4823. This is a program designed to assist students with transportation, childcare, and/or tuition and fees. Students must have custody of a child under the age of 21, be a former/current recipient of TEA cash assistance: or a current recipient of Food Stamps, AR Kids or Medicaid: or earnings are at the 250% Federal Poverty Level or less. For more information, view <http://www.seark.edu/academic-support/career-pathways>.

**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 and application may be found at <http://ace.arkansas.gov/cte/pages/hightechscholarship.aspx>.

**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>.

**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. Visit <http://www.missarkansas.org/> for more information.

**National Merit Scholarship** - Students in 11th grade may be eligible for the National Merit Scholarship program and other programs that use PSAT/NMSQT (Preliminary **Scholastic Aptitude Test**/National Merit Scholarship Qualifying Test) **scores**. To determine eligibility, the PSAT/NMSQT test must be taken in October of your Junior year. If your school does not participate in giving the test, the student must request to take the PSAT at a participating school. Eligibility for these awards are tuition/fees, and possibly room/board. More information, visit <https://www.collegeboard.org/psat-nmsqt>.

**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 by e-mail at [foundation@potlatchcorp.com](mailto:foundation@potlatchcorp.com). The deadline for the scholarship is February 10.

**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 vary by county. More information can be found online at [www.aspsf.org](http://www.aspsf.org).

**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 due to increased imports. TAA includes a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Visit [www.dws.arkansas.gov](http://www.dws.arkansas.gov) for more information.

**Transfer Student Scholarships** - Most four-year Arkansas institutions offer a transfer scholarship to students who complete an associate degree. At the beginning of your sophomore year, start researching transfer scholarships for each four-year school you are interested in attending to review qualifications and the deadline date to apply. You should also make plans to

attend the SEARK Transfer Day for more information. This event is held during the Spring semester by the Registrar's Office.

### **Other Scholarships for SEARK Students**

**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. Application deadline is March 15. To apply, go to <http://arcf.org/Students/BrowseScholarships.aspx>.

**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 and accepted January 1 - February 1.

**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 non-traditional 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, a cumulative grade point average of 3.00 or above, and an ACT score of 19 or above (ACCUPlacer score). Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. Application deadline is April 30 or as funds are available.

**Joyce Ragland-Vance Scholarship** - This academic scholarship is valid for a full-time student enrolled in the LPN to RN (Generic) program at SEARK College. Recipients must be 25 years or older, who resides within the College's six- county services area. Application deadlines are May 30 and November 30.

**Kiwanis Club of Pine Bluff** - \$1,000 - Available for a Jefferson County high school graduate pursuing a Technical Certificate in Health Sciences at SEARK. Students must have (1) a 3.00 GPA and ACT score of 18 or above; (2) have outstanding participation and leadership in school activities, (3) a one-page personal statement on Educational Plan and Professional Goals. Two letters of recommendations from math or science teachers, (professor, club sponsor, etc.) are required with the application. Applications are available in the Financial Aid Office. Mail application and all supporting documents to the address provided on the application before April 15th.

**Linda Lewis Eubank Technical Studies Scholarship:** Students enrolled in a technical studies program at least half- time, are at least 25 years of age and reside in the College's six county service area may apply for this scholarship.

**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 non-traditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Recipients 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 application deadline is April 30.

**William A. Strong, Sr. Scholarship** - Recipient must be a full-time student who has completed

at least one semester at SEARK College with at least a "B" average. The student must be majoring in one of the following programs: Drafting and Computer Aided Design Technology; Electro-Mechanical Systems Technology, or Welding Technology. The student must be at least 18 years of age at the beginning of the fall semester and reside within the College's six-county service area. Application deadlines are May 30 and November 30.

### **Payment of Tuition, Fees, And Books**

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

**Purchasing or Renting Books.** A student may be allowed to charge books in the virtual bookstore 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.

### **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 has completed coursework bringing the student back into good standing for SAP.

### **Remedial Or Developmental Coursework:**

Remedial/Developmental coursework prepares the student for study at the college 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). 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.

### **Repayment Of Federal Student Aid Funds**

**Official Withdrawals.** When a student officially withdraws from credit courses, there must be a recalculation of the federal student aid received. The amount of federal student aid funds earned is based on the amount of time (days attended) the student spent in academic attendance. The recalculation will determine the amount of aid the student has earned and 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. The semester is 16 weeks. A Title IV recipient attending eight (8) weeks will have incurred an overpayment of 50%.

If a student does not attend class through the 60% point of the semester, the financial aid funds will be reduced to a prorated amount. This could cause the student to have to repay any excess funds of the earned amount. The 60% point in the semester is usually on or about November 1 for the fall semester and April 1 for the spring semester.

Students who withdraw before receiving all their earned financial aid will have the funds disbursed to them (post- withdrawal disbursement), even if they are no longer attending or attending with a reduced number of hours. The student will receive a letter within 30 days notifying them of the disbursement and the disbursement will be received by the student within 120 days.



Students who officially withdraw from college and are receiving federal student aid must obtain the Financial Aid Advisor'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.

Unearned aid is considered an overpayment of federal student aid funds. It is the student's responsibility to repay any overpayments.

**Unofficial Withdrawals.** Students who receive all Fs in their classes, and who stopped attending before the end of the semester, will be identified as having withdrawn without official notification. The student will be responsible for repaying any funds they have not earned.

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.

### **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.

Students placed on 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, federal student aid will be denied. The warning status is automatically assigned, and no appeal is required. The duration of a warning is one semester only.

### **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 that are not related to education.
7. Are terminated from a work-study position.
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. 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.

**Selective Service Certification.** You must certify that you have registered for the Selective Service if you are required to do so.

**Management of Funds.** Student financial aid is normally awarded for an academic year; therefore, you will receive your funds in one or more disbursements each semester. Disbursements will be made 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.

**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.

**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.

**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 withdraw from the College. This form must contain your signature, the Financial Aid Advisor's signature, and be turned into the Registrar's Office to be valid. Official withdrawal forms are available in the Registrar's Office. 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.

## Student Rights for Financial Aid

**Equal Determination of Awards.** Student financial aid at Southeast Arkansas College is awarded based on 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 Advisor. Appeals concerning Satisfactory Academic Progress must be submitted within ten (10) days of the beginning of each semester. The appeal will be presented to the Financial Aid Appeals Committee that will evaluate the request based on the student's written statement and supporting documentation. The Financial Aid Appeals Committee's decision is final.

## Student Status -- Dependent or Independent?

Federal financial aid programs are based on the idea that parents have the primary responsibility for paying for their children's education.

The terms "dependent" and "independent" have specific definitions as used for federal financial aid. For the 2018-2019 academic school year, you are automatically considered an *independent* student if you meet one of the following criteria:

- You were born before January 1, 1995. (You are at least 24 years old.)
- You are married.
- You are working on a master's or doctorate program (already have a bachelor's degree).
- 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, 2019. 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 your 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, 2019, 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, 2017, 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, 2017, 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 or were self-supporting and at risk of being homeless.
- At any time on or after July 1, 2017, 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 were self-supporting and at risk of being homeless.

If you do not fit in 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.

### **Summer Aid**

Applications for financial aid for summer school must be completed by June 15. All of the summer mini sessions are combined, and the total hours of enrollment from all summer sessions are used to calculate the student's enrollment status 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 enrolled at least half-time during summer (6 credit hours) may be eligible for Pell Grant even if he or she has been enrolled full-time during the preceding fall and spring terms. See the Financial Aid Office for details.

### **Supplemental Information**

- Students may not repeat any classes previously passed.
- Students will be paid for only those specific courses required in their declared major and any prerequisites.

### **Transfer Students**

For financial aid purposes, a transfer student is defined as a student who has attended any postsecondary institution before enrolling at SEARK College. All transfer students must submit official transcripts from all colleges and universities attended. The maximum time limit will be reevaluated based on the student's major and will include all attempted coursework that is shared between the student's previous and current course of study.

### **Transfer Students Applying for Financial Aid**

A transfer student must maintain Satisfactory Academic Progress (SAP) according to the College's policy to be considered in good standing for financial aid. Transfer students must submit official transcripts from each postsecondary institution attended to verify that they are in good standing.

Transfer students must request a transcript evaluation through the Admissions Office. The transcript evaluation will identify all coursework that applies to the major course of study. All attempted hours applicable to the major course of study must be counted for SAP, even periods in which the student did not receive federal student aid funds. Class status is defined below:

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

## **Verification of Financial Information for FAFSA**

Verification is the process of comparing the data from the FAFSA report to the official supporting documents. The Financial Aid Office is required to verify all applications selected by the FAFSA processor. The Financial Aid Office may also select additional applications based on incomplete or conflicting information.

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, and other official documentation as designated by the US Department of Education.

You may be asked to verify such information as follows:

- Adjusted Gross Income (AGI)
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions
- IRA deductions and payments
- Tax-exempt interest income
- Education tax credits
- Income earned from work (nontax filers)
- Number of household members
- Number in college half-time, excluding parents.
- High school completion status
- Identity and Statement of Educational Purpose

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

Students and parents are encouraged to use the IRS Data Retrieval Tool (IRS DRT) to retrieve accurate information from the IRS into the FAFSA application. Successful retrieval may reduce the documentation requested.

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 FAFSA processor before awarding or disbursing any federal student aid funds.

## **Veterans' Services**

Military service veterans, spouses, dependents, and survivors of deceased or 100 percent disabled veterans should contact the School Certifying Official (SCO) / VA Counselor Office. Eligible Southeast Arkansas College students may qualify for GI Bill®, Vocational Rehabilitation, "War Orphans," and other types of VA assistance. The SCO / VA Counselor Office is located in the Student Advising and Retention Office in the Student Services Building.

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. Students must complete the "request to be Certified" form and provide a copy of their schedule each semester to the SCO / VA Counselor. New Students must provide a Certificate of Eligibility from the VA in order to be certified through VA-ONCE.

### **Rules & Regulations for Using VA Benefits**

The following individuals shall be charged a rate of tuition not to exceed the in-state rate for tuition and fee purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill Active-Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active-duty service of 90 days or more.
- Anyone using transferred post-9/11 G.I. Bill benefits (38 U.S.C. §3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active-duty service of 90 days or more.
- Anyone described above average while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30 or chapter 33 of title 38, United States Code.
- Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. §3311(b)(9)) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal State of residence).
- Anyone using transferred post-9/11 G.I. Bill benefits (38 U.S.C. §3319) who lives in Arkansas while attending a school located in Arkansas (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
- The policy shall be read to be amended as necessary to be compliant with the requirements of 38 U.S.C. §3679 as amended.

### **VA Pending Payment Policy**

In accordance with Title 38 US Code 3679(c), Southeast Arkansas College adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post-9/11 G.I. Bill® (Ch.33) or Vocational Rehabilitation & Employment (Ch.31) benefits, while payment to the institution is pending from VA. The College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to:

- Produce the VA Certification of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies



## **Program of Study**

Students using VA educational benefits must be enrolled in an approved degree or certificate program and only courses applicable toward the degree or certificate and their prerequisites can be certified for VA payment.

## **After Drop Period**

The VA allows a student to withdraw up to six credits one time only after the fourth week of the term and assumes that there are mitigating circumstances; hence, benefits will be paid at the previous rate until the date the course(s) is dropped. Outside of this one-time, six-credit exclusion to the "mitigating circumstances" rule, unless mitigating circumstances are submitted and accepted by the VA, any reduction in credit load after the fourth week of the term will result in an overpayment retroactive back to the first day of the term. If there are "mitigating circumstances" involved in the reduction of credits, documentation and a statement by the student must be submitted to the State Veterans Office in Muskogee, Oklahoma.

## **Grades**

The VA pays for all the following grades: "A", "B", "C", "D" and "F". Grades not covered for VA payment are "Unsatisfactory" (U), and "Audit" (AU).

If you receive an Incomplete ("I") grade, and the "I" grade is not converted to a letter grade within 30 days from the last day of the term it was received in, your VA payment will be retroactively reduced back to the first day of the term it was received. You may not re-register for a course you received an "I" grade in for payment (unless a full year has gone by, and the VA has already reduced your benefit payment). You must complete an "I" grade on your own.

# **Student Conduct**

## **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.

### **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 at least 72 hours prior to the event. The location must be approved by the Provost's 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 if 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 Provost has the right to 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*. The due process is based on Student Life Policies and administrative procedures. For violations resulting in suspension/expulsion, students have the right to:
  1. A notice in writing of any charges.
  2. Admit to the alleged violation, waive an appeal, and accept the college's action(s).
  3. Admit the alleged violation and request an appeal.
  4. Deny that the alleged violation occurred and request an appeal.
  5. A fair appeal heard before an impartial committee.
  6. Appear in person, or not appear at an appeal with the assurance that failure to do so is not an admission of guilt.
  7. Select an advisor who will attend the appeal along with the student.
  8. Call witnesses and present evidence.
  9. Receive a list of witnesses who are to testify against the accused student.
  10. Confront and cross-examine witnesses and/or accusers.
  11. Request a copy of any records or tape recordings used during the appeal process if the offense involves possible suspension/expulsion.
  12. Appeal to the Student Advocate Appeals Office; and if no resolution occurs, directly to the President of the College.

### **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. Including psychological abuse, social and sexual harassment, or coercion.
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.

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.

1. Gambling on campus is prohibited.
2. 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.
3. Unauthorized entry into or damage to any college facility is prohibited.
4. Falsification, alteration, fabrication, or misuse of college forms, documents (written and electronic), records, identification cards, or documents that are submitted to the college for official purposes is prohibited.
5. Clubs/organizations that are not properly registered with the Student Affairs Office are prohibited from meeting or conducting business anywhere on campus.
6. 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.
7. Students who defraud, deceive, coerce, or mislead an instructor into assigning other than an honest grade will be duly reprimanded and/or disciplined.
8. Hazing is not allowed. Hazing violations are abusive rites used to initiate students that are to be inducted into a club/organization.
9. The unauthorized use of college property/services is strictly prohibited, including creating a fire.
10. Disruptive behavior that interferes with learning on campus is not permitted.
11. The viewing or public display of pornography on campus or campus events is not permitted.
12. Acts of dishonesty, including but not limited to cheating, plagiarism or other forms of academic dishonesty, furnishing false information to any college official or office, forgery, alteration and misuse of any college document, record or instrument of identification.
13. Making threats and/or threatening behavior. Including behavior threatening to property, others or to yourself

## **Academic Integrity**

SEARK College strives to instill a spirit of honesty and a high standard of integrity in students. If a student attempts to present as his or her own any work that he or she has not honestly performed, the action is considered to be academic dishonesty. It is considered by the faculty and administration as a serious offense and is prohibited. Academic dishonesty generally falls into one of the following categories.

### **Cheating**

Students are expected to demonstrate complete honesty in the presentation of any and all phases of course work. Dishonesty of any kind on examinations, quizzes, or assignments is considered cheating and is prohibited. Common examples of cheating include the following:

- Copying from another student's test, laboratory report, other report, or computer files, and/or programs;
- Using unauthorized materials during a test;
- Collaborating with another person or persons during an examination or in preparing academic

work without permission of the professor;

- Knowingly and without authorization, using, buying, selling, stealing, soliciting, copying, or possessing in whole or in part, the contents of an administered test;
- Substituting for another student, and permitting any other person or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit;
- Purchasing or otherwise acquiring or submitting as one's own work any research paper or writing assignment prepared by another individual or firm; and
- The inappropriate use of artificial intelligence (AI) or other software applications to generate written works of any type.

## **Plagiarism**

Plagiarism means the appropriation of another's work or idea and the unacknowledged incorporation of that work or idea in one's own written work offered for credit. Plagiarism is prohibited.

## **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 Department of Public Safety 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, including e-cigarettes, 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 Dean of Students and Enrollment Management's Office. 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 or restrictions 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. Requiring a release from a mental health or medical professional.
8. Suspension/exclusion from classes and privileges for a defined period.
9. Expulsion/termination of the club/organizations/student(s).
10. Sanctions as deemed necessary by the Dean of Students and Enrollment Management's Office.

All disciplinary actions are reviewed by the Dean of Students and Enrollment Management's Office.

Unusual circumstances (i.e., the threat of personal safety, physical danger, repeated violations, etc.) may result in dispositions being decided on through informal hearings. Such dispositions 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 Dean of Students and Enrollment Management's Office. These include suspension pending the final disposition of the case or temporary suspension imposed to maintain the orderly operation of the college.

## **Drug Testing**

The Student Drug Testing Administrative Rule of Southeast Arkansas College (SEARK) requires some programs in the Divisions of Nursing and Allied Health (NAH) and Technical Studies Programs to require drug testing for admission to the program and to conduct random drug testing while enrolled.

The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, and Radiologic Technology. The drug policy applies to the following Technical Programs: Air Conditioning and Refrigeration Technology, Early Childhood Paraprofessional Technology, Electrical Mechanical Systems Technology, and Welding Technology. All applicants to these programs must complete a drug screen prior to entry/registration.

Random drug screening of students in these programs will be conducted during the academic year. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the program. Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.

Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Technical Studies programs require drug testing prior to registration of any Technical Course listed in the degree plans mentioned above. Random drug testing may be utilized at any time during the program at the student's expense.

Students drug testing prior to program entry and random testing during the programs will be at the student's expense.

### **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.

# Student Support Services

## 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 strategies 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, AR Kids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

The Arkansas Career Pathways Initiative is made possible through the cooperation of Arkansas Department of Higher Education and Arkansas Department of Workforce Services.

### Career Pathways Staff:

Lisa Gober, Director

[lgober@seark.edu](mailto:lgober@seark.edu)

(870) 543-5969

Vacant, Student Coordinator

(870) 850-4823

## Information Technology Helpdesk

Assistance with college technology is available through the Information Technology Helpdesk. Helpdesk hours are from 8:00 a.m. to 6:00 p.m. Monday through Friday; 8:00 a.m. - 12:00 Noon on Friday. (SEARK College may have adjusted hours for the summer.) The IT Helpdesk is also available through email at [helpdesk@seark.edu](mailto:helpdesk@seark.edu), and walk-up service is in the Welcome Center.

## Learning Resource Center and Library

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 pay-per-print 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 website at <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 upcoming library and campus events. The library's hours and contact information are also located on the website.

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 (TRIO)**

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 can be found in Learning Resource Center.

## **Tutoring Services**

Free tutoring is offered to all students enrolled in courses offered by the College. The Tutoring Center is located in the Library and Center for eLearning. The goal of tutoring 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.

## **Disabled Student Services and Facilities**

Facilities and services are available to students with disabilities. 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 in the Student Advising and Retention Center in the Student Services Building, Room 160. Handicapped parking is designated in the North, South, East and West parking lots and in lots for adjacent campus buildings.

The College is committed to providing support to students in need of special accommodations, in compliance with Section 504 of the 1973 Rehabilitation Act, the Americans Disability Act, 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 Advising and Retention Center in the Student Services Building. College Policy requires that a qualified professional provide current and comprehensive documentation. In order to be considered current, the qualified professional's statement must be within 6 months of the most recent request from ODS. Accommodation requests should be made prior to the start of the semester.

# Business Services

## Cost of Attendance

The tuition rate is \$100 per semester credit hour for Arkansas residents. Out-of-state residents pay a tuition rate of \$200 per semester credit hour. Fees include a \$5 Arkansas Assessment Fee, a \$12 per semester credit hour Technology Fee, an \$10 per semester credit hour College Services Fee, a \$8 per semester credit hour Infrastructure Fee, a \$5 Security Fee, and a \$20 per semester credit hour Student Activity Fee. 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.

## 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. The total cost of materials for a full-time student will depend upon the program of study.

## 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.

<b>Regular Term</b>	<b>Semester</b>	<b>Year</b>
Tuition	\$1500	\$3000
Assessment Fee	\$ 5	\$ 10
Technology Fee	\$ 180	\$ 360
College Services Fee	\$ 150	\$ 300
Infrastructure Fee	\$ 120	\$ 240
Security Fee	\$ 75	\$ 150
Student Activity Fee	\$ 300	\$ 600
Books and Supplies	\$ 650	\$1300
Transportation	\$1500	\$3000

Additional costs may include internet course fees, allied health professional fees, personal expenses such as Room and Board and other discretionary spending expenses.

## Credit Balance Policy

A credit balance occurs whenever the amount of funding applied to a student's account exceeds the student's charges in a semester. To ensure consistent and accurate financial records, SEARK College reconciles all credit balances on an account within 21 business days following the beginning of a semester. A Title IV credit balance occurs when the total amount of Title IV funding (Direct Subsidized and Unsubsidized Loans, Plus Loans, Perkins Loans, Pell and SEOG Grants) applied to a student's account exceeds tuition and fees in each given term/semester. Federal regulations require all Title IV credit balances to be resolved within 14 calendar days of the date the credit is created. Federal regulations require SEARK College to obtain written authorization from students (and parents in the case of Parent PLUS loans) to retain Title IV funding for future charges (additional semesters in same academic year).

## Parking Permit

Each student will be issued a Southeast Arkansas College Parking Permit at Registration in the Student Services building. 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.

## Payment Of Tuition and Fees

All Tuition and Fees must be paid in full at the Cashier's Window in the Business Services Building or by setting up a payment plan with Nelnet Business Solutions (accessible through Student Planning). 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 assistance 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 to the College from an individual's tax refund.

Students may not attend classes until they have paid tuition in full or made definite arrangements concerning Financial Aid with the Financial Aid Officer 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 / Payment Plans are** 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

Exact dates will be communicated to students in advance through various means, including e-mail, signage, and the SEARK College website.

Refunds for short-term courses or courses starting at times other than the beginning of the semester will be calculated on a prorated basis. For exact dates please visit <http://seark.edu/academics/academic-calendar>

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.



Refunds are originated on-campus and transmitted to a third-party vendor, Nelnet Business Solutions, for processing. The students can log into Nelnet and select their method of receiving their refund, including direct deposit and paper check. Paper checks are mailed to the student's address on file with the Registrar's Office. No student refund check will be generated or made available on-campus. Information to assist students with their direct deposit set up is available in the College's Financial Aid Office.

## **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. The posting of sales notices must first be approved by the 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, 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.

## **SEARK College Tuition Waivers**

- Tuition waivers are based on the in-state tuition rate per credit hour.
- Status on the first day of class determines eligibility for waiver.
- Apply early to help with registration expenses.
- The waiver is for tuition only and does not apply to non-credit classes, assessment fees, books, or any other fee collected by the College, the student is responsible for these charges.
- Applications are available online at [www.seark.edu](http://www.seark.edu).

**SEARK Age Exempt Tuition Waiver:** Upon review of admission to SEARK College, Arkansas residents who are 60 years of age and older are entitled to attend college credit classes at SEARK College without a tuition charge.

**SEARK ADJUNCT Employee/Spouse/Dependent Tuition Waiver:** Upon admission to SEARK College, all SEARK College *ADJUNCT* employees, their spouse, and dependent children (children under age 24 at the time of registration) may qualify for a tuition waiver for up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College during the semester of employment.

**SEARK Employee, Spouse, Dependent Tuition Waiver:** Upon admission to SEARK College, all full-time SEARK College employees, their spouse, and dependent children (children under age 24 at the time of registration) may qualify for a tuition waiver for Southeast Arkansas College credit courses.

**SEARK Adult Education Graduate Scholarship:** This scholarship covers the tuition and mandatory fees for one course for graduates of the SEARK Adult Education program. The scholarship must be used within one year of graduation.

**Jefferson County School District Employee Tuition Waiver:** Upon admission to SEARK College, all full-time public and private school district faculty and staff may qualify for a tuition waiver of up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College.

**Jefferson County Correctional Officer's Tuition Waiver:** Full-time officers of correctional institutions employed within Jefferson County may qualify for a tuition waiver of up to ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours) at Southeast Arkansas College.

**Public Safety Employee Tuition Waiver:** Upon admission to SEARK, all full-time municipal and county public safety officers and firefighters within our six-county service area - Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties may qualify for a tuition waiver. Public Safety officers and firefighters include the city fire department, city police department, county sheriff's office, and SEARK security. Does not include officers of correctional institutional or other educational institutions police department employees or security officers.

**US Veteran Tuition Waiver:** Upon admission to SEARK College, a certified US Veteran may qualify for a tuition waiver for up to **ONE three (3) hour academic course (or three hours tuition amount towards a course with more hours)** at Southeast Arkansas College.

## Tuition And Fees

All Tuition and Fees must be paid at the Cashier's Window in the Business Services Building or set up a payment plan with Nelnet prior to attending class. Tuition and fees are subject to change without notice.

For the most current tuition and fee rates please visit <http://seark.edu/admissions/tuition-fees>

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.

# **Campus Safety**

Southeast Arkansas College strives to provide a safe and secure environment for students, faculty, staff, and guests. Students are encouraged to report a crime, suspicious person, or suspicious activity to the Department of Public Safety. Employees of the College will be responsible for calling for outside assistance if deemed necessary.

Personnel in the Department of Public Safety and Buildings & Grounds are on duty during class hours. Additionally, the Department of Public Safety employs part-time officers that are on duty 24-hours per day. The on-campus emergency phone number is 870-850-4911; however, students, faculty, and staff are encouraged to call 911 during an emergency.

## **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 Department of Public Safety.
4. Call for an ambulance if the victim cannot respond.
5. Apply pressure to any bleeding.
6. Complete accident report form. The form may be secured in the Department of Public Safety, room 1018 in the Technology Building. Refer to the Emergency Response Plan.

## **Bicycles, Hoverboards, Motorcycles, In-Line Skates and Skateboards**

Hoverboards, motorcycles, and mopeds may not be stored in college buildings due to fire safety regulations. They should be parked in designated areas of the campus. Bicycles, hoverboards, motorcycles, in-line skates or skateboards are not to be ridden or used on sidewalks, grassy areas, or in the College's buildings. All motorcycles, mopeds, and bicycles should have a valid parking permit. Bicycles must be secured to bicycle racks outside of the designated buildings.

## **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.

## **Fire**

In the 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.

## **Illegal Drugs and Alcohol**

SEARK College strictly prohibits the dispensing, selling, supplying, possession, use, manufacture, or distribution of alcohol or illicit drugs on college owned/College controlled property or at any College

sponsored event, including off campus College sponsored events. Students found to be in violation of the alcohol and illicit drug policies are subject to arrest, criminal prosecution, imprisonment, and/or fine according to state and federal law. In addition, students found in violation of this policy will face college sanctions ranging from probation to expulsion.

SEARK College may notify, in writing, a parent or legal guardian of a student who is under twenty-one (21) years of age if he/she violates any rule or policy of the college governing the use or possession of alcohol, controlled substances, or illicit drugs while on college-controlled property or at a college sponsored or sanctioned event. Notification to the parent/legal guardian will be in addition to disciplinary action.

## **Inclement Weather Policy**

The College will remain open as scheduled whenever possible. In the event 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 and the Campus Alert System (e2Campus).

## **Missing Person Policy**

In accordance with the Higher Education Opportunity Act, SEARK College has the following policy and procedure in place for reporting and investigating a report of a missing student:

If a SEARK student has not been seen on campus for more than 24 hours and community members do not know where the student may be or are concerned about their whereabouts, the Provost should be notified. If this report is made after typical business hours, community members should immediately notify Campus Security at 870-557-4211 and they will be able to contact the Provost, or their designee.

If the student of concern has been missing for 24 hours and is 18 or older, the College will notify the proper local authorities and cooperate with any initiated investigation. At this time, the College may also begin contacting close acquaintances of the missing student to assist with the investigative process.

If the student of concern has been missing for 24 hours and is under the age of 18, their permanent legal guardian will be contacted immediately by the Office of Student Life. After the permanent legal guardian has been contacted, the College will cooperate with both the guardian and the local authorities to pursue the appropriate course of action.

If community members are concerned about the student's whereabouts and feel that they may be in danger, they should immediately contact Campus Security, and/or the Pine Bluff Police Department, or 911 if there is immediate, present danger.

Depending on the circumstances regarding the student's absence or status, the College reserves the right to notify parents and/or permanent legal guardian regarding the report of the missing student at any time, regardless of their age.

## **Safe Walk**

Safe Walk is a campus service for anyone who feels unsafe walking alone on campus at night. Safe Walk escorts are provided by SEARK Security officers free of charge and are available to all members of the

College community. Simply call SEARK Security at 870-557-4211 and a Security officer will meet and escort you to the desired campus location.

## **SEARK-alert System**

SEARK College provides the SEARK Alert emergency notification system. SEARK Alert can rapidly provide mass notifications during natural disasters or other emergencies taking place on campus. SEARK Alert uses an opt-out method of registration to provide faculty, staff and enrolled students with voice, text, and email notifications. All students and employees are automatically registered in SEARK Alert at the time of enrollment or employment.

Individuals who have the opportunity to opt-out of receiving text and/or voice alerts at any time. (Note: Cellular phone providers may charge a per-text message fee for the delivery of emergency notification.) SEARK Alert has been programmed by the SEARK College Information Technology Department to update and purge users every 24 hours.

This automated programming ensures accuracy in the delivery of alerts to all currently enrolled students and employees. Face to face communication may be used if appropriate for the situation.

SEARK Alert may be activated in the event of an immediate threat to the College community. Authorized officials of SEARK College will determine if an emergency notification is necessary. The types of incidents that may cause an immediate threat to the community could include, but are not limited to, emergencies such as: inclement weather, an active shooter on campus, a hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, a suspicious death, structural damage to College-owned or controlled facility, a biological threat (anthrax, etc.), significant flooding, a gas leak, a hazardous materials spill, etc.

In the event of an emergency, SEARK College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, or employees occurring on campus.

Upon confirmation that a significant emergency or dangerous situation exists, an authorized SEARK College official will, without delay, and considering the safety of the community, determine the content of the notification and initiate the SEARK Alert notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. These departments will also identify the appropriate segment of the community intended to receive the notification, if the threat is limited to a particular building or segment of the population.

NOTE: In the event of inclement weather conditions, students and non-essential employees are not expected to place class or work attendance above personal safety. It is ultimately the individual employee and student's responsibility to exercise judgment as to whether travel to or from work or school is appropriate for them at that time.

To assist in timely notification, pre-scripted emergency alerts have been developed and uploaded in SEARK Alert (e.g., Inclement Weather, Active Shooter, Active Shooter All Clear, Tornado Warning, and Tornado Warning All Clear). The College will post updates and follow-up information during a critical incident on the SEARK College website at: <http://www.seark.edu>

The local news media may be utilized to disseminate emergency information to members of the larger

community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the SEARK College homepage and/or social media.

SEARK Alert provides the capability to alert ALL USERS (which includes all employees and students on all campuses and Early College High School students).

Each month, each SEARK Alert administrator conducts a test of the system.

This practice is designed to ensure that each system administrator can successfully navigate the SEARK Alert dashboard in a timely manner to successfully initiate the alert during an actual emergency.

Each semester SEARK Alert administrators conduct an ALL USERS test of SEARK Alert. In the fall semester the test is announced in advance to the entire campus community and is **unannounced** in the spring semester. Both tests provide faculty, staff, and students an opportunity to verify enrollment in SEARK Alert by receipt of a text, email and/or voice message.

A final feature of SEARK Alert provides the capability for all members of the Executive Council to text message an alert to "ALL USERS" directly from his/her cell phone.

Information regarding the response and notification policies will be distributed to faculty and staff during annual meetings and to students during orientation sessions.

## **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 circumstance 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.

## **Statement of Compliance**

Southeast Arkansas College follows the federal, state, and local laws regarding fire, building, sanitation, and safety codes.

## **Timely Warning**

Timely warnings are triggered as soon as pertinent information is available about Clery Act crimes that have been committed and represent a serious or an ongoing threat. The decision to issue a timely warning shall be decided and initiated, on a case-by-case basis, by considering all available facts, by the Provost.

Timely warnings alert the campus community regarding any Clery Act crime committed on the Clery geography that has been reported to SEARK Security, CSAs or local police agencies and is considered to represent a serious or continuing threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to SEARK Security, 870-557-4211 or 870-850-4899 or 4911.

Timely warnings are typically issued for the following incidents when it is determined that the incident represents a serious or continuing threat to students and employees:



- Murder and non-negligent manslaughter
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known). In cases involving sexual assault are often reported long after the incident occurred, as such, there may be no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non- stranger/acquaintance cases, will be assessed for potential issuance of a timely warning notice.
- Robbery
- Aggravated assault (cases involving assaults among know parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger community.)
- Major incidents of Arson
- Domestic violence, dating violence, stalking.
- Other crimes as determined necessary.

A timely warning may be distributed to the campus using some or all of the following mechanisms:

- SEARK Alert System
- Flyers posted on bulletin boards, exterior doors in academic buildings, outdoor boards, and administrative buildings.
- Campus meetings and/or announcements
- Posted on one or more campus websites: <https://www.seark.edu>

Information contained in each timely warning will include: 1) specific information about the crime that prompted the alert (date/time/location and nature of the crime); 2) information promoting safety (crime prevention and safety tips); and 3) information that will assist individuals in protecting themselves (what action to take or not take). The name(s) of alleged victim(s) will be withheld as confidential from all timely warnings.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

NOTE: FERPA does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA. [34 CFR.99.31(b) (6) and 99.36]

## **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. Refer to Emergency Response Plan.



## **Unmanned Aircraft Systems (UAS) Policy**

SEARK College values the safety, security, and privacy of our community. The personal use of any unmanned aerial vehicle (i.e., drones) is prohibited on campus unless approved by the Provost (or his/her designee); commercial use by the Provost (or his/her designee) for marketing and communication projects. Approval must be obtained two (2) weeks prior to the event in order to implement security measures. Any individual found in violation may be fined pursuant to Arkansas law, in addition to other sanctions deemed appropriate by proper authorities. Any operator of a UAS must also follow all applicable state and federal laws pertaining to such operation. Detailed information regarding federal regulations on the use of UAS is available on the Federal Aviation Administration website at [www.faa.gov/uas/](http://www.faa.gov/uas/). Further, any operator of an unauthorized UAS will be held responsible for any injuries or damage caused by the UAS. 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 Dean or the Student Advocate Appeals Office. 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 Dean or the Provost, 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 Provost, 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.

## **Video Surveillance**

Numerous video surveillance cameras are located in common areas throughout the College campus. These include cameras at entryways and parking lots of student complexes. The cameras are monitored and recorded digitally to help enhance safety for students, faculty, and staff while on our campus. The system is set up in common areas across the campus and has both indoor/outdoor cameras that are often vandal proof and infrared. The system is battery backed up and continues surveillance even if a campus wide power loss occurs.

The College considers a reasonable expectation of privacy at every camera location on campus. Typically, cameras are installed at building egresses and common meeting areas. Cameras are only installed where an individual's expectation of privacy is generally limited.

## **Visitors On Campus**

Visitors on campus are expected to comply with the rules and policies of the college, including traffic and parking regulations. Non-students, including children, are not permitted in classrooms.

# **Student Activities and Organizations**

Student Activities and Student Organizations are under the guidance of the Dean of Students and Enrollment Management.

## **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.

## **Arkansas Student Nurses Association (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.

## **Association Of Surgical Technologists**

Students at SEARK College are encouraged to hold membership in the Association of Surgical Technologists (AST). The primary purpose of (AST) is ensuring that surgical technologists have the knowledge and skills to administer patient care of the highest quality. This is accomplished through accreditation: there are nearly 150 accredited programs to educate the surgical technologists by providing the skills and knowledge necessary to perform duties as a scrub technician in the surgical suite, certification: demonstrates that the Surgical Technologist has a broad general knowledge of the field and can perform the required duties in virtually any surgical suite in the nation, and education: requirements of the surgical technologist are designed to ensure a high standard of continued professional competence and quality patient care.

## **Gaming Club of SEARK College**

The primary purpose of this organization is to provide a means for students passionate about gaming to meet and get to know each other as well. This organization will also host and plan gaming events/movie events for SEARK students. Membership is open to any current SEARK student. Must attend the College at least part-time for the current semester with a minimum of 2.0-grade point average (GPA).

## **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 an opportunity for the development of leadership and service, an 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.

## **Respiratory Therapy Care Club**

The purpose of the Respiratory Therapy Care Club is to unite the first and second-year students in the respiratory care program with a common interest in respiratory care. Membership is open to any student who has been accepted into the respiratory program and is in good standing with SEARK College.

## **SEARK College Criminal Justice Association (SCCJA)**

The purpose and objective of this club is to generate interest in the Criminal Justice program by engaging students in tours, public service, SEARK College events and community volunteer programs. Membership shall be open to all declared Criminal Justice majors upon payment of the lifetime membership fee.

## **SEARK College Radiography Student Association**

The purpose of this association is to advance the professions of radiation and imaging disciplines and specialties; to maintain high standards of education; to enhance the quality of patient care, and to further the welfare and socioeconomics of radiologic technologies. All SEARK Radiology students qualify for membership of this organization. The student must attend the College full-time for the current semester with a minimum of 2.5 GPA.

## **SEARK College Student Ambassadors**

The Student Ambassadors' mission is to conduct campus tours, assist Student Affairs, and assist the Office of the President in activities and campus events. As volunteers, the SEARK College Ambassadors share their dedication and support for SEARK College with prospective students, visitors, and the community. Requirements for selection include online application, a personal interview and one letter of recommendation, 2.5 cumulative Grade Point Average, and enrollment as a student for at least one semester. The student must have earned at least 12 credits at Southeast Arkansas College.

## **SEARK Crafting Guild**

The SEARK Crafting Guild is a student organization that teaches do-it-yourself crafts. Classes will involve learning different crafting techniques. Membership is open to any SEARK student.

## **STEM Club**

The Science Technology Engineering and Mathematics Club (STEM Club) mission is to 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.

## **Student Government Association**

The SEARK College Student Government Association (SGA) 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 Provost for consideration.

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

**Membership:** The SGA is comprised of six (6) duly elected members of the student body. These six elected members will represent the technical and academic programs with representatives from each area. Additionally, the president, chairperson, or other duly elected representative of each officially recognized student club or organization of the college will serve on the SGA. The following eligibility criteria pertain to all students chosen by election or appointment from a student organization:

1. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.
2. Shall be in good standing academically and socially.
3. Shall execute all duties of any position held within the SGA.
4. 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 SGA shall meet and elect from within its membership the following officers: (a) chairperson, (b) vice chairperson, and (c) recorder.

**Meetings:** The SGA will meet a minimum of 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 SGA.

**Advisor:** Counselor

**Resource Person:** Provost

## Definitions

The following terms are used throughout this document and may relate to several policies and offices, including financial aid, business services, and student services.

### Academic Year

The academic year consists of two traditional semesters that are 16 weeks long, each of which is subdivided into two eight-week terms. The semesters are identified as fall and spring and the eight-week terms are referred to as Fall 1, Fall 2, Spring 1, and Spring 2. Enrollment is measured in semester credit hours with 12 semester credit hours defined as full-time each semester. A week of instructional time is any week in which at least one day of regularly scheduled instruction or examinations occur, or, after the last scheduled day of classes for a term or payment period, at least one day of study for final exams occurs.

In addition to the fall and spring semester, the College offers classes during summer and in three intersession periods. The summer is an eight-week term that is divided into two four-week terms – Summer 1 and Summer 2. Intersessions are typically three-to-four weeks in length and are offered in December, May, and August.

### Attempted Hours

Attempted hours include any course that appears on the transcript.

### Completed Hours

Completed hours include any course with a final grade of A, B, C or D.

## **Grade Reports**

Grades are available on Student Planning on the SEARK College website approximately (5) five business days after the last day of finals.

## **Incomplete Coursework**

Incomplete coursework will be evaluated as failing until the courses are satisfactorily completed. These classes will also be included in the student's total attempted hours.

## **Instructor and Administrative Drops**

No further instructor withdrawals will be allowed beginning in the Summer of 2019. All withdrawals must be student- initiated, except in an extenuating circumstance when a student is genuinely unable to complete the process in-person and requests the Office of Retention to complete the withdrawal process on his/her behalf. Faculty should use the services of Tutoring Central to assist students who are in danger of failing the course and the early alert system to report students who they identify as candidates for withdrawal due to non-attendance. Administrative drops or withdrawals may be approved by the provost for student in exceptional circumstances.

## **Leaves of Absence, Withdrawals, and Dismissals**

Students may take a leave of absence or withdraw voluntarily from SEARK College at any time by meeting with a staff member in the Student Success Center. There are a variety of reasons why a student may choose to take a leave or to withdraw from college. If you are considering one of these options, we encourage you to meet with staff in the Student Success Center to begin a conversation regarding your options and to ensure you have ample time to plan accordingly.

## **Payment Period**

The payment period for Federal Student Aid is a semester. Typically, students are awarded for the entire academic year (fall and spring) with financial aid funds being disbursed by semester.

## **Personal Leave of Absence**

In unusual circumstances, students may need to interrupt their studies for health or personal reasons. Accordingly, SEARK College permits students in good standing to apply for a personal leave of absence for one or two semesters. A leave-of-absence form must be completed by the student. Students must also meet with representatives from the Offices of the Registrar and Financial Aid. Students are advised that some education loan repayments may begin if a student takes personal leave. If a leave of absence is approved, SEARK College guarantees reinstatement to students after the first or second semester of leave. After two semesters, students are officially withdrawn unless they have confirmed their plan to return by registering for courses or have been granted an extension of leave through the Student Success Center.

## **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 AAS Degree or Technical Certificate program requirements published in the SEARK College Catalog.

## **Shark Bites Cafe**

Shark Bites Café provides students with a fun, friendly atmosphere where they can relax between classes and catch a quick bite. It is located in the College Hall-Commons. The café is open for breakfast and lunch and sells a wide variety of fast foods, soul food, salads, fruits, and desserts. The café is open from 7:30 a.m. to 2:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. Students can purchase Meal Cards at the Cashier's Office using cash, student financial aid, or credit cards. The Meal

Cards allow students to eat in Shark Bites the entire semester and are sold at a reduced price, based on an average cost per meal for an entrée, side, and a drink.

## **Student Commons**

The Student Commons, located in the College Hall-Commons, is designed for student group meetings and free hours between classes. Food, beverages, snacks, clothing, school supplies, and textbooks are available in the Student Center.

## **Student Email**

The primary means of communicating with students is through electronic mail (email). Each student is assigned a student e-mail free of charge. Each student is encouraged to activate the student email account and check it regularly for important announcements from the College.

## **Student Planning**

Self Service (Student Planning) 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.

## **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.

# **Other Policies and Information**

## **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.

## **Bookstore**

The virtual bookstore is operated by Barnes & Noble. The bookstore sells new and used textbooks along with access codes for online instructional materials. The virtual bookstore can be accessed from the College's website or directly at <https://bncvirtual.com/seark>.

## **Textbook Refunds**

Barnes and Noble will provide information about textbook returns to students who purchase books through the virtual bookstore. Students are advised to watch their SEARK email accounts for additional information.

## **Textbook Rentals and Returns**

Some textbooks may be available to rent through the virtual bookstore. All rented items will be

accompanied by information from the bookstore regarding rental policies and returns. Students are advised to check their SEARK email account for additional information from Barnes and Noble.

**Purchases against financial aid or credit cards:** Refunds for all items purchased are credited back to the original source of payment and must accompany a receipt. Items must be in the same condition as purchased.

## **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., with approval from the Dean of Students and Enrollment Management. 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.

## **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. The 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 advertising and 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 canceled.
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:
  - o Removing outdated issues of a publication
  - o Changing display locations
  - o Canceling agreements
8. Postings that violate the *Display of Non-college Publications* policy are discarded.

## **Cellular Telephones**

Cellular telephones are not allowed in classrooms or the Learning Resource Center 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. This also includes Bluetooth headsets and any other form of telephone systems or electronic devices.



## **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.

## **Classroom And Department Guidelines**

Food and drinks are not allowed in the classroom, laboratory areas, or the Learning Resource Center. Students are expected to follow the Classroom Guidelines issued by individual instructors and/or Departments. These guidelines will be included in first-day handouts and the course syllabus. Classroom guidelines will cover topics such as behavior in the classroom and/or laboratory, safety procedures, homework policies, allowances make-up work, if any, and other class-related information.

## **College Business Hours**

The College's regular business hours are from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 Noon on Friday. SEARK College may have adjusted hours for the summer and the first two weeks of the semester. Class hours range from 8:00 a.m. to 10:00 p.m. Monday through Thursday and as scheduled on Friday and Saturday. Summer hours may vary. Extended day and evening class hours and days vary according to the course(s) taken.

## **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 and will be included in the instructor's first day handouts.

## **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 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>.

## **Equal Opportunity/Affirmative Action Statement**

Southeast Arkansas College does not discriminate against any individual based on 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 the Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and the Americans with Disabilities Act of 1990 (ADA).

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

Affirmative Action/Equal Opportunity Officer c/o President's Office  
Southeast Arkansas College  
1900 Hazel Street  
Pine Bluff, AR 71603  
(870) 543-5900 or 1-888-732-7582 Toll-Free

## **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.

## **Free Expression Policy**

SEARK supports free expression as denoted in the First Amendment to 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; The 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 the Student Affairs Office at least three working days prior to using the area.
5. All applications/publicity must be approved by Student Advocate Appeals Office. Once approved, Student Affairs Office will provide copies of the application form and proposed activity to the Provost, 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.

## **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.

## **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 at the Admissions desk in the Welcome Center located in the Administration Building. The College does not assume liability for any lost item.

## **Open Computer Labs**

There are multiple open computer labs on campus. Some are located in the Library, General Studies - North, McGeorge Hall, Student Services and the Technology Building. A student may use the labs during listed times upon showing a Student ID and signing into the lab. Members of the community can use the computers in the Library without a Student ID. SEARK College students will be given first priority.

## **Paging Devices (Beepers)**

Paging devices ("beepers") are not allowed to go off in the Southeast Arkansas College classrooms.

## **Printing Process and Procedure**

Students are issued \$5.00 worth of "free prints" each semester. Once the "free prints" are used up, the student may purchase additional copies at the Cashier's Office at a cost of 5 cents for black and white copies and 10 cents for color copies. There is a \$2.00 minimum amount that may be purchased at a time. Ex: (Black & White copies are 5 cents = 40 copies, Color copies are 10 cents = 20 copies).

## **Smoke-Free Campus**

Smoking and tobacco, including e-cigarettes, use is prohibited in or on all facilities, areas, and equipment 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 students, faculty, staff, consultants, contractors, and visitors.

## **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.

## **Standards of Conduct for Use of SEARK College Computers**

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

1. Dishonestly using SEARK computers or resources in activities such as but not limited to blogging, posting online, or participating in unauthorized broadcasts.
2. The disruption/destruction of computer facilities or equipment,
3. The violation of licenses and copyright agreements, SEARK policy and state/federal laws
4. The use of college computers to obtain or participate in any action under the Academic Integrity policy, and,
5. Visiting pornographic sites.

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 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.

## **Student Assemblies**

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

## **Student Dress**

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

## **Student Parking**

Refer to the map in this catalog for designated student parking on the North, South, and West areas on the campus. 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.**

## **Technology Use Policy**

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 whole world.

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 Computing Services 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 Computing Services 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. See Standards of Conduct for Use of SEARK College Computers.

Please consult the SEARK College website for the full Technology Use Policy for specific policies and procedures at <http://seark.edu/technology-services/technology-services-policies>.

## **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.

# Wireless Access Policy

## Purpose and Scope

The goal of this policy is to protect Southeast Arkansas College's technology-based resources from unauthorized use and/or malicious attack that could result in loss of information, damage to critical applications, or damage to our public image. All users employing wireless methods of accessing SEARK technology resources must adhere to SEARK College defined processes for doing so, using the College approved access points. Unauthorized access to the wireless network is not allowed.

Wireless networks are not a replacement for a wired network. As the College's wireless network is an extension of the existing wired network, wireless access should not be used for work sessions that require the transfer of large amounts of data (e.g., backups or file downloads) or for access to sensitive organizational data.

The following policy is complementary to any previously implemented policies dealing specifically with network access and remote access to the enterprise network.

## Supported Technology

Southeast Arkansas College uses the 802.11b/g/n protocols as its wireless network standard, transmitting at the 2.4 GHz radio frequency spectrum, with the intention of internet access only to mobile and wireless devices.

In order to provide wireless access to authorized users, Information Technology (IT) must install "access points" in and around the campus. These access points are generally small, antenna-equipped boxes that connect directly to the local area network (LAN), converting the LAN's digital signals into radio signals. The radio signals are sent to the network interface card (NIC) of the mobile device (e.g., PDA, laptop, etc.), which then converts the radio signal back to a digital format the mobile device can use.

"Rogue" access points are antennas that are installed without the knowledge or permission of Southeast Arkansas College, used by individuals to gain illegal access to the College's network.

Southeast Arkansas College supports the following devices and equipment for accessing our network and systems wirelessly:

- Access Points installed by the Information Technology (IT) department.
- Laptop computers using Windows Vista/7/10, Linux, or Mac OS X 10.4.11 and above.
- Cellular phones, tablets, and other devices which support the ability to sign in on the device.

## Policy and Appropriate Use

All wireless access points within the College's firewall must be approved and centrally managed by SEARK College Computing Services Department (Information Technology Division). The addition of new wireless access points within campus facilities will be managed at the sole discretion of IT. Non-sanctioned installations of wireless equipment, or use of unauthorized equipment on campus premises, are strictly forbidden.

The IT department will occasionally conduct sweeps of the wireless network to ensure there are no rogue access points present.

The IT department reserves the right to turn off without notice any access point connected to the network that it feels puts the College's systems, data, and users at risk.



All wireless clients and devices shall be required to be fully patched and have installed the anti-virus software. The user shall update these applications as required and will not reconfigure them in any way. 802.11 access point broadcast frequencies and channels shall be set and maintained by the IT Department. Any device or equipment found to be interfering with access point signals may be subject to relocation or removal, including cordless phones, microwave ovens, cameras, light ballasts, etc.

All computer equipment and devices used to connect to the College's network must display reasonable physical security measures. Users are expected to secure their college-connected devices when they are physically at their machines as well as when they step away.

Wireless access users agree to immediately report to the SEARK College IT department any incident or suspected incidents of unauthorized access point installation.

Use of the wireless network is subject to the same guidelines as the Southeast Arkansas College Computer Use Policy. Any questions relating to this policy should be directed to [epolicy@seark.edu](mailto:epolicy@seark.edu).

### **Policy Non-Compliance**

Failure to comply with the Wireless Access Policy may result in the suspension of wireless access privileges and possible disciplinary action.

## **Wireless Network Access Policy and Appropriate Use**

All wireless access points within the College's firewall must be approved and centrally managed by SEARK College Information Technology Division. The addition of new wireless access points within campus facilities will be managed at the sole discretion of IT. Non-sanctioned installations of wireless equipment, or use of unauthorized equipment on campus premises, are strictly forbidden.

The IT department will occasionally conduct sweeps of the wireless network to ensure there are no rogue access points present.

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Wireless access users agree to immediately report to the SEARK College IT department any incident or suspected incidents of unauthorized access point installation.

Use of the wireless network is subject to the same guidelines as the Southeast Arkansas College Computer Use Policy. Please see the SEARK College website for the full and current Wireless Network Access Policy.

# **Workforce Development Center: (WDC)**

(Business, Industry and Government Training and Assistance Center)

## **Workforce Development 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.

## **Workforce Development Center Staff:**

The professional staff of the Workforce Development Center is composed of a Director of Workforce Development and a Business & Community Coordinator. The regular academic and technical education faculty are also utilized in providing Center Services, as well as several adjunct instructors, consultants, and specialized trainers. For information, contact:

WDC Office

(870) 543-5947

Jeffrey Pulliam, Director

(870) 543-5948

## **Workforce Development Center Services:**

The Southeast Arkansas College Workforce Development Center (WDC) offers consulting, referral, and training in such areas as entrepreneurship, government contracting, hazardous materials, safety/OSHA, and state-sponsored industry training programs.

**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.

**Online Training** - Online courses can be taken from the comfort of your home or office at times that are most convenient to you. A new section of each course starts monthly. Courses run for six to eight weeks and are composed of 12 lessons representing 24 or more hours of instruction. You can ask questions and give or receive comments from the instructor at any time during the course. Visit [www.ed2go.com/seark-pro](http://www.ed2go.com/seark-pro) for additional information. Forty-four (44) courses have been approved by the Arkansas Department of Education for teachers to receive professional development credit upon successful completion.

**Certified Testing Center** - Certified Testing Center - Southeast Arkansas College Workforce Development Center (WDC) is a certified testing center for Arkansas Career Readiness Certificate (CRC) exams and several Microsoft applications, including the Microsoft Office Specialist (MOS), PC Pro, Network Pro, and Security Pro. WDC provides Power-Safe safety training for certification through the Alliance Safety Council.

**Southeast Arkansas College Workforce Development Center (WDC)** is an approved Pearson VUE® PSI testing site to proctor various testing but not limited to Paramedic and EMT exams through the National Registry Emergency Medical Technicians (NREMT), and GED series assessments.

**Arkansas Career Readiness Certificate (CRC)** - An Arkansas CRC is a portable credential based upon completion of pre-assessments and lessons in the Career Ready 101® instruction system, followed by the WorkKeys® job skills assessment. The CRC credential 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 four categories: Platinum, Gold, Silver, and Bronze.

All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs will be conducted during the academic year. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college.

Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy. Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Random drug testing may be utilized at any time during the course of the programs at the student's expense.

# Educational Programs

Southeast Arkansas College participates in the Arkansas Course Transfer System (ACTS). ACTS Courses are designed to transfer to other colleges and universities in Arkansas. Many ACTS courses are also used to fulfill the College's general education requirements.

## General Education Program

The College's General Education Program is designed to provide students with a breadth of knowledge in several fundamental areas. The General Education Program is based on the State Minimum General Education Core as defined by the Arkansas Department of Higher Education Coordinating Board. All students enrolled in an associate degree program that is designed for transfer (e.g., Associate of Arts, Associate of Arts in Teaching) will complete the full General Education Program that consists of 35 semester credit hours (SCH). Courses in the full 35-hour General Education Program are classified in the fundamental areas listed below.

- English/Communication (6-9 SCH)
- Mathematics (3 SCH)
- Science (8 SCH)
- Fine Arts/Humanities (6-9 SCH)
- Social Sciences (9-12 SCH)

The General Education Program is reduced to 15 SCH for students who are enrolled in an occupational or general studies associate degree program that is not designed for transfer (Associate of Applied Science or Associate of General Studies). In compliance with the Arkansas Department of Higher Education Coordinating Board, the general education courses included in the 15-hour General Education Core are classified as follows.

- English/Writing (6 SCH)
- Mathematics (3 SCH)
- Social Sciences (3 SCH)
- Computer Applications/Fundamentals (3 SCH)

General education courses are embedded within each academic program and are specified in each degree plan. Students often have options for courses that will fulfil the requirements listed above. Students who have questions about general education requirements should contact their advisors or the appropriate academic dean based on their intended field of study.

The College adopted the Essential Learning Outcomes identified by the American Association of Colleges and Universities as the general education outcomes in 2019. Upon completion of the General Education Program, in both the 35-hour and 15-hour formats, students are expected to have developed skills in the following foundational areas. The outcomes are listed below.

- Knowledge of human cultures and the physical and natural world.
- Intellectual and practical skills.
- Personal and social responsibility; and
- Integrative and applied learning.

All general education courses have identified specific course student learning outcomes that align with one or more of the essential learning outcomes listed above.

## General Education Courses

<b>Mathematics</b>	
MATH 1123	Business Mathematics
MATH 1233	Technical Mathematics
MATH 1323	Real World Math
MATH 1333	College Algebra
MATH 1383	ALP College Algebra
MATH 1343	College Trigonometry
MATH 2373	Introduction to Statistics
<b>Social Science</b>	
ANTH 2333	Introduction to Anthropology
ECON 2313	Principles of Economics I (Macroeconomics)
ECON 2323	Principles of Economics II (Microeconomics)
EDUC 1303	Foundations of Education
EDUC 2333	Child Growth and Development
GEOG 2313	General Geography
HIST 1333	Western Civilization I
HIST 2343	Western Civilization II
HIST 2313	US History to 1877
HIST 2323	US History since 1877
HIST 2333	Arkansas History
POLI 2313	American Government
POLI 2323	State and Local Governments
POLI 2333	The Politics of Race
PSYC 2303	General Psychology
PSYC 2313	Abnormal Psychology
PSYC 2323	Developmental Psychology
SOCI 2313	Introduction to Sociology
<b>Computer Applications/Technology</b>	
COMP 1123	Introduction to Computers
COMP 1203	Survey of Computer Sciences
<b>English and Communication</b>	
ENGL 1201	Reading for the Workplace
ENGL 1213	Writing for the Workplace
ENGL 1313	English Composition I
ENGL 1323	English Composition II
ENGL 1393	ALP English Composition I
ENGL 2013	Introduction to Creative Writing
ENGL 2313	English Literature I
ENGL 2323	English Literature II
ENGL 2343	African-American Literature
ENGL 2363	World Literature I
ENGL 2373	World Literature I
ENGL 2413	American Literature I
ENGL 2423	American Literature II
SPEE 2313	Business and Professional Speaking

SPEE 2393	Oral Communication for Public Address
<b>Fine Arts/Humanities</b>	
ART 2343	Art History and Appreciation
HUMA 2313	Humanities
LANG 2424	Elementary Spanish I
LANG 2424	Elementary Spanish II
LEAD 1311	Introduction to Servant Leadership
LEAD 1313	President's Leadership Class
LEAD 1323	Critical Thinking
MUSI 2333	Music History and Appreciation
PHIL 2313	History of Philosophy
PHIL 2323	Ethics
PHIL 2333	Introduction to Philosophy
<b>Sciences</b>	
BIOL 1464	Principles of Biology (Lecture + Lab)
BIOL 1474	General Zoology (Lecture + Lab)
BIOL 1484	General Botany (Lecture + Lab)
BIOL 2454	Human Anatomy & Physiology I (Lecture + Lab)
BIOL 2464	Human Anatomy & Physiology II (Lecture + Lab)
BIOL 2474	Microbiology (Lecture + Lab)
CHEM 1434	General Chemistry I (Lecture + Lab)
PHYS 1404	Physical Science (Lecture + Lab)
PHYS 2414	General Physics I (Lecture + Lab)

### 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. The current version of the College catalog may be found at [www.seark.edu](http://www.seark.edu).

### Degree Programs

Southeast Arkansas College offers associate degrees and credit-bearing certificates. The types of degrees and certificates offered by the College are listed below, along with their common abbreviations and the estimated time required for a full-time student to complete the corresponding award.

## Degree and Certificates

Southeast Arkansas College offers the following types of degrees and certificates.

Abbreviation	Title	Time to Complete
AA	Associate of Arts Degree	2 years
AGS	Associate of General Studies Degree	2 years
AAT	Associate of Arts in Teaching Degree	2 years
AAS	Associate of Applied Science Degree	2 years
CA	Certificate of Arts	1 year
CGS	Certificate of General Studies	1 year
TC	Technical Certificate	1 year
CP	Certificate of Proficiency	1 semester or less

### Associate of Arts Degree

The Associate of Arts (AA) Degree is awarded to individuals who successfully complete a program of collegiate-level work that is transferable towards a bachelor's degree. The state minimum general education core of 35 semester credit hours includes courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences and is a part of this degree program. Graduates who earn the AA degree are guaranteed the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements at other Arkansas institutions of higher education. 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.

Information about ACTS and transfer between specific colleges and universities is provided on the Arkansas Division of Higher Education's website (<https://adhe.edu/students-parents/transfer-info-for-students>). This degree is offered online and on campus.

ADMISSION REQUIREMENTS: High School Diploma or GED Equivalency.



## Associate of Arts in General Education

The Associate of Arts in General Education is designed to allow students to prepare to transfer to a bachelor's degree program at a four-year college or university. The program can be customized through the selection of specific course options and electives, thus allowing students to develop a transfer plan that aligns with a wide variety of options at the bachelor's level. Students are encouraged to visit a Student Success Coach for information about specific course options.

### Program Learning Outcomes

1. *Intellectual and Practical Skills*: Locate, access, evaluate and effectively use information from reliable sources
2. *Intellectual and Practical Skills*: Demonstrate critical thinking skills necessary to analyze, interpret and communicate effectively.
3. *Intellectual and Practical Skills*: Apply logic, reasoning and knowledge to problem solving
4. *Knowledge Human Culture & Physical and Natural World*: Demonstrate an awareness of cultural knowledge.
5. *Integrative and Applied Learning*: Apply knowledge of theories, information and processes to complete tasks related to the discipline.
6. *Personal and Social Responsibility*: Demonstrate an understanding of ethical social, personal and interpersonal engagement.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

EDUC 1312	Principles of Academic Success	2
LEAD 1321	Principles of Workplace Success	1
COMP 1123	Introduction to Computers	3
ENGL 1313	English Composition I <b>or</b>	3
ENGL 1393	ALP English Composition I	
MATH 1323	Real World Math <b>or</b>	3
MATH 1333	College Algebra	
HIST 2313	U.S. History to 1877 <b>or</b>	3
HIST 2323	U.S. History Since 1877 <b>or</b>	
POLI 2313	American Government	
<b>Semester Total</b>		<b>15</b>

##### *1st Year - 2nd Semester*

ENGL 1323	English Composition II	3
SPEE 2393	Oral Communication for Public Address	3
Social Science Requirement		3
Choose one: any ANTH, ECON, GEOG, HIST, POLI, PSYC, or SOCI course not already included in the degree plan or EDUC 2333		
Fine Arts/Humanities Requirement		3
Choose one: ART 2343 or MUSI 2333		
Directed Elective		3
<b>Semester total</b>		<b>15</b>

##### *2nd Year - 1st Semester*

Sophomore Literature		3
Choose one: ENGL 2313, 2323, 2343, 2363, 2373, 2413, or 2423		
History Requirement		3
Choose one: HIST 1333 or 1343		
Directed Electives		6
Lab Science Requirement		4
Choose one: BIOL x4xx, CHEM x4xx, or PHYS x4xx		

	<b>Semester total</b>	<b>16</b>
<i>2nd Year - 2nd Semester</i>		
Require Elective		3
Choose one:		
HPER 1313 Personal Health and Safety		
ACCO 2313 Principles of Accounting I		
ACCO 2323 Principles of Accounting II		
BUSI 1033 Introduction to Business		
Directed Electives		7
Lab Science Requirement		4
Choose one: BIOL x4xx, CHEM x4xx, or PHYS x4xx		
	<b>Semester Total</b>	<b>14</b>
	<b>Completion of Associate of Arts Degree</b>	<b>60</b>

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.

## Associate of General Studies

The Associate of General Studies is a flexible degree program that enables a student to design an individualized program of collegiate-level work that combines academic transfer and technical career courses. Individual courses within the Associate of General Studies (AGS) degree may fulfill requirements for transfer towards a bachelor's degree, direct employment, or educational enrichment. The student must obtain written approval from the Dean of General Studies and assigned faculty advisor for their intended course of study. Students seeking the AGS degree for transfer to a four-year institution must consult with the receiving institution concerning the transferability of individual courses. This program requires a minimum of 15 SCH of general education courses.

### Program Learning Outcomes

1. *Intellectual and Practical Skills*: Locate, access, evaluate and effectively use information from reliable sources
2. *Intellectual and Practical Skills*: Demonstrate critical thinking skills necessary to analyze, interpret and communicate effectively.
3. *Intellectual and Practical Skills*: Apply logic, reasoning and knowledge to problem solving
4. *Knowledge Human Culture & Physical and Natural World*: Demonstrate an awareness of cultural knowledge.
5. *Integrative and Applied Learning*: Apply knowledge of theories, information and processes to complete tasks related to the discipline.
6. *Personal and Social Responsibility*: Demonstrate an understanding of ethical social, personal and interpersonal engagement.

Suggested Program of Study

<b>Required Courses</b>			<b>Credit Hours</b>
EDUC	1312	Principles of Academic Success	2
COMP	1123	Introduction to Computers	3
ENGL	1313	English Composition I <b>or</b>	3
ENGL	1393	ALP English Composition I	
ENGL	1323	English Composition II	3
MATH	1323	Real World Math <b>or</b>	3
MATH	1333	College Algebra	
Social Science Elective			3
ANTH	2333	Introduction to Anthropology	
ECON	2313	Principles of Economics I (Macroeconomics)	
ECON	2323	Principles of Economics II (Microeconomics)	
EDUC	2333	Child Growth and Development	
GEOG	2313	General Geography	
HIST	1333	Western Civilization I	
HIST	1343	Western Civilization II	
HIST	2313	U.S. History to 1877	
HIST	2323	U.S. History Since 1877	
HIST	2333	Arkansas History	
POLI	2313	American Government	
POLI	2323	State and Local Governments	
POLI	2333	Politics of Race	
PSYC	2303	General Psychology	
PSYC	2323	Developmental Psychology	
SOCI	2313	Introduction to Sociology	
<b>General Education Total</b>			<b>15</b>
<b>General and Technical Studies Electives</b>			<b>42</b>
Courses that meet this requirement can be from any college level credit course (developmental level courses will not count).			
<b>Electives Total</b>			<b>42</b>
<b>Completion of Associate of General Studies Degree</b>			<b>60</b>

## Associate of Arts in Teaching

The Associate of Arts in Teaching (AAT) is intended for students who are seeking a paraprofessional certification or who plan to transfer to a four-year institution to complete a bachelor's degree in education and obtain licensure. The AAT provides the foundational knowledge necessary to work with children in grades kindergarten through sixth. This degree is transferable to any public four-year institution in the state of Arkansas and includes the 35-hour state minimum general education core.

### Program Learning Outcomes

1. Analyze, through observation and reflection, a variety of educational philosophies and approaches and develop personal learning styles and an individual teaching philosophy, while comparing a variety of instructional strategies and methods that address individual learners and learning styles in order to develop collaborative critical thinking and creative problem-solving skills in a variety of student populations.
2. Employ effective interpersonal, instructional, and cultural communication techniques in order to foster active learning, dialogue, collaboration, and positive interaction with peers, school officials, parents, and learners while demonstrating the understanding and knowledge needed to promote cross-cultural understanding and educational equity in the classroom, through the adaptation of curriculum, coupled with instructional strategies, to meet the diverse needs of students.
3. Design inquiry-based learning experiences that integrate technologies to engage students in individual and collaborative learning.
4. Describe what it means to be a competent, ethical, and professional teacher in a democratic, diverse and technological society in order to develop a commitment to professional growth and to the legal and ethical responsibilities of public-school teachers.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

ENGL 1313	English Composition I	3
EDUC 1303	Foundations of Education	3
EDUC 2313	Instructional Technology	3
EDUC 2333	Child Growth and Development	3
MATH 1323	Real World Math <b>or</b>	3
MATH 1333	College Algebra	
<b>Semester Total</b>		<b>15</b>

##### *1st Year - 2nd Semester*

ENGL 1323	English Composition II	3
BIOL 1464	Principles of Biology	4
EDUC 2113	Math for Teachers I	3
EDUC 2123	Math for Teachers I	3
SPEE 2393	Oral Communication for Public Address	3
<b>Semester Total</b>		<b>16</b>

##### *2nd Year - 1st Semester*

PHYS 1404	Physical Science	4
POLI 2313	American Government	3
HIST 2313	U.S. History to 1877 <b>or</b>	3
HIST 2323	U.S. History Since 1877	
ENGL 2363	World Literature I <b>or</b>	3
ENGL 2373	World Literature II	
ART 2343	Art History and Appreciation <b>or</b>	3
MUSI 2333	Music History and Appreciation	
<b>Semester Total</b>		<b>16</b>

### 2nd Year - 2nd Semester

HIST	2333	Arkansas History	3
GEOG	2313	General Geography	3
PSYC	2303	General Psychology	3
HIST	1333	Western Civilization I <b>or</b>	3
HIST	1343	Western Civilization II	
EDUC	2143	Curriculum Strategies for Teachers <b>or</b>	3
EDUC	2133	Classroom Methods & Management	
Specialty Course:			3
If Mathematics/Science specialty, take:			
MATH	1343	College Trigonometry	
If Language Arts/Social Studies specialty, take:			
ENGL	2413	American Literature I <b>or</b>	
ENGL	2423	American Literature II	

**Semester Total 18**

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### **Completion of Associate of Arts in Teaching Degree 65**

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NOTE: Completing the Associate of Arts in Teaching at Southeast Arkansas College *does not* guarantee admission to a teacher education program at a four-year institution. Students who plan to transfer should contact the transfer institution in advance regarding degree and admission requirements.

## **Business Analytics, AAS**

The Business Analytics Program is designed to provide hands-on training in the areas of data visualization, data modeling, data management, business management, and applied statistics.

The student will learn programming languages, various data modeling techniques, best practices in business management, various data modeling tools, and related technologies. Common occupations in this field include business analyst, data analyst, database developer, computer programmer, and business manager.

### **Program Learning Outcomes**

1. Design and develop professional communication skills.
2. Demonstrate the ability to apply theories and methods to the solution of common types of problems inherent in the business sector.
3. Demonstrate effective interpersonal skills and the ability to work effectively in teams of diverse composition.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

#### *1st Year - 1st Semester*

EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
COMP	1123	Introduction to Computers	3
MATH	1123	Business Mathematics	3
BUSI	1033	Introduction to Business	3
BUSI	1051	Word Processing	1
BUSI	1061	Electronic Spreadsheet	1
INFO	1153	Computer Programming I	3

**Semester Total 17**

**1st Year - 2nd Semester**

MATH 2373	Introduction to Statistics	3
MATH 1333	College Algebra	3
INET 1133	Introduction to Database Programming	3
ENGL 1313	English Composition I	3
ACCO 2313	Principles of Accounting I	3
<b>Semester Total</b>		<b>15</b>

**2nd Year - 1st Semester**

ENGL 1323	English Composition II	3
ECON 2313	Principles of Economics I (Macroeconomics)	3
ACCO 2323	Principles of Accounting II	3
BUSI 1243	Legal Environment of Business	3
<b>Semester Total</b>		<b>17</b>

**2nd Year - 2nd Semester**

SPEE 2393	Oral Communication for Public Address	3
ECON 2323	Principles of Economics II (Microeconomics)	3
Lab Science Requirement		4
Choose one: BIOL x4xx, CHEM x4xx, or PHYS x4xx		
HIST 2313	U.S. History to 1877 <b>or</b>	3
HIST 2323	U.S. History Since 1877	
Choose one of the following courses		3
HUMA 2313	Humanities	
ENGL 2313	English Literature I	
ENGL 2323	English Literature II	
ENGL 2363	World Literature I	
ENGL 2373	World Literature II	
PHIL 2323	Ethics	

**Semester Total 16****Completion of AAS in Business Analytics Degree 65****Computer Information Systems Technology, A.A.S.**

The Computer Information Systems Technology 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.

**Program Learning Outcomes**

1. Design and develop desktop or web-based applications using modern programming tools and techniques.
2. Model, design, and develop database systems, including administrative processes and procedures for database management.
3. Analyze business problems and assess how information technology can be used to achieve a competitive advantage and excellence in service.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year - 1st Semester*

EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
COMP	1123	Introduction to Computers	3
INET	1143	Intro to Web Programming	3
CNET	1133	Introduction to Linux	3
INFO	1153	Computer Programming I	3

**Semester Total 15**

##### *1st Year - 2nd Semester*

ENGL	1313	English Composition I	3
MATH	1233	Technical Mathematics <b>or</b>	3
MATH	1333	College Algebra	
INFO	2243	Advanced Programming Concepts	3
INFO	2103	Game Design/Development	3
INET	1133	Introduction to Database Programming	3

**Semester Total 15**

Completion Award: Technical Certificate 30

##### *2nd Year - 1st Semester*

ENGL	1323	English Composition II	3
CNET	1113	Introduction to Computer Networking	3
INET	2123	Advanced Web Programming	3
INFO	2153	Java Programming	3
INET	2183	Advanced Database Concepts	3

**Semester Total 15**

##### *2nd Year - 2nd Semester*

SPEE	2393	Oral Communication for Public Address	3
INFO	2493	Capstone	3
INET	2103	Mobile Apps Programming	3
INFO	2133	Computer Programming II	3

Social Science Requirement 3

Choose one: any ANTH, ECON, GEOG, HIST, POLI, PSYC, or SOCI  
course not already included in the degree plan or EDUC 2333

**Semester Total 15**

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**Completion of AAS in Computer Information Systems Technology Degree 60**

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## **Computer Network Technology, A.A.S.**

The Computer Network Technology 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.

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

**\*\*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.**



**Program Learning Outcomes**

1. Implement Local Area Networks using network hardware and components
2. Analyze, design, and document computer network specifications to meet client needs.
3. Install, configure, or troubleshoot network operating systems and system hardware.

Suggested Program of Study**Required Courses****Credit Hours***1st Year - 1st Semester*

EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
COMP	1123	Introduction to Computers	3
CNET	1113	Introduction to Computer Networking	3
CNET	1133	Introduction to Linux	3
INFO	1153	Computer Programming I	3
<b>Semester Total</b>			<b>15</b>

*1st Year- 2nd Semester*

ENGL	1313	English Composition I	3
MATH	1233	Technical Mathematics <b>or</b>	3
MATH	1333	College Algebra	
CNET	1123	Network Concepts	3
SPEE	2393	Oral Communication for Public Address	3
CNET	1143	PC Maintenance and Repair	3
<b>Semester Total</b>			<b>15</b>
<b>Completion Award: Technical Certificate</b>			<b>30</b>

*2nd Year - 1st Semester*

ENGL	1323	English Composition II	3
CNET	2413	Network Management	3
CNET	2233	Network Technical Support	3
CNET	1213	Windows Operating Systems	3
SOCI	2313	Introduction to Sociology <b>or</b>	3
PSYC	2303	General Psychology	
<b>Semester Total</b>			<b>15</b>

*2nd Year - 2nd Semester*

CNET	2223	Network Engineering	3
CNET	2183	UNIX-Based Operating Systems	3
CNET	2443	CNET Capstone	3
CNET	1223	Advanced Network Concepts	3
CNET	2213	Network Security	3
<b>Semester Total</b>			<b>15</b>

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**Completion of AAS in Computer Network Technology Degree 60**

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## Criminal Justice Technology, A.A.S.

The Criminal Justice Technology 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.

Prerequisites for online delivery:

- Grade of C or better in Introduction to Computers
- One of the following: Developmental Reading grade of C or better, an ACT Reading Score of 19 or higher, or an ACCUPLACER Reading Score of 263+.

### Program Learning Outcomes

1. Identify, analyze, and evaluate the components of the criminal justice system.
2. Develop skills through experiential learning that are necessary for careers in the criminal justice field.
3. Write and develop documents and presentations that inform and persuade specific intended audiences.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
ENGL	1313	English Composition I	3
CRIM	1213	Juvenile Delinquency and Justice	3
CRIM	1313	Introduction to Criminal Justice	3
MATH	1323	Real World Math <b>or</b>	3
MATH	1333	College Algebra	

**Semester Total 15**

##### *1st Year-2nd Semester*

ENGL	1323	English Composition II	3
COMP	1123	Introduction to Computers	3
POLI	2323	State and Local Governments	3
CRIM	2333	Introduction to Corrections	3
CRIM	2313	The Judicial Process	3

**Semester Total 15**

##### *2nd Year-1st Semester*

SPEE	2393	Oral Communication for Public Address	3
PSYC	2303	General Psychology	3
CRIM	2343	Constitutional Law	3
Technical Specialty Electives (See options below.)			6

**Semester Total 15**

##### *2nd Year-2nd Semester*

SOCI	2313	Introduction to Sociology	3
POLI	2313	American Government	3
CRIM	2383	Criminal Law	3
Technical Specialty Electives (See options below.)			6
BUSI	1243	Legal Environment of Business	
CRIM	1323	Arkansas Juvenile Law and Procedures	
CRIM	2323	Probation and Parole [Corrections related]	
CRIM	2373	Criminal Investigation I [Law Enforcement related]	

CRIM	2463	Private Security and Investigation
EMER	1007	EMT-Basic
LANG	2424	Elementary Spanish II
PSYC	2323	Developmental Psychology
TECH	2013	Internship Work Experience I

**Semester Total 15**

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**Completion of AAS in Criminal Justice Technology Degree 60**

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## Cybersecurity Management Technology - AAS

The AAS in Cybersecurity Management Technology will be a 60 credit-hour program which will prepare students for positions in business and industry to prevent the threat from attacks on information systems. Students will focus on the methods used to attack computer information systems and learn the skills to protect and counter such attacks. The degree will include courses in computer programming, criminal justice, and forensic investigation methods of approaching cybersecurity and networking. There will be an embedded TC in Computer Programming and CP in Security/Forensics that can be stop-out or stackable credentials.

### Program Learning Outcomes

1. Analyze and resolve security issues in networks and computer systems to secure an IT infrastructure.
2. Apply design and development principles in the construction of secure software systems of varying complexity.
3. Gather evidence to a cybersecurity attack on a system or organization.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

EDUC	1312	Principles of Academic Success	2
COMP	1123	Introduction to Computers	3
CYSC	2003	Introduction to Cybercrime	3
INFO	1153	Computer Programming I	3
CNET	1113	Introduction to CNET	3
CNET	1133	Introduction to Linux	3
<b>Semester Total</b>			<b>15</b>

##### *2<sup>nd</sup> Semester – 2<sup>nd</sup> Semester*

ENGL	1313	English Composition I	3
CNET	1123	Network Concepts	3
CYSC	2033	Digital Forensics	3
INET	1133	Introduction to Database Programming	3
CYSC	2013	Principles of Cyber Security	3
<b>Semester Total</b>			<b>15</b>

##### *2<sup>nd</sup> Year – 1<sup>st</sup> Semester*

ENGL	1323	English Composition II	3
CNET	1213	Windows Operating System	3
INFO	2153	Java Programming	3
CYSC	2113	Cryptography & Trusted Systems	3
CNET	2233	Network Tech Support	3
<b>Semester Total</b>			<b>15</b>

### *2<sup>nd</sup> Year – 2<sup>nd</sup> Semester*

POLI	2313	American Government	3
CNET	2183	Unix-Based Operating Systems	3
CYSC	2023	Ethics in Information Technology	3
CYSC	2123	Security Auditing & Penetration Test	3
MATH	1323	Real World Mathematics	3

**Semester Total 15**

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**Completion of AAS in Cybersecurity Management Technology Degree 60**

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## **Early Childhood Paraprofessional Technology, A.A.S.**

The Early Childhood Paraprofessional Technology program is a two-semester program that 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.

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry Check and a Criminal Background Check through the Arkansas Department of Human Services, drug testing, and may be required to have a TB skin test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

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

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year - 1st Semester*

ENGL	1313	English Composition I	3
EDUC	1013	Introduction to Early Childhood Education <sup>+</sup>	3
EDUC	1313	Strategies for College Success	3
EDUC	2333	Child Growth and Development	3
ECDT	1113	Essential Elements of Child Care <sup>+</sup>	3

**Semester Total 15**

##### *1st Year - 2nd Semester*

MATH	1323	Real World Math <b>or</b>	3
MATH	1333	College Algebra <b>or</b>	
MATH	1123	Business Mathematics	
ENGL	1323	English Composition II	3
EDUC	1113	Early Childhood Field Experience	3
ECDT	1323	Language Arts for Preschool Children	3
ECDT	1413	Music for Preschool Children	3

**Semester Total 15**

##### *2nd Year - 1st Semester*

COMP	1123	Introduction to Computers	3
ECDT	1513	Child Nutrition and Health Care	3
ECDT	2243	Social and Emotional Development in an Inclusive Classroom	3
ECDT	2713	Social Studies, Math, and Science for Preschool Children	3
PSYC	2303	General Psychology <b>or</b>	3

SOCI	2313	Introduction to Sociology	3
			<b>Semester Total 15</b>
<i>2nd Year - 2nd Semester</i>			
EDUC	2313	Instructional Technology	3
ECDT	2813	Administration of Preschool Programs	3
ECDT	2613	Curriculum Methods and Materials	3
ECDT	2916	Early Childhood Education Practicum	6
			<b>Semester Total 15</b>
<b>Completion of AAS in Early Childhood Paraprofessional Technology Degree</b>			<b>60</b>

\*Current Child Development Associate (CDA) credential satisfies the requirements of these courses.

## Emergency Medical Sciences – Paramedic, A.A.S.

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.

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs for (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) CAAHEP, 1361 Park Street, Clearwater FL. 33758: Phone (727) 210-2350.

**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:** 2<sup>nd</sup> 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 a disability must make this fact known prior to admission so that the 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 Diploma or GED Equivalency 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 Reading Score of 19 or completion of a course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 250+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. A copy of current EMT - A Certification Card; and
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  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**NOTE:** 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 before the student can begin classes:

1. Current CPR Certification (American Heart Association Health Care Provider).
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; and
5. Criminal background check and drug screen.

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 program at the student's expense.

## Emergency Medical Sciences – Paramedic, A.A.S.

### Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year – Summer*

EMER 1009 EMT Basic	9
<b>Semester Total</b>	<b>9</b>

##### *1st Year - 1st Semester (1<sup>st</sup> 8weeks)*

EMER 1234 Pathophysiology for EMS Providers	4
EMER 1111 Basic EKG Interpretation	1
EMER 1112 Clinical Preparation	2
<b>Semester Total</b>	<b>7</b>

##### *1<sup>st</sup> Year – 1<sup>st</sup> Semester (2<sup>nd</sup> 8weeks)*

EMER 1134 Clinical Practicum I	4
EMER 1222 Acute Cardiac Care	2
<b>Semester Total</b>	<b>6</b>

##### *1st Year - 2nd Semester*

EMER 1114 Foundations of Emergency Medical Sciences	4
EMER 1213 Management of the Trauma Patient	3
EMER 1242 Management of the Critical Care Patient	2
EMER 1244 Clinical Practicum II	4
<b>Semester Total</b>	<b>13</b>

##### *1st Year-Extended Summer Session*

EMER 1413 Management of Medical Emergencies	3
EMER 1411 Paramedic Competencies	1
EMER 1424 Clinical Practicum III	4
<b>Semester Total</b>	<b>8</b>

**Completion Award: Technical Certificate 34**

##### *2nd Year - 1st Semester*

ENGL 1313 English Composition I	3
MATH 1333 College Algebra	3
BIOL 2454 Human Anatomy and Physiology I	4
PSYC 2303 General Psychology	3
COMP 1123 Introduction to Computers	3
<b>Semester Total</b>	<b>16</b>

##### *2nd Year - 2nd Semester*

ENGL 1323 English Composition II	3
BIOL 2464 Human Anatomy and Physiology II	4
BIOL 2474 Microbiology	4
<b>Semester Total</b>	<b>11</b>

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**Completion of AAS in Emergency Medical Sciences – Paramedic Degree 61**

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## General Technology, Individualized Technical Option, A.A.S.

The General Technology Individualized Technical Option 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.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *General Education Core*

EDUC 1312	Principles of Academic Success	2
LEAD 1321	Principles of Workplace Success	1
COMP 1123	Introduction to Computers	3
ENGL 1213	Writing for the Workplace	3
MATH 1323	Real World Math <b>or</b>	3
MATH 1233	Technical Mathematics	
SPEE 2393	Oral Communication	3
SPEE 2313	Business & Professional Speaking	
Behavioral/Social Science Elective		3
ANTH 2333	Introduction to Anthropology	
ECON 2313	Principles of Economics I (Macroeconomics)	
ECON 2323	Principles of Economics II (Microeconomics)	
EDUC 2333	Child Growth and Development	
GEOG 2313	General Geography	
HIST 1333	Western Civilization I	
HIST 1343	Western Civilization II	
HIST 2313	U.S. History to 1877	
HIST 2323	U.S. History Since 1877	
HIST 2333	Arkansas History	
POLI 2313	American Government	
POLI 2323	State and Local Governments	
POLI 2333	Politics of Race	
PSYC 2303	General Psychology	
PSYC 2323	Developmental Psychology	
SOCI 2313	Introduction to Sociology	
<b>General Education Total</b>		<b>18</b>
Technology Specialty – Major		24
Technology Specialty – Minor		15
Related Electives		3
<b>Technical Specialty Total</b>		<b>42</b>
<b>Completion of AAS in General Technology Degree</b>		<b>60</b>

## Industrial Maintenance Technology

Industrial Maintenance addresses the need of the multi-crafted maintenance technician covering a variety of technical skills areas including Programmable Logic Controllers (PLC), instrumentation and controls, electronics and digital devices, welding fundamentals, AC/DC fundamentals, and HVAC principles.

Stackable Certificates of Proficiencies lead to the Associate of Applied Science degree.

### Program Learning Outcomes

1. Student(s) demonstrate the proper use of safety equipment, devices, and procedures.
2. Student(s) demonstrate basic theoretical knowledge and understanding of the Industrial Maintenance field and practical laboratory experience to set up and repair industrial equipment and facilities.
3. Student(s) Demonstrate the ability to troubleshoot perform diagnosis and perform repair industrial equipment and systems.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

ENGL	1213	Writing for the Workplace	3
MATH	1233	Technical Mathematics	3
ELEC	1004	Principles of Technology	4
ELEC	1014	AC-DC Fundamentals of Electricity	4
<b>Semester Total</b>			<b>14</b>

##### *1st Year - 2nd Semester*

ELEC	1024	Electronics and Digital Devices	4
ELEC	1034	Industrial Motor Controls	4
MECH	1044	Fluid Power (Hydraulics & Pneumatics)	4
MECH	1054	Electro-Mechanical Device Systems	4
<b>Semester Total</b>			<b>16</b>

##### *1st Year - Summer*

ELEC	2004	Programmable Logic Controllers	4
<b>Semester Total</b>			<b>4</b>

##### *2nd Year - 1st Semester*

ELEC	2104	Programmable Logic Controllers II	4
ELEC	1003	Instrumentation & Control I	3
ELEC	2014	Wiring Principles & Codes	4
ELEC	2024	Commercial & Industrial Wiring	4
<b>Semester Total</b>			<b>11</b>

##### *2nd Year - 2nd Semester*

ELEC	2034	Troubleshooting Electromechanical Systems	4
MECH	1813	Blueprint Reading & Measurements	3
WELD	1713	Maintenance Welding	3
Behavioral/Social Science Elective			3
ANTH	2333	Introduction to Anthropology	
ECON	2313	Principles of Economics I (Macroeconomics)	
ECON	2323	Principles of Economics II (Microeconomics)	
EDUC	2333	Child Growth and Development	
GEOG	2313	General Geography	
HIST	1333	Western Civilization I	
HIST	1343	Western Civilization II	
HIST	2313	U.S. History to 1877	
HIST	2323	U.S. History Since 1877	

HIST	2333	Arkansas History
POLI	2313	American Government
POLI	2323	State and Local Governments
POLI	2333	Politics of Race
PSYC	2303	General Psychology
PSYC	2323	Developmental Psychology
SOCI	2313	Introduction to Sociology

**Semester Total    11**

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**Completion of AAS in Industrial Maintenance Technology Degree    61**

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## **Radiologic Technology, A.A.S.**

The Radiologic Technology 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).

This 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](http://www.jrcert.org).

### **ADMISSION REQUIREMENTS**

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. Completion the required general education courses from an accredited college or university with a grade of "C" or above.
4. An ACT Score of 19 in each section, ACCUPLACER NG score of 250+; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5.
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 a professional observation.; and
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 Division  
1900 Hazel Street  
Pine Bluff, AR 71603

### **APPLICATION PROCEDURE**

**Application deadline: 2<sup>nd</sup> Friday in April.** Classes are admitted annually in August. Class size is limited; all applicants are not accepted for participation.

Applicants with special needs due to a disability must make this fact known prior to admission so that necessary accommodations can be provided. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

## ACCEPTANCE PROCEDURE

ACT or ACCUPLACER NG 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 before the student begins class:

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; and
4. Criminal Background Check and drug screen.

Random drug screenings may be required 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.

## Pre-Admission Requirements

Students must complete 14 SCHs of prerequisite coursework before being admitted to the program. These courses are included in the degree plan below. Both Anatomy and Physiology courses must have been completed within five years of the date of application.

## Program Learning Outcomes

1. At the end of the program the student will be able to demonstrate entry level Radiologic Technology skills.
2. At the end of the program students/graduates will understand the importance of professional growth and ethical behavior.
3. At the end of the program students will demonstrate effective critical thinking and problem-solving skills.

## Suggested Program of Study

### Required Courses

### Credit Hours

#### *Pre-Admission Requirements*

BIOL	2454	Human Anatomy and Physiology I	4 *
BIOL	2464	Human Anatomy and Physiology II	4 *
ENGL	1313	English Composition I	3
MATH	1333	College Algebra	3
<b>Pre-Admission Total</b>			<b>14</b>

#### *1st Year - 1st Semester*

RADI	1103	Introduction to Radiologic Technology	3
RADI	1173	Radiographic Procedures I	3
RADI	1223	Radiographic Practicum I	3
RADI	1233	Radiographic Physics	3
<b>Semester Total</b>			<b>12</b>

#### *1st Year - 2nd Semester*

COMP	1123	Introduction to Computers	3
RADI	1243	Radiographic Procedures II	3
RADI	1333	Radiographic Practicum II	3
RADI	1253	Digital Imaging	3
RADI	1443	Principles of Exposure & Image Production	3
<b>Semester Total</b>			<b>15</b>

#### *Extended Summer Term (8 weeks)*

RADI	1434	Radiographic Practicum III	4
<b>Semester Total</b>			<b>4</b>
<i>2nd Year - 1st Semester</i>			
PSYC	2303	General Psychology	3
RADI	1343	Radiographic Procedures III	3
RADI	1444	Radiographic Practicum IV	4
RADI	1442	Imaging Equipment	2
RADI	2233	Radiographic Pathology	3
<b>Semester Total</b>			<b>15</b>
<i>2nd Year - 2nd Semester</i>			
ENGL	1323	English Composition II	3
RADI	1353	Radiation Biology	3
RADI	2223	Radiographic Evaluation	3
RADI	2444	Radiographic Practicum V	4
RADI	2442	Radiographic Total Quality Management	2
<b>Semester Total</b>			<b>15</b>
<i>Extended Summer Term (8 weeks)</i>			
RADI	2454	Radiographic Practicum VI	4
<b>Semester Total</b>			<b>4</b>
<b>Completion of AAS in Radiologic Technology Degree</b>			<b>61</b>

\*Course must have been completed in the past five (5) years or receive special permission for acceptance.

## Registered Nursing, LPN-Paramedic-RN, A.A.S.

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 time frame 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).

### ADMISSION REQUIREMENTS:

1. Complete all SEARK college admission requirements.
2. Must be a Graduate from a state board approved practical nursing or paramedic program.
3. Hold a current unencumbered Arkansas LPN or Paramedic License.
4. Current American Heart Association (AHA) CPR certification.
5. Provide Accuplacer Reading Score of 75, Next Generation Accuplacer score of 250 or ACT Reading score of 19 OR Completion of a course in developmental reading with a letter grade of C or better required for passing.
6. Completion of all per-admission requirement courses.
7. Possess a 2.5 Grade Point Average and must Provide transcripts from all colleges and/or schools attended.
8. Transfer students must present a letter of good standing from the previous nursing program director.
9. Complete and submit an application to the division of Nursing and Allied Health prior to the application deadline, online, by mail, or in person.
10. Provide Evidence of recent satisfactory work experience (current check stubs or job reference).

The above information must be submitted to:  
Southeast Arkansas College  
Attn: Nursing & Allied Health Division

1900 Hazel Street  
Pine Bluff, AR 71603

**APPLICATION PROCEDURE DEADLINE:** Classes are admitted twice a year in the Summer and Fall. Class size is limited, and all applicants are not accepted for participation. **Applications must be submitted by the 2<sup>nd</sup> February in February for Summer entry and the 2<sup>nd</sup> Friday in May for the Fall entry.**

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to a disability must make this fact known prior to admission, so that the necessary accommodation 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 department 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 before they can begin classes:

1. Current CPR Certification – American Heart Association Health Care Provider. Certification must be valid for the 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. Drug Screen and FBI Criminal Background check.

\*Note: The ASBN requires 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.

### **Pre-Admission Requirements**

In addition to the course requirements below, a current LPN or Paramedic Licensure is required for admission.

### **Program Learning Outcomes**

1. Students will apply evidence-based practices in the clinical setting.
2. Students will document appropriate client-centered care.
3. Students will demonstrate safe practices in infection control.

### Prerequisites

#### **Required Courses**

	<b>Credit Hours</b>
ENGL 1313 English Composition I	3
ENGL 1323 English Composition II	3
MATH 1333 College Algebra <b>or</b> MATH 1233 Technical Mathematics	3
BIOL 2454 Human Anatomy and Physiology I*	4
BIOL 2464 Human Anatomy and Physiology II*	4
BIOL 2474 Microbiology*	4

**Required Courses Total 21**

#### **Hours granted for licensed LPNs and Paramedics**

**Total 10**

**Pre-Admission Total 31**

**Optional Courses**

CHEM	1434	General Chemistry I*	4
SOCI	2313	Introduction to Sociology	3
HOME	1323	Basic Nutrition	3

*\*Course must be completed within the past 5 years or less as a requirement for a completed degree or show current active employment in related field or nursing or paramedics.*

**Registered Nursing, LPN-Paramedic-RN, A.A.S.**

After admission to the program, the student will complete three semesters of coursework, beginning in the Summer Intersession.

Program of Study**Required Courses****Credit Hours***First Year – May Intersession (Entry)*

NURS	2413	Transition to Nursing Practice	3
<b>Semester Total</b>			<b>3</b>

*First Year – Summer*

NURS	2514	Medical Surgical Nursing II	4
NURS	2502	Clinical Practicum-Med Surgical II	2
PSYC	2303	General Psychology	3
COMP	1123	- Introduction to Computers	3
<b>Semester Total</b>			<b>12</b>

*First Year – Fall*

NURS	2613	Maternal-Newborn Nursing	3
NURS	2602	Clinical Practicum-Maternal Newborn Nursing	2
NURS	2713	Pediatric Nursing	3
NURS	2702	Clinical Practicum-Pediatric Nursing	2
<b>Semester Total</b>			<b>10</b>

*First Year – Spring*

NURS	2813	Mental Health Nursing	3
NURS	2802	Clinical Practicum-Mental Health Nursing	2
NURS	2914	Complex Health Disorders	4
NURS	2902	Clinical Practicum- Complex Health Disorders	2
NURS	2901	NCLEX Prep	1
<b>Semester Total</b>			<b>12</b>

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<b>Completion of AAS in Registered Nursing Degree</b>			<b>68</b>
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## **Respiratory Care Technology (Respiratory Therapist, RRT), A.A.S**

This program is designed to prepare students for practice as respiratory care practitioners. The Associate of Applied Science degree graduate is prepared in an application of skills required to demonstrate proficiency as a Registered Respiratory Therapist (RRT). In addition to laboratory instruction, the student receives experience through clinical simulation laboratory and supervised work experience in several clinical settings. The program incorporates general education courses with professional courses to prepare graduates for the expanded roles required for the respiratory care practitioner. Graduates are employed primarily in hospitals, but employment opportunities are also available with home health, skilled nursing facilities, physicians' offices, DME and home medical equipment sales. Graduates are eligible to apply for the practitioner exam offered by the National Board for Respiratory Care (NBRC). Successful candidates earn the Registered Respiratory Therapist (RRT) credential.

The Respiratory Care program is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

Commission on Accreditation for Respiratory Care  
264 Precision Blvd.  
Telford, TN 37690  
Office Phone: (817) 283-2835 Ext. 107  
Fax: (817) 354-8519

### **Respiratory Therapy Application Process** (All steps must be completed in the following order)

**Step 1:** Complete an application for admission to Southeast Arkansas College, including all required admissions documentation. Admission to the College does not constitute admission to the Respiratory Care program. Submit the following admission documents:

- High school or GED transcript (required even if a college transfer)
- Official transcripts from all transferring colleges, if applicable
- Proof of two immunizations against measles and rubella as mandated by Arkansas state law.

**Step 2:** Current students should complete an online application for the Respiratory Care program under the Nursing and Allied Health Division. Program application can be found at <https://www.seark.edu/respiratory-technology>.

**Step 3:** Schedule an advising appointment with Lekita Pounds at [lpounds@seark.edu](mailto:lpounds@seark.edu) or contact at 870-850-8633.

The above information must be submitted to:  
Southeast Arkansas College Respiratory Care Program  
Nursing and Allied Health Division  
1900 Hazel Street  
Pine Bluff, AR 71603

### **Application Deadline**

The above documentation should be submitted by the 3rd Friday in March of each year. Class size is limited and are admitted in August of each year.

### **Program Admission Requirements**

All applicants for the Respiratory Care program must meet the following qualifications:

- Must be 18 years of age by August 1 of the current year.
- Completion of all 27 semester hours of General Education prerequisite courses from an accredited college or university with a "C" or above and a cumulative GPA of 2.0 or higher
- A clear criminal background check and negative drug screen from a SEARK Respiratory Care

- program approved agency.
- A physical examination to include.
  - TB skin test (2-step)
  - Hepatitis B 3-shot series.
  - COVID-19 vaccinations or Medical Release Waiver from a physician or Religious Release Waiver
  - Influenza vaccination
  - Varicella- (2 dose)
  - TDAP within the past 10 years

\*Individuals convicted of certain crimes may not be eligible to sit for the National Board for Respiratory Care (NBRC) exams.

It is the student's responsibility to submit all documents required for clinical through the College's Clinical Requirements Database Verified Credentials. The cost of the subscription Drug Screen and Criminal Background check is the student's expense.

The program application can be found at <https://www.seark.edu/respiratory-technology>.

### Pre-Admission Requirements

Pre-Admission Requirements are included in the degree plan below. The RESP 2414 course is for students who plan to enter the Respiratory Care program. To be considered for acceptance to the Program a passing grade of "C" or better must be achieved. The transferability of the course will be determined by the transferring institution. (The student should take College Algebra, General Chemistry I, College Physics I, and Microbiology if planning to transfer to a 4-year institution.)

### Program Learning Outcomes

1. A student will be able to gather and evaluate patient data.
2. A student will troubleshoot, perform quality control of devices, & perform standard infection control procedures.
3. A student will demonstrate knowledge of the initiation & modification of interventions.

### Program of Study

#### Required Courses

#### Credit Hours

#### *Preadmission Requirements*

BIOL	2454	Human Anatomy and Physiology I	4
BIOL	2464	Human Anatomy and Physiology II	4
COMP	1123	Introduction to Computers	3
ENGL	1313	English Composition I	3
ENGL	1323	English Composition II	3
MATH	1333	College Algebra or higher math	3
PSYC	2303	General Psychology <b>or</b>	3
PSYC	2323	Developmental Psychology	
RESP	2414	Respiratory Care Sciences	4 *

**Preadmission Requirements Total 27**

#### *1st Year - 1<sup>st</sup> Semester (Fall)*

RESP	2402	Cardio-Pulmonary Anatomy and Physiology I	2
RESP	1423	Respiratory Pharmacology	3
RESP	1335	Equipment and Techniques I	5
RESP	1224	Basic Assessment and Diagnostics	4

**Semester Total 14**

#### *1st Year – 2<sup>nd</sup> Semester (Spring)*

RESP	2512	Cardio-Pulmonary Anatomy and Physiology II	2
RESP	1243	Pulmonary Disease I	3
RESP	2213	Equipment and Techniques II	3
RESP	2212	Mechanical Ventilation	2
RESP	1442	Clinical Practicum I	2
<b>Semester Total</b>			<b>12</b>

*Extended Summer Term (8 weeks)*

RESP	2451	Clinical Practicum II	1
RESP	2323	Equipment and Techniques III	3
RESP	2322	Advanced Monitoring Procedures Technique	2
<b>Semester Total</b>			<b>6</b>

*2nd Year – 1<sup>st</sup> Semester (Fall)*

RESP	2343	Neonatal & Pediatrics	3
RESP	2312	Advanced Pharmacology	2
RESP	2462	Clinical Practicum III	2
RESP	2363	Critical Care	3
RESP	2253	Pulmonary Disease II	3
RESP	2311	Integration of Respiratory Theory/Practice	1
<b>Semester Total</b>			<b>14</b>

*2nd Year – 2<sup>nd</sup> Semester (Spring)*

RESP	2502	Professional Development	2
RESP	2473	Clinical Practicum IV	3
RESP	2353	Advanced Cardiopulmonary Care	3
<b>Semester Total</b>			<b>8</b>

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**Completion of AAS in Respiratory Therapy Degree 81**

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*\*Course must have been completed in the past five (5) years or receive special permission for acceptance.*

**Program and Graduation Requirements:**

- Successful completion of classroom and laboratory training with a minimum of 76%
- Successful completion of all clinical training with a minimum of 76%; Students may be required to travel outside of Jefferson County for clinical training.
- Successful completion and certification in CPR/BLS, ACLS, PALS, and NRP
- Successful completion and passing of the Therapist Multiple Choice (TMC) and Clinical Simulation (CSE) CAPSTONE graduation exam.

## Supply Chain Management Technology

An associate degree in supply chain management prepares students to manage and coordinate all logistical functions in an enterprise. Students will receive a fundamental introduction to the field of Supply Chain Management in conjunction with basic business technology success skills, ranging from acquisitions to receiving and handling, through the internal allocation of resources to operations units, to the handling and delivery of output. This program includes instruction in acquisition and purchasing, inventory control, resources estimation, allocation, and budgeting.

### Program Learning Outcomes

1. Design and develop professional communication skills.
2. Demonstrate the ability to apply theories and methods to the solution of common types of problems inherent in the business, logistics, and transportation sector.
3. Analyze business problems and assess how business & logistics can be used to achieve a competitive advantage and excellence in service.

### Suggested Program of Study

<b>Required Courses</b>	<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>	
LOGM 1203 Intro to Logistics	3
CDL 1113 Truck Maintenance and Road Safety	3
CDL 1213 Road Regulations and Rules	3
CDL 1316 Commercial Driver Vehicle Operations	6
<b>Semester Total</b>	<b>15</b>
<i>1st Year - 2nd Semester</i>	
COMP 1123 Introduction to Computers	3
ENGL 1313 English Composition I	3
MATH 1323 Real World Math	3
LEAD 1321 Principles of Workplace Success	1
LOGM 1213 Operations Management	3
LOGM 1223 Transportation Systems	3
<b>Semester Total</b>	<b>16</b>
<i>2nd Year - 1st Semester</i>	
ENGL 1323 English Composition II	3
LOGM 2103 Lean Manufacturing	3
LOGM 2113 Logistics and Supply Chain Management	3
ACCO 2313 Principles of Accounting I	3
BUSI 1033 Introduction to Business	3
<b>Semester Total</b>	<b>15</b>
<i>2nd Year - 2nd Semester</i>	
ECON 2323 Principles of Economics II (Microeconomics)	3
LOGM 2123 Principles of Procurement	3
BUSI 1243 Legal Environment of Business	3
SPEE 2393 Oral Communication for Public Address	3
Behavioral/Social Science Elective	3
<b>Semester Total</b>	<b>15</b>
<b>Completion of AAS in Supply Chain Management Technology Degree</b>	<b>61</b>

## **Surgical Technology, A.A.S.**

The Surgical Technology program 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) exam.

Upon graduation from the program and successful passing of the exam, students will be designated as a Certified Surgical Technologist (CST).

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, 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, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

### **APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a background check before beginning the program at their expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School 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 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.

### **ACCEPTANCE PROCEDURE**

After acceptance into the Surgical Technology program, the student must submit evidence of the following 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 Acknowledgement Form; and
4. Criminal Background Check and Drug screen.

Random drug screening may be utilized at any time during the program at the student's expense. Individuals convicted of certain crimes may not be eligible to sit for the NBSTSA CST certification exam.

### **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 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester

hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher.

4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

**The student is responsible for submitting at the time of application documentation of all the above admission requirements to:**

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, Arkansas 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division at Southeast Arkansas College by 4:30 p.m. on the application deadline date may not be considered for admission.

### **Pre-Admission Requirements**

\*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.

### **Program Learning Outcomes**

1. Display dexterity in the use of surgical instruments; anticipate the needs of the surgeon and recognize the role of individual responsibility and accountability in the Surgical Technologist role.
2. Exhibit knowledge and principles asepsis: identify the structure and functions of the human body system and common disorders; understand actions and use of anesthetic agents to care for the client by providing a safer and efficient environment for the client. Evaluation and evidence will be demonstrated by maintaining a minimum of 75% in all theory courses and satisfactory performance in clinical content areas.
3. Function effectively as a member of the health care team by using effective communication skills and exhibiting professional and ethical behavior in all interactions with patients, families, other health care team members, nursing faculty and peers. The evaluation will be done by faculty observation.

### Suggested Program of Study

#### **Prerequisite Courses**

	<b>Credit Hours</b>
BIOL 2454 Human Anatomy and Physiology I	4
BIOL 2464 Human Anatomy and Physiology II	4
HEAL 1113 Medical Terminology	3
<b>Prerequisite Total</b>	<b>11</b>

#### *1st Semester - 1st 8 weeks*

SURG 1534 Surgical Technology Procedures I	4
SURG 1543 Surgical Technology Practicum I	3
BIOL 2473 Microbiology	4
ENGL 1313 English Composition I	3
<b>Semester Total</b>	<b>14</b>

#### *1st Semester - 2nd 8 weeks*

SURG 1548 Surgical Technology Procedures II	4
SURG 1557 Surgical Technology Practicum II	3

MATH	1313	College Algebra	3
ENGL	1323	English Composition II	3
<b>Semester Total</b>			<b>13</b>
<i>2<sup>nd</sup> Semester – 1<sup>st</sup> 8 weeks</i>			
SURG	1544	Surgical Technology Procedures III	4
SURG	1553	Surgical Technology Practicum III	3
PSYC	2303	General Psychology	3
<b>Semester Total</b>			<b>10</b>
<b>Completion Award: Technical Certificate</b>			<b>48</b>
<i>2<sup>nd</sup> Semester – 2<sup>nd</sup> 8 weeks</i>			
SURG	1554	Surgical Technology Procedures IV	4
SURG	1564	Surgical Technology Practicum IV	4
COMP	1123	Introduction to Computers	3
<b>Semester Total</b>			<b>11</b>
<i>Summer Term (8 Weeks)</i>			
SURG	1614	Surgical Technology Practicum V	4
<b>Semester Total</b>			<b>4</b>
<b>Completion of AAS in Surgical Technology Degree</b>			<b>63</b>

## Certificate of General Studies

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.

### Program Learning Outcomes

1. *Intellectual and Practical Skills*: Locate, access, evaluate and effectively use information from reliable sources
2. *Intellectual and Practical Skills*: Demonstrate critical thinking skills necessary to analyze, interpret and communicate effectively.
3. *Intellectual and Practical Skills*: Apply logic, reasoning and knowledge to problem solving
4. *Knowledge Human Culture & Physical and Natural World*: Demonstrate an awareness of cultural knowledge.
5. *Integrative and Applied Learning*: Apply knowledge of theories, information and processes to complete tasks related to the discipline.
6. *Personal and Social Responsibility*: Demonstrate an understanding of ethical social, personal and interpersonal engagement.

### Suggested Program of Study

#### Required Courses

#### *English/Communication Requirement*

ENGL	1313	English Composition I <b>or</b>	3
ENGL	1393	ALP English Composition I	
ENGL	1323	English Composition II	3
SPEE	2393	Oral Communication for Public Address	3
<b>Subtotal</b>			<b>9</b>



*Science, Math, and Technology Requirement*

COMP	1123	Introduction to Computers	3
MATH	1333	College Algebra or higher-level math	3
Choose Two (2) Science Courses listed below			8
BIOL	1464	Principles of Biology	
BIOL	1474	General Zoology	
BIOL	1484	General Botany	
BIOL	2454	Human Anatomy and Physiology I	
BIOL	2464	Human Anatomy and Physiology II	
BIOL	2474	Microbiology	
CHEM	1434	General Chemistry I	
CHEM	1444	General Chemistry II	
PHYS	1404	Physical Science	
PHYS	2414	General Physics I	
PHYS	2424	General Physics II	
<b>Subtotal</b>			<b>14</b>

*Social Sciences Requirement*

Choose One (1) Social Science Course			3
HIST	2313	U.S. History to 1877	
HIST	2323	U.S. History Since 1877	
POLI	2313	American Government	

Choose One (1) Behavioral Science Course			3
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PSYC	2303	General Psychology	
SOCI	2313	Introduction to Sociology	

Choose One (1) Social Science Elective			3
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ANTH	2333	Introduction to Anthropology	
ECON	2313	Principles of Economics I (Macroeconomics)	
ECON	2323	Principles of Economics II (Microeconomics)	
EDUC	2333	Child Growth and Development	
GEOG	2313	General Geography	
HIST	1333	Western Civilization I	
HIST	1343	Western Civilization II	
HIST	2313	U.S. History to 1877	
HIST	2323	U.S. History Since 1877	
HIST	2333	Arkansas History	
POLI	2313	American Government	
POLI	2323	State and Local Governments	
POLI	2333	Politics of Race	
PSYC	2303	General Psychology	
PSYC	2323	Developmental Psychology	
SOCI	2313	Introduction to Sociology	

<b>Subtotal</b>	<b>9</b>
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*Fine Arts/Humanities Requirement*

EDUC	1312	Principles of Academic Success	2
Choose One (1) Fine Arts/Humanities Electives			3-4
ART	2343	Art History and Appreciation	
MUSI	2333	Music History and Appreciation	
ENGL	2313	English Literature I	
ENGL	2323	English Literature II	
ENGL	2363	World Literature I	
ENGL	2373	World Literature II	
HUMA	2313	Humanities	
PHIL	2313	History of Philosophy	
PHIL	2323	Ethics	
LANG	2414	Elementary Spanish I*	
LANG	2424	Elementary Spanish II*	

**Semester Total 5-6**

**Completion of Certificate of General Studies 37-38**

\*\* If LANG 2414 or LANG 2424 is selected - the hours will increase to six (6) for Fine Arts/Humanities.

## Air Conditioning and Refrigeration Technology, Technical Certificate

This program is designed 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.

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

### Program Learning Outcomes

1. Demonstrate basic theoretical knowledge and understanding of the air conditioning and refrigeration field and practical laboratory experience to troubleshoot, maintain, upgrade, and replace equipment and/or systems.
2. Demonstrate practical workplace readiness to obtain EPA Certification
3. Demonstrate knowledge of heating, ventilation, and air conditioning and refrigeration controls, including wiring configuration and technical components for optimum performance.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

COMP	1123	Introduction to Computers	3
MATH	1233	Technical Mathematics	3
AIRC	1114	Basic Refrigeration	4
MECH	1813	Blueprint Reading & Measurements	3
READ	1213	Developmental Reading	3
AIRC	1124	Electricity for Air Conditioning/Refrigeration	4
<b>Semester Total</b>			<b>20</b>

##### *1st Year - 2nd Semester*

AIRC	1134	Commercial Refrigeration	4
AIRC	1144	Residential Systems	4
AIRC	1163	Controls for Air Conditioning/Refrigeration	3
ENGL	1213	Writing for the Workplace	3
AIRC	1153	Troubleshooting HVAC systems	3
Choose ONE of the following Technical Specialty Electives			4
WELD	1114	Basic Welding	
ELEC	1014	AC-DC Fundamentals of Electricity	
ELEC	1004	Principles of Technology	

**Semester Total 21**

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**Completion of Air Conditioning and Refrigeration Technology TC 42**

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

## Business Analytics, Technical Certificate

The Business Analytics Program is designed to provide hands on training in the areas of data visualization, data modeling, data management, business management, and applied statistics. The student will learn programming languages, various data modeling techniques, best practices in business management, various data modeling tools, and related technologies. Common occupations in this field include business analyst, data analyst, database developer, computer programmer, and business manager.

### Program Learning Outcomes

1. Design and develop professional communication skills.
2. Demonstrate the ability to apply theories and methods to the solution of common types of problems inherent in the business sector.
3. Demonstrate effective interpersonal skills and the ability to work effectively in teams of diverse composition.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year - 1st Semester*

COMP	1123	Introduction to Computers	3
EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
MATH	1123	Business Mathematics	3
BUSI	1033	Introduction to Business	3
BUSI	1051	Word Processing	1
BUSI	1061	Electronic Spreadsheet	1
INFO	1153	Computer Programming I	3
<b>Semester Total</b>			<b>17</b>

##### *1st Year - 2nd Semester*

MATH	1333	College Algebra	3
MATH	2373	Introduction to Statistics	3
INET	1133	Introduction to Database Programming	3
ENGL	1313	English Composition I	3
ACCO	2313	Principles of Accounting I	3
<b>Semester Total</b>			<b>15</b>

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<b>Completion of Business Analytics Technical Certificate</b>			<b>32</b>
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## Computer Information Systems Technology, Technical Certificate

The Computer Information Systems Technology 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.

### Program Learning Outcomes

1. Design and develop desktop or web-based applications using modern programming tools and techniques.
2. Model, design, and develop database systems, including administrative processes and procedures for database management.
3. Analyze business problems and assess how information technology can be used to achieve a competitive advantage and excellence in service.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

COMP	1123	Introduction to Computers	3
EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
INET	1143	Intro to Web Programming	3
CNET	1133	Introduction to Linux	3
INFO	1153	Computer Programming I	3
Semester Total			15

##### *1st Year - 2nd Semester*

ENGL	1313	English Composition I	3
MATH	1233	Technical Mathematics <b>or</b>	3
	MATH 1333	College Algebra	
INFO	2243	Advanced Programming Concepts	3
INFO	2103	Game Design/Development	3
INET	1133	Introduction to Database Programming	3
Semester Total			15

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Completion of Business Analytics Technical Certificate			30
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## Computer Network Technology, Technical Certificate

The Computer Network Technology 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.

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

### Program Learning Outcomes

1. Implement Local Area Networks using network hardware and components
2. Analyze, design, and document computer network specifications to meet client needs.
3. Install, configure, or troubleshoot network operating systems and system hardware.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
COMP	1123	Introduction to Computers	3
CNET	1113	Introduction to Computer Networking	3
CNET	1133	Introduction to Linux	3
INFO	1153	Computer Programming I	3
<b>Semester Total</b>			<b>15</b>

##### *1st Year- 2nd Semester*

ENGL	1313	English Composition I	3
MATH	1233	Technical Mathematics <b>or</b>	3
MATH	1333	College Algebra	
CNET	1123	Network Concepts	3
SPEE	2393	Oral Communication for Public Address	3
CNET	1143	PC Maintenance and Repair	3
<b>Semester Total</b>			<b>15</b>

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<b>Completion of Computer Network Technology Technical Certificate</b>			<b>30</b>
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## Computer (Cybersecurity) - Technical Certificate

The Cybersecurity Certificate of Proficiency provides the foundation courses to prepare IT students to apply for entry level information assurance/security technician/practitioners positions that support planning, implementing, upgrading, and monitoring security measures for the protection of computer networks and information systems.

### Program Learning Outcomes

1. Analyze and resolve security issues in networks and computer systems to secure an IT infrastructure.
2. Apply design and development principles in the construction of secure software systems of varying complexity.
3. Gather evidence to a cybersecurity attack on a system or organization.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

COMP	1123	Introduction to Computers	3
MATH	1323	Real World Math	3
CNET	1123	Network Concepts	3
CNET	1133	Introduction to Linux	3
CNET	1213	Windows Operating Systems	3
<b>Semester Total</b>			<b>15</b>

##### *1st Year – 2nd Semester*

CNET	2183	UNIX-Based Operating Systems	3
CNET	2213	Network Security	3
CYSC	2023	Ethics in Information Technology	3
INFO	2153	Java Programming	3
<b>Semester Total</b>			<b>15</b>

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<b>Completion of Business Cybersecurity Technical Certificate</b>			<b>30</b>
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## Emergency Medical Sciences - Paramedic, Technical Certificate

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.

The SEARK College Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs for (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) CAAHEP, 1361 Park Street, Clearwater FL. 33758: Phone (727) 210-2350.



**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 a disability must make this fact known prior to admission so that the 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 Reading Score of 19 or completion of the course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 263+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher. A copy of current EMT - A Certification Card; and
4. 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  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**NOTE:** Students pursuing the AAS 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 before the student can begin classes:

1. Current CPR Certification (American Heart Association Health Care Provider).
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; and
5. Criminal background check and drug screen.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance.

NOTE: Random drug screenings may be utilized at any time during the course of the program at the student's expense.

## Paramedic Technical Certificate

### Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year - Summer Session*

EMER 1009 EMT Basic	9
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<b>Semester Total</b>	<b>9</b>
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##### *1st Year - 1st Semester, 1<sup>st</sup> 8weeks)*

EMER 1234 Pathophysiology for EMS Providers	4
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EMER 1111 Basic EKG Interpretation	1
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EMER 1112 Clinical	2
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##### *1<sup>st</sup> Year – 1st Semester, 2<sup>nd</sup> 8weeks*

EMER 1134 Clinical Practicum I	4
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EMER 1222 Acute Cardiac Care	2
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<b>Semester Total</b>	<b>13</b>
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##### *1<sup>st</sup> Year – 2nd Semester, 1<sup>ST</sup> 8-weeks*

EMER 1213 Management of the Trauma Patient	3
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EMER 1114 Foundations of EMS	4
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##### *1<sup>st</sup> Year – 2<sup>nd</sup> Semester, 2<sup>nd</sup> 8 weeks*

EMER 1242 Management of the Critical Care Patient	2
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EMER 1244 Clinical Practicum II	4
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<b>Semester Total</b>	<b>15</b>
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##### *2<sup>nd</sup> Year – Summer Session*

EMER 1413 Management of Medical Emergencies	3
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EMER 1411 Paramedic Competencies	1
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EMER 1424 Clinical Practicum III	4
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<b>Semester Total</b>	<b>8</b>
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<b>Completion of Paramedic Technical Certificate</b>	<b>34</b>
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## Paramedic Completion Opportunity

Students who complete the Paramedic Technical Certificate may choose to pursue an Associate of Applied Science in Emergency Medical Sciences – Paramedic. Additional information about the associate degree can be found in this catalog ([direct link](#)).

## Health Sciences, Technical Certificate

The Health Sciences technical certificate program is designed to equip students with a broad skill set and enable students to complete transferable collegiate level courses that are a 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:** General and specific requirements listed below:

1. Completion of all general admissions procedures of the College.
2. **ACT** Reading Score of 19; or **ACCUPLACER** NG Scores: Reading 263+, Writing 263+, and Math 256+; and
3. Approval of a Nursing & Allied Health faculty advisor.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year - 1st Semester, 1<sup>st</sup> 8-Weeks*

ENGL	1313	English Composition I	3
COMP	1123	Introduction to Computers	3
BIOL	2454	Human Anatomy and Physiology I	4

##### *1st Year - 1st Semester, 2<sup>nd</sup> 8-Weeks*

HEAL	1113	Medical Terminology	3
LEAD	1321	Principles of Workplace Success	1
EDUC	1312	Principles of Academic Success	2

**Semester Total 16**

##### *1st Year – 2<sup>nd</sup> Semester, 1<sup>st</sup> 8-Weeks*

ENGL	1323	English Composition II	3
BIOL	2464	Human Anatomy and Physiology II	4
BIOL	2474	Microbiology	4

##### *1st Year – 2<sup>nd</sup> Semester, 2<sup>nd</sup> 8-Weeks*

LEAD	1323	Introduction to Critical Thinking	3
PSYC	2303	General Psychology <b>or</b>	3
PSYC	2323	Developmental Psychology	

**Semester Total 17**

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**Completion of Health Sciences Technical Certificate 33**

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Complete HEAL 1203 and SPEE 2393 with Health Science Technical Certificate to also earn a certificate of Proficiency (CP)=Healthcare Readiness in the Workplace.

## Healthcare Readiness in the Workplace Certificate of Proficiency

The Healthcare Readiness CP provides students with basic skills necessary to work in a health-related position.

<u>Suggested Program of Study</u>		<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>		
HEAL	1203 Exploring Healthcare	3
SPEE	2393 Oral Communication	3
HEAL	1113 Medical Terminology	3
LEAD	1323 Introduction to Critical Thinking	3
<b>Semester Total</b>		<b>12</b>
<b>Completion of Healthcare Workplace Readiness CP</b>		<b>12</b>

## Practical Nursing Technical Certificate

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 – 2<sup>nd</sup> Friday in March

January Admission – 1<sup>st</sup> Friday in October

### PN Program Admission Requirements

1. Completion of all general admissions procedures of the College.
2. Completion of the Nursing and Allied Health Application for Admission form.
3. Provide one or all the following placement test scores: ACCUPLACER Reading 78, Next Generation Accuplacer reading score of at least 250, ACT 19, COMPASS Reading 83 or completion of a developmental reading course with a grade of "C" or better, ACCUPLACER Writing 83 and Math 70, successful completion of required developmental courses based on placement scores, or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. College transcript documenting successful completion with a grade of "C" or above in prerequisite courses. Provide transcripts from all colleges and/or schools attended.
5. Current state certification as a Certified Nursing Assistant (CNA).
6. Nursing entrance test scores on file. Completion of required nursing entrance exam KAPLAN with a composite score of at least 55% or above.
7. Transfer students must present a letter of Good Standing from the previous nursing program director.

The above information must be submitted to:

Southeast Arkansas College  
Attention: Nursing & Allied Health 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 ACCUPLACER 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 before the student can begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider Certification must be valid for an entire period of enrollment.
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Criminal background check and drug screen results on file.
5. 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 screenings may be utilized at any time during the course of the program at the student's expense.

The Practical Nursing program is an interdisciplinary practical nursing program that 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 the Practical Nursing program. The CNA who possesses a 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.

### **Pre-Admission Requirements**

Students must complete all prerequisite coursework within five (5) years of the start date of the term for which the student is accepted, receive special permission for acceptance, or have a Health Science Certificate that is no more than 10 years old. Students who hold a current license as a Certified Nursing Assistant (CNA) do not have to complete ALLI 1117 before being accepted into the Practical Nursing program.

**Program Learning Outcomes**

1. Students will demonstrate principles of asepsis.
2. Students will perform a physical assessment.
3. Students will apply the nursing process.

**Practical Nursing Program of Study****Required Courses****Credit Hours***Required Prerequisite Courses*

ENGL	1313	English Composition I	3
BIOL	2454	Human Anatomy and Physiology I	4
BIOL	2464	Human Anatomy and Physiology II	4
ALLI	1117	Nursing Assistant / Home Care Aide	7

**Prerequisite Total 18***1st Year - 1st Semester (Spring 1<sup>st</sup> 8-Weeks)*

PNUR	1138	Fundamental Nursing Concepts and Skills I	8
PNUR	1111	Vocational Legal and Ethical Concepts	1
PNUR	1161	Nursing Care of the Geriatric Client	1

*1st Year - 1<sup>st</sup> Semester (Spring 2<sup>nd</sup> 8-Weeks)*

PNUR	1245	Fundamental Nursing Concepts and Skills II	5
PNUR	1211	Pharmacology Concepts & Applications	1

**Semester Total 16***1st Year - Summer Session*

PNUR	1417	Medical and Surgical Nursing & Clinical II	7
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**Semester Total 7***1st Year - 2<sup>nd</sup> Semester (Fall 1<sup>st</sup> 8weeks)*

PNUR	1314	Medical Surgical Nursing & Clinical I	4
PNUR	1232	Nursing Care of Mothers and Infants	2

*1st Year - 2<sup>nd</sup> Semester (Fall 2<sup>nd</sup> 8-weeks)*

PNUR	1242	Nursing Care of Children	2
PNUR	1321	Nursing Care of the Mentally Ill	3
PNUR	1313	Medical Surgical Nursing & Clinical II	3

**Semester Total 14****Completion of Practical Nursing Technical Certificate 55**

## Programmable Logic Controllers, Technical Certificate

The technical certificate in Programmable Logic Controllers (PLC) is designed to provide the fundamentals of installing, programming, and troubleshooting digital and analog PLCs. This class provides a solid foundation in PLC theory, installation, programming techniques, principles of operation, maintenance of PLCs, and troubleshooting. Basic relay ladder logic programming experiments are performed using timers, counters, and internal coil instructions in laboratory projects.

### Program Learning Outcomes

1. Student(s) demonstrate the proper use of safety equipment, devices, and procedures.
2. Student(s) demonstrate basic theoretical knowledge and understanding of the Industrial Maintenance field and practical laboratory experience to set up and repair industrial equipment and facilities.
3. Student(s) Demonstrate the ability to troubleshoot perform diagnosis and perform repair industrial equipment and systems.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year - 1st Semester*

ENGL	1213	Writing for the Workplace	3
MATH	1233	Technical Mathematics	3
ELEC	1004	Principles of Technology	4
ELEC	1014	AC-DC Fundamentals of Electricity	4
<b>Semester Total</b>			<b>14</b>

##### *1st Year - 2nd Semester*

ELEC	1034	Industrial Motor Controls	4
MECH	1044	Fluid Power (Hydraulics & Pneumatics)	4
MECH	1054	Electro-Mechanical Device Systems	4
<b>Semester Total</b>			<b>13</b>

##### *1st Year - Summer*

ELEC	2004	Programmable Logic Controllers	4
<b>Semester Total</b>			<b>4</b>

##### *2nd Year - Fall Only*

ELEC	2104	Programmable Logic Controllers II	4
<b>Semester Total</b>			<b>4</b>

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<b>Completion of Programmable Logic Controllers Technical Certificate</b>			<b>35</b>
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## Supply Chain Transportation Technical Certificate

A Technical Certificate in Supply Chain Transportation prepares students to manage and coordinate all logistical functions in an enterprise. Students will receive a fundamental introduction to the field of Supply Chain Management in conjunction with basic business technology success skills, ranging from acquisitions to receiving and handling, through the internal allocation of resources to operations units, to the handling and delivery of output. This program includes instruction in acquisitions and purchasing, inventory control, resource estimation and allocation, and budgeting.

### Program Learning Outcomes

1. Design and develop professional communication skills.
2. Demonstrate the ability to apply theories and methods to the solution of common types of problems inherent in the business, logistics, and transportation sector.
3. Analyze business problems and assess how business & logistics can be used to achieve a competitive advantage and excellence in service.

### Suggested Program of Study

<b>Required Courses</b>		<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>		
LOGM 1203	Intro to Logistics	3
CDL 1113	Truck Maintenance and Road Safety	3
CDL 1213	Road Regulations and Rules	3
CDL 1316	Commercial Driver Vehicle Operations	6
<b>Semester Total</b>		<b>15</b>
<i>1st Year - 2nd Semester</i>		
COMP 1123	Introduction to Computers	3
ENGL 1313	English Composition I	3
MATH 1323	Real World Math	3
LEAD 1321	Principles of Workplace Success	1
LOGM 1213	Operations Management	3
LOGM 1223	Transportation Systems	3
<b>Semester Total</b>		<b>16</b>
<b>Completion of Supply Chain Transportation Technical Certificate</b>		<b>31</b>

## **Surgical Technology Technical Certificate**

The Surgical Technology program 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) exam.

Upon graduation from the program and successful completion of the exam, students will be designated as a Certified Surgical Technologist (CST).

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, 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, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

### **APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. The Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School 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 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 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher.
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

**The student is responsible for submitting at the time of application documentation of all the above admission requirements to:**

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, Arkansas 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division at Southeast Arkansas College by 4:30 p.m. on the application deadline date may not be considered for admission.

### **Pre-Admission Requirements**

Students must complete the required prerequisite courses identified in the degree plan below within five (5) years of the start date for the term to which the student has been accepted or receive special permission for acceptance.

### **Program Learning Outcomes**

1. Display dexterity in the use of surgical instruments; anticipate the needs of the surgeon and recognize the role of individual responsibility and accountability in the Surgical Technologist role.
2. Exhibit knowledge and principles asepsis: identify the structure and functions of the human body system and common disorders; understand actions and use of anesthetic agents to care for the client by providing a safer and efficient environment for the client. Evaluation and evidence will be demonstrated by maintaining a minimum of 75% in all theory courses and satisfactory performance in clinical content areas.
3. Function effectively as a member of the health care team by using effective communication skills and exhibiting professional and ethical behavior in all interactions with patients, families, other health care team members, nursing faculty and peers. The evaluation will be done by faculty observation.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

#### *Required Prerequisite Courses*

BIOL	2454	Human Anatomy and Physiology I	4
BIOL	2464	Human Anatomy and Physiology II	4
HEAL	1113	Medical Terminology	3
<b>Prerequisite Total</b>			<b>11</b>

#### *1st Year - 1st Semester*

SURG	1528	Surgical Technology Procedures	8
SURG	1536	Surgical Technology Practicum I	6
BIOL	2474	Microbiology	4 *
<b>Semester Total</b>			<b>18</b>

#### *1st Year - 2nd Semester*

SURG	1548	Surgical Technology Procedures II	8
SURG	1557	Surgical Technology Practicum II	7
<b>Semester Total</b>			<b>15</b>

#### *1st Year - Summer Term I (8 weeks)*

SURG	1614	Surgical Technology Practicum III	4
<b>Semester Total</b>			<b>4</b>

#### **Completion of Surgical Technology Technical Certificate 48**

\*BIOL 2474 can be completed before admission to the program; however, the course must be completed within five years of the student's date of admission to avoid retaking the course.

## Technical Certificate in Teaching

The Technical Certificate in Teaching is a designed pathway for students who intend on pursuing a licensed, teaching career in the elementary/middle classroom. The technical certificate provides foundational knowledge for working with school-age children. The Technical Certificate includes 15 hours of specific education coursework, as well as 16 hours of general education coursework, all of which is also required for the Associate of Arts in Teaching and beyond.

### Program Learning Outcomes

1. Analyze, through observation and reflection, a variety of educational philosophies and approaches and develop personal learning styles and an individual teaching philosophy, while comparing a variety of instructional strategies and methods that address individual learners and learning styles in order to develop collaborative critical thinking and creative problem-solving skills in a variety of student populations.
2. Employ effective interpersonal, instructional, and cultural communication techniques in order to foster active learning, dialogue, collaboration, and positive interaction with peers, school officials, parents, and learners while demonstrating the understanding and knowledge needed to promote cross-cultural understanding and educational equity in the classroom, through the adaptation of curriculum, coupled with instructional strategies, to meet the diverse needs of students.
3. Design inquiry-based learning experiences that integrate technologies to engage students in individual and collaborative learning.
4. Describe what it means to be a competent, ethical, and professional teacher in a democratic, diverse and technological society in order to develop a commitment to professional growth and to the legal and ethical responsibilities of public-school teachers.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

##### *1st Year - 1st Semester*

ENGL 1313	English Composition I	3
EDUC 1303	Foundations of Education	3
EDUC 2313	Instructional Technology	3
EDUC 2333	Child Growth and Development	3
MATH 1333	College Algebra <b>or</b>	3
MATH 1323	Real World Math	
<b>Semester Total</b>		<b>15</b>

##### *1st Year - 2nd Semester*

ENGL 1323	English Composition II	3
BIOL 1464	Principles of Biology	4
EDUC 2113	Math for Teachers I	3
EDUC 2123	Math for Teachers II	3
SPEE 2393	Oral Communication for Public Address	3
<b>Semester Total</b>		<b>16</b>

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<b>Completion of Technical Certificate in Teaching</b>		<b>31</b>
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## Welding Technology Technical Certificate

The Welding Technology program prepares welders for entry-level employment in a wide range of industrial and manufacturing firms. Courses in basic welding, Arc welding, MIG, TIG, Maintenance Welding and Pipe Welding 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.

### Program Learning Outcomes

1. Demonstrate basic theoretical knowledge and understanding of the welding field and practical laboratory experience to set up welding equipment.
2. Demonstrate and understand the various welding symbols and drawings.
3. Demonstrate practical workplace readiness to obtain an AWS Welding Certification, following welding and cutting operations in a safe workmanship manner.

### Suggested Program of Study

Required Courses	Credit Hours
<i>1st Year - 1st Semester</i>	
MATH 1233 Technical Mathematics	3
MECH 1813 Blueprint Reading & Measurements	3
READ 1213 Developmental Reading	3
WELD 1116 Basic Welding	6
WELD 1216 ARC Welding	6
<b>Semester Total</b>	<b>21</b>
<i>1st Year- 2nd Semester</i>	
COMP 1123 Introduction to Computers	3
WELD 1316 Tungsten Inert Gas (TIG) Welding	6
WELD 1416 Metal Inert Gas (MIG) Welding	6
ENGL 1213 Writing for the Workplace	3
<i>Elective – Choose one of the Following Options:</i>	
ELEC 1004 Principles of Technology	4
WELD 1516 Pipe Welding	6
<b>Semester Total</b>	<b>22-24</b>
<hr/> <b>Completion of Welding Technology Technical Certificate</b> <hr/>	
	<b>43-45</b>

Note: Acceptable ACT, COMPASS or ACCUPLACER NG scores may waive the reading, English, and math course requirements for this technical certificate program. Students that are 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.)

## Business Analytics Certificate of Proficiency

The Business Analytics Certificate of Proficiency provides students with a foundation in basic accounting principles and applications with an in-depth knowledge of data collection, business, computer, and communication skills necessary for office professionals. Students will acquire skills to assist them in working with others and handling administrative responsibilities for various office positions.

### Program Learning Outcomes

1. Design and develop professional communication skills.
2. Demonstrate the ability to apply theories and methods to the solution of common types of problems inherent in the business sector.
3. Demonstrate effective interpersonal skills and the ability to work effectively in teams of diverse composition.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

#### *1st Year - 1st Semester*

COMP	1123	Introduction to Computers	3
EDUC	1312	Principles of Academic Success	2
LEAD	1321	Principles of Workplace Success	1
MATH	1123	Business Mathematics	3
INFO	1153	Computer Programming I	3
BUSI	1033	Introduction to Business	3
BUSI	1051	Word Processing	1
BUSI	1061	Electronic Spreadsheet	1

**Semester Total 17**

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**Completion of Business Analytics Certificate of Proficiency 17**

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## Certificate of Proficiency in Teaching

The Certificate of Proficiency in Teaching is a 9-credit hour credential designed for students who intend to enter the teaching profession. This CP begins the pathway for students who want to obtain higher credentials in education.

### Program Learning Outcomes

1. Analyze, through observation and reflection, a variety of educational philosophies and approaches and develop personal learning styles and an individual teaching philosophy, while comparing a variety of instructional strategies and methods that address individual learners and learning styles in order to develop collaborative critical thinking and creative problem-solving skills in a variety of student populations.
2. Employ effective interpersonal, instructional, and cultural communication techniques in order to foster active learning, dialogue, collaboration, and positive interaction with peers, school officials, parents, and learners while demonstrating the understanding and knowledge needed to promote cross-cultural understanding and educational equity in the classroom, through the adaptation of curriculum, coupled with instructional strategies, to meet the diverse needs of students.
3. Design inquiry-based learning experiences that integrate technologies to engage students in individual and collaborative learning.
4. Describe what it means to be a competent, ethical, and professional teacher in a democratic, diverse and technological society in order to develop a commitment to professional growth and to the legal and ethical responsibilities of public-school teachers.

### Suggested Program of Study

#### **Required Courses**

#### **Credit Hours**

#### *1st Year - 1st Semester*

EDUC 1303	Foundations of Education	3
EDUC 2313	Instructional Technology	3
EDUC 2333	Child Growth and Development	3
<b>Semester Total</b>		<b>9</b>
<b>Completion of Certificate of Proficiency in Teaching</b>		<b>9</b>



## Commercial Driving License

The Commercial Driving License Certificate of Proficiency prepares and trains new drivers with the skills and knowledge needed to pass the state skills test and obtain a Class “A” CDL license.

### Program Learning Outcomes

1. Design and develop professional communication skills.
2. Demonstrate the ability to apply theories and methods to the solution of common types of problems inherent in the business, logistics, and transportation sector.
3. Analyze business problems and assess how business & logistics can be used to achieve a competitive advantage and excellence in service.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

LOGM	1203	Intro to Logistics	3
CDL	1113	Truck Maintenance and Road Safety	3
CDL	1213	Road Regulations and Rules	3
CDL	1316	Commercial Driver Vehicle Operations	6

**Semester Total 9**

**Completion of Commercial Driving License Certificate of Proficiency 9**

## Communications Certificate of Proficiency

The CP in Communications provides students with the written and oral communication skills necessary to succeed in the modern workforce.

### Program Learning Outcomes

1. *Intellectual and Practical Skills:* Locate, access, evaluate and effectively use information from reliable sources
2. *Intellectual and Practical Skills:* Demonstrate critical thinking skills necessary to analyze, interpret and communicate effectively.
3. *Intellectual and Practical Skills:* Apply logic, reasoning and knowledge to problem solving
4. *Knowledge Human Culture & Physical and Natural World:* Demonstrate an awareness of cultural knowledge.
5. *Integrative and Applied Learning:* Apply knowledge of theories, information and processes to complete tasks related to the discipline.
6. *Personal and Social Responsibility:* Demonstrate an understanding of ethical social, personal and interpersonal engagement.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

ENGL	1313	English Composition I	3
ENGL	1323	English Composition II	3
SPEE	2393	Oral Communication for Public Address	3

**Semester Total 9**

**Completion of Communications Certificate of Proficiency 9**

## Computer Network Technology - CP

The Computer Networking Certificate of Proficiency will provide students with foundational skills of computer networking and computer hardware concepts, which could lead to an industry certification in computer networking.

### Program Learning Outcomes

1. Implement Local Area Networks using network hardware and components
2. Analyze, design, and document computer network specifications to meet client needs.
3. Install, configure, or troubleshoot network operating systems and system hardware.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

COMP	1123	Intro to Computers	3
CNET	1113	Intro to Computer Networking	3
INFO	1153	Computer Programming I	3
CNET	1133	Intro to Linux	3

**Semester Total 12**

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**Completion of Computer Network Technology Certificate of Proficiency 12**

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## Criminal Justice Technology - CP

The Certificate of Proficiency in Criminal Justice prepares individuals seeking to develop a foundation in law enforcement for employment in the criminal justice field. Emphasis is on basic law enforcement principles and practices needed for success in criminal justice employment.

### Program Learning Outcomes

4. Identify, analyze, and evaluate the components of the criminal justice system.
5. Develop skills through experiential learning that are necessary for careers in the criminal justice field.
6. Write and develop documents and presentations that inform and persuade specific intended audiences.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

CRIM	1313	Intro to Criminal Justice	3
CRIM	2373	Criminal Investigation I	3
CRIM	2323	Intro to Corrections	3
CRIM	2313	Judicial Process	3

**Semester Total 12**

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**Completion of Criminal Justice Technology Certificate of Proficiency 12**

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## Early Childhood Paraprofessional Technology, Certificate of Proficiency

This two-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.

Students enrolled in Early Childhood Paraprofessional courses are required to undergo a Child Maltreatment Central Registry review through the Arkansas Department of Human Services, drug testing, and may be required to have a TB test administered with results of a negative reading before participating in field and/or practicum experiences. Students are responsible for the fees associated with these examinations and background checks.

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

### Suggested Program of Study

<b>Required Courses</b>			<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>			
EDUC	1013	Introduction to Early Childhood Education	3
EDUC	1113	Early Childhood Field Experience	3
ECDT	1113	Essential Elements of Child Care	3
EDUC	2333	Child Growth and Development	3
<b>Semester Total</b>			<b>12</b>
<b>Completion of Early Childhood Paraprofessional Certificate of Proficiency</b>			<b>12</b>

## Emergency Medical Responder (EMR) Certificate of Proficiency

The Emergency Medical Responder (EMR) program prepares graduates to make appropriate decisions about the care to provide in a medical emergency. It uses simple knowledge of the Emergency Medical Services (EMS) system safety/well-being of the EMR, medical/legal issues at the scene of an emergency while awaiting a higher level of care.

The program prepares graduates with the knowledge and skills necessary to work as an EMR to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness while awaiting or alongside advanced medical help.

This course will consist of lecture hours (4 per week to online) and laboratory hours (2 per week in class). There will also be clinical hours assigned with a minimum of 24 clinical hours mandatory.

**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:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

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 ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Emergency Medical Responder Program Admission Form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of the receipt of the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following before the student can enroll in 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 Waive Claim Form; and
4. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance. NOTE: Random drug screenings may be utilized at any time during the program at the student's expense.

Program of Study

**Required Courses**

**Credit Hours**

*1st Year - 1st Semester*

EMER	1006	Emergency Medical Responder	6
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	<b>Semester Total</b>	<b>6</b>
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	<b>Completion of Emergency Medical Responder (EMR) CP</b>	<b>6</b>
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## Emergency Medical Sciences - Community Paramedic Certificate of Proficiency

The Community Paramedic Program will train paramedics to attend to a specific patient population that is often underserved. The program prepares students to provide services as directed by a patient care plan. The care plan is developed, approved, and implemented by a patient's physician in conjunction with the Community Paramedic and the Community Paramedic's Director. Graduates are eligible to take a licensure exam to work as a Community Paramedic in the pre-hospital setting.

Program of Study

**Required Courses**

**Credit Hours**

*1st Year - 1st Semester*

EMER	1016	Community Paramedic	6
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	<b>Semester Total</b>	<b>6</b>
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	<b>Completion of Community Paramedic Certificate of Proficiency</b>	<b>6</b>
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## **Emergency Medical Sciences EMT - Advanced Certificate of Proficiency**

Emergency Medical Sciences EMT - Advanced is an introductory survey of advanced emergency medical services including medical legal/ethical aspects of patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, intravenous (IV) access, drug administration, advanced treatment of medical and trauma patients 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 AEMT.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited, and all applicants are not accepted for participation. Applicants must possess an unencumbered EMT license to practice in the state of Arkansas. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

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 ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better.
3. Unencumbered EMT license to practice in the state of Arkansas; and
4. Completion of the EMT Program Admission Form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health Division  
1900 Hazel Street  
Pine Bluff, AR 71603

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt listed on the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following before the student can enroll in 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 Waive Claim Form; and
4. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance. NOTE: Random drug screenings may be utilized at any time during the course of

the program at the student's expense.

NOTE: This is a one-semester (16 weeks) course of study.

Program of Study

**Required Courses**

**Credit Hours**

*1st Year - 1st Semester*

EMER 1019 EMT-Advanced

9

**Semester Total 9**

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**Completion of Emergency Medical Sciences EMT – Advanced CP 9**

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## **Emergency Medical Sciences EMT-Basic Certificate of Proficiency**

Emergency Medical Sciences 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 a 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 a disability must make this fact known prior to admission, so that the necessary accommodation 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 ACCUPLACER NG). Minimum Reading Scores: ACT 19; ACCUPLACER NG 263+, or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Nursing and Allied Health Application for Admission form.

The above information must be submitted to:

Southeast Arkansas College  
Nursing & Allied Health 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 Sciences Program, the student must submit the following before the student

can begin 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 Waive Claim Form; and
4. Criminal Background Check and drug screening.

Students enrolled in Allied Health Programs with a clinical component will be assessed a fee for malpractice insurance. NOTE: Random drug screenings may be utilized at any time during the program at the student's expense.

#### Program of Study

##### **Required Courses**

##### **Credit Hours**

##### *1st Year - 1st Semester*

EMER 1009 EMT Basic	9
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<b>Semester Total</b>	<b>9</b>
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<b>Completion of Emergency Medical Sciences EMT Basic CP</b>	<b>9</b>
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## **Healthcare Readiness for the Workplace**

This program introduces students to a thorough overview of career opportunities available in nursing and allied health programs. It is designed to enlighten students of entry level requirements in the healthcare field by providing didactic instruction and lab experience in a variety of healthcare skills. The program is designed to increase critical thinking skills, develop strategies to improve oral communication skills, expose to related medical terminology, discern the impact of cultural beliefs, perform limited patient care skills, introduce health, documentation, and disseminate concepts necessary for effective healthcare operations.

#### Suggested Program of Study

##### **Required Courses**

##### **Credit Hours**

##### *1st Year - 1st Semester*

LEAD 1323 Introduction to Critical Thinking	3
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HEAL 1113 Medical Terminology	3
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HEAL 1203 Exploring Healthcare	3
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SPEE 2393 Oral Communication for Public Address	3
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<b>Semester Total</b>	<b>12</b>
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<b>Completion of Healthcare Readiness for the Workplace CP</b>	<b>12</b>
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## Hydraulics/Pneumatics Certificate of Proficiency

The Certificate of Proficiency in Hydraulics/Pneumatics is designed to provide a study of basic fluid power systems common to the field of industrial automation including basic principles of fluid power, components, standards, symbols, circuits and troubleshooting of hydraulic and pneumatic systems.

### Program Learning Outcomes

1. Student(s) demonstrate the proper use of safety equipment, devices, and procedures.
2. Student(s) demonstrate basic theoretical knowledge and understanding of the Industrial Maintenance field and practical laboratory experience to set up and repair industrial equipment and facilities.
3. Student(s) Demonstrate the ability to troubleshoot perform diagnosis and perform repair industrial equipment and systems.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

ENGL	1213	Writing for the Workplace	3
MATH	1233	Technical Mathematics	3
ELEC	1004	Principles of Technology	4
MECH	1044	Fluid Power (Hydraulics & Pneumatics)	4

**Semester Total 12**

**Completion of Certificate of Proficiency - Hydraulics/Pneumatics 12**

## Industrial Motor Controls Certificate of Proficiency

The Certificate of Proficiency in Industrial Motor Controls is designed to provide the fundamentals of DC motors, single phase AC motors, and three-phase AC motors. The program will also address control devices such as motor starters, contactors, relays solenoids, sensors, timers, and switches. Included are maintenance, installation, wiring diagrams, and troubleshooting.

### Program Learning Outcomes

1. Student(s) demonstrate the proper use of safety equipment, devices, and procedures.
2. Student(s) demonstrate basic theoretical knowledge and understanding of the Industrial Maintenance field and practical laboratory experience to set up and repair industrial equipment and facilities.
3. Student(s) Demonstrate the ability to troubleshoot perform diagnosis and perform repair industrial equipment and systems.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

ENGL	1213	Writing for the Workplace	3
MATH	1233	Technical Mathematics	3
ELEC	1004	Principles of Technology	4
ELEC	1014	AC-DC Fundamentals of Electricity	4
ELEC	1034	Industrial Motor Controls	4

**Semester Total 12**

**Completion of Certificate of Proficiency – Industrial Motor Controls 12**

## Leadership Certificate of Proficiency

This certificate is a credential for employees to show leadership skill development. The program serves both entry level job candidates and incumbent employees.

### Suggested Program of Study

<b>Required Courses</b>		<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>		
EDUC	1323 Service Learning	3
LEAD	1313 President's Leadership Class	3
LEAD	1311 Introduction to Servant Leadership	1
LEAD	1323 Introduction to Critical Thinking	3
<b>Semester Total</b>		<b>10</b>
<b>Completion of Leadership Certificate of Proficiency</b>		<b>10</b>

## Mechanical Devices Certificate of Proficiency

The Certificate of Proficiency in Mechanical Devices is designed to provide an overview of the principles and concepts of installation, preventative maintenance, and repair of Electro-Mechanical systems found in industrial operation and introduce students to the components, the analysis and design methods, and the underlying principles that make up the framework for creating and implementing electronic and digital circuits for almost any conceivable task.

### **Program Learning Outcomes**

1. Student(s) demonstrate the proper use of safety equipment, devices, and procedures.
2. Student(s) demonstrate basic theoretical knowledge and understanding of the Industrial Maintenance field and practical laboratory experience to set up and repair industrial equipment and facilities.
3. Student(s) Demonstrate the ability to troubleshoot perform diagnosis and perform repair industrial equipment and systems.

### Suggested Program of Study

<b>Required Courses</b>		<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>		
ENGL	1213 Writing for the Workplace	3
MATH	1233 Technical Mathematics	3
ELEC	1004 Principles of Technology	4
ELEC	1014 AC-DC Fundamentals of Electricity	4
ELEC	1024 Electronics and Digital Devices	4
MECH	1054 Electro-Mechanical Device Systems	4
<b>Semester Total</b>		<b>18</b>
<b>Completion of Certificate of Proficiency in Mechanical Devices</b>		<b>18</b>

## Medical Coding – Certificate of Proficiency

The Medical Coding program is designed to prepare students with the knowledge and skills required for basic medical coding. Students receive an in-depth introduction and practice in procedural coding using the ICD 10-CM/PCS 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. Students develop coding competency in both hospital and physician practice settings.

Upon completion, students are eligible to sit for the Certified Coding Associate (CCA) exam offered by the American Health Information Association (AHIMA).

**Financial Aid:** For students who qualify, student loans and local scholarships may be available.

**Acceptance Procedure:** 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 competency testing in Reading with a minimum score of:
  - a. ACT Score of 19
  - b. Compass Reading: 83
  - c. Accuplacer Reading: 75
  - d. Accuplacer Next Generation: 250 OR
  - e. Completion of a course in Developmental Reading with a grade of 'C' or better.
3. Completion of the Medical Coding Application for Program Admission.
4. Completion of or concurrent enrollment in BIOL-2453 A & P I, BIOL-2451 A & P I Lab, BIOL-2463 A&P II, BIOL-2461 A&P Lab II, HEAL-1123 Medical Terminology & Anatomy for Coders, HEAL-1413 Basic Coding, HEAL-1343 Disease Processes and HEAL-1513 Intermediate Medical Coding Principles.

### For More Information Contact:

Southeast Arkansas College  
Nursing and Allied Health Division  
1900 Hazel Street  
Pine Bluff, AR 71603  
870-543-5917, [www.seark.edu](http://www.seark.edu)  
E-mail: [jscott@seark.edu](mailto:jscott@seark.edu)

### Suggested Program of Study

#### Required Courses

#### Credit Hours

##### *1st Year - 1st Semester*

BIOL	2454	Human Anatomy and Physiology I	4
BIOL	2464	Human Anatomy and Physiology II	4
HEAL	1413	Basic Coding and Classification Systems	3
HEAL	1123	Medical Terminology & Anatomy for Coding	3
<b>Semester Total</b>			<b>14</b>

##### *1st Year -2nd Semester*

HEAL	1343	Disease Processes	3
HEAL	1513	Intermediate Medical Coding Principles	3
<b>Semester Total</b>			<b>6</b>

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**Completion of Certificate of Proficiency in Medical Coding 20**

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## **Nursing Assistant, Certificate of Proficiency**

The Nursing Assistant/Home Care Aide program focuses on safe and effective functioning when providing client care in the healthcare setting and/or the home environment. Emphasis is placed on 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 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 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.

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements. 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 exam with a Reading score of 19, or ACCUPLACER NG score of 250+, or Accuplacer classic score of 75 or completion of a course in developmental reading with a grade of "C" or better.
3. Approval of a Nursing & Allied Health faculty advisor; and
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 a disability must make this fact known prior to admission so that the 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 health information as evidence of being free of any communicable disease prior to beginning classes.

1. Functional Ability Acknowledgment Form.
2. P.P.D. Skin Test or Chest X-Ray.
3. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
4. Criminal background check.
5. Flu Shot
6. Driver's License

Random drug screenings may be utilized at any time during 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.

<u>Program of Study</u>	<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>	
ALLI 1117 Nursing Assistant / Home Care Aide	7
<b>Semester Total</b>	<b>7</b>
<b>Completion of Nursing Assistant Certificate of Proficiency</b>	<b>7</b>

### **Pedagogy – Certificate of Proficiency**

The certificate of proficiency is a 9-credit hour credential designed for students who intend to enter the teaching profession or who are already education professionals in search of better pedagogical practices. This CP can be completed on its own or can be integrated as part of the Associate of Arts in Teaching as all three classes are already required for the AAT degree.

<u>Program of Study</u>	<b>Credit Hours</b>
<b>Required Courses</b>	
<i>1st Year - 1st Semester</i>	
EDUC 1303 Foundations of Education	3
EDUC 2133 Classroom Methods and Management	3
EDUC 2143 Curriculum Strategies for Teachers	3
<b>Semester Total</b>	<b>7</b>
<b>Completion of Certificate of Proficiency in Pedagogy</b>	<b>7</b>

## Phlebotomy Technology, Certificate of Proficiency

The Phlebotomy Technology program is a one-semester program that 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 an 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 for Clinical Pathology (ASCP) or the National Health Career Association (NHA).

The Phlebotomy Technology program is Approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119; (773)714-8880; [www.naacls.org](http://www.naacls.org).

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements.

### ACCEPTANCE PROCEDURE:

1. Completion of all general admission procedures of the College.
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum acceptable scores: ACT Reading 19; ACCUPLACER NG Reading 263+, or completion of a course in Developmental Reading.
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; and
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.

### Program Learning Outcomes

1. Demonstrate knowledge of safety regulations – OSHA, universal precautions, and quality control related to clinical laboratory procedures.
2. Demonstrate knowledge of collection equipment, various types of additives, specimen precautions, and substances that can interfere in clinical analysis of blood constituents.
3. Demonstrate understanding of the importance of specimen collection and integrity in the delivery of client care.

This is a one-semester course of study.

#### Program of Study

#### **Credit Hours**

##### *1st Year - 1st Semester*

HEAL 1113 Medical Terminology	3
HEAL 1216 Introduction to Phlebotomy	6

#### **Semester Total 9**

#### **Completion of Certificate of Proficiency in Phlebotomy 9**

## Security/Forensics Certificate of Proficiency

The CP in Security/Forensics prepares individuals seeking to develop a foundation in security or forensics for employment in the criminal justice field.

### Program Learning Outcomes

1. Analyze and resolve security issues in networks and computer systems to secure an IT infrastructure.
2. Apply design and development principles in the construction of secure software systems of varying complexity.
3. Gather evidence to a cybersecurity attack on a system or organization.

### Suggested Program of Study

<b>Required Courses</b>	<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>	
CYSC 2013 Principles of Cyber Security	3
CYSC 2033 Digital Forensics	3
CYSC 2113 Cryptography and Trusted Systems	3
CYSC 2123 Security Auditing	3
CNET 2213 Network Security	3
<b>Semester Total</b>	<b>15</b>
<b>Completion of Certificate of Proficiency in Security/Forensics</b>	
	<b>15</b>

## Sterile Processing, Certificate of Proficiency

The Sterile Processing program provides an overview of the Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Sterile Processing Technician. The course emphasizes duties in sterile processing technology, aseptic procedures, equipment management, safety, quality assurance, HIPAA regulations, proper decontamination, sterilization, and packaging techniques. The sterile processing technician performs essential functions to support the medical and surgical care of patients. Upon completion of this course, students will be prepared to take the Certification Board for Sterile Processing Distribution (CBSPD) certification exam.

### Program of Study

<b>Required Courses</b>	<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>	
SURG 1014 Sterile Processing	4
<b>Semester Total</b>	<b>4</b>
<b>Completion of Certificate of Proficiency in Sterile Processing</b>	
	<b>4</b>



## Video Game Design and Development Certificate of Proficiency

The Video Game Design and Development Certificate of Proficiency will prepare students for entry level work in a related profession. Game Development technical artists find varied careers in the creation of digital 2D and 3D art and animation in the video game, film, broadcast, visual effects, mobile, and internet industries.

### Program Learning Outcomes

1. Design and develop desktop or web-based applications using modern programming tools and techniques.
2. Model, design, and develop database systems, including administrative processes and procedures for database management.
3. Analyze business problems and assess how information technology can be used to achieve a competitive advantage and excellence in service.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

#### *1st Year - 1st Semester*

LEAD	1321	Principles of Workplace Success	1
EDUC	1312	Academic Success	2
INET	1143	Intro to Web Programming	3
INFO	1153	Computer Programming I	3
<b>Semester Total</b>			<b>9</b>

#### *1st Year – 2nd Semester*

INFO	2103	Game Design/Development	3
INFO	2133	Computer Programming II	3
INFO	2243	Advanced Programming Concepts	3
<b>Semester Total</b>			<b>9</b>

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**Completion of CP in Video Game Design and Development 18**

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## Welding - Metal Inert Gas (MIG) Certificate of Proficiency

The Welding-Metal Inert Gas (MIG) Certificate of Proficiency is designed to enable students in a variety of fields to gain certification and training around the area of Metal Inert Gas (MIG) Welding.

### Program Learning Outcomes

4. Demonstrate basic theoretical knowledge and understanding of the welding field and practical laboratory experience to set up welding equipment.
5. Demonstrate and understand the various welding symbols and drawings.
6. Demonstrate practical workplace readiness to obtain an AWS Welding Certification, following welding and cutting operations in a safe workmanship manner.

### Suggested Program of Study

#### Required Courses

#### Credit Hours

#### *1st Year - 1st Semester*

WELD	1114	Basic Welding	4
WELD	1414	Metal Inert Gas (MIG) Welding	4
<b>Semester Total</b>			<b>8</b>

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**Completion of Certificate of Proficiency in Welding - Metal Inert Gas (MIG) 8**

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## **Welding - Shielded Metal ARC Welding (SMAW) Certificate of Proficiency**

The Welding-Shielded Metal ARC Welding (SMAW) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training around the area of Shielded Metal ARC (SMAW) Welding.

### **Program Learning Outcomes**

7. Demonstrate basic theoretical knowledge and understanding of the welding field and practical laboratory experience to set up welding equipment.
8. Demonstrate and understand the various welding symbols and drawings.
9. Demonstrate practical workplace readiness to obtain an AWS Welding Certification, following welding and cutting operations in a safe workmanship manner.

### Suggested Program of Study

<b>Required Courses</b>	<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>	
WELD 1114 Basic Welding	4
WELD 1214 ARC Welding	4
<b>Semester Total</b>	<b>8</b>
<b>Completion of CP in Welding - Shielded Metal ARC Welding (SMAW)</b>	
	<b>8</b>

## **Welding - Tungsten Inert Gas (TIG) Certificate of Proficiency**

The Welding-Tungsten Inert Gas (TIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training around the area of Tungsten Inert Gas (TIG) Welding.

### **Program Learning Outcomes**

10. Demonstrate basic theoretical knowledge and understanding of the welding field and practical laboratory experience to set up welding equipment.
11. Demonstrate and understand the various welding symbols and drawings.
12. Demonstrate practical workplace readiness to obtain an AWS Welding Certification, following welding and cutting operations in a safe workmanship manner.

### Suggested Program of Study

<b>Required Courses</b>	<b>Credit Hours</b>
<i>1st Year - 1st Semester</i>	
WELD 1114 Basic Welding	4
WELD 1314 Tungsten Inert Gas (TIG) Welding	4
<b>Semester Total</b>	<b>8</b>
<b>Completion of CP in Welding - Tungsten Inert Gas (TIG)</b>	
	<b>8</b>

## Workplace Communications Certificate of Proficiency

This certificate is a credential for employees to show proficiency in both oral and written communication. The program serves both entry level job candidates and incumbent employees.

### Program Learning Outcomes

1. *Intellectual and Practical Skills*: Locate, access, evaluate and effectively use information from reliable sources
2. *Intellectual and Practical Skills*: Demonstrate critical thinking skills necessary to analyze, interpret and communicate effectively.
3. *Intellectual and Practical Skills*: Apply logic, reasoning and knowledge to problem solving
4. *Knowledge Human Culture & Physical and Natural World*: Demonstrate an awareness of cultural knowledge.
5. *Integrative and Applied Learning*: Apply knowledge of theories, information and processes to complete tasks related to the discipline.
6. *Personal and Social Responsibility*: Demonstrate an understanding of ethical social, personal and interpersonal engagement.

### Suggested Program of Study

Required Courses			Credit Hours
<i>1st Year - 1st Semester</i>			
ENGL	1213	Writing for the Workplace	3
SPEE	2313	Business and Professional Speaking	3
SPEE	2393	Oral Communication for Public Address	3
Semester Total			8
Completion of Certificate of Proficiency in Workplace Communications			8

## Work Ready Technology Certificate of Proficiency

The Work Ready Technology Certificate of Proficiency is designed to develop marketable knowledge, skills, and training by providing theory and hands on training in the various aspects of industry. By utilizing broad technical instruction with practical experience, graduates will be better prepared for the changing needs in industry. Students will receive training for OSHA 10 and forklift certifications.

### Suggested Program of Study

Required Courses			Credit Hours
<i>1st Year - 1st Semester</i>			
MATH	1233	Technical Mathematics	3
ELEC	1004	Principles of Technology	4
WELD	1713	Maintenance Welding	3
Semester Total			8
Completion of Certificate of Proficiency in Work Ready Technology			8

# **Programs by Division**

## **Division of Science & Humanities**

### **Associate of Arts**

- Associate of Arts in General Education
- Associate of Arts in Teaching

### **Associate of Applied Science**

- Early Childhood Paraprofessional Technology, A.A.S.

### **Associate of General Studies**

- Associate of General Studies

### **Certificate of General Studies**

- Certificate of General Studies
- Technical Certificate in Teaching
- Certificate of Proficiency
- Certificate of Proficiency in Teaching
- Communications Certificate of Proficiency
- Leadership Certificate of Proficiency
- Pedagogy Certificate of Proficiency
- Workplace Communications Certificate of Proficiency

## **Division of Technical Studies**

### **Associate of Applied Science**

- Business Analytics, AAS
- Computer Information Systems Technology, A.A.S.
- Computer Network Technology, A.A.S.
- Criminal Justice Technology, A.A.S.
- Cybersecurity Management Technology - AAS
- General Technology, Individualized Technical Option, A.A.S.
- Industrial Maintenance Technology
- Supply Chain Management Technology

### **Technical Certificate**

- Air Conditioning and Refrigeration Technology, Technical Certificate
- Business Analytics, TC
- Computer Information Systems Technology, Technical Certificate
- Computer Network Technology, Technical Certificate
- Computer Programming - Technical Certificate
- Construction Management Technology
- PC Maintenance and Repair Technology, Technical Certificate
- Programmable Logic Controllers
- Supply Chain Transportation
- Welding Technology

**Certificate of Proficiency**

- Business Analytics - Certificate of Proficiency
- Commercial Driving License
- Computer Network Technology - CP
- Criminal Justice Technology - CP
- Esports Technology - CP
- Hydraulics/Pneumatics
- Industrial Motor Controls
- Mechanical Devices
- Security/Forensics
- Video Game Design and Development, Certificate of Proficiency
- Welding - Metal Inert Gas (MIG)
- Welding - Shielded Metal ARC Welding (SMAW)
- Welding - Tungsten Inert Gas (TIG)
- Work-ready Technology

**Division of Nursing and Allied Health****Associate of Applied Science**

- Emergency Medical Sciences - Paramedic, A.A.S.
- Radiologic Technology, A.A.S.
- Registered Nursing, Generic Option (Level 1), A.A.S.
- Registered Nursing, LPN/Paramedic to RN Option (Level 2), A.A.S.
- Respiratory Therapist (RRT), A.A.S.
- Surgical Technology, A.A.S.

**Technical Certificate**

- Emergency Medical Sciences - Paramedic, Technical Certificate
- Health Sciences, Technical Certificate
- Practical Nursing, Technical Certificate
- Surgical Technology, Technical Certificate

**Certificate of Proficiency**

- Early Childhood Paraprofessional Technology, Certificate of Proficiency
- Emergency Medical Responder (EMR), Certificate of Proficiency
- Emergency Medical Sciences - Community Paramedic
- Emergency Medical Sciences EMT - Advanced, Certificate of Proficiency
- Emergency Medical Sciences EMT-Basic, Certificate of Proficiency
- Healthcare Readiness for the Workplace
- Medical Coding - CP
- Nursing Assistant, Certificate of Proficiency
- Phlebotomy Technology, Certificate of Proficiency
- Sterile Processing, Certificate of Proficiency

## Credit Course Descriptions

**ACCO 2313 - Principles of Accounting I.** Three hours credit. This course is a comprehensive introduction to basic financial accounting. This course covers recording, summarizing, and reporting cycle, principles of income measurement and asset evaluation accounting systems and controls. Offered in fall and spring only. ACTS Equivalent Course Number = ACCT 2003. A grade of C or better is required before progressing to ACCO 2323 - Principles of Accounting II. 48 lecture hours.

**ACCO 2323 - Principles of Accounting II.** Three hours credit. Prerequisite(s): 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. Offered in fall and spring only. ACTS Equivalent Course Number = ACCT2013 48 lecture hours.

**AIRC 1114 - Basic Refrigeration.** Four hours credit. Lab Hours: 1 Prerequisite(s): Complete MATH-1233 Technical Math with a grade of 'C' or better. 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 installations are covered in depth. In addition, identification and use of hand tools and brazing processes are taught. Practical applications are provided in the laboratory. Offered in the fall and Spring only. 48 Lecture hours.

**AIRC 1124 - Electricity for Air Conditioning and Refrigeration.** Four hours credit. Lab Hours: 1 Prerequisite(s): Complete MATH-1233 Technical Math with a 'C' or better. 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 applications are provided in the laboratory. Offered in the Fall and Spring only. 48 Lecture hours.

**AIRC 1134 - Commercial Refrigeration.** Four hours credit. 1 Prerequisite(s): Complete Basic Refrigeration and 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. Offered only in the Fall. 64 Lecture hours.

**AIRC 1144 - Residential Systems.** Four hours credit. Lab Hours: 1 Prerequisite(s): Complete Basic Refrigeration and 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 applications are provided in the laboratory with safety being an integral part of training. Offered only in the Spring. 48 Lecture hours.

**AIRC 1153 - Troubleshooting HVAC Systems.** Three Hours credit. Lab Hours: 1 Prerequisite(s): Complete AIRC-1116 Basic Refrigeration and AIRC-1126 Electricity for Air Conditioning with a 'C' or better. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning, heating, and refrigeration components and system problems to include conducting performance tests in residential and commercial HVAC electrical and refrigerant systems. Offered only in the Spring. 32 Lecture hours.

**AIRC 1163 - Controls for Air Conditioning/Refrigeration.** Three hours credit. Lab Hours: 2  
Prerequisite(s): for Air Conditioning Option: AIRC 1126 - Electricity for Air Conditioning/Refrigeration & Refrigeration; for Electrical Mechanical Options: ELEC 1014 - AC- DC Fundamentals of Electricity. 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. Offered only in the fall. 32 Lecture hours.

**ALLI 1117 - Nursing Assistant / Home Care Aide.** Seven hours credit. Prerequisite(s): ACT Reading 19 or equivalent ACCUPLACER scores, 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 on 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. 80 Lecture hours.

**ANTH 2333 - Introduction to Anthropology.** Three hours credit. 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = ANTH1013 48 Lecture hours.

**ART 2343 - Art History and Appreciation.** Three hours credit. 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = ARTA1003. 48 Lecture hours.

**BIOL 1461 - Principles of Biology Lab.** One hour credit. Prerequisite(s): Placement by ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading. This is a laboratory course to complement BIOL 1463 Principles of Biology. It is recommended that this course be taken concurrently with BIOL 1463 Offered in Fall, Spring, and Summer ACTS Equivalent Course Number = BIOL 1014. 32 lab hours.

**BIOL 1463 - Principles of Biology.** Three hours credit: 3 Lab Hours: 0 Prerequisite(s): Prerequisite(s): Placement by ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL1014. 48 Lecture hours.



**BIOL 1464 - Principles of Biology.** Four Credit Hours. Lab Hours: 2 Prerequisite(s): Placement by ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL1014. 48 Lecture hours and 32 Lab hours.

**BIOL 1471 - General Zoology Lab.** One hour credit. This is a laboratory course to complement BIOL 1473 General Zoology. It is recommended that this course be taken concurrently with BIOL 1473 Offered only in the Fall ACTS Equivalent Course Number = BIOL 1054. 32 lab hours.

**BIOL 1473 - General Zoology.** Three hours credit. 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. Offered only in the fall ACTS Equivalent Course Number = BIOL1054. 48 Lecture hours.

**BIOL 1474 - General Zoology.** Four hours credit. 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. Offered only in the fall ACTS Equivalent Course Number = BIOL1054. 48 Lecture hours and 32 Lab hours.

**BIOL 1481 - General Botany Lab.** One Credit Hour. This is a laboratory course to complement BIOL 1483 General Botany. It is recommended that this course be taken concurrently with BIOL 1483. Offered only in the spring ACTS Equivalent Course Number = BIOL 1034. 32 lab hours.

**BIOL 1483 - General Botany.** Three hours credit. 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. Offered only in the spring ACTS Equivalent Course Number = BIOL1034. 48 Lecture hours.

**BIOL 1484 - General Botany.** Four hours credit. Lab Hours: 2 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. Offered only in the spring ACTS Equivalent Course Number = BIOL1034. 48 Lecture hours and 32 Lab hours.

**BIOL 2451 - Human Anatomy and Physiology I Lab.** One Credit Hour. This is a laboratory course to complement BIOL 2453 Human A&P I. It is recommended that this course be taken concurrently with BIOL 2453. Offered in fall, spring, and summer. ACTS Equivalent Course Number = BIOL 2404. 32 hours lab.

**BIOL 2453 - Human Anatomy and Physiology I.** Three hours credit. Prerequisite(s): BIOL 1463 - Principles of Biology and BIOL 1461 - Principles of Biology Lab or high school Advanced Placement AP biology with a grade of "C" or better in the lecture and lab 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, and skeletal, muscular, nervous, and special

senses. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2404 a grade of "C" or better is required for passing. 48 Lecture hours.

**BIOL 2454 - Human Anatomy and Physiology I** Four hours credit. Prerequisite(s): 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, and skeletal, muscular, nervous, and special senses. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2404. A grade of "C" or better is required for passing. 48 Lecture hours and 32 Lab hours.

**BIOL 2461 - Human Anatomy and Physiology II Lab.** One credit hour. This is a laboratory course to complement BIOL 2463 Human A&P II Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2414. 32 lab hours.

**BIOL 2463 - Human Anatomy and Physiology II.** Three hours credit. Prerequisite(s): BIOL 2453 - Human Anatomy and Physiology I and BIOL 2451 -Human Anatomy and Physiology I Lab with a grade of "C" or better in the lecture and lab. This is a lecture- laboratory course designed to cover structure and function of the following systems circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2414. A grade of "C" or better is required for passing. 48 Lecture hours.

**BIOL 2464 - Human Anatomy and Physiology II.** Four hours credit. Prerequisite(s): 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2414 a grade of "C" or better is required for passing. 48 Lecture hours and 32 Lab hours.

**BIOL 2471 - Microbiology Lab.** One credit hour. This is a laboratory course to complement BIOL 2473 Microbiology. It is recommended that this course be taken concurrently with BIOL 2473 Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2004. 32 lab hours

**BIOL 2473 – Microbiology.** Three hours credit. Prerequisite(s): BIOL 1463 - Principles of Biology and BIOL - Principles of Biology Lab or BIOL 2453 - Human Anatomy and Physiology I and BIOL 2451 - Human Anatomy and Physiology I Lab 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 human health Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL2004. 48 Lecture hours.

**BIOL 2474 – Microbiology.** Four hours credit. Lab Hours: 2 Prerequisite(s): 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 human health. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL2004. 48 Lecture hours and 32 Lab hours.

**BUSI 1033 - Introduction to Business.** Three hours credit. 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = BUSI 1013. 48 Lecture hours.

**BUSI 1051 - Word Processing.** One hour credit. Prerequisite(s): None Corequisite(s): None  
In this course, students will learn to create, customize, and modify complex documents. Students will be able to: organize content using tables and charts; customize formats using styles and themes; use templates to automate document formatting, simplify and manage long documents; use mail merge to create letters, envelopes, and labels; perform basic storing, retrieval, and editing features; and create headers, footers, and page numbers. Offered only in the Fall. 16 Lecture hours

**BUSI 1061 - Electronic Spreadsheet.** One hour credit. Prerequisite(s): None Corequisite(s): None  
This hands-on course provides spreadsheet training using Microsoft Excel. Upon successful completion of this course, students should be able to: develop professional Excel worksheets that include formulas and functions; create charts and graphs; manage financial data using Excel; and work with multiple worksheets, workbooks, trendlines, pivot tables, and pivot charts. Offered only in the Fall. 16 Lecture hours.

**BUSI 1243 - Legal Environment of Business.** Three hours credit. This is a study of American laws in the business environment. The study will include court system, contracts, sale of goods, bailment, torts and crimes, property, commercial paper, agencies, partnership, and corporation. Offered in fall and spring only ACTS Equivalent Course Number = BLAW 2003. 48 Lecture hours.

**CDL 1113 - Truck Maintenance and Road Safety.** Three hours credit. This course examines the basics of preventive maintenance and inspection procedures for gasoline and diesel-powered tractor-trailers. Students will demonstrate proficiency in maintenance of drivelines, brake systems, electrical systems, and other concerns faced by the professional truck driver. Students will also demonstrate proficiency in map reading and use of logbook procedures. 48 lecture hours.

**CDL 1213 - Road Regulations and Rules.** Three hours credit. This course provides a review and understanding of the federal and state Department of Transportation (DOT) rules and regulations for the trucking industry and application of this knowledge to the professional operation of commercial vehicles. 48 lecture hours.

**CDL 1316 - Commercial Driver Vehicle Operations.** Three hours credit. This course focuses on vehicle inspection, preventative maintenance, and hands-on defensive driving. Students will demonstrate proficiency in coupling and uncoupling correctly, which is basic to the safe operation of combination vehicles. Students will demonstrate proficiency in cargo handling, driving on two and four lane roads, urban and rural driving strategies, night driving, and weather conditioned driving. Students will also experience pulling heavy and empty loads and a variety of trailer types. 48 lecture hours and 48 lab hours.

**CNST 1213 - Introduction to Construction.** Three hours credit. Prerequisite(s): None Corequisite(s): None  
Introduction to Construction Introduction to the construction industry and the career opportunities available within residential, civil, and industrial construction. The different roles of various participants are examined along with industry history and traditions. Proper dress and safety requirements for office and field work are discussed. OSHA 29 CFR Part 1926 is used as a reference guide. 48 lecture hours.

**CNST 1233 - Surveying and Elevations.** Corequisite(s): Co-requisite: MATH 1303 or consent of instructor. This course covers fundamental principles of surveying. Computers and surveying instruments are used to develop plot/lot plans. Topics included are tape measurement, differential leveling, traversing, contours, computations, and land surveys. 48 lecture hours.

**CHEM 1204 - Chemistry for Allied Health.** Four hours credit. Prerequisite(s): Completion 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 lectures and to introduce a variety of different laboratory techniques. Offered in fall, spring, and summer. Note: This course does not fulfill the general education science requirement for an Associate of Arts degree. 48 Lecture hours.

**CHEM 1431 - General Chemistry I Lab.** One hour credit. This is a laboratory course to complement CHEM 1433 General Chemistry I. It is recommended that this course be taken concurrently with CHEM 1433. ACTS Equivalent Course Number = CHEM 1414. 32 lab hours.

**CHEM 1433 - General Chemistry I.** Three hours credit. Prerequisite(s): MATH 1063 - Foundations of College Algebra with a grade of "C" or better in the course or instructor permission. This 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. Fall, Spring and Summer ACTS Equivalent Course Number = CHEM 1414. Note: Note: This course assumes a solid working knowledge of algebra. 48 Lecture hours.

**CHEM 1434 - General Chemistry I.** Four hours credit. Prerequisite(s): MATH 1023 Intermediate Algebra, MATH 1053 - Foundations of Quantitative Literacy, or MATH 1063 - Foundations of College 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 lectures as well as to introduce students to a variety of laboratory techniques. Offered in fall, spring, and summer. ACTS Equivalent Course Number = CHEM 1414. Note: This course assumes a solid working knowledge of algebra. 48 Lecture hours and 32 Lab hours.

**CHEM 1441 - General Chemistry II Lab.** One hour credit. This is a laboratory course to complement CHEM 1443 General Chemistry II. It is recommended that this course be taken concurrently with CHEM 1443. ACTS Equivalent Course Number = CHEM 1424. 32 lab hours.

**CHEM 1443 - General Chemistry II.** Three hours credit. Prerequisite(s): CHEM 1433 - General Chemistry I and CHEM 1431 - General Chemistry I Lab with a grade of "C" or better in the courses or departmental consent. This course is a continuation of CHEM 1433 - 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. Offered in fall, spring, and summer. 48 Lecture hours.

**CHEM 1444 - General Chemistry II.** Four hours credit. Prerequisite(s): 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 lectures as well as to introduce students to a variety of techniques. Offered in fall, spring, and summer ACTS Equivalent Course Number = CHEM1424 Note: This course assumes a solid working knowledge of algebra, including exponentials and logarithms. 48 lecture hours and 32 lab hours.

**CDL 1113 – Truck Maintenance and Road Safety.** Three hours credit. This course examines the basics of preventive maintenance and inspection procedures for gasoline and diesel-powered tractor-trailers. Students will demonstrate proficiency in maintenance of drivelines, brake systems, electrical systems, and other concerns faced by the professional truck driver. Students will also demonstrate proficiency in map reading and use of logbook procedures. 48 lecture hours.

**CDL 1213 – Road Regulations and Rules.** Three hours credit. This course provides a review and understanding of the federal and state Department of Transportation (DOT) rules and regulations for the trucking industry and application of this knowledge to the professional operation of commercial vehicles. 48 lecture hours.

**CDL 1316 – Commercial Driver Vehicle Operations.** Six hours credit. This course focuses on vehicle inspections, preventative maintenance, and hands-on defensive driving. Students will demonstrate proficiency in coupling and uncoupling correctly, which is basic to the safe operation of combination vehicles. Students will demonstrate proficiency in cargo handling, driving on two and four lane roads, urban and rural driving strategies, night driving, and weather conditioned driving. Students will also experience pulling heavy and empty loads and a variety of trailer types.

**CNET 1113 - Introduction to Computer Networking.** Three hours credit. Corequisite(s): 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. Offered in the fall only. 48 lecture hours and 32 lab hours.

**CNET 1123 - Network Concepts.** Three hours credit. Prerequisite(s): CNET 1113 - Introduction to Computer Networking. Students will learn detailed knowledge about Network Protocols and how they interact in a networking environment. Students will also learn how to use network tools to view and understand interconnecting technologies. Offered in spring only. 48 lecture hours and 32 lab hours.

**CNET 1133 - Introduction to Linux.** Three hours credit. Corequisite(s): COMP 1123 - Introduction to Computers Introduction to Linux will teach students to install and set up 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. Offered in the fall only. 48 lecture hours and 32 lab hours.

**CNET 1143 - PC Maintenance and Repair.** Three hours credit. Prerequisite(s): COMP 1123 - Introduction to Computers. 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. Offered in spring only. 48 lecture hours and 32 lab hours.



**CNET 1213 - Windows Operating Systems.** Three hours credit. Prerequisite(s): 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. Offered in fall only. 48 lecture hours and 32 lab hours.

**CNET 1223 - Advanced Network Concepts.** Three hours credit. 2 Prerequisite(s): CNET 1123 - Network Concepts. Students will study the current technologies and how they apply to preexisting networks (i.e., wireless technology and VoIP). Offered in spring only. 48 lecture hours and 32 lab hours.

**CNET 2183 - UNIX-Based Operating Systems.** Three hours credit. Prerequisite(s): CNET 1133 - Introduction to Linux. Students will learn about 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. Offered in spring only. 48 lecture hours and 32 lab hours.

**CNET 2213 - Network Security.** Three hours credit. Prerequisite(s): CNET 1123 - Network Concepts. Students will learn about networking security policies and defense. Security hardware, such as firewalls, and VPN's will be covered. Offered in spring only. 48 lecture hours and 32 lab hours.

**CNET 2223 - Network Engineering.** Three hours credit. Prerequisite(s): 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. Offered in spring only. 48 lecture hours and 32 lab hours.

**CNET 2233 - Network Technical Support.** Two hours credit. Prerequisite(s): 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. Offered in fall only. 32 lecture hours and 32 lab hours.

**CNET 2413 - Network Management.** Three hours credit. Prerequisite(s): CNET 1123 - Network Concepts & CNET 2233 - Network Technical Support. 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. Offered in the fall only. 48 lecture hours and 32 lab hours.

**CNET 2443 - CNET Capstone.** Three hours credit. Prerequisite(s): 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. Offered in spring only. 48 lecture hours and 32 lab hours.

**COMP 1123 - Introduction to Computers.** Three hours credit. This course introduces microcomputer hardware, software, their applications, and terminology to the beginner, and provides 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. Fall, Spring, and Summer. 48 lecture hours.

**CNST 1213 – Introduction to Construction.** Three hours credit. Prerequisite(s): None Corequisite(s): None. Introduction to Construction Introduction to the construction industry and the career opportunities available within residential, civil, and industrial construction. The different roles of various participants are examined along with industry history and traditions. Proper dress and safety requirements for office and field work are discussed. OSHA 29 CFR Part 1926 is used as a reference guide. 48 lecture hours.

**CNST 1233 – Surveying and Elevations.** Corequisite(s): Co-requisite: MATH 1303 or consent of instructor. This course covers fundamental principles of surveying. Computers and surveying instruments are used to develop plot/lot plans. Topics included are tape measurement, differential leveling, traversing, contours, computations, and land surveys. 48 lecture hours

**CRIM 1213 - Juvenile Delinquency and Justice.** Three hours credit. Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption Pre/ - CRIM 1313 - Introduction to Criminal Justice. 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. Offered in the fall only. 48 Lecture hours.

**CRIM 1313 - Introduction to Criminal Justice.** Three hours credit. Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption. 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. Offered in fall and spring only ACTS Equivalent Course Number = CRJU1023 48 Lecture hours.

**CRIM 1323 - Arkansas Juvenile Law and Procedures.** Three hours credit. Lecture Hours: 3 Prerequisite(s)/Corequisite(s): CRIM 1313 - Introduction to Criminal Justice. 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. Offered only in the spring. 48 Lecture hours.

**CRIM 2313 - The Judicial Process.** Three hours credit. Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption. 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. Offered only in the Spring. 48 Lecture hours.

**CRIM 2323 - Probation and Parole.** Three hours credit. Prerequisite(s): CRIM 1313 - Introduction to Criminal Justice. This 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. Offered only in the spring. 48 Lecture hours.



**CRIM 2333 - Introduction to Corrections.** Three hours credit. Prerequisite(s): CRIM 1313 - Introduction to Criminal Justice. 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, the role of the social worker in a correctional setting, career opportunities in corrections, and correctional rehabilitation. Offered in the fall only. 48 Lecture hours.

**CRIM 2343 - Constitutional Law.** Three hours credit. Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and CRIM 1313 - Introduction to Criminal Justice. 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. Offered in the fall only. 48 Lecture hours.

**CRIM 2373 - Criminal Investigation I.** Three hours credit. Prerequisite(s): CRIM 1313 - Introduction to Criminal Justice. 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. 48 Lecture hours.

**CRIM 2383 - Criminal Law.** Three hours credit. Prerequisite(s): Introduction to Computers with a "C" or better, and Development Reading with a "C" or better, a Reading COMPASS score of 83 or better, or ACCUPLACER Reading Score 78 or better CRIM 1313 - Introduction to Criminal Justice. 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. Offered only in the spring. 48 Lecture hours.

**CRIM 2463 - Private Security and Investigation.** Three hours credit. Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and CRIM 1313 - Introduction to Criminal Justice. This course is designed to prepare the student for state certification in the areas of private security and private investigation. Offered only in the spring. 48 Lecture hours.

**CYSC 2003 – Introduction to Cybercrime.** Three hours credit. Prerequisite(s): COMP-1123 Intro to Computers Examines computer and network-based crimes including hacking, child pornography, and other activity. Examines tools used in the investigation and prosecution of cybercrimes, current laws and security measures, and future concerns for effective tracking and prevention. 48 lecture hours.

**CYSC 2013 – Principles of Cyber Security.** Three hours credit. Prerequisite(s): CYSC-2003 Intro to Cybercrime. The students will be introduced to the fundamentals of cyber security. Students will gain insight into the importance of cyber security, and the integral role of cyber security professionals. 48 lecture hours.

**CYSC 2023 – Ethics in Information Technology.** Three hours credit. Prerequisite(s): CYSC-2013 Principles of Cyber Security. This course examines managerial aspects of computer security and risk management for enterprises. The student will acquire information for accreditation, procurement, extension, and operation principles for secure computing systems. 48 lecture hours.

**CYSC 2033 – Digital Forensics.** Three hours credit. Prerequisite(s): CYSC – 2003 Intro to Cybercrime. Students will gain practical knowledge on how to conduct digital investigations and preserve evidence that stands up to inquiries. 48 lecture hours.

**CYSC 2113 – Cryptography and Trusted Systems.** Three credit hours. Prerequisite(s): CYSC – 2023 Ethics in Information Technology. Students will be introduced to security problems in computing, basic encryption, and decryption techniques. Secure encryption systems and cryptographic protocols and practices will also be presented. 48 lecture hours.

**CYSC 2123 – Security Auditing.** Three hours credit. Prerequisite(s): CYSC – 2013 Principles of Cyber Security, CYSC-2023 Ethics in Information Technology Capstone/Practicum. This course integrates all the concepts from the Cybersecurity curriculum and is the capstone for the program. 48 lecture hours.

**ECDT 1023 - Intro to Early Childhood Education.** Three hours credit. Prerequisite(s): None Corequisite(s): 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. 48 Lecture hours.

**ECDT 1113 - Essential Elements of Child Care.** Three hours credit. 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 courses provide 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. The 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. 48 Lecture hours.

**ECDT 1233 - Early Childhood Education Field Experience.** Three hours credit. Prerequisite(s): Complete ECDT-1023 Intro to Early Childhood Education, ECDT-1113 Essential Elements of Child Care and EDUC-2333 Child Growth and Development with a 'C' or better. 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. 48 Lecture hours.

**ECDT 1323 - Language Arts for Preschool Children.** Three hours credit. This course covers skills needed by preschool teachers that allow them 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. Offered only in the spring and a grade of "C" or better is required for passing. 48 Lecture hours.

**ECDT 1413 - Music for Preschool Children.** Three hours credit. 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. Offered in spring only a grade of "C" or better is required for passing. 48 Lecture hours.

**ECDT 1513 - Child Nutrition and Health Care.** Three hours credit. Prerequisite(s): ECDT 1113 - Essential Elements of Child Care, EDUC 1013 - Introduction to Early Childhood Education, and EDUC 2333 - Child Growth and Development Prerequisite(s)/Corequisite(s): EDUC 1113 - Early Childhood Field Experience. This course covers the principles and application of safety, sanitation, and health nutritional practices for young children. The 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. Offered in fall only a grade of "C" or better is required for passing. 48 Lecture hours.

**ECDT 2243 - Social and Emotional Development in an Inclusive Classroom.** Three hours credit. Prerequisite(s): EDUC 1013 - Introduction to Early Childhood Education, ECDT 1113 - Essential Elements of Child Care, EDUC 1113 - Early Childhood Field Experience Prerequisite(s)/Corequisite(s): 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. Offered in fall only a grade of "C" or better is required for passing. 48 Lecture hours.

**ECDT 2613 - Curriculum Methods and Materials.** Three hours credit. Prerequisite(s): 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 and 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. Offered in spring only a grade of "C" or better is required for passing. 48 Lecture hours.

**ECDT 2713 - Social Studies, Math, and Science for Preschool Children.** Three hours credit. Prerequisite(s): 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 and 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. Offered in fall only a grade of "C" or better is required for passing. 48 Lecture hours.

**ECDT 2813 - Administration of Preschool Programs.** Three hours credit. Prerequisite(s): 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 and Development. This course covers the theory and practice of administering private, state, and federally funded preschool programs. Concepts of administration are covered. Offered in spring only a grade of "C" or better is required for passing. 48 Lecture hours.

**ECDT 2916 - Early Childhood Education Practicum.** Six hours credit. Prerequisite(s): 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 and Health Care, ECDT 2243 - Social and Emotional Development in an Inclusive Classroom, EDUC 2333 - Child Growth and Development, ECDT 2713 - Social Studies, Math, and 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 provide opportunities for students to plan and implement experiences for infants, toddlers, and preschoolers, drawing together all areas of the early childhood curriculum. Offered in spring only a grade of "C" or better is required for passing. 32 lecture hours and 256 practicum hours.

**ECON 2313 - Principles of Economics I (Macroeconomics).** Three hours credit. 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. It especially affects the monetary and fiscal policies on employment, income and price levels. Offered in fall, spring, and summer ACTS Equivalent Course Number = ECON 2103. 48 Lecture hours.

**ECON 2323 - Principles of Economics II (Microeconomics).** Three hours credit. Topics include decision making of the firms and the consumer; market structures; farm problems; international trade and finance, and the global economy. Offered in fall, spring, and summer ACTS Equivalent Course Number = ECON 2203. 48 Lecture hours.

**EDUC 1013 - Introduction to Early Childhood Education.** Three hours credit. 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. Offered in fall and spring only. 48 Lecture hours.

**EDUC 1113 - Early Childhood Field Experience.** Two hours credit. Prerequisite(s): EDUC 2333 - Child Growth and Development, ECDT 1113 - Essential Elements of Child Care, EDUC 1013 - Introduction to Early Childhood Education; Acceptance into the ECDT program. This course introduces the student to the process of observing and assessing young children in early childhood educational settings through 30 (thirty) hours of active observation. The course will cover various observation methods, as well as the importance of utilizing various strategies of documenting observations for assessment purposes and curriculum planning. Students practice observing, documenting, and completing assessment tools prior to being placed in the field where required to carry out the observation and assessment process using appropriate documentation and interacting with developmental assessment tools for young children. Students are assigned to licensed, quality childcare centers for this field experience. Offered in fall, spring, and summer. 16 lecture hours and 32 lab hours.

**EDUC 1303 - Foundations of Education.** Three hours credit. Prerequisite(s): None Corequisite(s): None This course provides an overview of the philosophy, educational theories, and historical development of formalized education. The student will become familiar with theories which education is based upon and learn how to develop an effective program designed uniquely for children. The student will also obtain knowledge of state and federal laws pertaining to the education of children. This course will also explore the opportunities in the field of education. This course is designed to fulfill requirements set forth by the Associate of Arts in Teaching degree program. (Formerly Intro to Education) 48 Lecture hours.

**EDUC 1312 - Academic Success.** Three hours credit. This course focuses on equipping college students with the requisite skills needed for success in higher education. Topics include the following items: study skills, active listening, note taking, critical thinking, learning online, communication, academic persistence and choosing an area of study. In addition, this class will require students to engage with student support services offered at SEARK, such as Tutoring Central, Trio, or Career Services. This course is required for all students who require remediation in Reading, English, or Math. Students **MUST** take this course within their first 15 hours of course work at Southeast Arkansas College, have completed a similar course as evidenced by transcript evaluation. or have successfully completed 30 or more hours of college credit at another institution. 32 Lecture hours.

**EDUC 1313 - Strategies for College Success.** Three hours credit. 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 and financial literacy. Critical workplace skills are also addressed within the context of progressing from college to the workplace. 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. Offered in fall, spring, and summer. 48 Lecture hours.

**EDUC 1323 - Service Learning.** Three hours credit. Prerequisite(s): Completion of a minimum of 12 semester credit hours of collegiate-level courses. This course is designed for the General Studies and/or Associates 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 of volunteerism, its impact on the community, and the development of responsible citizenry are also goals of the course. 48 Lecture hours.

**EDUC 2113 - Math for Teachers I.** Three hours credit. Prerequisite(s): Complete EDUC-1303 Foundations of Education with a 'C' or better. Students will demonstrate a deep understanding of sets, logic, and numbers used for problem solving and instruction in the elementary/middle school classroom. This course is designed to fulfill requirements set forth by the Associate of Arts in Teaching degree program. 48 Lecture hours.

**EDUC 2123 - Math for Teachers II.** Three hours credit. Prerequisite(s): Complete EDUC-2113 Mathematics for Teachers I with a 'C' or better. Topics include a study of probability and statistics, geometry, and concepts of measurement in elementary/middle school mathematics, for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem solving. This course is designed to fulfill requirements set forth by the Associate of Arts in Teaching degree program. 48 Lecture hours.

**EDUC 2133 - Classroom Methods & Management.** Three hours credit. Prerequisite(s): Complete EDUC-1303 Foundations of Education with a C or better. Future teachers need to be prepared to effectively manage increasingly diverse student populations. This course is designed to provide the skills that are necessary to manage classrooms including students with various levels of academic preparedness, behavioral skills, disabilities, and cultural backgrounds. 48 Lecture hours.



**EDUC 2143 - Curriculum Strategies for Teachers.** Three hours credit. Prerequisite(s): Complete EDUC-1303 Foundations of Education with a 'C' or better. Corequisite(s): None Curriculum Strategies for Teachers is designed primarily for use in courses of instruction for those preparing to become elementary and middle school teachers. Preparing pre-service or new practicing teachers to master a broad range of competencies required for state and national certification. The course illustrates a broad spectrum of instructional models, strategies, methodologies, and techniques that work in today's complex classrooms. 48 Lecture hours.

**EDUC 2313 - Instructional Technology.** Three hours credit. Prerequisite(s): COMP 1123 - Introduction to Computers. The course is intended to introduce integrating technology in the classroom. Topics include the Internet, productivity software for educators, integrating multimedia and software applications, security issues, ethics, and technology planning. Offered in the spring only. 48 Lecture hours.

**EDUC 2333 - Child Growth and Development.** Three hours credit. 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. Offered in fall and summer only. 48 Lecture hours.

**ELEC 1003 - Instrumentation & Control.** Three hours credit. Lab Hours: 2 Prerequisite(s): ELEC 1024 - Electronics and Digital Devices with a grade of "C" or better. Instrumentation & Control I present the fundamental scientific principles of process control including temperature measurement, pressure measurement, level processes measurement, flow measurement, analyzers, position measurement, PID Controller and process control, pH control and measurement, process dynamics, proportional plus integral/derivative control mode. Topics include transducers, thermometers, and gauges are introduced along with calibration. The student must demonstrate the ability to properly connect and troubleshoot a basic instrumentation system upon completion of this course. This course will incorporate a variety of teaching and learning methods - lectures, readings, lab exercises, and lab work. Offered only in the spring. 32 Lecture hours.

**ELEC 1004 - Principles of Technology.** Four hours credit. Corequisite(s): MATH 1233 - Technical Mathematics. This course is a study of basic industrial skills required in manufacturing environments and allows the student to attain core credentials in the NCCER system. This course is designed for students to gain practical knowledge of principles of technology and gain comprehensive exposure to a variety of topics such as use of power tools, hand tools, material handling and equipment in an industrial setting. This course will assist students in using measuring devices, identification, and use of fastening devices, tolerance & lubrication of industrial machinery, while focusing on proper safety practices associated with working in an industrial setting Offered in fall & spring. 48 lecture hours and 32 lab hours.

**ELEC 1014 - AC-DC Fundamentals of Electricity.** Four hours credit. Corequisite(s): MATH 1233 - Technical Mathematics with a grade of "C" or better. AC/DC Fundamentals of Electricity presents the basic concepts of DC and AC electricity. General topics covered include voltage, current, and Ohm's Law, equivalent resistance, power in DC circuits, series and parallel circuits, phase angle and phase shift, instantaneous power and average power, inductive reactance, capacitive reactance, active and reactive power, apparent power, and the power triangle. Solving simple AC circuits using circuit Impedance Calculation, solving AC circuits using the power triangle method. This course uses training systems and combines a modular design approach with computer-based data acquisition and control to introduce students to the fundamentals of electricity. The training system is designed to operate at a low voltage to ensure safety of students beginning their training in electric power technology. Offered in fall & spring This course will incorporate a variety of teaching and learning methods- lectures, readings, lab exercises, and lab work. Offered in the Spring and Fall. 48 lecture hours and 32 lab hours.

**ELEC 1024 - Electronics and Digital Devices.** Four hours credit. Corequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better. Electronics and Digital Devices introduce students to the components, the analysis and design methods, and the underlying principles that make up the framework for creating and implementing electronic and digital circuits for almost any conceivable task. The main emphasis is on developing an engineering point of view that is a mix of practical experience, good intuition, and the capability to apply the mathematical laws that govern the behavior of electronic and digital elements and circuits. Both analog and digital circuits will be covered. Topics include diodes, transistors, power components, filters, operational amplifiers and oscillators, number systems, codes, gates, Boolean logic, truth tables, encoders, decoders, and converters, TTL, CMOS, flip-flops, multivibrators, counters, shift registers synchronous and asynchronous circuits, and multiplexing. Offered in fall & spring. 48 lecture hours and 32 lab hours.

**ELEC 1034 - Industrial Motor Controls.** Four hours credit. Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better. This course covers the fundamentals of DC motors, single phase AC motors, and three-phase AC motors. The course will also address control devices such as motor starters, contactors, relays solenoids, sensors, timers, and switches. Included are maintenance, installation, wiring diagrams, and troubleshooting. Mechanical and electrical assembly of control circuits is accomplished without the use of hand tools. This class uses the Control of Industrial Motors Training Systems which forms complete instructional programs that train students in industrial-motor control through the use of block, wiring, and schematic diagrams. Offered in spring only This course will incorporate a variety of teaching and learning methods - lectures, readings, lab exercises, and lab work. Offered Fall only. 48 lecture hours and 32 lab hours.

**ELEC 1004 - Programmable Logic Controllers I.** Four hours credit. Programmable Logic Controllers (PLCs) cover the fundamentals of installing, programming, and troubleshooting digital and analog PLCs. This class provides a solid foundation in PLC theory, installation, programming techniques, principles of operation, maintenance of PLCs, and troubleshooting. Basic relay ladder logic programming experiments are performed using timers, counters, and internal coil instructions in laboratory projects. Offered in Summer only. 48 lecture hours and 32 lab hours.



**ELEC 2014 - Wiring Principles & Codes.** Four hours credit. Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better. Wiring Principles & Codes is an introductory course of study in wiring practices, cabling, conductors, insulators, blueprints, and general electrical devices found in the residential and industrial setting. This course is based on current National Electric Code (NEC) standards and should stimulate the student to learn the basics of residential and industrial wiring. It will guide the students in examining the very latest in industry standards and procedures. The student will move step-by-step through the critical tasks and responsibilities that face today's professional residential and industrial electricians. This course will cover the interpretation and application to residential, industrial, and commercial wiring of electrical code. Offered only in the fall. 48 lecture hours and 32 lab hours.

**ELEC 2024 - Commercial & Industrial Wiring.** Four hours credit. Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better. Commercial & Industrial Wiring provides an overview of principles and theory involved when wiring commercial and industrial facilities. This class provides an understanding of the installation and maintenance of commercial and industrial wiring. This class focuses on installing enclosures, conduit bodies, fittings, wiring and safety requirements needed to perform the tasks. This covers topics such as tools and test instruments, drawings and specifications, conductors and cables, commercial and industrial installations. The operation and installation of common electrical devices and components used in commercial and industrial applications are covered throughout this class. Offered only in the Fall. 48 lecture hours and 32 lab hours.

**ELEC 2034 - Troubleshooting Electromechanical Systems.** Four hours credit. Prerequisite(s): ELEC 2004 - Programmable Logic Controllers with a grade of "C" or better. Troubleshooting Electromechanical Systems covers system troubleshooting theory and real troubleshooting applications. Uses a hands-on approach to provide troubleshooting experience in multiple areas including troubleshooting techniques for Instrumentation and Process Control Systems, Motor Controls, and PLC/DCS (analog and digital) systems, and Motor Transformers, Branch and Feeder Circuits (480V to 34.5KV). This course is intended to build on previous study in these topics and enhance skills so that system failures can be analyzed and corrected efficiently. Students will be using SIMTECH software to troubleshoot electro-mechanical systems. Offered in spring only This course will incorporate a variety of teaching and learning methods- lectures, readings, lab exercises, and lab work. 48 Lecture hours and 32 lab hours.

**ELEC 2004 - Programmable Logic Controllers II.** Four hours credit. Prerequisite(s): ELEC 1004 Programmable Logic Controllers I. This class features advanced PLC topics such as I/O bus networks, fuzzy logic, programming standard, process control, and PID algorithms. It covers everything from PLC basics to advanced applications. This course will incorporate a variety of teaching methods-lectures, readings, lab exercises, and lab work. Offered in Fall only. 48 lecture hours and 32 lab hours.

**EMER 1006 - Emergency Medical Responder.** Six hours credit. Prerequisite(s): READ 1213 - Developmental Reading with a "C" or better or test score exemption. Emergency Medical Responder (EMR) program prepares graduates to make appropriate decisions about the care to provide in a medical emergency. It uses simple knowledge of the Emergency Medical Services (EMS), system safety/well-being of the EMR, medical/legal issues at the scene of an emergency while awaiting a higher level of care. The program prepares graduates with the knowledge and skills necessary to work as an EMR to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness while awaiting or alongside advance medical help. 96 lecture hours and 64 lab hours.

**EMER 1009 - EMT Basic.** Nine hours credit. Prerequisite(s): Reading score of ACT 19 or equivalent test scores, READ 1213 - Developmental Reading with a grade of "C" 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. 144 lecture hours and 112 lab hours.

**EMER 1016 - Community Paramedic.** Six hours credit. Prerequisite(s): READ 1213 - Developmental Reading with a "C" or better or test score exemption. The Community Paramedic Program will train paramedics to attend to a specific patient population that's often underserved. The program prepares students to provide services as directed by a patient care plan. The care plan is developed, approved, and implemented by a patient's physician in conjunction with the Community Paramedic and the Community Paramedic's Director. Graduates are eligible to take a licensure exam to work as a Community Paramedic in the pre-hospital setting. Offered in the fall and spring only. 96 lecture hours and 64 lab hours.

**EMER 1019 - EMT – Advanced.** Nine hours credit. Prerequisite(s): READ 1213 with a "C" or better or test score exemption and EMER 1009 with a "C" or better. Emergency Medical Technology Advanced is an introductory survey of advanced emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency childbirth, intravenous access, drug administration, advanced treatment of medical and trauma patients 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 state and national certification as AEMT. Random drug screening may be utilized at any time during the course of the program at the student's expense. Offered in the fall and spring only. 144 lecture hours and 112 lab hours.

**EMER 1111 - Basic EKG Interpretation.** One hour credit. 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. 16 Lecture hours.

**EMER 1112 – Clinical.** One hour credit. Prerequisite(s): Acceptance into the program EMER 1009 - EMT Basic, with a grade of "C" or better. Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1114 - Foundations of Emergency Medical Sciences 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. Offered in fall only A grade of "C" or better is required for passing. 32 lecture hours and 16 lab hours.

**EMER 1114 - Foundations of Emergency Medical Sciences.** Four hours credit. Prerequisite(s): Acceptance into the Program; EMER 1009 - EMT Basic, with a grade of C or better. Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1114 Foundations of EMS. This course will include the 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. Offered in fall only and a grade of "C" or better is required for passing. 48 lecture hours and 32 lab hours.

**EMER 1134 - Clinical Practicum I.** Four hours credit. Prerequisite(s): Acceptance into the Program; EMER 1009 - EMT Basic with a grade of C or better. Prerequisite(s)/Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1114 - Foundations of Emergency Medical Sciences; EMER 1112 - Clinical. 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. Offered in fall and spring only a grade of "C" or better is required for passing. 256 Clinical hours.

**EMER 1213 - Management of the Trauma Patient.** Three hours credit. Prerequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical Prerequisite(s)/Corequisite(s): EMER 1134 - Clinical Practicum I or EMER 1244 - Clinical Practicum II; EMER 1114 - Foundations of Emergency Medical Sciences; EMER 1222 - Acute Cardiac Care; EMER 1234 - Pathophysiology for EMS Providers. 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 in clients across the lifespan. Includes certification in Pre-hospital Trauma Life Support (PHTLS), Pediatric Education for the Pre-hospital Providers (PEPP), and Neonatal Resuscitation (NRP) Certifications. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. Offered in the spring only. A grade of "C" or better is required for passing. 48 Lecture hours.

**EMER 1222 - Acute Cardiac Care.** Two hours credit. Lab Hours: 2 Prerequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical; EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; all with a grade of C or better. Corequisite(s): EMER 1213 - Management of the Trauma Patient; EMER 1234 - Pathophysiology for EMS Providers; EMER 1242 - Management of the Critical Care Patient; 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 to 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. This course will also provide the student with the framework to recognize pathophysiology and implement management of emergencies among gynecologic, obstetric, neonatal, pediatric, and geriatric patients. The course includes Pediatric Education for the Pre-hospital Providers (PEPP), Neonatal Resuscitation (NRP) Certifications. Offered in the spring and summer only a grade of "C" or better is required for passing. 32 lecture hours and 16 lab hours.

**EMER 1234 - Pathophysiology for EMS Providers.** Four hours credit. Prerequisite(s): EMER 1112 - Clinical with a grade of C or better. Prerequisite(s)/Corequisite(s): EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; EMER 1222 - Acute Cardiac Care; EMER 1213 - Management of the Trauma Patient. This course includes Human Anatomy and Physiology from cellular structure to systems applications with emphasis on the pathophysiology of the disease process. Offered in the spring only a grade of "C" or better is required for passing. 64 lecture hours and 48 lab hours.

**EMER 1242 - Management of the Critical Care Patient.** Two hours credit. Prerequisite(s)/ Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical; EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; all students with a grade of "C" or better. 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, including pediatrics. The laboratory time will be spent treating simulated patients in the lab at SEARK College. Offered in the spring and summer only a grade of C or better is required for passing. 32 lecture hours and 16 lab hours.

**EMER 1244 - Clinical Practicum II.** Four hours credit. Prerequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical; EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; all students with a grade of C or better. Corequisite(s): EMER 1242 - Management of the 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. Offered in the spring and summer only and a grade of "C" or better is required for passing. 256 Clinical hours.

**EMER 1411 - Paramedic Competencies.** One hour credit. Prerequisite(s): EMER 1244 - Clinical Practicum II Corequisite(s): 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. Offered in the summer and fall only and a grade of "C" or better is required in order for the student to be granted eligibility to sit for the National Registry exam. 16 lecture hours.

**EMER 1413 - Management of Medical Emergencies.** Three hours credit. Prerequisite(s): EMER 1244 - Clinical Practicum II with a grade of C or better. Corequisite(s): EMER 1411 - Paramedic Competencies; EMER 1424 - Clinical Practicum III. This course will provide the student with the framework to recognize pathophysiology and implement management of patients with respiratory, neurologic, endocrine, anaphylactic, non- traumatic abdominal, and urologic emergencies. The 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. Offered only in the summer and fall, and a grade of "C" or better is required for passing. 48 lecture hours.

**EMER 1424 - Clinical Practicum III.** Four hours credit. Prerequisite(s): EMER 1244 - Clinical Practicum II with a grade of C or better. Corequisite(s): 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. Offered only in the summer and fall, and 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. 256 clinical hours.

**ENGL 1013 - Basic English.** Three hours credit. Prerequisite(s): Placement by an ACT score of 12-14 or equivalent ACCUPLACER score. Corequisite(s): READ 1213 - Developmental Reading, if required. This course offers intensive instruction in the fundamentals of grammar and usage. Offered in fall, spring, and summer, a grade of "C" or better is required before progressing to the next course level, ENGL 1113 - Fundamentals of Writing. Note: This course is non-transferable. 48 Lecture hours.

**ENGL 1101 - Fundamentals of Critical Reading.** One hour credit. Prerequisite(s): None  
Corequisite(s): Complete ENGL-1191 ALP Fundamentals of Writing and ENGL-1393 ALP English Composition I with this course. This course is a co-requisite course paired with ALP English Composition I. The course will cover reading competencies in the following categories: main ideas, supporting details, organization/relationships, vocabulary development, critical reading/logic and strategic reading. These skills will be taught in the context of the reading material for the paired college-level, gateway course. It must be taken with the college level gateway course. Fall, Spring, and Summer Note: This course is developmental and will not transfer. 16 lecture hours.

**ENGL 1113 - Fundamentals of Writing.** Three hours credit. Prerequisite(s): Placement by an ACT score of 15-18 or equivalent ACCUPLACER score, or a grade of "C" or better in ENGL 1013 - Basic English. Corequisite(s): 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. Offered in fall, spring, and summer and a grade of "C" or better is required before progressing to ENGL 1313 - English Composition I. Note: This course is not transferable. 48 Lecture hours.

**ENGL 1191 - ALP Fundamentals of Writing.** One hour credit. Prerequisite(s): None Corequisite(s): This course must be taken with ENGL-1393 ALP English Composition I and completed with a 'C' or better. 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. Fall, Spring, and Summer Note: This course is developmental and will not transfer. 16 Lecture hours.

**ENGL 1193 - ALP Fundamentals of Writing.** Three hours credit. Prerequisite(s): Placement by an ACT score of 15-18 or equivalent ACCUPLACER score, or ENGL 1013 - Basic English with a grade of "C" or better. Corequisite(s): 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. Offered in fall, spring, and summer Note: a grade of "C" or better is required in both courses before progressing to the next course level. 48 Lecture hours.

**ENGL 1201 - Reading for the Workplace.** One hour credit. Lecture Hours: 1 Prerequisite(s): None Corequisite(s): This course must be taken with ENGL-1213 Writing for the Workplace and completed with a "P" for passing. This course is a co-requisite course paired with Writing for the Workplace. The course will cover reading competencies in the following categories: main ideas, supporting details, organization/relationships, vocabulary development, critical reading/logic, and strategic reading. These skills will be taught in the context of professional readings one might encounter in a technical workplace environment. Note: This course is developmental and will not transfer. 16 Lecture hours.

**ENGL 1213 - Writing for the Workplace.** Three hours credit. Lab Hours: 0 SWE: 0 Writing for the Workplace is a course designed specifically for those students who are earning technical certificates and AAS degrees. This course may not transfer to other institutions. This course is a college-level, three-credit course that tightly focuses on contextualized writing for the workplace while reviewing foundational reading and writing elements. Students will participate in active/hands-on learning projects which focus on only the technical writing these students will need upon entering the workforce. 48 Lecture hours.



**ENGL 1313 - English Composition I.** Three hours credit. Prerequisite(s): Placement by an ACT score of 19 or better or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1393 - IRW Integrated Developmental Reading and Writing, or a minimum grade of "C" or better in ENGL 1113 - Fundamentals of Writing. Corequisite(s): READ 1213 - Developmental Reading, if required. The course will focus on principles and techniques of expository and persuasive composition, analysis of texts with an introduction to research methods, and critical reading. Offered in fall, spring, and summer ACTS Equivalent Course Number = ENGL1013 a minimum grade of "C" or better is required for passing. 48 Lecture hours.

**ENGL 1323 - English Composition II.** Three hours credit. Prerequisite(s): ENGL 1313 - English Composition I or ENGL 1393 - ALP English Composition I with a minimum grade of "C" or better. The course will focus on the further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. Offered in fall, spring, and summer ACTS Equivalent Course Number = ENGL1023 a minimum grade of "C" is required for passing. 48 Lecture hours.

**ENGL 1393 – ALP English Composition I.** Three hours credit. Prerequisite(s): 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 an introduction to research methods, and critical thinking are covered. It enhances student's writing skills to give them an opportunity to earn college credit toward graduation. Offered in fall, spring, and summer, a grade of "C" or better is required in both courses before progressing to the next course level. 48 Lecture hours.

**ENGL 2013 - Introduction to Creative Writing.** Three hours credit. Prerequisite(s): Complete ENGL-1313 English Composition I with a grade of C or better. Corequisite(s): None Practical experience in the techniques of writing poetry and fiction. Expected Student Learning Outcomes: The student will generate creative writing projects in both prose and verse; Learn techniques, styles, and forms for imaginative writing; Participate constructively in a workshop environment; Explore structures and techniques used in published fiction and poetry. Offered only in the Fall. 48 Lecture hours.

**ENGL 2313 - English Literature I.** Three hours credit. Prerequisite(s): a grade of "C" or better in ENGL 1313 – Composition I or ENGL 1393 – ALP Composition I. The emphasis in this course is on English authors and literary developments from Beowulf through Samuel Johnson. Offered in fall and summer only ACTS Equivalent Course Number = ENGL2673. 48 Lecture hours.

**ENGL 2323 - English Literature II.** Three hours credit. Prerequisite(s): a grade of "C" or better in ENGL 1313 – Composition I or ENGL 1393 – ALP Composition I. This course is a continuation of English Literature I with a focus on English authors and literary developments from James Thompson through Dylan Thomas. Offered only in the spring. ACTS Equivalent Course Number = ENGL 2683. 48 Lecture hours.

**ENGL 2343 - African American Literature.** Three hours credit. Prerequisite(s): a grade of "C" or better in ENGL 1313 – Composition I or ENGL 1393 – ALP Composition I. This course provides an overview of the literature produced by African American writers from the 1740's to the present. Readings include nonfiction writings such as autobiographies as well as novels, short stories, and poetry. Students will be expected to demonstrate their knowledge of the readings through classroom discussions and weekly written assignments. We will use this class to become a community of readers and thinkers who value and respect each other's reactions to literature and individual interpretation. 48 Lecture hours.

**ENGL 2363 - World Literature I.** Three hours credit. Prerequisite(s): a grade of "C" or better in ENGL 1313 – Composition I or ENGL 1393 – ALP Composition I. The 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. Offered in fall only ACTS Equivalent Course Number = ENGL2113. 48 Lecture hours.

**ENGL 2373 - World Literature II.** Three hours credit. Prerequisite(s): a grade of "C" or better in ENGL 1313 – Composition I or ENGL 1393 – ALP Composition I. Lecture Hours: 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading. This course is a continuation of ENGL 2363 - World Literature I. Offered in spring only ACTS Equivalent Course Number = ENGL 2123. 48 Lecture hours.

**ENGL 2413 - American Literature I.** Three hours credit. Prerequisite(s): a grade of "C" or better in ENGL 1313 – Composition I or ENGL 1393 – ALP Composition I. 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-2653. 48 Lecture hours.

**ENGL 2423 - American Literature II.** Three hours credit. Prerequisite(s): Prerequisite(s): a grade of "C" or better in ENGL 1313 – Composition I or ENGL 1393 – ALP Composition I. 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 ENGL-2663. 48 Lecture hours.

**GEOG 2313 - General Geography.** Three hours credits. This course sets forth principles of physical, political, economic, and cultural geography. Elements of cartography will also be explored. Offered in fall, spring, and summer ACTS Equivalent Course Number = GEOG 1103. 48 Lecture hours.

**HEAL 1113 - Medical Terminology.** Three hours credit. Prerequisite(s): ACT Reading 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading and 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. Offered in the fall, spring, and summer only and a grade of "C" or better is required for passing. 48 Lecture hours.

**HEAL 1123 - Medical Terminology & Anatomy for Coding.** Three hours credit. Prerequisite(s): None Corequisite(s): None This course prepares the student for effectiveness. ICD-10-CM/PCS coding with a complete introduction to relevant medical terminology and anatomy for coders. This course will use a scaffold approach to learning about codes starting with simple concepts and moving to more complex or detailed information used in assigning the correct codes. The student will build their knowledge base for specific body systems, common diseases, and diagnoses through the following sequence: word parts, anatomical terms, pathologic terms, procedural terms; and systematic approach to assigning the correct ICD-10 codes. This class will help existing ICD-9 coders build their understanding for how ICD-10 codes are created. This class is also recommended for individuals new to the field of medical coding who plan to continue their career preparation with additional ICD-10 training. 48 Lecture hours.

**HEAL 1203 - Exploring Healthcare.** Three hours credit. Prerequisite(s): None Corequisite(s): None This course is designed to introduce the student to the different roles in healthcare and related fields. It will be a broad introduction to the various fields of healthcare and the responsibilities of professionals in these fields. 48 Lecture hours.



**HEAL 1216 - Introduction to Phlebotomy.** Six hours credit. Prerequisite(s): ACT Composite score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading with a grade of C or better, or by NAH faculty permission. Prerequisite(s)/Corequisite(s): 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 in inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. Offered in the fall, spring, and summer and a grade of "C" or better if required for passing. 96 lecture hours, 64 lab hours, and 48 clinical hours.

**HEAL 1343 - Disease Processes.** Three hours credit. Prerequisite(s): BIOL 2454 - Human Anatomy and Physiology I with a "C" or better. 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. Offered in the fall and spring only and a grade of "C" or better if required for passing. 48 Lecture hours.

**HEAL 1413 - Basic Coding and Classification Systems.** Three hours credit. Prerequisite(s)/Corequisite(s): BIOL 2226 - Anatomy and Physiology for Health Professions; HEAL 1113 - Medical Terminology or by permission of NAH faculty. This course is an introduction to the medical coding and classification systems for the United States as they relate to applicable workforces in the healthcare industry. ICD-10-CM/PCS codes will be observed and exercised through the course. Offered in the fall, spring, and summer a grade of "C" or better is required for passing. 48 Lecture hours.

**HEAL 1513 - Intermediate Medical Coding Principles.** Three hours credit. Prerequisite(s): HEAL 1413 - Basic Coding and Classification Systems. Corequisite(s): HEAL 1343 - Disease Processes. This course is a continuation of HEAL 1343. Students will exercise existing knowledge in ICD-10-CM/PCS assignment and apply it to advanced concepts. CPT-4 coding will be introduced as well as an overview of reimbursement methodologies as they apply to U.S. healthcare billing systems and a grade of "C" or better is required for passing. 32 lecture hours and 16 lab hours.

**HEAL 1613 - Medical Billing.** Three hours credit. Prerequisite(s): None Corequisite(s): None This course prepares individuals to perform and manage the medical and health insurance operations in a medical office, health care facility, health maintenance organization, or insurance provider. Includes instruction in health and medical insurance processes; health insurance law, policy, and regulations; insurance records and paperwork administration; insurance office administration; health/medical insurance software applications; personnel supervision; business mathematics; billing and collection procedures; medical terminology; and communications skills. 48 Lecture hours.

**HPER 1111 - Introduction to Ballroom and Social Dance.** One hour credit. 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. Offered in the fall, spring, and summer. 32 lab hours.

**HPER 1122 - Fit and Well.** Two hours credit. Prerequisite(s): By permission of NAH faculty. Corequisite(s): Current membership with the Jefferson Regional Medical Center (JRMC) 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 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 JRMC's Wellness Center is required to complete the laboratory component of the course. A grade of "C" or better is required for passing. 16 lecture hours and 32 lab hours.

**HPER 1313 - Personal Health and Safety.** Three hours credit. 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 controlling them. Offered in fall, spring, and summer ACTS Equivalent Course Number = HEAL 1003. 48 Lecture hours.

**HIST 1333 - Western Civilization I.** Three hours credit. 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = HIST 1213. 48 Lecture hours.

**HIST 1343 - Western Civilization II.** Three hours credit. This course is a survey of the development of Western Civilization from the end of the religious wars in 1648 to present. Offered in fall, spring, and summer ACTS Equivalent Course Number = HIST 1223. 48 Lecture hours.

**HIST 2313 - U.S. History to 1877.** Three hours credit. A survey of United States history from the Colombian voyages through the end of Reconstruction. Offered in fall, spring, and summer ACTS Equivalent Course Number = HIST 2113. 48 Lecture hours.

**HIST 2323 - U.S. History Since 1877.** Three hours credit. This course is a survey of United States history from the end of Reconstruction through the late twentieth century. Offered in fall, spring, and summer ACTS Equivalent Course Number = HIST 2123. 48 Lecture hours.

**HIST 2333 - Arkansas History.** Three hours credit. Prerequisite(s): 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. Offered in fall, spring and summer. 48 Lecture hours.

**HOME 1323 - Basic Nutrition.** Three hours credit. Prerequisite(s): ACT Reading Score of 19 or equivalent ACCUPLACER score 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. Offered in the fall, spring, and summer a grade of "C" or better is required for passing. 48 Lecture hours.

**HUMA 2303 - International Travel Studies.** Three hours credit. Prerequisite(s): 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. Offered only in the summer. 48 Lecture hours.

**HUMA 2313 – Humanities.** Three hours credit. Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or a grade of "C" or better in READ 1213 - Developmental Reading. 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 an appreciation for creative expressions. Offered in fall, spring, and summer. 48 lecture hours.

**INET 1133 - Introduction to Database Programming.** Three hours credit. Prerequisite(s): INET 1143 - Intro to Web Programming and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better. This course offers lectures, laboratory, and online interaction to provide a foundation in data management concepts and database systems. It includes representing information with the relational database model, manipulating data with an interactive query language (SQL) and database programming, database development including internet applications, and database security, integrity, and privacy issues. Offered in the Spring only. 48 lecture hours.

**INET 1143 - Intro to Web Programming.** Three hours credit. Prerequisite(s): READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better. Students design and develop sites for the World Wide Web. This course focuses on HTML, CSS, and digital imaging tools. Students learn to integrate social media within web pages. Graphic Design theory and search engine optimization are also discussed in this course. Fall Only 48 lecture hours.

**INET 2103 - Mobile Apps Programming.** Three hours credit. Prerequisite(s): 2113 Advanced Web Programming. This course will introduce the unique requirements and methodologies necessary for developing dedicated and client- server applications that target smartphones, tablet computers, and other mobile devices. The course will address the unique memory, communications, and power requirements of these devices, as well as exploring new hardware capabilities such as location-aware computing and voice, image, and video communications. We will use the Android operating system as the basis for this course. The general principles of mobile application development apply to all platforms and transitioning from Android to iOS or Windows 10 is relatively easy to do. Offered in the Spring Only. 48 lecture hours and 32 lab hours.

**INET 2123 - Advanced Web Programming.** Three hours credit. Prerequisite(s): INET 1143 - Intro to Web Programming, READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better. This course is designed to give students the opportunity to enhance and enrich their skills in Web programming. Students will learn to develop Web applications that use three-tier architecture, session management, object-oriented techniques, and advance database interactions. Concepts such as advanced CSS concepts, rich interactive Web environments (JavaScript), authentication (PHP, Pre-Hypertext Processor), and security will also be explored. Fall Only. 48 lecture hours and 32 lab hours.

**INET 2183 - Advanced Database Concepts.** Three hours credit. Prerequisite(s): INET 1133 - Introduction to Database Programming, READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better. This course is for those who have some experience of database design and querying and who would like to take these skills to a higher level. It broadens student's database capabilities by including advanced design, a comprehensive introduction to T-SQL programming, XML, No-SQL, a review of SQL Server's business intelligence capabilities, server architecture, administration, and advanced querying. Offered only in the Fall. 48 lecture hours and 32 lab hours.

**INFO 1153 - Computer Programming I.** Three hours credit. Prerequisite(s)/Corequisite(s): 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. Offered in fall and spring only. 48 lecture hours and 32 lab hours.

**INFO 2103 - Game Design/Development.** Three hours credit. Prerequisite(s): INFO 1153 - Computer Programming I and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better. The purpose of this course is twofold to provide a strong foundation in software engineering, programming, and the C# language; and to work on all major aspects of developing video games using the Unity 3D game engine. Offered only in the Spring. 48 Lecture hours.

**INFO 2133 - Computer Programming II.** Three hours credit. Prerequisite(s): INFO 1153 - Computer Programming I. This course extends the previous study of Programming 1 principles. Advanced concepts of program design, implementation and testing will be introduced within a framework of object-oriented programming using the C++ programming language. Spring only. 48 Lecture hours.

**INFO 2153 - Java Programming.** Three hours credit. Prerequisite(s): 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. Offered in Fall only. 48 Lecture hours.

**INFO 2243 - Advanced Programming Concepts.** Three hours credit. Prerequisite(s): INFO 2133 - Computer Programming II, READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better. Students use various advanced problem-solving strategies to develop algorithms using classes and objects. Students also learn how to implement and use advanced data structures, including character strings, records, files, stacks, and queues. Offered only in the Spring. 48 Lecture hours.

**INFO 2493 – Capstone.** Three hours credit. Prerequisite(s): Instructor Permission. This course focuses on the integration of the accumulated concepts and labs from the CIS curriculum. Students will learn how to work on a team to produce a software product: website, mobile app, or database that can be used for business applications. Offered only in the Spring. 48 lecture hours and 32 lab hours.

**LANG 2414 - Elementary Spanish I.** Four hours credit. This course is an introductory course in Spanish; language skills emphasized through basic reading, writing, and speaking. For students with no previous study of Spanish. Offered in fall, spring, and summer ACTS Equivalent Course Number = SPAN 1013. 64 Lecture hours.

**LANG 2424 - Elementary Spanish II.** Four hours credit. Lecture Hours: 4 Prerequisite(s): LANG 2414 - Elementary Spanish I. This course is a continuation of Elementary Spanish I. Offered in fall, spring, and summer ACTS Equivalent Course Number = SPAN 1023. 64 Lecture hours.

**LANG 2434 - Intermediate Spanish I.** Four hours credit. Prerequisite(s): 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. Offered in fall and spring only ACTS Equivalent Course Number = SPAN 2013. 64 Lecture hours.

**LANG 2444 - Intermediate Spanish II.** Four hours credit. Prerequisite(s): 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. Offered in fall, spring, and summer ACTS Equivalent Course Number = SPAN 2023. 64 Lecture hours.

**LEAD 1101 - GRIT - Gaining Resources & Implementing Tools.** One hour credit. Prerequisite(s): None Corequisite(s): None GRIT - Gaining Resources & Implementing Tools for Success is an open entry and open exit course. Students must complete a minimum of 15 hours of one-on-one sessions with instructor and other assignments as designed by instructor, which may include interaction with other personnel across the campus or in the community. This course will cover skills to build a growth mindset and develop skills of persistence, initiative, optimism, critical thinking, and resilience. Students will engage with the instructor on a regular basis during the duration of the course to develop a personalized plan for their academic program and to learn skills to apply to the balance of work, home, and school. Students will be required to complete assigned modules on Student-Lingo, in addition to individuated assignments. 160Lecture hours.

**LEAD 1313 - President's Leadership Class.** Three hours credit. Prerequisite(s): PLC Applicants must submit an application/ portfolio and be selected by the PLC Selection Committee. The President's Leadership class provides students an opportunity to develop leadership skills through course work and designated PLC activities. Students will learn, among other topics: contemporary leadership styles, public speaking skills, etiquette for dress and formal events, conflict resolution, critical thinking, and effective communications. SEARK's President will utilize the group to promote qualities of scholarship and leadership as ambassadors on campus and the community. Students what are successfully admitted to PLC membership will receive a scholarship (tuition waiver) for the following semester in the amount of 12 credit hours. The waiver does NOT include fees or books. Students will also be required to participate in a minimum of 10 hours of service-learning activities outside of the classroom. 48 hours lecture.

**LEAD 1311 - Introduction to Servant Leadership.** One hour credit. Introduction to the Servant Leadership philosophy and the father of servant leadership, Robert Greenleaf. Students will explore the ten essential traits of a servant leader. Explore individual and organizational models of servant-leadership and compare them to other contemporary leadership styles. Identify core principles and key practices to assess the development and function of servant-leaders and servant-led organizations. Students will participate in servant-leadership scenarios. 16 lecture hours.

**LEAD 1321 - Principles of Workplace Success.** One hour credit. Prerequisite(s): None Corequisite(s): None: This course focuses on career development exercises and activities designed to help develop fundamental skills necessary for workplace success. The curriculum is aimed at bridging critical employment gaps by addressing the most important competencies and skills for workers, young and old, experienced, and inexperienced. The course reinforces leadership skills, such as: communications, attitude, teamwork, networking, critical thinking, and professionalism, as well as providing skills for supervision, management, and other impact skills for the workplace. 16 Lecture hours.



**LEAD 1323 - Introduction to Critical Thinking.** Three hours credit. The study of applied reasoning including analysis of arguments, informal and formal fallacies, syllogisms, construction of definitions, and scientific reasoning. Upon completion of the course the student will make decisions using verifiable information, critically examine information, demonstrate problem-solving skills, and evaluate one's own reasoning and the reasoning of others. ACTS Course equivalent course number = PHIL 1003. 48 lecture hours.

**LEAD 1333 - Foundations of Leadership.** Three hours credit. Prerequisite(s): None Corequisite(s): None: This course focuses on career development exercises and activities designed to help develop fundamental skills necessary for workplace success. The curriculum is aimed at bridging critical employment gaps by addressing the most important competencies and skills for workers, young and old, experienced, and inexperienced. The course reinforces leadership skills, such as: communications, attitude, teamwork, networking, critical thinking, and professionalism, as well as providing skills for supervision, management, and other impact skills for the workplace. 48 Lecture hours.

**LOGM 1203 – Intro to Logistics.** Three hours credit. This course examines the study of basic concepts included in the field of logistics and supply chain management. Topics covered include supply chain management, customer service, transportation, purchasing, inventory, design and supplying, warehouse management, maintaining resources, plans and operations. Offered every 4 weeks and a 16-week option. 48 lecture hours.

**LOGM 1213 – Operations Management.** Three hours credit. Prerequisite (s): Complete LOGM-1203 Introduction to Logistics with a 'D' or better. Corequisite (s): None Operations Management is a study of the efficient production of goods and services that will satisfy the wants and needs of identified customer groups. The course begins with a more detailed description of what Operations Management is, then moves to an examination of the customer and methods for determining customer demand. Offered in the Spring only. 48 Lecture hours.

**LOGM 1223 – Transportation Systems.** Three hours credit. Prerequisite (s): None Corequisite (s): None Transportation Systems examines the structure and importance of the commercial transportation industry in the logistics sector of business. Topics covered include an in-depth examination of the various modes of transportation including discussions of regulations, economics, characteristics, and development in major transportation modes. Also discussed are costing and pricing issues in transportation and relationship management between buyers and sellers of transportation. Offered in the Spring only. 48 Lecture hours.

**LOGM 2103 – Lean Manufacturing.** Three hours credit. Prerequisite (s): None Corequisite (s): None Introduces the philosophical background, historical development, fundamental concepts, operating fundamentals, and the organizational rationale for the implementation of lean disciplines in manufacturing. The course also applies to the application of lean disciplines and concepts to service and support industries. The use and implementation of lean disciplines has generally resulted in the ability of an enterprise to develop a work environment that promotes continuous improvement, eliminates waste, reduces operating cost, improves quality, and achieves measurable improvement in customer satisfaction. Offered in the fall only. 48 Lecture hours.

**LOGM 2113 – Logistics and Supply Chain Management.** Three hours credit. Prerequisite(s): None Corequisite(s): None A study of the strategic supply chain concepts included in the field of logistics and supply chain management. Topics covered include supply chain strategy, planning and design, customer service, transportation, purchasing, forecasting, inventory, and warehouse management. Also discussed are global supply chain management, managing supply chain risk and financial control of logistics performance. Offered in the Fall Only. 48 Lecture hours.

**LOGM 2123 – Principles of Procurement.** Three hours credit. Lecture Hours: 3 Prerequisite(s): None Corequisite(s): None This course is designed to teach the basics of procurement management. Topics covered include the challenge of procurement and materials management, objectives and organization, function, specification, quality control and inspection, supplier evaluation, selection, and measurement, supplier development, strategic cost management, contracts and negotiation, procurement relationships, procurement transportation, procurement laws and ethics, and global sourcing. Offered in the Spring Only. 48 Lecture hours.

**MATH 1053 - Foundations of Quantitative Literacy.** Three hours credit. Prerequisite(s): Placement by an ACT Math score < 19 or equivalent ACCUPLACER Math score < 255 This course is designed to prepare students for MATH 1323 - Real World Math. Topics include arithmetic review, fractions, ratios, proportions, percent, solving basic equations, points and lines, exponents, scientific notation, and how to use a scientific/graphing calculator. Offered in fall, spring, and summer. A grade of "C" or better is required before enrolling in Quantitative Literacy. 48 Lecture hours.

**MATH 1063 - Foundations of College Algebra.** Three hours credit. Prerequisite(s): Placement by an ACT Math score < 19 or equivalent ACCUPLACER Math score < 255 This course is designed to prepare students for MATH 1333 - College Algebra. Topics included in this course are simple equations, linear equations and graphing, exponents, polynomials, factoring, and radical expressions. Offered in fall, spring, and summer. A grade of "C" or better is required before enrolling in College Algebra. 48 Lecture hours.

**MATH 1123 - Business Mathematics.** Three hours credit. Prerequisite(s): Placement by an ACT Math score of 17-18 or equivalent ACCUPLACER Math score or MATH 1003 Fundamentals of Math 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. Offered in fall, spring, and summer. 48 Lecture hours.

**MATH 1233 - Technical Mathematics.** Three hours credit. Lecture Hours: 3 This course is designed for students enrolled in Computer Network Technology (CNET) 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. The student will solve ratios, percentages, and proportions, convert from one unit of measurement to another, study probability and statistics, and geometry. The student will also cover Roman Numerals, time, apothecary measurements and conversion, and dosage. Offered in fall, spring, and summer All students enrolled in Technical Math are 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. 48 Lecture hours.

**MATH 1323 - Quantitative Mathematical Reasoning.** Three hours credit. Prerequisite(s): Placement by an ACT Math score of 19+ or equivalent ACCUPLACER Math score 245+ or MATH 1023 Intermediate Algebra with a grade of "C" or better, or MATH 1053 - Foundations of Quantitative Literacy with a grade of "C" or better, or Math 1063 Foundations of College Algebra with a grade of "C" or better, or MATH 1233 - Technical Mathematics with a grade of "C" or better. This course is designed to satisfy the math requirement for degrees and programs that are non-STEM and do not require College Algebra. This course is designed to help students understand mathematics in everyday life. Students will use algebra, logic, proportions, and relations to solve problems as consumers, employees, and citizens today. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MATH 1113. 48 Lecture hours.



**MATH 1323 - Real World Math.** Three hours credit. Prerequisite(s): Placement by an ACT Math score of 19 or higher or equivalent ACCUPLACER Math score or MATH 1023 Intermediate Algebra with a grade of "C" or better, or MATH 1053 - Foundations of Quantitative Literacy with a grade of "C" or better. This course is designed to satisfy the math requirement for degrees and programs that are non-STEM and do not require College Algebra. This course is designed to help students understand mathematics in everyday life. Students will use algebra, logic, proportions, and relations to solve problems as consumers, employees, and citizens today. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MATH 1113. 48 Lecture hours.

**MATH 1333 - College Algebra.** Three hours credit. Prerequisite(s): Placement by an ACT Math score of 19+ or equivalent ACCUPLACER Math score 255+ or, MATH 1023 Intermediate Algebra with a grade of "C" or better, or MATH 1063- Foundations of College Algebra with a grade of "C" or better. The course covers the real number system and fundamental operations, quadratic equations, inequalities, complex, numbers, functions and graphs, logarithms, and systems of equations. Offered in fall, spring, and summer ACTS Equivalent Course Number = MATH 1103. 48 Lecture hours.

**MATH 1343 - College Trigonometry.** Three hours credit. Lecture Hours: 3 Prerequisite(s): 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. Offered in fall, and spring only ACTS Equivalent Course Number = MATH 1203. 48 Lecture hours.

**MATH 1355 - Pre-Calculus Functions and Graphs.** Five hours credit. Prerequisite(s): 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 = MATH 1305. 80 Lecture hours.

**MATH 2303 - Business Calculus.** Three hours credits. Prerequisite(s): 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. 48 Lecture hours.

**MATH 2335 - Calculus I.** Five hours credit. Prerequisite(s): A letter grade of a "C" or better in MATH 1355 - Pre-Calculus Functions and Graphs or approval of the instructor. A 5-hour course in functions, limits, continuity, difference quotients, differentiation, extrema, geometric and physical applications, and integration. Offered in spring only ACTS Equivalent Course Number = MATH 2405. 80 Lecture hours.

**MATH 2345 - Calculus II.** Five hours credit. Prerequisite(s): A letter grade of a "C" or better in MATH 2335 - Calculus I is 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 = MATH 2505. 80 Lecture hours.

**MATH 2373 - Introduction to Statistics.** Three hours credit. Prerequisite(s): Placement by an ACT Math score of 19 or higher or equivalent ACCUPLACER Math score, MATH 1013 Elementary Algebra with a grade of "C" or better, or MATH 1053 - Foundations of Quantitative Literacy with a grade of "C" or better. The course covers the classification of data, frequency distributions, central tendency, meaning of dispersion and its measurement, confidence intervals, probability, hypothesis testing, correlation, and regression. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MATH 2103. 48 lecture hours.

**MECH 1044 - Fluid Power (Hydraulics & Pneumatics).** Four hours credit. Prerequisite(s): MATH 1233 - Technical Mathematics with a grade of "C" or better. This course provides a study of basic fluid power systems common to the field of industrial automation including basic principles of fluid power, components, standards, symbols, circuits and troubleshooting of hydraulic and pneumatic systems. General topics covered include install, move, and remove pneumatic and hydraulic components and electrical control devices, perform flow, pressure, force, velocity, and rotation speed measurements, observe fluid flow inside pneumatic and hydraulic components, and zoom in or out. This course will incorporate a variety of teaching and learning methods - lectures, readings, lab exercises, and lab work. Offered in spring only. 48 Lecture hours and 32 lab hours.

**MECH 1054 - Electro-Mechanical Device Systems.** Four hours credit. Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better. This course provides an overview of the principles and concepts of installation, preventative maintenance, and repair of Electro-Mechanical systems found in industrial operations. In this course, students will learn the concepts of mechanical power transmission through the many types of mechanical drive systems in modern machinery. Mechanical power system safety is focused on throughout this course. Topics include machine and electric motor mounting, motor shaft and keyway features, measuring speed, torque, power efficiency, mechanical shaft bearing, coupling, and alignment, as well as v-belt, chain, spur gear, and multiple shaft drives. Offered in spring only. 48 lecture hours and 32 lab hours.

**MECH 1813 - Blueprint Reading & Measurements.** Three hours credit. Corequisite(s): MATH 1233 - Technical Mathematics with a grade of "C" A course of study aimed at developing skills in the interpretation of varied blueprints, measurements, allowances, and tolerances. Offered in the Fall, Spring and Summer. 32 lecture hours and 32 lab hours.

**MUSI 2333 - Music History and Appreciation.** Three hours credit. 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. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MUSC 1003. 48 Lecture hours.

**NURS 2502 – Clinical Practicum – Medical Surgical II.** Two hours credit. Corequisite(s): NURS 2514 This clinical course focuses on the application nursing care and alterations of body systems in the acute care settings. This course emphasizes improving the student's clinical judgement, critical thinking, and decision-making skills in a variety of acute clinical settings. 96 lecture hours.

**NURS 2514 – Medical Surgical Nursing II.** Four hours credit. Corequisite(s): NURS 2502 – Clinical Practicum-Medical Surgical II. This course is a didactic and clinical course which places emphasis on illness profiles from a body systems perspective. It focuses on the nursing care of adults experiencing a wide range of acute and chronic alterations in health. Health promotion strategies and health care principles are examined with an emphasis on alterations in body systems. This course is intended to improve the student's clinical judgement, critical thinking and decision-making skills using various clinical models. 64 lecture hours.

**NURS 2602 – Clinical Practicum-Maternal Newborn Nursing.** Two hours credit. Prerequisite(s): NURS 2514; NURS 2502; NURS 2713; NURS 2702 Corequisite(s): NURS 2613 – Maternal Newborn Nursing. This course builds on the foundation and knowledge of medical surgical nursing concepts and skills. In this course the students will integrate evidence-based practice, and family teaching while providing care to the pregnant woman, labor and birth, complications of pregnancy, high risk mother, and infant in the health care setting. 96 clinical/practicum hours.

**NURS 2613 – Maternal – Newborn Nursing.** Three hours credit. Prerequisite(s): NURS 2502; NURS 2713; NURS 2702 Corequisite(s): NURS 2602 – Clinical Practicum-Maternal Newborn Nursing  
Maternal newborn nursing is a didactic and clinical course that focuses on the care of the pregnant woman, labor, and birth, complications of pregnancy, postpartum and care of the high-risk mother and infant. Stages of low fetal growth and development, newborn assessments and complications that are congenital, acquired, or hereditary are studied. Emphasis is placed on the nursing process, nursing skills, family teaching, stages of pregnancy, fetal growth, reproductive health issues, development, and genetic diseases. 48 lecture hours.

**NURS 2702 – Clinical Practicum-Pediatric Nursing.** Two hours credit. Prerequisite(s): NURS 2514; NURS 2502; NURS 2613 NURS 2602 This course focuses on applying concepts to the care of children and their families. The course integrates evidence-based practice, quality improvement, safe care, and growth and development stages in the pediatric health care settings. 96 clinical/practicum hours.

**NURS 2713 – Pediatric Nursing.** Three hours credit. Prerequisite(s): NURS 2514; NURS 2502; NURS 2613; NURS 2602. Pediatric Nursing is a didactic and clinical course designed to increase the student's knowledge and skills in the care of the pediatric client from infant to adolescent and includes concepts of growth and development of each stage. Care of the pediatric client with acute and chronic health disorders will be presented, including assessment, procedure and treatments, child abuse, terminal illness, and select disorders, such as sensory – neutral, respiratory, cardiovascular, hematologic, gastrointestinal, endocrine, genitourinary, musculoskeletal, integumentary/burns, communicable diseases, and psychosocial disorders. Theorists such as Erickson, Freud, Sullivan, and Piaget will be studied. 48 lecture hours.

**NURS 2802 – Clinical Practicum – Mental Health Nursing.** Two hours credit. Prerequisite(s): NURS 2514; NURS 2502; NURS 2713; NURS 2702; NURS 2613; NURS 2602. This course focuses on applying concepts to the care of children and their families. The course integrates evidence-based practice, quality improvement, safe care, and growth and development stages in the pediatric health care settings. 96 clinical/practicum hours.

**NURS 2813 – Mental Health Nursing.** Three hours credit. Prerequisite(s): NURS 2514; NURS 2502; NURS 2713; NURS 2702; NURS 2713; NURS 2702. Mental Health nursing is a didactic and clinical course where emphasis is placed on the interactive nature of client within their environment and the use of various treatment modalities, therapeutic communication, and relationship skills to care the clients with alterations in mental health. Students will explore the impact of mental illness on the biological, psychological, sociological, cultural, and spiritual domains of wellness. Students will use interventions based on best practice to help clients progress from acute mental illness or relapse through recovery using caring as basis. 48 lecture hours.

**NURS 2901 - NCLEX Prep.** One hour credit. The NCLEX-RN Prep course is designed to prepare the RN student for mastery of concepts geared to promote success on the state licensure exam. This is a one-hour credit course, focuses on comprehensive review of body systems. Emphasis is focused on test-taking strategies, reinforcement of clinical judgment, critical thinking, and decision-making skills. 16 lecture hours.

**NURS 2902 – Clinical Practicum – Complex Health Disorders.** Two hours credit. Prerequisite(s): NURS 2514; NURS 2502; NURS 2713; NURS 2702; NURS 2613; NURS 2602; NURS 2813; NURS 2802. This course is a continuation of Medical Surgical Nursing II (NURS 2514). This course focuses on professionalism, development of management skills and the concepts of delegating, prioritizing, and applying nursing care to clients experiencing complex health issues in critical care or emergency settings. 96 clinical hours.

**NURS 2914 – Complex Health Disorders.** Four hours credit. Prerequisite(s): NURS 2514; NURS 2502; NURS 2713; NURS 2702; NURS 2613; NURS 2602; NURS 2813; NURS 2802. Complex Health Disorders is a didactic and clinical course which focuses on the complex alterations in body systems. This course is designated to increase the student nursing judgement in critical care and emergency situations. This course also provides the student with opportunities to experience leadership and management skills, which includes delegation, role transition, use of informatics, and identifying ethical/legal, and sociocultural issues. 64 Lecture hours.

**PNUR 1111 - Vocational Legal and Ethical Concepts.** One hour credit. Prerequisite(s): Acceptance into the Practical Nursing program or by NAH Faculty permission Co- requisite Corequisite(s): PNUR 1138 - Fundamental Nursing Concepts and 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. 16 Lecture hours.

**PNUR 1138 - Fundamental Nursing Concepts and Skills I.** Eight hours credit. Lab Hours: 9 Prerequisite(s): Program acceptance successful completion of the Health Science Pathway Curriculum: ENGL 1113 - Fundamentals of Writing, MATH 1023 Intermediate Algebra or MATH 1063 - Foundations of College Algebra and READ 1213 - Developmental Reading with a grade of "C" or better or test score exemption. Corequisite(s): PNUR 1111 - Vocational Legal and Ethical Concepts. This course focuses on the fundamental principles necessary to perform nursing care. Theory content includes 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. The Laboratory includes a 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. 80 Lecture hours.

**PNUR 1161 - Nursing Care of the Geriatric Client.** One hour credit. Prerequisite(s): Acceptance into the Practical Nursing program or by NAH Faculty permission. Corequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II & PNUR 1211 - Pharmacology Concepts & Applications. 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 elderly clients. A grade of "C" or better is required for passing. 16 Lecture hours.

**PNUR 1211 - Pharmacology Concepts & Applications.** One hour credit. Prerequisite(s): Acceptance into the Practical Nursing program or by NAH Faculty permission. Corequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II & PNUR 1161 - Nursing Care of the 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 safe medication administration and error-free documentation of each method. A grade of "C" or better is required for passing. 16 Lecture hours.

**PNUR 1232 - Nursing Care of Mothers and Infants.** Two hours credit. SWE: 3 Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II; PNUR 1211 - Pharmacology Concepts & Applications. Corequisite(s): PNUR 1242 - Nursing Care of Children; PNUR 1317 - Medical Surgical Nursing & Clinical I/or PNUR 1417 - Medical and Surgical Nursing & Clinical 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. 16 Lecture hours.

**PNUR 1242 - Nursing Care of Children.** Two hours credit. SWE: 3 Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II; PNUR 1212 Pharmacology Concepts Intervention, Applications. Corequisite(s): PNUR 1232 - Nursing Care of Mothers and Infants; PNUR 1317 - Medical Surgical Nursing & Clinical I/or PNUR 1417 - Medical and 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. 16 Lecture hours.

**PNUR 1245 - Fundamental Nursing Concepts and Skills II.** Five hours credit. Prerequisite(s): PNUR 1138 with a grade of "C" or better; PNUR 1111 with a grade of "C" or better; Corequisite(s): PNUR 1211 and PNUR 1161. 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. 64 lecture hours and 48 clinical/practicum hours.

**PNUR 1317 - Medical Surgical Nursing & Clinical I.** Seven hours credit. Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II with a grade of "C" or better; PNUR 1211 - Pharmacology Concepts & Applications with a grade of "C" or better, and by NAH faculty permission. Medical Surgical Nursing provides a nursing process approach to disorders affecting the digestive, respiratory, musculoskeletal, hematopoietic, lymphatic, and sensory body systems. Etiologies, diagnostics, signs, 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 the care of medical surgical, geriatric, and mentally ill clients will be provided. A grade of "C" or better is required for passing. 64 lecture hours and 144 clinical hours.

**PNUR 1321 - Nursing Care of the Mentally III.** One hour credit. Lecture Hours: 1 Prerequisite(s): By NAH Faculty permission. Corequisite(s): PNUR 1138 - Fundamental Nursing Concepts and Skills I 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. 16 lecture hours.



**PNUR 1417 - Medical and Surgical Nursing & Clinical II.** Seven hours credit. SWE: 9

Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II with a grade of "C" or better; PNUR 1211 - Pharmacology 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. 64 lecture hours and 144 clinical hours.

**PHIL 2313 - History of Philosophy.** Three hours credit. 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. Offered in fall and spring only. 48 lecture hours.

**PHIL 2323 – Ethics.** Three hours credit. Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or a READ 1213 - Developmental Reading grade of "C" or better. This course is a critical examination of several theories of morality including utilitarianism, existentialism, and Kantianism and the viewing of 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. Offered in fall and spring only. 48 lecture hours.

**PHIL 2333 - Introduction to Philosophy.** Three hours credit. 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. Offered in fall and spring only ACTS Equivalent Course Number = PHIL 1103. 48 Lecture hours.

**PHYS 1401 - Physical Science Lab.** One hour credit. This is a laboratory course to complement PHYS 1403 Physical Science. It is recommended that this course be taken concurrently with PHYS 1403. ACTS Equivalent Course Number = PHSC 1004. 32 lab hours.

**PHYS 1403 - Physical Science.** Three hours credit. This course is a survey of physical sciences for the non-science major. Covers selected topics in physics, chemistry, astronomy, geology, and meteorology. Offered in fall and spring only ACTS Equivalent Course Number = PHSC 1004 The course satisfies a general science requirement. 48 Lecture hours.

**PHYS 1404 - Physical Science.** Four hours credit. This course is a survey of physical sciences for the non-science major. Covers selected topics in physics, chemistry, astronomy, geology, and meteorology. Offered in fall and spring only ACTS Equivalent Course Number = PHSC 1004 The course satisfies a general science requirement. 48 lecture hours and 32 lab hours.

**PHYS 2214 - Physics for Allied Health Professions.** Four hours credit. Prerequisite(s): 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 & 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. Offered in fall only A grade of "C" or better is required for passing. 48 lecture hours and 32 lab hours.

**PHYS 2411 - General Physics I Lab.** One hour credit. This is a laboratory course to complement PHYS 2413 General Physics I. It is recommended that this course be taken concurrently with PHYS 2413. ACTS Equivalent Course Number = PHYS 2014. 32 lab hours.

**PHYS 2413 - General Physics I.** Three hours credit. Lecture Hours: 3 Prerequisite(s): 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. Offered in the spring only ACTS Equivalent Course Number = PHYS 2014 48 lecture hours.

**PHYS 2414 - General Physics I.** Four hours credit. Prerequisite(s): 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 lectures. Offered in the spring only ACTS Equivalent Course Number = PHYS 2014 48 lecture hours and 32 lab hours.

**PHYS 2421 - General Physics II Lab.** One hour credit. This is a laboratory course to complement PHYS 2423 General Physics II. It is recommended that this course be taken concurrently with PHYS 2423. ACTS Equivalent Course Number = PHYS 2024. 32 lab hours.

**PHYS 2423 - General Physics II.** Three hours credit. Prerequisite(s): Prerequisite(s): PHYS 2413 - General Physics I and PHYS 2411 - General Physics I Lab with a grade of "C" or better or departmental consent. This lecture-laboratory course is a continuation of PHYS 2413 - 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 lectures. Offered in spring only ACTS Equivalent Course Number = PHYS 2024. 48 lecture hours.



**PHYS 2424 - General Physics II.** Four hours credit. Lab Hours: 2 Prerequisite(s): 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 lectures. Offered in spring only. ACTS Equivalent Course Number = PHYS 2024. 48 lecture hours and 32 lab hours.

**POLI 2313 - American Government.** Three hours credit. This course is the study of the development of the national government, including relationships among federal, state, and local governments. Offered in fall, spring, and summer ACTS Equivalent Course Number =PLSC 2003. 48 Lecture hours.

**POLI 2323 - State and Local Governments.** Three hours credit. This course is the study of the state government systems in the United States. Offered in fall and spring only ACTS Equivalent Course Number = PLSC 2103. 48 Lecture hours.

**POLI 2333 - The Politics of Race.** Three hours credit. Provides an overview of the social, political, and economic experiences of people African descent from their arrival to the Americas to the present. The course will focus on the governance of African Americans through culture, norm, practice and law. Assigned readings, class discussion, video clips and guest speakers will be utilized to enhance understanding and critical analysis of common themes. This class will be a community of readers, learners and thinkers who value and respect the reactions and opinions of others.

**PSYC 2303 - General Psychology.** Three hours credit. Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading of a grade of "C" or better. This course is the study focuses on the human experience within the physical and social environment. Topics include the 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. The course required is psychology as well as social science majors and minors. Offered in fall and spring only ACTS Equivalent Course Number = PSYC 1103. 48 Lecture hours.

**PSYC 2313 - Abnormal Psychology.** Three hours credit. Prerequisite(s): PSYC 2303 - General Psychology. This class will include the study of childhood and adult disorders with a focus on the diathesis-stress paradigm as outlined by the Diagnostic and Statistical Manual (DSM-5). The topical questions of sociopathic and psychopathic behavior, genetic vulnerability to certain conditions, treatment, and medications will be discussed. Offered in fall and spring only. 48 Lecture hours.

**PSYC 2323 - Developmental Psychology.** Three hours credit. Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading grade of "C" or better. 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. The course required is psychology, as well as social science, majors, and minors. Offered in fall and spring only ACTS Equivalent Course Number = PSYC 2103 48 Lecture hours.

**RADI 1103 - Introduction to Radiologic Technology.** Three hours credit. Prerequisite(s): Acceptance into the program: and by NAH faculty permission. Corequisite(s): 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. The 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. 32 lecture hours and 32 lab hours.

**RADI 1173 - Radiographic Procedures I.** Three hours credit. Prerequisite(s): Acceptance into the program: and by NAH faculty permission. Corequisite(s): 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 the 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. 32 lecture hours and 32 lab hours.

**RADI 1223 - Radiographic Practicum I.** Three hours credit. Prerequisite(s): Acceptance into the program. Corequisite(s): 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 a clinical setting. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as the 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. 256 clinical/practicum hours.

**RADI 1233 - Radiographic Physics.** Three hours credit. (Prerequisite: Acceptance into the program). An introduction to radiation protection and basic concepts of radiation physics are presented. Fundamentals of x-rays, generating equipment as well as x-ray production, beam characteristics; units of measurement, and how x-rays interact with matter are explored. 48 lecture hours.

**RADI 1243 - Radiographic Procedures II.** Three hours credit. Prerequisite(s): RADI 1173 - Radiographic Procedures I; RADI 1103 - Introduction to Radiologic Technology; RADI 1323 - Radiographic Exposure I; RADI 1223 - Radiographic Practicum I all with a grade of "C" or better. Corequisite(s): 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. 32 lecture hours and 32 lab hours.

**RADI 1253 - Digital Imaging.** Three hours credit. Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic imaging. It includes the study of the construction of imaging receptors and conversion of the latent image. Factors that affect image acquisition, display, archiving, and retrieval are discussed. The causes and methods of luminating artifacts for digital imaging are also addressed. 48 lecture hours.

**RADI 1443 - Principles of Exposure & Image Production.** Three hours credit. Prerequisite(s): RADI 1233 Radiographic Physics. Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic imaging. It includes the study of the construction of imaging receptors and conversion of the latent image. Factors that affect image acquisition, display, archiving, and retrieval are discussed. The causes and methods of eliminating artifacts for digital imaging are also addressed. A grade of "C" or better is required for passing. 32 lecture hours and 32 lab hours.

**RADI 1333 - Radiographic Practicum II.** Three hours credit. Prerequisite(s): 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. Corequisite(s): 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. 256 clinical/practicum hours.

**RADI 1343 - Radiographic Procedures III.** Three hours credit. Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better. Corequisite(s): RADI 1103 - Introduction 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. 32 lecture hours and 32 lab hours.

**RADI 1353 - Radiation Biology.** Three hours credit. Prerequisite(s): RADI 1343 - Radiographic Procedures III; RADI 1444 - Radiographic Practicum IV; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology Corequisite(s): RADI 1233 - Radiographic Physics, RADI 1243 - Radiographic Procedures II, RADI 1423 - Radiographic Exposure 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. 48 lecture hours.

**RADI 1434 - Radiographic Practicum III.** Four hours credit. Prerequisite(s): 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. This course is a continuation of RADI 1333 - Radiographic Practicum II. The 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. 320 clinical/practicum hours.

**RADI 1442 - Imaging Equipment.** Two hours credit. Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better or by NAH faculty permission. Corequisite(s): 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 selections. Consideration for technique chart construction is also addressed. A grade of "C" or better is required for passing. 32 Lecture hours.

**RADI 1443 - Principles of Exposure & Image Production.** Three hours credit. Content establishes a knowledge base in technical factors that will govern the image production process. 48 lecture hours.

**RADI 1444 - Radiographic Practicum IV.** Four hours credit. Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better; and by NAH faculty permission. Corequisite(s): 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. 384 clinical/practicum hours.

**RADI 2222 - Radiographic Evaluation.** Two hours credit. Prerequisite(s): RADI 1444 - Radiographic Practicum IV; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology. Corequisite(s): 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. 32 Lecture hours.

**RADI 2233 - Radiographic Pathology.** Three hours credit. Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better, and by NAH Faculty permission. Corequisite(s): 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. 48 Lecture hours.

**RADI 2442 - Radiographic Total Quality Management.** Two hours credit. Prerequisite(s): RADI 1343 - Radiographic Procedures III; RADI 1444 - Radiographic Practicum IV; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology Corequisite(s): RADI 1343 - Radiographic Procedures III with a grade of "C" or better; and by NAH faculty permission 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. 16 lecture hours and 32 lab hours.

**RADI 2444 - Radiographic Practicum V.** Five hours credit. Prerequisite(s): RADI 1444 - Radiographic Practicum IV; RADI 1343 - Radiographic Procedures III; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology. Corequisite(s): 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. 384 clinical/practicum hours.

**RADI 2454 - Radiographic Practicum VI.** Four hours credit. Prerequisite(s): RADI 1353 - Radiation Biology; RADI 2442 - Radiographic Total Quality Management; RADI 2445 - Radiographic Practicum V and RADI 2222 - Radiographic Evaluation all with a grade of "C" or better and by NAH faculty permission. 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. 320 clinical/practicum hours.

**RADI 2956 - Radiography Technology Program.** Fifty-six hours credit. Prerequisite(s): (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. 56 SCH Completion & Registration Corequisite(s): all with a grade of "C" or better and by NAH faculty permission. A course designation which will be used as the mechanism for recording program course credit for a graduate of a JRCERT accredited radiographic technology program who also is registered by the American Registry of Radiologists.

**READ 1213 - Developmental Reading.** Three hours credit. Prerequisite(s): Placement of an ACT score 11-18 or equivalent ACCUPLACER score. 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. Offered in fall, spring, and summer. 48 lecture hours.

**READ 1213 - MOD Developmental Reading.** Three hours credit. Prerequisite(s): Placement of an ACT Reading Score 11-18 and Writing 12-18, or equivalent ACCUPLACER score. 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. Offered in fall and spring only a grade of "C" or better is required. 48 lecture hours.

**READ 1393 - IRW Integrated Developmental Reading and Writing.** Three hours credit. Lecture Hours: 3 Prerequisite(s): Placement of an ACT score 11-18 or equivalent ACCUPLACER score. 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. Offered in fall and spring only a grade of "C" or better is required. 48 lecture hours.

**RESP 1224 - Basic Assessment and Diagnostics.** Four hours credit. Lab Hours: 1 Prerequisite(s): Acceptance in the Respiratory Therapy Corequisite(s): RESP 1335 Equipment and Techniques I, RESP 1423 Respiratory Pharmacology, RESP 2402 Cardiopulmonary Anatomy and Physiology I. This course is designed to integrate the theory and application of physical assessment and diagnostic testing. Topics covered will include in-depth history taking, physical examination techniques. Interpretation of ABG's, chest X-ray and lab values will be addressed. A grade of C or better is needed to pass. The course is only offered in the Fall with a "C" or better required for passing. 48 lecture hours and 32 lab hours.

**RESP 1243 - Pulmonary Disease I.** Two hours credit. Prerequisite(s): RESP 1225 - Basic Assessment and Diagnostics, RESP 1335 - Equipment and Techniques I, RESP 1423 - Respiratory Pharmacology, RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I all with a grade of "C" or better or by NAH faculty permission. Corequisite(s): RESP 2245 - Equipment and Techniques II; RESP 1442 - Clinical Practicum I; RESP 2512 - Cardio- Pulmonary Anatomy and Physiology II. This course is designed to integrate the theory of cardiopulmonary diseases with patient assessment and management. The common pulmonary diseases, patient treatment, use of protocols, and rehabilitation will be addressed. This course is only offered in the Spring with a "C" or better required for passing. 32 lecture hours and 32 lab hours.



**RESP 1335 - Equipment and Techniques I.** Five hours credit. Prerequisite(s): Acceptance into the Respiratory Therapy Program. Corequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1423 - Respiratory Pharmacology; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I. This course is designed to integrate the theory and application of basic respiratory care procedures and equipment. It will also enable the student to administer therapy safely and competently to patients requiring respiratory care in a professional manner. The information gained during this course will provide a foundation, which is essential for the more advanced levels of respiratory care. Topics covered will include therapeutic gas delivery, humidity and aerosol systems, high and low-flow oxygen systems, Oxygen analysis. This course is only offered in the fall with a grade of "C" or better required for passing. 48 lecture hours and 32 lab hours.

**RESP 1423 - Respiratory Pharmacology.** Three hours credit. Prerequisite(s): Acceptance into the Respiratory Therapy Program. Corequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I. This course is designed to focus attention on the many drugs used in treating respiratory diseases, their pharmacodynamics and pharmacokinetics. Classes of drugs covered include bronchodilators, anti-inflammatory, mucolytics/proteolytic, sedatives and diuretics and some common cardiac drugs used in resuscitation. This course is only offered in the Fall with a grade of "C" or better required for passing. 48 lecture hours.

**RESP 1442 - Clinical Practicum I.** Two hours credit. Prerequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology; and RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I with a grade of "C" or better. Corequisite(s): RESP 1243 - Pulmonary Disease I; RESP 2245 - Equipment and Techniques II; RESP 2512 - Cardio- Pulmonary Anatomy and Physiology II; RESP 2212 - Mechanical Ventilation. 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 modalities such as CPT, updraft, and basic assessment under the direct supervision of licensed respiratory care practitioners (LRCP). This course is only offered in the spring with a grade of "C" or better required for passing. 256 clinical/practicum hours.

**RESP 2212 - Mechanical Ventilation.** Two hours credit. Prerequisite(s): RESP 1225 – Basic Assessment and Diagnosis; RESP 1335 – Equipment and Techniques I; RESP 1423 – Respiratory Pharmacology, and RESP 2402 – Cardio-Pulmonary Anatomy and Physiology I with a grade of “C” or better. Corequisite(s): RESP 1243 – Pulmonary Disease I; RESP 2245 – Equipment and Techniques II; RESP 2512 - Cardio -Pulmonary Anatomy and Physiology II; RESP 1442 Clinical Practicum I. This course is designed to integrate the theory and application of ventilator management. Topics covered include initiation, monitoring, and discontinuance of ventilator care. This course is designed to integrate the theory and application of ventilator management. Topics covered include lung characteristics, physiology of mechanical ventilation, ventilatory 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, airway resistance and compliance. This course is only offered in the Spring with a “C” or better required for passing. 32 lecture hours.

**RESP 2213 - Equipment and Techniques II.** Three hours credit. Lab Hours:1Prerequisite(s): RESP 1225 – Basic Assessment and Diagnostics; RESP 1335 – Equipment and Techniques I; RESP 1423 – Respiratory Pharmacology, and RESP 2401 – Cardio – Pulmonary Anatomy and Physiology I with a grade of “C” or better. Corequisite(s): RESP 1243 – Pulmonary Disease I; RESP 2245 – RESP 2212 – Mechanical Ventilation; RESP 2512 Cardiopulmonary Anatomy and Physiology II; RESP 1442 Clinical Practicum I. This course is a continuation of RESP-1335 Equipment and Techniques I and covers more advanced equipment and techniques. Topics include CPT, lung expansion therapy, airway clearance techniques, airway management and suctioning. The course is only offered in the Spring with a “C” or better required for passing. 32 lecture hours and 16 lab hours.

**RESP 2214 - Respiratory Care Sciences.** Four hours credit. Prerequisite(s): Conditional Acceptance into the Respiratory Therapy Program. This course is designed to build a solid understanding of the foundational concepts of chemistry, mathematics, microbiology, and physics as they relate to respiratory care science. This course will introduce students to the application of these concepts and the calculations utilized in respiratory care practice. This course must be completed prior to entering the Respiratory Therapy Program. Acceptance into the program will require a grade of "C" or better. This course is only offered in the summer with a “C” or better required for passing. 64 lecture hours.

**RESP 2253 – Pulmonary- Disease II.** Three hours credit. Prerequisite(s): RESP 2323 – Equipment and Techniques III; RESP 2451 – Clinical Practicum II; RESP 2322 – Adv. Monitoring, Proc. & Techniques with a grade of “C” or better. Corequisite(s): RESP 2312 – Advanced Pharmacology, RESP 2343 – Neonatal & Pediatrics; RESP 2365 – Critical Care; RESP 2462 – Clinical Practicum III; RESP 2311 Integration of Respiratory Theory/Practice. This course is designed to continue the study of cardiopulmonary diseases with patient assessment and management not covered in Pulmonary Diseases I. This course is only offered in the fall with a ‘C’ or better required for passing. 48 Lecture hours.

**RESP 2311 - Integration of Respiratory Theory/Practice.** One hour credit. Prerequisite(s): RESP 2323 – Equipment and Techniques III; RESP 2451 – Clinical Practicum II; RESP 2322 – Adv. Monitoring, Proc. & Techniques with a grade of “C” or better. Corequisite(s): RESP 2312 – Advanced Pharmacology, RESP 2343 – Neonatal & Pediatrics; RESP 2365 – Critical Care, RESP 2462 – Clinical Practicum III; RESP 2253 Pulmonary - Disease II. This course guides the student through the total patient experience from initial contact to discharge. The course is only offered in the Fall with a “C” or better required for passing. 16 lecture hours.

**RESP 2312 - Advanced Pharmacology.** Two hours credit. Prerequisite(s): RESP 2451 - Clinical Practicum II; RESP 2354 - Equipment and Techniques III with a grade of "C" or better. Corequisite(s): RESP 2343 - Neonatal & Pediatrics; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III. RESP 2242 – Pulmonary- Diseases II. This course is designed to focus attention on selected drugs used to treat both respiratory and non-respiratory disorders. Classes of drugs covered include sedatives, diuretics, antibiotics, etc. This course is only offered in the Fall with a “C” or better required for passing. 32 lecture hours.

**RESP 2322 - Advanced Monitoring Procedures Technique.** Two hours credit. Prerequisite(s): RESP 1243 – Pulmonary Disease I; RESP 1442 – Clinical Practicum I; RESP 2245 – Equipment and Techniques II; RESP 2512 – Cardio-Pulmonary Anatomy & Physiology II all with a grade of “C” or better. Corequisite(s): RESP 2354 – Equipment and Techniques III; RESP 2451 – Clinical Practicum II. This course is designed to emphasize more advanced cardiopulmonary assessment, special diagnostic procedures and practices. This course is only offered in the Summer with a “C” or better required for passing. 32 lecture hours.



**RESP 2323 - Equipment and Techniques III.** Three hours credit. Prerequisite(s): RESP 1243 – Pulmonary Disease I; RESP 1442 – Clinical Practicum I; RESP 2245 – Equipment and Techniques II; RESP 2512 – Cardio-Pulmonary Anatomy & Physiology II all with a grade of “C” or better. This course is a continuation of RESP-2213 Equipment and Techniques II and covers more advanced equipment and techniques. Topics include intubation, arterial line sampling, and chest tube procedures. This course is only offered in the Summer with a “C” or better required for passing. 32 lecture hours and 16 lab hours.

**RESP 2343 - Neonatal & Pediatrics.** Three hours credit. Prerequisite(s): RESP 2451 - Clinical Practicum II; RESP 2354 - Equipment and Techniques III; RESP 2322 – Advanced Monitoring, Procedures & Techniques with a grade of "C" or better. Corequisite(s): RESP 2242 – Pulmonary - Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III; RESP 2311 Integration of Respiratory Theory /Practice. 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 basic assessment, initiating, monitoring, and managing oxygen therapy, aerosol therapy, CPAP and mechanical ventilation in the neonatal pediatric population. Students will receive certification in the Newborn Resuscitation Program (NRP), Pediatric Advanced life support (PALS). This course is only offered in the Fall with a grade of "C" or better required for passing. 32 lecture hours and 16 lab hours.

**RESP 2353 - Advanced Cardiopulmonary Care.** Three hours credit. Prerequisite(s): RESP 2253 – Pulmonary- Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2363 - Critical Care; RESP 2462 - Clinical Practicum III; RESP 2311 Integration of Respiratory Theory/Practice all with a grade of "C" or better. Corequisite(s): RESP 2502 - Professional Development; RESP 2473 - Clinical Practicum IV. This course will cover the advanced life support and stabilization courses for the neonate, infant/pediatric, and adult patients along with the application of cardiopulmonary care in alternate sites Advanced hemodynamics. 48 lecture hours.

**RESP 2363 - Critical Care.** Three hours credit. Prerequisite(s): RESP 2451 – Clinical Practicum II; RESP 2354 – Equipment and Techniques III; RESP 2322 – Advanced Monitoring, Procedures & Techniques with a grade of “C” or better. Corequisite(s): RESP 2242 – Pulmonary – Diseases II; RESP 2312 – Advanced Pharmacology; RESP 2343 – Neonatal & Pediatrics; RESP 2462 – Clinical Practicum III; RESP 2311 Integration of Respiratory Theory/Practice. 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 all aspects of advanced respiratory care, especially in intensive care patients. Students will receive certification in Advanced Cardiac Life Support (ACLS). The course is only offered in the Fall with a “C” or better required for passing. 48 lecture hours.

**RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I** Two hours credit. Prerequisite(s): Acceptance into the Respiratory Therapy Program. Corequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology. 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 development of the respiratory system, fetal circulation, cardiopulmonary events at birth, postnatal lung development, respiratory system of adults, pleural membranes, spaces, and fluid, anatomy of the respiratory tract. 32 lecture hours.

**RESP 2451 - Clinical Practicum II.** One hour credit. Prerequisite(s): RESP 2245 - Equipment and Techniques II; RESP 1243 - Pulmonary Disease I; RESP 1442 - Clinical Practicum I; RESP 2512 – Cardio – Pulmonary Anatomy & Physiology II with a grade of "C" or better. Corequisite(s): RESP 2354 - Equipment and Techniques III; RESP 2322 – Advanced Monitoring, Procedures, & Tech. 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). This course is only offered in the summer with a grade of "C" or better required for passing. 256 clinical/practicum hours.

**RESP 2462 - Clinical Practicum III.** Two hours credit. Prerequisite(s): RESP 2451 - Clinical Practicum II; RESP 2354 - Equipment and Techniques III all with a grade of "C" or better. Corequisite(s): RESP 2242 – Pulmonary- Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2364 Critical Care; RESP 2311 Integration of Respiratory Theory/Practice. 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). This course is only offered in the fall with a grade of "C" or better required for passing. 384 clinical/practicum hours.

**RESP 2473 - Clinical Practicum IV.** Three hours credit. Prerequisite(s): RESP 2242 – Pulmonary- Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2364 Critical Care; RESP 2462 Clinical Practicum III; RESP 2311 Integration of Respiratory Theory/Practice all with a grade of "C" or better. Corequisite(s): RESP 2502 - Professional Development; RESP 2353 - Advanced Cardiopulmonary 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 the 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). This course is only offered in the spring with a grade of "C" or better required for passing. 384 clinical/practicum hours.

**RESP 2502 - Professional Development.** Two hours credit. Prerequisite(s): RESP 2242 - Pulmonary - Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III; RESP 2311 Integration of Respiratory Theory/Practice all with a grade of "C" or better. Corequisite(s): RESP 2353 - Advanced Cardiopulmonary Care; RESP 2473 - Clinical Practicum IV. 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 for the NBRC therapist multiple choice examination process by applying critical thinking skills. This course is offered in the spring only with a grade of "C" or better required for passing. 64 lab hours.

**RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II.** Two hours credit. Prerequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I all with a grade of "C" or better or by NAH faculty permission. Corequisite(s): RESP 1243 - Pulmonary Disease I; RESP 1442 - Clinical Practicum I; RESP 2245 - Equipment and Techniques II. This course is a continuation of RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I, it is designed to continue to integrate the theory of cardio- respiratory anatomy and physiology with assessment and care of the patient with cardio- respiratory disease. Topics include fetal development and the cardiopulmonary system, electrophysiology of the heart, standard 12 ECG Lead System, ECG interpretation, and sleep physiology. Offered in spring only and a grade of "C" or better is required for passing. 32 lecture hours and 32 lab hours.

**SOCI 2313 - Introduction to Sociology.** Three hours credit. This course introduces theories and methods used to analyze society. Topics include culture, norms, status, roles, groups, associations, social institutions, communities, and societies. This course is required for sociology, as well as social science majors and minors. Offered in fall, spring, and summer ACTS Equivalent Course Number = SOCI 1013. 48 Lecture hours.

**SPEE 2313 - Business and Professional Speaking.** Three hours credit. Oral communication needs of professional persons. Practice in the construction and delivery of various types of speeches and participation in group conferences, discussions, and interviews. 48 lecture hours.

**SPEE 2393 - Oral Communication for Public Address.** Three hours credit. 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 the lecture, discussion, and exercises. Students will learn through reading, discussing, listening, presenting speeches, and participating in activities. Offered in fall, spring, and summer ACTS Equivalent Course Number = SPCH 1003. 48 Lecture hours.

**SURG 1014 - Sterile Processing.** Four hours credit. Prerequisite(s): This program provides an overview of the Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully anticipate as an entry level Sterile Processing Technician. The course emphasizes duties in sterile processing technology, aseptic procedures, equipment management, safety, quality assurance, HIPAA regulations, proper decontamination, sterilization, and packaging techniques. The sterile processing technician performs essential functions to support the medical and surgical care of patients. Upon completion of this course, students will be prepared to take the Certification Board for Sterile (Processing Distribution (SBSPD) certification exam. 48 lecture hours and 16 lab hours.

**SURG 1524 Surgical Technology Procedures I.** Four hours credit. Requisites: Complete BIOL-2464 or BIOL- 2226 with a minimum grade of C. Must be completed prior to taking this course. Take SURG-1533-Must be taken at the same time as this course. This course introduces students to principles, procedures, and techniques of surgical procedures with an 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. Offered in the Fall only (1<sup>st</sup> 8weeks). 64 lecture hours.

**SURG 1533 Surgical Technology Practicum I.** Three hours credit. Requisites: Complete BIOL 2464 OR BIOL 2226 and BIOL 2232 with a minimum grade of C. Must be completed prior to taking this course. Take SURG 1524-Must be taken at the same time as this course. 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. Offered in the Fall only (1<sup>st</sup> 8weeks). 48 lecture hours.

**SURG 1528 - Surgical Technology Procedures.** Eight hours credit. Prerequisite(s): 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 & Physiology Lab for Health Professions; with a grade of "C" or better. Corequisite(s): 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. Offered in the fall only with a grade of "C" or better is required for passing. 128 Lecture hours.

**SURG 1534 Surgical Technology Procedures II.** Four hours credit. Requisites: Complete SURG 1524 and SURG 1533 with a minimum grade of C. Must be completed prior to taking this course. Take SURG 1543-Must be taken at the same time as this course. This course is a continuation from the first 8 weeks of SURG 1524. 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. Offered in the fall only (2<sup>nd</sup> 8 weeks). 64 lecture hours.

**SURG 1536 - Surgical Technology Practicum I.** Six hours credit. Prerequisite(s): 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 & Physiology Lab for Health Professions Corequisite(s): BIOL 2474 - Microbiology; SURG 1528 - Surgical Technology Procedures. 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. Offered in the fall only with a grade of "C" or better required for passing. 72 lecture hours and 192 clinical/practicum hours.

**SURG 1543- Surgical Technology Practicum II.** Three hours credit. Requisites: Complete SURG 1524 and SURG 1533 with a minimum grade C. Must be completed prior to taking this course. Take SURG 1534-Must be taken at the same time as this course. This course is a continuation from the first 8 weeks of SURG 1533. 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. Offered in the Fall only (2<sup>nd</sup> 8 weeks). 48 lecture hours.

**SURG 1544 Surgical Technology Procedures III.** Four hours credit. Requisites: Complete SURG 1524, SURG 1533, SURG 1534, SURG 1543 with a minimum grade of C. Must be completed prior to taking this course. 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. Offered in Spring only (1<sup>st</sup> 8weeks). 64 lecture hours.

**SURG 1548 - Surgical Technology Procedures II.** Eight hours credit. Prerequisite(s): SURG 1528 - Surgical Technology Procedures and SURG 1536 - Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission. Corequisite(s): 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. 128 lecture hours.

**SURG 1553 Surgical Technology Practicum III.** Three hours credit. Requisites: Complete SURG 1524, SURG 1533, SURG 1534, SURG 1543 with a minimum grade C- Must be completed prior to taking this course. Take SURG 1544-Must be taken at the same time as this course. 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. Offered in the Spring only (2<sup>nd</sup> 8 weeks). 48 lecture hours.

**SURG 1554 Surgical Technology Procedures IV.** Four hours credit. Requisites: Complete SURG 1524, SURG 1533, SURG 1534, SURG 1544, SURG 1553 with a minimum grade C-Must be completed prior to taking this course. 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. Offered in Spring only (1<sup>st</sup> 8 weeks). 64 lecture hours.

**SURG 1557 - Surgical Technology Practicum II.** Seven hours credit. Prerequisite(s): SURG 1528 - Surgical Technology Procedures and SURG 1536 - Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission Corequisite(s): 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 with a grade of "C" or better required for passing. 96 lab hours and 240 clinical/practicum hours.

**SURG 1564 Surgical Technology Practicum IV.** Four hours credit. Requisites: Complete SURG 1524, SURG 1533, SURG 1534, SURG 1543, SURG 1544, SURG 1553 with a minimum grade C- Must be completed prior to taking this course. Take SURG 1554 – Must be taken at the same time as this course. 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. Offered in Spring only (2<sup>nd</sup> 8 weeks). 64 lecture hours.

**SURG 1614 - Surgical Technology Practicum V.** Four hours credit. Prerequisite(s): Complete SURG 1554 and SURG 1564 with a minimum grade of C- Must be completed prior to taking this course. 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 competency 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 with a grade of "C" or better required for passing. Offered in Summer only (8 weeks). 192 clinical/practicum hours.

**TECH 2011 - Portfolio Development & Experience Evaluation.** One hour credit. Prerequisite(s): Approval of Provost. 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. 16 Lecture hours.



**TECH 2013 - Internship Work Experience I.** Three hours credit. Prerequisite(s): 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. Offered Fall and Spring as needed. 192 internship hours.

**TECH 2023 - Internship Work Experience II.** Three hours credit. Prerequisite(s): 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. Offered Fall – Spring as needed. 192 internship hours.

**TECH 2024 - Internship Work Experience II.** Four hours credit. SWE: 8 Prerequisite(s): All internship courses require approval of the Division Chair/Coordinator and Provost. 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. 32 Lecture hours and 128 internship hours.

**TECH 2034 - Internship Work Experience III.** Four hours credit. SWE: 8 Prerequisite(s): All internship courses require approval of the Division Chair/Coordinator and Provost. 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. 32 Lecture hours and 128 internship hours.

**TECH 2211-2219 - Customized Training.** 1-9 Credit Hours. 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. 16-144 lecture hours.

**TECH 2313 - Process/Project Management.** Three hours credit. Prerequisite(s): 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. 48 Lecture hours.

**TECH 2326 - Manufacturing Practicum.** Six hours credit. Lab Hours: 8 Prerequisite(s): 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. 32 Lecture hours and 128 practicum hours.

**WELD 1114 - Basic Welding.** Four hours credit. Prerequisite(s): MATH-1233 Technical Math Basic Welding covers the principles of oxy-acetylene welding, cutting, and brazing, basic principles, procedures, safety, and experience in using electric arc welding equipment. Offered only in the Fall and Spring. 48 Lecture hours and 16 lab hours.

**WELD 1214 - ARC Welding.** Four hours credit. Prerequisite(s): Complete 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. Offered only in the Fall and Spring. 48 Lecture hours and 16 lab hours.

**WELD 1314 - Tungsten Inert Gas (TIG) Welding.** Four hours credit. Prerequisite(s): Complete 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. Offered only in the Fall. 48 Lecture hours and 16 lab hours.

**WELD 1414 - Metal Inert Gas (MIG) Welding.** Four hours credit. Prerequisite(s): 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 sources and the mechanics and maintenance of the wire feeding system. Offered only in the Spring. 48 Lecture hours and 16 lab hours.

**WELD 1514 - Pipe Welding.** Four hours credit. Prerequisite(s): Basic Welding ARC Welding Introduces topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on all welding positions using various electrodes. Students can obtain an API-1104 welding certification. Offered Summer only. 48 Lecture hours and 16 lab hours.

**WELD 1713 - Maintenance Welding.** Three hours credit. Corequisite(s): MATH 1233 - Technical Mathematics. A course providing the basic skills in oxy-acetylene welding, cutting, and brazing, basic arc welding, and safety. Perform maintenance welding and repairs of production and equipment. Offered in fall and spring. 32 Lecture hours and 32 lab hours.



# Workforce Development Course Descriptions

**WFE 1000 - Computer Fundamentals I.** This instructor-assisted course is designed for individuals wanting to learn or improve their computer skills. Interactive training allows students to practice running applications, creating folders, managing files, changing settings and more.

**WFE 1100 - Microsoft Word Level 1 of 3.** Word is a powerful desktop word processing application within MS Office Suite for creating professional documents using various formatting tools. This course is designed for individuals who want to learn or improve skills in working with page layouts, ribbon user interface, printing, templates, and more.

**WFE 1110 - Microsoft Word Level 2 of 3.** This course is an extension of Level 1 and includes creating templates, working with tables and graphics, customizing styles, mail mergers, and brochures.

**WFE 1120 - Microsoft Excel Level 1 of 3.** Excel is a powerful spreadsheet application that allows you to organize data, complete calculations, graph data, and create professional reports. This course is designed for individuals who want to learn or improve skills in navigating, creating spreadsheets and charts, working with formulas and functions, and more.

**WFE 1130 - Microsoft Excel Level 2 of 3.** Excel Level 2 training is a continuation of Level I that provides instruction on working with complex formulas and functions, managing multiple worksheets, using financial data analysis tools, and more.

**WFE 1200 - Microsoft Outlook.** Microsoft Outlook is a desktop communication management application. Training includes organizing messages, managing contacts, creating tasks, sharing calendars, setting appointments and scheduling, working with other MS Office applications, and more.

**WFE 1220 - Introduction to the Internet.** This course introduces students to the basics of surfing the Internet, web addressing, and using various web browsers and search engines, internet safety and more.

**WFE 1270 - E-Mail.** This course introduces the various aspects of e-mail, how to use e-mail applications, and improve e-mail writing skills. Students use interactive exercises that allow them to explore various email applications and various communication scenarios in composing email messages within the work environment.

**WFE 1290 - Microsoft Access Level 1 of 3.** Access is a database management application within the MS Office Suite. This course is an introduction to the Access relational database user interface, navigating techniques, and database elements, (such as fields, tables, forms, reports, and queries).

**WFE 1300 - Microsoft Access Level 2 of 3.** Access Level 2 training is a continuation of Level I. More intermediate training is given on designing a relational database, editing input forms, modifying reports, creating complex queries, working with templates, and more.

**WFE 1350 - Healthcare Provider CPR.** This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation and training in the use of automated external defibrillators (AED) for medical professionals.

**WFE 1390 - Microsoft Access Level 3 of 3.** Access Level 3 is a highly interactive course providing advanced training on complex database structures. Topics include creating complex reports, setting up complex forms, using calculation controls, customizing database interface, joining, and splitting relational databases, and integrating Access with other MS Office applications.

**WFE 1400 - Customized Spanish Courses** Customized 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. The class can be customized.

**WFE 1430 - PC Pro.** PC Pro prepares the student for certification testing for PC Pro and A+ certification. This comprehensive online simulation lab includes video, text, and certification test prep software.

**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 1450 - Microsoft PowerPoint Level 1 of 3.** PowerPoint is a powerful slide show presentation application within the MS Office Suite. Students receive highly interactive training in editing text, inserting graphics, slide transitions, themes, printing, and more.

**WFE 1460 - Microsoft PowerPoint Level 2 of 3.** PowerPoint Level 2 is a continuation from Level 1. Detailed training features slide settings, customizing animations, inserting charts/tables, customizing slide presentations, handout print settings, and more.

**WFE 1470 – QuickBooks.** QuickBooks is the preferred accounting and bookkeeping application used in small and medium business environments. This short course is for the new user or novice wanting to learn QuickBooks powerful tools to organize, manage, and track company financial data, and more.

**WFE 1480 - Adobe Acrobat.** This course provides hands-on training on Acrobat Pro user interface to create, edit, manage, and share portable document format (PDF) files. Protecting documents with Acrobat's security tools is also covered.

**WFE 1560 - Child Development Associate (CDA).** This 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. This class meets the 120-hour requirement for the CDA national credential.

**WFE 1600 - Pediatric Heart-saver CPR/First Aid.** This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation for infants, children, and adults. Basic First Aid training is included.

**WFE 1600 - Heart saver 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 1760 - Women's Personal Safety.** The student learns personal safety strategies, assertiveness training, fear management, and self-defense techniques.

**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 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 2060 - Paramedic Refresher Training.** Forty-eight hours credit. This Paramedic Refresher course covers: preparatory, airway, patient assessment, medical, trauma, obstetrics, and pediatrics. This 48-hour refresher course follows DOT standard.

**WFE 2070 - Blood Borne Pathogens.** This course emphasizes the OSHA requirements for those who may encounter 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, fitness, 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 2090 - Forklift Training and Certification.** Training covers the safe operation and correct handling of class IV and V internal combustion engine forklifts. Forklift certification training is facilitated by an OSHA Instructor and consists of lectures, practical, and written exams. This course satisfies the training provisions as stated in OSHA Class IV and V Forklift (Powered Industrial Truck) 29-CFR- 1910.178.

**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 4100 - Basic EMT Refresher.** Twenty-four hours credit. This course covers six topics: preparatory, airway, patient assessment, medical, trauma, infants, and children.

**WFE 4120 - EMS First Responder.** Forty-hour credit. This course covers six topics: preparatory, airway, patient assessment, circulation, illness and injury, childbirth, and children.

**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 4140 - Hazwoper Refresher.** Eight hours credit. This **HAZardous Waste Operation Emergency Response** course is an annual refresher providing personnel involved with the clean-up of hazardous waste sites with the knowledge to safely work in a hazardous environment.

**WFE 5050 - Microsoft Word 2010 Level 3 of 3.** This course teaches advanced skills such as using the table of contents, working with multiple headers/footers, customizing themes, running, and recording macros, tracking changes, collaborating, integrating Word with other applications.

**WFE 5070 - Microsoft Excel Level 3 of 3.** Excel Level 3 includes advanced skills training such as creating pivot tables and charts, recording, and running macros, sharing workbooks, modifying security settings, using advanced print settings.

**WFE 5080 - Personal Care Aide.** Twenty-four hours credit. The course focuses on the role and responsibilities of a Personal Care Aide within the home setting, with emphasis on maintaining a safe home health environment. Training includes skills for home care, in-home environmental and patient safety, the delivery of personal care, patient mobility, and the proper use of assistive equipment such as wheelchairs and lifters.

**WFE 6520 - Microsoft PowerPoint Level 3 of 3.** PowerPoint Level 3 advanced training includes online collaborations, slide master settings, customizing slide presentation, transporting presentations, and more.

**WFE 4150 – Hazwoper.** Twenty-four hours credit. This **HAZardous Waste Operation Emergency Response** course provides personnel involved with the clean-up of hazardous waste sites with 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 electric systems as it relates to production and machine equipment.

**WFE 4640 - Process Hazard Analysis.** Process Hazard Analysis (PHA) is an organized and systematic effort to identify and analyze the significance of potential hazards associated with the processing or handling of highly hazardous chemicals. The student learns how to conduct a PHA.

**WFE 6340 - Programmable Logic Controller (PLC).** This course is designed for students to gain practical knowledge of Programmable Logic Controllers (PLCs). Students utilize a PLC Simulator program to write ladder logic programs and verify their "real-world" operation. The programmable logic controller is used by industry to store instructions in industrial equipment and execute specific functions that include on/off control, timing, counting, sequencing, arithmetic, and data handling.

**WFE 6620 - OSHA 30** OSHA 30 is appropriate for supervisors or workers with some safety responsibility.

**WFE 6630 - Computer Aided Drafting (CAD).** AutoCAD is an introduction to computer-aided design applications. Instruction includes applications, drawing and design commands, editing, and dimensioning. This course is designed as an overview for working adults wanting to learn basic skills or upgrade skills in the AutoCAD process.

**WFE 6640 - OSHA 10.** OSHA 10 provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in general industry workplaces.

**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 1920 - Customer Service I.** This fast-paced seminar examines the manager's and supervisor's role in achieving a company-wide customer service environment where indeed, the customer does come first.

**WFE 1930 - Customer Service II.** The student learns how the employee is the key to success, and the quality customer service provided is the foundation upon which your company's profits are built.

**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. The 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 to 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 must 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 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 dysfunctional behavioral patterns and to successfully address individuals using these patterns.

**WFE 4470 - Business Etiquette.** It is necessary for the professionals in the 21st century to be polished in their social and business skills. This seminar covers first impressions, proper introductions, conversation, electronic communication manners, telephone manners, correspondence, workplace behavior, business meetings and table manners.

**WFE 6080 - Business Speech.** This is a refresher course in basic grammar, business courtesy, and oral communication that enables students to project professionalism in speaking and conversation on the job.



# Southeast Arkansas College Leadership

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B.S. - Angelo State University  
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Ed. D - Texas Tech University

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B.S. - University of Arkansas at Monticello

**Barbara Dunn**, Executive Director of Institutional Advancement  
M.S. - University of Arkansas at Pine Bluff  
M.A. - Webster University

## Academic Leadership

**Dr. Jennifer Colvin**, Interim Dean of Science & Humanities; Professor – Education  
B.S.- Louisiana State University  
M.S.- University of Arkansas at Pine Bluff  
Ed.S.- Arkansas State University  
Ed.D.- Arkansas State University

**Lyric Seymore**, Dean of Technical Studies and Workforce Development  
B.S. - University of Arkansas at Pine Bluff

**Vacant**, Dean of Nursing and Allied Health



# Faculty

**Ali Alnashif**, Medical Director – Respiratory Therapy *(joint appointment with AHEC-PB)*  
M.D. - Jordan University of Science and Technology Residency - University of Arkansas  
for Medical Science Fellowship – University of Arkansas for Medical Science

**Scott Adams**, Professor – Computer Network Technology  
A.A.S. - Louisiana Tech College  
B.S. - Louisiana Tech University

**Rodney Ballard, Jr.**, Professor – Computer Information Systems Technology; Department Chair  
for Computer Technology  
B.S. - University of Arkansas at Pine Bluff  
M.S. - University of Arkansas at Little Rock

**Windell Gray**, Professor – CDL Program  
CDL License - C-One Truck Driver Training  
A.A.S. - Pulaski Tech College

**Roy Gober**, Professor – Criminal Justice and Cyber Security Technology  
A.A.S. Southeast Arkansas College

**Danny Gumm**, Professor – Air Conditioning and Refrigeration Technology  
A.A.S. Southeast Arkansas College

**Christopher Harrod**, Professor – History  
B.A. - University of Arkansas at Monticello  
M.A. - University of Arkansas at Monticello

**Carol Hollinger**, Medical Coding Coordinator  
T.C. - Medical Coding - Ouachita Technical College  
T.C. - Medical Office Administration - Ouachita Technical College

**Jo Jackson**, Professor – Psychology/Sociology  
B.S. - Troy University  
M.S. - Walden University

**Tommy Nix**, Professor – Radiological Technology  
B.S. RT(R) - University of Arkansas for Medical Sciences

**Iry Rice**, Professor – Welding Technology; Department Chair for Electrical and Mechanical  
Technology  
B.A. - University of Phoenix  
M.B.S. - University of Phoenix

**Tina Pierce**, Coordinator/Professor – Radiological Technology; Department Chair for Allied  
Health  
B.S. - University of Central Arkansas  
R.T. - JPMC School of Radiological Technology  
M.A. - University of Arkansas at Pine Bluff

**Lekita Pounds**, Professor and Program Director – Respiratory Therapy

A.A.S. - Pulaski Technical College

B.S. - University of Arkansas at Little Rock

M.Ed. - University of Arkansas at Little Rock

**Michelle Pullman**, Professor - Mathematics

A.G.S. - Southeast Arkansas College

B.S. - University of Arkansas at Little Rock

M.S. - University of Arkansas at Little Rock

**Jeremiah Salinger**, Professor – Biology

B.S. - Arkansas State University

M.S. - Arkansas State University

Ph.D. - University of Arkansas at Pine Bluff

**Brandy Sloan**, Coordinator/ Professor – Surgical Technology

A.A.S. - Southeast Arkansas College

C.S.T. - Certified Surgical Technologist – Southeast Arkansas College

**Matthew Wilkins**, Professor – Mathematics

B.S.E. - University of Central Arkansas

M.S.E. - University of Central Arkansas

**Tammye Whitfield**, Clinical Coordinator/Professor – Respiratory Therapy

B.S. - University of Arkansas at Pine Bluff

B.S. - University of Arkansas for Medical Science

M.Ed. - University of Arkansas at Little Rock

## Professional and Support Staff

<b>Name</b>	<b>Position</b>
Camielle Adams	Community Resource Specialist
LaToya Akins	Human Resources Specialist
Connie Anderson	Administrative Specialist II – Registrar's Office
Mary Baker	Shipping and Receiving Clerk
Amanda Bailey	Financial Aid Specialist
Steve Ballard	Controller
LaShauna Battles	Payroll Technician
Lynette Bloomberg	Director of Leadership and Organizational Development
Lisa Cater	Database Administrator – Institutional Research
Meagan Coats	Director of the Learning Resource Center
Nerva Copeland	Student Success Coach
Elisha Downing	Fiscal Affairs Specialist – Accounts Payable
Jennifer Ford	Cashier – Business Office
Joyce Fonville	Administrative Specialist II – Registrar's Office
JoAnn Dupra	Director of Technology Services
Tony Duncan	Network Support Analyst – Information Technology
Haley Graves	Administrative Specialist II – Adult Education Center
Wanda Grimmett	Executive Assistant – President's Office

Lisa Gober	Coordinator of Career Pathways and TANF
Eric Hall	Project/Program Specialist – Adult Education Center
Terry Harden	Director of Student Support Services (TRIO)
Michelle Heard	Career Coach – Pine Bluff High School
Derick Humphrey	Institutional Services Supervisor – Buildings and Grounds
Dora Jones	Administrative Specialist II – Nursing and Allied Health Division
Joe McDaniel	Institutional Services Assistant – Buildings and Grounds
Jenny McVay	Administrative Specialist II – Technical Studies Division
Brittany Neal	Project/Program Specialist – Adult Education Center
Angela Parrish	Fiscal Support Analyst – Business Office
Sarah Perry	Director of the SEARK Childcare Center
Jason Phillips	Maintenance Supervisor – Buildings and Grounds
Crystal Pridgeon	Student Success Coach
Dr. John Proctor	Director of Recruitment
Jeffery Pulliam	Director of Workforce Development
Emily Pyland	Director of Communications and Distance Learning
Sterling Rancifer	Coordinator, Computer Operations – Information Technology
Christina Ritchey	Cashier – Business Office
Sherri Roberts	Registrar and Director of Student Record
Gene Sellers	Maintenance Assistant – Buildings and Grounds
LaWanda Smith	Fiscal Support Analyst – Business Office
Donjinna Stacey	Career Coach – White Hall High School
Hannah Stanford	Administrative Specialist I - Admissions
Jacorrian Spears	Director of the Early College Experience
Tikeecha Spikes	Library Technician
Jamie Thomas	Library Support Assistant
Roberta Thomas	Career Coach – Star City High School
Ashlea Thompson	Student Coordinator – Career Pathways
Jabe Thrower	Director of Physical Plant – Buildings and Grounds
Mae Washington	Administrative Specialist II – Institutional Advancement
Richard Wegner	Chief of Department of Public Safety
Angelia Williams	Business Manager
LaKey Williams	TANF Career Coach – Adult Education Center
LaKeya Williams	Administrative Specialist II – Student Success Center
Carl Wimper	Career Coach – Watson Chapel High School
Margarett Wolfe	SNAP E&T Coordinator – Adult Education Center
Robert Young	Maintenance Assistant – Buildings and Grounds

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