2025-2026 Southeast Arkansas College (SEARK) Catalog

Southeast Arkansas College
1900 Hazel St., Pine Bluff, AR 71603
870-543-5900

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General information

Campus Location

Southeast Arkansas College is located at 1900 South Hazel Street in Pine Bluff, Arkansas, the seat of Jefferson County. Nestled in an urban setting along West 18th Street and Willow Street, our campus blends modern academic facilities—including the Welcome Center, Student Services, College Commons, and specialized career-technology buildings—with easy accessibility for our commuter student population.

SEARK extends its service beyond Pine Bluff to serve a six-county region—Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties—through applied technical education, transfer programs, and continuing workforce development initiatives. Our campus layout and geographic position reflect the college's commitment to inclusivity, convenience, and community engagement.

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. 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.

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 affirms that the College meets established standards for quality in academic programs, institutional operations, and student support services.
Additional information regarding HLC accreditation may be obtained by visiting www.hlcommission.org or by calling (312) 263-0456.

Program Accreditation and Approval
Technical and health science programs at SEARK are accredited or approved by the following agencies:

- Arkansas State Approving Agency for Veterans' Training
- Arkansas State Board of Nursing — Nursing Programs
- Joint Review Committee on Education in Radiologic Technology (JRCERT) — Radiologic Technology Program
- Commission on Accreditation of Allied Health Education Programs (CAAHEP) — Surgical Technology Program
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) — Phlebotomy Program
- Commission on Accreditation for Respiratory Care (CoARC) — Respiratory Care Program

Degrees and Certificates
Southeast Arkansas College offers:

- Certificates of Proficiency
- Technical Certificates
- Associate Degrees in Academic Transfer, Career, and Technical Education Fields

Accreditation Documentation
Documents concerning institutional or programmatic accreditation are available for review upon request through the Office of the Vice President of Instruction on the Pine Bluff campus.

Mission Statement

Southeast Arkansas College provides high-quality, accessible, and student-centered education designed to empower individuals from all backgrounds to achieve their personal, academic, and professional goals. We are committed to fostering an inclusive and supportive environment that promotes continued learning, critical thinking, and innovation. Through collaborative partnerships, workforce development initiatives, and a focus on excellence, we prepare our students to thrive as engaged citizens and leaders in a changing and dynamic world.

Vision Statement

At Southeast Arkansas College, we envision a future where every student achieves success through a comprehensive and transformative educational experience. We are committed to fostering an inclusive community that thrives on collaboration, innovation, and a shared dedication to excellence. Together, we empower our students to reach their highest potential in both personal and professional pursuits, equipping them with the skills and knowledge to lead and contribute to a rapidly evolving world.

Core Values

Student Success: SEARK College believes in empowering students to achieve their educational and career goals through accessible, affordable, high-quality education and comprehensive support services, enabling them to make a positive contribution to their communities.

Comprehensive Education: SEARK College believes in its ability to equip students with a broad range of knowledge, practical skills, and critical thinking abilities that prepare them for success in both personal and professional contexts in a dynamic world.

Safety and Community Engagement: SEARK College is committed to creating a secure and respectful environment that values individual differences and ensures all members are supported in achieving success, regardless of their background.

Collaboration: SEARK College fosters a supportive environment where students, faculty, staff, and the community work together to enhance learning, drive innovation, and achieve shared goals.

Institutional Learning Outcomes (ILOs)

The Institutional Learning Outcomes (ILOs) define the broad, integrative skills and dispositions that SEARK expects all graduates to possess, regardless of academic discipline. These outcomes represent a shared commitment to preparing students for lifelong learning, civic engagement, and career success.

Creative Thinking
Graduates will generate, evaluate, and refine innovative ideas using diverse perspectives to address real-world problems and opportunities.

Ethical Reasoning
Graduates will recognize ethical issues, articulate well-reasoned positions, and act with integrity in academic, professional, and social contexts.

Problem Solving
Graduates will apply critical and analytical thinking to define issues, gather relevant evidence, and implement effective, data-informed solutions.
Communication
Graduates will communicate ideas and information clearly and effectively in written, oral, and digital formats to a range of audiences.

These ILOs are assessed across general education, career and technical programs, and co-curricular learning experiences.

Assessment
Assessment at Southeast Arkansas College (SEARK) is a continuous, comprehensive process designed to improve the institution and enhance the quality of its academic programs and services. Assessment occurs at multiple levels—including the individual student, the course, the program, academic divisions, and the institution as a whole. The results of these assessments are used to strengthen student learning outcomes, program effectiveness, and institutional performance. Students can expect to engage in assessment activities throughout their educational journey at SEARK.

Because SEARK is committed to preparing students to be skilled professionals, engaged citizens, and lifelong learners, assessment of institutional learning outcomes is a priority. Faculty assess the extent to which students demonstrate proficiency in critical thinking, ethical reasoning, problem-solving, and communication. These skills are cultivated to ensure students can contribute meaningfully to the workforce and their communities.

Students also play a key role in the assessment process by evaluating courses, instruction, academic programs, and support services. This feedback informs continuous improvement, ensuring SEARK's educational experience remains responsive, relevant, and student-centered.

All students, faculty, and staff are expected to participate openly and honestly in assessment and evaluation efforts. These collective efforts support SEARK's mission to provide high-quality, accessible, and student-centered education that prepares graduates for success in their professional and personal lives.
Academic Degrees, Majors, Technical Certificates, and Certificates of Proficiency Programs
Southeast Arkansas College (SEARK) offers a variety of degree, certificate, and technical programs designed to prepare students for direct entry into the workforce or for transfer to four-year institutions. Programs are delivered through the College's academic divisions and workforce training units.

Associate of Applied Science (AAS)
- Business Technology
- Computer Information Technology
- Criminal Justice
- Early Childhood Education
- General Technology
- Health Professions
    - Nursing (LPN-to-RN)
    - Respiratory Care

    - Surgical Technology
    - Radiologic Technology
- Industrial Technology
- Welding Technology

Associate of Arts (AA)

- Associate of Arts in General Education (Transfer degree designed for students intending to pursue a bachelor's degree at a four-year institution)
- Associate of Arts int Teaching

Technical Certificates (TC)

- Business Analytics
- Computer Information Technology
- Criminal Justice
- Early Childhood Education
- Practical Nursing (LPN)
- Industrial Equipment Maintenance
- Medical Coding
- Phlebotomy
- Welding Technology

Certificates of Proficiency (CP)

- Accounting
- Business Analytics
- Certified Nursing Assistant (CNA)
- Criminal Justice
- Commercial Vehicle License
- Early Childhood Education
- Industrial Technology
- Medical Coding
- Phlebotomy
- Welding Technology

Academic Support Units

Continuing Education/Workforce Training

Southeast Arkansas College (SEARK) is committed to meeting the educational needs of working adults, as well as the personal enrichment and skill development needs of children and lifelong learners. Continuing Education offers a variety of non-credit programs ranging from full semester courses to short-term mini-courses, workshops, and training sessions.

Courses are scheduled based on community and workforce demand, and may be delivered on campus, online, or at partner sites across Southeast Arkansas. Many programs are developed in collaboration with local businesses, industries, and community organizations to support workforce readiness and skills advancement. Some programs lead to professional licensure, which may require participants to be at least 18 years of age to sit for credentialing examinations.

Fees vary by program and may include additional costs for textbooks, materials, or supplies. For specific information, please contact:

Continuing Education/Workforce Training
Technology Building
Telephone: (870) 543-5947

Distance Education
Distance Education at SEARK supports the College's mission to provide accessible, student-centered learning opportunities. Through Canvas, the College's learning management system, students can access a wide range of fully online, hybrid, and web-enhanced courses.

Distance Education provides resources and support to faculty and students to ensure the effective delivery of online learning, including training, course design assistance, and technology support.

Distance Education Office
Learning Resource Center
Telephone: (870) 543-5936

Information Technology
The SEARK Information Technology Department provides students, faculty, and staff with the tools and resources needed for academic and administrative success. Services include campus network administration, computer lab management, classroom technology support, and online systems access.

All enrolled students are provided with college email accounts, SEARK portal access, and technical support. The IT Department also manages technology resources that support distance education and instructional technology.

Information Technology Office
Welcome Center
Telephone: (870) 543-5993

Learning Resource Center
The SEARK Learning Resource Center (LRC) provides comprehensive resources and services to support academic coursework, research, and lifelong learning. The Center houses a robust collection of books, periodicals, audiovisual materials, and digital resources, along with access to extensive online databases.

In addition to traditional library services, the LRC serves as a hub for Student Success and Advising. Academic advisors are available to assist students with course selection, program planning, and academic goal-setting, ensuring alignment with graduation and transfer requirements. Student Success staff provide targeted support, including academic coaching, study skills development, and connection to campus resources.

Students may access computers, quiet and group study areas, research assistance, and interlibrary loan services. The Center participates in ARKLink, providing reciprocal borrowing privileges at participating academic libraries across Arkansas.

By integrating library services, advising, and student success initiatives, the LRC fosters an environment designed to help students achieve their academic and career goals.
Learning Resource Center

Learning Resource Center
Telephone: (870) 543-5940

Registrar's Office
The Registrar's Office manages course registration, student records, graduation certification, transcripts, and academic policies. The office supports students from enrollment through completion of their academic program.

Registrar's Office
Student Services Building
Telephone: (870) 543-5973

Concurrent Enrollment
High school students who meet Southeast Arkansas College guidelines may enroll in concurrent enrollment courses offered for academic credit at both the College and the high school level. Students should contact their high school counselor or principal for information about current course offerings.

To receive concurrent credit, a student must be admitted to Southeast Arkansas College as a high school concurrent student. Admission requirements and application procedures are outlined in the Admissions section of this catalog.

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Concurrent Enrollment
Technology Building
Telephone: (870) 543-5947

Office of Admissions
Student Services Center
Pine Bluff, AR 71603
Telephone: (870) 850-8605

Applicants are encouraged to submit all required documents at least thirty (30) days prior to the beginning of the semester or term of intended enrollment. Applicants who do not complete an application for admission at least fourteen (14) days prior to registration may have to register late or miss the deadline for admission to the College.
Faxed copies of official documents are not acceptable. Academic records in the student's possession will not be considered official transcripts. While copies may be used for preliminary advising purposes, they will not satisfy admission requirements.
Any student who falsifies admission materials or misrepresents eligibility will be subject to immediate dismissal from Southeast Arkansas College.

Admission Requirements
SEARK admission requirements include:

1. A completed application for admission.
2. College entrance exam scores (used to determine academic program eligibility and course placement).
3. Official academic transcripts from high school or other institutions attended.

All first-time freshmen must provide proof of required immunizations and complete placement testing for proper course registration.
Additional requirements:

- **Immunizations:** Proof of immunization against measles, mumps, and rubella (MMR) with two documented doses or proof of serological immunity is required. Students born before January 1, 1957, are exempt. Exemptions must be requested through the Arkansas Department of Health.
- **Tuberculosis Screening (International Students):** Foreign-born students must meet the requirements of the Arkansas Department of Health Tuberculosis Screening Program.

College Entrance Exam Scores
College entrance exam scores are required for placement in English and mathematics.

- **Accepted Exams:** ACT, SAT, CLT, ACCUPLACER, or ATLAS (CTE course placement only).
- **Validity:** Scores must be from exams taken within the last five (5) years and must be sent directly by the testing agency or included on an official transcript.

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

Placement directly into College Level Math:

- A minimum math score of 19 on the ACT, 510 on the SAT, or 255 on the Accuplacer
  OR
- All of the following:
  - Enrollment within 5 years of high school graduation or a 2- or 4-year college/university.
  - An overall high school or college GPA of 2.75 or higher.
  - A high school grade of "B" or better in Algebra II.

Note:
If the above criteria are not met, a corequisite lab course will be required in addition to the college level math course.

Placement directly into College Level English:

- A minimum score of 19 on the English portion of the ACT, 330 on the reading/writing portion of the SAT, or 251 on the writing portion of the Accuplacer
  OR
- All of the following:
  - Enrollment within 5 years of high school graduation or a 2- or 4-year college/university.
  - An overall high school or college GPA of 2.75 or higher.
  - A high school grade of "B" or better for English courses.

Note:
If the above criteria are not met, a corequisite lab course will be required in addition to the college level English course.

Transcripts
First-time freshmen must submit an official high school transcript showing graduation or a GED certificate with test scores. Transfer students must request that all official transcripts from previously attended institutions be sent directly to the SEARK Office of Admissions.

Readmission of Former Students
Students who have not attended SEARK for one semester or more must submit a new application for admission and official transcripts of all college work completed since last enrollment. Additional documents may be required if admission standards have changed.
Former students returning after more than two (2) years will re-enter under the catalog in effect at the time of readmission. Catalog selection for graduation cannot exceed six (6) years.

Readmission of Servicemembers
Southeast Arkansas College follows federal guidelines (34 C.F.R. § 668.18) for the readmission of servicemembers who are temporarily unable to attend classes due to uniformed service obligations. Students will be promptly readmitted to the same program and academic standing as when they left, provided they return within the required timeframe.

Transfer Admission
Transfer students must:
- Submit an application for admission.
- Provide proof of required immunizations.
- Ensure that official transcripts from all prior institutions are sent directly to SEARK.

Transfer students must be in good standing with their previous institution. Students with a GPA below 2.00 may be admitted on academic probation.

High School Concurrent Admission
Academically capable high school students may enroll in SEARK courses prior to graduation. Concurrent enrollment requires:
- Application for admission.
- High school transcript.
- Proof of immunizations.
- Placement test scores.
- Written approval from the high school principal or counselor.

Special Student Admission

Individuals not seeking a degree may be admitted as special students by submitting an application and proof of immunizations. Special students may enroll in a limited number of credit hours per term and may not declare a major until meeting full admission requirements.

Admission of Transient Students
Students enrolled at another college who wish to take courses at SEARK must submit an application, proof of immunizations, and a letter of good standing from their home institution.

Admission of International Students
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. Students who have previously attended college(s) outside the US must submit official transcripts from all colleges/universities where they have been officially registered. Students seeking transfer of credits outside the US must complete a credential evaluation (such as World Education Services) and submit catalog or course descriptions from the transfer institution.

Admission requirements for foreign students:

1. Submit all required documentation to the Admissions Office ten days prior to the start date of the semester.
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. College/University transcripts must be evaluated for transfer credit to be awarded.
4. Submit proof of Tuberculosis (TB) skin test and immunization against measles, mumps, and rubella.
5. Submit test scores (SAT, ACT, ACCUPLACER).
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 70 iBt.
7. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
8. Submit proof of insurance: All international students must provide certified evidence of health and accident insurance.
9. Once registered, students must make payment arrangements for the semester.

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.

Tuition and Required Fees
(Effective Fall 2025)
In-State Tuition
$120.00 per credit hour
Out-of-State Tuition
$240.00 per credit hour

Mandatory Fees

- Arkansas Assessment Fee – $5.00 per semester
- College Services Fee – $10.00 per credit hour *(includes student email account)*
- Technology Fee – $15.00 per credit hour
- Infrastructure Fee – $8.00 per credit hour
- Security Fee – $5.00 per credit hour
- Student Activity Fee – $20.00 per credit hour

Course-Specific Fees

- Lab Fee *(Selected Reading, Grammar/Writing, and Math courses)* – $12.00 per course
- Science/Lab Fee – $35.00 per course
- Internet Fee – $35.00 per course
- Professional Fee *(Health Professions and Early Childhood Development courses)* – $25.00 per credit hour

Other Fees

- ACCUPLACER Test Fee – $15.00
- Credit by Examination (Challenge Exam) Fee – $120.00 per credit hour

Financial Aid Office
Student Success Building
Telephone: (870) 543-5909

The SEARK Financial Aid Office administers grants, work-study, student loans, and scholarships. Aid amounts are determined based on federal and state eligibility requirements, availability of funds, and typically full-time enrollment (Undergraduate: 12+ credit hours). Students are encouraged to monitor Watermark, their SEARK student portal, and their SEARK email account for important financial aid updates.

Enrollment Policy
All financial aid offers are based on full-time enrollment. Students must notify the Financial Aid Office if they will be enrolled less than full-time.
Undergraduate Enrollment Status:

- Full-time: 12+ credit hours
- Three-quarter-time: 9–11 credit hours
- Half-time: 6–8 credit hours
- Less than half-time: 1–5 credit hours

Student loan eligibility requires at least half-time enrollment (6 credit hours for undergraduates).

Enrollment at Census
For financial aid purposes, SEARK will use the enrollment census as the official enrollment status.

- Census Date: 11th class day (Fall/Spring); 5th class day (Summer)
- Financial aid will be adjusted if enrollment changes before the census date.

Applying for Financial Aid (FAFSA)
Students may apply for federal aid by completing the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov.

- FAFSA applications may take up to one week to process.
- Students are encouraged to apply early due to limited funding for some programs.

To receive aid, students must:

- Be enrolled in an aid-eligible program of study
- Meet Satisfactory Academic Progress (SAP) standards
- Remain within federal limits for Pell Grants and Direct Loans

Students enrolled in Certificate of Proficiency programs are generally not eligible for federal financial aid.

If selected for verification, all required documentation must be submitted before aid can be processed. Verification typically takes 2–3 weeks after documents are received.

Priority Deadline

The priority deadline for financial aid is four weeks before the start of each term. Students are encouraged to apply even if the deadline has passed, but certain aid programs may have limited availability.

Satisfactory Academic Progress (SAP) Policy

To remain eligible for financial aid, students must meet all three SAP standards:

1. GPA Requirement

Undergraduate students must maintain a minimum cumulative GPA of 2.0.

2. Pace Requirement

Students must successfully complete 67% of all cumulative attempted hours.

3. Maximum Timeframe

Students must complete their program within 150% of the credit hours required for graduation.

- Associate Degree: ~90 credit hours
- Technical Certificate: Varies by program

SAP is evaluated at the end of Fall, Spring, and Summer terms. Students who fail to meet SAP will be placed on Financial Aid Warning for one term. Continued failure results in Financial Aid Suspension.

Disbursements

Financial aid is applied directly to the student's account. Refunds (if applicable) are issued after institutional charges are satisfied. Refund schedules are posted by term on the Financial Aid webpage.

Withdrawals & Return of Title IV Funds

Students who withdraw before completing 60% of the semester may be required to return part of their federal aid. Students should consult the Financial Aid Office before withdrawing to determine the impact.

Types of Financial Aid

Grants *(Do Not Require Repayment)*

- Federal Pell Grant – Awarded to students with financial need pursuing their first undergraduate degree. Lifetime limit: 6 years full-time enrollment (600%).
- Federal Supplemental Educational Opportunity Grant (FSEOG) – Awarded to students with exceptional need; funding is limited.

Work-Study
The Federal Work-Study Program allows eligible students to work part-time, typically on campus or in community service positions. Students may work up to 20 hours per week and are paid twice monthly.

Loans *(Must Be Repaid with Interest)*
Completion of the FAFSA is required for all federal student loans. Students must be enrolled at least half-time (6 credit hours).

- Federal Direct Subsidized Loan – Need-based; government pays interest while enrolled at least half-time.
- Federal Direct Unsubsidized Loan – Not need-based; interest accrues immediately.
- Federal Direct PLUS Loans – Available to parents of dependent undergraduates and graduate students (credit-based).

Loan requirements include:

- Master Promissory Note (MPN) at studentaid.gov
- Entrance Counseling before first disbursement
- Exit Counseling when dropping below half-time or graduating

State Aid
Arkansas scholarships and grants require completion of the YOUniversal Scholarship Application through the Arkansas Division of Higher Education.

Scholarships
SEARK offers a variety of institutional and private scholarships, including:

- Institutional Scholarships – Based on academic performance, program enrollment, or special criteria
- Private Scholarships – Awarded through community organizations, foundations, or donors

Institutional scholarships generally assist with tuition, mandatory fees, and textbooks purchased through the SEARK bookstore.

Department of Veterans Affairs Benefits
Southeast Arkansas College (SEARK) is an approved institution for veteran and veteran's beneficiary education and training programs under the Department of Veterans Affairs (VA). Veterans of recent military service and eligible dependents of servicemembers may qualify for educational assistance through various VA programs.

Veterans, spouses, and dependents—including widows or children of those who lost their lives in service or who are now totally disabled due to service-related conditions—are encouraged to contact the nearest Department of Veterans Affairs Regional Office for guidance in securing benefits.

Students utilizing VA benefits at SEARK must comply with all VA requirements for enrollment and satisfactory academic progress. Undergraduate veterans must maintain full-time enrollment status (12 credit hours or more) to receive full benefits. Any changes to enrollment status, including dropping a class, may impact benefit eligibility. Veterans may not receive VA benefits for repeating a course in which a passing grade has already been earned.

For additional assistance, students should contact the SEARK Registrar's Office or VA School Certifying Official.

Academic Regulations

Changes in College Regulations

Southeast Arkansas College (SEARK) reserves the right to change fees, policies, procedures, academic calendars, and other regulations governing admission, registration, instruction, and graduation. The College also reserves the right to change any other regulations affecting the student body. These changes will become effective whenever approved by the proper authorities and will apply to both prospective and currently enrolled students.

Academic Sessions

The academic year at SEARK includes two regular semesters in the fall and spring, as well as summer sessions.

- Fall Semester: Begins in late August and concludes prior to the Christmas holiday.
- Spring Semester: Begins in early January and concludes in mid-May.
- Summer Sessions: Typically scheduled between early June and mid-August.

Exact dates for each term are published annually in the College Academic Calendar.

Academic Credit

SEARK operates on a semester calendar. One semester credit hour represents an amount of work equivalent to one 50-minute lecture each week for a minimum of 15 weeks. In courses with laboratory or clinical components, two to three hours of laboratory work are generally equivalent to one lecture hour of credit.

Classification of Students

Students are classified at the beginning of each semester based on the total number of earned credit hours:

- Freshman: Fewer than 30 semester credit hours
- Sophomore: At least 30 semester credit hours

(Associate degree programs generally conclude at the sophomore level.)

Grading System

Grade	Meaning of Grade	Value in Grade Points
A	Outstanding	4.0
B	Good	3.0
C	Average	2.0
D*	Passing	1.0
F	Unsatisfactory/Failing	0.0

Grade	Meaning of Grade	Value in Grade Points
W	Withdrew/Passing	No grade points
AU	Course Audited	No degree credit; no grade points
I	Required Work Incomplete	No grade points
CR	Credit	No grade points

*Some courses require a minimum grade of "C" or better for progression to the next course level or to satisfy graduation requirements.

Incomplete Grades ("I")
An instructor may assign an Incomplete ("I") if circumstances beyond the student's control (such as illness, family emergency, or other documented event) prevent completion of course requirements by the end of the term. The student must have completed at least two-thirds of the course and be passing at the time of the request.

A written agreement between the instructor and student, specifying the remaining work and deadline for completion, must be submitted on the SEARK Incomplete Course Completion Form at the time final grades are entered. The deadline for completion cannot exceed one calendar year. If the work is not completed by the deadline, the "I" will automatically convert to an "F," and the GPA will be recalculated accordingly.

Except for an "I," grades will not be changed unless a documented error is verified. All grades earned remain on the student's permanent academic record.

Family Educational Rights and Privacy Act (FERPA)
SEARK complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99), which protects the privacy of student education records.

Definition of Education Records
Education records are defined as records that:

1. Contain information directly related to a student, and
2. Are maintained by SEARK or a party acting on behalf of the College.

FERPA applies to all institutions that receive federal funding from the U.S. Department of Education.

Directory Information
Unless a student places a restriction, SEARK may release the following "directory information" without consent:

- Name
- Address
- Telephone number
- College-issued email address
- Date and place of birth
- Major field of study
- Classification (Freshman/Sophomore)
- Dates of attendance
- Enrollment status (full-time/part-time)

- Degrees, certificates, honors, and awards received
- Participation in officially recognized activities
- Most recent educational institution attended

Restricting Directory Information
Students may restrict release of any or all directory information at any time by submitting a request to the SEARK Office of the Registrar. Students should note that restricting directory information may prevent the College from verifying enrollment or achievements to third parties (e.g., employers, newspapers, scholarship agencies).

Release of Non-Directory Information
Non-directory information, including academic records, financial information, and disciplinary records, will not be released without the student's written consent, except under circumstances permitted by law.

Disclosure without consent may be made to:
- SEARK officials with a legitimate educational interest
- Institutions where the student seeks to enroll
- Accrediting organizations
- Federal, state, or local education authorities
- Financial aid agencies
- Parties complying with a court order or subpoena
- Appropriate parties in health or safety emergencies

Right to Inspect and Review Records
Students have the right to inspect and review their education records within 45 days of submitting a written request to the Office of the Registrar. Arrangements will be made to review the records, and the student will be notified of the time and place for inspection.

Right to Request Amendment of Records
Students may request amendments to records they believe are inaccurate or misleading. Requests must be submitted in writing to the responsible College official. If the College denies the request, the student has the right to a hearing.

Complaints
Students may file complaints regarding SEARK's compliance with FERPA to:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

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 Vice President of Instruction'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 Vice President of Instruction. The letter should include evidence that all conditions were met and that a satisfactory performance can be expected.
4. The Vice President of Instruction 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 Vice President of Instruction.

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 Vice President of Instruction 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 Vice President of Instruction, 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.

Minimum Class Size and Cancellation of Classes
The College reserves the right to cancel a class when: (a) fewer than 10 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.

Repetition of Courses
Students may not repeat a course in which a "B" or "A" has been earned, unless specifically required to do so by their program of study. All courses attempted (including repeats) will remain on the transcript. The last grade earned will be used in computing grade point average. NOTE: If a student repeats a course in which a passing grade was earned and receives an "F," the credit previously earned will be invalidated; the grade of "F" will be used in computing the grade point average. A grade of "W" will count as an attempt but will not replace a previous grade or credit hours for a course.

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. **Completing these steps is the responsibility of the candidate for graduation**. Diplomas, 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 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 (AAS, AGS, AAT, or AA) must complete 15 additional student semester credit hours at Southeast Arkansas College. Multiple degrees will not be awarded without the additional hours stated above. Financial aid may not cover a second associate degree. Students should contact the Financial Aid Office for more information.

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 coursework must be taken in residence at Southeast Arkansas College.

Students who have earned or who are eligible to earn an AA, AAT, 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., unless coursework in two Technical Certificates is distinct and included in the program listing in this catalog.

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. 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.

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.

Credit for Prior Work and/or Life Experiences
Southeast Arkansas College (SEARK) recognizes that college-level learning may occur outside the traditional classroom through work experience, military training, professional certifications, and other life experiences. In certain cases, SEARK may award up to:

- 6 credit hours toward an Associate degree
- 6 technical credit hours toward an Associate of Applied Science degree or Technical Certificate

Credit will not be awarded for any course for which a grade was earned in the past six years. Credit will also not be awarded for any course that has a College Level Examination Program (CLEP) test available at SEARK.

Credit for work and/or life experience will be awarded as a grade of “Credit” (CR). No letter grade (A, B, C, D, or F) will be assigned, and credit will not be included in GPA calculations. Students interested in applying for credit for prior learning should contact the Dean of the academic division in which the credit would be applied. A faculty advisor will be assigned to assist in developing an assessment plan—approved by the Dean—to evaluate work and/or life experiences for academic credit. Supporting evidence must be submitted to the faculty advisor no later than 30 days before the end of the semester in which credit is sought.

Student Load and Definition of Full/Part-Time Status

- Full-time status (Fall/Spring): Enrollment in 12 or more semester hours
- Part-time status (Fall/Spring): Enrollment in fewer than 12 semester hours
  A standard course load is 15 credit hours per semester.
- Maximum load without special approval:
  - 18 credit hours for students with a GPA below 3.00
  - 21 credit hours for students with a GPA of 3.00 or higher, or students who have applied for graduation

Students seeking to exceed 18 hours without meeting the GPA requirement must have approval from the Vice President for Academic Affairs.

Summer session load: Students may register for up to 7 hours per session, not exceeding 14 total hours for combined sessions. Enrollment in 6 hours or more during the summer is considered full-time status.

Schedule Changes (Drop/Add) and Withdrawal

- Fall/Spring Semesters
  - Add courses: Allowed only during the first three class days with advisor approval
  - Drop courses/withdraw:
    - First 11 class days: No grade recorded
    - 12th through 50th class day: Grade of "W"
    - After the 50th class day: Drops/withdrawals not permitted without approval from the Vice President for Academic Affairs (documentation required for exceptions)
- Summer Sessions

  Deadlines are shorter; specific dates are published in the SEARK Academic Calendar.

Students who stop attending without officially dropping or withdrawing will receive a grade of "F."

Attendance Regulations

Regular attendance is considered an essential part of academic success at SEARK. Students are expected to attend all scheduled class meetings and are responsible for all material covered. Faculty members may establish specific attendance requirements in their course syllabus.

Student Absences Due to College-Sponsored Events

Students participating in college-sponsored activities (e.g., academic competitions, athletic events, or approved field trips) that require absences from class must:

- Notify instructors at least one week prior to the absence
- Make arrangements to complete all missed work

  Event sponsors will provide documentation to the student, instructors, and the Office of Academic Affairs.

Grade Point Average (GPA)

A student's cumulative GPA at SEARK includes only coursework completed at SEARK. Transfer coursework is evaluated for credit but is not calculated into the SEARK GPA.

A minimum 2.00 cumulative GPA is required to enroll in 3000-level courses or higher (when applicable to program structure). Exceptions require approval by the Vice President for Instruction.

Academic Standing and Suspension

At the conclusion of each fall and spring semester, Southeast Arkansas College (SEARK) reviews the term and cumulative grade point averages (GPA) of all students. To remain in good academic standing and make satisfactory progress toward a degree or certificate, each student is expected to maintain both a semester and cumulative GPA of 2.00 or higher.

- If either the cumulative or semester GPA falls below 2.00, the student will be placed on Academic Probation.
- Academic Probation serves as an official notice that academic suspension may follow unless the quality of academic work improves.

- Academic Probation does not carry enrollment restrictions; however, students are strongly encouraged to seek academic advising, tutoring, and other support services through the Student Success Center.
- Students will remain on probation until both the cumulative and semester GPA reach 2.00 or higher. When both reach 2.00 or higher, the student will be removed from probation.

Academic Suspension
Students on Academic Probation whose semester and cumulative GPAs both fall below 2.00 will be subject to Academic Suspension:

- First Suspension: One semester
- Second and Subsequent Suspensions: One academic year each

An Academic Suspension may be appealed to the Academic Appeals Committee through the Vice President of Student Affairs Office.

Options for Students Following Suspension

- **First Suspension after Spring Semester**
  Students suspended at the end of the spring term may enroll in the fall semester if, during the summer, they successfully complete at least 6 credit hours at SEARK with a minimum 2.00 GPA.
  If this requirement is not met, the student must sit out the fall semester unless the appeal is approved.
- **First Suspension after Fall Semester**
  Students suspended at the end of the fall term may enroll in a maximum of 9 credit hours during the spring semester to improve their GPA.
  Students may then enroll in summer and/or fall classes if they earn at least 6 credit hours during the spring semester at SEARK with a minimum 2.00 GPA.
  If this requirement is not met, the student must sit out the summer and fall semesters unless the appeal is approved.

Evaluation of Summer Term Grades
At the end of the second summer term, SEARK will evaluate the GPA of all students enrolled during the summer.

- Students whose cumulative GPA meets the minimum 2.00 standard will be removed from probation or suspension.
- Students will not be placed on probation or suspended solely on the basis of summer coursework.

Transfer Credit During Suspension
Credit earned at another institution during a period of academic suspension from SEARK will not be accepted for transfer.

Readmission After Suspension
Students who sit out the required suspension period and are not enrolled at SEARK during a spring or fall semester must contact the Office of Admissions for readmission to the College.

Financial Aid Impact
Financial aid eligibility is based on both GPA and completion rate. Academic standing and financial aid standing are evaluated separately.

- Students on Financial Aid Suspension must follow the separate financial aid appeals process.
- Students should contact the Office of Financial Aid for detailed information.

Continuous Enrollment in Required Courses
All full-time degree-seeking students must remain continuously enrolled in appropriate English composition and mathematics courses until the general education requirements in these areas have been met.

- Students enrolled in developmental mathematics, developmental English composition, and/or Composition I must complete each course with a grade of "C" or higher before progressing.
- Part-time degree-seeking students must complete mathematics and English composition requirements within the first 30 credit hours attempted.

Transfer Policy (SEARK College)
Transfer applicants must meet the minimum academic standing requirements established by SEARK and be in good standing at the institution from which they are transferring.
Students should contact the Office of the Registrar at (870) 543-5900 for additional information.

Testing Requirement for Transfer Students
Transfer students must submit ACT, ACCUPLACER, or SAT scores if:

- They have not completed a transferable course in mathematics that meets the general education requirement; or
- They have not completed at least one semester of a transferable course in English Composition.

Transfer credit is awarded for acceptable coursework (grade "C" or higher) completed at an accredited postsecondary institution. Grades do not transfer—only credit hours. Transfer coursework does not affect the SEARK GPA.

Key Transfer Credit Regulations

- Grade Requirement – SEARK generally does not accept courses with a grade of "D." Exceptions (up to 6 credit hours of "D" work in general education or electives) may be approved by the Vice President of Instruction.
- Religion Credits – No more than 6 credit hours of religion will count toward degree requirements.
- Maximum Hours – A maximum of 68 credit hours may be transferred from a community, technical, or junior college, unless covered by an articulation agreement.
- Technical Credit – Generally, technical coursework is not transferable toward associate degrees. Exceptions (up to 12 hours) may be approved through the Recommendation for Course Equivalency, Waiver, or Substitution process.
- Military, CLEP, and AP – Credit may be awarded for military service, CLEP, and AP scores based on original documentation. These must be submitted directly to the Registrar.
- Academic Standing – Transfer students with a cumulative GPA below 2.00, or a last-semester GPA below 2.00, will be admitted on academic probation.

Arkansas Course Transfer System (ACTS)

SEARK participates in the Arkansas Course Transfer System (ACTS), which guarantees the transfer of applicable credits among Arkansas public colleges and universities for courses listed in ACTS.

- ACTS Website – Visit the Arkansas Division of Higher Education (ADHE) website at adhe.edu → "Students" → "Arkansas Course Transfer System."
- Limitations – Courses listed as "No Comparable Course" in ACTS are not guaranteed to transfer. Courses with a grade of "D" frequently do not transfer, and policies may vary by institution.
-

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.

Academic Dishonesty

1. Cheating: Students shall not give, receive, offer, or solicit information on examinations, quizzes, etc. This includes but is not limited to the following classes of dishonesty:
    a. Copying from another student's paper.
    b. Use during the examination of prepared materials, notes, or texts other than those specifically permitted by the instructor.
    c. Collaboration with another student during the examination.
    d. Buying, selling, stealing, soliciting, or transmitting an examination or any material purported to be the unreleased contents of coming examinations or the use of any such material.
    e. Substituting for another person during an examination or allowing such substitutions for oneself.
2. Collusion: Collusion is defined as obtaining from another party, without specific approval in advance by the instructor, assistance in the production of work offered for credit, to the extent that the work reflects the ideas of the party consulted rather than those of the person whose name is on the work submitted.
3. Duplicity: To offer for credit identical or substantially unchanged work in two or more courses, without specific advanced approval of the instructors involved.
4. Plagiarism: To adopt and reproduce as one's own, to appropriate to one's use, and to incorporate in one's own work without acknowledgement the ideas or passages from the writings or works of others.

For any instance of academic dishonesty that is discovered by the instructor, whether the dishonesty is found to be cheating, collusion, duplicity, or plagiarism, the result for the student or students involved will be that the instructor will assign a grade of F for the examination or assignment involved. Depending on the situation, additional penalties may also be sought.

Southeast Arkansas College Leadership

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M.Ed. - Delta State University
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M.A.T. - University of Arkansas at Monticello
Ed. D – University of Arkansas at Little Rock

Debbie Wallace, Vice-President for Fiscal Affairs
B.S. - University of Arkansas at Monticello

Charles King, Executive Director of Institutional Advancement
B.S- Arkansas State University
M.B.A – Webster University

Academic Leadership

Dr. Jennifer Colvin, Dean of Science & Humanities
B.S.- Louisiana State University
M.S.- University of Arkansas at Pine Bluff
Ed.S.- Arkansas State University
Ed.D.- Arkansas State University

Roberta Thomas, Interim Dean of Technical Studies and Workforce Development
B.S. - University of Arkansas at Monticello

Patricia Washington, *Interim* Dean of Health Professions
L.P.N. – Great Rivers Vocational-Technical School
A.D.N. – University of Arkansas at Monticello
B.S.N. – University of Phoenix
M.S.N. - University of Phoenix

Tina Pierce, *Interim* Assistant Dean of Health Professions
B.S. - University of Central Arkansas
R.T. - JRMC School of Radiological Technology
M.A. - University of Arkansas at Pine Bluff

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, Instructor – Computer Network Technology

A.A.S. - Louisiana Tech College
B.S. - Louisiana Vocational Technical University

Rodney Ballard, Jr., Instructor – 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
M.S. – University of Arkansas at Pine Bluff

Everett Chesnut, Instructor – English
B.S. - California State University at Fresno
M.A. - California State University at Fresno
Ph.D. - University of Oklahoma at Norman

Dr. Jennifer Colvin, Instructor and Director of Education
B.S.- Louisiana State University
M.S.- University of Arkansas at Pine Bluff
Ed.S.- Arkansas State University
Ed.D.- Arkansas State University

Melinda Elliott – Instructor – Certified Nursing Assistant
C.N.A. – Southeast Arkansas College
L.P.N. – Southeast Arkansas College

Windell Gray, Instructor – CDL Program
CDL License - C-One Truck Driver Training
A.A.S. - Pulaski Tech College

Roy Gober, Instructor – Criminal Justice and Cyber Security Technology
A.A.S. - Southeast Arkansas College
B.S. - University of Arkansas at Fort Smith
M. S. - Grand Canyon University

Danny Gumm, Instructor – Air Conditioning and Refrigeration Technology
A.A.S. - Southeast Arkansas College

Christopher Harrod, Instructor – History
B.A. - University of Arkansas at Monticello
M.A. Northwestern State University

Carol Hollinger, Medical Coding Coordinator
T.C. - Medical Coding - Ouachita Technical College
T.C. - Medical Office Administration - Ouachita Technical College

Jo Jackson, Instructor – Psychology/Sociology
B.S. - Troy University

M.S. - Walden University

Janet Langford – CNA/Health Science Instructor (SEARK Career Center)
AGS/LPN – Southeast Arkansas College

Stephen Monk, Instructor – English
B.A.- Northeastern Illinois University
M.A.- Louisiana State University
Ph.D.- Louisiana State University

Tommy Nix, Instructor – Radiological Technology
B.S. RT(R) - University of Arkansas for Medical Sciences

Tina Pierce, Coordinator/Instructor – Radiological Technology
B.S. - University of Central Arkansas
R.T. - JRMC School of Radiological Technology
M.A. - University of Arkansas at Pine Bluff

Lekita Pounds, Instructor 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, Instructor - Mathematics
A.G.S. - Southeast Arkansas College
B.S. - University of Arkansas at Little Rock
M.S. - University of Arkansas at Little Rock

Iry Rice, Instructor – Welding Technology
Department Chair for Electrical and Mechanical Technology
B.A. - University of Phoenix
M.B.S. - University of Phoenix

Jeremiah Salinger, Instructor – Biology
B.S. - Arkansas State University
M.S. - Arkansas State University
Ph.D. - University of Arkansas at Pine Bluff

Brandy Sloan, Coordinator/ Instructor – Surgical Technology
A.A.S. - Southeast Arkansas College
C.S.T. - Certified Surgical Technologist – Southeast Arkansas College

Tiara Smith, LPN Instructor and Director of CNA
LPN - University of Arkansas at Monticello- McGehee College of Technology
A.A.- University of Arkansas at Monticello
RN, Associate of Applied Science- Southeast Arkansas College

Patricia Washington, Instructor and Director of Nursing
L.P.N. – Great Rivers Vocational-Technical School
A.D.N. – University of Arkansas at Monticello
B.S.N. – University of Phoenix
M.S.N. - University of Phoenix

Matthew Wilkins, Instructor – Mathematics
Department Chair for Science & Mathematics
B.S.E. - University of Central Arkansas
M.S.E. - University of Central Arkansas

Denise Zeiler, Instructor of English and Theater
Department Chair for English and Humanities
BFA – Pennsylvania State University
MFA – National University
Ph.D. – Creative Writing

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.

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

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.

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 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.

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.

Academic Programs

Division of Health Professions

Faculty
Washington (Interim Dean), Pierce (Interim Assistant Dean), Mercer, Nix, Pounds, Sloan

Radiologic Technology Program

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.

ADMISSION REQUIREMENTS

1. Completion of all general admissions procedures of the College.
2. Completion of the Health Professions Application for Admission form.
3. Completion of 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 251+; 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
Health Professions Division
1900 Hazel Street
Pine Bluff, AR 71603
healthprofessionsapps@seark.edu

APPLICATION PROCEDURE

Application deadline: 2nd 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.

Suggested Program of Study – Associate of Applied Science in Radiologic Technology

Year / Semester	Course	Credit Hours
Pre-Admission Requirements	BIOL 2454 – Human Anatomy & Physiology I *	4

Year / Semester	Course	Credit Hours
	BIOL 2464 – Human Anatomy & Physiology II *	4
	ENGL 1313 – English Composition I	3
	MATH 1333 – College Algebra	3
	Pre-Admission Total	**14**
Year 1 – Semester 1	RADI 1103 – Introduction to Radiologic Technology	3
	RADI 1173 – Radiographic Procedures I	3
	RADI 1223 – Radiographic Practicum I	3
	RADI 1233 – Radiographic Physics	3
	Semester Total	**12**
Year 1 – Semester 2	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
	Semester Total	**15**
Extended Summer Term (8 Weeks)	RADI 1434 – Radiographic Practicum III	4
	Semester Total	**4**
Year 2 – Semester 1	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
	Semester Total	**15**
Year 2 – Semester 2	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
	Semester Total	**15**
Extended Summer Term (8 Weeks)	RADI 2454 – Radiographic Practicum VI	4
	Semester Total	**4**

Total Program Credit Hours: 61
*Courses marked with an asterisk must have been completed within the past five (5) years or require special permission for acceptance.

Respiratory Therapy Program

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).

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 Health Professions 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 or contact at 870-850-8633.

The above information must be submitted to:
Southeast Arkansas College Respiratory Care Program

Health Professions Division
1900 Hazel Street
Pine Bluff, AR 71603
healthprofessionsapps@seark.edu

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.

Respiratory Therapy

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.)

Suggested Program of Study – Associate of Applied Science in Respiratory Care

Year / Semester	Course	Credit Hours
Pre-Admission Requirements	BIOL 2454 – Human Anatomy & Physiology I *	4
	BIOL 2464 – Human Anatomy & 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 **or** PSYC 2323 – Developmental Psychology	3
	RESP 2414 – Respiratory Care Sciences *	4
Pre-Admission Total		**27**
Year 1 – Semester 1 (Fall)	RESP 2402 – Cardio-Pulmonary Anatomy & Physiology I	2
	RESP 1423 – Respiratory Pharmacology	3
	RESP 1335 – Equipment & Techniques I	5
	RESP 1224 – Basic Assessment & Diagnostics	4
Semester Total		**14**
Year 1 – Semester 2 (Spring)	RESP 2512 – Cardio-Pulmonary Anatomy & Physiology II	2
	RESP 1243 – Pulmonary Disease I	3
	RESP 2213 – Equipment & Techniques II	3
	RESP 2212 – Mechanical Ventilation	2
	RESP 1442 – Clinical Practicum I	2
Semester Total		**12**
Extended Summer Term (8 Weeks)	RESP 2451 – Clinical Practicum II	1
	RESP 2323 – Equipment & Techniques III	3

Year / Semester	Course	Credit Hours
	RESP 2322 – Advanced Monitoring Procedures Technique	2
Semester Total		**6**
Year 2 – Semester 1 (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
Semester Total		**14**

Total Program Credit Hours: 73
*Courses marked with an asterisk must have been completed within the past five (5) years or require 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.

Surgical Technology Program

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 Associate of Applied Science program the student is granted an Associate of Applied Science (AAS) Degree. After graduation, 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 AAS Degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 9355-113th Street N #7709, Seminole, FL 33775, Phone: (727) 210-2350 Fax: (727) 210-2354 Email: mail@caahep.org - on the

recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); 19751 E. Main Street #339, Parker, CO 80138, Phone: (303)694-9262. Fax: (303)741-3655 Email: info@arcstsa.org.

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 not all applicants are 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. Malpractice insurance
2. A 2-Step P.P.D. Skin Test or Chest X-Ray
3. DTap/Tdap Vaccine (within the last 10 years)
4. MMR (2 dose)
5. Varicella Vaccine (2 dose) or signature on SEARK college Vaccination Waiver Claim Form
6. Covid Vaccine (at least 1)
7. Flu Vaccine
8. Hepatitis B Series or signature on SEARK college Vaccination Waiver Claim Form
9. Functional Acknowledgement Form
10. Criminal Background Check
11. Current CPR through ANA

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 Health Professions Application for Admission form.
3. ACT composite score of 19, ACCUPLAC NG Reading score of 251+ 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 AAS degree.

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

Southeast Arkansas College
Health Professions Division
1900 Hazel Street
Pine Bluff, Arkansas 71603
healthprofessionsapps@seark.edu

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

Suggested Program of Study – Associate of Applied Science in Surgical Technology

Year / Semester	Course	Credit Hours
Pre-Admission Requirements	BIOL 2454 – Human Anatomy & Physiology I **	4
	BIOL 2464 – Human Anatomy & Physiology II **	4
	BIOL 2474 – Microbiology **	4
	HEAL 1113 – Medical Terminology	3
Pre-Admission Total		**15**
Year 1 – Semester 1	ENGL 1313 – English Composition I	3
	ENGL 1323 – English Composition II	3
	MATH 1333 – College Algebra	3
	PSYC 2303 – General Psychology	3
	COMP 1123 – Introduction to Computers	3
Semester Total		**15**
Year 2 – Semester 1 (Fall)	SURG 1528 – Surgical Technology Procedures I	8
	SURG 1538 – Surgical Technology Practicum I	8
Semester Total		**16**
Year 2 – Semester 2 (Spring)	SURG 1548 – Surgical Technology Procedures II	8
	SURG 1559 – Surgical Technology Practicum II	9
Semester Total		**17**

Total Program Credit Hours: 63

****Courses marked with a double asterisk must have been completed within the past five (5) years or require special permission for acceptance.**

Practical Nursing Program

APPLICATION PROCEDURE AND DEADLINE: Classes are admitted in August and January. Class size is limited, and all applicants are not accepted for participation.

All applicants will have an equal opportunity regardless of race, age, disability, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission, so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

Application Deadline:

August Admission – 2nd Friday in March
January Admission – 1st Friday in October

PN Program Admission Requirements

1. Completion of all general admissions procedures of the College.
2. Completion of the Health Professions Application for Admission form.
3. Provide one or all the following placement test scores: Next Generation ACCUPLACER reading score of at least 251, ACT 19, or completion of a developmental reading course with a grade of "C" or better, ACCUPLACER Writing 251 and Math 255, 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 60% 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
Health Professions Division
1900 Hazel Street
Pine Bluff, AR 71603
healthprofessionsapps@seark.edu

Any applicant who does not have a completed application packet in the Health Professions 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.

Suggested Program of Study – Technical Certificate in Practical Nursing

Year / Semester	Course	Credit Hours
Pre-Admission Requirements	BIOL 2454 – Human Anatomy & Physiology I *	4
	BIOL 2464 – Human Anatomy & Physiology II *	4
	ALLI 1117 – Nursing Assistant / Home Care Aide	7
Pre-Admission Total		**15**
Year 1 – Semester 1 (Spring – 1st 8 Weeks)	PNUR 1138 – Fundamental Nursing Concepts and Skills I	8
	PNUR 1161 – Nursing Care of the Geriatric Client	1
	PNUR 1111 – Vocational Legal and Ethical Concepts	1
Year 1 – Semester 1 (Spring – 2nd 8 Weeks)	PNUR 1245 – Fundamental Nursing Concepts and Skills II	5
	PNUR 1211 – Pharmacology Concepts & Applications	1
Semester Total		**16**
Year 1 – Summer Session	PNUR 1417 – Medical and Surgical Nursing & Clinical II	7
Semester Total		**7**
Year 1 – Semester 2 (Fall – 1st 8 Weeks)	PNUR 1317 – Medical Surgical Nursing & Clinical I	7
Year 1 – Semester 2 (Fall – 2nd 8 Weeks)	PNUR 1242 – Nursing Care of Children	2
	PNUR 1232 – Nursing Care of Mothers and Infants	2
	PNUR 1321 – Nursing Care of the Mentally Ill	1
Semester Total		**12**

Total Program Credit Hours 50

*Courses marked with an asterisk must have been completed within the past five (5) years or require special permission for acceptance.

Medical Coding Program

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: 251 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-2454 A&P I, BIOL-2464 A&P 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
Health Professions Division
1900 Hazel Street
Pine Bluff, AR 71603
870-543-5917, www.seark.edu
E-mail: healthprofessionsapps@seark.edu

Suggested Program of Study – Certificate of Proficiency in Medical Coding

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	BIOL 2454 – Human Anatomy & Physiology I	4
	BIOL 2464 – Human Anatomy & Physiology	4

Year / Semester	Course	Credit Hours
	II	
	HEAL 1413 – Basic Coding and Classification Systems	3
	HEAL 1123 – Medical Terminology & Anatomy for Coding	3
Semester Total		**14**
Year 1 – Semester 2	HEAL 1343 – Disease Processes	3
	HEAL 1513 – Intermediate Medical Coding Principles	3
Semester Total		**6**
Total Program Credit Hours 20		

Nursing Assistant Program

The Nursing Assistant program prepares students to become a certified nursing assistant (CNA). The 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 251+, 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 Health Professions faculty advisor; and
4. Complete Southeast Arkansas College Health Professions 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 - Academic Departments - Health Professions - Nursing Assistant Applicant.

Suggested Certificate of Proficiency in Nursing Assistant/Home Care Aide

Program of Study		**Credit Hours**
1st Year – 1st Semester		
ALLI 1117	Nursing Assistant / Home Care Aide	7
	Semester Total	**7**
Total Program Hours	**7**	

Phlebotomy Program

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.

ADMISSION REQUIREMENTS: Complete all SEARK College admission requirements. All students must have and high school diploma or GED and be at least 18 years of age.

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 251+, or completion of a course in Developmental Reading.
3. Completion of the Health Professions 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 Health Professions 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.

This is a one-semester course of study.

Suggested Program of Study – Certificate of Proficiency in Phlebotomy Technology

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	HEAL 1113 – Medical Terminology	3
	HEAL 1216 – Introduction to Phlebotomy	6
Semester Total		9

Total Program Credit Hours 9

Division of Science and Humanities

Faculty: Colvin (Dean), Chestnut, Harrod, Jackson, Madden, Pullman, Salinger, Wilkins, Zeiler

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.

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.

Suggested Program of Study – Associate of Arts

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	SUCC 1312 – Principles of Academic Success	2
	SUCC 1311 – Principles of Workplace Success	1
	COMP 1123 – Introduction to Computers	3
	ENGL 1313 – English Composition I	3
	MATH 1323 – Real World Math or MATH 1333 – College Algebra	3
	HIST 2313 – U.S. History to 1877 or HIST 2323 – U.S. History Since 1877 or POLI 2313 – American Government	3
Semester Total		**15**
Year 1 – Semester 2	ENGL 1323 – English Composition II	3
	SPEE 2393 – Oral Communication	3
	Social Science Requirement – Choose one: any ANTH, ECON, GEOG, HIST, POLI, PSYC, SOCI, CRIM, EDUC (ACTS Courses only) course not already included in the degree plan	3

Year / Semester	Course	Credit Hours
	Fine Arts/Humanities Requirement – Choose one: ART 2343 or MUSI 2333 or DRAM 1003	3
	Directed Elective	3
Semester Total		**15**
Year 2 – Semester 1	Sophomore Literature – Choose one: ENGL 2313, 2323, 2343, 2363, 2373, 2413, or 2423	3
	History Requirement – Choose one: HIST 1333 or HIST 1343	3
	Directed Electives	6
	Lab Science Requirement – Choose one: BIOL, CHEM, or PHYS	4
Semester Total		**16**
Year 2 – Semester 2	Required Elective – 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	3
	Directed Electives	7
	Lab Science Requirement – Choose one: BIOL, CHEM, or PHYS	4
Semester Total		**14**
Total Program Credit Hours:		**60**

Notes:

1. Elective courses listed within the AA Degree curriculum and not chosen to meet specific degree requirements may be used for general education or directed (advisor approved) electives as appropriate.
2. Electives must be approved by the student's academic advisor.

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.

Suggested Program of Study – Associate of General Studies

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	SUCC 1312 – Principles of Academic Success	2
	SUCC 1311 – Principles of Workplace Success	1

Year / Semester	Course	Credit Hours
	COMP 1123 – Introduction to Computers	3
	ENGL 1313 – English Composition I	3
	MATH 1323 – Real World Math *or* MATH 1333 – College Algebra	3
Semester Total		**12**
Year 1 – Semester 2	ENGL 1323 – English Composition II	3
	Social Science Elective (Select one): • ANTH 2333 – Introduction to Anthropology • ECON 2313 – Principles of Economics I (Macroeconomics) • ECON 2323 – Principles of Economics II (Microeconomics) • GEOG 2313 – General Geography • HIST 1113 – World Civilization I • HIST 1123 – World 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 • PSYC 2303 – General Psychology • PSYC 2323 – Developmental Psychology • SOCI 2313 – Introduction to Sociology	3
Semester Total		**15**
Year 2 – Semester 1	General and Technical Studies Electives	15
Semester Total		**15**
Year 2 – Semester 2	General and Technical Studies Electives	15
Semester Total		**15**
Extended Summer Term (Optional)	General and Technical Studies Electives	12
Semester Total		**12**
Total Program Credit Hours		**60**

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.

Suggested Program of Study – Certificate of General Studies

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	SUCC 1312 – Principles of Academic Success	2
	SUCC 1311 – Principles of Workplace Success	1
	ENGL 1313 – English Composition I	3
	COMP 1123 – Introduction to Computers	3
Semester Total		**9**
Year 1 – Semester 2	ENGL 1323 – English Composition II	3
	SPEE 2393 – Oral Communication	3
	MATH 1333 – College Algebra or higher-level math	3
Semester Total		**9**
Year 1 – Summer Session	Science Course #1 (Choose from approved list)	4
	Science Course #2 (Choose from approved list)	4
Semester Total		**8**
Year 2 – Semester 1	Social Science Course #1 (Choose from approved list)	3
	Behavioral Science Course #2 (Choose from approved list)	3
	Social Science Elective Course #3 (Choose from approved list)	3
Semester Total		**9**
Year 2 – Semester 2	Fine Arts/Humanities Elective (Choose from approved list)	3–4
Semester Total		**3–4**
Total Program Credit Hours		**37–38**

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.

Suggested Program of Study – Associate of Arts in Teaching

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	ENGL 1313 – English Composition I	3

Year / Semester	Course	Credit Hours
	EDUC 1303 – Foundations of Education	3
	EDUC 2313 – Instructional Technology	3
	EDUC 2333 – Child Growth and Development	3
	MATH 1323 – Real World Math or MATH 1333 – College Algebra	3
	Semester Total	**15**
Year 1 – Semester 2	ENGL 1323 – English Composition II	3
	BIOL 1464 – Principles of Biology	4
	EDUC 2113 – Math for Teachers I	3
	ART 2343 – Art Appreciation or MUSI 2333 – Music Appreciation or DRAM 1003 – Theater Appreciation	3
	SPEE 2393 – Oral Communication	3
	Semester Total	**16**
Year 2 – Semester 1	PHYS 1404 – Physical Science	4
	POLI 2313 – American Government	3
	HIST 2313 – U.S. History to 1877 or HIST 2323 – U.S. History Since 1877	3
	ENGL 2363 – World Literature I or ENGL 2373 – World Literature II	3
	EDUC 2123 – Math for Teachers II	3
	Semester Total	**16**
Year 2 – Semester 2	HIST 2333 – Arkansas History	3
	GEOG 2313 – General Geography	3
	PSYC 2303 – General Psychology	3
	HIST 1113 – World Civilization I or HIST 1123 – World Civilization II	3
	EDUC 2143 – Curriculum Strategies for Teachers or EDUC 2133 – Classroom Methods & Management	3
	Specialty Course: If Mathematics/Science specialty, take MATH 1343 – College Trigonometry OR If Language Arts/Social Studies specialty, take ENGL 2413 – American Literature I or ENGL 2423 – American Literature II	3
	Semester Total	**15**
	Total Program Credit Hours	**62**

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 should contact the transfer institution in advance regarding degree and admission requirements.

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.

Suggested Program of Study – Technical Certificate in Teaching

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	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 **or** MATH 1323 – Real World Math	3
	Semester Total	**15**
Year 1 – Semester 2	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	3
	Semester Total	**16**
	Completion of Technical Certificate in Teaching	**31**
	Total Program Credit Hours: 31	

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.

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	EDUC 1303 – Foundations of Education	3
	EDUC 2313 – Instructional Technology	3
	EDUC 2333 – Child Growth and Development	3
	Semester Total	**9**
	Completion of Certificate of Proficiency in Teaching	**9**

Early Childhood Paraprofessional

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. 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.

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.

Suggested Program of Study – Associate of Applied Science in Early Childhood Paraprofessional Technology

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	ENGL 1313 – English Composition I	3
	EDUC 1013 – Introduction to Early Childhood Education	3
	SUCC 1311 – Principles of Workplace Success	1
	SUCC 1312 – Principles of Academic Success	2
	MATH 1323 – Real World Math **or** MATH 1333 – College Algebra **or** BUSI 1123 – Business Mathematics	3
	ECDT 1113 – Essential Elements of Childcare	3
	Semester Total	**15**
Year 1 – Semester 2	EDUC 2333 – Child Growth and Development	3
	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**
Year 2 – Semester 1	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 **or** SOCI 2313 – Introduction to Sociology	3
	Semester Total	**15**
Year 2 – Semester 2	EDUC 2313 – Instructional Technology	3

Year / Semester	Course	Credit Hours
	ECDT 2813 – Administration of Preschool Programs	3
	ECDT 2613 – Curriculum Methods and Materials	3
	ECDT 2916 – Early Childhood Education Practicum	6
	Semester Total	**15**

Total Program Credit Hours: 60

Certificate of Proficiency in Early Childhood Paraprofessional Technology
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 – Certificate of Proficiency in Early Childhood Paraprofessional Technology

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	EDUC 1013 – Introduction to Early Childhood Education	3
	EDUC 1113 – Early Childhood Field Experience	3
	ECDT 1113 – Essential Elements of Childcare	3
	EDUC 2333 – Child Growth and Development	3
Semester Total		**12**
Total Program Credit Hours		**12**

Certificate of Proficiency in Communications
The CP in Communications provides students with the written and oral communication skills necessary to succeed in the modern workforce.

Suggested Program of Study – Certificate of Proficiency in Communications

Year / Semester	Course	Credit Hours
Year 1 – Semester 1	ENGL 1313 – English Composition I	3

Year / Semester	Course	Credit Hours
	ENGL 1323 – English Composition II	3
	SPEE 2393 – Oral Communication	3
Semester Total		**9**
Total Program Credit Hours		**9**

Division of Technical Studies

Faculty: Thomas (Interim Dean), Adams, Ballard, Gober, Gray, Gumm, Rice

Air Conditioning and Refrigeration Technology Program

Technical Certificate in Air Conditioning and Refrigeration Technology

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.

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
AIRC	1124	Electricity for Air Conditioning/Refrigeration	4
		Semester Total	**17**
1st Year - 2nd Semester			
AIRC	1134	Commercial Refrigeration	4
AIRC	1144	Residential Systems	4
AIRC	1163	Controls for Air Conditioning/Refrigeration	3
ENGL	1213	Communicating in 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**
		Completion of Air Conditioning and Refrigeration Technology TC	**42**

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.

Certificate of Proficiency in Air Conditioning and Refrigeration Technology

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
AIRC	1124	Electricity for Air Conditioning/Refrigeration	4
		Semester Total	**17**

Business Analytics Program

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
SUCC	1312	Principles of Academic Success	2
SUCC	1311	Principles of Workplace Success	1
COMP	1123	Introduction to Computers	3
BUSI	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
		Semester Total		**15**

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
		Semester Total	**12**

2nd Year - 2nd Semester

SPEE	2393	Oral Communication for	3
ECON	2323	Principles of Economics II (Microeconomics)	3
Lab Science Requirement			4
Choose one: BIOL, CHEM, or PHYS			
HIST	2313	U.S. History to 1877 **or**	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		**60**

Technical Certificate in Business Analytics

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
COMP	1123	Introduction to Computers	3
SUCC	1312	Principles of Academic Success	2
SUCC	1311	Principles of Workplace Success	1
BUSI	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	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
		Semester Total	**15**
		Completion of Business Analytics Technical Certificate	**32**

Certificate of Proficiency in Business Analytics

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
COMP	1123	Introduction to Computers	3
SUCC	1312	Principles of Academic Success	2
SUCC	1311	Principles of Workplace Success	1
BUSI	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**
		Completion of Business Analytics Certificate of Proficiency	**17**

Computer Information Systems Program

Computer Information Systems Technology, AAS

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
SUCC	1312	Principles of Academic Success	2
SUCC	1311	Principles of Workplace Success	1
DASC	1003	Introduction to Data Science	3
CNET	1133	Introduction to Linux	3
INFO	1153	Computer Programming I	3
INET	1143	Introduction to Web Programming	3
		Semester Total	**15**
1st Year - 2nd Semester			
ENGL	1313	English Composition I	3
MATH	1233	Technical Mathematics **or**	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	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**
Completion of AAS in Computer Information Systems Technology Degree				**60**

Technical Certificate in Computer Information Systems Technology

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
COMP	1123	Introduction to Computers	3
SUCC	1312	Principles of Academic Success	2
SUCC	1311	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 **or**	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 of TC in CIS Technology	**30**

Computer Network Technology Program

Computer Network Technology, AAS

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.

Suggested Program of Study

Required Courses			**Credit Hours**	
1st Year - 1st Semester				
SUCC	1311	Principles of Workplace Success	1	
SUCC	1312	Principles of Academic Success	2	
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	
		Semester Total	**15**	
1st Year- 2nd Semester				
ENGL	1313	English Composition I	3	
MATH	1233	Technical Mathematics **or**	3	
MATH	1333	College Algebra		
CNET	1123	Network Concepts	3	
SPEE	2393	Oral Communication	3	
CNET	1143	PC Maintenance and Repair	3	
		Semester Total	**15**	
		Completion Award: Technical Certificate		**30**
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	
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	1113	World Civilization I	
	HIST	1123	World 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 15

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

Semester Total 15

Completion of AAS in Computer Network Technology Degree 60

Technical Certificate in Computer Network Technology

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.

Suggested Program of Study

Required Courses			**Credit Hours**	
1st Year - 1st Semester				
SUCC	1311	Principles of Workplace Success	1	
SUCC	1312	Principles of Academic Success	2	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	
		Semester Total	**15**	
1st Year- 2nd Semester				
ENGL	1313	English Composition I	3	
MATH	1233	Technical Mathematics **or**	3	
MATH	1333	College Algebra		
CNET	1123	Network Concepts	3	
SPEE	2393	Oral Communication	3	
CNET	1143	PC Maintenance and Repair	3	
		Semester Total	**15**	

Certificate of Proficiency in Computer Network Technology

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
SUCC	1311	Principles of Workplace Success	1
SUCC	1312	Principles of Academic Success	2
OBJ	OBJ	Introduction	OBJ 3
CNET	1113	Introduction to Computer Networking	3
INFO	1153	Computer Programming I	3
CNET	1133	Intro to Linux	3
			Semester Total 15

Completion of Computer Network Technology Certificate of Proficiency 15

PC Maintenance & Repair

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

Program of Study			**Credit Hours**
1st Year – 1st Semester			
COMP	1123	Introduction to Computers	3
SUCC	1312	Principles of Academic Success	2
SUCC	1311	Principles of Workplace Success	1
CNET	1113	Introduction to Computer Networking	3
CNET	1133	Introduction to Linux	3
			Semester Total 12
1st Year – 2nd Semester			
ENGL	1313	English Composition I	3
MATH	1233	Technical Math **OR**	
MATH	1333	College Algebra	3
SPEE	2393	Oral Communications	3
CNET	1143	PC Maintenance & Repair	3
Behavioral Social Science Elective			3
ANTH	2333	Introduction to Anthropology	3
	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	1113 World Civilization I	

HIST	1123	World 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	**18**

Completion of PC Maintenance & Repair Technical Certificate 20

Certificate of Proficiency in Gaming and Interactive Media Design

The Gaming and Interactive Media Design 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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
SUCC	1311	Principles of Workplace Success	1
SUCC	1312	Principles of Academic Success	2
INET	1143	Intro to Web Programming	3
INFO	1153	Computer Programming I	3
		Semester Total	**9**
1st Year – 2nd Semester			
INFO	2103	Game Design/Development	3
INFO	2133	Computer Programming II	3
INFO	2243	Advanced Programming Concepts	3
		Semester Total	**9**

Completion of CP in Video Game Design and Development 18

Criminal Justice Program

Criminal Justice Technology, AAS

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+.

Suggested Program of Study

Required Courses		**Credit Hours**	
1st Year - 1st Semester			
SUCC 1311	Principles of Workplace Success	1	
SUCC 1312	Principles of Academic Success	2	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 **or**	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	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 2323	Probation and Parole [Corrections related]		
CRIM 2373	Criminal Investigation I [Law Enforcement related]		
CRIM 2463	Private Security and Investigation		
LANG 2414	Elementary Spanish I		
LANG 2424	Elementary Spanish II		
PSYC 2323	Developmental Psychology		
	Semester Total	**15**	
	Completion of AAS in Criminal Justice Technology Degree	**60**	

Certificate of Proficiency in Criminal Justice

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.

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**
	Completion of Criminal Justice Technology Certificate of Proficiency	**12**

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
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
		Semester Total	**15**
2nd Semester – 2nd Semester			
ENGL	1313	English Composition I	3
CNET	1123	Network Concepts	3
CYSC	2033	Digital Forensics	3
INET	1133	Introduction to Database Programming	3
CSEC	1303	Introduction to Cyber Security	3
		Semester Total	**15**
2nd Year – 1st 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
		Semester Total	**15**
2Nd Year – 2nd 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**
		Completion of AAS in Cybersecurity Management Technology Degree	**60**

Technical Certificate in Computer Programming (Cybersecurity Emphasis)
The Technical Certificate in Computer Programming 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.

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
		Semester Total	**15**
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
		Semester Total	**12**
		Completion of Cybersecurity Technical Certificate	**27**

Certificate of Proficiency in Security/Forensics
The CP in Security/Forensics prepares individuals seeking to develop a foundation in security or forensics for employment in the criminal justice field.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
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

Semester Total 15

Completion of Certificate of Proficiency in Security/Forensics 15

General Technology Program

General Technology, Individualized Technical Option, AAS

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	
SUCC 1311 Principles of Workplace Success	1
SUCC 1312 Principles of Academic Success	2
COMP 1123 Introduction to Computers	3
ENGL 1213 Communicating in the Workplace	3
MATH 1323 Real World Math **or**	3
MATH 1233 Technical Mathematics	
SPEE 2393 Oral Communication **or**	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 1113 World Civilization I	
HIST 1123 World 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	
General Education Total	**18**
Technology Specialty – Major	24
Technology Specialty – Minor	15
Related Electives	3

Technical Specialty Total 42

Completion of AAS in General Technology Degree 60

Industrial Maintenance Program

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
ENGL	1213	Communicating for the Workplace	3
MATH	1233	Technical Mathematics	3
ELEC	1004	Principles of Technology	4
ELEC	1014	AC-DC Fundamentals of Electricity	4
		Semester Total	**14**
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
ELEC	2004	Programmable Logic Controllers	4
		Semester Total	**20**
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
		Semester Total	**11**
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

Completion of AAS in Industrial Maintenance Technology Degree 61

Technical Certificate in Programmable Logic Controllers

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
ENGL	1213	Communicating in the Workplace	3
MATH	1233	Technical Mathematics	3
ELEC	1004	Principles of Technology	4
ELEC	1014	AC-DC Fundamentals of Electricity	4
		Semester Total	**14**
1st Year - 2nd Semester			
ELEC	1034	Industrial Motor Controls	4
MECH	1044	Fluid Power (Hydraulics & Pneumatics)	4
ELEC	1024	Electronics and Digital Devices	4
MECH	1054	Electro-Mechanical Device Systems	4
ELEC	2004	Programmable Logic controllers	4
		Semester Total	**20**
2nd Year - Fall Only			
ELEC 2104 - Programmable Logic Controllers II			4
		Semester Total	**4**

Completion of Programmable Logic Controllers Technical Certificate 38

Certificate of Proficiency in Industrial Motor Controls

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.

Suggested Program of Study

Required Courses		**Credit Hours**
1st Year - 1st Semester		
ENGL	1213 Communicating in 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	**18**
	Completion of Certificate of Proficiency – Industrial Motor Controls	**18**

Certificate of Proficiency in Hydraulics/Pneumatics

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.

Suggested Program of Study

Required Courses		**Credit Hours**
1st Year - 1st Semester		
ENGL	1213 Communicating in the Workplace	3
MATH	1233 Technical Mathematics	3
ELEC	1004 Principles of Technology	4
MECH	1044 Fluid Power (Hydraulics & Pneumatics)	4
	Semester Total	**14**
	Completion of Certificate of Proficiency - Hydraulics/Pneumatics	**14**

Certificate of Proficiency in Mechanical Devices

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.

Suggested Program of Study

Required Courses		Credit Hours
1st Year - 1st Semester		
ENGL 1213	Communicating in 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
	Semester Total	**22**

Completion of Certificate of Proficiency in Mechanical Devices 22

Supply Chain Management Program

Supply Chain Management Technology, AAS

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.

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	**15**
1st Year - 2nd Semester		
COMP 1123	Introduction to Computers	3
ENGL 1313	English Composition I	3
MATH 1323	Real World Math	3
SUCC 1311	Principles of Workplace Success	1
LOGM 1213	Operations Management	3
LOGM 1223	Transportation Systems	3
	Semester Total	**16**
2nd Year - 1st Semester		
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
	Semester Total	**15**
2nd Year - 2nd Semester		
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	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 1113	World Civilization I	
	HIST 1123	World 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	
	PSYC 2303	General Psychology	
	PSYC 2323	Developmental Psychology	
	SOCI 2313	Introduction to Sociology	
		Semester Total	**15**
		Completion of AAS in Supply Chain Management Technology Degree	**61**

Technical Certificate in Supply Chain Transportation

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.

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	**15**
1st Year - 2nd Semester			
COMP	1123	Introduction to Computers	3
ENGL	1313	English Composition I	3
MATH	1323	Real World Math	3

SUCC	1311	Principles of Workplace Success	1
LOGM	1213	Operations Management	3
LOGM	1223	Transportation Systems	3
		Semester Total	**16**
		Completion of Supply Chain Transportation Technical Certificate	**31**

Certificate of Proficiency in 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.

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	**15**
		Completion of Commercial Driving License Certificate of Proficiency	**15**

Welding Technology Program

Technical Certificate in Welding Technology

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.

Suggested Program of Study

Required Courses			**Credit Hours**
1st Year - 1st Semester			
SUCC	1311	Workplace Success	1
MATH	1233	Technical Mathematics	3
MECH	1813	Blueprint Reading & Measurements	3
WELD	1114	Basic Welding	4
WELD	1214	ARC Welding	4
		Semester Total	**15**
1st Year- 2nd Semester			
COMP	1123	Introduction to Computers	3
WELD	1314	Tungsten Inert Gas (TIG) Welding	4
WELD	1414	Metal Inert Gas (MIG) Welding	4
ENGL	1213	Writing for the Workplace	3
Elective – Choose one of the Following Options:			
ELEC	1004	Principles of Technology	4
WELD	1514	Pipe Welding	

Semester Total 18

Completion of Welding Technology Technical Certificate 33

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.)

Certificate of Proficiency in Welding - Shielded Metal ARC Welding (SMAW)
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.

Suggested Program of Study

Required Courses	**Credit Hours**
1st Year - 1st Semester	
WELD 1114 Basic Welding	4
WELD 1214 ARC Welding	4
Semester Total	**8**
Completion of CP in Welding - Shielded Metal ARC Welding (SMAW)	**8**

Certificate of Proficiency in Welding - Metal Inert Gas (MIG)
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.

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
Semester Total	**8**
Completion of Certificate of Proficiency in Welding - Metal Inert Gas (MIG)	**8**

Certificate of Proficiency in Welding - Tungsten Inert Gas (TIG)
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.

Suggested Program of Study

Required Courses	**Credit Hours**
1st Year - 1st Semester	
WELD 1114 Basic Welding	4
WELD 1314 Tungsten Inert Gas (TIG) Welding	4
Semester Total	**8**
Completion of CP in Welding - Tungsten Inert Gas (TIG)	**8**

Credit Course Descriptions

ACCO 2313 - Principles of Accounting I (3 credits)
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. ACTS Equivalent Course Number = ACCT 2003

Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring
Lecture Hours: 48

ACCO 2323 - Principles of Accounting II (3credits)
Accounting for ownership equities of partnerships and corporations; debt securities; fundamentals of cost accounting for planning and control of operations. ACTS Equivalent Course Number = ACCT2013 48 lecture hours.

Prerequisite(s): ACCO 2313 - Principles of Accounting I with a grade of "C" or better.
Corequisite(s): None
Offered: Fall, Spring
Lecture Hours: 48

AIRC 1114 - Basic Refrigeration (4 credits)
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

Prerequisite(s): Complete MATH-1233 Technical Math with a grade of 'C' or better.
Corequisite(s): None
Offered: Fall, Spring
Lecture Hours: 64

AIRC 1124 - Electricity for Air Conditioning and Refrigeration (4 credits)
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.

Prerequisite(s): Complete MATH-1233 Technical Math with a 'C' or better
Corequisite(s): None
Offered: Fall, Spring
Lecture Hours: 64

AIRC 1134 - Commercial Refrigeration (4 credits)
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.

Prerequisite(s): Complete Basic Refrigeration and Electricity for Air Conditioning & Refrigeration
Corequisite(s): None

Offered: Fall
Lecture Hours: 64

AIRC 1144 – Residential Systems (4 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): AIRC 1114 *and* AIRC 1124
Corequisite(s): None
Offered: Spring

AIRC 1153 – Troubleshooting HVAC Systems (3 Credits)
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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): AIRC 1114 *and* AIRC 1124
Corequisite(s): None
Offered: Spring

AIRC 1163 – Control for Air Conditioning/Refrigeration (3 Credits)
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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): Air Conditioning Option: AIRC 1124 *or* Electrical Mechanical Option: ELEC 1014
Corequisite(s): None
Offered: Fall

ALLI 1117 – Nursing Assistant / Home Care Aide (7 Credits)
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.

Hours: 120 Lecture Hours, 120 Lab Hours, 120 Practicum Hours
Prerequisite(s): ACT Reading score above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better *or* by Health Professions faculty permission
Corequisite(s): None
Offered: Fall, Spring, Summer

ANTH 2333 – Introduction to Anthropology (3 Credits)
Includes the evolution of man, races of man, prehistoric cultures, culture and its relation to heredity and geographic environment, the nature and place of language in culture, anthropological concepts, and the growth of world cultures. ACTS Equivalent Course Number is ANTH 1013.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

ART 2343 - Art Appreciation (3 credits)
An introductory survey of the visual arts. Exploration of purposes and processes in the visual arts including evaluation of selected works, the role of art in various cultures, and the history of art. ACTS Equivalent Course: ARTA 1003.

Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer
48 Lecture hours.

BIOL 1464 – Principles of Biology (4 Credits)
This course focuses on a comprehensive study of concepts and principles of living systems. Major inclusions are the cellular basis of life, metabolic processes, an overview of genetics, and human body systems. ACTS Equivalent Course is BIOL 1014.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ACT Reading score above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring, Summer

BIOL 1474 – General Zoology (4 Credits)

This course is a comprehensive study of the diversity and similarities of living systems. Major inclusions are the concepts of modern biology, animal body systems, evolution, and the diversity of life. Laboratory experiences include microscopic and gross examination of structures, field observation, and behavioral observation of animals and protozoa. ACTS Equivalent Course Number is BIOL1054.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ACT Reading score above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better
Corequisite(s): None
Offered: Fall

BIOL 1484 – General Botany (4 Credits)
This course is a study of vascular and non-vascular plants. Major inclusions are concepts of modern biology, plant structures and physiology, economic importance, life cycles, diversity, and classification. Laboratory experiences include microscopic and gross examination of structures, photosynthesis, field observation, and specimen collection. ACTS Equivalent Course is BIOL1034.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

BIOL 2454 – Human Anatomy and Physiology I (4 Credits)
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. ACTS Equivalent Course is BIOL 2404.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): BIOL 1464 *or* AP Biology with a grade of "C" or better *or* ACT Science score above 18 *or* test score validated exemption of all required developmental studies courses in English and reading.
Corequisite(s): None
Offered: Fall, Spring, Summer

BIOL 2464 – Human Anatomy and Physiology II (4 Credits)
This is a lecture-laboratory course designed to cover structure and function of the following systems circulatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. ACTS Equivalent Course is BIOL 2414.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): BIOL 2454 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring, Summer

BIOL 2474 – Microbiology (4 Credits)
This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on human health. ACTS Equivalent Course is BIOL 2004.

Hours: 48 Lecture Hours, 32 Lab Hours

Prerequisite(s): BIOL 1464 *or* BIOL 2454 with a grade of "C" or better *or* test score validated exemption from developmental courses in English, reading, and mathematics with a grade of "C" or better.
Corequisite(s): None
Offered: Fall, Spring, Summer

BUSI 1033 – Introduction to Business (3 Credits)
A study of the role and function of business enterprise within the American economic framework. Includes organization, marketing, personnel administration, production, finance, and economics. Designed primarily to help students understand and select a field of business specialization. ACTS Equivalent Course is BUSI 1013.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

BUSI 1051 – Word Processing (1 Credit)
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.
Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall

BUSI 1061 – Electronic Spreadsheet (1 Credit)
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.
Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall

BUSI 1123 – Business Mathematics (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): ACT Math score of 17–18 *or* equivalent ACCUPLACER Math score *or* MATH 0151 with a grade of "C" or better.
Corequisite(s): None

Offered: Fall, Spring, Summer

BUSI 1243 – Legal Environment of Business (3 Credits)
This is a study of American laws in the business environment. The study will include the court system, contracts, sales of goods, bailment, torts and crimes, property, commercial paper, agencies, partnership, and corporation. ACTS Equivalent Course is BLAW 2003.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

CDL 1113 – Truck Maintenance and Road Safety (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

CDL 1213 – Road Regulations and Rules (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

CDL 1316 – Commercial Driver Vehicle Operations (3 Credits)
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.

Hours: 48 Lecture Hours, 48 Lab Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

CHEM 1434 – General Chemistry I (4 Credits)

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. ACTS Equivalent Course is CHEM 1414.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): MATH 0151 with a grade of "C" or better *or* instructor permission
Corequisite(s): None
Offered: Fall, Spring, Summer

CNET 1113 – Introduction to Computer Networking (3 Credits)
This course will introduce students to the basic concepts of computer networking, including LAN, WAN, networking operating systems, network protocols, and hardware.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): COMP 1123
Offered: Fall

CNET 1123 – Network Concepts (3 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 1113
Corequisite(s): None
Offered: Spring

CNET 1133 Introduction to Linux (3 Credits)
Teaches 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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): COMP 1123
Offered: Fall

CNET 1143 – PC Maintenance and Repair (3 Credits)
This course provides an in-depth look at PC's, from assembly to troubleshooting and repair. It includes installation and maintenance of desktop operating systems and software.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): COMP 1123
Corequisite(s): Spring
Offered: None

CNET 1213 – Windows Operating Systems (3 Credits)

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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 1113
Corequisite(s): None
Offered: Fall

CNET 1223 – Advanced Network Concepts (3 Credits)
Students will study the current technologies and how they apply to pre-existing networks (i.e., wireless technology and virtualization.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 1123
Corequisite(s): None
Offered: Spring

CNET 2183 – UNIX Based Operating Systems (3 Credits)
Introduction to Linux. Students will learn about LINUX server operating systems. They will also learn how to install, administer, and the day-to-day functioning of server operating systems.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 1123
Corequisite(s): None
Offered: Spring

CNET 2213 – Network Security (3 Credits)
Students will learn about networking security policies and defense. Security hardware such as firewalls and VPNs will be covered.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 1123
Corequisite(s): None
Offered: Spring

CNET 2223 – Network Engineering (3 Credits)
This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and LINUX 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, and 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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 2233
Corequisite(s): None
Offered: Spring

CNET 2233 – Network Technical Support (2 Credits)

This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and LINUX 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. Students will learn principles of routers and routing in a network environment.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 1123
Corequisite(s): None
Offered: Fall

CNET 2413 – Network Management (3 Credits)
In this course, students will learn the concepts of network management. They will learn rights management, disaster recovery principles, time and basic project management, licensing issues, and end-user support.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): CNET 1123 *and* CNET 2233
Corequisite(s): None
Offered: Fall

CNET 2443 – CNET Capstone (3 Credits)
This class will integrate all the concepts from the CNET curriculum. Students will learn how to work on networks that combine Windows and LINUX based technologies and how to work with others in an IT department to coordinate installation, management, and administration of enterprise level networks.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): Instructor Permission
Corequisite(s): None
Offered: Fall

COMP 1123 – Introduction to Computers (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

CRIM 1213 – Juvenile Delinquency and Justice (3 Credits)
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.

Hours: 48 Lecture Hours

Prerequisite(s): COMP 1123 with a grade of "C" or better *and* READ 1213 with a grade of "C" or better *or* test score exemption
Corequisite(s): CRIM 1313
Offered: Fall

CRIM 1313 – Introduction to Criminal Justice (3 Credits)
This course covers the history, development, philosophy, functions, current operations, and future trends of the criminal justice system in a democratic society. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies, and correctional practices. ACTS Equivalent Course is CRJU 1023.

Hours: 48 Lecture Hours
Prerequisite(s): COMP 1123 *and* READ 1213 with a grade of "C" or better *or* test score exemption
Corequisite(s): None
Offered: Fall, Spring

CRIM 2313 – The Judicial Process (3 Credits)
This course is an introduction to the judicial process, with analysis and evaluation of the main institutions and considerations affecting the administration of justice in the United States. Uses a comparative approach, but emphasizes the American state, local, and federal judicial systems.

Hours: 48 Lecture Hours
Prerequisite(s): COMP 1123 *and* READ 1213 with a grade of "C" or better *or* test score exemption
Corequisite(s): None
Offered: Spring

CRIM 2323 – Probation and Parole (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): CRIM 1313
Corequisite(s): None
Offered: Spring

CRIM 2373 – Criminal Investigation I (3 Credits)
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.

Hours: 48 Lecture Hours

Prerequisite(s): CRIM 1313
Corequisite(s): None
Offered: Fall, Spring

CRIM 2383 – Criminal Law (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): COMP 1123 *and* CRIM 1313 *and* READ 1213 with a grade of "C" or better *or* test score exemption
Corequisite(s): None
Offered: Spring

CRIM 2463 – Private Security and Investigation (3 Credits)
This course is designed to prepare the student for state certification in the areas of private security and private investigation.
Hours: 48 Lecture Hours
Prerequisite(s): COMP 1123 *and* CRIM 1313 *and* READ 1213 with a grade of "C" or better *or* test score exemption
Corequisite(s): None
Offered: Spring

CSEC 1303 – Intro to Cybersecurity (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): CYSC 2003
Corequisite(s): None
Offered: Fall, Spring, Summer

CYSC 2003 – Introduction to Cybercrime (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): COMP 1123
Corequisite(s): None
Offered: Fall, Spring, Summer

CYSC 2013 – Principles of Cyber Security (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): CYSC 2003
Corequisite(s): None
Offered: Fall, Spring, Summer

CYSC 2023 – Ethics in Information Technology (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): CYSC 2013
Corequisite(s): None
Offered: Fall, Spring, Summer

CYSC 2033 – Digital Forensics (3 Credits)
Students will gain practical knowledge on how to conduct digital investigations and preserve evidence that stands up to inquiries.

Hours: 48 Lecture Hours
Prerequisite(s): CYSC 2003
Corequisite(s): None
Offered: Fall, Spring, Summer

CYSC 2113 – Cryptography and Trusted Systems (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): CYSC 2023
Corequisite(s): None
Offered: Fall, Spring, Summer

CYSC 2123 – Security Auditing (3 Credits)
Capstone/Practicum. This course integrates all the concepts from the Cybersecurity curriculum and is the capstone for the program.

Hours: 48 Lecture Hours
Prerequisite(s): CYSC 2013 *and* CYSC 2023
Corequisite(s): None
Offered: Fall, Spring, Summer

DASC 1003– Introduction to Data Science (3 Credits)
This course provides an overview of Data Science for majors and non-majors. This course includes
an introduction to the data science analytics process (data analysis life cycle); the importance of ethics and privacy with data and guidelines; training in and applying critical thinking skills to real-world
open-ended problems; communicating conclusions and recommendations to diverse audiences in

visual, verbal, and written form; applications to various domains; and knowledge and use of the tools
of data science.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

DRAM 1003 – Theater Appreciation (3 Credits)
An introductory survey of theatre arts including history, dramatic works, stage techniques, production procedures, as it relates to fine arts, society, and the individual. ACTS Equivalent Course is DRAM 1003.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

ECDT 1023 – Intro to Early Childhood Education
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

ECDT 1113 – Essential Elements of Childcare (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

ECDT 1233 – Early Childhood Education Field Experience (3 Credits)
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.

Hours: 48 Lecture Hours, 30 Practicum Hours
Prerequisite(s): ECDT 1023, ECDT 1113 *and* EDUC 2333
Corequisite(s): None
Offered: Fall, Spring, and Summer

ECDT 1323 – Language Arts for Preschool Children (3 Credits)
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. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

ECDT 1413 – Music for Preschool Children (3 Credits)
This course focuses on music as a teaching tool for the preschool teacher. Students will use creative thinking, self-awareness, and problem solving as they plan developmentally appropriate musical activities to promote instructional themes such as health and safety, socialization, family relationships, and nutrition. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

ECDT 1513 – Child Nutrition and Health Care (3 Credits)
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. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): ECDT 1113, EDUC 1013 *and* EDUC 2333
Corequisite(s): EDUC 1113
Offered: Fall

ECDT 2243 – Social and Emotional Development in an Inclusive Classroom (3 Credits)
This course focuses on the emotional development and social behavior of preschool children developing typically and atypically. Students will gain knowledge about identifying children with developmental disabilities, handicapping conditions, or challenging behaviors. Students will discover how to implement quality programs designed to accommodate the needs of normally developing and exceptional children. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): ECDT 1113, EDUC 1013 *and* EDUC 1113
Corequisite(s): EDUC 2333
Offered: Fall

ECDT 2613 – Curriculum Methods and Materials (3 Credits)
This course is an in-depth study of methods, materials, and curricula necessary to implement the goals and objectives of early childhood education based on the National Council of Professional Recognition's six competency goals and thirteen functional areas. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): ECDT 1113, EDUC 1013, EDUC 1113 *and* EDUC 2333
Corequisite(s): None
Offered: Spring

ECDT 2713 – Social Studies, Math, and Science for Preschool Children (3 Credits)
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. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): ECDT 1113, EDUC 1013, EDUC 1113 *and* EDUC 2333
Corequisite(s): None
Offered: Fall

ECDT 2813 – Administration of Preschool Programs (3 Credits)
This course covers the theory and practice of administering private, state, and federally funded preschool programs. Concepts of administration are covered. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): ECDT 1113, EDUC 1013, EDUC 1113 *and* EDUC 2333
Corequisite(s): None
Offered: Spring

ECDT 2916 – Early Childhood Education Practicum (6 Credits)
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. A grade of "C" or better is required for passing.

Hours: 32 Lecture Hours, 256 Practicum Hours
Prerequisite(s): ECDT 1113, ECDT 1323, ECDT 1413, ECDT 1513, ECDT 2243, ECDT 2713, EDUC 1013, EDUC 1113 *and* EDUC 2333

Corequisite(s): None
Offered: Spring

ECON 2313 – Principles of Economics I (Macroeconomics) (3 Credits)
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. ACTS Equivalent Course is ECON 2103.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

ECON 2323 – Principles of Economics II (Microeconomics) (3 Credits)
Topics include decision making of the firms and the consumer; market structures; farm problems; international trade and finance, and the global economy. ACTS Equivalent Course is ECON 2203.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

EDUC 1303 – Foundations of Education (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

EDUC 2113 – Math for Teachers I (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): EDUC 1303 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

EDUC 2123 – Math for Teachers II (3 Credits)

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.

Hours: 48 Lecture Hours
Prerequisite(s): EDUC 2113 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

EDUC 2133 – Classroom Methods & Management (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): EDUC 1303 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

EDUC 2143 – Curriculum Strategies for Teachers (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): EDUC 1303 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

EDUC 2313 – Instructional Technology (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): COMP 1123
Corequisite(s): None
Offered: Spring

EDUC 2333 – Child Growth and Development (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None

Corequisite(s): None
Offered: Fall, Summer

ELEC 1003 – Instrumentation & Control (3 Credits)
Presents 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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): ELEC 1024
Corequisite(s): None
Offered: Spring

ELEC 1004 – Principles of Technology (4 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): MATH 1233
Corequisite(s): None
Offered: Fall, Spring

ELEC 1014 – AC/DC Fundamentals of Electricity (4 Credits)
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. This course will incorporate a variety of teaching and learning methods: lectures, readings, lab exercises, and lab work.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): MATH 1233
Corequisite(s): None
Offered: Spring, Fall

ELEC 1024 – Electronics and Digital Devices (4 Credits)
Introduces 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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): ELEC 1014
Offered: Fall, Spring

ELEC 1034 – Industrial Motor Controls (4 Credits)
This course covers the fundamentals of DC motors, single phase AC motors, and three-phase 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. This course will incorporate a variety of teaching and learning methods: lectures, readings, lab exercises, and lab work.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ELEC 1014 with a grade of “C” or better
Corequisite(s): None
Offered: Spring

ELEC 2004 – Programmable Logic Controllers I (4 Credits)

Covers 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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Summer

ELEC 2014 – Writing Principles & Codes (4 Credits)
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, commercial, and industrial electricians. This course will cover the interpretation and application to residential, industrial, and commercial wiring of electrical code.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ELEC 1014 with a grade of "C" or better
Corequisite(s): None
Offered: Fall

ELEC 2024 – Commercial & Industrial Wiring (4 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ELEC 1014 with a grade of "C" or better
Corequisite(s): None
Offered: Fall

ELEC 2034 – Troubleshooting Electromechanical Systems (4 Credits)
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 (110 V, 220V, 480V, to 35.4KV). 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 troubleshooting electro-mechanical systems. This course will incorporate a variety of teaching and learning methods: lectures, readings, lab exercises, and lab work.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ELEC 2004 with a grade of "C" or better
Corequisite(s): None
Offered: Spring

ELEC 2104 – Programmable Logic Controllers II (4 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ELEC 2004
Corequisite(s): None
Offered: Fall

ENGL 1101 – Fundamentals of Critical Reading (1 Credit)
Reading competencies in main ideas, supporting details, organization/relationships, vocabulary development, critical reading/logic and strategic reading. Taught in the context of the reading material for the corequisite ENGL-1313 course. A grade of "C" or better in ENGL-1101 or ENGL-1313 is required for passing. This course is developmental and will not transfer.

Prerequisite(s): ACT score below 19 or ACCUPLACER score below 251
Corequisite(s): ENGL 1191 and ENGL 1313
Offered: Fall, Spring, Summer

ENGL 1191 – Fundamentals of Writing (1 Credit)
Writing competencies in proofreading, revision, rhetoric, genre, grammar, tone, and organization. Taught in the context of the reading material for the corequisite ENGL-1313 course. A grade of "C" or better in ENGL-1191 or ENGL-1313 is required for passing. This course is developmental and will not transfer.

Prerequisite(s): ACT score below 19 or ACCUPLACER score below 251
Corequisite(s): ENGL 1313
Offered: Fall, Spring, Summer

ENGL 1213 – Communicating in the Workplace (3 Credits)
Designed specifically for students who are earning technical certificates. Providing a brief English review and emphasizing activities involved in the mechanics of current written and spoken business communication. This course may not transfer to other institutions.

Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

ENGL 1313 – English Composition I (3 Credits)
Principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. ACTS Equivalent Course = ENGL 1013.

Prerequisite(s): ACT score above 18 or ACCUPLACER score above 250
Corequisite(s): None
Offered: Fall, Spring, Summer

ENGL 1323 – English Composition II (3 Credits)
Further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. ACTS Equivalent Course = ENGL 1023.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring, Summer

ENGL 2013 – Introduction to Creative Writing (3 Credits)
Practical experience in the techniques of writing poetry and fiction. ACTS Equivalent Course = ENGL 2013.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None

Offered: Fall

ENGL 2313 – English Literature I (3 Credits)
Selected works of British literature from its beginnings through the Renaissance. ACTS Equivalent Course = ENGL 2673.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Summer

ENGL 2323 – English Literature II (3 Credits)
Selected works of British literature from the Renaissance to present. ACTS Equivalent Course = ENGL 2683.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Spring

ENGL 2343 – African American Literature (3 Credits)
Selected works of African American literature from its beginnings to the present.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Spring

ENGL 2363 – World Literature I (3 Credits)
Selected significant works of world literature from ancient, medieval, and renaissance periods. Includes study of movements, schools, and periods. ACTS Equivalent Course: ENGL 2113.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Fall

ENGL 2373 – World Literature II (3 Credits)
Selected significant works of world literature from the Renaissance to the present. Includes study of movements, schools, and periods. ACTS Equivalent Course: ENGL 2123.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Spring

ENGL 2413 – American Literature I (3 Credits)
Selected works of American literature from its beginnings to 1865. ACTS Equivalent Course: ENGL 2653.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

ENGL 2423 – American Literature II (3 Credits)
Selected works of American literature from 1865 to present. ACTS Equivalent Course: ENGL 2663.

Prerequisite(s): ENGL 1313 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

GEOG 2313 – General Geography (3 Credits)
This course sets forth principles of physical, political, economic, and cultural geography. Elements of cartography will also be explored. ACTS Equivalent Course is GEOG 1103.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

HEAL 1113 – Medical Terminology (3 Credits)
This course is a study of medical terminology including word components, definitions, spelling, pronunciation, and the use of medical references and resources for research and practice. Medical terms related to medicine, surgery, laboratory, pharmacology, radiology, and pathology are introduced. A grade of "C" or better is required for passing.
Hours: 48 Lecture Hours
Prerequisite(s): ACT Reading above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better *or* by permission of Health Professions faculty
Corequisite(s): None
Offered: Fall, Spring, Summer

HEAL 1123 – Medical Terminology & Anatomy for Coding (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

HEAL 1203 – Exploring Healthcare (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None

Offered: Fall, Spring

HEAL 1216 – Introduction to Phlebotomy (6 Credits)
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. A grade of "C" or better is required for passing.

Hours: 96 Lecture Hours, 64 Lab Hours, 48 Practicum Hours
Prerequisite(s): ACT Reading above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better *or* by permission of Health Professions faculty. Students must also have a GED or Highschool Diploma AND be at least 18 years of age.
Corequisite(s): None
Offered: Fall, Spring, Summer

HEAL 1343 – Disease Processes (3 Credits)
This course is an overview of common human diseases and conditions, which include prevention, etiology, signs and symptoms, diagnostic and treatment modalities, and prognoses of common diseases. Medical references are utilized for research and verification. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): BIOL 2454
Corequisite(s): None
Offered: Fall, Spring

HEAL 1413 – Basic Coding and Classification Systems (3 Credits)
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. A grade of "C" or better is required for passing.

Hours: 48 Lecture Hours
Prerequisite(s): BIOL 2454 and BIOL 2464 (with a grade of C or higher)*and* HEAL 1113 *or* by permission of Health Professions faculty
Corequisite(s): None
Offered: Fall, Spring, Summer

HEAL 1513 – Intermediate Medical Coding Principles (3 Credits)
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. A grade of "C" or better is required for passing.

Hours: 32 Lecture Hours, 16 Lab Hours
Prerequisite(s): HEAL 1413

Corequisite(s): HEAL 1343
Offered: Spring, Summer

HEAL 1613 – Medical Billing (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

HIST 1333 – World Civilization I (3 Credits)
This course is a survey of the foundations of World Civilization in ancient and classical times, through the medieval period, to the end of the religious wars in 1648. ACTS Equivalent Course is HIST 1213.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

HIST 1343 – World Civilization II (3 Credits)
This course is a survey of the development of World Civilization from the end of the religious wars in 1648 to present. ACTS Equivalent Course is HIST 1223.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

HIST 2313 – U.S. History to 1877 (3 Credits)
A survey of United States history from the Colombian voyages through the end of Reconstruction. ACTS Equivalent Course is HIST 2113.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

HIST 2323 – U.S. History Since 1877 (3 Credits)
This course is a survey of United States history from the end of Reconstruction through the late twentieth century. ACTS Equivalent Course is HIST 2123.

Hours: 48 Lecture Hours
Prerequisite(s): None

Corequisite(s): None
Offered: Fall, Spring, Summer

HIST 2333 – Arkansas History (3 Credits)
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.
Hours: 48 Lecture Hours
Prerequisite(s): HIST 2313 *or* HIST 2323
Corequisite(s): None
Offered: Fall, Spring, Summer

HOME 1323 – Basic Nutrition (3 Credits)
This course presents basic principles of nutrition and its role in the maintenance of health across the lifespan. Significance and application of recommended dietary allowances and therapeutic diets are discussed. A grade of "C" or better is required for passing.
Hours: 48 Lecture Hours
Prerequisite(s): ACT Reading score above 19 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better *or* by Health Professions faculty approval
Corequisite(s): None
Offered: Fall, Spring, Summer

HPER 1313 – Personal Health and Safety (3 Credits)
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. ACTS Equivalent Course is HEAL 1003.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

HUMA 2313 – Humanities
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.
Hours: 48 Lecture Hours
Prerequisite(s): ACT score above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring, Summer

INET 1133 – Introduction to Database Programming (3 Credits)

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.

Hours: 48 Lecture Hours
Prerequisite(s): INET 1143, READ 1213 *and* COMP 1123, all with a grade of "C" or better
Corequisite(s): None
Offered: Spring

INET 1143 – Intro to Web Programming (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): READ 1213 *and* COMP 1123, both with a grade of "C" or better
Corequisite(s): None
Offered: Fall

INET 2103 – Mobile Apps Programming (3 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): INET 2113
Corequisite(s): None
Offered: Spring

INET 2123 – Advanced Web Programming (3 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): INET 1143, READ 1213 *and* COMP 1123, all with a grade of "C" or better
Corequisite(s): None
Offered: Fall

INET 2183 – Advanced Database Concepts (3 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): INET 1133, READ 1213 *and* COMP 1123, all with a grade of "C" or better
Corequisite(s): None
Offered: Fall

INFO 1153 – Computer Programming I (3 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): COMP 1123
Offered: Fall, Spring

INFO 2103 – Game Design/Development (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): INFO 1153, READ 1213 *and* COMP 1123, all with a grade of "C" or better
Corequisite(s): None
Offered: Spring

INFO 2133 – Computer Programming II (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): INFO 1153
Corequisite(s): None
Offered: Spring

INFO 2153 – Java Programming (3 Credits)
This course is designed to teach the JAVA programming language, as well as JAVA applets and JSP pages for Web Programming.

Hours: 48 Lecture Hours
Prerequisite(s): INFO 1133
Corequisite(s): None

Offered: Fall

INFO 2243 Advanced Programming Concepts (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): INFO 2133, READ 1213 *and* COMP 1123, all with a grade of "C" or better
Corequisite(s): None
Offered: Spring

INFO 2493 – Capstone (3 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): Instructor Permission
Corequisite(s): None
Offered: Spring

LANG 2414 – Elementary Spanish I (4 credits)
A beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. ACTS Equivalent Course is SPAN 1013.

Hours: 64 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

LANG 2424 – Elementary Spanish II (4 credits)
A continuation of LANG 2414. It seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. ACTS Equivalent Course is SPAN 1023.

Hours: 64 Lecture Hours
Prerequisite(s): LANG 2414 with a grade of "C" or better.
Corequisite(s): None
Offered: Fall, Spring, Summer

LOGM 1203 – Intro to Logistics (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

LOGM 2113 – Logistics and Supply Chain Management
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

LOGM 2123 – Principles of Procurement
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

MATH 0151 – Foundations of Real World Math (1 Credits)
Topics include arithmetic reviews, fractions, ratios, proportions, percent, solving basic equations, points and lines, exponents, scientific notations, and how to use a scientific/graphing calculator.

Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): MATH 1323
Offered: Fall, Spring, Summer

MATH 1192 – Fundamentals of Algebra (2 Credits)
This course's purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation.

Hours: 32 Lecture Hours
Prerequisite(s): None
Corequisite(s): MATH 1333
Offered: Fall, Spring, Summer

MATH 1233 – Technical Mathematics (3 Credits)
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. Note: This course is designed for students enrolled in Associate of Applied Science Degree or Technical Certificate programs ONLY and may not be transferable.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

MATH 1323 – Real World Mathematics (3 Credits)
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. ACTS Equivalent Course is MATH 1113.

Hours: 48 Lecture Hours
Prerequisite(s): ACT Math score above 18 *or* ACCUPLACER score above 255
Corequisite(s): None
Offered: Fall, Spring, Summer

MATH 1333 – College Algebra (3 Credits)
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 is MATH 1103.

Hours: 48 Lecture Hours
Prerequisite(s): ACT Math score above 18 *or* ACCUPLACER score above 255
Corequisite(s): None
Offered: Fall, Spring, Summer

MATH 1343 – College Trigonometry (3 Credits)
The course covers trigonometric ratios, degrees and radians, trigonometric identities, graphs, inverse functions, vectors, Laws of Sines, Laws of Cosines, and trigonometric equations. ACTS Equivalent Course is MATH 1203.

Hours: 48 Lecture Hours
Prerequisite(s): MATH 1333 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

MATH 2373 – Introduction to Statistics (3 Credits)
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. ACTS Equivalent Course is MATH 2103.

Hours: 48 Lecture Hours
Prerequisite(s): ACT Math score above 18 *or* ACCUPLACER score above 255

Corequisite(s): None
Offered: Fall, Spring, Summer

MECH 1044 – Fluid Power (Hydraulics & Pneumatics) (4 Credits)
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.
Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): MATH 1233 with a grade of "C" or better
Corequisite(s): None
Offered: Spring

MECH 1054 – Electro-Mechanical Device Systems (4 Credits)
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.
Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): ELEC 1014 with a grade of "C" or better
Corequisite(s): None
Offered: Spring

MECH 1813 – Blueprint Reading & Measurements (3 Credits)
A course of study aimed at developing skills in the interpretation of varied blueprints, measurements, allowances, and tolerances.
Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): MATH 1233
Offered: Fall, Spring, Summer

MUSI 2333 – Music Appreciation (3 credits)
Introductory survey of music including the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, and an introduction to major musical instruments. ACTS Equivalent Course is MUSC 1003.
Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

NURS 2502 – Clinical Practicum: Medical Surgical II (2 Credits)
This clinical course focuses on the application of nursing care and alterations of body systems in the acute care settings. This course emphasizes improving the student's clinical judgment, critical thinking, and decision-making skills in a variety of acute clinical settings.

Hours: 96 Practicum Hours
Prerequisite(s): NURS 2514
Corequisite(s): None
Offered: Summer

NURS 2514 – Medical Surgical Nursing II (4 Credits)
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 judgment, critical thinking and decision-making skills using various clinical models.

Hours: 64 Lecture Hours
Prerequisite(s): NURS 2502
Corequisite(s): None
Offered: Summer

NURS 2602 – Clinical Practicum: Maternal Newborn Nursing (2 Credits)
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.

Hours: 96 Practicum Hours
Prerequisite(s): NURS 2502, NURS 2514, NURS 2713 *and* NURS 2702
Corequisite(s): NURS 2613
Offered: Fall

NURS 2613 –Maternal Newborn Nursing (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): NURS 2502, NURS 2713 *and* NURS 2702
Corequisite(s): NURS 2602
Offered: Fall

NURS 2702 – Clinical Practicum: Pediatric Nursing (2 Credits)

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.

Hours: 96 Practicum Hours
Prerequisite(s): NURS 2502, NURS 2514, NURS 2613 *and* NURS 2602
Corequisite(s): None
Offered: Fall

NURS 2713 – Pediatric Nursing (3 Credits)
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, gastro-intestinal, endocrine, genitourinary, musculoskeletal, integumentary/burns, communicable diseases, and psychosocial disorders. Theorists such as Erickson, Freud, Sullivan, and Piaget will be studied.

Hours: 48 Lecture Hours
Prerequisite(s): NURS 2502, NURS 2514, NURS 2613 *and* NURS 2602
Corequisite(s): None
Offered: Fall

NURS 2802 – Clinical Practicum: Mental Health Nursing (2 Credits)
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.

Hours: 96 Practicum Hours
Prerequisite(s): NURS 2502, NURS 2514, NURS 2602, NURS 2613, NURS 2702 *and* NURS 2713
Corequisite(s): None
Offered: Spring

NURS 2813 – Mental Health Nursing (3 Credits)
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 for 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 a basis.

Hours: 48 Lecture Hours
Prerequisite(s): NURS 2502, NURS 2514, NURS 2602, NURS 2613, NURS 2702 *and* NURS 2713
Corequisite(s): None
Offered: Spring

NURS 2901 – NCLEX Prep (1 Credit)

Designed to prepare the RN student for mastery of concepts geared to promote success on the state licensure exam. Focuses on a comprehensive review of body systems, test-taking strategies, reinforcement of clinical judgment, critical thinking, and decision-making skills.

Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

NURS 2902 – Clinical Practicum: Complex Health Disorders (2 Credits)
This course is a continuation of NURS 2514. It 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.

Hours: 96 Practicum Hours
Prerequisite(s): NURS 2502, NURS 2514, NURS 2602, NURS 2613, NURS 2702, NURS 2713, NURS 2802 *and* NURS 2813
Corequisite(s): None
Offered: Spring

NURS 2914 – Complex Health Disorders (4 Credits)
Didactic and clinical course which focuses on the complex alterations in body systems. This course is designated to increase the student nursing judgment 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.

Hours: 64 Lecture Hours
Prerequisite(s): NURS 2502, NURS 2514, NURS 2602, NURS 2613, NURS 2702, NURS 2713, NURS 2802 *and* NURS 2813
Corequisite(s): None
Offered: Spring

PHED 1101 – Beginning Weight Training I (1 Credit)
Introduces the student to cardiovascular and resistance training. Areas include circuit training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool down. Note: Registration for this course requires approval by the instructor.

Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHED 1201 – Beginning Weight Training II (1 Credit)
Continues Beginning Weight Training I. Areas include circuit training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool down. Note: Registration for this course requires approval by the instructor.

Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None

Offered: Fall, Spring

PHED 2101 – Advanced Weight Training I (1 Credit)
Continues Beginning Weight Training II. Areas include supersets, interval training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool down. Note: Registration for this course requires approval by the instructor.

Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHED 2201 – Advanced Weight Training II (1 Credit)
Continues Advanced Weight Training I. Areas include supersets, interval training, weight machines, free weights, cardio machines, safety concerns, stretching, proper warm-up and cool down. Note: Registration for this course requires approval by the instructor.

Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHED 1102 – Intermediate Team Sports I (2 Credit)
This course prepares students to compete at the intercollegiate level in one of the following team sports, baseball, basketball or softball. Students will actively work on sport specific sport. Note: Registration for this course requires approval by the instructor.

Hours: 32 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHED 1202 – Intermediate Team Sports II (2 Credit)
This course is a continuation of Intermediate Team Sports I, which consists of preparing students to compete at the intercollegiate level in one of the following team sports, baseball, basketball or softball. Students will actively work on sport-specific sport. Note: Registration for this course requires approval by the instructor.

Hours: 32 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHED 2102 – Advanced Team Sports I (2 Credit)
This course is a continuation of Intermediate Team Sports II. Instruction, practice and participation in one of the following advanced team sports, baseball, basketball or softball. Students will focus on advanced sport-specific skills and advanced competition. Note: Registration for this course requires approval by the instructor.

Hours: 32 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHED 2202 – Advanced Team Sports II (2 Credit)
This course is a continuation of Advanced Team Sports I which consists of instruction, practice and participation in one of the following advanced team sports, baseball, basketball or softball. Students will focus on advanced sport-specific skills and advanced competition. Note: Registration for this course requires approval by the instructor.

Hours: 32 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHIL 1003 – Intro to Critical Thinking (3 Credits)
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 Equivalent Course is PHIL 1003.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

PHIL 2323 – Ethics and Society (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): ACT Reading score above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

PHIL 2313 – History of Philosophy (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None

Corequisite(s): None
Offered: Fall, Spring

PHIL 2333 – Intro to Philosophy (3 Credits)
This course is an introduction to the major questions raised and theories asserted by philosophy on human nature and destiny, society, and the universe, specifically in areas of ontology, epistemology, metaphysics, and ethics. Students will become familiar with the specialized knowledge, skills, and attitudes needed to engage in philosophical discourse and apply these understandings to their lives. ACTS Equivalent Course is PHIL 1103.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHYS 1404 – Physical Science (4 Credits)
This course is a survey of physical sciences for the non-science major and satisfies a general science requirement. Covers selected topics in physics, chemistry, astronomy, geology, and meteorology. ACTS Equivalent Course is PHSC 1004.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring

PHYS 2414 – General Physics I (4 Credits)
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 gasses, 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. ACTS Equivalent Course Number is PHYS 2014.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): MATH 1333 with a grade of "C" or better *or* high school physics *or* instructor permission
Corequisite(s): None
Offered: Fall, Spring

PHYS 2424 – General Physics II (4 Credits)
This lecture-laboratory course is a continuation of PHYS 2414. 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. ACTS Equivalent Course Number is PHYS 2024.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): PHYS 2414 with a grade of "C" or better *or* instructor permission

Corequisite(s): None
Offered: Fall, Spring

PNUR 1111 – Vocational Legal and Ethical Concepts (1 Credit)
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.

Hours: 16 Lecture Hours
Prerequisite(s): Acceptance into the Practical Nursing program *or* by Health Professions faculty permission
Corequisite(s): PNUR 1138
Offered: Fall, Spring

PNUR 1138 – Fundamental Nursing Concepts and Skills I (8 Credits)
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.

Hours: 48 Lecture Hours, 80 Practicum Hours
Prerequisite(s): Acceptance into the Practical Nursing program
Corequisite(s): PNUR 1111
Offered: Fall, Spring

PNUR 1161 – Nursing Care of the Geriatric Client (1 Credit)
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.

Hours: 16 Lecture Hours
Prerequisite(s): Acceptance into the Practical Nursing program *or* by Health Professions Faculty permission
Corequisite(s): PNUR 1245 *and* PNUR 1211
Offered: Fall, Spring

PNUR 1211 – Pharmacology Concepts & Applications (1 Credit)
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.

Hours: 16 Lecture Hours

Prerequisite(s): Acceptance into the Practical Nursing program *or* by Health Professions faculty permission
Corequisite(s): PNUR 1245 *and* PNUR 1161
Offered: Fall, Spring

PNUR 1232 – Nursing Care of Mothers and Infants (2 Credits)
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.
Hours: 16 Lecture Hours, 32 Lab Hours
Prerequisite(s): PNUR 1211 *and* PNUR 1245
Corequisite(s): PNRU 1242 *and* PNUR 1317 *or* PNUR 1417
Offered: Fall, Spring

PNUR 1242 – Nursing Care of Children (2 Credits)
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.
Hours: 16 Lecture Hours, 16 Practicum Hours
Prerequisite(s): PNUR 1211 *and* PNUR 1245
Corequisite(s): PNUR 1232 *and* PNUR 1317 *or* PNUR 1417
Offered: Fall, Spring

PNUR 1245 – Fundamental Nursing Concepts and Skills II (5 Credits)
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.
Hours: 64 Lecture Hours, 48 Practicum Hours
Prerequisite(s): PNUR 1138 with a grade of “C” or better *and* PNUR 1111 with a grade of “C” or better
Corequisite(s): PNUR 1161 *and* PNUR 1211
Offered: Fall, Spring

PNUR 1317 – Medical Surgical Nursing & Clinical I (7 Credits)

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.

Hours: 64 Lecture Hours, 144 Practicum Hours
Prerequisite(s): PNUR 1211 *and* PNUR 1245 *or* by HEALTH PROFESSIONS faculty permission
Corequisite(s): None
Offered: Fall, Spring

PNUR 1321 – Nursing Care of the Mentally Ill (1 Credit)
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.

Hours: 16 Lecture Hours
Prerequisite(s): HEALTH PROFESSIONS faculty permission
Corequisite(s): PNUR 1317 *and* PNUR 1138
Offered: Fall, Spring

PNUR 1417 – Medical and Surgical Nursing & Clinical II (7 Credits)
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.

Hours: 64 Lecture Hours, 144 Practicum Hours
Prerequisite(s): PNUR 1211 *and* PNUR 1245 *or* by HEALTH PROFESSIONS faculty permission
Corequisite(s): None
Offered: Fall, Summer

POLI 2313 – American Government (3 Credits)
This course is the study of the development of the national government, including relationships among federal, state, and local governments. ACTS Equivalent Course is PLSC 2003.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

POLI 2323 – State and Local Governments (3 Credits)
This course is the study of the state government systems in the United States. ACTS Equivalent Course is PLSC 2103.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

POLI 2333 – The Politics of Race (3 Credits)
Provides an overview of the social, political, and economic experiences of people of 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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

PSYC 2303 – General Psychology (3 Credits)
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. ACTS Equivalent Course is PSYC 1103.

Hours: 48 Lecture Hours
Prerequisite(s): ACT Reading score above 18 *or* ACCUPLACER score above 250 *or* READ 1213 with a grade of "C" or better
Corequisite(s): None
Offered: Fall, Spring

RADI 1103 – Introduction to Radiologic Technology (3 Credits)
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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): Acceptance into the program *or* by HEALTH PROFESSIONS faculty permission
Corequisite(s): RADI 1173, RADI 1223 *and* RADI 1323
Offered: Fall

RADI 1173 – Radiographic Procedures I (3 Credits)
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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): Acceptance into the program *or* by HEALTH PROFESSIONS faculty permission
Corequisite(s): RADI 1103, RADI 1223, *and* RADI 1323
Offered: Fall

RADI 1223 – Radiographic Practicum I (3 Credits)
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.

Hours: 256 Practicum Hours
Prerequisite(s): Acceptance into the program
Corequisite(s): RADI 1103, RADI 1173 *and* RADI 1323
Offered: Fall

RADI 1233 – Radiographic Physics (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): Acceptance into the program
Corequisite(s): None
Offered: Spring

RADI 1243 – Radiographic Procedures II (3 Credits)
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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): RADI 1103, RADI 1173, RADI 1223 *and* RADI 1323, all with a grade of “C” or better
Corequisite(s): RADI 1233, RADI 1333 *and* RADI 1423
Offered: Spring

RADI 1253 – Digital Imaging (3 Credits)
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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): None

Corequisite(s): None
Offered: Spring

RADI 1333 – Radiographic Practicum II (3 Credits)
This course is a continuation of RADI 1173. It is designed to provide instruction for anatomical positioning and terminology to include the skull, gastrointestinal tract, and genitourinary system.
Hours: 256 Practicum Hours
Prerequisite(s): RADI 1103, RADI 1173, RADI 1223 *and* READ 1323, all with a grade of "C" or better
Corequisite(s): None
Offered: Spring

RADI 1343 – Radiographic Procedures III (3 Credits)
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.
Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): RADI 1434 with a grade of "C" or better
Corequisite(s): RADI 1103, RADI 1173 *and* RADI 1223
Offered: Fall

RADI 1353 – Radiation Biology (3 Credits)
This course is a continuation of RADI 1223. 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.
Hours: 48 Lecture Hours
Prerequisite(s): RADI 1343, RADI 1442, RADI 1444 *and* RADI 2233
Corequisite(s): RADI 1233, RADI 1243 *and* RADI 1423
Offered: Spring

RADI 1434 – Radiographic Practicum III (4 Credits)
This course is a continuation of RADI 1333. 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.
Hours: 320 Practicum Hours
Prerequisite(s): RADI 1333, RADI 1233, RADI 1243 *and* RADI 1423, all with a grade of "C" or better *and* by HEALTH PROFESSIONS faculty permission
Corequisite(s): None
Offered: Summer

RADI 1442 – Imaging Equipment (2 Credits)
This course is a continuation of RADI 1323. 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.

Hours: 32 Lecture Hours
Prerequisite(s): RADI 1434 with a grade of "C" or better *or* by HEALTH PROFESSIONS faculty permission
Corequisite(s): RADI 1233, RADI 1243 *and* RADI 1333
Offered: Fall

RADI 1443 – Principles of Exposure & Image Production (3 Credits)
Content establishes a knowledge base in technical factors that will govern the image production process.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Spring

RADI 1444 – Radiographic Practicum IV (4 Credits)
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.

Hours: 384 Practicum Hours
Prerequisite(s): RADI 1434 with a grade of "C" or better *and* by HEALTH PROFESSIONS faculty permission
Corequisite(s): RADI 1343, RADI 1442 *and* RADI 2233
Offered: Fall

RADI 2223 – Radiographic Evaluation (2 Credits)
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.

Hours: 32 Lecture Hours
Prerequisite(s): RADI 1442, RADI 1444 *and* RADI 2233
Corequisite(s): RADI 1343, RADI 1444 *and* RADI 2233
Offered: Spring

RADI 2233 – Radiographic Pathology (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): RADI 1434 *and* by HEALTH PROFESSIONS Faculty permission
Corequisite(s): RADI 1343, RADI 1442 *and* RADI 2233
Offered: Fall

RADI 2442 – Radiographic Total Quality Management (2 Credits)
This course is a study of the principles and practices of radiologic quality control with an emphasis on image assessment and radiographic film evaluation.

Hours: 16 Lecture Hours, 32 Lab Hours
Prerequisite(s): RADI 1343, RADI 1442, RADI 1444 *and* RADI 2233
Corequisite(s): RADI 1343 with a grade of "C" or better *and* by HEALTH PROFESSIONS faculty permission
Offered: Spring

RADI 2444 – Radiographic Practicum V (5 Credits)
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.

Hours: 384 Practicum Hours
Prerequisite(s): RADI 1343, RADI 1442, RADI 1444 *and* RADI 2233
Corequisite(s): RADI 1343, RADI 1442 *and* RADI 1444
Offered: Spring

RADI 2454 – Radiographic Practicum VI (4 Credits)
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.

Hours: 320 Practicum Hours
Prerequisite(s): RADI 1353, RADI 2222, RADI 2442 *and* RADI 2445, all with a grade of "C" or better *and* by faculty permission
Corequisite(s): None
Offered: Summer

READ 0213 – Developmental Reading (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): ACT score below 19 *or* ACCUPLACER score below 251
Corequisite(s): None
Offered: Fall, Spring, Summer

RESP 1224 – Basic Assessment and Diagnostics (4 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): Acceptance into the program
Corequisite(s): RESP 1335, RESP 1423 *and* RESP 2402

Offered: Fall

RESP 1243 – Pulmonary Disease I (2 Credits)
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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): RESP 1225, RESP 1335, RESP 1423 *and* RESP 2402, all with a grade of "C" or better
Corequisite(s): RESP 1442, RESP 2245 *and* RESP 2512
Offered: Spring

RESP 1335 – Equipment and Techniques I (5 Credits)
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.

Hours: 48 Lecture Hours, 32 Lab Hours
Prerequisite(s): Acceptance into the program
Corequisite(s): RESP 1225, RESP 1423 *and* RESP 2402
Offered: Spring

RESP 1423 – Respiratory Pharmacology (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): Acceptance into the program
Corequisite(s): RESP 1225, RESP 1335 *and* RESP 2402
Offered: Fall

RESP 1442 – Clinical Practicum I (2 Credits)
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).

Hours: 256 Practicum Hours
Prerequisite(s): RESP 1225, RESP 1335, RESP 1423 *and* RESP 2402, all with a grade of "C" or better
Corequisite(s): RESP 1243, RESP 2212, RESP 2245 *and* RESP 2512
Offered: Spring

RESP 2212 – Mechanical Ventilation (2 Credits)

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 wearing of mechanical ventilation, effects and complications of mechanical ventilation, patient management and stabilization, PEEP/CPAP, and noninvasive ventilation, airway resistance and compliance.

Hours: 32 Lecture Hours
Prerequisite(s): RESP 1225, RESP 1335, RESP 1423 *and* RESP 2402, all with a grade of "C" or better
Corequisite(s): RESP 1243, RESP 1442, RESP 2245 *and* RESP 2512
Offered: Spring

RESP 2213 – Equipment and Techniques II (3 Credits)
This course is a continuation of RESP-1335 and covers more advanced equipment and techniques. Topics include CPT, lung expansion therapy, airway clearance techniques, airway management and suctioning.

Hours: 48 Lecture Hours
Prerequisite(s): RESP 1225, RESP 1335, RESP 1423 *and* RESP 2401, all with a grade of C or better
Corequisite(s): RESP 1243, RESP 2212, RESP 2245 *and* RESP 2512
Offered: Spring

RESP 2214 – Respiratory Care Sciences (4 Credits)
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.

Hours: 64 Lecture Hours
Prerequisite(s): Acceptance into the program
Corequisite(s): None
Offered: Spring, Summer

RESP 2253 – Pulmonary Disease II (3 Credits)
This course is designed to continue the study of cardiopulmonary diseases with patient assessment and management not covered in Pulmonary Diseases I.

Hours: 48 Lecture Hours
Prerequisite(s): RESP 2323, RESP 2451 *and* RESP 2322, all with a grade of "C" or better
Corequisite(s): RESP 2312, RESP 2311, RESP 2343, RESP 2365 *and* RESP 2462
Offered: Fall

RESP 2311 – Integration of Respiratory Theory/Practice (1 Credit)
This course guides the student through the total patient experience from initial contact to discharge.

Hours: 16 Lecture Hours
Prerequisite(s): RESP 2323, RESP 2451 *and* RESP 2322, all with a grade of "C" or better
Corequisite(s): RESP 2253, RESP 2312, RESP 2343, RESP 2365 *and* RESP 2462
Offered: Fall

RESP 2312 – Advanced Pharmacology (2 Credits)
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.
Hours: 32 Lecture Hours
Prerequisite(s): RESP 2451 *and* RESP 2354, both with a grade of "C" or better
Corequisite(s): RESP 2242, RESP 2343, RESP 2365 *and* RESP 2462
Offered: Fall

RESP 2322 – Advanced Monitoring Procedures Technique (2 Credits)
This course is designed to emphasize more advanced cardiopulmonary assessment, special diagnostic procedures and practices.
Hours: 32 Lecture Hours
Prerequisite(s): RESP 1243, RESP 1442, RESP 2245 *and* RESP 2512, all with a grade of "C" or better
Corequisite(s): RESP 2354 *and* RESP 2451
Offered: Summer

RESP 2323 – Equipment and Techniques III (3 Credits)
This course is a continuation of RESP 2213 and covers more advanced equipment and techniques. Topics include intubation, arterial line sampling, and chest tube procedures.
Hours: 32 Lecture Hours, 16 Lab Hours
Prerequisite(s): RESP 1243, RESP 1442, RESP 2245 *and* RESP 2512, all with a grade of "C" or better
Corequisite(s): None
Offered: Summer

RESP 2343 – Neonatal & Pediatrics (3 Credits)
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).
Hours: 32 Lecture Hours, 16 Lab Hours
Prerequisite(s): RESP 2451, RESP 2354 *and* RESP 2322, all with a grade of "C" or better
Corequisite(s): RESP 2242, RESP 2311, RESP 2312, RESP 2365 *and* RESP 2462
Offered: Fall

RESP 2353 – Advanced Cardiopulmonary Care (3 Credits)

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 and advanced hemodynamics.

Hours: 48 Lecture Hours
Prerequisite(s): RESP 2253, RESP 2311, RESP 2312, RESP 2343, RESP 2363 *and* RESP 2462, all with a grade of "C" or better
Corequisite(s): RESP 2473 *and* RESP 2502
Offered: Spring

RESP 2363 – Critical Care (3 Credits)
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).

Hours: 48 Lecture Hours
Prerequisite(s): RESP 2451, RESP 2354 *and* RESP 2322, all with a grade of "C" or better
Corequisite(s): RESP 2242, RESP 2311, RESP 2312, RESP 2343 *and* RESP 2462
Offered: Fall

RESP 2402 – Cardio-Pulmonary Anatomy and Physiology I (2 Credits)
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.

Hours: 32 Lecture Hours
Prerequisite(s): Acceptance into the program
Corequisite(s): RESP 1225, RESP 1335 *and* RESP 1423
Offered: Fall

RESP 2451 – Clinical Practicum II (1 Credit)
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).

Hours: 256 Practicum Hours
Prerequisite(s): RESP 1243, RESP 1442, RESP 2245 *and* RESP 2512, all with a grade of "C" or better
Corequisite(s): RESP 2322 *and* RESP 2354
Offered: Summer

RESP 2462 – Clinical Practicum III (2 Credits)
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.

Hours: 384 Practicum Hours
Prerequisite(s): RESP 2354 *and* RESP 2451, both with a grade of "C" or better
Corequisite(s): RESP 2242, RESP 2311, RESP 2312, RESP 2343 *and* RESP 2364
Offered: Fall

RESP 2473 – Clinical Practicum IV (3 Credits)
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).

Hours: 384 Practicum Hours
Prerequisite(s): RESP 2242, RESP 2311, RESP 2312, RESP 2343, RESP 2364 *and* RESP 2462, all with a score of "C" or higher
Corequisite(s): RESP 2353 *and* RESP 2502
Offered: Spring

RESP 2502 – Professional Development (2 Credits)
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.

Hours: 64 Lab Hours
Prerequisite(s): RESP 2242, RESP 2311, RESP 2312, RESP 2343, RESP 2365, RESP 2462,
Corequisite(s): RESP 2353 *and* RESP 2473
Offered: Spring

RESP 2512 – Cardio-Pulmonary Anatomy and Physiology II (2 Credits)
This course is a continuation of RESP 2402 and 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.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): RESP 1225, RESP 1335, RESP 1423 *and* RESP 2402, all with a grade of "C" or better *or* by HEALTH PROFESSIONS faculty permission
Corequisite(s): RESP 1243, RESP 1442 *and* RESP 2245
Offered: Spring

SOCI 2313 – Introduction to Sociology
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. ACTS Equivalent Course Number is SOCI 1013.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

SPEE 2313 – Business and Professional Speaking (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

SPEE 2393 – Oral Communication (3 Credits)
Theory and practice of communication in interpersonal, small group, and public speaking emphasizing proficiency in speech organization, delivery, and critical thinking/listening applications. ACTS Equivalent Course is SPCH 1003.

Hours: 48 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

SUCC 1311 – Principles of Workplace Success (1 Credit)
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.

Hours: 16 Lecture Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

SUCC 1312 – Principles of Academic Success (2 Credits)
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. Students MUST take this course

within their first 15 hours of coursework at Southeast Arkansas College, have completed a similar course as evidenced by transcript evaluation.

Hours: 32 Credit Hours
Prerequisite(s): None
Corequisite(s): None
Offered: Fall, Spring, Summer

SURG 1524 – Surgical Technology Procedures I (4 Credits)
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.

Hours: 64 Lecture Hours
Prerequisite(s): BIOL 2464 with a grade of "C" or better
Corequisite(s): None
Offered: Fall

SURG 1533 – Surgical Technology Practicum I (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): BIOL 2464 with a grade of "C" or better
Corequisite(s): None
Offered: Fall

SURG 1534 – Surgical Technology Procedures II (4 Credits)
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.

Hours: 64 Lecture Hours
Prerequisite(s): SURG 1524 *and* SURG 1533, both with a grade of "C" or better
Corequisite(s): None
Offered: Fall

SURG 1536 – Surgical Technology Practicum I (6 Credits)
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.

Hours: 72 Lecture Hours, 192 Practicum Hours
Prerequisite(s): BIOL 2464 with a grade of "C" or better
Corequisite(s): BIOL 2474 *and* SURG 1528
Offered: Fall

SURG 1543 – Surgical Technology Practicum II (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): SURG 1524 *and* SURG 1533, both with a grade of "C" or better
Corequisite(s): SURG 1534
Offered: Fall

SURG 1544 – Surgical Technology Procedures III (4 Credits)
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.

Hours: 64 Lecture Hours
Prerequisite(s): SURG 1524, SURG 1533, SURG 1534 *and* SURG 1543, all with a minimum grade of "C" or better
Corequisite(s): None
Offered: Spring

SURG 1548 – Surgical Technology Procedures II (8 Credits)
Hours: 64 Lecture Hours
Prerequisite(s): SURG 1524, SURG 1533, SURG 1534 *and* SURG 1543, all with a minimum grade of "C" or better
Corequisite(s): None
Offered: Spring

SURG 1553 – Surgical Technology Practicum III (3 Credits)
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.

Hours: 48 Lecture Hours
Prerequisite(s): SURG 1524, SURG 1533, SURG 1534 *and* SURG 1543, all with a minimum grade of "C" or better
Corequisite(s): SURG 1544
Offered: Spring

SURG 1554 – Surgical Technology Procedures IV (4 Credits)
Students learn the advanced principles, procedures, and techniques of specific, general, and specialty surgeries. Core concepts from the basic and related sciences are incorporated.

Hours: 64 Lecture Hours
Prerequisite(s): SURG 1524, SURG 1533, SURG 1534, SURG 1544 *and* SURG 1553, all with a minimum grade of "C" or better
Corequisite(s): None
Offered: Spring

SURG 1564 – Surgical Technology Practicum IV (4 Credits)
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.

Hours: 64 Lecture Hours
Prerequisite(s): SURG 1524, SURG 1533, SURG 1534, SURG 1543, SURG 1544 *and* SURG 1553, all with a minimum grade of "C" or better
Corequisite(s): SURG 1554
Offered: Spring

SURG 1614 – Surgical Technology Practicum V (4 Credits)
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.

Hours: 192 Practicum Hours
Prerequisite(s): SURG 1554 *and* SURG 1564, both with a minimum grade of "C" or better
Corequisite(s): None
Offered: Summer

TECH 2011 – Portfolio Development and Experience Evaluation (1 Credit)
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.

Hours: 16 Lecture Hours
Prerequisite(s): Approval of Vice President of Instruction
Corequisite(s): None
Offered: Fall, Spring

TECH 2013 – Internship Work Experience I (3 Credits)
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.

Hours: 192 Internship Hours
Prerequisite(s): All internship courses require approval of the Program Coordinator. Students must have at least a 2.0 GPA 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.
Corequisite(s): None
Offered: Fall, Spring

TECH 2023 – Internship Work Experience II (3 Credits)
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.

Hours: 192 Internship Hours
Prerequisite(s): TECH 2013 *and* approval of the Program Coordinator. Students must have at least a 2.0 GPA and have completed internship requirements along with established program requisites. See Coordinator for details.
Corequisite(s): None
Offered: Fall, Spring

WELD 1114 – Basic Welding (4 Credits)
Basic Welding covers the principles of oxyacetylene cutting, SMAW welding, basic principles, procedures, safety, and experience in using electric arc welding equipment.

Hours: 48 Lecture Hours, 16 Lab Hours
Prerequisite(s): MATH 1233
Corequisite(s): None
Offered: Fall, Spring

WELD 1214 – ARC Welding (4 Credits)
This course in SMAW welding is designed to give students knowledge of equipment, safety precautions, and shop practice. Students will make basic types of welds in positions and study welding nomenclature, design of joints, and electrode classifications.

Hours: 48 Lecture Hours, 16 Lab Hours
Prerequisite(s): WELD 1114
Corequisite(s): None
Offered: Fall, Spring

WELD 1314 – Tungsten Inert Gas (TIG) Welding (4 Credits)
This course is comprised of in-depth study and practice of the gas tungsten arc (TIG) welding process. The student's experience begins with the development of manipulative skills through the media of TIG welding in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel.

Hours: 48 Lecture Hours, 16 Lab Hours
Prerequisite(s): WELD 114
Corequisite(s): None
Offered: Fall

WELD 1414 – Metal Inert Gas (MIG) Welding (4 Credits)
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 both GMAW and FSAW.

Hours: 48 Lecture Hours, 16 Lab Hours
Prerequisite(s): WELD 1114
Corequisite(s): None

Offered: Fall, Spring

WELD 1514 – Pipe Welding (4 Credits)
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.

Hours: 48 Lecture Hours, 16 Lab Hours
Prerequisite(s): WELD 1114 *and* WELD 1214
Corequisite(s): None
Offered: Fall, Spring

WELD 1713 – Maintenance Welding (3 Credits)
A course providing the basic skills in oxy-acetylene cutting welding, and basic SMAW arc welding, and safety. Perform maintenance welding and repairs of production and equipment.

Hours: 32 Lecture Hours, 32 Lab Hours
Prerequisite(s): None
Corequisite(s): Math 1233
Offered: Fall, Spring

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 **HAZ**ardous **W**aste **O**peration **E**mergency **R**esponse 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 **HAZ**ardous **W**aste **O**peration **E**mergency **R**esponse 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.