# President's Message

Greetings:

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

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

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

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

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

Welcome to Southeast Arkansas College!

Steven Bloomberg, President
Southeast Arkansas College

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# Career Pathways and Workforce Development Center

## Career Pathways

## Arkansas Career Pathways Initiative

The Arkansas Department of Higher Education/Career Pathways Initiative is a program designed to assist parents at two-year colleges with:

- Book Loan Program, Childcare, Transportation and/or Tuition and Fees.

Career Pathways also provides students with advising to assist with career and educational decisions and employment skills. To be eligible, students must have custody of a child under the age of 21 who is living at home, be a former/current recipient of TEA Cash assistance; or be a current recipient of SNAP (formally known as Food Stamp Program), ARKids or Medicaid; or earnings are at the 250% Federal Poverty Level or less.

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

**Lisa Gober**, Director            (870) 543-5969

**Christen Gordon**, Intake Coordinator (870) 850-4823

# Workforce Development Center (WDC)

(Business, Industry and Government Training and Assistance Center)

## Workforce Development Center Mission

It is the mission of Southeast Arkansas College Workforce Development Center to compile and translate the needs of employers and students into affordable training programs. This will be accomplished by developing and implementing a process which will provide continuous improvement in the development, delivery, and affordability of customized training and services to business, industry, and government organizations within the SEARK College service area.

## Workforce Development Center Staff

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

WDC Office                    Phone (870) 543-5947 or Fax (870) 543-5951

Wanda C. Lindsey, Director                              (870) 543-5950

Jeffrey Pulliam, Business and Community Coordinator (870) 543-5948

# Workforce Development Center Services

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

**Computer Software Training** -The WDC offers a wide range of training in the latest software and techniques. Most courses range from three hours to one day.

**Customized Business and Industry Training** - Courses and programs assist in updating, upgrading, and cross-training current employees.

**Quality and Workforce Leadership Training** - Courses and programs related to total quality management and continuous improvement, including Quality Management and Improvement, Statistical Process Control, Quality Team Leadership and Facilitation, Human Relations and Interpersonal Development, and World Class Manufacturing.

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

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

Southeast Arkansas College Workforce Development Center (WDC) is an approved Pearson VUE® testing site to proctor Paramedic and EMT exams through the National Registry Emergency Medical Technicians (NREMT), and GED series assessments.

**Arkansas Career Readiness Certificate (CRC)** - An Arkansas CRC is a portable credential based upon completion of pre-assessments and lessons in the Career Ready 101® instruction system, followed by the WorkKeys® job skills assessment. The CRC credential demonstrates to employers that an individual possesses the basic workplace skills required for 21st-century jobs. The Arkansas CRC program uses results from the WorkKeys® assessments to award certificates in four categories: Platinum, Gold, Silver, and Bronze.

# Technical Career Programs - Drug Policy

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

The drug policy applies to the following NAH programs: Early Childhood Paraprofessional Technology, Phlebotomy Technology, Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, and Radiologic Technology.

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

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

# Educational Programs

Arkansas Course Transfer Systems (ACTS) Courses

Associate of Arts Degree

State Minimum Core Curriculum

Certificate of General Studies

Associate of General Studies

# Degree Programs

**\*Degrees & Certificates**

AA    Associate of Arts Degree (2 years)

AGS  Associate of General Studies Degree (2 years)

AAT  Associate of Arts in Teaching Degree (2 years)

AAS  Associate of Applied Science Degree (2 years)

CA    Certificate of Arts (1 year)

CGS  Certificate of General Studies (1 year)

TC    Technical Certificate (1 year)

CP   Certificate of Proficiency (1 semester or less)

## Associate of Arts Degree

### Suggested Program of Study

The Associate of Arts Degree is awarded to individuals who successfully complete a program of collegiate level work, which is transferable toward a baccalaureate degree. The state minimum general education core of 35 semester credit hours including courses in English/writing, the humanities and fine arts, history and the social sciences, mathematics, and the natural sciences are a part of this degree program. AA Degree graduates are guaranteed the transfer of

applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as "No Comparable Course." Additionally, courses with a "D" frequently do not transfer, and institutional policies may vary. ACTS may be accessed on the Internet by going to the Arkansas Department of Higher Education website and selecting "Students" and then the "Arkansas Course Transfer System. Check the ACTS website at: http://adhe.edu. This degree is also available as an online degree.

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

## 1st Year - 1st Semester

## Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## Choose ONE of the following courses

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1393 - ALP English Composition I **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3

## Choose ONE of the following courses

- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

Total Credit Hours 15

## 1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- Social Science Requirement **Credit Hours:** 3
- Fine Arts/Humanities Requirement **Credit Hours:** 3
- Directed Elective **Credit Hours:** 3

Total Credit Hours 15

## 2nd Year - 1st Semester

## Choose ONE of the following courses

- ENGL 2313 - English Literature I **Credit Hours:** 3
- ENGL 2363 - World Literature I **Credit Hours:** 3
- ENGL 2323 - English Literature II **Credit Hours:** 3
- ENGL 2373 - World Literature II **Credit Hours:** 3

## Choose ONE of the following courses

- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3

## Required Electives

- Directed Electives XXXX - Directed Electives - 6 Hours **Credit Hours:** 6
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours:** 4

## Total Credit Hours 16

## 2nd Year - 2nd Semester

## Choose ONE of the following courses

- HPER 1313 - Personal Health and Safety **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3
- ACCO 2323 - Principles of Accounting II **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3

## Required Electives

- Directed Electives xxxx - Directed Electives - 7 Hours **Credit Hours:** 7
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours:** 4

## Total Credit Hours 14

## Completion Award: Associate of Arts Degree 60

## Notes

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

# Associate of General Studies

The Associate of General Studies program is a flexible program enables a student to design an individualized program of collegiate level work of academic transfer and/or technical career courses. Individual courses within the Associate of

General Studies (AGS) Degree may fulfill requirements for transfer toward a baccalaureate 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.

## Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
  or
- ENGL 1393 - ALP English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours:** 3 or higher
- MATH 1323 - Real World Math **Credit Hours:** 3

## Choose ONE of the following courses

**(Social Sciences)**

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

## General and Technical Studies Electives - 42 Hours

Courses to meet this requirment can be from any college level credit course (developmental level course will not count).  Must be approved by the Dean of General Studies.

# Associate of Arts in Teaching

The Associate of Arts in Teaching is intended for students who are seeking teaching paraprofessional certification or who plan to transfer to a four-year institution to complete a Bachelor's degree in Education and obtain licensure.  The A.A.T. 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 required, 35-hour state minimum general education core.

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

# Suggested Program of Study

## 1st Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1303 - Foundations of Education **Credit Hours:** 3
- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
  Choose ONE math:
- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 1461 - Principles of Biology Lab **Credit Hours:** 1
- BIOL 1463 - Principles of Biology **Credit Hours:** 3
- EDUC 2113 - Math for Teachers I **Credit Hours:** 3
- EDUC 2123 - Math for Teachers II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## 2nd Year - 1st Semester

- PHYS 1401 - Physical Science Lab **Credit Hours:** 1
- PHYS 1403 - Physical Science **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3
  History requirement: Choose one of the following
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
  Fine Arts requirement: Choose one of tthe following
- ENGL 2363 - World Literature I **Credit Hours:** 3
- ENGL 2373 - World Literature II **Credit Hours:** 3
  Fine Arts requirement: Choose one of the following
- ART 2343 - Art History and Appreciation **Credit Hours:** 3
- MUSI 2333 - Music History and Appreciation **Credit Hours:** 3

## 2nd Year - 2nd Semester

- HIST 2333 - Arkansas History **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3

- PSYC 2303 - General Psychology **Credit Hours:** 3
  Social Science requirement: Choose one of the following
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
  Education requirement: Choose one of the following
- EDUC 2143 - Curriculum Strategies for Teachers **Credit Hours:** 3
- EDUC 2133 - Classroom Methods & Management **Credit Hours:** 3
  If Mathematics/Science specialty, take:
- MATH 1343 - College Trigonometry **Credit Hours:** 3
  If Language Arts/Social Studies specialty, take:
- ENGL 2413 - American Literature I **Credit Hours:** 3
- ENGL 2423 - American Literature II **Credit Hours:** 3

## Completion Award: Associate of Arts in Teaching Degree

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

# Business Analytics, AAS

## Suggested Program of Study

### 1st Year - 1st Semester

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

### 1st Year - 2nd Semester

- MATH 2373 - Introduction to Statistics **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3

### 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3

- ACCO 2323 - Principles of Accounting II **Credit Hours:** 3
- BUSI 1243 - Legal Environment of Business **Credit Hours:** 3

## 2nd Year - 2nd Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours:** 4
  Choose one history course.
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
  Choose one of the following courses.
- HUMA 2313 - Humanities **Credit Hours:** 3
- ENGL 2313 - English Literature I **Credit Hours:** 3
- ENGL 2323 - English Literature II **Credit Hours:** 3
- ENGL 2363 - World Literature I **Credit Hours:** 3
- ENGL 2373 - World Literature II **Credit Hours:** 3
- PHIL 2323 - Ethics **Credit Hours:** 3

## Completion Award: Associate of Applied Science - Business Analytics

# Computer Information Systems Technology, A.A.S.

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- INET 1143 - Intro To Web Programming **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or

- MATH 1333 - College Algebra **Credit Hours:** 3

- INFO 2243 - Advanced Programming Concepts **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3

## Completion Award: Technical Certificate 30

## 2nd Year - 1st Semester

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

## 2nd Year - 2nd Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- INFO 2493 - Capstone **Credit Hours:** 3
- INET 2103 - Mobile Apps Programming **Credit Hours:** 3
- INFO 2133 - Computer Programming II **Credit Hours:** 3
- Behavioral/Social Science Elective **Credit Hours:** 3

## Completion Award: Associate of Applied Science Degree 60

# Computer Network Technology, A.A.S.

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3

- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- CNET 1123 - Network Concepts **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CNET 1143 - PC Maintenance and Repair **Credit Hours:** 3

## Completion Award: Technical Certificate 30

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- CNET 2413 - Network Management **Credit Hours:** 3
- CNET 2233 - Network Technical Support **Credit Hours:** 2
- CNET 1213 - Windows Operating Systems **Credit Hours:** 3

  Behavioral/Social Science Elective
  Must be one of the following:
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3

## 2nd Year - 2nd Semester

- CNET 2223 - Network Engineering **Credit Hours:** 3
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours:** 3
- CNET 2443 - CNET Capstone **Credit Hours:** 3
- CNET 1223 - Advanced Network Concepts **Credit Hours:** 3
- CNET 2213 - Network Security **Credit Hours:** 3

## Completion Award: Associate of Applied Science Degree 60

# Criminal Justice Technology, A.A.S.

## Suggested Program of Study

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 or INET delivery: Introduction to Computers grade of "C" or better and either Development Reading grade of "C" or better, an ACT Reading Score of 19 or higher, or an ACCUPLACER NG Reading Score of 263+.

## 1st Year-1st Semester

## Required Courses

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- CRIM 1213 - Juvenile Delinquency and Justice **Credit Hours:** 3
- CRIM 1313 - Introduction to Criminal Justice **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

## 1st Year-2nd Semester

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

## 2nd Year-1st Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- CRIM 2343 - Constitutional Law **Credit Hours:** 3
- Technical Specialty Electives (See choices below.) **Credit Hours:** 6

## 2nd Year-2nd Semester

- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3
- CRIM 2383 - Criminal Law **Credit Hours:** 3
- Technical Specialty Electives (See choices below.) **Credit Hours:** 6

## Technical Specialty Electives

**Choose 12 credit hours from the following courses:**

- BUSI 1243 - Legal Environment of Business **Credit Hours:** 3
- CRIM 1323 - Arkansas Juvenile Law and Procedures **Credit Hours:** 3
- CRIM 2323 - Probation and Parole **Credit Hours:** 3 (Corrections related)
- CRIM 2373 - Criminal Investigation I **Credit Hours:** 3 (Law Enforcement related)
- CRIM 2463 - Private Security and Investigation **Credit Hours:** 3
- EMER 1007 - EMT-Basic **Credit Hours:** 7
- LANG 2424 - Elementary Spanish II **Credit Hours:** 4
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- TECH 2013 - Internship Work Experience I **Credit Hours:** 3

Completion Award: Associate of Applied Science 60

# Cybersecurity Management Technology - AAS

The AAS in CybersecurityManagement Technology will be a 60 credit-hour program which will prepare student 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 informtaion 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.

## 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3
  Social Science Elective

## 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CYSC 2003 - Introduction to Cybercrime **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- CNET 1123 - Network Concepts **Credit Hours:** 3

## 3rd Semester

- CNET 1213 - Windows Operating Systems **Credit Hours:** 3
- CYSC 2013 - Principles of Cyber Security **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3
- CYSC 2023 - Ethics in Information Technology **Credit Hours:** 3
- INFO 2153 - Java Programming **Credit Hours:** 3

## 4th semester

- CNET 2213 - Network Security **Credit Hours:** 3
- CYSC 2033 - Digital Forensics **Credit Hours:** 3
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours:** 3
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours:** 3
- CYSC 2123 - Security Auditing **Credit Hours:** 3

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

## Suggested Program of Study

The Early Childhood Paraprofessional Technology program is a two-semester program that fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

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

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

## 1st Year - 1st Semester

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

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours:** 3 +
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
- ECDT 1113 - Essential Elements of Child Care **Credit Hours:** 3 +

## 1st Year - 2nd Semester

## Choose ONE Of the following courses

- MATH 1123 - Business Mathematics **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

## Required Courses

- ENGL 1323 - English Composition II **Credit Hours:** 3
- EDUC 1113 - Early Childhood Field Experience **Credit Hours:** 2
- ECDT 1323 - Language Arts for Preschool Children **Credit Hours:** 3
- ECDT 1413 - Music for Preschool Children **Credit Hours:** 3

## 2nd Year - 1st Semester

### Required Courses

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ECDT 1513 - Child Nutrition and Health Care **Credit Hours:** 3
- ECDT 2243 - Social and Emotional Development in an Inclusive Classroom **Credit Hours:** 3
- ECDT 2713 - Social Studies, Math, and Science for Preschool Children **Credit Hours:** 3

### Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3

## 2nd Year - 2nd Semester

- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- ECDT 2813 - Administration of Preschool Programs **Credit Hours:** 3
- ECDT 2613 - Curriculum Methods and Materials **Credit Hours:** 3
- ECDT 2916 - Early Childhood Education Practicum **Credit Hours:** 6

Completion Award: Associate of Applied Science Degree 60

# Electrical Mechanical System Technology - Electrical Systems Technology, A.A.S.

## 1st Year - 1st Semester

- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ELEC 1003 - Instrumentation & Control I **Credit Hours:** 3
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3

- ELEC 2003 - Instrumentation & Control II **Credit Hours:** 3
- ELEC 2004 - Programmable Logic Controllers **Credit Hours:** 4
- ELEC 2014 - Wiring Principles & Codes **Credit Hours:** 4

## 2nd Year - 2nd Semester

- ELEC 2024 - Commercial & Industrial Wiring **Credit Hours:** 4
- ELEC 2034 - Troubleshooting Electromechanical Systems **Credit Hours:** 4
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3

## Behavioral/Social Science Elective - Choose One of the following

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

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

## Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

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

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

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

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 250+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. A copy of current EMT - A Certification Card; and
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

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

**NOTE:** Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification (American Heart Association Health Care Provider);
2. Functional Ability Acknowledgement Form;
3. P.P.D. Skin Test or Chest X-Ray;
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
5. Criminal background check and drug screen.

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

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

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours:** 9

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours:** 4
- EMER 1111 - Basic EKG Interpretation **Credit Hours:** 1
- EMER 1112 - Clinical **Credit Hours:** 2
- EMER 1134 - Clinical Practicum I **Credit Hours:** 4
- EMER 1222 - Acute Cardiac Care **Credit Hours:** 2

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours:** 4
- EMER 1213 - Management of the Trauma Patient **Credit Hours:** 3
- EMER 1242 - Management of the Critical Care Patient **Credit Hours:** 2
- EMER 1244 - Clinical Practicum II **Credit Hours:** 4

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours:** 3
- EMER 1411 - Paramedic Competencies **Credit Hours:** 1
- EMER 1424 - Clinical Practicum III **Credit Hours:** 4

## Completion Award: Technical Certificate 34

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4
- PSYC 2303 - General Psychology **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4
- BIOL 2474 - Microbiology **Credit Hours:** 4

## Completion Award: Associate of Applied Science Degree 61

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

## Required Courses

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.

## General Education Core

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

## Choose ONE of the following courses

(Social Science elective.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

## Technology Specialty - Major 24

## Technology Specialty - Minor 15

## Related Electives

- Electives **Credit Hours:** 3

Completion Award: Associate of Applied Science Degree 60

# 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

### 1st Year - 1st Semester

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4

### 1st Year - 2nd Semester

- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4
- MECH 1054 - Electro-Mechanical Device Systems **Credit Hours:** 4

### 1st Year - Summer

- ELEC 2004 - Programmable Logic Controllers **Credit Hours:** 4

### 2nd Year - 1st Semester

- ELEC 2104 - Programmable Logic Controllers II **Credit Hours:** 4
- ELEC 1003 - Instrumentation & Control I **Credit Hours:** 3
- ELEC 2014 - Wiring Principles & Codes **Credit Hours:** 4
- ELEC 2024 - Commercial & Industrial Wiring **Credit Hours:** 4

### 2nd Year - 2nd Semester

- ELEC 2034 - Troubleshooting Electromechanical Systems **Credit Hours:** 4
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- WELD 1713 - Maintenance Welding **Credit Hours:** 3
- Social Science Elect Social Science Elect - Behavioral/Social Science Elective **Credit Hours:** 3

Completion Award: Associate of Applied Science - Industrial Maintenance Technology

# Radiologic Technology, A.A.S.

## Suggested Program of Study

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 Nursing and Allied Health Application for Admission form;
3. Completion the required general education courses from an accredited college or university with a grade of "C" or above;
4. An ACT Score of 19 in each section, ACCUPLACER NG score of 250+; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher;
5. Completion or test score validated exemption of all required developmental studies courses in English, Mathematics, and Reading;
6. A minimum 2.5 cumulative grade point average for all college course work (excluding development courses);
7. Completion of a professional observation.; and
8. Based on the above criteria, the top 30 applicants will be interviewed.

The above information must be submitted to:

Southeast Arkansas College
Radiography Technology Program
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

### APPLICATION PROCEDURE DEADLINE

**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 made. 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 in order to begin classes:

1. P.P.D. Skin Test or Chest X-Ray;
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form;
3. Functional Acknowledgment Form; and
4. Criminal Background Check and drug screen.

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

## Pre-Admission Requirements

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

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4 *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4 *
- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

## 1st Year - 1st Semester

- RADI 1103 - Introduction to Radiologic Technology **Credit Hours:** 3
- RADI 1173 - Radiographic Procedures I **Credit Hours:** 3
- RADI 1223 - Radiographic Practicum I **Credit Hours:** 3
- RADI 1233 - Radiographic Physics **Credit Hours:** 3

## 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- RADI 1243 - Radiographic Procedures II **Credit Hours:** 3
- RADI 1333 - Radiographic Practicum II **Credit Hours:** 3
- RADI 1253 - Digital Imaging **Credit Hours:** 3
- RADI 1443 - Principles of Exposure & Image Production **Credit Hours:** 3

## Extended Summer Term

**8 Weeks**

- RADI 1434 - Radiographic Practicum III **Credit Hours:** 4

## 2nd Year - 1st Semester

- PSYC 2303 - General Psychology **Credit Hours:** 3
- RADI 1343 - Radiographic Procedures III **Credit Hours:** 3
- RADI 1444 - Radiographic Practicum IV **Credit Hours:** 4

- RADI 1442 - Imaging Equipment **Credit Hours:** 2
- RADI 2233 - Radiographic Pathology **Credit Hours:** 3

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- RADI 1353 - Radiation Biology **Credit Hours:** 3
- RADI 2223 - Radiographic Evaluation **Credit Hours:** 3
- RADI 2444 - Radiographic Practicum V **Credit Hours:** 4
- RADI 2442 - Radiographic Total Quality Management **Credit Hours:** 2

## Extended Summer Term

**8 Weeks**

- RADI 2454 - Radiographic Practicum VI **Credit Hours:** 4

## Completion Award: Associate of Applied Science Degree 79

# Registered Nursing, Generic Option (Level 1), A.A.S.

## Suggested Program of Study

The Registered Nursing Program, Generic Option, is intended to provide a beginning point for individuals seeking upward mobility or who aspire to become a Registered Nurse. The program is designed to prepare graduates with the knowledge and skills required to be successful on the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program enables students who aspire to become Registered Nurses to do so within a minimum period of time with a minimum duplication of course content and credits. The Generic option requires students to complete coursework in fundamental skills already attained by the LPN/Paramedic.

The Generic RN Program Option is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), 3343 Peachtree Rd. NE, Ste. 850; Atlanta, GA, 30326. (404) 975-5000; www.ACENursing.org, and is approved by the Arkansas State Board of Nursing (ASBN) 1123 S University Ave., #800, Little Rock Ar 72204.

**APPLICATION PROCEDURES & DEADLINE:** The application deadline is the 2nd (second) Friday in March. Classes are admitted in August. Class size is limited, and all applicants are not accepted for participation.

**ACCEPTANCE PROCEDURE:** Applicants that are selected for admission must notify the Nursing Division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program students must submit evidence of the following in order to begin classes:

1. Documentation of current American Heart Association (AHA) CPR certification (Level C);
2. Acknowledgment of Functional Abilities Requirements;
3. Documentation of P.P.D. Skin Test or Chest X-Ray;
4. Documentation of Hepatitis B Series or Signature on SEARK Vaccination Waiver Claim Form;
5. Submit to a criminal background check. Students are responsible for any fees associated with the background check;
6. Possess a current unencumbered Arkansas Certified Nursing Assistant (CNA) Certification; and

7. Criminal background check and drug screen.

A student enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

**ADMISSION REQUIREMENTS:**

1. High School Diploma (or GED Equivalency)
2. Complete all SEARK College Admission Requirements.
3. Hold a current unencumbered Arkansas Certified Nursing Assistant (CNA) License
4. Current American Hert Association (AHA) CPR Certification (Level C).
5. Accuplacer Reading Score 75; Next Generation Accuplacer scores of Reading 250 or Reading score on the ACT of a 19, or Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all pre-admission requirements courses.
7. Possess a 2.5 Grade Point Average. (Total quality points in the required general education courses are calculated determining admission status)
8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Complete a Nursing and Allied Halth Application form and submit to the Division of Nursing and Allied Health prior to the application deadline date.
11. Completion of the required nursing program TEAS entrance exam with a composit score of at least 50%

## Pre-Admission Requirements

**CNA Certification required for admission.**

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

    *Optional*
- CHEM 1434 - General Chemistry I **Credit Hours:** 4 ***

    ***Course must be completed within the past 5 years or less as a requirement for a completed degree.

## Fall 1st Year (Program Acceptance)

- NURS 1704 - Fundamentals of Nursing **Credit Hours:** 4
- NURS 1713 - Clinical Practicum: Fundamentals of Nursing **Credit Hours:**
- HOME 1323 - Basic Nutrition **Credit Hours:** 3 (optional)
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## Spring 1st Year

- NURS 1724 - Medical Surgical Nursing I **Credit Hours:** 4
- NURS 1733 - Clinical Practicum -Medical Surg Nurs **Credit Hours:** 3

- PSYC 2303 - General Psychology **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3 (optional)

## Summer 1st Year

- NURS 2514 - Medical Surgical Nursing II **Credit Hours:** 4
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours:** 2

## Fall 2nd Year

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours:** 3
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours:** 2
- NURS 2713 - Pediatric Nursing **Credit Hours:** 3
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours:** 2

## Spring 2nd Year

- NURS 2813 - Mental Health Nursing **Credit Hours:** 3
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours:** 2
- NURS 2914 - Complex Health Disorders **Credit Hours:** 4
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours:** 2
- NURS 2901 - NCLEX Prep **Credit Hours:** 1

# Registered Nursing, LPN/Paramedic to RN Option (Level 2), A.A.S.

## Suggested Program of Study

This program is intended to enable qualified Licensed Practical Nurses and/or qualified EMT Paramedics who aspire to become Registered Nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. The NREMT-P is mainstreamed into the LPN to RN curriculum. Graduates of the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

ADMISSION REQUIREMENTS:

1. Complete all SEARK College admission requirements.
2. Ggraduate from a state board approved practical nursing or paramedic program.
3. Hold a current unencumbered Arkansas LPN or Paramedic License.
4. Current American Heart Association (AHA) CPR certification
5. Provide Accuplacer Reading Score of 75, Next Generation Accuplacer score of 250 or ACT Reading score of 19 OR Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all per-admission requirement courses.
7. Possess a 2.5 GRade POInt Average
8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Completion of the required nursing program TEAS Entrance exam with a composit score of at least 50%
11. Provide Ecidence of recent sarisfactory work experence

The above information must be submitted to:

Southeast Arkansas College
Attn: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE: Classes are admitted annually in June. Class size is limited, and all applicants are not accepted for participation. **Applications must be submitted by: 2nd Friday in March.**

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

ACCEPTANCE PROCEDURE: Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program, students must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider. Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
5. Criminal background check and drug screen Arkansas State Police and FBI Criminal background check.*

Note: The ASBN require that all applicants for licensure submit to criminal background checks while in the program. All students accepted into the nursing program will be required to have these background checks and will be required to pay all associated fees. Random drug screening may be utilized at any time during the course of the program at the student's expense.

The LPN/LPTN to RN Transition program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Ste. 850; Atlanta, GA 30326, (404) 975-5000; www.ACENursing.org and approved by the Arkansas State Board of Nursing (ASBN) 1123 S. University #800, Little Rock, AR 72504.

## Pre-Admission Course Requirements

**LPN/Paramedic Licensure required for Admission**

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4 ***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4 ***
- BIOL 2474 - Microbiology **Credit Hours:** 4 ***

Optional
- CHEM 1434 - General Chemistry I **Credit Hours:** 4 ***
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- HOME 1323 - Basic Nutrition **Credit Hours:** 3

***Course must be completed within the previous 5 years or less as a requirement for a completed degree

## Nursing Course Requirements

### Summer (Entry)

- NURS 2514 - Medical Surgical Nursing II **Credit Hours:** 4
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours:** 2
- PSYC 2303 - General Psychology **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

### Fall

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours:** 3
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours:** 2
- NURS 2713 - Pediatric Nursing **Credit Hours:** 3
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours:** 2

### Spring

- NURS 2813 - Mental Health Nursing **Credit Hours:** 3
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours:** 2
- NURS 2914 - Complex Health Disorders **Credit Hours:** 4
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours:** 2
- NURS 2901 - NCLEX Prep **Credit Hours:** 1

# Respiratory Therapist (RRT), A.A.S.

## Suggested Program of Study

This program is designed to prepare students for practice as a respiratory care practitioner. The Associate of Applied Science degree graduate is prepared in application of skills required to demonstrate proficiency as a Registered Respiratory Therapist. In addition to laboratory instruction, the student receives experience through clinical simulation laboratory and supervised work experience in several clinical settings. The program incorporates the general education courses with the 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 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: (817) 283-2835 ext 107
Fax: (817) 354-8519

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

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

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

**Step 2:** Current students should complete an online application for the Respiratory Care program under the Nursing and Allied Health Division. Program application can be found at http://seark.edu/sites/default/files/documents/nah/RRT_APPLICATION_201322.pdf

**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
Nursing and Allied Health Technologies Division
1900 Hazel Street

Pine Bluff, AR 71603

**Application Deadline**

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

**Program Admission Requirements**

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

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

TB skin test (2-step)

Hepatitis B 3-shot series

COVID-19 vaccinations or a 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.

Program application can be found at
http://seark.edu/sites/default/files/documents/nah/RRT_APPLICATION_201322.pdf

## Pre-Admission Requirements

*Course must have been completed in the past five (5) years or receive special permission for acceptance.
***This 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. Transferability of the course will be determined by the transferring institution. (College Algebra, College Chemistry I, College Physics I and Microbiology should be taken if planning to transfer to a 4-year institution.)

- BIOL 2453 - Human Anatomy and Physiology I **Credit Hours:** 3
- BIOL 2451 - Human Anatomy and Physiology I Lab **Credit Hours:** 1
- BIOL 2463 - Human Anatomy and Physiology II **Credit Hours:** 3
- BIOL 2461 - Human Anatomy and Physiology II Lab **Credit Hours:** 1
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3 or Higher Math

- PSYC 2303 - General Psychology **Credit Hours:** 3
  or
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3

- RESP 2414 - Respiratory Care Sciences **Credit Hours:** 4 ***

## 1st Year - 1st Semester

**(Fall)**

- RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I **Credit Hours:** 2
- RESP 1423 - Respiratory Pharmacology **Credit Hours:** 3
- RESP 1335 - Equipment and Techniques I **Credit Hours:** 5
- RESP 1224 - Basic Assessment and Diagnostics (4 hour) **Credit Hours:** 4

## 1st Year - 2nd Semester

**(Spring)**

- RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II **Credit Hours:** 2
- RESP 1243 - Pulmonary Disease I **Credit Hours:** 2
- RESP 2213 - Equipment and Techniques II **Credit Hours:**
- RESP 2212 - Mechanical Ventilation **Credit Hours:**

## Extended Summer Term

**8 Weeks**

- RESP 2451 - Clinical Practicum II **Credit Hours:** 1
- RESP 2323 - Equipment and Techniques III **Credit Hours:**
- RESP 2322 - Advanced Monitoring Procedures Technique **Credit Hours:**

## 2nd Year - 4th Semester

**(Fall)**

- RESP 2343 - Neonatal & Pediatrics **Credit Hours:** 3
- RESP 2312 - Advanced Pharmacology **Credit Hours:** 2
- RESP 2462 - Clinical Practicum III **Credit Hours:** 2
- RESP 2363 - Critical Care **Credit Hours:**
- RESP 2253 - Pulmonary Disease II **Credit Hours:**
- RESP 2311 - Integration of Respiratory Theory/Practice **Credit Hours:**

## 2nd Year - 5th Semester

**(Spring)**

- RESP 2502 - Professional Development **Credit Hours:** 2
- RESP 2473 - Clinical Practicum IV **Credit Hours:** 3
- RESP 2353 - Advanced Cardiopulmonary Care **Credit Hours:** 3

## 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

## Completion Award: Associate of Applied Science - Respiratory Care Technology

# Supply Chain Management Technology

An Associate degree in Supply Chain Management prepares students to manage and coordinate all logistical functions in an enterprise.  Students will receive a fundamental introduction to the field of Supply Chain Management in conjunction with basic business technology success skills,

ranging from acquisitions to receiving and handling, through the internal allocation of resources to operations units, to the handling and delivery of output.  This program includes instruction in acquisition and purchasing, inventory control, resources estimation and allocation, and budgeting.

## Suggested Program of Study

### 1st Year - 1st Semester

- LOGM 1203 - Intro to Logistics **Credit Hours:** 3
- CDL 1113 - Truck Maintenance and Road Safety **Credit Hours:** 3
- CDL 1213 - Road Regulations and Rules **Credit Hours:** 3
- CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours:** 6

### 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- LEAD 1321 - Principles of Workplace Success **Credit Hours:** 1
- LOGM 1213 - Operations Management **Credit Hours:** 3
- LOGM 1223 - Transportation Systems **Credit Hours:** 3

### 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- LOGM 2103 - Lean Manufacturing **Credit Hours:** 3
- LOGM 2113 - Logistics and Supply Chain Management **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3

### 2nd Year - 2nd Semester

- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- LOGM 2123 - Principles of Procurement **Credit Hours:** 3
- BUSI 1243 - Legal Environment of Business **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- Social Science Elect Social Science Elect - Behavioral/Social Science Elective **Credit Hours:** 3

## Completion Award: Associate of Applied Science - Supply Chain Management Technology

# Surgical Technology, A.A.S.

## Suggested Program of Study

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

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

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

**APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

**Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS**

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

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

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

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

## Pre-Admission Requirements

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4** *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4** *
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

## 1st Year - 1st Semester

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours: 8**
- BIOL 2474 - Microbiology **Credit Hours: 4** *
- SURG 1536 - Surgical Technology Practicum I **Credit Hours: 6**

## 1st Year - 2nd Semester

- SURG 1548 - Surgical Technology Procedures II **Credit Hours: 8**
- SURG 1557 - Surgical Technology Practicum II **Credit Hours: 7**

## Summer Term I

**8 Weeks**

- SURG 1614 - Surgical Technology Practicum III **Credit Hours: 4**

## Completion Award: Technical Certificate 48

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**

## Completion Award: Associate of Applied Science Degree 63

# Certificate of Arts

Suggested Program of Study

1st Year - 1st Semester

1st Year - 2nd Semester

Completion Award: Certificate of Arts

# 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.

## Required Courses

## English/Communication

**9 Credit Hours required.**

- ENGL 1313 - English Composition I **Credit Hours:** 3
  or
- ENGL 1393 - ALP English Composition I **Credit Hours:** 3

- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## Science, Math, and Technology

**14 Credit Hours required.**
Including Eight (8) Hours of Lab Science from SEARK College Core Curriculum.

- BIOL 1464 - Principles of Biology **Credit Hours:** 4
- BIOL 1474 - General Zoology **Credit Hours:** 4
- BIOL 1484 - General Botany **Credit Hours:** 4
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4
- BIOL 2474 - Microbiology **Credit Hours:** 4
- CHEM 1434 - General Chemistry I **Credit Hours:** 4
- CHEM 1444 - General Chemistry II **Credit Hours:**
- PHYS 1404 - Physical Science **Credit Hours:** 4

- PHYS 2414 - General Physics I **Credit Hours:** 4
- PHYS 2424 - General Physics II **Credit Hours:** 4

- MATH 1333 - College Algebra **Credit Hours:** 3
  or
- higher-level mathematics course **Credit Hours:** 3

- COMP 1123 - Introduction to Computers **Credit Hours:** 3 (Institutional Requirement)

## Social Sciences

**9 Credit Hours Required.**

## Choose One (1) Course listed below from SEARK College Core Curriculum

(Remaining Courses in Group May Be Selected as Social Science Electives.)

- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

## Choose One (1) Course listed below from the SEARK College Core Curriculum

- PSYC 2303 - General Psychology **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3

## Choose One (1) Social Science Elective from the SEARK College Core Curriculum

(Social Science Elective may also include any HIST, POLI, PSYC, or SOCI course not previously chosen.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

## Fine Arts/Humanities

**6 Credit Hours required.**
Choose One (1) Fine Arts/Humanities Electives from SEARK College Core Curriculum.

- ART 2343 - Art History and Appreciation **Credit Hours:** 3

- MUSI 2333 - Music History and Appreciation **Credit Hours:** 3
- ENGL 2313 - English Literature I **Credit Hours:** 3
- ENGL 2323 - English Literature II **Credit Hours:** 3
- ENGL 2363 - World Literature I **Credit Hours:** 3
- ENGL 2373 - World Literature II **Credit Hours:** 3
- HUMA 2313 - Humanities **Credit Hours:** 3
- PHIL 2313 - History of Philosophy **Credit Hours:** 3
- PHIL 2323 - Ethics **Credit Hours:** 3
- LANG 2414 - Elementary Spanish I **Credit Hours:** 4 **
- LANG 2424 - Elementary Spanish II **Credit Hours:** 4 **

## Institutional Requirement

**3 Credit Hours Required.**

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3

## Completion Award: Certificate of General Studies 38

** If LANG 2414 or LANG 2424 is selected - the hours will increase to seven (7) for Fine Arts.

# Air Conditioning and Refrigeration Technology, Technical Certificate

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- AIRC 1116 - Basic Refrigeration **Credit Hours:** 6
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- READ 1213 - Developmental Reading **Credit Hours:** 3
- AIRC 1126 - Electricity for Air Conditioning/Refrigeration **Credit Hours:** 6

## 1st Year - 2nd Semester

- AIRC 1136 - Commercial Refrigeration **Credit Hours:** 6

- AIRC 1146 - Residential Systems **Credit Hours:** 6
- AIRC 1163 - Controls for Air Conditioning/Refrigeration **Credit Hours:** 3
- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3

## Choose ONE of the following Technical Specialty Electives

- WELD 1116 - Basic Welding **Credit Hours:** 6
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1004 - Principles of Technology **Credit Hours:** 4

## Completion Award: Technical Certificate 46 or 48

## Note

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

# Business Analytics, TC

## Suggested Program of Study

### 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1312 - Academic Success **Credit Hours:** 2
- LEAD 1321 - Principles of Workplace Success **Credit Hours:** 1
- MATH 1123 - Business Mathematics **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3
- BUSI 1051 - Word Processing **Credit Hours:** 1
- BUSI 1061 - Electronic Spreadsheet **Credit Hours:** 1

### 1st Year - 2nd Semester

- MATH 1333 - College Algebra **Credit Hours:** 3
- MATH 2373 - Introduction to Statistics **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3

## Completion Award: Technical Certificate - Business Analytics

# Computer Information Systems Technology, Technical Certificate

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- INET 1143 - Intro To Web Programming **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- INFO 2243 - Advanced Programming Concepts **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3

## Completion Award: Technical Certificate 30

# Computer Network Technology, Technical Certificate

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- CNET 1123 - Network Concepts **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CNET 1143 - PC Maintenance and Repair **Credit Hours:** 3

Completion Award: Technical Certificate 30

# Computer Programming - Technical Certificate

## Program of Study

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- CNET 1123 - Network Concepts **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- CNET 1213 - Windows Operating Systems **Credit Hours:** 3
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours:** 3
- CNET 2213 - Network Security **Credit Hours:** 3
- CYSC 2023 - Ethics in Information Technology **Credit Hours:** 3
- INFO 2153 - Java Programming **Credit Hours:** 3

# Construction Management Technology

The TC in Construction Management Technology is a 29 credit-hour program which provides instruction in construction safety, blueprint reading, carpentry, basic electrical, plumbing, welding and HVAC. It will prepare students for careers in construction, or it will be a stackable certificate as part of the AAS in Industrial Maintenance.

## 1st Semester

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4

## 2nd Semester

- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours:** 4
- DRAF 2314 - Architectural Drawing and Design **Credit Hours:** 4
- CNST 1233 - Surveying and Elevations **Credit Hours:**

# Electrical Mechanical Systems Technology - Electrical Systems Technology, Technical Certificate

## 1st Year - 1st Semester

- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ELEC 1003 - Instrumentation & Control I **Credit Hours:** 3
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4

# Emergency Medical Sciences - Paramedic, Technical Certificate

## Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree

programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

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

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

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

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 263+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher. A copy of current EMT - A Certification Card; and
4. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

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

**NOTE**: Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification (American Heart Association Health Care Provider);
2. Functional Ability Acknowledgement Form;
3. P.P.D. Skin Test or Chest X-Ray;
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and

5. Criminal background check and drug screen.

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

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

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours:** 9

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours:** 4
- EMER 1111 - Basic EKG Interpretation **Credit Hours:** 1
- EMER 1112 - Clinical **Credit Hours:** 2
- EMER 1134 - Clinical Practicum I **Credit Hours:** 4
- EMER 1222 - Acute Cardiac Care **Credit Hours:** 2

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours:** 4
- EMER 1213 - Management of the Trauma Patient **Credit Hours:** 3
- EMER 1242 - Management of the Critical Care Patient **Credit Hours:** 2
- EMER 1244 - Clinical Practicum II **Credit Hours:** 4

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours:** 3
- EMER 1411 - Paramedic Competencies **Credit Hours:** 1
- EMER 1424 - Clinical Practicum III **Credit Hours:** 4

## Completion Award: Technical Certificate 34

# Health Sciences, Technical Certificate

## Suggested Program of Study

The Health Sciences technical certificate program is designed to equip students with a broad skill set and enable students to complete transferable collegiate level courses that are a prerequisite for acceptance into nursing and other health science majors.

The technical certificate in Health Sciences (TCHS) documents student mastery of core knowledge and skills that provide the foundation for success in nursing and health science curricula.

Some of the required courses may not transfer to other institutions. Students should check with the transferring institution prior to enrolling.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

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

## 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3

## Choose ONE of the following courses

* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2226 - Anatomy and Physiology for Health Professions **Credit Hours:** 6 *
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4

## 2nd Semester

## Required Courses

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 2474 - Microbiology **Credit Hours:** 4

## Choose ONE of the following courses

* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2232 - Anatomy & Physiology Lab for Health Professions **Credit Hours:** 2 *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4

## Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3

## Choose ONE of the following courses

- HEAL 1113 - Medical Terminology **Credit Hours:** 3
- An Approved General or Technical Studies Elective **Credit Hours:** 3

## Completion Award: Technical Certificate 30

# PC Maintenance and Repair Technology, Technical Certificate

## Suggested Program of Study

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

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3

- MATH 2331 - Technical Math **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- CNET 1143 - PC Maintenance and Repair **Credit Hours:** 3

## Total Credit Hours 15

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- Behavioral Social Science Elective **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3

## Total Credit Hours 15

## Completion Award: Technical Certificate 30

# Practical Nursing, Technical Certificate

## Suggested Program of Study

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: General and specific requirements listed below:

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

The above information must be submitted to:

Southeast Arkansas College
Attention: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division Office by 4:30 p.m. on the final day of the application acceptance dates may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance to the program. ACT or 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 in order to 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 screening 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 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 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.

## Prerequisites

*Courses must be completed within the past 5 years or receive special permission for acceptance or have Health Science Certificate no more than 10 years old.

- BIOL 2453 - Human Anatomy and Physiology I **Credit Hours:** 3
- BIOL 2451 - Human Anatomy and Physiology I Lab **Credit Hours:** 1
- BIOL 2463 - Human Anatomy and Physiology II **Credit Hours:** 3
- BIOL 2461 - Human Anatomy and Physiology II Lab **Credit Hours:** 1
- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours:** 7

## 1st Year - 1st Semester

MODULE I (1st 8-Weeks)

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

## Module II (2nd 8-Weeks)

- PNUR 1245 - Fundamental Nursing Concepts and Skills II **Credit Hours:** 5
- PNUR 1211 - Pharmacology Concepts & Applications **Credit Hours:** 1

## 1st Year - 2nd Semester

**MODULE III**

- PNUR 1317 - Medical Surgical Nursing & Clinical I **Credit Hours:** 7
- PNUR 1232 - Nursing Care of Mothers and Infants **Credit Hours:** 2
- PNUR 1242 - Nursing Care of Children **Credit Hours:** 2
- PNUR 1321 - Nursing Care of the Mentally Ill **Credit Hours:** 1

## Summer Session

**MODULE IV (8-Weeks)**

- PNUR 1417 - Medical and Surgical Nursing & Clinical II **Credit Hours:** 7

Completion Award: Technical Certificate (Nursing Course Requirements) 50

# 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

### 1st Year - 1st Semester

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4

### 1st Year - 2nd Semester

- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4
- MECH 1054 - Electro-Mechanical Device Systems **Credit Hours:** 4

### Summer

- ELEC 2004 - Programmable Logic Controllers **Credit Hours:** 4
- ELEC 2104 - Programmable Logic Controllers II **Credit Hours:** 4

## Completion Award: Technical Certificate - Programmable Logic Controllers

# 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

## 1st Year - 1st Semester

- LOGM 1203 - Intro to Logistics **Credit Hours:** 3
- CDL 1113 - Truck Maintenance and Road Safety **Credit Hours:** 3
- CDL 1213 - Road Regulations and Rules **Credit Hours:** 3
- CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours:** 6

## 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- LEAD 1321 - Principles of Workplace Success **Credit Hours:** 1
- LOGM 1213 - Operations Management **Credit Hours:** 3
- LOGM 1223 - Transportation Systems **Credit Hours:** 3

## Completion Award: Technical Certificate - Supply Chain Transportation

# Surgical Technology, Technical Certificate

## Suggested Program of Study

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

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

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

**APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

**Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS**

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

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

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

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

# Pre-Admission Requirements

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4 *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4 *
- HEAL 1113 - Medical Terminology **Credit Hours:** 3

# 1st Year - 1st Semester

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours:** 8
- SURG 1536 - Surgical Technology Practicum I **Credit Hours:** 6
- BIOL 2474 - Microbiology **Credit Hours:** 4 *

# 1st Year - 2nd Semester

- SURG 1548 - Surgical Technology Procedures II **Credit Hours:** 8
- SURG 1557 - Surgical Technology Practicum II **Credit Hours:** 7

Summer Term I

**8 Weeks**

- SURG 1614 - Surgical Technology Practicum III **Credit Hours:** 4

Completion Award: Technical Certificate 48

# 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

## 1st Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1303 - Foundations of Education **Credit Hours:** 3
- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
  Choose ONE math:
- MATH 1333 - College Algebra **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 1461 - Principles of Biology Lab **Credit Hours:** 1
- BIOL 1463 - Principles of Biology **Credit Hours:** 3
- EDUC 2113 - Math for Teachers I **Credit Hours:** 3
- EDUC 2123 - Math for Teachers II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
  **Completion Award: Technical Certificate in Teaching**

# Welding Technology

## Suggested Program of Study

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.

## 1st Year- 1st Semester

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- READ 1213 - Developmental Reading **Credit Hours:** 3
- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1216 - ARC Welding **Credit Hours:** 6

## 1st Year- 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours:** 6
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours:** 6
- ENGL 1013 - Basic English **Credit Hours:** 3

## Choose ONE of the following courses

- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- WELD 1516 - Pipe Welding **Credit Hours:** 6

## Completion Award: Technical Certificate 43-45

## Note

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

# **Air Conditioning and Refrigeration Technology - CP**

## Suggested Program of Study

## 1st Year - 1st Semester

## Completion Award: Certificate of Proficiency - Air Conditioning and Refrigeration Technology

# Business Analytics - Certificate of Proficiency

## Suggested Program of Study

### 1st Year - 1st Semester

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

Completion Award: Certificate of Proficiency - Business Analytics

# Business Technology - Retail Management

This program is designed to prepare the student for a career in Business Management. A variety of courses are offered that prepare students to work in different levels of business including management, supervision, and small business management. This certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. The program serves both entry level job candidates and incumbent employees

## Required Courses

- MATH 1123 - Business Mathematics **Credit Hours:** 3
- BUSI 2353 - Principles of Marketing **Credit Hours:** 3
- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- SPEE 2313 - Business and Professional Speaking **Credit Hours:** 3

# 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.

## Suggested Program of Study

- EDUC 1303 - Foundations of Education **Credit Hours:** 3
- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

Completion Award: Certificate of Proficiency in Teaching

# Commercial Driving License

## Suggested Program of Study

- LOGM 1203 - Intro to Logistics **Credit Hours:** 3
- CDL 1113 - Truck Maintenance and Road Safety **Credit Hours:** 3
- CDL 1213 - Road Regulations and Rules **Credit Hours:** 3
- CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours:** 6
  **Completion Award: Certificate of Proficiency - Commercial Driving License**

# Communications

## Suggested Program of Study

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
  **Completion Award: Certificate of Proficiency - Communications**

# Computer Network Technology - CP

## Suggested Program of Study

1st Year - 1st Semester

Completion Award: Certificate of Proficiency - Computer Network Technology

# Criminal Justice Technology - CP

## Suggested Program of Study

1st Year - 1st Semester

Completion Award: Certificate of Proficiency - Criminal Justice Technology

# Early Childhood Paraprofessional Technology, Certificate of Proficiency

## Required Courses

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 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.

- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours:** 3
- EDUC 1113 - Early Childhood Field Experience **Credit Hours:** 2
- ECDT 1113 - Essential Elements of Child Care **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

## Completion Award: Certificate of Proficiency 12

# Emergency Medical Responder (EMR), Certificate of Proficiency

## Required Courses

The Emergency Medical Responder (EMR) program prepares graduates to make appropriate decisions about the care to provide in a medical emergency. It uses simple knowledge of the Emergency Medical Services (EMS) system safety/well-being of the EMR, medical/legal issues at the scene of an emergency while awaiting a higher level of care.

The program prepares graduates with the knowledge and skills necessary to work as an EMR to help sustain life, reduce pain and minimize the consequences of injury or sudden illness while awaiting or alongside advanced medical help.

This course will consist of lecture hours (4 per week to online) and laboratory hours (2 per week in class). There will also be clinical hours assigned with a minimum of 24 clinical hours mandatory.

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

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

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

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Emergency Medical Responder Program Admission Form.

The above information must be submitted to:

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

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

1. Functional Ability Acknowledgement Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
4. Criminal Background Check and drug screening.

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

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

## Semester (8 weeks)

- EMER 1006 - Emergency Medical Responder **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 6

# Emergency Medical Sciences - Community Paramedic

The Community Paramedic Program will train paramedics to attend to a specific patient population that are often underserved. The program prepares students to provide services as directed by a patient care plan. The care plan is developed, approved and implemented by a patient's physician in conjunction with the Community Paramedic and the Community Paramedic's Director. Graduates are eligible to take a licensure exam to work as a Community Paramedic in the pre-hospital setting.

## Suggested Program of Study

- EMER 1016 - Community Paramedic **Credit Hours:** 6

## Completion Award: Certificate of Proficiency - Community Paramedic

# Emergency Medical Sciences EMT - Advanced, Certificate of Proficiency

## Required Courses

Emergency Medical Sciences EMT - Advanced is an introductory survey of advanced emergency medical services including medical legal/ethical aspects of patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, intravenous (IV) access, drug administration, advanced treatment of medical and trauma patients and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an AEMT.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited, and all applicants are not accepted for participation. Applicants must possess an unencumbered EMT license to practice in the state of Arkansas. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

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

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better;
3. Unencumbered EMT license to practice in the state of Arkansas; and
4. Completion of the EMT Program Admission Form.

The above information must be submitted to:

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

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

1. Functional Ability Acknowledgement Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
4. Criminal Background Check and drug screening.

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

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

**NOTE: This is a one-semester (16 weeks) course of study.**

- EMER 1019 - EMT - Advanced **Credit Hours:** 9

## Completion Award: Certificate of Proficiency 9

# Emergency Medical Sciences EMT-Basic, Certificate of Proficiency

## Required Courses

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

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

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

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

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading Scores: ACT 19; ACCUPLACER NG 263+, or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Nursing and Allied Health Application for Admission form.

The above information must be submitted to:

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

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to begin classes:

1. Functional Ability Acknowledgement Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
4. Criminal Background Check and drug screening.

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

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

## Semester (16 Weeks)

- EMER 1009 - EMT Basic **Credit Hours:** 9

## Completion Award: Certificate of Proficiency 9

# Esports Technology - CP

## Suggested Program of Study

- ESPO 1123 - Introduction to Esports **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3
- ESPO 2100 - Esports Capstone **Credit Hours:** 3

## Completion Award: Certificate of Proficiency in Esports Technology

# Healthcare Readiness for the Workplace

This program introduces students to a thorough overview of career opportunities available in nursing and allied health programs. It is designed to enlighten students of entry level requirements in the healthcare field by providing didactic instruction and lab experience in a variety of healthcare skills. The program is designed to increase critical thinking skills, develop strategies to improve oral communication skills, expose to related medical terminology, discern the impact of cultural beliefs, perform limited patient care skills, introduce health documentation, and disseminate concepts necessary for effective healthcare operations.

## Suggested Program of Study

- LEAD 1323 - Introduction to Critical Thinking **Credit Hours:** 3
- HEAL 1113 - Medical Terminology **Credit Hours:** 3
- HEAL 1203 - Exploring Healthcare **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Healthcare Readiness for the Workplace

# 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

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4
  **Completion Award: Certificate of Proficiency - Hydraulics/Pneumatics**

# 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

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4

## Completion Award: Certificate of Proficiency - Industrial Motor Controls

# Leadership Certificate of Proficiency

This certificate is a credential for employees to show leadership skill development. The program serves both entry level job candidates and incumbent employees.

## Required Courses

- EDUC 1323 - Service Learning **Credit Hours:** 3
- LEAD 1313 - President's Leadership Class **Credit Hours:** 3
- LEAD 1311 - Introduction to Servant Leadership **Credit Hours:** 1
- LEAD 1323 - Introduction to Critical Thinking **Credit Hours:** 3

# 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

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MECH 1054 - Electro-Mechanical Device Systems **Credit Hours:** 4

## Completion Award: Certificate of Proficiency - Mechanical Devices

# Medical Coding - CP

## Suggested Program of Study

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).

**Accreditation**

Southeast Arkansas College is accredited by The Higher Learning Commission

**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:

  •ACT Score of 19

  •Compass Reading : 83

  •Accuplacer Reading: 75

  •Accuplacer Next Generation: 250 OR

 3. Completion of a course in Developmental Reading with a grade of 'C' or better.

4. Completion of the Medical Coding Application for Program Admission.

5. Completion of or concurrent enrollment in BIOL-2453 A & P I, BIOL-2451 A & P I Lab, BIOL-2463 A&P II, BIOL-2461 A&P Lab II, HEAL-1123 Medical Terminology & Anatomy for Coders, HEAL-1413 Basic Coding, HEAL-1343 Disease Processes and HEAL-1513 Intermediat Medical Coding Principles.

**For More Information Contact:**

Nursing and Allied Health

Southeast Arkansas College

1900 Hazel Street 1900 Hazel Street

Pine Bluff, AR 71603

870-543-5917 ◊ www.seark.edu

E-mail: jscott@seark.edu

## 1st Year - 1st Semester

- BIOL 2453 - Human Anatomy and Physiology I **Credit Hours:** 3
- BIOL 2451 - Human Anatomy and Physiology I Lab **Credit Hours:** 1
- BIOL 2463 - Human Anatomy and Physiology II **Credit Hours:** 3
- BIOL 2461 - Human Anatomy and Physiology II Lab **Credit Hours:** 1
- HEAL 1413 - Basic Coding and Classification Systems **Credit Hours:** 3
- HEAL 1123 - Medical Terminology & Anatomy for Coding **Credit Hours:** 3

## 1st Year -2nd Semester

- HEAL 1343 - Disease Processes **Credit Hours:** 3
- HEAL 1513 - Intermediate Medical Coding Principles **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Medical Coding

# Nursing Assistant, Certificate of Proficiency

## Required Courses

The Nursing Assistant/Home Care Aide program focuses on safe and effective functioning when providing client care in the healthcare setting and/or the home environment. Emphasis is placed on assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to caregiving are covered along with basic Anatomy and Physiology, Medical Terminology, and infection control.

Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory setting. Required clinical hours are spent in a long-term care facility providing hands-on care to residents.

Upon successful completion of 48 contact hours, students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program, students will receive a Nursing Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA).

The curriculum has been developed in accordance with the Health Care Finance Administration under the OBRA 1987 Guidelines.

A grade of "C" is required for passing.

# Admission Process

**COURSE OPTIONS:** Weekday and evening classes are eight (8) weeks in length and are admitted twice each semester. Saturday classes are approximately ten weeks in length. Class size is limited.

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements. General and specific requirements listed below:

1. Completion of all the general admission procedures of the college. Refer to the Southeast Arkansas College Catalog and Student Handbook;
2. Completion of the ACT exam with a Reading score of 19, or ACCUPLACER NG score of 250+, or Accuplacer classic score of 75 or completion of a course in developmental reading with a grade of "C" or better;
3. Approval of a Nursing & Allied Health faculty advisor; and
4. Complete Southeast Arkansas College Nursing and Allied Health Application form.

**APPLICATION PROCESS:** Applicants who meet the admission requirements will be admitted based on successful completion of the registration process.

All applicants shall have equal opportunity regardless of race, disability, sex, creed, religion, or nationality.

Applicants with special needs due to a disability must make this fact known prior to admission so that 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. Drivers License

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

The Office of Long-Term Care administers the Long-Term Care Criminal Record Check program. This program requires certain long-term care employees to undergo criminal record checks prior to employment in a long-term care facility. Conviction of certain specified crimes could result in being permanently barred from working in a long-term care facility. For the list of disqualifying criminal offenses view www.seark.edu - Academic Departments - Nursing and Allied Health - Nursing Assistant Applicant.

- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours: 7**

## Completion Award: Certificate of Proficiency: Nursing Assistant

# Pedagogy - CP

The certificate of proficiency is a 9-credit hour credential designed for students who intend to enter the taching profession or who are already education professionals  in search of better pedagogical practices.  This CP can be completed on its own or can be integrated as part of the Associate of Arts in Teaching as all three classes are already required for the AAT degree.

## Suggested Program of Study

## 1st Year - 1st Semester

## Completion Award: Certificate of Proficiency - Pedagogy

# Phlebotomy Technology, Certificate of Proficiency

## Required Courses

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.

**ACCEPTANCE PROCEDURE:**

1. Completion of all general admission procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum acceptable scores: ACT Reading 19; ACCUPLACER NG Reading 263+, or completion of a course in Developmental Reading;
3. Completion of the Nursing and Allied Health Application for Admission form;
4. Completion of or concurrent enrollment in HEAL 1113 Medical Terminology (or by instructor permission);
5. Documentation of current American Heart Association (AHA) CPR Health Care Provider Certification; and
6. Criminal background check.

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance. Random drug screening may be used anytime during the program at the student's expense.

**This is a one-semester course of study.**

- HEAL 1113 - Medical Terminology **Credit Hours:** 3
- HEAL 1216 - Introduction to Phlebotomy **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 9

# Security/Forensics

## Program of Study

- CYSC 2013 - Principles of Cyber Security **Credit Hours:** 3
- CYSC 2033 - Digital Forensics **Credit Hours:** 3
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours:** 3
- CYSC 2123 - Security Auditing **Credit Hours:** 3
- CNET 2213 - Network Security **Credit Hours:** 3

# Sterile Processing, Certificate of Proficiency

## Course Requirements

The Sterile Processing program provides an overview of the Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Sterile Processing Technician. The course emphasizes duties in sterile processing technology, aseptic procedures, equipment management, safety, quality assurance, HIPAA regulations, proper decontamination, sterilization and packaging techniques. The sterile processing technician perform essential functions to support the medical and surgical care of patients. Upon completion of this course, students will be prepared to take the Certification Board for Sterile Processing Distribution (CBSPD) certification exam.

- SURG 1014 - Sterile Processing **Credit Hours:** 4

## Completion Award: Certificate of Proficiency 4

# Video Game Design and Development, Certificate of Proficiency

## Required Courses

- EDUC 1312 - Academic Success **Credit Hours:** 2
- INET 1143 - Intro To Web Programming **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- INFO 2133 - Computer Programming II **Credit Hours:** 3
- INFO 2243 - Advanced Programming Concepts **Credit Hours:** 3

# Welding - Metal Inert Gas (MIG)

## Required Courses

The Welding-Metal Inert Gas (MIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Metal Inert Gas (MIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 12

# Welding - Shielded Metal ARC Welding (SMAW)

## Required Courses

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 in the area of Shielded Metal ARC (SMAW) Welding.

- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1216 - ARC Welding **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 12

# Welding - Tungsten Inert Gas (TIG)

## Required Courses

The Welding-Tungsten Inert Gas (TIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Tungsten Inert Gas (TIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 12

# Workplace Communications

This certificate is a credential for employees to show proficiency in both oral and written communication.  The program serves both entry level job candidates and incumbent employees.

## Suggested Program of Study

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- SPEE 2313 - Business and Professional Speaking **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Workplace Communications

# Workplace Mathematics

This certificate is a credential for employees to show proficiency in mathematics with an emphasis in application.  The program serves both entry level job candidates and incumbent employees.

## Suggested Program of Study

- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 2373 - Introduction to Statistics **Credit Hours:** 3
  Choose ONE:
- MATH 1123 - Business Mathematics **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Workplace Mathematics

# Workready Technology

The Workready Technology Certificate of Proficiency is designed to develop marketable knowledge, skills, and training by providing theory and hands on training in the various aspects of industry.  By utilizing broad technical instruction with practical experience, graduates

will be better prepared for the changing needs in industry.  Students will receive training for OSHA 10 and forklift certifications.

## Suggested Program of Study

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- WELD 1713 - Maintenance Welding **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Workready Technology

# Programs by Division

# Division of General Studies

**The General Education Program**

SEARK 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 (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 identified 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.

Upon completion of the General Education Program, in both the 35-hour and 15-hour formats, students are expected to have developed skills in the following foundational areas. These learning outcomes are based on the Essential Learning Outcomes identified by the American Association of Colleges and Universities. These include:

· Knowledge of human cultures and the physical and natural world;

· Intellectual and practical skills;

· Personal and social responsibility; and

· Integrative and applied learning.

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

# Programs

**Associate of Arts**

- • Associate of Arts Degree

**Associate of General Studies**

- • Associate of General Studies

**Associate of Arts in Teaching**

- • Associate of Arts in Teaching

**Certificate of Arts**

- • Certificate of Arts

**Certificate of General Studies**

- • Certificate of General Studies

**Technical Certificate**

- • Technical Certificate in Teaching

**Certificate of Proficiency**

- • Certificate of Proficiency in Teaching
- • Communications
- • Leadership Certificate of Proficiency
- • Pedagogy - CP
- • Workplace Communications
- • Workplace Mathematics

# Division of Technical Studies

**The College Drug Policy applies to these programs of study.**

# Programs

**Associate of Applied Science**

- • Business Analytics, AAS
- • Computer Information Systems Technology, A.A.S.
- • Computer Network Technology, A.A.S.
- • Criminal Justice Technology, A.A.S.
- • Cybersecurity Management Technology - AAS
- • Electrical Mechanical System Technology - Electrical Systems Technology, A.A.S.
- • General Technology, Individualized Technical Option, A.A.S.
- • Industrial Maintenance Technology
- • Supply Chain Management Technology

**Technical Certificate**

- • Air Conditioning and Refrigeration Technology, Technical Certificate
- • Business Analytics, TC
- • Computer Information Systems Technology, Technical Certificate
- • Computer Network Technology, Technical Certificate
- • Computer Programming - Technical Certificate
- • Construction Management Technology
- • Electrical Mechanical Systems Technology - Electrical Systems Technology, Technical Certificate
- • PC Maintenance and Repair Technology, Technical Certificate
- • Programmable Logic Controllers
- • Supply Chain Transportation
- • Welding Technology

**Certificate of Proficiency**

- • Air Conditioning and Refrigeration Technology - CP
- • Business Analytics - Certificate of Proficiency
- • Business Technology - Retail Management
- • Commercial Driving License
- • Computer Network Technology - CP
- • Criminal Justice Technology - CP
- • Esports Technology - CP
- • Hydraulics/Pneumatics
- • Industrial Motor Controls
- • Mechanical Devices
- • Security/Forensics
- • Video Game Design and Development, Certificate of Proficiency
- • Welding - Metal Inert Gas (MIG)
- • Welding - Shielded Metal ARC Welding (SMAW)
- • Welding - Tungsten Inert Gas (TIG)
- • Workready Technology

# Divisions of Nursing and Allied Health Technologies

**The College Drug Policy applies to these programs of study.**

## Program Acceptance

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

## Functional Ability Requirements

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

- "Functional Ability Requirements for Nursing and Allied Health Students" and
- "Common Activities Required of Nursing and Allied Health Professionals,"

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

## Student Conduct

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

## Grades

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

90 - 100                          A

80 - 89                            B

*75 - 79                           C

74 - Below                      Failing

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

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

# Health Insurance Portability & Accountability ACT (HIPAA) Statement

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

# Criminal Background Checks

17-87-312. Criminal background checks.
(a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
(c) The applicant shall sign a release of information to the board and shall be responsible to the Department of Arkansas State Police for the payment of any fee associated with the criminal background check.
(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.
(e) Except as provided in subdivision (l)(1) of this section, a person shall not be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by a court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:
(1) Capital murder as prohibited in § 5-10-101;
(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5- 10-103;
(3) Manslaughter as prohibited in § 5-10-104;
(4) Negligent homicide as prohibited in § 5-10-105;

(5) Kidnapping as prohibited in § 5-11-102;

(6) False imprisonment in the first degree as prohibited in § 5-11-103;

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-13-204;

(12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;

(14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(15) Rape as prohibited in § 5-14-103;

(16) Sexual indecency with a child as prohibited in § 5-14-110;

(17) Sexual extortion, § 5-14-113;

(18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 -- 5-14-127;

(19) Incest as prohibited in § 5-26-202;

(20) Felony offenses against the family as prohibited in §§ 5-26-303 -- 5-26-306;

(21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5- 27-201;

(22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;

(23) Permitting abuse of a minor as prohibited in § 5-27-221(a);

(24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;

(25) Computer child pornography as prohibited in § 5-27-603;

(26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;

(27) Felony adult abuse as prohibited in § 5-28-103;

(28) Felony theft of property as prohibited in § 5-36-103;

(29) Felony theft by receiving as prohibited in § 5-36-106;

(30) Arson as prohibited in § 5-38-301;

(31) Burglary as prohibited in § 5-39-201;

(32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 -- 5-64-510, as prohibited in the former § 5-64-401 and §§ 5-64-419 -- 5-64-442;

(33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;

(34) Stalking as prohibited in § 5-71-229; and

(35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3- 201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.

(f) (1) (A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

(B) The permit shall be valid for no more than six (6) months.

(2) Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

(g) (1) The provisions of subsection (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

(B) The person holding a license subject to revocation.

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

(A) The age at which the crime was committed;

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h) (1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

(A) Capital murder as prohibited in § 5-10-101;

(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(C) Kidnapping as prohibited in § 5-11-102;

(D) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;

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(E) Rape as prohibited in § 5-14-103;

(F) Sexual extortion, § 5-14-113;

(G) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(H) Incest as prohibited in § 5-26-202;

(I) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(J) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(K) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and

(L) Arson as prohibited in § 5-38-301.

History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12.

# Drug Testing Policy

The Student Drug Testing Administrative Rule of Southeast Arkansas College requires some safety sensitive programs in the Division of Nursing and Allied Health (NAH) to require drug-testing for admission to the program and conduct random drug testing while enrolled. The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, Sterile Processing, Phlebotomy and Radiologic Technology.  All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs may be conducted during the academic year at the students expense. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college. Students enrolled in the College may be required to submit to a drug and/or alcohol

testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.

Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Random drug testing may be utilized at any time during the course of the programs at the student's expense.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

1. Completion of all general admissions procedures of the College;
2. **ACT** Reading Score of 19 or **ACCUPLACER NG** Scores: Reading 250+; and
3. Approval of a Nursing & Allied Health faculty advisor.

# Programs

**Associate of Applied Science**

- • Early Childhood Paraprofessional Technology, A.A.S.
- • Emergency Medical Sciences - Paramedic, A.A.S.
- • Radiologic Technology, A.A.S.
- • Registered Nursing, Generic Option (Level 1), A.A.S.
- • Registered Nursing, LPN/Paramedic to RN Option (Level 2), A.A.S.
- • Respiratory Therapist (RRT), A.A.S.
- • Surgical Technology, A.A.S.

**Technical Certificate**

- • Emergency Medical Sciences - Paramedic, Technical Certificate
- • Health Sciences, Technical Certificate
- • Practical Nursing, Technical Certificate
- • Surgical Technology, Technical Certificate

**Certificate of Proficiency**

- • Early Childhood Paraprofessional Technology, Certificate of Proficiency
- • Emergency Medical Responder (EMR), Certificate of Proficiency
- • Emergency Medical Sciences - Community Paramedic
- • Emergency Medical Sciences EMT - Advanced, Certificate of Proficiency
- • Emergency Medical Sciences EMT-Basic, Certificate of Proficiency
- • Healthcare Readiness for the Workplace
- • Medical Coding - CP
- • Nursing Assistant, Certificate of Proficiency
- • Phlebotomy Technology, Certificate of Proficiency
- • Sterile Processing, Certificate of Proficiency

# Course Descriptions

## ACCO 2313 - Principles of Accounting I

**Credit Hours:** 3 **Lecture Hours:** 3 This course is a comprehensive introduction to basic financial accounting. This course covers recording, summarizing, and reporting cycle; principles of income measurement and asset valuation;

accounting systems and controls. Offered in fall, and spring only ACTS Equivalent Course Number = ACCT2003 A grade of "C" or better is required before progressing to ACCO 2323 - Principles of Accounting II.

## ACCO 2323 - Principles of Accounting II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ACCO 2313 - Principles of Accounting I with a grade of "C" or better
Accounting for ownership equities of partnerships and corporations; debt securities; fundamentals of cost accounting for planning and control of operations. Offered in fall and spring only ACTS Equivalent Course Number = ACCT2013

## ACCO 2333 - Computerized Accounting

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ACCO 2313 - Principles of Accounting I or ACCO 2303 Office Accounting with a grade of "C" or better
A study of the major areas of a computerized accounting system--general ledger, accounts receivable, accounts payable, payroll, and depreciation. This course introduces the student to the business capabilities of the microcomputer for a sole proprietorship, a partnership, and a corporation. Offered in fall and spring only

## ACCO 2343 - Intermediate Accounting I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ACCO 2323 - Principles of Accounting II
This is a study of more advanced principles, and theory of accounting relating to the accounting process, cash and temporary investments, receivables, inventories, investments, as well as land, buildings, and equipment; and an understanding of and ability to discuss pronouncements of the Financial Accounting Standards Board, American Institute of Certified Public Accountants, American Accounting Association, and the Securities and Exchange Commission. Offered in the fall only A grade of "C" or better is required before progressing to ACCO 2353 Intermediate Accounting II.

## ACCO 2373 - Managerial Accounting

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ACCO 2323 - Principles of Accounting II
The student will analyze and solve problems in cost-volume- profit analysis, capital budgeting, cost allocation and standard cost variances. The student will also study cost analysis as it affects short and long-term decision making and the budgeting process. Offered in the spring only

## ACCO 2513 - Income Taxation

**Credit Hours:** 3 **Lecture Hours:** 3 **Lab Hours:** 0 **SWE:** 0 Prerequisite(s): Acco 2323 Principles of Accounting II
This course includes basic instruction in the tax laws as currently implemented by the Internal Revenue Service, providing a working knowledge of preparing taxes for individuals. Emphasis on federal income tax law; individual income, exclusions, deductions, credits, gains, etc.; and incorporating these concepts into individual tax filing requirements.

## AIRC 1114 - Basic Refrigeration

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Complete MATH-1233 Technical Math with a grade of 'C' or better.
Basic Refrigeration includes a comprehensive study
of mechanical refrigeration systems emphasizing
proper service techniques through analysis of the
problem. Testing procedures and parts removal and

installation are covered in depth. In addition, identification and use of hand tools and brazing processes are taught. Practical application is provided in the laboratory.

## AIRC 1116 - Basic Refrigeration

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Corequisite(s): MATH 1233 - Technical Mathematics with a "C" or better
Basic Refrigeration includes a comprehensive study of mechanical refrigeration systems, emphasizing proper service techniques through analysis of the problem. Testing procedures and parts removal and installation are covered in depth. In addition, identification and use of hand tools and brazing processes are taught. Practical application is provided in the laboratory. Offered in fall and spring only

## AIRC 1124 - Electricity for Air Conditioning and Refrigeration

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Complete MATH-1233 Technical Math with a 'C' or better.
Electricity for Air Conditioning & Refrigeration is an introductory study of electricity and electrical circuits, electric components, and schematics. In addition, students will study the wide variety of motors, single-and three-phase, used in the air conditioning and refrigeration field. Practical application is provided in the laboratory. Fall and Spring

## AIRC 1126 - Electricity for Air Conditioning/Refrigeration

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Corequisite(s): MATH 1233 - Technical Mathematics with a "C" or better
Electricity for Air Conditioning & Refrigeration is an introductory study of electricity and electrical circuits, electric components, and schematics. In addition, students will study the wide variety of motors, single- and three-phase, used in the air conditioning and refrigeration field. Practical application is provided in the laboratory. Offered in fall and spring only

## AIRC 1134 - Commercial Refrigeration

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Complete Basic Refrigeration and Electricity for Air Conditioning & Refrigeration.
This course is designed to introduce the student to commercial refrigeration as related to the air conditioning, heating, and refrigeration field. The student will be required to identify the theory, operation, and basic repair of systems and components to include the following: reach-in refrigerators and freezers, display cases, walk-in refrigerators and freezer systems, ice machines, ice cream machines, defrost timers, hot gas bypass systems, and other components related to refrigeration. Fall and Spring

## AIRC 1136 - Commercial Refrigeration

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): AIRC 1116 - Basic Refrigeration, AIRC 1126 - Electricity for Air Conditioning/Refrigeration
This course is designed to introduce the student to commercial refrigeration as related to the air conditioning, heating, and refrigeration field. The student will be required to identify the theory, operation, and basic repair of systems and components to include the following;reach-in refrigerators and freezers, display cases, walk-in refrigerators and freezer systems, ice machines, ice cream machines, defrost timers, hot gas bypass systems, and other components related to refrigeration. Offered in fall only

## AIRC 1144 - Residential Systems

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Complete Basic Refrigeration and Electricity for Air Conditioning & Refrigeration.
Residential Systems is the study of major components and control devices for gas and electric furnaces and cooling systems. The student will be required to assemble components in an operative system. Practical application is provided in the laboratory with safety being an integral part of training.

## AIRC 1146 - Residential Systems

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): AIRC 1116 - Basic Refrigeration and AIRC 1126 - Electricity for Air Conditioning/Refrigeration
Residential Systems is the study of major components and control devices for gas and electric furnaces and cooling systems. The student will be required to assemble components in an operative system. Practical application is provided in the laboratory with safety being an integral part of training. Offered in spring only

## AIRC 1153 - Troubleshooting HVAC Systems

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 1 Prerequisite(s): Complete AIRC-1116 Basic Refrigeration and AIRC-1126 Electricty for Air Conditioning with a 'C' or better.
An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning, heating, and refrigeration components and system problems to include conducting performance tests in residential and commercial HVAC electrical and refrigerant systems.

## AIRC 1163 - Controls for Air Conditioning/Refrigeration

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): for Air Conditioning Option: AIRC 1126 - Electricity for Air Conditioning/Refrigeration & Refrigeration; for Electrical Mechanical Options: ELEC 1014 - AC-DC Fundamentals of Electricity
This course is designed to introduce the student to control systems and components used in residential and commercial refrigeration and air conditioning. The student will examine low voltage systems, as well as line voltage controls, pneumatic control systems and their components, and electronic controls. Upon completion of this course, the student

is expected to be able to read a control diagram, troubleshoot, repair, and/or install new controls in a variety of systems. Offered in fall only

## ALLI 1117 - Nursing Assistant / Home Care Aide

**Credit Hours:** 7 **Lecture Hours:** 5 Prerequisite(s): ACT Reading 19 or equivalent ACCUPLACER scores, or developmental reading with a grade of "C" or better and by NAH faculty permission.
This course focuses on safe and effective functioning when providing client care in the health care setting and/or the home environment. Emphasis is placed on assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate, and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, providing meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to caregiving are covered along with basic anatomy and physiology, medical terminology and infection control. Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory. Required clinical hours are spent in a long-term care facility providing hands-on care to residents. Upon successful completion of 48 contact hours students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program students will receive a Nursing Assistant Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA). This program is approved by the Arkansas Department of Human Services Division of Medical Services - Office of Long Term Care. The curriculum has been developed in accordance with the Health Care Finance Administration under OBRA 1987 Guidelines. A grade of "C" is required for passing

## ALLI 1135 - Medication Assisting Technology

**Credit Hours:** 5 **Lecture Hours:** 3 **Lab Hours:** 2 **SWE:** 3 Prerequisite(s): ACT Reading Score 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading or ENGL 1313 - English Composition I with a grade of C or better and by NAH faculty permission.
This course is designed to introduce the principles and concepts of medication administration as it relates to the administration of approved medications in the long-term care setting. Theory, lab, and practicum will focus on safe medication administration and avoidance of errors. Knowledge of common side effects and adverse reactions of medications are included in addition to the legal aspect of documentation and communication techniques. Concepts of professional ethics are covered. The course practicum will focus on the skill of medication administration and safe application of medication theory and concepts in the long-term care facility. The student will be under the direction supervision of an instructor and qualified staff. Upon successful completion of this program, the student will be eligible to sit for the state certification exam leading to designation as a Medication Assistant-Certified (MA-C). A grade of C or better is required for passing.

## ALLI 1411 - Nursing Skills Audit

**Credit Hours:** 1 Prerequisite(s): Certified nursing assistant licensure or nursing assistant training or by NAH faculty permission.
The Nursing Skills Audit course is designed for individuals with nursing assistant training who are interested in advancing to the level of student practical nurse. Course content provides an overview of basic skills and responsibilities that are necessary for practical nurses to have in today's health care environment.

## ALLI 2503 - Cardio-Pulmonary Anatomy and Physiology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): BIOL 2454 - Human Anatomy and Physiology I with a grade of C or better or BIOL 2226 - Anatomy and Physiology for Health Professions and BIOL 2232 - Anatomy & Physiology Lab for Health Professions with a grade of C or better and by NAH faculty permission.
This course is designed to integrate the theory of cardio-respiratory anatomy and physiology with assessment and care of the patient with cardio-respiratory disease. Topics include the respiratory system in adults, vascular supply,

functional anatomy of the heart and vascular system, mechanics of ventilation, work of breathing, gas exchange and transport, body fluids and electrolytes, acid-base balance, and regulation of breathing. A grade of C or better is required for passing.

## ANTH 2333 - Introduction to Anthropology

**Credit Hours:** 3 **Lecture Hours:** 3 Includes the evolution of man, races of man, prehistoric cultures, culture and its relation to heredity and geographic environment, the nature and place of language in culture, anthropological concepts, and the growth of world cultures. Offered in fall, spring, and summer ACTS Equivalent Course Number = ANTH1013

## ART 2343 - Art History and Appreciation

**Credit Hours:** 3 **Lecture Hours:** 3 An historical survey course, covering the periods from Greek Archaic through the 20th Century, with emphasis on the understanding and appreciation of architecture, sculpture, painting, the graphic arts, and the minor arts. Offered in fall, spring, and summer ACTS Equivalent Course Number = ARTA1003.

## BIOL 1461 - Principles of Biology Lab

**Credit Hours:** 1 **Lecture Hours:** 0 **Lab Hours:** 2 Prerequisite(s): Placement by ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading.
This is a laboratory course to compliment BIOL 1463 Principles of Biology. It is recommended that this course be taken concurrently with BIOL 1463 Offered in Fall, Spring, and Summer ACTS Equivalent Course Number = BIOL 1014.

## BIOL 1463 - Principles of Biology

**Credit Hours:** 3 **Lecture Hours:** 3 **Lab Hours:** 0 Prerequisite(s): Prerequisite(s): Placement by ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading.
This course focuses on a comprehensive study of concepts and principles of living systems. Major inclusions are the cellular basis of life, metabolic processes, an overview of genetics, and human body systems.  Offered in fall, spring, and summer  ACTS Equivalent Course Number = BIOL1014

## BIOL 1464 - Principles of Biology

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): Placement by ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading
This course focuses on a comprehensive study of concepts and principles of living systems. Major inclusions are the cellular basis of life, metabolic processes, an overview of genetics, and human body systems. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL1014

## BIOL 1471 - General Zoology Lab

**Credit Hours:** 1 **Lecture Hours:** 0 **Lab Hours:** 2 This is a laboratory course to compliment BIOL 1473 General Zoology. It is recommended that this course be taken concurrently with BIOL 1473 Offered Fall only ACTS Equivalent Course Number = BIOL 1054.

## BIOL 1473 - General Zoology

**Credit Hours:** 3 **Lecture Hours:** 3 **Lab Hours:** 0 This course is a comprehensive study of the diversity and similarities of living systems. Major inclusions are the concepts of modern biology, animal body systems, evolution,

and the diversity of life. Laboratory experiences include microscopic and gross examination of structures, field observation, and behavioral observation of animals and protozoa. Offered in fall only ACTS Equivalent Course Number = BIOL1054.

## BIOL 1474 - General Zoology

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 This course is a comprehensive study of the diversity and similarities of living systems. Major inclusions are the concepts of modern biology, animal body systems, evolution, and the diversity of life. Laboratory experiences include microscopic and gross examination of structures, field observation, and behavioral observation of animals and protozoa. Offered in fall only ACTS Equivalent Course Number = BIOL1054.

## BIOL 1481 - General Botany Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment BIOL 1483 General Botany. It is recommended that this course be taken concurrently with BIOL 1483. Offered Spring only ACTS Equivalent Course Number = BIOL 1034.

## BIOL 1483 - General Botany

**Credit Hours:** 3 **Lecture Hours:** 3 This course is a study of vascular and non-vascular plants. Major inclusions are concepts of modern biology, plant structures and physiology, economic importance, life cycles, diversity, and classification. Laboratory experiences include microscopic and gross examination of structures, photosynthesis, field observation, and specimen collection. Offered in spring only ACTS Equivalent Course Number = BIOL1034.

## BIOL 1484 - General Botany

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 This course is a study of vascular and non-vascular plants. Major inclusions are concepts of modern biology, plant structures and physiology, economic importance, life cycles, diversity, and classification. Laboratory experiences include microscopic and gross examination of structures, photosynthesis, field observation, and specimen collection. Offered in spring only ACTS Equivalent Course Number = BIOL1034.

## BIOL 2226 - Anatomy and Physiology for Health Professions

**Credit Hours:** 6 **Lecture Hours:** 6 Prerequisite(s): BIOL 1464 - Principles of Biology or high school Advanced Placement AP biology with a grade of "C" or better in the course or a score of 19 on the science reasoning portion of the ACT and completion or test score-validated exemption of all required developmental studies courses in English and reading.
This course is designed to introduce the nursing and allied health student to the structure and function of cells, tissues, organs, and systems in the human body as a scientific basis for practice. This course includes terminology related to each body system. BIOL 2232 - Anatomy & Physiology Lab for Health Professions may be taken concurrently. This course may not be transferable. Offered in fall, spring, and summer A grade of "C" or better is required for passing.

## BIOL 2232 - Anatomy & Physiology Lab for Health Professions

**Credit Hours:** 2 **Lab Hours:** 4 Prerequisite(s)/Corequisite(s): BIOL 2226 - Anatomy and Physiology for Health Professions
This course includes identification and examination of the structure and function of cells, tissues, organs, and systems. Offered in fall, spring, and summer A grade of "C" or better is required for passing.

## BIOL 2451 - Human Anatomy and Physiology I Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment BIOL 2453 Human A&P I. It is recommended that this course be taken concurrently with BIOL 2453. Offered in fall, spring, and summer. ACTS Equivalent Course Number = BIOL 2404.

## BIOL 2453 - Human Anatomy and Physiology I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): BIOL 1463 - Principles of Biology and BIOL 1461 - Principles of Biology Lab or high school Advanced Placement AP biology with a grade of "C" or better in the lecture and lab or a score of 19 on the science reasoning portion of the ACT and completion or test score-validated exemption of all required developmental studies courses in English and reading.
This is a lecture-laboratory course designed to cover the structure and function of the following systems, the cell, tissues, skin, and skeletal, muscular, nervous and special senses. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2404 A grade of "C" or better is required for passing.

## BIOL 2454 - Human Anatomy and Physiology I

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): BIOL 1464 - Principles of Biology or high school Advanced Placement AP biology with a grade of "C" or better in the course or a score of 19 on the science reasoning portion of the **ACT** and completion or test score-validated exemption of all required developmental studies courses in English and reading.
This is a lecture-laboratory course designed to cover the structure and function of the following systemsthe cell, tissues, skin, and skeletal, muscular, nervous and special senses. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2404. A grade of "C" or better is required for passing.

## BIOL 2461 - Human Anatomy and Physiology II Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment BIOL 2463 Human A&P II Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2414.

## BIOL 2463 - Human Anatomy and Physiology II

**Credit Hours:** 3 **Lecture Hours:** 3

Prerequisite(s): BIOL 2453 - Human Anatomy and Physiology I and BIOL 2451 - Human Anatomy and Physiology I Lab with a grade of "C" or better in the lecture and lab.
This is a lecture- laboratory course designed to cover structure and function of the following systemscirculatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2414. A grade of "C" or better is required for passing.

## BIOL 2464 - Human Anatomy and Physiology II

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): BIOL 2454 - Human Anatomy and Physiology I with a grade of "C" or better in the course
This is a lecture- laboratory course designed to cover structure and function of the following systemscirculatory, lymphatic, respiratory, digestive, urinary, endocrine, and reproductive. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2414 A grade of "C" or better is required for passing.

## BIOL 2471 - Microbiology Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment BIOL 2473 Microbiology. It is recommended that this course be taken concurrently with BIOL 2473 Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL 2004.

## BIOL 2473 - Microbiology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): BIOL 1463 - Principles of Biology and BIOL - Principles of Biology Lab or BIOL 2453 - Human Anatomy and Physiology I and BIOL 2451 - Human Anatomy and Physiology I Lab with a grade of "C" or better completion of or test score validated exemption from developmental courses in English, reading, and mathematics with a grade of "C" or better.
This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on human health Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL2004

## BIOL 2474 - Microbiology

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): BIOL 1464 - Principles of Biology or BIOL 2454 - Human Anatomy and Physiology I with a grade of "C" or better completion of or test score validated exemption from developmental courses in English, reading, and mathematics with a grade of "C" or better.
This course covers the fundamentals of microbiology, with particular emphasis on the impact of microorganisms on human health. Offered in fall, spring, and summer ACTS Equivalent Course Number = BIOL2004

## Lab Science Elective XXXX - Lab Science Elective - 4 hours

**Credit Hours:** 4 Courses must be selected from the Sciences and have a Lab Component.

## BUSI 1003 - Keyboarding

**Credit Hours:** 3 **Lecture Hours:** 3 Keyboarding is basic skills training in the touch operation of the alphabetic and numeric keyboards. This is a remedial course that does not count toward the grade point average of the student. Speed and accuracy are emphasized. A typing speed of 35 words per minute with three or fewer errors is required to progress to Document Formatting, Word Processing I, Electronic Spreadsheet, and Database Management. A grade of "C" or higher is required to progress to higher level Business courses. Testing will be done during registration and the first week of class. Students keying over 35 words per minute with three or fewer errors will be placed in Document Formatting. Offered in fall, spring, and summer ACTS Equivalent Course Number = BUSI 1103

## BUSI 1033 - Introduction to Business

**Credit Hours:** 3 **Lecture Hours:** 3 A study of the role and function of business enterprise within the American economic framework. Includes organization, marketing, personnel administration, production, finance, and economics. Designed primarily to help students understand and select a field of business specialization. Offered in fall, spring, and summer ACTS Equivalent Course Number = BUSI 1013

## BUSI 1051 - Word Processing

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): None
Corequisite(s): None
In this course, students will learn to create,
customize, and modify complex documents. Students
will be able to: organize content using tables and
charts; customize formats using styles and themes;
use templates to automate document formatting;

simplify and manage long documents; use mail merge
to create letters, envelopes, and labels; perform
basic storing, retrieval, and editing features;
and create headers, footers, and page numbers.

## BUSI 1053 - Word Processing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): BUSI 1003 - Keyboarding or ability to type 35 wpm.
Emphasis is placed on entering text, cursor movement, spell check, basic editing features, text enhancements, block
operation, storage, retrieval, and printing. It teaches file management, multi-document handling, merge, styles,
columns, outlines, desktop publishing, and search/replace techniques. It also includes creation of headers and footers,
footnotes and endnotes, and page numbers. Offered in fall only

## BUSI 1061 - Electronic Spreadsheet

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): None
Corequisite(s): None
This hands-on course provides spreadsheet training
using Microsoft Excel. Upon successful completion
of this course, students should be able to:
develop professional Excel worksheets that include
formulas and functions; create charts and graphs;
manage financial data using Excel; and work with
multiple worksheets, workbooks, trendlines, pivot
tables, and pivot charts.

## BUSI 1063 - Electronic Spreadsheet

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers and BUSI 1003 -
Keyboarding or ability to type 35 wpm.
The student will learn how to create, edit, save, and print an electronic spreadsheet. Arithmetic and logical operators,
file manipulation, and graphics will be discussed in a hands-on environment. A variety of "what if" conditions are
explored through exercises. Offered in spring only

## BUSI 1123 - Office Procedures

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers and BUSI 1003 -
Keyboarding
This is a study of job skills required in the secretarial, receptionist, and general office area. It includes human relations,
office administration duties, records management, telephone techniques, secretarial and receptionist duties,
reprographics, job applications, and travel itineraries and business meeting preparations. Offered in spring only

## BUSI 1243 - Legal Environment of Business

**Credit Hours:** 3 **Lecture Hours:** 3 This is a study of American laws in the business environment. The study will
include court system, contracts, sale of goods, bailment, torts and crimes, property, commercial paper, agencies,
partnership, and corporation. Offered in fall and spring only ACTS Equivalent Course Number = BLAW 2003

## BUSI 1283 - Business Management

**Credit Hours:** 3 **Lecture Hours:** 3 The study of the creation and management of firms with emphasis on entrepreneurial opportunities and managerial activities needed for the operation of a variety of businesses. No substitutions are available. Offered in fall only

## BUSI 1323 - Basic Elements of Supervision

**Credit Hours:** 3 **Lecture Hours:** 3 This course is designed to develop basic supervision skills and provide students with an understanding of supervisory functions of planning, organizing, directing, and leadership. Offered in spring only

## BUSI 2163 - Database Management

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers and BUSI 1003 - Keyboarding
A study of the fundamentals of computer database management techniques. It includes planning, creating, modifying, and organizing a database. Query and report preparation techniques are studied. Offered in spring only

## BUSI 2273 - Business Statistics

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): MATH 1333 - College Algebra with a grade of "C" or better
Statistics is the science and art of extracting answers from data. It involves collecting, classifying, summarizing, organizing, analyzing, and interpreting numerical information. This course includes statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation.

## BUSI 2303 - Entrepreneurship

**Credit Hours:** 3 **Lecture Hours:** 3 A combined study of starting your own business, operating that business, and making a success of that business with special emphasis on local, state, and federal tax requirements and reporting. Offered in summer only

## BUSI 2313 - Business Finance

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ECON 2313 - Principles of Economics I (Macroeconomics) and ACCO 2323 - Principles of Accounting II
Studies of the ways funds are channeled into business, how projects are financed, administrative tasks, and finance tasks common to the small business. Offered in spring only.

## BUSI 2333 - Personnel Management

**Credit Hours:** 3 **Lecture Hours:** 3 Major attention is given to the basic processes involved in the procurement, development, and maintenance of human resources. Although recognition is given throughout to the role of the personnel department, the major emphasis is on the role of department supervisors, managers, and their supervisors. Topics include specifying jobs and manpower requirements; screening, interviewing, testing, and training employees; establishing evaluation programs; dealing with collective bargaining, grievances, and disciplinary cases; and developing and administering compensation systems. Offered in fall and spring only

## BUSI 2343 - Managerial Communications

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ENGL 1323 - English Composition II
This is an in-depth study of written (letters, technical reports, etc.), verbal (prepared and impromptu speeches, presentations), and nonverbal (body language, listening, positioning, facial expressions, tone, etc.) communication techniques. Offered in fall only

## BUSI 2353 - Principles of Marketing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): BUSI 1033 - Introduction to Business and either ECON 2313 - Principles of Economics I (Macroeconomics) or ECON 2323 - Principles of Economics II (Microeconomics)
This is an introduction to marketing with a detailed study of the marketing concept and the process of product development, pricing, promotion, and market distribution. Offered in spring only ACTS Equivalent Course Number = MKTG2003

## CHEM 1204 - Chemistry for Allied Health

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): Completion of or test score validated exemption from all required developmental courses; READ 1213 - Developmental Reading with a grade of "C" or better.
This introductory lecture/laboratory course is intended for students seeking a degree in nursing or other health-related fields who need only four hours of chemistry. Topics from inorganic, organic, and biochemistry will be covered, making connections to medicine and the human body when appropriate. The laboratory portion of the course is designed to reinforce concepts from lecture and to introduce a variety of different laboratory techniques. Offered in fall, spring, and summer Note: This course does not fulfill the general education science requirement for an Associate of Arts degree.

## CHEM 1431 - General Chemistry I Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment CHEM 1433 General Chemistry I. It is recommended that this course be taken concurrently with CHEM 1433. ACTS Equivalent Course Number = CHEM 1414.

## CHEM 1433 - General Chemistry I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): MATH 1063 - Foundations of College Algebra with a grade of "C" or better in the course or instructor permission.
This course covers the basic principles of inorganic chemistry. Topics covered include scientific measurements and conversions, atomic structure, the periodic table, ionic and molecular compounds, reaction types, stoichiometry, gas laws, thermochemistry, and an introduction to chemical bonding and molecular geometry. Fall, Spring and Summer ACTS Equivalent Course Number = CHEM 1414. Note: Note: This course assumes a solid working knowledge of algebra.

## CHEM 1434 - General Chemistry I

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): MATH 1023 Intermediate Algebra, MATH 1053 - Foundations of Quantitative Literacy, or MATH 1063 - Foundations of College Algebra with a grade of "C" or better in the course or instructor permission.
This lecture-laboratory course covers the basic principles of inorganic chemistry. Topics covered include scientific measurements and conversions, atomic structure, the periodic table, ionic and molecular compounds, reaction types, stoichiometry, gas laws, thermochemistry, and an introduction to chemical bonding and molecular geometry. The laboratory portion of the course is designed to reinforce concepts from lecture as well as to introduce students to a variety of laboratory techniques. Offered in fall, spring, and summer ACTS Equivalent Course Number = CHEM1414 Note: This course assumes a solid working knowledge of algebra.

## CHEM 1441 - General Chemistry II Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment CHEM 1443 General Chemistry II. It is recommended that this course be taken concurrently with CHEM 1443. ACTS Equivalent Course Number = CHEM 1424.

## CHEM 1443 - General Chemistry II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): CHEM 1433 - General Chemistry I and CHEM 1431 - General Chemistry I Lab with a grade of "C" or better in the courses or departmental consent.
This course is a continuation of CHEM 1433 - General Chemistry I. Topics covered include intermolecular forces (liquids and solids), solutions and colligative properties, reaction mechanisms and rates, equilibrium, acids and bases, spontaneity and thermodynamics, as well as acid-base and solubility equilibria. Offered in fall, spring, and summer ACTS Equivalent Course Number = CHEM1424 Note: Note: This course assumes a solid working knowledge of algebra, including exponentials and logarithms.

## CHEM 1444 - General Chemistry II

**Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): CHEM 1434 - General Chemistry I with a grade of "C" or better in the course or departmental consent
This lecture-laboratory course is a continuation of CHEM 1434 - General Chemistry I. Topics covered include intermolecular forces (liquids and solids), solutions and colligative properties, reaction mechanisms and rates, equilibrium, acids and bases, spontaneity and thermodynamics, as well as acid-base and solubility equilibria. The laboratory portion of the course is designed to reinforce concepts from lecture as well as to introduce students to a variety of techniques. Offered in fall, spring, and summer ACTS Equivalent Course Number = CHEM1424 Note: This course assumes a solid working knowledge of algebra, including exponentials and logarithms.

## CNET 1113 - Introduction to Computer Networking

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Corequisite(s): COMP 1123 - Introduction to Computers
This course will introduce students to the basic concepts of computer networking, including LAN, WAN, networking operating systems, network protocols, and hardware. Offered in fall only

## CNET 1123 - Network Concepts

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 1113 - Introduction to Computer Networking
Students will learn detail knowledge about Network Protocols and how they interact in a networking environment. Students will also learn how to use network tools to view and understand interconnecting technologies. Offered in spring only

## CNET 1133 - Introduction to Linux

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Corequisite(s): COMP 1123 - Introduction to Computers
Introduction to Linux will teach students to install and setup the Linux computer operating system. Students will also learn to do daily maintenance on the operating system and learn applications which are equivalent to those that are Windows-based. Offered in fall only

## CNET 1143 - PC Maintenance and Repair

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): COMP 1123 - Introduction to Computers
This course provides an in-depth look at PC's, from assembly to troubleshooting and repair. It includes installation and maintenance of desktop systems and software. Offered in spring only

## CNET 1213 - Windows Operating Systems

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 1113 - Introduction to Computer Networking
Students will learn Windows Server Operating systems. They will learn to install, configure and manage Windows Active Directory Environments, monitor system, and network environments and security. Offered in fall only

## CNET 1223 - Advanced Network Concepts

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 1123 - Network Concepts
Students will study the current technologies and how they apply to preexisting networks (i.e., wireless technology and VoIP). Offered in spring only

## CNET 2183 - UNIX-Based Operating Systems

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 1133 - Introduction to Linux
Students will learn about UNIX and Unix-like operating systems. They will also learn how to install, administer, and the day-to-day functioning of UNIX-based operating systems. Offered in spring only

## CNET 2213 - Network Security

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 1123 - Network Concepts
Students will learn about networking security policies and defense. Security hardware, such as firewalls, and VPN's will be covered. Offered in spring only

## CNET 2223 - Network Engineering

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 2233 - Network Technical Support
This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and UNIX Operating Systems. It also teaches troubleshooting of Network-Based Systems, such as e-mail, web servers and services, VPN, wireless networks and firewalls, WAN Connections. Students will learn about network design principles, how to build networks, modify existing networks, and support network designs. Students will also learn how to evaluate requirements and needs that are used to make good network decisions. Offered in spring only

## CNET 2233 - Network Technical Support

**Credit Hours:** 2 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 1123 - Network Concepts
This course will teach students how to troubleshoot LAN/WAN Network problems in Windows and UNIX Operating Systems. It also teaches troubleshooting of Network-based systems, such as e-mail, web servers and services, VPN, wireless networks, firewalls, and WAN Connections. Offered in fall only

## CNET 2313 - Help Desk Technology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better; READ 1213 - Developmental Reading with a "C" or equivalent test score exemption, and CNET 1113 - Introduction to Computer Networking
This course is designed to provide students with an understanding of technology as part of support services. It will also

define basic help desk concepts, identify features of call logging and problem resolution, and focus on the importance of asset management, and troubleshooting. It will identify the different service level certifications and common system management software features used in an IT-managed system. Offered in fall only

## CNET 2413 - Network Management

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): CNET 1123 - Network Concepts & CNET 2233 - Network Technical Support
In this course, students will learn the concepts of network management. They will learn rights management, disaster recovery principals, time and basic project management, licensing issues, and end-user support. Offered in fall only

## CNET 2443 - CNET Capstone

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): Instructor permission
This class will integrate all the concepts from the CNET curriculum. Students will learn how to work on networks that combine Windows and UNIX based technologies and how to work with others in an IT department to coordinate installation, management, and administration of enterprise level networks. Offered in spring only

## COMP 1123 - Introduction to Computers

**Credit Hours:** 3 **Lecture Hours:** 3 This course introduces microcomputer hardware, software, their applications and terminology to the beginner, and provides a hands-on training in Windows Operating System and Microsoft Office. For those students who have limited typing skills, it is recommended that BUSI 1003 - Keyboarding be taken prior to, or in conjunction with, this course. Fall, Spring, and Summer

## 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 merge, 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, ad 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 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 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 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 use 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 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 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 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 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 1760 - Women's Personal Safety

The student learns personal safety strategies, assertiveness training, fear management, and self-defense techniques.

### 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.

## CRIM 1213 - Juvenile Delinquency and Justice

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption Pre/ - CRIM 1313 - Introduction to Criminal Justice
This course provides an exploration of the sociological nature of juvenile delinquency and how society defines and deals with delinquency. This course explores the theoretical concepts of delinquency and looks at the acts of delinquency, the results of delinquency, the results of delinquent acts, and the victims of juvenile delinquency. Students are also introduced to juvenile justice practices. Offered in fall only

## CRIM 1313 - Introduction to Criminal Justice

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption
This course covers the history, development, philosophy, functions, current operations, and future trends of the criminal justice system in a democratic society. Emphasis will be placed on contemporary problems in the definition of law, the enforcement of law, strategies of policing, judicial systems, sentencing strategies, and correctional practices. Offered in fall and spring only ACTS Equivalent Course Number = CRJU1023

## CRIM 1323 - Arkansas Juvenile Law and Procedures

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s)/Corequisite(s): CRIM 1313 - Introduction to Criminal Justice
This course provides a study of the procedures and problems involved in dealing with juveniles in the criminal justice system. It explores the framework of the Arkansas Juvenile Code and federal law as it pertains to juvenile detention, substance abuse, school violence, gang violence and crimes involving and against juveniles. Offered in spring only

## CRIM 2313 - The Judicial Process

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better and READ 1213 - Developmental Reading with a "C" or better or test score exemption
This course is an introduction to the judicial process, with analysis and evaluation of the main institutions and consideration affecting the administration of justice in the United States. Uses a comparative approach, but emphasizes the American state, local, and federal judicial systems.

## CRIM 2323 - Probation and Parole

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): CRIM 1313 - Introduction to Criminal Justice
This course covers the development, organization, operation and result of systems of probation and parole as substitutions for incarceration; methods of selection, prediction scales, dynamics of parolees' readjustment after incarceration, comparison of rules and supervision methods. Offered in spring only

## CRIM 2333 - Introduction to Corrections

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): CRIM 1313 - Introduction to Criminal Justice
This course is a survey of contemporary correctional treatment techniques and procedures, the purpose and functions of correctional institutions, and the history and theory of corrections. Methods of social rehabilitation in treating

correctional clients, the role of the social worker in a correctional setting, career opportunities in corrections, and correctional rehabilitation. Offered in fall only

## CRIM 2343 - Constitutional Law

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better, and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and CRIM 1313 - Introduction to Criminal Justice
Students will study constitutional law with an emphasis on the criminal aspects of this law. The course provides a greater insight into the limitations on the responsibilities and powers of persons serving in criminal justice fields. Offered in fall only

## CRIM 2373 - Criminal Investigation I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): CRIM 1313 - Introduction to Criminal Justice
This is an introduction to the act of investigation. Attention to the importance of information, interrogation, and instrumentation in the solution and preparation of criminal cases for trial. Examination of the rules regarding the admissibility of evidence, specifically as they affect the law enforcement officer in the processes of arrest, force, search, seizure, preservation, custody, and testimony. Review of the Arkansas Code of Criminal Procedure and leading case law on each topic. Survey of general procedures, concepts, and practical application of the mechanics of criminal investigation. There is an emphasis on elements of crime and fact-finding.

## CRIM 2383 - Criminal Law

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Introduction to Computers with a "C" or better, and Development Reading with a "C" or better, a Reading COMPASS score of 83 or better, or ACCUPLACER Reading Score 78 or better CRIM 1313 - Introduction to Criminal Justice
This course covers the history and philosophy of modern criminal law, including structure, definition, application of statutes, leading case law, and procedures; elements of crime, penalties, and general provisions of the criminal code. Offered in spring only

## CRIM 2453 - Issues in Criminal Justice

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): CRIM 1313 - Introduction to Criminal Justice
This course allows the student to explore current and significant issues in the field of criminal justice. Seminar-style classes permit instructors to offer a variety of topics as needed. This course is offered to all interested students. It is not intended for transfer. Offered in fall only

## CRIM 2463 - Private Security and Investigation

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers with a "C" or better, and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and CRIM 1313 - Introduction to Criminal Justice
This course is designed to prepare the student for state certification in the areas of private security and private investigation. Offered in spring only

## DRAF 1114 - Engineering Graphics I

**Credit Hours:** 4 **Lecture Hours:** 2 **Lab Hours:** 4 An introduction to drawing fundamentals including lettering, geometric construction, orthographic projection, dimensioning, sectioning, auxiliaries, and sketching. Offered in fall only

## DRAF 1124 - Introduction to Computer Aided Design

**Credit Hours:** 4 **Lecture Hours:** 2 **Lab Hours:** 4 An introduction to computer aided design, covering such topics as computer terminology, history, components, and applications in the design process. Students will be expected to master the basic draw, edit, and dimensioning commands of AutoCAD. Offered in fall only

## DRAF 1214 - Engineering Graphics II

**Credit Hours:** 4 **Lecture Hours:** 2 **Lab Hours:** 4 Prerequisite(s): DRAF 1114 - Engineering Graphics I
An extension of Engineering Graphics I, this course covers projection, representation of fasteners, gears, piping and welding surface developing, geometric relationship of lines and planes, and drawing of charts and graphs. Pictorial expression of detailed working drawings in oblique, isometric, trimetric, and perspective views. Offered in spring only

## DRAF 2314 - Architectural Drawing and Design

**Credit Hours:** 4 **Lecture Hours:** 2 **Lab Hours:** 3 Prerequisite(s): DRAF 1124 - Introduction to Computer Aided Design and DRAF 1114 - Engineering Graphics I
Space planning, interior design concepts, structural systems, electrical and mechanical systems, architectural styles, and code requirements as they relate to light commercial construction. Students create a set of working drawings for a small commercial building. Offered in fall only

## DRAF 2324 - Advanced Computer Aided Design

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 3 Prerequisite(s): DRAF 1124 - Introduction to Computer Aided Design
An exploration of ways to increase CAD productivity including custom menu creation, Auto Lisp programming, networking, and CAD system management. Offered in spring only

## DRAF 2414 - Machine Drawing and Design

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 3 Prerequisite(s): DRAF 1114 - Engineering Graphics I and DRAF 1124 - Introduction to Computer Aided Design.
This course covers precision dimensioning and tolerancing, electrical and electronics drawing, drawing of machine elements, and advanced detail and assembly drawing. Offered in spring only

## DRAF 2423 - 3-D Studio

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): DRAF 2324 - Advanced Computer Aided Design and DRAF 1214 - Engineering Graphics II
This course will cover the fundamentals of 3-D modeling and animation and how to present designs with pictures that simulate the final product. Offered in fall only

## 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 Heartsaver CPR/First Aid

This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation for infant, child, and adult. Basic First Aid training is included.

## ECDT 1023 - Intro to Early Childhood Education

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course provides an overview of the
philosophy, educational theories, and historical
development of formalized early childhood
education. The student will become familiar with
theories which early childhood education is based
upon and learn how to develop an effective program
designed uniquely for children birth to five. The
student will also obtain knowledge of state and
federal laws pertaining to the care and education
of young children. The course is based upon
guidelines established by the Council for Early
Childhood Professional Recognition.

## ECDT 1113 - Essential Elements of Child Care

**Credit Hours:** 3 **Lecture Hours:** 3 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 provides a foundation
forestablishing 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 young children. Course content is based on the guidelines established
by the Council for Early Childhood Professional Recognition and partially fulfills the theoretical component of the
Certified Development Associate credential. A grade of "C" or better is required for passing.

## ECDT 1233 - Early Childhood Education Field Experience

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete ECDT-1023 Intro to Early Childhood Education,
ECDT-1113 Essential Elements of Child Care and
EDUC-2333 Child Growth and Development with a 'C'
or better.
This course introduces the student to early
childhood educational settings through 30 (thirty)
hours of active observation, and limited guided
participation with infants, toddlers, and
preschoolers. Activities and assignments will
highlight the principles underlying early
childhood education. Students are assigned to
licensed, quality childcare centers for this field
experience.

## ECDT 1323 - Language Arts for Preschool Children

**Credit Hours:** 3 **Lecture Hours:** 3 This course covers skills needed by preschool teachers in order to plan, develop,
and present language arts activities that nurture expressive language in young children. These skills are used to help

children develop pre-reading and pre-writing skills. Offered in spring only A grade of "C" or better is required for passing.

## ECDT 1413 - Music for Preschool Children

**Credit Hours:** 3 **Lecture Hours:** 3 This course focuses on music as a teaching tool for the preschool teacher. Students will use creative thinking, self-awareness, and problem solving as they plan developmentally appropriate musical activities to promote instructional themes such as health and safety, socialization, family relationships, and nutrition. Offered in spring only A grade of "C" or better is required for passing.

## ECDT 1513 - Child Nutrition and Health Care

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ECDT 1113 - Essential Elements of Child Care, EDUC 1013 - Introduction to Early Childhood Education, and EDUC 2333 - Child Growth and Development
Prerequisite(s)/Corequisite(s): EDUC 1113 - Early Childhood Field Experience
This course covers the principles and application of safety, sanitation, and health nutritional practices for young children. The focus is on creating a safe environment, providing healthy nutritious foods, and making young children aware of the importance of these factors for good health and safe living. Offered in fall only A grade of "C" or better is required for passing.

## ECDT 2243 - Social and Emotional Development in an Inclusive Classroom

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): EDUC 1013 - Introduction to Early Childhood Education, ECDT 1113 - Essential Elements of Child Care, EDUC 1113 - Early Childhood Field Experience
Prerequisite(s)/Corequisite(s): EDUC 2333 - Child Growth and Development
This course focuses on the emotional development and social behavior of preschool children developing typically and atypically. Students will gain knowledge about identifying children with developmental disabilities, handicapping conditions, or challenging behaviors. Students will discover how to implement quality programs designed to accommodate the needs of normally developing and exceptional children. Offered in fall only A grade of "C" or better is required for passing.

## ECDT 2613 - Curriculum Methods and Materials

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ECDT 1113 - Essential Elements of Child Care, EDUC 1113 - Early Childhood Field Experience, EDUC 1013 - Introduction to Early Childhood Education, and EDUC 2333 - Child Growth and Development
This course is an in-depth study of methods, materials, and curricula necessary to implement the goals and objectives of early childhood education based on the National Council of Professional Recognition's six competency goals and thirteen functional areas. Offered in spring only A grade of "C" or better is required for passing.

## ECDT 2713 - Social Studies, Math, and Science for Preschool Children

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ECDT 1113 - Essential Elements of Child Care, EDUC 1113 - Early Childhood Field Experience, and EDUC 1013 - Introduction to Early Childhood Education, and EDUC 2333 - Child Growth and Development
This course covers the skills needed by preschool teachers to plan, develop, and present developmentally appropriate activities in social studies, math, and science for young children. Lab activities are implemented during ECDT 2916 - Early Childhood Education Practicum. Offered in fall only A grade of "C" or better is required for passing.

## ECDT 2813 - Administration of Preschool Programs

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ECDT 1113 - Essential Elements of Child Care, EDUC 1113 - Early Childhood Field Experience, and EDUC 1013 - Introduction to Early Childhood Education, and EDUC 2333 - Child Growth and Development.
This course covers the theory and practice of administering private, state, and federally funded preschool programs. Concepts of administration are covered. Offered in spring only A grade of "C" or better is required for passing.

## ECDT 2916 - Early Childhood Education Practicum

**Credit Hours:** 6 **Lecture Hours:** 2 **SWE:** 16 Prerequisite(s): EDUC 1013 - Introduction to Early Childhood Education, EDUC 1113 - Early Childhood Field Experience, ECDT 1113 - Essential Elements of Child Care, ECDT 1323 - Language Arts for Preschool Children, ECDT 1413 - Music for Preschool Children, ECDT 1513 - Child Nutrition and Health Care, ECDT 2243 - Social and Emotional Development in an Inclusive Classroom, EDUC 2333 - Child Growth and Development, ECDT 2713 - Social Studies, Math, and Science for Preschool Children
This course provides an extended opportunity for students to apply their acquired skills and theoretical knowledge in a childcare setting. Completion of course objectives provides opportunities for students to plan and implement experiences for infants, toddlers, and preschoolers, drawing together all areas of the early childhood curriculum. Offered in spring only A grade of "C" or better is required for passing.

## ECON 2313 - Principles of Economics I (Macroeconomics)

**Credit Hours:** 3 **Lecture Hours:** 3 Introduces the basic economic problems of a society, how the different solutions to these problems lead to different political philosophies. Discussions focused on the economic activities of the society as a whole, especially effects of monetary and fiscal policies on employment, income and price levels. Offered in fall, spring, and summer ACTS Equivalent Course Number = ECON2103

## ECON 2323 - Principles of Economics II (Microeconomics)

**Credit Hours:** 3 **Lecture Hours:** 3 Topics include decision making of the firms and the consumer; market structures; farm problems; international trade and finance, and the global economy. Offered in fall, spring, and summer ACTS Equivalent Course Number = ECON2203

## EDUC 1013 - Introduction to Early Childhood Education

**Credit Hours:** 3 **Lecture Hours:** 3 This course provides an overview of the philosophy, educational theories, and historical development of formalized early childhood education. The student will become familiar with theories which early childhood education is based upon and learn how to develop an effective program designed uniquely for children birth to five. The student will also obtain knowledge of state and federal laws pertaining to the care and education of young children. The course is based upon guidelines established by the Council for Early Childhood Professional Recognition. Offered in fall and spring only

## EDUC 1113 - Early Childhood Field Experience

**Credit Hours:** 2 **Lecture Hours:** 1 **Lab Hours:** 2 Prerequisite(s): EDUC 2333 - Child Growth and Development, ECDT 1113 - Essential Elements of Child Care, EDUC 1013 - Introduction to Early Childhood Education; Acceptance into the ECDT program
This course introduces the student to the process of observing and assessing young children in early childhood educational settings through 30 (thirty) hours of active observation. The course will cover various observation methods, as well as the importance of utilizing various strategies of documenting observations for assessment purposes and curriculum planning. Students practice observing, documenting, and completing assessment tools prior to being placed in the field where required to carry out the observation and assessment process using appropriate documentation and

interacting with developmental assessment tools for young children. Students are assigned to licensed, quality childcare centers for this field experience. Offered in fall, spring, and summer

## EDUC 1303 - Foundations of Education

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course provides an overview of the
philosophy, educational theories, and historical
development of formalized education. The student
will become familiar with theories which education
is based upon and learn how to develop an
effective program designed uniquely for children.
The student will also obtain knowledge of state
and federal laws pertaining to the education of
children. This course will also explore the
opportunities in the field of education. This
course is designed to fulfill requirements set
forth by the Associate of Arts in Teaching degree
program. (Formerly Intro to Education)

## EDUC 1312 - Academic Success

**Credit Hours:** 2 **Lecture Hours:** 2 This course focuses on equipping college students with the requisite skills needed for success in higher education. Topics include the following items: study skills, active listening, note taking, critical thinking, learning online, communication, academic persistence and choosing an area of study. In addition, this class will require students to engage with student support services offered at SEARK, such as Tutoring Central, TRiO, or Career Services. This course is required for all students who require remediation in Reading, English, or Math. Students MUST take this course within their first 15 hours of course work at Southeast Arkansas College, have completed a similar course as evidenced by transcript evaluation. or have successfully completed 30 or more hours of college credit at another institution.

## EDUC 1313 - Strategies for College Success

**Credit Hours:** 3 **Lecture Hours:** 3 This course focuses on the development of critical thinking skills and applications. It fosters the development of essential college-level study skills, including note-taking, test-taking, and time-management skills and financial literacy. Critical workplace skills are also addressed within the context of progressing from college to the workplace. Students must take this course within their first 12 hours of course work at SEARK College or have completed a similar course as evidenced by transcript evaluation. Offered in fall, spring, and summer

## EDUC 1323 - Service Learning

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Completion of a minimum of 12 semester credit hours of collegiate-level courses
This course is designed for the General Studies and/or Associate of Arts degree major. Students meet in seminar sessions at the beginning and end of the semester and intermittently throughout the term. Students are placed in a trained volunteer service position with a local not-for-profit organization for a minimum of eight hours per week. Through community service, seminar classes, reflective journaling, and experience sharing students realize the connection between their academic preparation and the workplace. The personal value of volunteerism, its impact on the community, and the development of responsible citizenry are also goals of the course.

## EDUC 2113 - Math for Teachers I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete EDUC-1303 Foundations of Education with a 'C' or better.
Students will demonstrate a deep understanding of sets, logics, 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.

## EDUC 2123 - Math for Teachers II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete EDUC-2113 Mathematics for Teachers I with a 'C' or better.
Topics include a study of probability and statistics, geometry, and concepts of measurement in elementary/middle school mathematics, for school mathematics as a foundation and a guideline. Emphasis will be placed on applications and problem solving. This course is designed to fulfill requirements set forth by the Associate of Arts in Teaching degree program.

## EDUC 2133 - Classroom Methods & Management

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete EDUC-1303 Foundations of Education with a C or better.
Future teachers need to be prepared to effectively mamage increasingly diverse student populations. This course is designed to provide skills necessary to manage classrooms including students with various levels of academic preparedness, behavioral skills, disabilities, and cultural backgrounds.

## EDUC 2143 - Curriculum Strategies for Teachers

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete EDUC-1303 Foundations of Education with a 'C' or better.
Corequisite(s): None
Curriculum Strategies for Teachers is designed primarily for use in courses of instruction for those preparing to become elementary and middle school teachers. Preparing pre-service or new practicing teachers to master a broad range of competencies required for state and national certification. The course illustrates a broad spectrum of instructional models, strategies, methodologies, and techniques that work in today's complex classrooms.

## EDUC 2313 - Instructional Technology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers
This course provides an introduction to integrating technology in the classroom. Topics include the Internet, productivity software for educators, integrating multimedia and software applications, security issues, ethics, and technology planning. Offered in spring only

## EDUC 2333 - Child Growth and Development

**Credit Hours:** 3 **Lecture Hours:** 3 This course focuses on physical, cognitive, and socio-emotional development in children from birth to age eight. Introduces methods used to observe, evaluate, and recognize possible delays in child development. The course content is based upon guidelines established by the Council For Early Childhood Professional Recognition. Offered in fall and summer only

## ELEC 1003 - Instrumentation & Control I

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): ELEC 1024 - Electronics and Digital Devices with a grade of "C" or better
Instrumentation & Control I 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. Offered in spring only

## ELEC 1004 - Principles of Technology

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Corequisite(s): MATH 1233 - Technical Mathematics
This course is a study of basic industrial skills required in manufacturing environments and allows the student to attain core credentials in the NCCER system. This course is designed for students to gain practical knowledge of principles of technology and gain comprehensive exposure to a variety of topics such as use of power tools, hand tools, material handling and equipment in an industrial setting. This course will assist students in using measuring devices, identification and use of fastening devices, tolerance & lubrication of industrial machinery, while focusing on proper safety practices associated with working in an industrial setting Offered in fall & spring

## ELEC 1014 - AC-DC Fundamentals of Electricity

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Corequisite(s): MATH 1233 - Technical Mathematics with a grade of "C" or better
AC/DC Fundamentals of Electricity presents the basic concepts of DC and AC electricity. General topics covered include voltage, current, and Ohm's Law, equivalent resistance, power in DC circuits, series and parallel circuits, phase angle and phase shift, instantaneous power and average power, inductive reactance, capacitive reactance, active and reactive power, apparent power and the power triangle. Solving simple AC circuits using circuit Impedance Calculation, solving AC circuits using the power triangle method. This course uses training systems and combines a modular design approach with computer-based data acquisition and control to introduce students to the fundamentals of electricity. The training system is designed to operate at a low voltage to ensure safety of students beginning their training in electric power technology. Offered in fall & spring This course will incorporate a variety of teaching and learning methods- lectures, readings, lab exercises, and lab work.

## ELEC 1024 - Electronics and Digital Devices

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Corequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better

Electronics and Digital Devices introduce students to the components, the analysis and design methods, and the underlying principles that make up the framework for creating and implementing electronic and digital circuits for almost any conceivable task. The main emphasis is on developing an engineering point of view that is a mix of practical experience, good intuition, and the capability to apply the mathematical laws that govern the behavior of electronic and digital elements and circuits. Both analog and digital circuits will be covered. Topics include diodes, transistors, power components, filters, operational amplifiers and oscillators, number systems, codes, gates, Boolean logic, truth tables, encoders, decoders and converters, TTL, CMOS, flip-flops, multivibrators, counters, shift registers synchronous and asynchronous circuits, and multiplexing. Offered in fall & spring

## ELEC 1034 - Industrial Motor Controls

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better

This course covers the fundamentals of DC motors, single phase AC motors, and three-phase AC motors. The course will also address control devices such as motor starters, contactors, relays solenoids, sensors, timers and switches. Included are maintenance, installation, wiring diagrams, and troubleshooting. Mechanical and electrical assembly of control circuits is accomplished without the use of hand tools. This class uses the Control of Industrial Motors Training Systems which form a complete instructional program that trains students in industrial-motor control through the use of block, wiring, and schematic diagrams. Offered in spring only This course will incorporate a variety of teaching and learning methods - lectures, readings, lab exercises, and lab work.

## ELEC 2003 - Instrumentation & Control II

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): ELEC 1003 - Instrumentation & Control I with a grade of "C" or better.

This course continues the study of industrial process measurement and instrumentation. Covers common techniques for measuring the dynamic response of processes. Automatic control and process dynamic, digital and electrical control, control valves, regulator and dampers, actuator and positioners, variable speed drives and electrical power controllers, and safety instrumented systems. This class also focuses on the instrumentation and control applications such as temperature control applications, pressure and level application, flow control application and analysis and multivariable control application. The student must demonstrate the ability to properly connect and troubleshoot a basic instrumentation system upon completion of this course. Offered in fall only This source will incorporate a variety of teaching and learning methods - lectures, readings, lab exercises, and lab work.

## ELEC 2004 - Programmable Logic Controllers

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): ELEC 1024 - Electronics and Digital Devices with a grade of "C" or better.

Programmable Logic Controllers (PLCs) 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. This class features on 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. Offered in fall only This course will incorporate a variety of teaching methods - lectures, readings, lab exercises, and lab work.

## ELEC 2014 - Wiring Principles & Codes

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better

Wiring Principles & Codes is an introductory course of study in wiring practices, cabling, conductors, insulators, blueprints, and general electrical devices found in the residential and industrial setting. This course is based on current National Electric Code (NEC) standards and should stimulate the student to learn the basics of residential and industrial wiring. It will guide the students in examining the very latest in industry standards and procedures. The student will move step-by-step through the critical tasks and responsibilities that face today's professional residential and industrial electricians. This course will cover the interpretation and application to residential, industrial and commercial wiring of electrical code. Offered in fall only

## ELEC 2024 - Commercial & Industrial Wiring

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better Commercial & Industrial Wiring provides an overview of principles and theory involved when wiring commercial and industrial facilities.
This class provides an understanding of the installation and maintenance of commercial and industrial wiring. This classes 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. Operation and installation of common electrical devices and components used in commercial and industrial applications are covered featured throughout this class. Offered in spring only

## ELEC 2034 - Troubleshooting Electromechanical Systems

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): ELEC 2004 - Programmable Logic Controllers with a grade of "C" or better
Troubleshooting Electromechanical Systems covers system troubleshooting theory and real troubleshooting applications. Uses a hands-on approach to provide troubleshooting experience in multiple areas including troubleshooting techniques for Instrumentation and Process Control Systems, Motor Controls, and PLC/DCS (analog and digital) systems, and Motor Transformers, Branch and Feeder Circuits (480V to 34.5KV). This course is intended to build on previous study in these topics and enhance skills so that system failures can be analyzed and corrected efficiently. Students will be using SIMTECH software to troubleshoot electro-mechanical systems. Offered in spring only This course will incorporate a variety of teaching and learning methods- lectures, readings, lab exercises, and lab work.

## ELEC 2104 - Programmable Logic Controllers II

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): None
Corequisite(s): None
Prerequisite(s)/Corequisite(s): None

## EMER 1006 - Emergency Medical Responder

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): READ 1213 - Developmental Reading with a "C" or better or test score exemption
Emergency Medical Responder (EMR)program prepares graduates to make appropriate decisions about the care to provide in a medical emergency. It uses simple knowledge of the Emergency Medical Services (EMS), system safety/well-being of the EMR, medical/legal issues at the scene of an emergency while awaiting a higher leval of care. The program prepares graduates with the knowledge and skills necessary to work as an EMR to help sustain life, reduce pain and minimize the consequences of injury or sudden illness while awaiting or alongside advance medical help.

## EMER 1009 - EMT Basic

**Credit Hours:** 9 **Lecture Hours:** 7 **Lab Hours:** 4 **SWE:** 4 Prerequisite(s): Reading score of ACT 19 or equivalent test scores, READ 1213 - Developmental Reading with a grade of "C" or ENGL 1313 - English Composition I with a grade of "C" or better, and by NAH faculty permission.
Basic EMT is an introductory survey of emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, and extrication. A grade of "C" or better is required for passing.

## EMER 1016 - Community Paramedic

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): READ 1213 - Developmental Reading with a "C" or better or test score exemption
The Community Paramedic Program will train paramedics to attend to a specific patient population that are often underserved. The program prepares students to provide services as directed by a patient care plan. The care plan is developed, approved and implemented by a patient's physician in conjunction with the Community Paramedic and the Cummunity Paramedic's Director. Graduates are eligible to take a licensure exam to work as a Community Paramedic in the pre-hospital setting. Offered in the fall and spring only.

## EMER 1019 - EMT - Advanced

**Credit Hours:** 9 **Lecture Hours:** 7 **Lab Hours:** 4 **SWE:** 4 Prerequisite(s): READ 1213 with a "C" or better or test score exemption and EMER 1009 with a "C" or better
Emergency Medical Technology Advanced is an introductory survey of advanced emergency medical services including medical legal/ethical aspects, patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency childbirth, intravenous access, drug administration, advanced treatment of medical and trauma patients and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for state and national certification as AEMT. Random drug screening may be utilized at any time during the course of the program at the student's expense. Offered in the fall and spring only.

## EMER 1111 - Basic EKG Interpretation

**Credit Hours:** 1 **Lecture Hours:** 1 This course covers cardiac anatomy and physiology with particular attention to cardiac electrical activity and the interpretation of electrocardiograms. A grade of "C" or better is required for passing.

## EMER 1112 - Clinical

**Credit Hours:** 2 **Lecture Hours:** 1 **Lab Hours:** 2 Prerequisite(s): Acceptance into the program EMER 1009 - EMT Basic, with a grade of "C" or better.
Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1114 - Foundations of Emergency Medical Sciences
This course prepares the student to care for patients in the clinical area by teaching the principles of intravenous access, medication administration, and airway management. Students will utilize the simulations lab to enhance clinical understanding and basic diagnostic skills. Offered in fall only A grade of "C" or better is required for passing.

## EMER 1114 - Foundations of Emergency Medical Sciences

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): Acceptance into the Program; EMER 1009 - EMT Basic, with a grade of C or better.
Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1114 Foundations of EMS
This course will include the study of roles and responsibilities within the EMS system, the importance of personal wellness, and implementation of injury prevention activities, understanding legal issues, ethics and principles of communications. Basic Pharmacology is covered with emphasis on emergency administration including preparation,

methods, safety, classifications, and principles of IV/Intraosseous therapy. Advanced airway management including endotracheal intubation, CPAP, Rapid Sequence Induction, emergency cricothyrotomy and mechanical ventilation for pre-hospital setting is included. Offered in fall only A grade of "C" or better is required for passing.

## EMER 1134 - Clinical Practicum I

**Credit Hours:** 4 **SWE:** 16 Prerequisite(s): Acceptance into the Program; EMER 1009 - EMT Basic with a grade of C or better.
Prerequisite(s)/Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1114 - Foundations of Emergency Medical Sciences; EMER 1112 - Clinical.
Students will have supervised rotations through selected clinical, both hospital and pre-hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/Lab instruction. Offered in fall and spring only A grade of "C" or better is required for passing.

## EMER 1213 - Management of the Trauma Patient

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical Prerequisite(s)/Corequisite(s): EMER 1134 - Clinical Practicum I or EMER 1244 - Clinical Practicum II; EMER 1114 - Foundations of Emergency Medical Sciences; EMER 1222 - Acute Cardiac Care; EMER 1234 - Pathophysiology for EMS Providers.
This course includes the advanced management of the trauma systems, mechanism of injury, pathophysiology, management, and treatment of traumatic injuries including hemorrhage, burns, thoracic trauma, soft tissue injury, head injury, spinal injury, abdominal injury, and musculoskeletal injury in clients across the lifespan. Includes certification in Pre-hospital Trauma Life Support (PHTLS), Pediatric Education for the Pre-hospital Providers (PEPP), and Neonatal Resuscitation (NRP) Certifications. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. Offered in the spring only. A grade of "C" or better is required for passing.

## EMER 1222 - Acute Cardiac Care

**Credit Hours:** 2 **Lecture Hours:** 1 **Lab Hours:** 2 Prerequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical; EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; all with a grade of C or better.
Corequisite(s): EMER 1213 - Management of the Trauma Patient; EMER 1234 - Pathophysiology for EMS Providers; EMER 1242 - Management of the Critical Care Patient; EMER 1244 - Clinical Practicum II
This course provides the student with the framework for recognition and treatment of cardiac-related emergencies. A review of the standard 3 lead EKG will be done to lead to the student gaining a working knowledge in the acquisition and advanced interpretation of the 12 lead EKG. Emphasis is placed on the pathophysiology of cardiac related emergencies. Students learn the evolution of acute coronary syndromes and the treatment of such disorders. Successful completion of this course will lead the student to gain certification in Advanced Cardiac Life Support Provider (ACLS) through the American Heart Association. Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. This course will also provide the student with the framework to recognize the pathophysiology and implement management of emergencies among gynecologic, obstetric, neonatal, pediatric, and geriatric patients. The course includes Pediatric Education for the Pre-hospital Providers (PEPP), Neonatal Resuscitation (NRP) Certifications. Offered in the spring and summer only A grade of "C" or better is required for passing.

## EMER 1234 - Pathophysiology for EMS Providers

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): EMER 1112 - Clinical with a grade of C or better.
Prerequisite(s)/Corequisite(s): EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; EMER 1222 - Acute Cardiac Care; EMER 1213 - Management of the Trauma Patient;

This course includes Human Anatomy and Physiology from cellular structure to systems applications with emphasis on the pathophysiology of the disease process. Offered in the spring only A grade of "C" or better is required for passing.

## EMER 1242 - Management of the Critical Care Patient

**Credit Hours:** 2 **Lecture Hours:** 1 **Lab Hours:** 2 Prerequisite(s)/Corequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical; EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; all with a grade of "C" or better. EMER 1222 - Acute Cardiac Care; EMER 1213 - Management of the Trauma Patient; EMER 1234 - Pathophysiology for EMS Providers; EMER 1244 - Clinical Practicum II
This course is designed to enable the paramedic student to integrate all the information learned in the program. This course will focus on dealing with critically ill or injured patients, including pediatrics. The laboratory time will be spent treating simulated patients in the lab at SEARK College. Offered in the spring and summer only A grade of C or better is required for passing.

## EMER 1244 - Clinical Practicum II

**Credit Hours:** 4 **SWE:** 16 Prerequisite(s): EMER 1111 - Basic EKG Interpretation; EMER 1112 - Clinical; EMER 1134 - Clinical Practicum I; EMER 1114 - Foundations of Emergency Medical Sciences; all with a grade of C or better. Corequisite(s): EMER 1242 - Management of the Critical Care Patient
Students will have supervised rotations through selected clinical, both hospital and pre-hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/ Lab instruction. Offered in the spring and summer only A grade of "C" or better is required for passing.

## EMER 1411 - Paramedic Competencies

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): EMER 1244 - Clinical Practicum II
Corequisite(s): EMER 1413 - Management of Medical Emergencies; EMER 1424 - Clinical Practicum III
This Capstone course combines preparation and evaluation of significant entry level paramedic competencies required to be successful on the National Registry exam. Offered in the summer and fall only A grade of "C" or better in this course is required in order for the student to be granted eligibility to sit for the National Registry exam.

## EMER 1413 - Management of Medical Emergencies

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): EMER 1244 - Clinical Practicum II with a grade of C or better.
Corequisite(s): EMER 1411 - Paramedic Competencies; EMER 1424 - Clinical Practicum III
This course will provide the student with the framework to recognize the pathophysiology and implement management of patients with respiratory, neurologic, endocrine, anaphylactic, non- traumatic abdominal, and urologic emergencies. The course includes toxicological, substance abuse, hematologic, environmental, infectious, psychiatric, and behavioral emergencies. The course includes certification in Advanced Medical Life Support (AMLS). Students will utilize the simulations lab to enhance their clinical understanding and basic diagnostic skills. Offered in the summer and fall only A grade of "C" or better is required for passing.

## EMER 1424 - Clinical Practicum III

**Credit Hours:** 4 **SWE:** 16 Prerequisite(s): EMER 1244 - Clinical Practicum II with a grade of C or better.
Corequisite(s): EMER 1411 - Paramedic Competencies; EMER 1413 - Management of Medical Emergencies
Students will have supervised rotations through selected clinical, both hospital and pre- hospital, field areas. Emphasis placed on developing and improving skills which reinforce Didactic/Lab instruction. Offered in the summer and fall only A grade of "C" or better is required for passing. Emphasis is placed on all psychomotor skills and cognitive aspects of the national professional credentialing examination.

## ENGL 1013 - Basic English

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT score of 12-14 or equivalent ACCUPLACER score.
Corequisite(s): READ 1213 - Developmental Reading, if required
This course offers intensive instruction in the fundamentals of grammar and usage. Offered in fall, spring, and summer A grade of "C" or better is required before progressing to the next course level, ENGL 1113 - Fundamentals of Writing. Note: This course is non-transferable.

## ENGL 1101 - Fundamentals of Critical Reading

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): None
Corequisite(s): Complete ENGL-1191 ALP Fundamentals of Writing and ENGL-1393
ALP English Composition I with this
course.
This course is a co-requisite course paired with
ALP English Composition I. The course will cover
reading competencies in the following categories:
main ideas, supporting details,
organization/relationships, vocabulary
development, critical reading/logic and strategic
reading. These skills will be taught in the
context of the reading material for the paired
college-level, gateway course. It must be taken
with the college-level gateway course. Fall, Spring, and Summer Note: This course is developmental and will not transfer.

## ENGL 1113 - Fundamentals of Writing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT score of 15-18 or equivalent ACCUPLACER score, or a grade of "C" or better in ENGL 1013 - Basic English.
Corequisite(s): READ 1213 - Developmental Reading, if required
This course is a continuation of ENGL 1013 - Basic English. Students learn the writing process and methods of essay development while working with varied resources. Offered in fall, spring, and summer A grade of "C" or better is required before progressing to ENGL 1313 - English Composition I. Note: This course is not transferable.

## ENGL 1191 - ALP Fundamentals of Writing

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): None
Corequisite(s): This course must be taken with ENGL-1393 ALP English
Composition I and completed with a 'C' or better.
This is an Accelerated Learning Program course to
be taken in the same semester as ENGL 1393 ALP
English Composition I.  Its purpose is to enable
developmental students to immediately put the
skills they are learning to work and to earn
college credit toward graduation.  A grade of "C"
or better is required in both courses before
progressing to the next course level. Fall, Spring, and Summer Note: This course is developmental and will not transfer.

## ENGL 1193 - ALP Fundamentals of Writing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT score of 15-18 or equivalent ACCUPLACER score, or ENGL 1013 - Basic English with a grade of "C" or better. s
Corequisite(s): ENGL 1393 - ALP English Composition I and READ 1213 - Developmental Reading, if required
This is an Accelerated Learning Program course to be taken in the same semester as ENGL 1393 - ALP English Composition I. Its purpose is to enable developmental students to immediately put the skills they are learning to work and to earn college credit toward graduation. Offered in fall, spring, and summer Note: A grade of "C" or better is required in both courses before progressing to the next course level.

## ENGL 1201 - Reading for the Workplace

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): None
Corequisite(s): This course must be take with ENGL-1213 Writing for the
Workplace and completed with a "P" for passing.
This course is a co-requisite course paired with
Writing for the Workplace. The course will cover
reading competencies in the following categories:
main ideas, supporting details,
organization/relationships, vocabulary
development, critical reading/logic and strategic
reading. These skills will be taught in the
context of professional readings one might
encounter in a technical workplace environment. Note: This course is developmental and will not transfer.

## ENGL 1213 - Writing for the Workplace

**Credit Hours:** 3 **Lecture Hours:** 3 **Lab Hours:** 0 **SWE:** 0
Writing for the Workplace is a course designed specifically for those students who are earning technical certificates and AAS degrees. This course may not transfer to other institutions. This course is a college-level, three-credit course that tightly focuses on contextualized writing for the workplace while reviewing foundational reading and writing elements. Students will participate in active/hands-on learning projects which focus on only the technical writing these students will need upon entering the workforce.

## ENGL 1313 - English Composition I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT score of 19 or better or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1393 - IRW Integrated Developmental Reading and Writing, or a minimum grade of "C" or better in ENGL 1113 - Fundamentals of Writing.
Corequisite(s): READ 1213 - Developmental Reading, if required
The course will focus on principles and techniques of expository and persuasive composition, analysis of texts with an introduction to research methods, and critical reading. Offered in fall, spring, and summer ACTS Equivalent Course Number = ENGL1013 A minimum grade of "C" or better is required for passing.

## ENGL 1323 - English Composition II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ENGL 1313 - English Composition I or ENGL 1393 - ALP English Composition I with a minimum grade of "C" or better.
The course will focus on the further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. Offered in fall, spring, and summer ACTS Equivalent Course Number = ENGL1023  A minimum grade of "C" is required for passing.

## ENGL 1393 - ALP English Composition I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ENGL 1193 - ALP Fundamentals of Writing and READ 1213 - Developmental Reading, if required.
This is an Accelerated Learning Program course taken in the same semester as ENGL 1193 - ALP Fundamentals of Writing. Principles and techniques of expository and persuasive composition, analysis of texts with an introduction to research methods, and critical thinking are covered. It enhances student's writing skills to give them an opportunity to earn college credit toward graduation. Offered in fall, spring, and summer A grade of "C" or better is required in both courses before progressing to the next course level.

## ENGL 2013 - Introduction to Creative Writing

**Credit Hours:** 3 **Lecture Hours:** 3

Prerequisite(s): Complete ENGL-1313 English Composition I with a grade of C
or better.
Corequisite(s): None
Practical experience in the techniques of writing
poetry and fiction.
Expected Student Learning Outcomes:
The student will generate creative writing
projects in both prose and verse; Learn
techniques, styles, and forms for imaginative
writing; Participate constructively in a workshop
environment; Explore structures and techniques
used in published fiction and poetry. Fall only

## ENGL 2313 - English Literature I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading.
The emphasis in this course is on English authors and literary developments from Beowulf through Samuel Johnson. Offered in fall and summer only ACTS Equivalent Course Number = ENGL2673.

## ENGL 2323 - English Literature II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading.
This course is a continuation of English Literature I with a focus on English authors and literary developments from James Thompson through Dylan Thomas. Offered in spring only ACTS Equivalent Course Number = ENGL 2683.

## ENGL 2343 - African-American Literature

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course provides an overview of the literature
produced by African American writers from the
1740's to the present.  Readings include
nonfiction writings such as autobiographies as
well as novels, short stories, and poetry.
Students will be expected to demonstrate their
knowledge of the readings through classroom
discussions and weekly written assignments.  We
will use this class to become a community of

readers and thinkers who value and respect each
other's reactions to the literature and individual
interpretation.

## ENGL 2363 - World Literature I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading.
A course is a critical survey of classical, oriental, and continental literature. Emphasis will be placed on important aspects of the literary heritage of the ancient Greek, Roman, and Judeo-Christian cultures. Offered in fall only ACTS Equivalent Course Number = ENGL2113.

## ENGL 2373 - World Literature II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score, or a grade of "C" or better in READ 1213 - Developmental Reading.
This course is a continuation of ENGL 2363 - World Literature I. Offered in spring only ACTS Equivalent Course Number = ENGL 2123.

## ENGL 2413 - American Literature I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete English Composition II with a C or better.
Corequisite(s): None
This course is a survey of major authors in
American literature from the 17th to mid-19th
centuries.  Individual works will be studied as a
part of the history and culture of America during
the period.  ACTS Equivalent Course Number =
ENGL2653 ENGL-2653

## ENGL 2423 - American Literature II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete English Composition II with a C or better.
Corequisite(s): None
This course is a survey of major authors in
American literature from the mid 19th century to
the present.  Individual works will be studied as
a part of the history and culture of America
during the period.  ACTS Equivalent Course Number
= ENGL2663 ENGL-2663

## GEOG 2313 - General Geography

**Credit Hours:** 3 **Lecture Hours:** 3 This course sets forth principles of physical, political, economic, and cultural geography. Elements of cartography will also be explored. Offered in fall, spring, and summer ACTS Equivalent Course Number = GEOG 1103

## HEAL 1113 - Medical Terminology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ACT Reading 19 or equivalent ACCUPLACER score, or READ 1213 - Developmental Reading and ENGL 1313 - English Composition I or ENGL 1393 - ALP English Composition

I with a grade of "C" or better or by Permission of NAH Faculty.

This course is a study of medical terminology including word components, definitions, spelling, pronunciation, and the use of medical references and resources for research and practice. Medical terms related to medicine, surgery, laboratory, pharmacology, radiology, and pathology are introduced. Offered in the fall, spring and summer only A grade of "C" or better is required for passing.

## HEAL 1123 - Medical Terminology & Anatomy for Coding

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course prepares the student for effective 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.

## HEAL 1203 - Exploring Healthcare

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course is designed to introduce the student to the different roles in healthcare and related fields. It will be a broad introduction to the various fields of healthcare and the responsibilities of professionals in these fields.

## HEAL 1216 - Introduction to Phlebotomy

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 3 **SWE:** 3 Prerequisite(s): ACT Composite score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading with a grade of C or better, or by NAH faculty permission
Prerequisite(s)/Corequisite(s): HEAL 1113 - Medical Terminology
This course introduces students to proper collection, transport, and handling of blood including blood collection equipment, venipuncture, and capillary collection. Pre-analytic complications, specimen collection procedures, forensic toxicology, and collection from adult, pediatric, geriatric, home and long- term care clients are covered. Instruction also includes collection of urine and other body fluids. Laboratory experiences are included to reinforce the didactic content. Phlebotomists may seek employment inpatient hospital laboratory settings, outpatient laboratories, physician offices, and medical clinics. Offered in the fall, spring and summer A grade of "C" or better if required for passing.

### HEAL 1343 - Disease Processes

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): BIOL 2454 - Human Anatomy and Physiology I with a "C" or better
This course is an overview of common human diseases and conditions, which include prevention, etiology, signs and symptoms, diagnostic and treatment modalities, and prognoses of common diseases. Medical references are utilized for research and verification. Offered in the fall and spring only. A grade of "C" or better if required for passing.

### HEAL 1413 - Basic Coding and Classification Systems

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s)/Corequisite(s): BIOL 2226 - Anatomy and Physiology for Health Professions; HEAL 1113 - Medical Terminology or by permission of NAH faculty.
This course is an introduction to the medical coding and classification systems for the United States as they relate to applicable workforces in the healthcare industry. ICD-10-CM/PCS codes will be observed and exercised through the course. Offered in the fall, spring and summer A grade of "C" or better is required for passing.

### HEAL 1513 - Intermediate Medical Coding Principles

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 1 Prerequisite(s): HEAL 1413 - Basic Coding and Classification Systems
Corequisite(s): HEAL 1343 - Disease Processes
This course is a continuation of HEAL 1343. Students will exercise existing knowledge in ICD-10-CM/PCS assignment and apply it to advanced concepts. CPT-4 coding will be introduced as well as an overview of reimbursement methodologies as they apply to U.S. healthcare billing systems. A grade of "C" or better is required for passing.

### HEAL 1613 - Medical Billing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course prepares individuals to perform and manage the medical and health insurance operations in a medical office, health care facility, health maintenance organization, or insurance provider. Includes instruction in health and medical insurance processes; health insurance law, policy, and regulations; insurance records and paperwork administration; insurance office administration; health/medical insurance software applications; personnel supervision; business mathematics; billing and collection procedures; medical terminology; and communications skills.

### HPER 1111 - Introduction to Ballroom and Social Dance

**Credit Hours:** 1 **Lab Hours:** 2 The content of this course will include techniques of leading and following, basic positions, and a variety of dance steps from such dances as the Waltz, Swing, Two-Step, and more. The student should be prepared to dance. Offered in the fall, spring and summer

### HPER 1122 - Fit and Well

**Credit Hours:** 2 **Lecture Hours:** 1 **Lab Hours:** 2 Prerequisite(s): By permission of NAH faculty.
Corequisite(s): Current membership with the Jefferson Regional Medical Center (JRMC) Wellness Center
This online course provides an overview of the components to personal fitness and wellness. Basic principles of physical fitness as well as types of exercises and the benefits of each will be discussed. Development and implementation of a fitness program based on a physical assessment and self-analysis will encourage enhancement of personal health. In addition, the effect of nutrition, stress management and high-risk behaviors on overall fitness and wellness will be discussed. Membership with JRMC's Wellness Center is required to complete the laboratory component of the course. A grade of "C" or better is required for passing.

## HPER 1313 - Personal Health and Safety

**Credit Hours:** 3 **Lecture Hours:** 3 This course is the study of correct living, including fundamental biological facts and aspects of human behavior as they affect individual health, conduct and mental hygiene; agents of disease and modern scientific methods controlling them. Offered in fall, spring and summer ACTS Equivalent Course Number = HEAL1003

## HIST 1333 - Western Civilization I

**Credit Hours:** 3 **Lecture Hours:** 3 This course is a survey of the foundations of Western Civilization in ancient and classical times, through the medieval period, to the end of the religious wars in 1648. Offered in fall, spring and summer ACTS Equivalent Course Number = HIST1213

## HIST 1343 - Western Civilization II

**Credit Hours:** 3 **Lecture Hours:** 3 This course is a survey of the development of Western Civilization from the end of the religious wars in 1648 to present. Offered in fall, spring and summer ACTS Equivalent Course Number = HIST 1223

## HIST 2313 - U.S. History to 1877

**Credit Hours:** 3 **Lecture Hours:** 3 A survey of United States history from the Colombian voyages through the end of Reconstruction. Offered in fall, spring and summer ACTS Equivalent Course Number = HIST 2113

## HIST 2323 - U.S. History Since 1877

**Credit Hours:** 3 **Lecture Hours:** 3 This course is a survey of United States history from the end of Reconstruction through the late twentieth century. Offered in fall, spring and summer ACTS Equivalent Course Number = HIST 2123

## HIST 2333 - Arkansas History

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Successful completion of HIST 2313 - U.S. History to 1877 or HIST 2323 - U.S. History Since 1877.
This course is a study of the economic, social, and political evolutions of Arkansas from the Spanish and French explorations to the present. Cultural aspects of folklore, native art, music, and traditions that have been an integral part of Arkansas will be explored. Satisfies certification requirements for Arkansas Teaching Certificate. Offered in fall, spring and summer

## HOME 1323 - Basic Nutrition

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): ACT Reading Score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading with a grade of "C" or better or ENGL 1313 - English Composition I with a grade of "C" or better or READ 1293 ALP Developmental Reading or ENGL 1393 - ALP English Composition I with a grade of "C" or better or by NAH faculty permission
This course presents basic principles of nutrition and its role in the maintenance of health across the lifespan. Significance and application of recommended dietary allowances and therapeutic diets are discussed. Offered in the fall, spring, and summer A grade of "C" or better is required for passing.

## Directed Electives XXXX - Directed Electives - 6 Hours

**Credit Hours:** 6 Directed Electives may be chosen from Science, Fine Arts/Humanities, and Social Sciences. Students should visit with their academic advisor for approval prior to enrolling in the course(s) to meet this requirement.

## Directed Electives xxxx - Directed Electives - 7 Hours

**Credit Hours:** 7 Directed Electives may be chosen from Science, Fine Arts/Humanities, and Social Sciences. Students should visit with their academic advisor for approval prior to enrolling in the course(s) to meet this requirement.

## HUMA 2303 - International Travel Studies

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Permission of Division Chair
The student will conduct and publicly present findings of the societies and cultures encountered during a college-approved academic foreign travel program. Course requirements include an orientation; reading assignments prior to foreign travel; daily journal entries; travel summation; photographs, slides, or video presentations, written assignments, and three public presentations of the foreign travel experience upon conclusion of the trip. Offered summer only

## HUMA 2313 - Humanities

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or a grade of "C" or better in READ 1213 - Developmental Reading
This is a three-hour course designed to be an introduction to the fundamentals of music, painting, sculpture, architecture, drama, and literature and their relationship to one another. This course provides an analytical and comparative study of works in these areas. Focus on developing an appreciation for creative expressions. Offered in fall, spring, and summer

## LEAD 1313 - President's Leadership Class

**Credit Hours:** 3

Prerequisite(s): PLC Applicants must submit an application portfolio and be selected by the PLC Selection Committee
The President's Leadership class provides students an opportunity to develop leadership skills through course work and designated PLC activities. Students will learn, among other topics: contemporary leadership styles, public speaking skills, etiquette for dress and formal events, conflict resolution, critical thinking, and effective communications. SEARK's President will utilize the group to promote qualities of scholarship and leadership as ambassadors on campus and the community.
Students what are successfully admitted to PLC membership will receive a scholarship (tuition waiver) for the following semester in the amount of 12 credit hours. The waiver does NOT include fees or books. Students will also be required to participate in a minimum of 10 hours of service-learning activities outside of the classroom.

## 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 2070 - Blood Borne Pathogens

This course emphasizes the OSHA requirements for those who may come in contact with human blood and other potentially infectious materials. Information includes universal precautions, personal protective equipment, labels and signs, housekeeping requirements, and decontamination procedures.

## WFE 2080 - Personal Protective Equipment

This course focuses on the use of personal protective equipment as it relates to industry and maintenance. Emphasis is placed on selection, fit, purpose, and use of P.P.E. in daily operations. Specialty equipment is discussed in relation to special operations such as emergency response and confined space entry.

## WFE 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 lecture, practical, and written exam. 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 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

**Credit Hours:** 8 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 the knowledge to safely work in a hazardous environment.

### WFE 4150 - Hazwoper

**Credit Hours:** 24 This **HAZ**ardous **W**aste **O**peration **E**mergency **R**esponse course provides personnel involved with the clean-up of hazardous waste sites the knowledge to safely work in a hazardous environment. This training is for work areas where respirators are not necessary.

### WFE 4200 - Quality Assurance

This course introduces the basics and covers the correct procedures of precise measurements to produce quality products. Students learn with hands-on activities.

### WFE 4240 - Electrical Systems Troubleshooting

An introductory course focusing on the logical and systematic troubleshooting of 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.

## INFO 1133 - Introduction to Computer Programming

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Corequisite(s): COMP 1123 - Introduction to Computers
Students will be introduced to the fundamental concepts and principles of computer programming logic. This course will include exercises in programming to reinforce known concepts. Offered in fall and spring only

## INFO 1153 - Computer Programming I

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s)/Corequisite(s): COMP 1123 - Introduction to Computers
Students will be introduced to the fundamental concepts and principles of computer programming logic. This course will include exercises in programming to reinforce known concepts. Offered in fall and spring only

## INFO 2103 - Game Design/Development

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INFO 1153 - Computer Programming I and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better.
This 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. Spring Only

## INFO 2133 - Computer Programming II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INFO 1153 - Computer Programming I
This course extends the previous study of Programming 1 principles. Advanced concepts of program design, implementation and testing will be introduced within a framework of object-oriented programming using the C++ programming language. Spring Only

## INFO 2153 - Java Programming

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INFO 1133 - Introduction to Computer Programming
This course is designed to teach the JAVA programming language, as well as JAVA applets and JSP pages for Web Programming. Offered in Fall Only

## INFO 2173 - Visual Basic Programming

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INFO 1133 - Introduction to Computer Programming, READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better.
This course introduces the student to computer programming logic and the standards and conventions of programming the graphical user interface. Emphasis will be placed on gaining an understanding of proper design, placement, and coding of the graphical features of the interface. Offered in fall and spring only

## INFO 2243 - Advanced Programming Concepts

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INFO 2133 - Computer Programming II, READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better.
Students use various advanced problem-solving strategies to develop algorithms using classes and objects. Students also learn how to implement and use advanced data structures, including character strings, records, files, stacks and queues. Spring Only

## INFO 2273 - Advanced Visual Basic Programming

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INFO 2173 - Visual Basic Programming
This course reveals the fundamentals of event driven programming, creating a Data services using ADO, accessing a database with SQL and Active X Controls, and intensive Multiple Document Interface Programming. Emphasis will be placed on specific industry demanded skills as well as Visual Basic for Applications. Offered in fall and spring only.

## INFO 2293 - Advanced Java Programming

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INFO 2153 - Java Programming
This course continues the Java programming theme with advanced topics that include various ways of implementing interfaces, inheritance, exceptions, cloning, and RTTI. Utility and collection classes and multithreading are also covered. Offered in fall and spring only

## INFO 2493 - Capstone

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): Instructor Permission
This course focuses on the integration of the accumulated concepts and labs from the CIS curriculum. Students will learn how to work on a team to produce a software product: website, mobile app, or database that can be used for business applications.

## INET 1113 - Introduction to the Internet

**Credit Hours:** 3 **Lecture Hours:** 3 This course is designed to acclimate the student to the Internet and its related tools, especially browsers, e-mail programs, and search engines. The course will include basics such as setting up the Internet on your computer, a discussion of popular browsers and e-mail programs, choosing an ISP, and other topics. The focus of the course is placed on using the Internet for both personal and business use. Offered in fall only

## INET 1133 - Introduction to Database Programming

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): INET 1143 - Intro To Web Programming and READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better.
This course offers lecture, 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. Spring Only

## INET 1143 - Intro To Web Programming

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better.
Students design and develop sites for the World Wide Web. This course focuses on HTML, CSS, and digital imaging tools. Students learn to integrate social media within web pages. Graphic Design theory and search engine optimization are also discussed in this course. Fall Only

## INET 2103 - Mobile Apps Programming

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): 2113 Advanced Web Programming
This course will introduce the unique requirements and methodologies necessary for developing dedicated and client-server applications that target smartphones, tablet computers, and other mobile devices. The course will address the unique memory, communications, and power requirements of these devices, as well as exploring new hardware capabilities such as location-aware computing and voice, image, and video communications. We will use the Android operating system as the basis for this course. The general principles of mobile application development apply to all platforms and transitioning from Android to iOS or Windows 10 is relatively easy to do.  (Spring Only) Spring Only

## INET 2123 - Advanced Web Programming

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): INET 1143 - Intro To Web Programming, READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better.
This course is designed to give students the opportunity to enhance and enrich their skills in Web programming. Students will learn to develop Web applications that use three-tier architecture, session management, object-oriented techniques, and advance database interactions. Concepts such as advanced CSS concepts, rich interactive Web environments (Javascript), authentication (PHP, Pre-HyperText Processor), and security will also be explored. Fall Only

## INET 2153 - Web Server Administration

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): READ 1213 - Developmental Reading with a "C" or better or test score exemption and COMP 1123 - Introduction to Computers with a "C" or better.
This course focuses on the installation, configuration, and use of web server programs. Web servers are the foundation applications used on the Internet by the World Wide Web. The course will focus on the world's most popular web server the Apache HTTP Server Project.

## INET 2183 - Advanced Database Concepts

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): INET 1133 - Introduction to Database Programming, READ 1213 - Developmental Reading with a "C" or better or test score exemption, and COMP 1123 - Introduction to Computers with a "C" or better.
This course is for those who have some experience of database design and querying and who would like to take these skills to a higher level.It broadens student's database capabilities by including advanced design, a comprehensive introduction to T-SQL programming, XML, No-SQL, a review of SQL Server's business intelligence capabilities, server architecture, administration and advanced querying. Fall Only

## LANG 2414 - Elementary Spanish I

**Credit Hours:** 4 **Lecture Hours:** 4 This course is an introductory course in Spanish; language skills emphasized through basic reading, writing, and speaking. For students with no previous study of Spanish. Offered in fall, spring, and summer ACTS Equivalent Course Number = SPAN1013

## LANG 2424 - Elementary Spanish II

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): LANG 2414 - Elementary Spanish I
This course is a continuation of Elementary Spanish I. Offered in fall, spring, and summer ACTS Equivalent Course Number = SPAN1023

## LANG 2434 - Intermediate Spanish I

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): LANG 2424 - Elementary Spanish II
Continuation of the introductory course Spanish II. Skills are emphasized through basic listening, speaking, reading, and writing. Emphasis is placed on practical vocabulary and the oral use of the language along with proper use of grammar and cultural information. The student will begin to use the skills of paraphrasing, summarizing, and use more abstract vocabulary and more complex language structure. Offered in fall and spring only ACTS Equivalent Course Number = SPAN2013

## LANG 2444 - Intermediate Spanish II

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): LANG 2434 - Intermediate Spanish I
Continuation of the introductory course Spanish II. Skills are emphasized through basic listening, speaking, reading, and writing. Emphasis is placed on practical vocabulary and the oral use of the language along with proper use of grammar and cultural information. The student will use the skills of paraphrasing, summarizing, and use more abstract vocabulary and more complex language structure. Offered in fall, spring and summer ACTS Equivalent Course Number = SPAN2023

## 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 with the concept of developing relationships to increase trust levels between individuals. The seminar includes information concerning the different levels of trust, using interpersonal skills to increase trust, using appropriate communication transactions, establishing why trust is critical, and developing trust.

### WFE 3060 - Facilitating Conflict Resolution in Teams

This seminar focuses on how to manage and reduce conflict within a team. Information covered in the seminar includes why team conflict occurs, developing trust and communication, and conflict management intervention for resolving primary and secondary team conflicts.

### WFE 3070 - Increasing Motivation and Commitment

This seminar introduces the participant to the motivational climate model. The primary focus is to help participants understand how to create a situation in which an employee is self-motivated. Information includes creating clarity, developing collaboration, developing motivational work content, empowering others, and linking organizational rewards to performance.

## WFE 3080 - Making the Transition to Management

This seminar provides information for those moving into supervision or management for the first time. The seminar includes information concerning the role of management, establishing competency, establishing relationships, establishing expectations, understanding the work that has to be done, getting to know the employees' skills and abilities, establishing new boundaries with old associates, getting organized, building positive working relationships, paying homage to the past, and understanding the culture of the organization.

## WFE 3090 - Resolving Conflicts and Disagreements

This seminar focuses on managing and reducing conflict within an organization. The lack of disagreement can be as bad as or worse than too much disagreement. It is not the disagreement that is usually a concern, but how the two individuals approach each other about the disagreement. Included are why conflict occurs and conflict management strategies for organizational, group and departmental conflicts and disagreements.

## WFE 4020 - Working with Challenging People

This seminar addresses working with individuals that are difficult. Those who are aggressive, passive or passive-aggressive can cause ruptured relationships. The focus is on skills necessary to recognize the dysfunctional behavioral patterns and to successfully address individuals using these patterns.

## WFE 4470 - Business Etiquette

It is necessary for the professional 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

## MATH 1053 - Foundations of Quantitative Literacy

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT Math score < 19 or equivalent ACCUPLACER Math score < 255
This course is designed to prepare students for MATH 1323 - Real World Math. Topics include arithmetic review, fractions, ratios, proportions, percent, solving basic equations, points and lines, exponents, scientific notation, and how to use a scientific/graphing calculator. Offered in fall, spring, and summer. A grade of "C" or better is required before enrolling in Quantitative Literacy.

## MATH 1063 - Foundations of College Algebra

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT Math score < 19 or equivalent ACCUPLACER Math score < 255

This course is designed to prepare students for MATH 1333 - College Algebra. Topics included in this course are simple equations, linear equations and graphing, exponents, polynomials, factoring, and radical expressions. Offered in fall, spring, and summer. A grade of "C" or better is required before enrolling in College Algebra.

## MATH 1123 - Business Mathematics

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT Math score of 17-18 or equivalent ACCUPLACER Math score or MATH 1003 Fundamentals of Math with a grade of "C" or better.
Business Math provides training in the fundamentals of math and in problem solving related to business situations and financial management. This includes percentages, payroll and taxes, insurance, statistics, and graphs. The course also provides instruction in using algebraic principles to solve business problems. Offered in fall, spring, and summer

## MATH 1233 - Technical Mathematics

**Credit Hours:** 3 **Lecture Hours:** 3 This course is designed for students enrolled in Computer Network Technology (CNET) and other technical career programs. The following skills will be covered throughout the course Arithmetic, algebra, measurements, statistics, geometry, and nursing skills such as calculating dosage and reading labels and syringes. Students will learn how to perform operations on whole numbers, fractions, decimals, and integers. The student will solve ratios, percentages and proportions, convert from one unit of measurement to another, study probability and statistics, and geometry. The student will also cover Roman Numerals, time, apothecary measurements and conversion, and dosage. Offered in fall, spring, and summer All students enrolled in Technical Math are required to master Modules 1-7 and 15-17 with a grade of "C" or better. Note: This course is designed for students enrolled in Associate of Applied Science Degree or Technical Certificate programs ONLY and may not be transferable.

## MATH 1323 - Quantitative Mathematical Reasoning

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT Math score of 19+ or equivalent ACCUPLACER Math score 245+ or MATH 1023 Intermediate Algebra with a grade of "C" or better, or MATH 1053 - Foundations of Quantitative Literacy with a grade of "C" or better, or Math 1063 Foundations of College Algebra with a grade of "C" or better, or MATH 1233 - Technical Mathematics with a grade of "C" or better.
This course is designed to satisfy the math requirement for degrees and programs that are non-STEM and do not require College Algebra. This course is designed to help students understand mathematics in everyday life. Students will use algebra, logic, proportions and relations to solve problems as consumers, employees, and citizens in today's society. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MATH 1113

## MATH 1323 - Real World Math

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT Math score of 19 or higher or equivalent ACCUPLACER Math score or MATH 1023 Intermediate Algebra with a grade of "C" or better, or MATH 1053 - Foundations of Quantitative Literacy with a grade of "C" or better.
This course is designed to satisfy the math requirement for degrees and programs that are non-STEM and do not require College Algebra. This course is designed to help students understand mathematics in everyday life. Students will use algebra, logic, proportions and relations to solve problems as consumers, employees, and citizens in today's society. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MATH 1113

## MATH 1333 - College Algebra

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT Math score of 19+ or equivalent ACCUPLACER Math score 255+ or, MATH 1023 Intermediate Algebra with a grade of "C" or better, or MATH 1063 - Foundations of College Algebra with a grade of "C" or better.
The course covers the real number system and fundamental operations, quadratic equations, inequalities, complex

numbers, functions and graphs, logarithms, and systems of equations. Offered in fall, spring, and summer ACTS Equivalent Course Number = MATH 1103

## MATH 1343 - College Trigonometry

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): MATH 1333 - College Algebra with a grade of "C" or better
The course covers trigonometric ratios, degrees and radians, trigonometric identities, graphs, inverse functions, vectors, Laws of Sines, Laws of Cosines, and trigonometric equations. Offered in fall, and spring only ACTS Equivalent Course Number = MATH 1203

## MATH 1355 - Pre-Calculus Functions and Graphs

**Credit Hours:** 5 **Lecture Hours:** 5 Prerequisite(s): A letter grade of a "C" or better in MATH 1333 - College Algebra
A 5-hour course in coordinate geometry, functions and their graphs, matrices and systems of equations, and exponential and logarithmic applications. ACTS Equivalent Course Number = MATH 1305

## MATH 2303 - Business Calculus

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): MATH 1333 - College Algebra with a grade of "C" or better
Business Calculus is a course for business students seeking an Associate of Science in Business transfer degree involving single- variable calculus business applications. It does not prepare students for Engineering Calculus sequences. Topics include the derivative, methods of finding the derivative, applications of the derivative, optimization, implicit differentiation, related rates, methods of integration, and applications.

## MATH 2335 - Calculus I

**Credit Hours:** 5 **Lecture Hours:** 5 Prerequisite(s): A letter grade of a "C" or better in MATH 1355 - Pre-Calculus Functions and Graphs or approval of the instructor
A 5-hour course in functions, limits, continuity, difference quotients, differentiation, extrema, geometric and physical applications, and integration. Offered in spring only ACTS Equivalent Course Number = MATH2405

## MATH 2345 - Calculus II

**Credit Hours:** 5 **Lecture Hours:** 5 Prerequisite(s): A letter grade of a "C" or better in MATH 2335 - Calculus I
A 5-hour course in differentiation, and integration of transcendental functions, applications of integration, partial fractions, indeterminate forms, infinite series, parametric equations, and polar coordinates. ACTS Equivalent Course Number = MATH2505

## MATH 2373 - Introduction to Statistics

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement by an ACT Math score of 19 or higher or equivalent ACCUPLACER Math score, MATH 1013 Elementary Algebra with a grade of "C" or better, or MATH 1053 - Foundations of Quantitative Literacy with a grade of "C" or better.
The course covers the classification of data, frequency distributions, central tendency, meaning of dispersion and its measurement, confidence intervals, probability, hypothesis testing, correlation, and regression. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MATH 2103

## MECH 1044 - Fluid Power (Hydraulics & Pneumatics)

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): MATH 1233 - Technical Mathematics with a grade of "C" or better
This course provides a study of basic fluid power systems common to the field of industrial automation including basic principles of fluid power, components, standards, symbols, circuits and troubleshooting of hydraulic and pneumatic systems. General topics covered include install, move, and remove pneumatic and hydraulic components and electrical control devices, perform flow, pressure, force, velocity, and rotation speed measurements, observe fluid flow inside pneumatic and hydraulic components, and zoom in or out. This course will incorporate a variety of teaching and learning methods - lectures, readings, lab exercises, and lab work. Offered in spring only.

## MECH 1054 - Electro-Mechanical Device Systems

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): ELEC 1014 - AC-DC Fundamentals of Electricity with a grade of "C" or better
This course provides an overview of the principles and concepts of installation, preventative maintenance, and repair of Electro-Mechanical systems found in industrial operations. In this course, students will learn the concepts of mechanical power transmission through the many types of mechanical drive systems in modern machinery. Mechanical power system safety is focused on throughout this course. Topics include machine and electric motor mounting, motor shaft and keyway features, measuring speed, torque, power efficiency, mechanical shaft bearing, coupling, and alignment, as well as v-belt, chain, spur gear, and multiple shaft drives. Offered in spring only.

## MECH 1813 - Blueprint Reading & Measurements

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Corequisite(s): MATH 1233 - Technical Mathematics with a grade of "C"
A course of study aimed at developing skills in the interpretation of varied blueprints, measurements, allowances, and tolerances.

## 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 1600 - Heartsaver CPR/First Aid

This course provides the necessary skills and knowledge to perform cardiopulmonary resuscitation and training in the use of automated external defibrillators (AED). Basic First Aid training is included for life- threatening bleeding, injuries to muscles, bone joints, and sudden illnesses.

## WFE 2060 - Paramedic Refresher Training

**Credit Hours:** 48 This Paramedic Refresher course covers: preparatory, airway, patient assessment, medical, trauma, obstetrics, and pediatrics. This 48 hours refresher course follows DOT standard.

## WFE 4100 - Basic EMT Refresher

**Credit Hours:** 24 This course covers six topics: preparatory, airway, patient assessment, medical, trauma, infants, and children.

## WFE 4120 - EMS First Responder

**Credit Hours:** 40 This course covers six topics: preparatory, airway, patient assessment, circulation, illness and injury, childbirth, and children.

## WFE 5080 - Personal Care Aide

**Credit Hours:** 24 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.

## MUSI 2333 - Music History and Appreciation

**Credit Hours:** 3 **Lecture Hours:** 3 This course is designed for non-music majors who elect to study music as a cultural experience. This course is a survey and listening course of the music literature of all periods. Offered in fall, spring, and summer. ACTS Equivalent Course Number = MUSC1003

## NURS 1604 - Core Nursing Concepts I

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): Admission to the RN Generic Option
Corequisite(s): NURS 1613 - Core Nursing Skills Concepts I
Prerequisite(s)/Corequisite(s): BIOL 2474 - Microbiology
This course introduces core concepts required for an understanding of entry level professional nursing. Beginning knowledge, skills, and professional behaviors are introduced. The history of nursing, nursing process, and professional roles are discussed. Nursing theory and conceptual frameworks and how they function to organize critical thinking processes for the professional nurse are explored. The student is introduced to the tenants of evidence-based practice and the core concepts of the SEARK College organizing framework which serve as the basis for structuring the course and curriculum. A grade of "C" or better is required for passing.

## NURS 1613 - Core Nursing Skills Concepts I

**Credit Hours:** 3 **Lab Hours:** 9 Prerequisite(s): Admission to the RN Generic Option
Corequisite(s): NURS 1604 - Core Nursing Concepts I
Prerequisite(s)/Corequisite(s): BIOL 2474 - Microbiology
This course focuses on evidence-based practice of theory application and demonstration of basic nursing skills and pharmacology concepts. Use of the nursing process and planning client centered care for clients across the life span are introduced. Safety in the client environment is stressed in various types of health care settings. A grade of "C" or better is required for passing.

## NURS 1624 - Core Nursing Concepts II

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): NURS 1604 - Core Nursing Concepts I with a grade of "C" or better NURS 1613 - Core Nursing Skills Concepts I with a grade of "C" or better
Corequisite(s): NURS 1633 - Core Nursing Skills Concepts II
This course continues with introducing students to the concepts of evidence-based practice, holism and human needs, growth and development, communications, safety, stress and adaptation, health/illness concepts, and role identification. Students are required to begin to internalize the roles of the professional nurse as provider of care, manager of care, and a member of the health care team. Curricular concepts are further discussed to provide students with the constructs needed for development of critical thinking skills to be exercised in clinical decision making. A grade of "C" or better is required for passing.

## NURS 1633 - Core Nursing Skills Concepts II

**Credit Hours:** 3 **Lab Hours:** 9 Prerequisite(s): NURS 1604 - Core Nursing Concepts I and NURS 1613 - Core Nursing Skills Concepts I courses with a grade of "C" or better.
Corequisite(s): NURS 1624 - Core Nursing Concepts II
This course builds on competencies acquired in Core Nursing Skills Concepts I. Students expand on knowledge of pharmacology concepts and are introduced to additional skills required to provide evidence-based client centered care in meeting physiologic, psychosocial, spiritual, sexual and cultural needs across the life span. A grade of "C" or better is required for passing.

## NURS 1704 - Fundamentals of Nursing

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): Admission to the RN Generic Option
Corequisite(s): NURS 1713 - Clinical Practicum: Fundamentals of Nursing
Prerequisite(s)/Corequisite(s): BIOL 2474 - Microbiology
Fundamentals of nursing is an intgroductory didactic and clinicaol course designed to establish the foundations for basic skills, knowledge, attitudes, and psychomotero skills combined with low and high-fidelity simulation models. The course introduces and utilizes the programs conceptual framework for nursing practice: nursing, nursing process, evidence-based pactice, client (client centered), health, wellness-illness, environment (safety), professionalism (roles), critical thinking, communicationb, informatics, legal/ethical concepts, and teaching and learning. Students are introduced to the role of nursing as a profession and the nurse practice act. This course is also designed to enhance the student's professional knowledge, role, and function of the Associatre degree nurse. Cultural, spiritual, psychological concepts, and diversity are integrated throughout this all courses as they related to each client. Offered in the Fall Only A grade of "C" or better is required for passing.

## NURS 1713 - Clinical Practicum: Fundamentals of Nursing

**Lecture Hours:** 3 **Lab Hours:** 6 Prerequisite(s): Admission to the RN Generic Option
Corequisite(s): NURS 1704 - Fundamentals of Nursing
Prerequisite(s)/Corequisite(s): BIOL 2474 - Microbiology
This course requires comprehension and application of the knowledge, skills, and attitudes adquired in NURS 1704. The course introduces the student to developing a pland of carse using thre nursing process as a medel for critical thinking. The course provides students withe the opportunity to apply psychomotor skills, teaching and learning, and to provide care to clients in a safe enviroment. Crriculum concepts are incorporated as the student focuses on clinical application and client centered cae for well clients or clients with uncomplicated health disorders. Offered in the Fall Only A grade of "C" or better is required for passing.

## NURS 1724 - Medical Surgical Nursing I

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing
Corequisite(s): NURS 1704 - Fundamentals of Nursing & NURS 1713 - Clinical Practicum: Fundamentals of Nursing
Prerequisite(s)/Corequisite(s): NURS 1733 - Clinical Practicum -Medical Surg Nurs
This course is a didactic and clinical course that builds on NURS 1704 which focus on the client experiencing a wide range of acute and chronic alteration in health. Health promotion strategies and health care prinicples are examined with emphasis on surgical/perioperative care,fluid and elctrolyte imbalance, acid base imbalance, sensory, oxygenation, and ventilation, tissue perfusion, digestive function and immunologic funtion. Emphasis is placed on utilizing the nursing process, simulation, identifying opportunites for team collaboration, and meeting individual needs of clients. Offered in the Spring Only A grade of "C" or better is required for passing.

## NURS 1733 - Clinical Practicum -Medical Surg Nurs

**Credit Hours:** 3 **SWE:** 9 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing

Corequisite(s): NURS 1724 - Medical Surgical Nursing I
This course provides the student with opportunites to apply basic medical/surgical nursing concepts integrating communication, caring, clinical judgement and critical thinking skills necessary to practice safe, client-centered care to a diverse environment of clients experiencing acute and chronic illnesses. Offered in the Spring Only A grade of "C" or better is required for passing.

## NURS 2114 - Nursing Process I

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): NURS 1624 - Core Nursing Concepts II; NURS 1633 - Core Nursing Skills Concepts II with a grade of "C" or better or Admission to the LPN/Paramedic to RN Option.
Corequisite(s): NURS 2122 - Nursing Practicum I
This course covers the foundational requisites as student's transition in the role of the Associate Degree Nurse (ADN). This course builds on core knowledge and skills already attained and expands the student's knowledge through the further exploration of evidence-based practice using the nursing process, development of physical assessment skills, communication, and professional role development. The program's philosophy, goals, and objectives provide the basis for the eclectic organizing framework and incorporates concepts of holism and human needs, nursing process, communications, growth and development, stress and adaptation, safety, and health/illness across the life span. Offered in summer only A grade of "C" or better is required for passing. The course is offered online for students accepted into the Online RN program option.

## NURS 2122 - Nursing Practicum I

**Credit Hours:** 2 **SWE:** 6 Prerequisite(s): NURS 1624 - Core Nursing Concepts II; NURS 1633 - Core Nursing Skills Concepts II with a grade of "C" or better or Admission to the LPN/Paramedic to RN Transition Option.
Corequisite(s): NURS 2114 - Nursing Process I
This course requires comprehension and application of the knowledge, skills, and behaviors acquired in NURS 2114 - Nursing Process I. Curriculum concepts are incorporated as the student focuses on clinical application and client centered care for well clients or clients with uncomplicated health disorders. Offered in summer only A grade of "C" or better is required for passing.

## NURS 2217 - Nursing Process II

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): NURS 2114 - Nursing Process I; NURS 2122 - Nursing Practicum I with a grade of "C" or better.
Corequisite(s): NURS 2224 - Nursing Practicum II
This course utilizes an integrated approach to further emphasize the registered nurse skills, knowledge, and behaviors. Evidenced based client centered care using the nursing process is stressed in assisting clients throughout the lifespan. Holism and human needs, growth and development, communications, safety, stress and adaptation, health/illness concepts, and role identification are incorporated as the nurse assists clients to adapt. Nursing care of adult and geriatric clients with chronic health disorders and specific disorders related to children and women of childbearing age are covered. Disturbances in specific psychological disorders throughout the lifespan are explored. Offered in fall only A grade of "C" or better is required for passing. The course is offered online for students accepted into the Online RN program option.

## NURS 2224 - Nursing Practicum II

**Credit Hours:** 4 **SWE:** 12 Prerequisite(s): NURS 2114 - Nursing Process I and NURS 2122 - Nursing Practicum I with a grade of "C" or better.
Corequisite(s): NURS 2217 - Nursing Process II
This clinical/laboratory course focuses on the the continued application of evidence-based practice and proficiency of skills, knowledge, and behaviors of the Associate Degree Registered Nurse. Concepts learned in NURS 2217 - Nursing

Process II are stressed as students engage in clinical application of client-centered care. Offered in fall only A grade of "C" or better is required for passing.

## NURS 2317 - Nursing Process III

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): NURS 2217 - Nursing Process II and NURS 2224 - Nursing Practicum II with a grade of "C" or better.
Corequisite(s): NURS 2324 - Nursing Practicum III
This course continues to focus on evidenced based practices in assisting clients throughout their life span with acute and/or complex disorders. The nursing process continues to be the framework for providing client-centered care. Concepts of health and human needs, growth and development, communications, environment, (safety, stress, and adaptation), health/illness, and role (professionalism) are incorporated. Basic critical and emergency care, along with intervention, and acute and serious psychological disorders are discussed. This course also further explores legal, ethical, and social issues related to the practice of nursing. Concepts of leadership and management are incorporated. Offered in spring only A grade of "C" or better is required for passing. The course is offered online for students accepted into the Online RN program option.

## NURS 2324 - Nursing Practicum III

**Credit Hours:** 4 **SWE:** 12 Prerequisite(s): NURS 2217 - Nursing Process II; NURS 2224 - Nursing Practicum II with a grade of "C" or better.
Corequisite(s): NURS 2317 - Nursing Process III
This clinical practicum course continues to stress evidenced based practice and mastery of skills, knowledge, and behaviors of the Registered Nurse. Students are engaged in clinical application of concepts covered in NURS 2317 - Nursing Process III demonstrating progressive mastery and independence in caring for acutely ill clients. Offered in spring only A grade of "C" or better is required for passing.

## NURS 2501 - NCLEX-RN Prep

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum - Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2613 - Maternal-Newborn Nursing; NURS 2602 - Clinical Practicum-Maternal Newborn Nursing; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing; NURS 2813 - Mental Health Nursing; NURS 2802 - Clinical Practicum-Mental Health Nursing; NURS 2914 - Complex Health Disorders; NURS 2902 - Clinical Practicum- Complex Health Disorders;
Corequisite(s): NURS 2813; NURS 2802; NURS 2914; NURS 2902
This ia an one-hour credit course with a focus on comprehensive review of body systems. Emphasis is focused on test taking strategies, reinforcment of clinical judgement, critical thinking, and decision-making skills.

## NURS 2502 - Clinical Practicum-Med Surgical II

**Credit Hours:** 2 **Lecture Hours:** 6 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum -Medical Surg Nurs
Corequisite(s): NURS 2514 - Medical Surgical Nursing II
This clinical course builds on medical surgical nursing I, focusing on the application nursing care and alterations of body systems in the acute care settings. This course emphanizes on improving the student clinical judgment, critical thinking and decision making skill in a variety of acute clinical settings. Offered in the Summer Only A grade of "C" or better is required for passing.

## NURS 2514 - Medical Surgical Nursing II

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum -Medical Surg Nurs;
Corequisite(s): NURS 2502 - Clinical Practicum-Med Surgical II
This course is a didactic and clinical course which places emphasis on illness profiles in 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 examind with an emphasis on alterations in body systems, mobility and the musculoskeletal system, endocrine, renal, gastrointestial, hematologic, integumentary, Neurologic funtions, cancer and pharmacology. This course is intended to improve the student clinical judgment, critical thinking and decision-making skills using various clinical models. Offered in the Summer Only A grade of "C" or better is required for passing.

## NURS 2602 - Clinical Practicum-Maternal Newborn Nursing

**Credit Hours:** 2 **SWE:** 6 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum - Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing
Corequisite(s): NURS 2613 - Maternal-Newborn Nursing
This course builds on the foundation and knowledge of medical-surgical nursing concepts and skills. Inthis course the students will integrate evidence-based practice, and family teaching while providing care to the pregnant woman, labor and birth, complications of prognacy, high-risk mother and infant in the health care setting. Offered in the Fall Only A grade of "C" or better is required for passing.

## NURS 2613 - Maternal-Newborn Nursing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum -Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing
Corequisite(s): NURS 2602 - Clinical Practicum-Maternal Newborn Nursing
Maternal newborn nursing is a didactic and clinical course that focuses on care of the pregnant woman, labor and birth, clomplications of pregnacy, postpartum and care of the high-risk mother and infant. Stages of 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. Offered in the Fall Only A grade of "C" or better is required for passing.

## NURS 2702 - Clinical Practicum-Pediatric Nursing

**Credit Hours:** 2 **SWE:** 6 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum - Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2613 - Maternal-Newborn Nursing; NURS 2602 - Clinical Practicum-Maternal Newborn Nursing
Offered in the Fall Only

## NURS 2713 - Pediatric Nursing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum -Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2613 - Maternal-Newborn Nursing; NURS 2602 - Clinical Practicum-Maternal Newborn Nursing Offered in the Fall Only

## NURS 2802 - Clinical Practicum-Mental Health Nursing

**Credit Hours:** 2 **SWE:** 6 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum - Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing; NURS 2613 - Maternal-Newborn Nursing; NURS 2602 - Clinical Practicum-Maternal Newborn Nursing

## NURS 2813 - Mental Health Nursing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum -Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing

## NURS 2901 - NCLEX Prep

**Credit Hours:** 1 The NCLEX-RN Prep course is designed to prepare the RN student for mastery of concepts geared to promote success on the state licensure exam.  This is one-hour credit course, focuses on comprehensive review of body systems. Emphasis is focused on test-taking strategies, reinforcement of clinical judgment, critical thinking, and decision-making skills.

## NURS 2902 - Clinical Practicum- Complex Health Disorders

**Credit Hours:** 2 **SWE:** 6 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum - Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing; NURS 2613 - Maternal-Newborn Nursing; NURS 2602 - Clinical Practicum-Maternal Newborn Nursing; NURS 2813 - Mental Health Nursing; NURS 2802 - Clinical Practicum-Mental Health Nursing

## NURS 2914 - Complex Health Disorders

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): NURS 1704 - Fundamentals of Nursing; and NURS 1713 - Clinical Practicum: Fundamentals of Nursing; NURS 1724 - Medical Surgical Nursing I; NURS 1733 - Clinical Practicum -Medical Surg Nurs; NURS 2514 - Medical Surgical Nursing II; NURS 2502 - Clinical Practicum-Med Surgical II; NURS 2713 - Pediatric Nursing; NURS 2702 - Clinical Practicum-Pediatric Nursing; NURS 2613 - Maternal-Newborn Nursing; NURS 2602 - Clinical Practicum-Maternal Newborn Nursing; NURS 2813 - Mental Health Nursing; NURS 2802 - Clinical Practicum-Mental Health Nursing

## PNUR 1111 - Vocational Legal and Ethical Concepts

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): Acceptance into the Practical Nursing program or by NAH Faculty permission Co- requisite

Corequisite(s): PNUR 1138 - Fundamental Nursing Concepts and Skills I
This course covers study skills, nursing history and development, legal and ethical issues, employment skills, management in long-term care, and delegation concepts. A grade of "C" or better is required for passing.

## PNUR 1138 - Fundamental Nursing Concepts and Skills I

**Credit Hours:** 8 **Lecture Hours:** 5 **Lab Hours:** 9 Prerequisite(s): Program acceptance successful completion of the Health Science Pathway Curriculum: ENGL 1113 - Fundamentals of Writing, MATH 1023 Intermediate Algebra or MATH 1063 - Foundations of College Algebra and READ 1213 - Developmental Reading with a grade of "C" or better or test score exemption
Corequisite(s): PNUR 1111 - Vocational Legal and Ethical Concepts
This course focuses on the fundamental principles necessary to perform nursing care. Theory content includes the origin and history of nursing, a multidisciplinary approach to nursing, the healthcare delivery system, communication techniques and skills for the practical nurse, introductory medical terminology, abbreviations, introduction of microbiology concepts and principles, infection control techniques, specimen collection, death and dying, and transition to practical nursing. Basic nutrition concepts across the lifespan are covered with social and transcultural implications, therapeutic modalities and dietary practices. 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.

## PNUR 1161 - Nursing Care of the Geriatric Client

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): Acceptance into the Practical Nursing program or by NAH Faculty permission
Corequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II & PNUR 1211 - Pharmacology Concepts & Applications
This course is designed to introduce the physiological, psychosocial, and cultural aspects of the aging process. The course includes the study of various disorders, special needs, and residential choices of the elderly client. A grade of "C" or better is required for passing.

## PNUR 1211 - Pharmacology Concepts & Applications

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): Acceptance into the Practical Nursing program or by NAH Faculty permission
Corequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II & PNUR 1161 - Nursing Care of the Geriatric Client
This course introduces medication administration. Theory content includes preparation and methods, safety, classifications, and principles of medication administration including IV therapy. Pharmacology math will be reviewed. Concurrent laboratory skills and clinical skills will include error- free safe medication administration and error-free documentation of each method. A grade of "C" or better is required for passing.

## PNUR 1232 - Nursing Care of Mothers and Infants

**Credit Hours:** 2 **Lecture Hours:** 1 **SWE:** 3 Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II; PNUR 1211 - Pharmacology Concepts & Applications
Corequisite(s): PNUR 1242 - Nursing Care of Children; PNUR 1317 - Medical Surgical Nursing & Clinical I/or PNUR 1417 - Medical and Surgical Nursing & Clinical II
Components of maternal/child nursing include a review of anatomy and physiology of the reproductive systems. Topics covered are prenatal care, labor and delivery, postpartum care, family planning, and care of the neonate. Nutritional concerns and medications administered during pregnancy are included. Concurrent clinical experiences are scheduled. A grade of "C" or better is required for passing.

## PNUR 1242 - Nursing Care of Children

**Credit Hours:** 2 **Lecture Hours:** 1 **SWE:** 3 Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II; PNUR 1212 Pharmacology Concepts Intervention, Applications
Corequisite(s): PNUR 1232 - Nursing Care of Mothers and Infants; PNUR 1317 - Medical Surgical Nursing & Clinical I/or PNUR 1417 - Medical and Surgical Nursing & Clinical II
Nursing Care of Children explores growth and development and nursing care of children of all ages. Content covers disease processes, disorders common to infants, toddlers, preschoolers, school-aged children, adolescents, and young adults. Nutrition and pharmacology associated with various conditions are integrated. Concurrent clinical experiences are scheduled. A grade of "C" or better is required for passing.

## PNUR 1245 - Fundamental Nursing Concepts and Skills II

**Credit Hours:** 5 **Lecture Hours:** 4 **SWE:** 3 Prerequisite(s): PNUR 1138 - Fundamental Nursing Concepts and Skills I with a grade of "C" or better; PNUR 1111 - Vocational Legal and Ethical Concepts; with a grade of "C" or better
Corequisite(s): PNUR 1211 - Pharmacology Concepts & Applications & PNUR 1161 - Nursing Care of the Geriatric Client
This course focuses on concept and skill integration for the practical nurse. The student is introduced to the relationships of basic human needs, health and wellness, rehab and preventative healthcare. Theory related to stress and adaptation during illness, problem-solving and critical thinking skills are covered. An introduction to the nursing process, data collection, documentation, implementation, and evaluation of care are covered along with community responses to health maintenance and illness. Procedures for admission, transfer, and discharge as well as emergency preparedness and basic health assessment are covered. Laboratory includes surgical asepsis, wound care, assessment and documentation while performing care for clients in the long-term care setting. A grade of "C" or better is required for passing.

## PNUR 1317 - Medical Surgical Nursing & Clinical I

**Credit Hours:** 7 **Lecture Hours:** 4 **SWE:** 9 Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II with a grade of "C" or better; PNUR 1211 - Pharmacology Concepts & Applications with a grade of "C" or better, and by NAH faculty permission.
Medical Surgical Nursing provides a nursing process approach to disorders affecting the digestive, respiratory, musculoskeletal, hematopoietic, lymphatic, and sensory body systems. Etiologies, diagnostics, sign, symptoms, treatment, and nursing care are covered. Pharmacology and nutrition are also incorporated with each unit. Students participate in the actual nursing care of assigned clients. Emphasis is placed on professionalism, communication, and nursing skills. Clinical experience in management in the long-term care setting including delegation, in addition to the care of medical surgical, geriatric, and mentally ill clients will be provided. A grade of "C" or better is required for passing.

## PNUR 1321 - Nursing Care of the Mentally Ill

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): By NAH Faculty permission
Corequisite(s): PNUR 1138 - Fundamental Nursing Concepts and Skills I or PNUR 1317 - Medical Surgical Nursing & Clinical I
This course introduces basic concepts of mental health and nursing care of the mentally ill. Defense mechanisms, mental disorders, and substance abuse are discussed. Resources and rehabilitation are stressed. A grade of "C" or better is required for passing.

## PNUR 1417 - Medical and Surgical Nursing & Clinical II

**Credit Hours:** 7 **Lecture Hours:** 4 **SWE:** 9 Prerequisite(s): PNUR 1245 - Fundamental Nursing Concepts and Skills II with a grade of "C" or better; PNUR 1211 - Pharmacology Concepts & Applications /or by NAH Faculty permission This course continues with a nursing process approach to disorders affecting the neuro-cardiovascular, endocrine, and genitourinary systems. Etiologies, diagnostics, signs, symptoms, treatment, and nursing care are covered. Pharmacology and nutrition are also incorporated with each unit. Clinical experiences will include care of medical surgical, geriatric, and mentally ill clients. A grade of "C" or better is required for passing.

## PHIL 2313 - History of Philosophy

**Credit Hours:** 3 **Lecture Hours:** 3 This course covers the development of western philosophy from the pre-Socratics through the modern period, i.e., from 600 B.C. to 1825 A.D. Includes great philosophers such as Plato, Aristotle, Descartes, and Kant. Offered in fall and spring only

## PHIL 2323 - Ethics

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or a READ 1213 - Developmental Reading grade of "C" or better.
This course is a critical examination of several theories of morality including utilitarianism, existentialism, and Kantianism and the viewing of particular moral problems in the light of each theory. This discussion forum enables the learner to develop or redefine his or her own moral theory and acquire practice in its application. Offered in fall and spring only

## PHIL 2333 - Introduction to Philosophy

**Credit Hours:** 3 **Lecture Hours:** 3 This course is an introduction to the major questions raised and theories asserted by philosophy on human nature and destiny, society, and the universe, specifically in areas of ontology, epistemology, metaphysics, and ethics. Students will become familiar with the specialized knowledge, skills, and attitudes needed to engage in philosophical discourse and apply these understandings to their lives. Offered in fall and spring only ACTS Equivalent Course Number = PHIL 1103

## PHYS 1401 - Physical Science Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment PHYS 1403 Physical Science. It is recommended that this course be taken concurrently with PHYS 1403. ACTS Equivalent Course Number = PHSC 1004.

## PHYS 1403 - Physical Science

**Credit Hours:** 3 **Lecture Hours:** 3 This course is a survey of physical sciences for the non-science major. Covers selected topics in physics, chemistry, astronomy, geology, and meteorology. Offered in fall and spring only ACTS Equivalent Course Number = PHSC 1004 The course satisfies a general science requirement.

## PHYS 1404 - Physical Science

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 This course is a survey of physical sciences for the non-science major. Covers selected topics in physics, chemistry, astronomy, geology, and meteorology. Offered in fall and spring only ACTS Equivalent Course Number = PHSC 1004 The course satisfies a general science requirement.

## PHYS 2214 - Physics for Allied Health Professions

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): MATH 1233 - Technical Mathematics or MATH 1333 - College Algebra with a grade of "C" or better, BIOL 2464 with a grade of "C" or better, BIOL 2226 - Anatomy and Physiology for Health Professions with a grade of "C" or better, BIOL 2232 - Anatomy & Physiology Lab for Health Professions with a grade of "C" or better or by NAH faculty permission.

This introductory lecture/laboratory course covers those principles of physics central to an understanding of the human body and medicine. Basic mechanics, the physics of gases, and fluid dynamics will be related to the process of ventilation as well as gas transport and exchange. Additional topics from electricity, heat, and sound, as well as chemistry and mathematics, will be covered and as to how they relate to medical care. Laboratory instruction is designed to reinforce concepts from lecture and provide application of theory to procedures and the use of equipment in clinical practice. Offered in fall only A grade of "C" or better is required for passing.

## PHYS 2411 - General Physics I Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment PHYS 2413 General Physics I. It is recommended that this course be taken concurrently with PHYS 2413. ACTS Equivalent Course Number = PHYS 2014.

## PHYS 2413 - General Physics I

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): MATH 1333 - College Algebra with a grade of "C" or better, high school physics, or departmental consent.

This lecture-laboratory covers the basic principles of classical mechanics and thermodynamics. Topics covered include displacement, velocity, acceleration, projectile motion, force, work and energy, momentum and collisions, rotational motion, torque, pressure, and buoyancy. Newton's laws of motion and gravity are discussed. Also, temperature, thermal expansion, kinetic theory of gases, heat, phase changes, the second law of thermodynamics, and entropy are studied. Offered in the spring only ACTS Equivalent Course Number = PHYS 2014

## PHYS 2414 - General Physics I

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): MATH 1333 - College Algebra with a grade of "C" or better, high school physics, or departmental consent

This lecture-laboratory covers the basic principles of classical mechanics and thermodynamics. Topics covered include displacement, velocity, acceleration, projectile motion, force, work and energy, momentum and collisions, rotational motion, torque, pressure, and buoyancy. Newton's laws of motion and gravity are discussed. Also, temperature, thermal expansion, kinetic theory of gases, heat, phase changes, the second law of thermodynamics, and entropy are studied. The laboratory portion of the course is designed to reinforce concepts from lecture. Offered in the spring only ACTS Equivalent Course Number = PHYS 2014

## PHYS 2421 - General Physics II Lab

**Credit Hours:** 1 **Lab Hours:** 2 This is a laboratory course to compliment PHYS 2423 General Physics II. It is recommended that this course be taken concurrently with PHYS 2423. ACTS Equivalent Course Number = PHYS 2024.

## PHYS 2423 - General Physics II

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Prerequisite(s): PHYS 2413 - General Physics I and PHYS 2411 - General Physics I Lab with a grade of "C" or better or departmental consent.

This lecture-laboratory course is a continuation of PHYS 2413 - General Physics I. Topics covered include simple harmonic motion, waves, sound, static and current electricity, simple circuits, magnetism, electromagnetic induction, light, geometric optics (reflection, refraction, lenses, mirrors) and wave optics (diffraction, interference). Given

sufficient time and interest, selected topics from modern physics will be addressed. The laboratory portion of the course is designed to reinforce concepts from lecture. Offered in spring only ACTS Equivalent Course Number = PHYS 2024

## PHYS 2424 - General Physics II

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 2 Prerequisite(s): PHYS 2414 - General Physics I with a grade of "C" or better or departmental consent
This lecture-laboratory course is a continuation of PHYS 2414 - General Physics I. Topics covered include simple harmonic motion, waves, sound, static and current electricity, simple circuits, magnetism, electromagnetic induction, light, geometric optics (reflection, refraction, lenses, mirrors) and wave optics (diffraction, interference). Given sufficient time and interest, selected topics from modern physics will be addressed. The laboratory portion of the course is designed to reinforce concepts from lecture. Offered in spring only. ACTS Equivalent Course Number = PHYS 2024

## POLI 2313 - American Government

**Credit Hours:** 3 **Lecture Hours:** 3 This course is the study of the development of the national government, including relationships among federal, state, and local governments. Offered in fall, spring and summer ACTS Equivalent Course Number =PLSC 2003

## POLI 2323 - State and Local Governments

**Credit Hours:** 3 **Lecture Hours:** 3 This course is the study of the state government systems in the United States. Offered in fall and spring only ACTS Equivalent Course Number = PLSC 2103

## POLI 2333 - The Politics of Race

**Credit Hours:** 3 Provides an overview of the social, political and economic experences of people African descent from their arrival to the Americas to the present.  The course will focus on the goverance 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, kearners and thinkers who value and respect the reasction and opinions of others.

## PSYC 2303 - General Psychology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading of a grade of "C" or better.
This course is the study focuses on the human experience within the physical and social environment. Topics include the application of the scientific method, the relationship between brain and behavior, social and personality development, motivation, emotion, social cognition and interaction, consciousness, and maladaptive behavior. The course required of psychology as well as social science majors and minors. Offered in fall and spring only ACTS Equivalent Course Number = PSYC 1103

## PSYC 2313 - Abnormal Psychology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): PSYC 2303 - General Psychology.
This class will include the study of childhood and adult disorders with a focus on the diathesis-stress paradigm as outlined by the Diagnostic and Statistical Manual (DSM-5). The topical questions of sociopathic and psychopathic behavior, genetic vulnerability to certain conditions, treatment, and medications will be discussed. Offered in fall and spring only

## PSYC 2323 - Developmental Psychology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): An ACT Reading Score of 19 or equivalent ACCUPLACER score or READ 1213 - Developmental Reading grade of "C" or better.
This course is the study an introduction to the study of social, biological, cognitive, emotional, and moral aspects of human development from conception to death. The course required of psychology, as well as social science, majors, and minors. Offered in fall and spring only ACTS Equivalent Course Number = PSYC 2103

## QUAL 1113 - Intro to Quality Management

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): COMP 1123 - Introduction to Computers and READ 1213 - Developmental Reading or test score exemption
This course is a study of contemporary techniques aimed at continuous quality improvement, otherwise known as Total Quality Management (TQM). It addresses the commitment of management and the organization as a whole to the cultural changes necessary to implement quality improvements throughout the organization. Topics include quality organization, Just-In-Time scheduling techniques, inventory management, integration of functional areas, team building, management principles, quality costs, and other associated interactive facets of Total Quality

## RADI 1103 - Introduction to Radiologic Technology

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): Acceptance into the program: and by NAH faculty permission
Corequisite(s): RADI 1173 - Radiographic Procedures I; RADI 1323 - Radiographic Exposure I; RADI 1223 - Radiographic Practicum I
This course is designed to provide a broad overview of the radiologic sciences. The course includes discussion of department and hospital organization, professional ethics, medicolegal considerations, patient care, basic radiation protection, infection control, and basic radiographic equipment and procedures. A grade of "C" or better is required for passing.

## RADI 1173 - Radiographic Procedures I

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): Acceptance into the program: and by NAH faculty permission
Corequisite(s): RADI 1103 - Introduction to Radiologic Technology; RADI 1223 - Radiographic Practicum I; RADI 1323 - Radiographic Exposure I
This course is designed to present the principles of radiographic anatomy, positioning, and terminology necessary to perform standard radiographic procedures. Special emphasis is given to routine and specialty views of the chest, extremities, abdomen, and vertebral column. Importance will be placed on evaluative approaches to the procedure and the finished radiograph. A grade of "C" or better is required for passing.

## RADI 1223 - Radiographic Practicum I

**Credit Hours:** 3 **SWE:** 16 Prerequisite(s): Acceptance into the program
Corequisite(s): RADI 1103 - Introduction to Radiologic Technology, RADI 1173 - Radiographic Procedures I; RADI 1323 - Radiographic Exposure I
This course provides the necessary exposure to the practice of radiography in a clinical setting. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as the ability to perform basic radiographic procedures such as chest, abdomen, and extremities under the direct supervision of a registered technologist. A grade of "C" or better is required for passing.

## RADI 1233 - Radiographic Physics

**Credit Hours:** 3 **Lecture Hours:** 3 (Prerequisite: Acceptance into the program). An introduction to radiation protection and basic concepts of radiation physics are presented. Fundamentals of x-rays, generating equipment as well as x-ray production, beam characteristics; units of measurement, and how x-rays interact with matter are explored.

## RADI 1243 - Radiographic Procedures II

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): RADI 1173 - Radiographic Procedures I; RADI 1103 - Introduction to Radiologic Technology; RADI 1323 - Radiographic Exposure I; RADI 1223 - Radiographic Practicum I all with a grade of "C" or better
Corequisite(s): RADI 1233 - Radiographic Physics; RADI 1333 - Radiographic Practicum II; RADI 1423 - Radiographic Exposure II
This course is a continuation of RADI 1173 - Radiographic Procedures I. It is designed to provide instruction for anatomical positioning and terminology to include the skull, gastrointestinal tract, and genitourinary system. A grade of "C" or better is required for passing.

## RADI 1253 - Digital Imaging

**Credit Hours:** 3 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  liminating artifacts for digital imaging are also addressed.

## RADI 1323 - Radiographic Exposure I

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): RADI 1233 Radiographic Physics
Content imparts an understanding of the components, principles and operation of digital imaging systems found in diagnostic imaging. It includes the study of the construction of imaging receptors and conversion of the latent image. Factors that affect image acquisition, display, archiving and retrieval are discussed. The causes and methods of eliminating artifacts for digital imaging are also addressed. A grade of "C" or better is required for passing.

## RADI 1333 - Radiographic Practicum II

**Credit Hours:** 3 **SWE:** 16 Prerequisite(s): RADI 1223 - Radiographic Practicum I; RADI 1103 - Introduction to Radiologic Technology; RADI 1173 - Radiographic Procedures I, RADI 1323 - Radiographic Exposure I all with a grade of "C" or better
Corequisite(s): RADI 1233 - Radiographic Physics; RADI 1333 Radiographic Practicum II; RADI 1423 - Radiographic Exposure II
This course is a continuation of RADI 1173 - Radiographic Procedures I. It is designed to provide instruction for anatomical positioning and terminology to include the skull, gastrointestinal tract, and genitourinary system. A grade of "C" or better is required for passing.

## RADI 1343 - Radiographic Procedures III

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better
Corequisite(s): RADI 1103 - Introduction to Radiologic Technology, RADI 1173 - Radiographic Procedures I, RADI 1223 - Radiographic Practicum I
This course introduces factors influencing and controlling the quality of the radiographic image. It includes the study of the construction of imaging receptors, screens and conversion of the latent image. Knowledge of the automatic film processor, and digital processor, as well as silver reclamation is addressed. The causes and methods of eliminating artifacts for film/screen and digital imaging are also learned. A grade of "C" or better is required for passing.

## RADI 1353 - Radiation Biology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): RADI 1343 - Radiographic Procedures III; RADI 1444 - Radiographic Practicum IV; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology
Corequisite(s): RADI 1233 - Radiographic Physics, RADI 1243 - Radiographic Procedures II, RADI 1423 - Radiographic Exposure II
This course is a continuation of RADI 1223 - Radiographic Practicum I. The student will continue to perform routine radiographic procedures with the direct supervision of a registered technologist. Rotation will be made between the hospital and clinics as determined by the instructor. A grade of "C" or better is required for passing.

## RADI 1434 - Radiographic Practicum III

**Credit Hours:** 4 **SWE:** 20 Prerequisite(s): RADI 1333 - Radiographic Practicum II, RADI 1233 - Radiographic Physics, RADI 1243 - Radiographic Procedures II; RADI 1423 - Radiographic Exposure II : all with a grade of "C" or better: and by NAH faculty permission
This course is a continuation of RADI 1333 - Radiographic Practicum II. Course provides the student with the necessary skills and experience needed in the actual practice of radiography. Students should begin to perform the most basic procedures under both direct and indirect supervision. Rotation will be made between hospitals and clinical sites as determined by the instructor. A grade of "C" or better is required for passing.

## RADI 1442 - Imaging Equipment

**Credit Hours:** 2 **Lecture Hours:** 2 Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better or by NAH faculty permission
Corequisite(s): RADI 1233 - Radiographic Physics, RADI 1243 - Radiographic Procedures II, RADI 1333 - Radiographic Practicum II
This course is a continuation of RADI 1323 - Radiographic Exposure I. This course includes a study of radiographic detail, distortion, exposure systems, standardization of exposure and image consistency as well as basic quality assurance and multiple technique selections. Consideration for technique chart construction is also addressed. A grade of "C" or better is required for passing.

## RADI 1443 - Principles of Exposure & Image Production

**Credit Hours:** 3 Content establishes a knowledge base in technical factors that will govern the image production process.

## RADI 1444 - Radiographic Practicum IV

**Credit Hours:** 4 **SWE:** 24 Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better; and by NAH faculty permission
Corequisite(s): RADI 1343 - Radiographic Procedures III, RADI 1442 - Imaging Equipment, RADI 2233 - Radiographic Pathology
This course is the fourth in a series of courses that provide the student with the necessary clinical education to be successful in the actual practice of radiography. The student will continue to perform basic radiographic procedures under both direct and indirect supervision based on the individual student competency level. Rotation will continue through the varied clinical sites. A grade of "C" or better is required for passing.

## RADI 2222 - Radiographic Evaluation

**Credit Hours:** 2 **Lecture Hours:** 2 Prerequisite(s): RADI 1444 - Radiographic Practicum IV; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology

Corequisite(s): RADI 1343 - Radiographic Procedures III, RADI 1444 - Radiographic Practicum IV, RADI 2233 - Radiographic Pathology
This course addresses advanced imaging systems with an emphasis on image intensification fluoroscopy and computed tomography. The students will also be introduced to basic cross-sectional anatomy. A grade of "C" or better is required for passing.

## RADI 2233 - Radiographic Pathology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): RADI 1434 - Radiographic Practicum III with a grade of "C" or better, and by NAH Faculty permission.
Corequisite(s): RADI 1343 - Radiographic Procedures III, RADI 1442 - Imaging Equipment, RADI 2233 Radiographic Pathology
This course is the fourth in a series of courses that provide the student with the necessary clinical education to be successful in the actual practice of radiography. The student will continue to perform basic radiographic procedures under both direct and indirect supervision based on the individual student competency level. Rotation will continue through the varied clinical sites. A grade of "C" or better is required for passing.

## RADI 2442 - Radiographic Total Quality Management

**Credit Hours:** 2 **Lecture Hours:** 1 **Lab Hours:** 2 Prerequisite(s): RADI 1343 - Radiographic Procedures III; RADI 1444 - Radiographic Practicum IV; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology
Corequisite(s): RADI 1343 - Radiographic Procedures III with a grade of "C" or better; and by NAH faculty permission
This course is a study of the principles and practices of radiologic quality control with an emphasis on image assessment and radiographic film evaluation. A grade of "C" or better is required for passing.

## RADI 2445 - Radiographic Practicum V

**Credit Hours:** 5 **SWE:** 24 Prerequisite(s): RADI 1444 - Radiographic Practicum IV; RADI 1343 - Radiographic Procedures III; RADI 1442 - Imaging Equipment; RADI 2233 - Radiographic Pathology
Corequisite(s): RADI 1343 - Radiographic Procedures III; RADI 1444 - Radiographic Practicum IV; RADI 1442 - Imaging Equipment
This course introduces the nature of disease and the structural and functional changes produced. Presentations will be made on a variety of diseases and their related pathology as it relates to radiographic procedures. A grade of "C" or better is required for passing.

## RADI 2454 - Radiographic Practicum VI

**Credit Hours:** 4 **SWE:** 20 Prerequisite(s): RADI 1353 - Radiation Biology; RADI 2442 - Radiographic Total Quality Management; RADI 2445 - Radiographic Practicum V and RADI 2222 - Radiographic Evaluation all with a grade of "C" or better and by NAH faculty permission
Clinical Practicum is the last course in a series that prepares students for the practice of radiography. This course requires a final demonstration of entry-level skills. A seminar will be held once a week to help prepare the student for registry exam success as well as to enhance the employability of the student. A grade of "C" or better is required for passing.

## RADI 2956 - Radiography Technology Program

**Credit Hours:** 56 Prerequisite(s): (1) Completion of the prescribed 23 hours of general education courses at Southeast Arkansas College; (2) Receipt of an official Radiography Technology program completion document and proof of JRCERT accreditation from the hospital, school, or agency awarding the diploma; (3) Receipt of an official document from the American Registry of Radiologic Technologists. 56 SCH Completion & Registration

Corequisite(s): all with a grade of "C" or better and by NAH faculty permission;
A course designation which will be used as the mechanism for recording program course credit for a graduate of a JRCERT accredited radiographic technology program who also is registered by the American Registry of Radiologists.

## READ 1213 - Developmental Reading

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement of an ACT score 11-18 or equivalent ACCUPLACER score
The course emphasizes and provides reading instruction in vocabulary development through the implementation of word-attack skills, context clues, and the utilization of the dictionary. Various levels and kinds of comprehension are stressed, and techniques are also provided for training in surveying, skimming, and scanning. Offered in fall, spring, and summer

## READ 1213 - MOD Developmental Reading

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement of an ACT Reading Score 11-18 and Writing 12-18, or equivalent ACCUPLACER score.
This is a 16- week course that allows students to work in a computer lab setting to complete the requirements for Developmental Reading. The industrious student may work additional modules and gain the ability to test out of Developmental Reading. Offered in fall and spring only A grade of "C" or better is required.

## READ 1393 - IRW Integrated Developmental Reading and Writing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Placement of an ACT score 11-18 or equivalent ACCUPLACER score.
This 16-week course integrates both reading and writing skills. The purpose is to allow developmental students the ability to enhance their reading, vocabulary, and writing skills as they learn to write a well-developed essay based on the readings. Offered in fall and spring only A grade of "C" or better is required.

## RESP 1224 - Basic Assessment and Diagnostics (4 hour)

**Credit Hours:** 4 **Lecture Hours:** 2 **Lab Hours:** 4 Prerequisite(s): Accecptance in the the Respiratory Care Program or by approval of Respiratory Care Faculty
Corequisite(s): RESP 1335 Equipment and Techniques I, RESP 1423 Respiratory Pharmacology, RESP 2402 Cardio Pulmonary Anatomy and Physiology I
This course is designed to integrate the theory and application of physical assessment and diagnostic testing.  Topics covered will include in depth history taking, physical examination techniques. Interpretation of ABG's, chest X-ray and lab values will be addressed.  A grade of C or better is needed to pass.   Fall Only C or better

## RESP 1225 - Basic Assessment and Diagnostics

**Credit Hours:** 5 **Lecture Hours:** 3 **Lab Hours:** 4 Prerequisite(s): Acceptance into the Respiratory Care or by NAH faculty permission.
Corequisite(s): RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I
This course is designed to integrate the theory and application of physical assessment and diagnostic testing. Topics covered will include in-depth history taking, physical examination techniques, cardiopulmonary assessment, clinical decision making, communications, and documentation. Understanding and interpretation of ABG's, chest X- Ray and lab values will be addressed. Foundations of respiratory care will also be covered in this class. Offered in fall only A grade of "C" or better is required for passing.

## RESP 1243 - Pulmonary Disease I

**Credit Hours:** 2 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): RESP 1225 - Basic Assessment and Diagnostics, RESP 1335 - Equipment and Techniques I, RESP 1423 - Respiratory Pharmacology, RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I all with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 2245 - Equipment and Techniques II; RESP 1442 - Clinical Practicum I; RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II
This course is designed to integrate the theory of cardiopulmonary diseases with patient assessment and management. The common pulmonary diseases, patient treatment, use of protocols, and rehabilitation will be addressed.

## RESP 1335 - Equipment and Techniques I

**Credit Hours:** 5 **Lecture Hours:** 3 **Lab Hours:** 4 Prerequisite(s): Acceptance into the Respiratory Care or by NAH faculty permission.
Corequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1423 - Respiratory Pharmacology; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I
This course is designed to integrate the theory and application of basic respiratory care procedures and equipment. It will also enable the student to safely and competently administer therapy to patients requiring respiratory care in a professional manner. The information gained in 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, hyperinflation therapies and infection control. Offered in fall only A grade of "C" or better is required for passing.

## RESP 1423 - Respiratory Pharmacology

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Acceptance into the program or by NAH faculty permission, Corequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I
This course is designed to focus attention on the many drugs used in treating respiratory diseases, their pharmacodynamics and pharmacokinetics. Classes of drugs covered include bronchodilators, anti-inflammatory, mucolytics/proteolytic, sedatives and diuretics and some common cardiac drugs used in resuscitation. Only offered in the fall. A grade of "C" or better is required for passing.

## RESP 1442 - Clinical Practicum I

**Credit Hours:** 2 **SWE:** 16 Prerequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology; and RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 1243 - Pulmonary Disease I; RESP 2245 - Equipment and Techniques II; RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II; RESP 2212 - Mechanical Ventilation
This course provides the necessary exposure to the practice of basic respiratory care for noncritical patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform basic respiratory care modalities such as CPT, updraft, and basic assessment under the direct supervision of licensed respiratory care practitioners (LRCP). Offered in the spring only a grade of "C" or better is required for passing.                Offered in the spring only A grade of "C" or better is required for passing.

## RESP 2212 - Mechanical Ventilation

This course is designed to integrate the theory and application of ventilator management.  Topics covered include initiation, monitoring and discontinuance of ventilator care.

## RESP 2213 - Equipment and Techniques II

This course is a continuation of RESP-1335 Equipment and Techniques I and covers more advanced equipment and techniques. Topics include CPT, artificial airways, intubation, and non-invasive ventilation.

## RESP 2214 - Respiratory Care Sciences

**Credit Hours:** 4 **Lecture Hours:** 4 Prerequisite(s): MATH 1333 - College Algebra or by NAH faculty permission
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 Care Program. Acceptance into the program will require a grade of "C" or better.

## RESP 2242 - Pulmonary Diseases II

**Credit Hours:** 2 **Lecture Hours:** 2 Prerequisite(s): RESP 2354 - Equipment and Techniques III; RESP 2451 - Clinical Practicum II with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III
This course is designed to continue the study of cardiopulmonary diseases with patient assessment and management not covered in Pulmonary Diseases I. . Offered in fall only A grade of "C" or better is required for passing

## RESP 2245 - Equipment and Techniques II

**Credit Hours:** 5 **Lecture Hours:** 3 **Lab Hours:** 4 Prerequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I; all with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 1243 - Pulmonary Disease I; RESP 1442 - Clinical Practicum I; RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II
This course is a continuation of RESP 1335 - Equipment and Techniques I and covers more advanced equipment and techniques. This course is designed to integrate the theory and application of ventilator management. Topics covered include physiology of mechanical ventilation, ventilator classification, cycling mechanisms, flow pattern and waveforms, indication, initiation, and weaning of mechanical ventilation, effects and complications of mechanical ventilation, patient management and stabilization, PEEP/CPAP, and noninvasive ventilation. Only offered in the spring A grade of "C" or better is required for passing.

## RESP 2253 - Pulmonary Disease II

This course is designed to continue the study of cardiopulmonary diseases with patient assessment and management not covered in Pulmonary Diseases I.

## RESP 2311 - Integration of Respiratory Theory/Practice

This course guides the student through the total patient experience from initial contact to discharge.

## RESP 2312 - Advanced Pharmacology

**Credit Hours:** 2 **Lecture Hours:** 2 Prerequisite(s): RESP 2451 - Clinical Practicum II; RESP 2354 - Equipment and Techniques III with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 2343 - Neonatal & Pediatrics; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III;

RESP 2242 - Pulmonary Diseases II
This course is designed to focus attention on selected drugs used to treat both respiratory and non-respiratory disorders. Classes of drugs covered include sedatives, diuretics, antibiotics, etc. Offered in fall only A grade of "C" or better is required for passing.

## RESP 2322 - Advanced Monitoring Procedures Technique

This course is designed to emphasize more advanced cardiopulmonary assessment, special diagnostic procedures and practices.

## RESP 2323 - Equipment and Techniques III

This course is a continuation of RESP-2213 Equipment and Techniques II. An emphasis on Critical Respiratory care equipment, procedures and practice will be discussed.

## RESP 2343 - Neonatal & Pediatrics

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Prerequisite(s): RESP 2451 - Clinical Practicum II; RESP 2354 - Equipment and Techniques III with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 2242 - Pulmonary Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III
This course is designed to integrate theory and clinical simulation instruction for the practice of respiratory care in the neonatal, infant, and pediatric populations. The student will focus on the physiologic basic assessment, initiating, monitoring and managing oxygen therapy, aerosol therapy, CPAP and mechanical ventilation in the neonatal pediatric population. Offered in fall only A grade of "C" or better is required for passing.

## RESP 2353 - Advanced Cardiopulmonary Care

**Credit Hours:** 3 **Lab Hours:** 6 Prerequisite(s): Healthcare provider CPR, American Heart Association; RESP 2242 - Pulmonary Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III all with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 2502 - Professional Development; RESP 2473 - Clinical Practicum IV
This course will cover the advanced life support and stabilization courses for the neonate, infant/pediatric, and adult patients along with the application of cardiopulmonary care in alternate sites. Students will receive certification in the Newborn Resuscitation Program (NRP), Pediatric Advanced Life Support (PALS) and Advanced Cardiac Life Support (ACLS). PALS and ACLS certification are through the American Heart Association; NRP certification is through the American Heart Association in cooperation with the American Academy of Pediatrics. Offered in spring only A grade of "C" or better is required for passing.

## RESP 2354 - Equipment and Techniques III

**Credit Hours:** 4 **Lecture Hours:** 2 **Lab Hours:** 4 Prerequisite(s): RESP 1243 - Pulmonary Disease I; RESP 1442 - Clinical Practicum I; RESP 2245 - Equipment and Techniques II all with a grade of "C" or better or by NAH faculty permission
Corequisite(s): RESP 2502 - Professional Development; RESP 2473 - Clinical Practicum IV.
This course is a continuation of RESP 2245 - Equipment and Techniques II and covers more advanced equipment and techniques. Topics include artificial airways, Intubation, and a continuation of equipment and theory's not previously covered. Offered in summer only A grade of "C" or better is required for passing.

## RESP 2363 - Critical Care

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 the intensive care patient.

## RESP 2365 - Critical Care

**Credit Hours:** 5 **Lecture Hours:** 3 **Lab Hours:** 4 Prerequisite(s): RESP 2451 - Clinical Practicum II; RESP 2354 - Equipment and Techniques III; with a grade of "C" or better or acceptance into the CRT to RRT Program or by NAH faculty permission.
Corequisite(s): RESP 2242 - Pulmonary Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2462 - Clinical Practicum III
This course is designed to enable the respiratory therapy student to integrate all the information learned in the program. This course will focus on dealing with all aspects of advanced respiratory care, especially in the intensive care patient. Offered in fall only A grade of "C" or better is required for passing.

## RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I

**Credit Hours:** 2 **Lecture Hours:** 2 Prerequisite(s): Acceptance into the Respiratory Care; BIOL 2454 - Human Anatomy and Physiology I; BIOL 2464 - Human Anatomy and Physiology II or by NAH faculty permission.
Corequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology
this course is designed to integrate the theory of cardio-respiratory anatomy and physiology with assessment and care of the patient with cardio- respiratory disease. Topics include the respiratory system in adults, mechanics of ventilation, work of breathing, gas exchange and transport, functional anatomy of the heart and vascular system, ventilation-perfusion relationships and control of ventilation. Offered in fall only A grade of "C" or better is required for passing.

## RESP 2451 - Clinical Practicum II

**Credit Hours:** 1 **SWE:** 16 Prerequisite(s): RESP 2245 - Equipment and Techniques II; RESP 1243 - Pulmonary Disease I; RESP 1442 - Clinical Practicum I; with a grade of "C" or better.
Corequisite(s): RESP 2354 - Equipment and Techniques III
This course will concentrate on mechanically ventilated, intensive care patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks, make appropriate ventilator changes, and provide appropriate respiratory care modalities to patients as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). Only offered in the summer. A grade of "C" or better is required for passing.

## RESP 2462 - Clinical Practicum III

**Credit Hours:** 2 **SWE:** 16 Prerequisite(s): RESP 2451 - Clinical Practicum II; RESP 2354 - Equipment and Techniques III all with a grade of "C" or better.
Corequisite(s): RESP 2242 - Pulmonary Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2364 Critical Care or by NAH faculty permission
This course will concentrate on neonatal/pediatric patients and on the critically ill patients. Students will be evaluated on clinical efficiency, professional conduct, and dress as well as ability to perform ventilator checks, make appropriate ventilator changes, and provide appropriate respiratory care modalities to patients as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). Only offered in the fall. A grade of "C" or better is required for passing.

## RESP 2473 - Clinical Practicum IV

**Credit Hours:** 3 **SWE:** 24 Prerequisite(s): RESP 2242 - Pulmonary Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2364 Critical Care; Clinical Practicum III or by NAH faculty permission all with a grade of "C" or better or by NAH faculty permission.
Corequisite(s): RESP 2502 - Professional Development; RESP 2353 - Advanced Cardiopulmonary Care
This course will concentrate on critical patients and patients being treated with mechanical ventilation. Students will also be exposed to alternate sites for patient care (physicians' office, home care, pulmonary function labs, etc.). Students will be evaluated on clinical efficiency, professional conduct, and dress as well as the ability to perform ventilator checks and provide appropriate respiratory care modalities to patients, as designated by physical assessment and diagnostic tests under the direct supervision of a licensed respiratory care practitioner (LRCP). Only offered in the spring. A grade of "C" or better is required for passing. (Individualized clinical rotations will be arranged for CRT-RRT students).

## RESP 2502 - Professional Development

**Credit Hours:** 2 **Lab Hours:** 4 Prerequisite(s): RESP 2242 - Pulmonary Diseases II; RESP 2312 - Advanced Pharmacology; RESP 2343 - Neonatal & Pediatrics; RESP 2365 - Critical Care; RESP 2462 - Clinical Practicum III all with a grade of "C" or better.
Corequisite(s): RESP 2353 - Advanced Cardiopulmonary Care; RESP 2473 - Clinical Practicum IV or by NAH faculty permission
This course is designed to prepare the student to interact with prospective employers in a professional manner to facilitate successful employment as a respiratory therapist in a variety of practice settings. Course content will prepare the student for the NBRC self- assessment evaluation exam and also for the NBRC therapist multiple choice examination process by applying critical thinking skills. Offered in spring only A grade of "C" or better is required for passing.

## RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II

**Credit Hours:** 2 **Lecture Hours:** 2 Prerequisite(s): RESP 1225 - Basic Assessment and Diagnostics; RESP 1335 - Equipment and Techniques I; RESP 1423 - Respiratory Pharmacology; RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I all with a grade of "C" or better or by NAH faculty permission
Corequisite(s): RESP 1243 - Pulmonary Disease I; RESP 1442 - Clinical Practicum I; RESP 2245 - Equipment and Techniques II
This course is a continuation of RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I, it is designed to continue to integrate the theory of cardio- respiratory anatomy and physiology with assessment and care of the patient with cardio- respiratory disease. Topics include fetal development and the cardiopulmonary system, electrophysiology of the heart, standard 12 ECG Lead System, ECG interpretation, and sleep physiology. Offered in spring only A grade of "C" or better is required for passing.

## RESP 2930 - Respiratory Program Completion

**Credit Hours:** 30 Prerequisite(s): (1) Graduation from an accredited respiratory entry-level program, and (2) Proof of CRT credential with the National Board for Respiratory Care (NBRC).
A course designation which will be used as the mechanism for recording program course credit for a graduate of a CoARC accredited Respiratory Care program who also holds the CRT credential granted by the NBRC. Offered in fall, spring and summer

## SOCI 2313 - Introduction to Sociology

**Credit Hours:** 3 **Lecture Hours:** 3 This course introduces theories and methods used to analyze society. Topics include culture, norms, status, roles, groups, associations, social institutions, communities, and societies. The course required of sociology, as well as, social science majors and minors. Offered in fall, spring and summer ACTS Equivalent Course Number = SOCI 1013

## SPEE 2313 - Business and Professional Speaking

**Credit Hours:** 3 **Lecture Hours:** 3 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.

## SPEE 2393 - Oral Communication for Public Address

**Credit Hours:** 3 **Lecture Hours:** 3 This course is designed to help the student effectively deliver an oral presentation to an adult audience; listen to and critique objectively the oral presentations of others; know effective organization practices and procedures for a variety of group settings, and recognize and use effective oral language as a tool of sound reasoning. Student performance is emphasized along with the lecture, discussion, and exercises. Students will learn through reading, discussing, listening, presenting speeches, and participating in activities. Offered in fall, spring and summer ACTS Equivalent Course Number = SPCH 1003

## SURG 1014 - Sterile Processing

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): This program provides an overview of the Sterile Processing and Distribution profession and develops the fundamental concepcs and principles necessary to successfully articipate as an entry level Sterile Procesing Technician. The course emphasizes duties in sterile processing technology, aseptic procedures, equipment maagemnet, safety, quality assurance, HIPAA regulations, proper decontamination, sterilization and packaging techniques. The sterile processing technician perform essential functions to support the medical and surgical care of patients. Upon completion of this course, sudents will be prepared to take the Ceertification Board for Sterile (Processing Distribution (SBSPD) certification exam.

## SURG 1528 - Surgical Technology Procedures

**Credit Hours:** 8 **Lecture Hours:** 8 Prerequisite(s): Acceptance into the program: BIOL 2464 - Human Anatomy and Physiology II with a grade of "C" or better, or BIOL 2226 - Anatomy and Physiology for Health Professions; BIOL 2232 - Anatomy & Physiology Lab for Health Professions; with a grade of "C" or better
Corequisite(s): BIOL 2474 - Microbiology; SURG 1536 - Surgical Technology Practicum I
This course introduces students to principles, procedures, and techniques of surgical procedures with emphasis on surgical asepsis. Concepts from the basic and related sciences are incorporated, including medical terminology and pharmacology. Offered in the fall only A grade of "C" or better is required for passing.

## SURG 1536 - Surgical Technology Practicum I

**Credit Hours:** 6 **Lecture Hours:** 6 **SWE:** 12 SWE Prerequisite(s): Acceptance into the program; BIOL 2464 - Human Anatomy and Physiology II with a grade of "C" or better or BIOL 2226 - Anatomy and Physiology for Health Professions; BIOL 2232 - Anatomy & Physiology Lab for Health Professions
Corequisite(s): BIOL 2474 - Microbiology; SURG 1528 - Surgical Technology Procedures
Students are introduced to the physical environment of the operating room with selected clinical experiences in acute and ambulatory surgical settings. Students have many experiences in the care and use of instruments and surgical supplies as well as multiple opportunities to scrub in on surgical procedures. Offered in the fall only A grade of "C" or better is required for passing.

## SURG 1548 - Surgical Technology Procedures II

**Credit Hours:** 8 **Lecture Hours:** 8 Prerequisite(s): SURG 1528 - Surgical Technology Procedures and SURG 1536 - Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission
Corequisite(s): SURG 1557 - Surgical Technology Practicum II
Students learn the advanced principles, procedures, and techniques of specific, general, and specialty surgeries. Core

concepts from the basic and related sciences are incorporated. The course content is correlated with clinical experience. A grade of "C" or better is required for passing.

### SURG 1557 - Surgical Technology Practicum II

**Credit Hours:** 7 **Lab Hours:** 6 **SWE:** 15 Prerequisite(s): SURG 1528 - Surgical Technology Procedures and SURG 1536 - Surgical Technology Practicum I both with a grade of "C" or better or by NAH faculty permission
Corequisite(s): SURG 1548 - Surgical Technology Procedures II
Students concentrate on clinical experiences in ambulatory and acute surgical settings. Experiences are provided for the students to circulate and scrub in on all phases of surgical procedures. A grade of "C" or better is required for passing.

### SURG 1614 - Surgical Technology Practicum III

**Credit Hours:** 4 **SWE:** 12 Prerequisite(s): SURG 1548 - Surgical Technology Procedures II and SURG 1557 - Surgical Technology Practicum II with a grade of "C" or better
This capstone course is designed with an intense clinical focus. Students are required to perform in the first scrub role in all areas of the operating room. Upon completion of the course, students are expected to demonstrate 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. A grade of "C" or better is required for passing.

### TECH 2011 - Portfolio Development & Experience Evaluation

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): Approval of Vice President for Academic Affairs
This course provides an opportunity for a student to receive an evaluation of unique work experience or non-traditional educational experiences. Students will identify the courses for which they feel qualified to receive credit and develop written portfolios to demonstrate that they have met the course objectives. Students can earn up to 15 credit hours through non-traditional educational sources. Credit will be applied to the student's transcript once they have earned fifteen semester credit hours through traditional classes.

### TECH 2013 - Internship Work Experience I

**Credit Hours:** 3 **SWE:** 12 Prerequisite(s): All internship courses require approval of the Program Coordinator. Students must have at least a 2.0 grade point average and have completed internship requirements along with established program requisites. See Coordinator for details. Additionally, students must have completed 12 semester credit hours of their program, excluding developmental education, prior to enrolling in an internship course.
Internships enable students to participate in periods of on/off-campus work experience closely related to classroom theory and educational goals. The program coordinator will work with the students to find appropriate internship work sites.

### TECH 2016 - Internship Work Experience I

**Credit Hours:** 6 **Lecture Hours:** 2 **SWE:** 16 Prerequisite(s): All internship courses require approval of the Program Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.
Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The program coordinator will work with the students to find appropriate internship work sites.

### TECH 2023 - Internship Work Experience II

**Credit Hours:** 3 **SWE:** 12 Prerequisite(s): TECH 2013 - Internship Work Experience I and approval of the Program Coordinator. Students must have at least a 2.0 grade point average and have completed internship requirements along with established program requisites. See Coordinator for details

Internships enable students to participate in periods of on/off-campus work experience closely related to classroom theory and educational goals. The Program Coordinator will work with the students to find appropriate internship work sites.

### TECH 2024 - Internship Work Experience II

**Credit Hours:** 4 **Lecture Hours:** 2 **SWE:** 8 Prerequisite(s): All internship courses require approval of the Division Chair/Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.

Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The Division Chair will work with the students to find appropriate internship work sites.

### TECH 2034 - Internship Work Experience III

**Credit Hours:** 4 **Lecture Hours:** 2 **SWE:** 8 Prerequisite(s): All internship courses require approval of the Division Chair/Coordinator and Vice President for Academic Affairs. Students must have completed 30 semester credit hours of their program prior to enrolling in an internship course and have at least a 2.0 grade point average.

Internships enable students to participate in periods of off-campus work experience closely related to classroom theory and educational goals. The Division Chair will work with the students to find appropriate internship work sites.

### TECH 2211-2219 - Customized Training

**Credit Hours:** 1-9 **Lecture Hours:** 1-9 This course provides college-level instruction and information in a customized format for companies desiring an increased education level in their employees. Based on the length of training required, the semester credit hours of instruction can vary from 1 to 9 semester credit hours.

### TECH 2313 - Process/Project Management

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): MECH 1113 Manufacturing Processes
This course takes the student from a detailed understanding of process modeling through the development and implementation of management processes. This course is designed to teach students to initiate, define, plan, control, execute, and terminate projects.

### TECH 2326 - Manufacturing Practicum

**Credit Hours:** 6 **Lecture Hours:** 2 **Lab Hours:** 8 Prerequisite(s): ELEC 1153 Principles of Technology, ELEC 1423 Programmable Logic Controllers and MECH 1713 Pneumatics & Hydraulics
This course will give the student practical experience in the production of a manufactured product in the laboratory. Students will create a product, set-up the equipment for production, manufacture a product, perform quality control, and market the product, thereby providing a comprehensive experience in manufacturing processes.

### WELD 1114 - Basic Welding

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): MATH-1233 Technical Math
Basic Welding covers the principles of
oxy-acetylene welding, cutting and brazing, basic
principles, procedures, safety and experience in
using electric arc welding equipment. Fall and Spring

## WELD 1116 - Basic Welding

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Corequisite(s): MATH 1233 - Technical Mathematics
Basic Welding covers the principles of oxy-acetylene welding, cutting and brazing, basic principles, procedures, safety, and experience in making basic types of welds utilizing the Electric ARC equipment for the welding process.

## WELD 1214 - ARC Welding

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Complete Basic Welding.
This course in electric arc welding is designed to give students knowledge of equipment, safety precautions, and shop practice. Students will make basic types of welds in most positions and study welding nomenclature, design of joints, and electric classifications. Fall and Spring

## WELD 1216 - ARC Welding

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): WELD 1116 - Basic Welding
This course in electric arc welding is designed to give students knowledge of equipment, safety precautions, and shop practice. Students will make all AWS and NCCER recognized welding positions and study welding nomenclature, design of joints, and electrode classifications. Offered in fall and spring

## WELD 1314 - Tungsten Inert Gas (TIG) Welding

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Complete Basic Welding
This course is comprised of in-depth study and practice of the gas tungsten arc welding process. The student's experience begins with the development of manipulative skills through the media of oxyacetylene welding then progresses to similar applications with TIG welds in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel. Fall and Spring

## WELD 1316 - Tungsten Inert Gas (TIG) Welding

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): WELD 1116 - Basic Welding
This course is comprised of in-depth study and practice of the gas tungsten arc welding process. The student's experience begins with the development of manipulative skills through the media of TIG welds in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel. Offered in fall only

## WELD 1414 - Metal Inert Gas (MIG) Welding

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Basic Welding
This course is comprised of in-depth study and practice of the gas metal arc welding process. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire feeding system. Fall and Spring

### WELD 1416 - Metal Inert Gas (MIG) Welding

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): WELD 1116 - Basic Welding
This course is comprised of in-depth study and practice of the gas metal arc welding process. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire feeding system. Student will learn the principles of welding with both GMAW and FCAW processes. Offered in the spring only

### WELD 1514 - Pipe Welding

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1

Prerequisite(s): Basic Welding
ARC Welding
This course is designed to develop skills used in
the welding of both transmission pipeline and
piping systems Fall and Spring

### WELD 1516 - Pipe Welding

**Credit Hours:** 6 **Lecture Hours:** 4 **Lab Hours:** 4 Prerequisite(s): WELD 1116 - Basic Welding and WELD 1216 - ARC Welding
This course is designed to develop skills used in the welding of both transmission pipeline and piping systems Offered in summer

### WELD 1614 - Metal Layout and Fabrication

**Credit Hours:** 4 **Lecture Hours:** 3 **Lab Hours:** 1 Prerequisite(s): Basic Welding or Basic Refrigeration
This course is designed to provide our technical
students with an in-depth knowledge of general
construction skills, such as basic industrial
safety, trade math, use of hand and power tools,
blueprint reading, basic rigging, and metal layout
principles. These skills pertain to welding
fabrication and the heating, ventilating, and air
conditioning (HVAC) industry. Fall and Spring

### WELD 1713 - Maintenance Welding

**Credit Hours:** 3 **Lecture Hours:** 2 **Lab Hours:** 2 Corequisite(s): MATH 1233 - Technical Mathematics
A course providing the basic skills in oxy-acetylene welding, cutting and brazing, basic arc welding, and safety. Perform maintenance welding and repairs of production and equipment. Offered in fall and spring

### LEAD 1101 - GRIT - Gaining Resources & Implementing Tools

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): None
Corequisite(s): None
GRIT - Gaining Resources & Implementing Tools for
Success is an open entry and open exit course.
Student must complete a minimum of 15 hours of
one-on-one sessions with instructor and other
assignments as designed by instructor, which may

include interaction with other personnel across the campus or in the community. This course will cover skills to build a growth mindset and develop skills of persistence, initiative, optimism, critical thinking and resilience. Students will engage with the instructor on a regular basis during the duration of the course to develop a personalized plan for their academic program and to learn skills to apply to the balance of work, home and school. Students will be required to complete assigned modules on StudentLingo, in addition to individuated assignments.

## LEAD 1311 - Introduction to Servant Leadership

**Credit Hours:** 1 Introduction to the Servant Leadership philosophy and the father of servant leadership, Robert Greenleaf. Students will explore the ten essential traits of a servant leader. Explore individual and organizational models of servant-leadership and compare to other contemporary leadership styles. Identify core principles and key practices to assess development and function of servant-leaders and servant-led organizations. Students will participate in servant-leadership scenarios.

## LEAD 1321 - Principles of Workplace Success

**Credit Hours:** 1 **Lecture Hours:** 1 Prerequisite(s): None
Corequisite(s): None
This course focuses on career development exercises and activities designed to help develop fundamental skills necessary for workplace success. The curriculum is aimed at bridging critical employment gaps by addressing the most important competencies and skills for workers, young and old, experienced, and inexperienced. The course reinforces leadership skills, such as: communications, attitude, teamwork, networking, critical thinking and professionalism, as well as providing skills for supervision, management and other impact skills for the workplace.

## LEAD 1333 - Foundations of Leadership

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course focuses on career development exercises and activities designed to help develop fundamental skills necessary for workplace success. The curriculum is aimed at bridging critical employment gaps by addressing the most important competencies and skills for workers, young and old, experienced, and inexperienced. The course reinforces leadership skills, such as: communications, attitude, teamwork, networking, critical thinking and professionalism, as well as

providing skills for supervision, management and
other impact skills for the workplace.

## LOGM 1203 - Intro to Logistics

**Credit Hours:** 3 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.

## LOGM 1213 - Operations Management

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): Complete LOGM-1203 Introduction to Logistics with a 'D' or
better.
Corequisite(s): None
Operations Management is a study of the efficient
production of goods and services that will satisfy
the wants and needs of identified customer groups.
The course begins with a more detailed description
of what Operations Management is, then moves to an
examination of the customer and methods for
determining customer demand.

## LOGM 1223 - Transportation Systems

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
Transportation Systems examines the structure and
importance of the commercial transportation
industry in the logistics sector of business.
Topics covered include an in-depth examination of
the various modes of transportation including
discussions of regulations, economics,
characteristics, and development in major
transportation modes. Also discussed are costing
and pricing issues in transportation and
relationship management between buyers and sellers
of transportation.

## LOGM 2103 - Lean Manufacturing

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
Introduces the philosophical background,
historical development, fundamental concepts,
operating fundamentals, and the organizational
rationale for the implementation of lean
disciplines in manufacturing. The course also
applies to the application of lean disciplines and

concepts to service and support industries. The use and implementation of lean disciplines has generally resulted in the ability of an enterprise to develop a work environment that promotes continuous improvement, eliminates waste, reduces operating cost, improves quality, and achieves measurable improvement in customer satisfaction.

## LOGM 2113 - Logistics and Supply Chain Management

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
A study of the strategic supply chain concepts included in the field of logistics and supply chain management. Topics covered include: supply chain strategy, planning and design, customer service, transportation, purchasing, forecasting, inventory and warehouse management. Also discussed are global supply chain management, managing supply chain risk and financial control of logistics performance.

## LOGM 2123 - Principles of Procurement

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
This course is designed to teach the basics of procurement management. Topics covered include: the challenge of procurement and materials management, objectives and organization, function, specification, quality control and inspection, supplier evaluation, selection, and measurement, supplier development, strategic cost management, contracts and negotiation, procurement relationships, procurement transportation, procurement laws and ethics, and global sourcing.

## CDL 1113 - Truck Maintenance and Road Safety

**Credit Hours:** 3 This course examines the basics of preventive maintenance and inspection procedures for gasoline and diesel powered tractor-trailers.?Students will demonstrate proficiency with 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 log book procedures.

## CDL 1213 - Road Regulations and Rules

**Credit Hours:** 3 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.

## CDL 1316 - Commercial Driver Vehicle Operations

**Credit Hours:** 6 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.

## CNST 1213 - Introduction to Construction

**Credit Hours:** 3 Prerequisite(s): None
Corequisite(s): None
Introduction to Construction Introduction to the construction industry and the career opportunities available within
residential, civil, and industrial construction. The different roles of various participants are examined along with
industry history and traditions. Proper dress and safety requirements for office and field work are discussed. OSHA 29
CFR Part 1926 is used as a reference guide.

## CNST 1233 - Surveying and Elevations

Corequisite(s): Co-requisite: MATH 1303 or consent of instructor.
This course covers fundamental principles of surveying. Computers and surveying instruments are used to develop
plot/lot plans. Topics included are tape measurement, differential leveling, traversing, contours, computations, and land
surveys.

## ESPO 1123 - Introduction to Esports

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
Prerequisite(s)/Corequisite(s): None
This course provides an introduction to Esports.  The focus of the course is on learning the Esports Foundations, the
professional lifestyle of the players, how streaming works, and the current status of the industry.  In this course,
students will not only learn about the esports industry, they will also engage in the play experience and get a deeper
insight into the esports ecosystem.  In the course, students will play esports games as gamers but will also look a the
experience as designers and critical thinkers.

## ESPO 2100 - Esports Capstone

**Credit Hours:** 3 **Lecture Hours:** 3 Prerequisite(s): None
Corequisite(s): None
Prerequisite(s)/Corequisite(s): None
This multidisciplinary capstone course integrates materials from business, video game design, and esports business

courses to allow students to gain practical skills and knowledge of the esports industry and the role esports managers have within the industry. Students analyze and evaluate advanced issues related to governance, innovation, marketing, and management of esports. Students also study contemporary challenges by incorporating knowledge gained through business, esports, and required readings. Spring

## CYSC 2003 - Introduction to Cybercrime

**Credit Hours:** 3 Prerequisite(s): COMP-1123 Intro to Computers
*Examines computer and network based crimes including hacking, child pornography, and other activity. Examines tools used in the investigation and prosecution of cyber crimes, current laws and security measures, and future concerns for effective tracking and prevention.*

## CYSC 2013 - Principles of Cyber Security

**Credit Hours:** 3 Prerequisite(s): CYSC-2003 Intro to Cybercrime
The students will be introduced to the fundamentals of cyber security. Students will gain insight into the importance of cyber security, and the integral role of cyber security professionals.

## CYSC 2023 - Ethics in Information Technology

**Credit Hours:** 3 Prerequisite(s): CYSC-2013 Principles of Cyber Security
This course examines managerial aspects of computer security and risk management for enterprises. The student will acquire information for accreditation, procurement, extension and operation principles for secure computing systems.

## CYSC 2033 - Digital Forensics

**Credit Hours:** 3 Prerequisite(s): CYSC-2003 Intro to Cybercrime
Students will gain practical knowledge on how to conduct digital investigations and preserve evidence that stands up to inquiries.

## CYSC 2113 - Cryptography and Trusted Systems

**Credit Hours:** 3 Prerequisite(s): CYSC-2023 Ethics in Information Technology
Students will be introduced to security problems in computing, basic encryption and decryption techniques. Secure encryption systems and cryptographic protocols and practices will also be presented.

## CYSC 2123 - Security Auditing

**Credit Hours:** 3

Prerequisite(s): CYSC-2013 Principles of Cyber Security
CYSC-2023 Ethics in Information Technology
*Capstone/Practicum*

## LEAD 1323 - Introduction to Critical Thinking

**Credit Hours:** 3 **Lecture Hours:** 3
General Description: The study of applied reasoning including analysis of arguments, informal and formal fallacies, syllogisms, construction of definitions, and scientific reasoning. Upon completion of the course the student will make

decisions using verifiable information, critically examine information, demonstrate problem-solving skills, and evaluate one's own reasoning and the reasoning of others.  ACTS Course equivalent course number = PHIL 1003.

**Social Science Elect Social Science Elect - Behavioral/Social Science Elective**

**Credit Hours:** 3 Choose from the following: ANTH-2333 ECON-2313 ECON-2323 EDUC-2333 GEOG-2313 HIST-2333 HIST-1333 HIST-1343
HIST-2313 HIST-2323 POLI-2323 POLI-2313 PSYC-2303 PSYC-2323 or SOCI-2313

# Catalog Home

# Accreditation

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

# Institutional Memberships

Accreditation Commission for Education in Nursing
Accreditation Review Council on Education in Surgical Technology/ Surgical Assisting
Alliance for Community College Innovation
American Association of Community Colleges
American Association of Collegiate Registrars & Admissions Officers
American Technical Education Association
Arkansas Association of Student Financial Aid Administrators
Arkansas Community Colleges
Arkansas Association of Women in Two-Year Colleges
Arkansas Council on Student Services
Arkansas College and University Professional Association for Human Resources
Arkansas Distance Learning Association
Arkansas Higher Education Council
Arkansas State Board of Nursing
Arkansas State Chamber of Commerce
ARKLink Library Consortium, Inc.
Associated Industries of Arkansas
Association of Community College Trustees
College and University Personnel Association
Commission on Accreditation of Allied Health Education Programs
Commission on Accreditation for Respiratory Care
Committee on Accreditation of Educational Programs for the EMS Professions
Council for Opportunity in Education
Greater Pine Bluff Chamber of Commerce
Joint Review Committee on Education in Radiologic Technology
Online Learning Consortium
Moodle by eThink
National Association of College and University Business Officers
National Association of Student Financial Aid Administrators

National Council of Instructional Administrators
National Association for the Education of Young Children
National Council for Occupational Education
National Council for Marketing and Public Relations
National Council on Student Development
National League for Nursing
National Organization for Associate Degree Nursing
Southwest Association of Student Financial Aid Administrators

# For Information Contact:

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

Phone: (870) 543-5900 or
1-888-SEARKTC Toll Free
(1-888-732-7582)
FAX: (870) 543-5956
E-mail: main@seark.edu
Home Page: www.seark.edu

# 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.

# 150% Rule-Maximum Time Limit To Receive Federal Aid

The maximum time limit for completion of a degree or certificate may not exceed 150% of the published length of the program. For example, an associate degree that requires 60 credit hours must be completed within 90 attempted credit hours. (60 hours X 150% = 90 hours) Similarly, an approved technical certificate program that requires 30 hours must be completed within 45 attempted credit hours. In other words, a student may only work on a degree for a certain period of time and receive student aid funds.

A student's eligibility for aid will be terminated at the point when the maximum credit hours attempted reaches 150% of the total hours required for the program. If at any point it is clear the student will not be able to complete the program within the 150% time limit, the student becomes ineligible for federal student aid. For maximum time limit requirements, remedial and/or developmental coursework is counted.

# Academic Advisors

During the admission process, each student will be assigned an Academic Advisor. New Students entering SEARK College will be advised for their first-semester coursework in the Student Advising and Retention Center. Beginning with their second semester, students should confer with faculty advisors concerning academic affairs, including courses, schedules, majors, and degree/certificate programs. The Advisor will be a faculty member in the area most closely related to the student's proposed major field of study. Students who do not know who their advisor is should check his/her Student Planning account or contact the Student Advising and Retention Center in the Student Services Building. The ultimate responsibility for knowing degree/program requirements rests with the student.

# Academic Appeals (Grade Petitioning)

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

**Initiation of Grade/Academic Appeal**

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

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

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

# Academic Calendar

# Registration Periods

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

The College's registration system requires each student see an advisor before the system will allow you to register for a class. The advisor will approve your planned courses after you have visited with the advisor and planned your classes for the upcoming semester. When your advisor approves your planned courses, you can register for classes.

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

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

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

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

# Academic Clemency

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

Criteria:

1. At least two years must have elapsed from the end of the semester in which the student was last enrolled for credit
2. Academic Clemency is a special program offered to students who have dropped out of college or have been suspended because of poor academic performance. Those demonstrating sufficient maturity and aptitude are chosen for Academic Clemency.
3. An interested student must submit a letter requesting Academic Clemency to the Vice President for Student Affairs Office. The letter should include evidence that all conditions were met and that a satisfactory performance can be expected.
4. The Vice President for Student Affairs Office evaluates every application and recommends only those who satisfy the requirements and show potential for success. Applying for Academic Amnesty does not guarantee a student's approval for entry into the program and does not apply to Financial Aid requirements.
5. Academic credit earned prior to declaring Academic Clemency is included as part of a degree program. However, the previous record remains part of the student's overall academic record.

Conditions and requirements:

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

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

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

# Academic Policies

Incomplete Grade Policy

Course Approval Procedure

Assignment of Online Credit Policy

Credit Hour Assignment Policy and Procedure

Grading Scale for All Developmental Courses

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

Instructor (Administrative) Drop

# Academic Probation And Suspension

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

The two concepts are:

1. Overall GPA, which is the GPA of a student's total course hours, and
2. Semester GPA, which is the GPA of a student's courses taken during a given semester.

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

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

**Students may appeal suspensions to the Vice President for Student Affairs Office.**

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

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

# Academic Progress

Students using VA educational benefits will be required to follow Southeast Arkansas College's GPA requirements in accordance with the Satisfactory Academic Progress outlined in the catalog. Each student applying for VA educational benefits will receive a copy of the Standards of Academic Progress for Using VA Benefits at the time of initial certification. These standards apply to all eligible persons using educational benefits administered by the VA.

# Academic Year

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

# Accidents

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

1. CPR should be administered by a trained person and should be done using protective equipment (mask, etc.). Automatic External Defibrillators (AED) are available in all buildings for use by trained personnel.
2. Call 911 for an ambulance when there is a life-threatening injury. (**9-911** from a campus phone)
3. Report accident to the Department of Public Safety.
4. Call for an ambulance if the victim cannot respond.
5. Apply pressure to any bleeding.
6. Complete accident report form. The form may be secured in the Department of Public Safety, room 1018 in the Technology Building.  Refer to the Emergency Response Plan.

# Accreditations And Approval

Southeast Arkansas College is accredited by The Higher Learning Commission. In 2007 SEARK was accepted into the Higher Learning Commission's Academic Quality Improvement Program (AQIP). AQIP is a voluntary alternative process for maintaining accreditation through incorporating the principles and practices of continuous improvement. The College is approved as a training site by the Arkansas State Approving Agency for Veterans' Training. The Nursing Programs are approved by the Arkansas State Board of Nursing; the Registered Nursing LPN/Paramedic Transition and Generic Option programs are accredited by the National League for Nursing Accrediting Commission (NLNAC); the Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT); the Emergency Medical Technology (EMT) Programs are approved by the Arkansas Office of Emergency Medical Services; the EMT Paramedic and the Surgical Technology Programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); Phlebotomy Technical Program is in "serious applicant status" with the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); and the Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

# Adding/Dropping Of Classes

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

**Forms are available in the Registrar's Office after the first week of classes**. Changes are made and recorded as follows:

- During Fall and Spring 16-week terms:
  See Academic Calendar for exact dates located at http://seark.edu/academics/academic-calendar
    1. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
    2. After the 11th class day, students must withdraw from classes through the Registrar's Office using an "Add/Drop/Withdrawal" form or by emailing registrar@seark.edu from your student email account. Students will receive a a grade of "W" and be assessed 100% of the tuition/fees.
- During 8-week terms:
  See Academic Calendar for exact dates located at http://seark.edu/academics/academic-calendar
    1. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
    2. After the 3rd class day, students must drop classes through the Registrar's Office using an "Add/Drop/Withdrawal" form or by emailing registrar@seark.edu from your student email account. Students will receive a grade of "W" and be assessed 100% of the tuition/fees.
- During 4-week terms:
  See Academic Calendar for exact dates located at http://seark.edu/academics/academic-calendar
    1. Students can drop a class through the add/drop period electronically without a "W" grade recorded.
    2. After the 1st day of class, students must withdraw from classes through the Registrar's Office using an "Add/Drop/Withdrawal" form or by emailing registrar@seark.edu from your student email account. Students will receive a grade of "W" and be assessed 100% of the tuition/fees.
- Last Date to Withdraw and Still Receive a "W"
  See Academic Calendar for exact dates located at http://seark.edu/academics/academic-calendar
    1. The last day to withdraw (with a "W") from a class is approximately two weeks prior to the end of the regular semester or the final week of the 8 and 4-week terms.

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

# Additional Rules Of Conduct

1. An extreme, unusual, distracting, or disturbing appearance that upsets the learning environment at SEARK is not tolerated. In certain technical labs, student dress must meet all safety codes/standards.
2. Telephone and mail service are not available to students. Students who have an emergency should call through the SEARK main phone line 870-543-5900. A student should use this number in cases of emergency that involve critical illness or the death of a family member. The Security Office 870-557-4211 should be contacted for on-campus emergencies. Students should never use the college address as a home address.
3. The use of tobacco/tobacco products, including e-cigarettes, is prohibited anywhere on the SEARK campus.
4. Food, drinks, and children are not allowed in the academic classrooms. Students, faculty, and staff may bring food/beverages into the lobbies, halls, and designated areas in each building.
5. All electronic devices should be turned off and placed under the desk, along with any books during classes.

# Administrative Staff

Dr. Steven Bloomberg, President

B.A. - University of LaVerne

M.Ed. - West Texas A&M University

Ed. D - American College of Education

LozAnne Calhoun, Vice-President for Student Affairs

B.S. - University of Arkansas at Pine Bluff

M.S. - Arkansas Tech University

Barbara Dunn, Executive Director of Institutional Advancement and Community Relations

M.S. - University of Arkansas at Pine Bluff

M.A. - Webster University

Dr. Stacy Pfluger, Vice-President for Academic Affairs

B.S. - Angelo State University

M.S. - University of Notre Dame

Ed. D - Texas Tech University

Debbie Wallace, Vice-President for Fiscal Affairs

B.S. - University of Arkansas at Monticello

# Admissions

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Credit For Previous Training Or Experience

Credit By Articulation

Credit By College Level Examination Program (CLEP)

Credit Policy For Advanced Placement (AP) Program

Credit By Examination

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Scholar Awards

# Admissions Procedures

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

Traditional Student Admission Process

Provisional Admissions

Conditional- Prep Admission

International Student Admission

Transfer Students

Transient (Temporary) Student

High School Student Enrollment

Readmission

# Advisement And Retention Center

The Advisement and Retention Center, located in the Student Services Building, brings together access to a full range of economic resources to help students address their needs and concerns. Referrals are made on campus and off campus accordingly. New students entering SEARK College will be advised for their first-semester coursework in the center.

Assistance with enrolling through Student Planning will also be administered. The Center provides students with career planning assistance and job referrals when available. Utilizing various computerized career planning systems, guidance and information on selecting careers, related occupations, educational opportunities, and job-seeking skills are provided in the center.

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

The Student Advising and Retention Office located in the Student Services Building, Room 160 assists students in applying for part-time and career positions. Also, full-time and part-time job openings are posted in the Center. Students interested in employment should contact the Center or review the job vacancies listed on the bulletin board. In addition, the internet may be accessed to check career-related websites for job placement assistance.

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

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

# After Drop Period

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

# ALPNA Student Division

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

# Alternative Course Delivery

In addition to traditional instructor-led classes, SEARK College offers a variety of courses through alternative delivery systems. As other methods and technologies are developed, the College will endeavor to expand its access to

alternative course delivery. Students interested in alternative course delivery should consult with their academic adviser. Prerequisites and additional fees may apply.

# Alternative Delivery Methods For Developmental English, Math, And Reading

**Developmental English, Math, And Reading**

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

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

# Appeal And Reinstatement Of Denied Aid:

Probationary aid may be awarded when extenuating circumstances exist. Examples of extenuating circumstances include prolonged illness under a doctor's care, the death of an immediate family member, or other extenuating circumstances.

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

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

 Fall semester       August 1

 Spring Semester December 1

 Summer             April 1

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

# Appeals Procedure For Students

Students may appeal academic (other than grade petitioning) and financial matters. All appeals must be submitted in writing per the Appeals Letter Instruction document obtained from the Student Advising and Retention Office located in the Student Services Building, Room 160. The Appeals Committee meets on an as-needed basis.

1. Prepare a typed personal letter detailing the following:
   o Current address
   o Telephone number(s)
   o E-mail address
   o Specific courses involved (include course numbers)
   o The reasons for the appeal and any efforts you have made to resolve the issue
   o Attach all relevant supporting documentation: physician's statement on letterhead (not a bill), accident report, obituary from the newspaper with your name and relationship, death certificate, letter from the court, etc.
   o Specifically, state what you are wanting to be accomplished through the appeal process
   o Submit the appeal letter, along with all documentation, in an envelope to the Student Advising and Retention Office located in the Student Services Building, Room 160.

# Applying For Federal Student Aid

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

*Students must reapply/renew the FAFSA for each school year. The application is available online each October 1 at* **www.FAFSA.ED.GOV**. *The 2018-2019 FAFSA will be available October 1, 2017, and will use information from the 2016 Federal Tax Return. Apply early because some grants and scholarships have limited funding and awarded on a first come, first served basis.*

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

# Applying For State Grants And Scholarships

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

# Arkansas Career Pathways Initiative

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

# Arkansas Course Transfer Systems (ACTS) Courses

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

| Southeast Arkansas College Course | ACTS Equivalent Course Number |
|---|---|
| ANTH 2333 - Introduction to Anthropology | ANTH 1013 |
| ART 2343 - Art History and Appreciation | ARTA 1003 |
| BIOL 1464 - Principles of Biology | BIOL 1014 |
| BIOL 1484 - General Botany | BIOL 1034 |
| BIOL 1474 - General Zoology | BIOL 1054 |
| BIOL 2454 - Human Anatomy and Physiology I * | BIOL 2404 |
| BIOL 2464 - Human Anatomy and Physiology II * | BIOL 2414 |

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

| | |
|---|---|
| BIOL 2474 - Microbiology | BIOL 2004 |
| CHEM 1204 - Chemistry for Allied Health | CHEM 1214 |
| CHEM 1434 - General Chemistry I | CHEM 1414 |
| CHEM 1444 - General Chemistry II | CHEM 1424 |
| COMP 1123 - Introduction to Computers | CPSI 1003 |
| CRIM 1313 - Introduction to Criminal Justice | CRJU 1023 |
| ECON 2313 - Principles of Economics I (Macroeconomics) | ECON 2103 |
| ECON 2323 - Principles of Economics II (Microeconomics) | ECON 2203 |
| ENGL 1313 - English Composition I | ENGL 1013 |
| ENGL 1323 - English Composition II | ENGL 1023 |
| ENGL 2313 - English Literature I | ENGL 2673 |
| ENGL 2323 - English Literature II | ENGL 2683 |
| ENGL 2363 - World Literature I | ENGL 2113 |
| ENGL 2373 - World Literature II | ENGL 2123 |
| ENGL 2383 - Technical Writing | ENGL 2023 |

| | |
|---|---|
| ENGL 2413 - American Literature | ENGL 2423 |
| ENGL-2423 - American Literature II | ENGL 2663 |
| GEOG 2313 - General Geography | GEOG 1103 |
| HIST 1333 - Western Civilization I | HIST 1213 |
| HIST 1343 - Western Civilization II | HIST 1223 |
| HIST 2313 - U.S. History to 1877 | HIST 2113 |
| HIST 2323 - U.S. History Since 1877 | HIST 2123 |
| HPER 1313 - Personal Health and Safety | HEAL 1003 |
| LANG 2414 - Elementary Spanish I | SPAN 1013 |
| LANG 2424 - Elementary Spanish II | SPAN 1023 |
| LANG 2434 - Intermediate Spanish I | SPAN 2013 |
| LANG 2444 - Intermediate Spanish II | SPAN 2023 |
| MATH 1333 - College Algebra | MATH 1103 |
| MATH 1343 - College Trigonometry | MATH 1203 |
| MATH 1355 - Pre-Calculus Functions and Graphs | MATH 1305 |
| MATH 2335 - Calculus I | MATH 2405 |
| MATH 2345 - Calculus II | MATH 2505 |
| MATH 2373 - Introduction to Statistics | MATH 2103 |
| MUSI 2333 - Music History and Appreciation | MUSC 1003 |
| PHIL 2333 - Introduction to Philosophy | PHIL 1103 |
| PHYS 1404 - Physical Science | PHSC 1004 |
| PHYS 2414 - General Physics I | PHYS 2014 |
| PHYS 2424 - General Physics II | PHYS 2024 |
| POLI 2313 - American Government | PLSC 2003 |
| POLI 2323 - State and Local Governments | PLSC 2103 |
| PSYC 2303 - General Psychology | PSYC 1103 |

| | |
|---|---|
| PSYC 2323 - Developmental Psychology | PSYC 2103 |
| SOCI 2313 - Introduction to Sociology | SOCI 1013 |
| SPEE 2393 - Oral Communication for Public Address | SPCH 1003 |
| ACCO 2313 - Principles of Accounting I ** | ACCT 2003 |
| ACCO 2323 - Principles of Accounting II ** | ACCT 2013 |
| BUSI 1003 - Keyboarding ** | BUSI 1103 |
| BUSI 1033 - Introduction to Business ** | BUSI 1013 |
| BUSI 1233 - Business Communications ** | BUSI 2013 |
| BUSI 1243 - Legal Environment of Business ** | BLAW 2003 |
| BUSI 2273 - Business Statistics ** | BUSI 2103 |
| BUSI 2353 - Principles of Marketing ** | MKTG 2003 |

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

Go to the Arkansas Department of Higher Education website to view ACTS Information: http://acts.adhe.edu/studenttransfer.aspx

# Arkansas Freedom Of Information Act

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

# Arkansas Student Nurses Association (ASNA)

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

# Assessment Of Student Academic Achievement

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

# Associate Of Applied Science Degree

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

# Associate of Applied Science Transfer Disclaimer

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

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

# Associate Of Arts Degree

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

# Associate Of General Studies Degree

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

# Association Of Surgical Technologists

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

# Attempted Hours

Attempted hours include any course that appears on the transcript.

# Attendance

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

If absences exceed the number allowed, the instructor has the authority to give the student a grade of "F" at the end of the semester. Excessive is defined as follows:

Courses meeting once per week            2 absences

Courses meeting twice per week           3 absences

Courses meeting three times per week  4 absences

Courses meeting four times per week   5 absences

Summer Term Courses                           2 absences

# Auditing

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

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

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

# Basic Skills Requirements for Colleges & Universities

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

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

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

**Mathematics**: Students scoring 19 or above on the mathematics section of the ACT, or math score of 255 or above on the ACCUPLACER NG test, may enroll in college-level mathematics courses.Students not meeting the standard must take Fundamentals of Algebra, a developmental co-requisite class, when they take College Algebra. Passing Fundamentals of Algebra satisfies the developmental math requirement.

**English Composition**: Students scoring 19 or above on the English section of the ACT, 250 or above on the ACCUPLACER NG test, may enroll in college-level English courses. Students not meeting these standards must . take Fundamentals of Writing, a developmental co-requisite class, when they take English Composition I. Passing Fundamentals of Writing satisfies the developmental writing requirement.

**Reading**: Students scoring 19 or above on the Reading Section of the ACT, Reading Score of 250 or above on the ACCUPLACER NG test will be considered to have met minimal reading skill requirements. Students not meeting the standard must take Fundamentals of Critical Reading, a developmental co-requisite class, when they take English Composition I. Passing Fundamentals of Critical Reading satisfies the developmental reading requirement. Appropriate tests for placement must be completed by students prior to entering a degree, diploma, or technical certificate program or prior to enrolling in mathematics or English course.

**NOTE**: All first-time entering students who are seeking a degree at SEARK College or any other State college or university may be admitted as "Conditional Prep" students under the following conditions: ACT Composite Score below 11; ACCUPLACER NG Reading Score below 220-236. Each Conditional Prep student will be entered in a Student Success Plan to ensure that the student has the Ability to Benefit in college.

# Bicycles, Hoverboards, Motorcycles, In-Line Skates And Skateboards

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

# Board Of Trustees

# Bomb Threats

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

# Bookstore

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

# Bulletin Boards & Notices On Campus

Specific bulletin boards for posting signs and notices are available for use by students and campus organizations. Recognized student groups may post signs, fliers, etc.; with approval from the Vice President for Student Affairs Office. Unauthorized notices will be removed and unauthorized solicitors will be asked to leave campus.

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

# Calculating The Grade-Point Average

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

1. Allow four points for each hour of A, three points for each hour of B, two points for each hour of C, and one point for each hour of D. S, U, AU, W, and I are disregarded in calculating the grade-point average. F's are calculated in the GPA as zero points. To determine the grade points earned in each course, multiply the number of quality points for the assigned letter grade by the number of credit hours for the course.
2. Add these grade points to arrive at the total grade points earned during a semester or term.
3. Divide this grade point total by the total number of credit hours pursued that term.

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

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

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

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

# Cellular Telephones

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

# Certificate Of General Studies

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

# Certificate Of Proficiency

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

# Change Of Address Or Name

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

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

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

# Cheating And Plagiarism

Academic dishonesty as defined in the SEARK Student Conduct Policies, includes, but is not limited to: 1. Submitting the programs/program documentation of another as one's own work, 2. Obtaining or attempting to obtain unauthorized access to information stored in electronic form, and, 3. Submitting false results of a program's output for a class assignment or falsifying the results from a program execution for the purpose of obtaining a passing grade.

Cheating in any form (including using unauthorized materials, information, or study aid in any academic exercise, plagiarism, falsification of records, unauthorized possession of examinations; any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement; and the assistance of others in any such act) is forbidden. An instructor who has proof that a student is guilty of cheating may take appropriate action

up to and including assigning the student a grade of F for the course and having the student suspended from the class. A description of the incident and the action taken will be reported to the Vice President for Student Affairs. If contested, this matter will be referred to the Student Disciplinary Committee.

# Children On Campus

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

# Class Standing

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

# Classroom And Department Guidelines

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

# College Directory

Board Of Trustees

Foundation Board Of Directors

Administrative Staff

Professional Staff

Support Staff

Faculty

# College Hours And Course Load

A semester credit hour is earned when students satisfactorily complete class work to which they devote the equivalent of one hour per week for 16 weeks. In laboratory courses or other course types that require hands-on experience, students are typically required to spend more time in class or class-related activities for each semester hour of credit. EXAMPLE: For a three-semester credit hour course, the student will attend class a minimum of three hours per week.

The normal class load for students at Southeast Arkansas College is defined as 15 credit hours with 18 hours as a maximum load for the average student during the Fall or Spring Semesters. Maximum course load during Summer 8-week Term is 10 semester credit hours. The maximum load for the 4-week Summer Terms is 6 hours per term. The Vice President for Academic Affairs must approve any deviation from these requirements.

# College Office (Business) Hours

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

# Common Exams

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

# Complete Withdrawal

Federal regulations require that a recalculation of federal student aid be completed for a student receiving federal student aid that does not complete any coursework during a period of enrollment. The last date of attendance is used to determine how much of the financial aid received was actually earned. The results of the calculation may require the institution to return a portion of the funds received for a student's institutional fees (tuition, fees, and/or books). The student will be responsible for repaying these funds to the College.

# Completed Hours

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

# Computing Services Helpdesk

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

# Conditional- Prep Admission

## Conditional - Prep Admission Status

1. A first-time entering student with a high school diploma (showing non-completion of the core curriculum) or with a GED <u>who scores below 15 composite on the ACT or comparable exam will be reassessed</u>. If the score is between 220-236 on the ACCUPLACER NG Reading test , they will be admitted as a conditional-prep student.
2. First-time entering out-of-state high school graduates will be admitted on Conditional - Prep Status if transcript evaluation determines that the requirements set forth in the Arkansas core curriculum and test scores above have not been met.

# Restrictions for those with Conditional-Prep Admission Status

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

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

# Required SEARK College Technical Courses

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

# Copyright Policy

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

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

Copyrightable works include the following categories:

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

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

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

Certain factors must be considered in determining fair use including:

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

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

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

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

# Cost Of Attendance

The tuition rate is $96 per semester credit hour for Arkansas residents. Out-of-state residents pay a tuition rate of $192 per semester credit hour. Fees include a $5 Arkansas Assessment Fee, a $10 per semester credit hour Technology Fee, an $8 per semester credit hour College Services Fee, a $6 per semester credit hour Infrastructure Fee, a $4 Security Fee, and a $4 per semester credit hour Student Activity Fee. Other fees may be incurred in conjunction with specific courses, such as science courses, technical courses (to include computer courses), Nursing and Allied Health, Early Childhood Development, and/or courses delivered by alternative methods, such as via the Internet.

# Cost Of Materials

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

# Course Approval Procedure

Southeast Arkansas College

Course Approval Procedure

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

Major changes would include the following:

- Course title or course description

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

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

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

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

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

# Credit Balance Policy

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

# Credit By Articulation

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

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

# Credit By College Level Examination Program (CLEP)

The College Level Examination program (CLEP) consists of general examinations and subject examinations. There are five general examinations-English Composition with Essay, Humanities, Mathematics, Natural Sciences, and Social Sciences/History. If a student achieves a test score within a range of 20-80 on the CLEP in mathematics, English, natural sciences and/or social sciences/history, SEARK College will grant six (6) hours of credit in each of these general areas: English, natural science and social science/history; and three hours credit in mathematics. SEARK College does not administer the CLEP exam.

# Credit By Examination

Students may make application to challenge some courses by taking an exam prior to the beginning of the semester <u>or</u> no later than the second-class meeting. Challenge exams will be for a pass/fail evaluation; no letter grade will be given for the course. "S" for Credit will be recorded on the Southeast Arkansas College Official Transcript. Challenge Examination requests should be made to the department responsible for the course. The cost is the same as current tuition rates for that term. Please note that expenses related to the Challenge Exams may not be reimbursed by Federal or other financial aid. Contact the Financial Aid Office for a determination of eligibility.

# Credit For Previous Training Or Experience

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

# Credit Hour Assignment Policy and Procedure

Credit Hour Assignment Policy and Procedure

POLICY

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

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

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

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

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

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

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

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

PROCEDURE

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

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

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

# Credit Policy For Advanced Placement (AP) Program

The Advanced Placement (AP) Program of the College Entrance Examination Board gives students the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit upon entering college.

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

# Deadlines For Selected Financial Aid Applications

The Southeast Arkansas College **priority** deadline for receipt of the Institutional Student Information Record and all supporting documents is April 15 for fall registration. All applications are processed on a first come, first served basis. Funds may not be awarded for applications received after July 15 for fall classes and students may need to set up a tuition payment plan in order to avoid being dropped from classes. Applications for Federal Pell Grant are accepted on a rolling basis while a student is enrolled and considered eligible. Applications and supporting documents must be submitted to and received by the Financial Aid Office on or before the last day of final exams of the semester of enrollment to be considered.

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

| | |
|---|---|
| Arkansas Academic Challenge (Lottery) Scholarship | June 1 |
| Arkansas Governor's Scholars/Distinguished Scholars | February 1 |
| AR Futures Grant | June 1 |
| Free Application for Federal Student Aid (FAFSA) | April 15 (Fall priority) October 15 (Spring Priority) |
| Rehabilitation Services | Before Registering |
| SEARK Arkansas Scholars Scholarship | April 30 |
| SEARK Leadership Scholarship | April 30 |
| SEARK College Non-Traditional Student Scholarship | April 30 |
| SEARK College Trustee Scholarship | April 30 |
| Workforce Investment Act (WIA) Certification | Before Registration |

# Degree Types

Associate Of Applied Science Degree

Associate of Applied Science Transfer Disclaimer

Associate Of Arts Degree

Associate of Arts in Teaching

Associate Of General Studies Degree

Certificate Of General Studies

Technical Certificate

Certificate Of Proficiency

# Developmental Studies Program Description

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

- Developmental Courses

# Disabled Student Services And Facilities

Facilities and services are available to students with disabilities. If additional services are needed, you are encouraged to visit with one of our counselors or your instructors to discuss your individual needs. The Disability Counselors are located in the Student Advising and Retention Center in the Student Services Building, Room 160. Handicapped parking is designated on the North, South, East and West parking lots and in lots for adjacent campus buildings.

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

# Disciplinary Sanctions

Students/student leaders/clubs/organizations who fail to follow the Code of Conduct are subject to disciplinary actions/sanctions authorized by the Student Advocate Appeals Office. These include:

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

All disciplinary actions are reviewed by the Student Advocate Appeals Office.

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

Students on disciplinary suspension, exclusion, or expulsion are forbidden to use college facilities during the term of the sanction. A student or student club/organization facing disciplinary sanctions may receive temporary sanctions from

the Student Advocate Appeals Office. These include suspension pending the final disposition of the case or temporary suspensions imposed in order to maintain the orderly operation of the college.

# 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.

# Display Of Non-College Publications

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

**Procedure for Posting Non-College Publications**

1. An *Agreement for Display of Non-college Publications* must be completed and filed in the Student Affairs Office. Agreements are renewed annually; however, SEARK can cancel an agreement at any time by issuing a two-week notice to the vendor.
2. Student Affairs Office assigns display locations, and assignments are made solely at the discretion of SEARK.
3. Display racks must be provided and used by the vendor to display publications.
4. Publications that are primarily used for advertisement are subject to the *SEARK Sales and Solicitation Policy*. The policy must be followed, or the publication will be classified as an advertisement. It will then be removed and discarded, and the agreement with the vendor is canceled.
5. Each publisher must keep its rack(s) clean and in good order. Only current issues should be displayed. Outdated materials are to be removed and discarded.
6. SEARK display racks are for College registration information, college forms, etc., and are not to be used for any other purpose.
7. SEARK retains the right to modify these regulations, particularly with regard to:
   o Removing outdated issues of a publication
   o Changing display locations
   o Canceling agreements
8. Postings that violate the *Display of Non-college Publications* policy are discarded.

# Distance Learning

The Distance Learning Division office is located in the College's Library. Credit courses in a variety of subject areas are offered using the Moodle Learning Management System and the Internet.

- **Internet Courses** - Internet courses are delivered through the Internet on the Moodle course management platform. A link to Moodle is located on the College's homepage.
- **http://www.seark.edu**. Internet courses require regular access to a computer with a reliable Internet connection, a DVD-ROM drive, and permission to change some of the computer's settings and to download software. Slower Internet connections may make on-line courses frustrating and taking exams difficult. Internet students must be self- disciplined and self-motivated. Some Internet courses have set deadlines for

course work while others allow students to work at their own pace. Internet courses generally require more reading than a traditional class, so adequate reading comprehension is necessary for success.

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

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

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

# Division of General Studies

# Division of General Studies

**The General Education Program**

SEARK 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 (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 identified 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.

Upon completion of the General Education Program, in both the 35-hour and 15-hour formats, students are expected to have developed skills in the following foundational areas. These learning outcomes are based on the Essential Learning Outcomes identified by the American Association of Colleges and Universities. These include:

· Knowledge of human cultures and the physical and natural world;

· Intellectual and practical skills;

· Personal and social responsibility; and

· Integrative and applied learning.

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

# Associate of Arts Degree

## Suggested Program of Study

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

ADMISSION REQUIREMENTS: High School (or GED Equivalency) Diploma

## 1st Year - 1st Semester

## Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## Choose ONE of the following courses

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1393 - ALP English Composition I **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3

## Choose ONE of the following courses

- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

Total Credit Hours 15

## 1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- Social Science Requirement **Credit Hours:** 3
- Fine Arts/Humanities Requirement **Credit Hours:** 3
- Directed Elective **Credit Hours:** 3

Total Credit Hours 15

## 2nd Year - 1st Semester

## Choose ONE of the following courses

- ENGL 2313 - English Literature I **Credit Hours:** 3
- ENGL 2363 - World Literature I **Credit Hours:** 3
- ENGL 2323 - English Literature II **Credit Hours:** 3
- ENGL 2373 - World Literature II **Credit Hours:** 3

## Choose ONE of the following courses

- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3

## Required Electives

- Directed Electives XXXX - Directed Electives - 6 Hours **Credit Hours:** 6
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours:** 4

Total Credit Hours 16

## 2nd Year - 2nd Semester

## Choose ONE of the following courses

- HPER 1313 - Personal Health and Safety **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3

- ACCO 2323 - Principles of Accounting II **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3

## Required Electives

- Directed Electives xxxx - Directed Electives - 7 Hours **Credit Hours:** 7
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours:** 4

Total Credit Hours 14

## Completion Award: Associate of Arts Degree 60

## Notes

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

# Associate of General Studies

The Associate of General Studies program is a flexible program enables a student to design an individualized program of collegiate level work of academic transfer and/or technical career courses. Individual courses within the Associate of General Studies (AGS) Degree may fulfill requirements for transfer toward a baccalaureate 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.

## Required Courses

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
  or
- ENGL 1393 - ALP English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1333 - College Algebra **Credit Hours:** 3 or higher
- MATH 1323 - Real World Math **Credit Hours:** 3

## Choose ONE of the following courses

**(Social Sciences)**

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3

- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

## General and Technical Studies Electives - 42 Hours

Courses to meet this requirment can be from any college level credit course (developmental level course will not count). Must be approved by the Dean of General Studies.

# Associate of Arts in Teaching

The Associate of Arts in Teaching is intended for students who are seeking teaching paraprofessional certification or who plan to transfer to a four-year institution to complete a Bachelor's degree in Education and obtain licensure. The A.A.T. 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 required, 35-hour state minimum general education core.

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

## Suggested Program of Study

### 1st Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1303 - Foundations of Education **Credit Hours:** 3
- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
  Choose ONE math:
- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

### 1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 1461 - Principles of Biology Lab **Credit Hours:** 1
- BIOL 1463 - Principles of Biology **Credit Hours:** 3

- EDUC 2113 - Math for Teachers I **Credit Hours:** 3
- EDUC 2123 - Math for Teachers II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## 2nd Year - 1st Semester

- PHYS 1401 - Physical Science Lab **Credit Hours:** 1
- PHYS 1403 - Physical Science **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3
  History requirement: Choose one of the following
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
  Fine Arts requirement: Choose one of tthe following
- ENGL 2363 - World Literature I **Credit Hours:** 3
- ENGL 2373 - World Literature II **Credit Hours:** 3
  Fine Arts requirement: Choose one of the following
- ART 2343 - Art History and Appreciation **Credit Hours:** 3
- MUSI 2333 - Music History and Appreciation **Credit Hours:** 3

## 2nd Year - 2nd Semester

- HIST 2333 - Arkansas History **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
  Social Science requirement: Choose one of the following
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
  Education requirement: Choose one of the following
- EDUC 2143 - Curriculum Strategies for Teachers **Credit Hours:** 3
- EDUC 2133 - Classroom Methods & Management **Credit Hours:** 3
  If Mathematics/Science specialty, take:
- MATH 1343 - College Trigonometry **Credit Hours:** 3
  If Language Arts/Social Studies specialty, take:
- ENGL 2413 - American Literature I **Credit Hours:** 3
- ENGL 2423 - American Literature II **Credit Hours:** 3

## Completion Award: Associate of Arts in Teaching Degree

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

# Certificate of Arts

## Suggested Program of Study

1st Year - 1st Semester

1st Year - 2nd Semester

Completion Award: Certificate of Arts

# 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.

## Required Courses

## English/Communication

**9 Credit Hours required.**

- ENGL 1313 - English Composition I **Credit Hours:** 3
  or
- ENGL 1393 - ALP English Composition I **Credit Hours:** 3

- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## Science, Math, and Technology

**14 Credit Hours required.**
Including Eight (8) Hours of Lab Science from SEARK College Core Curriculum.

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

- MATH 1333 - College Algebra **Credit Hours:** 3
  or

- higher-level mathematics course **Credit Hours:** 3

- COMP 1123 - Introduction to Computers **Credit Hours:** 3 (Institutional Requirement)

## Social Sciences

**9 Credit Hours Required.**

## Choose One (1) Course listed below from SEARK College Core Curriculum

(Remaining Courses in Group May Be Selected as Social Science Electives.)

- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

## Choose One (1) Course listed below from the SEARK College Core Curriculum

- PSYC 2303 - General Psychology **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3

## Choose One (1) Social Science Elective from the SEARK College Core Curriculum

(Social Science Elective may also include any HIST, POLI, PSYC, or SOCI course not previously chosen.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

## Fine Arts/Humanities

**6 Credit Hours required.**
Choose One (1) Fine Arts/Humanities Electives from SEARK College Core Curriculum.

- ART 2343 - Art History and Appreciation **Credit Hours:** 3
- MUSI 2333 - Music History and Appreciation **Credit Hours:** 3
- ENGL 2313 - English Literature I **Credit Hours:** 3
- ENGL 2323 - English Literature II **Credit Hours:** 3
- ENGL 2363 - World Literature I **Credit Hours:** 3

- ENGL 2373 - World Literature II **Credit Hours:** 3
- HUMA 2313 - Humanities **Credit Hours:** 3
- PHIL 2313 - History of Philosophy **Credit Hours:** 3
- PHIL 2323 - Ethics **Credit Hours:** 3
- LANG 2414 - Elementary Spanish I **Credit Hours:** 4 **
- LANG 2424 - Elementary Spanish II **Credit Hours:** 4 **

## Institutional Requirement

**3 Credit Hours Required.**

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3

## Completion Award: Certificate of General Studies 38

** If LANG 2414 or LANG 2424 is selected - the hours will increase to seven (7) for Fine Arts.

# 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

### 1st Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1303 - Foundations of Education **Credit Hours:** 3
- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
  Choose ONE math:
- MATH 1333 - College Algebra **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3

### 1st Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 1461 - Principles of Biology Lab **Credit Hours:** 1

- BIOL 1463 - Principles of Biology **Credit Hours:** 3
- EDUC 2113 - Math for Teachers I **Credit Hours:** 3
- EDUC 2123 - Math for Teachers II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
  **Completion Award: Technical Certificate in Teaching**

# 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.

## Suggested Program of Study

- EDUC 1303 - Foundations of Education **Credit Hours:** 3
- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

## Completion Award: Certificate of Proficiency in Teaching

# Communications

## Suggested Program of Study

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
  **Completion Award: Certificate of Proficiency - Communications**

# Leadership Certificate of Proficiency

This certificate is a credential for employees to show leadership skill development. The program serves both entry level
job candidates and incumbent employees.

## Required Courses

- EDUC 1323 - Service Learning **Credit Hours:** 3
- LEAD 1313 - President's Leadership Class **Credit Hours:** 3
- LEAD 1311 - Introduction to Servant Leadership **Credit Hours:** 1
- LEAD 1323 - Introduction to Critical Thinking **Credit Hours:** 3

# Pedagogy - CP

The certificate of proficiency is a 9-credit hour credential designed for students who intend to enter the taching profession or who are already education professionals in search of better pedagogical practices. This CP can be completed on its own or can be integrated as part of the Associate of Arts in Teaching as all three classes are already required for the AAT degree.

## Suggested Program of Study

## 1st Year - 1st Semester

## Completion Award: Certificate of Proficiency - Pedagogy

# Workplace Communications

This certificate is a credential for employees to show proficiency in both oral and written communication. The program serves both entry level job candidates and incumbent employees.

## Suggested Program of Study

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- SPEE 2313 - Business and Professional Speaking **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Workplace Communications

# Workplace Mathematics

This certificate is a credential for employees to show proficiency in mathematics with an emphasis in application. The program serves both entry level job candidates and incumbent employees.

## Suggested Program of Study

- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 2373 - Introduction to Statistics **Credit Hours:** 3
  Choose ONE:
- MATH 1123 - Business Mathematics **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Workplace Mathematics

# Division of Technical Studies

## Division of Technical Studies

**The College Drug Policy applies to these programs of study.**

## Business Analytics, AAS

Suggested Program of Study

1st Year - 1st Semester

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

1st Year - 2nd Semester

- MATH 2373 - Introduction to Statistics **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3

2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ACCO 2323 - Principles of Accounting II **Credit Hours:** 3
- BUSI 1243 - Legal Environment of Business **Credit Hours:** 3

2nd Year - 2nd Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- Lab Science Elective XXXX - Lab Science Elective - 4 hours **Credit Hours:** 4
  Choose one history course.
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3

Choose one of the following courses.

- HUMA 2313 - Humanities **Credit Hours:** 3
- ENGL 2313 - English Literature I **Credit Hours:** 3
- ENGL 2323 - English Literature II **Credit Hours:** 3
- ENGL 2363 - World Literature I **Credit Hours:** 3
- ENGL 2373 - World Literature II **Credit Hours:** 3
- PHIL 2323 - Ethics **Credit Hours:** 3

## Completion Award: Associate of Applied Science - Business Analytics

# Computer Information Systems Technology, A.A.S.

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- INET 1143 - Intro To Web Programming **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- INFO 2243 - Advanced Programming Concepts **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3

## Completion Award: Technical Certificate 30

## 2nd Year - 1st Semester

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

## 2nd Year - 2nd Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- INFO 2493 - Capstone **Credit Hours:** 3
- INET 2103 - Mobile Apps Programming **Credit Hours:** 3
- INFO 2133 - Computer Programming II **Credit Hours:** 3
- Behavioral/Social Science Elective **Credit Hours:** 3

## Completion Award: Associate of Applied Science Degree 60

# Computer Network Technology, A.A.S.

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- CNET 1123 - Network Concepts **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CNET 1143 - PC Maintenance and Repair **Credit Hours:** 3

## Completion Award: Technical Certificate 30

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- CNET 2413 - Network Management **Credit Hours:** 3
- CNET 2233 - Network Technical Support **Credit Hours:** 2
- CNET 1213 - Windows Operating Systems **Credit Hours:** 3

  Behavioral/Social Science Elective
    Must be one of the following:
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3

## 2nd Year - 2nd Semester

- CNET 2223 - Network Engineering **Credit Hours:** 3
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours:** 3
- CNET 2443 - CNET Capstone **Credit Hours:** 3
- CNET 1223 - Advanced Network Concepts **Credit Hours:** 3
- CNET 2213 - Network Security **Credit Hours:** 3

## Completion Award: Associate of Applied Science Degree 60

# Criminal Justice Technology, A.A.S.

## Suggested Program of Study

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 or INET delivery: Introduction to Computers grade of "C" or better and either Development Reading grade of "C" or better, an ACT Reading Score of 19 or higher, or an ACCUPLACER NG Reading Score of 263+.

## 1st Year-1st Semester

## Required Courses

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- CRIM 1213 - Juvenile Delinquency and Justice **Credit Hours:** 3
- CRIM 1313 - Introduction to Criminal Justice **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

## 1st Year-2nd Semester

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

## 2nd Year-1st Semester

- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- CRIM 2343 - Constitutional Law **Credit Hours:** 3
- Technical Specialty Electives (See choices below.) **Credit Hours:** 6

## 2nd Year-2nd Semester

- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3
- CRIM 2383 - Criminal Law **Credit Hours:** 3
- Technical Specialty Electives (See choices below.) **Credit Hours:** 6

## Technical Specialty Electives

**Choose 12 credit hours from the following courses:**

- BUSI 1243 - Legal Environment of Business **Credit Hours:** 3
- CRIM 1323 - Arkansas Juvenile Law and Procedures **Credit Hours:** 3
- CRIM 2323 - Probation and Parole **Credit Hours:** 3 (Corrections related)
- CRIM 2373 - Criminal Investigation I **Credit Hours:** 3 (Law Enforcement related)
- CRIM 2463 - Private Security and Investigation **Credit Hours:** 3
- EMER 1007 - EMT-Basic **Credit Hours:** 7
- LANG 2424 - Elementary Spanish II **Credit Hours:** 4
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- TECH 2013 - Internship Work Experience I **Credit Hours:** 3

Completion Award: Associate of Applied Science 60

# Cybersecurity Management Technology - AAS

The AAS in CybersecurityManagement Technology will be a 60 credit-hour program which will prepare student 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 informtaion 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.

## 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3
  Social Science Elective

## 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CYSC 2003 - Introduction to Cybercrime **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- CNET 1123 - Network Concepts **Credit Hours:** 3

## 3rd Semester

- CNET 1213 - Windows Operating Systems **Credit Hours:** 3
- CYSC 2013 - Principles of Cyber Security **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3
- CYSC 2023 - Ethics in Information Technology **Credit Hours:** 3
- INFO 2153 - Java Programming **Credit Hours:** 3

## 4th semester

- CNET 2213 - Network Security **Credit Hours:** 3
- CYSC 2033 - Digital Forensics **Credit Hours:** 3
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours:** 3
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours:** 3
- CYSC 2123 - Security Auditing **Credit Hours:** 3

# Electrical Mechanical System Technology - Electrical Systems Technology, A.A.S.

## 1st Year - 1st Semester

- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ELEC 1003 - Instrumentation & Control I **Credit Hours:** 3
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4

## 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- ELEC 2003 - Instrumentation & Control II **Credit Hours:** 3
- ELEC 2004 - Programmable Logic Controllers **Credit Hours:** 4
- ELEC 2014 - Wiring Principles & Codes **Credit Hours:** 4

## 2nd Year - 2nd Semester

- ELEC 2024 - Commercial & Industrial Wiring **Credit Hours:** 4
- ELEC 2034 - Troubleshooting Electromechanical Systems **Credit Hours:** 4
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3

## Behavioral/Social Science Elective - Choose One of the following

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

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

## Required Courses

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.

## General Education Core

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3

## Choose ONE of the following courses

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

## Choose ONE of the following courses

(Social Science elective.)

- ANTH 2333 - Introduction to Anthropology **Credit Hours:** 3
- ECON 2313 - Principles of Economics I (Macroeconomics) **Credit Hours:** 3
- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- GEOG 2313 - General Geography **Credit Hours:** 3
- HIST 1333 - Western Civilization I **Credit Hours:** 3
- HIST 1343 - Western Civilization II **Credit Hours:** 3
- HIST 2313 - U.S. History to 1877 **Credit Hours:** 3
- HIST 2323 - U.S. History Since 1877 **Credit Hours:** 3
- HIST 2333 - Arkansas History **Credit Hours:** 3
- POLI 2323 - State and Local Governments **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- POLI 2313 - American Government **Credit Hours:** 3

## Technology Specialty - Major 24

## Technology Specialty - Minor 15

## Related Electives

- Electives **Credit Hours:** 3

## Completion Award: Associate of Applied Science Degree 60

# 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

### 1st Year - 1st Semester

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4

### 1st Year - 2nd Semester

- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4
- MECH 1054 - Electro-Mechanical Device Systems **Credit Hours:** 4

### 1st Year - Summer

- ELEC 2004 - Programmable Logic Controllers **Credit Hours:** 4

### 2nd Year - 1st Semester

- ELEC 2104 - Programmable Logic Controllers II **Credit Hours:** 4
- ELEC 1003 - Instrumentation & Control I **Credit Hours:** 3
- ELEC 2014 - Wiring Principles & Codes **Credit Hours:** 4
- ELEC 2024 - Commercial & Industrial Wiring **Credit Hours:** 4

### 2nd Year - 2nd Semester

- ELEC 2034 - Troubleshooting Electromechanical Systems **Credit Hours:** 4
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- WELD 1713 - Maintenance Welding **Credit Hours:** 3

- Social Science Elect Social Science Elect - Behavioral/Social Science Elective **Credit Hours:** 3

## Completion Award: Associate of Applied Science - Industrial Maintenance Technology

# Supply Chain Management Technology

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

## Suggested Program of Study

### 1st Year - 1st Semester

- LOGM 1203 - Intro to Logistics **Credit Hours:** 3
- CDL 1113 - Truck Maintenance and Road Safety **Credit Hours:** 3
- CDL 1213 - Road Regulations and Rules **Credit Hours:** 3
- CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours:** 6

### 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- LEAD 1321 - Principles of Workplace Success **Credit Hours:** 1
- LOGM 1213 - Operations Management **Credit Hours:** 3
- LOGM 1223 - Transportation Systems **Credit Hours:** 3

### 2nd Year - 1st Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- LOGM 2103 - Lean Manufacturing **Credit Hours:** 3
- LOGM 2113 - Logistics and Supply Chain Management **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3

## 2nd Year - 2nd Semester

- ECON 2323 - Principles of Economics II (Microeconomics) **Credit Hours:** 3
- LOGM 2123 - Principles of Procurement **Credit Hours:** 3
- BUSI 1243 - Legal Environment of Business **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- Social Science Elect Social Science Elect - Behavioral/Social Science Elective **Credit Hours:** 3

## Completion Award: Associate of Applied Science - Supply Chain Management Technology

# Air Conditioning and Refrigeration Technology, Technical Certificate

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- AIRC 1116 - Basic Refrigeration **Credit Hours:** 6
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- READ 1213 - Developmental Reading **Credit Hours:** 3
- AIRC 1126 - Electricity for Air Conditioning/Refrigeration **Credit Hours:** 6

## 1st Year - 2nd Semester

- AIRC 1136 - Commercial Refrigeration **Credit Hours:** 6
- AIRC 1146 - Residential Systems **Credit Hours:** 6
- AIRC 1163 - Controls for Air Conditioning/Refrigeration **Credit Hours:** 3
- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3

## Choose ONE of the following Technical Specialty Electives

- WELD 1116 - Basic Welding **Credit Hours:** 6
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1004 - Principles of Technology **Credit Hours:** 4

Completion Award: Technical Certificate 46 or 48

## Note

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

# Business Analytics, TC

## Suggested Program of Study

### 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1312 - Academic Success **Credit Hours:** 2
- LEAD 1321 - Principles of Workplace Success **Credit Hours:** 1
- MATH 1123 - Business Mathematics **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3
- BUSI 1051 - Word Processing **Credit Hours:** 1
- BUSI 1061 - Electronic Spreadsheet **Credit Hours:** 1

### 1st Year - 2nd Semester

- MATH 1333 - College Algebra **Credit Hours:** 3
- MATH 2373 - Introduction to Statistics **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ACCO 2313 - Principles of Accounting I **Credit Hours:** 3

## Completion Award: Technical Certificate - Business Analytics

# Computer Information Systems Technology, Technical Certificate

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- INET 1143 - Intro To Web Programming **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- INFO 2243 - Advanced Programming Concepts **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- INET 1133 - Introduction to Database Programming **Credit Hours:** 3

## Completion Award: Technical Certificate 30

# Computer Network Technology, Technical Certificate

## Suggested Program of Study

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.

## 1st Year - 1st Semester

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3

## 1st Year- 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- CNET 1123 - Network Concepts **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CNET 1143 - PC Maintenance and Repair **Credit Hours:** 3

Completion Award: Technical Certificate 30

# Computer Programming - Technical Certificate

## Program of Study

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- CNET 1123 - Network Concepts **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3
- CNET 1213 - Windows Operating Systems **Credit Hours:** 3
- CNET 2183 - UNIX-Based Operating Systems **Credit Hours:** 3
- CNET 2213 - Network Security **Credit Hours:** 3
- CYSC 2023 - Ethics in Information Technology **Credit Hours:** 3
- INFO 2153 - Java Programming **Credit Hours:** 3

# Construction Management Technology

The TC in Construction Management Technology is a 29 credit-hour program which provides instruction in construction safety, blueprint reading, carpentry, basic electrical, plumbing, welding and HVAC. It will prepare students for careers in construction, or it will be a stackable certificate as part of the AAS in Industrial Maintenance.

## 1st Semester

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4

## 2nd Semester

- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- DRAF 1124 - Introduction to Computer Aided Design **Credit Hours:** 4
- DRAF 2314 - Architectural Drawing and Design **Credit Hours:** 4
- CNST 1233 - Surveying and Elevations **Credit Hours:**

# Electrical Mechanical Systems Technology - Electrical Systems Technology, Technical Certificate

## 1st Year - 1st Semester

- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ELEC 1003 - Instrumentation & Control I **Credit Hours:** 3
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4

# PC Maintenance and Repair Technology, Technical Certificate

## Suggested Program of Study

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

## 1st Year - 1st Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3

- MATH 2331 - Technical Math **Credit Hours:** 3
  or
- MATH 1333 - College Algebra **Credit Hours:** 3

- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- CNET 1143 - PC Maintenance and Repair **Credit Hours:** 3

Total Credit Hours 15

## 1st Year - 2nd Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- Behavioral Social Science Elective **Credit Hours:** 3

- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3
- CNET 1133 - Introduction to Linux **Credit Hours:** 3

Total Credit Hours 15

Completion Award: Technical Certificate 30

# 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

### 1st Year - 1st Semester

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4

### 1st Year - 2nd Semester

- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4
- MECH 1054 - Electro-Mechanical Device Systems **Credit Hours:** 4

### Summer

- ELEC 2004 - Programmable Logic Controllers **Credit Hours:** 4
- ELEC 2104 - Programmable Logic Controllers II **Credit Hours:** 4

## Completion Award: Technical Certificate - Programmable Logic Controllers

# 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

### 1st Year - 1st Semester

- LOGM 1203 - Intro to Logistics **Credit Hours:** 3
- CDL 1113 - Truck Maintenance and Road Safety **Credit Hours:** 3
- CDL 1213 - Road Regulations and Rules **Credit Hours:** 3
- CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours:** 6

### 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- LEAD 1321 - Principles of Workplace Success **Credit Hours:** 1
- LOGM 1213 - Operations Management **Credit Hours:** 3
- LOGM 1223 - Transportation Systems **Credit Hours:** 3

## Completion Award: Technical Certificate - Supply Chain Transportation

# Welding Technology

## Suggested Program of Study

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.

### 1st Year- 1st Semester

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- MECH 1813 - Blueprint Reading & Measurements **Credit Hours:** 3
- READ 1213 - Developmental Reading **Credit Hours:** 3
- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1216 - ARC Welding **Credit Hours:** 6

### 1st Year- 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3

- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours:** 6
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours:** 6
- ENGL 1013 - Basic English **Credit Hours:** 3

## Choose ONE of the following courses

- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- WELD 1516 - Pipe Welding **Credit Hours:** 6

## Completion Award: Technical Certificate 43-45

## Note

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

# Air Conditioning and Refrigeration Technology - CP

## Suggested Program of Study

1st Year - 1st Semester

## Completion Award: Certificate of Proficiency - Air Conditioning and Refrigeration Technology

# Business Analytics - Certificate of Proficiency

## Suggested Program of Study

1st Year - 1st Semester

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

## Completion Award: Certificate of Proficiency - Business Analytics

# Business Technology - Retail Management

This program is designed to prepare the student for a career in Business Management. A variety of courses are offered that prepare students to work in different levels of business including management, supervision, and small business management. This certificate prepares individuals to manage a variety of retail sales operations or lines of merchandise. The program serves both entry level job candidates and incumbent employees

## Required Courses

- MATH 1123 - Business Mathematics **Credit Hours:** 3
- BUSI 2353 - Principles of Marketing **Credit Hours:** 3
- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- SPEE 2313 - Business and Professional Speaking **Credit Hours:** 3

# Commercial Driving License

## Suggested Program of Study

- LOGM 1203 - Intro to Logistics **Credit Hours:** 3
- CDL 1113 - Truck Maintenance and Road Safety **Credit Hours:** 3
- CDL 1213 - Road Regulations and Rules **Credit Hours:** 3
- CDL 1316 - Commercial Driver Vehicle Operations **Credit Hours:** 6
  **Completion Award: Certificate of Proficiency - Commercial Driving License**

# Computer Network Technology - CP

## Suggested Program of Study

1st Year - 1st Semester

Completion Award: Certificate of Proficiency - Computer Network Technology

# Criminal Justice Technology - CP

## Suggested Program of Study

1st Year - 1st Semester

Completion Award: Certificate of Proficiency - Criminal Justice Technology

## Esports Technology - CP

### Suggested Program of Study

- ESPO 1123 - Introduction to Esports **Credit Hours:** 3
- BUSI 1033 - Introduction to Business **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- CNET 1113 - Introduction to Computer Networking **Credit Hours:** 3
- ESPO 2100 - Esports Capstone **Credit Hours:** 3

### Completion Award: Certificate of Proficiency in Esports Technology

## 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

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- MECH 1044 - Fluid Power (Hydraulics & Pneumatics) **Credit Hours:** 4
  **Completion Award: Certificate of Proficiency - Hydraulics/Pneumatics**

## 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

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1034 - Industrial Motor Controls **Credit Hours:** 4

### Completion Award: Certificate of Proficiency - Industrial Motor Controls

# 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

- ENGL 1213 - Writing for the Workplace **Credit Hours:** 3
- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- ELEC 1014 - AC-DC Fundamentals of Electricity **Credit Hours:** 4
- ELEC 1024 - Electronics and Digital Devices **Credit Hours:** 4
- MECH 1054 - Electro-Mechanical Device Systems **Credit Hours:** 4

## Completion Award: Certificate of Proficiency - Mechanical Devices

# Security/Forensics

## Program of Study

- CYSC 2013 - Principles of Cyber Security **Credit Hours:** 3
- CYSC 2033 - Digital Forensics **Credit Hours:** 3
- CYSC 2113 - Cryptography and Trusted Systems **Credit Hours:** 3
- CYSC 2123 - Security Auditing **Credit Hours:** 3
- CNET 2213 - Network Security **Credit Hours:** 3

# Video Game Design and Development, Certificate of Proficiency

## Required Courses

- EDUC 1312 - Academic Success **Credit Hours:** 2
- INET 1143 - Intro To Web Programming **Credit Hours:** 3
- INFO 1153 - Computer Programming I **Credit Hours:** 3
- INFO 2103 - Game Design/Development **Credit Hours:** 3
- INFO 2133 - Computer Programming II **Credit Hours:** 3
- INFO 2243 - Advanced Programming Concepts **Credit Hours:** 3

# Welding - Metal Inert Gas (MIG)

## Required Courses

The Welding-Metal Inert Gas (MIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Metal Inert Gas (MIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1416 - Metal Inert Gas (MIG) Welding **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 12

# Welding - Shielded Metal ARC Welding (SMAW)

## Required Courses

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 in the area of Shielded Metal ARC (SMAW) Welding.

- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1216 - ARC Welding **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 12

# Welding - Tungsten Inert Gas (TIG)

## Required Courses

The Welding-Tungsten Inert Gas (TIG) Certificate of Proficiency is designed to enable persons in a variety of fields to gain certification and training in the area of Tungsten Inert Gas (TIG) Welding.

- WELD 1116 - Basic Welding **Credit Hours:** 6
- WELD 1316 - Tungsten Inert Gas (TIG) Welding **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 12

# Workready Technology

The Workready Technology Certificate of Proficiency is designed to develop marketable knowledge, skills, and training by providing theory and hands on training in the various aspects of industry. By utilizing broad technical instruction with practical experience, graduates will be better prepared for the changing needs in industry. Students will receive training for OSHA 10 and forklift certifications.

## Suggested Program of Study

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- ELEC 1004 - Principles of Technology **Credit Hours:** 4
- WELD 1713 - Maintenance Welding **Credit Hours:** 3

Completion Award: Certificate of Proficiency - Workready Technology

# Divisions of Nursing and Allied Health Technologies

# Divisions of Nursing and Allied Health Technologies

**The College Drug Policy applies to these programs of study.**

# Program Acceptance

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

# Functional Ability Requirements

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

- "Functional Ability Requirements for Nursing and Allied Health Students" and
- "Common Activities Required of Nursing and Allied Health Professionals,"

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

# Student Conduct

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

# Grades

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

| | |
|---|---|
| 90 - 100 | A |
| 80 - 89 | B |
| *75 - 79 | C |
| 74 - Below | Failing |

\* Less than a "C" constitutes failure in all NAH courses.

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

# Health Insurance Portability & Accountability ACT (HIPAA) Statement

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

# Criminal Background Checks

17-87-312. Criminal background checks.
(a) (1) Each first-time applicant for a license issued by the Arkansas State Board of Nursing shall apply to the Identification Bureau of the Department of Arkansas State Police for a state and national criminal background check, to be conducted by the Federal Bureau of Investigation.
(2) At the time a person applies to an Arkansas nursing educational program, the program shall notify the applicant in writing of the provisions and requirements of this section.
(b) The check shall conform to the applicable federal standards and shall include the taking of fingerprints.
(c) The applicant shall sign a release of information to the board and shall be responsible to the Department of

Arkansas State Police for the payment of any fee associated with the criminal background check.

(d) Upon completion of the criminal background check, the Identification Bureau of the Department of Arkansas State Police shall forward to the board all information obtained concerning the applicant in the commission of any offense listed in subsection (e) of this section.

(e) Except as provided in subdivision (l)(1) of this section, a person shall not be eligible to receive or hold a license issued by the board if that person has pleaded guilty or nolo contendere to or has been found guilty of any of the following offenses by a court in the State of Arkansas or of any similar offense by a court in another state or of any similar offense by a federal court:

(1) Capital murder as prohibited in § 5-10-101;

(2) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5- 10-103;

(3) Manslaughter as prohibited in § 5-10-104;

(4) Negligent homicide as prohibited in § 5-10-105;

(5) Kidnapping as prohibited in § 5-11-102;

(6) False imprisonment in the first degree as prohibited in § 5-11-103;

(7) Permanent detention or restraint as prohibited in § 5-11-106;

(8) Robbery as prohibited in § 5-12-102;

(9) Aggravated robbery as prohibited in § 5-12-103;

(10) Battery in the first degree as prohibited in § 5-13-201;

(11) Aggravated assault as prohibited in § 5-13-204;

(12) Introduction of a controlled substance into the body of another person as prohibited in § 5-13-210;

(13) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;

(14) Terroristic threatening in the first degree as prohibited in § 5-13-301;

(15) Rape as prohibited in § 5-14-103;

NURSE PRACTICE ACT

(16) Sexual indecency with a child as prohibited in § 5-14-110;

(17) Sexual extortion, § 5-14-113;

(18) Sexual assault in the first degree, second degree, third degree, and fourth degree as prohibited in §§ 5-14-124 -- 5-14-127;

(19) Incest as prohibited in § 5-26-202;

(20) Felony offenses against the family as prohibited in §§ 5-26-303 -- 5-26-306;

(21) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5- 27-201;

(22) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205 and endangering the welfare of a minor in the second degree as prohibited in § 5-27-206;

(23) Permitting abuse of a minor as prohibited in § 5-27-221(a);

(24) Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use of a child in a sexual performance by producing, directing, or promoting a sexual performance by a child as prohibited in §§ 5-27-303 -- 5-27-305, 5-27-402, and 5-27-403;

(25) Computer child pornography as prohibited in § 5-27-603;

(26) Computer exploitation of a child in the first degree as prohibited in § 5-27-605;

(27) Felony adult abuse as prohibited in § 5-28-103;

(28) Felony theft of property as prohibited in § 5-36-103;

(29) Felony theft by receiving as prohibited in § 5-36-106;

(30) Arson as prohibited in § 5-38-301;

(31) Burglary as prohibited in § 5-39-201;

(32) Felony violation of the Uniform Controlled Substances Act, §§ 5-64-101 -- 5-64-510, as prohibited in the former § 5-64-401 and §§ 5-64-419 -- 5-64-442;

(33) Promotion of prostitution in the first degree as prohibited in § 5-70-104;

(34) Stalking as prohibited in § 5-71-229; and

(35) Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy as prohibited in §§ 5-3- 201, 5-3-202, 5-3-301, and 5-3-401, to commit any of the offenses listed in this subsection.

(f) (1) (A) The board may issue a nonrenewable temporary permit for licensure to a first-time applicant pending the results of the criminal background check.

(B) The permit shall be valid for no more than six (6) months.

(2) Except as provided in subdivision (l)(1) of this section, upon receipt of information from the Identification Bureau of the Department of Arkansas State Police that the person holding the letter of provisional licensure has pleaded guilty or nolo contendere to, or has been found guilty of, any offense listed in subsection (e) of this section, the board shall immediately revoke the provisional license.

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(g) (1) The provisions of subsection (e) and subdivision (f)(2) of this section may be waived by the board upon the request of:

(A) An affected applicant for licensure; or

(B) The person holding a license subject to revocation.

(2) Circumstances for which a waiver may be granted shall include, but not be limited to, the following:

(A) The age at which the crime was committed;

(B) The circumstances surrounding the crime;

(C) The length of time since the crime;

(D) Subsequent work history;

(E) Employment references;

(F) Character references; and

(G) Other evidence demonstrating that the applicant does not pose a threat to the health or safety of the public.

(h) (1) Any information received by the board from the Identification Bureau of the Department of Arkansas State Police pursuant to this section shall not be available for examination except by:

(A) The affected applicant for licensure or his or her authorized representative; or

(B) The person whose license is subject to revocation or his or her authorized representative.

(2) No record, file, or document shall be removed from the custody of the Department of Arkansas State Police.

(i) Any information made available to the affected applicant for licensure or the person whose license is subject to revocation shall be information pertaining to that person only.

(j) Rights of privilege and confidentiality established in this section shall not extend to any document created for purposes other than this background check.

(k) The board shall adopt the necessary rules and regulations to fully implement the provisions of this section.

(l) (1) For purposes of this section, an expunged record of a conviction or a plea of guilty or nolo contendere to an offense listed in subsection (e) of this section shall not be considered a conviction, guilty plea, or nolo contendere plea to the offense unless the offense is also listed in subdivision (l)(2) of this section.

(2) Because of the serious nature of the offenses and the close relationship to the type of work that is to be performed, the following shall result in permanent disqualification:

(A) Capital murder as prohibited in § 5-10-101;

(B) Murder in the first degree as prohibited in § 5-10-102 and murder in the second degree as prohibited in § 5-10-103;

(C) Kidnapping as prohibited in § 5-11-102;

(D) Aggravated assault upon a law enforcement officer or an employee of a correctional facility, § 5-13-211, if a Class Y felony;

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(E) Rape as prohibited in § 5-14-103;

(F) Sexual extortion, § 5-14-113;

(G) Sexual assault in the first degree as prohibited in § 5-14-124 and sexual assault in the second degree as prohibited in § 5-14-125;

(H) Incest as prohibited in § 5-26-202;

(I) Endangering the welfare of an incompetent person in the first degree as prohibited in § 5-27-201;

(J) Endangering the welfare of a minor in the first degree as prohibited in § 5-27-205;

(K) Adult abuse that constitutes a felony as prohibited in § 5-28-103; and

(L) Arson as prohibited in § 5-38-301.

History

Acts 1999, No. 1208, § 4; 2001, No. 303, §§ 2-4; 2003, No. 103, §§ 1, 2; 2003, No. 1087, § 15; 2003, No. 1386, § 1; 2003, No. 1449, § 1; 2005, No. 1923, § 2; 2011, No. 570, § 121; 2013, No. 302, § 1; 2015, No. 1047, § 1; 2017, No. 367, §§ 17, 18; 2017, No. 492, § 1; 2017, No. 664, §§ 11, 12.

# Drug Testing Policy

The Student Drug Testing Administrative Rule of Southeast Arkansas College requires some safety sensitive programs in the Division of Nursing and Allied Health (NAH) to require drug-testing for admission to the program and conduct random drug testing while enrolled. The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, Sterile Processing, Phlebotomy and Radiologic Technology. All applicants to these programs must complete a drug screen prior to entry. Random drug screening of students in these programs may be conducted during the academic year at the students expense. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the college. Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.

Nursing and Allied Health (NAH) programs require drug testing prior to the acceptance of any NAH program. Random drug testing may be utilized at any time during the course of the programs at the student's expense.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

1. Completion of all general admissions procedures of the College;
2. **ACT** Reading Score of 19 or **ACCUPLACER NG** Scores: Reading 250+; and
3. Approval of a Nursing & Allied Health faculty advisor.

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

## Suggested Program of Study

The Early Childhood Paraprofessional Technology program is a two-semester program that fulfills the theoretical requirement and 30 hours of the field experience requirement for the Certified Development Associate credential. Upon completion of this certificate of proficiency, the student will be eligible to finalize the CDA approval process.

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

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

## 1st Year - 1st Semester

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

- ENGL 1313 - English Composition I **Credit Hours:** 3
- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours:** 3 +
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3
- ECDT 1113 - Essential Elements of Child Care **Credit Hours:** 3 +

## 1st Year - 2nd Semester

### Choose ONE Of the following courses

- MATH 1123 - Business Mathematics **Credit Hours:** 3
- MATH 1323 - Real World Math **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

### Required Courses

- ENGL 1323 - English Composition II **Credit Hours:** 3
- EDUC 1113 - Early Childhood Field Experience **Credit Hours:** 2
- ECDT 1323 - Language Arts for Preschool Children **Credit Hours:** 3
- ECDT 1413 - Music for Preschool Children **Credit Hours:** 3

## 2nd Year - 1st Semester

### Required Courses

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ECDT 1513 - Child Nutrition and Health Care **Credit Hours:** 3
- ECDT 2243 - Social and Emotional Development in an Inclusive Classroom **Credit Hours:** 3
- ECDT 2713 - Social Studies, Math, and Science for Preschool Children **Credit Hours:** 3

### Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3

## 2nd Year - 2nd Semester

- EDUC 2313 - Instructional Technology **Credit Hours:** 3
- ECDT 2813 - Administration of Preschool Programs **Credit Hours:** 3
- ECDT 2613 - Curriculum Methods and Materials **Credit Hours:** 3
- ECDT 2916 - Early Childhood Education Practicum **Credit Hours:** 6

## Completion Award: Associate of Applied Science Degree 60

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

## Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion

of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

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

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

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

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 250+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher.
4. A copy of current EMT - A Certification Card; and
5. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

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

**NOTE:** Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification (American Heart Association Health Care Provider);
2. Functional Ability Acknowledgement Form;
3. P.P.D. Skin Test or Chest X-Ray;
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
5. Criminal background check and drug screen.

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

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

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours:** 9

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours:** 4
- EMER 1111 - Basic EKG Interpretation **Credit Hours:** 1
- EMER 1112 - Clinical **Credit Hours:** 2
- EMER 1134 - Clinical Practicum I **Credit Hours:** 4
- EMER 1222 - Acute Cardiac Care **Credit Hours:** 2

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours:** 4
- EMER 1213 - Management of the Trauma Patient **Credit Hours:** 3
- EMER 1242 - Management of the Critical Care Patient **Credit Hours:** 2
- EMER 1244 - Clinical Practicum II **Credit Hours:** 4

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours:** 3
- EMER 1411 - Paramedic Competencies **Credit Hours:** 1
- EMER 1424 - Clinical Practicum III **Credit Hours:** 4

## Completion Award: Technical Certificate 34

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4
- PSYC 2303 - General Psychology **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4
- BIOL 2474 - Microbiology **Credit Hours:** 4

## Completion Award: Associate of Applied Science Degree 61

# Radiologic Technology, A.A.S.

## Suggested Program of Study

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 Nursing and Allied Health Application for Admission form;
3. Completion the required general education courses from an accredited college or university with a grade of "C" or above;
4. An ACT Score of 19 in each section, ACCUPLACER NG score of 250+; or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher;
5. Completion or test score validated exemption of all required developmental studies courses in English, Mathematics, and Reading;
6. A minimum 2.5 cumulative grade point average for all college course work (excluding development courses);
7. Completion of a professional observation.; and
8. Based on the above criteria, the top 30 applicants will be interviewed.

The above information must be submitted to:

Southeast Arkansas College
Radiography Technology Program
Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

**APPLICATION PROCEDURE DEADLINE**

**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 made. 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 in order to begin classes:

1. P.P.D. Skin Test or Chest X-Ray;
2. Hepatitis B Series or signature on SEARK College Vaccination Waiver Claim Form;
3. Functional Acknowledgment Form; and
4. Criminal Background Check and drug screen.

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

# Pre-Admission Requirements

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

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4 *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4 *
- ENGL 1313 - English Composition I **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

# 1st Year - 1st Semester

- RADI 1103 - Introduction to Radiologic Technology **Credit Hours:** 3
- RADI 1173 - Radiographic Procedures I **Credit Hours:** 3
- RADI 1223 - Radiographic Practicum I **Credit Hours:** 3
- RADI 1233 - Radiographic Physics **Credit Hours:** 3

# 1st Year - 2nd Semester

- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- RADI 1243 - Radiographic Procedures II **Credit Hours:** 3
- RADI 1333 - Radiographic Practicum II **Credit Hours:** 3
- RADI 1253 - Digital Imaging **Credit Hours:** 3
- RADI 1443 - Principles of Exposure & Image Production **Credit Hours:** 3

# Extended Summer Term

**8 Weeks**

- RADI 1434 - Radiographic Practicum III **Credit Hours:** 4

# 2nd Year - 1st Semester

- PSYC 2303 - General Psychology **Credit Hours:** 3
- RADI 1343 - Radiographic Procedures III **Credit Hours:** 3
- RADI 1444 - Radiographic Practicum IV **Credit Hours:** 4
- RADI 1442 - Imaging Equipment **Credit Hours:** 2
- RADI 2233 - Radiographic Pathology **Credit Hours:** 3

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours:** 3
- RADI 1353 - Radiation Biology **Credit Hours:** 3
- RADI 2223 - Radiographic Evaluation **Credit Hours:** 3
- RADI 2444 - Radiographic Practicum V **Credit Hours:** 4
- RADI 2442 - Radiographic Total Quality Management **Credit Hours:** 2

## Extended Summer Term

**8 Weeks**

- RADI 2454 - Radiographic Practicum VI **Credit Hours:** 4

## Completion Award: Associate of Applied Science Degree 79

# Registered Nursing, Generic Option (Level 1), A.A.S.

## Suggested Program of Study

The Registered Nursing Program, Generic Option, is intended to provide a beginning point for individuals seeking upward mobility or who aspire to become a Registered Nurse. The program is designed to prepare graduates with the knowledge and skills required to be successful on the National Council Licensure Exam for Registered Nurses (NCLEX-RN).

The program enables students who aspire to become Registered Nurses to do so within a minimum period of time with a minimum duplication of course content and credits. The Generic option requires students to complete coursework in fundamental skills already attained by the LPN/Paramedic.

The Generic RN Program Option is accredited by the Accreditation Commission for Education in Nursing, Inc (ACEN), 3343 Peachtree Rd. NE, Ste. 850; Atlanta, GA, 30326. (404) 975-5000; www.ACENursing.org, and is approved by the Arkansas State Board of Nursing (ASBN) 1123 S University Ave., #800, Little Rock Ar 72204.

**APPLICATION PROCEDURES & DEADLINE:** The application deadline is the 2nd (second) Friday in March. Classes are admitted in August. Class size is limited, and all applicants are not accepted for participation.

**ACCEPTANCE PROCEDURE:** Applicants that are selected for admission must notify the Nursing Division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program students must submit evidence of the following in order to begin classes:

1. Documentation of current American Heart Association (AHA) CPR certification (Level C);
2. Acknowledgment of Functional Abilities Requirements;
3. Documentation of P.P.D. Skin Test or Chest X-Ray;

4. Documentation of Hepatitis B Series or Signature on SEARK Vaccination Waiver Claim Form;
5. Submit to a criminal background check. Students are responsible for any fees associated with the background check;
6. Possess a current unencumbered Arkansas Certified Nursing Assistant (CNA) Certification; and
7. Criminal background check and drug screen.

A student enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance.

**ADMISSION REQUIREMENTS:**

1. High School Diploma (or GED Equivalency)
2. Complete all SEARK College Admission Requirements.
3. Hold a current unencumbered Arkansas Certified Nursing Assistant (CNA) License
4. Current American Hert Association (AHA) CPR Certification (Level C).
5. Accuplacer Reading Score 75; Next Generation Accuplacer scores of Reading 250 or Reading score on the ACT of a 19, or Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all pre-admission requirements courses.
7. Possess a 2.5 Grade Point Average. (Total quality points in the required general education courses are calculated determining admission status)
8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Complete a Nursing and Allied Halth Application form and submit to the Division of Nursing and Allied Health prior to the application deadline date.
11. Completion of the required nursing program TEAS entrance exam with a composit score of at least 50%

## Pre-Admission Requirements

**CNA Certification required for admission.**

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

    *Optional*
- CHEM 1434 - General Chemistry I **Credit Hours:** 4 ***

    ***Course must be completed within the past 5 years or less as a requirement for a completed degree.

## Fall 1st Year (Program Acceptance)

- NURS 1704 - Fundamentals of Nursing **Credit Hours:** 4
- NURS 1713 - Clinical Practicum: Fundamentals of Nursing **Credit Hours:**
- HOME 1323 - Basic Nutrition **Credit Hours:** 3 (optional)
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## Spring 1st Year

- NURS 1724 - Medical Surgical Nursing I **Credit Hours:** 4
- NURS 1733 - Clinical Practicum -Medical Surg Nurs **Credit Hours:** 3
- PSYC 2303 - General Psychology **Credit Hours:** 3
- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3 (optional)

## Summer 1st Year

- NURS 2514 - Medical Surgical Nursing II **Credit Hours:** 4
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours:** 2

## Fall 2nd Year

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours:** 3
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours:** 2
- NURS 2713 - Pediatric Nursing **Credit Hours:** 3
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours:** 2

## Spring 2nd Year

- NURS 2813 - Mental Health Nursing **Credit Hours:** 3
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours:** 2
- NURS 2914 - Complex Health Disorders **Credit Hours:** 4
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours:** 2
- NURS 2901 - NCLEX Prep **Credit Hours:** 1

# Registered Nursing, LPN/Paramedic to RN Option (Level 2), A.A.S.

## Suggested Program of Study

This program is intended to enable qualified Licensed Practical Nurses and/or qualified EMT Paramedics who aspire to become Registered Nurses to do so within a minimum period of time and with a minimum duplication of course content and credits. The NREMT-P is mainstreamed into the LPN to RN curriculum. Graduates of the program are eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

ADMISSION REQUIREMENTS:

1. Complete all SEARK College admission requirements.
2. Ggraduate from a state board approved practical nursing or paramedic program.
3. Hold a current unencumbered Arkansas LPN or Paramedic License.
4. Current American Heart Association (AHA) CPR certification
5. Provide Accuplacer Reading Score of 75, Next Generation Accuplacer score of 250 or ACT Reading score of 19 OR Completion of a course in developmental reading with a letter grade of C or better.
6. Completion of all per-admission requirement courses.
7. Possess a 2.5 GRade POInt Average

8. Provide transcripts from all colleges and/or schools attended.
9. Transfer students must present a letter of good standing from the previous nursing program director.
10. Completion of the required nursing program TEAS Entrance exam with a composit score of at least 50%
11. Provide Ecidence of recent sarisfactory work experience

The above information must be submitted to:

Southeast Arkansas College
Attn: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

APPLICATION PROCEDURE DEADLINE: Classes are admitted annually in June. Class size is limited, and all applicants are not accepted for participation. **Applications must be submitted by: 2nd Friday in March.**

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

ACCEPTANCE PROCEDURE: Applicants that are selected for admission must notify the nursing division of intent to register by picking up an acceptance packet within the allotted time. Upon acceptance into the program, students must submit evidence of the following in order to begin classes:

1. Current CPR Certification- American Heart Association Health Care Provider. Certification must be valid for entire period of enrollment
2. Functional Ability Acknowledgement Form
3. P.P.D. Skin Test or Chest X-Ray
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form.
5. Criminal background check and drug screen Arkansas State Police and FBI Criminal background check.*

Note: The ASBN require that all applicants for licensure submit to criminal background checks while in the program. All students accepted into the nursing program will be required to have these background checks and will be required to pay all associated fees. Random drug screening may be utilized at any time during the course of the program at the student's expense.

The LPN/LPTN to RN Transition program is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN), 3343 Peachtree Road, NE, Ste. 850; Atlanta, GA 30326, (404) 975-5000; www.ACENursing.org and approved by the Arkansas State Board of Nursing (ASBN) 1123 S. University #800, Little Rock, AR 72504.

## Pre-Admission Course Requirements

**LPN/Paramedic Licensure required for Admission**

- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3

- MATH 1233 - Technical Mathematics **Credit Hours:** 3
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4 ***
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4 ***
- BIOL 2474 - Microbiology **Credit Hours:** 4 ***

  Optional
- CHEM 1434 - General Chemistry I **Credit Hours:** 4 ***

- SOCI 2313 - Introduction to Sociology **Credit Hours:** 3
- HOME 1323 - Basic Nutrition **Credit Hours:** 3

***Course must be completed within the previous 5 years or less as a requirement for a completed degree

## Nursing Course Requirements

## Summer (Entry)

- NURS 2514 - Medical Surgical Nursing II **Credit Hours:** 4
- NURS 2502 - Clinical Practicum-Med Surgical II **Credit Hours:** 2
- PSYC 2303 - General Psychology **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3

## Fall

- NURS 2613 - Maternal-Newborn Nursing **Credit Hours:** 3
- NURS 2602 - Clinical Practicum-Maternal Newborn Nursing **Credit Hours:** 2
- NURS 2713 - Pediatric Nursing **Credit Hours:** 3
- NURS 2702 - Clinical Practicum-Pediatric Nursing **Credit Hours:** 2

## Spring

- NURS 2813 - Mental Health Nursing **Credit Hours:** 3
- NURS 2802 - Clinical Practicum-Mental Health Nursing **Credit Hours:** 2
- NURS 2914 - Complex Health Disorders **Credit Hours:** 4
- NURS 2902 - Clinical Practicum- Complex Health Disorders **Credit Hours:** 2
- NURS 2901 - NCLEX Prep **Credit Hours:** 1

# Respiratory Therapist (RRT), A.A.S.

## Suggested Program of Study

This program is designed to prepare students for practice as a respiratory care practitioner. The Associate of Applied Science degree graduate is prepared in application of skills required to demonstrate proficiency as a Registered Respiratory Therapist. In addition to laboratory instruction, the student receives experience through clinical simulation laboratory and supervised work experience in several clinical settings. The program incorporates the general education courses with the 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 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: (817) 283-2835 ext 107
Fax: (817) 354-8519

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

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

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

**Step 2:** Current students should complete an online application for the Respiratory Care program under the Nursing and Allied Health Division. Program application can be found at
http://seark.edu/sites/default/files/documents/nah/RRT_APPLICATION_201322.pdf

**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
Nursing and Allied Health Technologies Division
1900 Hazel Street

Pine Bluff, AR 71603

**Application Deadline**

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

**Program Admission Requirements**

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

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

TB skin test (2-step)

Hepatitis B 3-shot series

COVID-19 vaccinations or a 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.

Program application can be found at
http://seark.edu/sites/default/files/documents/nah/RRT_APPLICATION_201322.pdf

## Pre-Admission Requirements

*Course must have been completed in the past five (5) years or receive special permission for acceptance.
***This 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. Transferability of the course will be determined by the transferring institution. (College Algebra, College Chemistry I, College Physics I and Microbiology should be taken if planning to transfer to a 4-year institution.)

- BIOL 2453 - Human Anatomy and Physiology I **Credit Hours:** 3
- BIOL 2451 - Human Anatomy and Physiology I Lab **Credit Hours:** 1
- BIOL 2463 - Human Anatomy and Physiology II **Credit Hours:** 3
- BIOL 2461 - Human Anatomy and Physiology II Lab **Credit Hours:** 1
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- ENGL 1313 - English Composition I **Credit Hours:** 3
- ENGL 1323 - English Composition II **Credit Hours:** 3
- MATH 1333 - College Algebra **Credit Hours:** 3 or Higher Math

- PSYC 2303 - General Psychology **Credit Hours:** 3
  or
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3

- RESP 2414 - Respiratory Care Sciences **Credit Hours:** 4 ***

## 1st Year - 1st Semester

**(Fall)**

- RESP 2402 - Cardio-Pulmonary Anatomy and Physiology I **Credit Hours:** 2
- RESP 1423 - Respiratory Pharmacology **Credit Hours:** 3
- RESP 1335 - Equipment and Techniques I **Credit Hours:** 5
- RESP 1224 - Basic Assessment and Diagnostics (4 hour) **Credit Hours:** 4

## 1st Year - 2nd Semester

**(Spring)**

- RESP 2512 - Cardio-Pulmonary Anatomy and Physiology II **Credit Hours:** 2
- RESP 1243 - Pulmonary Disease I **Credit Hours:** 2
- RESP 2213 - Equipment and Techniques II **Credit Hours:**
- RESP 2212 - Mechanical Ventilation **Credit Hours:**

## Extended Summer Term

**8 Weeks**

- RESP 2451 - Clinical Practicum II **Credit Hours:** 1
- RESP 2323 - Equipment and Techniques III **Credit Hours:**
- RESP 2322 - Advanced Monitoring Procedures Technique **Credit Hours:**

## 2nd Year - 4th Semester

**(Fall)**

- RESP 2343 - Neonatal & Pediatrics **Credit Hours:** 3
- RESP 2312 - Advanced Pharmacology **Credit Hours:** 2
- RESP 2462 - Clinical Practicum III **Credit Hours:** 2
- RESP 2363 - Critical Care **Credit Hours:**
- RESP 2253 - Pulmonary Disease II **Credit Hours:**
- RESP 2311 - Integration of Respiratory Theory/Practice **Credit Hours:**

## 2nd Year - 5th Semester

**(Spring)**

- RESP 2502 - Professional Development **Credit Hours:** 2
- RESP 2473 - Clinical Practicum IV **Credit Hours:** 3
- RESP 2353 - Advanced Cardiopulmonary Care **Credit Hours:** 3

## 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

## Completion Award: Associate of Applied Science - Respiratory Care Technology

# Surgical Technology, A.A.S.

# Suggested Program of Study

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

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

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

**APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

**Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS**

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

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

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

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

## Pre-Admission Requirements

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours: 4** *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours: 4** *
- HEAL 1113 - Medical Terminology **Credit Hours: 3**

## 1st Year - 1st Semester

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours: 8**
- BIOL 2474 - Microbiology **Credit Hours: 4** *
- SURG 1536 - Surgical Technology Practicum I **Credit Hours: 6**

## 1st Year - 2nd Semester

- SURG 1548 - Surgical Technology Procedures II **Credit Hours: 8**
- SURG 1557 - Surgical Technology Practicum II **Credit Hours: 7**

## Summer Term I

**8 Weeks**

- SURG 1614 - Surgical Technology Practicum III **Credit Hours: 4**

## Completion Award: Technical Certificate 48

## 2nd Year - 1st Semester

- ENGL 1313 - English Composition I **Credit Hours: 3**
- MATH 1333 - College Algebra **Credit Hours: 3**
- PSYC 2303 - General Psychology **Credit Hours: 3**
- COMP 1123 - Introduction to Computers **Credit Hours: 3**

## 2nd Year - 2nd Semester

- ENGL 1323 - English Composition II **Credit Hours: 3**

## Completion Award: Associate of Applied Science Degree 63

# Emergency Medical Sciences - Paramedic, Technical Certificate

## Suggested Program of Study

The Emergency Medical Sciences - Paramedic program prepares students to perform advanced emergency medical procedures in the pre-hospital setting. Students are trained in theory and a variety of technical skills. Upon completion of the program, the student is granted a Technical Certificate or an Associate of Applied Science Degree and is eligible to apply to take the National Registry EMT-Paramedic Certification Examination.

Upon passing the certification exam, graduates are licensed as Paramedics, through the Arkansas Department of Health. SEARK College graduates who complete both the Technical Certificate and Associate of Applied Science Degree programs, will be able to continue their post-secondary education by articulating into the Emergency Medical Services online baccalaureate program in cooperation with the University of Arkansas for Medical Sciences/College of Health-Related Professions (UAMS-CHRP)/EMS Division in Little Rock Arkansas.

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

**APPLICATION PROCEDURE AND DEADLINE:** Classes are admitted yearly in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a high school diploma or GED diploma and meet special admission requirements for the program listed below.

**APPLICATION DEADLINE:** 2nd Friday in April. Students may, however, apply for admission through the Fall Semester Registration period if classes are not at capacity.

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

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College. Refer to the SEARK College Catalog and Student Handbook;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT Reading Score of 19 or; or completion of course in developmental reading with a grade of "C" or better. ACCUPLACER NG Score of 263+; or completion of required developmental courses based on placement scores or completion of 15 semester hours of general education applicable to the program with a cumulative GPA of 2.5 or higher. A copy of current EMT - A Certification Card; and
4. Completion or test score validated exemption of all required developmental studies courses in English, mathematics, and reading is required for the A.A.S. degree.

The above information must be submitted to:

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

**NOTE**: Students pursuing the Associate of Applied Science Degree in Emergency Medical Sciences will be required to meet placement standards set by the College prior to enrolling in math and/or English Composition courses.

Any applicant who does not have a completed application packet in the Nursing and Allied Health Office, located in Founders Hall, by 4:30 p.m. on the application deadline date may not be considered for admission.

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application.

Upon acceptance into the Emergency Medical Technology program the student must submit evidence of the following in order to begin classes:

1. Current CPR Certification (American Heart Association Health Care Provider);
2. Functional Ability Acknowledgement Form;
3. P.P.D. Skin Test or Chest X-Ray;
4. Hepatitis B Series or Signature on SEARK College Vaccination Waiver Claim Form; and
5. Criminal background check and drug screen.

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

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

## Summer Session

- EMER 1009 - EMT Basic **Credit Hours:** 9

## 1st Year - 1st Semester

- EMER 1114 - Foundations of Emergency Medical Sciences **Credit Hours:** 4
- EMER 1111 - Basic EKG Interpretation **Credit Hours:** 1
- EMER 1112 - Clinical **Credit Hours:** 2
- EMER 1134 - Clinical Practicum I **Credit Hours:** 4
- EMER 1222 - Acute Cardiac Care **Credit Hours:** 2

## 1st Year - 2nd Semester

- EMER 1234 - Pathophysiology for EMS Providers **Credit Hours:** 4
- EMER 1213 - Management of the Trauma Patient **Credit Hours:** 3
- EMER 1242 - Management of the Critical Care Patient **Credit Hours:** 2
- EMER 1244 - Clinical Practicum II **Credit Hours:** 4

## 1st Year-Extended Summer Session

- EMER 1413 - Management of Medical Emergencies **Credit Hours:** 3
- EMER 1411 - Paramedic Competencies **Credit Hours:** 1
- EMER 1424 - Clinical Practicum III **Credit Hours:** 4

## Completion Award: Technical Certificate 34

# Health Sciences, Technical Certificate

## Suggested Program of Study

The Health Sciences technical certificate program is designed to equip students with a broad skill set and enable students to complete transferable collegiate level courses that are a prerequisite for acceptance into nursing and other health science majors.

The technical certificate in Health Sciences (TCHS) documents student mastery of core knowledge and skills that provide the foundation for success in nursing and health science curricula.

Some of the required courses may not transfer to other institutions. Students should check with the transferring institution prior to enrolling.

**ADMISSION REQUIREMENTS:** General and specific requirements listed below:

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

## 1st Semester

- ENGL 1313 - English Composition I **Credit Hours:** 3
- COMP 1123 - Introduction to Computers **Credit Hours:** 3
- EDUC 1313 - Strategies for College Success **Credit Hours:** 3

## Choose ONE of the following courses

* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2226 - Anatomy and Physiology for Health Professions **Credit Hours:** 6 *
- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4

## 2nd Semester

### Required Courses

- ENGL 1323 - English Composition II **Credit Hours:** 3
- BIOL 2474 - Microbiology **Credit Hours:** 4

## Choose ONE of the following courses

* Courses must be completed within past 5 years or receive special permission for acceptance.

- BIOL 2232 - Anatomy & Physiology Lab for Health Professions **Credit Hours:** 2 *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4

## Choose ONE of the following courses

- PSYC 2303 - General Psychology **Credit Hours:** 3
- PSYC 2323 - Developmental Psychology **Credit Hours:** 3

## Choose ONE of the following courses

- HEAL 1113 - Medical Terminology **Credit Hours:** 3
- An Approved General or Technical Studies Elective **Credit Hours:** 3

## Completion Award: Technical Certificate 30

# Practical Nursing, Technical Certificate

## Suggested Program of Study

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: General and specific requirements listed below:

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

The above information must be submitted to:

Southeast Arkansas College
Attention: Nursing & Allied Health Technologies Division
1900 Hazel Street
Pine Bluff, AR 71603

Any applicant who does not have a completed application packet in the Nursing & Allied Health Division Office by 4:30 p.m. on the final day of the application acceptance dates may not be considered for admission.

ACCEPTANCE PROCEDURE: Applicants who have completed the above admission requirements will be reviewed for acceptance to the program. ACT or 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 in order to 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 screening 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 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 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.

## Prerequisites

*Courses must be completed within the past 5 years or receive special permission for acceptance or have Health Science Certificate no more than 10 years old.

- BIOL 2453 - Human Anatomy and Physiology I **Credit Hours:** 3
- BIOL 2451 - Human Anatomy and Physiology I Lab **Credit Hours:** 1
- BIOL 2463 - Human Anatomy and Physiology II **Credit Hours:** 3
- BIOL 2461 - Human Anatomy and Physiology II Lab **Credit Hours:** 1
- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours:** 7

## 1st Year - 1st Semester

MODULE I (1st 8-Weeks)

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

## Module II (2nd 8-Weeks)

- PNUR 1245 - Fundamental Nursing Concepts and Skills II **Credit Hours: 5**
- PNUR 1211 - Pharmacology Concepts & Applications **Credit Hours: 1**

## 1st Year - 2nd Semester

### MODULE III

- PNUR 1317 - Medical Surgical Nursing & Clinical I **Credit Hours: 7**
- PNUR 1232 - Nursing Care of Mothers and Infants **Credit Hours: 2**
- PNUR 1242 - Nursing Care of Children **Credit Hours: 2**
- PNUR 1321 - Nursing Care of the Mentally Ill **Credit Hours: 1**

## Summer Session

### MODULE IV (8-Weeks)

- PNUR 1417 - Medical and Surgical Nursing & Clinical II **Credit Hours: 7**

## Completion Award: Technical Certificate (Nursing Course Requirements) 50

# Surgical Technology, Technical Certificate

## Suggested Program of Study

The Surgical Technology program prepares the graduate for employment as an integral part of a surgical team. Surgical Technologists work closely with surgeons, anesthesiologists, registered nurses, and other surgical staff in delivering patient care and assuming appropriate responsibilities before, during and after surgery. Surgical Technologists are employed in acute and ambulatory care facilities.

Upon completion of the basic one-year program the student is granted a Technical Certificate; or a student may wish to pursue an Associate of Applied Science (AAS) Degree. Near completion of the program, students sit for the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Certified Surgical Technologist (CST) exam.

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

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP); 25400 U.S. Highway 19 North Suite 158; Clearwater, FL 33763, Phone: (727) 210-2350 Fax: (727) 210-2354- on the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting, (ARC/STSA); #6 West Dry Creek Circle, Suite #110, Littleton, CO 80120, Phone: (303)694-9262. Fax: (303)741-3655.

**APPLICATION PROCEDURE AND DEADLINE**

All applicants must complete a drug screen prior to entry/registration at the applicant's expense. Classes are admitted in August. Class size is limited, and all applicants are not selected for participation. Applicants must have a High School or GED Diploma and meet special admission requirements for the program listed below.

**Application Deadline: 2nd Friday in April.**

Students may, however, apply for admission through general registration or until available slots are filled. All applicants shall have equal opportunity regardless of race, age, sex, creed, religion, or nationality. Applicants with special needs due to disability must make this fact known prior to admission so that necessary accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS**

1. Completion of all general admission procedures of the College;
2. Completion of the Nursing and Allied Health Application for Admission form;
3. ACT composite score of 19, ACCUPLAC NG Reading score of 250+ or completion of a course in developmental reading with a grade of "C" or better, or completion of 15 semester hours of general education and Health Related Science requirements with a cumulative G.P.A. or 2.5 or higher;
4. College transcript documenting successful completion of Pre-Admission courses with a G.P.A. or 2.5 or higher; and
5. Completion or test scores validated exemption of all required developmental studies courses in English, math, and reading are required for the Technical Certificate and the AAS degree.

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

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

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

## Pre-Admission Requirements

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- BIOL 2454 - Human Anatomy and Physiology I **Credit Hours:** 4 *
- BIOL 2464 - Human Anatomy and Physiology II **Credit Hours:** 4 *
- HEAL 1113 - Medical Terminology **Credit Hours:** 3

## 1st Year - 1st Semester

*General Education courses required for the Technical Certificate and/or Associate of Applied Science Degree. Science courses must have been completed within the past five (5) years or receive special permission for acceptance.

- SURG 1528 - Surgical Technology Procedures **Credit Hours:** 8
- SURG 1536 - Surgical Technology Practicum I **Credit Hours:** 6

- BIOL 2474 - Microbiology **Credit Hours:** 4 *

## 1st Year - 2nd Semester

- SURG 1548 - Surgical Technology Procedures II **Credit Hours:** 8
- SURG 1557 - Surgical Technology Practicum II **Credit Hours:** 7

## Summer Term I

**8 Weeks**

- SURG 1614 - Surgical Technology Practicum III **Credit Hours:** 4

## Completion Award: Technical Certificate 48

# Early Childhood Paraprofessional Technology, Certificate of Proficiency

## Required Courses

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 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.

- EDUC 1013 - Introduction to Early Childhood Education **Credit Hours:** 3
- EDUC 1113 - Early Childhood Field Experience **Credit Hours:** 2
- ECDT 1113 - Essential Elements of Child Care **Credit Hours:** 3
- EDUC 2333 - Child Growth and Development **Credit Hours:** 3

## Completion Award: Certificate of Proficiency 12

# Emergency Medical Responder (EMR), Certificate of Proficiency

## Required Courses

The Emergency Medical Responder (EMR) program prepares graduates to make appropriate decisions about the care to provide in a medical emergency. It uses simple knowledge of the Emergency Medical Services (EMS) system safety/well-being of the EMR, medical/legal issues at the scene of an emergency while awaiting a higher level of care.

The program prepares graduates with the knowledge and skills necessary to work as an EMR to help sustain life, reduce pain and minimize the consequences of injury or sudden illness while awaiting or alongside advanced medical help.

This course will consist of lecture hours (4 per week to online) and laboratory hours (2 per week in class). There will also be clinical hours assigned with a minimum of 24 clinical hours mandatory.

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

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

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

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Emergency Medical Responder Program Admission Form.

The above information must be submitted to:

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

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

1. Functional Ability Acknowledgement Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
4. Criminal Background Check and drug screening.

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

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

# Semester (8 weeks)

- EMER 1006 - Emergency Medical Responder **Credit Hours:** 6

Completion Award: Certificate of Proficiency 6

# Emergency Medical Sciences - Community Paramedic

The Community Paramedic Program will train paramedics to attend to a specific patient population that are often underserved. The program prepares students to provide services as directed by a patient care plan. The care plan is developed, approved and implemented by a patient's physician in conjunction with the Community Paramedic and the Community Paramedic's Director. Graduates are eligible to take a licensure exam to work as a Community Paramedic in the pre-hospital setting.

## Suggested Program of Study

- EMER 1016 - Community Paramedic **Credit Hours:** 6

## Completion Award: Certificate of Proficiency - Community Paramedic

# Emergency Medical Sciences EMT - Advanced, Certificate of Proficiency

## Required Courses

Emergency Medical Sciences EMT - Advanced is an introductory survey of advanced emergency medical services including medical legal/ethical aspects of patient assessment, care of wounds and fractures, airway maintenance, patient transportation, medical and environmental emergency, childbirth, intravenous (IV) access, drug administration, advanced treatment of medical and trauma patients and extrication. The program prepares graduates for employment with ambulance services and in acute emergency facilities. Graduates are eligible to apply to take the examination for national certification as an AEMT.

**APPLICATION PROCEDURE AND DEADLINE:** Class size is limited, and all applicants are not accepted for participation. Applicants must possess an unencumbered EMT license to practice in the state of Arkansas. Students are encouraged to contact the Allied Health Program Coordinator at the first opportunity for advisement.

**APPLICATION:** Classes are held each semester. The selection process for admission is open through general registration and is based on first come, first enrolled until class capacity is reached. Only students who meet admission requirements will be allowed to register.

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

**ADMISSION REQUIREMENTS:** High school or GED equivalency Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading score ACT 19; ACCUPLACER NG 263+ or successful completion of a course in Developmental Reading with a grade of "C" or better;
3. Unencumbered EMT license to practice in the state of Arkansas; and
4. Completion of the EMT Program Admission Form.

The above information must be submitted to:

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

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a class will be based upon the date of receipt the completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to enroll in classes:

1. Functional Ability Acknowledgement Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
4. Criminal Background Check and drug screening.

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

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

**NOTE: This is a one-semester (16 weeks) course of study.**

- EMER 1019 - EMT - Advanced **Credit Hours:** 9

## Completion Award: Certificate of Proficiency 9

# Emergency Medical Sciences EMT-Basic, Certificate of Proficiency

## Required Courses

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

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

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

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

accommodations can be made. Because of the nature of the profession, it may not always be possible to accommodate students with severe disabilities.

**ADMISSION REQUIREMENTS:** High School (or GED Equivalency) Diploma plus general and special requirements listed below:

1. Completion of general admissions procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum Reading Scores: ACT 19; ACCUPLACER NG 263+, or successful completion of a course in Developmental Reading with a grade of "C" or better; and
3. Completion of the Nursing and Allied Health Application for Admission form.

The above information must be submitted to:

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

**ACCEPTANCE PROCEDURE:** Should qualified applicants exceed the available slots in the program, admission into a particular class will be based on the date of completed application. Upon acceptance into the Emergency Medical Sciences Program, the student must submit the following in order to begin classes:

1. Functional Ability Acknowledgement Form;
2. P.P.D. Skin Test or Chest X-Ray;
3. Hepatitis B Series or Signature on SEARK College Vaccination Waive Claim Form; and
4. Criminal Background Check and drug screening.

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

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

## Semester (16 Weeks)

- EMER 1009 - EMT Basic **Credit Hours:** 9

## Completion Award: Certificate of Proficiency 9

# Healthcare Readiness for the Workplace

This program introduces students to a thorough overview of career opportunities available in nursing and allied health programs. It is designed to enlighten students of entry level requirements in the healthcare field by providing didactic instruction and lab experience in a variety of healthcare skills. The program is designed to increase critical thinking skills, develop strategies to improve oral communication skills, expose to related medical terminology, discern the impact of cultural beliefs, perform limited patient care skills, introduce health documentation, and disseminate concepts necessary for effective healthcare operations.

## Suggested Program of Study

- LEAD 1323 - Introduction to Critical Thinking **Credit Hours:** 3
- HEAL 1113 - Medical Terminology **Credit Hours:** 3
- HEAL 1203 - Exploring Healthcare **Credit Hours:** 3
- SPEE 2393 - Oral Communication for Public Address **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Healthcare Readiness for the Workplace

# Medical Coding - CP

## Suggested Program of Study

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).

**Accreditation**

Southeast Arkansas College is accredited by The Higher Learning Commission

**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:

   •ACT Score of 19

   •Compass Reading : 83

   •Accuplacer Reading: 75

   •Accuplacer Next Generation: 250 OR

 3. Completion of a course in Developmental Reading with a grade of 'C' or better.

4. Completion of the Medical Coding Application for Program Admission.

5. Completion of or concurrent enrollment in BIOL-2453 A & P I, BIOL-2451 A & P I Lab, BIOL-2463 A&P II, BIOL-2461 A&P Lab II, HEAL-1123 Medical Terminology & Anatomy for Coders, HEAL-1413 Basic Coding, HEAL-1343 Disease Processes and HEAL-1513 Intermediat Medical Coding Principles.

**For More Information Contact:**

Nursing and Allied Health

Southeast Arkansas College

1900 Hazel Street 1900 Hazel Street

Pine Bluff, AR 71603

870-543-5917 ◊ www.seark.edu

E-mail: jscott@seark.edu

## 1st Year - 1st Semester

- BIOL 2453 - Human Anatomy and Physiology I **Credit Hours:** 3
- BIOL 2451 - Human Anatomy and Physiology I Lab **Credit Hours:** 1
- BIOL 2463 - Human Anatomy and Physiology II **Credit Hours:** 3
- BIOL 2461 - Human Anatomy and Physiology II Lab **Credit Hours:** 1
- HEAL 1413 - Basic Coding and Classification Systems **Credit Hours:** 3
- HEAL 1123 - Medical Terminology & Anatomy for Coding **Credit Hours:** 3

## 1st Year -2nd Semester

- HEAL 1343 - Disease Processes **Credit Hours:** 3
- HEAL 1513 - Intermediate Medical Coding Principles **Credit Hours:** 3

## Completion Award: Certificate of Proficiency - Medical Coding

# Nursing Assistant, Certificate of Proficiency

## Required Courses

The Nursing Assistant/Home Care Aide program focuses on safe and effective functioning when providing client care in the healthcare setting and/or the home environment. Emphasis is placed on assisting clients with daily living and performing fundamental skills. These skills include checking and recording blood pressure, pulse rate, respiratory rate and temperature, performing bathing, hygiene and toileting, bed making, utilizing proper body mechanics, providing mobility, meal service and the proper usage of assistive devices, wheelchairs and lifters. Concepts pertaining to the psychosocial approach to caregiving are covered along with basic Anatomy and Physiology, Medical Terminology, and infection control.

Skills are taught and practiced in a hospital type laboratory and a home/apartment laboratory setting. Required clinical hours are spent in a long-term care facility providing hands-on care to residents.

Upon successful completion of 48 contact hours, students will receive a Home Care Aide Certificate of Completion. Upon successful completion of the program, students will receive a Nursing Certificate of Proficiency and are eligible to take the practical and competency examinations that lead to Arkansas State Certification as a Nursing Assistant (CNA).

The curriculum has been developed in accordance with the Health Care Finance Administration under the OBRA 1987 Guidelines.

A grade of "C" is required for passing.

# Admission Process

**COURSE OPTIONS:** Weekday and evening classes are eight (8) weeks in length and are admitted twice each semester. Saturday classes are approximately ten weeks in length. Class size is limited.

**ADMISSION REQUIREMENTS:** Complete all SEARK College admission requirements. General and specific requirements listed below:

1. Completion of all the general admission procedures of the college. Refer to the Southeast Arkansas College Catalog and Student Handbook;
2. Completion of the ACT exam with a Reading score of 19, or ACCUPLACER NG score of 250+, or Accuplacer classic score of 75 or completion of a course in developmental reading with a grade of "C" or better;
3. Approval of a Nursing & Allied Health faculty advisor; and
4. Complete Southeast Arkansas College Nursing and Allied Health Application form.

**APPLICATION PROCESS:** Applicants who meet the admission requirements will be admitted based on successful completion of the registration process.

All applicants shall have equal opportunity regardless of race, disability, sex, creed, religion, or nationality.

Applicants with special needs due to a disability must make this fact known prior to admission so that 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. Drivers License

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

The Office of Long-Term Care administers the Long-Term Care Criminal Record Check program. This program requires certain long-term care employees to undergo criminal record checks prior to employment in a long-term care facility. Conviction of certain specified crimes could result in being permanently barred from working in a long-term care facility. For the list of disqualifying criminal offenses view www.seark.edu - Academic Departments - Nursing and Allied Health - Nursing Assistant Applicant.

- ALLI 1117 - Nursing Assistant / Home Care Aide **Credit Hours:** 7

## Completion Award: Certificate of Proficiency: Nursing Assistant

# Phlebotomy Technology, Certificate of Proficiency

## Required Courses

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.

**ACCEPTANCE PROCEDURE:**

1. Completion of all general admission procedures of the College;
2. Completion of competency testing in Reading (ACT or ACCUPLACER NG). Minimum acceptable scores: ACT Reading 19; ACCUPLACER NG Reading 263+, or completion of a course in Developmental Reading;
3. Completion of the Nursing and Allied Health Application for Admission form;
4. Completion of or concurrent enrollment in HEAL 1113 Medical Terminology (or by instructor permission);
5. Documentation of current American Heart Association (AHA) CPR Health Care Provider Certification; and
6. Criminal background check.

Students enrolled in Allied Health programs with a clinical component will be assessed a fee for malpractice insurance. Random drug screening may be used anytime during the program at the student's expense.

**This is a one-semester course of study.**

- HEAL 1113 - Medical Terminology **Credit Hours:** 3
- HEAL 1216 - Introduction to Phlebotomy **Credit Hours:** 6

## Completion Award: Certificate of Proficiency 9

# Sterile Processing, Certificate of Proficiency

## Course Requirements

The Sterile Processing program provides an overview of the Sterile Processing and Distribution profession and develops the fundamental concepts and principles necessary to successfully participate as an entry level Sterile Processing Technician. The course emphasizes duties in sterile processing technology, aseptic procedures, equipment management, safety, quality assurance, HIPAA regulations, proper decontamination, sterilization and packaging techniques. The sterile processing technician perform essential functions to support the medical and surgical care of patients. Upon completion of this course, students will be prepared to take the Certification Board for Sterile Processing Distribution (CBSPD) certification exam.

- SURG 1014 - Sterile Processing **Credit Hours:** 4

Completion Award: Certificate of Proficiency 4

# Drug Testing

The Student Drug Testing Administrative Rule of Southeast Arkansas College (SEARK) requires some programs in the Divisions of Nursing and Allied Health (NAH) and Technical Studies Programs to require drug testing for admission to the program and to conduct random drug testing while enrolled. The drug policy applies to the following NAH programs: Emergency Medical Sciences EMT/Paramedic, Practical Nursing, Generic Registered Nursing, and Licensed Practical Nursing/Paramedic to Registered Nursing Transition, Surgical Technology, Respiratory Therapy, and Radiologic Technology. The drug policy applies to the following Technical Programs: Air Conditioning and Refrigeration Technology, Early Childhood Paraprofessional Technology, Electrical Mechanical Systems Technology, and Welding Technology. All applicants to these programs must complete a drug screen prior to entry/registration. Random drug screening of students in these programs will be conducted during the academic year. Failure to consent to any requested test will result in immediate withdrawal of the student's offer of admission or recommendation for expulsion from the program. Students enrolled in the College may be required to submit to a drug and/or alcohol testing when it is determined that there is reasonable suspicion that the student is using drugs and/or alcohol. Reasonable suspicion is defined by the College's Drug-Free Campus Policy.

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

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

# Drug-Free Campus And Workplace

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

# Educational Records

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

# Enrollment Status

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

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

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

# Enrollment Status For Federal Student Aid

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

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

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

# Equal Opportunity/Affirmative Action Statement

Southeast Arkansas College does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability in making decisions regarding employment, student admission or other functions, operations or activities.

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

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

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

# Estimate Of Expenses

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

| Regular Term | Semester | Year |
|---|---|---|
| Tuition | $ 1,440 | $ 2,880 |
| Assessment Fee | 5 | 10 |
| Technology Fee | 150 | 300 |
| College Services Fee | 120 | 240 |

| | | |
|---|---|---|
| Infrastructure Fee | 90 | 180 |
| Security Fee | 60 | 120 |
| Student Activity Fee | 60 | 120 |
| Books and Supplies | 650 | 1,300 |
| Transportation | <u>1,500</u> | <u>3,000</u> |
| Total | $4,075 | $8,150 |

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

# Evaluation Of Academic Progress

There will be a full review of academic progress at the end of each fall, spring, and summer semester and/or during the application process. At that time, a student will be in good standing, be placed on financial aid warning, or denied financial assistance. The student must meet all three satisfactory academic progress requirements (67% completion rate, 2.00 GPA, and maximum time frame) to be considered in good standing for financial aid. Students placed on financial aid warning or denial will be notified in writing.

# Faculty

**Adult Education Grants**

Gregory Myles, Director of Adult Education - Adult Education

M.A. - Webster University

Haley Graves, Administrative Specialist II

B.A. - University of Arkansas at Monticello

Karen Ford, Administrative Analyst

A.A.S. Southeast Arkansas College

Kristopher Givens, WAGE Coordinator/Instructor

B.A. - University of Arkansas at Pine Bluff

M.S. - University of Arkansas at Little Rock

Eric Hall, Project/Program Specialist

B.A. - University of Arkansas at Pine Bluff

Christi Hill, Administrative Specialist - Extra Help

Jennifer Hill, Instructor

B.S.E. - Ouachita Baptist University

M.S.E. - Henderson State University

M.S. -University of Central Arkansas

Shiandra Luckett, Project/Program Specialist

B.S. - University of Arkansas at Pine Bluff

M.B.A. - Webster University

Lindsay McGriff, Instructor

B.S. - University of Arkansas at Pine Bluff

M. Ed. - University of Arkansas at Monticello

Elizabeth Tuala TANF Instructor

B.A. - University of Arkansas at Little Rock

B.S. - University of Arkansas at Little Rock

M. Ed - Western Governors University

Brittany Neal, Project/Program Specialist

B.S. - University of Central Arkansas

LaKey Williams, TANF Career Coach

A.G.S. - Southeast Arkansas College

B.S. - University of Arkansas at Pine Bluff

Margarett Wolfe, SNAP E&T Coordinator

B.S. - University of Arkansas at Monticello

M Ed. - University of Arkansas at Little Rock

Willie Branch, Adjunct Instructor

B.S. - University of Arkansas at Pine Bluff

M.S. - Arkansas State University

Ed. S - Arkansas State university

Stacy Luckett, Adjunct Instructor

B.L.A. - University of Arkansas at Pine Bluff

M.S.E. - Arkansas State University


**Early Headstart Grant**

Leslie Shaw, Coordinator/Professor - Early Childhood Development Technology

B.S. - University of Arkansas at Pine Bluff

M.S. - University of Arkansas

Shakara Iverson, Administrative Specialist I

C.P. - Southeast Arkansas College

LaShunda Charles, Assistant Teacher

A.A. - Southeast Arkansas College

Sarah Perry, Instructor

B.S. - University of Arkansas at Pine Bluff


## General Studies

Melanie Haas, Acting Dean General Studies/Instructor - English

B.A. - Tarleton State University

M.A. - Tarleton State University

Ph.D. - Texas Women's University

Amanda Ridgley, Administrative Specialist III

Jazmin Martin, Chair Professor - Biology

B.A. - Arkansas State University

M.S. University of Arkansas for Medical Science

Jeremiah Salinger, Professor - Biology

B.S. - Arkansas State University

M.S. - Arkansas State University

Ph.D. - University of Arkansas at Pine Bluff

Jennifer Brooks, Professor - Education

B.S.- Louisiana State University

M.S.- University of Arkansas at Pine Bluff

Ed.S.- Arkansas State University

Mary Treglown, Professor - English

B.A. - University of Arkansas at Monticello

M.S.E. - University of Arkansas at Pine Bluff

Emily Riley, Professor - Communication

B.A. - Arkansas State University

M.A. - Arkansas State University

Christopher Harrod, Professor - History

B.A. - University of Arkansas at Monticello

M.A. - University of Arkansas at Monticello

Jo Jackson, Professor - Psychology/Sociology

B.S. - Troy University

M.S. - Walden University

Michelle Pullman, Professor - Mathematics

M.S. - University of Arkansas at Little Rock

B.S. - University of Arkansas at Little Rock

A.G.S. - Southeast Arkansas College

Matthew Wilkins, Professor - Mathematics

B.S.E. - University of Central Arkansas

M.S.E. - University of Central Arkansas


**Nursing and Allied Health**

Joyce Scott, Dean

A.A.S. - Arkansas State University

B.S.N. - University of Arkansas at Pine Bluff

M.S.N. - University of Central Arkansas

Dora Jones, Administrative Specialist II

T.C. - Southeast Arkansas College

A.A.S. - Southeast Arkansas College

Laura Coley, Director/Instructor - EMT/Paramedic

EMT-P - South Arkansas Community College

T.C. P. - Arkansas State University

NRMET-P - South Arkansas Community College

A.A.S - Arkansas State University at Beebe

Sherri Hargraves, Interim Coordinator/Instructor - Practical Nursing Programs

LPN - Great Rivers Vocational

Diploma - Baptist School of Nursing

BSN - University of Arkansas at Pine Bluff

MSN - Walden University

Terri Morton, Instructor - Practical Nursing Programs

L.P.N - Baptist School of Nursing

R.N. - Baptist School of Nursing

B.S.N. - University of Arkansas at Little Rock

M.S.N. - Walden University

Katharine McCoy, Interim Coordinator - Registered Nursing Programs

B.S.N. - University of Arkansas at Pine Bluff

M.S.N. - University of Central Arkansas

Tasha Woods, Instructor - Registered Nursing Programs

A.A.S. - Southeast Arkansas College

B.S.N. - University of Texas at Arlington

M.S.N. - Maryville University

Lindy Vagts, Instructor - Registered Nursing Program

A.S. - University of Arkansas at Little Rock

B.S.N. - University of Arkansas for Medical Sciences

M.A.T. - University of Arkansas at Monticello

Sheila Brown, Instructor -Licensed Practical Nursing Programs

T.C.P.N. - Phillips Community College

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

Lekita Pounds, 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

Tommy Nix, Instructor - Radiological Technology

B.S. RT(R) - University of Arkansas for Medical Sciences

Tina Pierce, Chair, 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

Tammye Whitfield, Clinical Coordinator/Instructor - Respiratory Therapy

B.S. - University of Arkansas at Pine Bluff

B.S. - University of Arkansas for Medical Science

M.Ed. - University of Arkansas at Little Rock

Brandy Sloan, Coordinator/ Instructor - Surgical Technology

A.A.S. - Southeast Arkansas College

C.S.T. - Certified Surgical Technologist - Southeast Arkansas College

Delores Evans, Director/Instructor Phlebotomy

 B.S. - John Brown University

Latasha Hall, Chair, Instructor - Simulation Coordinator

B.S.N. - University of Texas at Arlington

M.S.N. - University of Texas at Arlington

Carol Hollinger, Medical Coding Coordinator

T.C. - Medical Coding - Ouachita Technical College

T.C. - Medical Office Administration - Ouachita Technical College


Technical Studies

Lyric Seymore, Dean

B.S. - University of Arkansas at Pine Bluff

Jenny McVay, Administrative Specialist II

A.A.S. - Southeast Arkansas College

Rodney Ballard, Jr. Chair, Instructor - Computer Information Systems Technology

B.S. - University of Arkansas at Pine Bluff

M.S. - University of Arkansas at Pine Bluff

Scott Adams, Instructor - Computer Network Technology

A.A.S. - Louisiana Tech College

B.S. - Louisiana Tech University

Iry Rice, Chair, Electrical and Mechanical, Instructor Welding Technology

B.A. - University of Phoenix

M.B.S. - University of Phoenix

Danny Gumm, Instructor Air Conditioning and Refrigeration Technology

A.A.S. Southeast Arkansas College

Roy Gober, Instructor Criminal Justice and Cyber Security Technology

A.A.S. Southeast Arkansas College

Tommy Clark Business Instructor - Business Technology

B.B.A. - Southern Arkansas University

M.A.T.- Southern Arkansas University

M.B.A. - Southern Arkansas University

Windell Gray, Instructor - CDL Program

CDL License - C-One Truck Driver Training

A.A.S. - Pulaski Tech College

Mark Hamilton, Instructor- Industrial Maintenance Technology

PCAPP Site Worker Training Program

Entry Control Facility Procedures - CBT

Occupational Noise Exposure - CBT

Toxic Area Training (TAT) - DPE (Practical)

DOT Hazardous Materials Awareness -CBT

Jeffrey Pulliam, Director- Workforce Development

B.S. - University of Arkansas at Monticello

Renee Hunthrop, Administrative Specialist II- Workforce Development

# Federal Student Aid Financial Aid Funds Disbursement Policy

1. Federal financial aid is disbursed to the student one or more times throughout each semester starting four to six weeks after the beginning of classes. **Exception: First-time, first-year students will be subject to A 30 day delayed disbursement of student loan funds as per federal regulations requiring a 30-day delay**.
2. Before a payment is made to a student, that student's records are reviewed to determine that the student has been making satisfactory academic progress and is still eligible for the award. The Federal Pell Grant funds are then disbursed to the student on the scheduled disbursement date. Students are responsible for ensuring that the College has the correct mailing address so that correspondence and/or mailed disbursement checks are sent to the correct address.
3. A student must attend classes in order to be eligible for Federal Student Aid funds. If one or more instructors report that a student has not attended class, resulting in a change in the student's enrollment status, the Financial Aid Office must recalculate the student's aid based on the lesser enrollment status. If funds have already been disbursed, the student is responsible for repayment of the portion of the funds for which he/she was not eligible.
4. A separate disbursement of funds may be necessary for second eight-week enrollment when it affects the total enrollment status for the semester. Funds will be disbursed based on the coursework that starts at the beginning of the semester. A subsequent disbursement will be issued at a later date for coursework beginning at midterm.
5. For example, if a student enrolls in twelve credit hours, nine credit hours start at the beginning of the semester and three credit hours start at midterm, funds will be disbursed for nine credit hours on the regularly scheduled disbursement date. A separate disbursement will be processed for three credit hours, the second eight-week course, once attendance in that class has been verified.
6. In addition, no awards or disbursements of federal student aid funds will be made until a student's financial aid information file is complete, a valid FAFSA report is on file in the Financial Aid Office, and all conflicting information is resolved.
7. Southeast Arkansas College is on a semester basis and uses the semester as a payment period. An academic year is defined as two semesters, fall and spring. Semesters are 16 weeks long. Enrollment is measured in semester credit hours, with 12 hours considered full-time. Summer is called a trailer because it follows the fall and spring semesters and is a part of the preceding academic year.
8. Federal regulations require multiple disbursements of student loans. No installment amount may exceed one-half of the loan requested. The College disburses student loans in **two installments each semester**. The first disbursement occurs after attendance is verified and the second installment is the midway point of the semester.

# Federal Student Loans

Student loans consist of three major types of loans that include the Subsidized Stafford Loan, Unsubsidized Stafford Loan, and Parent (PLUS) Loan.

To apply for a student loan, a student must first complete the FAFSA. The subsidized loan is considered first because the federal government pays the interest on the loan while the student is enrolled in school at least half-time and during the six-month grace period. The unsubsidized loan is considered next, and the borrower will be responsible for the interest on the loan. Parents wishing to borrow a PLUS Loan for their dependent child's educational costs may borrow up to the Cost of Attendance less any other anticipated financial aid awards.

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

be used to make an informed decision about borrowing money for educational costs. A helpful internet website **is http://studentaid.ed.gov.** Interest rates for the upcoming year are announced on or before July 1 each year.

**Loan Limits**: The maximum subsidized loan allowable for the classification of freshman is $3,500 per year, and the maximum subsidized loan allowable for the classification of sophomore is $4,500 per year. In addition, dependent students may borrow an additional $2,000 in unsubsidized loan funds each year. For independent students and dependent students whose parents were denied a PLUS Loan (due to adverse credit or other documented exceptional circumstances), the annual loan limit for additional unsubsidized loan funds is $6,000 a year.

1. In order to complete an application for a student loan, a borrower must have completed the FAFSA. Before completing the student loan application, a student must complete a Student Loan Entrance Interview. This interview is available online at https://studentloans.gov and explains all of the rights and responsibilities for a student loan.
2. Federal student loan requests are based on grade level, annual borrowing maximums, and total loan limits. Students are encouraged to borrow only what is needed to pay for educational expenses. Loans may be certified for less than the maximum amount for the grade level.
3. Federal student loan requests must be prorated if a student's academic program is shorter than an academic year or when a student is enrolled in a program that is one academic year or more in length but the remaining period of study is shorter than an academic year. No changes will be made after certification. Students enrolled less than half-time time are not eligible to receive a student loan.
4. Loan maximums are for a calendar year. A student, if eligible, may borrow the applicable yearly maximum loan amount during a period between July 1 and June 30.
5. For loan-borrowing purposes, a freshman is considered to be anyone who has successfully completed up to 29 semester credit hours. A sophomore is anyone who has successfully completed 30 or more credit hours.
6. First-year, first-time borrowers may not collect the proceeds of their first loan disbursement until 30 days after the beginning class day for their first semester of enrollment.
7. Loan applications must be completed by the student and the Southeast Arkansas College Financial Aid Office before the last full week of the semester. After this time, the Financial Aid Office cannot guarantee that the loan certification or origination will take place within the required timeframe for an eligible late disbursement to be made.
    o Developmental coursework prepares a student for college-level work. If a student is enrolled solely in developmental courses, he/she is not considered to be enrolled in an eligible program for the receipt of FSA funds (including student loans). However, if the student is admitted into an eligible degree program and takes developmental coursework within that program, he/she is considered to be a regular student and may receive student loan funds, even if he/she is taking all developmental courses before enrolling in any regular classes.
    o Students with a prior student loan balance will be subject to the loan limits of the various loan programs for the current classification (freshman, sophomore). Transfer students must transfer a minimum of 30 credit hours toward their degree at Southeast Arkansas College in order to borrow at the sophomore level. Students with a loan balance above the maximum annual or aggregate loan limit may not apply for additional student loan funds.

# Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a type of campus-based aid which is awarded to students who are eligible to receive Federal Pell Grant and have "exceptional financial need." SEARK College awards FSEOG to its Pell recipients with the lowest Expected Family Contributions (EFCs) on a first-come, first-served basis. The maximum annual award is $500.00 (or $250.00/semester, fall & spring only) for students who are enrolled in at least six (6) credit hours. Priority is given to those students who have a zero EFC. If additional funds are available, they are awarded to the students who have the next-to-lowest EFCs, according to the date their FAFSAs were submitted.

Seark College's priority deadline is April 15th each year and is advertised in the Student Handbook, on line at the College's website, and emphasized during the FAFSA renewal on-campus activities held in March of each year.

# Federal Work Study Student Employment

Southeast Arkansas College participates in the Federal Work-Study program. Federal Work-Study is a campus-based program that provides part-time, on-campus employment or off-campus employment in community service activities. Student workers may work a maximum of 20 hours per week. An institution of higher learning must pay students employed under the Federal Work-Study program at least the federal minimum wage or the state minimum wage, whichever is higher. Effective January 1, 2019, the Arkansas minimum wage is $9.25 per hour.

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

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

# Financial Aid & Student Affairs

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

*Students must reapply for financial aid each academic year.*

Financial aid helps students pay for their education. Financial aid is not limited to just one kind of financial aid. Students are encouraged to apply for all types of available financial aid. Many sources of financial aid may be added together as long as the total does not go over the **Cost of Attendance**. The Cost of Attendance includes tuition, fees, books, room and board, transportation and other miscellaneous personal expenses.

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

| | |
|---|---|
| Sources Of Financial Aid | Estimate Of Expenses |
| Applying For Federal Student Aid | Payment Of Tuition, Fees, And Books |
| Student Status -- Dependent Or Independent? | Credit Balance Policy |
| Verification Of Financial Information For FAFSA | Satisfactory Academic Progress Requirements |
| How Eligibility Is Determined | Policies For Satisfactory Progress (Special Conditions) |
| Federal Supplemental Educational Opportunity Grant (FSEOG) | Satisfactory Progress Appeal Procedures |
| Academic Year | Federal Student Aid Financial Aid Funds Disbursement Policy |

# Fire

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

# Food Court

The Shark Attack Food Court provides students with a fun, friendly atmosphere where they can relax between classes and catch a quick bite. It is located next to the College's Bookstore in the College Hall-Commons. The Food Court, open for breakfast and lunch, sells a wide variety of fast foods, pizza, salads, fruits, and desserts. The Shark Attack is open from 7:30 a.m. to 2:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Fridays. Students can purchase Meal Cards at the Barnes and Noble Bookstore using cash, student financial aid, or credit cards. The Meal Cards allow students to eat in The Shark Attack the entire semester and are sold at a reduced price, based on an average cost per meal for an entrée, side, and a drink.

# Foundation Board Of Directors

**Janice Acosta** - Chair

**Tavante Calhoun -** Vice Chair

**Jerlene L. Washington** - Secretary

**David Smoke** - Treasurer

**Craig Attwood**

**Josh Bishop**

**Joe Clement**

**Nick Cox**

**Tim DeJarnette**

**Rachel Miller**

**Daniel Robinson**

**Floretta Scott**

**Lafayette Woods**

**Tongia Gaston**

*Ex Officio Members*

**Steve Bloomberg**- College President

**Barbara Dunn**- Executive Director of Institutional Advancement and Community Relations

# Free Expression Policy

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

**Procedure**

1. SEARK has arranged for an area on campus to be set aside as a Free Expression Area; Student Affairs Office has designated the location behind the Student Service building for this purpose.
2. The Free Expression Area can be used during the following times: Monday through Thursday 11:00 a.m. - 1:00 p.m. and 5:30 p.m. - 7:30 p.m. and Friday 11:00 a.m. - 1:00 p.m.
3. Student, academic, and administrative activities are given priority when scheduling events.
4. Individuals and/or groups wishing to use the Free Expression Area must complete and submit a *Free Expression Area Application* to Student Affairs Office at least three working days prior to using the area.
5. All applications/publicity must be approved by Student Advocate Appeals Office. Once approved, Student Affairs Office will provide copies of the application form and proposed activity to the Vice President for Student Affairs, the Director of Physical Plant, and the applicant.
6. Individuals using the Free Expression Area should carry a copy of the approved *Free Expression Area Application* during the time the area is being used.
7. Persons utilizing the Free Expression Area are not allowed to impede the free flow of pedestrian traffic or interfere with the ingress/egress of individuals moving to and from the buildings on campus.
8. Interruption of classes or other college activities is prohibited.
9. Commercial solicitations, campus sales, or fundraising activities are not allowed in the Free Expression Area.
10. The person filing the *Free Expression Area Application* is responsible for cleaning the area after the event has concluded.
11. The individuals or club/organization using the area must supply the required tables, chairs, etc. Sound amplification devices are never allowed in the area.

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

**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 for Academic Affairs and the Vice President for Student Affairs which enumerates the reasons the unearned F's 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 F's were awarded.

If approved by both Vice Presidents, 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.

# Gaming Club Of Seark College

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

# General Information

Privacy Rights Of Student                         Bomb Threats

Substance And Drug Abuse Prevention Policy Paging Devices (Beepers)

Smoke-Free Campus                             Cellular Telephones

Student Commons                               Telephone Calls And Messages

College Office (Business) Hours               Children On Campus

Computing Services Helpdesk                   Litter-Free Campus

Student E-Mail                                Lost And Found

Student Parking                              Student Dress

SEARKalert System                            Classroom And Department Guidelines

Timely Warning                               Accidents

Inclement Weather Policy                      Security

Tornado Alert                                Video Surveillance

Fire                                         Technology Use Policy

# Grade Point Average Requirement

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

## Grade Reports

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

## Grades

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

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

## Grades And Grade Points

Southeast Arkansas College uses the following system of grading:

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

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

# Grading Scale for All Developmental Courses

**Grading Scale for All Developmental Courses**

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

# Graduation Requirements

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

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

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

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

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

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

Students completing technical programs are required to take either the NOCTI (National Occupational Competency Institute) exam or a department generated end-of-program examination. The test results will not prevent a person from graduating. These tests allow the departments to assess their capabilities and are used to determine shortfalls in the curriculum.

A minimum of fifteen (15) semester credit hours of an Associate Degree must be in general education: Math (3 hours); Social Science (3 hours); Introduction to Computers (3 hours); and English or Writing (6 hours). Specific requirements are listed in the curriculum for each program area.

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

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

There is no maximum number of hours that may be transferred and accepted by the College, however, there is an in-residence graduation requirement that must be met to earn a degree or certificate from Southeast Arkansas College. The last fifteen (15) semester credit hours of work for associate degrees and the last six (6) semester credit hours of work for certificates must be taken in residence unless thirty (30) or more hours have been completed at Southeast Arkansas College. In this case, six (6) of the last fifteen (15) hours may be transferred from another institution.

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

# High School Student Enrollment

Office of Recruitment - Any qualified student enrolled in a public or private high school in the State shall upon request be accepted for enrollment in regular college level courses (excluding developmental courses) as a part-time student subject to general institutional requirements. To qualify, each student must meet the following criteria:

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

# History Of Institution

Southeast Arkansas College was created by Act 1244 of the 78th General Assembly of the State of Arkansas, which was signed into law by the Governor on April 17, 1991.

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

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

The above Act re-designated and redefined the mission of eleven (11) existing postsecondary vocational-technical schools located throughout the State to technical colleges. Similarly, state authority for these institutions was transferred from the Arkansas Board of Vocational-Technical Education to the Arkansas Board of Higher Education.

The latter serves as the state coordinating agency for all public universities, community colleges and technical colleges in the State of Arkansas.

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

# Honor Graduates

Students graduating from Southeast Arkansas College with a grade point average of 4.00 are graduated with "Highest Honors." Students graduating with a grade point average of 3.50 - 3.99 are graduated with "Special Honors." Students graduating with a grade point average of 3.00 - 3.49 are graduated with "Honors." Students completing the Technical Certificates and/or Associate Degrees 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.

# How Eligibility Is Determined

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

To be eligible for federal financial aid,

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

# Illegal Drugs And Alcohol

SEARK College strictly prohibits the dispensing, selling, supplying, possession, use, manufacture, or distribution of alcohol or illicit drugs on College owned/College controlled property or at any College sponsored event, including off campus College sponsored events. Students found to be in violation of the alcohol and illicit drug policies are subject to arrest, criminal prosecution, imprisonment, and/or fine according to state and federal law. In addition, students found in violation of this policy will face college sanctions ranging from probation to expulsion.

SEARK College may notify, in writing, a parent or legal guardian of a student who is under twenty-one (21) years of age if he/she violates any rule or policy of the college governing the use or possession of alcohol, controlled

substances, or illicit drugs while on College controlled property or at a College sponsored or sanctioned event. Notification to the parent/legal guardian will be in addition to disciplinary action.

# Important Telephone Numbers

Information & Numbers Not Known or Listed 543-5900

| | |
|---|---|
| Academic Records | 543-5958 |
| Admission | 850-8605 |
| Advisement and Retention Center | 850-2182 |
| Adult Education | 543-5915 |
| Bookstore | 850-3140 |
| Building and Grounds | 850-4820 |
| Business Office | 543-5953 |
| Career Pathways | 543-5969 |
| Cashier's Office | 543-5953 |
| Computing Services Help Desk | 850-4900 |
| Counseling | 850-3120 |
| Disability Services | 850-2183 |
| Distance Learning | 850-3118 |
| Faculty/Instruction | 850-4822 |
| Financial Aid | 543-5909 |
| Food Court | 850-1906 |
| General Studies | 850-8415 |
| Information Technology (IT) | 850-4900 |
| Library | 543-5936 |
| Nursing and Allied Health | 543-5917 |
| Public Relations | 543-4836 |

| | |
|---|---|
| Registar's Office | 543-5958 |
| Recruitment | 850-3074 |
| Security | 850-4911 |
| Student Advocate | 850-3062 |
| Student Affairs | 850-4822 |
| Student Support Services | 850-8582 |
| Technical Studies | 543-5931 |
| Tutoring Services | 850-4840 |
| Veteran Affairs | 850-2183 |
| Vice President/Academic Affairs | 850-5961 |
| Vice President/Fiscal Affairs | 850-4910 |
| Vice President/Student Affairs | 850-4826 |
| Workforce Development Center | 543-5947 |

# Inclement Weather Policy

The College will remain open as scheduled whenever possible. In the event that the weather is so severe that the Southeast Arkansas College administration feels that life and property may be in danger, the college president may cancel classes until weather conditions improve. Students should listen to local radio stations and watch KATV Channel 7, KARK Channel 4, and KTHV Channel 11 for college closing information and the Campus Alert System (e2Campus).

# Incomplete Coursework

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

# Incomplete Grade

A grade of "I" (incomplete) may be recorded when a student is unable to meet all course requirements for reasons beyond his/her control and meets the following conditions: (1) is passing the course, and (2) has less than 75% remaining of required work in the course. It also may be used for students who are covered under Title IX concerning students who are pregnant/parenting. A grade of "I" will not be computed in the grade point average for the semester recorded. If the work is not completed, the "I" will be changed to a grade of "F" for grade and GPA purposes at the end of the next regular semester (fall or spring). A modification may be made to the original contract by the instructor and student, if necessary, to grant additional time for completion. Modifications should be reported to the Dean, the VPAA and Registrar.

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

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

# Incomplete Grade Policy

Incomplete Grades

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

# Independent Study

Independent study will be utilized on a limited basis and will require the availability of a qualified instructor and the consent of both the Dean and the Vice President for Academic Affairs.

# Instructor (Administrative) Drop

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

# International Student Admission

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

Admission requirements for foreign students:

1. Submit all required documentation to the Admissions Office by June 1 for the Fall semester, November 1 for the Spring semester, and March 1 for the Summer Terms.
2. Complete a SEARK College Application for Admission and a SEARK College International Student Application. Submit a nonrefundable $100.00 application fee.
3. Submit all official academic records (secondary schools, college, or university) translated into the English language.
4. Submit ACT scores.
5. Submit proof of immunization against measles and rubella.
6. Submit proof of English proficiency: Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) and achieve a score of at least 500.
7. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
8. Submit proof of financial support: All international students must provide certified proof that the student is financially capable of meeting academic and living expenses in this country.
9. Submit proof of insurance: All international students must provide certified evidence of health and accident insurance.

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

# Internet

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

# Leaves Of Absence, Withdrawals, And Dismissals

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

Withdrawal Process

Instructor (Administrative) Drop

Personal Leave Of Absence

Attendance

# Library And Center For E-Learning

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

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

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

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

# Litter-Free Campus

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

# Lost And Found

The Lost and Found Department is located at the Admissions desk in the Welcome Center located in the Administration Building. The College does not assume liability for any lost item.

# Minimum Class Size And Cancellation Of Classes

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

# Missing Person Policy

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

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

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

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

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

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

# Notification Of Award

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

# Open Computer Labs

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

# Other College Services

Academic Advisors

Open Computer Labs

Safe Walk

Parking Permit

Arkansas Career Pathways Initiative

Printing Process And Procedure

Bookstore

Student Identification (ID) Cards

Bulletin Boards & Notices On Campus

Student Support Services

Common Exams

Tutoring Services

Distance Learning

Self Service

Food Court

Wireless Access Policy

Library And Center For E-Learning

# Other Financial Aid Resources

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

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

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

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

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

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

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

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

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

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

**Arkansas High-Tech Scholarship** - awarded to selected students enrolled in eligible postsecondary technical programs. Preference is given to graduating high school seniors that are Arkansas residents and US citizens. Applicants must have a minimum 2.5 GPA and ACT Composite Score of 19 or above. The application deadline is July 1. Additional information and application may be found at http://ace.arkansas.gov/cte/pages/hightechscholarship.aspx.

**Arkansas National Guard Tuition Incentive Program** - tuition assistance program for active members of the Arkansas Army/Air National Guard who are Arkansas residents. Soldiers may be awarded up to $5,000 per academic

year, depending on actual enrollment. Applications may be obtained from their unit commander's office or by logging onto http://www.arguard.org/Education/ta.asp.

**Miss Arkansas Pageant Scholarship** - available to the winner and first and second runners-up in the Miss Arkansas Pageant. The winner's scholarship is $750 per semester for two years. The first and second runners-up to the crown will receive $750 for two semesters. Visit http://www.missarkansas.org/ for more information.

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

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

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

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

**Transfer Student Scholarships** - Most four-year Arkansas institutions offer a transfer scholarship to students who complete an associate degree. At the beginning of your sophomore year, start researching transfer scholarships for each four-year school you are interested in attending to review qualifications and the deadline date to apply. You should also make plans to attend the SEARK Transfer Day for more information. This event is held during the Spring semester by the Registrar's Office.

# Other Scholarships For Seark Students

**Abbott Scholarship** - authorized by the Pine Bluff Area Community Foundation. Students must be enrolled full-time with at least a 2.50 GPA. Preference is given to Pine Bluff residents or nearby communities. Application deadline is March 15. To apply, go to http://arcf.org/Students/BrowseScholarships.aspx.

**Daughters of the American Revolution (DAR) Scholarship** - offered by the Pine Bluff Chapter of the Daughters of the American Revolution, this scholarship is awarded to a female student who has successfully completed at least one semester at SEARK College, has a 2.5 GPA or better, is seeking an Associate of Arts degree, and meets certain other eligibility criteria. One scholarship will be awarded every spring. Applications are available in the Financial Aid Office and accepted January 1 - February 1.

**James & Maude Ryburn Memorial Scholarship** - Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to non-traditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED, a cumulative grade point average of 3.00 or above, and an ACT score of 19 or ACCUPLACER score). Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. Application deadline is April 30 or as funds are available.

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

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

**W.E. & Diane Ayres Scholarship** - Recipients must attend SEARK College as an enrolled full-time or part-time student in the fall semester. Preference will be given to non-traditional students residing in the SEARK College service area that includes Jefferson, Cleveland, Desha, Drew, Grant and Lincoln counties. Recipient must have a high school diploma or GED and a cumulative grade point average of 2.00 or above. Financial need, community leadership and potential to succeed are the primary factors considered, although none shall be the determining factor. Application deadline is April 30.

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

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

# Paging Devices (Beepers)

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

# Parking Permit

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

# Payment Of Tuition And Fees

All Tuition and Fees must be paid in full at the Cashier's Window in the Business Services Building or by setting up a payment plan with Nelnet Business Solutions (accessible through Student Planning). Personal checks are accepted for payment of accounts, **but a charge will be assessed by a check recovery service for returned checks**. Students whose tuition and/or fee checks are returned by the bank are subject to administrative withdrawal. VISA and MasterCard are accepted for payment of tuition.

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

owed by the student to cover the collection agency cost. Unpaid account balances may also be sent to the state utilizing the Debt-Set Off program which deducts amounts due to the College from an individual's tax refund.

Students may not attend classes until they have paid tuition in full or made definite arrangements concerning Financial Aid with the Financial Aid Officer in the Student Affairs Office. This applies to all students, including recipients of Pell, WIA, NAFTA/TAA, scholarships, Rehab, Veterans' benefits, and other types of aid.

A **Tuition Deferred Payment Agreement / Payment Plans are** available to students. Information about the payment plan can be found on the College's website.

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

# Payment Of Tuition, Fees, And Books

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

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

# Payment Period

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

# Personal Leave Of Absence

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

# Phi Theta Kappa

The purpose of Phi Theta Kappa shall be to recognize and encourage scholarship among two-year college students. To achieve this purpose, Phi Theta Kappa shall provide an opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in

continuing academic excellence. Membership is open to SEARK College students who have completed at least 12 semester credit hours and who have earned a cumulative grade point average of 3.5 in a two-year degree program.

# Placement, Program Entrance, And Skills Assessment Testing

The ACCUPLACER NG placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The ACCUPLACER NG, an untimed computerized placement test, is available daily in the Intake Testing Center located in the Student Services Building, Room 142. An on-line orientation and tutorials to prepare for the ACCUPLACER NG test are available through the SEARK College home page.

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

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

# Policies For Satisfactory Progress (Special Conditions)

1. **Developmental Courses** - Enrollment in developmental courses will be considered in the total number of hours for calculating financial aid awards. Developmental coursework is counted when determining maximum time limit. Loan applications will not be certified for students enrolled only in developmental courses unless those individuals have been accepted into an eligible technical certificate or associate degree program.
2. **"I" (Incomplete) Grades** - Incomplete grades will be calculated as failing grades until the course has been satisfactorily completed according to provisions in the College catalog. These classes will also be included in the student's total attempted hours. See the Satisfactory Progress Appeal Procedures for information on extenuating circumstances.
3. **"W" Withdrawals** - Students are responsible for completing all courses for which they are registered. Failure to complete courses is viewed as unsatisfactory progress. The hours associated with withdrawals will be included in the hours attempted but not completed. See the section on **150% Rule-Maximum Time Limit to Receive Federal Aid**.
4. **Repeating Courses** - The last grade recorded in the repeated course is the grade of record and will be used in computing the student's grade-point average. Both courses will count towards the number of hours attempted. Grades of A, B. C and D will be counted in the number of hours completed. A student wishing to improve the grade of a previously passed course (received a letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed as long as Satisfactory Academic Progress criteria are being met.
5. **Transfer Students** - For the purpose of awarding financial aid, transfer students must submit a transcript from every college and university attended before the application of aid may be considered. Credit hours attempted at all institutions that apply to the current course of study will be counted in the hours attempted and toward the maximum hours allowed for financial aid eligibility at Southeast Arkansas College, including developmental coursework.
6. **Satisfactory Academic Progress** is required of all financial aid applicants at Southeast Arkansas College, **including those applicants who have not previously participated in federal aid programs**.

# Printing Process And Procedure

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

# Privacy Rights Of Student

Under the Family Educational Rights and Privacy Act of 1974 as amended (FERPA), students may request to examine the institutional records pertaining to them. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Southeast Arkansas College keeps the following types of records or information on students:

1. Original application for enrollment.
2. Attendance.
3. Grades and progress reports.
4. Counseling notes.

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

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

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

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

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

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

# Procedures For Non-Students/Businesses

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

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

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

# Procedures For Students/Student Organizations

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

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

# Professional Staff

Steven Ballard, Controller - Business Office

B.S. - University of Arkansas at Monticello

Donna Cox, Director - Financial Aid

B.S. - University of Arkansas at Pine Bluff

M.S.E. - University of Arkansas at Little Rock

Kaidra Dockett, Coordinator of Student Recruitment - Recruitment

B.S. - University of Arkansas at Pine Bluff

M.A. Grand Canyon University

JoAnn Dupra, Director - Technology Services

B.P.S. - Arkansas Tech University

A.A.S. - Southeast Arkansas College

Wanda Grimmett, Executive Assistant - President's Office

A.A.S. - Southeast Arkansas College

A.A. - Southeast Arkansas College

Lisa Gober, Coordinator - Career Pathways/TANF

B.A. - Henderson State University

Michelle Heard, Career Coach Pine Bluff High School - Career Coaches Grant

B.S. - University of Arkansas at Pine Bluff

M.B.A. - University of Arkansas at Little Rock

Gail Nelson, Assistant Director - Financial Aid

B.S. - Arkansas State University

Dr. John Proctor, Director of Recruitment

B.S. - University of Arkansas at Pine Bluff

M.S. - University of Arkansas at Pine Bluff

D.Th. - GMOR Theological Institute

Sterling Rancifer, Coordinator, Computer Operations - Information Technology

A.S. - Southeast Arkansas College

A.S. - Collins College

Phylesia Roberts, Director - Institutional Research

B.A. - University of Arkansas at Little Rock

M.S. - University of Arkansas at Little Rock

M.B.A. - University of Arkansas at Little Rock

Sherri Roberts, Registrar and Director of Student Records

A.A.S. - Southeast Arkansas College

B.A.A.S. - Ashford University

M.S. - Arkansas Tech University

Donjinna Stacey, Career Coach White Hall High School - Career Coaches Grant

B.S. - University of Arkansas

Sarah Sutton - Off-Campus Programs & Community Outreach

B.A. - University of Arkansas, Fayetteville

Roberta Thomas, Career Coach Star City High School - Career Coaches Grant

A.A.S. - University of Arkansas at Monticello

B.S. - University of Arkansas at Monticello

Jabe Thrower, Director of Physical Plant - Buildings and Grounds

Carl Whimper, Career Coach Watson Chapel High School - Career Coaches Grant

B.A. - University of Arkansas at Pine Bluff

Gene White, Jr., Director - Distance Learning

A.A.S. - Southeast Arkansas College

B.S. - Arkansas Tech

M.A. - John Brown University

Amber Thrower, Director - Seabrook Wellness Center

A.A.S. - Southeast Arkansas College

T.C. - Southeast Arkansas College

# Program Of Study

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

# Provisional Admissions

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

1. Application for Admission. (available online at www.seark.edu)
2. Submit a copy of Immunization Record if born on or after January 1, 1957, as mandated by Act 141 of 1987. Incoming freshmen and foreign born, two doses of measles, mumps, and rubella vaccine. The Arkansas Department of Health must approve any exemptions based on Medical, religious, or Philosophical reasons.
3. **Submission of shot record must be made prior to enrollment**. Students who do not have proof of a previous vaccination may receive one dose of the required immunization and provide documentation of a scheduled appointment to receive the final dose. The student must provide proof of the subsequent dose prior to the start of the next term.
4. Official copy of high school transcript or GED test scores.
5. ACT, or ACCUPLACER test scores. Test scores must have been taken within 3 years of the date of admission
6. Official college/university transcript (all attended).

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

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

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

# Conditional-prep students are required to:

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

# Enrollment Consequences Conditional-Prep Admitted Students

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

# Minimum Standards

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

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

# Purchasing Books With Financial Aid

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

# Readmission

Students who have not attended Southeast Arkansas College for two or more semesters (exclusive of Summer Semester) must file an Application for Readmission with the Admissions Office prior to the beginning of the semester for which readmission is sought. Students applying for readmission who have attended other colleges and/or universities since their most recent enrollment at SEARK must submit an official transcript from each college or university attended to the Admissions Office before a readmission decision can be made. Readmission applications are available on the College's website (http://www.seark.edu/admissions/apply-now).

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

# Recording Non-Residence Credit

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

# Refund Of Tuition

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

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

Tuition for non-credit courses is not refundable after the first class meeting.

Failure to attend does not constitute official withdrawal. If a student withdraws from college after the outlined withdrawal dates, the student is still responsible for full payment of tuition and fees.

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

# Regaining Financial Aid Eligibility

After losing eligibility for financial aid, it is the student's responsibility to notify the Financial Aid Office when he/she has completed coursework bringing the student back into good standing for SAP.

# Remedial Or Developmental Coursework:

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

# Repayment Of Federal Student Aid Funds

**Official Withdrawals**. When a student officially withdraws from credit courses, there must be a recalculation of the federal student aid received. The amount of federal student aid funds earned is based on the amount of time (days attended) the student spent in academic attendance. The recalculation will determine the amount of aid the student has earned and the amount of unearned institutional charges (tuition, fees, and books) that must be returned to Title IV federal programs.

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

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

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

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

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

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

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

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

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

# Repeating Classes

For students repeating courses, the last grade recorded in the repeated course is the grade of record and will be used in computing the student's grade-point average. Both courses will count towards the number of hours attempted and will be counted in the 150% maximum time calculation. A student wishing to improve the grade of a previously passed course (received a letter grade of D or above) may repeat the course once. A student may repeat a failed course until it is successfully completed (normal SAP policy still applies).

# Repeating Courses

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

# Respiratory Therapy Care Club

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

# Rules & Regulations For Using VA Benefits

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

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

# Safe Walk

Safe Walk is a campus service for anyone who feels unsafe walking alone on campus at night. Safe Walk escorts are provided by SEARK Security officers free of charge and are available to all members of the College community. Simply call SEARK Security at 870-557-4211 and a Security officer will meet and escort you to the desired campus location.

# Sales And Solicitation

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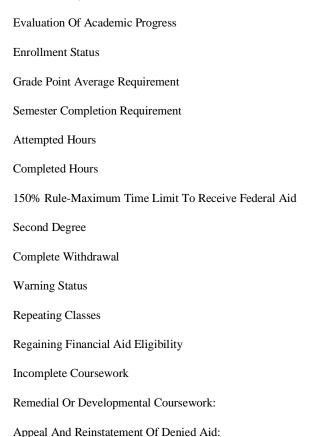
# Satisfactory Academic Progress

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

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

# Satisfactory Academic Progress Requirements

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

SAP means maintaining an overall 2.00-grade point average (GPA) and completing 67% of all the courses that a student enrolls in. A **completed** course is any course that a grade of A, B, C, or D is earned. An **attempted** course is a course that a grade of F, W, or I are earned.

Evaluation Of Academic Progress

Enrollment Status

Grade Point Average Requirement

Semester Completion Requirement

Attempted Hours

Completed Hours

150% Rule-Maximum Time Limit To Receive Federal Aid

Second Degree

Complete Withdrawal

Warning Status

Repeating Classes

Regaining Financial Aid Eligibility

Incomplete Coursework

Remedial Or Developmental Coursework:

Appeal And Reinstatement Of Denied Aid:

Transfer Students

# Satisfactory Progress Appeal Procedures

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

2. For financial aid purposes, an immediate family member is defined as father, mother, legal guardian, brother, sister, son, daughter, spouse, grandparent or grandchild.
3. Students should appeal no later than ten (10) days after the beginning of the semester. No appeals will be accepted after the tenth (10th) class day.
4. Appeals must be in writing and **must** be accompanied by official documentation supporting the claim of extenuating circumstances. Forms are available from the Financial Aid Office and the College's website to assist students with the appeal process. The appeal must state why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation.
5. Students using summer grades and hours earned to appeal for aid reinstatement must submit a written appeal indicating a request that summer grades be checked for appeal processing.
6. Students should allow a minimum of seven working days for the appeal to be processed. Appeals submitted during peak periods may take longer to process.
7. Deadline to submit appeals is August 1 for fall, December 1 for Spring and April 1 for Summer terms.
8. The decision of the appeals committee is final.

# Scholar Awards

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

A Dean's Scholar is a student who has completed at least twelve or more semester hours (applicable to a degree) during one term of enrollment and has earned a grade point average of 3.50 to 3.99 for either the fall or spring semester.

# SEARK College Criminal Justice Association (SCCJA)

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

# Seark College Institutional Scholarships

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

**SEARK Academic All-Star Scholarship** - Students may apply if you meet the minimum criteria: **1**) currently enrolled and expect to be enrolled through spring 2019, **2**) complete a minimum of 24 hours towards an associate degree by June 1, 2018, **3**) cumulative 3.25 GPA, **4**) will graduate with associate degree by summer 2019, **5**) plan to transfer to a four-year university within the state of Arkansas. Two letters of recommendations from college officials (professor, club sponsor, etc.) are required with the application. If chosen, you will receive $500 at SEARK for 2018-2019. This scholarship is recognized by most four-year Arkansas universities and will enable you to receive transfer scholarships of varying amounts. Application deadline is April 30.

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

**SEARK College Foundation Scholarship** - established six scholarships for students attending Southeast Arkansas College. This scholarship will be available each fall and spring semester. The scholarship requires a recommendation

from a SEARK College instructor and a completed application by the student. Students must have at least a cumulative 2.0-grade point average, completed 12 credit hours and enrolled in at least 6 credit hours the subsequent semester. There are six $300 scholarships available [2-Nursing and Allied Health, 2-Technical Studies and 2- General Studies (1-English and 1- Math/Science)] for each academic department at SEARK College. For more information, contact the Office of Academic Affairs in the Welcome Center, room 749. Application deadline is May 30th for the fall term and November 30th for the Spring term.

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

**SEARK College Leadership Scholarship** - intended for a graduating senior from one of the College's six-county service areas who has achieved academically throughout high school and has had outstanding participation and leadership in school activities. Application deadline is April 30.

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

**SEARK College Trustee Scholarship** - available for High School graduates in the College's service area including, Jefferson, Cleveland, Desha, Drew, Grant, and Lincoln counties. Applications may be obtained from the High School Counselor's Office or the Admissions Office at the College. The scholarship may be used a maximum of four consecutive regular semesters, not including summer. The student must maintain a 3.25 GPA and successfully complete 12 credit hours each semester. Application deadline is April 30.

# SEARK College Radiography Student Association

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

# SEARK College Student Ambassadors

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

# Seark College Tuition Waivers

- Tuition waivers are based on the in-state tuition rate per credit hour
- Status on the first day of class determines eligibility for waiver
- Apply early to help with registration expenses

- Waiver is for tuition only and does not apply to non-credit classes, assessment fees, books, or any other fee collected by the College, the student is responsible for these charges.

Applications are available on-line, http://seark.edu/admissions/tuition-waivers

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

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

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

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

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

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

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

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

# SEARK Crafting Guild

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

# SEARKalert System

SEARK College provides the SEARKAlert emergency notification system. SEARKAlert can rapidly provide mass notifications during natural disasters or other emergencies taking place on campus. SEARKAlert uses an opt-out method of registration to provide faculty, staff and enrolled students with voice, text, and email notifications. All students and employees are automatically registered in SEARKAlert at the time of enrollment or employment. Individuals have the opportunity to opt-out of receiving text and/or voice alerts at any time. (Note: Cellular phone providers may charge a per-text message fee for the delivery of emergency notification.) SEARKAlert has been programmed by the SEARK College Information Technology Department to update and purge users every 24 hours.

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

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

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

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

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

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

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the SEARK College homepage and/or social media.

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

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

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

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

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

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

# 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.

# Security

Southeast Arkansas College strives to provide a safe and secure environment for students, faculty, staff, and guests. Campus security and safety are dependent on everyone on campus to protect people and property. Students are encouraged to report a crime, suspicious person, or suspicious activity to the Vice President for Student Affairs Office so that the proper Administrator and the proper Security/Buildings & Grounds personnel can be notified. Employees of the College will be responsible for calling outside assistance if deemed necessary.

Security/Buildings & Grounds personnel are on duty during class hours. Additionally, the College employs a security service to provide security 24 hours a day, seven days a week. The Emergency phone number is 870-850-4911.

# Self Service

Self Service (Student Planning) is a portal to SEARK College's data system. Students, faculty, and staff can look up information and make transactions. Students can view grades, transcript history, register for courses, and make payments among many other functions. Capabilities for faculty members include viewing course rosters, inputting student grades, etc.

# Semester Completion Requirement

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

For example, a student enrolled in 15 hours must pass a minimum of 10 credit hours.

(15 hours times 67% = 10 hours.)

Successful completion is defined as earning a final grade of A, B, C, or D. Grades of I, W, F and AU are not considered as successful completion. However, the courses that correspond to these grades will still be counted in the student's total number of attempted hours.

# Sexual Harassment

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

# Smoke-Free Campus

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

# Social Media Policy

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

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

# Sources Of Financial Aid

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

**Federal**. The federal government is the largest source of aid for Southeast Arkansas College students. The federal aid programs include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study, and the William D. Ford Direct Loan Program, including Federal Subsidized Stafford Loans, Federal Unsubsidized Stafford Loans, and Parent (PLUS) Loans. A great source of information about federal student aid may be found online at https://studentaid.ed.gov.

**State**. The State of Arkansas provides grants and scholarships. State financial aid includes the Governor's Scholars programs, Arkansas Academic Challenge Scholarship, and others. Contact the Arkansas Department of Higher Education for more information at (501) 371-2000. Additional information about these scholarships may also be found at the Arkansas Department of Higher Education's website at http://scholarships.adhe.edu. Applications are available online between October 1 and June 1 each year.

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

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

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

SEARK College Arkansas Scholars Scholarship--available to a limited number of graduating seniors from Dollarway High School, Pine Bluff High School, Watson Chapel High School, or White Hall High School meeting certain eligibility requirements. The scholarship is valued at $1,500 per year.

SEARK College Non-Traditional Student Scholarship- is a merit-based and is for students that are 25 years of age and older, with preference given to those who are not eligible for federal student aid. Information on institutional aid programs is available from the Financial Aid Office. This scholarship is valued at $800 per year.

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

**Public/Private**. Many civic and private organizations award funds based on academic achievement, a talent or skill, financial need, or a major course of study. These funds generally do not have to be repaid.

# Standards Of Conduct For Use Of Seark College Computers

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

1. Dishonestly using SEARK computers or resources in activities such as but not limited to blogging, posting online, or participating in the unauthorized broadcast.
2. The disruption/destruction of computer facilities or equipment,
3. The violation of licenses and copyright agreements, SEARK policy and state/federal laws, and,
4. Visiting pornographic sites.

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

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

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

Disruptive/Destructive computer behavior includes:

1. Entering a pornographic site/display of pornographic material,
2. Damaging/stealing college-owned equipment or software,
3. The creation and/or display of false system messages,
4. Maliciously causing system slow-downs or rendering a system inoperable,
5. Gaining/attempting to gain access to accounts without proper authorization, and,
6. Introducing viruses/worms into a system.

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

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

# State Financial Aid Programs And Scholarships

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

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

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

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

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

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

**ADHE Law Enforcement Officers' Dependents Scholarship (LEO)** - This scholarship is a waiver of tuition, fees, and room/board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansas law enforcement officers, some Highway and Transportation Department employees, and other public employees, who were killed or permanently disabled in the line of duty

**ADHE Military Dependents Scholarship (MDS)** - This scholarship is a waiver of tuition, fees, room and board at any public college, university, or technical institute in Arkansas for dependents and spouses of Arkansans who were killed, were missing in action, were prisoners of war, or who are totally and permanently disabled.

**ADHE State Teacher Education Program (STEP)** - This scholarship provides assistance for eligible teachers with repayment of outstanding federal student loans. The program is available to Arkansas educators who graduated after April 1, 2004, have unpaid federal student loan balances, and teach in a geographic and/or subject shortage area or are minorities. Assistance may be granted for up to three years.

**ADHE Teacher Opportunity Program (TOP)** - This award offers tuition reimbursement grants to Arkansas teachers and administrators. Teachers and administrators may apply for reimbursement of out-of-pocket expenses paid for up to six (6) college credit hours completed for each academic year, not to exceed $3,000.

# Statement Of Compliance

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

# Statement Of Non-Discrimination

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

# STEM Club

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

# Student Assemblies

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

# Student Code Of Conduct

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

1. **Student Rights**
   1. Students have the right to be heard in matters that affect their rights and responsibilities.
   2. Students have the right to examine and discuss issues of importance, and legally support popular/unpopular causes in an orderly manner. However, students do not have the right to disrupt college operations or interfere with the rights of others. To obtain a permit for holding a peaceful demonstration, a student (or group of students) must first complete a *Student Activity Request Form* and submit it to the Student Affairs Office least 72 hours prior to the event. The location must be approved by the Vice President for Student Affairs Office.
   3. Individual students and student clubs/organizations can publish and distribute items to the college community, provided that the materials are identified with the name of the student/student club/organization. All publications/broadcasts should adhere to the canons of responsible journalism, including avoidance of defamation, indecency/obscenity, undocumented allegations, plagiarism, and harassment. All publications must be approved by the Student Affairs Office prior to distribution.
   4. Students have the right to form and participate in student clubs/organizations that provide educational and social enrichment. Student clubs/organizations duly registered with Student Affairs are allowed to meet in rooms and spaces located on the college campus provided that reservations are made prior to each meeting, and the meeting proceeds in accordance with established rules and regulations. Students/student groups may not make room/space reservations at SEARK in their names for use by outside groups/organizations.
   5. Student clubs/organizations registered with the Student Affairs Office have the right to invite a speaker to their meeting at the college. If there is clear evidence that the event could disrupt the orderly operation of the college, the Vice President for Student Affairs has the right to cancel a

speaker's invitation. The sponsoring organization will be notified of the cancellation at the earliest possible time.

6. Student academic records are confidential and subject to existing law. Official records kept at SEARK do not indicate political affiliations, activities, or beliefs and are not available to unauthorized persons within or outside the institution without the express written, legal consent of the student involved.

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

2. **Student Regulations and Rules of Conduct**
It is the basic and fundamental responsibility of the college to maintain order using the defined policies and procedures. The filing of a SEARK Application for Admission is regarded as an applicant's intention to abide by the standards and regulations set forth by SEARK. A student forfeits the right to remain enrolled if he/she fails to abide by these rules. The following lists the regulations and responsibilities of students, individually and collectively. Additional rules or regulations can be enacted during the year as set forth by the established procedures of the college.
    1. Firearms, explosives, fireworks, or weapons of any kind are strictly prohibited on or near the college campus or at college-sponsored events except when previously authorized.
    2. The manufacture, distribution, sale, possession, or use of alcoholic beverages, marijuana, controlled substances, or dangerous drugs on or near campus and at institutionally approved events on-campus/off-campus is strictly prohibited.
    3. No person is allowed to physically abuse, verbally abuse, threaten, or intimidate any member of the faculty, staff, student body, or a visitor to the college. Including psychological abuse, social and sexual harassment or coercion.
    4. Taking, damaging, or maliciously/willfully destroying property owned by the college, a visitor to the College or a member of the college community is strictly prohibited.
    People are not allowed to assemble on campus for the purpose of rioting or instigating disorderly, disruptive conduct that interferes with the educational processes of the college. SEARK recognizes the right to peacefully assemble.
    5. Gambling on campus is prohibited.
    6. No person shall interfere with, fail to cooperate with, or not identify himself/herself to a properly identified administrator, staff member, or security personnel while the employee is performing his/her duties.
    7. Unauthorized entry into or damage to any college facility is prohibited.
    8. Falsification, alteration, fabrication, or misuse of college forms, documents (written and electronic), records, identification cards, or documents that are submitted to the college for official purposes is prohibited.
    9. Clubs/organizations that are not properly registered with the Student Affairs Office are prohibited from meeting or conducting business anywhere on campus.

10. Publications that do not bear the name of the originator or do not adhere to SEARK publication standards cannot be distributed on the SEARK campus.
11. Students who defraud, deceive, coerce, or mislead an instructor into assigning other than an honest grade will be duly reprimanded and/or disciplined.
12. Hazing is not allowed. Hazing violations are abusive rites used to initiate students that are to be inducted into a club/organization.
13. The unauthorized use of college property/services is strictly prohibited, including creating a fire
14. Disruptive behavior that interferes with learning on campus is not permitted.
15. The viewing or public display of pornography on campus or campus events is not permitted.
16. Acts of dishonesty, including but not limited to: cheating, plagiarism or other forms of academic dishonesty; furnishing false information to any college official or office, forgery, alteration and misuse of any college document, record or instrument of identification.
17. Making threats and/or threatening behavior. Including behavior threating to property, others or to yourself

# Student Commons

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

# Student Dress

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

# Student E-Mail

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

# Student Government Association

The SEARK College Student Government Association (SGA) works throughout the academic year to:

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

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

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

1. Shall maintain a per semester grade point average of 2.5 on a 4.0 scale.

2. Shall be in good standing academically and socially.
3. Shall execute all duties of any position held within the SGA.
4. Shall not accumulate excessive, unexcused absences from required meetings or functions as defined by the advisor.

**Terms**: Members shall be elected for one-year terms commencing no later than September 15 of each year.

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

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

**Operating Guidelines**: The General Guidelines for Council and Committee Operation will apply to the SGA.

**Advisor**: Counselor

**Resource Person**: Vice President for Student Affairs.

# Student Grievance and Appeals Policy

Except for matters of alleged discrimination or sexual harassment, non-academic grievances should be referred to the Student Advising and Retention Office located in the Student Services Building, Room 160. When appropriate grievances will be directed to the appeals committee. The decision of the appeals committee is final. The Student Advising and Retention Office will notify the EO/AA Officer in writing of any grievance involving alleged discrimination or sexual harassment. The EO/AA Officer will investigate such claims consistent with Title IX policy.

# Student Identification (ID) Cards

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

# Student Organizations

Student Government Association

ALPNA Student Division

Arkansas Student Nurses Association (ASNA)

Association Of Surgical Technologists

Gaming Club Of Seark College

Phi Theta Kappa

Respiratory Therapy Care Club

SEARK College Radiography Student Association

SEARK College Student Ambassadors

SEARK Crafting Guild

SEARK College Criminal Justice Association (SCCJA)

STEM Club

# Student Parking

Refer to the map in this catalog for designated student parking on the North, South, and West areas on the campus. Handicapped parking spaces are available in front of each building on the College's campus. All vehicles should be locked. Current parking permits are required. **The campus speed limit is 15 mph**.

# Student Policies

Statement Of Non-Discrimination

Missing Person Policy

Student Code Of Conduct

Bicycles, Hoverboards, Motorcycles, In-Line Skates And Skateboards

Unmanned Aircraft Systems (UAS) Policy

Additional Rules Of Conduct

Disciplinary Sanctions

Cheating And Plagiarism

Standards Of Conduct For Use Of Seark College Computers

Internet

Wireless Network Access Policy And Appropriate Use

Social Media Policy

Display Of Non-College Publications

Sales And Solicitation

Procedures For Students/Student Organizations

Procedures For Non-Students/Businesses

Free Expression Policy

Student Assemblies

Visitors On Campus

Illegal Drugs And Alcohol

# Student Responsibilities For Financial Aid

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

1. Provide false data or falsify information
2. Fail to provide complete information/data
3. Enroll in fewer than the minimum hours required for your type of aid
4. Fail to report a change in financial resources
5. Fail to fulfill the satisfactory academic progress requirement
6. Use financial aid funds for expenses that are not related to education
7. Are terminated from a work-study position
8. Withdraw from the College

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

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

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

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

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

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

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

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

**Withdrawal from the College**. You must complete an official withdrawal form if you withdraw from the College. This form must contain your signature, the Financial Aid Advisor's signature, and be turned into the Registrar's Office to be valid. Official withdrawal forms are available in the Registrar's Office. Failure to officially withdraw from a course or the College will cause a failing grade of "F" to appear on your transcript for the course.

# Student Rights For Financial Aid

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

Appeal Procedure. If you have questions about your financial aid or feel you have not been given adequate consideration, please come to the Financial Aid Office and discuss this with the Financial Aid Advisor. Appeals concerning Satisfactory Academic Progress must be submitted within ten (10) days of the beginning of each semester. The appeal will be presented to the Financial Aid Appeals Committee that will evaluate the request based on the student's written statement and supporting documentation. The Financial Aid Appeals Committee's decision is final.

# Student Services

Placement, Program Entrance, And Skills Assessment Testing

Change Of Address Or Name

Advisement And Retention Center

Veterans' Services

Disabled Student Services And Facilities

Substance Abuse Program

Student Organizations

# Student Status -- Dependent Or Independent?

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

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

- You were born before January 1, 1995. (You are at least 24 years old.)
- You are married.
- You are working on a master's or doctorate program (already have a bachelor's degree).
- You are currently serving on active duty in the U.S. Armed Forces for purposes other than training.
- You are a veteran of the U.S. Armed Forces or will be by June 30, 2019. A veteran is one who has engaged in active duty for purposes other than training or was a cadet or midshipman at one of the service academies and released under a condition other than dishonorable.
- You have legal dependents other than a spouse. Legal dependents are those who live with you, get more than half their support from you, and will continue to do so during the academic year. Also, your children who do not live with you can be legal dependents if you provide more than half their support. **NOTE**: If you know you will have a legal dependent (other than a spouse) during the academic year but not until after you apply for aid, you may include that person as a dependent. For example, if you or your spouse are pregnant and the child will be born by June 30, 2019, you may count that unborn child as your dependent.
- At any time since age 13, both of your parents were deceased, you were in foster care or you were a dependent or ward of the court.
- You are/were an emancipated minor as determined by a court in your state of legal residence.
- You are/were in legal guardianship as determined by a court in your state of legal residence.
- At any time on or after July 1, 2017, your high school or school district homeless liaison determined that you were an unaccompanied youth who was homeless.
- At any time on or after July 1, 2017, the director of an emergency shelter or transitional housing program funded by the U.S. Department of Housing and Urban Development determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.
- At any time on or after July 1, 2017, the director of a runaway or homeless youth basic center or transitional living program determined that you were an unaccompanied youth who was homeless or were self-supporting and at risk of being homeless.

If you do not fit any of the above categories, you are classified as a dependent student. If you classify yourself as an independent student, Southeast Arkansas College is authorized to ask for proof of independent status before awarding your federal financial aid.

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

# Student Support Services

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

# Student/Faculty Disputes

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

# Substance Abuse Program

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

# Substance And Drug Abuse Prevention Policy

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

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

1. An information center has been set up in the Student Advising and Retention Center in Room 160 of the Student Services building.
2. The Student Advising and Retention Center Office may be contacted for information, counseling or referral concerning substance abuse.
3. The Student Advising and Retention Center sponsors events that promote healthy, drug-free lifestyles.
4. Instructors will incorporate drug and alcohol prevention materials into their classes when appropriate.

# Summer Aid

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

Students enrolled at least half-time during summer (6 credit hours) may be eligible for Pell Grant even if he or she has been enrolled full-time during the preceeding fall and spring terms. See the Financial Aid Office for details.

# Supplemental Information

- Students may not repeat any classes previously passed.

Students will be paid for only those specific courses required in their declared major and any prerequisites.

# Support Staff

Connie Anderson, Administrative Specialist II - Admissions

Amanda Bailey, Financial Aid Specialist - Financial Aid

A.A. - Southeast Arkansas College

Mary Baker, Shipping and Receiving Clerk - Buildings and Grounds

LaShauna Battles, Payroll Technician - Business Office

Lisa Cater, Database Administrator - Institutional Research

A.A.S. - Southeast Arkansas College

Nerva Copeland, Career Counselor - Retention and Advisement

B.S. - University of Arkansas at Pine Bluff M.Ed. - University of Arkansas at Little Rock

Joe McDaniel, Institutional Services Assistant - Buildings and Grounds

Andrea Davis, Human Resources Specialist - Business Office

B.A. - University of Arkansas at Pine Bluff

Sam Domineck, Financial Aid Specialist - Financial Aid

A.A.S. - Southeast Arkansas College

Brian Donald, Webmaster, Media and Lab Specialist - College Information

A.A.S. - Southeast Arkansas College

Elisha Downing, Fiscal Affairs Specialist - Accounts Payable - Business Office

Tony Duncan, Network Support Analyst - Information Technology

A.A.S. - ITT Technical Institute

Jennifer Ford, Cashier - Business Office

Joyce Fonville, Administrative Specialist I - Admissions

A.A.S. - Southeast Arkansas College

Amanda Ginger, Student Success Coordinator - Student Affairs

B.S. - Arkansas State University

M.B.A. - Arkansas State University

Kiara Gray, Counselor - Retention and Advisement

A.A. - Southern Arkansas University Tech

B.S. - University of Arkansas at Pine Bluff

Christen Green, Intake Coordinator - Career Pathways

B.A. - Mississippi Valley State University

M.A.- Arkansas Tech University

Derick Humphrey, Institutional Services Supervisor - Buildings and Grounds

Angela Parrish, Fiscal Support Analyst - Business Office

B.A. - University of Arkansas at Monticello

B.S. - University of Arkansas at Monticello

Jason Phillips, Maintenance Supervisor - Buildings and Grounds

Stephanie Price, Institutional Services Assistant - Buildings and Grounds

Christina Ritchey, Cashier - Business Office

Gene Sellers, Maintenance Assistant - Buildings and Grounds

LaWanda Smith, Fiscal Support Analyst - Business Office

B.S. - Arkansas Tech University

Tikeecha Spikes, Library Technician - Library

A.A.S. - Southeast Arkansas College

Hannah Stanford, Administrative Specialist I - admissions

A.A. - Southeast Arkansas College

B.A. - University of Arkansas at Pine Bluff

Jamie Thomas, Library Support Assistant - Library

A.A.S.- Southeast Arkansas College

A.G.S. - Southeast Arkansas College

Mae Washington, Administrative Specialist II - Institutional Advancement Community Relations

Aleah White, Institutional Services Assistant - Buildings and Grounds

Angelia Williams, Fiscal Support Supervisor - Business Office

A.A.S. - Southeast Arkansas College

B.S. - University of Arkansas at Pine Bluff

Robert Young, Maintenance Assistant - Buildings and Grounds

# Technical Certificate

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

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

# Technology Use Policy

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

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

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

All computer and/or network use must conform to federal copyright law (U. S. Code Title 17) and all software license agreements. Computer programs and application software may not be installed, removed, disabled, or altered on SEARK College equipment without authorization from an appropriate official (computer lab supervisor, department

head, college dean, vice president, or president) *and* the Computing Services Department. Programs may not be copied for unauthorized use on other computers.

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

Violation of these guidelines may result in penalties including, but not limited to, dismissal, suspension, and/or revocation of access to network services. See Standards Of Conduct For Use Of Seark College Computers.

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

Arkansas Freedom Of Information Act

Educational Records

Copyright Policy

# Telephone Calls And Messages

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

# Textbook And Bookstore Refunds

**Textbook refunds have the following requirements**: (1) price tags are to remain on the books, (2) new books must be returned in the same condition as purchased, and (3) new books in shrink wrap must be returned in the same condition and the shrink wrap must be unopened. No refunds on activated e-Books. Students have one week (5 days) from the first day of class of each semester to receive a full refund and 30 days to receive a partial refund. Proof of schedule change from the Registrar's Office will be required for any refunds. A receipt is required.

**General reading books and small electronics**: A full refund will be given in the original form of payment if merchandise is returned within 14 days of purchase with original receipt. Items must be in the same condition as purchased and with original receipt.

**Food Refunds**: All food items are non-refundable.

**Purchases against financial aid or credit cards, etc.**: Refunds for all items purchased are credited back to the original source of payment and must accompany a receipt. Items must be in the same condition as purchased. No refunds for gift cards.

# Timely Warning

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

Timely warnings alert the campus community regarding any Clery Act crime committed on the Clery geography that has been reported to SEARK Security, CSAs or local police agencies and is considered to represent a serious or

continuing threat to students and employees. Anyone with information warranting a timely warning should report the circumstances to SEARK Security, 870-557-4211 or 870-850-4899 or 4911

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

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

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

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

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

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

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

# Tornado Alert

The Campus Alert System (e2Campus), College telephone system, and Buildings and Grounds personnel will be used to alert students and staff of tornado warnings. Procedures to follow include:

At the direction of your instructor, go to an inside room or hall in a glass-free area. Movement to a safe area should be in a quick, orderly manner. Evacuation routes are posted in each building for Tornado Alerts, Bomb Threats, and Fire Emergencies. SEARK College is included in the Jefferson County Emergency Alert System. Refer to Emergency Response Plan.

# Traditional Student Admission Process

# Admissions Procedures for Degree/Certificate Students

1. **Admissions Office** - The Official College Application for Admission is found on the College website. Submit a copy of Immunization Record if born on or after January 1, 1957, as mandated by ACT 141 of 1987 showing proof of immunity by having two doses of measles vaccine, one dose of rubella, and one dose of mumps vaccine to the College. The Arkansas Department of Health must approve any exemptions based on Medical, Religious, or Philosophical reasons. Submit a copy of Official High School Transcript(s) (with seal) or GED scores to Admissions. If you have attended another college(s), please submit an official copy of your College Transcript(s) (with seal) to Admissions. Provide driver's license or state-issued photo I.D. card.
2. **Visit the Registrar's Office**-Take required system photo. Students must provide a current photo ID such as a driver's license. The Registrar's Office is located in the Student Services Building, Room 145.
3. **Testing** - The ACCUPLACER placement test measures a student's current skill level in reading, writing, and math. It is required for admission to Southeast Arkansas College if the student does not have individual ACT scores in reading, writing, and math that place the student in college level classes. The ACCUPLACER placement test is available Monday - Friday from 8:00 am - 3:00 pm in the Intake Testing Center located in Student Services Building, Room 142. On-line orientation and tutorials to prepare for the ACCUPLACER test are available through the Tutoring and Testing link on the SEARK College home page.
4. **Pay the ACCUPLACER test fee** of $15.00 at cashier's window. Take receipt to the Testing Center for testing. Testing is NOT required if you hold an associate or bachelor's degree from a regionally accredited institution. In addition, mathematics testing is not required if the student has credit for College Algebra or equivalent; English testing is not required if the student has credit for English Composition I or equivalent.
5. **Advisement and Retention Center**- Prior to registering for classes, each student must see an advisor located in Room 160 in the Student Services Building. Students will be advised and registered for classes via WebAdvisor. If you are paying for the classes yourself, without financial aid, staff will assist in setting up a payment plan. Student email accounts will be activated at this time. Students receiving WIA/TAA/REHAB/VA will be assisted in this office.
6. **Return to Registrar's Office**- After registering for classes, pick up your Student ID and Parking Permit from the Registrar's Office. Student IDs must be worn while on campus. There is no charge for the first student ID or parking permit, but there is a $5.00 charge for each replacement or additional permits. Tickets will be issued if parking on campus without displaying the parking permit.
7. **Verify Financial Aid**- Students who are receiving any type of financial assistance (or who have applied for financial aid) need to go to the Financial Aid Office for verification. Financial Aid is located in Room 152, in the Student Services Building. Students not receiving financial aid should create a payment plan via WebAdvisor or pay in full at the Cashier. Adhere to payment deadlines to avoid being dropped from your classes.
8. **Bookstore** - Visit the Barnes and Noble Bookstore located in College Hall Commons to purchase your books and supplies. It is recommended you have your registration class schedule with you when making your purchase. Bookstore personnel will use your schedule to ensure the correct books are purchased.
9. **Attend Orientation** - Information about new student orientation can be found in the Recruitment Office.
10. Attend all classes.

You are considered admitted to Southeast Arkansas College when the above documents have been received in the Office of Student Affairs and financial obligations have been met. The student will receive an acceptance letter. Nursing and Allied Health students will not be officially accepted for a seat in a specific program until program prerequisites have been met and the program application procedures are completed. See individual program descriptions for specific requirements. Students who are accepted for a specific program will be notified by the NAH Division. **Failure to pass drug tests, background checks or providing false information on documents can result in your suspension or expulsion from an academic program, non-credit program or the College.**

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# Transcripts

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

1. Transcripts are issued only at the written request of the student or appropriate institutions and officials. Requests for a transcript by mail should include the name under which the student was enrolled, College I.D.

number or Social Security number, dates of attendance at Southeast Arkansas College, and name and address of the business or institution to which the transcript is to be sent. **Telephone requests for transcripts are not accepted**. A Release of Information Form may be requested or the student may write a letter containing the above information. There is not a fee for transcripts; however, the number requested must be reasonable and necessary. The College reserves the right to charge for transcripts in cases where the number requested is excessive.

2. Official transcripts of the student's complete permanent record are issued with the Embossed Official College Seal of Southeast Arkansas College.
3. Transcripts (and other documents) which have been presented for admission or evaluation of credit become the property of Southeast Arkansas College as a part of the student's permanent record and are not reissued. Transcripts from other institutions, if needed, must be obtained directly from the original issuing institution.
4. Requests for official transcripts are normally filled within two working days. The College does not guarantee "over the counter same day service". Transcripts given to students will be stamped "Issued to Student" are not considered official transcripts.

# Facsimile (Fax) Transmissions

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

**Requests submitted to the Registrar's Office to have an academic record sent via a facsimile machine cannot be honored.**

# Transfer Students

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

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

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

# Transfer Students

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

# Transfer Students Applying For Financial Aid

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

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

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

# Transient (Temporary) Student

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

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

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

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

# Tuition And Fees

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

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

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

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

# Tutoring Services

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

# Unmanned Aircraft Systems (UAS) Policy

SEARK College values the safety, security, and privacy of our community. The personal use of any unmanned aerial vehicle (i.e, drones) is prohibited on campus unless approved by the Vice President for Student Affairs (or his/her designee); commercial use by the Vice President for Academic Affairs (or his/her designee) for marketing and communication projects. Approval must be obtained two (2) weeks prior to the event in order to implement security measures. Any individual found in violation may be fined pursuant to Arkansas law, in addition to other sanctions deemed appropriate by proper authorities. Any operator of a UAS must also follow all applicable state and federal laws pertaining to such operation. Detailed information regarding federal regulations on the use of UAS is available on the Federal Aviation Administration website at www.faa.gov/uas/. Further, any operator of an unauthorized UAS will be held responsible for any injuries or damage caused by the UAS. Students accused of violating the Student Code of Conduct are guaranteed due process through a prescribed set of administrative procedures. Violations of the code are adjudicated in an informal meeting, or an appeal hearing conducted by an academic Dean or the Student Advocate Appeals Office. The college, through the Counseling Offices, may require a student to obtain a release to return to campus and classes from a mental health professional or a medical health professional.

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

This may include a directive from SEARK's Counseling Offices to obtain a return to campus and class release from a mental health professional

# Verification Of Financial Information For FAFSA

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

If your application is selected for verification, you must provide the official document(s) used to complete the FAFSA to the Southeast Arkansas College Financial Aid Office. Acceptable documents include Tax Return Transcripts faxed or mailed directly from the IRS, and other official documentation as designated by the US Department of Education.

You may be asked to verify such information as follows:

- Adjusted Gross Income (AGI)
- U.S. income tax paid
- Untaxed portions of IRA distributions
- Untaxed portions of pensions

- IRA deductions and payments
- Tax-exempt interest income
- Education tax credits
- Income earned from work (nontax filers)
- Number of household members
- Number in college half-time, excluding parents
- High school completion status
- Identity and Statement of Educational Purpose

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

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

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

It is the College's policy to complete verification and submit all corrections to the FAFSA processor before awarding or disbursing any federal student aid funds.

# Veterans' Services

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

Veterans using veterans' benefits should be aware of VA regulations governing academic standards and attendance. No payment of educational benefits will be made for auditing a course or for a course which is not used in completing graduation requirements. Students must complete the "request to be Certified" form and provide a copy of their schedule each semester to the SCO / VA Counselor. New Students must provide a Certificate of Eligibility from the VA in order to be certified through VA-ONCE.

Rules & Regulations For Using VA Benefits

Program Of Study

Academic Progress

Grades

After Drop Period

Supplemental Information

# Video Surveillance

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

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

# Visitors On Campus

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

# Warning Status

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

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

# Wireless Access Policy

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

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

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

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

In order to provide wireless access to authorized users, Information Technology (IT) must install "access points" in and around the campus. These access points are generally small, antenna-equipped boxes that connect directly to the local area network (LAN), converting the LAN's digital signals into radio signals.

The radio signals are sent to the network interface card (NIC) of the mobile device (e.g. PDA, laptop, etc.), which then converts the radio signal back to a digital format the mobile device can use.

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

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

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

**Policy and Appropriate Use**

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

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

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

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

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

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

Use of the wireless network is subject to the same guidelines as the Southeast Arkansas College Computer Use Policy

Any questions relating to this policy should be directed to epolicy@seark.edu.

**Policy Non-Compliance**

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

# Wireless Network Access Policy And Appropriate Use

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

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

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

# Withdrawal Process

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

Withdrawal from a class:

1. Faculty Advisor or Instructor
2. Financial Aid Officer
3. Veterans must visit the Veteran's Counselor located in the Advisement and Retention Center
4. Registrar

Complete Withdrawal from College, students must visit the:

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

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