



SOUTHERN ARKANSAS UNIVERSITY TECH
2011 • 2012
catalog



2011-2012 College Catalog



Southern Arkansas University Tech

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COLLEGE CALENDAR

FALL – 2011

August 17	Faculty Report
August 18	Staff Development
August 19	Fall Online Faculty Work Session
August 22	Aviation & Nursing Classes Begin
August 22–23	Fall Late Registration for All Classes
August 24	Fall Classes Begin
August 24–26	Fall Late Registration with Penalty for All Classes
August 29–30	Fall Late Registration with Penalty for Internet and Evening Classes
August 30	Last Day to Drop with 100% Refund
September 5	Labor Day Holiday (Campus Closed)
September 6	Last Day to Drop with 90% Refund
September 7	Student Appreciation Day
September 13	Last Day to Drop with 50% Refund
September 15	Constitution Day
September 20	Last Day to Drop with 25% Refund
October 5–6	EXPO
October 12	Last Day to Complete "I" Grades
October 12	Mid-Term Grades Due to Registrar
November 22–25	(begins November 22 at 5:00 pm) Thanksgiving Holiday (No Classes)
November 24–25	Thanksgiving Holiday (Campus Closed)
November 30	Last Day to Drop with a Grade of "W"
December 6–8 and December 12–13	Fall Final Exams
December 8 and December 12–13	Book Buyback for Students
December 14	Final Grades Due to Registrar
December 15	Texarkana Aviation Graduation
December 15	Fall Semester Ends
December 23, 2011 – January 2, 2012	Christmas and New Year Holiday (Campus Closed)

SPRING – 2012

January 3	Nursing Classes Begin
January 4	Faculty Report
January 6	Spring Online Faculty Work Session
January 9–10	Spring Late Registration for All Classes
January 11	Spring Classes Begin
January 11–13	Spring Late Registration with Penalty for All Classes
January 16–17	Spring Late Registration with Penalty for Internet and Evening Classes
January 16	Martin Luther King Holiday (No Classes)
January 17	Last Day to Drop with 100% Refund
January 24	Last Day to Drop with 90% Refund
January 31	Last Day to Drop with 50% Refund
February 7	Last Day to Drop with 25% Refund
March 7	Last Day to Complete "I" Grades
March 7	Mid-Term Grades Due to Registrar
March 19–23	Spring Break
April 3	Spring Fling
April 10	College Day
April 18	Last Day to Drop with a Grade of "W"
April 24–26 and May 1	Spring Final Exams
April 30 and May 1–3	Book Buyback for Students
May 2	Final Grades Due to Registrar
May 3	Graduation/Honors Convocation
May 3	Spring Semester Ends
May 4	Employee Appreciation Day

SUMMER I & EXTENDED SUMMER I – 2012

May 28	Memorial Day Holiday (Campus Closed)
May 29	Summer I and Extended Summer I Late Registration
May 30	Summer I and Extended Summer I Classes Begin
May 30	Summer I and Extended Summer I Late Registration with Penalty
May 30	Summer I and Extended Summer I Last Day to Drop with 100% Refund
June 6	Summer I and Extended Summer I Last Day to Drop with 90% Refund
June 13	Summer I and Extended Summer I Last Day to Drop with 50% Refund
June 20	Summer I and Extended Summer I Last Day to Drop with 25% Refund
June 21	Summer I Last Day to Drop with a Grade of "W"
June 28	Summer I Final Grades Due to Registrar
June 28	Summer I Ends

SUMMER II – 2012

July 2	Summer II Registration
July 3	Summer II Classes Begin
July 3	Summer II Late Registration with Penalty
July 3	Summer II Last Day to Drop with 100% Refund
July 4	Independence Day Holiday (Campus Closed)
July 10	Summer II Last Day to Drop with 90% Refund
July 17	Summer II Last Day to Drop with 50% Refund
July 24	Summer II Last Day to Drop with 25% Refund
July 26	Extended Summer I and Summer II Last Day to Drop with a Grade of "W"
July 27	Nursing Graduation
July 31 and August 1	Book Buyback for Students
August 2	Extended Summer I and Summer II Final Grades Due to Registrar
August 2	Extended Summer I and Summer II Ends

GENERAL INFORMATION

HISTORY

Southern Arkansas University (SAU Tech) was created on April 5, 1967, as Southwest Technical Institute by Act 534 of the General Assembly of Arkansas. The purpose of the institute was to provide a technically trained workforce for the growing Highland Industrial Park where it was located. Seventy (70) acres of land and six (6) buildings were donated by the Brown Foundation of Houston, Texas, which had purchased the Schumacher Naval Ammunition Depot for use as Highland Industrial Park. Financing for renovation and equipping the facility was made possible by a grant from the United States Economic Development Administration. The State Board of Education operated the school until 1975 when, by an Act of the Arkansas Legislature, Southwest Technical Institute became Southern Arkansas University Tech, under the governance of the Board of Trustees of Southern Arkansas University. With this change, SAU Tech came under the jurisdiction of the Arkansas Department of Higher Education to grant the Associate of Arts (A.A.) and Associate of Science (A.S.) degrees as well as the Associate of Applied Science (A.A.S.) degree.

Today, SAU Tech is a two-year comprehensive college specializing in technical training and offers the first two (2) years of a university transfer program. In addition to offering traditional classroom courses, SAU Tech offers a number of Internet courses. SAU Tech has a large enrollment in its high school dual credit program. SAU Tech also operates the Arkansas Environmental Training Academy, the Arkansas Fire Training Academy, the Adult Education Center of Ouachita & Calhoun Counties, the SAU Tech Career Academy, and the Magnolia/Columbia County Adult Education Center.

VISION STATEMENT

Leading Arkansas in Economic and Educational Transformation.

MISSION STATEMENT

SAU Tech is a two-year college emphasizing technical education. The College is committed to providing quality educational programs delivered through various technologies and methodologies to meet the needs of its constituencies. The College accomplishes its mission through technical career programs, transfer curricula, continuing education, workforce education, transitional education, and administrative, student, and community services.

INSTITUTIONAL GOALS

Goal #1: Student Success – To provide every student the opportunity to acquire the knowledge and abilities to lead a fulfilled life as a learner, a citizen, and a member of the workforce.

Goal #2: Access to Higher Education – To provide access to affordable comprehensive, community, and technical college education.

Goal #3: Quality Programs – To deliver relevant, high-quality instruction, programs, and services that meet the changing needs of students and society.

Goal #4: Accountability and Institutional Effectiveness – To make effectiveness, transparency, and accountability the hallmarks of all the College's activities.

Goal #5: Resource Development (Human/Financial/Physical) – To seek financial, physical, and human resources to support the development and ongoing improvement of the College's programs and services.

Goal #6: Partnerships, Collaborative Efforts, and Workforce and Economic Development – To develop partnerships to provide continuing education, community services, and workforce training to address the economic development needs of the College's constituencies.

INSTITUTIONAL VALUES

1. Every employee and his/her contribution to SAU Tech.
2. Each person served or seeking service.
3. Personal and professional honesty and integrity.
4. The trust and confidence placed in SAU Tech by its constituencies.
5. A caring learning environment that promotes access, scholarship, innovation, and the success of all students.

6. A climate that reflects a deep appreciation and acceptance of diversity.
7. Accountability on all levels that is reflected in wise stewardship of public resources.
8. Collaborative and cooperative partnerships that improve the quality of life for those served.
9. Innovation and the ability to meet the changing needs of its constituencies.
10. The history of SAU Tech and its contributions.

ACCREDITATION

SAU Tech is accredited by The Higher Learning Commission and a member of the North Central Association:

The Higher Learning Commission
 North Central Association of Colleges and Schools
 230 South LaSalle Street Suite 7-500
 Chicago, Illinois 60604-1411
 Telephone: 1.312.263.0456
 Web Address: www.ncahlc.org

Other programs and their respective approvals and accreditations are as follows:

Practical Nursing Program:	Arkansas State Board of Nursing
Nursing Assistant Program:	Office of Long-Term Care
Aviation Program:	Federal Aviation Administration
Firefighter Standards:	International Fire Service Accreditation Congress National Board of Fire Service Professional Qualifications

The Arkansas State Approving Agency for Veterans Training has approved some programs at SAU Tech as training for individuals eligible for educational benefits under the GI Bill.

MEDIA DISCLAIMER

SAU Tech reserves the right to use photographs, videos and electronic images of students and visitors, age 18 and older, taken on college property and at college-sponsored events, for marketing and promotional purposes unless otherwise notified by the individual.

NOTICE OF NON-DISCRIMINATION

SAU Tech has an open-door admission policy designed to provide access to educational opportunities to all who are interested in and can benefit from pursuing higher education. Prospective students may be required to upgrade educational preparation before entering certain courses or programs. SAU Tech does not discriminate on the basis of race, color, nationality, gender, religion, or age in the delivery of services. It is SAU Tech's policy to provide equal access to services and facilities for persons with disabilities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Vice Chancellor for Finance & Administration
 Post Office Box 3499
 Camden, Arkansas 71711-1599
 Telephone: 1.870.574.4509

POLICY DISCLAIMER

The provisions of this catalog should be considered to be for informational purposes only and not an irrevocable contract between SAU Tech and the student. It is the student's responsibility to become familiar with all SAU Tech policies, procedures, and regulations contained in this catalog. SAU Tech reserves the right to change policies, procedures, and regulations anytime without prior notice.

TOBACCO-FREE CAMPUS

In compliance with the Arkansas Clean Indoor Air Act of 2006, The Clean Air on Campus Act of 2009 and college policy, SAU Tech is a tobacco-free campus. The use of tobacco products is prohibited in all on-campus and off-campus buildings owned, leased or controlled by SAU Tech; on all grounds owned, leased or controlled by SAU Tech; and all vehicles owned, leased or controlled by SAU Tech.

Act 734 of 2009, The Arkansas Clean Air Act of 2009, mandates that all state supported colleges and universities along with all properties controlled by those institutions must be smoke free by August 1, 2010. Beginning August 1st, any person found guilty of violating the provisions of Act 734 shall be punished by a fine of not less than \$100 and not more than \$500.

ADMISSIONS & REGISTRATION

ADMISSION PROCEDURES

NON-DEGREE SEEKING STUDENT

A student who does not plan to enroll in a degree or certificate program is permitted to enroll as a non-degree seeking student in selected courses. When enrolled in 12 or more semester hours in math, English or other selected courses, the student will be required to present test scores for placement purposes. If scores are not available, testing may be arranged through Student Services.

All **non-degree seeking students** applying for admission to SAU Tech must submit the following:

1. Application for Admission
2. ACT, SAT, ASSET, or COMPASS test scores (math and/or English course)
3. Official college transcript(s), if applicable.

DEGREE SEEKING STUDENT

Students seeking an associate degree or certificate will be admitted conditionally or unconditionally with full status to the program when they complete all requirements to enter the program. Students whose ACT and/or placement test scores reveal that they need developmental course work in reading, writing, and/or mathematics will be required to satisfactorily complete this course work.

Students will be admitted conditionally or unconditionally as specified by Arkansas law and Arkansas Department of Higher Education regulations. Specific information may be obtained from Student Services.

All **degree seeking students** applying for admission to SAU Tech must submit the following:

1. Application for Admission
2. Immunization Record showing two (2) measles and one (1) rubella or two (2) MMRs
3. An official copy of high school transcript or GED scores
4. ACT, SAT, ASSET, or COMPASS test scores
5. Official college transcript(s), if applicable
6. Declaration of a Degree Plan

The procedures necessary for entering Practical Nursing and the Welding Academy are separate and apart from other programs offered by SAU Tech. Details are available in Student Services or from an academic advisor as well as the Technical Certificate section of this catalog.

ARKANSAS REQUIREMENTS FOR UNCONDITIONAL ADMISSION

An applicant will be admitted to SAU Tech unconditionally, without academic restriction, if he/she satisfies one (1) of the following requirements:

1. Graduated from an accredited high school before May 1, 2002.
2. Received a GED Certificate before May 1, 2002.
3. Received a GED Certificate after May 1, 2002 and scored a composite of 19 on the ACT or the equivalent score on the SAT, ASSET, or COMPASS.
4. Graduated from an accredited public high school in Arkansas after May 1, 2002, and successfully completed the core curriculum as established by the Arkansas State Board of Education.
5. Graduated from an accredited public high school outside of Arkansas after May 1, 2002, and successfully completed the courses that are included in the core curriculum as established by the Arkansas State Board of Education.
6. Graduated from a private high school after May 1, 2002, and scored a composite of 19 on the ACT or the equivalent score on the SAT, ASSET, or COMPASS.

Students who completed their education in a home school environment will be required to attain a GED Certificate and will be evaluated using the GED criteria.

ARKANSAS REQUIREMENTS FOR CONDITIONAL ADMISSION

Conditional admission does not mean that a student is prevented from enrolling for the purpose of obtaining a degree or a certificate offered by SAU Tech. It does mean that a student must complete specific requirements before he/she will be permitted to continue in his/her chosen degree or certificate path.

Applicants who are eligible for admission to SAU Tech, but do not satisfy one (1) of the preceding requirements for unconditional admission, will be admitted conditionally. Those who are admitted conditionally must successfully complete, within the first 30 semester hours, the requirements of condition appropriate for the chosen degree or certificate. Successful completion is defined as obtaining a passing grade in the required courses and maintaining a 2.00 GPA in those courses on a 4.00 scale.

INTERNATIONAL STUDENTS

All international applicants submit the following:

FIRST TIME ENTERING STUDENTS

1. Completed Application for Admission received by SAU Tech at least 90 days prior to date of expected enrollment.
2. Evidence of the ability to read, write, speak, and understand English sufficiently to enable successful completion of college-level courses. This may be accomplished by providing proof of a score of 500 or higher on the TOEFL or 173 or higher on the computerized TOEFL, proof of successful completion of Level 109 at an ELS Language Center or its equivalent, or provide evidence that English is the native language of the country of origin.
3. College entrance examination/placement score reports (ACT, SAT, ASSET or COMPASS).
4. Medical history reports and MMR (Mumps/Measles/Rubella) immunization certificate and any other health certificates as required by state or federal regulations.
5. Documentation of health insurance coverage and a commitment to continue to have adequate medical insurance, including repatriation provision, during enrollment at SAU Tech.
6. Certified documentation of high school completion at the "REGULAR" level. The documentation must be presented in English.
7. Certified transcripts of all secondary school and college credit. The certified transcripts must be presented in English.
8. Placement test scores must be presented as part of the admission process or the student must be prepared to take a placement test before the first registration at SAU Tech.
9. Documentation of financial ability adequate to pay the costs of living and attending school at SAU Tech.

TRANSFER STUDENTS

1. Completed Application for Admission received by SAU Tech at least 30 days prior to date of expected enrollment.
2. Completed Transfer Information Sheet.
3. Evidence of the ability to read, write, speak, and understand English sufficiently to enable successful completion of college-level courses. This may be accomplished by providing proof of a score of 500 or higher on the TOEFL or 173 or higher on the computerized TOEFL, proof of successful completion of Level 109 at an ELS Language Center or its equivalent, or provide evidence that English is the native language of the country of origin. This requirement may be waived based on the student's past academic record.
4. College entrance examination/placement score reports (ACT, SAT, ASSET, or COMPASS). This requirement may be waived based on the student's past academic record.
5. Certified documentation of high school completion at the "REGULAR" level. The documentation must be presented in English.
6. Certified transcripts of all secondary school and college credit. The certified transcripts must be presented in English.
7. Placement test scores must be presented as part of the admission process or the student must be prepared to take a placement test before the first registration at SAU Tech. This requirement may be waived based on the student's past academic record.
8. Medical history reports and MMR (Mumps/Measles/Rubella) immunization certificate and any other health certificates as required by state or federal regulations.
9. Documentation of health insurance coverage and a commitment to continue to have adequate medical insurance, including repatriation provision, during enrollment at SAU Tech.
10. Documentation of financial ability adequate to pay the costs of living and attending school at SAU Tech.

CHANGE OF NAME OR ADDRESS

The Registrar's Office should be informed of all changes in the student's legal name, mailing address, and/or telephone number. SAU Tech is not responsible for a student's failure to receive official information due to failure to notify SAU Tech of any changes. A copy of court documents should be submitted for a legal name change other than a change due to marriage or divorce.

PLACEMENT TESTING REQUIREMENTS

SAU Tech does not require an admissions test; however, Arkansas law requires that all students enrolling in state-supported colleges and universities demonstrate mastery of basic skills in reading, writing and mathematics. Prior to enrollment in a math, English or a college-level reading course, students are required to submit the appropriate ACT, ASSET, COMPASS, or SAT test scores or have necessary prerequisite courses. Students who have not taken a placement test within the last five (5) years are required to take the ACT, SAT, ASSET or COMPASS test before they register. Academic counselors and advisors use the test results for course placement. There are only a **limited** number of courses that students may enroll in without the necessary test scores or prerequisite courses.

The ASSET (Assessment for Successful Entry and Transfer) or COMPASS (Computerized Placement Exam) is offered on a regular basis through the Testing Center. To schedule a time to take the ASSET or COMPASS or to obtain more information about the test, students may come by Room 200 in the Administration Building or call 1.870.574.4486.

Students who do not achieve designated scores on the reading, writing and mathematics component of ASSET, COMPASS, ACT or SAT tests will be required to successfully complete basic skills courses. Students who enroll in basic skills courses may not be allowed to register for classes that require college-level competency in English, reading and mathematics. All test scores must be available at registration for verification.

The following table provides placement information based on required test scores and * indicates which test to be taken:

Subject Area	ACT Standard	ASSET Standard	COMPASS Standard	Comparable Scores SAT	Courses Required
Math	6 or Below	27 or Below *(Elem Alg)	43 or Below *(Pre-Alg)	N/A	Basic Math
	7-15	29-46 *(Elem Alg) 32 or Below *(Int Alg)	44+ *(Pre-Alg) 44 or Below *(Gen Alg)	N/A	Elem Alg
	16-18	47 *(Elem Alg) 33-42 *(Int Alg)	45-65 *(Gen Alg)	N/A	Int Alg
	19+	43+ *(Int Alg)	66+ *(Gen Alg) 0-100 *(Col Alg)	460 or Above	Col Alg
Reading	18 or Below 19	42 or Below 43+	81 or Below 82+	469 or Below	Reading Exempt
Writing	15 or Below 16-18 19	37 or Below 38-44 45+	37 or Below 38-74 75+	N/A N/A	Writing I Writing II Exempt
Composition I	19+ English & 19+ Reading	45+ Writing & 43+ Reading	75+ Writing & 82+ Reading	40 (TSWE)	N/A N/A

AMERICAN COLLEGE TESTING/COLLEGE BOARD TESTING

SAU Tech is a national test center for ACT and SAT. The ACT code number for SAU Tech is 6031. The SAT code number for SAU Tech is 04112. For additional information call the Testing Center at 1.870.574.4486.

READMISSION

A former SAU Tech student who applies to re-enter SAU Tech after a period of absence must file an official transcript for each institution attended since SAU Tech and comply with current admission procedures and degree/certificate requirements and procedures.

REGISTRATION

After being admitted to SAU Tech, each student must register for courses at the time designated in the class schedule. The student is responsible for the accuracy of the registration schedule, which should correspond with planning a program of study (the degree plan) and meeting the requirements of graduation.

It is the student's responsibility, having consulted with an academic advisor, to complete the prerequisites for every credit course before enrolling in it. Prerequisites are also listed in the COURSE DESCRIPTIONS section of this catalog.

A student's registration is incomplete until all admission requirements are met and all fees have been paid. Early registrants who do not make financial arrangements by the published deadline will have their registration canceled. Students with holds placed on their records will not be allowed to register for subsequent semesters until all documentation or financial obligations have been met.

Additionally, students who do not attend a class without an excused absence during the census period (the first 11 days during the fall and spring semesters or the first five (5) days during the summer sessions) of each term are subject to having that class registration canceled reducing student course load.

RELEASE OF STUDENT INFORMATION & ACCESS TO STUDENT RECORDS

A student attending SAU Tech has the right to inspect and review all records, which meet the definition of educational records. Student rights concerning access to educational records are defined in Public Law 98-380 as amended by Public Law 93-568 (also known as the Buckley Amendment and the Family Educational Rights and Privacy Act of 1974). The law permits release of "directory information" unless the student requests his/her information not be released. Students not wishing the dissemination of directory information must notify the Registrar's Office in writing. Written notice must be submitted during the first 12 class days of a fall or Spring semester or the first four (4) days of a summer session.

"Directory Information," as defined by SAU Tech, includes the following:

1. Name, address, and telephone number
2. Major field of study
3. Dates of attendance
4. Degrees and awards received
5. Most recent previous education agency or institution attended.

No transcript or academic record is released without the written consent from the student stating the information to be given, except as specified by law.

RESIDENCY REQUIREMENTS

The student is required to complete a minimum of 15 semester hours in residence at SAU Tech as well as complete all other graduation requirements. Exceptions may be made by the Vice Chancellor for Academic Affairs. Additionally, students who wish to pursue a second degree must complete a minimum of 15 credit hours beyond those required in their first degree program. Two (2) associate degrees and one (1) technical certificate may be obtained from SAU Tech. (Exception: Aviation and Multimedia – Two (2) technical certificates may be obtained.) Additional awards must be approved by the Vice Chancellor for Academic Affairs.

SCHEDULE CHANGES TO REGISTRATION

A student's class schedule may be changed subject to the written approval of the advisor within the prescribed time designated in the published class schedule.

Courses may be added until the last day of late registration as designated in the published class schedule. Courses that are dropped through the 11th class day for fall and spring semesters (5th day for summer sessions) are not recorded on the student's permanent transcript record. After the 11th day, students who drop from class will receive a grade of "W" (withdrawn). The specific date for each semester/term is published in the class schedule.

ADDING A CLASS

For a defined period of time following regular registration each semester, a student may add classes. A student who attends a class without officially registering or following prescribed procedures for adding a class will not receive credit for that class.

To add a class, the student must:

1. Complete a Change in Class Schedule/Add form with his/her advisor.

2. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
3. Take the completed Change in Class Schedule/Add form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be added until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

The Registrar's Office will process the completed adds on a daily basis.

DROPPING A CLASS

When a student is no longer in attendance in a given class, the student must officially drop the class within the prescribed time allowed for dropping as designated in the class schedule. Students who stop attending a class and fail to follow the procedures listed below will receive an "F" as his/her final grade in the course. It is the student's responsibility to drop; however, upon persistent non-attendance and no proper communication, the instructor may administratively drop the student from that class.

To drop a class the student must:

1. Complete a Change in Class Schedule/Drop form with his/her advisor.
2. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
3. Take the completed Change in Class Schedule/Drop form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be dropped until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

The Registrar's Office will process the completed drops on a daily basis.

WITHDRAWAL FROM COLLEGE

Students who wish to withdraw from a class or classes should first consult with an advisor. It may be possible to make alternate arrangements to avoid the loss of time or credit.

If a student determines that withdrawing is the appropriate course of action, the student must officially withdraw within the prescribed time allowed for withdrawal as designated in the class schedule. Students who stop attending classes and fail to follow the prescribed procedures for withdrawal will receive an "F" for each course. It is the student's responsibility to withdraw.

To withdraw from SAU Tech, the student must:

1. Complete a Change in Class Schedule/Withdrawal form with his/her advisor.
2. Complete a Withdrawal Survey with the appropriate advisor.
3. Obtain the signature of the Financial Aid Office. All students must obtain this signature.
4. Take the completed Change in Class Schedule/Withdrawal form to the Business Office. Beginning the first day of class, a course change fee is assessed for each form. The class will not be dropped until the course change fee is paid. In addition, there may be an adjustment to tuition and fees. The transaction is not complete until proper receipt is made in the Business Office.

The Registrar's Office will process the completed withdrawals on a daily basis.

Note: Under special circumstances, a written letter requesting withdrawal from all classes, with an appropriate postmarked date, may be acceptable. Please contact the Registrar's Office for further information. Withdrawal transactions may not be made by telephone.

SENIOR CITIZENS

Senior citizens (age 60 +) may enroll under this category, and according to state law, are granted tuition and fee waivers for classes taken for credit. An Application for Admission and proof of age are required.

SOCIAL SECURITY REGISTRATION

Students who enroll at SAU Tech are required to have a Social Security number. Social Security numbers are used as student's permanent identification numbers. International students who do not have Social Security numbers when enrolling will be assigned a temporary identification number.

SUMMER STUDENTS

Students enrolled at other colleges or universities may enroll as “visiting students” and have records of their credits forwarded to the “home” institution. Generally, such enrollment will apply only in the summer sessions. No transcripts are required; however, “Letters of Good Standing” must be provided for the institutions to which credit should be sent. Test scores or proof of prerequisite course work for enrollment in certain math or English courses will be required.

TRANSCRIPTS & STUDENT RECORDS

A college transcript is a complete and unabridged academic record. It is used to communicate information concerning a student from one (1) institution or agency to another. Official transcripts of a student’s work may be obtained from the Registrar’s Office in accordance with the federal guidelines. Requests may be made in person, by fax, or by written request in the mail; no telephone requests will be honored. Requests for a transcript by mail or fax should include the full legal name of the student (include birth name, if applicable), Social Security number, dates of attendance at SAU Tech, signature, and name and address of the person or institution to which the transcript is to be sent.

Transcripts will not be released when a student has any outstanding financial obligations with SAU Tech. Additionally, for students who have not completed required student loan exit counseling, the transcript will not be released until electronic documentation of exit counseling is received by the Financial Aid Office.

Transcripts from other institutions submitted to SAU Tech become property of SAU Tech and are not reproduced and/or mailed to other institutions, agencies or individuals. Requests for copies of test results, immunization records, or other information from a student’s personal admission file should be made to the Registrar’s Office.

TRANSFER OF CREDIT

A transfer student must have transcripts and records evaluated by the appropriate academic advisor, in conjunction with a department administrator, during his/her initial registration and enrollment in classes at SAU Tech. The Registrar’s Office will be notified of the approved transfer credits.

Only transfer credit with a grade of “C” or better is recognizable. Credits earned from other accredited institutions will not be calculated in the GPA at SAU Tech. Only applicable transfer credits toward the degree or certificate being awarded will be posted to the transcript.

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students 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 ADHE website at <http://adhe.edu> and selecting COURSE TRANSFER.

FINANCIAL INFORMATION

PAYMENT POLICY

Full payment of tuition and fees is required by due dates specified in the class schedule. Payment due dates are dependent upon when the student registers for classes. Tuition and fees for courses registered during walk-in registration and late registration are due upon registration. Tuition and fees can be paid with credit card (Visa, Mastercard, Discover or American Express) via telephone, or fax. Payment can also be made in person, by mailing a personal check, or via a payment plan through FACTS Tuition Management Company’s e-Cashier at www.sautech.edu.

REFUNDS

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. Be aware that even if a student never attends class, the student will still be assessed partial tuition and full student processing fees unless the student completely withdraws during SAU Tech’s 100% refund period as stated in the ADD/DROP section of SAU Tech’s class schedule.

Tuition charges, Internet fees, and lab fees are refunded as follows for regular semester classes:

Before Class Begins	100%
First Week	100%
Second Week	90%
Third Week	50%
Fourth Week	25%
After Fourth Week	0%

Tuition charges, Internet fees, and lab fees are refunded as follows for summer semester classes:

Before Class Begins	100%
Day 1 of Semester	100%
Day 2 – Day 8 of Semester	90%
Day 9 – Day 15 of Semester	50%
Day 16 – Day 22 of Semester	25%
After Day 22	0%

Tuition refunds for classes of short duration may vary depending on length of class.

Full refunds for books purchased at SAU Tech’s Bookstore will be given only when a course is cancelled by SAU Tech or within the first week of class. An 80% refund is given when a student drops a course within week two (2) through week four (4). Books must not be marked in, and the student must present an official drop slip and his/her SAU Tech Bookstore sales slip.

SCHEDULE OF TUITION, FEES & HOUSING

All tuition and fees are subject to change, without notice, by the Board of Trustees. However, there is no maximum for tuition, processing fees or Internet course fees. Charges are calculated at the per hour rate as indicated below.

1. TUITION

Arkansas Resident	\$93.00 per credit hour
Non-Resident	\$137.00 per credit hour
2. PROCESSING FEE

Arkansas Resident	\$21.00 per credit hour
Non-Resident	\$21.00 per credit hour

Note: Full processing fees are assessed even if the registered student never attends class.
3. MISCELLANEOUS FEES

Late Registration Fee*	\$25.00
Course Change Fee*	\$10.00
Graduation Fee (non-refundable)	\$25.00
Transcript Fee (first-time entering students only – non-refundable unless complete withdrawal)	\$15.00
Internet Course Fee (credit courses)	\$15.00 per credit hour
Learning Strategies Fee (first-time Internet students)	\$15.00
Nursing Fee (LPN Students)	\$50.00
Welding Academy Fee	\$1,500.00 per course
Lab Fee	\$10.00

*Assessed for registration or course changes after classes begin.
4. NON-CREDIT INTERNET COURSE FEES (Non-Refundable)

Arkansas Environmental Training Academy – Different rates may apply to AETA certification classes.

1-16 contact hours	\$63.00 per course
17-32 contact hours	\$106.00 per course
33 or more contact hours	\$149.00 per course
Transcript Fee (first-time students only)	\$15.00

Arkansas Fire Training Academy

1-16 contact hours	\$15.00 per course
17-32 contact hours	\$30.00 per course
33 contact hours and above	\$45.00 per course

5. HOUSING FEES
 - Fall & Spring
 - Double Occupancy Bedroom \$1,100.00 per person per semester
 - Single Occupancy Bedroom (if available)..... \$1,650.00 per person per semester
 - Summer (per person per term)
 - Double Occupancy Bedroom..... \$550.00 per person per semester
 - Single Occupancy Bedroom (if available)..... \$825.00 per person per semester
- Note: A suite contains two (2) bedrooms, a kitchen, and a bathroom. Full payment assures occupancy if space is available. A \$100 deposit is required prior to full payment being made or may accompany full payment.
6. RETURN CHECK FEE
Any student whose check has been returned by the bank will be assessed \$25.00.
 7. COLLECTION AGENCY FEE
A collection rate of 33.3% will be added to the amount owed by the student to cover the collection of all past due accounts that have been declared delinquent after one (1) year.

SETTLEMENT OF DEBTS FOR RELEASE OF GRADES & TRANSCRIPT

Grade reports are issued to students at the end of each semester. Before grades and transcripts are released, all financial obligations to SAU Tech must be satisfied.

RETURN OF TITLE IV FINANCIAL AID WHEN A STUDENT WITHDRAWS

The following governs the return of Title IV funds disbursed for students at SAU Tech. This policy applies to students receiving any Title IV funds, which includes, but is not limited to, the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Workstudy (CWS), and Federal Direct Loans (Subsidized and Unsubsidized) and who officially withdraw, stop attending, drop out, are expelled, take a qualified leave of absence or fail to return from an approved leave of absence.

A student begins the withdrawal process when they consult their advisor and fill out the withdrawal form. A student is said to have officially withdrawn when they have turned in the withdrawal form with all of the necessary signatures to the Registrar's Office.

Failure to attend class or failure to follow the official withdrawal procedures could cause a student to receive a letter grade of "F", "I", "W" in all courses. In this case, the *Return of Title IV Funds Policy* would still apply once an official last date of attendance is established.

A student's withdrawal date is:

1. the date the student began the college's withdrawal process or officially notified the college, verbally or in writing, of intent to withdraw;
2. the midpoint date of the period for a student who leaves without notifying the college; or
3. the student's last date of attendance at a documented academically-related activity; or
4. the date the college determines is related to special circumstances if those special circumstances prevent a student from beginning the withdrawal process.

Merely discontinuing class attendance is not considered to be a formal withdrawal from college. Students who were awarded Title IV financial assistance and who discontinue class attendance may be held responsible for repayment of part or all tuition and fees.

The amount of Title IV aid earned is determined by multiplying the total Title IV aid that was disbursed or could have been disbursed to the student's account by the percentage of time during the payment period completed by the student. Title IV aid is viewed as 100% earned after the 60% point of the payment period. The amount of Title IV funds to return (unearned aid) to the specific federal programs will be determined, using the student's withdrawal date or last date of attendance (unofficial withdrawal), by calculating the percentage of the payment period for which the student did not complete. Scheduled breaks of at least five (5) consecutive days are excluded. The college must return, in the specified order, the lesser of the total amount of unearned Title IV aid to be returned as calculated or an amount equal to the total institutional charges incurred by the student multiplied by the percentage of unearned Title IV aid. The student will be responsible for repaying, in the specified order, any remaining portion of the unearned Title IV aid. If the student's portion of unearned Title IV aid is a federal grant(s), the student will be required to return no more than 50% of the amount. Federal Direct loans will be repaid in accordance with the terms of the loan program as explained in the Master Promissory Note (MPN).

Unearned aid funds are allocated to the Title IV programs from which the student received assistance in the following specified order of those Title IV programs at SAU Tech:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Pell Grants
4. Federal Supplemental Educational Opportunity Grants
5. Other Federal Title IV Assistance
6. Other Federal Sources of Aid

After the institutional refund has been credited in the specified order, any remaining amount will be returned to the student in a post-withdrawal disbursement.

In the event of an official withdrawal, the SAU Tech *Refunds Policy* will be applied and tuition and fees will be reduced, if applicable. For a detailed explanation of SAU Tech's *Refunds Policy*, contact the Business Office at 1.870.574.4461. **The student may be liable for any Title IV funds disbursed to their account to cover institutional charges in excess of the amount allowed by the Return to Title IV calculations. Any amounts owed to SAU Tech due to a Return of Title IV Funds calculation must be repaid to the college.** If payment is not received, holds will be placed on the student's account. It is also possible that the student may lose eligibility for future Title IV aid until such time that the overpayment is paid in full or satisfactory repayment arrangements are made.

SAU Tech makes this information available on the college's website and a written copy may be obtained in the Financial Aid Office. Examples of worksheets for the *Return of Title IV Funds Policy* may also be obtained by contacting the Financial Aid Office.

For a student who completely withdraws after the 60% point in the term, the Financial Aid Office will conduct an analysis of the student's file to determine if there is any aid "that could have been disbursed." If there is aid that could have been disbursed then an R2T4 calculation will be done to determine the student's eligibility for a post-withdrawal disbursement. If there is not aid "that could have been disbursed" that will be documented and a copy of the student's withdrawal form will be kept in the R2T4 file. If a student has no aid "that could have been disbursed" then it is mathematically impossible for the student to be eligible for a post-withdrawal disbursement.

STUDENT SERVICES

ACADEMIC ADVISING

Each semester, prior to registering for classes, degree seeking students should meet with an academic advisor to plan their course of study and update degree plans, if necessary. Advisors are available throughout the academic year to discuss specific questions about degree plans, course requirements or answer general questions about SAU Tech's programs and services.

If students plan to transfer to another college or university after SAU Tech, they should consult with an advisor to make sure that the courses taken will transfer to the selected college/university. SAU Tech offers a contract of guaranteed transfer to students to institutions with which SAU Tech has articulated agreements. Student should consult his/her advisor for information. Ultimately the student is responsible for his/her progress toward completing requirements for the chosen educational objective, including the retention of scholarships and other financial aid.

CAMPUS EMERGENCIES

1. **Security.** Providing for the safety and security of members of SAU Tech's community and property is the responsibility of the SAU Tech Campus Police. Officers provide protection on campus and will assist in all emergencies. A SAU Tech Campus Police Officer is available to assist with automobile problems and is willing to help students whenever necessary. For traffic regulations, please see the student handbook.
2. **Bodily Injury.** When injuries occur in classrooms or labs, notify the faculty member in charge. When injuries occur outside the classroom, dial 1.870.836.1000 or 1.870.836.2600 to dispatch the Camden ambulance service. SAU Tech's insurance program does not provide coverage for student accidents and injuries; therefore, injured parties should be prepared to provide proof of personal health insurance.
3. **Fire.** In the event of fire on the campus, notify the Campus Police at 1.870.574.4517 or call 1.870.837.2200 and give the dispatcher the exact location of the fire.
4. **Tornado.** Follow emergency instructions posted inside the door of all classrooms.

COLLEGE BOOKSTORE

SAU Tech operates a bookstore, which provides students the opportunity to purchase textbooks, supplies, gifts, and other personal items. The SAU Tech Bookstore is located in the basement of the Administration Building.

Full refunds for books purchased at SAU Tech's Bookstore will be given only when a course is cancelled by SAU Tech or within the first week of class. An 80% refund is given when a student drops a course within week two (2) through week four (4). Books must not be marked in, and the student must present an official drop slip and his/her SAU Tech Bookstore sales slip.

Book slips cannot be used after the end of the second week of school (with the exception of the Nursing Assistant Program).

Book buybacks are conducted three times a year. The buybacks are scheduled during the week of finals in the fall and spring semesters and in August at the end of the summer classes. **The SAU Tech Bookstore does not guarantee to buy back any book.** Books are bought by the SAU Tech Bookstore as needed for the SAU Tech Bookstore and a wholesale book company. Books must be in a salable condition, i.e. no pages missing, no water damage, etc. The wholesale book company requires that some books meet the criteria of "clean and complete." This means no marks.

COUNSELING SERVICES

SAU Tech's Counseling Services is committed to promoting the psychological well-being, personal effectiveness, and personal growth of our students, faculty and staff so as to enhance their personal and academic functioning. Counseling Services assists students in overcoming personal, emotional, and psychological issues that may negatively impact their ability to reach their academic goals and to make the most of their educational experience at SAU Tech. Counseling Services strives to assist students in acquiring the skills, attitudes, and resources necessary to both succeed in the college environment and pursue satisfying and productive lives. Counseling Services is located on the first floor of the Administration Building and can be reached by calling Enrollment Services at 1.870.574.4484.

DISCLOSURE INFORMATION FOR ENROLLED STUDENTS

The following is a list and description of required disclosures and instructions for how to obtain the full disclosure:

1. Rights under Family Education Rights and Privacy Act (FERPA)
 - a. Right to and procedures for inspecting and reviewing student's education records.
 - b. Right to and procedures for requesting amendment of student's education records student (parent) believes to be inaccurate, misleading, or in violation of student's privacy rights.
 - c. Right to consent to disclosure of personally identifiable information contained in student's education records.
 - d. Right to file a complaint with United States Education Department for alleged school or educational agency failure to comply with FERPA requirement.
 - e. Right to the criteria used to determine what constitutes a school official and a legitimate education interest if school's or educational agency's policy is to disclose personally identifiable information from student's education records under Section 99.31 without prior consent.
2. Direct Loan Deferments for Performed Services
 - a. Terms and conditions of determents for:
 - Service in the Peace Corps
 - Service under the Domestic Volunteer Service Act of 1973.
 - Comparable volunteer service for tax-exempt organization of demonstrated effectiveness in the field of community service.
3. Available Financial Assistance
 - a. Description of all available federal, state, local, private, and institutional financial need-based and non-need based assistance programs, and for each program a description of:
 - Application form and procedures
 - Student eligibility requirements
 - Selection criteria
 - Criteria for determining the amount of a student's award.
 - b. Rights and responsibilities of students receiving Title IV and other financial aid, including:
 - Criteria for continued eligibility
 - Satisfactory academic progress standards and criteria to reestablish eligibility if student fails to maintain satisfactory academic progress
 - Methods and frequency of financial aid disbursements
 - Terms of any loans received, sample loan repayment schedules, and the necessity for repaying loans
 - General conditions and terms applicable to any employment offered as part of student's financial aid award
 - Exit counseling information required to be provided and to be collected from student borrowers of a Direct Loan or Federal Perkins Loan.
4. Institutional Information
 - a. Cost of attending SAU Tech.
 - b. Any applicable refund policy.
 - c. Requirements for officially withdrawing from SAU Tech.
 - d. Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students.
 - e. Information regarding SAU Tech's academic programs.
 - f. Instructional, laboratory, and other physical plant facilities associated with academic programs.
 - g. List of the faculty and other instructional personnel.
 - h. Entities that accredit, license, or approve SAU Tech and its programs and procedures for reviewing SAU Tech's accreditation, licensing, or approval documentation.
 - i. Description of any special services and facilities for disabled students.
 - j. Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them.

- k. Statement that enrollment in a study abroad program approved for credit may be considered enrollment at SAU Tech for the purpose of applying for Title IV assistance.
5. Completion/Graduation Rates and Transfer Out Rates
- a. Completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150 percent of the normal time for graduation or completion.
- Cohort for schools that offer predominately standard terms programs: Group of first-time freshmen who enter fall term and are enrolled as of October 15th or the end of SAU Tech's drop-add period.
 - Cohort for all other schools: Group of first-time freshmen who enter between September 1st and August 31st and are enrolled at least 15 days if program is less than or equal to an academic year in length, or 30 days if program is longer than an academic year.
- Note: For cohorts established prior to September 1, 1998, a student is included in the cohort if he/she attended at least one (1) day of class.
- Transfer-out rate also required for above described cohorts if SAU Tech's mission includes providing substantial preparation for students to enroll in another eligible institution.
6. Campus Security Report
- a. Statistics for three (3) most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and public property of following offenses reported to campus security authority or local police:
- Murder and Non-negligent Manslaughter
 - Negligent Manslaughter
 - Sex Offenses (forcible and non-forcible)
 - Robbery
 - Aggravated Assault
 - Burglary
 - Motor Vehicle Theft
 - Arson
- Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.
- b. Statistics in preceding bullet also reported by category of prejudice (i.e. offense manifests evidence that victim was intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability).
- Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.
- c. Statistics for three (3) or more recent calendar years for any other crime involving bodily injury that:
- Occurred on campus, in or on non-campus buildings or property, and on public property;
 - Were reported to local police agencies or a campus security authority; and
 - Manifests evidence that victim intentionally selected because of victim's actual or perceived race, gender, sexual orientation, ethnicity, or disability.
- Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.
- d. Statistics for three (3) most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of following offenses reported to campus security authority or local police:
- Arrests for liquor law violations, drug law violations, and illegal weapons possession; or
 - Persons referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.
- Note: Of the crimes that occurred on campus, report must provide the number that took place in dormitories and other student residential facilities.
- e. Policies regarding procedures to report crimes committed on campus criminal actions or other emergencies and institution's response to such including:
- Making timely warnings.

- Preparing the disclosure of crime statistics.
 - Title of person(s) or organizations(s) to whom students or employees should report the occurrence (on campus, in or on non-campus buildings or property, or on public property) of murder and non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug law violations, and illegal weapons possession.
 - Whether there are any institutional policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis for making timely warnings and for inclusion in crime statistics disclosure, and description of such policies and procedures.
- f. Policies concerning the security of and access to campus facilities.
- g. Policies concerning campus law enforcement including:
- Enforcement authority of security personnel and their relationship with state and local police agencies.
 - Encouragement of the prompt reporting of all crimes to campus and appropriate police agencies.
 - Procedures, if any, that encourage pastoral counselors and professional counselors (at their discretion) to report crimes on a voluntary, confidential basis for inclusion in the crime statistics disclosure.
 - Programs (type and frequency) to inform students and employees about campus security procedures and to be responsible for their and others' security.
 - Crime prevention programs.
 - Monitoring and recording through local police agencies of criminal activity at off-campus locations of officially recognized student organizations.
 - The possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws.
 - The possession, use, and sale of illegal drugs and enforcement of federal and state drug laws.
 - Any drug or alcohol abuse education programs.
 - Campus programs to prevent sex offenses.
 - Procedures to follow when a sex offense occurs.
7. Report on Athletic Program Participation Rates and Financial Support Data
- a. SAU Tech does not offer athletic programs.
8. Report on Completion Graduation Rates and Transfer Out Rates for Student Athletes
- a. SAU Tech does not offer athletic programs.
9. Drug and Alcohol Prevention Information

Full disclosure on all the above listed information is available upon request from Student Services at SAU Tech during regular business hours:

Student Services Office
Southern Arkansas University Tech
Post Office Box 3499
Camden, Arkansas 71711-1599
Telephone: 1.870.574.4529

EMERGENCY TELEPHONE MESSAGES

Student Services employees will take and deliver emergency telephone messages if the student is in a scheduled class. SAU Tech has no way of delivering messages to students who may be on campus but not in a scheduled class. Students who abuse the telephone message service will be referred to the Vice Chancellor for Student Services for disciplinary action. Emergency messages include: death in the family, child is sick, or family member is in the emergency room.

PARKING

To insure adequate parking, SAU Tech provides parking to students, faculty, and staff "BY PERMIT ONLY." There are no current registration fees; however, this is subject to change without prior notice.

All vehicles must have a permit to park on campus at any time. Parking permits are secured by completing a vehicle registration card at the SAU Tech Business Office. Permits will not be issued to any person with outstanding citations. All permits, regardless of issue date, are valid until the expiration date indicated on the permit. The permit is not valid until it is visible and properly displayed on the exterior lower, driver side corner of the rear window using the manufacturer's adhesive on the permit. The permit is not valid if cut, trimmed or altered in any way. Motorcycles must display permits on the left front fork, and the permit must be free of obstruction. Permits displayed in any other manner will be considered void and will constitute a violation.

Persons who are not enrolled, employed or otherwise affiliated with SAU Tech, but are on campus, may request a visitor permit from the SAU Tech Business Office by completing a vehicle registration card. A temporary permit is valid only for the time frame it is issued not to exceed one (1) month. Temporary permits may also be used for Academy and Business & Industry Training classes that are scheduled for less than one (1) month. If the need for a permit exceeds one (1) month, either a student or faculty/staff permit will be issued. If a campus visitor receives a parking citation, the visitor should mail the citation to:

Vice Chancellor for Student Services
Southern Arkansas University Tech
Post Office Box 3499
Camden, Arkansas 71711-1599.

A replacement permit may be issued if the owner presents the remains of the old permit to the SAU Tech Business Office.

Any false or incorrect information given at the time of registration will automatically render the permit void.

All persons parking on campus may park only in areas designated for parking.

1. Blue faculty/staff areas are reserved for faculty and staff parking. Blue faculty/staff areas are not observed Monday through Friday between the hours of 5:00 p.m. and 7:00 a.m. and all day on Saturday and Sunday provided the vehicle is displaying a valid SAU Tech permit.
2. Commercial parking areas are reserved for loading and unloading by commercial vehicles conducting business on the campus.
3. Handicap parking will be in effect 24 hours per day in designated areas.
4. Motorcycle spaces are reserved by sign for motorcycles only. Motorcycles may also park in any legal parking spaces while displaying a valid permit.
5. Parking spaces, excluding HANDICAP, FIRE LANE or NO PARKING, are open to any vehicle with a valid SAU Tech permit Monday through Friday between the hours of 7:00 p.m. and 7:00 a.m. and all day on Saturday and Sunday.
6. Reserved spaces indicated by signs such as RESERVED, 20-MINUTE PARKING, VISITOR PARKING, etc. are to be observed at all times.
7. Service drives are restricted to service, delivery, police and emergency vehicles at all times.

The registrant of the permit is held responsible for the proper parking of the vehicle regardless of who may be the operator. Vehicles displaying a permit and illegally parked on campus will be subject to being impounded, immobilized or towed at the owner's expense and/or one (1) citation per hour being issued on the vehicle. Vehicles on campus without permits are subject to being towed anytime at owner's expense.

Parking citations will be issued starting one (1) week after the first class day of each semester and will be issued every day of the semester thereafter. Warnings will be issued during the first week of classes. A parking citation may be paid by cash, check, Visa, Mastercard, Discover or American Express at the SAU Tech Business Office. A hold will be placed on the student's records, and vehicles may be subject to towing if the citations are not settled within ten (10) calendar days. Outstanding fines or other fees may be levied against an Arkansas income tax return.

To appeal a campus parking citation, the person receiving the citation must contact:

Vice Chancellor for Student Services
Southern Arkansas University Tech
Post Office Box 3499
Camden, Arkansas 71711-1599
Telephone No.: 1.870.574.4504

and request a citation appeal form no later than five (5) business days following the issuance of the citation. Upon receiving the completed citation appeal form, the Vice Chancellor for Student Services will provide the person receiving the citation with the date, time and location for the appeal hearing. The person receiving the citation will be required to appear at the appeal hearing to provide testimony; a person who fails to appear without giving notice will be required to pay the citation and will lose any further right to appeal. A person wishing to appeal the decision of the Citation Appeal Committee may do so only with SAU Tech's Chancellor.

SAU Tech assumes no responsibility for any loss or damage to any vehicle or private property. All unattended vehicles parked on campus should be locked and properly secured by turning off the ignition and removing the keys from the vehicle.

Vehicles may not be repaired anywhere on campus excluding the changing of a flat, jump starting a battery or repairs being conducted at the Automotive Technology Building. It is the responsibility of the owner or operator of a disabled vehicle to contact the SAU Tech Campus Police and advise of the status and location of the vehicle. The owner or operator must ensure that the vehicle does not interfere with the normal flow of traffic or interfere with access by emergency vehicles.

All State of Arkansas traffic regulations will be enforced on the SAU Tech campus. All vehicles must stop for pedestrians in a crosswalk. When parallel parking, vehicles will travel in the same direction traffic flows.

Parking and traffic fees are stated in the current SAU Tech student handbook. Parking and traffic fees and regulations are subject to change without prior notice. Current information may be obtained by contacting:

Campus Police
Southern Arkansas University Tech
Post Office Box 3499
Camden, Arkansas 71711-1599
Telephone No.: 1.870.574.4517

SERVICES FOR STUDENTS WITH SPECIAL LEARNING NEEDS

In compliance with the Rehabilitation Act 504, SAU Tech provides these services:

1. **Computer Labs.** SAU Tech has an open computer lab for students' use. The instructor must approve arrangements for use of computers for testing or assignments. The student will need prior approval for this arrangement before registering for any courses.
2. **Counselor Referral.** Students in need of more services than SAU Tech can provide are generally referred to the Arkansas Rehabilitation Service Office in El Dorado or their hometown office, if available.
3. **Library Services.** There are videotapes and computer programs that may be helpful in some subject areas.
4. **Tutoring Services.** Tutoring services are available through The Tech Learning Center that is located in the Learning Resource Center.
5. **Low Vision System.** Students with low vision can use the VTI Video Magnifier 1800 color Auto-Focus system that is available in the Learning Resource Center.
6. **Request for Tutor/Note Taker.** Documentation of need by a clinical professional will be required prior to approval of this service.
7. **Request to Tape Course Lectures.** This is handled on an individual basis with approval of the instructor.
8. **Testing Accommodations.** Students who need untimed tests, special paper, or tutor to write answers must receive authorization for these services each semester prior to enrolling for courses.

It is recommended that students who have special needs have an admissions interview to discuss learning services available through SAU Tech to determine whether services are available that will meet their needs or that the student will be responsible for providing.

INSTITUTIONAL WORK STUDY

Along with the Federal Work Study Program, SAU Tech has an Institutional Work Study Program. Job vacancies will be posted in the Admissions Office. Listings will also be available in the Personnel Office.

Note: Institutional Work Study is not based on financial need. All students are eligible to apply.

STUDENT FINANCIAL ASSISTANCE

FEDERAL STUDENT AID

All students attending SAU Tech are encouraged to apply for federal student aid. At SAU Tech, federal student aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Subsidized Federal Direct Loans, Unsubsidized Federal Direct Loans, and Federal PLUS Loans. To be considered for these programs, a student must complete a Free Application for Federal Student Aid (FAFSA) and submit it to the Federal Processing Center on an annual basis. You can also apply over the Internet at www.fafsa.ed.gov. To be eligible for Federal student aid, you must:

1. Have a high school diploma or a GED Certificate.

2. Be a United States citizen or eligible non-citizen.
3. Comply with Selective Service registration, if required.
4. Have a valid Social Security number.
5. Be accepted as a regular student working toward a degree or certificate in an eligible program.
6. Meet satisfactory academic progress standards set by the school you will attend.
7. Certify that you will use federal student aid only for educational purposes.
8. Certify that you are not in default on a federal student loan and that you do not owe money on a federal student grant.
9. Demonstrate financial need (except for Unsubsidized and PLUS Loans).

The information you report on the Free Application for Federal Student Aid is used to calculate your Expected Family Contribution (EFC). The formula used to calculate your EFC is established by law and is used to measure your family's financial strength based on their income and assets. The EFC is used to determine your eligibility for federal student aid. Most federal student aid is awarded based on financial need.

The Financial Aid Administrator calculates your cost of attendance and subtracts the amount you and your family are expected to contribute toward that cost. The remaining difference is your financial need.

You will not receive any financial aid until your financial aid file is complete and you have been fully admitted into an eligible degree program. To be complete, the file must contain the following information:

1. Valid Institutional Student Information Record (electronic results of FAFSA)
2. Verification documents as required
3. All prior academic transcripts, if applicable.

Fall Priority Deadline..... July 1st
 Spring Priority Deadline November 15th
 Summer Priority Deadline April 15th

You must pay to attend SAU Tech unless your aid is fully processed. After your late application is processed, you will be awarded the amount of aid for which you are eligible.

Financial aid recipients must inform the Financial Aid Office when they:

1. Withdraw from school,
2. Change enrollment status,
3. Receive any additional financial aid from any source,
4. Change their name, or
5. Change their mailing address.

FEDERAL AID PROGRAMS

Federal Pell Grant

Federal Pell Grants are awarded to help undergraduate students pay for education after high school. These grants, unlike loans, do not have to be repaid. For many students, the Federal Pell Grant will provide a foundation of financial aid to which aid from other federal and non-federal sources may be added. The maximum award amount is set each year by the United States Congress. The amount a student receives will depend on the individual's EFC, the projected cost of attendance, the student's enrollment status, and whether the student attends for the full academic year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

FSEOG is a campus-based federal grant program available to undergraduate students with exceptional financial need. Eligible students with the highest need (those with the lowest EFCs) who will also receive Federal Pell Grants will be the first selection group for FSEOG funds. If remaining FSEOG funds are available, eligible students with the lowest EFCs who will not receive Federal Pell Grants will be the second selection group. FSEOG awards do not have to be repaid.

Federal Work Study

The Federal Work Study Program provides jobs for students who have demonstrated financial need. Federal Work Study gives students the opportunity to earn money to help with educational expenses. The amount that students may earn is determined by

need and availability of funds. Work study employees must be able to provide certain employment eligibility verification. Jobs are limited by availability of funds.

Subsidized Federal Direct Loan

A Subsidized Federal Direct Loan is a low-interest loan for educational purposes only made to students who are enrolled and maintain at least half-time status (six (6) hours or more). These loans are made by a lender such as a bank, credit union, or savings and loan association and **must be repaid**. To qualify, students must have financial need. The Federal government pays the interest on the loan while the student is in school. Repayment begins six (6) months after the student drops below half-time status, leaves school, or graduates.

Unsubsidized Federal Direct Loan

An Unsubsidized Federal Direct Loan is a non-need based loan that the student is responsible for the interest charges during in-school and deferment periods. The student may allow the interest to accumulate until he/she is out of school; however, this will increase the amount of the principal payback.

Federal PLUS Loans

The Federal Parent Loan for Undergraduate Students (PLUS) is a non-need based loan made to parents or legal guardians of dependent undergraduate students attending school at least half-time. PLUS loans will be limited to the actual cost of attendance minus other financial aid. Repayment begins 60 days after the check is written.

STATE AID PROGRAMS

Eligibility requirements are subject to change by the Arkansas Department of Higher Education. Awards are subject to availability of funds.

Arkansas Academic Challenge Scholarship

Applications are available online at <http://adhe.edu>. The YOUiversal application must be submitted to the Arkansas Department of Higher Education by June 1st of the student's high school graduation year. Award amounts and enrollment requirements vary with high school graduation date, college attending, and current college completion rate. If you are awarded Academic Challenge, your award will be stated in the award letter issued by the Arkansas Department of Higher Education.

Arkansas High Tech Scholarship

This scholarship is available to students who have at least 19 on the ACT, a 2.50 GPA, and are enrolled in an approved high technology program at SAU Tech or other Arkansas public or private post-secondary institutions. This scholarship is valued at \$500. Applications and criteria are available online at <http://dwe.arkansas.gov/hightechscholarship.htm>.

Arkansas National Guard Tuition Incentive Program (GTIP)

Qualifying soldiers must complete the application (AG AR Form 621-@, 9 June 2005) for each semester and submit to the Education Center at Camp Robinson between July 1st and August 15th for fall term and between November 1st and December 15th for spring term. Award amounts are based on enrollment status and availability of funds.

Arkansas Workforce Improvement Grant

You must complete the FAFSA to apply for the Arkansas Workforce Improvement Grant. The grant, subject to availability of funds, is limited to Arkansas residents who are independent students age 24 or older and are making satisfactory progress according to SAU Tech's policy. Awards are made based on need and the cost of tuition and fees for hours enrolled. Full-time enrollment is not required.

Arkansas Department of Higher Education

For information and applications on additional programs awarded and administered by the Arkansas Department of Higher Education, write to Arkansas Department of Higher Education, 114 East Capitol, Little Rock, Arkansas 72201, call 1.800.54.STUDY, or visit their website at www.adhe.edu. These programs include but are not limited to the Governor's Scholars & Distinguished Scholars, Emergency Secondary Education Loan, Law Enforcement Officers' Dependents Scholarship, Military Dependents' Scholarship, National Guard Scholarship, and the Second Effort Scholarship.

OTHER AID PROGRAMS

AmeriCorps Education Award

After successfully completing a term of community service, AmeriCorps members who are enrolled in the National Service Trust are eligible to receive an AmeriCorps Education Award. You can use your AmeriCorps Education Award to pay education costs at qualified institutions of higher education, for educational training, or to repay qualified student loans. For more information, call 1.800.833.3722 or visit their website at www.americorps.org.

Employer Tuition Assistance

Many employers sponsor tuition assistance programs. Some companies will pay your tuition bill directly, others will ask you to make the initial payment, reimbursing you after you have received your grades. Contact your company's Human Resources Department for specific information.

Private Scholarships

Civic groups, professional organizations, foundations, religious organizations, sororities, fraternities, and clubs may offer financial assistance. Research these options are the local, state, and national level. Scholarship searches can be done online; however, you should beware of possible scams, especially if a fee is charged. Most information is available free of charge.

Vocational Rehabilitation

Students who have a substantial handicap to employment as a result of a permanent disability may be eligible for tuition, books, and/or other educational assistance through this program. Contact the nearest Arkansas Rehabilitation Services Office for further information. In El Dorado, call 1.870.862.5451.

Workforce Investment Act

The Workforce Investment Act (WIA) is a program designed to provide core, intensive, and training services to youth, adults, and dislocated workers. Training services will be provided to adults and dislocated workers through the voucher system. Information is available from Southwest Arkansas Planning & Development District Inc. Counties served are Calhoun, Columbia, Dallas, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, Ouachita, Sevier, and Union. For more information, call 1.870.836.5024 in Camden.

VETERANS BENEFITS

GI Bill

Veterans Benefits are awarded to veterans and their dependents that qualify under Chapters 30, 32, 33, 1607, and 35 of Title 38 USC and Chapter 1606 of Title 10. For information and application forms, contact the Financial Aid Office, call the Department of Veterans Affairs at 1.888.442.4551, or visit their website at www.gibill.va.gov. You must submit your class schedule each semester to the Certifying Official in the Financial Aid Office. You must notify the Certifying Official any time changes are made to your schedule or your selected major. Payments are made directly from the Veterans Affairs to the qualifying student; therefore, these funds are not posted to your student account at SAU Tech.

Veterans Vocational Rehabilitation

Any veteran with a compensable disability rating of 10% or more is invited to file an application for Vocational Rehabilitation by completing VA Form 28-1900 and submitting it to the Department of Veterans Affairs in North Little Rock. Once the application is filed, an appointment will be scheduled for you to discuss your educational plans, test your aptitude, interests and abilities as well as review the nature of your disability and how it affects your ability to gain employment. A decision of your entitlement to the benefit will be rendered after the counseling appointment. If the veteran is eligible, the program makes direct payment to the school for tuition, fees, and books.

Federal Tuition Assistance

Qualifying soldiers must apply online at www.virtualarmory.com by July 31st for fall term and by December 31st for spring term. Print the completed application form and submit to the Financial Aid Office. The military typically pays 75% of tuition and fees through this program. **SAU Tech waives the other 25% upon submission of the completed application form.**

INSTITUTIONAL SCHOLARSHIPS

Requirements are subject to change by SAU Tech. Applications are available from the Financial Aid Office. SAU Tech institutional scholarships cover a maximum of 15 hours per semester for four (4) semesters.

Academic Challenge Supplemental Scholarship

The Academic Challenge Supplemental Scholarship valued at \$1000 towards tuition and fees will be awarded to students who receive the Academic Challenge Scholarship from ADHE. As long as a student is eligible for and receiving the Academic Challenge Scholarship from ADHE they will be eligible for the supplement. Funds are very limited so apply early as awards will be based on eligibility and timeliness of application.

Academic Scholarship

The initial requirement for this scholarship is a minimum ACT score of 24. Student must enroll the fall semester immediately following high school graduation. The renewal requirements are that a student must enroll in 15 credit hours and complete a minimum of 12 hours each semester and maintain a cumulative 3.00 GPA. The scholarship is valued at full tuition and processing fees up to 15 hours plus \$250 for books per semester.

Career Academy Award

This scholarship is awarded to Arkansas residents who are currently enrolled in high school and have a composite ACT score of 19 or higher, or an ASSET total score (math + reading + writing) of 120 or higher with no area score lower than 35. Recipients must earn at least a "C" or a "W" to be eligible for subsequent scholarships. This scholarship cannot be used for basic skills classes. The value of the scholarship is the cost of tuition for the classes in which the recipient is enrolled with a limit of 11 hours per semester; it does not cover fees, books, supplies, or other costs and has no refundable cash value.

Note: For the purpose of this scholarship, students are exempt from paying fees.

Concurrent Program Award

To be eligible for the Concurrent Program award the student must complete six (6) hours with a 3.00 GPA through the SAU Tech Concurrent Enrollment Program or through the SAU Tech Career Academy. The student should be recommended by the Office of the Career Academy, high school counselors, and/or faculty members to the Office of Secondary & Community Educational Services at SAU Tech. The student must enroll in the fall semester immediately following high school. The award is valued at full tuition up to 15 hours. In order to renew the award the recipient must complete 12 hours each semester and maintain a 2.50 GPA.

Fire Service Scholarship

This scholarship is awarded to applicants who are currently employed in fire service or active duty volunteers in fire service in Arkansas and have successfully completed the Arkansas Fire Training Academy (AFTA) Firefighter II Certification Program. The scholarship is limited to college credit classes that apply toward a degree in fire service. This scholarship is renewable until the degree is completed or for five (5) years, whichever is earlier, provided the recipient maintains a 2.00 cumulative GPA each semester or term. Complete withdrawals for two (2) consecutive semesters of enrollment will result in the loss of the scholarship. To regain eligibility after such withdrawals, at least one (1) semester must be successfully completed at the student's expense. The value of this scholarship is the cost of tuition for classes taken at SAU Tech; it does not cover processing fees, Internet fees, non-credit course fees, books, supplies, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available. Applicant must be registered for classes for scholarship to be awarded. Proof of certification and department affiliation are required. A renewal application must be submitted each semester.

Fred's Second Opportunity Scholarship

Applicants must obtain a scholarship application from Fred's, and complete and return it to Fred's for evaluation. Decision for the scholarship rests solely with Fred's Second Opportunity Board. Several factors will be considered, including but not limited to, previous schooling, need, desire, a minimum age of 21, and number of dependents. Fred's will notify SAU Tech regarding the application status. The Fred's Second Opportunity Scholarship is renewable for three (3) additional semesters, provided the recipient enrolls in and completes at least 15 hours each semester, with a minimum of 30 hours per academic year, and maintains a 2.50 cumulative GPA. (Scholarship cannot be used for summer terms.) The value of this scholarship is the cost of full-time tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value. The deadline for priority consideration for all scholarships is March 15th. Scholarships will be awarded on a first-come, first-serve basis provided funds are available.

Law Enforcement Scholarship

This scholarship is awarded to applicants who are currently employed in law enforcement within the state and have successfully completed the Arkansas Law Enforcement Training Academy (ALETA) Certification Program. The scholarship is limited to college credit classes that apply toward the Technology degree with emphasis in law enforcement. This scholarship is renewable until the degree is completed or for five (5) years, whichever is earlier, provided the recipient maintains a 2.00 cumulative GPA each

semester or term. Complete withdrawals for two (2) consecutive semesters of enrollment will result in the loss of the scholarship. To regain eligibility after such withdrawals, at least one (1) semester must be successfully completed at the student's expense. The value of this scholarship is the cost of tuition for classes taken at SAU Tech; it does not cover processing fees, Internet fees, non-credit course fees, books, supplies, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available. Applicant must be registered for classes for scholarship to be awarded. Proof of certification and agency affiliation are required. A renewal application must be submitted each semester.

Merit Scholarship

The initial requirement for this scholarship is a minimum ACT score of 19 or equivalent. The student must be a first-time entering freshman (regardless of age). For renewal the student must enroll in 15 credit hours and complete a minimum of 12 hours each semester and maintain a cumulative 2.50 GPA. The scholarship is valued at the cost of 15 credit hours of tuition. The value of this scholarship covers tuition only; it does not cover fees, books, housing, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available.

Miss Arkansas Scholarship

This scholarship is provided to the winner of the Miss Arkansas Pageant and to the first runner-up. The Miss Arkansas Scholarship is renewable for three (3) additional semesters, provided the recipient enrolls in and completes at least 15 hours each semester, with a minimum of 30 hours per academic year, and maintains a 2.50 cumulative GPA. (Scholarship cannot be used for summer terms.) The value of this scholarship is the cost of full-time tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value.

Miss SAU Tech Scholarship

This scholarship is provided to the winner of the Miss Greater Camden Pageant but it may be awarded to the runner-up if the winner chooses to decline. The scholarship must be used within one (1) year of the pageant or one (1) year of the scholarship award, whichever is later. The Miss SAU Tech Scholarship is renewable for three (3) additional semesters provided the recipient enrolls in and completes at least 15 hours each semester, with a minimum of 30 hours per academic year, and maintains a 2.50 cumulative GPA. (Scholarship cannot be used for summer terms.) The value of this scholarship is the cost of full-time tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value.

Non-Traditional Scholarship

The initial requirement for this scholarship is a minimum ACT score of 19 or equivalent score on COMPASS or ASSET test or student must have a college GPA of 2.50. The Non-Traditional Scholarship is renewable for three (3) additional semesters provided the recipient enrolls in 15 hours each semester and completes a minimum of 12 hours each semester and maintains a 2.50 cumulative GPA. (Scholarship cannot be used for summer terms.) The value of this scholarship is \$1,000 per semester; it does not cover fees, books, housing, or other costs and has no refundable cash value. The deadline for priority consideration for all scholarships is March 1st. Scholarships will be awarded on a first-come, first-serve basis provided funds are available.

Nursing Scholarship

To be eligible for the Nursing scholarship the student must be accepted into the nursing program and be recommended by the Nursing Department. For continued eligibility the recipient must maintain a cumulative GPA of 3.00 and remain in the nursing program. The scholarship is valued at full tuition for the fall, spring, and summer semesters.

Part-Time Scholarship

To be eligible for the Part-Time scholarship the student must have a minimum score of 19 on the ACT or equivalent and enroll in 6-11 credit hours applicable towards a degree. In order to renew the scholarship the student must maintain a 2.50 GPA and complete six (6) hours in the term. The scholarship is valued at \$500 per semester.

SAU Tech GED Scholarship

This scholarship is awarded to two (2) GED graduates per year who score the highest on the GED Exam taken at the Adult Education Center of Ouachita & Calhoun Counties. The scholarship must be used within one (1) year of the scholarship award. The SAU Tech GED Scholarship is renewable for three (3) additional semesters, provided the recipient enrolls in at least two (2) classes each semester and maintains a 2.50 cumulative GPA each semester. (Scholarship cannot be used for summer terms.) The value of this scholarship is the cost of tuition for the classes in which the recipient is enrolled up to the cost of full-time tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value.

SAU Tech National Merit Finalist/Semi-Finalist Scholarship

This scholarship is provided to any student who is designated as a National Merit Scholarship Finalist or Semi-Finalist and is renewable for three (3) additional semesters, provided the recipient enrolls in and completes at least 15 hours each semester, with a minimum of 30 hours per academic year, and maintains a 2.50 cumulative GPA. (Scholarship cannot be used for summer terms.) The value of this scholarship is the cost of full-time tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value.

SkillsUSA Scholarship

Students who have earned the GOLD MEDAL in state competition and present a certificate from SkillsUSA will be awarded a tuition only scholarship for up to 15 hours. The student must be fully admitted in a degree/certificate program and be enrolled in 15 hours each semester. The scholarship is renewable for up to three (3) additional semesters provided the student maintains a 3.00 GPA and completes 12 hours each term.

Student Life Ambassador Scholarship

To be eligible for the Student Life Ambassador scholarship the student must turn in two (2) written recommendations, one (1) from their high school counselor and one (1) from a high school teacher if they are a high school senior. If the applicant is not a high school senior, he/she can turn in recommendations from a college professor and/or employer. The applicant must also write a one-page essay on why they want to be a Student Ambassador at SAU Tech and achieve a minimum ACT of 19 or equivalent. In order to renew the scholarship, the student must maintain at least a 2.50 GPA, complete a minimum of 12 hours each semester, and be recommended by their work supervisor. The scholarship is valued at full-time tuition up to 15 hours. Recipients must work 15 hours a week and will be paid from either FWS or IWS in addition to their scholarship. Student Life Ambassadors will work for the College giving tours, making telephone calls, doing mail outs, visiting local high schools, working college nights and College Goal Sunday, and other duties as assigned.

Valedictorian/Salutatorian Scholarship

The initial requirement for this scholarship is that the student must graduate from high school as either the Valedictorian or Salutatorian, achieve a minimum ACT score of 21, and enroll the fall semester immediately following high school graduation. For schools that do not designate a Valedictorian or Salutatorian SAU Tech can accept a ranking of one (1) or two (2) from the high school counselor. For renewal the student must complete a minimum of 12 hours each semester and maintain a 3.00 cumulative GPA. The scholarship is valued at full tuition and processing fees up to 15 hours plus \$250 for books per semester.

General Requirements for Institutional Scholarships

1. All students must be fully admitted and degree seeking.
2. Must be an Arkansas resident (exception made for Texarkana students in the Aviation Program).
3. Must be a US citizen.
4. Students must enroll in a minimum of 15 hours each semester (except part-time scholarship).
5. Scholarships cannot be used for summer sessions (except Nursing).
6. Scholarships are good for a total of up to four (4) consecutive semesters. If the student is not enrolled for a semester the scholarship is lost. Depending on the scholarship requirements the student may be able to reapply.
7. Must apply for scholarships by the deadline.
8. Scholarships are awarded to the extent funds are available.
9. These scholarships are merit based, but the Financial Aid Office will encourage and strongly recommend students fill out a FAFSA.

FOUNDATION SCHOLARSHIPS

These scholarships are awarded to graduating seniors by Southern Arkansas University Tech Foundation Board. Application deadline is March 1st. The Southern Arkansas University Tech Foundation Board will review financial status annually and then specify the scholarships to be awarded for the next academic year and determine the dollar amount of each scholarship. Applications may be obtained from the SAU Tech Financial Aid Office or www.sautech.edu. Foundation scholarships are awarded to graduating high school seniors only except for the Betty J. Lewis Minority Scholarship and Ouachita Electric Cooperative Scholarship.

Alfred Smith Scholarship

This scholarship is awarded to a graduating senior of a Ouachita County high school. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

Betty J. Lewis Minority Scholarship

This academic scholarship is awarded to a student with a high school diploma or GED. The candidate must have at least one biological parent whom is African American, Hispanic, Pacific Islander, Native American or Asian. Subject to the availability of funds, this scholarship may be renewed provided a 2.00 GPA is maintained.

BPW Scholarship

Any woman is eligible to apply for this scholarship. She must qualify scholastically to enter SAU Tech and must be seeking enrollment in, or be enrolled in a degree program at SAU Tech. Applications will be presented to the Camden BPW Scholarship Committee for selection. The award will be for no less than \$300 and will be determined by the BPW Scholarship Committee.

Camden Kiwanis Club Scholarship

This award, in the amount donated by the Kiwanis organization, is available to a local senior selected by Kiwanis representatives. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

George R. Brown Scholarship

This award is for students attending SAU Tech and is not limited to recently graduating seniors. Guidelines for selection of recipients of this scholarship are prioritized as follows:

1. A dependent of a Highland Industrial Park or East Camden and Highland Railroad employee.
2. A dependent of a BancorpSouth employee.
3. A graduate of Hampton High School.
4. A graduate of Camden Fairview or Harmony Grove High School.
5. A student selected by the Scholarship Committee of SAU Tech.

This scholarship is renewable for three (3) additional semesters, provided a 3.00 GPA (GPA) is maintained.

Judge Plunkett Book Scholarship

This scholarship is awarded to a graduating high school senior with outstanding academic achievement. Subject to availability of funds, this scholarship may be renewed for one (1) semester, provided a 3.00 GPA is maintained.

Lockheed Martin Scholarship

This scholarship is awarded to a graduating senior of Camden Fairview, Harmony Grove, Stephens, Bearden, Sparkman, Hampton, Smackover, or Fordyce high schools. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

Ouachita Electric Cooperative Scholarship

Recipients of this scholarship or their immediate families shall be members of Ouachita Electric Cooperative. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

Raytheon Missile Systems Scholarship

This academic scholarship is awarded to a financially deserving high school graduating senior or an undergraduate. Preference will be given to applicants whose chosen field of study is mathematics, engineering, or science. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

Samuel D. McGill Scholarship

This scholarship is awarded to a graduating senior of Camden Fairview, Harmony Grove, Stephens, Bearden, Sparkman, Hampton, Smackover, or Fordyce high schools. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

SAU Tech Foundation Scholarship

This scholarship is awarded to a graduating senior of Camden Fairview, Harmony Grove, Stephens, Bearden, Sparkman, Hampton, Smackover, or Fordyce high schools. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

Thomas Lee & Ida Lee Walters Scholarship

This scholarship is awarded to a graduating senior of Harmony Grove High School who intends to pursue a major in an occupational program at SAU Tech. The Harmony Grove High School Scholarship Committee selects the recipient. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

Wayne Taylor Scholarship

This scholarship is awarded to a graduating senior of Camden Fairview, Harmony Grove, Stephens, Bearden, Sparkman, Hampton, Smackover, or Fordyce high schools. Subject to availability of funds, this scholarship may be renewed for one (1) semester provided a 3.00 GPA is maintained.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Students that receive Title IV assistance (financial aid) are required to make satisfactory academic progress. Federal guidelines stipulate that the *Satisfactory Academic Progress Policy* apply to all enrollment periods at SAU Tech regardless of whether or not aid was received. SAP is defined as passing a required percentage of hours and maintaining a minimum grade point average (GPA) of 2.00 on a 4.00 point scale.

Students must be degree seeking in an eligible program of study in order to receive federal financial aid. Students may receive financial aid while enrolled for a full or part-time course of study, 12 semester hours is considered full-time. Students receiving financial aid are strongly advised to consult with the financial aid staff before making any adjustments to their program of study or course load.

Students may receive financial aid for no longer than **150%** of the published length of the educational program. For example, a student may use up to 90 credit hours to complete the requirements for a 60-hour degree. Once a student gets within 15 hours of the 150% limit, if they want to continue to receive financial aid, they must present the Financial Aid Office with a degree plan that demonstrates they can finish within 150% of the length of their program. If they cannot do this then they will immediately be ineligible for financial aid. Upon completing their program, students may be able to pursue another degree or certificate under the same guidelines with the approval of the Financial Aid Office. However, completion percentage and GPA will always be cumulative.

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

<u>Hours Attempted</u>	<u>Completion Percentage Required of Hours Attempted</u>
Up to 15 Hours.....	55%
16 – 30 Hours	60%
31 or More Hours.....	67%

A student's official enrollment status will be determined on the 11th day of class (5th day of class in summer terms), and aid will be awarded accordingly. Students must attend at least one (1) day of a class in order for that class to count towards their enrollment status for financial aid purposes. A student that withdraws after the 11th day of class will be held responsible for the minimum percentage of hours for his/her official enrollment status.

SAP will be reviewed when awards are made and at the end of each term for all students receiving Title IV aid. At such time that a student's SAP is checked and they are not making SAP, the student will be placed on Warning (no appeal necessary) and will be notified in writing. Students who are placed on Warning may still be eligible for Title IV aid for one (1) payment period. Students who are on Warning will have one (1) payment period to meet SAP standards. If they do not meet SAP standards at the end of this payment period, they will not be eligible for financial aid.

Any student who becomes ineligible for financial aid can make an appeal. If an appeal is granted, they will be placed on Financial Aid Probation. Students who are placed on probation can receive financial aid for one (1) payment period. At the end of that payment period, the student must be making SAP or successfully following the Academic Plan laid out by the Appeals Committee. If not, the student is no longer eligible for Title IV aid.

APPEALS PROCESS

Appeals will not be considered until the FAFSA for the academic year and ALL prior academic transcripts are on file in the Financial Aid Office. The committee reviews each appeal on an individual basis, the process is outlined below.

1. Once the student is informed that they are no longer making SAP they have 30 days to submit an appeal in writing to the Financial Aid Office. Appeals are only for extenuating circumstances such as the serious illness of the student, death of a close family member or other special circumstances. Supporting documentation must be submitted with the appeal letter.
2. The letter must include what has changed in the student's situation that will allow him/her to make SAP at the end of the next payment period. The letter, along with all supporting documentation, should be submitted to the Financial Aid Office who will then forward to the Appeals Committee.
3. In order for an appeal to be approved, the Appeals Committee must:
 - a. be able to determine that the student will be able to meet SAP standards by the end of the next payment period; or
 - b. the student must be placed on an Academic Plan that will ensure the student is able to meet SAP by a specific point in time.
4. If the student's appeal is approved, they will be placed on Probation and be eligible for financial aid for one (1) payment period. At the end of the payment period the student must either be meeting the guidelines of the SAP policy or successfully following the Academic Plan established by the Appeals Committee.
5. The Appeals Committee meets the first business Tuesday of each month as necessary to review appeal cases. (Appeal letters must be submitted a week prior to the monthly committee meeting in order to be reviewed that month).
6. Once the decision is returned to the Financial Aid Office the student will be notified in writing. All decisions of the Appeals Committee are final; there is no further appeal.

SPECIAL CONDITIONS

1. **Developmental/Basic Studies Courses** – Enrollment in these courses will be included in the total hour requirement for calculating financial aid awards, the calculating of cumulative semester hours of credit required, and in the calculation of cumulative semester hours attempted. Developmental/Basic studies courses do not earn a GPA and will not count toward the student's overall GPA for academic progress purposes. Developmental/Basic Studies courses will be considered "completed" if the student earns a grade of "C" or better. Intermediate Algebra will be counted as a regular course, and not a developmental/basic studies course.
2. **Repeating Courses** – The last grade recorded in repeated courses is the grade of record at SAU Tech and will be used in computing the student's GPA. Both courses will count towards the number of hours attempted and they will count as completed as long as the course was completed. SAP does not limit the number of times a course can be repeated. However, there are limits on receiving financial aid for repeated courses; for additional information contact the Financial Aid Office.
3. **"I" and "W"** – Courses with a grade of "I" or "W" will count towards the student's hours attempted, but will not count towards the hours successfully completed.
4. **Transfer Students** – Students must report to the Financial Aid Office and Admissions Office, all colleges, universities, and other schools in which they have enrolled prior to SAU Tech. Transfer students are subject to the same policy regarding length of time and GPA as native SAU Tech students for those hours accepted at SAU Tech. Hours transferred in after a student has completed a previous degree at SAU Tech will count towards the new degree being sought, regarding the 150% rule. Portfolio credits do not count towards hours attempted or earned.
5. **Audits** – Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.
6. **Maximum Time Frame** – Associate Degree 90 hours; Technical Certificates 45 hours. There are two (2) exceptions: the AAS in Aviation will be given 135 hours to complete the program and the PN program will be given 49 hours.
7. **Academic Fresh Start** – Due to federal regulations, if a student is granted Academic Fresh Start it will have no bearing on their eligibility for financial aid.

NURSING STUDENTS

Students in the Nursing program will be considered to be making SAP to the extent that they are maintaining a 2.00 GPA and remain in the program. Students who re-enter the program must maintain a 2.00 GPA and have successfully completed 67% of attempted hours.

STUDENT HOUSING

Student Housing is available on the SAU Tech campus. Rooms are available in single occupancy (if available) and double occupancy bedrooms. Suites contain two (2) bedrooms that share a kitchen and bathroom with the occupant(s) of the other

bedroom. Rooms include: local telephone service, basic satellite television, trash pick-up, Internet access (computer not provided), and laundry facilities.

How to Apply for Housing

1. Complete a housing application.
2. Include a \$100 deposit when turning in the application to the Business Office.
3. The Student Life Office will contact you upon completion of Step 2 above.
4. Make full payment for the semester.
5. Time permitting, a housing contract will be mailed to you; otherwise, it will be available on move-in day.
6. Once Steps 1–4 above have been completed, notification of move-in date will be mailed. Notification of room assignments may not be available until move-in day.

Rooms are secured based on the date of full payment being made and space availability. Room assignments are secured on a first-come first-serve basis with current residents having a priority.

Deposit is refundable if student remains in housing until 75% of the semester is complete and there are no damage charges or clean up fees. If damage exists in excess of \$100, resident will be responsible for the additional costs.

STUDENT IDENTIFICATION CARDS

Student IDs are issued to SAU Tech students upon request. The IDs may be used in a number of ways: library, student activities, personal IDs for check writing, etc. Student IDs are required in order to have access to the computer commons lab and SAU Tech gym. There is a \$5.00 replacement fee for IDs.

TESTING

AMERICAN COLLEGE TESTING PROGRAM

The ACT, ASSET, COMPASS or SAT examinations are used for guidance and course placement. Students interested in taking a placement exam should contact the Testing Center at 1.870.574.4486 for further information.

SAU Tech has been designated as a national testing center for the ACT and SAT. The examination is administered on specified national testing dates. Information and registration forms regarding the ACT or SAT may be obtained from a high school counselor or from the Testing Center at SAU Tech.

CLEP TEST

Subject examinations from the College Level Examination Program (CLEP) of the College Board are given by appointments at SAU Tech. Students may call the Testing Center at 1.870.574.4486 to schedule CLEP tests. SAU Tech awards up to 15 hours of college credit through satisfactory scores on CLEP tests after a student has completed 12 hours of course work at SAU Tech.

CAREER TESTING

Kuder Career Planning System is available for students. Career and learning styles inventories can be administered upon request. If interested, call the Testing Center at 1.870.574.4486.

CERTIFICATION TESTING

Certiport, CRC (Workkeys), Pearson Vue, PowerSafe, and Prometric certification examinations are available for students. Please contact the SAU Tech Testing Center at 1.870.574.4486 to learn how to register for these examinations.

TUTORING PROGRAM

SAU Tech supports a tutoring program for students who need individual assistance. Tutoring is available through The Tech Learning Center that is located in the Learning Resource Center. For more information, call The Tech Learning Center at 1.870.574.4725.

VISITOR INFORMATION

SAU Tech welcomes visitors to its campus and urges prospective students to visit SAU Tech and take a tour of all facilities. Visitors may contact the Student Life Office at 1.870.574.4458 to schedule an appointment for an on-campus tour. Visits Monday through Thursday 8:00 a.m. to 4:30 p.m. are encouraged.

STUDENT ACTIVITIES

The SAU Tech staff believes that activities outside the classroom enrich, supplement, and provide a testing ground for classroom learning. These activities offer opportunities for social growth and for the development of values, appreciations, and insights. The Director of Student Life works with students and faculty to present an activity program appropriate to the students' needs. Assistance and guidance are provided to groups wishing to organize clubs and activities appropriate to a two-year college. Check the *SAU Tech Calendar of Events* in the Student Life Office, campus bulletin boards, and on SAU Tech's website at <http://www.sautech.edu/future/activities.aspx> for activity and event schedules.

INTRAMURAL ACTIVITIES

SAU Tech students may check the *SAU Tech Calendar of Events* posted in the Student Life Office, on campus bulletin boards and on SAU Tech's website at <http://www.sautech.edu/future/activities.aspx> for the schedule of on-campus intramurals. For more information, students may contact the SAU Tech Student Life Office at 1.870.574.4712.

SAU TECH GYM

SAU Tech is concerned about the well being of its students and offers its students access to a gym that is equipped with exercise equipment. SAU Tech also provides its students with the use of a basketball and volleyball court. The gym is open Monday through Thursday 3:00 p.m. to 9:00 p.m. and closed on Friday during the fall and spring semesters. Tennis and golf equipment are available for SAU Tech students to check out through the Gym Office. The equipment may be used on SAU Tech's Lighted Tennis Court or at Highland Golf Course. SAU Tech student is responsible for cost of green fees. Student MUST have his/her Student ID to check out the equipment.

Note: Gym hours may vary. Specific gym hours are available on SAU Tech's website and posted around campus.

STUDENT CENTER

The SAU Tech Student Center reflects all aspects of Student Life. The Student Center, which is housed in the Business Building, is a centrally located gathering place, which includes a spacious lounge area, a television, a game room, and a convenient snack area. The Student Center is also the location for the College Café and the Student Life Office. The Student Center is open daily from 8:00 a.m. to 10:00 p.m.

STUDENT CLUBS & ORGANIZATIONS

Activities play an important role in the development of students at SAU Tech. Because participation in activities is recognized as vital training for a university student, SAU Tech has several organizations that sponsor activities and functions for the students. Student clubs and organizations under SAU Tech sponsorship may be formed whenever there is a worthwhile purpose and sufficient interest. Information concerning organizational procedures may be obtained from the Director of Student Life.

ADVANCED AEROSPACE CLUB OF TEXARKANA

The Advanced Aerospace Club of Texarkana is a group composed of instructor/advisor nominated student members who have shown exceptional academic performance and wish to pursue instructor led advanced concepts/studies of airframe and powerplant design and operation as related to aviation and aerospace applications. The club and the selection process for members inspire all students for superior academic achievement and reward its members with advanced interests by providing increasingly complex challenges, thereby advancing knowledge, goals, and aspirations.

ALLIED HEALTH STUDENTS CLUB (AHSC)

The primary purpose of the Allied Health Students Club of SAU Tech is to serve the needs of its members in the following ways:

1. Foster programs and activities, which will develop:
 - a. Leadership, character, and citizenship;
 - b. Ethical practices and respect for the dignity of work; and
 - c. Community support.

2. Build the confidence of students in themselves and their work by providing opportunities for students to assume responsibilities and developing personal and occupational competencies and social skills which lead to successful employment in the health care field.
3. Promote relationships and involvement with other health care organizations.

AVIATION CLUB

The purpose of the Aviation Club of Camden is a non-profit organization to promote the aviation industry on a local through international level, to supply to its members information concerning current methods, techniques, and materials used in the field, and to assist members in personal development and job placement.

BAPTIST COLLEGIATE MINISTRY (BCM)

The purpose of the Baptist Collegiate Ministry is to challenge collegians to become disciples who experience God, live out their faith, and fulfill His mission. By connecting with the local church, multiplying through evangelism and missions, and transforming by spiritual disciplines and leadership development. This organization is not endorsed, approved, sponsored or provided on behalf of SAU Tech.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

National Technical Honor Society (NTHS) is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace.

PHI BETA LAMBDA

The purpose of SAU Tech's chapter of Phi Beta Lambda is to provide opportunities for college students to develop occupational competencies for business and office occupations and business teacher education, and to encourage an active interest in the business profession. Membership is open to all business students.

PHI THETA KAPPA

SAU Tech is a member of Phi Theta Kappa, a national honor fraternity for community/junior college students. Members must have completed 30 semester hours of coursework and earned at least a 3.50 GPA. This coursework must consist of courses leading to an associate degree.

RESIDENTIAL HOUSING ASSOCIATION (RHA)

The purpose of the Resident Housing Association is to combine and exchange the ideas of the members, to provide a channel of communication and understanding among all residents and the University Administration, to encourage and assist in the development of an educational and social environment within resident housing, and to promote leadership, sportsmanship, high standards of conduct and morals, and responsibility in resident housing.

STUDENT LEADERSHIP PROGRAM

The members of the Student Leadership Team are known for their friendliness, enthusiasm, outstanding work ethic, and positive attitude. The Student Leadership Program defines the student leadership experience at SAU Tech for all leaders regardless of class year or skill level. Recognizing that SAU Tech affords countless opportunities for leadership development for those who seek them out this program highlights opportunities for involvement by bringing student leaders together outside of the classroom for learning, growth, and personal development. These select students volunteer their time to various campus and community events as well as projects that enhance Southern Arkansas University Tech and South Arkansas. The Student Leadership Team will strive to enhance SAU Tech awareness throughout the campus in turn building interest, pride, and enthusiasm for future generations of SAU Tech students. For more information, students may contact the SAU Tech Student Life Office at 1.870.574.4712.

TEACHER EDUCATION CLUB

Teacher Education Club (TEC@TECH) is a club for future educators designed to educate community college students about the profession of teaching; to provide an opportunity for our teacher education students to share experiences and socialize with one another; and to offer future teachers opportunities to develop leadership skills through services to the community.

ACADEMIC INFORMATION

ACADEMIC FRESH START

An undergraduate student may file for academic fresh start if the student has not been enrolled in any college or university (including SAU Tech) for a period of at least three (3) years (36 months) immediately preceding the intended enrollment at SAU Tech. The student must apply for and declare academic fresh start for credit admission to SAU Tech within the first semester (term) of enrollment or re-enrollment.

The following criteria will apply:

1. The academic fresh start policy will be limited to credit courses during any contiguous semesters (terms) within a 12-month period.
2. The student will forfeit the use of all college university credits earned during any declared academic fresh start semester (term).
3. The notation "Academic Fresh Start (date)" will be noted on the student's permanent record for each declared academic fresh start semester (term).
4. The credits will appear on the student's permanent record, but no courses in any declared academic bankrupt semester (term) will be used in computing the student's GPA.
5. The *Financial Aid Satisfactory Progress Policy* shall apply to all courses previously attempted, regardless of academic fresh start.
6. Policies related to academic fresh start pertain only to SAU Tech and may not be honored by other universities.
7. In regard to academic honors, all semesters (terms), including any semester (term) of declared academic fresh start will be included in the computation of the student's GPA.
8. A declaration of academic fresh start may be exercised once in a student's academic career, and the declaration is final and irreversible.
9. A student who declares academic fresh start will be subject to all SAU Tech policies.

To request academic fresh start, a student must submit a Petition for Academic Fresh Start and all transcripts of prior college (university) work to the Vice Chancellor for Academic Affairs at the time of application for admission or readmission to SAU Tech or within the first semester (term) of enrollment or re-enrollment. After reviewing all records to determine that the student has met the three-year period, the Vice Chancellor for Academic Affairs will determine eligibility for clemency.

This policy became effective fall 1992 semester and will not be retroactive for currently enrolled students.

ACADEMIC LOAD

A full-time student is enrolled in 12 or more credit hours during a regular semester, six (6) credit hours for a 5-week session or 12 credit hours for a 10-week session during the summer. To enroll for more than 19 credit hours requires permission of the Vice Chancellor for Academic Affairs. Students may be required to limit their course load to 13 credit hours per term if placement test scores or grades indicate that such limitation is desirable. Such students may also be required to take selected courses.

ACADEMIC PROBATION & SUSPENSION

To be in good academic standing, students must maintain the following standards:

Hours Attempted 1-29 **Required Cumulative Grade Point Average** 1.50

Hours Attempted 30 + **Required Cumulative Grade Point Average** 2.00

A student who does not earn the required cumulative GPA according to the number of semester hours attempted will be placed on academic probation. A student who has been placed on academic probation will have until the end of the next regular semester to show significant improvement in grades or be suspended from SAU Tech. Significant improvement shall be defined as follows:

Total Hours Attempted 1-29 **Grade Point Average Earned in Probationary Semester** 1.75

Total Hours Attempted 30 + **Grade Point Average Earned in Probationary Semester** 2.00

If a student has been suspended for academic reasons, the student will not be allowed to register for classes or attend SAU Tech for one (1) full semester, excluding summer terms. A student may petition for one (1) semester of guided enrollment rather than being suspended. After one (1) semester, the student may return to SAU Tech on a probationary status. The student must make significant improvement and meet the standards defined in the probationary section above. If improvement does not occur, the student will be suspended for one (1) year from the date of the second suspension. After one (1) year, the student may seek

readmission on probation with guided enrollment. Failure to earn at least 2.00 GPA during the returning semester will result in academic dismissal.

A student who believes that there are extenuating circumstances which justify early readmission may submit a written appeal to the Vice Chancellor for Student Services at least two (2) weeks prior to the beginning of the semester for which readmission is sought.

APPLYING FOR GRADUATION

The ultimate responsibility for completion of a degree/certificate program rests with the student. Lack of knowledge or misinterpretation of policies and regulations by students does not absolve them from fulfilling the requirements of a degree/certificate.

SAU Tech has one (1) commencement ceremony each May. Students who complete their graduation requirements in August or December will participate in the annual spring commencement ceremony. A student who plans an August or December graduation must apply no later than the last day to register for the summer or fall terms. All students must apply for graduation no later than December 1st for commencement.

Applying for graduation includes:

1. Completing the application for graduation form(s) with an advisor;
2. Paying the graduation fee at the Business Office when other semester fees are paid. The graduation fee must be paid by the following dates: September 15th for December graduation, January 30th for May graduation, and July 30th for August graduation. The fee must be paid for the application to be complete and the graduation fee is nonrefundable; and
3. Settling all financial and other obligations with SAU Tech.

Failure to complete any step of this process may result in postponement of the student's graduation. Students are encouraged to consult with an advisor on a regular basis to ensure that all graduation requirements are being met.

Candidates for degrees/certificates must participate in the commencement exercises unless excused by the Registrar.

A candidate who fails to graduate on the date stated on the initial application for graduation must complete a new application form and pay the graduation fee during the semester or term in which the degree/certificate will be completed.

AUDITING

An audit student is one (1) who enrolls in classes on a noncredit basis. Tuition and fees are paid at the same rate as classes taken for credit. Students may enroll to audit a course for self-enrichment or to observe a course before enrolling for credit in it. Students should consult the instructor of a course they want to audit to gain information about course work and examinations.

A grade of "AU" is given for audit enrollment. No graduation or transfer credit is awarded. Students who wish to audit a course must register during normal registration periods. No change of status from audit-to-credit will be allowed after the close of registration.

CANCELLATION OF CLASSES

SAU Tech reserves the right to cancel classes which do not meet established criteria, including sufficient enrollment, the availability of qualified instructors, and/or appropriate facilities.

CLASS ATTENDANCE

Students are expected to attend all classes for which they are registered. Makeup work for classes missed will be arranged with the instructor's consent.

Students who have absences greater than the number listed below may be dropped from the class:

- 1 credit - 1 class hour
- 2 credits - 2 class hours
- 3 credits - 3 class hours (Technology, 5 class hours)

Night classes are subject to this same policy.

Each faculty member will attempt to contact students who have attendance difficulties. The names of students who have excessive absences will also be given to the Counselor for further follow-up. Such contacts may be noted in the grade book.

CLASSIFICATION OF STUDENT

To be considered a member in good standing of a class, a student must have successfully completed the required minimum of work leading toward a degree as follows: Freshman, 1 – 30 credit hours; Sophomore, 31 – 62 credit hours; non-degree seeking, 1 to over 62 hours with no program, certificate, or degree objective.

CLASSROOM CONDUCT

All students are expected to conduct themselves in a pleasant, civil, courteous, and sociable manner at all times in the classroom. Rudeness, bigotry, sarcasm, and obscene or abusive language will not be tolerated, and students displaying such behavior will be required to leave class. Any student dismissed from class for such behavior must seek approval of the Vice Chancellor for Academic Affairs to reenter the classroom. Repeated objectionable behavior or disruption of class will result in permanent dismissal from the class. Faculty members are expected to dismiss students from their classroom whose behavior is detrimental to good order and a positive learning environment.

Students in Internet classes will be held to the same standards as those in the classroom. Any student engaging in the aforementioned behavior will have his/her access to the class disabled until approval to continue is granted by the Vice Chancellor for Academic Affairs.

COURSE ACCOMMODATION FOR STUDENTS WITH DOCUMENTED DISABILITIES

SAU Tech recognizes that a disability may preclude a student from demonstrating required course competencies or from completing course requirements necessary for an A.A., A.S., or A.A.S. degree or certificate programs in the same manner expected of non-disabled students. In compliance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, qualified students with disabilities may request that appropriate course accommodations be considered.

SAU Tech recognizes the need to accommodate students with documented disabilities to the greatest extent possible without compromising a disabled student's course of study and without compromising the integrity of a degree.

SAU Tech recognizes that altering the method of course delivery or providing a combination of appropriate accommodations can overcome some disabilities that preclude a student from completing a course. Therefore, for most students with documented disabilities, the first level of accommodation will involve an attempt to complete the course with designed accommodations that do not substantially alter the course delivery or outcomes. For some students with a disability, such accommodations and alterations of course delivery may not be sufficient to enable him/her to complete the course. For those students, a course substitution will be individually considered (see COURSE SUBSTITUTION section).

Disability Services in Student Services is the office that coordinates services for students with disabilities.

Final responsibility for selection of the most appropriate accommodations rests with Disability Services, the Vice Chancellor for Academic Affairs and the course instructor(s). Accommodations are determined on an individual case by case basis, based on the nature of the course or program and the nature of the student's disability.

Students are encouraged to meet with Disability Services to develop a plan for their academic accommodations. Requests for accommodations must be made within two (2) weeks of the start of each semester. A request for accommodation is deemed reasonable if it:

- is based on documented individual needs,
- allows the most integrated experience possible AND
- does not compromise essential requirements of a course or program
- does not pose a threat to personal or public safety
- does not impose undue financial or administrative burden on SAU Tech.

It is the student's responsibility in the accommodation process to:

- follow the SAU Tech accommodation procedure for students with disabilities
- identify a disability to Disability Services
- provide current appropriate documentation of disability and accommodation need from a qualified medical or other licensed professional (to be kept in confidential file separate from student's academic files)
- request a specific accommodation or services.

Disability Services facilitates the education of students with physical or learning disabilities by providing a point of coordination for any accommodations or special services they may need while attending SAU Tech. Some of the services provided or coordinated

for disabled students are advising, special orientation to campus, readers, recorders, tutors as needed, the ordering of taped texts, classroom relocation, priority registration, mediation and advocacy, classroom accommodations, as well as personal, educational, and vocational counseling.

There is no "standing letter of accommodation." The process of providing accommodations involves each specific course and changing needs, thus requires review on a semester-by-semester basis.

COURSE SUBSTITUTION

SAU Tech reserves the right to cancel, postpone, combine or modify any course offering or modify any degree when necessary because of accreditation requirements, insufficient enrollment, lack of staff members or for financial or other reasons. As a result, SAU Tech recognizes that some students may be unable to satisfy specific course requirements for degree completion. In such cases SAU Tech can substitute courses to meet degree requirements as long as the substitution does not reduce the number of credits required in the program or compromise the student's course of study or the integrity of a degree.

Courses that SAU Tech determines are essential to the program of instruction being pursued by the student or directly related to any certification or licensing requirements will not be compromised through the substitution process. If the course in question is considered to be an essential part of the student's program or a requirement for certification or licensure, a substitution will not be granted. In such cases, the student will be required to take the course during a subsequent semester offering or SAU Tech may arrange Independent Study sections for students scheduled to graduate prior to the next semester in which the course is offered.

A course substitution granted by SAU Tech may not necessarily be recognized by a subsequent or transfer educational institution.

CREDIT OUTSIDE OF THE CLASSROOM

SAU Tech recognizes several methods for earning credit besides the courses taken at SAU Tech. Hours earned from these programs typically will not exceed more than 30 credits toward a degree at SAU Tech. Exception to the 30-credit hour limit must have prior approval of the Vice Chancellor for Academic Affairs.

1. **Advanced Placement.** Students who earn satisfactory scores on AP tests of the College Board program may earn college credit for the courses. (Up to nine (9) credits)
 - a. Arkansas public colleges and universities agree to award course credit for performance on the advanced placement exams using the following guidelines:
 - The award of course credit for a score of 3 will be left to the discretion of the institution.
 - All institutions will award some level of credit, as determined by the institution, for scores of 4 and 5.
 - b. If a student has received credit from a college or university for a score as designated above and transfers to another Arkansas public college or university, the receiving institution will accept the credit for that course(s) in the same manner in which course credit is accepted for other courses transferred from an accredited institution of higher education. Every effort should be made to assist students in keeping AP course credits that have been awarded previously by a regionally accredited institution.
 - c. Each institution will clearly communicate its policy and acceptance of AP exams by providing the following information: the name of the AP exam, the corresponding college/university course(s), and the amount of credit awarded for acceptable scores on the exam.
2. **CLEP.** Subject examinations from the College Level Examination Program (CLEP) of the College Board are given by appointment at SAU Tech. Students may call the Testing Center at 1.870.574.4486 to schedule CLEP Tests. SAU Tech awards up to 15 hours of college credit through satisfactory scores on CLEP tests after a student has completed 12 hours of course work at SAU Tech.
3. **Credit for Prior Learning.** Credit for Prior Learning is a portfolio-based assessment of non-college or experience-based learning that has been attained outside the sponsorship of accredited postsecondary educational institutions. Credit for Prior Learning (CPL) may include learning acquired from documented:
 - Work Experience / Training
 - Professional Organization Training
 - Adult Education Courses
 - Seminars and Workshops
 - In-Service Training / Instruction
 - Community Extension Courses

- Military Experience
 - Professional Certifications
- a. Policies Regarding Credit for Prior Learning
- CPL is not awarded for experience but for college-level equivalent learning that entails knowledge, skills, and competencies that students have obtained as a result of prior learning experiences.
 - CPL must be comparable to SAU Tech courses and must relate to the student's educational objective(s). Academic credit will be awarded only for those courses directly applicable to curriculum requirements of the student's declared certificate or degree program as outlined in college publications.
 - A student must have successfully completed at least 12 hours of coursework at SAU Tech and must be registered for coursework at the time of application for CPL. (Exceptions may be granted by the Vice Chancellor for Academic Affairs.)
 - Credit for prior learning will not be recorded on a transcript until GS 1021 Portfolio Development and the semester in which CPL was requested has been completed. Letter grades will not be posted on the student transcript for any of the prior learning methods. Only the course title, course number, and semester hours awarded will be posted on student transcripts.
 - Students who receive CPL and plan on transferring should contact the receiving institution to determine the acceptability of transferring CPL from SAU Tech. SAU Tech does not guarantee transfer of CPL.
 - CPL may not be used to fulfill more than half of the required credits for a degree or certificate.
 - Subsequent requests for CPL must follow the same policies as noted above, including enrollment and completion of GS 1021 Portfolio Development.
 - Prior learning will be evaluated only at the request of the student.
- b. Steps for Pursuing Credit for Prior Learning
- Using the college catalog and degree requirements, determine the courses for which you feel you have relevant, equivalent college-level experience.
 - Meet with the academic advisor for the appropriate degree program to request CPL.
 - The academic advisor will request that review for possible CPL be completed by the Vice Chancellor for Academic Affairs. (CPL review for Arkansas Environmental Training Academy, Arkansas Fire Training Academy, Aviation, and Law Enforcement credit will be made by the Vice Chancellor for Academic Affairs.) Upon Vice Chancellor for Academic Affairs approval, the student will register for GS 1021 Portfolio Development. The portfolio process will appraise the prior learning and determine the number of credits to be granted for a specific course equivalency. The portfolio will contain accompanying documentation and written evidence supporting the student's claim of prior learning. If deemed necessary, the Vice Chancellor for Academic Affairs may interview the student and/or request that appropriate faculty interview or conduct evaluations (including exams) when additional documentation is needed to substantiate the request. Documentation may include certificates of workshop/seminar completion, letters from supervisors, and any other verifiable information sources that substantiate claims made for CPL.
 - At the conclusion of the semester in which CPL was requested and Portfolio completed, the student's academic advisor will complete a Course Substitution form noting the CPL and equivalent SAU Tech course credit awarded. The form will be forwarded to the Vice Chancellor for Academic Affairs for approval. The Portfolio documentation and approved Course Substitution form will be forwarded to the Registrar to be placed in the student's permanent academic file. Credit for prior learning will be recorded on the student transcript and noted on the official degree plan.
4. **Credit by Examination.** SAU Tech offers credit by examination for some courses. Students may petition the department involved and the Vice Chancellor for Academic Affairs to challenge courses at any time. Once the petition is approved, the student will pay the appropriate fee, and then the department will make arrangements with the student for administering the examination. For written tests, a non-refundable fee of \$15 per credit hour must be paid to the Business Office before the test is administered. If the examination includes a practical portion, in addition to the written portion, an extra fee will be charged based upon the length of the practical examination. (Up to 15 credit hours)
5. **Challenge Examinations.** Challenge examinations may be taken in some courses. The student registers for the course and takes the examination during the first four (4) weeks of class. The grade and credit will appear on the transcript. If the student fails the examination, he/she may continue in the course throughout the semester. Instructors consult with the Vice Chancellor for Academic Affairs or directors on challenge exams. (Up to 15 credits)
6. **Internet Courses.** Internet courses offered by SAU Tech are treated in the same manner as courses offered on campus. Requirements for faculty, support services, and instruction follow state guidelines.

DEFINITION OF CREDIT HOUR

The unit of credit given by SAU Tech is the semester credit hour and is the equivalent of a subject pursued one (1) period per week for one (1) semester of a minimum of 15 weeks. Thus a lecture course valued at three (3) credit hours will meet three (3) periods per week for a semester. Courses involving laboratories are established whereby two (2) or more hours of laboratory time is equivalent to one (1) hour of class time. An example would be: A four-hour science course meets for three (3) hours of lecture per week and two (2) hours of laboratory per week (a total of five (5) hours per week).

GRADING SYSTEM

Grades are reported at the completion of each semester/summer term. Midterm progress grade reports are mailed out during the fall and spring semesters. Students receiving less than average mid-term grades will be sent notification letters by the counseling staff. Final grades are mailed to the student's permanent mailing address. The final grade report becomes a part of the student's official transcript. A final grade that has been allowed to stand unchallenged for a period of one (1) year is final.

GRADING SYMBOLS

A	Excellent
B	Good
C	Average
D	Lowest passing grade (some institutions may not accept as transfer credit)
F	Failing
W	Withdrawal (no credit)
I	Incomplete
AU	Audit (no credit)
P	Passing
NC	No Credit

GRADE POINT AVERAGE (GPA)

The grade point average (GPA) at SAU Tech is calculated as outlined below:

- 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.
 - A = 4 quality points
 - B = 3 quality points
 - C = 2 quality points
 - D = 1 quality point
 - F = 0 quality points
 - I, W, and AU are not considered in determining GPA.
- Add these grade points to arrive at the total grade points earned during a semester.
- Divide this grade point total by the total number of credit hours pursued that semester. The cumulative GPA is calculated the same way as the GPA for each term except that all of the student's course work (excluding developmental) is taken into account.

INCOMPLETE GRADES

A grade of Incomplete ("I") will be issued only when a student has been unable, because of illness or other circumstances beyond his/her control, to finish assigned class work or papers or take the final examination. In order to receive a grade of "I," a student must make arrangements with the Instructor. The student and the faculty member must sign an Incomplete Grade Contract form. The student and faculty member will receive a copy and the original will be placed on file in the appropriate department chair office along with a copy of the final grade roster. A grade of "I" not made up within eight (8) weeks after the beginning of the following semester will automatically become an "F." Any additional extension of time requires approval by the Vice Chancellor for Academic Affairs. An "I" or Incomplete is not given in Internet courses. However, a two-week extension to complete work in Internet courses may be granted for extenuating circumstances by the Vice Chancellor for Academic Affairs.

GRADUATION REQUIREMENTS

For graduation with a certificate or an associate degree, a student must have completed the established number of credit hours in an approved program with an accumulated GPA of at least 2.00 on all specific program courses and a 2.00 overall GPA. Fifteen (15) hours must be taken from SAU Tech, excluding basic skills courses. Other requirements include:

General Education	Credit
Communication Arts (including Composition I)	6
Math (Intermediate Algebra)	3
Computer Science	3
Social Science	3

Additional requirements may be added for a specific degree or certificate. The effective date for admission to a major is separate from the admission date to SAU Tech.

GUARANTEES FOR TRANSFER & JOB COMPETENCY

Two (2) themes of critical importance have emerged in recent evaluations of higher education. One (1) is the premise that institutions should be accountable for the quality of their educational programs. A second is the realization that clear articulation programs and transfer plans are essential as students move from community colleges into senior colleges and universities.

This SAU Tech guarantee speaks to these issues. The guarantee reflects both willingness to demonstrate accountability and confidence in the inherent excellence of instruction and programs at SAU Tech. This confidence extends both to the job competencies of technical/occupational graduates and to the readiness for transfer of students selecting that path. It also positions SAU Tech to build on existing positive relationships with Arkansas colleges and universities and create model articulation and transfer programs.

Lower Division College Education

1. **Courses.** SAU Tech shall offer courses which are designed to enable students, including those who enter with scholastic deficiencies, to complete the first two (2) years of four-year college work and to enter a four-year institution.
2. **Guarantee.** SAU Tech guarantees to its Associate of Arts and Associate of Science graduates and other students who have completed a formal transfer plan, the transferability of course credits to cooperating Arkansas colleges and universities. If a college or university rejects such courses, a student may take tuition-free alternate courses at SAU Tech that are acceptable to the college or university. Specific conditions that apply to the guarantee are as follows:
 - a. Transferability means the acceptance of credits toward a specific major or degree. Courses must be identified by the receiving university as transferable and applicable in Course Selection Guides dated 1994 or later;
 - b. Limitation of total number of credits accepted in transfer, grades required, relevant GPA, and duration of transferability apply as stated in the catalog of the receiving institution; and
 - c. The guarantee applies to courses included in a written transfer plan – which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made – which must be filed with the SAU Tech Counseling Center.

Technical/Occupational Education

1. **Courses.** SAU Tech shall monitor the technical and occupational training needs of the Camden area and the communities it serves, and shall develop and offer courses which are designed to equip students, through one-year or two-year credit programs, with the skills and technical knowledge required for successful employment in semiprofessional or other occupational fields.
2. **Guarantee.** SAU Tech guarantees the job competencies of its graduates. If an Associate of Applied Science or a Certificate graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to nine (9) tuition-free credit hours of additional skill training in the specified degree area by SAU Tech. Special conditions that apply to the guarantee are as follows:
 - a. The graduate must have earned the A.A.S. degree or the certificate of graduation beginning May 1997 or thereafter in an occupational program identified in SAU Tech's catalog.
 - b. The graduate must have completed the A.A.S. degree or certificate of graduation at SAU Tech and must have completed the degree within a four-year time span.
 - c. Graduates must be employed full-time in an area directly related to the area of program certification as certified by the Vice Chancellor for Academic Affairs.
 - d. Employment must commence within 12 months of graduation.
 - e. The employer must certify in writing that the employee is lacking entry-level skills identified by SAU Tech as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

- f. The employer, graduate, department chair, job placement director, and appropriate faculty member will develop a written educational plan for retraining.
- g. Retraining will be limited to nine (9) credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining program.
- h. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- i. The graduate and/or employer is responsible for the cost of books, fees, and other course related expenses.
- j. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- k. Students' sole remedy against SAU Tech and its employees for skill deficiencies shall be limited to nine (9) credit hours of tuition-free education under the conditions described above.
- l. The program can be initiated through a written contract with SAU Tech's Chancellor.

HONOR CODE

The Vice Chancellor for Academic Affairs is responsible for processing all matters pertaining to academic misconduct, including honor code violations.

The Honor Code is based on the philosophy of mutual trust and honesty that is inherent in the SAU Tech mission and goals statements.

Academic violations of the Honor Code consist of the following:

1. **Cheating.** The actual giving or receiving of any unauthorized aid of any form on any academic work.
2. **Plagiarism.** Direct copying of the language, ideas, and/or thoughts of another and representing the same as one's own work.
3. **Falsification.** The statement of any untruth either verbally or in writing with respect to any circumstances relating to one's academic work.
4. **Attempts.** Attempts toward the commission of any act which would constitute an academic violation as herein defined (that is, cheating, plagiarism and/or falsification) shall be deemed to be a violation of the honor code and may be punishable to the same extent as if the attempted act had been completed.

Any student who is found by SAU Tech to have either given or received or to have attempted to give or receive information that compromises the intent of a test, quiz, examination, or other form of academic work shall be deemed guilty of a violation of the honor code. The Vice Chancellor for Academic Affairs will review all cases and make decisions concerning honor code violations.

HONOR GRADUATE

In order to be an honor graduate, a student must complete a minimum of 30 semester hours of course work at SAU Tech as well as meet one (1) of the three (3) following criteria based upon all college-level work attempted at SAU Tech:

<i>Summa Cum Laude</i>	3.90-4.00 cumulative GPA
<i>Magna Cum Laude</i>	3.75-3.89 cumulative GPA
<i>Cum Laude</i>	3.50-3.74 cumulative GPA

Honors students are entitled to wear an honor cord and will be recognized during graduation. For further information regarding honor cord eligibility, contact the Registrar's Office.

HONOR RECOGNITION

SAU Tech recognizes students for superior academic achievement in the following ways:

1. **Chancellor's List.** Students registered for 12 hours or more of college-level credit for the semester who receive a 4.00 semester GPA on all hours attempted.
2. **Dean's List.** Students registered for 12 hours or more of college-level credit for the semester who receive a minimum 3.50 semester GPA on all hours attempted.

INDEPENDENT STUDY

SAU Tech reserves the offering of courses by independent study for students with special circumstances. Students may earn credit through independent study with approval of the appropriate Instructor and the Vice Chancellor for Academic Affairs. The course must be completed by the end of the semester for which the student is registered.

LEARNING RESOURCE CENTER (LIBRARY)

The Dr. George J. Brown Library/Learning Resource Center (LRC) is located east of the Administration Building. The 12,050 square foot facility houses a variety of resources which include over 19,000 volumes of books, over 16,000 ebooks, over 1,600 audiovisual materials, approximately 100 current periodical titles, and a growing collection of DVDs. The LRC's online public access catalog provides access to various online subscription databases, reference ebooks, tutorials and other guides. It is located at <http://library.sautech.edu>. Services available to patrons include Interlibrary Loan, Bibliographic Instruction, color photo identification cards, fax and photocopy services, access to a scanner station and free computer printouts.

In all instances, currently enrolled students of SAU Tech have priority use of all materials and resources. All members of the community served by SAU Tech are welcome to use the resources of the LRC.

Fall and spring semester Library hours are as follows:

Monday through Thursday8:00 a.m. to 7:00 p.m.
Friday 8:00 a.m. to 12:00 p.m. (noon)

Summer hours will be posted.

LENGTH OF TIME TO COMPLETE DEGREE

The requirements for graduation on each degree plan or certificate plan are listed in the catalog and are in effect when a student initially enters SAU Tech. Official degree plans are signed by the student, approved by an advisor, and kept on file in the Registrar's Office. Students are given five (5) years from initial enrollment to complete degree requirements under the SAU Tech catalog in effect at the time of enrollment. Students who fail to complete degree requirements within a five-year period may be subject to requirements as listed in the SAU Tech catalog that is in effect at that time.

REPEATING A COURSE

If a student repeats a course for which credit has been recorded on the transcript, only the last grade earned will be counted toward graduation and in computing the student's GPA. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the semester during which the course was repeated.

SUMMER SCHOOL

Two (2) five-week terms and one (1) ten-week extended term are offered each summer. Students may take up to seven (7) credits per five-week term or 14 credits in the ten-week extended summer session. Students may take up to 14 total credits in all summer terms combined. Credit earned in a course is equivalent to that offered in the same course during a regular term. Detailed information about course offerings is included in the summer class schedule. Exceptions to this policy are approved by the Vice Chancellor for Academic Affairs.

COLLEGE ASSESSMENT PHILOSOPHY

SAU Tech has developed a program to assess the learning outcomes of its students to assure that SAU Tech is achieving its mission. The assessment program is designed to measure the level of skills and competencies gained by students at the program and course levels as well as within the General Education curriculum for all associate degree students. Assessment activities are performed in a number of ways including placement exams prior to enrollment, program level goals and objectives, and classroom assessment techniques. Faculty identifies desired student learning outcomes on the program and classroom level and then assess through various methodologies how well those outcomes have been achieved. SAU Tech uses the data obtained from assessment measures to improve student academic achievement and the instructional methodologies delivered by SAU Tech.

GENERAL EDUCATION

SAU Tech recognizes its role in preparing its associate degree graduates to function as competent and skilled workers, to achieve any continuing education goals, and to live as lifelong learners and thinkers. Consequently, General Education at SAU Tech is designed to assist students in understanding the connection between their course work, their social and vocational responsibilities, and their rewards as citizens of a free nation.

SAU Tech believes that General Education is an essential component of the learning experience. General Education competencies are designed to develop student-learning outcomes in the following areas:

1. Communication Arts: Reading, Writing, Speaking, and Listening.
2. Computer literacy skills.
3. A historical, cultural, social, and global perspective.
4. Critical thinking skills: Scientific, Mathematical, Social, and Personal.
5. Research skills.

The General Education core curriculum requirements are consistent with SAU Tech's mission. Each associate degree requires completion of a minimum number of credit hours of General Education courses. For the purposes of assessment, the General Education component at SAU Tech focuses on measurable student learning outcomes.

STATE MINIMUM CORE CURRICULUM/TRANSFER CREDIT

Act 98 of 1989 provides for the establishment of a minimum core of courses that will apply toward the General Education core curriculum requirements for baccalaureate degrees at state supported institutions of higher education and which will be fully transferable between state institutions. The term "state minimum core" will be used to describe this core curriculum. A copy of the State Minimum Core is available from Student Services and the Vice Chancellor for Academic Affairs.

ACADEMIC DEGREES & CERTIFICATES

ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

An Associate of Applied Science (A.A.S.) degree is designed for students who plan employment immediately upon completing the degree. The majority of the courses in the curriculum apply directly to the technical or occupational discipline studied. Although part or all of the degree may be transferred to some baccalaureate degree-granting colleges and universities, it is not designed for that purpose. Complete graduation requirements and program requirements are defined elsewhere in this catalog. SAU Tech offers the following A.A.S. degrees:

Aviation Maintenance Technology
Computer Information Technology
Computer Information Technology: Data Storage Emphasis
Electronic Technology
Environmental Science Technology
Fire & Emergency Response*
Multimedia Technology

Office Systems Technology
Office Systems Technology: Medical Transcription Emphasis
Paraprofessional Educator
Technology
Technology: Industrial Maintenance Emphasis
Technology: Law Enforcement Emphasis*

***Pre-Certification Required**

ASSOCIATE OF ARTS (A.A.) DEGREE

An Associate of Arts (A.A.) degree is designed for students who wish to complete a baccalaureate degree. The degree is comprised primarily of liberal arts courses which make up the first half of a baccalaureate degree. Students may take selected courses that apply toward their major courses that are required by a transferring college. Basic skills course grades will not be computed in the cumulative GPA for purposes of admission to a four-year institution. Courses taken to satisfy A.A. degree requirements must have a "C" or better in order to transfer to a four-year institution. A student who holds an Associate of Arts (A.A.) degree with a 2.00 cumulative GPA will be accepted for transfer to any North Central accredited institution with junior classification subject to guidelines elsewhere in this catalog (see requirements of degree plan). A certificate in General Studies is available for students completing 31-38 hours of General Education coursework.

ASSOCIATE OF ARTS IN TEACHING (A.A.T.) DEGREE

The Associate of Arts in Teaching (A.A.T.) degree is designed for students wishing to pursue a baccalaureate degree in Teacher Education. This degree provides students with the general education requirements and some requirements for education majors at four-year institutions in Arkansas.

Students interested in transferring to an institution **other than** those listed below should follow this degree by working closely with the Teacher Education Coordinator at SAU Tech and following the program plan for the Teacher Education Program at their chosen transfer institution to be aware of any deficiencies they may have for admission.

ASSOCIATE OF PROFESSIONAL STUDIES (A.P.S.) DEGREE

The Associate of Professional Studies (A.P.S.) degree provides a pathway toward an associate degree for students in professional certificate programs of study at SAU Tech. The curriculum provides students with a broad-based educational foundation of general education core requirements, related professional and technical coursework, and a focused area of study. The Professional Studies degree focuses on professional and technical career areas and presents the student with an associate degree which allows some latitude in selection of courses in areas of interest. This degree may also assist persons in the workforce in their efforts toward job progression and career advancement. The student should work with their advisor in planning the completion of this degree and, should they desire the pursuit of a baccalaureate degree, with the four-year institution to which they may plan to transfer.

ASSOCIATE OF SCIENCE (A.S.) DEGREE

An Associate of Science (A.S.) degree in Business Administration is designed for students who wish to complete a baccalaureate degree in such areas as Management, Accounting or Marketing. Complete graduation requirements and program requirements are defined elsewhere in this catalog. An Associate of Science (A.S.) degree in Fire Science Management allows for maximum transferability into a higher educational degree.

TECHNICAL CERTIFICATE (One Year)

The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field.

The Technical Certificate programs are designed to prepare students for entry-level positions in the workforce or to upgrade the skills of those currently working. Hours earned in certificate programs are acceptable toward the Associate of Applied Science (A.A.S.) degree. Program requirements are defined elsewhere in this catalog. SAU Tech offers the following certificate programs:

Aviation Maintenance – Airframe
Aviation Maintenance – Powerplant
Computer Information Technology
Electronic Technology
Entrepreneurship
General Studies
Health Sciences & Pre-Nursing
Industrial Maintenance

Law Enforcement*
Multimedia Film & Video Production
Multimedia Graphics Technology
Multimedia Web Design & Development
Office Software Specialist
Practical Nursing
Welding Academy*

***Pre-Approval Required**

CERTIFICATE OF PROFICIENCY (Less Than One Year)

The Certificate of Proficiency is awarded to students who have demonstrated their mastery of skills and knowledge in a specific area or discipline. SAU Tech offers the following Certificates of Proficiency:

Aviation Maintenance – General
Childhood Development Associate (CDA)
Cisco Networking
Computer Information Technology – A+
Defense/Aerospace Technology
Electronic Data Storage
Fire & Emergency Response
Government Contract Management

Industrial Maintenance
Materials & Operations Management
Medical Transcription
Microsoft Certified IT Professional (MCTIP)
Nursing Assistant
Programmable Logic Controller
Welding

ASSOCIATE OF ARTS (A.A.) DEGREE IN GENERAL STUDIES

The Associate of Arts (A.A.) degree is designed to allow students the opportunity to obtain the first two (2) years of college credits toward meeting most of the General Education requirements and some of the prerequisite requirements of a four-year baccalaureate degree. Students planning to transfer should carefully follow the transfer program plan for the four-year institution to which they plan to transfer. **This degree is also available fully online.**

			CREDIT HOURS
COMMUNICATION ARTS			9
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
SPCH	1113	Principles of Speech.....	3
HUMANITIES & FINE ARTS			9
(must include three (3) hours of Literature)			
ENGL	2213	World Literature I.....	3
ENGL	2223	World Literature II.....	3
ART	2013	Art Appreciation.....	3
MUS	2013	Music Appreciation.....	3
PHIL	2403	Introduction to Philosophy.....	3
MATHEMATICS			3/5
(choose one (1))			
MATH	1023	College Algebra.....	3
MATH	1525	Calculus & Analytic Geometry I.....	5
NATURAL SCIENCE			8
BSCI	1013	The Biological Sciences and	3
BSCI	1011	The Biological Sciences Lab.....	1
PHSC	2023	The Physical Sciences and	3
PHSC	2021	The Physical Sciences Lab.....	1
SOCIAL SCIENCE			12
(three (3) hours must be in World History, three (3) hours in United States History or Government & three (3) hours in Geography, Psychology or Sociology)			
HIST	1003	World History I.....	3
HIST	1013	World History II.....	3
HIST	2013	United States History I.....	3
HIST	2023	United States History II.....	3
PSCI	2003	American Government: National.....	3
GEOG	2003	Introduction to Geography.....	3
PSYC	2003	General Psychology.....	3
SOC	2003	Introduction to Sociology.....	3
HIST	2083	History of Arkansas.....	3
ECON	2103	Principles of Microeconomics.....	3
ECON	2203	Principles of Macroeconomics.....	3
HOURS CHOSEN FROM STUDENT'S INTEREST OR MAJOR			20
TOTAL HOURS REQUIRED			61

**GENERAL STUDIES
Technical Certificate**

The Certificate of General Studies is a one-year award designed to provide recognition of the completion of a body of knowledge in general education, to serve as an intermediate step toward an Associate of Arts (A.A.) degree, and/or to recognize as a "completer" a student who has successfully completed a significant number of courses in General Education but does not intend to complete an Associate of Arts (A.A.) degree.

			CREDIT HOURS
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
SPCH	1113	Principles of Speech.....	3
BSCI	1013	The Biological Sciences and	3
BSCI	1011	The Biological Sciences Lab or	1

PHSC	2023	The Physical Sciences and	
PHSC	2021	The Physical Sciences Lab	
MATH	1023	College Algebra	3
MIS	1003	Introduction to Computers	3
HIST	2013	United States History I or	3
HIST	2023	United States History II or	3
PSCI	2003	American Government: National	
PSYC	2003	General Psychology or	3
SOC	2003	Introduction to Sociology	
		Social Science Elective	3
ART	2013	Art Appreciation and/or	3
MUS	2013	Music Appreciation and/or	3
PHIL	2403	Introduction to Philosophy	3
TOTAL HOURS REQUIRED			31

ASSOCIATE OF ARTS IN TEACHING (A.A.T.) DEGREE

The Associate of Arts in Teaching (A.A.T.) is a two-year transfer degree designed to introduce students to the profession of teaching. This degree is designed for students who wish to complete the first two years of a baccalaureate degree. It does not qualify a student to immediately become a teacher, but it maximizes the hours taken at the two-year institution to better prepare a student entering a teacher education program at a four-year university.

			CREDIT HOURS
COMMUNICATION ARTS			9
ENGL	1113	Composition I	3
ENGL	1123	Composition II	3
SPCH	1113	Principles of Speech	3
HUMANITIES & FINE ARTS			6
ENGL	2213	World Literature I or	3
ENGL	2223	World Literature II	
ART	2013	Art Appreciation or	3
MUS	2013	Music Appreciation	
MATHEMATICS			3
MATH	1023	College Algebra	3
NATURAL SCIENCE			8
BSCI	1013	The Biological Sciences and	3
BSCI	1011	The Biological Sciences Lab	1
PHSC	2023	The Physical Sciences and	3
PHSC	2021	The Physical Sciences Lab	1
SOCIAL SCIENCE			18
HIST	1003	World History I or	3
HIST	1013	World History II	
HIST	2013	United States History I or	3
HIST	2023	United States History II	
HIST	2083	History of Arkansas	3
PSCI	2003	American Government: National	3
GEOG	2003	Introduction to Geography	3
PSYC	2003	General Psychology	3
TEACHER EDUCATION			16
EDUC	2023	K-12 Educational Technology	3
IEC	2003	Child Growth & Development	3
EDUC	2003	Introduction to Education	3
EDUC	2001	Field Experience Level I	1
MATH	2053	Math for Teachers I	3
MATH	2063	Math for Teachers II	3
DIRECTED EDUCATION ELECTIVE (choose three (3) hours from the following)			3
ED	1223	Paraprofessional: ECE	3
ED	1233	Paraprofessional: Mid-Level	3
ED	1333	The Role of the Paraprofessional	3

ED	2213	Health Needs for Individuals with Disabilities	3
ED	2343	Diverse Populations.....	3
TOTAL HOURS REQUIRED			63

**PARAPROFESSIONAL EDUCATOR
Associate of Applied Science (A.A.S.) Degree
Early Childhood Education**

The Paraprofessional Educator Associate of Applied Science degree provides the information, knowledge and skill training for persons caring for young children in a variety of childcare facilities. The primary goal of this degree is to prepare a workforce of knowledgeable and skilled paraprofessionals who will provide instructional assistance for young children and for students with special needs.

			CREDIT HOURS
COMMUNICATION ARTS.....			6
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
MATHEMATICS			3
MATH	1013	Intermediate Algebra <u>or</u>	3
MATH	1023	College Algebra	3
HEALTH & PHYSICAL EDUCATION			6
HS	1403	Personal & Community Health	3
HS	2413	First Aid & CPR for Education	3
SOCIAL SCIENCE			6
HIST	2083	History of Arkansas	3
PSYC	2003	General Psychology <u>or</u>	3
SOC	2003	Introduction to Sociology	3
HUMANITIES & FINE ARTS			4
MU	1202	Fundamentals Public School Music.....	2
AT	1052	Public School Art	2
TEACHER EDUCATION			32
EDUC	2023	K-12 Educational Technology.....	3
ED	1031	Childcare Orientation Training (CCOT)	1
ED	1303	Early Childhood Growth & Development.....	3
ED	1313	Child Health, Safety & Nutrition	3
ED	1323	Policies & Procedures	3
EDUC	2003	Introduction to Education.....	3
EDUC	2001	Field Experience Level I	1
IEC	2003	Child Growth & Development	3
ED	2123	Organization & Management for Vocational Ed	3
(choose four (4) of the following)			
ED	2133	Program & Curriculum Design for Vocational Ed	
ED	2343	Diverse Populations	
MATH	2053	Math for Teachers I	
MATH	2063	Math for Teachers II	
ED	2143	Development & Methods of Teaching Vocational Ed	
ED	1223	Paraprofessional: ECE	
TOTAL HOURS REQUIRED			60

ASSOCIATE OF PROFESSIONAL STUDIES (A.P.S.) DEGREE

The Associate of Professional Studies (A.P.S.) degree provides a pathway toward an associate degree for students in professional certificate programs of study at SAU Tech. The curriculum provides students with a broad-based educational foundation of general education core requirements, related professional and technical coursework, and a focused area of study. The Professional Studies degree focuses on professional and technical career areas and presents the student with an associate degree which allows some latitude in selection of courses in areas of interest. This degree may also assist persons in the workforce in their efforts toward job progression and career advancement. The student should work with their advisor in planning the completion of this degree and, should they desire the pursuit of a baccalaureate degree, with the four-year institution to which they may plan to transfer.

			CREDIT HOURS
GENERAL EDUCATION			18
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
SPCH	1113	Principles of Speech.....	3
		Computer Science Elective.....	3
MATH	1013	Intermedia Algebra or	3
MATH	1023	College Algebra.....	3
HIST	2013	United States History I or	3
HIST	2023	United States History II or	3
PSCI	2003	American Government: National.....	3
PROFESSIONAL CORE			16
GENERAL, PROFESSIONAL AND/OR TECHNICAL ELECTIVES			26
TOTAL HOURS REQUIRED			60

Students will be assigned an advisor to assist in selection of electives.

Portfolio Development course must be taken in order for credit to be awarded from selected work experience from business and industry or approved Credit for Prior Learning under electives.

A minimum of 15 credit hours must be in residency at SAU Tech.

AVIATION MAINTENANCE TECHNOLOGY Associate of Applied Science (A.A.S.) Degree

The Aviation Maintenance Technician school of SAU Tech is designed to provide up-to-date, intensive training for this occupational field. Completion of this school program, certified by the Federal Aviation Administration (FAA) under Title 14 CFR Part 147, meets the training and experience requirements of the FAA for Airframe and/or Powerplant certificate ratings. The number of credit hours is determined by the FAA.

The Aviation Maintenance Technology curriculum is divided into three (3) parts: General, Airframe, and Powerplant. A student enrolling in this course of study must first enroll for the general curriculum. Upon completion of the general section, the student may elect to pursue the Airframe and/or Powerplant section.

Completion of the general curriculum qualifies the student for an Aviation General Certificate of Proficiency. Further successful completion of the Airframe and/or Powerplant courses satisfies FAA requirements of training and experience prior to testing for either or both of these ratings. Students will be awarded technical certificates upon reaching the Airframe and/or Powerplant training milestones. Though not required for FAA certification, this institution does offer an AAS degree in this field. In order to qualify for the A.A.S. degree the student must complete the prescribed program of General, Airframe, and Powerplant sections, plus the additional General Education requirements.

Aviation maintenance technicians may expect to gain employment in a wide variety of fields and locations. Various fields include but are not limited to airline, manufacturing, repair station, charter operation, corporate, general aviation, and airport operation. Very lucrative aviation maintenance positions are available in state as well as across the nation and worldwide.

Skills sets acquired through the program also directly fit many job requirements for the missiles/defense industry and other technical fields.

			CREDIT HOURS
GENERAL CURRICULUM			15
AM	1003	Fundamentals of Math & Physics.....	3
AM	1503	Aircraft Standards I.....	3
AM	1603	Aircraft Standards II.....	3
AM	1703	Basic Electricity.....	3
AM	1803	Aircraft Science.....	3
AIRFRAME CURRICULUM			29
AM	2105	Aircraft Electricity.....	5
AM	2106	Aircraft Sheet Metal.....	6
AM	2203	Aircraft Fabric & Finish.....	3
AM	2204	Aircraft Environment.....	4
AM	2205	Inspection & Assembly.....	5
AM	2206	Aircraft Fluid Power.....	6
POWERPLANT CURRICULUM			31
AM	2108	Reciprocating Engines.....	8

AM	2208	Turbine Engines	8
AM	2302	Propellers	2
AM	2305	Powerplant Electrical & Ignition Systems	5
AM	2405	Powerplant Systems I.....	5
AM	2403	Powerplant Systems II.....	3

TOTAL HOURS REQUIRED FOR FAA CERTIFICATION 75

ADDITIONAL REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

ENGL	1113	Composition I.....	3
		Communications Art Elective.....	3
		Computer Science Elective	3
MATH	1043	Math for Technology <u>or</u>	3
MATH	1023	College Algebra	3
		Social Science Elective	3

TOTAL HOURS REQUIRED FOR A.A.S. DEGREE 90

**AVIATION MAINTENANCE – AIRFRAME
Technical Certificate**

Note: Must also complete Aviation Maintenance – General

			CREDIT HOURS
AM	2105	Aircraft Electricity	5
AM	2106	Aircraft Sheet Metal	6
AM	2203	Aircraft Fabric & Finish	3
AM	2204	Aircraft Environment	4
AM	2205	Inspection & Assembly	5
AM	2206	Aircraft Fluid Power	6

TOTAL HOURS REQUIRED 29

**AVIATION MAINTENANCE – POWERPLANT
Technical Certificate**

Note: Must also complete Aviation Maintenance – General.

			CREDIT HOURS
AM	2108	Reciprocating Engines.....	8
AM	2208	Turbine Engines	8
AM	2302	Propellers	2
AM	2305	Powerplant Electrical & Ignition Systems	5
AM	2405	Powerplant Systems I.....	5
AM	2403	Powerplant Systems II.....	3

TOTAL HOURS REQUIRED 31

**AVIATION MAINTENANCE – GENERAL
Certificate of Proficiency**

			CREDIT HOURS
AM	1003	Fundamentals of Math & Physics	3
AM	1503	Aircraft Standards I.....	3
AM	1603	Aircraft Standards II.....	3
AM	1703	Basic Electricity	3
AM	1803	Aircraft Science	3

TOTAL HOURS REQUIRED 15

BUSINESS ADMINISTRATION
Associate of Science (A.S.) Degree

An Associate of Science (A.S.) degree in Business Administration is designed for students who wish to complete a baccalaureate degree in such areas as Management, Accounting or Marketing. Articulation with four-year institutions of higher education enables students holding an Associate of Science (A.S.) degree to move smoothly into their program of choice or be prepared for immediate employment. SAU Tech and Southern Arkansas University have established a partnership agreement to assist students pursuing an Associate of Science degree at SAU Tech to transfer smoothly from SAU Tech into the Bachelor of Business Administration program in accounting, general business, finance, marketing, organization management, or management information systems at Southern Arkansas University. Students pursuing this transfer option should work closely with their advisor to follow the required plan of transfer and refer to the Southern Arkansas University Undergraduate catalog regarding transfer student admission.

			CREDIT HOURS
FIRST SEMESTER.....			16/18
BSCI	1013	The Biological Sciences and	3
BSCI	1011	The Biological Sciences Lab	1
ECON	1003	The American Enterprise System	3
ENGL	1113	Composition I	3
MATH	1023	College Algebra or	3/5
MATH	1525	Calculus & Analytic Geometry I	
MIS	2053	Business Information Systems	3
SECOND SEMESTER.....			16
ENGL	1123	Composition II	3
GBUS	2003	Legal Environment of Business	3
HIST	1003	World History I or	3
HIST	1013	World History II	
PHSC	2023	The Physical Sciences and	3
PHSC	2021	The Physical Sciences Lab or	1
PHYS	2003	General Physics I and	
PHYS	2001	General Physics I Lab	
SPCH	1113	Principles of Speech	3
THIRD SEMESTER.....			15
ACCT	2003	Principles of Accounting I	3
ENGL	2213	World Literature I or	3
ENGL	2223	World Literature II	
ECON	2203	Principles of Macroeconomics	3
		Humanities & Fine Arts Elective	3
HIST	2013	United States History I or	3
HIST	2023	United States History II or	
PSCI	2003	American Government: National	
FOURTH SEMESTER.....			15
ACCT	2103	Principles of Accounting II	3
ECON	2103	Principles of Microeconomics	3
GBUS	2013	Quantitative Analysis I	3
BA	2223	Business Communications	3
GEOG	2003	Introduction to Geography or	3
PSYC	2003	General Psychology or	
SOC	2003	Introduction to Sociology	
TOTAL HOURS REQUIRED.....			62

CHILDHOOD DEVELOPMENT ASSOCIATE (CDA)
Certificate of Proficiency

The SAU Tech Childhood Development Associate program is a 120-hour (clock hours) course of study. The Council for Early Childhood Professional Recognition headquartered in Washington, DC operates the CDA National Credential program. Focusing on the skills of early care and education professionals, the childcare staff, home visitors, and family child care providers. The CDA program represents a national effort to credential qualified caregivers who work with children from birth through age five (5). These caregivers, CDAs, demonstrate their ability to nurture children's physical, social, emotional, and intellectual growth in a child development framework. Some are center-based caregivers, others are family childcare providers, and still others are home visitors. The assessment of student competency is the CDA credential. For more information about the SAU Tech CDA program, call 1.870.574.4548.

			CREDIT HOURS
ED	1000	CDA Lab*	
ED	1303	Early Childhood Growth & Development.....	3
ED	1313	Child Health, Safety & Nutrition.....	3
ED	1323	Policies & Procedures.....	3
TOTAL HOURS REQUIRED.....			9

*Not required in summer session.

COMPUTER INFORMATION TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree
Computer Technician or Network & System Administrator Emphasis

With the importance of computers in the workplace and the emphasis on more sophisticated technologies, qualified computer technology people are in high demand. This degree program will help students develop the skills needed to obtain a job in computer technology. Students will learn how to install, configure, and maintain personal computer workstations, as well as setting up clients and servers on a network. The degree will give students a foundation for pursuing A+ and Cisco Certified Network Associate (CCNA) certifications that can offer students greater employment potential. Graduates should be prepared for entry-level employment in a variety of positions. Students will choose an area of emphasis between Computer Technician or Network & System Administration.

			CREDIT HOURS
FIRST SEMESTER.....			15
MIS	1003	Introduction to Computers.....	3
CS	1004	Cisco Networking I.....	4
EE	2804	Basic PC Troubleshooting.....	4
NT	1014	Support Network Clients.....	4
SECOND SEMESTER.....			18
ENGL	1113	Composition I.....	3
CS	1104	Cisco Networking II.....	4
EE	2904	Advanced PC Troubleshooting.....	4
MATH	1043	Math for Technology or	3
MATH	1023	College Algebra.....	3
NT	1114	Support Network Servers.....	4
THIRD SEMESTER.....			15
ENGL	1123	Composition II or	3
CO	2213	Technical Writing.....	3
NT	2204	Security +.....	4
		CS/NT Emphasis Elective.....	4
		CS/NT Emphasis Elective.....	4
FOURTH SEMESTER.....			15
CS	2014	Enterprise Security.....	4
		CS/NT Emphasis Elective.....	4
		CS/NT Emphasis Elective.....	4
		Social Science Elective.....	3
TOTAL HOURS REQUIRED.....			63

Students should choose an area of emphasis track for electives:

COMPUTER TECHNICIAN EMPHASIS

Third Semester

CS	2084	A+ Essentials
NT	2444	Network+

Fourth Semester

CS	2094	A+ Practical Applications
NT	2464	Server+

NETWORK & SYSTEM ADMINISTRATOR EMPHASIS

Third Semester

CS	1204	Cisco Networking III
NT	2114	Supporting Network Infrastructure

Fourth Semester

CS	1304	Cisco Networking IV
CS	2334	Active Directory

**COMPUTER INFORMATION TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree
Data Storage Emphasis**

			CREDIT HOURS
FIRST SEMESTER			14
MIS	1003	Introduction to Computers	3
CS	1004	Cisco Networking I.....	4
CS	1123	Introduction to Data Storage.....	3
NT	1014	Support Network Clients.....	4
SECOND SEMESTER			17
ENGL	1113	Composition I.....	3
CS	1104	Cisco Networking II.....	4
CS	1333	Data Storage Management, Planning & Architecture.....	3
MATH	1043	Math for Technology or	3
MATH	1023	College Algebra.....	3
NT	1114	Support Network Servers	4
THIRD SEMESTER			16
ENGL	1123	Composition II or	3
CO	2213	Technical Writing.....	3
CS	2183	Business Continuity & Disaster Recovery	3
CS	2263	Enterprise Support Technician	3
CS	2273	Database Design & Management.....	3
NT	2114	Supporting Network Infrastructure.....	4
FOURTH SEMESTER			13/14
CS	2014	Enterprise Security	4
CS	2333	Data Storage Regulations & Standards.....	3
		CS or NT Course Elective	3/4
		Social Science Elective	3
TOTAL HOURS REQUIRED			60

**COMPUTER INFORMATION TECHNOLOGY
Technical Certificate**

The Computer Technology Technical certificate is an important first step if a student is looking to build a new career in the computer field. The one-year program provides students with foundational knowledge of key technology areas, including computer hardware and software, the Internet, computer maintenance, and network essentials. Credits earned in this program apply to the degree. Holders of this certificate may pursue entry-level employment.

			CREDIT HOURS
MIS	1003	Introduction to Computers	3
ENGL	1113	Composition I.....	3
NT	1014	Support Network Clients.....	4
NT	1114	Support Network Servers	4
EE	2804	Basic PC Troubleshooting.....	4
EE	2904	Advanced PC Troubleshooting.....	4
CS	1004	Cisco Networking I.....	4
TOTAL HOURS REQUIRED			26

**COMPUTER INFORMATION TECHNOLOGY – A+
Certificate of Proficiency**

			CREDIT HOURS
MIS	1003	Introduction to Computers	3

CS	2084	A+ Essentials.....	4
CS	2094	A+ Practical Applications.....	4
TOTAL HOURS REQUIRED.....			11

**COMPUTER INFORMATION TECHNOLOGY – CISCO NETWORKING
Certificate of Proficiency**

			CREDIT HOURS
CS	1004	Cisco Networking I.....	4
CS	1104	Cisco Networking II.....	4
CS	1204	Cisco Networking III.....	4
CS	1304	Cisco Networking IV.....	4
TOTAL HOURS REQUIRED.....			16

**COMPUTER INFORMATION TECHNOLOGY – ELECTRONIC DATA STORAGE
Certificate of Proficiency**

Over the last two decades information storage has developed into a highly sophisticated technology, providing a variety of solutions for storing, managing, connecting, protecting, securing, sharing, and optimizing digital information. With the exponential growth of information and the development of sophisticated products and solutions, there is also a growing need for information storage professionals. Storage technology plays a critical role in the availability, performance, integration, and optimization of the entire IT infrastructure. The volume of data that businesses must manage has driven strategies to classify data according to its value and create rules for the treatment of this data over its lifecycle. These strategies not only provide financial and regulatory benefits at the business level but also manageability benefits at operational levels to the organization.

This program will introduce students to best practices for compliance to the National Institute of Security Standards and best practices that focus on data storage and management methodologies, incident response to data vulnerabilities, disaster recovery planning and management, and business continuity and contingency planning and management. This certificate of proficiency will ensure students are capable of meeting the industry needs for data storage, data storage management, data confidentiality, and integrity and data availability as well as integrated forward thinking asset to any organization.

			CREDIT HOURS
CS	1123	Introduction to Data Storage.....	3
CS	1333	Data Storage Management, Planning & Architecture.....	3
CS	2183	Business Continuity & Disaster Recovery.....	3
CS	2273	Database Design & Management.....	3
CS	2263	Enterprise Support Technician.....	3
CS	2333	Data Storage Regulations & Standards.....	3
TOTAL HOURS REQUIRED.....			18

**COMPUTER INFORMATION TECHNOLOGY – MICROSOFT CERTIFIED IT PROFESSIONAL (MCITP)
Certificate of Proficiency**

Microsoft now provides the industry with this current industry certification focusing on the Windows 7 and Windows Server 2008 environment. The current CIT program at SAU Tech teaches the most current industry certifications to keep our students trained and skills tested in accordance with industry demands.

			CREDIT HOURS
NT	1014	Support Network Clients.....	4
NT	1114	Support Network Servers.....	4
NT	2114	Supporting Network Infrastructure.....	4
CS	2334	Active Directory.....	4
TOTAL HOURS REQUIRED.....			16

ELECTRONIC TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree

Graduates of SAU Tech's Electronic Technology program are working in diversified fields such as semiconductor manufacturing, research and development, communications, television and radio broadcasting, medical electronics, computer maintenance, plant maintenance, and many others. The electronic technician is involved in maintenance, installation, and to some extent, design of electronic equipment.

			CREDIT HOURS
FIRST SEMESTER			15
MIS	1003	Introduction to Computers	3
ENGL	1113	Composition I.....	3
EE	1003	Introduction to Basic Electricity.....	3
EE	1102	Methods.....	2
EE	1324	DC/AC Circuit Analysis.....	4
SECOND SEMESTER			17/18
ENGL	1123	Composition II or	3
CO	2213	Technical Writing.....	3
EE	1334	Semiconductor Circuits.....	4
EE	2424	Digital Circuits.....	4
MATH	1043	Math for Technology or	3
MATH	1023	College Algebra.....	3
		Technical Elective.....	3/4
THIRD SEMESTER			15
EE	2213	Industrial Electronic Devices	3
EE	2804	Basic PC Troubleshooting.....	4
EE	1364	Semiconductors II.....	4
EM	2924	Programmable Logic Controller I.....	4
FOURTH SEMESTER			14/15
EE	2904	Advanced PC Troubleshooting.....	4
PH	1014	Applied Physics with Lab or	4
PHYS	2001	General Physics I Lab and	4
PHYS	2003	General Physics I.....	3
		Technical Elective.....	3/4
		Social Science Elective	3
TOTAL HOURS REQUIRED			61
SECOND & FOURTH SEMESTER TECHNICAL ELECTIVES			
CS	1004	Cisco Networking I	
EM	2934	Programmable Logic Controller II	
MD	1033	Basic Machine Tools	
MD	1113	Motor Controls	
MD	2603	Industrial Safety	
MD	2703	Advanced Industrial Safety	

ELECTRONIC TECHNOLOGY
Technical Certificate

			CREDIT HOURS
EE	1003	Introduction to Basic Electricity.....	3
EE	1102	Methods.....	2
EE	1324	DC/AC Circuit Analysis.....	4
EE	2804	Basic PC Troubleshooting.....	4
EE	2424	Digital Circuits.....	4
		Technical Elective.....	3/4
EE	1334	Semiconductor Circuits.....	4
ENGL	1113	Composition I.....	3
MATH	1043	Math for Technology or	3
MATH	1023	College Algebra.....	3
MIS	1003	Introduction to Computers	3
TOTAL HOURS REQUIRED			33

TECHNICAL ELECTIVES

CS	1004	Cisco Networking I
EM	2924	Programmable Logic Controller I
EM	2213	Industrial Electricity
MD	1033	Basic Machine Tools
MD	1113	Motor Controls
MD	2603	Industrial Safety

**ENTREPRENEURSHIP
Technical Certificate**

Consortia Certificate – NorthWest Arkansas Community College

			CREDIT HOURS
ENTR	1003	Introduction to Entrepreneurship	3
ENTR	2013	Professional Selling & Advertising	3
ENTR	2023	Opportunity & Feasibility Analysis	3
ENTR	2033	Funding Acquisitions for Entrepreneurs	3
ECON	1003	The American Enterprise System	3
MIS	2053	Business Information Systems	3
BA	2223	Business Communications	3
ACCT	2003	Principles of Accounting I	3
TOTAL HOURS REQUIRED			24

**ENVIRONMENTAL SCIENCE TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree**

This course of study is designed to prepare the graduate for employment at the management level position for wastewater, water, or solid waste disposal at municipal facilities and/or environmental management positions at industrial facilities.

			CREDIT HOURS
ECON	1003	The American Enterprise System	3
BA	2023	Introduction to Management	3
BSCI	1013	The Biological Sciences and	3
BSCI	1011	The Biological Sciences Lab	1
ENGL	1113	Composition I	3
ENGL	1123	Composition II or	3
CO	2213	Technical Writing	3
MIS	1003	Introduction to Computers	3
		Computer Science Elective	3
ES	1003	Wastewater I	3
ES	1013	Environmental Safety	3
ES	1553	Environmental Management I	3
ES	2003	Wastewater II	3
ES	2103	Water Treatment Technology I	3
ES	2113	Water Treatment Technology II	3
ES	2203	Solid Waste Management	3
ES	2123	Environmental Management II	3
ES	2303	Industrial Treatment Technology	3
ES	2551	Environmental Assessment	1
MATH	1043	Math for Technology or	1
MATH	1023	College Algebra	3
PHSC	2023	The Physical Sciences and	3
PHSC	2021	The Physical Sciences Lab or	1
		Natural Science Elective	4
		Social Science Elective	3
TOTAL HOURS REQUIRED			60

CREDIT HOURS AWARDED FOR LICENSING AND/OR CERTIFICATION

GS	1021	Portfolio Development	1
(Up to 12 college hours may be given for training hours (CEUs) received for licensing certifications and/or license renewals upon approval of Vice Chancellor for Academic Affairs.)			

ES	1001	Introduction to Wastewater.....	1
ES	2201	Apprentice Solid Waste Management.....	1

NATURAL SCIENCE ELECTIVES

PH	1014	Applied Physics with Lab or	4
PHYS	2003	General Physics I and	3
PHYS	2001	General Physics I Lab or	1
		Microbiology, Chemistry or Biochemistry (requires approval of Vice Chancellor for Academic Affairs)	

FIRE & EMERGENCY RESPONSE
Associate of Applied Science (A.A.S.) Degree
Pre-Certification Required

This program will provide college-level educational opportunities in the areas of Fire Science, Emergency Medical Care and Hazardous Materials. The program is designed with the firefighter and emergency responder in mind.

			CREDIT HOURS
FIRE SCIENCE CORE			18/19
FS	1123	Firefighter I.....	3
FS	1133	Firefighter II.....	3
FS	2123	Driver/Operator.....	3
FS	1023	Strategies & Tactics.....	3
FS	2003	Hazardous Materials Operations.....	3
FS	2013	EMS First Responder or	3
FS	2014	Emergency Medical Technician Basic I.....	4
ELECTIVES			27/28
FS	1003	Introduction to Fire & Emergency Response.....	3
FS	1013	Fire Service Leadership.....	3
FS	1033	Fire Prevention.....	3
FS	1113	Safety Officer.....	3
FS	1203	Building Construction.....	3
FS	1213	Fire Service Rescue.....	3
FS	1103	Company Officer I.....	3
FS	2033	Company Officer II.....	3
FS	2043	Fire Administration I.....	3
FS	2103	Fire Instructor Methodology.....	3
FS	2113	Fire Inspection Principles.....	3
FS	2143	Firefighter Safety.....	3
FS	2153	Fire Investigation I.....	3
FS	2163	Legal Aspects of Fire Service.....	3
FS	2013	EMS First Responder.....	3
FS	2014	Emergency Medical Technician Basic I.....	4
GS	1021	Portfolio Development.....	1
GENERAL EDUCATION CORE			15
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II or	3
CO	2213	Technical Writing.....	
MATH	1043	Math for Technology or	3
MATH	1023	College Algebra.....	
MIS	1003	Introduction to Computers.....	3
PSYC	2003	General Psychology or	3
HIST	2013	United States History I or	
HIST	2023	United States History II.....	
TOTAL HOURS REQUIRED			61

Students may receive college semester hours through the portfolio review process. These hours shall be applied to those course areas (Fire Service core requirements or electives) to which they directly relate. Minimum 27 hours required for degree.

FIRE & EMERGENCY RESPONSE
Certificate of Proficiency
Pre-Certification Required

			CREDIT HOURS
FS	2013	EMS First Responder	3
FS	1003	Introduction to Fire & Emergency Response.....	3
FS	1123	Firefighter I	3
FS	1133	Firefighter II	3
FS	2003	Hazardous Materials Operations	3
TOTAL HOURS REQUIRED			15

FIRE SCIENCE MANAGEMENT
Associate of Science (A.S.) Degree

This program is designed to allow for maximum transferability into a higher educational degree program once the Associate of Science (A.S.) Fire Science Management degree is obtained. Its target audience includes current and potential fire officers. The Fire Science Management core courses will be offered through Internet course deliveries allowing participants the maximum opportunity to obtain their degree. General Education requirements may also be obtained via Internet courses or by way of traditional delivery.

			CREDIT HOURS
GENERAL EDUCATION CORE			47
BSCI	1013	The Biological Sciences and	3
BSCI	1011	The Biological Sciences Lab	1
SPCH	1113	Principles of Speech	3
ENGL	1113	Composition I	3
ENGL	1123	Composition II	3
ENGL	2213	World Literature I or	3
ENGL	2223	World Literature II	3
MIS	1003	Introduction to Computers	3
ART	2013	Art Appreciation or	3
MUS	2013	Music Appreciation	3
MATH	1023	College Algebra	3
PHSC	2023	The Physical Sciences and	3
PHSC	2021	The Physical Sciences Lab	1
HIST	1003	World History I or	3
HIST	1013	World History II	3
HIST	2013	United States History I or	3
HIST	2023	United States History II	3
PSCI	2003	American Government: National	3
PSYC	2003	General Psychology	3
PHIL	2403	Introduction to Philosophy	3
HS	1403	Personal & Community Health	3
FIRE SCIENCE MANAGEMENT CORE			15
FS	1023	Strategies & Tactics	3
FS	1033	Fire Prevention	3
FS	2043	Fire Administration I	3
FS	2153	Fire Investigation I	3
FS	2163	Legal Aspects of Fire Service	3
TOTAL HOURS REQUIRED			62

GOVERNMENT CONTRACT MANAGEMENT
Certificate of Proficiency

The Government Contract Management Certificate of Proficiency is designed for industry professionals who want to strengthen their negotiating skills for the government sector through a more thorough understanding of the process. Ideal for contract administrators, contract managers, sales or business development managers, project managers or others responsible for contracting projects, these courses will help government contractors succeed at all levels.

			CREDIT HOURS
CM	1103	Procurement & Contracting	3
CM	1203	Contract Administration	3
CM	1303	Financial Management of Contracts	3
CM	1403	Legal Aspects of Contracts	3
CM	1503	Contract Negotiation & Modifications	3
TOTAL HOURS REQUIRED			15

HEALTH SCIENCES & PRE-NURSING Technical Certificate

This certificate is designed to provide the student with a comprehensive general education and pre-nursing program of study to satisfy entry-level eligibility requirements into the Associate of Science degree nursing programs at Southern Arkansas University (SAU) and University of Arkansas Monticello (UAM). Completion of this certificate does not guarantee placement in the nursing programs at SAU or UAM. Students planning to transfer should consult the director of the nursing department at the selected transfer college regarding admission procedures and course requirements.

			CREDIT HOURS
BI	2234	Microbiology w/Lab	4
BIOL	2063	Anatomy & Physiology I <u>and</u>	3
BIOL	2061	Anatomy & Physiology I Lab	1
BIOL	2073	Anatomy & Physiology II <u>and</u>	3
BIOL	2071	Anatomy & Physiology II Lab	1
CHEM	1064	General Chemistry for Nurses*	4
ENGL	1113	Composition I	3
ENGL	1123	Composition II	3
MATH	1013	Intermediate Algebra+	3
MATH	1023	College Algebra*	3
MIS	1003	Introduction to Computers+	3
PSYC	2003	General Psychology	3
SO	2313	Developmental Psychology+	3
SOC	2013	Social Problems*	3
TOTAL HOURS REQUIRED			(May Vary*+)...40

* Course required only for transfer to Southern Arkansas University.

+ Course required only for transfer to University of Arkansas at Monticello.

MATERIALS & OPERATIONS MANAGEMENT Certificate of Proficiency

The Materials & Operations Management certificate is designed to prepare individuals for career advancement or entry-level employment in the fields of materials and operations management (or in a functional area that interfaces with them). This program provides the basic concepts, knowledge and skills, techniques, and language of materials and operations management in fields that prepare for employment in inventory control, production planning, and manufacturing control. Courses completed can be applied to the Associate of Applied Science (A.A.S.) degree in Technology.

			CREDIT HOURS
MO	1003	Principles of Inventory Control	3
MO	1013	Principles of Planning	3
MO	1023	Principles of Manufacturing Control	3
MO	1033	Principles of Operations Management	3
MO	1043	Principles of Material Handling & Warehousing	3
TOTAL HOURS REQUIRED			15

MULTIMEDIA TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree
Film & Video Production or Graphic Design or Web Design & Development Emphasis

The Multimedia Technology **Film & Video Production Emphasis** program of study is designed to provide a strong hands-on and applications-based technology curriculum. Career opportunities for graduates of film & video production are prepared for such fields as videographers, video editors, production assistants in feature films, production assistants for video production companies.

For those who complete the Multimedia Technology program with a **Graphic Design Emphasis** there are many new, exciting possibilities and opportunities for the future. The Multimedia Graphics career opportunities are diverse. Computer graphic artist, graphic designer, production artist, illustrator, web page designer, interface designer and desktop publisher are some of the occupational fields available to graduates of this program.

Graduates in the Multimedia Technology **Web Design & Development Emphasis** will have the knowledge to develop coding for relevant, web-based computer applications such as websites, interfaces and animation software. Skills and knowledge demanded by the job market are provided to students through a strong theoretical and applications-based technology curriculum. A few of the career opportunities are web designer, web developer, webmaster, Internet programmer, web marketing manager, user interface engineer, and web production artist.

			CREDIT HOURS
FIRST SEMESTER			15
MM	1003	Introduction to Multimedia	3
MM	1123	Digital Animation.....	3
MM	1133	Digital Image Making.....	3
MM	1153	Web Design & Development	3
		Multimedia Emphasis Elective.....	3
SECOND SEMESTER			15
ENGL	1113	Composition I.....	3
MM	2133	Advanced Digital Image Making.....	3
		Multimedia Emphasis Elective.....	3
		Multimedia Emphasis Elective.....	3
		Multimedia Emphasis Elective.....	3
THIRD SEMESTER			15
ENGL	1123	Composition II or	3
CO	2213	Technical Writing.....	3
MATH	1043	Math for Technology or	3
MATH	1013	Intermediate Algebra.....	3
		Multimedia Emphasis Elective.....	3
		Multimedia Emphasis Elective.....	3
		Multimedia Emphasis Elective.....	3
FOURTH SEMESTER			15
		Multimedia Emphasis Elective.....	3
		Multimedia Emphasis Elective.....	3
		Multimedia Emphasis Elective.....	3
		Multimedia Free Elective	3
		Social Science Elective	3
TOTAL HOURS REQUIRED			60

Student should complete Multimedia Emphasis Electives in order from chosen field of emphasis:

FILM & VIDEO PRODUCTION

First Semester

MM 1203 Field Production & Editing

Second Semester

MM 1303 Video Production I

MM 2423 Digital Editing

MM 2613 After Effects

Third Semester

MM 2023 Video Production II

MM 1213 Graphic Design I

MM 2093 Gripology

Fourth Semester

MM 2913 Film & Video Career Preparation

MM 1113 Digital Illustration

MM	1233	Graphic Design II
<u>Free Elective</u>		
MM	1063	ColdFusion
MM	2043	Advanced Web Design & Development
MM	2123	Web Graphics
ENTR	1003	Introduction to Entrepreneurship

GRAPHIC DESIGN

First Semester

MM	1213	Graphic Design I
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Second Semester

MM	1113	Digital Illustration
MM	1233	Graphic Design II
MM	2043	Advanced Web Design & Development

Third Semester

MM	2053	Typography
MM	2413	Graphic Design III
MM	2513	Digital Photography

Fourth Semester

MM	2923	Graphic Design Career Preparation
MM	2613	After Effects
MM	2123	Web Graphics

Free Elective

ENTR	1003	Introduction to Entrepreneurship
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WEB DESIGN & DEVELOPMENT

First Semester

MM	1213	Graphic Design I
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Second Semester

MM	1063	ColdFusion
MM	2043	Advanced Web Design & Development
MM	2113	PHP

Third Semester

MM	1023	JavaScript
MM	1163	Active Server Pages (ASP)
MM	1203	Field Production & Editing

Fourth Semester

MM	2933	Web Design Career Preparation
MM	2123	Web Graphics
MM	1113	Digital Illustration

Free Elective

MM	1233	Graphic Design II
MM	2613	After Effects
ENTR	1003	Introduction to Entrepreneurship

**MULTIMEDIA FILM & VIDEO PRODUCTION
Technical Certificate**

			CREDIT HOURS
ENGL	1113	Composition I.....	3
MM	1003	Introduction to Multimedia	3
MM	1123	Digital Animation.....	3
MM	1133	Digital Image Making.....	3
MM	1203	Field Production & Editing	3
MM	1303	Video Production I.....	3
MM	1153	Web Design & Development	3
MM	2133	Advanced Digital Image Making.....	3
MM	2423	Digital Editing.....	3
MM	2613	After Effects	3
TOTAL HOURS REQUIRED			30

**MULTIMEDIA GRAPHICS TECHNOLOGY
Technical Certificate**

			CREDIT HOURS
ENGL	1113	Composition I.....	3
MM	1003	Introduction to Multimedia	3
MM	1113	Digital Illustration	3
MM	1123	Digital Animation.....	3
MM	1133	Digital Image Making.....	3
MM	1153	Web Design & Development	3
MM	1213	Graphic Design I.....	3
MM	1233	Graphic Design II.....	3
MM	2043	Advanced Web Design & Development	3
MM	2133	Advanced Digital Image Making.....	3
TOTAL HOURS REQUIRED			30

**MULTIMEDIA WEB DESIGN & DEVELOPMENT
Technical Certificate**

			CREDIT HOURS
ENGL	1113	Composition I.....	3
MM	1003	Introduction to Multimedia	3
MM	1063	ColdFusion	3
MM	1123	Digital Animation.....	3
MM	1133	Digital Image Making.....	3
MM	1153	Web Design & Development	3
MM	1213	Graphic Design I.....	3
MM	2133	Advanced Digital Image Making.....	3
MM	2043	Advanced Web Design & Development	3
MM	2113	PHP	3
TOTAL HOURS REQUIRED			30

**OFFICE SOFTWARE SPECIALIST
Technical Certificate**

A focused study of current business-oriented microcomputer software. Upon completion of the program, students will be able to operate a microcomputer to perform word processing, database, spreadsheet, and desktop publishing tasks. All courses in this curriculum apply towards an Associate of Applied Science (A.A.S.) degree in Office Systems Technology.

			CREDIT HOURS
BA	1133	Business Math.....	3
MIS	1003	Introduction to Computers	3
CS	2043	Business Graphics.....	3
OS	2113	Capstone Project	3
CS	2223	Electronic Spreadsheet	3
OS	1113	Records & Database Management	3
OS	1133	Skill Building	3
OS	1143	Speed Building	3
OS	2153	Transcription.....	3
OS	1222	Microcomputer E-Mail.....	2
OS	2233	Office Procedures.....	3
OS	2283	MS Word.....	3
TOTAL HOURS REQUIRED			35

**OFFICE SYSTEMS TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree**

Students develop computer and office skills to prepare for jobs in today's automated offices. Upon completion of the program, students will be able to operate a microcomputer and use word processing, database, spreadsheet, and desktop publishing software. Communication skills, workplace mathematics, and accounting techniques are also emphasized.

			CREDIT HOURS
FIRST SEMESTER			15
MIS	1003	Introduction to Computers	3
OS	1133	Skill Building	3
CS	2223	Electronic Spreadsheet	3
OS	2283	MS Word.....	3
PSYC	2003	General Psychology	3
SECOND SEMESTER			15
ECON	1003	The American Enterprise System.....	3
ENGL	1113	Composition I.....	3
CS	2043	Business Graphics.....	3
OS	1143	Speed Building	3
OS	2233	Office Procedures.....	3
THIRD SEMESTER			14
ACCT	2003	Principles of Accounting I	3
BA	1133	Business Math	3
BA	2223	Business Communications	3
OS	1222	Microcomputer E-Mail.....	2
OS	2153	Transcription.....	3
FOURTH SEMESTER			15
OS	2113	Capstone Project	3
MATH	1043	Math for Technology or	3
MATH	1023	College Algebra	3
OS	1113	Records & Database Management	3
BA	2003	Internship.....	3
CHOOSE SIX (6) HOURS FROM THE FOLLOWING TO BE TAKEN DURING COURSE OF STUDY			
BA	2023	Introduction to Management and/or	3
GBUS	2003	Legal Environment of Business and/or	3
ACCT	2103	Principles of Accounting II	3
TOTAL HOURS REQUIRED			65

OFFICE SYSTEMS TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree
Medical Transcription Emphasis

			CREDIT HOURS
FIRST SEMESTER			15
MIS	1003	Introduction to Computers	3
OS	1133	Skill Building	3
CS	2223	Electronic Spreadsheet	3
ENGL	1113	Composition I.....	3
AH	1143	Medical Terminology	3
SECOND SEMESTER			15
ECON	1003	The American Enterprise System.....	3
OS	2283	MS Word.....	3
OS	2003	Medical Transcription I	3
OS	1143	Speed Building	3
OS	2233	Office Procedures.....	3
THIRD SEMESTER			14
OS	2013	Medical Transcription II	3
BA	1133	Business Math	3
BA	2223	Business Communications	3
OS	1222	Microcomputer E-Mail.....	2
OS	2153	Transcription.....	3
FOURTH SEMESTER			12
OS	1013	Essentials of Anatomy & Physiology	3
MATH	1043	Math for Technology or	3
MATH	1023	College Algebra	3

OS	1113	Records & Database Management	3
PSYC	2003	General Psychology	3
SIX (6) HOURS FROM THE FOLLOWING TO BE TAKEN DURING COURSE OF STUDY			
BA	2023	Introduction to Management.....	3
OS	2023	Basic Pharmacology.....	3
TOTAL HOURS REQUIRED.....			62

OFFICE SYSTEMS TECHNOLOGY – MEDICAL TRANSCRIPTION
Certificate of Proficiency

Medical transcriptionists listen to dictated recordings made by physicians and other healthcare professionals and transcribe them into medical reports, correspondence, and other administrative material. They generally listen to recordings on a headset and key the text into a personal computer using a word processing program. The Internet has grown to be a popular mode for transmitting documentation. Many transcriptionists receive dictation over the Internet and are able to quickly return transcribed documents to clients for approval. Medical transcriptionists return transcribed documents to the physicians or other healthcare professionals who dictated them for review and signature or correction. These documents eventually become part of patients' permanent files. The present job market projects a growing demand for medical transcriptionists.

			CREDIT HOURS
OS	2003	Medical Transcription I	3
OS	2013	Medical Transcription II	3
AH	1143	Medical Terminology	3
OS	1013	Essentials of Anatomy & Physiology	3
OS	2023	Basic Pharmacology.....	3
TOTAL HOURS REQUIRED.....			15

PRACTICAL NURSING
Technical Certificate

The Practical Nursing Program combines classroom instruction with clinical experience. Students successfully completing the program are awarded a technical certificate and are then eligible to apply for a license. After successfully passing the National Council Licensure Examination for Practical Nurses (NCLEX-PN), graduates will gain the title of Licensed Practical Nurse (LPN).

The Practical Nursing Program meets the requirements of and is approved by the Arkansas State Board of Nursing.

The Practical Nursing Program is offered once per year. Classes begin in May and students graduate in July of the following calendar year.

Note: Practical nursing courses are not for open registration. Students must make a separate application to the Practical Nursing Program and must qualify for admission by meeting the admission requirements listed below. Advanced standing is not recognized for this program of study.

Application Process

1. Submit a high school diploma or GED. All students admitted into the Practical Nursing Program must have a high school diploma or a GED.
2. Submit two (2) separate applications for admission:
 - a. Application for Admission to SAU Tech and
 - b. Application for Admission to the Practical Nursing Program
3. The TEAS V test will be given at the SAU Tech Testing Center every January through March. The testing dates will be posted on SAU Tech's website or you may call the Nursing Office at 1.870.574.4585.
4. Take the pre-entry test, the Test of Essential Academic Skills (TEAS V) test.
 - a. The TEAS V is given through the Testing Center and a fee is charged.
 - b. The TEAS V is an on-line computerized test and takes approximately 3-1/2 hours to complete.
 - c. The TEAS V includes, but is not limited to, reading comprehension, mathematics, science reasoning, and English and language usage.
 - d. The TEAS V may only be taken twice per application period.
 - e. For more information on the TEAS V or for study resources, go to <http://www.atitesting.com>.

5. Complete your file in the Nursing Office by submitting your high school and college transcripts and your immunization record.
6. Deadline for completing the application process is April 1st.
7. Student selection will be based on TEAS V test scores. Only 30 students are admitted annually.
8. If English is your second language, you must successfully complete an English proficiency exam prior to admission.

Applicants selected for admission into the Practical Nursing Program:

1. must submit to a criminal background check prior to admission. A state and federal criminal background check will be performed again prior to graduation. **It is important to note that a person who has been convicted of certain crimes will not be eligible to take the licensure exam, and therefore will not be able to become a Licensed Practical Nurse (LPN).**
2. are required to have a urine drug screen performed prior to admission. The drug screening must be performed through Ouachita County Medical Center.
3. submit a current Arkansas Health Card to the Nursing Office. Arkansas Health Cards are only available through the Public Health Department and are available for a small fee. This is a serial TB skin test that must be completed prior to admission.
4. are strongly advised to have a Hepatitis B vaccination series. If you have not already had this vaccination series, it will be offered at a discounted rate prior to beginning the clinical component of the program.

CREDIT HOURS

SUMMER SEMESTER			CREDIT HOURS
PN	1113	Body Structure & Function.....	3
PN	1004	Nursing Basic	4
PN	1201	Math for Nurses	1
PN	2011	Nutrition	1
FALL SEMESTER			
PN	1005	Basic Nursing	5
PN	1131	Geriatrics	1
PN	1121	Professional Concepts.....	1
PN	1313	Pharmacology I.....	3
PN	1155	Clinical I.....	5
SPRING SEMESTER			
PN	1204	Medical/Surgical Nursing I.....	4
PN	1221	Maternal Infant Care.....	1
PN	1231	Nursing of Children.....	1
PN	1321	Pharmacology II.....	1
PN	1209	Clinical II.....	9
SUMMER SEMESTER			
PN	2022	Medical/Surgical Nursing II.....	2
PN	2021	Mental Health	1
PN	2026	Clinical III	6
TOTAL HOURS REQUIRED.....			49

NURSING ASSISTANT Certificate of Proficiency

The Nursing Assistant Training Program (NATP) combines classroom instruction with clinical experience. Students successfully completing the program are awarded a Certificate of Proficiency and are then eligible to take the tests, skills and written, to become a Certified Nursing Assistant (CNA).

The Nursing Assistant Training Program meets the requirements and is approved by the Arkansas Office of Long Term Care.

The Nursing Assistant Training Program:

1. provides clinical training in a nursing home environment;
2. is limited to 12 students per class; and
3. is scheduled on an as need basis.

Applicants must:

1. be at least 16 years of age;
2. have an Arkansas driver's license or a state-issued photo identification;
3. submit to a criminal background check as required by the Arkansas Office of Long Term Care, and
Note: A person who has been convicted of certain crimes will NOT be eligible to take the certification tests, and therefore will not be able to gain employment as a Certified Nursing Assistant.
4. upon admission, submit an Arkansas Health Card. The Arkansas Health Card is obtained through the Public Health Department for a minimal fee. This is a serial tuberculosis skin test screen that should be started as soon as possible after admission.

CREDIT HOURS

NURSING ASSISTANT TRAINING PROGRAM COURSE WORK

NA	1207	Nursing Assistant.....	7
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**DEFENSE/AEROSPACE TECHNOLOGY
Certificate of Proficiency**

The Defense/Aerospace Technology Certificate of Proficiency coursework was developed through SAU Tech's partnership with the Calhoun and Ouachita Counties Business and Industry Training Consortium (COBITC). This training provides introductory training of skills, knowledge, and abilities that are expressed as desirable for new hires entering into the exciting, high demand and high paying career field of missile production, testing, and related support functions. Successful completion provides preferential hiring status within the Highland Industrial Park and COBITC member employers.

CREDIT HOURS

DA	1003	Intro to Defense/Aerospace Manufacturing Technology	3
DA	1013	Defense/Aerospace Manufacturing Technology I.....	3
DA	1023	Defense/Aerospace Manufacturing Technology II.....	3

TOTAL HOURS REQUIRED **9**

**PROGRAMMABLE LOGIC CONTROLLER (PLC)
Certificate of Proficiency**

CREDIT HOURS

EE	1324	DC/AC Circuit Analysis.....	4
EE	2424	Digital Circuits.....	4
EM	2924	Programmable Logic Controller I.....	4
EM	2934	Programmable Logic Controller II.....	4

TOTAL HOURS REQUIRED **16**

**TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree**

This is a two-year program directed toward individuals employed in business or industry. Thirty (30) hours of credit may be transferred from another accredited institution, special program course work provided by SAU Tech, and selected work experience in business and industry.

CREDIT HOURS

GENERAL EDUCATION			18
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II <u>or</u>	3
CO	2213	Technical Writing.....	3
SPCH	1113	Principles of Speech.....	3
		Computer Science Elective	3
MATH	1043	Math for Technology <u>or</u>	3
MATH	1023	College Algebra.....	3
HIST	2013	United States History I <u>or</u>	3
HIST	2023	United States History II <u>or</u>	3
PSCI	2003	American Government: National.....	3



FOCUS AREA ELECTIVES	6/9
TECHNICAL ELECTIVES	9/6
TECHNOLOGY-RELATED, TECHNICAL OR WORK EXPERIENCE	30
Technology-related transfer course work from another accredited institution.	
Technical program course work taught by SAU Tech.	
Selected work experience from business & industry or other approved Credit for Prior Learning.	
TOTAL HOURS REQUIRED	63

Note:

1. Students must meet entrance requirements for composition and mathematics prior to taking the college-level courses.
2. Those students desiring to earn a four-year degree should take a four-credit lab science elective.
3. Students will be assigned a technical advisor to assist in selection of focus area courses and electives.
4. Courses in the focus area must be from a single technology area: electronic, aviation, manufacturing, industrial maintenance, computer technology, multimedia technology.
5. Portfolio Development course must be taken in order for credit to be awarded from selected work experience from business & industry or other approved Credit for Prior Learning.
6. A minimum of 15 credit hours must be in residency at SAU Tech.

TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree
Industrial Maintenance Emphasis

Graduates from this program are prepared for employment in general maintenance in a plant or industrial facility. The Industrial Technologies program at SAU Tech is a known leader in training students to meet industry needs. The program is strongly supported by the companies in Highland Industrial Park. Located inside the park, SAU Tech has the ability to work directly with plant managers providing employee training and identifying employment needs. In doing this, SAU Tech has been strongly encouraged by Lockheed Martin Missiles & Fire Control Corporation, General Dynamics Corporation, Aerojet and others to provide quality industrial maintenance training to current employees and to seek out students for employment in the manufacturing industry.

			CREDIT HOURS
FIRST SEMESTER			15
EE	1003	Introduction to Basic Electricity	3
MD	1033	Basic Machine Tools	3
MD	1303	Basic Welding	3
MD	2603	Industrial Safety	3
MIS	1003	Introduction to Computers	3
SECOND SEMESTER			15
ENGL	1113	Composition I	3
MD	1123	Mechanical Devices (NCCER Core 1)	3
MD	1323	Intermediate Welding	3
MD	1403	Basic Blueprint Reading	3
MD	2703	Advanced Industrial Safety	3
THIRD SEMESTER			16
ENGL	1123	Composition II <u>or</u>	3
CO	2213	Technical Writing	3
EM	2924	Programmable Logic Controller I	4
MATH	1043	Math for Technology <u>or</u>	3
MATH	1023	College Algebra	3
MD	1053	Introduction to Preventive Maintenance	3
MD	1313	Advanced Welding	3
FOURTH SEMESTER			15
CE	2401-3	Internship I	3
EM	2213	Industrial Electricity	3
MD	2403	Hydraulics/Pneumatics (Fluidics)	3
MD	2633	Maintenance Management (NCCER Core 2)	3
		Social Science Elective	3
TOTAL HOURS REQUIRED			61

Note: Students wishing to transfer to Southern Arkansas University for the B.S.I.T. degree should work closely with the Industrial Technology Program Coordinator at Southern Arkansas University. The B.S.I.T. degree is now known as the Bachelor of Science in Engineering Physics-Industrial Technology Option.

**INDUSTRIAL MAINTENANCE
Technical Certificate**

The Industrial Maintenance technical certificate is designed to prepare individuals for employment in general maintenance in an industrial plant or facility. These courses fold into the Associate of Applied Science (A.A.S.) degree in Technology: Industrial Maintenance Emphasis.

			CREDIT HOURS
ENGL	1113	Composition I.....	3
EE	1003	Introduction to Basic Electricity.....	3
EM	2213	Industrial Electricity.....	3
MATH	1043	Math for Technology.....	3
MD	1033	Basic Machine Tools.....	3
MD	1323	Intermediate Welding.....	3
MD	1123	Mechanical Devices (NCCER Core 1).....	3
MD	1303	Basic Welding.....	3
MD	1313	Advanced Welding.....	3
MD	1403	Basic Blueprint Reading.....	3
MD	2603	Industrial Safety.....	3
MD	2703	Advanced Industrial Safety.....	3
MIS	1003	Introduction to Computers.....	3
TOTAL HOURS REQUIRED.....			39

**INDUSTRIAL MAINTENANCE
Certificate of Proficiency**

			CREDIT HOURS
MD	1303	Basic Welding.....	3
MD	1323	Intermediate Welding.....	3
MD	1033	Basic Machine Tools.....	3
MD	1123	Mechanical Devices (NCCER Core 1).....	3
TOTAL HOURS REQUIRED.....			12

**TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree
Law Enforcement Emphasis
Pre-Certification Required**

This is a two-year program directed toward individuals employed in business or industry. Thirty (30) hours of credit may be transferred from another accredited institution, special program course work provided by SAU Tech, and selected work experience in business and industry.

			CREDIT HOURS
FOCUS AREA.....			28
LE	1004	Criminal Investigation.....	4
LE	1013	Criminal Law.....	3
LE	1023	Criminal Evidence & Procedures.....	3
LE	1033	Introduction to Criminal Justice.....	3
LE	1001	Juvenile Justice.....	1
LE	1011	Domestic Violence.....	1
LE	1043	Police Administration.....	3
LE	1021	Criminal Code/AR.....	1
LE	1014	Firearms Training.....	4
LE	1053	Physical Training.....	3
LE	1022	Emergency Vehicle Operations.....	2

GENERAL EDUCATION			15
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
MIS	1003	Introduction to Computers.....	3
MATH	1013	Intermediate Algebra <u>or</u>	3
MATH	1043	Math for Technology <u>or</u>	
MATH	1023	College Algebra.....	
HIST	2083	History of Arkansas.....	3
ELECTIVES			19
PSYC	2003	General Psychology.....	3
HS	1403	Personal & Community Health.....	3
SPCH	1113	Principles of Speech.....	3
ECON	1003	The American Enterprise System.....	3
BA	2023	Introduction to Management.....	3
ES	1013	Environmental Safety.....	3
GS	1021	Portfolio Development.....	1
TOTAL HOURS REQUIRED			62

**LAW ENFORCEMENT
Technical Certificate
Pre-Certification Required**

Arkansas Law Enforcement Training Academy (ALETA) graduates can continue their college education by completing required hours through SAU Tech's Associate of Applied Science (A.A.S.) degree in Technology. With this partnership SAU Tech becomes the primary provider for credit courses for ALETA. The focus area includes 28 credit hours in law enforcement, 15 credits in General Education from SAU Tech (Internet available), and 18 credits from SAU Tech also Internet available. This certificate folds into the Associate of Applied Science (A.A.S.) degree in Technology: Law Enforcement Emphasis.

			CREDIT HOURS
LE	1001	Juvenile Justice.....	1
LE	1004	Criminal Investigation.....	4
LE	1011	Domestic Violence.....	1
LE	1013	Criminal Law.....	3
LE	1014	Firearms Training.....	4
LE	1021	Criminal Code/AR.....	1
LE	1022	Emergency Vehicle Operations.....	2
LE	1023	Criminal Evidence & Procedures.....	3
LE	1033	Introduction to Criminal Justice.....	3
LE	1043	Police Administration.....	3
LE	1053	Physical Training.....	3
TOTAL HOURS REQUIRED			28

**WELDING ACADEMY
Technical Certificate**

The SAU Tech Welding Academy provides high quality/high tech welding training in a nine-month program at the Magnolia Business and Industry Training Center located in Magnolia, Arkansas. The advanced nature of the coursework is intended for students with prior welding experience and/or coursework. The training is available for students who pass an entrance welding skills exam. Welding Academy training meets National Center for Construction Education and Research (NCCER) and American Welding Society (AWS) standards and students will earn certifications upon successful completion. Processes include SMAW (stick), MIG (wire), and TIG (tungsten) welding on plate and pipe of various materials including carbon steel, aluminum, and stainless steel. Those interested should contact the Welding Academy Director at 1.870.234.7234 for applicant testing information.

			CREDIT HOURS
WA	1005	Welding Processes.....	5
WA	1015	Structural Welding.....	5
WA	1025	Pipe Welding I.....	5
WA	2005	Pipe Welding II.....	5
WA	2015	Hi Freq TIG and Pipeline Welding.....	5
WA	2025	Capstone.....	5
TOTAL HOURS REQUIRED			30

WELDING
Certificate of Proficiency

The Welding certificate is designed to prepare individuals for employment in general maintenance in an industrial plant or facility. These courses fold into the Associate of Applied Science (A.A.S.) degree in Technology: Industrial Maintenance Emphasis.

			CREDIT HOURS
MD	1303	Basic Welding.....	3
MD	1323	Intermediate Welding.....	3
MD	1313	Advanced Welding.....	3
TOTAL HOURS REQUIRED			9

SPECIAL COLLEGE PROGRAMS

ADULT EDUCATION CENTER OF OUACHITA & CALHOUN COUNTIES

The Adult Education Center of Ouachita & Calhoun Counties provides the following services: Classes for the General Education Diploma (GED), skills improvement, literacy-learn to read, computer literacy, English as a Second Language (ESL), and employability and workplace essential skills. The Adult Education Center also provides individualized tutoring for Commercial Driver's License (CDL) and driver's education (written portion only). All classes are FREE. The Adult Education Center is located at 237 Jackson Street, Camden, Arkansas 71701, and may be contacted by calling 1.870.837.4001.

ARKANSAS ENVIRONMENTAL TRAINING ACADEMY

The Arkansas Environmental Training Academy is a training division of SAU Tech. The Environmental Academy provides a broad range of training in the environmental field. Many of the courses are a cooperative effort between the Environmental Academy, the Department of Pollution Control and Ecology, the Arkansas Department of Health & Human Services, and SAU Tech. Many of these courses provide training for statewide water, wastewater, and solid waste licensing and certification. Coursework can tie into the Environmental Science Associate of Applied Science (A.A.S.) degree program.

In addition to the Environmental Academy's different levels of training in water, wastewater and solid waste, the Environmental Academy offers other important phases of training that are centered around computer assisted modeling programs for the diagnostic evaluation of treatment plants. Customized training programs have been developed and conducted for approximately 150 communities in Arkansas that have helped improve effluents and in most cases achieve compliance of state and federal regulations. This program continues to be very successful and is funded by ongoing US-EPA grants.

The Environmental Academy has been appointed by the National Registry of Environmental Professionals as an official center and training provider. The purpose of this program is to centralize information on those considered qualified by specialty organizations and build upon the recognition of these managers, engineers, scientists, technologists and other specialists. Through this consolidation of information about education and professional experience, governmental agencies, industry and the public can more easily identify and utilize qualified individuals for health, management, research, engineering and assessment.

Backflow/Cross Connection Certification is offered through a cooperative effort of the Health Department. This provides hands-on training for certification, testing, and repairing of backflow devices.

The Environmental Academy's mission is to continue to provide environmental training in various levels of education to meet the needs of those working in or desiring to work in the many fields of industrial, commercial, and municipal operator's statewide certification programs. For more information on classes offered by the Environmental Academy call 1.870.574.4550 or 1.870.574.4589 at SAU Tech.

ARKANSAS FIRE TRAINING ACADEMY

The Arkansas Fire Training Academy is a training division of SAU Tech. The Fire Academy was created by the Arkansas Legislature and is the official fire training agency for municipal and volunteer firefighters in the state of Arkansas. It provides municipal, volunteer and industrial fire and emergency training to first responders in the state. Coursework can tie into the Fire and Emergency Response and the Emergency Medical Services Associate of Applied Science (A.A.S.) degree. The Fire Academy programs are recognized by agencies nationwide and internationally. The Fire Academy is:

1. Responsible for the Arkansas Fire Incident Reporting System affiliated with the National Fire Incident Reporting System. All fire departments are mandated to report all responses and fires under this system. Each year more departments get on line to report,
2. A member of the International Fire Service Accreditation Congress (IFSAC), National Fire Protection Association (NFPA), Southern Building Code Congress (SBCC), a 20-year sustaining member of the International Association of Fire Chiefs (IAFC), and the Alliance for Fire and Emergency Management. Memberships are maintained in all national agencies contributing to fire and emergency response training,
3. A partner with the State Fire Marshal's Office, Arkansas Department of Health & Human Services, State Office of Emergency Services, Federal Emergency Management Agency, National Fire Academy, Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and other recognized state and national mandating agencies, and
4. The state distribution center for the International Fire Service Training Association (IFSTA) training manuals. The Fire Academy Bookstore stocks and distributes IFSTA manuals at or below list price to all fire departments in the state. For more information about the Fire Academy, call 1.870.574.1521 or come by the main campus at SAU Tech.

BUSINESS & INDUSTRY TRAINING

SAU Tech's Business & Industry Training provides a focal point for business and industry training in SAU Tech's four (4) county service area which includes Calhoun, Columbia, Dallas, and Ouachita counties. Activities include but are not limited to:

1. Developing and providing quality training through special tailored training programs that meet business and industry specific needs, at a cost that is fair and reasonable utilizing training grants,
2. Providing on-site training, and on-campus training, at the times specified by the business and industry to meet the employee's specific needs,
3. Assisting the industry in facilitating required training programs to meet ISO9000/QS9000 productivity objectives, and
4. Providing training to business and industry that will show a return on their investment and an economic return to the community.

For more information on services available through Business & Industry Training call 1.870.574.4426 or 1.870.574.4480. Business & Industry Training is located on the main campus of SAU Tech at 6415 Spellman Road, Camden, Arkansas 71701.

CAREER PATHWAYS INITIATIVE

The Career Pathways Initiative serves as a new educational program designed specifically for low-income parents who have children under 21 living with them. Other requirements state that qualifiers must be a current or former TEA recipient **or** be receiving Food Stamps, Medicaid or ARKids **or** have earnings that fall below the 250% federal poverty level guidelines. Benefits of the program may include Adult Education classes, employability skills classes, certifications, associate degrees, childcare assistance, transportation assistance, career counseling, tutoring services, tuition assistance, book loans, and career placement opportunities. For more information contact the Career Pathways Initiative or call 1.870.574.4705.

CENTER FOR WEB-BASED LEARNING

The mission of SAU Tech's Center for Web-Based Learning is to provide asynchronous educational opportunities for students, and to provide personnel, equipment, and support resources to faculty teaching online. Numerous General Education courses are offered via the Internet through the Center for Web-Based Learning as well as a number of degree programs.

Classes offered via the Internet can be taken without ever setting foot on the campus. Students need only have an up-to-date computer. The asynchronous delivery of college courses especially fits the busy schedules of people today who find it difficult to set aside time to attend classes on-site. Internet courses are developed and in some cases taught by the same instructors who teach for SAU Tech on campus. For additional information regarding SAU Tech's Internet courses, call 1.870.574.4453 or 1.870.574.4586. You can also e-mail to wblrng@sautech.edu.

CHARLES O. ROSS CENTER

The Charles O. Ross Center has been to the Camden area the civic/community center it lacks. It has been the site of many community events, banquet, reunions, receptions and business/industry seminars and dinners. Anyone interested in renting the facility should call 1.870.574.4488.

EXTENDED EDUCATION

The Division of Extended Education offers a broad range of educational and training services to individuals, business and industry, government, professional organizations, and secondary schools in support of academic enhancement, economic development, and community enrichment. The Division maintains close ties with SAU Tech's Academic Division to assist Extended Education students and clients with a seamless transition into academic degree programs. The eight (8) integrated service departments under the Division of Extended Education are:

1. Adult Education Center of Ouachita & Calhoun Counties
2. Arkansas Manufacturing Solutions/NIST
3. Business & Industry Training
4. Career Pathways Initiative
5. Career Readiness & Employability Skills Services
6. Center for Entrepreneurial Development

7. Magnolia/Columbia County Adult Education Center
8. Secondary & Community Educational Services

MAGNOLIA/COLUMBIA COUNTY ADULT EDUCATION CENTER

Individualized instruction is provided for those seeking to pass the General Educational Development tests or for those who have a high school diploma but are seeking to improve their academic skills to prepare for college; pass the ACT, ASSET, ASVAB; improve job skills; or increase academic skills for personal reasons. Students make their own schedules and work at their own pace.

WAGE is a state certified program offered at MCCAEC. It is designed to help people gain employment or find better jobs. Four (4) WAGE certificates are currently offered in employability, industrial, clerical, and customer service certificates.

Computer Literacy and English as a Second Language (ESL) classes are offered in small group and individualized settings. Study for the written part of the commercial and individual driver's license test is available.

Pre-Employment/Workplace Maturity Skills: The pre-employment/workforce skills program focuses on helping students obtain a job and keep it by developing "employability skills."

The MCCAEC is located at 811 Calhoun Road, Magnolia, Arkansas 71753 and may be contacted by calling 1.870.234.6064.

SAU TECH CAREER ACADEMY

SAU Tech's Career Academy works with local high schools to offer high school students the opportunity to get a head start on a career. High school students can enroll in career/technical classes that will count toward high school graduation and may receive college credit toward an associate degree or technical certificate. Some of the areas offered at the Career Academy are: Automotive Service Technology, Beginning Hair Design, Cosmetology, Medical Professions, Microcomputer Systems Technology, Radio/TV Broadcast and Production, and Welding. Enrollment for these classes is made through the respective high school that students attend.

Other services and opportunities include the Kuder assessments which help students to choose careers best suited for them and the SkillsUSA program which emphasizes good work ethics and the development of skills that enhance employability opportunities. It is SAU Tech's goal to offer an array of program areas to assist students with various interests in continuing their education. FAQ can be addressed by contacting the Career Academy at 1.870.574.4423. The Career Academy is located on the main campus of SAU Tech at 6415 Spellman Road, Camden, Arkansas 71701.

SECONDARY & COMMUNITY EDUCATIONAL SERVICES

The Department of Secondary and Community Educational Services provides academic and community services through the following programs:

CONCURRENT CREDIT PROGRAM

Concurrent enrollment allows qualified ninth through twelfth grade high school students the opportunity to take college-level courses while still in high school. Credit is earned at both the high school and SAU Tech. If you are a high school student, you may enroll in college courses if you meet the admission requirements and other conditions. The Concurrent Credit program is designed to enrich the educational opportunities of pre-college students and provide a challenging college-level experience in both General Education coursework and career technical pathways. Concurrent credit is a cooperative partnership program between participating high schools and SAU Tech with approved high school teachers or SAU Tech faculty teaching college-credit courses. The course materials, assignments, and grading standards used in the courses meet the same standards as regular SAU Tech courses.

High school students are subject to all other SAU Tech regulations, including those related to academic progress, financial responsibility, conduct, adherence to the substance abuse policies, and others as described in SAU Tech's catalog and student handbook. For more information, contact the Department of Secondary and Community Educational Services at 1.870.574.4476.

DUAL ENROLLMENT PROGRAM

The Dual Enrollment program allows high school students to enroll in any regularly scheduled SAU Tech course on the college campus. Credit is earned at SAU Tech, and most credit is transferable to other colleges and universities. Students can attend during fall, spring, or summer semesters. For information, contact the Department of Secondary and Community Educational Services at 1.870.574.4476.

COMMUNITY LEARNING & ENRICHMENT

Community education courses provide a large selection of personal development opportunities for adults and children in a variety of areas such as arts & crafts, photography, fitness & health, cooking, music & dance, and computer skills among many others. Community Learning courses are offered at the SAU Tech Uptown Center in Camden, and in Hampton, Stephens, Bearden, Fordyce, and other surrounding communities.

Community enrichment programs are offered throughout the year including the Noon Brown-Bag Lunch Speakers Series, the SAU Tech Distinguished Speakers Program, and the Miss Greater Camden Pageant. For information about courses and programs, contact the Department of Secondary and Community Educational Services at 1.870.574.4495.

HIGH SCHOOL SERVICES PROVIDED TO PUBLIC SCHOOLS

High school services provided to public schools are:

1. Supplemental Services provide additional academic instruction and tutoring to public school students during the school year.
2. 21st Century Learning helps ensure that no child is left behind by providing an expansion of the school day for Camden-Fairview High School students mandated for remediation in math and/or literacy.
3. Credit Recovery is a computer based tutorial program utilizing the A+ Learning System. This program allows students in grades 9-12 to recover academic credits failed during the year.
4. Summer Camps enrolls students from all grades in several different educational enrichment programs for a month during the summer.
5. Pilot College and Career Coach supports and assists high school students in 21 of Arkansas's most economically challenged counties.
6. Saturday ACT offers four (4) Saturdays with instructional courses to prepare students for the ACT test.

COURSE DESCRIPTIONS

COURSE CLASSIFICATION SYSTEM

Courses are identified by two (2) to four (4) letters and a four-digit number. The letters are an abbreviation of the discipline (CS=Computer Science, GBUS=General Business); the numbers are a unique identifier for courses within the discipline. The first number in the course designates the level of the course (1=freshman level; 2=sophomore level). The second two (2) numbers are used for sequencing purposes (i.e., Composition I and Composition II). The last number of the course number specifies the number of college credits awarded for the course.

The course descriptions in this section are shown with the course number and course name. At the end of the description, any required prerequisites are shown.

SAU Tech reserves the right to withdraw courses for which adequate enrollment cannot be maintained or to make reasonable substitutions for courses on degree plans.

ALLIED HEALTH

AH 1143. Medical Terminology. This course provides a study of medical terminology related to healthcare professionals, including word structure and formation. Medical terms, their abbreviations, and appropriate spellings are studied. Also studied will be the language of all body systems as well as medical tests and specific specialties. Prerequisite: None.

NA 1207. Nursing Assistant. This course is designed to meet the minimal requirements established by the Arkansas Office of Long Term Care. A combination of theory along with hands on (simulated and clinical lab) is used to prepare the student to meet stated goals and objectives. Students are prepared to interact effectively with residents (patients) in regards to attitudes, communication and cultural influences. Students are also prepared to promote self-care and assist with daily resident (patient) needs and tasks. Course work includes information in regards to resident rights, isolation techniques, transfer and moving techniques, disease process, and death and dying. This course will provide training skills and preparatory knowledge, through role-playing and return demonstration, to prepare the student to pass state examinations to become a Certified Nursing Assistant with the ability to deliver direct resident (patient) care. Prerequisite: None.

PN 1004. Nursing Basic. The primary focus of this course is procedural skills and principles. A combination of theory and lab practice is used to prepare the student to meet stated goals and objectives. Students are prepared to interact therapeutically with the patient in regards to attitudes, communication, and cultural influences. Students are also prepared to promote self-care and assist with the daily needs and tasks of the patient as well as special needs associated with injury or illness. Students learn basic clinical skills within the scope of the practical nurse. Application as it relates to theories, concepts, principles, and skills domain is explored. Levels of nursing and their role in the health care team are identified. Prerequisite: None.

PN 1005. Basic Nursing. This course is a continuation of PN1004. The nursing process is introduced and the student learns more advanced nursing skills that are within the scope of practice of the practical nurse. Practice continues in basic skills, asepsis, and therapeutic communication. Prerequisite: PN 1004.

PN 1113. Body Structure & Function. This course deals with the basic structures and functions of the human body. Beginning with the cell, study continues to the actions of each bodily system and the interrelation of all bodily systems. Effort is made to guide the student through an internal awareness of the unceasing chemical activity that occurs in all living cells. Prerequisite: None.

PN 1121. Professional Concepts. This course provides information concerning the origins of nursing. Legal issues related to nursing, including the Nurse Practice Act, are discussed. Nursing ethics including common ethical dilemmas are explored. The student is introduced to genetic research and cloning and the impact it has on the medical community. The NCLEX-PN test plan is explained and preparation methods are explored. Prerequisite: None.

PN 1131. Geriatrics. This course is designed to provide the student with an understanding of the normal emotional and physical changes that occur with aging. It also describes lifestyle and developmental task changes, as well as, the assistance the geriatric client needs in meeting some of his or her basic needs as the result of these changes. Students are introduced to current federal and state patient guidelines as well as the management and delegation of patient care in long term care facilities. Prerequisite: None.

PN 1155. Clinical I. This course provides guided application of nursing skills within the scope of the practical nurse. Clinical I provides practice of basic nursing skills primarily in the long term care setting with emphasis on basic nursing and geriatric nursing. Prerequisite: None.

PN 1201. Math for Nurses. This course provides information on calculation of medication dosages as well as other mathematical problems common to nursing. Basic math is reviewed. Instruction is provided using metric, apothecary, and household systems of measurement. Students learn to convert between systems of measurement. Prerequisite: None.

PN 1204. Medical/Surgical Nursing I. This course provides the student with an understanding of the assistance role that the nurse has when applying care to the adult patient who has a medical and/or surgical disorder. Therefore, common disorders of body systems and the corresponding etiology, pathophysiology, prevention measures, signs, symptoms, medical and/or surgical treatments are studied and the implied nursing care is explored. Surgical intervention is studied in regard to the nursing role in perioperative nursing. The assistance to persons with disorders (diseases) of specific body systems is presented. Prerequisite: None.

PN 1209. Clinical II. This course provides guided application of nursing skills, within the scope of the practical nurse, in a variety of healthcare settings and situations. Prerequisite: PN 1155.

PN 1221. Maternal Infant Care. This course includes concepts and skills related to reproduction, fetal nourishment, pregnancy, prenatal care, labor and delivery, and the postpartum period. Common complications of pregnancy, labor and birth, and the postpartum period are studied. Mental health, nutrition, and pharmacology concepts are explored as appropriate to the subject. Prerequisite: None.

PN 1231. Nursing of Children. This course assists the student in understanding the relationship between normal growth and development and planning care for the pediatric client. Disorders and nursing care in regard to pediatric clients are studied in relation to the involved body system. Communicable disease and behavior and learning disorders are also studied. Prerequisite: None.

PN 1313. Pharmacology I. This course provides basic information on sources of drugs, drug standards, laws in regard to drugs and drug references. The basic chemical changes that drugs cause in the body cells, and how those chemical changes alter body function (pharmacodynamics) are studied. Forms of medications and the routes by which they are administered are studied as well as other aspects of the fundamentals of medication therapy. The study of drugs as related to specific body systems is studied. Basic math knowledge is required. Routine responsibilities incurred in the preparation and administrations of medications are studied. Students are taught to prepare and administer medications. Prerequisite: None.

PN 1321. Pharmacology II. This course is a continuation of PN 1313. The course is designed to teach the practical nursing student techniques of intravenous therapy which includes intravenous insertion of a peripheral device on an adult client, calculation of administration rates, and administration of intravenous fluids. Anatomy and physiology related to intravenous therapy as well as fluid and electrolyte balance is reviewed. Complications, prevention of complications, and nursing interventions are covered. Prerequisite: PN 1313.

PN 2011. Nutrition. This course includes the principles of good nutrition. The sources and functions of nutrients are covered. Diet modifications needed to meet clients' dietary requirements caused by disease or injury are also presented. The role of food in the prevention and treatment of disease is an important part of this course. Prerequisite: None.

PN 2021. Mental Health. This course is designed to help the student relate to self and others in a therapeutic manner. An attempt is made to lead the student toward an objective form of communication. Theory and techniques are explored to enhance the student's understanding of normal human behavior and deviations in behavior. Mental health in relation to the hospitalized client is discussed. The content of this course allows self-potential and allows the student to give supportive assistance to clients and health team members. Prerequisite: None.

PN 2022. Medical/Surgical Nursing II. This course is a continuation of PN 1204. It provides the student with an understanding of the assistance role that the nurse has when applying care to the adult patient who has a medical and/or surgical disorder. Therefore, common disorders of the body systems and the corresponding etiology, pathophysiology, prevention measures, signs, symptoms, medical and/or surgical treatments are studied and the implied nursing care is explored. Surgical intervention is studied in regard to the nursing role in perioperative nursing. The assistance to persons with disorders (diseases) of specific body systems is presented. Prerequisite: PN 1204.

PN 2026. Clinical III. This course provides guided and independent application of nursing skills, within the scope of the practical nurse, in a variety of health care settings and situations. Prerequisite: PN 1209.

AVIATION MAINTENANCE

AM 1003. Fundamentals of Math & Physics. This course provides practical applications of aviation maintenance involving the use of mathematics, physics, and drawing. The mathematics applications include fundamental algebraic operations and solving questions of ratio, proportion, area, and volume. Physics studies include principles of simple machines, aircraft structures, and aerodynamics. Aircraft drawing covers interpretation of charts, graphs, schematics, and drawings, as well as how to sketch repairs as required by the FAA. Prerequisite: None.

AM 1503. Aircraft Standards I. Students weigh aircraft, determine center of gravity, and calculate changes in weight and balance. Proper cleaning and corrosion control are vital to the life of an aircraft. Students are taught proper methods of cleaning, corrosion control, and precautions. This course also provides training for inspection and fabrication of both rigid and flexible fluid lines and fittings. Prerequisite: None.

- AM 1603. Aircraft Standards II.** Here the student is taught aircraft ground operations such as moving or taxiing aircraft and routine service procedures. The course also provides information concerning aircraft maintenance publications, maintenance forms and records, and privileges and limitations of aviation maintenance technicians. Prerequisite: None.
- AM 1703. Basic Electricity.** In this study students are shown methods of calculation and measuring inductance, capacitance, and electrical power. Measurements and relationships of voltage, current, and resistance are also shown, as well as an in-depth study of lead acid and nicad aircraft batteries. Interpretation of electrical circuit diagrams is given with practical aircraft electrical circuit applications. Prerequisite: None.
- AM 1803. Aircraft Science.** This course contains an overview of non-destructive testing methods such as ultrasonic, magnetic particle, eddy current, and dye penetrant methods. Identification and selection of proper aircraft hardware and materials is covered, as well as hands on performance of precision measurements. Prerequisite: None.
- AM 2105. Aircraft Electricity.** This is a study of electrical equipment installations, circuitry, motors, actuators and lighting with component inspection, maintenance, and testing in lab. Prerequisite: None.
- AM 2106. Aircraft Sheet Metal.** This course focuses on the formation and repair of sheet metal. The course will cover bend allowance calculations and special techniques used in sheet metal work. Students will be given training in construction of sheet metal structures from plans and acceptable methods of repairs. Prerequisite: None.
- AM 2108. Reciprocating Engines.** This is a very intensive study of design, construction, theory of operation, overhaul, and maintenance of the reciprocating engine. A very large amount of "hands on" training provides students with knowledge and skills needed for returning aircraft to service after inspection, service, and repair of this very common type of engine and the instrument systems associated with it. Prerequisite: None.
- AM 2203. Aircraft Fabric & Finish.** The course will provide the students with training in airframe material inspections, corrosion removal and protection, and the inspection and application of finishing materials including touch-up, trim, and letters. This course is heavily weighted with hands on experience. Prerequisite: None.
- AM 2204. Aircraft Environment.** Air-conditioning, cabin pressurization, and de-icing systems are a few of the systems that are covered in this course. These systems govern the conditions and environment under which the aircraft operate, contributing to the safety of flight. These systems must be given the attention that this course provides. Prerequisite: None.
- AM 2205. Inspection & Assembly.** This course is designed to provide the student with both theoretical and practical experience in assembling aircraft structures and components. This includes both primary and secondary flight control surfaces. Students will be trained to confirm structural alignment conformity and perform airworthiness inspections in accordance with approved technical data. Prerequisite: None.
- AM 2206. Aircraft Fluid Power.** This course encompasses hydraulic and pneumatic fluid power systems. Fluid pumps from simple vane pumps through variable displacement high-pressure piston pumps will be disassembled, studied, and assembled in accordance with manufacturer's service manuals. System components such as valves, regulators, and actuators will be studied in this course. Retractable landing gear systems operation and service are also taught in this course. Prerequisite: None.
- AM 2208. Turbine Engines.** This course is critical to a thorough understanding of various types of gas turbine engines, including the turbojet, turboprop, turbo shaft, and turbofan engines. Students study design, construction, theory, overhaul, inspection and maintenance as related to this engine and the associated instrument systems, which are popular to corporate and commercial categories of airplanes and helicopters. Prerequisite: None.
- AM 2302. Propellers.** Fixed pitch and constant speed propellers will be studied in this course. The student will gain experience working with governing systems for propellers. A portion of this course will be dedicated to the operation of rotor heads on rotor wing aircraft. Prerequisite: None.
- AM 2305. Powerplant Electrical & Ignition Systems.** The electrical power portion of this course will cover starters, generators, alternators, electrical circuits and regulators that pertain to them. The student will learn to operate and troubleshoot these vital components on test equipment used in industry today. The ignition system portion of this course will include an in-depth study of magnetos. The student will disassemble, inspect, repair, time, and assemble aircraft magnetos to industry standards. Prerequisite: None.
- AM 2403. Powerplant Systems II.** This course fills the need for detailed training as related to the lubrication, cooling and fire protection systems used with both the reciprocating and gas turbine engines. Training includes not only the mechanical aspects of the systems, but the specific lubricants and chemicals involved as well. Prerequisite: None.
- AM 2405. Powerplant Systems I.** Herein the students gain useful skills and knowledge of inspection, service, and maintenance of various auxiliary systems that are vital to the support and operation of the reciprocating or turbine engine. These subsystems include the engine exhaust and reverser systems, as well as the induction, fuel metering, and supercharger systems. Prerequisite: None.

BIOLOGY

BI 2234. Microbiology w/Lab. The biology of bacteria, viruses, and microorganisms is studied. Laboratory work emphasizes sterile technique. Immunology and Biotechnology are discussed. Prerequisite: BSCI 1013 and BSCI 1011.

BIOL 2061. Anatomy & Physiology I Lab. To accompany BIOL 2063.

BIOL 2063. Anatomy & Physiology I. A detailed study of the structure and function of the human body and functions with emphasis on the skeletal, muscular, reproductive and endocrine system. Internet students must have access to the Internet, a browser and Microsoft Word. Internet students will also be required to purchase (collect) supplies to be used for lab assignments. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0213 and CO 0223. Co-requisite: BIOL 2061.

BIOL 2071. Anatomy & Physiology II Lab. To accompany BIOL 2073.

BIOL 2073. Anatomy & Physiology II. A continuation of BIOL 2063 Anatomy & Physiology I with emphasis on the circulatory, digestive, urinary, nervous and respiratory systems. Internet students must have access to the internet, a browser and Microsoft Word. Internet students will also be required to purchase/collect supplies to be used for lab assignments. Prerequisite: BIOL 2063 or permission of instructor. Co-requisite: BIOL 2071.

BSCI 1011. The Biological Sciences Lab. To accompany BSCI 1013.

BSCI 1013. The Biological Sciences. A morphological, physiological, and taxonomic survey of the plant and animal kingdoms with emphasis on basic biological principles. Internet students must have access to the Internet, a browser and Microsoft Word. Internet students will also be required to purchase (collect) supplies to be used for lab assignments. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223. Co-requisite: BSCI 1011.

BUSINESS ADMINISTRATION

ACCT 2003. Principles of Accounting I. A study of fundamental accounting theory and procedure for the sole proprietorship with emphasis on accounting for service business and merchandising business. Topics covered include financial statements, inventory systems, accounting systems design, special journals, cash, receivables and temporary investments, and notes receivable. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Excel and Microsoft Word. Prerequisite: Completed CO 0133 and CO 0213 and eligible for MATH 1013.

ACCT 2103. Principles of Accounting II. A continuation of ACCT 2003 with emphasis on accounting for partnerships and corporations. Topics covered include: inventory, depreciation, payroll, notes payable, stocks, bonds, investments, equity, international operations, job order cost systems, and process cost systems. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Excel and Microsoft Word. Prerequisite: ACCT 2003.

BA 1133. Business Math. A review of fundamental mathematical processes with emphasis on understanding applications of mathematical concepts in business activities. Topics covered include bank records, payroll, commissions, markup, simple interest, promissory notes, credit charges, inventories and turnover, and depreciation. Prerequisite: Completed CO 0133 and CO 0213 and eligible for MATH 0143.

BA 2003. Internship. Students move from the interview process to ten (10) hours per week work experience in their area of study. Classroom instruction and simulated projects are provided to strengthen student's skills and knowledge of business procedures. Prerequisite: Taken in student's last semester.

BA 2023. Introduction to Management. This course introduces the student to important aspects of successful managerial activities. It examines all levels of management, all types of organizations: profit firms, nonprofit organizations, and government agencies. Internet students must have access to the Internet, a browser and Microsoft Word. Internet students will also use RealOne Player to view video clips. RealOne Player is free and can be downloaded from the Internet. Prerequisite: Eligible for ENGL 1113.

BA 2223. Business Communications. A course in the fundamentals of effective oral and written communication in the business setting. Theoretical applications will be utilized to develop the student's awareness of acceptable principles and techniques. These skills will then be implemented in the preparation of clear and concise examples of written and oral business communication. Prerequisite: ENGL 1113.

ECON 1003. The American Enterprise System. An introductory course designed to present students with an overview of business activities and practices. Emphasis will be placed on building student's vocabulary and understanding of the capitalistic business enterprise system (formerly BA1113 Introduction to Business). Prerequisite: Eligible for ENGL 1113.

ECON 2103. Principles of Microeconomics. A study of microeconomic analysis which involves a detailed consideration of specific economic units, such as individual firms and products. Topics covered include market structures, production cost, price and output, and international economics. Prerequisite: Eligible for ENGL 1113 and MATH 1023.

ECON 2203. Principles of Macroeconomics. A study of macroeconomic analysis which deals primarily with the economy as a whole or with basic subdivisions within the economy, including government and business. Topics covered include gross domestic product, aggregate supply and demand, unemployment, inflation, fiscal and monetary policy, and business cycles. Internet students must have access to the Internet, a browser, and Microsoft Word. Prerequisite: Eligible for ENGL 1113 and MATH 1023.

GBUS 2003. Legal Environment of Business. A study of contract law and its effects upon society, businesses, and individuals follow a history of law and the legal environment. Topics covered include consideration, capacity to contract, sales contracts, bailment, commercial paper, employer and employee relationships, landlord and tenant relationships, and wills and inheritances. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: Eligible for ENGL 1113.

GBUS 2013. Quantitative Analysis I. An introduction to applied statistics to include measures of central tendency, measures of dispersion, probability, sampling, estimation, and distribution. Internet students must have access to the Internet and a browser as well as a calculator. Internet students must have preliminary knowledge of and access to Microsoft Excel. All students must have internet and e-mail access to complete assignments and tests through Eduspace Software. Eduspace passkey is bundled with new textbook. Prerequisite: Completed CO 0133, CO 0223 and MATH 1023.

CHEMISTRY

CHEM 1064. General Chemistry for Nurses. An introductory, algebra-based, general chemistry course specifically designed for majors in health-related professions. Course includes nomenclature, atomic and molecular structure, bonding, and reactions. Prerequisite: None.

COMMUNICATION ARTS

CO 0103. KeyTrain Reading. This course is designed to help prepare technical degree students for Composition I. The courses will concentrate on improving basic skills in vocabulary, comprehension, and reading rate through the KeyTrain software system in the Supplemental Instruction Lab. Does not count toward a degree. For technical degree students only. Prerequisite: ACT score in English of 18 or below or equivalent score on alternate test.

CO 0133. Reading. This course is designed to help prepare students for Composition I. The course will concentrate on improving basic skills in vocabulary, comprehension, and reading rate. Does not count toward a degree. The Supplemental Instruction Lab will be used as a lab component. Internet students must have access to the Internet and a browser. Prerequisite: ACT score in English of 18 or below or equivalent score on alternate test.

CO 0213. Writing I. This course is designed to develop the basic skills of students who display deficits in standard English as evidenced by scores on the ASSET or ACT. The course will concentrate on principles of basic grammar and sentence structure as well as the mechanics of writing paragraphs. After completion of this course and CO 0223, the student should possess grammar and writing skills necessary to take English composition classes at the college level. Does not count toward a degree. The Supplemental Instruction Lab will be used as a lab component. Internet students must have access to the Internet and a browser. Prerequisite: ACT score in English of 15 or below or equivalent score on alternate test.

CO 0223. Writing II. This course is designed for students who need additional composition experience as evidenced by scores on the ACT or ASSET before enrolling in college level composition courses. The course focuses on the writing process, paragraph development, and essay development. The course will also include a brief review of basic grammar principles. After completion of this course, the student should possess grammar and writing skills necessary to take English composition classes at the college level. Does not count toward a degree. The Supplemental Instruction Lab will be used as a lab component. Internet students must have access to the Internet and a browser. Prerequisite: ACT score in English of 16-18 or equivalent score on alternate test or CO 0213.

CO 2213. Technical Writing. A study of the functional aspects of technical communication guided by correctness, clarity, and conciseness as well as by audience, purpose, layout and design; emphasis on technical instruction, process, description, definition, analysis, and research. Additional focus on collaborative writing, problem solving, oral business communication, and the use of visuals in computer assisted writing. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1113.

ENGL 1113. Composition I. A study of the composition of clear and effective prose, supported through critical thinking and logic and expressed through the accepted conventions of grammar, usage, and diction; standard essay patterns; the techniques of using the library in preparation of documented papers; and the interrelationship between reading and writing skills. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ACT score in English of 19+ or equivalent score on alternate test or CO 0133 and CO 0223.

ENGL 1123. Composition II. A continuation of ENGL 1113 with greater emphasis on maturity of skills in critical thinking, writing, and reading; an introduction to fiction, poetry, drama; a study of basic literary terms and techniques; and writing of critical papers. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1113.

ENGL 2213. World Literature I. An introduction to literature; sampling of major masterpieces from the beginning of literature to A.D. 1660. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1123.

ENGL 2223. World Literature II. Continued introduction to literature; sampling of masterpieces from A.D. 1660 to present. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1123.

SPCH 1113. Principles of Speech. This course discusses the theory of and offers practical applications for public speaking emphasizing both giving and listening to speeches while building the skills of speech delivery. Students research topics, develop, and deliver various informative and persuasive speeches as well as work collaboratively on problem solving discussions and special occasion speeches. By modeling effective public communication, students learn to communicate effectively as they develop their own successful communication strategies. On campus students give their speeches in the classroom in front of their classmates and are videotaped there. Internet students must recruit an audience of at least eight people, videotape their speeches in front of their live audience, and mail the video to the instructor **OR** come on campus at preset times during the semester to give their speeches in front of an audience there where the instructor or one of the students will video tape the speeches. Prerequisite: ACT score in English of 19+ or equivalent score on alternate test or CO 0133 and CO 0223.

COMPUTER SCIENCE

(For all Computer Science courses students must show 25 wpm typing proficiency or enroll in Keyboarding as a co-requisite.)

CS 1004. Cisco Networking I. This is the first of four (4) semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Instruction includes, but is not limited to, network terminology, devices, and protocols, topologies, OSI model, media, cable testing, LANs, Ethernet, switching, TCP/IP Addressing Protocol, routing and routed protocols, tools, and network standards. Prerequisite: None.

CS 1104. Cisco Networking II. This is the second of four (4) semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. Students will develop skills on how to configure a router, manage Cisco IOS software, configure routing protocols, and create access lists controlling access to the router. Prerequisite: CS 1004.

CS 1123. Introduction to Data Storage. This course is a survey of storing, managing, and protecting digital information. Information storage and management technologies provide a variety of solutions for storing, managing, networking, accessing, protecting, securing sharing, and optimizing information. There is a growing need for skilled information management professionals that understand the concepts, principles, and deployment considerations across all technologies that are used for storing and managing information. Prerequisite: None.

CS 1204. Cisco Networking III. This is the third of four (4) semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. The course focuses on advanced IP addressing techniques with Variable Length Subnet Masking (VLSM) and Classless Interdomain Routing (CIDR), Intermediate routing protocols (Rip v2, single-area OSPF and EIGRP), command line interface configuration switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP) and VLAN Trunking Protocol (VTP). Prerequisite: CS 1104.

CS 1304. Cisco Networking IV. This is the fourth of four (4) semester courses designed to provide students with classroom and laboratory experience in current and emerging networking technology that will empower them to enter employment and/or further education and training in the computer networking field. A task analysis of current industry standards and occupational analysis was used to develop the content standards. The course focuses on Network Address Translation (NAT), Port Address Translation (Pat), Dynamic Host Configuration Protocol (DHCP), WAN technology and terminology (PPP, ISDN, DDR, Frame Relay), and network management. Prerequisite: CS 1204.

CS 1333. Data Storage Management, Planning & Architecture. This course will provide students the fundamentals of data warehousing and business intelligence as well as significant recent trends in the field. This course presents a comprehensive overview of data warehousing together with in-depth explanations of critical issues in planning, design, deployment, and ongoing maintenance. Students will gain a clear understanding of techniques for data infrastructure and the various methods for information delivery. In this course data storage developments will be discussed including data marts, real-time information delivery, data

visualization, requirements gathering methods, multi-tier architecture; OLAP applications; web clickstream analysis, data warehouse appliances, and data mining techniques. Specifically designed for IT professionals responsible for designing, implementing or maintaining data warehousing systems, Data Warehousing fundamentals presents agile, thorough, and systematic development principles for the IT professional and anyone working or researching in information management. Prerequisite: None.

CS 2014. Enterprise Security. This is the second of two (2) courses designed to prepare students in adding a Security Specialty to the Microsoft Certified System Administrator (MCSA-Security). This course has been designed using the objectives for the Microsoft Certification Exam 70-299; Implementing and Administering Security in a Microsoft Windows Server 2003 Network. Students will learn to plan and configure an authorization and authentication strategy; install, configure and manage certification authorities; configure, deploy and manage certificates; plan, implement and troubleshoot smart card certificates, and Encrypting File System (EFS); plan, configure and deploy a secure member server and client computer baseline; implement secure baselines for server roles; implement software updates, wireless network security, and perimeter security. Prerequisite: NT 2204.

CS 2043. Business Graphics. Use of business and presentation graphics software as a tool is discussed and applied. Emphasis will be on the interpretation of business information and data to create various types of business charts, graphs, and presentations. Topics include the use, creation and development of computer generated visuals and presentation materials in the form of printed materials, slides and transparencies. Prerequisite: CO 0133, CO 0213, and OS 1123 or ability to type 25 wpm.

CS 2084. A+ Essentials. This is the first of two (2) courses intended to prepare students for becoming CompTIA A+ certified. This course has been designed using CompTIA approved course materials in preparation for EXAM Essential - CompTIA A+ Essentials. This is the first of two (2) required exams for A+ certification. Students will be challenged to industry standards in a body of knowledge that has been identified and accepted as the baseline for an entry level IT professional. This is the first exam which measures necessary competencies of IT field and lab experience. This course is also the main course students must take to prepare for the CompTIA A+ Essentials examination. In this course, the student will build on his/her knowledge and professional experience of how (1) to install, configure, upgrade, maintain and troubleshoot personal computer systems, components and peripherals, (2) to connect computers to networks and (3) to provide service to clients with personal computer equipment service needs. Prerequisite: EE 2904.

CS 2094. A+ Practical Applications. This is the second of two (2) courses intended to prepare students for becoming CompTIA A+ certified. This course has been designed using CompTIA approved course materials in preparation for EXAM 220-602 - CompTIA A+ IT Technician. This is the second of two (2) required exams for A+ certification. Students will build and hone their skills and knowledge by becoming subject matter experts. Students will be challenged to industry standards in a body of knowledge that has been identified and accepted as the baseline for an entry level IT professional. This is the second exam which measures necessary competencies of IT field and lab experience. This course adds elements of security skills; safety and environmental issues as well as more in-depth subject matter covered in A+ Essentials. Prerequisite: CS 2084.

CS 2183. Business Continuity & Disaster Recovery. This course will provide instruction that provides students with a comprehensive treatment of contingency planning, including the components of Incident Response, Disaster Recovery, Business Continuity, and Crisis Management. It offers thorough treatment of the planning process for each area and provides students with a focus on the managerial issues associated with each area. Included in this instruction is information security that identifies management problems associated with business model issues and practices that has important economic consequences that management is accountable. Prerequisite: None.

CS 2223. Electronic Spreadsheet. A practical and hands-on approach at learning Microsoft Excel for Windows that will place emphasis on both exercise and applications of Microsoft Excel for Windows. Prerequisite: MIS 1003 or permission of instructor.

CS 2263. Enterprise Support Technician. This course focuses on key information and skills for user support professionals, including troubleshooting and problem solving, successful communication with clients, determining a client's needs, and training end users. Instruction includes but is not limited to components of successful support; ticket processing and documentation; evaluation of cause and solution; performance management methods; asset management and security policies; and communication skills. Prerequisite: None.

CS 2273. Database Design & Management. This course covers planning, building, and maintaining relational databases and using Structured Query Language (SQL). This includes database architecture and design, database models, data definition, and data manipulation. Prerequisite: None.

CS 2333. Data Storage Regulations & Standards. This course addresses new, existing, and developing regulations, legislation, and standards affecting the management and storage of organizations' data and records. The course will focus on data stored and managed in electronic and digital formats. Prerequisite: None.

CS 2334. Active Directory. This is the fourth of four courses designed to prepare students in becoming a Microsoft Certified Information Technology Professional (MCITP). This course has been designed using the objectives for the Microsoft Certification Exam 70-640 Configuring Windows Server 2008 Active Directory. Students will learn to configure DNS, infrastructure, additional server roles, and certificate services for Active Directory; create and maintain objects and the environment in Active Directory. Topics may include installation, implementation, sites, global catalog, flexible single master operations, security, group policy, maintenance, troubleshooting, and disaster recovery as they relate to the Active Directory.

MIS 1003. Introduction to Computers. A survey of computer technology that will introduce fundamentals of hardware, software, and data. This course will acquaint students with file management, PC components, Internet research, and terminology.

Students will also be introduced to word processing, spreadsheet and presentation software. Internet students must have access to the Internet, a browser, and Microsoft Word. Prerequisite: None.

MIS 2053. Business Information Systems. The basic concepts of microcomputer based applications software stressing the use of these packages to increase business and personal productivity. Basic computing problems will be solved using software packages that include word processing, spreadsheets, database management systems, and visual presentations. Internet students must have access to the Internet, a browser and the latest version of Microsoft Office software. Prerequisite: None.

NT 1014. Support Network Clients. This is the first of four (4) courses designed to prepare students in becoming a Microsoft Certified Information Technology Professional (MCITP). This course has been designed using the objectives for the Microsoft Certification Exam 70-680 Configuring Microsoft Windows 7. Students will learn to plan and install or upgrade to Windows 7; deploy system images and configure application compatibility; implement IPv4, IPv6, wireless, VPN, mobile, and remote connectivity; set up Internet Explorer® and Windows Firewall; configure Windows BitLocker®, UAC, and access to shared resources; manage devices, drivers, and disks; monitor, update, back up, and performance-tune systems. Prerequisite: None.

NT 1114. Support Network Servers. This is the second of four (4) courses designed to prepare students in becoming a Microsoft Certified Information Technology Professional (MCITP). This course has been designed using the objectives for the Microsoft Certification Exam 70-646 Windows Server 2008 Administrator. Students will learn to plan for server deployment and management, monitor and maintain the server, plan application and data provisioning, and dealing with business continuity and availability. Prerequisite: NT 1014.

NT 2114. Supporting Network Infrastructure. This is the third of four (4) courses designed to prepare students in becoming a Microsoft Certified Information Technology Professional (MCITP). This course has been designed using the objectives for the Microsoft Certification Exam 70-642 Configuring Server 2008 Network Infrastructure. Students will learn about configuring IP addressing, routing, name resolution, network access, file and print services, and monitoring and managing a network infrastructure. Prerequisite: NT 1114.

NT 2204. Security +. This is the first of two (2) courses designed to prepare students in adding a Security Specialty to the Microsoft Certified System Administrator (MCSA-Security) as well the CompTIA Security+ Certification. This course has been designed using CompTIA Course approved materials in preparation for the CompTIA Security+ Exam which satisfies one of Microsoft's Security Specialization requirements. Students will learn General Security Concepts – access controls; authentication methods; risk of services and protocols; vulnerabilities of attacks and malicious code; social engineering; and auditing; Communication Security – recognize, understand and administer remote access technologies; email, Internet, directory security concepts; file transfer protocol and wireless technology concepts; Infrastructure Security – hardware and media security issues; security topologies; differentiate, conceptualize, implement and configure intrusion detection systems; and security baseline; Basic Cryptography – cryptographic algorithms and security concepts; PKI concepts, management and lifecycles; and Operational/Organizational Security – physical security, disaster recovery, business continuity, policies and procedures, privilege management, forensics, and risk identification and management. Prerequisite: NT 1114.

NT 2444. Network+. Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill. This course first introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare the student to select the best network design, hardware, and software for their environment. The student will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Finally, the student will be well prepared to pass CompTIA's (the Computing Technology Industry Association's) Network+ certification exam. Prerequisite: None.

NT 2464. Server+. This course is geared toward CompTIA Server+ certification, an international, vendor-neutral certification for technical support professionals. CompTIA Server+ certifies the technical knowledge and skills required to build, maintain, and support server hardware, hardware functionality and server software technologies, including installation, support and troubleshooting. This course covers technical skills in areas such as RAID, SCSI and multiple CPUs, as well as capabilities with server issues, including virtualization, disaster recovery and security procedures. After completing this course, the student will be able to employ preventive maintenance measures to keep servers running at acceptable performance levels, upgrade server hardware and software, discuss environmental issues that pertain to server operation and troubleshoot problems with server hardware and software. Prerequisite: None.

CONTRACT MANAGEMENT

CM 1103. Procurement & Contracting. An introduction to the procurement and contracting processes, exploring fundamental principles and techniques in detail. Emphasis is upon government procurement, but the student is also provided with an understanding of procurement methods and subcontracting in the private sector. Prerequisite: None.

CM 1203. Contract Administration. Covers the technical and fundamental procedures basic to contract administration. Examines both theory and practice, emphasizing enforcement of contract terms and conditions, cost overruns, change orders, disputes and appeals, financial analysis, contract authority and interpretation, production surveillance, quality assurances, and audit.

Prerequisite: None.

CM 1303. Financial Management of Contracts. Covers the basic concepts in the analysis of contract-price by cost-price analysis techniques, learning curve, weighted guidelines, profit objectives, and analysis of the ADP systems environment. Prerequisite: None

CM 1403. Legal Aspects of Contracts. Introduces government contract law, contract clauses and provisions, legal aspects associated with contracting, and administering contracts. Prerequisite: None.

CM 1503. Contract Negotiation & Modifications. Covers the techniques of negotiation. Focuses on the organization and operation of the procurement team, preparation and conduct of negotiations of contracts, and contract modifications by the team concept. Mock negotiations are conducted in class using case studies. Prerequisite: None.

COOPERATIVE EDUCATION

CE 2401-3. Internship I. Designed for students who are selected to participate in an on campus or off-campus college work experience in their major area. Each student is assigned to a faculty member to carry out job responsibilities. Prerequisite: 3.00 GPA.

DEFENSE/AEROSPACE TECHNOLOGY

DA 1003. Intro to Defense/Aerospace Manufacturing Technology. This course is prerequisite to DA 1013 and DA 1023 respectively. The course begins with defense contractor orientation including key aspects of company handbook policies including proper dress, work ethics, sexual harassment, workplace violence, and importance of quality. Students are given basic instruction on team building, problem solving, and troubleshooting. Familiarities with basic computer skills as related to work tasks are incorporated into the training and documentation of training throughout. Basic applied math concepts are reinforced along with basic measurement tools. Key safety procedures such as electrical lockout/tagout, personal protective equipment, explosives handling and precautions, the dangers and prevention of electrostatic discharge, fire extinguishing, and blood borne pathogens are covered prior to progressing into correct hand and power tool usage and proper terminology of tools. Along with tool usage, students are introduced to various types of hardware, and their installation applications. The importance of how to properly deal with hazardous waste and hazardous communication issues are stressed, along with an introduction to the basic lean six sigma principles of operation. Prerequisite: None.

DA 1013. Defense/Aerospace Manufacturing Technology. This course is the follow on to DA 1003 and prerequisite to DA 1023. In this course, the student will learn specifics of proper torque tool usage and calibration policies of various measuring tools as well as shelf life of consumables. How to properly proportion, mix, and apply various bonding and sealant materials are covered as well. Students are introduced to the process of production planning, statistical process control, and the ISO 9000 and ISO 14000 documentation and self-audit procedures. Safety topics include basics of transportation & fork lift, sling/hoist procedures, and use of the respirator. Basic Electrical theory and hands on projects are included that help students grasp an understanding of solid state electronics and the importance of proper electrical connections and cleaning. Further, students are taught the basics of blueprint reading and how to make precise measurements using scales, dial calipers, micrometers, thickness gauges, and dial indicators. Finally a study of the value of preventive maintenance, waste reduction, and key green manufacturing strategies are covered. Prerequisite: None.

DA 1023. Defense/Aerospace Manufacturing II. This course is the final course in the Defense Aerospace training and students must have had DA 1003 and DA 1013 as prerequisites to this course. The program of study begins with basic welding operations study including key components of proper weld preparation. Using proper technical data and blueprints is incorporated into hands on tasks. Such tasks include practice of proper drilling, reaming, tapping, as well as installation of helicoils and special fasteners. Students further learn how to apply sealants into bonded assemblies, how to properly assemble and route hydraulic lines and hoses and how to properly route electrical cables. Procedures for disassembly and assembly of interference fit components using pullers and arbor/press equipment is covered as well as how to set up drive coupling and belt alignment installations as related to motors and pumps. An introduction to boiler operation and safety, as well as basic HVAC operation is also covered to give familiarity and relationships to green energy considerations. Completion of training includes preparing for the job search with basic resume and application guidance and mock interviews. Prerequisite: None.

ELECTRONICS

EE 1003. Introduction to Basic Electricity. This course provides an introduction to electricity, electrical parts, electrical wiring, and electrical safety. Prerequisite: None.

EE 1102. Methods. A course that deals with the use of hand tools, soldering, parts mounting, connectors, breadboarding, assembly techniques, and electrical safety. Prerequisite: Eligible for MATH 0143.

EE 1324. DC/AC Circuit Analysis. A study of DC and AC electricity with circuit analysis developing student skills and understanding with breadboard circuits and electrical test equipment with mathematical applications. Hands-on laboratory exercises reinforce theoretical concepts, as well as give students practical experience using electronic test equipment such as the digital multimeter and the oscilloscope. Prerequisite: Eligible for MATH 0143.

EE 1334. Semiconductor Circuits. A study of the basic theory of semiconductor devices to include diodes, diode applications, bipolar junction transistors, and amplifier performance. Prerequisite: EE 1324.

EE 1364. Semiconductors II. A continuation of EE 1334, Semiconductor Circuits, including multi-stage amplifiers, RF amplifiers, operational amplifiers, oscillators and field effect transistors. Prerequisite: EE 1334.

EE 2213. Industrial Electronic Devices. A study of semiconductor electronic circuits used for power regulation, process control, and sensing in industrial applications. Devices such as SCRs, DIACs, TRIACs, UJTs, and optical and other transducers will be used. Prerequisite: EE 1334.

EE 2424. Digital Circuits. This is a foundation study of the principles and techniques of modern digital systems. It covers the basic concept of mathematical bases, Boolean algebra and minimization methods, logic gates, analysis of combinational logic networks, flip-flops, counters, registers, and the interfacing of various digital families. Prerequisite: EE 1324.

EE 2804. Basic PC Troubleshooting. This is the first of two (2) courses designed using classroom and hands-on instruction in installing, building, upgrading, repairing, configuring troubleshooting, optimizing, diagnosing and performing preventative maintenance of basic personal computer hardware and software in preparation for A+ certification and base knowledge for an Enterprise Technician, IT Administrator, field service technician as well as PC technician. Prerequisite: None.

EE 2904. Advanced PC Troubleshooting. This is the second of two (2) courses designed using classroom and hands-on instruction in installing, building, upgrading, repairing, configuring troubleshooting, optimizing, diagnosing and performing preventative maintenance of advanced personal computer and server hardware and as well as client and server software in preparation for A+ certification and base knowledge for an Enterprise Technician, IT Administrator, field service technician as well as PC technician. Prerequisite: EE 2804.

EM 2213. Industrial Electricity. A study of industrial switching, motors, motor controls, and electronic applications. Prerequisite: EE 1324 or permission of instructor.

EM 2924. Programmable Logic Controller I. This course is designed as an introduction to programmable controller systems. Students learn what programmable controller systems are, how they work, and how they can be used to control various processes and machines. PLC hardware, software, numbering systems, logic, and ladder logic programming will all be covered. This course is taught featuring the Allen-Bradley SLC 5/02 processor and RSLogix programming software. Prerequisite: EE 2424 or permission of instructor.

EM 2934. Programmable Logic Controller II. This course builds on the concepts presented in PLC I. It is designed to provide students with the skills necessary to develop advanced ladder logic programs for SLC 500 systems using RSLogix 500 software. Prerequisite: EE 2424, EM 2924, or permission of instructor.

ENTREPRENEURSHIP

ENTR 1003. Introduction to Entrepreneurship. An introduction to the role of entrepreneurial businesses in the US, the impact of entrepreneurial businesses on the US and global economy, how ideas become businesses, how entrepreneurs operate within a company, and the general precepts of entrepreneurial businesses. Prerequisite: None.

ENTR 2013. Professional Selling & Advertising. A course specifically designed to teach the tools of professional selling and advertising methods to students. Students will learn successful sales techniques for retail and non-retail customers. Students will also learn to develop an advertising program for products and services and the appropriate medium to use. Prerequisite: None.

ENTR 2023. Opportunity & Feasibility Analysis. This course will develop the student's knowledge of exploiting, determining, evaluating, and implementing strategies for determining potential entrepreneurial opportunities in the marketplace and analyzing the feasibility of those opportunities. Prerequisite: None.

ENTR 2033. Funding Acquisitions for Entrepreneurs. A course designed to teach the students the various types of funding mechanisms available to the entrepreneurial company and the importance of selecting the proper funding. Prerequisite: None.

ENVIRONMENTAL SCIENCE

ES 1001. Introduction to Wastewater. Approved by the Arkansas Department of Environmental Quality (ADEQ) for the certification and licensing of Class I wastewater treatment plant operators. This course contains provisions of the Clean Water Act and Arkansas Regulation No. 3 requirements for licensing and plant classification. Preliminary treatment, clarification, secondary treatment, disinfection processes and basic wastewater math are included. Internet students must have access to the Internet and a browser. Prerequisite: None.

ES 1003. Wastewater I. This is an introductory course designed to give students basic knowledge of water pollution control procedures and techniques. Emphasis is placed on treatment technologies for both municipal and industrial facilities. Internet students must have access to the Internet and a browser. Prerequisite: None.

ES 1013. Environmental Safety. The purpose of this course is to give the student a general knowledge of health and safety as it pertains to the environmental profession. This course places emphasis on safety regulations, industrial hygiene, biological hazards and personal protective equipment as they apply to the safety and health of the environmental professionals. Internet students must have access to the Internet and a browser. Prerequisite: None.

ES 1553. Environmental Management I. This course is designed to give dual credit to high school students enrolled in a college-level Natural Resources course and/or students enrolled in the Environmental Science degree program. The course provides management insights on an effective multimedia approach focusing on air, water, solid waste, and hazardous waste handling. Internet students must have access to the Internet and a browser. Prerequisite: None.

ES 2003. Wastewater II. This course is designed to give students technical expertise in wastewater treatment and technologies. Emphasis is placed upon the importance of microorganisms, nutrient removal processes, and detailed municipal and industrial treatment processes. Also included are procedures for process control and NPDES testing including math formulas and problems. Internet students must have access to the Internet and a browser. Prerequisite: ES 1003.

ES 2103. Water Treatment Technology I. This course provides the students with basic and technological knowledge concerning surface and ground water treatment. Emphasis is placed on the Federal Safe Drinking Water Act of 1988 and amendments regulating potable water. Subjects include water sources, transmission, pretreatment, filtration, softening, disinfection, and related topics. Internet students must have access to the Internet and a browser. Prerequisite: ES 1553 or permission of instructor.

ES 2113. Water Treatment Technology II. This course continues to stress the Federal SDWA of 1988 and the 1996 amendments. The course covers the basic and technological aspects of water distribution, softening, fluoridation, filtration, disinfection, metering, cross connections, and public relations. Internet students must have access to the Internet and a browser. Prerequisite: ES 2103.

ES 2123. Environmental Management II. A general overview of the regulations pertaining to air, water, and land is given. Other subjects include the health affects of hazardous materials, ecological concerns, environmental protection, occupational health and safety, pollution prevention, the hierarchy of waste management, and pollution control practices. Internet students must have access to the Internet and a browser. Prerequisite: ES 1553.

ES 2201. Apprentice Solid Waste Management. Approved by ADEQ for the purpose of licensing apprentice operators employed in the various phases of solid waste management. Subjects covered include the Resource Conservation and Recovery Act (RCRA) Subtitle C, Arkansas Regulation No. 27, 22, and 14. Basic operation of landfills (Class 1, 3, and 4), transfer stations, composting, incineration, non-segregated material recovery facilities and waste tire processing are covered. Prerequisite: None.

ES 2203. Solid Waste Management. This course emphasizes the proper methods of disposing of solid wastes. Emphasis is placed on the 40 CFR 257 and 258 regulations which govern the proper disposal of municipal solid waste. Transfer stations, composting, material recovery, incineration and land filling methods are discussed. Methane generation and containment as well as leachate collection and treatment are also discussed. Internet students must have access to the Internet and a browser. Prerequisite: None.

ES 2303. Industrial Treatment Technology. This course emphasizes the regulations and treatment technologies involving air pollution control, hazardous waste handling and controlling toxins generated in air, soil and water. Information will also be provided for filling out various forms and reports required for hazardous waste generation and/or storage and the assorted permits required under the Clean Water Act, Clean Air Act, and the Resource Conservation Recovery Act (RCRA) Subtitle C. Internet students must have access to the Internet and a browser. Prerequisite: None.

ES 2551. Environmental Assessment. This course covers the field of environmental science including water, wastewater, solid waste management, air pollution control technologies, hazardous waste disposal, management, safety and health, and related topics. This course serves as a capstone and assessment for the environmental degree plan. Prerequisite: ES 1003; ES 1013; ES 1553; ES 2003; ES 2103; ES 2113; ES 2203; ES 2123; ES 2303.

FIRE SCIENCE

FS 1003. Introduction to Fire & Emergency Response. A survey of fire and emergency practices in today's fire service; including apparatus, tactics, safety, and protective equipment. Prerequisite: None.

FS 1013. Fire Service Leadership. Basic leadership skills fire and emergency personnel, including problem solving, supervision, delegating and motivating. Internet students must have access to the Internet and a browser. Prerequisite: None.

FS 1023. Strategies & Tactics. This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Internet students must have access to the Internet and a browser. Prerequisite: None.

FS 1033. Fire Prevention. Provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. Internet students must have access to the Internet and a browser. Prerequisite: None.

FS 1103. Company Officer I. Effectively managing human resources; community relations, fire department organization and administration; emergency service delivery and service. Prerequisite: None.

FS 1113. Safety Officer. This course addresses the cause of fatalities and injuries with recommendations for solutions and implementation. Command issues, policies and programs addressing firefighter health and safety in emergency situations are examined. Students learn how to convert classroom knowledge into an action plan by being role models for training personnel, and promoting a department infection control program. Prerequisite: None.

FS 1123. Firefighter I. This course covers the Firefighter I objectives of NFPA 1001, 2002 edition. Upon successful completion of this course of instruction, students can challenge the manipulative skills and written Firefighter I examinations on the normal testing cycle date. This course accredited by the International Fire Service Accreditation Congress. Prerequisite: CPR-Health Care Provider, and First Responder. Prerequisite: None.

FS 1133. Firefighter II. This course covers the Firefighter II objectives of NFPA 1001, 2002 edition. Upon successful completion of this course of instruction, students can challenge the manipulative skills written Firefighter II examinations on the normal testing cycle date. This course is accredited by the International Fire Service Accreditation Congress. Prerequisite: FS 1123.

FS 1203. Building Construction. Enables students to recognize construction types, design alteration consequences, materials used, and their influence on the building's reaction to fire. Prerequisite: None.

FS 1213. Fire Service Rescue. Students learn a variety of fire department rescue techniques including rope rescue, smoke and toxic atmosphere rescue and confined spaces. Prerequisite: FS 1003.

FS 2003. Hazardous Materials Operations. Students complete all NFPA 472 objectives for hazardous materials response; incident command, decontamination, scene control, and evacuation. Prerequisite: FS 1003.

FS 2013. EMS First Responder. Prepares students for Arkansas Department of Health & Human Services certification; cover emergency care of the injured, stabilization of patients, rescue procedures, transportation to hospital and working within an Incident Command System. Prerequisite: CPR-Health Care Provider.

FS 2014. Emergency Medical Technician Basic I. Prepares students for Arkansas Department of Health & Human Services certification; cover emergency care of the injured, stabilization of patients, rescue procedures, transportation to hospital and working within an Incident Command System. Prerequisite: CPR-Health Care Provider.

FS 2033. Company Officer II. Includes human resource management, technical writing, budgets, information management, safety inspections and public fire education. Prerequisite: FS 1103 and FS 2103.

FS 2043. Fire Administration I. This course provides an introduction to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis will be placed on fire service leadership from the perspective of the company officer. Internet students must have access to the Internet and a browser. Prerequisite: None.

FS 2103. Fire Instructor Methodology. This course provides the knowledge and skill requirements for students to become Fire Service Instructors. After completing the course, students should be able to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students; organize the learning environment so that learning is maximized; and understand their record-keeping requirements. Prerequisite: None.

FS 2113. Fire Inspection Principles. Students learn the use of codes and code enforcement, fire cause determination, use of the life safety code; includes consideration of flammable liquid, glasses and electrical equipment fire danger. Prerequisite: None.

FS 2123. Driver/Operator. This course provides the knowledge and skill requirements for students to become fire pumping apparatus drivers and pump operators. Specifically, it will address the general requirements; preventive maintenance, driving emergency vehicles, and fire pump operations. Prerequisite: FS 1123.

FS 2143. Firefighter Safety. This course provides an overview of safety practices for emergency workers. Covering individual and team workers from "in the station" through the emergency scene and return back to service. This course is essential for those who participate in emergency service activities. Prerequisite: None.

FS 2153. Fire Investigation I. This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the fire setter, and types of fire causes. Internet students must have access to the Internet and a browser. Prerequisite: Hazardous Materials – Awareness. Prerequisite: None.

FS 2163. Legal Aspects of Fire Service. The course introduces the Federal, state, and local laws that regulate emergency services; national standards influencing emergency services; standard of care, tort liability, and review of relevant court cases. Internet students must have access to the Internet and a browser. Prerequisite: None.

GENERAL STUDIES

GS 1021. Portfolio Development. For students who transfer from the workforce to a program major. Development of a portfolio containing Continuing Education Units (CEUs) and training hours obtained for license certification and renewals assessed to determine college credit for college-level prior learning and later to serve as an aid in resume building. Prerequisite: None.

GSTD 1002. Freshman Seminar. A course designed for students who are beginning college for the first time. This course will assist the student in the transition to college life, and to develop positive attitudes about themselves and the learning process while acquiring skills essential for academic and personal success. The course will include an overview of academic rules and regulations, degree and career planning, learning to use the Learning Resource Center, study skills, time management, and other related materials. This course does not count towards credit requirements of associate degrees or certificates. Prerequisite: None.

HEALTH & PHYSICAL EDUCATION

HS 1403. Personal & Community Health. A consideration of the various conditions and factors affecting individual and community health. Designed to assist students in formulating their own philosophies, attitudes, and understanding of behaviors necessary to establish healthful living practices. Internet students must have access to the Internet, a browser and Microsoft Word. Prerequisite: None.

HS 2413. First Aid & CPR for Education. This course is the basic American Red Cross First Aid and CPR for adults, children, and infants. This course attempts to acknowledge the rapidly changing information in health and safety, and provides an opportunity for the study of current issues trends and problems confronting the school professional. Prerequisite: None.

HUMANITIES & FINE ARTS

ART 2013. Art Appreciation. General orientation and understanding of art forms through slides, films, and lectures. Internet students will need Internet access and the images CD that comes with the textbook. Prerequisite: None.

AT 1052. Public School Art. This course is a study of the creative growth of children: methods and techniques necessary for the direction of a creative art program in the public schools. Experience with appropriate art materials is also given. Prerequisite: None.

MU 1202. Fundamentals Public School Music. A study of music fundamentals and methods necessary for elementary classroom music instruction. Prerequisite: None.

MUS 2013. Music Appreciation. Designed to promote a higher degree of understanding and enjoyment of music by various composers through the development of listening skills. Internet students will need Internet access, Microsoft Word software, Listening to Music Introductory Music CD (CD that comes with the textbook), the two-set CD, and the ability to receive and send e-mail attachments. Prerequisite: None.

PHIL 2403. Introduction to Philosophy. A survey of the philosophical, political, economic, aesthetic, and religious ideas that have influenced Western culture. Designed to promote the spirit of reasoned inquiry needed for critical thinking. Internet students will need access to the Internet and a browser. Prerequisite: None.

LAW ENFORCEMENT

LE 1001. Juvenile Justice. This course is to include the 20 contact hours of Child Abuse Juvenile taught by Arkansas Law Enforcement Training Academy (ALETA) as concurrent credit with SAU Tech. Topics include: 911 Calls Involving Children (Practical), Child Abuse Recognition, Child Sexual Abuse, Interviewing Child Victims (Sex, Assault, Practical), Interviewing Child Victims (P/M Abuse; Sex, Assault), Juvenile Law and Causes of Delinquent Behavior, and Missing and Exploited Children. Prerequisite: None.

LE 1004. Criminal Investigation. This course is to include the 65 contact hours of criminal investigation taught by Arkansas Law Enforcement training Academy (ALETA) as concurrent credit with SAU Tech. Topics include: ABC Laws, Arson Investigation, Auto Theft Investigation, Burglary Investigation, Death Investigation, Drug Enforcement Fingerprinting (Practical), Fraud Investigation, Interpersonal Violence, Interrogation Techniques, Interviewing Victims and Witnesses, (Sexual Assault Practical), Interviewing Victims and Witnesses, Introduction to Weapons of Mass Destruction, Patrol Drug Interdiction, Principles of

Investigative Process, Robbery Investigation, Search Warrant Preparation, Sexual Assault Investigation, and State Crime Lab. Prerequisite: None.

LE 1011. Domestic Violence. This course is to include the 20 contact hours of Domestic Violence taught by ALETA as concurrent credit with SAU Tech. Topics include: Crisis Intervention, Domestic Situations, Domestic Violence Law, Domestic Violence/Sexual Assault Victims Services, Interviewing Domestic Violence Victims, Investigation and Case Preparation of Domestic Violence Cases. Prerequisite: None.

LE 1013. Criminal Law. This course is to include the 52 contact hours of legal issues taught by ALETA as concurrent credit with SAU Tech. Topics include: Arrest/Search Procedural, Civil Rights Criminal Civil Liability, Criminal Law and Procedures, Cultural Diversity. Emergency Spanish for Police Officers, Interviews, Interrogations and Confessions, Introduction to the Fourth Amendment. Introduction to the U. S. Constitution, Investigative Detention, Probably Cause, Racial Profiling, Search of Motor Vehicles Search of Persons, Search of Premises, Testifying in Court, and Use of Force. Prerequisite: None.

LE 1014. Firearms Training. This course is to include the 65 contact hours of firearms training taught by ALETA as concurrent credit with SAU Tech. Topics include: Arkansas Weapon Laws and Firearms. Prerequisite: None.

LE 1021. Criminal Code/AR. This course includes the various Arkansas Codes and Constitutional Issues taught within ALETA's 12-week basic course as concurrent credit with SAU Tech. Topics include: BC Laws, Arkansas Weapons Laws, Arrest/Search Procedural, Basic Student issues, Civil Rights Criminal Liability, Ethics, Interview, Interrogation and Confessions, Fourth Amendment, U. S. Constitution, Racial Profiling, and Use of Force. Prerequisite: None.

LE 1022. Emergency Vehicle Operations. This course is to include the 32 contact hours of emergency vehicle operations taught by ALETA as concurrent credit with SAU Tech. Topics include: Emergency Vehicle Operations Practical and Emergency Vehicles Operations Course. This proposed concurrent credit technical certificate is a planned and coherent collegiate level program of both classroom and laboratory work as determined by SAU Tech's Vice Chancellor for Academic Affairs. The proposed plan can be folded directly into SAU Tech's existing A.A.S. in Technology or should students wish not to continue their education, the technical certificate partnered program meets the requirements for entry level into law enforcement. The curriculum meets communication and competitive skills for this proposal as determined by the Arkansas Commission of Law Enforcement Standards and Training. The total number of credit hours for Concurrent Credit Technical Certificate is 28 hours. Prerequisite: None.

LE 1023. Criminal Evidence & Procedures. This course is to include the 52 contact hours of Criminal Evidence and Procedures taught by ALETA as concurrent credit with SAU Tech. Topics include: Accident Investigation, Crime Prevention and Patrol Procedures, Grade Crossing Collision Investigation, Post Shooting Trauma, Traffic Law, Vehicle Stop and Approach, Building Search Entry Techniques, Dynamics of Off Duty Encounters, Occupational Stress, Officer Survival, Patrol and Tactical Practical, and Police Officer Suicide. Prerequisite: None.

LE 1033. Introduction to Criminal Justice. This course is to include the 54 contact hours of Administrative and Officer Survival taught by ALETA as concurrent credit with SAU Tech. Topics include: Basic Student Issues Check-In/Orientation, Critiques/Graduation Practice/Graduation Exams, and Introduction to Basic Police Training. Prerequisite: None.

LE 1043. Police Administration. This course is to include the 52 contact hours of general law enforcement taught by ALETA as concurrent credit with SAU Tech. Topics include: Community Policing, Criminal Justice System, Death Notification, Driving while Intoxicated Enforcement, Ethics, First Aid, First Aid (CPR Practices), Gangs/Extremist Groups, Hazardous Materials, Law Enforcement Standards and Training Regulations, Police and People with Disabilities, Report Writing, Sexual Harassment and Telecommunications. Prerequisite: None.

LE 1053. Physical Training. This course is to include the 68 contact hours of physical training taught by ALETA as concurrent credit with SAU Tech. Topics include: Defensive Tactics and Physical Fitness. Prerequisite: None.

MAINTENANCE & MANUFACTURING

MD 1033. Basic Machine Tools. This course provides an introduction to all types of hand and machine tools to include various types of hammers and their applications, power tools, variable speed hand held drills, circular saws, and lift trucks. The student will also develop skills in the proper application of measuring instruments. Prerequisite: None.

MD 1053. Introduction to Preventive Maintenance. This course is designed to teach the basics of preventative maintenance. Students will obtain instruction on general visual inspection, basic predictive maintenance, non-destructive testing, and lubrication. Prerequisite: None.

MD 1113. Motor Controls. This course introduces the student to the electronic devices, circuits, and systems used to control machinery, processes, and facilities in industry. Power control, single and three-phase rectifier, servomechanism, and transducer circuit applications. The theory and operating characteristics of DC and single and three-phase motors will be taught and verified in laboratory. Prerequisite: EE 1324.

MD 1123. Mechanical Devices (NCCER Core 1). This course provides an introduction to various types of construction ideals including safety, construction math, hand tools, and power tools. This is the first of two (2) courses that will be dedicated to the

certification process from NCCER. By the student passing tests on given subjects, the student will be able to apply for a NCCER Certification at the end of NCCER Core 2. Prerequisite: None.

MD 1303. Basic Welding. This course is designed for the individual with minimum or single type of welding experience. Upon completion of this course, the student will have the ability to identify and set up oxyacetylene, arc, MIG, and TIG equipment. The student will develop manipulative skills in forming and controlling a puddle with oxyacetylene. The student will gain practical experience in all TIG and MIG applications. Prerequisite: None.

MD 1313. Advanced Welding. This course is designed for individuals with basic oxyacetylene cutting and SMAW experience. Upon Completion of this course, the student will have the ability to identify and set up pipe in the 1G and 5G positions. The student will gain practical experience in pipe welding. Prerequisite: MD 1323 or demonstration of proficiency in Basic Oxyacetylene and SMAW.

MD 1323. Intermediate Welding. This course will cover the lighter aspects of TIG and Plasma as well as the more difficult aspects of SMAW and Oxy-Acetylene. Upon completion the student will have a broader knowledge of Basic Welding and a better understanding of Advanced Welding. Prerequisite: MD 1303.

MD 1403. Basic Blueprint Reading. Industrial blueprints and drawing applications as they apply to the maintenance field including aviation maintenance. The student will interpret blueprint information, graphs and charts, symbols, and system schematics including those items used in the aviation industry. The student will learn to make sketches to convey repairs or to construct components. Prerequisite: None.

MD 2403. Hydraulics/Pneumatics (Fluidics). A study of the field of fluid power that presents the fundamentals of the physical principles along with practical laboratory work utilizing the components of fluid power systems, both hydraulics and pneumatic. Prerequisite: Eligible for MATH 1013 or MATH 1043.

MD 2603. Industrial Safety. This course is designed to examine the principles of industrial accident prevention. Topics to be covered include accident statistics and cost, appraising safety performance, recognition of industrial hazards, and recommended safeguards. A study of the Occupational Safety and Health Act (OSHA) and the Coal Mine Health and Safety Act will be discussed. Prerequisite: None.

MD 2633. Maintenance Management (NCCER Core 2). This course provides an introduction to several ideals from the NCCER Construction core text to include construction type drawings, basic rigging, communication skills, employability skills, and material handling. Upon completion of the two (2) NCCER core courses, the student will have had the opportunity to receive a NCCER Certification. Prerequisite: None.

MD 2703. Advanced Industrial Safety. The advanced industrial safety course provides students with training about rules and regulations that are administered to industry. The administrating entity is OSHA (Occupational Safety & Health Administration). The areas of coverage will be in the rules and regulations of OSHA 1910. This is an in depth look at OSHA guidelines for industry. Prerequisite: MD 2603.

MATERIALS & OPERATIONS MANAGEMENT

MO 1003. Principles of Inventory Control. This course introduces the essential vocabulary and skills in identifying and applying the basic principles of inventory management. Basic methods of planning and controlling inventory in manufacturing, institutional, distribution, and retail environments are covered. The questions of what to stock are addressed through an examination of the current and evolving technologies of inventory management. Prerequisite: None.

MO 1013. Principles of Planning. This course sets the stage for all P&M planning activities by introducing participants to the principles of demand management and forecasting as an input to the planning process. Different types and levels of planning relevant to materials management are examined, from long range strategic planning to shorter-term production plans and master production schedules. Prerequisite: None.

MO 1023. Principles of Manufacturing Control. This course deals with priority and capacity management through the use of material requirements planning (MRP), capacity management, capacity requirements planning (CPR), production activity control (PAC), and Just-In-Time. This course studies the execution of the production plan and master production schedule, reactions to capacity constraints, and maintenance of individual order control. Prerequisite: None.

MO 1033. Principles of Operations Management. This course is concerned with the design of systems to produce goods and services and the operation of those systems. It discusses relationships within the company environment particularly with marketing and product design. Topics to be covered include facilities planning; TQM; cost analysis; project planning and operations resource management, etc. Prerequisite: None.

MO 1043. Principles of Material Handling & Warehousing. Participants are introduced to the fundamental vocabulary and skills required for working in today's modern warehouse environment. The basic methods of managing and controlling these work environments are examined. All key functional aspects of warehouse management, from receiving goods, stocking product, through to shipping to the customer are covered. Prerequisite: None.

MATHEMATICS

MATH 0103. KeyTrain Basic Math. A review of the basic skills and concepts of Arithmetic to prepare the technical degree student for Basic Algebra using the KeyTrain software system. The course covers the areas of basic operations, primes, fractions, decimals, ratio & proportion, percent, measurement, and an algebra preview through the KeyTrain software system in the Supplemental Instruction Lab. Does not count toward a degree. For technical degree students only. Prerequisite: ACT score in Math of 6 or below or equivalent score on alternate test.

MATH 0113. Basic Mathematics. A review of the basic skills and concepts of arithmetic to prepare the student for Basic Algebra. The course covers the areas of basic operations, primes, fractions, decimals, ratio & proportion, percent, measurement, and an algebra preview. Does not count toward a degree. Internet students must have access to the Internet and a browser. All students must have internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchased online at www.coursecompass.com) and a course code will be provided by the instructor. Prerequisite: ACT score in Math of 7-15 or equivalent score on alternate test or a "C" or better in MATH 0113.

MATH 0143. Elementary Algebra. Elementary Algebra is a one (1) semester, three-credit hour course to prepare students for Intermediate Algebra. Elementary Algebra stresses the concepts of beginning algebra. The course covers topics such as performing operations with real numbers, solving first-degree equations and inequalities, graphing linear functions and inequalities in two variables, solving systems of equations and inequalities, and performing operations with polynomials. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchased online at www.coursecompass.com) and a course code will be provided by the Instructor. Prerequisite: ACT score in math of 7-15 or equivalent score on alternate test or a "C" or better in MATH 0113. Eligible if completed MATH 0113 or MATH 0103.

MATH 1013. Intermediate Algebra. Intermediate Algebra is a one (1) semester, three-credit hour course designed for students not sufficiently proficient in algebraic skills to take College Algebra. The course covers the following topics: operations of polynomials, factoring polynomials, operations of rational expressions, operations of rational exponents and radicals, quadratic equations, and an introduction to functions and relations. Use of graphing calculators will be stressed. Internet students will need access to the Internet and a browser. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchased online at www.coursecompass.com) and a course code will be provided by the instructor. A student will not need to purchase another MML passcode if they used one in Elementary Algebra. Prerequisite: ACT score in Math of 7-15 or equivalent score on alternate test or MATH 0143.

MATH 1023. College Algebra. College Algebra is a one (1) semester, three-credit hour course that covers a wide range of mathematical topics, including equations and inequalities, the Cartesian plane, functions, graphs, polynomial functions, rational functions, exponential functions, logarithms, and systems of equations and matrices. Applications for these topics and the use of graphing calculators will be stressed. Internet students will need access to the Internet and a browser. Prerequisite: ACT score in math of 19+ or equivalent score on alternate test, or a "C" or better in MATH 1013.

MATH 1033. Plane Trigonometry. This course is a study of the trigonometric functions and their applications. Identities and formulae involving the trigonometric functions will be studied as well as polar coordinates and complex numbers. Prerequisite: Act score in math of 19 or equivalent score on alternate test or a "C" or better in MATH 1013. Offered on demand.

MATH 1043. Math for Technology. This course is designed to meet the mathematics requirement for an AAS degree. Only students in an AAS degree plan should enroll in this course. The course consists of applications, formulas, problem solving, and critical thinking skills as applied to AAS programs. Topics covered include basic mathematics skills, measurements, basic geometry, elementary algebra, and basic trigonometric functions. All students must have Internet and e-mail access to complete assignments through Cengage (an interactive online learning environment). A Cengage access code is bundled with a new textbook. Prerequisite: ACT score in math of 16-18 or equivalent score on alternate test or a "C" or better for MATH 0143.

MATH 1525. Calculus & Analytic Geometry I. This course consists of a study of functions (including exponential, trigonometric, and logarithmic), limits, continuity, differentiation, antiderivatives, inverse functions, and integration. Prerequisite: MATH 1023 and MATH 1033. Offered on demand.

MATH2053. Math for Teachers I. This is a course designed for P-8 Education majors. This course is only offered as an online course. Students will need access to the Internet and a browser. This course is a study of sets, numeration systems, the structure of arithmetic, number theory, and beginning concepts of rational numbers, all with an emphasis on problem solving. Methods of teaching these concepts with the use of manipulative, technology and "hands-on" activities will be stressed in the online class. Prerequisite: MATH 1023.

MATH2063. Math for Teachers II. This is a course designed for P-8 Education majors. This course is only offered as an online course. Students will need access to the Internet and a browser. A study of rational numbers, ratio, proportions and percentages, statistics, probability, geometric shapes and measurements, all with an emphasis on problem solving. Methods of teaching these concepts with the use of manipulative, technology and "hands-on" activities will be stressed in the online class. Prerequisite: MATH 1023 and MATH 2053.

MULTIMEDIA TECHNOLOGY

- MM 1003. Introduction to Multimedia.** The class will introduce students to the basics of multimedia. The student will explore concepts that are needed to create a solid foundation for all future classes. Learning from the past and exploring the future of multimedia, this class gives students the knowledge and understanding to form a solid career. Prerequisite: None.
- MM 1023. JavaScript.** The student will enhance the functionality and interactivity of web pages by learning to create and utilize embedded and external JavaScript source code. This course teaches the foundation and fundamentals of cross-browser compatible JavaScript and jQuery through lecture, demonstration and performance in a variety of client/server web environments. A fundamental understanding of HTML4 and programming concepts is helpful, but not required for this course. Prerequisite: None.
- MM 1063. ColdFusion.** This course introduces the student to the concept of dynamic websites in a client/server environment with database connectivity. The student will learn to conceptualize, code, and design, professional-quality dynamic websites over the term of this course using Macromedia/Adobe ColdFusion, Microsoft Access, MySQL, and basic SQL. Prerequisite: None.
- MM 1113. Digital Illustration.** In this class the student is instructed in the methods of digital illustration using Adobe Illustrator, an industry standard vector based drawing program. The students will have projects involving the rendering of logos, type, and complex illustrations. Prerequisite: None.
- MM 1123. Digital Animation.** A course of study in Adobe Flash, a bandwidth friendly and web browser independent vector-graphic animation application. The student will develop interactive applications for websites. Co-requisite: MM 1133 or permission of instructor. Prerequisite: None.
- MM 1133. Digital Image Making.** This is a course dedicated to teaching digital image manipulation using Adobe Photoshop. The class covers photo manipulation, color correction, and digital design techniques. Co-requisite: MM 1123 or permission of instructor.
- MM 1153. Web Design & Development.** This is the foundational course for Web Design & Development. Through guided practice and practical exercises, the student develops the requisite skills to produce cross-browser compatible website designs and styles using the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS). Prerequisite: None.
- MM 1163. Active Server Pages (ASP).** An introductory course for new web developers that focuses on website development using Microsoft's Active Server Page technologies. Learning objectives include coding conventions and best practices. Server-side web programming and integration. Students will develop front-end interfaces for backend database systems such as Microsoft Access and SQL Server with ASP, Visual Basic Script, Cascading Style Sheets (CSS), and JavaScript, ADO and CDO. Prerequisite: None.
- MM 1203. Field Production & Editing.** This class will introduce students to the basics of Multimedia AV. The student will explore concepts that are needed to create a solid foundation for all future classes. From camera lenses and lighting to audio and live switching, this class covers a wide spectrum of techniques and knowledge. Prerequisite: None.
- MM 1213. Graphic Design I.** This class is a study of the principles and elements of basic design. Students will learn to communicate visually using foundational structures of design. Prerequisite: None.
- MM 1233. Graphic Design II.** This introductory course is designed for those who want to solve design problems and apply these skills toward print, web, and video media. This class broadens the students' creative ideas and helps them expand their problem solving abilities. Prerequisite: None.
- MM 1303. Video Production I.** This class provides demonstrations and guided practice to teach students the basics of the video production process. Prerequisite: MM 1203.
- MM 2023. Video Production II.** This class will cover basic video production techniques but will focus on a thorough understanding of Final Cut Pro. Prerequisite: MM 1303.
- MM 2043. Advanced Web Design & Development.** This course extends the fundamentals of MM 1153 into a further course of study in cross-browser compatible development, design and style. Students will apply the fundamentals of project management through the entire project cycle. Designed from a client/development and design agency perspective, the student will negotiate, analyze, conceptualize, code, design and deliver professional-quality websites over the term of this course. Prerequisite: MM 1153.
- MM 2053. Typography.** Typography informs the student in basic page layout and typography using Adobe InDesign. Students are taught the basics of page layout and are involved in several projects relating to those skills. Prerequisite: None.
- MM 2093. Griology.** This class provides students the essential knowledge necessary to obtain work as a grip in the film and/or television industry. Prerequisite: None.
- MM 2113. PHP.** This course will teach students to create dynamic web sites in one of the most widely used scripting languages. Students will also learn to create web applications using Object Oriented Programming (OOP) techniques that are much in demand in this industry. Prerequisite: None.
- MM 2123. Web Graphics.** This course of study will extend fundamental digital imaging concepts into the wide world of web graphics. Software used will include various web browsers and Adobe Photoshop. The principal focus will be on creating fast-loading, sharp and meaningful imagery for use on the web. Prerequisite: None.

MM 2133. Advanced Digital Image Making. This course will expose students to advanced methods of creating and optimizing graphics for print, web, and video. Prerequisite: MM 1133 or permission of instructor.

MM 2413. Graphic Design III. Students will be involved in several real world projects using advanced methods of typography and design. Students should expect to work in groups and on their own. Prerequisite: MM 1213 and MM 1233.

MM 2423. Digital Editing. This class will focus on advanced techniques in Final Cut Pro. Students need to have a working knowledge of FCP in order to be successful in this class. Prerequisite: MM 1123, MM 1133, and MM 1203.

MM 2513. Digital Photography. Students will learn the basics of Digital Photography. Through a series of tutorial projects, students will learn the importance of good composition and digital enhancing in photography. Prerequisite: MM 1133 or permission of instructor.

MM 2613. After Effects. This is an advanced course in video editing with an emphasis in Adobe After Effects. After Effects will be taught with emphasis in professional quality and speed. After Effects integration with Final Cut Pro and Adobe Photoshop will enhance the student's overall video production experience. Prerequisite: MM 1123, MM 1133, and MM 1203.

MM 2913. Film & Video Career Preparation. This class prepares Film & Video students for interviewing and obtaining a career by requiring them to prepare a digital portfolio and resume. They will also be involved in advanced level projects based on real world work experiences. At the completion of this course, students will be required to formally present their portfolio to an audience. Prerequisite: None.

MM 2923. Graphic Design Career Preparation. This class prepares Graphic Design students for interviewing and obtaining a career by requiring them to prepare a digital portfolio and resume. They will also be involved in advanced level projects based on real world work experiences. At the completion of this course, students will be required to formally present their portfolio to an audience. Prerequisite: None.

MM 2933. Web Design Career Preparation. This class prepares Web Design & Development students for obtaining a career by requiring them to prepare a digital portfolio and resume. They will also be involved in advanced level projects based on real world work experiences. At the completion of this course, students will be required to present their portfolio to an audience. Prerequisite: This should be a last semester course as part of final coursework to the Web Design course content.

OFFICE SYSTEMS TECHNOLOGY

OS 1013. Essentials of Anatomy & Physiology. This course deals with the basic structures and functions of the human body. Beginning with the cell, study continues to the actions of each body system and the interrelation of all body systems. Effort is made to guide the student through an internal awareness of the unceasing chemical activity that occurs in all living cells. Prerequisite: None.

OS 1113. Records & Database Management. Instruction in the use of Access for database creation and management. Sufficient skill mastery for core-level Microsoft Office User Specialist (MOUS) certification in Access. Internet students must have access to the Internet, a browser and Microsoft Access software. Prerequisite: OS 2283 or permission of instructor.

OS 1123. Keyboarding. Mastery of the keyboard (letters, numbers, and symbols) using the touch system. Students will also learn how to format letters, reports, memos, and tables using Microsoft Word. Minimum speed at the end of the course is 25 wpm. Internet students must have access to the Internet, a browser and Microsoft Word software. Prerequisite: None.

OS 1133. Skill Building. Individual progression on speed/accuracy drills. Skill building is designed to increase a student's speed and accuracy in keyboarding using the touch system. Advanced formatting of letters, reports, tables, and desktop publishing documents using Microsoft Word. Minimum speed at the end of the course is 45 wpm. Internet students must have access to the Internet, a browser and Microsoft Word software. Prerequisite: Ability to type at 25 wpm.

OS 1143. Speed Building. Continued focus on individual speed/accuracy ability. Prerequisite: OS 1133 and ability to type 45 wpm.

OS 1222. Microcomputer E-Mail. Students will learn to organize and share different types of information including messages, appointments, contacts, and tasks. Microsoft Outlook will be utilized to manage personal and business information, and share information with others in workgroups. Prerequisite: Ability to type 25 wpm.

OS 2003. Medical Transcription I. A course designed to prepare the student for actual service as a medical transcriptionist. This course teaches the basic concepts of medical transcription using medical terminology, communication skills, and computer applications in the preparation of medical documents. Students learn how to transcribe medical terms and procedures via dictation of medical cases. Prerequisite: None.

OS 2013. Medical Transcription II. This course is a continuation of Medical Transcription I. Students continue transcription of medical documents. Speed and accuracy are emphasized. Prerequisite: None.

OS 2023. Basic Pharmacology. This course provides a study of the principles and language of pharmacology and laboratory medicine. Basic information on sources of drugs, drug standards, drug references, and drug classifications are studied. Emphasis

is placed on the most commonly prescribed drugs. Students learn commonly used pharmacological abbreviations. Commonly used diagnostic tests are studied including indications for testing, techniques in testing, the expression of test values, as well as, the significance of the test results. Prerequisite: None.

OS 2113. Capstone Project. A capstone course that emphasizes the integration of the student's knowledge and application of office skills. Topics include office-related assignments using word processing, database, spreadsheet, e-mail, desktop publishing, and presentation software, as well as appropriate office procedures. This course should be taken during the last semester before graduation. Prerequisite: None.

OS 2153. Transcription. This course is designed to develop entry level transcription skills using transcription equipment, word processing and personal computers. Document formatting, editing, proofreading and basic English and language skills required for machine transcription in today's office will be reviewed and reinforced through realistic transcribing exercises. Prerequisite: OS 1143.

OS 2233. Office Procedures. A course designed to prepare the student for actual service as an office professional or supervisor including a study of the duties, responsibilities, and personal qualifications of an office professional and the most efficient methods of performing office duties. Internet students must have access to the Internet, a browser and Microsoft Word and Access software. Prerequisite: Eligible for ENGL 1113.

OS 2283. MS Word. Word processing skills for business documents using MS Word. Sufficient skill mastery for core-level Microsoft Office User Specialist (MOUS) certification in MS Word. Internet students must have access to the Internet, a browser and Microsoft Word software. Prerequisite: Ability to type 25 wpm.

PHYSICS & PHYSICAL SCIENCE

PH 1014. Applied Physics with Lab. A practical study of basic mechanics, statics, strength of materials, and thermodynamics. Designed for students in technologies. Includes lab. Prerequisite: MATH 1013 or MATH 1043.

PHSC 2021. The Physical Sciences Lab. To accompany PHSC2023.

PHSC 2023. The Physical Sciences. A course in the principles of physical science designed for general education. Internet students must have access to the Internet, a browser and Microsoft Word. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO0133 and CO0223, MATH 1013 or MATH 1043. Co-requisite: PHSC2021.

PHYS 2001. General Physics I Lab. To accompany PHYS 2003.

PHYS 2003. General Physics I. A study of natural laws governing the physical world and the application to practical situations, including a study of the principles of vectors, statics, motion, impulse, momentum, properties of materials, temperature and matter, and thermodynamics (formerly PH2004 College Physics). Prerequisite: MATH 1023, appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223. Co-requisite: PHYS 2001.

SOCIAL SCIENCE

GEOG 2003. Introduction to Geography. An introductory course in the basic concepts of geography that emphasizes regional, cultural, and environmental issues. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

HIST 1003. World History I. A study of world civilizations to the early modern period. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

HIST 1013. World History II. A study of world civilizations since the early modern period. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

HIST 2013. United States History I. A general survey of the history of the United States through the Civil War era. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

HIST 2023. United States History II. A general survey of the history of the United States from the Civil War era to the present. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

HIST 2083. History of Arkansas. A survey of the history of Arkansas from pre-Columbian times to the present. For teacher education students only. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

PSCI 2003. American Government: National. A survey of the American National Government including the Constitution; structure and operation of the Presidency, Congress and Judiciary; federalism, civil liberties, and politics in action. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

PSYC 2003. General Psychology. An examination of human thought and behavior from a scientific point of view. The course provides a survey of the field, looks at current research, and emphasizes critical thinking. Relates the academics of the subject to

subject's everyday lives, thus bridging the gap between psychological theory and practical application. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

SO 2313. Developmental Psychology. This course presents a comprehensive overview of contemporary developmental psychology. Developmental psychology involves the study of constancy and change throughout the entire lifespan, from conception to death. The course will cover the relevant history, theories, research, and methods of developmental psychology as well as examine the areas of physical-motor, cognitive, social, and personality development. Designed for Health Sciences and Pre-Nursing CP students. Prerequisite: None.

SOC 2003. Introduction to Sociology. A study of the cultural basis of human life and social origins with concepts requisite to an understanding of the process of social institutions and the nature of social change. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

SOC 2013. Social Problems. This course is an overview of the social theory and related policies influencing social problems. The course will also review social problems from political and social work perspectives. It is designed to give the student a method of analyzing current social problems and to see the connection to social policy and intervention as it related to social solutions. Designed for Health Sciences and Pre-Nursing CP students. Prerequisite: None.

TEACHER EDUCATION

ED 1000. CDA Lab. A supervised lab experience of approximately 30 contact hours in conjunction with the nine-hour CDA block of courses. The Child Development Associate program is a 120 contact hour course of study. Thirty (30) lab hours are required beyond the 90 classroom hours in order to meet the contact requirements. This lab meets four (4) times per semester on Saturdays. Not required during summer sessions. Co-requisite: ED 1303, ED 1313, ED 1323.

ED 1031. Childcare Orientation Training (CCOT). CCOT is a 20-hour course recommended by the Division of Child Care and Early Childhood Education, Arkansas Department of Human Services, and is accepted for annual training requirements. It is designed for persons who have had little or no previous childcare training or persons interested in becoming a child caregiver. Those who satisfactorily complete the class will be named in the "Arkansas Early Childhood Letter," receive a certificate of completion, and will have satisfied one (1) of two (2) requirements for CDA scholarship eligibility. Prerequisite: None.

ED 1223. Paraprofessional: ECE. This course is designed for learners who are currently employed as paraprofessionals, or who seek to be employed as paraprofessionals, in the early childhood inclusive classroom setting. The course provides early childhood paraprofessionals with an understanding of their duties in classrooms and other environments, as well as, their legal, ethical, and professional responsibilities. Human development, behavior management and educational planning are among the topics covered. This course extends knowledge gained from ED 1333: The Role of the Paraprofessional. Internet students will need access to the Internet, a browser and Microsoft Word software. Prerequisite: None.

ED 1233. Paraprofessional: Mid-Level. This course is designed for learners who are currently employed as paraprofessionals, or who seek to be employed as paraprofessionals, in the secondary inclusive classroom setting. The course provides secondary paraprofessionals with an understanding of their duties in classrooms and community learning environments, as well as, their legal, ethical, and professional responsibilities. Behavior, human development and transition planning are among the topics covered this course extends knowledge gained from ED 1333: The Role of the Paraprofessional. Internet students will need access to the Internet, a browser and Microsoft Word software. Prerequisite: None.

ED 1303. Early Childhood Growth & Development. A study of the developmental stages of a child, including intellectual, physical, emotional, and social growth. Co-requisite: ED 1313 and ED 1323 and ED 1000.

ED 1313. Child Health, Safety & Nutrition. Techniques in providing a safe environment to prevent and reduce injuries in the daycare center/preschool. Promote good health and nutrition and provide an environment that contributes to the prevention of illness. Co-requisite: ED 1303 and ED 1323 and ED 1000.

ED 1323. Policies & Procedures. Make decisions based on knowledge of early childhood theories and practices, promote quality in child care services, and take advantage of opportunities to improve competence both for personal and professional growth and for the benefit of children and families. Use all available resources to ensure an effective operation. Co-requisite: ED 1303 and ED 1313 and ED 1000.

ED 1333. The Role of the Paraprofessional. This course is designed for learners who are currently employed as paraprofessionals, or who seek to be employed as paraprofessionals, in the inclusive classroom setting. The course focuses on the role of the paraprofessional with regard to educational professionalism, the special education process, and providing students with instructional support. This course will also provide a broad knowledge of the current laws governing special education and the development of educational, social and personal skills necessary to maximize success while the paraprofessional works with or under the professional in the inclusive classroom. Internet students will need access to the Internet, a browser and Microsoft Word software. Prerequisite: None.

ED 2123. Organization & Management for Vocational Ed. Organization and management is the analysis of the teaching-learning process in career and technical education. Included are the teacher's roles, lesson planning, teaching methods, evaluation

techniques and classroom management. Internet students will need access to the Internet, a browser and Microsoft Word software. Prerequisite: None.

ED 2133. Program & Curriculum Design for Vocational Ed. This course covers the study of curriculum and curriculum development, methods of planning, instructional design, learning (including higher-order, critical thinking skills), classroom management, recognizing the individual, and media and other instructional materials. Internet students will need access to the Internet, a browser and Microsoft Word software. Prerequisite: None.

ED 2143. Development & Methods of Teaching Vocational Ed. This course covers the teaching process of vocational education, and explores instructional materials, evaluation procedures, curriculum development, and organization of vocational schools. Individualized and inter-disciplinary learning will be examined. Internet students will need access to the Internet, a browser and Microsoft Word software. Prerequisite: None.

ED 2213. Health Needs for Individuals with Disabilities. This course provides an overview of students with disabilities with chronic illnesses and medical conditions with emphases placed on the medical condition, treatment issues, advocacy, teaching methods, accommodations, assistive technology, legislation, and strategies for working with these learners and their parents, as well as, school systems, the medical community, and community agencies. Prerequisite: None.

ED 2343. Diverse Populations. This course is designed to assist with the practicing paraprofessional of future teacher with the instruction of teaching diverse populations (e.g. special education students, Section 504 students, ESL students) in inclusive settings. This course is also designed to provide students with an overview of English language development methodologies and address developing strategies to design lessons compatible with these principles. Students are familiarized with the characteristics and educational needs of diverse students, federal and state legislation and litigation, modification of curriculum methods, materials assessment, classroom behavior and the classroom environment for individuals with special needs. Home, school and community relationships are examined. The course addresses the knowledge base and the interpersonal skills necessary for collaboration among general educators, staff members and parents. Students apply their knowledge of learning and technology to design, manage and facilitate a student-centered, multidimensional learning environment. Prerequisite: None.

EDUC 2001. Field Experience Level I. A supervised field experience of approximately 24 clock hours. Students are scheduled to observe as many grade levels (K-12) as possible in as many different subject areas as possible in the public schools to which they are assigned. A journal is developed for the experience that is a significant part of the student's grade for EDUC 2003. Co-requisite: EDUC 2003.

EDUC 2003. Introduction to Education. A survey course designed to help students evaluate the teaching profession as a career choice. Topics include motives for teaching, the job market, global forces affecting education, history and philosophy of education, ethics, and legal issues, curriculum, social and political forces, governance and finance, teacher effectiveness, and current trends in education. Heavy emphasis is placed on the research base underlying teaching. A grade of **C** or higher is required of the student in this course for admission to the Professional Education Program. EDUC 2001 must be taken in conjunction with enrollment in EDUC 2003. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

EDUC 2023. K-12 Educational Technology. This course teaches the application of computers in an educational setting, emphasizing distance learning and PowerPoint presentation of lessons.

IEC 2003. Child Growth & Development. This course examines typical child development as delineated by research and philosophers and the effect of disabling conditions. The role of families and cultural differences is examined within the context of child development. Prerequisite: None.

WELDING ACADEMY

WA 1005. Welding Processes. This course will provide welding safety skills and cover the NCCER Core curriculum. Further, students will become proficient in the MIG and FLUXCORE wire welding processes in the position of 1F, 2F, 3F and 4F per American Welding Society specification. Prerequisite: None.

WA 1015. Structural Welding 5. This course will provide students the skills necessary for structural welding on flat plate steel structures. Training includes fillet welds and groove welds using the SMAW (stick), and GTAW (tig) processes. Positions include 1G, 2G, 3G, and 4G, per American Welding Society specification. Prerequisite: None.

WA 1025. Pipe Welding I. This course will provide instruction that gives students opportunity to advance skills previously attained with flat plate to the pipe welding skill sets. The process for welding will include SMAW (stick) on mild steel pipe. Positions will include 2G, 5G, and 6G per American Welding Society specification. Prerequisite: None.

WA 2005. Pipe Welding II. This course advances pipe welding skills into the materials of stainless and includes the process of TIG in the positions of 2G, 5G, and 6G. Prerequisite: None.

WA 2015. Hi Freq TIG and Pipeline Welding. This course focuses on key information and skills for welding with Aluminum materials using the Hi Frequency TIG method. Positions will include fillet welds in positions of 1F, 2F, and 3F per American Welding Society specification. Further, this course will give students training in the specialized process of pipeline welding (typically

downhill travel). Position for this method of pipeline welding will include 5G only, per American Welding Society. Prerequisite: None.

WA 2025. Capstone. This course addresses the overall skill sets acquired throughout the training, allowing a collective review of GTAW and SMAW weld processes in the 2G, 5G, and 6G positions per American Welding Society specification. Students will also be provided training in proper resume writing and interview processes with staged interviews with prospective employers. Certification is required for stick, TIG, and MIG welding as a requirement using AWS standards for this course. Prerequisite: None.

GAINFUL EMPLOYMENT DISCLOSURES

The US Department of Education requires colleges to disclose a variety of information for any financial aid eligible program that “prepares students for gainful employment in a recognized occupation”. The information provided here is the best available to us but represents one year’s data only; however, we hope that this information is helpful to our current students and to prospective students as they make their career and educational choices.

Certificate Program: **AVIATION MAINTENANCE POWERPLANT**
 Information Year: 2009-2010
 CIP Code: 47.0608
 SOC Code/ Name(s): 49-3011.00 Aircraft Mechanics and Service Technicians
 51-2011.00 Aircraft Structure, Surfaces, Rigging, and System Assemblers

COST

How much will this entire program cost me?

Tuition & Fees.....	\$3,341
Room & Board	\$2,200
Books & Supplies.....	\$514

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans	\$0
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 21 months
 For this program, 91.67 percent of students complete in the normal length of time.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

- [Aircraft Mechanics and Service Technicians](#)
- [Aircraft Structure, Surfaces, Rigging, and System Assemblers](#)

Certificate Program: **COMPUTER INFORMATION TECHNOLOGY**
 Information Year: 2009-2010
 CIP Code: 11.0701
 SOC Code/ Name(s): 11-3021.00 Computer and Information Systems Managers
 15-1099.00 Computer Specialists, All Other

COST

How much will this entire program cost me?

Tuition & Fees.....	\$2,811
Room & Board	\$2,200
Books & Supplies.....	\$723

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans	\$0
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months
 For this program, zero percent of students complete in the normal time. However, students in this program generally are pursuing an associate of applied science degree, not a technical certificate.



JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Computer and Information Systems Managers](#)

[Computer Specialists, All Other](#)

Certificate Program:	ELECTRONICS
Information Year:	2009-2010
CIP Code:	15.0303
SOC Code/ Name(s):	17-3023.01 Electronics Engineering Technicians 17-3023.03 Electrical Engineering Technicians

COST

How much will this entire program cost me?

Tuition & Fees.....	\$3,659
Room & Board	\$2,200
Books & Supplies.....	\$1,375

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans	\$11,426
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months

For this program, zero percent of students complete in the normal time. However, students in this program generally are pursuing an associate of applied science degree, not a technical certificate.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Electronics Engineering Technicians](#)

[Electrical Engineering Technicians](#)

Certificate Program:	ENTREPRENEURSHIP
Information Year:	2009-2010
CIP Code:	52.0701
SOC Code/ Name(s):	11-1021.00 General and Operations Managers 11-9199.00 Managers, All Others

COST

How much will this entire program cost me?

No cost data exists for the Entrepreneurship program for 2009-2010.

DEBT

How much debt will I have after finishing this program?

No cost data exists for the Entrepreneurship program for 2009-2010.

SUCCESS

How long will it take me to complete the program? 12 months

This is a new program and no data exists on how long students normally take to complete this program.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

- [General and Operations Managers](#)
- [Managers, All Others](#)

Certificate Program: **GENERAL STUDIES**
 Information Year: 2009-2010
 CIP Code: 24.0101
 SOC Code/ Name(s): 25-1199.00 Postsecondary Teachers, All Others

COST

How much will this entire program cost me?

Tuition & Fees.....	\$3,341
Room & Board	\$2,200
Books & Supplies.....	\$1,248

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans.....	\$2,163
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months

For this program, zero percent of students complete in the normal time. However, students in this program generally are pursuing an associate of arts degree, not a technical certificate.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

- [Postsecondary Teachers, All Others](#)

Certificate Program: **HEALTH SCIENCES**
 Information Year: 2009-2010
 CIP Code: 51.0000
 SOC Code/ Name(s): 31-1012.00 Nursing Aides, Orderlies, and Attendants
 31-1011.00 Home Health Aides
 31-9099.00 Healthcare Support Workers, All Others

COST

How much will this entire program cost me?

Tuition & Fees.....	\$4,295
Room & Board	\$2,200
Books & Supplies.....	\$1,842

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans.....	\$9,985
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months



For this program, zero percent of students complete in the normal time. However, students in this program generally are pursuing a nursing certificate.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Nursing Aides, Orderlies, and Attendants](#)

[Home Health Aides](#)

[Healthcare Support Workers, All Others](#)

Certificate Program: **INDUSTRIAL MAINTENANCE**
 Information Year: 2009-2010
 CIP Code: 47.0303
 SOC Code/ Name(s): 49-9041.00 Industrial Machinery Mechanics
 49-9044.00 Millwrights
 49-9098.00 Helpers-Installation, Maintenance, and Repair Workers

COST

How much will this entire program cost me?

Tuition & Fees.....\$4,189
 Room & Board\$2,200
 Books & Supplies.....\$906

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans.....\$0
 Private Educational Loans.....\$0

SUCCESS

How long will it take me to complete the program?..... 12 months

For this program, zero percent of students complete in the normal time. However, students in this program generally are pursuing an associate of applied science degree, not a technical certificate.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Industrial Machinery Mechanics](#)

[Millwrights](#)

[Helpers- Installation, Maintenance, and Repair Workers](#)

Certificate Program: **LAW ENFORCEMENT**
 Information Year: 2009-2010
 CIP Code: 43.0107
 SOC Code/ Name(s): 33-3021.01 Police Detectives
 33-3021.03 Criminal Investigators and Special Agents
 33-3051.01 Police Patrol Officers; Officers
 33-3051.03 Sheriff and Deputy Sheriff
 33-9099.01 Transportation Security Officers

COST

How much will this entire program cost me?

Tuition & Fees.....\$2,380



Room & Board	\$0
Books & Supplies.....	\$0

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:	
Federal Loans.....	\$0
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 4 months
 For this program, 97.54 percent of students complete this program within the normal length of time.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

- [Police Detectives](#)
- [Criminal Investigators and Special Agents](#)
- [Police Patrol Officers; Officers](#)
- [Sheriff and Deputy Sheriff](#)
- [Transportation Security Officers](#)

Certificate Program:	MULTIMEDIA FILM & VIDEO PRODUCTION
Information Year:	2009-2010
CIP Code:	50.0602
SOC Code/ Name(s):	27-2012.01 Producers 27-2012.03 Program Directors 27-2012.05 Technical Directors/Managers 27-4031.00 Camera 27-4032.00 Film and Video Editors Operators, Television, Video and Motion Picture

COST

How much will this entire program cost me?

Tuition & Fees.....	\$3,341
Room & Board	\$2,200
Books & Supplies.....	\$472

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:	
Federal Loans.....	\$10,000
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months
 For this program, zero percent of students complete in the normal time. However, students in this program generally are pursuing an associate of applied science degree, not a technical certificate.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

- [Producers](#)
- [Program Directors](#)
- [Technical Directors / Managers](#)

[Camera](#)
[Film and Video Editors Operators, Television, Video and Motion Picture](#)

Certificate Program: **MULTIMEDIA GRAPHICS TECHNOLOGY**
 Information Year: 2009-2010
 CIP Code: 50.0402
 SOC Code/ Name(s): 27-1021.00 Commercial and Industrial Designers
 27-1024.00 Graphic Designers

COST

How much will this entire program cost me?

Tuition & Fees.....	\$3,341
Room & Board	\$2,200
Books & Supplies.....	\$535

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans.....	\$3,000
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months

The completion on time rate for this program is zero percent; however students in this program are typically not pursuing the technical certificate, but are pursuing the associate of applied science degree in this program.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Commercial and Industrial Designers](#)

[Graphic Designers](#)

Certificate Program: **MULTIMEDIA WEB DESIGN & DEVELOPMENT**
 Information Year: 2009-2010
 CIP Code: 11.9999
 SOC Code/ Name(s): 15-1099.04 Web Developers
 15-1099.05 Web Administrators

COST

How much will this entire program cost me?

Tuition & Fees.....	\$3,341
Room & Board	\$2,200
Books & Supplies.....	\$465

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans.....	\$0
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months

The completion on time rate for this program is zero percent; however students in this program are typically not pursuing the technical certificate, but are pursuing the associate of applied science degree in this program.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Web Developers](#)

[Web Administrators](#)

Certificate Program: **OFFICE SOFTWARE SPECIALIST**
Information Year: 2009-2010
CIP Code: 52.0407
SOC Code/ Name(s): 43-9021.00 Data Entry Keyers

COST

How much will this entire program cost me?

Tuition & Fees.....	\$3,765
Room & Board	\$2,200
Books & Supplies.....	\$1,092

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans	\$0
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 12 months

For this program, 25 percent of students complete in the normal time. This number may be low due to students in this program pursuing an associate of applied science degree and not the technical certificate.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Data Entry Keyers](#)

Certificate Program: **PRACTICAL NURSING**
Information Year: 2009-2010
CIP Code: 51.3901
SOC Code/ Name(s): 29-2061.00 Licensed Practical and Licensed Vocational Nurses

COST

How much will this entire program cost me?

Tuition & Fees.....	\$5,081
Room & Board	\$2,200
Books & Supplies.....	\$945

DEBT

How much debt will I have after finishing this program?

Median Debt for Program Graduates:

Federal Loans	\$9,823
Private Educational Loans	\$0

SUCCESS

How long will it take me to complete the program? 14 months

For this program, 50 percent of students complete in the normal time.

JOBS

What are the chances of getting a job when I graduate?



This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Licensed Practical and Licensed Vocational Nurses](#)

Certificate Program:	WELDING
Information Year:	2009-2010
CIP Code:	48.0508
SOC Code/ Name(s):	51-4121.06 Welders, Cutters and Welder Fitters 51-4121.07 Solderers and Braziers 51-4122.00 Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders

COST

How much will this entire program cost me?

No cost data exists for Welding technical certificate for 2009-2010 as this program is new and scheduled for delivery fall 2011.

DEBT

How much debt will I have after finishing this program?

No debt data exists for Welding technical certificate for 2009-2010 as this program is new and scheduled for delivery fall 2011.

SUCCESS

How long will it take me to complete the program?9 months

This is a new program and no data exists on how long students normally take to complete this program.

JOBS

What are the chances of getting a job when I graduate?

This information is currently unavailable.

What types of jobs will I find upon completing the program?

The links below describe job information related to this certificate program.

[Welders, Cutters and Welder Fitters](#)

[Solderers and Braziers](#)

[Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders](#)

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Kenneth W. Sibley	Magnolia
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Vice Chancellor for Information Technology

SAU TECH FACULTY

- Barnes, Charles (2006)..... Instructor of Mathematics
B.S.E., M.S.E., University of Central Arkansas
- Bentley, Patsy (2011) Instructor for Magnolia/Columbia County Adult Education
B.S.E., Louisiana Tech University; M.S.E., Southern Arkansas University
- Brown, James (2010)..... Instructor of Business Administration
B.S., University of Arkansas at Monticello; M.B.A., Louisiana Tech University;
- Brown Robert (2005)..... Instructor of Computer Technology
B.S., M.S.M., Colorado Technical University
- Burns, Casey (2010).....Instructor of Industrial Technologies
- Camp, Laura (2006).....Instructor of Biology, Anatomy & Physiology
B.S., Oklahoma State University; M.S., Louisiana State University
- Candler, Steven (1981).....Instructor of Industrial Technologies, Physics & Physical Science
A.S., Colorado Technical College; B.S., University of Arkansas at Monticello; M.Ed., Southern Arkansas University
- Cole, Rickey (2007) Environmental Health & Safety Instructor
& Program Coordinator for Arkansas Environmental Training Academy
B.S., University of Arkansas Monticello; B.S., M.S., Northeast Louisiana University
- Dixon, Brian (2011).....Instructor of Multimedia Web Design
B.S., Memphis School of Preaching; A.A.S., Southern Arkansas University Tech
- Dufrene, Stuart (2005) Instructor of Welding for Career Academy
A.A.S., Southern Arkansas University Tech
- Ellis, Regina (2008)..... Instructor of Nursing
L.P.N., A.P.S., Southern Arkansas University Tech
- Elmore, Theresa (2011) Instructor of Nursing
L.P.N., Southern Arkansas University Tech; R.N., Regents College
- Eppinette, Jodi (1984).....Instructor of Business Administration & Office Systems
B.S.E., M.Ed., Southern Arkansas University
- Everett, Janet (2009) Instructor of Reading & Composition
B.S.E., Ouachita Baptist University; M.S.E., Henderson State University
- Faith, Norm (2003)..... Instructor of Aviation
A.A.S., Southern Arkansas University Tech
- Ferguson, David (2009)..... Crossett Site Coordinator & Instructor for Arkansas Fire Training Academy
- Flowers, Aaron (2009) Instructor of Aviation
B.S., Henderson State University
- Hall, Johnie (2002)..... Instructor of English & Literature
A.A.S., Southern Arkansas University Tech; B.A., M.L.A., Henderson State University
- Horton, Eddie (2002).....Instructor of Industrial Technologies
A.S., Southern Arkansas University Tech
- Hudman, Kay (2001)..... Instructor of Computer Technology for Career Academy
B.S.E., Southern Arkansas University
- Hughes, Rebecca (2004)..... Instructor for English & Writing
B.A., Southern Arkansas University; M.A., Wright State University

Hutson, Phyllis (2007) Instructor for Office Systems
 B.B.A., M.A.T., Southern Arkansas University; M.B.A., University of North Alabama

Hutson, Terry (1991) Instructor of Mathematics
 B.S., University of Central Arkansas; M.S., University of Arkansas; Ed.D., University of Memphis

Jerry, Jennifer (2010) Instructor of Medical Professions for Career Academy
 L.P.N., Red River Vocational School of Nursing

Kilcrease, Kevin (2007) Instructor for Arkansas Fire Training Academy
 A.A.S., Southern Arkansas University Tech

Leslie, David (2002) Instructor of Aviation
 A.A.S., Southern Arkansas University Tech

Mack, Jimmy (2007) Instructor of Welding for Career Academy
 A.A.S., Southern Arkansas University Tech

McCollum, Jill (2000) Instructor of Computer Technology and Office Systems
 B.S.E., Southern Arkansas University; M.S.E., University of Central Arkansas

McLeane, Teresa (2001) Instructor of Mathematics
 B.S., Louisiana Tech University; M.S.E., Southern Arkansas University

Meadows, Gary (2006) Conway Site Coordinator & Instructor for Arkansas Fire Training Academy
 A.A.S., Black River Tech College

Milam, Daniel (2003) Instructor of Social Sciences
 B.S.E., University of Arkansas; M.A., Louisiana Tech University

Moore, Ashley (2004) Instructor of Multimedia Graphics
 A.A., South Arkansas Community College; B.A., Southern Arkansas University

Moore, Ken (2005) Instructor of Aviation
 A.A.S., Southern Arkansas University Tech

Myers, David (1991) Lincoln Site Coordinator & Instructor for Arkansas Fire Training Academy
 A.A.S., Southern Arkansas University Tech

Niemeyer, Sherri (2003) Instructor of Cosmetology for Career Academy
 A.A.S., Southern Arkansas University Tech

Northern, John (2010) Backflow Prevention Instructor
 & Program Coordinator for Arkansas Environmental Training Academy
 B.S., University of Arkansas at Little Rock; M.P.H., University of Arkansas for Medical Sciences

Nutt, Ken (2010) Solid Waste Instructor & Program Coordinator for Arkansas Environmental Training Academy

Oden, Lisa (2001) Coordinator & Instructor for Teacher Education
 B.S.E., M.S.E., Southern Arkansas University; Ed.D., University of Arkansas at Little Rock

Offutt, David (2002) Instructor for Adult Education of Ouachita & Calhoun Counties
 B.A., University of Arkansas

Purifoy, Ricky (2005) Instructor of Automotives for Career Academy
 A.A.S., Southern Arkansas University Tech

Randall, LaVant (2010) Instructor of Radio & Television for Career Academy
 A.A.S., Southern Arkansas University Tech

Rowe, Jeremy (2009) Water Instructor & Program Coordinator for Arkansas Environmental Training Academy
 B.A., Ouachita Baptist University

Scott, Sharon (1999) Instructor of English & Speech
 B.S.E., Southern Arkansas University; M.A., University of Arkansas at Little Rock

Shock, Bobby (2008) Benton Site Coordinator & Instructor for Arkansas Fire Training Academy
 A.A.S., Southern Arkansas University Tech

Taylor, Steve (2002)Instructor of Multimedia Film & Video Production
 B.A., Southern Arkansas University

Teague, Pamela (2010) Instructor of Medical Professions for Career Academy
 R.N., Baptist School of Nursing

Tester, David (2007) Instructor for Arkansas Fire Training Academy
 A.A.S., Southern Arkansas University Tech

Vick, Bradley (2009)..... Instructor for Arkansas Fire Training Academy

West, Brannon (2009)..... Instructor of Aviation

Williford, Danny (2005) Jonesboro Site Coordinator & Instructor for Arkansas Fire Training Academy
 A.A.S., Garland County Community College

Wright, Kathy (2011) Instructor for Magnolia/Columbia County Adult Education
 B.S.E., Southern Arkansas University

Young, Jessica (2008) Instructor of Medical Professions for Career Academy
 L.P.N., A.P.S., Southern Arkansas University Tech

Young, Shelley (2007) Instructor of Nursing
 L.P.N., South East Arkansas Community College; R.N., Baptist School of Nursing

SAU TECH ADMINISTRATIVE STAFF

Bill Archer, A.A.S., B.S.I.T. Aviation Maintenance Instructor & Department Chair

Wayne Banks, A.S., A.A.S., B.S. Registrar

Micheal Bashford, B.S., M.S. Director, Business & Industry Training

Paula Bergstrom Assistant to the Chancellor

Diane Betts, A.S., B.B.A., M.B.A., D.B.A. Chief Officer for Planning, Accountability & Development

Temeke Butler, A.A., B.S. Career Coach, Secondary & Community Educational Services

Diane Cary, B.S.E., M.S.E. Director, Magnolia/Columbia County Adult Education

Olivia Clack, A.A.S. Director, Human Resources

Kimberly Coker, B.S., M.S. Director, Communications & Public Relations

Barbara Hamilton, B.B.A., M.B.A., M.P.A., M.Ed. Director, Adult Education of Ouachita & Calhoun Counties

Randy Harper, A.A., A.A.S., B.S.I.T. Director, Arkansas Environmental Training Academy

Lisa Holland, B.S. Assistant Controller

John Jefferson, A.A., B.S., M.Div. Director, Financial Aid

Laura Johnson, B.S. Director, Information Technology Services

Ophelia Lindsey, A.A., A.S., B.A., M.Ed. Career Coach, Secondary & Community Educational Services

Allison Malone, B.A., M.L.S. Director, Learning Resource Center

Gerald Manning Director, Physical Plant

Patricia McElroy, A.A.S. Coordinator, Career Academy

David McLeane, B.S., M.A. Director, Student Life

Rachel Nix, A.A.S. Director, Arkansas Fire Training Academy

Amy Perrin, B.A., M.S. Community Outreach Coordinator, Career Pathways Initiative

LaTonya Reed, B.S. Counselor/Student Advisor, Career Pathways Initiative

Jonathan Richardson, A.A.S. Assistant Director for Training, Wastewater Instructor
& Wastewater Program Coordinator, Arkansas Environmental Training Academy

James Rubow, A.A.S. Deputy Director, Arkansas Fire Training Academy

Jenny Sanders, B.S., M.Ed. Coordinator of Counseling Services, Enrollment Services

Lee Sanders, B.A. Director, Research

Patricia Sindle, A.A., B.S.E., M.S.E. Director, Enrollment Services

Julia Smith, A.D.N., B.S.N. Nursing Instructor & Department Chair

Terry Starkey, B.S.E., M.S.E., Ed.S. Director, Career Academy

Neatrice Strickland, L.P.N., A.A., A.S., B.B.A., M.B.A. Career Coach, Secondary & Community Educational Services

Emily Stover, B.B.A., E.M.P.A. Recruiter, Student Life
Mary Thomason, B.A., J.D. Legal Counsel
Dale Tommey, B.A., M.B.A. Controller
James Utsey, A.A., A.A.S., B.P.S., M.P.A. Assistant Director Accreditation & Certification, Arkansas Fire Training Academy
Jamie Walters, B.A. Multimedia Specialist and Course Developer, Arkansas Fire Training Academy
Robert J. White, A.A.S., B.A.S. Director, Secondary & Community Educational Services
Michelle Williams, B.S. Learning Center Coordinator

SAU TECH CLASSIFIED STAFF

Tammy Allen Institutional Services Assistant, Physical Plant

Angela AmidanResidential Advisor, Student Life

Glenn Bailey Skilled Tradesman, Physical Plant

Patsy BakerAcademic Laboratory Assistant, Magnolia/Columbia County Adult Education

David Barker Maintenance Assistant, Arkansas Fire Training Academy

Charles Beard Maintenance Assistant, Physical Plant

Debbie Beasley, A.S., A.A.S. Payroll/Benefits Manager, Business Office

Rotya Block, B.B.A. Administrative Specialist III, Student Services

Frances Bowen, A.A. Computer Lab Technician, Information Technology Services

Patricia Box, A.S. A.A. Administrative Specialist II, Physical Plant

LaClaire Brocks, A.A.S. Concurrent Enrollment Coordinator, Secondary & Community Educational Services

Tanisha Brown, A.A.S. Administrative Specialist III, Financial Aid

Jermaine Burns, B.B.A.Accountant, Business Office

Clifford Burroughs, A.A. Skilled Tradesman, Physical Plant

Brian Burton, B.C.S. Computer Operator, Information Technology Services

Veronica Bush, A.A.S.Fiscal Support Technician, Arkansas Fire Training Academy

Mitzy BynumAdministrative Specialist II, Arkansas Environmental Training Academy

Kerry Carpenter, A.A.S. Public Safety Officer, Campus Police

Kimberley Carpenter Library Technician, Learning Resource Center

Larry Chandler Maintenance Assistant, Physical Plant

Cynthia Clark, B.B.A.Accountant, Business Office

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Eloise Cross Thomas, A.A.Administrative Specialist I, Enrollment Services

Kristy Cross, A.A. Testing Coordinator, Enrollment Services

Joe Daniel Skilled Tradesman, Physical Plant

Paula Doss, A.A. Administrative Specialist I, Student Life

Beverly Ellis, A.A., B.S.E. Admissions Analyst, Enrollment Services

Jacob Ellis Computer Lab Technician, Information Technology Services

Glen Ferguson, A.A.S. Computer Support Specialist, Information Technology Services

Zachary Flanagan, B.G.S. Public Safety Officer, Campus Police

Shannon Fleming Administrative Specialist II, Arkansas Fire Training Academy

Sue Frazier, A.S. Administrative Specialist III, Career Pathways Initiative

Angela Fry Administrative Specialist I, Arkansas Fire Training Academy

Steven Fry Maintenance Assistant, Physical Plant

Adele Gairich Institutional Services Assistant, Physical Plant

Judy Gaylord Administrative Specialist II, Magnolia/Columbia County Adult Education

Kyle Gibson, A.A., B.A. Maintenance Assistant, Physical Plant

Rita Givens, A.A.S. Administrative Specialist II, Secondary & Community Educational Services

Terry Harcrow, A.S. Administrative Specialist I, Arkansas Fire Training Academy

Darlene Harris Administrative Specialist I, Magnolia/Columbia County Adult Education

Kenneth Helmert Apprentice Tradesman, Physical Plant

Cynthia Hendrix Administrative Specialist II, Business Office

Robert Hill Apprentice Tradesman, Physical Plant

Sarah Hixson, B.S.E. Administrative Specialist II, Arkansas Fire Training Academy

Sonya Hollis, B.B.A., M.B.A. Buyer & Purchasing Agent

Richard Hooker Institutional Services Supervisor, Physical Plant

Shirleen Jackson, A.P.S. Administrative Specialist I, Arkansas Fire Training Academy

Mary Beth Kilgore Administrative Specialist II, Communications & Public Relations

Candy Lambert Administrative Specialist II, Career Academy

Mike Larkins Maintenance Coordinator, Physical Plant

Tammy Larkins, A.A.S. Administrative Specialist III, Business & Industry Training

Britt Lewis, A.A.S. Computer Support Technician, Information Technology Services

Lynn Mann Administrative Specialist I, Arkansas Fire Training Academy

Sherry Mann, A.P.S. Administrative Specialist II, Academic Affairs

Robyn Meadows Administrative Specialist I, Registrar's Office

Jud Mitchell Public Safety Officer, Campus Police

Sarah Mitchell Academic Lab Assistant, SAU Tech Career Academy

Daniel Morton, B.S. Maintenance Assistant, Arkansas Fire Training Academy

Sandy Neely, A.A.S. Administrative Specialist III, Extended Education

J.C. Rhinehart Skilled Tradesman, Physical Plant

Connie Riley Administrative Specialist II, Financial Aid

Keisha Robinson, B.B.A. Accountant II, Business Office

Letitia Rusch, B.B.A.Administrative Specialist III, Arkansas Environmental Training Academy

Carolyn Russell Institutional Services Assistant, Physical Plant

Stacey RutledgeAdministrative Specialist I, Planning/Accountability/Development Office

Faith Schalchlin, B.B.A.Assistant Registrar, Registrar's Office

Don Shelton Warehouse Specialist, Physical Plant

Trixie ShotwellAdministrative Specialist II, Academic Affairs

Kilatha Steelman, A.S. Administrative Specialist II, Arkansas Fire Training Academy

Tillie Stiffler, B.A., M.Ed.Administrative Specialist II, Academic Affairs

Ronnie TubervilleMaintenance Assistant, Physical Plant

Debbie TuckerBlackboard Administrator, Center for Web-Based Learning

Alma Wade Institutional Services Assistant, Physical Plant

Johnny Wade Institutional Services Assistant, Physical Plant

Benny Ward, A.A.S. Skilled Tradesman, Physical Plant

Jonathan Ward, A.A., B.B.A. Web-Based Learning Technical Assistant, Center for Web-Based Learning

Gary Weaver Landscape Specialist, Physical Plant

Ora White, A.A.S., B.A.S.Administrative Specialist III, Academic Affairs

Markita Wilkins, A.A.S.Administrative Specialist II, Adult Education of Ouachita & Calhoun Counties

Jennifer Williams, B.A..... Financial Aid Analyst, Financial Aid

Georgia Womack, A.A.S.Assistant Bookstore Manager, Business Office

COLLEGE TELEPHONE DIRECTORY LISTING

(Area Code – 870)

SAU Tech (main switchboard).....	574.4500
Academic Affairs.....	574.4564
Admissions Office.....	574.4558
Adult Education of Ouachita & Calhoun Counties.....	837.4001
Alumni Office.....	574.4560
Arkansas Environmental Training Academy.....	574.4550
Arkansas Fire Training Academy.....	574.1521
Aviation Maintenance – Camden.....	574.1019
Aviation Maintenance – Texarkana.....	772.0756
Bookstore.....	574.4510
Business & Industry Training.....	574.4480
Business Office.....	574.4461
Campus Police.....	574.4517
Career Academy – Camden.....	574.4421
Career Academy – Magnolia.....	234.2610
Career Pathways Initiative.....	574.4705
Center for Web-Based Learning.....	574.4453
Chancellor's Office.....	574.4501
Communications & Public Relations.....	574.4533
Community Technology Center.....	837.4000
Concurrent/Dual High School Enrollment.....	574.4476
Counseling/Testing.....	574.4492
Disability Services.....	574.4492
Financial Aid.....	574.4511
Human Resources.....	574.4481
Information Technology Services.....	574.4513
Institutional Research.....	574.4455
Learning Resource Center.....	574.4518
Magnolia/Columbia County Adult Education.....	234.6064
Nursing.....	574.4585
Payroll & Employee Benefits.....	574.4507
Physical Plant.....	574.4547
Planning, Accountability & Development.....	574.4560
Purchasing.....	574.4523
Registrar's Office.....	574.4493
SAU Tech Foundation.....	574.4560
Secondary & Community Educational Services.....	574.4495
Student Life.....	574.4519
Student Services.....	574.4529
Teacher Education Coordinator.....	574.4548
Tech Learning Center.....	574.4725
Testing Center.....	574.4486
Vice Chancellor for Academic Affairs.....	574.4502
Vice Chancellor for Extended Education.....	574.4541
Vice Chancellor for Finance & Administration.....	574.4509
Vice Chancellor for Information Technology.....	574.4514
Vice Chancellor for Student Services.....	574.4504
Welding Academy.....	234.7234



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