



# SAU TECH CATALOG

# 2009 2010



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**www.sautech.edu**



# 2009-2010 College Catalog



**Southern Arkansas University Tech**

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# COLLEGE CALENDAR

## FALL – 2009

AUGUST 19 .....	FACULTY REPORT
AUGUST 24 – AUGUST 25 .....	ADVISING/REGISTRATION
AUGUST 26 .....	CLASSES BEGIN
AUGUST 26 – AUGUST 28 .....	LATE REGISTRATION FOR ALL CLASSES
AUGUST 26 – SEPTEMBER 1 .....	LATE REGISTRATION FOR EVENING & INTERNET CLASSES
SEPTEMBER 7 .....	LABOR DAY HOLIDAY (CAMPUS CLOSED)
SEPTEMBER 17 .....	CONSTITUTION DAY ASSEMBLY
OCTOBER 6 – 7 .....	EXPO 2009
OCTOBER 14 .....	LAST DAY TO COMPLETE "I" GRADES
OCTOBER 14 .....	(due before 5:00 pm)..... MID-TERM GRADES DUE TO REGISTRAR
NOVEMBER 25 – NOVEMBER 27 .....	(begins November 24 at 5:00 pm)..... THANKSGIVING HOLIDAY (NO CLASSES)
NOVEMBER 26 – NOVEMBER 27 .....	THANKSGIVING HOLIDAY (CAMPUS CLOSED)
DECEMBER 2 .....	LAST DAY TO DROP WITH A GRADE OF "W"
DECEMBER 8 – 11 and DECEMBER 14 – 15 .....	FINAL EXAMS
DECEMBER 16 .....	(due before 12:00 pm – noon)..... FINAL GRADES DUE TO REGISTRAR
DECEMBER 17 .....	SEMESTER ENDS
DECEMBER 24, 2009 – JANUARY 1, 2010 .....	CHRISTMAS HOLIDAYS (CAMPUS CLOSED)

## SPRING – 2010

JANUARY 6 .....	FACULTY REPORT
JANUARY 11 – JANUARY 12 .....	ADVISING/REGISTRATION
JANUARY 13 .....	CLASSES BEGIN
JANUARY 13 – JANUARY 15 .....	LATE REGISTRATION FOR ALL CLASSES
JANUARY 13 – JANUARY 19 .....	LATE REGISTRATION FOR EVENING & INTERNET CLASSES
JANUARY 18 .....	MARTIN LUTHER KING HOLIDAY (NO CLASSES)
MARCH 10 .....	LAST DAY TO COMPLETE "I" GRADES
MARCH 10 .....	(due before 5:00 pm)..... MID-TERM GRADES DUE TO REGISTRAR
MARCH 22 – MARCH 26 .....	SPRING BREAK
APRIL 13 .....	SPRING FLING/COLLEGE DAY
APRIL 21 .....	LAST DAY TO DROP WITH A GRADE OF "W"
APRIL 27 – 30 and MAY 3 - 4 .....	FINAL EXAMS
MAY 5 .....	(due before 12:00 pm – noon)..... FINAL GRADES DUE TO REGISTRAR
MAY 6 .....	SEMESTER ENDS
MAY 6 .....	HONORS CONVOCATION
MAY 6 .....	GRADUATION

## SUMMER I & EXTENDED SUMMER – 2010

MAY 24 .....	ADVISING/REGISTRATION
MAY 25 .....	CLASSES BEGIN
MAY 25 .....	LATE REGISTRATION FOR SUMMER I & EXTENDED TERM
MAY 31 .....	MEMORIAL DAY HOLIDAY (CAMPUS CLOSED)
JUNE 16 .....	(due before 5:00 pm)..... LAST DAY TO DROP WITH A GRADE OF "W"
JUNE 24 .....	(due before 5:00 pm)..... FINAL GRADES DUE TO REGISTRAR

## SUMMER II – 2010

JULY 5 .....	INDEPENDENCE DAY HOLIDAY (CAMPUS CLOSED)
JULY 6 .....	ADVISING/REGISTRATION
JULY 7 .....	CLASSES BEGIN
JULY 7 .....	LATE REGISTRATION FOR SUMMER II
AUGUST 4 .....	(due before 5:00 pm)..... LAST DAY TO DROP WITH A GRADE OF "W"
AUGUST 11 .....	(due before 5:00 pm)..... FINAL GRADES DUE TO REGISTRAR

# 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, and the SAU Tech Career Academy.

## 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  
 30 North LaSalle Street Suite 2400  
 Chicago, Illinois 60602-2504  
 Telephone: 1.312.263.0456  
 Web Address: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.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.

### **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 and 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.

### **SMOKE-FREE CAMPUS**

In compliance with the Arkansas Clean Indoor Air Act of 2006, SAU Tech is a smoke-free campus. Smoking is prohibited in all on-campus and off-campus buildings owned or leased by SAU Tech and on all grounds owned or leased by SAU Tech.

# 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. Complete a degree plan.

The procedures necessary for entering the Practical Nursing Program are separate and apart from other programs offered by SAU Tech. Details are available in Student Services and the Practical Nursing Department, 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.
1. 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 encouraged to take the 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 or 1.870.574.4492.

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	42 or Below	81 or Below	469 or Below	Reading Exempt
	19	43+	82+		
Writing	15 or Below	37 or Below	37 or Below	N/A	Writing I
	16-18	38-44	38-74	N/A	Writing II
	19	45+	75+		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 1.870.574.4530 or 1.870.574.4492.

## 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 – 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 11<sup>th</sup> class day for fall and spring semesters (5<sup>th</sup> day for summer sessions) are not recorded on the student's permanent transcript record. After the 11<sup>th</sup> 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 no later than the Thursday before classes begin. 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 or Discover only) via e-mail, 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](http://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. Students are considered full-time when enrolled in 15 or more hours. However, there is no maximum for tuition, processing fees or Internet course fees. Charges are calculated at the per hour rate as indicated below.

- TUITION**

Arkansas Resident .....	\$85.00 per credit hour
Non-Resident .....	\$129.00 per credit hour
- 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.
- 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

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. A \$100.00 deposit will place you on the housing waiting list. Full payment assures occupancy if space is available.

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), Academic Competitiveness Grant (ACG) and Federal Stafford Loans (Subsidized and Unsubsidized) 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 the withdrawal form with all of the necessary signatures in 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 to 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 institution's withdrawal process or officially notified the institution, verbally or in writing, of intent to withdraw; or
2. the midpoint date of the period for a student who leaves without notifying the institution; or
3. the student's last date of attendance at a documented academically-related activity; or
4. the date the institution 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 institution 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 Stafford 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 Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Pell Grants
4. Federal Academic Competitiveness Grants
5. Federal Supplemental Educational Opportunity Grants
6. Other Federal Title IV Assistance
7. 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 institutional refund policy will be applied and tuition and fees will be reduced, if applicable. See the Business Office for a detailed explanation of SAU Tech's refund policy. **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 school.** 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 students who completely withdraw after the 60% point in the term the Financial Aid office will conduct an analysis of the students 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 students' 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 students' 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 Security Officer. Officers provide protection on campus and will assist in all emergencies. An SAU Tech Security 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 Security at Extension 4517 (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 twice a year. The buybacks are scheduled during the week of finals in the fall and spring semesters. **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 & TESTING SERVICES

SAU Tech's Counseling & Testing Services have been established to aid students in becoming maximally effective as students and as persons. The services offered to students include personal counseling, academic assistance, and testing services. The Counselor's Office is located in Room 136 in the Administration Building. In addition to individual counseling, the Counselors maintain information on other colleges and universities. Students are welcome to drop in or make an appointment by calling 1.870.574.4530.

## 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. FFEL/Direct Loan Deferments for Performed Services
- a. Terms and conditions of deferments 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 FFEL, 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 15<sup>th</sup> or the end of SAU Tech's drop-add period.

- Cohort for all other schools: Group of first-time freshmen who enter between September 1<sup>st</sup> and August 31<sup>st</sup> 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:

Director of Physical Plant  
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 or Mastercard 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:

Director of Physical Plant  
Southern Arkansas University Tech  
Post Office Box 3499  
Camden, Arkansas 71711-1599  
Telephone No.: 1.870.574.4516

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 Director of Physical Plant 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 Security Department 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:

Security Department  
Southern Arkansas University Tech  
Post Office Box 3499  
Camden, Arkansas 71711-1599  
Telephone No.: 1.870.574.4517 or 1.870.574.4703

## 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. **Peer Tutoring.** There are a limited number of tutors available, depending on the subject area, the number of qualified tutors, and funding. Not every request for tutoring can be filled and there is a limited amount of time, which can be allocated to each student requesting tutoring services.
5. **Personal Sound Amplification Systems.** SAU Tech has a supply of Comtek AT-72 FM personal sound amplification systems for use by those with hearing losses. After proper hearing loss verification by an appropriate physician, these units can be checked out from the Vice Chancellor for Student Services.
6. **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.
7. **Request for Tutor/Note Taker.** Documentation of need by a clinical professional will be required prior to approval of this service.
8. **Request to Tape Course Lectures.** This is handled on an individual basis with approval of the instructor.
9. **Testing Accommodations.** Students who need untimed tests, special paper, or tutor to write answers must receive authorization for these services 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 Stafford Loans, Unsubsidized Federal Stafford 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](http://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..... June 1<sup>st</sup>  
Spring Priority Deadline ..... November 1<sup>st</sup>  
Summer Priority Deadline .....April 15<sup>th</sup>

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.

### Academic Competitiveness Grant (ACG)

The Academic Competitiveness Grant is a grant program that began in the 2006-2007 award year for full-time undergraduate students enrolled in an eligible program who receive Federal Pell Grants and are US citizens. Students must have completed a rigorous secondary school program of study and graduated from high school after January 1, 2005. Students must be enrolled in at least a two-year academic program acceptable for full credit towards a bachelor's degree or enrolled in a graduate degree program that includes three (3) academic years of undergraduate education.

### 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 Stafford Loan

A Subsidized Federal Stafford 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 Stafford Loan**

An Unsubsidized Federal Stafford 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**

Eligibility is based on financial need requirements, high school GPA in core curriculum courses, and ACT and/or SAT test scores. Applications are available from high school counselors, the Arkansas Department of Higher Education, and online at <http://acs.adhe.edu>. Applications must be submitted to the Arkansas Department of Higher Education by June 1<sup>st</sup> of student's high school graduation year. Award amounts and enrollment requirements vary with high school graduation date and are 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 1<sup>st</sup> and August 15<sup>th</sup> for fall term and between November 1<sup>st</sup> and December 15<sup>th</sup> 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.arkansashighered.com](http://www.arkansashighered.com). These programs include 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](http://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, 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](http://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](http://www.virtualarmory.com) by July 31<sup>st</sup> for fall term and by December 31<sup>st</sup> 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 Scholarship

The initial requirement for this scholarship is a minimum ACT score of 24 or equivalent. Student must enroll the fall semester immediately following high school graduation. The renewal requirements are that a student must complete a minimum of 12 hours each semester and maintain a cumulative 3.0 GPA. The scholarship is valued at full tuition and processing fees up to 15 hours plus \$250 for books per semester.

#### Challenge Scholarship for Non-Traditional Students

This scholarship is awarded to two (2) students who have **not** participated in a formal education program for the past three (3) consecutive years. Applicants must submit an essay entitled "What a College Education Means to Me." The Challenge Scholarship for Non-Traditional Students 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 15<sup>th</sup>. Scholarships will be awarded on a first-come, first-serve basis provided funds are available.

### **Concurrent Program Award**

To be eligible for the Concurrent Program award the student must complete six (6) hours with a 3.0 GPA through the SAU Tech Concurrent Enrollment Program or through the SAU Tech Career Academy. The student should be recommended by the Director of the Career Academy, high school counselors, and/or faculty members to the Vice Chancellor for Extended Education 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 2.5 GPA.

### **Dual Credit Scholarship**

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.

### **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 15<sup>th</sup>. 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 complete a minimum of 12 hours each semester and maintain a cumulative 2.5 GPA. The scholarship is valued at half tuition up to 15 hours per semester.

### **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 SAU Tech 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.

#### **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 3.0 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 make a 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 2.5 GPA and complete six (6) hours in the term. The scholarship is valued at \$250.

#### **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 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. The scholarship is renewable for up to three (3) additional semesters provided the student maintains a 3.0 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 2.5 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.

#### **Technology Scholarship**

The initial requirement for this scholarship is a minimum ACT score of 19 or equivalent. The student's major must be AAS, APS or Practical Nursing TC, and the student must be a first-time entering freshman (regardless of age). For renewal the student must complete a minimum of 12 hours each semester and maintain a 2.5 cumulative GPA. The scholarship is valued at up to 15 hours per semester.

### **Valedictorian/Salutatorian Scholarship**

The initial requirement for this scholarship is that the student must graduate from high school as either the Valedictorian or Salutatorian 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 3.0 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 15<sup>th</sup>. 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.

#### **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 3.0 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 2.0 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 3.0 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 3.0 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 3.0 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 3.0 GPA is maintained.

#### **Ouachita Electric 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 3.0 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 3.0 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 3.0 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 3.0 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 3.0 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 3.0 GPA is maintained.

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY**

Students that receive federal 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 2.0 on a 4.0 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 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. Upon completing a program, students may pursue another degree or certificate under the same guidelines. However, completion percentage and GPA will always be cumulative.

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

Hours Attempted	Completion Percentage Required of Hours Attempted
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 11<sup>th</sup> day of class (5<sup>th</sup> 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 11<sup>th</sup> day of class will be held responsible for the minimum percentage of hours for his/her official enrollment status.

SAP will be reviewed at the end of the fall and spring terms and will be checked the first time aid is packaged for each academic year. At such time that a student's SAP is checked and they do not meet this policy, they will be notified in writing. This notification will be sent to the current address on file in the Financial Aid Office. Students who fail to make SAP will be placed on financial aid probation if the degree they are seeking is two (2) years or more in length; if the degree they are seeking is less than two (2) years they will be placed on financial aid suspension. Students placed on suspension are not eligible to receive financial aid.

Students who are placed on probation will have one (1) semester to meet SAP standards. If the SAP standards are not met they will be placed on financial aid suspension until the standards are met. Students on financial aid suspension must notify the financial aid office in writing when the GPA and completion percentages are met if they want to be re-considered for financial aid.

#### SPECIAL CONDITIONS

- 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.
- 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, but only the hours associated with the last grade will be counted in the number of hours completed. The SAP Policy does not limit the number of times a course can be repeated.
- "I" and "W"** – Courses with a grade of "I" or "W" will count towards the students hours attempted but will not count towards the hours successfully completed.
- 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.
- Audits** – Audited courses do not count toward hours attempted or hours earned. Students may not receive aid for auditing a course.
- 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 and the Practical Nursing Certificate will be given 77 hours.

#### APPEALS PROCESS

SAU Tech's Appeals Committee is made up of five (5) staff/faculty personnel. Appeals will not be considered until the Federal application 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.

- 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 for extenuating circumstances (such as serious illness or death of a close family member). Supporting documentation must be submitted with the appeal letter.
- The letter, along with all supporting documentation, will be submitted to the Financial Aid Office then forwarded to the Appeals Committee.
- 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.)
- 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.

## 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 free 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 at least two (2) weeks prior to the preset move-out date for the semester. Also, deposit is refundable if 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 1.870.574.4717.

## TUTORING PROGRAM

SAU Tech supports a tutoring program for students who need individual assistance. Students should contact individual departments regarding availability of tutors.

## 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 [www.sautech.edu/activities/html](http://www.sautech.edu/activities/html) 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 [www.sautech.edu/activities/html](http://www.sautech.edu/activities/html) 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. During the fall and spring semesters, the Student Center is open Monday through Friday 8:00 a.m. to 10:00 p.m. During the summer terms, the Student Center is open Monday through Thursday 7:00 a.m. to 10:00 p.m. and closed on Friday.

### 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.

#### 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 3.5 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 AMBASSADORS**

The SAU Tech Student Ambassadors group consists of club presidents and selected SAU Tech students. The Student Ambassadors serve as advisors to the Student Life Office and are encouraged to review and consider issues, which have direct bearing on the well being of the entire student body. Members also assist in the recruitment and retention of students to SAU Tech.

#### **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.

#### **WINGS & THINGS AVIATION MAINTENANCE CLUB OF TEXARKANA**

The Wings & Things Aviation Maintenance Club of Texarkana is a non-profit, non-discriminatory, educational club, operating under the standards, values, and direction of SAU Tech to provide educational enrichment for both its members and the general public by teaching the most reliable, current, research-based, and safe aviation information.

## 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:

<b>Hours Attempted</b> ..... 1-29	<b>Required Cumulative Grade Point Average</b> ..... 1.50
<b>Hours Attempted</b> ..... 30 +	<b>Required Cumulative Grade Point Average</b> ..... 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:

<b>Total Hours Attempted</b> ..... 1-29	<b>Grade Point Average Earned in Probationary Semester</b> .... 1.75
<b>Total Hours Attempted</b> ..... 30 +	<b>Grade Point Average Earned in Probationary Semester</b> .... 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 1<sup>st</sup> 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 15<sup>th</sup> for December graduation, January 30<sup>th</sup> for May graduation, and July 30<sup>th</sup> 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 Counselor at 1.870.574.4492 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 16 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 five (5) years 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:

1. 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.
2. Add these grade points to arrive at the total grade points earned during a semester.
3. 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 division 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:

<b>General Education</b> .....	<b>Credit</b>
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, division 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 during graduation. For further information regarding honor cord eligibility, contact the Registrar's Office.

Academically superior students are recognized at a special honors convocation and awards ceremony.

### 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 4.0 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 3.5 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, and access to various online subscription databases, reference ebooks, tutorials and other guides are located at

[www.youseemore.com/sautech/](http://www.youseemore.com/sautech/). 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 (those residents of Ouachita and Calhoun counties) are welcome to use the resources of the LRC.

Fall and spring semester Library hours are as follows:

Monday through Thursday .....8:00 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 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 2.0 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). SAU Tech offers the Associate of Arts (A.A.) degree and the Associate of Arts (A.A.) degree with emphasis in Teacher Preparation Track. A certificate in General Studies is available for students completing 31-38 hours of General Education coursework.

### **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.

### **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. Each degree plan has a capstone course required to measure student-learning outcomes as part of the assessment process. SAU Tech offers the following A.A.S. degrees:

Aviation Maintenance Technology  
Computer Information Technology  
Electronic Technology  
Environmental Science  
Fire & Emergency Response  
Manufacturing Technology

Multimedia Technology  
Office Systems Technology  
Paraprofessional Educator  
Technology  
Technology: Industrial Maintenance Emphasis  
Technology: Law Enforcement Emphasis

**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:

- |                                   |  |
|-----------------------------------|--|
| Automotive Technology             | Law Enforcement                                  |
| Aviation Maintenance – Airframe   | Manufacturing Technology                         |
| Aviation Maintenance – Powerplant | Microsoft Certified Systems Administrator (MCSA) |
| Computer Information Technology   | Multimedia Film & Video Production               |
| Electronics                       | Multimedia Graphics Technology                   |
| Entrepreneurship                  | Multimedia Web Design & Development              |
| Health Sciences & Pre-Nursing     | Office Software Specialist                       |
| Industrial Maintenance            | Practical Nursing (LPN)                          |

**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:

- |                                 |                                    |
|---------------------------------|------------------------------------|
| A+ Certification                | Government Contract Management     |
| Aviation Maintenance – General  | Industrial Technology – Electrical |
| Certified Nursing Assistant     | Materials & Operations Management  |
| Childhood Development Associate | Nursing Assistant                  |
| Cisco Networking                | Programmable Logic Controllers     |
| Fire & Emergency Response       | Welding                            |

**ASSOCIATE OF ARTS (A.A.) DEGREE**

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.**

			<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS</b> .....			<b>9</b>
ENGL	1113	Composition I .....	3
ENGL	1123	Composition II .....	3
SPCH	1113	Principles of Speech .....	3
<b>HUMANITIES &amp; FINE ARTS</b> .....			<b>9</b>
(must include three (3) hours of Literature)			
ART	2013	Art Appreciation .....	3
ENGL	2213	World Literature I .....	3
ENGL	2223	World Literature II .....	3
MUS	2013	Music Appreciation .....	3
PHIL	2403	Introduction to Philosophy .....	3
<b>MATHEMATICS</b> .....			<b>3/5</b>
(choose one (1))			
MATH	1023	College Algebra .....	3
MATH	1525	Calculus & Analytic Geometry I .....	5
<b>NATURAL SCIENCE</b> .....			<b>8</b>
BSCI	1013	The Biological Sciences .....	3
BSCI	1011	The Biological Sciences Lab .....	1
PHSC	2023	The Physical Sciences .....	3
PHSC	2021	The Physical Sciences Lab .....	1
<b>SOCIAL SCIENCE</b> .....			<b>12</b>
(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)			
ECON	2103	Principles of Microeconomics .....	3
ECON	2203	Principles of Macroeconomics .....	3



GEOG	2003	Introduction to Geography .....	3
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
HIST	2083	History of Arkansas .....	3
PSCI	2003	American Government: National .....	3
PSYC	2003	General Psychology .....	3
SOC	2003	Introduction to Sociology .....	3
<b>HOURS CHOSEN FROM STUDENT'S INTEREST OR MAJOR .....</b>			<b>20</b>
<b>TOTAL HOURS REQUIRED .....</b>			<b>61</b>

**ASSOCIATE OF ARTS (A.A.) DEGREE  
Teacher Education Preparation Track**

The Associate of Arts (A.A.) degree/Teacher Education Preparation Track is designed for students wishing to pursue a baccalaureate degree in Early Childhood Education (P-4). This degree provides students with most of the general education requirements and many of the freshman/sophomore requirements for early childhood education majors. Students should work closely with the Teacher Education Coordinator at SAU Tech and follow the program plan for the Teacher Education Program at their chosen transfer institution to be aware of any deficiencies they may have for admission. Please check the SAU Tech website for a complete listing of these degree plans.

The A.A. Teacher Education Preparation Track Early Childhood degrees are designed to transfer to the following universities:

- Henderson State University
- Southern Arkansas University

A.A. Teacher Preparation Education Track degrees are also available for Mid-Level Arts/Social Studies and Mid-Level Math/Science for transfer to Henderson State University.

**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.

The A.A.T. degree is available for students wishing to pursue a baccalaureate degree in P-4, Middle School Emphasis in Language Arts/Social Studies or Middle School Emphasis in Mathematics/Science.

Students interested in pursuing the A.A. Teacher Preparation Track or the A. A. T. can view the following degree plans at SAU Tech's website under ACADEMICS, GENERAL EDUCATION, TEACHER EDUCATION:

- A.A.T. Language – Social Studies
- A.A.T. Math – Science

**ASSOCIATE OF ARTS (A.A.) DEGREE  
P-4 Teacher Education Track – Transfer to Henderson State University**

The Associate of Arts Degree P-4 Teacher Preparation Track is designed for students wishing to pursue a baccalaureate degree in Early Childhood Education (P-4) at Henderson State University ("HSU"). This degree provides students with most of the general education requirements and many of the freshman/sophomore requirements for early childhood education majors at HSU. Students planning to transfer to HSU should work closely with the Teacher Education Coordinator at SAU Tech and follow the program plan for the Teacher Education Program at HSU to be aware of any deficiencies they may have for admission.

			<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS .....</b>			<b>9</b>
ENGL	1113	Composition I .....	3
ENGL	1123	Composition II .....	3
SPCH	1113	Principles of Speech .....	3
<b>DIRECTED EDUCATION ELECTIVE (choose one) .....</b>			<b>3/4</b>



ED	1223	Paraprofessional: ECE .....	3
ED	2343	Diverse Populations.....	3
SC	2043	Physical Science for Teachers.....	3
MU	1202	Fundamentals Public School Music <b>and</b> .....	2
AT	1052	Public School Art .....	2
<b>HUMANITIES &amp; FINE ARTS .....</b>			<b>6</b>
ENGL	2213	World Literature I <b>or</b> .....	3
ENGL	2223	World Literature II.....	3
ART	2013	Art Appreciation <b>or</b> .....	3
MUS	2013	Music Appreciation .....	3
<b>MATHEMATICS .....</b>			<b>9</b>
MATH	1023	College Algebra.....	3
MATH	2053	Math for Teachers I .....	3
MATH	2063	Math for Teachers II .....	3
<b>NATURAL SCIENCE.....</b>			<b>8</b>
BSCI	1013	The Biological Sciences <b>and</b> .....	3
BSCI	1011	The Biological Sciences Lab.....	1
PHSC	2023	The Physical Sciences <b>and</b> .....	3
PHSC	2021	The Physical Sciences Lab .....	1
<b>SOCIAL SCIENCE .....</b>			<b>18</b>
(must take three (3) hours of World History, three (3) hours of United States History or Government & three (3) hours of Arkansas History)			
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
HIST	2083	History of Arkansas .....	3
GEOG	2003	Introduction to Geography.....	3
PSCI	2003	American Government: National .....	3
PSYC	2003	General Psychology .....	3
<b>TEACHER EDUCATION .....</b>			<b>10</b>
EDUC	2003	Introduction to Education.....	3
EDUC	2001	Field Experience Level I .....	1
EDUC	2023	K-12 Educational Technology.....	3
IEC	2003	Child Growth & Development .....	3
<b>TOTAL HOURS REQUIRED .....</b>			<b>63</b>

### ASSOCIATE OF ARTS (A.A.) DEGREE

#### P-4 Teacher Education Track – Transfer to Southern Arkansas University Magnolia

The Associate of Arts Degree P-4 Teacher Preparation Track is designed for students wishing to pursue a baccalaureate degree in Inclusive Early Childhood Education at Southern Arkansas University (“SAU”). This degree provides students with most of the general education requirements and many of the freshman/sophomore requirements for early childhood special education majors at SAU. Students planning to transfer to SAU should work closely with the Teacher Education Coordinator at SAU Tech and follow the program plan for the Teacher Education Program at SAU to be aware of any deficiencies they may have for admission.

#### CREDIT HOURS

<b>COMMUNICATION ARTS .....</b>			<b>9</b>
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
SPCH	1113	Principles of Speech.....	3
<b>HUMANITIES &amp; FINE ARTS .....</b>			<b>9</b>
ENGL	2213	World Literature I .....	3
ENGL	2223	World Literature II.....	3
ART	2013	Art Appreciation <b>or</b> .....	3
MUS	2013	Music Appreciation .....	3
<b>HEALTH &amp; PHYSICAL EDUCATION .....</b>			<b>6</b>
HS	1403	Personal & Community Health .....	3
HS	2413	First Aid & CPR for Education .....	3
<b>MATHEMATICS .....</b>			<b>3</b>
MATH	1023	College Algebra.....	3
<b>NATURAL SCIENCE.....</b>			<b>8</b>

BSCI	1013	The Biological Sciences <b>and</b>	3
BSCI	1011	The Biological Sciences Lab	1
PHSC	2023	The Physical Sciences <b>and</b>	3
PHSC	2021	The Physical Sciences Lab	1
<b>SOCIAL SCIENCE</b>			<b>15</b>
HIST	1003	World History I <b>or</b>	3
HIST	1013	World History II	
HIST	2013	United States History I <b>or</b>	3
HIST	2023	United States History II	
HIST	2083	History of Arkansas	3
PSCI	2003	American Government: National	3
(choose three (3) hours from the following)			
GEOG	2003	Introduction to Geography	3
PSYC	2003	General Psychology	3
SOC	2003	Introduction to Sociology	3
<b>TEACHER PREPARATION</b>			<b>13</b>
EDUC	2023	K-12 Educational Technology	3
EDUC	2003	Introduction to Education	3
EDUC	2001	Field Experience Level I	1
(choose any two (2) of the following)			
IEC	2003	Child Growth & Development	3
MATH	2053	Math for Teachers I	3
MATH	2063	Math for Teachers II	3
SC	2043	Physical Science for Teachers	3
<b>TOTAL HOURS REQUIRED</b>			<b>63</b>

**ASSOCIATE OF ARTS (A.A.) DEGREE**  
**Teacher Education Track – Transfer to Henderson State University**  
**Mid-Level Language Arts/Social Studies**

The purpose of the A.A. Mid-Level Language Arts/Social Studies degree is to assist teacher education students holding the Associate of Arts degree outlined from SAU Tech to transfer smoothly into the Middle Level Language Arts/Social Studies degree at Henderson State University ("HSU"). HSU will accept all A.A. course credits from SAU Tech and apply them toward the B.A. in Middle Level Language Arts/Social Studies Education. The SAU Tech Teacher Education Coordinator will work closely with the HSU Curriculum and Instruction Chair to mentor and advise each HSU-bound student and discuss expectations and requirements for a seamless transfer between the institutions.

			<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS</b>			<b>9</b>
ENGL	1113	Composition I	3
ENGL	1123	Composition II	3
SPCH	1113	Principles of Speech	3
<b>HEALTH &amp; PHYSICAL EDUCATION</b>			<b>3</b>
HS	1403	Personal & Community Health	3
<b>HUMANITIES &amp; FINE ARTS</b>			<b>14</b>
ENGL	2213	World Literature I	3
ENGL	2223	World Literature II	3
AT	1052	Public School Art <b>or</b>	2
MU	1202	Fundamentals Public School Music	
ART	2013	Art Appreciation <b>or</b>	3
MUS	2013	Music Appreciation	
PHIL	2403	Introduction to Philosophy	3
<b>MATHEMATICS</b>			<b>9</b>
MATH	1023	College Algebra	3
MATH	2053	Math for Teachers I	3
MATH	2063	Math for Teachers II	3
<b>NATURAL SCIENCE</b>			<b>8</b>
BSCI	1013	The Biological Sciences <b>and</b>	3
BSCI	1011	The Biological Sciences Lab	1
PHSC	2023	The Physical Sciences <b>and</b>	3
PHSC	2021	The Physical Sciences Lab	1
<b>SOCIAL SCIENCE</b>			<b>15</b>

HIST	1003	World History I <u>or</u> .....	3
HIST	1013	World History II .....	
HIST	2013	United States History I <u>or</u> .....	3
HIST	2023	United States History II .....	
HIST	2083	History of Arkansas .....	3
GEOG	2003	Introduction to Geography .....	3
PSCI	2003	American Government: National .....	3
<b>TEACHER EDUCATION</b> .....			<b>7</b>
EDUC	2001	Field Experience Level I .....	1
EDUC	2003	Introduction to Education .....	3
EDUC	2023	K-12 Educational Technology .....	3
<b>TOTAL HOURS REQUIRED</b> .....			<b>65</b>

**ASSOCIATE OF ARTS (A.A.) DEGREE**  
**Teacher Education Track – Transfer to Henderson State University**  
**Mid-Level Math/Science**

The purpose of the A.A. Mid-Level Math/Science degree is to assist teacher education students holding the Associate of Arts degree outlined from SAU Tech to transfer smoothly into the Middle Level Math/Science Education degree at Henderson State University (“HSU”). HSU will accept all A.A. course credits from SAU Tech and apply them toward the B.A. in Middle Level Math/Science Education. The SAU Tech Teacher Education Coordinator will work closely with the HSU Curriculum and Instruction Chair to mentor and advise each HSU-bound student and discuss expectations and requirements for a seamless transfer between the institutions.

			<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS</b> .....			<b>9</b>
ENGL	1113	Composition I .....	3
ENGL	1123	Composition II .....	3
SPCH	1113	Principles of Speech .....	3
<b>HEALTH &amp; PHYSICAL EDUCATION</b> .....			<b>3</b>
HS	1403	Personal & Community Health .....	3
<b>HUMANITIES &amp; FINE ARTS</b> .....			<b>11</b>
ENGL	2213	World Literature I <u>or</u> .....	3
ENGL	2223	World Literature II .....	
AT	1052	Public School Art <u>or</u> .....	2
MU	1202	Fundamentals Public School Music .....	
ART	2013	Art Appreciation <u>or</u> .....	3
MUS	2013	Music Appreciation .....	
PHIL	2403	Introduction to Philosophy .....	3
<b>MATHEMATICS</b> .....			<b>9</b>
MATH	1023	College Algebra .....	3
MATH	2053	Math for Teachers I .....	3
MATH	2063	Math for Teachers II .....	3
<b>NATURAL SCIENCE</b> .....			<b>11</b>
BSCI	1013	The Biological Sciences <u>and</u> .....	3
BSCI	1011	The Biological Sciences Lab .....	1
PHSC	2023	The Physical Sciences <u>and</u> .....	3
PHSC	2021	The Physical Sciences Lab .....	1
SC	2043	Physical Science for Teachers .....	3
<b>SOCIAL SCIENCE</b> .....			<b>15</b>
HIST	1003	World History I <u>or</u> .....	3
HIST	1013	World History II .....	
HIST	2013	United States History I <u>or</u> .....	3
HIST	2023	United States History II .....	
HIST	2083	History of Arkansas .....	3
GEOG	2003	Introduction to Geography .....	3
PSCI	2003	American Government: National .....	3
<b>TEACHER EDUCATION</b> .....			<b>7</b>
EDUC	2001	Field Experience Level I .....	1
EDUC	2003	Introduction to Education .....	3
EDUC	2023	K-12 Educational Technology .....	3

**TOTAL HOURS REQUIRED** ..... **65**

**ASSOCIATE OF ARTS (A.A.) DEGREE  
Secondary Education Emphasis**

The purpose of the A.A. degree Secondary Education Emphasis is to assist teacher education students holding the Associate of Arts degree outlined from SAU Tech to transfer smoothly into a Secondary Education degree at an Arkansas four-year university. The SAU Tech Teacher Education Coordinator will work closely with four-year universities to mentor and advise each student and discuss expectations and requirements for a seamless transfer between the institutions.

		<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS</b> .....		<b>9</b>
ENGL	1113 Composition I.....	3
ENGL	1123 Composition II.....	3
SPCH	1113 Principles of Speech.....	3
<b>EDUCATION</b> .....		<b>7</b>
EDUC	2023 K-12 Educational Technology.....	3
EDUC	2001 Field Experience Level I.....	1
EDUC	2003 Introduction to Education.....	3
<b>HUMANITIES &amp; FINE ARTS</b> (must include three (3) hours of Literature and three (3) hours or Art or Music).....		<b>9</b>
ENGL	2213 World Literature I <b>or</b> .....	3
ENGL	2223 World Literature II.....	3
ART	2013 Art Appreciation <b>or</b> .....	3
MUS	2013 Music Appreciation.....	3
PHIL	2403 Introduction to Philosophy.....	3
<b>MATHEMATICS</b> .....		<b>3</b>
MATH	1023 College Algebra.....	3
<b>NATURAL SCIENCE</b> .....		<b>8</b>
BSCI	1013 The Biological Sciences <b>and</b> .....	3
BSCI	1011 The Biological Sciences Lab.....	1
PHSC	2023 The Physical Sciences <b>and</b> .....	3
PHSC	2021 The Physical Sciences Lab.....	1
<b>SOCIAL SCIENCE</b> .....		<b>18</b>
HIST	1003 World History I <b>or</b> .....	3
HIST	1013 World History II.....	3
HIST	2013 United States History I <b>or</b> .....	3
HIST	2023 United States History II.....	3
HIST	2083 History of Arkansas.....	3
GEOG	2003 Introduction to Geography.....	3
PSCI	2003 American Government: National.....	3
PSYC	2003 General Psychology.....	3
<b>ELECTIVES</b> (include two (2) three-hour courses in your subject area).....		<b>6</b>
<b>TOTAL HOURS REQUIRED</b> .....		<b>60</b>

**ASSOCIATE OF ARTS IN TEACHING (A.A.T.) P-4 DEGREE**

The Associate of Arts in Teaching (A.A.T.) P-4 degree is a two-year transfer degree designed to introduce students to the profession of teaching. To become a classroom teacher, the degree recipient must transfer to a four-year institution to complete a baccalaureate degree leading to Arkansas teacher certification.

		<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS</b> .....		<b>9</b>
ENGL	1113 Composition I.....	3
ENGL	1123 Composition II.....	3
SPCH	1113 Principles of Speech.....	3
<b>TEACHER EDUCATION</b> .....		<b>10</b>
EDUC	2001 Field Experience Level I.....	1
EDUC	2003 Introduction to Education.....	3
EDUC	2023 K-12 Educational Technology.....	3
IEC	2003 Child Growth & Development.....	3
<b>DIRECTED EDUCATION ELECTIVE</b> (choose one (1)).....		<b>3</b>



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
<b>HUMANITIES &amp; FINE ARTS .....</b>			<b>6</b>
ENGL	2213	World Literature I <u>or</u> .....	3
ENGL	2223	World Literature II .....	3
ART	2013	Art Appreciation <u>or</u> .....	3
MUS	2013	Music Appreciation .....	3
<b>MATHEMATICS .....</b>			<b>9</b>
MATH	1023	College Algebra .....	3
MATH	2053	Math for Teachers I .....	3
MATH	2063	Math for Teachers II .....	3
<b>NATURAL SCIENCE .....</b>			<b>8</b>
BSCI	1013	The Biological Sciences <u>and</u> .....	3
BSCI	1011	The Biological Sciences Lab .....	1
PHSC	2023	The Physical Sciences <u>and</u> .....	3
PHSC	2021	The Physical Sciences Lab .....	1
<b>SOCIAL SCIENCE .....</b>			<b>18</b>
HIST	1003	World History I <u>or</u> .....	3
HIST	1013	World History II .....	3
HIST	2013	United States History I <u>or</u> .....	3
HIST	2023	United States History II .....	3
HIST	2083	History of Arkansas .....	3
PSCI	2003	American Government: National .....	3
GEOG	2003	Introduction to Geography .....	3
PSYC	2003	General Psychology .....	3
<b>TOTAL HOURS REQUIRED .....</b>			<b>63</b>

**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.

			<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS .....</b>			<b>6</b>
ENGL	1113	Composition I .....	3
ENGL	1123	Composition II .....	3
<b>MATHEMATICS .....</b>			<b>3</b>
MATH	1013	Intermediate Algebra <u>or</u> .....	3
MATH	1023	College Algebra .....	3
<b>HEALTH &amp; PHYSICAL EDUCATION .....</b>			<b>6</b>
HS	1403	Personal & Community Health .....	3
HS	2413	First Aid & CPR for Education .....	3
<b>SOCIAL SCIENCE .....</b>			<b>6</b>
HIST	2083	History of Arkansas .....	3
PSYC	2003	General Psychology <u>or</u> .....	3
SOC	2003	Introduction to Sociology .....	3
<b>HUMANITIES &amp; FINE ARTS .....</b>			<b>4</b>
MU	1202	Fundamentals Public School Music .....	2
AT	1052	Public School Art .....	2
<b>TEACHER EDUCATION .....</b>			<b>32</b>
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
SC	2043	Physical Science for Teachers .....	3
(choose four (4) of the following)			
ED	2123	Organization & Management for Vocational Ed	
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	
<b>TOTAL HOURS REQUIRED .....</b>			<b>60</b>

### 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.

			<b>CREDIT HOURS</b>
<b>COMMUNICATION ARTS .....</b>			<b>9</b>
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
SPCH	1113	Principles of Speech.....	3
<b>MATHEMATICS .....</b>			<b>3</b>
MATH	1013	Intermedia Algebra <u>or</u> .....	3
MATH	1023	College Algebra	
<b>SOCIAL SCIENCE .....</b>			<b>3</b>
HIST	2013	United States History I <u>or</u> .....	3
HIST	2023	United States History II <u>or</u>	
PSCI	2003	American Government: National	
<b>COMPUTER SCIENCE .....</b>			<b>3</b>
CS	_____	Computer Science Elective .....	3
<b>PROFESSIONAL CORE .....</b>			<b>16</b>
(must be from a single professional certificate area: Medical Professions, Cosmetology, Criminal Justice, etc.)			
<b>GENERAL, PROFESSIONAL AND/OR TECHNICAL ELECTIVES .....</b>			<b>26</b>
<b>TOTAL HOURS REQUIRED .....</b>			<b>60</b>

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.

### GENERAL STUDIES 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.

			<b>CREDIT HOURS</b>
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
SPCH	1113	Principles of Speech.....	3

BSCI	1013	The Biological Sciences <b>and</b> .....	3
BSCI	1011	The Biological Sciences Lab <b>or</b> .....	1
PHSC	2023	The Physical Sciences <b>and</b> .....	
PHSC	2021	The Physical Sciences Lab .....	
MATH	1023	College Algebra .....	3
MIS	1003	Introduction to Computers .....	3
HIST	2013	United States History I <b>or</b> .....	3
HIST	2023	United States History II <b>or</b> .....	3
PSCI	2003	American Government: National .....	
PSYC	2003	General Psychology <b>or</b> .....	3
SOC	2003	Introduction to Sociology .....	
		Social Science Elective .....	3
ART	2013	Art Appreciation <b>and/or</b> .....	3
MUS	2013	Music Appreciation <b>and/or</b> .....	3
PHIL	2403	Introduction to Philosophy .....	3
<b>TOTAL HOURS REQUIRED</b> .....			<b>31</b>

**AUTOMOTIVE TECHNOLOGY  
Technical Certificate**

			<b>CREDIT HOURS</b>
AT	1004	Automotive Brakes .....	4
AT	1014	Automotive Electrical Systems .....	4
AT	1024	Automotive Engine Performance .....	4
AT	1034	Automotive Suspension & Steering .....	4
ENGL	1113	Composition I .....	3
EE	1003	Introduction to Basic Electricity .....	3
MA	1043	Math for Technology .....	3
MIS	1003	Introduction to Computers .....	3
<b>TOTAL HOURS REQUIRED</b> .....			<b>28</b>

**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.

			<b>CREDIT HOURS</b>
<b>GENERAL CURRICULUM</b>			
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
<b>AIRFRAME CURRICULUM</b>			
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**

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

**TOTAL HOURS REQUIRED FOR FAA CERTIFICATION .....** 75

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

ENGL	1113	Composition I.....	3
___	___3	Communications Art Elective.....	3
___	___3	Computer Science Elective .....	3
MATH	1043	Math for Technology or.....	3
MATH	1023	College Algebra .....	3
___	___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

			<b>CREDIT HOURS</b>
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
<b>TOTAL HOURS REQUIRED .....</b>			<b>29</b>

**AVIATION MAINTENANCE – POWERPLANT  
Technical Certificate**

Note: Must also complete Aviation Maintenance – General.

			<b>CREDIT HOURS</b>
AM	2108	Reciprocating Engines.....	8
AM	2208	Turbine Engines .....	8
AM	2302	Propellers .....	2
AM	2305	Powerplant Electrical & Ignition Systems .....	5
AM	2403	Powerplant Systems II.....	3
AM	2405	Powerplant Systems I.....	5
<b>TOTAL HOURS REQUIRED .....</b>			<b>31</b>

**AVIATION MAINTENANCE – GENERAL  
Certificate of Proficiency**

			<b>CREDIT HOURS</b>
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
<b>TOTAL HOURS REQUIRED .....</b>			<b>15</b>

**A+ CERTIFICATION  
Certificate of Proficiency**

			<b>CREDIT HOURS</b>
MIS	1003	Introduction to Computers .....	3
CS	2084	A+ Essentials.....	4
CS	2094	A+ IT Technician.....	4
<b>TOTAL HOURS REQUIRED .....</b>			<b>11</b>

**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.

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

**CHILDHOOD DEVELOPMENT ASSOCIATE  
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.

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

\*Not required in summer session.

Note: This certificate is based upon the user passing the CDA exam.

**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+, Microsoft Certified Professional (MCP) 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.

			<b>CREDIT HOURS</b>
<b>FIRST SEMESTER .....</b>			<b>15</b>
MIS	1003	Introduction to Computers .....	3
CS	1004	Cisco Networking I .....	4
EE	2804	Basic PC Troubleshooting .....	4
NT	1014	Support Network Clients .....	4
<b>SECOND SEMESTER .....</b>			<b>18</b>
ENGL	1113	Composition I .....	3
CS	1104	Cisco Networking II .....	4
EE	2904	Advanced PC Troubleshooting .....	4
MATH	1043	Math for Technology <b>or</b> .....	3
MATH	1023	College Algebra .....	
NT	1114	Support Network Servers .....	4
<b>THIRD SEMESTER .....</b>			<b>15</b>
ENGL	1123	Composition II <b>or</b> .....	3
CO	2213	Technical Writing .....	
NT	2204	Information Systems Security .....	4
CS/NT	___	Emphasis Elective .....	4
CS/NT	___	Emphasis Elective .....	4
<b>FOURTH SEMESTER .....</b>			<b>15</b>
NT	2214	Securing Network Servers .....	4
CS/NT	___	Emphasis Elective .....	4
CS/NT	___	Emphasis Elective .....	4
___	3	Social Science Elective .....	3
<b>TOTAL HOURS REQUIRED .....</b>			<b>63</b>

\*Students should choose an area of emphasis track for electives:

**COMPUTER TECHNICIAN EMPHASIS**

**Third Semester**

CS 2084 A+ Essentials



CS	2174	Troubleshooting Clients
<b>Fourth Semester</b>		
CS	2094	A+ IT Technician
CS	2184	Troubleshooting Applications

**NETWORK & SYSTEM ADMINISTRATOR EMPHASIS**

<b>Third Semester</b>		
CS	1204	Cisco Networking III
NT	2114	Supporting Network Infrastructure

<b>Fourth Semester</b>		
CS	1304	Cisco Networking IV
NT	2234	Exchange Servers

**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.

			<b>CREDIT HOURS</b>
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
<b>TOTAL HOURS REQUIRED .....</b>			<b>26</b>

**COMPUTER INFORMATION TECHNOLOGY  
Certificate of Proficiency  
Microsoft Certified Systems Administrator (MCSA)**

			<b>CREDIT HOURS</b>
NT	1014	Support Network Clients.....	4
NT	1114	Support Network Servers .....	4
NT	2114	Supporting Network Infrastructure.....	4
NT	2234	Exchange Servers .....	4
<b>TOTAL HOURS REQUIRED .....</b>			<b>16</b>

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

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

**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.

		<b>CREDIT HOURS</b>
<b>FIRST SEMESTER .....</b>		<b>15</b>



ENGL	1113	Composition I.....	3
EE	1003	Introduction to Basic Electricity.....	3
EE	1102	Methods.....	2
EE	1324	DC/AC Circuit Analysis.....	4
MIS	1003	Introduction to Computers.....	3

**SECOND SEMESTER ..... 17/18**

ENGL	1123	Composition II <u>or</u> .....	3
CO	2213	Technical Writing.....	4
EE	1334	Semiconductor Circuits.....	4
EE	2424	Digital Circuits.....	4
MATH	1043	Math for Technology <u>or</u> .....	3
MATH	1023	College Algebra.....	3/4
—	—	Technical Elective.....	3/4

**THIRD SEMESTER ..... 15**

EE	1364	Semiconductors II.....	4
EE	2213	Industrial Electronic Devices.....	3
EE	2804	Basic PC Troubleshooting.....	4
EM	2924	Programmable Logic Controller I.....	4

**FOURTH SEMESTER ..... 14/15**

EE	2904	Advanced PC Troubleshooting.....	4
PH	1014	Applied Physics with Lab <u>or</u> .....	4
PHYS	2003	General Physics I <u>and</u> .....	4
PHYS	2001	General Physics I Lab.....	3/4
—	—	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
EE	2213	Industrial Electronic Devices
MD	1033	Basic Machine Tools
MD	1113	Motor Controls
MD	2203	Advanced Industrial Safety
MD	2603	Industrial Safety

**ELECTRONICS  
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 <u>or</u> .....	3
MATH	1023	College Algebra.....	3
MIS	1003	Introduction to Computers.....	3

**TOTAL HOURS REQUIRED ..... 33**

**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
<b>TOTAL HOURS REQUIRED .....</b>			<b>24</b>

**ENVIRONMENTAL SCIENCE**  
**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.

			<b>CREDIT HOURS</b>
ECON	1003	The American Enterprise System.....	3
BA	2023	Introduction to Management.....	3
BSCI	1013	The Biological Sciences .....	3
BSCI	1011	The Biological Sciences Lab .....	1
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II <b>or</b> .....	3
CO	2213	Technical Writing .....	3
MIS	1003	Introduction to Computers .....	3
CS	___3	Computer Science Elective .....	3
ES	1003	Wastewater I.....	3
ES	1013	Environmental Safety .....	3
ES	1553	Environmental Management I <b>or</b> .....	3
ES	2133	Environmental Management Seminar (Environmental Management Seminar must be approved by instructor.)	3
ES	2003	Wastewater II.....	3
ES	2103	Water Treatment Technology I.....	3
ES	2113	Water Treatment Technology II.....	3
ES	2123	Environmental Management II.....	3
ES	2203	Solid Waste Management .....	3
ES	2303	Industrial Treatment Technology .....	3
ES	2551	Environmental Assessment.....	1
MATH	1043	Math for Technology <b>or</b> .....	1
MATH	1023	College Algebra .....	3
PHSC	2023	The Physical Sciences <b>and</b> .....	3
PHSC	2021	The Physical Sciences Lab <b>or</b> .....	1
___	___4	Natural Science Elective .....	3
___	___3	Social Science Elective .....	3
<b>TOTAL HOURS REQUIRED .....</b>			<b>60</b>

**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.....	4
PHYS	2003	General Physics I <b>and</b> .....	3
PHYS	2001	General Physics I Lab <b>or</b> .....	1
			Microbiology, Chemistry or Biochemistry (requires approval of Vice Chancellor for Academic Affairs)

**COMPUTER SCIENCE ELECTIVES**

MIS	1003	Introduction to Computers .....	3
			Others may be accepted upon approval of Vice Chancellor for Academic Affairs.

**FIRE & EMERGENCY RESPONSE**  
**Associate of Applied Science (A.A.S.) Degree**

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.



			<b>CREDIT HOURS</b>
<b>GENERAL EDUCATION CORE</b> .....			<b>15</b>
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II <u>or</u> .....	3
CO	2213	Technical Writing.....	3
MIS	1003	Introduction to Computers.....	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
PSYC	2003	General Psychology.....	3
<b>FIRE SCIENCE CORE</b> .....			<b>18/19</b>
FS	1123	Firefighter I.....	3
FS	1133	Firefighter II.....	3
FS	1023	Strategies & Tactics.....	3
FS	2123	Driver/Operator*.....	3
FS	2003	Hazardous Materials Operations.....	3
FS	2013	EMS First Responder* <u>or</u> .....	3
FS	2014	Emergency Medical Technician Basic I* **.....	4
<b>ELECTIVES</b> .....			<b>27/28</b>
FS	1003	Introduction to Fire & Emergency Response*.....	3
FS	1013	Fire Service Leadership.....	3
FS	1033	Fire Prevention*.....	3
FS	1103	Company Officer I.....	3
FS	1113	Safety Officer*.....	3
FS	1203	Building Construction.....	3
FS	1213	Fire Service Rescue.....	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
GS	1021	Portfolio Development.....	1
<b>TOTAL HOURS REQUIRED</b> .....			<b>61</b>

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.

\*\* (One (1) may be used to fulfill a Fire Science core requirement and the other to fulfill a Fire Science elective.)

### FIRE & EMERGENCY RESPONSE Certificate of Proficiency

			<b>CREDIT HOURS</b>
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
<b>TOTAL HOURS REQUIRED</b> .....			<b>15</b>

### 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.

			<b>CREDIT HOURS</b>
<b>GENERAL EDUCATION CORE</b> .....			<b>47</b>



BSCI	1013	The Biological Sciences .....	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 <b>or</b> .....	3
ENGL	2223	World Literature II .....	3
MIS	1003	Introduction to Computers .....	3
ART	2013	Art Appreciation <b>or</b> .....	3
MUS	2013	Music Appreciation .....	
MATH	1023	College Algebra .....	3
PHSC	2023	The Physical Sciences .....	3
PHSC	2021	The Physical Sciences Lab .....	1
HIST	1003	World History I <b>or</b> .....	3
HIST	1013	World History II .....	
HIST	2013	United States History I <b>or</b> .....	3
HIST	2023	United States History II .....	
PSCI	2003	American Government: National .....	3
PSYC	2003	General Psychology .....	3
PHIL	2403	Introduction to Philosophy .....	3
HS	1403	Personal & Community Health .....	3
<b>FIRE SCIENCE CORE .....</b>			<b>15</b>
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
<b>TOTAL HOURS REQUIRED .....</b>			<b>62</b>

**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.

			<b>CREDIT HOURS</b>
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
<b>TOTAL HOURS REQUIRED .....</b>			<b>15</b>

**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.

			<b>CREDIT HOURS</b>
BI	2234	Microbiology w/Lab .....	4
BIOL	2061	Anatomy & Physiology I Lab .....	1
BIOL	2063	Anatomy & Physiology I .....	3
BIOL	2071	Anatomy & Physiology II Lab .....	1
BIOL	2073	Anatomy & Physiology II .....	3
CHEM	1064	General Chemistry* .....	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 SAU.  
 + Course required only for transfer to UAM.

**INDUSTRIAL TECHNOLOGY – ELECTRICAL  
 Certificate of Proficiency**

This certificate folds into the Associate of Applied Science (A.A.S.) degree in Electronic Technology.

			<b>CREDIT HOURS</b>
EE	1003	Introduction to Basic Electricity.....	3
EE	1102	Methods.....	2
EE	1324	DC/AC Circuit Analysis.....	4
EE	2804	Basic PC Troubleshooting.....	4
MIS	1003	Introduction to Computers.....	3

**TOTAL HOURS REQUIRED** ..... 16

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

SAU Tech is known as a leader in computer-aided technology. American industry is automating its manufacturing plants at a rapid rate to meet international competition. Students enrolled in the Manufacturing program are trained in SAU Tech's Manufacturing "Teaching Factory" using state-of-the-art equipment. They design, engineer, and produce products in SAU Tech's teaching factory that are sold on the open market. Graduates with this program emphasis will help meet the high tech needs of industry in Arkansas.

			<b>CREDIT HOURS</b>
<b>FIRST SEMESTER</b> .....			<b>15</b>
EE	1003	Introduction to Basic Electricity.....	3
EE	1102	Methods.....	2
EE	1324	DC/AC Circuit Analysis.....	4
MD	1033	Basic Machine Tools.....	3
MIS	1003	Introduction to Computers.....	3
<b>SECOND SEMESTER</b> .....			<b>15</b>
ENGL	1113	Composition I.....	3
MATH	1043	Math for Technology <b>or</b> .....	3
MATH	1023	College Algebra	
MD	1003	Computer Integrated Manufacturing I (CIM I).....	3
MD	2403	Hydraulics/Pneumatics (Fluidics).....	3
MD	2523	Automated Manufacturing – CNC (Computer Numerical Control).....	3
<b>THIRD SEMESTER</b> .....			<b>16</b>
ENGL	1123	Composition II <b>or</b> .....	3
CO	2213	Technical Writing	
EM	2924	Programmable Logic Controller I.....	4
MD	1403	Basic Blueprint Reading.....	3
MD	2713	Computer Integrated Manufacturing II (CIM II).....	3
RB	2303	Industrial Robotics.....	3
<b>FOURTH SEMESTER</b> .....			<b>17</b>
MD	1603	Computer Aided Design/Computer Aided Manufacturing (CAD/CAM).....	3
EM	2934	Programmable Logic Controller II.....	4
_____	_____	Technical Elective.....	3
PH	1014	Applied Physics with Lab <b>or</b> .....	4
PHYS	2003	General Physics I <b>and</b> .....	
PHYS	2001	General Physics I Lab	
_____	_____	Social Science Elective.....	3

**TOTAL HOURS REQUIRED** ..... 63



**RECOMMENDED TECHNICAL ELECTIVES**

EM	2213	Industrial Electricity
MD	2833	Geometric Dimensioning & Tolerancing III
MD	2603	Industrial Safety

Note: Students wishing to transfer to SAU Magnolia for the B.S.I.T. program must take Composition II, College Algebra, and General Physics with Lab and work closely with the Industrial Technology Program Coordinator at SAU Magnolia. The B.S.I.T. program at SAU Magnolia is now known as the B.S. in Engineering Physics-Manufacturing Option.

**MANUFACTURING TECHNOLOGY  
Technical Certificate**

			<b>CREDIT HOURS</b>
ENGL	1113	Composition I.....	3
MIS	1003	Introduction to Computers.....	3
EE	1003	Introduction to Basic Electricity.....	3
EE	1102	Methods.....	2
EE	1324	DC/AC Circuit Analysis.....	4
MD	1033	Basic Machine Tools.....	3
MD	1403	Basic Blueprint Reading.....	3
MD	2403	Hydraulics/Pneumatics (Fluidics).....	3
MATH	1043	Math for Technology <u>or</u> .....	3
MATH	1023	College Algebra.....	3
<b>TOTAL HOURS REQUIRED</b> .....			<b>27</b>

**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.

			<b>CREDIT HOURS</b>
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
<b>TOTAL HOURS REQUIRED</b> .....			<b>15</b>

**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.

			<b>CREDIT HOURS</b>
<b>FIRST SEMESTER</b> .....			<b>15</b>
MM	1003	Introduction to Multimedia.....	3
MM	1123	Digital Animation.....	3



MM	1133	Digital Image Making.....	3
MM	_____	Multimedia Emphasis Elective.....	3
MM	_____	Multimedia Emphasis Elective.....	3
<b>SECOND SEMESTER.....</b>			<b>16</b>
ENGL	1113	Composition I.....	3
MM	2033	Advanced Digital Animation.....	3
MM	_____	Multimedia Emphasis Elective.....	4
MM	_____	Multimedia Emphasis Elective.....	3
MM	_____	Multimedia Emphasis Elective.....	3
<b>THIRD SEMESTER.....</b>			<b>16</b>
ENGL	1123	Composition II <b>or</b> .....	3
CO	2213	Technical Writing.....	3
MATH	1043	Math for Technology <b>or</b> .....	3
MATH	1023	College Algebra.....	3
MM	_____	Multimedia Emphasis Elective.....	4
MM	_____	Multimedia Emphasis Elective.....	3
MM	_____	Multimedia Emphasis Elective.....	3
<b>FOURTH SEMESTER.....</b>			<b>15</b>
MM	_____	Multimedia Emphasis Elective.....	6
MM	_____	Multimedia Emphasis Elective.....	3
MM	_____	Multimedia Free Elective.....	3
_____	_____3	Social Science Elective.....	3
<b>TOTAL HOURS REQUIRED.....</b>			<b>62</b>

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

**FILM & VIDEO PRODUCTION**

First Semester

- MM 1203 Field Production & Editing
- MM 1313 Audio for Media

Second Semester

- MM 1304 Video Production I
- MM 2423 Digital Editing
- MM 2613 After Effects

Third Semester

- MM 2024 Video Production II
- MM 2063 DVD Authoring
- MM 2093 Gripology

Fourth Semester

- MM 1113 Digital Illustration
- MM 2916 Film & Video Career Preparation

**GRAPHIC DESIGN**

First Semester

- MM 1153 Web Design & Development
- MM 1213 Graphic Design I

Second Semester

- MM 1113 Digital Illustration
- MM 1234 Graphic Design II
- MM 2133 Advanced Digital Image Making

Third Semester

- MM 2053 Electronic Publishing
- MM 2414 Graphic Design III
- MM 2513 Digital Photography

Fourth Semester

- MM 2613 After Effects
- MM 2926 Graphic Design Career Preparation

**WEB DESIGN & DEVELOPMENT**

First Semester

- MM 1153 Web Design & Development
- MM 1213 Graphic Design I

Second Semester

- MM 1063 ColdFusion
- MM 2044 Advanced Web Design & Development



MM	2133	Advanced Digital Image Making
<u>Third Semester</u>		
MM	1023	JavaScript
MM	1163	Active Server Pages (ASP)
MM	2084	Web Databases
<u>Fourth Semester</u>		
MM	2936	Web Design Career Preparation
MM	2123	Web Graphics

**MULTIMEDIA FILM & VIDEO PRODUCTION  
Technical Certificate**

			<b>CREDIT HOURS</b>
ENGL	1113	Composition I.....	3
MATH	1043	Math for Technology.....	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	1304	Video Production I.....	4
MM	1313	Audio for Media.....	3
MM	2033	Advanced Digital Animation.....	3
MM	2423	Digital Editing.....	4
<b>TOTAL HOURS REQUIRED .....</b>			<b>32</b>

**MULTIMEDIA GRAPHICS TECHNOLOGY  
Technical Certificate**

			<b>CREDIT HOURS</b>
ENGL	1113	Composition I.....	3
MATH	1043	Math for Technology.....	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	1234	Graphic Design II.....	4
MM	2033	Advanced Digital Animation.....	3
<b>TOTAL HOURS REQUIRED .....</b>			<b>31</b>

**MULTIMEDIA WEB DESIGN & DEVELOPMENT  
Technical Certificate**

			<b>CREDIT HOURS</b>
ENGL	1113	Composition I.....	3
MATH	1043	Math for Technology.....	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	2033	Advanced Digital Animation.....	3
MM	2044	Advanced Web Design & Development.....	4
<b>TOTAL HOURS REQUIRED .....</b>			<b>31</b>

**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.

			<b>CREDIT HOURS</b>
<b>FIRST SEMESTER</b> .....			<b>15</b>
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
<b>SECOND SEMESTER</b> .....			<b>15</b>
ECON	1003	The American Enterprise System.....	3
ENGL	1113	Composition I.....	3
CS	2043	Business Graphics.....	3
OS	1143	Speedbuilding.....	3
OS	2233	Office Procedures.....	3
<b>THIRD SEMESTER</b> .....			<b>14</b>
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
<b>FOURTH SEMESTER</b> .....			<b>12</b>
BA	2003	Internship.....	3
MIS	2073	Desktop Publishing.....	3
MATH	1043	Math for Technology <b>or</b> .....	3
MATH	1023	College Algebra	
OS	1113	Records & Database Management .....	3
<b>CHOOSE SIX (6) HOURS FROM THE FOLLOWING TO BE TAKEN DURING COURSE OF STUDY</b> .....			<b>6</b>
BA	2023	Introduction to Management <b>and/or</b>	
GBUS	2003	Legal Environment of Business <b>and/or</b>	
ACCT	2103	Principles of Accounting II	
<b>TOTAL HOURS REQUIRED</b> .....			<b>62</b>

#### 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.

			<b>CREDIT HOURS</b>
BA	1133	Business Math .....	3
MIS	1003	Introduction to Computers .....	3
CS	2043	Business Graphics.....	3
MIS	2073	Desktop Publishing.....	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
<b>TOTAL HOURS REQUIRED</b> .....			<b>35</b>

#### 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 August 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. Once your Application for Admission to the Practical Nursing Program has been received, you will be mailed a date to take the pre-entry test.
4. Take the pre-entry test, the Test of Essential Academic Skills (TEAS®) test.
  - a. The TEAS® is given through the Testing Center and a fee is charged.
  - b. The TEAS® is an on-line computerized test and takes approximately 3-1/2 hours to complete.
  - c. The TEAS® includes, but is not limited to, reading comprehension, mathematics, science reasoning, and English and language usage.
  - d. The TEAS® may only be taken twice per application period.
  - e. For more information on the TEAS® 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 the second week of July.
7. Student selection will be based on TEAS® 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**

**FALL SEMESTER**

PN	1113	Body Structure & Function.....	3
PN	1106	Basic Nursing .....	6
PN	1011	Nursing Communications .....	1
PN	2011	Nutrition .....	1
PN	1131	Geriatrics .....	1
PN	1121	Professional Concepts.....	1
PN	1313	Pharmacology I.....	3
PN	1153	Clinical I .....	3

**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	2031	Clinical II .....	11



**SUMMER SEMESTER**

PN	2022	Medical/Surgical Nursing II.....	2
PN	2021	Mental Health .....	1
PN	2026	Clinical III.....	6
<b>TOTAL HOURS REQUIRED .....</b>			<b>46</b>

**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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**PROGRAMMABLE LOGIC CONTROLLERS (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

<b>TOTAL HOURS REQUIRED .....</b>			<b>16</b>
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**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**

<b>GENERAL EDUCATION .....</b>			<b>18</b>
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 .....	



HIST	2013	United States History I <u>or</u> .....	3
HIST	2023	United States History II <u>or</u> .....	
PSCI	2003	American Government: National .....	
<b>TWO (2) OR THREE (3) COURSES FROM FOCUS AREA .....</b>			<b>6/9</b>
<b>TECHNICAL ELECTIVES .....</b>			<b>9/6</b>
<b>OTHER EXPERIENCE .....</b>			<b>30</b>
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.			
<b>TOTAL HOURS REQUIRED .....</b>			<b>63</b>

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.

			<b>CREDIT HOURS</b>
<b>FIRST SEMESTER .....</b>			<b>15</b>
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
<b>SECOND SEMESTER .....</b>			<b>15</b>
ENGL	1113	Composition I .....	3
MD	1123	Mechanical Devices.....	3
MD	1323	Intermediate Welding.....	3
MD	1403	Basic Blueprint Reading .....	3
MD	2703	Advanced Industrial Safety.....	3
<b>THIRD SEMESTER .....</b>			<b>16</b>
ENGL	1123	Composition II <u>or</u> .....	3
CO	2213	Technical Writing .....	
EM	2924	Programmable Logic Controller I.....	4
MATH	1043	Math for Technology <u>or</u> .....	3
MATH	1023	College Algebra .....	
MD	1053	Introduction to Preventive Maintenance .....	3
MD	1313	Advanced Welding.....	3
<b>FOURTH SEMESTER .....</b>			<b>15</b>
CE	2401-3	Internship I.....	3
EM	2213	Industrial Electricity.....	3
MD	2403	Hydraulics/Pneumatics (Fluidics) .....	3
MD	2633	Maintenance Management .....	3
_____	_____	Social Science Elective .....	3

**TOTAL HOURS REQUIRED ..... 61**

**Note:** Students wishing to transfer to SAU Magnolia for the B.S.I.T. degree should work closely with the Industrial Technology Program Coordinator at SAU Magnolia. The B.S.I.T. degree is now known as the Bachelor of Science in Engineering Physics-Industrial Technology Option. The AAS Technology: Industrial Maintenance Emphasis is also available at the Magnolia Business & Industry Training Center.

**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.

			<b>CREDIT HOURS</b>
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.....	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
<b>TOTAL HOURS REQUIRED .....</b>			<b>39</b>

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

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.

			<b>CREDIT HOURS</b>
<b>FOCUS AREA .....</b>			<b>28</b>
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
<b>GENERAL EDUCATION CORE.....</b>			<b>15</b>
ENGL	1113	Composition I.....	3
ENGL	1123	Composition II.....	3
MIS	1003	Introduction to Computers.....	3
MATH	1043	Math for Technology <b>or</b> .....	3
MATH	1023	College Algebra.....	3
HIST	2083	History of Arkansas.....	3
<b>ELECTIVES .....</b>			<b>19</b>
ECON	1003	The American Enterprise System.....	3
BA	2023	Introduction to Management.....	3
SPCH	1113	Principles of Speech.....	3
ES	1013	Environmental Safety.....	3
HS	1403	Personal & Community Health.....	3

PSYC	2003	General Psychology .....	3
GS	1021	Portfolio Development .....	1
<b>TOTAL HOURS REQUIRED .....</b>			<b>62</b>

**LAW ENFORCEMENT  
Technical Certificate**

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.

			<b>CREDIT HOURS</b>
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
<b>TOTAL HOURS REQUIRED .....</b>			<b>28</b>

**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.

			<b>CREDIT HOURS</b>
MD	1303	Basic Welding .....	3
MD	1323	Intermediate Welding .....	3
MD	1313	Advanced Welding .....	3
<b>TOTAL HOURS REQUIRED .....</b>			<b>9</b>

## **SPECIAL COLLEGE PROGRAMS**

### **A+LEARNING SYSTEMS (A+LS)**

A+LS is a computer-based instructional system designed to help refresh and upgrade basic skills of students in the areas of reading, writing, math, science, and social studies. A+LS is used as a supplement by students enrolled in developmental and other college level courses; or with approval of the instructor, a student may meet their developmental education requirements entirely in the A+LS labs.

### **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), computer literacy, family 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 746 California Avenue, 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 100 Carr Road, Camden, Arkansas 71701-1900.

### **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 1.870.836.3370.

### **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](mailto: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.

### **COMMUNITY EDUCATION AND ENRICHMENT**

The Community Education and Enrichment program is a service of the Department of Secondary and Community Educational Services. It offers a large variety of learning activities for all ages from children to senior adults. The program mission is to identify and provide the needed programs and services including events, courses, workshops, seminars, and forums designed to meet the community interests. The program goal is to identify, develop, and offer a variety of leisure activities. Many courses have been offered to the community-at-large covering a broad spectrum of interests. These courses have ranged from dance, arts and crafts, to a variety of computer classes. For more information about Community Education at SAU Tech, call 1.870.574.4495.

## CONCURRENT ENROLLMENT

The Concurrent Credit program at SAU Tech operates under the Department of Secondary and Community Educational Services within the Division of Extended Education. It is designed to enrich the educational opportunities of pre-college students and provide a challenging college-level experience for high school students who have demonstrated their readiness for post-secondary academic work. Concurrent credit is a cooperative/partnership program between participating high schools and SAU Tech through which high school students may enroll in college-level courses prior to graduation. Approved high school teachers or SAU Tech faculty teach college-credit courses during the regular high school schedule. The course materials, assignments and grading standards used in the courses meet the same standards as regular SAU Tech courses. For more information, contact the Department of Secondary and Community Educational Services.

ACT 1097 of the General Assembly provides for students who are enrolled in an accredited high school and meet admission standards of SAU Tech to concurrently enroll for academic courses. High school students who meet the following criteria and procedures may enroll in college classes concurrently with their high school classes:

1. The student must have completed the 8th grade.
2. Only those students who have the ability to benefit from college-level classes will be enrolled.
3. 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.
4. All arrangements for receiving dual high school/college credit and/or arrangements for third party payment of tuition and fees are handled through the Office of Concurrent Enrollment.
5. Students with an ACT score of 19 or ASSET of 120 or better may be eligible for a high school scholarship.

For more information, contact the Department of Secondary and Community Educational Services at 1.870.574.4476.

## EXTENDED EDUCATION

The Division of Extended Education at SAU Tech 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 is comprised of six (6) integrated service units that work closely with adult learners, high school students, local business and industry partners, economic development agencies, government, civic and social service organizations, and public and private secondary schools. In addition, 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. Career and employability skills readiness are also provided through the Division. Departments under the Division of Extended Education are:

1. Adult Education Center of Ouachita & Calhoun Counties
2. Arkansas Manufacturing Solutions / NIST
3. Business and Industry Training
4. Career Pathways Initiative
5. SAU Tech Career Academy
6. Secondary and Community Educational Services

## 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, Construction Technology, 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 100 Carr Road, Camden, Arkansas 71701-1900.

## 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 is designed to give an introduction and overview of basic, essential medical language terms. 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.

**PN 1011. Nursing Communications.** This course is designed to introduce the student to essential medical language and prepare the student to interact therapeutically with the patient and members of the healthcare team. Special needs and cultural considerations are explored. The importance of clear, accurate documentation and the legal aspects of charting are emphasized.

**PN 1106. Basic Nursing.** In this course the focus is on procedural principles and skills. The student is prepared to interact therapeutically with the patient in regard to attitudes, communication, and cultural influences. Students are also prepared to promote self care and assist with daily patient needs as well as special needs which may be caused by illness or injury. Students learn basic nursing clinical skills within the scope of the practical nurse. Application as it relates to theories, concepts, principles, and skills domain is explored. Practical nursing is defined in relation to other levels of nursing.

**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.

**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.

**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.

**PN 1153. Clinical I.** This course provides guided application of nursing skills within the scope of the practical nurse. This course provides practice of skills primarily in the long term care setting with emphasis on basic nursing and geriatric nursing.

**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.

**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.

**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.

**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. Instruction is provided using the metric, apothecary, and household systems of measurement. Students learn to convert between systems of measurement and calculate drug dosages. Routine responsibilities incurred in the preparation and administration of medications is studied. Students are taught to prepare and administer medications.

**PN 1321. Pharmacology II.** This 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.

**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.

**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.

**PN 2022. Medical/Surgical Nursing II.** This course is a continuation of PN 1204 Medical/Surgical Nursing I. 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.

**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.

**PN 2031. 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.

## AUTOMOTIVE

**AT 1004. Automotive Brakes.** This course prepares individuals to engage in the diagnosis and repair of brake systems. Instruction will include units in hydraulic system diagnosis and repair, drum brake diagnosis and repair, disc brake diagnosis and repair as well as anti-lock brake system diagnosis and repair.

**AT 1014. Automotive Electrical Systems.** This course prepares individuals to engage in the diagnosis and repair of automotive electrical problems. Instruction will include units in general electrical diagnosis, and starting and charging system diagnosis.

**AT 1024. Automotive Engine Performance.** This course prepares individuals to engage in the diagnosis and repair of engine performance problems. Instruction will include units in general engine diagnosis, computerized engine controls diagnosis and repair.

**AT 1034. Automotive Suspension & Steering.** This course provides introduction to the steering and suspension system of an automobile. Customer relations and work orders will also be covered along with shop management and organizational skills. This course provides the basic knowledge for diagnosis and repair of steering and suspension systems.

## 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.** 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 Principles of Accounting I 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 0144.

**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.

**BA 2253. Computerized Accounting.** An application course designed to familiarize students with general accounting software and with the use of spreadsheets to prepare financial statements. Course content will be based on standard accounting practices. Prerequisite: ACCT 2003.

**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.** 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.

## 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 Fundamentals of Writing II, 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.

**CO 2123. American Literature I.** A survey literature course on the development of American literature from pre-colonialism to 1865.

**CO 2133. American Literature II.** A survey literature course on the development of American literature from 1865 to present.

**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 Composition I 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 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 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+ IT Technician.** 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 2174. Troubleshooting Clients.** This is the first of two (2) courses designed to prepare students in becoming a Microsoft Certified Desktop Support Technician (MCDST). This course has been designed using the objectives for the Microsoft Certification Exam 70-271 Supporting Users and Troubleshooting a Microsoft Windows XP Operating System. Students will learn to perform and troubleshoot Windows XP operating system installation; upgrading; startup and user logon problems; monitor, manage and troubleshoot file and folder access; configure and troubleshoot hardware devices and drivers, display drivers, network protocols and services; security settings and policies; local user and group accounts; TCP/IP protocol; Firewall (ICF) settings; names resolution issues; remote connections and remote desktop; and remote assistance. Prerequisite: NT 1014.

**CS 2184. Troubleshooting Applications.** This is the second of two (2) courses designed to prepare students in becoming a Microsoft Certified Desktop Support Technician (MCDST). This course has been designed using the objectives for the Microsoft Certification Exam 70-272 Supporting Users and Troubleshooting Desktop Applications on a Microsoft Windows XP Operating System. Students will learn to resolve service call issues; troubleshoot the operating system; configure Internet Explorer; install and configure Office applications; troubleshoot and solve common connectivity problems; security and security permissions; computer protection and how to troubleshoot and resolve application access; multi-user boot; and network computer issues. Prerequisite: CS 2174.

**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 2003 or permission of instructor.

**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 (formerly CS 1323 Office Suite I). Prerequisite: None.

**MIS 2073. Desktop Publishing.** The basic concepts of publication design, layout, and typography are emphasized in this course. Aldus PageMaker's capabilities will be used to create publications such as newsletters, reports, brochures, flyers, and resumes. Internet students must have access to the Internet, a browser and the latest version of PageMaker software (formerly CS2063 Business Publications). Prerequisite: CO 0133 and CO 0213; and MIS 1003 or CS 1403.

**NT 1014. Support Network Clients.** This is the first of four (4) courses designed to prepare students in becoming a Microsoft Certified System Administrator (MCSA). This course has been designed using the objectives for the Microsoft Certification Exam 70-270 Installing, Configuring, and Administering Microsoft Windows XP Professional. Students will learn to plan and install Windows XP Professional; automate an installation; configure hardware; manage disks; configure and manage files systems; troubleshoot the boot process; configure and support TCP/IP and the desktop environment; use profiles to control desktop customization, security, privacy, and connection setting for Internet Explorer; networking the OS; support remote users and mobile computing; and monitor resources and performance. Prerequisite: None.

**NT 1114. Support Network Servers.** This is the second of four (4) courses designed to prepare students in becoming a Microsoft Certified System Administrator (MCSA). This course has been designed using the objectives for the Microsoft Certification Exam 70-290 Managing and Maintaining a Microsoft Windows Server 2003 Environment. Students will learn to create and populate organizational units with user and computer accounts; manage user and computer accounts; create and manage groups; manage access to resources; implement and manage printing; implement group policy; audit accounts and resources; prepare to administer server resources; monitor system performance, maintain software using server update services; administer server resources; and maintain Windows Server 2003 security. 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 System Administrator (MCSA). This course has been designed using the objectives for the Microsoft Certification Exam 70-291 Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure. Students will learn to describe the TCP/IP architecture; convert IP addresses between decimal and binary; calculate and create subnet masks using Variable Length Subnet mask (VLSM) and classes Inter-Domain Routing (CIDR); configure hosts using static IP addresses; assign IP addresses in a multiple subnet network; describe IP routing process; configure a host to obtain an IP address automatically; configure a hosts to use name servers; isolate common connectivity issues; manage and monitor DHCP; manage, monitor and resolve host names with DNS; manage Active Directory and DNS; secure network traffic using IPsec and certificates, configure routing using Routing and Remote Access services; configure network access; and manage and monitor network access. Prerequisite: NT 1114.

**NT 2204. Information Systems 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 2214. Securing Network Servers.** 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

**NT 2234. Exchange Servers.** This is the fourth of four (4) courses designed to prepare students in becoming a Microsoft Certified System Administrator (MCSA). This course has been designed using the objectives for the Microsoft Certification Exam 70-284 Implementing and Managing Microsoft Exchange Server 2003. Students will learn to install, configure, manage and secure Exchange Server 2003; manage recipients, public folders and address lists; Implement and manage access to Exchange Server mailboxes for Internet protocol clients; manage client configuration and connectivity; routing, data storage and hardware resources; plan for disaster recovery; backup and restore Exchange Server; perform preventative maintenance, migrate users from legacy servers to separate Exchange Server 2003 organizations. Prerequisite: NT1114

### 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: 3.0 GPA.

### 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 0144.

**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 0144.

**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.

**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: BA 2223 and ENGL 1123 or CO 2213.

**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: ENGL 1123 or CO 2213.

**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: ACCT 2103 and GBUS 2003.

## 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.

**ES 1002. Basic Water Treatment.** A 24-hour WebCT training course designed to prepare new hires with the basic treatment techniques used in the drinking water industry and to pass the Arkansas Department of Health & Human Services (ADHHS) licensing exam.

**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.

**ES 1012. Intermediate Water Treatment.** A 24-hour WebCT training course designed to further the knowledge of treatment processes used in the industry and to pass the ADHHS licensing exam.

**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.

**ES 1022. Advanced Water Treatment.** A 24-hour WebCT course designed to improve the understanding of multiple treatment processes, utility overview and manage responsibilities and to prepare for the highest two (2) ADHHS licensing exams.

**ES 1101. Water Math.** A 16-hour WebCT training course designed to introduce math concepts including percentages, calculating areas & volumes. Students will need to understand the Water License Exam Formula/Conversion sheet and be able to perform necessary water calculations. Prerequisite: None

**ES 1112. Basic Water Distribution.** A 24-hour WebCT course designed to introduce the new hire about the functions, operations and purpose of a water distribution system and to prepare for the ADHHS licensing exam.

**ES 1122. Intermediate Water Distribution.** A 24-hour WebCT course designed to further understand the workings and equipment necessary for the delivery of safe drinking water to consumers and to prepare for the ADHHS licensing exam.

**ES 1132. Advanced Water Distribution.** A 24-hour WebCT course designed to further the knowledge of storage facilities, necessary appurtenances related to distribution systems and manager responsibilities related to a distribution system and to prepare for the ADHHS highest level exam.

**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.

**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 2133. Environmental Management Seminar.** This course is designed to give the student the opportunity to research a topic chosen by the student with the approval of the instructor. All informational sources will be utilized (library, internet, etc.) All papers are to be written in a format suitable for publishing. Internet students must have access to the Internet and a browser. Prerequisite: permission of instructor.

**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.

**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.

**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.

**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.

## 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.

**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.

**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.

**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.

**FS 1103. Company Officer I.** Effectively managing human resources; community relations, fire department organization and administration; emergency service delivery and service. Prerequisite: FS 1123.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

## FOREIGN LANGUAGE

**CO 1403. Spanish I.** Emphasis on learning the four (4) skills-listening, speaking, reading, and writing. Study and application of basic grammatical constructions, intensive oral aural practice and conversation. Study of Hispanic culture and civilization. Offered on-demand.

**CO 1413. Spanish II.** Emphasis on learning the four (4) skills-listening, speaking, reading, and writing. Study and application of basic grammatical constructions, intensive oral aural practice and conversation. Study of Hispanic culture and civilization. Offered on-demand.

**CO 1503. French I.** Beginning French with the audio-lingual approach: designed to develop skills in aural comprehension, oral expression, reading, and writing, includes thorough study of basic grammatical concepts. Offered on-demand.

## 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.

**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.

## 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.

## HUMANITIES

**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.

**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 (ALET) 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.

**LE 1004. Criminal Investigation.** This course is to include the 65 contact hours of criminal investigation taught by Arkansas Law Enforcement training Academy (ALET) 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.

**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.

**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, Probable Cause, Racial Profiling, Search of Motor Vehicles Search of Persons, Search of Premises, Testifying in Court, and Use of Force.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

## MAINTENANCE & MANUFACTURING

**MD 1003. Computer Integrated Manufacturing I (CIM I).** The identification, operation, and application of the many systems which must be integrated into the future highly-automated factory. Systems include advanced material handling hardware, forming, shaping and processing machinery, automatic warehousing and storage equipment, and CAM type control systems. Prerequisite: None.

**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.** This class is an overview of the principles, concepts, and applications of mechanisms found in an industrial plant. Topics covered include belt drive systems, chains, chain drives, conveyor belts, conveyor systems, bearings, sheaves, lubrication, sprockets, and mechanical fasteners. Lab will be used to emphasize practical maintenance, installation, and procedures for repair and replacement. 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 1303 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.

**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 1603. Computer Aided Design/Computer Aided Manufacturing (CAD/CAM).** The study of developing and interpreting engineering drawings, using computer aided drafting software to formalize engineering drawings, and using computer aided manufacturing software to convert the CAD drawing data into a tool path program for computer controlled machine. Prerequisite: MD 2523.

**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.

**MD 2523. Automated Manufacturing – CNC (Computer Numerical Control).** Principles of computer numerical control, application, and programming concepts. Laboratory problem solving experience in programming, program preparation with use of a CNC milling machine and lathe. Prerequisite: MATH 0114 or permission of instructor.

**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.** This course introduces the student to the processes that ensure that systems and plant continue to function at optimum levels through use of a totally supportive maintenance plan. Introduces various maintenance techniques, including reliability, life cycle maintenance and computerized maintenance management programs to enable a preventative and predictive approach in building reliability into the total production maintenance. 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 administering 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.

**MD 2713. Computer Integrated Manufacturing II (CIM II).** A continuation of CIM with emphasis on laboratory work. Prerequisite: MD 1003.

**MD 2833. Geometric Dimensioning & Tolerancing III.** This is the advanced study and utilization of geometric dimensioning and tolerancing and tolerancing application. As an industry specific course, it is heavy on job work and practical problems. Prerequisite: MD 1403 or permission of instructor.

**RB 2303. Industrial Robotics.** This course is a study of industrial robotics and their application in industry with hands-on application of a state-of-the-art industrial robot. Part of the course coverage will consist of the safety requirements involved with industrial robotics, maintenance requirements, robot classifications, and the steps for robot justification. Prerequisite: MIS 1003, EE 1003, and EE 1324.

## 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 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 Eduspace software. Eduspace passkey is bundled with new textbook. Prerequisite: ACT score in Math of 6 or below or equivalent score on alternate test.

**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 Eduspace Software. Eduspace passkey is bundled with new textbook. Prerequisite: ACT score in math of 7-15 or equivalent score on alternate test.

**MATH 1003. 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 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 Eduspace Software. Eduspace passkey is bundled with new textbook. Prerequisite: ACT score in math of 16-18 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.

**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.

**MATH 1073. Elements of Geometry & Trigonometry.** An integrated course covering basic algebra, geometry, and trigonometry as they apply to algebraic equations and applications, algebraic graphs, exponents, variation, area and volume, circles, trigonometric graphs, and oblique and right triangle properties and applications. Prerequisite: ACT score in math of 7-15 or equivalent score on alternate test or "C" or better in MATH 1013.

**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.

**MATH 2015. Calculus & Analytic Geometry II.** Continuation of MATH 1525, this course consists of integration and applications, revolution of a function and applications, integration by parts, sequences and series, parametric equations, polar coordinates, conic sections, vectors and vector calculus. Prerequisite: MATH 1525

**MATH 2053. Math for Teachers I.** This is a course designed for P-8 Education majors. It consists of three (3) hours of institution and a field experience requirement. Numeration systems from natural numbers through real numbers will be covered. The operations and properties with applications within each system will be developed as appropriate to the P-8 teacher. Methods of teaching these concepts with the use of manipulatives, and technology will be stressed. Prerequisite: MATH 1023.

**MATH 2063. Math for Teachers II.** This course consists of three (3) hours of class time and a field experience requirement. Concepts of geometry, measurement, spatial sense, probability, statistics and data analysis will be developed as appropriate to the P-8 teacher. Methods of teaching these concepts with the use of manipulatives and technology will be stressed. Prerequisite: MATH 2033.

## 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.** A requirement for entry into MM 1143, DHTML, Intro to JavaScript is also available as a stand-alone course of study. 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 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 basic database connectivity. The student will conceptualize, code, design and deliver two (2) unique, professional-quality dynamic websites over the term of this course using Macromedia ColdFusion MX and basic SQL. Server 2000 databases. 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 Macromedia Flash MX, a bandwidth friendly and web browser independent vector-graphic animation application. The student will develop interactive applications for websites. Co-requisite: MM1133 Digital Image Making 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 fundamental course for Web Design & Development. Through a series of lectures, 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). The student will conceptualize, code, design and deliver two (2) unique, static websites over the term of this course. 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 2000 and SQL Server 7 with ASP, Visual Basic Script, Cascading Style Sheets (CSS), 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 1234. 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 1304. Video Production I.** This class provides demonstrations and guided practice to teach students the basics of the video production process. Prerequisite: MM 1203.

**MM 1313. Audio for Media.** This course provides a solid foundation to the basic concepts that apply to all aspects of audio

production. From acoustical basics to psychoacoustics and digital work paths, this class teaches students how audio works in our multimedia rich world. Prerequisite: None.

**MM 2024. Video Production II.** This class will cover basic video production techniques but will focus on a thorough understanding of Final Cut Pro. Prerequisite: MM 1304 and MM 1313.

**MM 2033. Advanced Digital Animation.** This course of study extends the timeline-based animation skills of students who have completed a course of study in Macromedia Flash MX or have previous experience with timeline-based multimedia applications. Focus is on three (3) principal multimedia areas: Web Design/Development, Graphics Design and Film & Video Production. Students will develop and publish online and offline applications that form the core of today's rich media experience. Prerequisite: MM1123 or permission of instructor.

**MM 2044. Advanced Web Design & Development.** This course extends the fundamentals of MM 1153 Web Design & Development 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 four (4) unique, professional-quality websites over the term of this course. Prerequisite: MM 1153.

**MM 2053. Electronic Publishing.** Electronic Publishing 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 2063. DVD Authoring.** This class provides a thorough understanding of DVD production utilizing DVD Studio Pro. From the simplistic to the complex, students will learn what it takes to create DVDs. Prerequisite: MM 1203 and MM 1133.

**MM 2084. Web Databases.** This course provides students with the requisite knowledge and skills required to conceptualize, configure, architect, develop, and test and debug reliable and scalable back end databases in support of cross-browser compatible front-end web applications. The course introduces the student to the Structured Query Language (SQL) and other fundamental client/server data connectivity concepts and practices using MS SQL Server 2000 data services and ODBC. Prerequisite: None.

**MM 2093. Gripology.** This class provides students the essential knowledge necessary to obtain work as a grip in the film and/or television industry.

**MM 2123. Web Graphics.** This course of study will extend fundamental digital imaging concepts, production methods, and integration strategies into a wide variety of web graphics. Software used will include various web browsers, Adobe Photoshop, ImageReady, and Flash. The principal focus will be on creating fast-loading, sharp and meaningful static and animated bitmap, and vector digital images for web presentation.

**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 2414. 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 1234.

**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 2916. 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.

**MM 2926. 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 advance 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.

**MM 2936. Web Design Career Preparation.** This class prepares Web Design & Development 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 present their portfolio to an audience.

## OFFICE SYSTEMS TECHNOLOGY

**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, OS 2223, 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.

**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 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. 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.

**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.

## TEACHER EDUCATION

**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.

**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.

**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.

**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.

**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.

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

**SC 2043. Physical Science for Teachers.** An introduction to a selection of core concepts of physics and chemistry with mathematical applications. Students will develop methods of learning science, with emphasis on inquiry, scientific method, and integrating common everyday objects and experiences. Prerequisite: Appropriate ACT or equivalent score on alternate test, CO 0133 and CO 0223.

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### SAU TECH FACULTY

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Clarence Barrong, Business Administration  
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Robert Brown, Computer Technology  
B.S.-Colorado Technical University; CompTIA A+; CompTIA Network+ Certified

Jimmie Bryan, EMS Coordinator, Arkansas Fire Training Academy

Laura Camp, Biology, Anatomy & Physiology  
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David Ferguson, Crossett Site Coordinator & Instructor, Arkansas Fire Training Academy

Aaron Flowers, Aviation-Texarkana  
B.S.-Henderson State University

Tara Gore, Medical Professions, SAU Tech Career Academy-Magnolia  
A.S.-Northwestern State University

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N.W.P.-Fellow with UALR; M.L.A.-Henderson State University; B.A.-Henderson State University; A.A.S.-Southern Arkansas University Tech

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Ed.D.-University of Memphis; M.S.-University of Arkansas; B.S.-University of Central Arkansas

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Ken Moore, Aviation-Texarkana  
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A.A.S.-CCAF, Travis AFB California

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Bradley Vick, Instructor, Arkansas Fire Training Academy

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#### **SAU TECH CLASSIFIED STAFF**

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Joyce Maxwell, Buyer/Bookstore Manager, Business Office

Brent McManus, Warehouse Specialist, Physical Plant

Cardilia Merritt, Administrative Specialist II, Academic Affairs  
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Jon Mitchell, Public Safety Officer, Physical Plant

Jud Mitchell, Public Safety Officer, Physical Plant

Sarah Mitchell, Academic Lab Assistant, SAU Tech Career Academy-Fordyce

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Jason Powers, Computer Operator, Information Technology Services

Randall Priddy, Maintenance Assistant, Physical Plant

J.C. Rhinehart, Skilled Tradesman, Physical Plant  
HVAC/R Technical Certificate

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WebCT Campus Edition 6 Specialist

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A.A.S.-Capitol City Junior College

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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
Career Academy – Camden .....	574-4421
Career Academy – Fordyce .....	352-2126
Career Academy – Magnolia .....	234-2610
Career Pathways Initiative .....	574-4705
Center for Web-Based Learning .....	574-4453
Chancellor's Office .....	574-4501
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Community Technology Center .....	837-4000
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Vice Chancellor for Information Technology .....	574-4514
Vice Chancellor for Student Services .....	574-4504

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