SOUTHERN ARKANSAS UNIVERSITY TECH
COLLEGE CATALOG
2014-2015
SAU TECH
We put YOU first!
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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 acres of land and six 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 (SAU). 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 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 (AETA); the Arkansas Fire Training Academy (AFTA); the SAU Tech Adult Education Programs for Calhoun, Cleveland, Columbia, Dallas and Ouachita 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

1. Student Success – To provide every student the opportunity to acquire knowledge and skills through relevant, high-quality instruction, programs, and services.

2. Access to Higher Education – To increase the College’s core enrollment.

3. Resource Development, Institutional Effectiveness, and Accountability – To seek financial, physical, and human resources and efficiently manage these resources through transparency and accountability.

4. 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 the institution.

2. Each person served or seeking service.

3. Personal and professional honesty and integrity.

4. The trust and confidence placed in us by our 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 our constituencies.
10. The history of SAU Tech and its contributions.

ACCREDITATION

SAU Tech is accredited by The Higher Learning Commission:

The Higher Learning Commission
230 South LaSalle Street Suite 7-500
Chicago, Illinois  60604-1411
Telephone:  1.312.263.0456
Web Address:  www.ncahlc.org

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

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

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

MEDIA DISCLAIMER

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

NOTICE OF NON-DISCRIMINATION

SAU Tech’s admission policy is designed to provide access to educational opportunities to all persons who are interested in and can benefit from pursuing higher education regardless of race, color, nationality, gender, religion, or age in the delivery of services. Prospective students may be required to upgrade educational preparation before entering certain courses or programs. It is SAU Tech’s policy to provide equal access to services and facilities for persons with disabilities. The Vice Chancellor for Finance & Administration has been designated to handle inquiries regarding the nondiscrimination policies.

POLICY DISCLAIMER

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

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

Act 734 of 2009, The Arkansas Clean Air Act of 2009, mandates that all state supported colleges and universities along with all properties controlled by those institutions must be smoke free by August 1, 2010. Beginning August 1st, any person found guilty of violating the provisions of Act 734 shall be punished by a fine of not less than $100 and not more than $500.
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 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 MMR shots or two of each of the measles, mumps and rubella shots
3. An official copy of high school transcript or GED scores
4. ACT, SAT, ASSET, or COMPASS test scores
5. Official college transcript(s), if applicable
6. Declaration of a Degree Plan

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

Arkansas Requirements for Unconditional Admission – An applicant will be admitted to SAU Tech unconditionally, without academic restriction, if he/she satisfies one 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 of the preceding requirements for unconditional admission, will be admitted conditionally. Those who are admitted conditionally must successfully complete, within the first 30 semester hours, the requirements of condition appropriate for the chosen degree or certificate. Successful completion is defined as obtaining a passing grade in the required courses and maintaining a 2.00 GPA in those courses on a 4.00 scale.

INTERNATIONAL STUDENTS

All international applicants submit the following:

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

Transfer Students
1. Completed Application for Admission received by SAU Tech at least 30 days prior to date of expected enrollment.
2. Completed Transfer Information Sheet.
3. Evidence of the ability to read, write, speak, and understand English sufficiently to enable successful completion of college-level courses. This may be accomplished by providing proof of a score of 500 or higher on the TOEFL or 173 or higher on the computerized TOEFL, proof of successful completion of Level 109 at an ELS Language Center or its equivalent, or provide evidence that English is the native language of the country of origin. This requirement may be waived based on the student’s past academic record.
4. College entrance examination/placement score reports (ACT, SAT, ASSET, or COMPASS). This requirement may be waived based on the student’s past academic record.
5. Certified documentation of high school completion at the “REGULAR” level. The documentation must be presented in English.
6. Certified transcripts of all secondary school and college credit. The certified transcripts must be presented in English.

7. Placement test scores must be presented as part of the admission process or the student must be prepared to take a placement test before the first registration at SAU Tech. This requirement may be waived based on the student’s past academic record.

8. Medical history reports and MMR (Mumps/Measles/Rubella) immunization certificate and any other health certificates as required by state or federal regulations.

9. Documentation of health insurance coverage and a commitment to continue to have adequate medical insurance, including repatriation provision, during enrollment at SAU Tech.

10. Documentation of financial ability adequate to pay the costs of living and attending school at SAU Tech.

**CHANGE OF NAME OR ADDRESS**

The Registrar’s Office should be informed of all changes in the student’s legal name, mailing address, and/or telephone number. SAU Tech is not responsible for a student’s failure to receive official information due to failure to notify SAU Tech of any changes. A copy of Social Security card 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 years are required to take the ACT, SAT, ASSET or COMPASS test before they register. Academic counselors and advisors use the test results for course placement. There are only a limited number of courses that students may enroll in without the necessary test scores or prerequisite courses.

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

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

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

<table>
<thead>
<tr>
<th>WRITING SKILLS</th>
<th>ACT</th>
<th>ASSET</th>
<th>COMPASS</th>
<th>COURSES REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or Below</td>
<td>37 or Below</td>
<td>37 or Below</td>
<td>Intro to Language Arts</td>
<td></td>
</tr>
<tr>
<td>16-18</td>
<td>38-44</td>
<td>38-79</td>
<td>Composition I &amp; Writing Workshop</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>45+</td>
<td>80+</td>
<td>Exempt</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>READING SKILLS</th>
<th>ACT</th>
<th>ASSET</th>
<th>COMPASS</th>
<th>COURSES REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 or Below</td>
<td>36 or Below</td>
<td>73 or Below</td>
<td>Intro to Language Arts</td>
<td></td>
</tr>
<tr>
<td>16-18</td>
<td>39-42</td>
<td>74-82</td>
<td>Composition I &amp; Writing Workshop</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>43+</td>
<td>83+</td>
<td>Exempt</td>
<td></td>
</tr>
</tbody>
</table>
## COMPOSITION I

<table>
<thead>
<tr>
<th>ACT</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 19+ &amp; Reading 19+</td>
<td>Writing 45+ &amp; Reading 43+</td>
<td>Writing 80+ &amp; Reading 83+</td>
</tr>
</tbody>
</table>

## MATH SKILLS

<table>
<thead>
<tr>
<th>ACT</th>
<th>ASSET</th>
<th>COMPASS</th>
<th>COURSES REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 or Below</td>
<td>47 or Below *(Elem Alg Test) 42 or Below *(Int Alg Test)</td>
<td>100 or Below *(Pre-Alg Test) 65 or Below *(Gen Alg Test)</td>
<td>Transitional Math I *(All Transfer Degrees) Technical Math *(All A.A.S. Degrees)</td>
</tr>
<tr>
<td>17-18</td>
<td>35-42 *(Int Alg)</td>
<td>48-65 *(Gen Alg Test)</td>
<td>Transitional Math I + College Algebra *(All Transfer Degrees)</td>
</tr>
<tr>
<td>19+</td>
<td>43+ *(Int Alg Test)</td>
<td>66+ *(Gen Alg Test) 0-100 *(College Alg Test)</td>
<td>College Algebra College Math *(All Transfer Degrees) Math Credit Granted *(All A.A.S. Degrees)</td>
</tr>
</tbody>
</table>

### SAT TEST ONLY

<table>
<thead>
<tr>
<th>Eligible:</th>
<th>Composition I + Writing Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>420-468 in English/Reading Area</td>
<td></td>
</tr>
<tr>
<td>469 or Above in English/Reading Area</td>
<td>Composition I</td>
</tr>
<tr>
<td>381-459 in Math</td>
<td>Transitional Math + College Algebra</td>
</tr>
<tr>
<td>460 or Above in Math</td>
<td>College Algebra</td>
</tr>
</tbody>
</table>

## EXPLORE & PLAN SCORES THAT PROJECT AN ACT SCORE OF 19

### ***CONCURRENT STUDENTS ONLY***

<table>
<thead>
<tr>
<th>ACT Sub-Test</th>
<th>ACT</th>
<th>EXPLORE</th>
<th>PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading</td>
<td>19</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td>Math</td>
<td>19</td>
<td>15</td>
<td>17</td>
</tr>
<tr>
<td>English</td>
<td>19</td>
<td>14</td>
<td>16</td>
</tr>
</tbody>
</table>

### American College Testing/College Board Testing

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

## READMISSION

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

## REGISTRATION

After being admitted to SAU Tech, each student must register for courses at the time designated in the class schedule. The student is responsible for the accuracy of the registration schedule, which should correspond with planning a program of study (the degree plan) and meeting the requirements of graduation.
It is the student’s responsibility, having consulted with an academic advisor, to complete the prerequisites for every credit course before enrolling in it. Prerequisites are also listed in the COURSE DESCRIPTIONS section of this catalog.

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

Additionally, students who do not attend a class without an excused absence during the census period (the first 11 days during the fall and spring semesters or the first five 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 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 Academics. Students who wish to pursue additional degrees must complete a minimum of 15 credit hours of difference between the degrees. There is no limit on the number of degrees, technical certificates or certificates of proficiency a student may earn.

**SCHEDULE CHANGES TO REGISTRATION**

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

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

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

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

Note: 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.

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

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

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

TRANSFER OF CREDIT

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

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

The Arkansas Course Transfer System (ACTS) contains information about the transferability of courses within Arkansas public colleges and universities. Students are guaranteed the transfer of applicable credits and the equitable treatment in the application of credits for the admissions and degree requirements. Course transferability is not guaranteed for courses listed in ACTS as “NO COMPARABLE COURSE.” Additionally, courses with a “D” frequently do not transfer and institutional policies may vary. ACTS may be accessed on the Internet by going to the ADHE website at http://adhe.edu and selecting COURSE TRANSFER.
FINANCIAL INFORMATION

PAYMENT POLICY

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

REFUNDS

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

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Class Begins</td>
<td>100%</td>
</tr>
<tr>
<td>Day 1 – Day 8 of Semester</td>
<td>100%</td>
</tr>
<tr>
<td>Day 9 – Day 14 of Semester</td>
<td>90%</td>
</tr>
<tr>
<td>Day 15 – Day 21 of Semester</td>
<td>50%</td>
</tr>
<tr>
<td>Day 22 – Day 28 of Semester</td>
<td>25%</td>
</tr>
<tr>
<td>After Day 28</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Period</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Class Begins</td>
<td>100%</td>
</tr>
<tr>
<td>Day 1 – Day 2 of Semester</td>
<td>100%</td>
</tr>
<tr>
<td>Day 3 – Day 8 of Semester</td>
<td>90%</td>
</tr>
<tr>
<td>Day 9 – Day 15 of Semester</td>
<td>50%</td>
</tr>
<tr>
<td>Day 16 – Day 22 of Semester</td>
<td>25%</td>
</tr>
<tr>
<td>After Day 22</td>
<td>0%</td>
</tr>
</tbody>
</table>

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

SCHEDULE OF TUITION, FEES & HOUSING

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

1. TUITION
   - Arkansas Resident: $108.00 per credit hour
   - Non-Resident: $156.00 per credit hour

2. PROCESSING FEE
   - Arkansas Resident: $25.00 per credit hour
   - Non-Resident: $25.00 per credit hour

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

3. MISCELLANEOUS FEES
   - Facility Use Fee (mandatory for all credit hours): $2.00
Late Registration Fee* ..................................................................................................................................................... $25.00
Course Change Fee* .................................................................................................................................................... $10.00
Transcript Fee (first-time entering students only – non-refundable unless complete withdrawal) ..................... $15.00
Matriculation Fee (payable one time only – non-refundable unless complete withdrawal) ................................................. $30.00
Internet Course Fee (credit courses) ........................................................................................................................ $20.00 per credit hour
Learning Strategies Fee (first-time Internet students) .................................................................................................. $15.00
Nursing Fee (LPN students) ........................................................................................................................................... $50.00
Nursing Curriculum Fee (payable over three semesters) .............................................................................................. $444.00
Welding Academy Fee ................................................................................................................................................ $1,500.00 per course
Lab Fee (if applicable) ............................................................................................................................................... $10.00
FAA Certification Fee (Aviation Maintenance students) ............................................................................................ $250.00
*Assessed for registration or course changes after classes begin.

4. NON-CREDIT INTERNET COURSE FEES
   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
   Off Campus Apartment – Double Occupancy Bedroom ................................................................. $1,300.00 per person per semester
   On Campus Apartment – Double Occupancy Bedroom ................................................................. $1,100.00 - $1,300.00 per person per semester
   Refundable Application/Damage Fee .............................................................................................. $100.00 per person per semester
   Note: Utilities, satellite service, Internet service, washers and dryers are included in cost.
   Summer
   On Campus Apartment – Double Occupancy Bedroom ................................................................. $400.00 per person per term
   Application/Damage Fee .......................................................................................................................... $100.00 per person
   Note: On Campus housing is the only housing area open for the summer terms. Utilities, satellite service, Internet
   service, washers and dryers are included in cost.

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 year.

SETTLEMENT OF DEBTS FOR RELEASE OF GRADES & TRANSCRIPT

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

RETURN OF TITLE IV FINANCIAL AID WHEN A STUDENT WITHDRAWS

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

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

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

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

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

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

Unearned aid funds are allocated to the Title IV programs from which the student received assistance in the following specified order of those Title IV programs at SAU Tech:
1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal Pell Grants
4. Federal Supplemental Educational Opportunity Grants
5. Other Federal Title IV Assistance
6. Other Federal Sources of Aid.

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

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

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

ACADEMIC ADVISING

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

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

CAMPUS EMERGENCIES

Police – Providing for the safety and security of members of SAU Tech’s community and property is the responsibility of the SAU Tech Campus Police. Officers provide protection on campus and will assist in all emergencies. A SAU Tech Campus Police Officer is available to assist with automobile problems and is willing to help students whenever necessary. For traffic regulations, please see the student handbook.

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.

Fire – In the event of fire on the campus, notify the Campus Police at 1.870.574.4517 or call 1.870.231.5300 and give the dispatcher the exact location of the fire.

Tornado – Follow emergency instructions posted inside the door of all classrooms.

COLLEGE BOOKSTORE

The SAU Tech Bookstore is operated independently by BBA Solutions as a service to students, faculty and staff. In addition to providing required textbooks, the bookstore also provides college T-shirts, sweatshirts, supplies, jackets, and other items.

COUNSELING SERVICES

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

a. Terms and conditions of deterrents for:
   • Service in the Peace Corps.
   • Service under the Domestic Volunteer Service Act of 1973.
   • Comparable volunteer service for tax-exempt organization of demonstrated effectiveness in the field of community service.

3. Available Financial Assistance

a. Description of all available federal, state, local, private, and institutional financial need-based and non-need based assistance programs, and for each program a description of:
   • Application form and procedures.
   • Student eligibility requirements.
   • Selection criteria.
   • Criteria for determining the amount of a student’s award.

b. Rights and responsibilities of students receiving Title IV and other financial aid, including:
   • Criteria for continued eligibility.
   • Satisfactory academic progress standards and criteria to reestablish eligibility if student fails to maintain satisfactory academic progress.
   • Methods and frequency of financial aid disbursements.
   • Terms of any loans received, sample loan repayment schedules, and the necessity for repaying loans.
   • General conditions and terms applicable to any employment offered as part of student’s financial aid award.
   • Exit counseling information required to be provided and to be collected from student borrowers of a Direct Loan or Federal Perkins Loan.

4. Institutional Information

a. Cost of attending SAU Tech.

b. Any applicable refund policy.

c. Requirements for officially withdrawing from SAU Tech.

d. Summary of requirements for the return of Title IV grant or loan assistance by withdrawn students.

e. Information regarding SAU Tech’s academic programs.

f. Instructional, laboratory, and other physical plant facilities associated with academic programs.

g. List of the faculty and other instructional personnel.

h. Entities that accredit, license, or approve SAU Tech and its programs and procedures for reviewing SAU Tech’s accreditation, licensing, or approval documentation.

i. Description of any special services and facilities for disabled students.

j. Title and availability of employee(s) responsible for dissemination of institutional and financial assistance disclosure information and how to contact them.

k. Statement that enrollment in a study abroad program approved for credit may be considered enrollment at SAU Tech for the purpose of applying for Title IV assistance.
5. Completion/Graduation Rates and Transfer Out Rates
   a. Completion or graduation rate of cohort of certificate or degree-seeking, full-time undergraduates who graduated or completed their program within 150 percent of the normal time for graduation or completion.
      • Cohort for schools that offer predominately standard terms programs: Group of first-time freshmen who enter fall term and are enrolled as of October 15th or the end of SAU Tech’s drop-add period.
      • Cohort for all other schools: Group of first-time freshmen who enter between September 1st and August 31st and are enrolled at least 15 days if program is less than or equal to an academic year in length, or 30 days if program is longer than an academic year.
         Note: For cohorts established prior to September 1, 1998, a student is included in the cohort if he/she attended at least one 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 and Fire Safety Report
   a. Statistics for three 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 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 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 organization(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 the Student Services Office located in Room 138 of the Administration Building or by calling 1.870.574.4529 during regular business hours.

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 month. Temporary permits may also be used for Academy and Business & Industry Training 
classes that are scheduled for less than one month. If the need for a permit exceeds one month, either a student or faculty/staff 
permit will be issued. If a campus visitor receives a parking citation, the visitor should mail the citation to Vice Chancellor for 
Student Services, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599.

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

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

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

1. Blue faculty/staff areas are reserved for faculty and staff parking. Blue faculty/staff areas are not observed Monday through 
   Friday between the hours of 5:00 pm and 7:00 am 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 pm and 7:00 am 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 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 week after the first class day of each semester and will be issued every day of the 
semester thereafter. Warnings will be issued during the first week of classes. A parking citation may be paid by cash, check, 
Visa, Mastercard, Discover or American Express at the SAU Tech Business Office. A hold will be placed on the student’s 
records, and vehicles may be subject to towing if the citations are not settled within ten 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 the Vice Chancellor for Student Services at 
1.870.574.4504 and request a citation appeal form no later than five business days following the issuance of the citation. Upon 
receiving the completed citation appeal form, the Vice Chancellor for Student Services will provide the person receiving the 
citation with the date, time and location for the appeal hearing. The person receiving the citation will be required to appear at the 
appeal hearing to provide testimony; a person who fails to appear without giving notice will be required to pay the citation and will 
lose any further right to appeal. A person wishing to appeal the decision of the Citation Appeal Committee may do so only with 
SAU Tech’s Chancellor.

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

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

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

Parking and traffic fees are stated in the current SAU Tech student handbook. Parking and traffic fees and regulations are subject to change without prior notice. Current information may be obtained by contacting Campus Police, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599 or by calling 1.870.574.4517.

SERVICES FOR STUDENTS WITH SPECIAL LEARNING NEEDS

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

**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.

**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.

**Library Services** – There are videotapes and computer programs that may be helpful in some subject areas.

**Tutoring Services** – Tutoring services are available through The Tech Learning Center that is located in the Administration Building.

**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.

**Request for Tutor/Note Taker** – Documentation of need by a clinical professional will be required prior to approval of this service.

**Request to Tape Course Lectures** – This is handled on an individual basis with approval of the instructor.

**Testing Accommodations** – Students who need untimed tests, special paper, or tutor to write answers must receive authorization for these services each semester prior to enrolling for courses.

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

INSTITUTIONAL WORK STUDY

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

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

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

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

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

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

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

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Completion Percentage Required of Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 15 Hours</td>
<td>.......................................................... 55%</td>
</tr>
<tr>
<td>16 – 30 Hours</td>
<td>........................................................................ 60%</td>
</tr>
<tr>
<td>31 or More Hours</td>
<td>........................................................................ 67%</td>
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</tbody>
</table>

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

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

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

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

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

Special Conditions

Developmental/Basic Studies Courses – Enrollment in these courses will be included in the total hour requirement for calculating financial aid awards, the calculating of cumulative semester hours of credit required, and in the calculation of cumulative semester hours attempted. Developmental/Basic studies courses do not earn a GPA and will not count toward the student’s overall GPA for academic progress purposes. Developmental/Basic Studies courses will be considered “completed” if the student earns a grade of “C” or better. Intermediate Algebra will be counted as a regular course and not a Developmental/Basic studies course.

Repeating Courses – The last grade recorded in repeated courses is the grade of record at SAU Tech and will be used in computing the student’s GPA. Both courses will count towards the number of hours attempted and they will count as completed as long as the course was completed. SAP does not limit the number of times a course can be repeated. However, there are limits on receiving financial aid for repeated courses; for additional information contact the Financial Aid Office.

“I” and “W” – Courses with a grade of “I” or “W” will count towards the student’s hours attempted, but will not count towards the hours successfully completed.

Portfolio Credits – Portfolio credits will count towards a student’s SAP to the extent they count as hours earned and attempted. If they do not count as earned and attempted then they will not count towards SAP calculation.

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 Certificate 45 hours. There are three exceptions: the A.A.S. in Aviation will be given 135 hours to complete the program and the PN and Health Sciences programs will be given 60 hours.

Academic Fresh Start – Due to federal regulations, if a student is granted Academic Fresh Start it will have no bearing on their eligibility for financial aid.

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

STUDENT HOUSING

SAU Tech provides three housing options for enrolled students:

Off Campus Apartments – Owned by the SAU Tech Foundation, managed and leased by the SAU Tech Student Life Office, these apartments feature two bedrooms, a large dining and living room, closet space and a full-size kitchen and bathroom. Utilities, basic satellite television and high speed DSL Internet are included. Kitchen comes with a full-size refrigerator, stove and other amenities. Couch, dining room table and chairs are provided. Each resident is assigned and provided a bed, desk, chair and chest in each bedroom area. Located approximately 1.5 miles from campus, this four-person per apartment complex provides spacious living quarters. Resident Capacity: 28

On Campus Apartments – Enjoy easy access to the SAU Tech campus, located right across the street along with the resident only dayroom, laundry facility and pavilion. These apartments feature two bedrooms, connected by a kitchen and bathroom area. The kitchen comes with a full-size refrigerator, stove and other amenities. Utilities, basic satellite television and Internet are included. Each resident is assigned and provided a bed, desk, chair and chest in each bedroom area. These four-person per apartment units provide convenience and easy access to the campus. Resident Capacity: 66
How to Apply for Housing – Fully complete the housing application and submit. Applications may be submitted electronically using the “apply” link located on the Housing page of the SAU Tech website, or printed and mailed to ATTN: Housing, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599.

How to Reserve a Room

1. Pay the $100 housing application/damage fee. This payment does not reserve the room for the semester but is necessary in order to obtain a room. The housing application/damage fee is only paid once unless there are fines/charges and is refundable if there are no charges during residency. The fee is refundable up to ten days prior to the move-in date.

2. Make full payment and/or utilize financial aid/scholarship monies to cover the cost for the living area that you desire. Rooms are secured based on full payment, along with the $100 housing application/damage fee. Due to the limited number of rooms available, rooms are secured on a first full payment basis.

3. All payments should be made to ATTN: Business Office, Southern Arkansas University Tech, Post Office Box 3499, Camden, Arkansas 71711-1599.

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 Activity Center. There is a $5.00 replacement fee for IDs.

TESTING

American College Testing Program – The ACT, ASSET, COMPASS or SAT examinations are used for guidance and course placement. Students interested in taking a placement exam should contact the Testing Center at 1.870.574.4486 for further information. SAU Tech has been designated as a national testing center for the ACT and SAT. The examination is administered on specified national testing dates. Information and registration forms regarding the ACT or SAT may be obtained from a high school counselor or from the Testing Center at SAU Tech.

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

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

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

Proctoring – Internet and Correspondence examination proctoring is available for students. Please contact the SAU Tech Testing Center at http://www.sautech.edu/current/testing.aspx or 1.870.574.4486 to schedule an appointment for these examinations.

TUTORING PROGRAM

SAU Tech supports a tutoring program for students who need individual assistance. Tutoring is available through The Tech Learning Center that is located in the Administration Building, Room 260. For more information, call The Tech Learning Center at 1.870.574.4725.
VISITOR INFORMATION

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

All students attending SAU Tech are encouraged to apply for federal student aid. At SAU Tech, federal student aid includes Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Federal Work Study, Subsidized Federal Direct Loans, Unsubsidized Federal Direct Loans, and Federal PLUS Loans. To be considered for these programs, a student must complete a Free Application for Federal Student Aid (FAFSA) and submit it to the Federal Processing Center on an annual basis. You can apply over the Internet at www.fafsa.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 or requested documents as required
3. All prior academic transcripts, if applicable.

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

You must pay to attend SAU Tech unless your aid is fully processed. After your late application is processed, you will be awarded the amount of aid for which you are eligible. Financial aid recipients must inform the Financial Aid Office when they:

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

FEDERAL AID PROGRAMS

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

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

**Federal Work Study (FWS)** – 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. Students will be selected by the various departments based on an interview process.

**Subsidized Federal Direct Loan** – A Subsidized Federal Direct Loan is a low-interest loan for educational purposes only made to students who are enrolled and maintain at least half-time status (six hours or more). These loans are made by the federal government and must be repaid with any accrued interest. 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 months after the student drops below half-time status, leaves school or graduates. Students are only eligible for both a subsidized loan and the subsidy for which the government pays up to 150% of the degree in which they are registered.

**Unsubsidized Federal Direct Loan** – An Unsubsidized Federal Direct Loan is a non-need based loan that the student is responsible for the interest charged during in-school and deferment periods. Students must be enrolled and maintain at least half-time status (six hours or more). 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. Repayment begins six months after the student drops below half-time status, leaves school or graduates.

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

**STATE AID PROGRAMS**

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

**Arkansas Academic Challenge Scholarship** – Applications are available online at [http://adhe.edu](http://adhe.edu). The YOUniversal application must be submitted to the Arkansas Department of Higher Education by June 1<sup>st</sup> of the student’s high school graduation year. In order to be considered for eligibility, ADHE also requires students to apply for the FAFSA by June 1<sup>st</sup>. Award amounts and enrollment requirements vary with high school graduation date, college attending, and current college completion rate. If you are awarded Academic Challenge, your award will be stated in the award letter issued by the Arkansas Department of Higher Education.

**Arkansas High Tech Scholarship** – This scholarship is available to students who have at least 19 on the ACT, a 2.50 GPA, and are enrolled in an approved high technology program at SAU Tech or other Arkansas public or private post-secondary institutions. This scholarship is valued at $500. Applications and criteria are available online at [http://dwe.arkansas.gov/hightechscholarship.htm](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 1st and December 15th for spring term. Award amounts are based on enrollment status and availability of funds.

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

Arkansas Department of Higher Education – For information and applications on additional programs awarded and administered by the Arkansas Department of Higher Education, write to Arkansas Department of Higher Education, 423 Main Street Suite 400, Little Rock, Arkansas 72201, call 1.800.54.STUDY, or visit their website at www.adhe.edu. These programs include but are not limited to the Governor’s Scholars & Distinguished Scholars, Emergency Secondary Education Loan, Law Enforcement Officers’ Dependents Scholarship, Military Dependents’ Scholarship, National Guard Scholarship, and the Second Effort Scholarship.

OTHER AID PROGRAMS

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

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

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

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

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

VETERANS BENEFITS

GI Bill – Veterans Benefits are awarded to veterans and their dependents that qualify under Chapters 30, 32, 33, 1607, and 35 of Title 38 USC and Chapter 1606 of Title 10. For information and application forms, contact the Financial Aid Office, call the Department of Veterans Affairs at 1.888.442.4551, or visit their website at www.gibill.va.gov. You must submit your class schedule each semester to the Certifying Official in the Financial Aid Office. You must notify the Certifying Official any time changes are made to your schedule or your selected major. Payments that are made directly from the Veterans Affairs Office to the qualifying student 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 31st for fall term and by December 31st for spring term. Print the completed application form and submit to the Financial Aid Office. The military typically pays 75% of tuition and fees through this program. **SAU Tech waives the other 25% upon submission of the completed application form.**

**INSTITUTIONAL SCHOLARSHIPS**

Requirements are subject to change by SAU Tech. Applications may be obtained from the college’s Financial Aid Office or [www.sautech.edu](http://www.sautech.edu).

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

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

**Career Academy Award** – This scholarship is awarded to Arkansas residents who are currently enrolled in high school and have a composite ACT score of 19 or higher, or an ASSET total score (math + reading + writing) of 131 or higher with no area score lower than required to be considered “non-remedial”. Recipients must earn at least a “C” or a “W” to be eligible for subsequent scholarships. This scholarship cannot be used for basic skills classes. The value of the scholarship is the cost of tuition for the classes in which the recipient is enrolled with a limit of 11 hours per semester; it does not cover fees, books, supplies, or other costs and has no refundable cash value.

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

**Concurrent Program Award** – To be eligible for the Concurrent Program award the student must receive a Certificate of Proficiency through the SAU Tech Concurrent Enrollment Program or through the SAU Tech Career Academy. The student must enroll in the fall semester immediately following high school. The award is valued at $1500 per semester. In order to renew the award the recipient must enroll in 15 credit hours each semester, complete 24 credit hours per academic year and maintain a 2.50 cumulative GPA.

**Fire Service Scholarship** – This scholarship is awarded to applicants who are currently employed in fire service or active duty volunteers in fire service in Arkansas and have successfully completed the Arkansas Fire Training Academy (AFTA) Firefighter II Certification Program. The scholarship is limited to college credit classes that apply toward a degree in fire service. This scholarship is renewable until the degree is completed or until the student has attempted 90 credit hours, whichever is earlier. The recipient must also maintain a 2.00 cumulative GPA each semester or term. Complete withdrawals for two consecutive semesters of enrollment will result in the loss of the scholarship. To regain eligibility after such withdrawals, at least one 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.

**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 Professional Studies degree with emphasis in law enforcement. This scholarship is renewable until the degree is completed or until the student has attempted 90 credit hours, whichever is earlier, provided the recipient maintains a 2.00 cumulative GPA each semester or term. Complete withdrawals for two consecutive semesters of enrollment will result in the loss of the scholarship. To regain eligibility after such withdrawals, at least one 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.

**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 additional semesters, provided the recipient enrolls in at least 15 credit hours each semester, and completes 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 up to 15 credit hours; it does not cover fees, books, housing, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available.

**Miss Greater Camden Scholarship** – This scholarship is provided to the winner of the Miss Greater Camden Pageant but it may be awarded to the runner-up if the winner chooses to decline. The scholarship recipient must enroll the fall or spring term following the scholarship award. The Miss Greater Camden Scholarship is renewable for three additional semesters provided the recipient enrolls in at least 15 credit hours each semester, and completes 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 $1500 per semester for 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 2.50 and remain in the nursing program. The scholarship is valued at full tuition for the fall, spring, and summer semesters.

**Progressive Scholarship** – The initial requirement for this scholarship is a minimum ACT score of 19 or equivalent. The student must be a first-time entering freshman (regardless of age). For renewal the student must enroll in 15 credit hours each semester and complete a minimum of 24 credit hours per academic year and maintain a cumulative 2.50 GPA. The scholarship is valued at the cost of $1500 each semester. The value of this scholarship covers tuition only; it does not cover fees, books, housing, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available.

**SAU Tech GED Scholarship** – This scholarship is awarded to two GED graduates per year who score the highest on the GED exam taken at the SAU Tech Adult Education Center in Camden. The scholarship recipient must enroll the fall or spring term following the scholarship award. The SAU Tech GED Scholarship is renewable for three additional semesters provided the recipient enrolls in at least two classes each semester and maintains a 2.50 cumulative GPA each semester. (Scholarship cannot be used for summer terms.) The value of this scholarship is $1000 per semester for tuition; it does not cover fees, books, housing, or other costs and has no refundable cash value. Scholarships will be awarded on a first-come, first-serve basis provided funds are available.

**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 additional semesters, provided the recipient
enrolls in at least 15 credit hours each semester, and completes 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 $1500 per semester for 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 credit hours. The student must be fully admitted in a degree/certificate program and be enrolled in 15 credit hours each semester. The scholarship is renewable for up to three additional semesters provided the student maintains a 3.00 cumulative GPA and completes 24 credit hours per academic year.

**Student Life Ambassador Scholarship** – To be eligible for the Student Life Ambassador scholarship the student must turn in two written recommendations, one from their high school counselor and one from a high school teacher if they are a high school senior. If the applicant is not a high school senior, he/she can turn in recommendations from a college professor and/or employer. The applicant must also write a one-page essay on why they want to be a Student Ambassador at SAU Tech and achieve a minimum ACT of 19 or equivalent. In order to renew the scholarship, the student must maintain at least a 2.50 cumulative GPA, complete a minimum of 24 credit hours per academic year, and be recommended by their work supervisor. The scholarship is valued at $1500 per semester. 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 other duties as assigned.

**Valedictorian/Salutatorian Scholarship** – The initial requirement for this scholarship is that the student must graduate from high school as either the Valedictorian or Salutatorian, achieve a minimum ACT score of 21, and enroll the fall semester immediately following high school graduation. For schools that do not designate a Valedictorian or Salutatorian SAU Tech can accept a ranking of one or two from the high school counselor. For renewal the student must complete a minimum of 24 credit hours per academic year and maintain a 3.00 cumulative GPA. The scholarship is valued at full tuition and processing fees up to 15 credit 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 a US citizen.
3. Students must enroll in a minimum of 15 credit hours each semester (unless otherwise stipulated).
4. Scholarships cannot be used for summer sessions (except Nursing).
5. Scholarships are good for a total of up to four consecutive semesters provided the student meets renewal requirements. 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.
6. Must apply for scholarships by the deadline set on scholarship application.
7. Scholarships are awarded to the extent funds are available.
8. 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 high school seniors by Southern Arkansas University Tech Foundation Board. Application deadline is March 1st. The Southern Arkansas University Tech Foundation Board will review financial status annually and then specify the scholarships to be awarded for the next academic year and determine the dollar amount of each scholarship. Applications may be obtained from the SAU Tech Financial Aid Office or www.sautech.edu. Foundation scholarships are awarded to graduating high school seniors only except for the Betty J. Lewis Minority Scholarship and the Ouachita Electric Cooperative Scholarship.

**Alfred Smith Scholarship** – This scholarship is awarded to a graduating senior of a Ouachita County high school. Subject to availability of funds, this scholarship may be renewed for one semester provided a 3.00 GPA is maintained.
Betty J. Lewis Minority Scholarship – This academic scholarship is awarded to a student with a high school diploma or GED. The candidate must have at least one biological parent whom is African American, Hispanic, Pacific Islander, Native American or Asian. Subject to the availability of funds, this scholarship may be renewed provided a 2.00 GPA is maintained.

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

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

George R. Brown Scholarship – This award is for students attending SAU Tech and is not limited to recently graduating seniors. Guidelines for selection of recipients of this scholarship are prioritized as follows:
1. A dependent of a Highland Industrial Park or East Camden and Highland Railroad employee.
2. A dependent of a BancorpSouth employee.
3. A graduate of Hampton High School.
4. A graduate of Camden Fairview or Harmony Grove High School.
5. A student selected by the Scholarship Committee of SAU Tech.
This scholarship is renewable for three additional semesters, provided a 3.00 GPA (GPA) is maintained.

Judge Plunkett Book Scholarship – This scholarship is awarded to a graduating high school senior with outstanding academic achievement. Subject to availability of funds, this scholarship may be renewed for one semester, provided a 3.00 GPA is maintained.

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

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

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

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

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

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

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

**Zachary Brian Hooper Award for Volunteerism** – This scholarship is awarded to a graduating senior from SAU Tech’s service area which includes the following counties: Calhoun, Cleveland, Columbia, Dallas, and Ouachita. The candidate must attend SAU Tech during the scholarship year. Subject to availability of funds, the scholarship may be renewed provided a 3.0 GPA is maintained. The candidate must provide documentation of all civic, charitable, community, and volunteer involvement.
STUDENT ACTIVITIES

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

INTRAMURAL ACTIVITIES

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

ACTIVITY CENTER

The Activity Center is a controlled access facility. A valid student ID is required to go beyond the check in. ID cards are non-transferable and may only be used by its owner. ID cards may be used to check out badminton racquets, golf clubs, basketballs, volleyballs, whiffle balls/bats, tennis racquets and other sports equipment. There is also physical fitness equipment available in the Activity Center including treadmills, an elliptical machine, weight machine, bow flex, free weights and a basketball/volleyball court. The Activity Center has a game room with pool tables, table tennis, air hockey, Xbox games, and a foosball table. Presenting proper identification is expected at all times. Entry and exit of the Activity Center must always be through the designated main entrance and exit. Individuals entering or exiting through non-designated doors are subject to disciplinary action.

STUDENT CENTER

The SAU Tech Student Center is a $7.1 million facility featuring approximately 14,770 square feet of event space. The Student Life Office, Bookstore, College Café, and Post Office are located in the Student Center. The Student Center has two Grand Halls that combine for accommodating a 2142 person assembly or a 1000 person banquet event. The Student Center also has two indoor tennis courts and two indoor volleyball courts. The College Cafe can accommodate 200 diners along with the ability to accommodate 30 additional diners in the private Executive Dining Room.

STUDENT CLUBS & ORGANIZATIONS

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

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

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

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

c. Community support.

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

3. Promote relationships and involvement with other health care organizations.

Aviation Maintenance Club – The SAU Tech Student Aviation Maintenance Club is an educational club to provide enrichment for its members and the general public by teaching the most reliable, current, research-based, safe aviation information. The club also provides students assistance in 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.

Multicultural Student Association (MSA) – The purpose of the Southern Arkansas University Tech Multicultural Student Association is to support students in their scholastic endeavors through mentorship, leadership, career and cultural development. In addition, the MSA shall create a sense of community between minority students and the student body as a whole and increase the visibility of minority students within the college community. For more information, students may call 1.870.574.4486.

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

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

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

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

Student Leadership Program – The student Leadership Program defines the student leadership experience at SAU Tech for all leaders regardless of class year or skill level. These select students volunteer their time to various campus and community events as well as projects that enhance Southern Arkansas University Tech and South Arkansas. The Student Leadership Team will strive to enhance SAU Tech awareness throughout the campus in turn building interest, pride, and enthusiasm for future generations of SAU Tech students. For more information, students may contact the SAU Tech Student Life Office at 1.870.574.4712.

Teacher Education Club – Teacher Education (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.
The Mused Drama Company – The Mused Drama Company wants you to shine! The purpose of this organization is fourfold: to provide students with opportunities to apply their skills in the dramatic arts before an audience; to fellowship and learn from other students of mutual interest; to provide film students with actors for film projects in order to gain mutual experience; and to provide the school with skits and performances for events.
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 years 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 Academics 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 Academics 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 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 Academics. 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:

<table>
<thead>
<tr>
<th>Hours Attempted</th>
<th>Required Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-29</td>
<td>1.50</td>
</tr>
<tr>
<td>30 +</td>
<td>2.00</td>
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</tbody>
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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:
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 full semester, excluding summer terms. A student may petition for one semester of guided enrollment rather than being suspended. 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 weeks prior to the beginning of the semester for which readmission is sought. After one 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 year from the date of the second suspension. After one year, the student may seek readmission on probation with guided enrollment. Failure to earn at least 2.00 GPA during the returning semester may result in academic dismissal.

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

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

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

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

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

AUDITING

An audit student is one who enrolls in classes on a non-credit 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. Night classes are subject to this same policy.

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

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 Academics 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 Academics.

CLASSROOM/LAB POLICY FOR APPROPRIATE USE OF HANDHELD & WIRELESS TECHNOLOGY

The College is committed to educationally sound uses of technology in the classroom, to providing a secure learning environment, and to preventing disruption of students’ and instructors’ educational experiences. Each student enrolled in courses in the College has a responsibility to other students and to the instructor to contribute to a courteous, respectful learning environment. This responsibility includes not disrupting instruction or distracting fellow students, maintaining an atmosphere that supports academic integrity, and being committed to learning as required by the Code of Student Conduct. Instructors may prohibit any use of handheld or wireless technology that substantially disrupts learning opportunities, degrades the learning environment, or promotes academic dishonesty or illegal activities.

Unless otherwise specified by the instructor on the syllabus, the following statement governs the appropriate use of handheld and wireless technologies in the College classroom and/or lab: “Students may not use cell phones, pagers, PDAs, portable media players, or similar electronic communication devices during scheduled course meetings (including class time, laboratories, review sessions, individual instruction, or similar activities) in the College. Such devices must be silenced or turned off and should not be taken out during course meetings. Communication by electronic devices, including but not limited to instant messaging, text messaging, web surfing, and telephoning during class, is strictly prohibited unless expressly designated as part of learning activities. Electronic audio or video recording of the classroom environment by handheld or wireless technology is prohibited unless permission is given by the instructor prior to recording.”
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 Academics 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 should be made within two 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 Academics.

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 credits).

1. Arkansas public colleges and universities agree to award course credit for performance on the advanced placement exams using the following guidelines:
   a. The award of course credit for a score of 3 will be left to the discretion of the institution.
   b. All institutions will award some level of credit, as determined by the institution, for scores of 4 and 5.

2. 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.

3. 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.

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

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; and Professional Certifications.

1. Policies Regarding Credit for Prior Learning
   a. 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.
   b. 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.
   c. 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 Academics.)
d. 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. (Exception for aviation; credits are escrowed and placed on transcript at the completion of remaining A.A.S. degree requirements.)

e. 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.

f. CPL may not be used to fulfill more than half of the required credits for a degree or certificate.

g. Subsequent requests for CPL must follow the same policies as noted above, including enrollment and completion of GS 1021 Portfolio Development.

h. Prior learning will be evaluated only at the request of the student.

i. Portfolio Development will add an additional credit hour requirement to a student’s degree plan each time it is taken for CPL.

2. Steps for Pursuing Credit for Prior Learning

a. Using the college catalog and degree requirements, determine the courses for which you feel you have relevant, equivalent college-level experience.

b. Meet with the academic advisor for the appropriate degree program to request CPL. The academic advisor will make an initial review of the possible granting of CPL through the portfolio process.

c. If initial review indicates possible granting of CPL, the academic advisor will recommend to the Vice Chancellor for Academics that the student enroll in GS 1021 Portfolio Development. Upon the Vice Chancellor for Academics approval, the student will register for GS 1021 Portfolio Development. During the portfolio course the student will establish accompanying documentation and written evidence supporting the student’s claim of prior learning. If deemed necessary, the advisor may request that appropriate faculty interview or conduct evaluations (including exams) when additional documentation is needed to substantiate the request. Documentation of prior learning may include certificates of workshop/seminar completion, letters from supervisors, and any other verifiable information sources that substantiate claims made for CPL. The academic advisor will appraise the prior learning and determine the number of credits to be granted for a specific course equivalency.

d. At the conclusion of the semester in which CPL was requested and Portfolio Development completed, the 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 Academics for approval. The Portfolio Development 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. (Exception for aviation; credits are escrowed and placed on transcript at the completion of remaining A.A.S. degree requirements.)

Credit by Examination – SAU Tech offers credit by examination for some courses. Students may petition the department involved and the Vice Chancellor for Academics 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)

Challenge Examinations – Challenge examinations may be taken in some courses. The student registers for the course and takes the examination during the first four 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 Academics or directors on challenge exams. (Up to 15 credits)

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

SAU Tech follows the Federal Government’s Credit Hour definition: “As an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutional established equivalence that reasonably approximates no less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of student work out of the classroom each week for approximately fifteen weeks for one semester hour of credit;
2. At least an equivalent amount of work as required in paragraph one of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of a credit hour.”

GRADING SYSTEM

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

Grading Symbols

A  Excellent
B  Good
C  Average
D  Lowest passing grade (some institutions may not accept as transfer credit)
F  Failing
W  Withdrawal (no credit)
I  Incomplete
AU Audit (no credit) PPassing
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 department chair office along with a copy of the final grade roster. A grade of “I” not made up within eight 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 Academics. 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 Academics.

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 hours must be taken from SAU Tech, excluding basic skills courses. Other requirements include:

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

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

HONOR CODE

The Vice Chancellor for Academics 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:

Cheating – The actual giving or receiving of any unauthorized aid of any form on any academic work.

Plagiarism – Direct copying of the language, ideas, and/or thoughts of another and representing the same as one’s own work.

Falsification – The statement of any untruth either verbally or in writing with respect to any circumstances relating to one’s academic work.

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 Academics will review all cases and make decisions concerning honor code violations.

GRADUATE OF DISTINCTION

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

- Summa Cum Laude 3.90-4.00 cumulative GPA
- Magna Cum Laude 3.75-3.89 cumulative GPA
- Cum Laude 3.50-3.74 cumulative GPA

Graduates of distinction are entitled to wear an honor cord and will be recognized during graduation. For further information regarding honor cord eligibility, contact the Registrar’s Office.

ACADEMIC RECOGNITION

SAU Tech recognizes students for superior academic achievement in the following ways:
Chancellor’s List – Students registered for 12 hours or more of college-level credit for the semester who receive a 4.00 semester GPA on all hours attempted.

Dean’s List – Students registered for 12 hours or more of college-level credit for the semester who receive a minimum 3.50 semester GPA on all hours attempted.

HONORS PROGRAM

The SAU Tech Honors Program is designed to develop the abilities and potential of highly motivated students as they begin their academic studies and prepare to transfer to a four-year college or university. The program fosters critical thinking and academic excellence among students who are motivated to pursue academic enrichment.

As a participant in the SAU Tech Honors Program, students have an opportunity for exciting and creative learning. Students may take honor general education courses each semester and graduate with twelve hours of honors course credit that will transfer to all public four-year colleges in Arkansas. In honors courses, learning is approached from a different perspective with students taking a more active role in the learning process. Classes are small and focus on group work with instructors and peers. Coursework is different, but not necessarily more difficult or more time consuming than other courses.

SAU Tech is a partner with SAU’s Honors College. SAU accepts all SAU Tech honors credits up to 12 hours toward the 24 hours needed for honors graduation from SAU.

In order to participate in the SAU Tech Honors Program a student must be enrolled in one of the college’s transfer associate degrees (A.A., A.A.T., A.S., A.P.S.) and meet at least one of the following criteria:

1. A 22 composite ACT (or equivalent score on alternate college entrance exam) and a 3.25 high school GPA;
2. A 23 ACT sub-score in English, math, or science and a 3.25 high school GPA;
3. Letters of recommendation from high school principal, high school counselor, one high school teacher and a 3.25 high school GPA; or
4. Be a currently enrolled SAU Tech student with 12 or more college hours and a 3.25 college GPA.

For more information or to apply to the honors program, contact the Office of Academics at 1.870.574.4541 or the Office of Enrollment Services at 1.870.574.4492.

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 Academics. The course must be completed by the end of the semester for which the student is registered.

LEARNING RESOURCE CENTER (LIBRARY)

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

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

Fall and spring semester Library hours are as follows:

  Monday through Thursday ................................................................. 8:00 am to 7:00 pm
  Friday................................................................................................. 8:00 am to 12:00 pm (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 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 five-week terms and one ten-week extended term are offered each summer. Students may take up to seven 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 Academics.

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:
2. Computer literacy skills.
3. A historical, cultural, social, and global perspective.
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 Academics.
ASSOCIATE OF APPLIED SCIENCE (A.A.S.) DEGREE

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

SAU Tech offers the following A.A.S. degrees:

- Aviation Maintenance Technology
- Computer Information Technology: Computer Technician Emphasis
- Computer Information Technology: Network Support Technician Emphasis
- Fire & Emergency Response*
- General Technology
- General Technology: Engineering Technology Emphasis
- General Technology: Mechanical Maintenance Emphasis
- General Technology: Supply Chain Management Emphasis (pending approval of AHECB, July 2014)
- Multimedia Technology: Film & Video Production Emphasis
- Multimedia Technology: Graphic Design Emphasis
- Multimedia Technology: Simulation & Game Design Emphasis
- Office Management
- Office Management: Medical Transcription Emphasis

*Pre-Certification Required

ASSOCIATE OF ARTS (A.A.) DEGREE

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

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.” See individual course descriptions in the catalog for applicable ACTS courses. ACTS may also be accessed on the Internet by going to the ADHE website at http://adhe.edu and selecting COURSE TRANSFER.

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. There are five focus area emphasis tracks to choose from.
The Professional Studies general 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.

The Associate of Professional Studies (A.P.S.) degree with an emphasis in Environmental Management 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 positions at industrial facilities. This degree emphasis is available entirely online.

The Associate of Professional Studies (A.P.S.) degree with an emphasis in Law Enforcement allows Arkansas Law Enforcement Training Academy (ALETA) graduates who receive the Technical Certificate in Law Enforcement an opportunity to continue their college education by completing the required general education hours toward the degree. The emphasis includes 28 hours in law enforcement courses and 32 hours in General Education coursework. The General Education coursework is available online for the working professional.

The Associate of Professional Studies (A.P.S.) degree with an emphasis in Paraprofessional Educator provides the information, knowledge and skill training for persons carrying for young children in a variety of childcare facilities. The primary goal of this degree is to prepare a workforce of knowledgeable and skilled professionals who will provide instructional assistance for young children and for students with special needs. This degree emphasis is available entirely on-line.

The Associated of Professional Studies (A.P.S.) degree with an emphasis in Wildlife & Fisheries allows Arkansas Game & Fish Enforcement Training graduates who receive the Technical Certificate in Wildlife & Fisheries Enforcement an opportunity to continue their college education by completing the required general education hours toward the degree. The emphasis includes 26 hours in law enforcement courses and 34 hours in General Education coursework. The General Education coursework is available online for the working professional.

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." See individual course descriptions in the catalog for applicable ACTS courses. ACTS may also be accessed on the Internet by going to the ADHE website at http://adhe.edu and selecting COURSE 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. 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.

An Associate of Science (A.S.) degree in Fire Science Management program is designed to allow for maximum transferability into a higher educational degree program. 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.

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." See individual course descriptions in the catalog for applicable ACTS courses. ACTS may also be accessed on the Internet by going to the ADHE website at http://adhe.edu and selecting COURSE TRANSFER.

TECHNICAL CERTIFICATE (One Year)

The Technical Certificate is a planned and coherent program of classroom and laboratory/shop work at the collegiate level. It recognizes the completion of a specified level of competency in an occupational field. The Technical Certificate programs are designed to prepare students for entry-level positions in the workforce or to upgrade the skills of those currently working.
Hours earned in certificate programs are acceptable toward the Associate of Applied Science (A.A.S.) degree. Program requirements are defined elsewhere in this catalog. SAU Tech offers the following certificate programs:

- Aviation Maintenance – Airframe
- Aviation Maintenance – Powerplant
- Computer Information Technology: Computer Technician Emphasis
- Computer Information Technology: Network Support Technician Emphasis
- Engineering Technology
- Entrepreneurship
- General Studies
- Health Sciences & Pre-Nursing
- Industrial Maintenance
- Law Enforcement*

*Pre-Approval Required

CERTIFICATE OF PROFICIENCY (Less than One Year)

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

- Aviation Maintenance – General
- Childhood Development Associate (CDA)
- Cisco Networking
- Computer Information Technology – A+
- Defense/Aerospace Technology
- Fire & Emergency Response
- Materials & Operations Management
- Medical Transcription
- Microsoft Certified IT Professional (MCITP)
- Nursing Assistant
- Programmable Logic Controller (PLC)
- Welding

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 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 A.A.S. degree in this field. In order to qualify for the A.A.S. degree the student must complete the prescribed program of General, Airframe, and Powerplant sections, plus the additional General Education requirements.

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

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

**GENERAL CURRICULUM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM 1003</td>
<td>Fundamentals of Math &amp; Physics</td>
<td>3</td>
</tr>
<tr>
<td>AM 1503</td>
<td>Aircraft Standards I.</td>
<td>3</td>
</tr>
<tr>
<td>AM 1603</td>
<td>Aircraft Standards II.</td>
<td>3</td>
</tr>
<tr>
<td>AM 1703</td>
<td>Basic Electricity</td>
<td>3</td>
</tr>
<tr>
<td>AM 1803</td>
<td>Aircraft Science</td>
<td>3</td>
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</tbody>
</table>

**AIRFRAME CURRICULUM**

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AM 2105</td>
<td>Aircraft Electricity</td>
<td>5</td>
</tr>
<tr>
<td>AM 2106</td>
<td>Aircraft Sheet Metal</td>
<td>6</td>
</tr>
<tr>
<td>AM 2203</td>
<td>Aircraft Fabric &amp; Finish</td>
<td>3</td>
</tr>
<tr>
<td>AM 2204</td>
<td>Aircraft Environment</td>
<td>4</td>
</tr>
<tr>
<td>AM 2205</td>
<td>Inspection &amp; Assembly</td>
<td>5</td>
</tr>
<tr>
<td>AM 2206</td>
<td>Aircraft Fluid Power</td>
<td>6</td>
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**POWERPLANT CURRICULUM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>AM 2108</td>
<td>Reciprocating Engines</td>
<td>8</td>
</tr>
<tr>
<td>AM 2208</td>
<td>Turbine Engines</td>
<td>8</td>
</tr>
<tr>
<td>AM 2302</td>
<td>Propellers</td>
<td>2</td>
</tr>
<tr>
<td>AM 2305</td>
<td>Powerplant Electrical &amp; Ignition Systems</td>
<td>5</td>
</tr>
<tr>
<td>AM 2405</td>
<td>Powerplant Systems I.</td>
<td>5</td>
</tr>
<tr>
<td>AM 2403</td>
<td>Powerplant Systems II.</td>
<td>3</td>
</tr>
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</table>

**TOTAL HOURS REQUIRED FOR FAA CERTIFICATION**

75

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>___3</td>
<td>Communications Art Elective</td>
<td>3</td>
</tr>
<tr>
<td>___3</td>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>___3</td>
<td>Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

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

90

**COMPUTER INFORMATION TECHNOLOGY**

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

Computer Technician 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. The degree will give students a foundation for pursuing A+ and Cisco Certified Network Associate (CCNA) certifications that can offer students greater employment potential. Graduates should be prepared for entry-level employment in a variety of positions.

**FIRST SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>MIS 1003</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>EE 2804</td>
<td>Basic PC Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>NT 1014</td>
<td>Support Network Clients</td>
<td>4</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>
### COMPUTER INFORMATION TECHNOLOGY

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

**Network Support Technician 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. The degree will give students a foundation for pursuing A+ and Cisco Certified Entry Network Technician (CCENT) certifications that can offer students greater employment potential. Graduates should be prepared for entry-level employment in a variety of positions.

#### CREDIT HOURS

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>EE 2804 Basic PC Troubleshooting</td>
<td>4</td>
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<tr>
<td>MATH 1003 Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MIS 1003 Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>NT 1014 Support Network Clients</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECOND SEMESTER</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>CS 1004 Cisco Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CS 1001 Cisco Networking I Lab</td>
<td>1</td>
</tr>
<tr>
<td>EE 2904 Advanced PC Troubleshooting</td>
<td>4</td>
</tr>
<tr>
<td>NT 1114 Support Network Servers</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>THIRD SEMESTER</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO 2213 Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>NT 2204 Security+</td>
<td>4</td>
</tr>
<tr>
<td>CS 1104 Cisco Networking II</td>
<td>4</td>
</tr>
<tr>
<td>CS 1011 Cisco Networking II Lab</td>
<td>1</td>
</tr>
<tr>
<td>MIS 2053 Business Information Systems</td>
<td>3</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>FOURTH SEMESTER</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>CS 2284 Cloud Computing</td>
<td>4</td>
</tr>
<tr>
<td>CS 2004 Internship</td>
<td>4</td>
</tr>
<tr>
<td>CS 2264 Enterprise Support Technician</td>
<td>4</td>
</tr>
<tr>
<td>___3 Social Science Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**TOTAL HOURS REQUIRED** | **60**
FIRE & EMERGENCY RESPONSE
Associate of Applied Science (A.A.S.) Degree
Pre-Certification Required

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

<table>
<thead>
<tr>
<th>Course Area</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE SCIENCE CORE</td>
<td>18</td>
</tr>
<tr>
<td>FS 1123 Firefighter I</td>
<td>3</td>
</tr>
<tr>
<td>FS 1133 Firefighter II</td>
<td>3</td>
</tr>
<tr>
<td>FS 2123 Driver/Operator</td>
<td>3</td>
</tr>
<tr>
<td>FS 1023 Strategies &amp; Tactics</td>
<td>3</td>
</tr>
<tr>
<td>FS 2003 Hazardous Materials Operations</td>
<td>3</td>
</tr>
<tr>
<td>FS 2013 EMS First Responder or</td>
<td>3</td>
</tr>
<tr>
<td>FS 2023 Emergency Medical Technician Basic I</td>
<td>3</td>
</tr>
</tbody>
</table>

| ELECTIVES | 27 |
| FS 1003 Introduction to Fire & Emergency Response | 3 |
| FS 1013 Fire Service Leadership | 3 |
| FS 1033 Fire Prevention | 3 |
| FS 1113 Safety Officer | 3 |
| FS 1203 Building Construction | 3 |
| FS 1213 Fire Service Rescue | 3 |
| FS 1103 Company Officer I | 3 |
| FS 2033 Company Officer II | 3 |
| FS 2043 Fire Administration I | 3 |
| FS 2103 Fire Instructor Methodology | 3 |
| FS 2113 Fire Inspection Principles | 3 |
| FS 2143 Firefighter Safety | 3 |
| FS 2153 Fire Investigation I | 3 |
| FS 2163 Legal Aspects of Fire Service | 3 |
| FS 2013 EMS First Responder or | 3 |
| FS 2023 Emergency Medical Technician Basic I | 3 |
| GS 1021 Portfolio Development | 1 |

| GENERAL EDUCATION CORE | 15 |
| ENGL 1113 Composition I | 3 |
| ENGL 1123 Composition II or | 3 |
| CO 2213 Technical Writing | 3 |
| MATH 1003 Technical Math | 3 |
| MIS 1003 Introduction to Computers | 3 |
| PSYC 2003 General Psychology or | 3 |
| HIST 2013 United States History I or | 3 |
| HIST 2023 United States History II | 3 |

| TOTAL HOURS REQUIRED | 60 |

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.

GENERAL 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.
Arkansas University to pursue the development, product development, quality control, and technical design. Students may transfer this degree to Southern techniques. Graduates can find a variety of employment opportunities in such areas as facilities management, layout, process equipment, software, and techniques. Hands-on, high-tech laboratories are combined with instruction on modern production cost savings, and quality in the manufacturing and service industries by emphasizing the application of high-tech production the design, testing, manufacture, and marketing of mechanical products. The curriculum concentrates on gaining productivity, industrial career field and apply a basic knowledge of technology science, problem solving, communications, and leadership to

The General Technology: Engineering Technology Emphasis degree program prepares graduates to enter or advance in the industrial career field and apply a basic knowledge of technology science, problem solving, communications, and leadership to the design, testing, manufacture, and marketing of mechanical products. The curriculum concentrates on gaining productivity, cost savings, and quality in the manufacturing and service industries by emphasizing the application of high-tech production equipment, software, and techniques. Hands-on, high-tech laboratories are combined with instruction on modern production techniques. Graduates can find a variety of employment opportunities in such areas as facilities management, layout, process development, product development, quality control, and technical design. Students may transfer this degree to Southern Arkansas University to pursue the Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option.

### GENERAL EDUCATION

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1123</td>
<td>Composition II or</td>
<td>3</td>
</tr>
<tr>
<td>CO 2213</td>
<td>Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Computer Science Elective</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1003</td>
<td>Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2013</td>
<td>United States History I or</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2023</td>
<td>United States History II or</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government: National</td>
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### FOCUS AREA ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MD 2603</td>
<td>Industrial Safety</td>
<td>3</td>
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### TECHNICAL ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MIS 1003</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

### TECHNOLOGY-RELATED, TECHNICAL OR WORK EXPERIENCE

- Technology-related transfer course work from another accredited institution.
- Technical program course work taught by SAU Tech.
- Selected work experience from business and industry or other approved Credit for Prior Learning.

### TOTAL HOURS REQUIRED

Total hours required: 60

**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: Electronics, 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 and industry or other approved Credit for Prior Learning.
6. A minimum of 15 credit hours must be in residency at SAU Tech.

### GENERAL TECHNOLOGY

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

**Engineering Technology Emphasis**

The General Technology: Engineering Technology Emphasis degree program prepares graduates to enter or advance in the industrial career field and apply a basic knowledge of technology science, problem solving, communications, and leadership to the design, testing, manufacture, and marketing of mechanical products. The curriculum concentrates on gaining productivity, cost savings, and quality in the manufacturing and service industries by emphasizing the application of high-tech production equipment, software, and techniques. Hands-on, high-tech laboratories are combined with instruction on modern production techniques. Graduates can find a variety of employment opportunities in such areas as facilities management, layout, process development, product development, quality control, and technical design. Students may transfer this degree to Southern Arkansas University to pursue the Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option.
**Mechanical Maintenance Technician**

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.

**GENERAL TECHNOLOGY**

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1003</td>
<td>Technical Math or</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
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<tr>
<td>MD 1003</td>
<td>Computer Integrated Manufacturing I (CIM I)</td>
<td>3</td>
</tr>
<tr>
<td>MD 2523</td>
<td>Computer Num Cont (CNC)</td>
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</tr>
<tr>
<td></td>
<td><strong>THIRD SEMESTER</strong></td>
<td><strong>15</strong></td>
</tr>
<tr>
<td>ENGL 1123</td>
<td>Composition II or</td>
<td>3</td>
</tr>
<tr>
<td>CO 2213</td>
<td>Technical Writing</td>
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<tr>
<td>EM 2924</td>
<td>Programmable Logic Controller I (PLC I)</td>
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<tr>
<td>MD 2714</td>
<td>Computer Integrated Manufacturing II (CIM II)</td>
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<td>PH 1014</td>
<td>Applied Physics w/Lab or</td>
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<tr>
<td>PHYS 2013</td>
<td>College Physics I and</td>
<td></td>
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<tr>
<td>PHYS 2001</td>
<td>College Physics I Lab</td>
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<td></td>
<td><strong>FOURTH SEMESTER</strong></td>
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<tr>
<td>MD 1603</td>
<td>CAD/CAM</td>
<td>3</td>
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<tr>
<td>EM 2963</td>
<td>PLC for Engineering</td>
<td>3</td>
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<tr>
<td>MO 1013</td>
<td>Principles of Planning</td>
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<tr>
<td>EN 2023</td>
<td>Engineering Concepts II</td>
<td>3</td>
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<tr>
<td>___3 Social Science Elective</td>
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<tr>
<td></td>
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</table>

**Note:** Students wishing to transfer coursework in this degree to Southern Arkansas University for *Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option* must take Composition II, College Algebra, and College Physics w/Lab and work closely with the Industrial Technology Program Coordinator at Southern Arkansas University.
Film & Video Production Emphasis

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

MULTIMEDIA TECHNOLOGY

TOTAL HOURS REQUIRED ........................................................................................................................................... 60

Note: Students wishing to transfer coursework in this degree to Southern Arkansas University for the Bachelor of Science (B.S.) in Engineering Physics–Industrial Technology Option should work closely with the Industrial Technology Program Coordinator at Southern Arkansas University.

GENERAL TECHNOLOGY

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

Supply Chain Management Emphasis

The emphasis in Supply Chain Management includes fundamentals of supply chain management, including procurement; issues in executing local, national, and global supply chains; logistics; and transportation. The program also includes business management, economics of supply and demand, and database management skills. (Pending approval of AHECB, July 2014.)

CREDIT HOURS ........................................................................................................................................... 15

GENERAL EDUCATION ........................................................................................................................................... 15

SUPPLY CHAIN MANAGEMENT ........................................................................................................................................... 21

TECHNICAL COURSEWORK ........................................................................................................................................... 15

TECHNICAL ELECTIVES .................................................................................................................................................. 9

TOTAL HOURS REQUIRED ........................................................................................................................................... 60

MULTIMEDIA TECHNOLOGY

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

Film & Video Production Emphasis

The Multimedia Technology Film & Video Production Emphasis program of study is designed to provide a strong hands-on and applications-based technology curriculum. Graduates of Film & Video Production are prepared for careers in crew positions in all areas of film production including camera, art, grip, electric, audio, hair/makeup, locations, and AD departments. Camera operators, video editors, production assistants, audio technicians, and social media managers are common careers in the television industry.

CREDIT HOURS ........................................................................................................................................... 15

FIRST SEMESTER .................................................................................................................................................. 15

MM 1003 Introduction to Multimedia ............................................................................................................................ 3
MM 1033 Introduction to 3D Modeling ............................................................................................................................ 3
MM 1133 Digital Image Making ......................................................................................................................................... 3
MM 1153 Web Design & Development ............................................................................................................................ 3
MM 1203 Field Production & Editing ............................................................................................................................... 3

SECOND SEMESTER .................................................................................................................................................. 15

ENGL 1113 Composition I ................................................................................................................................................ 3
MM 2133 Advanced Digital Image Making .......................................................................................................................... 3
MM 1303 Video Production I ............................................................................................................................................ 3
MULTIMEDIA TECHNOLOGY
Associate of Applied Science (A.A.S.) Degree
Graphic Design Emphasis

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.

CREDIT HOURS

FIRST SEMESTER .............................................................................................................................................. 15
MM 1003 Introduction to Multimedia ................................................................................................................. 3
MM 1033 Introduction to 3D Modeling ................................................................................................................... 3
MM 1133 Digital Image Making ............................................................................................................................. 3
MM 1153 Web Design & Development ............................................................................................................... 3
MM 1213 Graphic Design I ..................................................................................................................................... 3

SECOND SEMESTER ............................................................................................................................................ 15
ENGL 1113 Composition I ..................................................................................................................................... 3
MM 2133 Advanced Digital Image Making ......................................................................................................... 3
MM 1113 Digital Illustration .................................................................................................................................. 3
MM 1233 Graphic Design II ................................................................................................................................... 3
MM 2043 Advanced Web Design & Development or.......................................................................................... 3

THIRD SEMESTER ............................................................................................................................................ 15
CO 2213 Technical Writing ..................................................................................................................................... 3
MATH 1003 Technical Math .................................................................................................................................... 3
MM 2053 Typography ............................................................................................................................................. 3
MM 2413 Graphic Design III .................................................................................................................................. 3
MM 2513 Digital Photography .................................................................................................................................. 3

FOURTH SEMESTER ............................................................................................................................................ 15
MM 2933 Film & Video Career Preparation ........................................................................................................... 3
MM 1113 Digital Illustration .................................................................................................................................... 3
MM 2133 Advanced Digital Image Making ......................................................................................................... 3
MM 1213 Graphic Design I ..................................................................................................................................... 3
ENTR 1003 Intro to Entrepreneurship ................................................................................................................. 3
3 Social Science Elective ........................................................................................................................................ 3

TOTAL HOURS REQUIRED ................................................................................................................................ 60

2014-2015 College Catalog   65
**MULTIMEDIA TECHNOLOGY**
**Associate of Applied Science (A.A.S.) Degree**

Simulation & Game Design Emphasis

Graduates in the Multimedia Technology Simulation & Game Design Emphasis will have the practical knowledge to enter the major animation fields of today's marketplace. This includes the video game industry, the emerging fields of 3D simulation (medical, architecture, etc.), and the film industry. Some of the industry relevant skills taught in this emphasis are: animation, environmental creation, programming, simulation, web development, game mechanics, and story crafting for games. The skills and knowledge demanded by the job market are provided to students through a strong applications-based technology curriculum.

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| 15
| 15 |
| 15 |
| 15 |

**FIRST SEMESTER**

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<td>Introduction to 3D Modeling</td>
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**SECOND SEMESTER**

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<tr>
<td>MM 1173</td>
<td>3D Modeling II</td>
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<td>MM 2043</td>
<td>Advanced Web Design &amp; Development</td>
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<tr>
<td>MM 1183</td>
<td>C++ for Games</td>
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**THIRD SEMESTER**

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<td>MM 2173</td>
<td>3D Modeling III</td>
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<tr>
<td>MM 2183</td>
<td>Introduction to Game Mechanics</td>
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**FOURTH SEMESTER**

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<td>MM 2613</td>
<td>After Effects</td>
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**TOTAL HOURS REQUIRED**

<table>
<thead>
<tr>
<th>Credit Hours</th>
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<tbody>
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<td>60</td>
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**OFFICE MANAGEMENT**

**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.
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<th>Credit Hours</th>
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<td>MIS</td>
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<td><strong>CHOOSE SIX HOURS FROM THE FOLLOWING TO BE TAKEN FOR BUSINESS ELECTIVES</strong></td>
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<td><strong>TOTAL HOURS REQUIRED</strong></td>
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**OFFICE MANAGEMENT**
Associate of Applied Science (A.A.S.) Degree
Medical Transcription Emphasis

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

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

### CREDIT HOURS

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<td>SPCH 1113</td>
<td>Principles of Speech</td>
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<tr>
<td>ENGL 2213</td>
<td>World Literature I</td>
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<td>Music Appreciation</td>
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<td>PHIL 2403</td>
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### Total Hours Required

60

### Notes

- Students must complete 12 hours in Social Science.
- Students must complete 8 hours in Natural Science.
- Students must complete 9 hours in Humanities & Fine Arts.
- Students must complete 3 hours in Mathematics.
- Students must complete 9 hours in Communication Arts.
- Students must complete 3 hours in Physical Education.
- Students must complete 3 hours in World History or United States History or Government & 3 hours in Geography, Psychology or Sociology.

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2014-2015 College Catalog
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.

GENERAL EDUCATION

- ENGL 1113 Composition I ................................................................. 3
- ENGL 1123 Composition II ................................................................. 3
- SPCH 1113 Principles of Speech .......................................................... 3
- MATH 1003 Technical Math or ......................................................... 3
- MATH 1023 College Algebra ............................................................... 3
- HIST 2013 United States History I or ................................................ 3
- HIST 2023 United States History II or .............................................. 3

CREDIT HOURS: 18

PROFESSIONAL CORE

- HIST 2013 United States History I or ................................................ 3
- HIST 2023 United States History II or .............................................. 3

CREDIT HOURS: 16

GENERAL, PROFESSIONAL AND/OR TECHNICAL ELECTIVES

- ENGL 1113 Composition I ................................................................. 3
- ENGL 1123 Composition II ................................................................. 3
- SPCH 1113 Principles of Speech .......................................................... 3
- MATH 1003 Technical Math or ......................................................... 3
- MATH 1023 College Algebra ............................................................... 3
- HIST 2013 United States History I or ................................................ 3
- HIST 2023 United States History II or .............................................. 3

CREDIT HOURS: 26

TOTAL HOURS REQUIRED: 60

Courses in the Professional Core must be from a single professional certificate area: Medical Professions, Cosmetology, Criminal Justice, etc.

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.

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

Environmental Management Emphasis

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

CREDIT HOURS: 27

FOCUS AREA

- ES 1003 Wastewater I ................................................................. 3
- ES 1013 Environmental Safety ........................................................ 3
- ES 1553 Environmental Management I ......................................... 3
- ES 2003 Wastewater II ................................................................. 3
- ES 2103 Water Treatment Technology I ....................................... 3
- ES 2113 Water Treatment Technology II ...................................... 3
- ES 2203 Solid Waste Management ............................................... 3
ASSOCIATE OF PROFESSIONAL STUDIES (A.P.S.) DEGREE

Law Enforcement Emphasis

Pre-Certification Required

Arkansas Law Enforcement Training Academy (ALETA) graduates who receive the Technical Certificate in Law Enforcement can continue their college education by completing required hours through SAU Tech’s Associate of Professional Studies (A.P.S.) degree. The focus area includes 28 credit hours in law enforcement and 32 hours in General Education (Internet available).

CREDIT HOURS

FOCUS AREA

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

GENERAL EDUCATION

CREDIT HOURS

ENGL 1113 Composition I ........................................................................... 3
ENGL 1123 Composition II ......................................................................... 3
MIS 1003 Introduction to Computers ......................................................... 3
MATH 1003 Technical Math or ................................................................. 3
MATH 1023 College Algebra .................................................................... 3
SPCH 1113 Principles of Speech ................................................................ 3
HIST 2083 History of Arkansas ............................................................... 3
HIST 2013 United States History I or ....................................................... 3
HIST 2023 United States History II or ....................................................... 3
PSCI 2003 American Government: National ............................................. 3
PHIL 2403 Introduction to Philosophy or .................................................. 3
ASSOCIATE OF PROFESSIONAL STUDIES (A.P.S.) DEGREE
Paraprofessional Educator (Early Childhood Education) Emphasis

**COMMUNICATION ARTS** .................................................................................................................. 9
ENGL 1113 Composition I ......................................................................................................................... 3
ENGL 1123 Composition II .......................................................................................................................... 3
SPCH 1113 Principles of Speech .................................................................................................................. 3

**HEALTH & PHYSICAL EDUCATION** .................................................................................................... 6
HS 1403 Personal & Community Health .................................................................................................. 3
HS 2413 First Aid & CPR for Education ................................................................................................. 3

**HUMANITIES & FINE ARTS** ............................................................................................................. 4
AT 1052 Fundamentals of Public School Art ............................................................................................. 2
MU 2012 Fundamentals of Public School Music ......................................................................................... 2

**MATHEMATICS** ................................................................................................................................ 3
MATH 1003 Technical Math ....................................................................................................................... 3

**SOCIAL SCIENCE** ............................................................................................................................... 6
HIST 2083 History of Arkansas .................................................................................................................. 3
HIST 2013 United States History I or ....................................................................................................... 3
HIST 2023 United States History II or ....................................................................................................... 3
PSCI 2003 American Government: National

**TEACHER EDUCATION** ..................................................................................................................... 23
EDUC 2023 K-12 Educational Technology ............................................................................................... 3
ED 1031 Childcare Orientation Training (CCOT) ...................................................................................... 1
ED 1303 Early Childhood Growth & Development .................................................................................... 3
ED 1313 Child Health, Safety & Nutrition ............................................................................................... 3
ED 1323 Policies & Procedures .................................................................................................................. 3
EDUC 2003 Introduction to Education ....................................................................................................... 3
EDUC 2001 Field Experience Level I ......................................................................................................... 1
IEC 2003 Child Growth & Development ................................................................................................... 3
ED 2123 Organization & Management for Vocational Ed ........................................................................... 3

**CHOOSE THREE (3) OF THE FOLLOWING** ....................................................................................... 9
ED 2133 Program & Curriculum Design for Vocational Ed .................................................................... 3
ED 2343 Diverse Populations .................................................................................................................... 3
MATH 2053 Math for Teachers I .................................................................................................................. 3
MATH 2063 Math for Teachers II ................................................................................................................. 3
ED 2143 Developmental & Methods of Teaching Vocational Ed ............................................................... 3
ED 1223 Paraprofessional: ECE .................................................................................................................. 3

**TOTAL HOURS REQUIRED** .................................................................................................................. 60

ASSOCIATE OF PROFESSIONAL STUDIES (A.P.S.) DEGREE
Wildlife & Fisheries Emphasis

Arkansas Game and Fish Enforcement Training graduates who receive the Technical Certificate in Wildlife & Fisheries Emphasis
can continue their college education by completing required hours through SAU Tech’s Associate of Professional Studies (A.P.S.) degree. The focus area includes 26 credit hours in law enforcement and 34 hours in General Education (Internet available).

### CREDIT HOURS

<table>
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<tr>
<td>SPCH 1113</td>
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<td>HIST 2083</td>
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<td>HIST 2013</td>
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<td>PHSC 2023</td>
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<td>PHSC 2021</td>
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<table>
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<tbody>
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<td>60</td>
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### BUSINESS ADMINISTRATION

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

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

### CREDIT HOURS

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<tr>
<td>ENGL 1113</td>
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</table>
SECOND SEMESTER .......................................................................................................................................................... 16

ENGL 1123 Composition II .................................................................................................................................................. 3
GBUS 2003 Legal Environment of Business .......................................................................................................................... 3
HIST 1003 World History I or HIST 1013 World History II .................................................................................................. 3
PHSC 2023 The Physical Sciences and PHSC 2021 The Physical Sciences Lab or PHYS 2003 College Physics I and PHYS 2001 College Physics I Lab .......................................................................................................................................................... 1

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

ACCT 2003 Principles of Accounting I ......................................................................................................................................... 3
ENGL 2213 World Literature I or ENGL 2223 World Literature II ............................................................................................. 3
ECON 2203 Principles of Macroeconomics .................................................................................................................................. 3
HIST 2013 United States History I or HIST 2023 United States History II or PSCI 2003 American Government: National .......................................................................................................................................................... 3

FOURTH SEMESTER ........................................................................................................................................................................ 15

ACCT 2103 Principles of Accounting II ......................................................................................................................................... 3
ECON 2103 Principles of Microeconomics .................................................................................................................................. 3
GBUS 2013 Quantitative Analysis I ................................................................................................................................................ 3
BA 2223 Business Communications ........................................................................................................................................ 3
GEOG 2003 Introduction to Geography or PSYC 2003 General Psychology or SOC 2003 Introduction to Sociology .......................................................................................................................................................... 3

TOTAL HOURS REQUIRED .............................................................................................................................................................. 62

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

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

CREDIT HOURS .............................................................................................................................................................................. 45

GENERAL EDUCATION CORE ........................................................................................................................................................ 45
BSCI 1013 The Biological Sciences and BSCI 1011 The Biological Sciences Lab ...................................................................... 3
SPCH 1113 Principles of Speech .......................................................................................................................................................... 3
ENGL 1113 Composition I .............................................................................................................................................................. 3
ENGL 1123 Composition II .............................................................................................................................................................. 3
ENGL 2213 World Literature I or ENGL 2223 World Literature II ................................................................................................. 3
MIS 1003 Introduction to Computers ............................................................................................................................................... 3
ART 2013 Art Appreciation or MUS 2013 Music Appreciation or MATH 1023 College Algebra .......................................................................................................................................................... 3

2014-2015 College Catalog 73
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.
## Engineering Technology

**Technical Certificate**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EN 1003</td>
<td>Introduction to Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MD 1403</td>
<td>Basic Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>EE 1323</td>
<td>DC/AC Analysis for Engineering</td>
<td>3</td>
</tr>
<tr>
<td>MD 2603</td>
<td>Industrial Safety</td>
<td>3</td>
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<tr>
<td>MIS 1003</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>EN 1023</td>
<td>Engineering Concepts I</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
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<tr>
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<td>Technical Math or</td>
<td>3</td>
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<tr>
<td>MATH 1023</td>
<td>College Algebra</td>
<td>3</td>
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<tr>
<td>MD 1003</td>
<td>Computer Integrated Manufacturing I (CIM I)</td>
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<tr>
<td>MD 2523</td>
<td>Computer Num Cont (CNC)</td>
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**TOTAL HOURS REQUIRED**

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## Entrepreneurship

**Technical Certificate**

**Consortia Certificate – NorthWest Arkansas Community College**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credit Hours</th>
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<tbody>
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<td>ENTR 1003</td>
<td>Intro to Entrepreneurship</td>
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<tr>
<td>ENTR 2013</td>
<td>Professional Selling &amp; Advertising</td>
<td>3</td>
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<tr>
<td>ENTR 2033</td>
<td>Feasibility &amp; Funding</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1003</td>
<td>The American Enterprise System</td>
<td>3</td>
</tr>
<tr>
<td>GBUS 2003</td>
<td>Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BA 2223</td>
<td>Business Communications</td>
<td>3</td>
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<tr>
<td>ACCT 2003</td>
<td>Principles of Accounting I</td>
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</table>

**TOTAL HOURS REQUIRED**

---

## General Studies

**Technical Certificate**

The Certificate of General Studies is a one-year award designed to provide recognition of the completion of a body of knowledge in general education, to serve as an intermediate step toward an Associate of Arts (A.A.) degree, and/or to recognize as a “completer” a student who has successfully completed a significant number of courses in General Education but does not intend to complete an Associate of Arts (A.A.) degree.
The Industrial Maintenance technical certificate is designed to prepare individuals for employment in general maintenance in an industrial setting.

**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.

<table>
<thead>
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<td>BIOL 2061</td>
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<td>SOC 2013</td>
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<td>ART 2013</td>
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<td>MUS 2013</td>
<td>3</td>
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<td>PHIL 2403</td>
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</table>

**TOTAL HOURS REQUIRED** ............................................................................................................................................................................. 37

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

**INDUSTRIAL MAINTENANCE**

**Technical Certificate**

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

<table>
<thead>
<tr>
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<th>Course Name</th>
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<tr>
<td>EE 1003</td>
<td>Introduction to Basic Electricity</td>
<td>3</td>
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<tr>
<td>MD 1033</td>
<td>Basic Machine Tools</td>
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<tr>
<td>MD 1323</td>
<td>Intermediate Welding</td>
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<tr>
<td>MD 1123</td>
<td>Mechanical Devices (NCCER Core 1)</td>
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<tr>
<td>MD 1303</td>
<td>Basic Welding</td>
<td>3</td>
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<td>MD 1403</td>
<td>Basic Blueprint Reading</td>
<td>3</td>
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<td>MD 2603</td>
<td>Industrial Safety</td>
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<td>MD 2003</td>
<td>Millwright Level I (NCCER)</td>
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<td>TOTAL HOURS REQUIRED</td>
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**LAW ENFORCEMENT**

Technical Certificate

Pre-Certification Required

Arkansas Law Enforcement Training Academy (ALETA) students may earn this certificate through concurrent enrollment with SAU Tech. This certificate folds into the Associate of Professional Studies (A.P.S.) degree: Law Enforcement Emphasis.

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<td>LE 1004</td>
<td>Criminal Investigation</td>
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<td>LE 1011</td>
<td>Domestic Violence</td>
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<td>LE 1013</td>
<td>Criminal Law</td>
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<td>LE 1014</td>
<td>Firearms Training</td>
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<td>LE 1021</td>
<td>Criminal Code/AR</td>
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<tr>
<td>LE 1022</td>
<td>Emergency Vehicle Operations</td>
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<td>LE 1023</td>
<td>Criminal Evidence &amp; Procedures</td>
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<td>LE 1033</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<tr>
<td>LE 1043</td>
<td>Police Administration</td>
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**MULTIMEDIA FILM & VIDEO PRODUCTION**

Technical Certificate

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<tr>
<td>MM 1033</td>
<td>Introduction to 3D Modeling</td>
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<tr>
<td>MM 1133</td>
<td>Digital Image Making</td>
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<tr>
<td>MM 1203</td>
<td>Field Production &amp; Editing</td>
<td>3</td>
</tr>
<tr>
<td>MM 1303</td>
<td>Video Production I</td>
<td>3</td>
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<tr>
<td>MM 1153</td>
<td>Web Design &amp; Development</td>
<td>3</td>
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<tr>
<td>MM 2133</td>
<td>Advanced Digital Image Making</td>
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<tr>
<td>MM 2423</td>
<td>Digital Editing</td>
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<td>MM 2613</td>
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MULTIMEDIA GRAPHIC DESIGN
Technical Certificate

<table>
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<tr>
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<td>Digital Illustration</td>
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<td>Introduction to 3D Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MM 1133</td>
<td>Digital Image Making</td>
<td>3</td>
</tr>
<tr>
<td>MM 1153</td>
<td>Web Design &amp; Development</td>
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</tr>
<tr>
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<tr>
<td>MM 1233</td>
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TOTAL HOURS REQUIRED .......................................................................................................................... 30

MULTIMEDIA SIMULATION & GAME DESIGN
Technical Certificate

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<tr>
<td>MM 1003</td>
<td>Introduction to Multimedia</td>
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<td>MM 1033</td>
<td>Introduction to 3D Modeling</td>
<td>3</td>
</tr>
<tr>
<td>MM 1133</td>
<td>Digital Image Making</td>
<td>3</td>
</tr>
<tr>
<td>MM 1153</td>
<td>Web Design &amp; Development</td>
<td>3</td>
</tr>
<tr>
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<td>Graphic Design I</td>
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</tr>
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<td>MM 1233</td>
<td>Graphic Design II</td>
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</tr>
<tr>
<td>MM 2043</td>
<td>Advanced Web Design &amp; Development</td>
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<tr>
<td>MM 1183</td>
<td>C++ for Games</td>
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<tr>
<td>MM 1173</td>
<td>3D Modeling II</td>
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</table>

TOTAL HOURS REQUIRED .......................................................................................................................... 30

OCCUPATIONAL SKILLS
Technical Certificate

This technical certificate is for students whose educational and occupational goals are not met by any of the college’s other program specific technical certificates. It allows students to build a sequence of courses to satisfy specific skills needed for employment, to improve incumbent job skills, or to gain an avenue through which to apply relevant prior learning assessment credits. The certificate is a pathway into the existing A.A.S. in General Technology.

<table>
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<td>CO 2213</td>
<td>Technical Writing</td>
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<td>MATH 1003</td>
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TOTAL HOURS REQUIRED .......................................................................................................................... 24
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 Management.

<table>
<thead>
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<th>Title</th>
<th>Credit Hours</th>
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<td>CS 2043</td>
<td>Business Graphics</td>
<td>3</td>
</tr>
<tr>
<td>CS 2223</td>
<td>Electronic Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1003</td>
<td>The American Enterprise System</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 1113</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MIS 1003</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>OS 1133</td>
<td>Skill Building</td>
<td>3</td>
</tr>
<tr>
<td>OS 1143</td>
<td>Speed Building</td>
<td>3</td>
</tr>
<tr>
<td>OS 2233</td>
<td>Office Procedures</td>
<td>3</td>
</tr>
<tr>
<td>OS 2283</td>
<td>MS Word</td>
<td>3</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 27

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 July and students graduate in May 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.

Admission Requirements
The Practical Nursing Program applicant must:
1. Have graduated from high school by earning either a high school diploma or GED.
2. Have an overall GPA (grade point average) of 2.00 or greater (high school courses if applying directly after high school; college courses if have college credit).

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 years are required to take the ACT, SAT, ASSET or COMPASS test before they register.

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.
   a. The Registrar’s Office requires an official transcript to be mailed from the high school(s).
   b. The Practical Nursing Program will accept an unofficial transcript.
2. Submit all college transcripts.
a. The Registrar’s Office requires an official transcript to be mailed from each applicable college(s).
b. The Practical Nursing Program will accept an unofficial transcript.

3. Submit two separate applications for admission:
   a. Application for Admission to SAU Tech and
   b. Application for Admission to the Practical Nursing Program

4. Take the pre-entry test, the Test of Essential Academic Skills (TEAS V) test.
   a. The TEAS V is given through the Testing Center and a fee is charged.
   b. The TEAS V is an online computerized test and takes approximately 3-1/2 hours to complete.
   c. The TEAS V includes, but is not limited to, reading comprehension, mathematics, science reasoning, and English and language usage.
   d. The TEAS V may only be taken twice per application period.
   e. The TEAS V test will be given at the SAU Tech Testing Center every January through March. The testing dates will be posted on SAU Tech’s website or you may call the Nursing Office at 1.870.574.4585.
   f. For more information on the TEAS V or for study resources, go to http://www.atitesting.com.

5. Complete your file in the Nursing Office by submitting your high school and college transcripts and your immunization record.

6. Deadline for completing the application process is April 1st.

7. Student selection will be based upon a point system utilizing the following:
   a. The student’s highest of a maximum of two TEAS V test scores (adjusted individual score in each category).
   b. Successful completion of certain college courses (refer to the SAU Tech Practical Nursing Program Application Packet).
   c. Current medical certifications.

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 will be required to:

1. Sign a statement, before beginning the nursing program, that states they have read and understand ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. The Arkansas State Board of Nursing (ASBNA) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the Arkansas State Board of Nursing Nurse Practice Act and Rules. Students can access the information at http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx.

2. Have a urine drug screen performed prior to admission. The drug screening must be performed through Ouachita County Medical Center.

3. Submit proof of current negative TB (tuberculosis) skin or blood test.

4. Have the Hepatitis B vaccination series. If the student has not already had this vaccination series, proof of at least the first injection will be required prior to beginning the program. Proof of the second and third vaccines will be required as the student progresses through the program.

5. Have proof of MMR vaccination prior to beginning the program.

6. Have the flu vaccine at the appropriate time during the program, submit proof of allergy or sign declination form.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER I SEMESTER</td>
</tr>
<tr>
<td>Healthcare Provider</td>
</tr>
<tr>
<td>SUMMER II Semester</td>
</tr>
<tr>
<td>PN 1103</td>
</tr>
<tr>
<td>PN 1201</td>
</tr>
</tbody>
</table>
SUPPLY CHAIN MANAGEMENT
Technical Certificate
This technical certificate introduces all major aspects of supply chain management, including strategy, sourcing and procurement, operations, logistics, and organizational alignment. Learn how to execute a strategic supply chain management plan that is grounded in today’s business needs for competitive effectiveness and operations efficiency. The certificate is a pathway into the existing A.A.S. in General Technology: Supply Chain Management Emphasis (pending approval of AHECB, July 2014). The Certificate of Proficiency in Materials and Operations Management is a pathway into this technical certificate. (Pending approval of AHECB, July 2014.

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

**CHILDHOOD DEVELOPMENT ASSOCIATE (CDA)**

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. 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.

<table>
<thead>
<tr>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED 1000 CDA Lab*</td>
</tr>
<tr>
<td>ED 1303 Early Childhood Growth &amp; Development</td>
</tr>
<tr>
<td>ED 1313 Child Health, Safety &amp; Nutrition</td>
</tr>
<tr>
<td>ED 1323 Policies &amp; Procedures</td>
</tr>
</tbody>
</table>

TOTAL HOURS REQUIRED: 9

*Not required in summer session.
### CISCO NETWORKING
Certificate of Proficiency

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 1004</td>
<td>Cisco Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CS 1001</td>
<td>Cisco Networking I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CS 1104</td>
<td>Cisco Networking II</td>
<td>4</td>
</tr>
<tr>
<td>CS 1011</td>
<td>Cisco Networking II Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED</strong></td>
<td></td>
<td><strong>10</strong></td>
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</table>

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS 1004</td>
<td>Cisco Networking I</td>
<td>4</td>
</tr>
<tr>
<td>CS 1001</td>
<td>Cisco Networking I Lab</td>
<td>1</td>
</tr>
<tr>
<td>CS 1104</td>
<td>Cisco Networking II</td>
<td>4</td>
</tr>
<tr>
<td>CS 1011</td>
<td>Cisco Networking II Lab</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED</strong></td>
<td></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

### DEFENSE/AEROSPACE TECHNOLOGY
Certificate of Proficiency

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA 1003</td>
<td>Intro to Defense/Aerospace Manufacturing Technology</td>
<td>3</td>
</tr>
<tr>
<td>DA 1013</td>
<td>Defense/Aerospace Manufacturing Technology I</td>
<td>3</td>
</tr>
<tr>
<td>DA 1023</td>
<td>Defense/Aerospace Manufacturing Technology II</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED</strong></td>
<td></td>
<td><strong>9</strong></td>
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</table>

### FIRE & EMERGENCY RESPONSE
Certificate of Proficiency
Pre-Certification Required

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 2013</td>
<td>EMS First Responder</td>
<td>3</td>
</tr>
<tr>
<td>FS 1003</td>
<td>Introduction to Fire &amp; Emergency Response</td>
<td>3</td>
</tr>
<tr>
<td>FS 1123</td>
<td>Firefighter I</td>
<td>3</td>
</tr>
<tr>
<td>FS 1133</td>
<td>Firefighter II</td>
<td>3</td>
</tr>
<tr>
<td>FS 2003</td>
<td>Hazardous Materials Operations</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

### MATERIALS & OPERATIONS MANAGEMENT
Certificate of Proficiency

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

**CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MO 1003</td>
<td>Principles of Inventory Control</td>
<td>3</td>
</tr>
<tr>
<td>MO 1013</td>
<td>Principles of Planning</td>
<td>3</td>
</tr>
<tr>
<td>MO 1023</td>
<td>Principles of Manufacturing Control</td>
<td>3</td>
</tr>
<tr>
<td>MO 1033</td>
<td>Principles of Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>MO 1043</td>
<td>Principles of Material Handling &amp; Warehousing</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED</strong></td>
<td></td>
<td><strong>15</strong></td>
</tr>
</tbody>
</table>

**MEDICAL TRANSCRIPTION**

Certificate of Proficiency

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

The present job market projects a growing demand for medical transcriptionists.

**CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OS 2003</td>
<td>Medical Transcription I</td>
<td>3</td>
</tr>
<tr>
<td>OS 2013</td>
<td>Medical Transcription II</td>
<td>3</td>
</tr>
<tr>
<td>AH 1143</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>OS 1013</td>
<td>Essentials of Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>OS 2023</td>
<td>Basic Pharmacology</td>
<td>3</td>
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<tr>
<td><strong>TOTAL HOURS REQUIRED</strong></td>
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<td><strong>15</strong></td>
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</tbody>
</table>

**MICROSOFT CERTIFIED IT PROFESSIONAL (MCITP)**

Certificate of Proficiency

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

**CREDIT HOURS**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NT 1014</td>
<td>Support Network Clients</td>
<td>4</td>
</tr>
<tr>
<td>NT 1114</td>
<td>Support Network Servers</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL HOURS REQUIRED</strong></td>
<td></td>
<td><strong>8</strong></td>
</tr>
</tbody>
</table>

**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;
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.

NURSING ASSISTANT TRAINING PROGRAM COURSE WORK
NA 1207 Nursing Assistant ................................................................. 7

PROGRAMMABLE LOGIC CONTROLLER (PLC)
Certificate of Proficiency

CREDIT HOURS
EE 1323 DC/AC Analysis for Engineering ................................................................. 3
EM 2924 Programmable Logic Controller I (PLC I) ...................................................... 4
EM 2934 Programmable Logic Controller II (PLC II) ...................................................... 4
TOTAL HOURS REQUIRED .............................................................................................. 11

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

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

SAU Tech’s Adult Education programs for Calhoun, Cleveland, Columbia, Dallas and Ouachita Counties offer individualized instruction for those seeking to pass the General Educational Development Test (GED) and for those who have a high school diploma but are seeking to improve their academic skills to prepare for college; pass the ACT, ASSET or COMPASS, ASVAB; or increase academic skills for personal reasons. The Adult Education Programs also provide individualized tutoring for Commercial Driver’s License (CDL) and driver’s education (written portion only), as well as employability skills such as the Career Readiness Certificate (CRC) and WAGE. Additional services include Literacy—learn to read, Computer Literacy, and English as a Second Language (ESL) are offered in small group and individualized settings.

All classes are FREE. Classes are held at central Adult Education sites located in the following locations: Ouachita/Calhoun Counties, 237 Jackson Street, Camden, Arkansas 71701, 1.870.837.4001; Cleveland County, 211 Main Street, Rison, Arkansas 71665, 1.870.325.6100; Columbia County, 811 Calhoun Road, Magnolia, Arkansas 71753, 1.870.234.6064; and Dallas County, 1111 West 3rd Street, Fordyce, Arkansas 71742, 1.870.352.5061. For information on classes held in other communities and locations, contact the Director of Adult Education at 1.870.837.4001.

ARKANSAS ENVIRONMENTAL TRAINING ACADEMY

The Arkansas Environmental Training Academy is a training division of SAU Tech. The Academy is the designated Environmental Training Center for the State of Arkansas. Created in the early 1970’s, the Academy is mandated by the State Legislature to provide environmental education and training programs for municipal and industrial operator licensing Programs administered by the Arkansas Department of Health and the Arkansas Department of Environmental Quality. The Academy is made up of five distinct divisions: Wastewater; Water; Solid Waste Management; Backflow Prevention; and Environmental Health & Safety.

The mission of the Arkansas Environmental Training Academy is to provide quality training and certification services that lead to the protection and sustainability of the state’s natural resources and the public health and welfare of the citizens of the State of Arkansas. This is accomplished by providing training that leads to state licensure for our students. Academy services are provided on-campus, off-campus and by Internet delivery to municipal, private, and industrial personnel statewide. The Academy, through SAU Tech, continues to offer Portfolio credit to non-credit students to convert non-credit environmental training courses into college credit. For additional information contact the Academy at 1.870.574.4550 or visit http://www.sautech.edu/aeta/index.aspx.

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 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 6266 Coleman Road, Camden, Arkansas 71701.

CAREER PATHWAYS INITIATIVE

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

CENTER FOR WEB-BASED LEARNING

The mission of SAU Tech's Center for Web-Based Learning is to provide asynchronous educational opportunities for students, and to provide personnel, equipment, and support resources to faculty teaching online. Numerous General Education courses are offered via the Internet through the Center for Web-Based Learning as well as a number of degree programs. Classes offered via the Internet can be taken without ever setting foot on the campus. Students need only have an up-to-date computer. The asynchronous delivery of college courses especially fits the busy schedules of people today who find it difficult to set aside time to attend classes on-site. Internet courses are developed and in some cases taught by the same instructors who teach for SAU Tech on campus. For additional information regarding SAU Tech's Internet courses, call 1.870.574.4453 or 1.870.574.4586. You can also e-mail to wblmg@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

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

EXTENDED EDUCATION

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

1. Adult Education (Calhoun, Cleveland, Columbia, Dallas, Ouachita Counties)
2. Business & Industry Training
3. Career Readiness & Employability Skills Services
4. Center for Entrepreneurial Development
5. Community Education
6. Special Programs & Secondary Education.

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. Program areas offered at the Career Academy are: Automotive Service Technology, Computer Engineering Technology, Cosmetology, Medical Professions, Radio/Television, and Welding. Enrollment for these classes is made through the respective high school that students attend.

The SkillsUSA Program is an integral part of the Career Academy as its benefits are embedded within each program area framework. SkillsUSA offers opportunity for students to complete at a State and National level. 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 14344 King Road, Camden, Arkansas 71701.

SPECIAL PROGRAMS & SECONDARY EDUCATION

The Department of Special Programs & Secondary Education provides academic and community services through the following programs:

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

By following the appropriate technical program pathway available in their school or career center, a student may earn a Certificate of Proficiency in one of the following areas: Multimedia Broadcasting; Nursing Assistant; Automotive Service Technology; Welding Technology; Aviation; Beginning Hair Design; Construction Technology; Computer Engineering; Criminal Justice; Medical Professions; Pre-Engineering CADD.

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

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

**Community Enrichment** – Community enrichment programs are offered throughout the year including the Noon Brown-Bag Lunch Speakers Series, and the SAU Tech Distinguished Speakers Program. For information about courses and programs, contact the Department of Special Programs & Secondary Education at 1.870.574.4495.

**High School Services Provided to Public Schools** – High school services provided to public schools are:
1. Credit Recovery is a computer based tutorial program utilizing the A+ Learning System. This program allows students in grades 9-12 to recover academic credits failed during the year.
2. Summer Camps enrolls students from all grades in several different educational enrichment programs for a month during the summer.
3. Career Coach supports and assists high school students in 21 of Arkansas’s most economically challenged counties. Career Coach support and assists area public high school students to gain college credit.
4. College & Career Readiness Planning Program provides ACT and Compass training to area high schools (Bearden, Harmony Grove, Camden Fairview, Stephens, Hampton, and Fordyce) to assist disadvantaged students.
COURSE DESCRIPTIONS

COURSE CLASSIFICATION SYSTEM

Courses are identified by two to four 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 numbers are used for sequencing purposes (i.e., Composition I and Composition II). The last number of the course number specifies the number of college credits awarded for the course.

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

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

ALLIED HEALTH

AH 1143. Medical Terminology. This course provides a study of medical terminology related to healthcare professionals, including word structure and formation. Medical terms, their abbreviations, their meanings, and appropriate spellings are studied. Also studied will be the language of all body systems as well as medical tests and specific specialties.

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 1103. Nursing Concepts I. This is a course that introduces the theory and skill required of the entry-level practical nurse. Concepts and theory associated with the understanding and development of these skills are presented, with emphasis on use of nursing process. Laboratory practice of skill and techniques incorporated throughout the course. Legal issues related to nursing are discussed. Nursing ethics include common ethical dilemmas 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 1201. Math for Nurses. This course provides information on calculation of medication dosages as well as other mathematical problems common to nursing. Basic math is reviewed. Instruction is provided using metric, apothecary, and household systems of measurement. Students learn to convert between systems of measurement.

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. Routine responsibilities incurred in the preparation and administrations of medications are studied. Students are taught to prepare and administer medications.

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

PN 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-potentiation and allows the student to give supportive assistance to clients and health team members.

PN 2105. Nursing Concepts II. This course is a course the builds on Nursing Concepts I, completing the theory and skill required of the entry-level practical nurse. Concepts and theory associated with the understanding and development of these skills are presented, with emphasis on use of nursing process. Laboratory practice of skill and technique is incorporated throughout this course. Prerequisite: PN 1103.

PN 2108. Clinical Practicum I. This course provides supervised, preceptor, and observational experiences in a variety of clinical settings. Students rotate through medical, surgical, obstetric, pediatric, and mental health areas. Theory content is taught concurrently or prior to the students’ specific clinical experience.

PN 2118. Clinical Practicum II. This course provides supervised, preceptor, and observational experiences in a variety of clinical settings. Students rotate through medical, surgical, obstetric, pediatric, and mental health areas. Theory content is taught concurrently or prior to the students’ specific clinical experience. Prerequisite: PN 2108.

PN 2208. Nursing of Adults. This course is a study of common medical surgical disorders of the adult. It includes signs and symptoms, treatment, nursing care, and outcomes. This course explores the 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. The assistance to persons with disorders of specific body systems is presented.

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.

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.

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.

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.
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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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 magneto's. The student will disassemble, inspect, repair, time, and assemble aircraft magneto's to industry standards.

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.

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.
BIOLOGY

BI 2234. Microbiology w/Lab. [ACTS Course BIOL 2004]. The biology of bacteria, viruses, and microorganisms is studied. Laboratory work emphasizes sterile technique. Immunology and Biotechnology are discussed. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

BIOL 2003. Nutrition & Diet. The fundamental principles of human nutrition and diets; emphasizes normal nutrition as a basis for making diet adaptation in disease. Prerequisite: BIOL 2061 and BIOL 2063 or permission of instructor.

BIOL 2061. Anatomy & Physiology I Lab. [ACTS Course BIOL 2404]. To accompany BIOL 2063.

BIOL 2063. Anatomy & Physiology I. [ACTS Course BIOL 2404]. A detailed study of the structure and function of the human body with emphasis on the skeletal, muscular, reproductive and endocrine 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: Eligible for ENGL 1113. Co-requisite: BIOL 2061.

BIOL 2071. Anatomy & Physiology II Lab. [ACTS Course BIOL 2414]. To accompany BIOL 2073.

BIOL 2073. Anatomy & Physiology II. [ACTS Course BIOL 2414]. 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. [ACTS Course BIOL 1004]. To accompany BSCI 1013.

BSCI 1013. The Biological Sciences. [ACTS Course BIOL 1004]. 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: Eligible for ENGL 1113. Co-requisite: BSCI 1011.

BUSINESS ADMINISTRATION

ACCT 2003. Principles of Accounting I. [ACTS Course ACCT 2003]. 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: Eligible for ENGL 1113 and MATH 1023.

ACCT 2103. Principles of Accounting II. [ACTS Course ACCT 2013]. A continuation of ACCT 2003 with emphasis on accounting for partnerships and corporations. Topics covered include: inventory, depreciation, payroll, notes payable, stocks, bonds, investments, equity, international operations, job order cost systems, and process cost systems. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Excel and Microsoft Word. Prerequisite: ACCT 2003.

BA 1103. Personal Finance. This course focuses on the individual’s role and financial responsibilities as a student, citizen, consumer, and active participant in the business world. It informs students of their various financial responsibilities. Co-Requisite: Transitional Math.

BA 2003. Internship. Students move from the interview process to ten 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. Prerequisite: Eligible for ENGL 1113.
BA 2223. Business Communications. [ACTS Course BUS 2013]. A course in the fundamentals of effective oral and written communication in the business setting. Theoretical applications will be utilized to develop the student’s awareness of acceptable principles and techniques. These skills will then be implemented in the preparation of clear and concise examples of written and oral business communication. Prerequisite: ENGL 1113.

ECON 1003. The American Enterprise System. [ACTS Course BUS 1013]. 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 capitalist business enterprise system. Prerequisite: Eligible for ENGL 1113.

ECON 2103. Principles of Microeconomics. [ACTS Course ECON 2203]. 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.

ECON 2203. Principles of Macroeconomics. [ACTS Course ECON 2103]. 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. [ACTS Course BLAW 2003]. 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 contrast, 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. [ACTS Course BUS 2103; MATH 2103]. 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. All students must have internet and e-mail access to complete assignments and tests through MyMathLab website. Prerequisite: MATH 1023 and eligible for Comp I.

CHEMISTRY

CHEM 1064. General Chemistry for Nursing w/Lab. [ACTS Course CHEM 1214]. 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. Internet students will also be required to purchase (collect) supplies to be used for lab assignments. Prerequisite: Eligible for ENGL 1113 and MATH 1023.

CHEM 1114. General Chemistry I. [ACTS Course CHEM 1004]. This is a general education survey course intended for non-science majors that introduces Chemistry as it applies to the real world. Includes basic topics of scientific method, measurement, states of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Prerequisite: MATH 1023.

COMMUNICATION ARTS

CO 0143. Introduction to Language Arts. This course is designed to prepare students for college level critical thinking through reading and writing. Successful completion is necessary to qualify for Composition I; however, Introduction to Language Arts does not earn college credit toward a degree plan.

CO 0243. Writing Workshop. This course will be facilitated using discussion, group activities, peer-editing, Internet and Learning Center research, and other appropriate learning activities used to reinforce the skills needed to be successful in Composition I.

CO 2123. American Literature I. [ACTS Course ENGL 2653]. A survey literature course on the development of American literature from pre-colonialism to 1865.

CO 2213. Technical Writing. [ACTS Course ENGL 2023]. 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. [ACTS Course ENGL 1013]. 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 of 16-18 (or equivalent score on alternate test) and CO 0243 as Co-requisite.

ENGL 1123. Composition II. [ACTS Course ENGL 1023]. A continuation of ENGL 1113 with greater emphasis on maturity of skills in critical thinking, writing, and reading; an introduction to fiction, poetry, drama; a study of basic literary terms and techniques; and writing of critical papers. Internet students must have access to the Internet and a browser. Internet students must also be proficient in the use of and have access to Microsoft Word. Prerequisite: ENGL 1113.

ENGL 2213. World Literature I. [ACTS Course ENGL 2113]. 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. [ACTS Course ENGL 2123]. 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. [ACTS Course SPCH 1003]. 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.

COMPUTER SCIENCE

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

CS 1001. Cisco Networking I Lab. This course offers hands-on skills experiences in the Computer Information Technology field. To accompany CS 1004.

CS 1011. Cisco Networking II Lab. This course offers hands-on skills experiences in the Computer Information Technology field. To accompany CS 1104.

CS 1004. Cisco Networking I. This is the first of two 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, configuring a network operating system; exploring network protocols and communications; network addressing; and basic troubleshooting. Prerequisite: Completed Developmental Course Work; Corequisite: CS 1001.

CS 1104. Cisco Networking II. This is the second of two 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, switching, routing and routed protocols, TCP/IP addressing, and security. Prerequisite: CS 1004.

CS 2004. Internship. Classroom instruction provided to strengthen student’s skills and knowledge of proper attire, communication skills, resume writing, interview tips, and documentation. Students then move to the field experience location to work 12-16 hours in their area of study. Taken in student’s last semester.

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: Eligible for ENGL 1113 and OS 1123 or ability to type 25 wpm.

CS 2084. A+ Essentials. This is the first of two 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 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 to install, configure, upgrade, maintain and troubleshoot personal computer systems, components and peripherals, to connect computers to networks and to provide service to clients with personal computer equipment service needs. Prerequisite: EE 2904.

CS 2094. A+ Practical Applications. This is the second of two 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 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 2114. Business Continuity & Disaster Recovery. This course provides instruction with a comprehensive treatment of contingency planning, including the components of Incident Response, Disaster Recovery, Business Continuity, and Crisis Management. It offers thorough treatment of the planning process for each area and provides students with a focus on the managerial issues associated with each area. Included in this instruction is information security that identifies management problems associated with business model issues and practices that has important economic consequences that management is accountable.

CS 2223. Electronic Spreadsheet. A practical and hands-on approach to learning Microsoft Excel for Windows. Emphasis will be placed on applications of Microsoft Excel for Windows. Prerequisite: MIS 1003 or permission of instructor.

CS 2264. Enterprise Support Technician. This course focuses on key information and skills for user support professionals, including successful communication with clients; determining a client’s needs; training end users. Instruction includes but is not limited to components of successful support; evaluation of cause and solution; performance management methods; asset management; security policies; communication skills; and on-the-job training and observation. Prerequisite: Taken in student’s last semester.

CS 2284. Cloud Computing. Enterprise Security curricula strictly follows ISC2’s (Information Systems Security Certification Consortium, Inc.) official training curriculum. The ISC2 SSCP (System Security Certified Practitioner) certification validates the ability of security professionals such as Network Security Engineers, Security Systems Analysts, and Security Administrators to perform fundamental security tasks. This is also the perfect course for personnel in many other non-security disciplines that require an understanding of security but do not have information security as a primary part of their job description. This large and growing group includes information systems auditors; application programmers; system, network, and database administrators; business unit representatives, and systems analysts.

EE 2804. Basic PC Troubleshooting. This is the first of two 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.

EE 2904. Advanced PC Troubleshooting. This is the second of two 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.

MIS 1003. Introduction to Computers. [ACTS Course CPSI 1003]. 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.

MIS 2053. Business Information Systems. Instruction in 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 word processing, spreadsheet, database management, and visual presentations software. Internet students must have access to the Internet, a browser and Microsoft Office software. Prerequisite: Keyboarding speed of 25 wpm and basic computer skills strongly recommended.

NT 1014. Support Network Clients. This is the first of four courses designed to prepare students in becoming a Microsoft Certified Information Technology Professional (MCITP). This course has been designed using the objectives for the Microsoft Certification Exam 70-680 Configuring Microsoft Windows 7. Students will learn to plan and install or upgrade to Windows 7; deploy system images and configure application compatibility; implement IPv4, IPv6, wireless, VPN, mobile, and remote connectivity; set up Internet Explorer® and Windows Firewall; configure Windows BitLocker®, UAC, and access to shared resources; manage devices, drivers, and disks; monitor, update, back up, and performance-tune systems.

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

NT 2204. Security+. 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; e-mail, 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/Organization Security–physical security, disaster recovery, business continuity, policies and procedures, privilege management, forensics, and risk identification and management. Prerequisite: NT 1114.

NT 2444. Network+. Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill. This course first introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. The course will prepare the student to select the best network design, hardware, and software for their environment. The student will also have the skills to build a network from scratch and maintain, upgrade, and troubleshoot an existing network. Finally, the student will be well prepared to pass CompTIA’s (the Computing Technology Industry Association’s) Network+ certification exam.

COOPERATIVE EDUCATION

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

DA 1003. Intro to Defense/Aerospace Manufacturing Technology. This course is prerequisite to DA 1013 and DA 1023 respectively. The course begins with defense contractor orientation including key aspects of company handbook policies including proper dress, work ethics, sexual harassment, workplace violence, and importance of quality. Students are given basic instruction on team building, problem solving, and troubleshooting. Familiarities with basic computer skills as related to work tasks are incorporated into the training and documentation of training throughout. Basic applied math concepts are reinforced along with basic measurement tools. Key safety procedures such as electrical lockout/tagout, personal protective equipment, explosives handling and precautions, the dangers and prevention of electrostatic discharge, fire extinguishing, and blood borne pathogens are covered prior to progressing into correct hand and power tool usage and proper terminology of tools. Along with tool usage, students are introduced to various types of hardware, and their installation applications. The importance of how to properly deal with hazardous waste and hazardous communication issues are stressed, along with an introduction to the basic lean six sigma principles of operation.

DA 1013. Defense/Aerospace Manufacturing Technology I. This course is the follow on to DA 1003 and prerequisite to DA 1023. In this course, the student will learn specifics of proper torque tool usage and calibration policies of various measuring tools as well as shelf life of consumables. How to properly proportion, mix, and apply various bonding and sealant materials are covered as well. Students are introduced to the process of production planning, statistical process control, and the ISO 9000 and ISO 14000 documentation and self-audit procedures. Safety topics include basics of transportation & fork lift, sling/hoist procedures, and use of the respirator. Basic Electrical theory and hands on projects are included that help students grasp an understanding of solid state electronics and the importance of proper electrical connections and cleaning. Further, students are taught the basics of blueprint reading and how to make precise measurements using scales, dial calipers, micrometers, thickness gauges, and dial indicators. Finally a study of the value of preventive maintenance, waste reduction, and key green manufacturing strategies are covered.

DA 1023. Defense/Aerospace Manufacturing II. This course is the final course in the Defense Aerospace training and students must have had DA 1003 and DA 1013 as prerequisites to this course. The program of study begins with basic welding operations study including key components of proper weld preparation. Using proper technical data and blueprints is incorporated into hands on tasks. Such tasks include practice of proper drilling, reaming, tapping, as well as installation of helicoils and special fasteners. Students further learn how to apply sealants into bonded assemblies, how to properly assemble and route hydraulic lines and hoses and how to properly route electrical cables. Procedures for disassembly and assembly of interference fit components using pullers and arbor/press equipment is covered as well as how to set up drive coupling and belt alignment installations as related to motors and pumps. An introduction to boiler operation and safety, as well as basic HVAC operation is also covered to give familiarity and relationships to green energy considerations. Completion of training includes preparing for the job search with basic resume and application guidance and mock interviews.

ENGINEERING

EE 1323. DC/AC Analysis for Engineering. 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.

EM 2963. PLC for Engineering. This course is designed to build on the basic PLC concepts and programming introduced in PLC I. It will provide the student with an introduction to, and an understanding of a broad range of PLC topics. Including PLC Setup, Advanced Programming, Basic Maintenance and Troubleshooting Techniques, PLC Networking and Communication, as well as an overview of HMI Hardware & Software. The course will be taught using Allen Bradley and Rockwell Automation products.

EN 1003. Introduction to Engineering. This course includes a history of engineering processes. It further details a study of various engineering disciplines to include electrical, mechanical, civil, chemical, and computer engineering. Students should also gain knowledge of a variety of design processes.

EN 1023. Engineering Concepts I. Students are taught the principles of engineering including design, communication,
ethics, and fundamentals of management. Related parameters referencing time, length, mass, temperature, force, and other engineering concepts are also included. Prerequisite: EN 1003.

**EN 2023. Engineering Concepts II.** This fourth semester course ties together many parts of prior course work with an in depth look at statics and material strengths. Students are taught profiles of engineering, future challenges, problem solving, visualizations and graphics, teamwork, and project management. Prerequisite: EN 1023.

**ENTREPRENEURSHIP**

**ENTR 1003. Intro 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.

**ENTR 2033. Feasibility & Funding.** 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.

**ENVIRONMENTAL SCIENCE**

**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 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 1553. Environmental Management I.** This course is designed to provide awareness on environmental law, environmental regulations, risk management and assessment, public relations, and managing relationships with state and federal agencies. This 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 effects 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 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 landfilling 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.

**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.

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 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: PR-Health Care Provider.

**FS 2023. 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.

**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 1003. Freshmen 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. [ACTS Course HEAL 1003].** 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.

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.

PE 1081. Fitness for Life. This course develops the relationship between physical fitness and wellness through scientific evidence presented in the areas of exercise science and health. The body’s adaptations to programs of aerobic conditioning and strength training are examined. Areas associated with health and fitness, including nutrition and weight control, maintaining fitness with age, heart disease, low back care, and stress reduction are discussed. The laboratory work will provide students with opportunities to assess their own fitness and health.

HUMANITIES & FINE ARTS

ART 2013. Art Appreciation. [ACTS Course ARTA 1003]. 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.

AT 1052. Fundamentals of 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.


MUS 2013. Music Appreciation. [ACTS Course MUS 1003]. 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.

PHIL 2403. Introduction to Philosophy. [ACTS Course PHIL 1103]. 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.

LAW ENFORCEMENT

LE 1001. Juvenile Justice. This course is to include the 20 contact hours of Child Abuse Juvenile taught by Arkansas Law Enforcement Training Academy (ALETA) as concurrent credit with SAU Tech. Topics include: 911 Calls Involving Children (Practical), Child Abuse Recognition, Child Sexual Abuse, Interviewing Child Victims (Sex, Assault, Practical), Interviewing Child Victims (P/M Abuse; Sex, Assault), Juvenile Law and Causes of Delinquent Behavior, and Missing and Exploited Children.

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

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, Probably 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 Vehicle 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 Academics. 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. [ACTS Course CRJU 1023].** 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**

**EE 1003. Introduction to Basic Electricity.** This course provides an introduction to electricity, electrical parts, electrical wiring, and electrical safety.

**EM 2213. Industrial Electricity.** A study of basic electricity theory and electrical applications.

**EM 2924. Programmable Logic Controller I (PLC 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: Permission of instructor.

**EM 2934. Programmable Logic Controller II (PLC 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: EM 2924 or permission of instructor.

**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.

**MD 1033. Basic Machine Tools.** This course provides an introduction to all types of land 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.

**MD 1052. 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.

**MD 1123. Mechanical Devices (NCCER Core 1).** This course provides an introduction to various types of construction ideals including safety, construction math, hand tools, and power tools. This is the first of two courses that will be dedicated to the certification process from NCCER. By the student passing tests on given subjects, the student will be able to apply for a NCCER Certification at the end of NCCER Core 2.

**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.

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

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

**MD 1403. Basic Blueprint Reading.** Industrial blueprints and drawing applications as they apply to the maintenance field including aviation maintenance. The student will interpret blueprint information, graphs and charts, symbols, and system schematics including those items used in the aviation industry. The student will learn to make sketches to convey repairs or to construct components.

**MD1603. CAD/CAM.** This course provides 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.

**MD 2003. Millwright Level 1 (NCCER).** This course will take the student on an educational journey into Millwright History, Safety, Tools, Fasteners and Anchors, Basic Layout, Gaskets and O Rings and Oxyfuel cutting. Upon satisfactory completion of all components the student will receive a Certification in Level 1 Millwright Training from the NCCER.

**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 hydraulic and pneumatic.

**MD 2523. Computer Num Cont (CNC).** Principles of computer numerical control, application, and programming concepts. Problem solving experience in programming, program preparation within the context of CNC machines.

**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.

**MD 2633. Maintenance Management (NCCER Core 2).** This course provides an introduction to several ideals from the NCCER Construction core text to include construction type drawings, basic rigging, communication skills, employability skills, and material handling. Upon completion of the two NCCER core courses, the student will have had the opportunity to receive a NCCER Certification.
MD 2714. Computer Integrated Manufacturing II (CIM II). A continuation of MD 1003 CIM I with emphasis on laboratory work with industrial robotics and their application in industry. Prerequisite: MIS 1003.

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.

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.

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.

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.

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.

SCM 2003. Supply Chain Management. This course provides an overview of supply chain management and its role in the success of business and industry. Students will be exposed to topics related to design and management of supply chains, from incoming raw material to final product delivery. Course topics include supply, operations, distribution, and integration.

SCM 2013. Logistics in Manufacturing. This course allows students to use strategic, tactical, and operational concepts to improve the distribution of goods and services by an industry. Emphasis on understanding when and how these concepts are applied, as well as on using optimal methods for adequate implementation, is made. This course is considered the capstone for the supply chain management degree emphasis. Prerequisite: All MO and SCM courses or permission of instructor.

MATHEMATICS

MATH 0133. Transitional Math I. For transfer students in A.A. and AS degree programs. SAU Tech takes a modular approach to Transitional Math. The course consists of 10 modules. Modules 1–6 includes a review of basic skills, beginning algebra, and concepts including fractions, decimals, ratios and proportions, percents, exponents, first degree equations and inequalities, linear equations and polynomials. The remaining modules consist of factoring polynomials, rational expressions and equations, rational exponents and radicals, and quadratic equations. Upon successful completion of the 10 modules, the student is ready to enter College Algebra. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchase online at www.mymathlab.com) and a course ID will be provided by the Instructor. Students must complete a minimum of six modules during the semester to progress into the next level of Transitional Math, however; all 10 modules may be completed in one semester. Upon completion of all Transitional Math modules, the student is eligible for MATH 1023 or MATH 1063.

MATH 0233. Transitional Math II. For transfer students in AA and AS degree programs who did not complete all 10 modules in Transitional I.
MATH 1003. Technical Math. For Career and Technical program A.A.S. degree students. Consists of a core of modules and additional modules based on the students’ specific A.A.S. degree requirements. All modules will place a heavy emphasis on practical problems and problem solving. The core modules include a review of basic skills and concepts including fractions, decimals, ratios and proportions, percent, measurements, exponents, order of operations, integers, linear equations and formulas. The additional modules may include practical plane geometry, solid figures, triangle trigonometry, systems of equations, quadratic equations, graphs and statistics. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchase online at www.mymathlab.com) and a course ID will be provided by the Instructor. Upon successful completion of the specific modules, the student has completed the math requirements. MATH 1003 does not prepare a student for MATH 1023 or MATH 1063.

MATH 1023. College Algebra. [ACTS Course MATH 1103]. College Algebra is a one 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. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). MyMathLab student access code is bundled with a new textbook (or may be purchase online at www.mymathlab.com) and a course ID will be provided by the Instructor. Prerequisite: ACT score in math of 19+ or equivalent score on alternate test or successful completion of all Transitional Math modules.

MATH 1033. Plane Trigonometry. [ACTS Course MATH 1203]. 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 successful completion of all Transitional Math modules. Offered on demand.

MATH 1063. Quantitative Reasoning. [ACTS Course MATH 1003]. This course is designed for students in liberal arts programs in fields that do not require a core of mathematics. This course is a survey of logic, introductory set theory, statistics and finance, number systems and number theory, geometry, graph theory, exponential and logarithmic functions, and linear programming. This course can only be accepted to fulfill the general education requirement for math if it is a terminal math requirement for a degree. Prerequisite: ACT score in math of 19+ or equivalent score on alternate test or successful completion of all Transitional Math modules.

MATH 1525. Calculus & Analytic Geometry I. [ACTS Course MATH 2405]. This course consists of a study of functions (including exponential, trigonometric, and logarithmic), limits, continuity, differentiation, anti-derivatives, inverse functions, and integration. Prerequisite: MATH 1023 and MATH 1033. Offered on demand.

MATH 2015. Calculus & Analytic Geometry II. [ACTS Course MATH 2505]. The differential and integral calculus of functions of one variable with applications will be studied with topics from analytic geometry.

MATH 2053. Math for Teachers I. This is a course designed for P-8 Education majors. This course is a study of sets, numeration systems, the structure of arithmetic, number theory, and beginning concepts of rational numbers and integers, all with an emphasis on problem solving. Methods of teaching these concepts with the use of manipulative, technology and “hands-on” activities will be stressed. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchase online at www.mymathlab.com) and a course ID will be provided by the Instructor. Prerequisite: MATH 1023.

MATH 2063. Math for Teachers II. This is a course designed for P-8 Education majors. A study of rational numbers, ratio, proportions, decimals and percentages, algebraic reasoning, geometric figures and measurements, statistics and probability, all with an emphasis on problem solving. Methods of teaching these concepts with the use of manipulative, technology and “hands-on” activities will be stressed. All students must have Internet and e-mail access to complete assignments and tests through MyMathLab (an interactive online learning environment). A MyMathLab student access code is bundled with a new textbook (or may be purchase online at www.mymathlab.com) and a course ID will be provided by the Instructor. Prerequisite: MATH 1023 and MATH 2053.
MULTIMEDIA TECHNOLOGY

MM 1003.  Introduction to Multimedia.  The class will introduce students to the basics of multimedia.  The student will explore concepts that are needed to create a solid foundation for all future classes.  Learning from the past and exploring the future of multimedia, this class gives students the knowledge and understanding to form a solid career.

MM 1023.  JavaScript.  The student will enhance the functionality and interactivity of web pages by learning to create and utilize embedded and external JavaScript source code.  This course teaches the foundation and fundamentals of cross-browser compatible JavaScript and jQuery through lecture, demonstration and performance in a variety of client/server web environments.  A fundamental understanding of HTML4 and programming concepts is helpful, but not required for this course.

MM 1033.  Introduction to 3D Modeling.  Students will be introduced to the basic principles of animation including, but not limited to interface interaction, display modes, working with objects, mesh modeling, and lighting.

MM 1063.  ColdFusion.  This course introduces the student to the concept of dynamic websites in a client/server environment with database connectivity.  The student will learn to conceptualize, code, and design, professional-quality dynamic websites over the term of this course using Macromedia/Adobe ColdFusion, Microsoft Access, MySQL, and basic SQL.

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.

MM 1123.  Digital Animation.  A course of study in Adobe Flash, a bandwidth friendly and web browser independent vector-graphic animation application.  The student will develop interactive applications for websites.  Co-requisite: MM 1133 or permission of instructor.

MM 1133.  Digital Image Making.  This is a course dedicated to teaching digital image manipulation using Adobe Photoshop.  The class covers photo manipulation, color correction, and digital design techniques.  Co-requisite: MM 1123 or permission of instructor.

MM 1153.  Web Design & Development.  This is the foundational course for Web Design & Development.  Through guided practice and practical exercises, the student develops the requisite skills to produce cross-browser compatible website designs and styles using the Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS).

MM 1163.  Active Server Pages.  An introductory course for new web developers that focuses on website script development using Microsoft’s IIS Web Server, Access 2000 databases and Active Server Page (ASP) technologies.  Learning objectives include understanding ASP and IIS fundamentals through guided lessons on the fundamentals of VBScript and ASP's built-in objects, enabling the student to create their own dynamic, database-driven web solutions.

MM 1173.  3D Modeling II.  Students will begin the basics of world and game engine creation using Unity and other industry standard tools.  Prerequisite: MM 1033.

MM 1183.  C++ for Games.  Using existing game engines, students will learn to program scenarios with an ever increasing level of complexity.  Students will produce a viable, multifaceted scenario/campaign by the end of the term.

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.

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: MM 1133.

MM 1233.  Graphic Design II.  This introductory course is designed for those who want to solve design problems and apply these skills toward print, web, and video media.  This class broadens the students’ creative ideas and helps them expand their problem solving abilities.  Prerequisite: MM 1213.

MM 1253.  Art Production I.  This class provides demonstrations and guide practice to teach students the basics of the art production process as it relates to film and television production.
MM 1303. Video Production I. This class provides demonstrations and guided practice to teach students the basics of the video production process. Prerequisite: MM 1203.

MM 2023. Video Production II. This class will cover basic video production techniques but will focus on a thorough understanding of Final Cut Pro. Prerequisite: MM 1303.

MM 2043. Advanced Web Design & Development. This course extends the fundamentals of MM 1153 into a further course of study in cross-browser compatible development, design and style. Students will apply the fundamentals of project management through the entire project cycle. Designed from a client/development and design agency perspective, the student will negotiate, analyze, conceptualize, code, design and deliver professional-quality websites over the term of this course. Prerequisite: MM 1153.

MM 2053. Typography. Typography informs the student in basic page layout and typography using Adobe InDesign. Students are taught the basics of page layout and are involved in several projects relating to those skills. Prerequisite: MM 1213 and MM 1233.

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 into the wide world of web graphics. Software used will include various web browsers and Adobe Photoshop. The principal focus will be on creating fast-loading, sharp and meaningful imagery for use on the web.

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 2173. 3D Modeling III. Using industry-standard programs like Maya students will learn advanced modeling and texturing techniques. This course will also require students to develop an understanding of body mechanics and characterization in order to produce realistic animated characters. Prerequisite: MM-1173.

MM 2183. Introduction to Game Mechanics. This course will introduce the critical concept of gameplay mechanics. Students will analyze a variety of games and study their mechanics. Students will then be required to conceptualize a game on paper and develop its gameplay mechanics.

MM 2193. Game Engine Development. Students will learn and utilize a popular game engine to create their own games/scenarios.

MM 2203. Story Writing for Games. This course will examine the both the positive and negative aspects of story writing for games. It will also compare and contrast this process with standard creative writing. Students will be required to produce a full game story by the end of term.

MM 2213. Video Game and Animation Career Prep. Students will use their previous skills and work and produce both a working game and an animation reel. Prerequisite: All Game/Animation classes.

MM 2253. Art Production II. This class provides advanced demonstrations and guide practice to teach students the art production process as it relates to film and television production. Prerequisite: MM 1253.

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

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

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

MM 2613. After Effects. This is an advanced course in video editing with an emphasis in Adobe After Effects. After Effects will be taught with emphasis in professional quality and speed. After Effects integration with Final Cut Pro and Adobe Photoshop will enhance the student’s overall video production experience. Prerequisite: MM 1123, MM 1133 and MM 1203.
MM 2803. **Multimedia Internship I.** Students will receive internship credit that is relevant to their degree plan. This class credit will be at the instructor’s discretion and can be substituted for other classes within the Multimedia Degree Plan.

MM 2813. **Multimedia Internship II.** Students will receive internship credit that is relevant to their degree plan. This class credit will be at the instructor’s discretion and can be substituted for other classes within the Multimedia Degree Plan.

MM 2913. **Film & Video Career Preparation.** This class prepares Film & Video students for interviewing and obtaining a career by requiring them to prepare a digital portfolio and resume. They will also be involved in advanced level projects based on real world work experiences. At the completion of this course, students will be required to formally present their portfolio to an audience.

MM 2923. **Graphic Design Career Preparation.** This class prepares Graphic Design students for interviewing and obtaining a career by requiring them to prepare a digital portfolio and resume. They will also be involved in advanced level projects based on real world work experiences. At the completion of this course, students will be required to formally present their portfolio to an audience. Prerequisite: MM 1213, MM 1233 and MM 2413.

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

**OFFICE MANAGEMENT**

OS 1013. **Essentials of Anatomy & Physiology.** This course deals with the basic structures and functions of the human body. Beginning with the cell, study continues to the actions of each body system and the interrelation of all body systems. Effort is made to guide the student through an internal awareness of the unceasing chemical activity that occurs in all living cells.

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

OS 1123. **Keyboarding.** [ACTS Course BUS 1103]. 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 2003. **Medical Transcription I.** A course designed to prepare the student for actual service as a medical transcriptionist. This course teaches the basic concepts of medical transcription using medical terminology, communication skills, and computer applications in the preparation of medical documents. Students learn how to transcribe medical terms and procedures via dictation of medical cases. Prerequisite: OS 1123 or evidence of ability to type 25 wpm.

OS 2013. **Medical Transcription II.** This course is a continuation of Medical Transcription I. Students continue transcription of medical documents. Speed and accuracy are emphasized. Prerequisite: OS 2003.

OS 2023. **Basic Pharmacology.** This course provides a study of the principles and language of pharmacology and laboratory medicine. Basic information on sources of drugs, drug standards, drug references, and drug classifications are studied. Emphasis is placed on the most commonly prescribed drugs. Students learn commonly used pharmacological abbreviations. Commonly used diagnostic tests are studied including indications for testing, techniques in testing, the expression of test values, as well as, the significance of the test results.
OS 2113. **Capstone Project.** A capstone course that emphasizes the integration of the student's knowledge and application of office skills. Topics include office-related assignments using word processing, database, spreadsheet, e-mail, desktop publishing, and presentation software, as well as appropriate office procedures. This course should be taken during the last semester before graduation. Prerequisite: OS 2283, CS 2223, OS 1113 and MIS 2053.

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 or permission of instructor.

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 Office software. Prerequisite: Completed CO 1103 and OS 1123 or evidence of ability to type 25 wpm.

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 w/Lab.** A practical study of basic mechanics, statics, strength of materials, and thermodynamics. Designed for students in technologies. Includes lab. Prerequisite: MATH 0133.

**PHSC 2021.** **The Physical Sciences Lab.** [ACTS Course PHSC 1004]. To accompany PHSC2023.

**PHSC 2023.** **The Physical Sciences.** [ACTS Course PHSC 1004]. 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, MATH 0133. Co-requisite: PHSC2021.

**PHYS 2001.** **College Physics I Lab.** To accompany PHYS 2003.

**PHYS 2003.** **College 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. Prerequisite: MATH 1023, appropriate ACT or equivalent score on alternate test, and eligible for COMP I. Co-requisite: PHYS 2001.

**SOCIAL SCIENCE**

**GEOG 2003.** **Introduction to Geography.** [ACTS Course GEOG 1103]. An introductory course in the basic concepts of geography that emphasizes regional, cultural, and environmental issues. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp II).

**GEOG 2023.** **Physical Geography.** Examines the nature and character of various components of the physical environment, including weather elements, climate, landforms, soil, and natural vegetation.

**HIST 1003.** **World History I.** [ACTS Course HIST 1113]. A study of world civilizations to the early modern period. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

**HIST 1013.** **World History II.** [ACTS Course HIST 1123]. A study of world civilizations since the early modern period. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

**HIST 2013.** **United States History I.** [ACTS Course HIST 2113]. A general survey of the history of the United States through the Civil War era. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).

**HIST 2023.** **United States History II.** [ACTS Course HIST 2123]. A general survey of the history of the United States from the Civil War era to the present. Prerequisite: Eligible for Comp I (or blended Writing Workshop/Comp I).
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: Eligible for Comp I (or blended Writing Workshop/Comp I).


PSYC 2003.  General Psychology.  [ACTS Course PSYC 1103].  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.

PSYC 2103.  Developmental Psychology.  [ACTS Course PSYC 2103].  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 1003.  General Anthropology.  An introduction to cultural anthropology, the study of culture and man in all times and all places.  Major topics are the concept of culture itself, man as a culture bearing animal, and various aspects of culture such as language, social organization, economy, technology, and religion as they appear in primitive and modern societies.

SOC 2003.  Introduction to Sociology.  [ACTS Course SOCI 1013].  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.

SOC 2013.  Social Problems.  [ACTS Course SOCI 2013].  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.

SWK 2053.  Community Service Learning Experience.  Designed to provide an overview of the practice of social work through a service project and traditional learning methods.

TEACHER EDUCATION

ED 1000.  CDA Lab.  A supervised lab experience of approximately 30 contact hours in conjunction with the nine-hour CDA block of courses.  The Child Development Associate program is a 120 contact hour course of study.  Thirty (30) lab hours are required beyond the 90 classroom hours in order to meet the contact requirements.  This lab meets four 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 of two 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.

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.

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.

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. 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.

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.

EDUC 1111. PRAXIS Prep Course. This review course is an intensive course designed to familiarize students with the structure and content of the Praxis Series Reading, Writing, and Math tests before taking the exams prior to certification. The program will include detailed instruction and hands-on practice of reading comprehension and multiple-choice test-taking strategies, essay writing strategies, grammar and math review. Sample test preparation materials will also be available to help prepare for the Praxis Series test.

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, and eligible for COMP I.

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

IEC 2003. Child Growth & Development. This course examines typical child development as delineated by research and philosophers and the effect of disabling conditions. The role of families and cultural differences is examined within the context of child development.

WELDING ACADEMY

WA 1005. Welding Processes. This course will provide welding safety skills and cover the NCCER Core curriculum. Further, students will become proficient in the MIG and FLUXCORE wire welding processes in the position of 1F, 2F, 3F and 4F per American Welding Society specification.

WA 1015. Structural Welding. This course will provide students the skills necessary for structural welding on flat plate steel structures. Training includes fillet welds and groove welds using the SMAW (stick), and GTAW (tig) processes. Positions include 1G, 2G, 3G, and 4G, per American Welding Society specification.

WA 1025. Pipe Welding I. This course will provide instruction that gives students opportunity to advance skills previously attained with flat plate to the pipe welding skill sets. The process for welding will include SMAW (stick) on mild steel pipe. Positions will include 2G, 5G, and 6G per American Welding Society specification.

WA 2005. Pipe Welding II. This course advances pipe welding skills into the materials of stainless and includes the process of TIG in the positions of 2G, 5G, and 6G.

WA 2015. Hi Freq TIG & Pipeline Welding. This course focuses on key information and skills for welding with Aluminum materials using the Hi Frequency TIG method. Positions will include fillet welds in positions of 1F, 2F, and 3F per American Welding Society specification. Further, this course will give students training in the specialized process of pipeline welding (typically downhill travel). Position for this method of pipeline welding will include 5G only, per American Welding Society.

WA 2025. Capstone. This course addresses the overall skill sets acquired throughout the training, allowing a collective review of GTAW and SMAW weld processes in the 2G, 5G, and 6G positions per American Welding Society specification. Students will also be provided training in proper resume writing and interview processes with staged interviews with prospective employers. Certification is required for stick, TIG, and MIG welding as a requirement using AWS standards for this course.

WILDLIFE & FISHERIES


WF1012. GPS, GIS, & Navigation. Global positioning and geographic information systems and navigation with maps and compass.

WF1013. Firearms. Instruction in the function, safety, marksmanship, and working mechanisms of various types of firearms.


WF1053. Boating & Hunter Awareness. Study of Arkansas and U.S. code related to boating and hunting including boating theft and accident investigation, boating operations, and wildlife forensics.
WF1063. **Patrol & Observation.** Patrol techniques including observation, perception, protection, prevention, repression, identification, and apprehension.

WF1073. **Vehicle Operations & Procedures.** Vehicle operations, defensive and offensive driving, and search of vehicles and persons.

WF1083. **Physical Training.** Conditioning and physical activities to aid officers in the performance of their duties.

WF 2213. **Technical Writing.** [ACTS Course ENGL 2023]. 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.
COLLEGE FACULTY & STAFF

SAU SYSTEM BOARD OF TRUSTEES

William R. Stringfellow, Chair ................................................................. Little Rock
Term Expires 2016

O. A. Franks Jr., Vice Chair ................................................................. Magnolia
Term Expires 2017

William “Steve” Keith, Secretary ......................................................... Magnolia
Term Expires 2018

James Freeman ................................................................................... Texarkana
Term Expires 2015

Edgar Lee ............................................................................................ Chidester
Term Expires 2019

SAU SYSTEM PRESIDENT

David F. Rankin (1968) ........................................................................ President
B.S.B.A., University of Arkansas • M.B.A., Louisiana Tech University • Ph.D., University of Mississippi • Chartered Financial Analyst (CFA) Designation

SAU TECH EXECUTIVE OFFICERS

Corbet J. Lamkin (2008) ........................................................................ Chancellor
B.B.A., Southern Arkansas University • M.S., University of Arkansas • Ph.D., Mississippi State University

Diane Betts (1981) .......................................................... Vice Chancellor for Planning, Accountability & Development
A.S., Southern Arkansas University Tech • B.B.A., Southern Arkansas University • M.B.A., Henderson State University • D.B.A., University of Phoenix

Reginald Cooper (1992) ................................................................. Vice Chancellor for Student Services
B.S.E., Southern Arkansas University • M.Ed., Auburn University • Ed.D., Auburn University

Robert Gunnels (1996) ........................................................................ Vice Chancellor for Academics
B.S., Southern Arkansas University • M.A., Auburn University

Gaye Manning (1984) ................................................................. Vice Chancellor for Finance & Administration
B.B.A., Southern Arkansas University • M.B.A., Henderson State University

Valerie Wilson (1994) ................................................................. Vice Chancellor for Information Technology
A.S., Southern Arkansas University Tech • B.S., Southern Illinois University • M.B.A., Henderson State University

SAU TECH FACULTY

Sam Abaza (2012) ................................................................. Radio & Television Instructor, Career Academy
B.A., University of Arkansas Little Rock • M.F.A., University of Central Arkansas

Bill Archer (2002) ................................................................. Aviation Maintenance Instructor & Coordinator
A.A.S., Southern Arkansas University Tech • B.S.I.T., Southern Arkansas University • M.P.A., Southern Arkansas University
Charles Barnes (2006) ................................................................. Mathematics Instructor
B.S.E., University of Central Arkansas • M.S.E., University of Central Arkansas

John Bearden (2013) ................................................................. Welding Instructor, Career Academy
B.S., Southern Arkansas University

James Brown (2010) ................................................................. Business Administration Instructor
B.S., University of Arkansas at Monticello • M.B.A., Louisiana Tech University

Robert Brown (2005) ................................................................. Computer Technology Instructor
B.S., Colorado Technical University • M.S.M., Colorado Technical University

Casey Burns (2010) ................................................................. Industrial Technologies Instructor
A.A.S., Southern Arkansas University Tech

Laura Camp (2006) ................................................................. Biology, Anatomy & Physiology Instructor
B.S., Oklahoma State University • M.S., Louisiana State University

Steven Candler (1981) ............................................................... Industrial Technologies, Physics & Physical Science Instructor
A.S., Colorado Technical College • B.S., University of Arkansas at Monticello • M.Ed., Southern Arkansas University

Stephen Clark (2012) ................................................................. Instructor, AFTA
A.A.S., Southeast Arkansas College

Rickey Cole (2007) ................................................................. Environmental Health & Safety Instructor & Program Coordinator, AETA
B.S., University of Arkansas at Monticello • B.S., Northeast Louisiana University • M.S., Northeast Louisiana University

Mary Beth Collard (2014) ........................................................ Adult Education Instructor, Ouachita/Calhoun County Program
B.S., University of Louisiana at Lafayette • M.A.T., McNeese State University

Brian Dixon (2011) ................................................................. Multimedia Web Design Instructor
B.S., Memphis School of Preaching • A.A.S., Southern Arkansas University Tech

Stuart Dufrene (2005) ............................................................... Welding Instructor, Career Academy
A.A.S., Southern Arkansas University Tech

Regina Ellis (2008) ................................................................. Nursing Instructor
L.P.N., Southern Arkansas University Tech • A.P.S., Southern Arkansas University Tech

B.S.E., Southern Arkansas University • M.Ed., Southern Arkansas University

Janet Everett (2009) ............................................................... Communication Arts Instructor
B.S.E., Ouachita Baptist University • M.S.E., Henderson State University

Aaron Flowers (2009) ............................................................ Aviation Instructor
B.S., Henderson State University

Johnie Hall (2002) ................................................................. Communication Arts Instructor
A.A.S., Southern Arkansas University Tech • B.A., Henderson State University • M.L.A., Henderson State University

Caroline Hammond (2014) ........................................................ Nursing Instructor & Coordinator
A.D.N., Wallace Community College • B.S.N., University of Arkansas for Medical Sciences • M.N.Sc., University of Arkansas for Medical Services

Lonnie Harrell (2014) ............................................................... Instructor, AFTA

Eddie Horton (2002) ............................................................... Industrial Technologies Instructor
A.S., Southern Arkansas University Tech

Kay Hudman (2001) ............................................................... Computer Technology Instructor, Career Academy
B.S.E., Southern Arkansas University
Rebecca Hughes (2004) ..................................................................................................................... Communication Arts Instructor
B.A., Southern Arkansas University • M.A., Wright State University

Phyllis Hutson (2007) ......................................................................................................................... Office Systems Instructor
B.B.A., Southern Arkansas University • M.A.T., Southern Arkansas University • M.B.A., University of North Alabama

Terry Hutson (1991) ......................................................................................................................... Mathematics Instructor
B.S., University of Central Arkansas • M.S., University of Arkansas • Ed.D., University of Memphis

Sara Landaverde (2012) ................................................................................................................. Communication Arts Instructor
B.A., Southern Arkansas University • B.A., Southern Arkansas University • M.A., University of Central Arkansas • M.A.T., Southern Arkansas University • M.Ed., Southern Arkansas University

Michael Laws (2013) ...................................................................................................................... EMS Coordinator & Instructor, AFTA
A.A.S., Southern Arkansas University Tech • A.A.O.S., South Arkansas Community College • A.A.S., Southern Arkansas University Tech

Justin Lee (2014) ............................................................................................................................ Aviation Instructor
B.B.A., Texas A & M University-Texarkana

David Leslie (2002) ......................................................................................................................... Aviation Instructor
A.A.S., Southern Arkansas University Tech

Jill McColllum (2000) ......................................................................................................................... Computer Technology & Office Systems Instructor
B.S.E., Southern Arkansas University • M.S.E., University of Central Arkansas

Cheryl McKinnon (2014) ..................................................................................................................... Nursing Instructor
A.A.S., Southern Arkansas University • B.S., Arkansas Tech University

Teresa McLeane (2001) ......................................................................................................................... Mathematics Instructor
B.S., Louisiana Tech University • M.S.E., Southern Arkansas University

Gary Meadows (2006) ...................................................................................................................... Instructor & Conway Coordinator, AFTA
A.A.S., Black River Tech College

Daniel Milam (2003) ......................................................................................................................... Social Sciences Instructor
B.S.E., University of Arkansas • M.A., Louisiana Tech University

Ashley Moore (2004) ......................................................................................................................... Multimedia Graphics Instructor
A.A., South Arkansas Community College • B.A., Southern Arkansas University

David Myers (1991) ......................................................................................................................... Instructor & Lincoln Coordinator, AFTA
A.A.S., Southern Arkansas University Tech

Sherri Niemeyer (2003) .................................................................................................................. Cosmetology Instructor, Career Academy
A.A.S., Southern Arkansas University Tech

John Northern (2010) ................................................................................................................... Backflow Prevention Instructor & Program Coordinator, AETA
B.S., University of Arkansas at Little Rock • M.P.H., University of Arkansas for Medical Sciences

Ken Nutt (2010) .............................................................................................................................. Solid Waste Instructor & Program Coordinator, AETA
A.P.S., Southern Arkansas University Tech

Lisa Oden (2001) ............................................................................................................................. Teacher Education Instructor
B.S.E., Southern Arkansas University • M.S.E., Southern Arkansas University • Ed.D., University of Arkansas at Little Rock

Ricky Purifoy (2005) ......................................................................................................................... Automotives Instructor, Career Academy
A.A.S., Southern Arkansas University Tech

Jeremy Rowe (2009) ......................................................................................................................... Water Instructor & Program Coordinator, AETA
B.A., Ouachita Baptist University
Sharon Scott (1999) Communication Arts Instructor
B.S.E., Southern Arkansas University • M.A., University of Arkansas at Little Rock

Bobby Shock (2008) Instructor & Benton Coordinator, AFTA
A.A.S., Southern Arkansas University Tech

Traci Sutton (2014) Nursing Instructor
A.A.S., Southern Arkansas University • B.S., Southern Arkansas University

Steve Taylor (2002) Multimedia Film & Video Production Instructor
B.A., Southern Arkansas University

Pamela Teague (2010) Medical Professions Instructor, Career Academy
R.N., Baptist School of Nursing • A.P.S., Southern Arkansas University Tech

David Tester (2007) Instructor, AFTA
A.A.S., Southern Arkansas University Tech

Jeffrey Tongate (2013) Instructor, AFTA
A.A.S., CCAF Maxwell AFB • A.A.S., CCAF Maxwell AFB

Danny Williford (2005) Instructor & Jonesboro Coordinator, AFTA
A.A.S., Garland County Community College

Tracy Woolley (2012) Medical Professions Instructor, Career Academy
A.S., Southern Arkansas University • A.S., University of Arkansas Community College at Hope • B.S., Southern Arkansas University

Kathy Wright (2011) Adult Education Instructor, Columbia County Program
B.S.E., Southern Arkansas University

Jessica Young (2008) Medical Professions Instructor, Career Academy
L.P.N., Southern Arkansas University Tech • A.P.S., Southern Arkansas University Tech

Shelley Young (2007) Nursing Instructor
L.P.N., South East Arkansas Community College • R.N., Baptist School of Nursing

SAU TECH ADMINISTRATIVE STAFF

Wayne Banks (1997) Registrar
A.S., Southern Arkansas University Tech • A.A.S., Southern Arkansas University Tech • A.A.S., Southern Arkansas University Tech • A.A.S., Kennedy-King College • B.S., Chicago State University • B.B.A., Southern Arkansas University • M.B.A., Southern Arkansas University

Michaé Bashford (2005) Director, Business & Industry Training
B.S., Southern State College • M.S., University of Central Arkansas

Paula Bergstrom (2005) Assistant to the Chancellor

Temeke Butler (2006), A.A., B.S. Career Coach, Special Programs & Secondary Education
A.A., Southern Arkansas University Tech • B.S., University of Arkansas at Pine Bluff

Diane Cary (2011) Adult Education Coordinator, Columbia County Program
B.S.E., Southern Arkansas University • M.S.E., Southern Arkansas University

Olivia Clack (2001) Director, Human Resources
A.A.S., Southern Arkansas University Tech

Kimberly Coker (2002) Director, Communications & Public Relations
B.S., Southern Arkansas University • M.S., Southern Arkansas University

SAU TECH ADMINISTRATIVE STAFF
Beverly Ellis (2005) .............................................................................................................................. Advisor, Enrollment Services
A.A., Southern Arkansas University Tech • B.S.E., University of Arkansas

Sue Frazier (2008) ................................................................................................................................. Advisor, Career Pathways Initiative
A.S., Southern Arkansas University Tech; B.B.A., Southern Arkansas University

Barbara Hamilton (2003) ...................................................................................................................... Director, Adult Education
B.A., Southern Arkansas University • M.B.A., Texas A & M University-Texarkana • M.P.A., Southern Arkansas University
• M.Ed., University of Arkansas at Little Rock

Randy Harper (1998) ........................................................................................................................... Director, AETA
A.A., Southern Arkansas University Tech • A.A.S., Southern Arkansas University • B.S.I.T., Southern Arkansas University

Lisa Holland (2006) ............................................................................................................................ Assistant Controller
B.S., University of Arkansas

Laura Johnson (1982) ....................................................................................................................... Director, Information Technology Services
B.S., Southern Arkansas University

Ophelia Lindsey (2010) ........................................................................ Career Coach, Special Programs & Secondary Education
A.A., Southern Arkansas University Tech • A.S., Southern Arkansas University Tech • B.A., Franklin University • M.Ed., Southern Arkansas University

Allison Malone (1995) .................................................................................................................. Director, Learning Resource Center
B.A., Henderson State University • M.L.S., Texas Women’s University

Gerald Manning (1981) ................................................................................................................... Director, Physical Plant

Patricia McElroy (2002)... Coordinator, Career Academy
A.A.S., Southern Arkansas University Tech

David McLeane (2004) ..................................................................................................................... Director, Career Academy
B.S., Louisiana Tech University • M.A., Louisiana Tech University

Rachel Nix (1980) .......................................................................................................................... Director, AFTA
A.A.S., Southern Arkansas University Tech

Jamie Norris (2012) ...................................................................................................................... DOL PACE Grant Coordinator
A.A., Southern Arkansas University Tech • B.B.A., Southern Arkansas University • M.B.A., Henderson State University

Amy Perrin (2009) ...................................................................................................................... TAACCCT Grant Coordinator
B.A., Henderson State University • M.S., Henderson State University

LaTonya Reed (2009) .................................................................................................................. Director, Career Pathways Initiative
B.S., University of Arkansas at Pine Bluff

Jonathan Richardson (2006) ........................................................................................................ Assistant Director for Training, AETA
A.A.S., Southern Arkansas University Tech

James Rubow (2001) ...................................................................................................................... Deputy Director, AFTA
A.A.S., Southern Arkansas University Tech

Jenny Sanders (2006) ........................................................................................................... Coordinator of Counseling Services, Enrollment Services
B.S., Southern Arkansas University • M.Ed., Southern Arkansas University

Lee Sanders (2003) .................................................................................................................. Director, Institutional Research
B.A., Ouachita Baptist University

Patricia Sindle (1996) .................................................................................................................. Director, Enrollment Services
A.A., Southern Baptist College • B.S.E., Ouachita Baptist University • M.S.E., Henderson State University
Mary Thomason (2009) ......................................................................................................................... Legal Counsel  
B.A., University of Arkansas at Monticello • J.D., University of Arkansas

Chelsea Tollett (2014) ....................................................................................................................................... Recruiter  
B.A., Henderson State University

Dale Tommey (1992) ........................................................................................................................................ Controller  
B.A., Ouachita Baptist University • M.B.A., Louisiana Tech University

Lameria Triplett (2013) ................................................................................................................................. Adult Education Program Coordinator & Instructor, Dallas County Program  
B.S., Alabama A & M University • M.Ed., Union University

James Utsey (2002) ........................................................................................................................................... Director, Student Life  
A.A., Southern Arkansas University Tech • A.A.S., Garland County Community College • B.P.S., University of Memphis • M.P.A., Southern Arkansas University

Robert J. White (1974) ......................................................................................................................... Director, Special Programs & Secondary Education  
A.A.S., Southern Arkansas University Tech • B.A.S., Southern Arkansas University

Jennifer Williams (2007) ........................................................................................................................... Director, Financial Aid  
B.A., Arkansas Tech University • M.A., Southwestern Baptist Theological Seminary

Michelle Williams (2010) ........................................................................................................................... Learning Center Coordinator  
B.S., Henderson State University

SAU TECH CLASSIFIED STAFF

Anna Abeyta (2013) ........................................................................................................................................ Administrative Specialist I, AFTA  
A.A., University of Phoenix • B.S., University of Phoenix

Tammy Allen (2007) ...................................................................................................................................... Institutional Services Assistant, Physical Plant

Patsy Baker (2011) ........................................................................................................................................... Academic Laboratory Assistant, Adult Education, Columbia County Program

Adele Bardella (2000) ............................................................................................................................... Institutional Services Assistant, Physical Plant

Anthony Barnett (2012) ............................................................................................................................ Maintenance Assistant, Physical Plant  
A.A.S., Southern Arkansas University Tech

Charles Beard (2009) ................................................................................................................................. Maintenance Assistant, Physical Plant

Debbie Beasly (2001) ................................................................................................................................. Payroll Services Coordinator, Business Office  
A.S., Southern Arkansas University Tech • A.A.S., Southern Arkansas University Tech

Jerry Billins (2014) ................................................................................................................................. Institutional Services & Landscape Supervisor, Physical Plant

Rotya Block (2007) ................................................................................................................................. Administrative Specialist III, Student Services  
B.B.A., University of Arkansas at Monticello

Frances Bowen (1997) .............................................................................................................................. Computer Lab Technician, Information Technology Services  
A.A., Southern Arkansas University Tech

Kelli Brown (2012) ............................................................................................................................... Administrative Specialist II, Communications & Public Relations  
A.A.S., Southern Arkansas University Tech

Clifford Burroughs (2001) ....................................................................................................................... Skilled Tradesman, Physical Plant  
A.A., Southern Arkansas University Tech

Brian Burton (2010) ............................................................................................................................... Computer Operator, Information Technology Services  
B.S., Southern Arkansas University
Veronica Bush (1985) .......................................................... Administrative Specialist II, Physical Plant
A.A.S., Southern Arkansas University Tech

Mitzy Bynum (2009) .................................................................................... Administrative Specialist II, AETA

Kerry Carpenter (1998) ........................................................................... Public Safety Officer, Campus Police
A.A.S., Southern Arkansas University Tech

Kimberley Carpenter (2009) .............................................................. Library Technician, Learning Resource Center

Larry Chandler (2009) .................................................................................. Skilled Tradesman, Physical Plant

Janet Covington (2000) .............................................................................. Administrative Specialist III, AFTA
A.S., Southern Arkansas University Tech

Jeremy Criss (2012) .................................................................................. Public Safety Officer, Campus Police

Paula Doss (2011) ........................................................................................ Administrative Specialist I, Student Life
A.A., Southern Baptist College

Jacob Ellis (2008) ...................................................................................... Computer Lab Technician, Information Technology Services

Glen Ferguson (1995) .............................................................................. Computer Support Specialist, Information Technology Services
A.A.S., Southern Arkansas University Tech

John Ferguson (2011) ........................................................................................ HE Public Safety Supervisor, Campus Police
A.A.S., Texarkana College • B.S., Southern Arkansas University

Shannon Fleming (2004) ............................................................................. Administrative Specialist II, AFTA

Angela Fry (2008) ........................................................................................ Buyer & Purchasing Agent, Business Office

Steven Fry (2011) .......................................................................................... Skilled Tradesman, Physical Plant

LaDonna Fusilier (2012) ................................................................................ Residential Advisor, Student Life
B.S., Henderson State University • M.B.A., Capella University

Kyle Gibson (2011) ...................................................................................... Maintenance Assistant, Physical Plant
A.A., Central Baptist College • B.A., Central Baptist College

Rita Givens (2006) ........................................................................................ Administrative Specialist II, Special Programs & Secondary Education
A.A.S., South Arkansas Community College • A.A., Southern Arkansas University Tech • A.S., Southern Arkansas University Tech

Freddie Gulley (2012) .................................................................................. Apprentice Tradesman, Physical Plant

Veronica Gulley (2011) ................................................................................ Library Technician, Learning Resource Center
A.A.S., Southern Arkansas University Tech • A.A.S., Southern Arkansas University Tech

Terry Harcrow (1995) .................................................................................. Administrative Specialist I, AFTA
A.S., Southern Arkansas University Tech

Cynthia Hendrix (2013) .............................................................................. Administrative Specialist III & Technical Assistant, Center for Web-Based Learning

Robert Hill (1997) ...................................................................................... Apprentice Tradesman, Physical Plant

Sarah Hixson (1992) ...................................................................................... Administrative Specialist II, AFTA
B.S.E., Henderson State University

Larry Hornaday (2012) ................................................................................ Maintenance Assistant, AFTA

Laney Jacoby (2013) ...................................................................................... Accountant, Business Office
B.B.A., Henderson State University
Lottie Johnson (2011) .............................................................................................................. Institutional Services Assistant, Physical Plant

Mary Beth Kilgore (2004) ........................................................................................................ Administrative Specialist III, Financial Aid
A.A.S., Southern Arkansas University Tech

Candy Lambert (2009) ............................................................................................................. Administrative Specialist II, Career Academy

Mike Larkins (2001) ............................................................................................................... Maintenance Coordinator, Physical Plant

Tammy Larkins (2005) .............................................................................................................. Administrative Specialist III, Business & Industry Training
A.A.S., Southern Arkansas University Tech

Zach Lewis (2012) .................................................................................................................. Institutional Services Assistant, Physical Plant

Becky Mahaffey (2011) ............................................................................................................ Accountant, Business Office
A.A.S., Southern Arkansas University Tech

Lynn Mann (2011) .................................................................................................................... Fiscal Support Technician, AFTA
A.A.S., Southern Arkansas University Tech

Robyn Meadows (2010) ........................................................................................................ Administrative Specialist II, Registrar’s Office
A.P.S., Southern Arkansas University Tech

Jud Mitchell (2008) ...................................................................................................................... Public Safety Officer, Campus Police

Jasmine Moore (2013) .............................................................................................................. Administrative Specialist I, AFTA
A.A.S., Southern Arkansas University Tech • A.A.S., Southern Arkansas University Tech

Keithan Mosley (2011) ........................................................................................................ Computer Tech/Operator, Information Technology Services

Vontisha Murphy (2012) ......................................................................................................... Administrative Specialist II, Academics
A.A.S., Southern Arkansas University Tech

Kimberly Nix (2013) ................................................................................................................ Administrative Specialist II, Financial Aid
A.A.S., Southern Arkansas University Tech

Sandy Nowlin (2000) ........................................................................................................... Community Education Coordinator/Administrative Specialist III, Extended Education
A.A.S., Southern Arkansas University Tech

Sandra Ray (2012) ......................................................................................................................... Administrative Specialist I, AFTA
A.A.S., Southern Arkansas University Tech

J.C. Rhinehart (2000) ........................................................................................................... Skilled Tradesman, Physical Plant

Patricia Rhinehart, (2011) ...................................................................................................... Assessment Coordinator/Statistician, PAD Office
A.A., Southern Arkansas University Tech • A.A., Southern Arkansas University Tech • B.A., Grand Canyon University • M.P.A., Southern Arkansas University

A.A., Southern Arkansas University Tech • A.P.S., Southern Arkansas University Tech

Keisha Robinson (2001) ......................................................................................................... Accountant II, Business Office
B.B.A., University of Central Arkansas

Letitia Rusch (1985) .............................................................................................................. Administrative Specialist III, AETA
B.B.A., Southern Arkansas University

Zoila Sabillon (2014) .............................................................................................................. Institutional Services Assistant, Physical Plant

Faith Schalchlin (2005) ........................................................................................................ Assistant Registrar, Registrar’s Office
B.B.A., Henderson State University

Don Shelton (2010) .............................................................................................................. Warehouse Specialist, Physical Plant

Courtney Smith (2013) ........................................................................................................... Maintenance Assistant, AFTA
Lisa Smith (2014) ................................................................. Admissions Analyst, Enrollment Services  
A.S., Southern Arkansas University Tech

Jerry Spells (2011) ................................................................. Maintenance Assistant, Physical Plant

Kilatha Steelman (1990) ........................................................ Administrative Specialist II, AFTA  
A.S., Southern Arkansas University Tech

Eloise Thomas (2009) .............................................................. Administrative Specialist I, Enrollment Services  
A.A., Bauder College

Debbie Tucker (2000) ............................................................. Blackboard Administrator, Center for Web-Based Learning

Loretha Walker (2012) ............................................................. Administrative Specialist III, Information Technology  
A.S., Southern Arkansas University Tech

Benny Ward (2003) ................................................................. Skilled Tradesman, Physical Plant  
A.A.S., Southern Arkansas University Tech

Markita Wilkins (2002) ....................................................... Administrative Specialist II, Adult Education, Ouachita/Calhoun County Program  
A.A.S., Southern Arkansas University Tech

Santresa Wilkins (2011) ........................................................ Testing Coordinator, Enrollment Services  
B.S.B.A., University of Arkansas

LaClaire Williams (2006) ..................................................... Concurrent Enrollment Coordinator, Special Programs & Secondary Education  
A.A.S., Southern Arkansas University Tech

SAU TECH FOUNDATION

The SAU Tech Foundation, a non-profit corporation organized under a tax exempt 501(c)(3) status, promotes and develops public gift support for SAU Tech through solicitation of private gift contributions and the prudent management and investment of such gifts for enhancement and advancement of the college. The Foundation provides funding for projects which may include, but are not limited to, student scholarships, faculty and staff development activities, cultural events, facility improvements, community outreach services, and academic enrichment. The Foundation is governed by a volunteer board comprised of members of the communities which SAU Tech serves.

Ted Barnes .................................................................................... Chair
Connie Wilbur ................................................................................ Vice Chair
Linda Gaston ................................................................................... Secretary
John Hendrick ................................................................................ Treasurer
Diane Betts .................................................................................... Executive Director

Mark Cayce  Gene Hill  David Reynolds
Diana Duke  Delois Kitchens  Colin Sterling
Randy Graham  Paul Lindsey  Tessa Wilson
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