Dear Student:

This publication will serve as your guide to programs of study, course descriptions, and student services that are available to assist you, and policies and procedures that are designed to make your educational experience more productive. I encourage you to take advantage of some or all of the many services that are available to you--financial aid, career counseling, faculty advising, transitional studies counseling, child care, the Gordon Library, study lounges, the Student Government Association and other student clubs and organizations, as well as tutoring services provided through the Writing Center and the Math Lab. At UACCM, it’s about you. We truly understand that we are successful only when our students are successful.

If you are not already one of our students, I encourage you to contact our Admissions Office today. If you are enrolled at UACCM and have a question or need assistance in any way, please contact any member of the UACCM faculty or staff. The Information Desk in the lobby of the University Center is always a good place to start. On behalf of the faculty, staff, Board of Visitors, and Board of Trustees, it is a pleasure for me to welcome you to the University of Arkansas Community College at Morrilton.

Sincerely,

C. Nathan Crook
Chancellor
ACADEMIC CALENDAR

**FALL SEMESTER, 2006**
Wednesday-Tuesday, August 9—15
Faculty In-Service
Wednesday-Friday, August 16—18
Fall Registration
Friday, August 18
Last Day to Drop with a 100 Percent Refund
Monday, August 21
Classes Begin
Tuesday, August 22
Last Day to Register (3:00 p.m.)
Friday, September 1
Last Day to Drop with a 50 Percent Refund
Monday, September 4
Labor Day Holiday
Friday, September 29
Last Day to Submit Application for Graduation in December
Friday, October 13
Mid-Semester Grades Due—Registrar’s Office (Noon)
Monday-Tuesday, October 16—17
Faculty Workdays—No Classes [AATYC]
Friday, November 17
Last Day to Drop

** Classes with a “W”**

**Wednesday-Friday, November 22—24**
Thanksgiving Break

**Friday, December 8**
Last Day of Classes

**Monday-Thursday, December 11—14**
Final Exams

**Friday, December 15**
Commencement – 7:00 p.m.

**Monday, December 18**
Faculty Workday/Final Grades Due—(Noon)

**Tuesday, December 19**
Faculty Workday—Pre-registration for Spring

**SPRING SEMESTER, 2007**

**Thursday-Tuesday,**

**January 4—9**
Faculty In-Service

**Wednesday-Friday,**

**January 10—12**
Spring Registration

**Friday, January 12**
Last Day to Drop with a 100 Percent Refund

**Monday, January 15**
Dr. Martin Luther King, Jr. Holiday—No Classes

**Tuesday, January 16**
Classes Begin

**Wednesday, January 17**
Last Day to Register (3:00 p.m.)

**Monday, January 29**
Last Day to Drop with a 50 Percent Refund

**Wednesday, February 28**
Last Day to Submit Application for Graduation in May

**Friday, March 9**
Mid-Semester Grades Due—Registrar’s Office (Noon)

**Monday-Friday,**

**March 26—30**
Spring Break/No Classes (Tentative)

**Friday, April 13**
Last Day to Drop Classes with a “W”

**Monday, May 7**
Classes Begin/Last Day to Register

**Tuesday-Friday,**

**May 8—11**
Final Exams

**Saturday, May 12**
Commencement – 10:00 a.m.

**Monday, May 14**
Faculty Workday—Final Grades Due—(Noon)

**Tuesday, May 15**
Faculty Workday—(Pre-registration for Summer and Fall)

**FIRST SUMMER TERM, 2007**

**Thursday-Friday,**

**May 31—June 1**
Registration/Last Day to Drop with a 100 Percent Refund

**Monday, June 4**
Classes Begin/Last Day to Register

**Wednesday, June 6**
Last Day to Drop with a 50 Percent Refund

**Friday, June 22**
Last Day to Drop Classes with a “W”

**Friday, June 29**
Second Summer Term Ends/Final Exams

**Friday, August 3**
First Summer Term Ends/Final Exams

**SECOND SUMMER TERM, 2007**

**Wednesday, July 4**
July 4th Holiday

**Thursday-Friday**

**July 5—6**
Registration/Last Day to Drop with a 100 Percent Refund

**Monday, July 9**
Classes Begin/Last Day to Register

**Wednesday, July 11**
Last Day to Drop with a 50 Percent Refund

**Friday, July 27**
First Summer Term Ends/Final Exams

**Friday, August 3**
Final Grades Due—Registrar’s Office—4:00 p.m.
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VISIT THE CAMPUS

Plan to visit the campus and discuss our programs and services with an admissions counselor. You can also visit classrooms and labs and talk with instructors and students.

Tours of the campus are available by appointment.

Call the Admissions Office at (501) 977-2053 or 1-800-264-1094 to schedule your personal, guided tour.

Feel free to bring a friend or family member!

Toll Free .................................................. 1-800-264-1094

Information, Catalogs, Schedules ...................... (501) 977-2000
Admissions ...................................................... (501) 977-2053
Financial Aid ..................................................... (501) 977-2055
Registrar (Student Records) ......................... (501) 977-2052
Bookstore ....................................................... (501) 977-2010
Student Accounts ........................................ (501) 977-2023
Career Planning ............................................. (501) 977-2012
Counseling-Transitional Services ................... (501) 977-2087
Academic Programs ...................................... (501) 977-2007

Web site ....................................................... www.uaccm.edu
DEGREE OPTIONS

The Associate of Arts (A.A.) and Associate of Science degrees (A.S.) allow students to attend UACCM and complete the general education requirements of a baccalaureate degree program before transferring to a four-year institution. The courses required for the Associate of Arts and Associate of Science degrees meet the general education requirements of most senior institutions in the state and may give students more opportunity for full transferability of credits.

The Associate of Arts in Teaching degree (A.A.T.), with an emphasis in middle level math/science or language arts/social studies, is a two-year transfer degree designed to introduce students to the teaching profession and help address the teacher shortage in Arkansas. The degree is in alignment with new state licensure in middle school teaching in these emphasis areas and maximizes the hours that students can take before transferring to a four-year university to complete their bachelor’s degree in education. The Associate of Arts in Teaching degree, with an emphasis in early childhood education (P-4), is designed for individuals who wish to obtain a bachelor’s degree in education in order to teach preschool through 4th grade.

The Certificate of General Studies consists of 35-37 credit hours and contains the general education core courses. The Certificate of General Studies is designed for those students who are taking general education courses at UACCM but plan to transfer to another college before completing an associate degree at UACCM.

The Associate of Applied Science degrees (A.A.S.) combine classroom instruction with “hands-on” training in a variety of technical, business, health, and service-related career fields. These programs are designed to prepare individuals to enter the job market in just 24 months. Program completion time is based on full-time enrollment of 15 credit hours or more during the semester. The Associate of Applied Science Degree is designed for employment purposes and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have recently begun to accept some courses in A.A.S. programs, the general rule is that courses in A.A.S. degrees are not accepted in transfer toward bachelor’s degrees. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

The Associate of General Studies degree (A.G.S.) is designed to give students cross-training in a variety of fields. The degree requires a minimum of 32-34 hours of general education courses and 30 hours of occupational/technical courses and allows students to develop a specialized, customized degree. The general education courses within the A.G.S. degree are usually transferable; however, technical courses are usually not transferable.

Technical Certificates are typically 12 to 18 months in length and provide entry-level skills in specific technical, industrial, business, health, and service-oriented career fields.

Certificates of Proficiency are 8 to 16 credit hour awards. The Certificate of Proficiency in dietary management follows the curriculum prescribed by the Dietary Managers Association. The Certificate of Proficiency in early childhood development provides coursework for students desiring to pursue the CDA-credential. The Certificate of Proficiency in emergency medical technology-basic prepares students to take the National Registry Emergency Medical Technician-Basic Examination. Certificates of Proficiency in computer information systems are offered in the areas of computer maintenance and networking technology. Certificates of Proficiency in welding technology are offered in the areas of structural welding and pipe welding.
The 1961 Arkansas General Assembly established Petit Jean Vo-Tech as the state’s second adult vocational-technical school. The first building was completed in July 1963 and classes began in September. The school initially awarded diplomas in occupational-specific areas.

In 1991, the General Assembly converted Petit Jean Vo-Tech to a degree-granting, two-year college, Petit Jean Technical College. The conversion permitted expansion of the curriculum to include technical, academic & workforce education; community education; and adult education. This created a comprehensive curriculum to serve the varied needs of students. In 1997, the College again made a name change to Petit Jean College. Finally, in 2001, Petit Jean College merged with the University of Arkansas System and became the University of Arkansas Community College at Morrilton. Through all of its growth and change, the University of Arkansas Community College at Morrilton has worked to maintain its focus on student learning.

UACCM’s conversion to a college and its affiliation with the University of Arkansas System has stimulated a continuous expansion of UACCM’s programs and the growth of its campus. UACCM currently consists of 69.7 acres, ten educational buildings, and various support facilities. The College annually serves approximately 3,600 students in technical, occupational, academic, adult education, and non-credit community education courses.

From its inception, the University of Arkansas Community College at Morrilton has served west central Arkansas by providing quality educational programs at an affordable cost. UACCM’s academic program makes it possible for students to complete an Associate of Arts degree while meeting the general education requirements for transfer into a baccalaureate program at state universities. A written articulation agreement allows easy transferability of credits from UACCM to state universities. Additionally, UACCM continues to offer technical and occupational programs which allow students to prepare for direct entry into the job market after graduation. This diverse curriculum makes the University of Arkansas Community College at Morrilton a truly comprehensive two-year college offering vital educational opportunities to the people of central Arkansas.

The University of Arkansas Community College at Morrilton is accredited by The Higher Learning Commission of the North Central Association (www.ncahlc.org). This accreditation is emblematic of UACCM’s commitment to providing a quality education for its students.
The University of Arkansas Community College at Morrilton (UACCM) is a two-year, public-supported, open-admissions commuter college, primarily serving students and communities in west central Arkansas. The College accepts the proposition that the educational attainment of individuals within a democratic society is, in large measure, responsible for the advancement of that society. Recognizing the worth and dignity of the individual, the College is committed to serving multidimensional needs of its constituencies.

As a comprehensive institution, UACCM provides technical, occupational, academic, and avocational opportunities enabling its students to achieve professional, occupational, and personal goals and to make significant contributions to the economic, civic, and social development of society.

Through dedication to the efficient management of available resources and excellence in faculty, staff, and programs, the College has formulated the following purposes:

1.1 To offer Associate of Applied Science degrees, the Associate of General Studies degree, technical certificates, certificates of proficiency, and occupational education for students who wish to gain competence or upgrade existing levels of competence.

1.2 To offer associate degrees and courses which will transfer to four-year institutions.

1.3 To provide a general education foundation across the curriculum that will enhance the students' personal development, skills, and knowledge.

1.4 To provide developmental education courses for students who must improve basic academic skills in reading, English/writing, and mathematics.

1.5 To provide admissions advising and testing; academic, career, and personal guidance and counseling; financial aid counseling; maintenance of accurate student records; job placement assistance; and other student support services.

1.6 To provide adult basic educational programs that allow enhancement of skills for self-improvement, completion of a General Education Development (GED) diploma, or preparation for higher education endeavors.

1.7 To offer non-credit community service courses and workforce development courses designed to meet a variety of occupational needs and personal interests.

1.8 To provide a comprehensive assessment program for the purpose of improving instruction and enhancing student learning.

1.9 To offer the facilities of the College and the talents of its staff in order to promote educational, civic, and cultural endeavors within the community.
ACCREDITATION & APPROVAL

- Accredited-The Higher Learning Commission, Member-North Central Association (www.ncahlc.org)
- Arkansas Department of Higher Education
- United States Department of Education
- Arkansas State Board of Nursing
- State Approving Agency for Veterans Training
- Accredited by NAEYC’s National Academy of Early Childhood Programs

CERTIFICATION STATEMENT

The University of Arkansas Community College at Morrilton and its Board of Trustees reserve the right to restrict or limit the enrollment of any course and to make changes in the provisions (organization, fees, program offerings, curricula, courses, requirements, etc.) of this Catalog when such action is deemed to be in the best interest of the student or College. The provisions of this Catalog do not represent in any way a contract between a student, prospective or otherwise, and the Board or University of Arkansas Community College at Morrilton. This Catalog replaces all Catalogs previously in print.

STATEMENT OF ASSURANCE

The University of Arkansas Community College at Morrilton, in making decisions regarding employment, student admissions, and other functions and operations, adheres to a policy of non-discrimination and complies with federal regulations and requirements as set forth in Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and PL 101-336 (Americans with Disabilities Act).

Persons having questions or seeking information regarding the College’s compliance with and implementation of the aforementioned regulations should contact: Vice Chancellor for Instruction/Dean of Students, University of Arkansas Community College at Morrilton, 1537 University Blvd., Morrilton, AR 72110.
ADMISSIONS

The University of Arkansas Community College at Morrilton (UACCM) is an “Open Admissions Institution” providing educational opportunities for individuals who are high school graduates, GED recipients and concurrently enrolled high school students. Non-high school graduates who are 18 years of age or older may be admitted under “ability to benefit” conditions specified by the U.S. Department of Education. Admission to the University of Arkansas Community College at Morrilton does not insure admission to a particular course or program of study. Students, in some instances, may be required to remove deficiencies before enrolling in certain courses or programs. All admissions policies and requirements exist to enhance the student’s ability to learn at UACCM.

GENERAL ADMISSION REQUIREMENTS

The following requirements apply to all students seeking a technical certificate or degree. All required documents should be submitted to the Admissions Office prior to enrolling in classes.

1. Submit a signed Application for Admission.
2. Submit ACT, COMPASS, or SAT test results to the Admissions Office. The COMPASS test is administered at the University of Arkansas Community College at Morrilton every Thursday at 1:00 p.m. and 4:30 p.m. Applicants who wish to use ACT or SAT scores should have official copies of their test results forwarded to the College.
3. Show evidence of completion of high school graduation requirements with an official high school transcript, General Education Development (GED) scores, or submission of evidence of ability to benefit. For students seeking admission under “ability to benefit” conditions, information about test locations will be provided upon request.
4. Submit official copies of transcripts from all institutions of higher education attended since high school. Note: students who have successfully completed 15 college-level credit hours are not required to submit a high school transcript.
5. Provide proof of date of birth: Driver’s License or Birth Certificate.
6. Provide proof of immunization for measles and rubella for all students born on or after January 1, 1957 (Two measles immunizations and one rubella immunization).

Faxed Documents

The Admissions/Registrar’s Offices will accept facsimile (FAX) copies of transcripts for advising purposes only. Original, official transcripts will be required to meet admission requirements or for official student records. Faxed transcripts will be considered unofficial.

The Admissions/Registrar’s Office /Financial Aid Office will not fax documents to individuals/institutions unless a written request/fax request has been received that contains the signature of the requesting party. Documents faxed to UACCM will not be considered official documents.

ADMISSIONS TESTING

The ACT COMPASS test is given every Thursday at 1:00 p.m. and 4:30 p.m. through the Admissions Office. For more information, individuals should contact the Admissions Office, (501) 977-2053.
Placement Standards for Math, Reading and English Courses
The mathematics, English composition, and reading placement standards were implemented by Section 23 of ACT 1101 of 1991. These standards apply to all first-time entering undergraduate students who enroll in associate or baccalaureate degree transfer programs at state colleges and universities as defined by the Arkansas State Coordinating Board of Higher Education.

Math Placement
No math course less sophisticated than College Algebra may be applied toward a baccalaureate degree from a public college or university in Arkansas.

Students scoring 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of the recentered SAT, 43 or above on the ASSET Intermediate Algebra math test, or 66 or above on the COMPASS Algebra test may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics program demonstrating achievement at least as sophisticated as Intermediate Algebra in order to be placed in college-level mathematics courses.

UACCM offers several math courses below the level of College Algebra. Students are placed in these classes based upon their math placement score: Intermediate Algebra, Basic Algebra, Applied Technical Math, Business Math, Developmental Math II, Developmental Business Math, and Developmental Math I.

English Placement
Students scoring 19 or above on the English section of the ACT, 470 or above on the verbal portion of the recentered SAT, 45 or above on the ASSET Language Usage Test, or 77 or above on the COMPASS Writing Skills test may enroll in college-level English courses. Students not meeting this standard shall successfully complete a developmental program in English composition before being placed in college-level English courses.

Reading Placement
Students scoring 19 or above on the reading section of the ACT, 470 or above on the verbal section of the recentered SAT, 43 or above on the ASSET Reading Skills Test, or 83 or above on the COMPASS Reading Skills test will be considered to have met minimal reading skill requirements. Students not meeting the standard shall enroll in a developmental program in reading during their first or second semester in college and each subsequent semester, if necessary, until the program is successfully completed.

CONDITIONAL ADMISSION
Students graduating high school after May 1, 2002, who did not complete the state established minimum course requirements during high school or who have a composite score of 15 or less on the ACT (COMPASS: 48-Writing, 70-Reading, 32-Pre-Algebra), will be admitted conditionally. Conditional students seeking an A.A. degree must complete 12 hours of core academic courses with a 2.0 grade point average to be fully admitted. Conditional students enrolling in technical programs must complete 6 hours of core academic courses and 6 hours of technical courses with a 2.0 grade point average to be fully admitted.

HIGH SCHOOL STUDENT ADMISSION
The UACCM High School and Home School Admission Program is an opportunity for advanced or gifted high school and home school students to enroll in college courses to enhance or complement their high school or home school programs. High school students in grades nine through twelve may concurrently enroll for credit courses by meeting the following criteria:
1. The student must have completed the eighth grade and be enrolled in an accredited high school or have met the Arkansas Department of Education regulations for Home School enrollment. The student must complete a High School Permit to Register form and obtain the approval of the high school principal, counselor, or superintendent or, for home school students, the parent/guardian/teacher.

2. Student must be between 14 and 19 years of age, inclusive, to participate in the concurrent enrollment program.

3. Students must complete all of the admission requirements for the College. In lieu of the high school transcript, home school students must submit a copy of the Notice of Intent and Waiver form, which is given to their local superintendent, and a brief description of the basic core curriculum used and the courses taught. The Notice of Intent and Waiver forms must be current for the year for which the student is wishing to enroll.

4. Because the UACCM High School and Home School Admission Program is for advanced or gifted students, it is not an open admission program. Students must meet one of the following admission criteria:
   a. Achieve the following minimum scores
      
      | ACT | COMPASS |
      |-----|---------|
      | English 19 | Writing 77 |
      | Reading 19 | Reading 83 |
      | Math 19 | Algebra 66 |
   
   b. Have a cumulative high school grade point of 2.75 or higher and approval of the high school principal or counselor. (Home school students must qualify under A or C).
   
   c. Have approval of the Academic Standards Committee for those students who do not meet either A or B above.

5. Students concurrently enrolled will be classified as non-degree seeking and will not be eligible for financial aid.

6. The Concurrent High School Tuition Waiver does not apply to developmental courses.

7. Students enrolled concurrently may not enroll for more than six hours during any semester unless approved by the Vice Chancellor for Instruction/Dean of Students.

8. Students enrolled concurrently will be required to complete any related developmental course work prior to enrolling in college-level courses.

9. Students enrolled concurrently will be required to comply with the College policies and procedures, including the Academic Standards of Progress policy.

10. Students enrolled concurrently will be responsible for payment of tuition and fees. All arrangements for receiving dual high school credit are the responsibility of the student and the high school.

**INTERNATIONAL STUDENT ADMISSION**

All foreign born students must comply with state of Arkansas tuberculosis screening regulations. International students may not officially register for classes until all admission requirements have been fulfilled. International students must meet the
following requirements in addition to the standard admission requirements before an I-20 (Immigration and Naturalization Service Form) may be issued:

1. Submit an official, original copy of the high school transcript with an official English translation. Original copies of other academic records, such as college transcripts, must be provided with English translations.

2. Submit official results of the TOEFL. A minimum score of 500 is required (190 on the computerized TOEFL). Students who do not score at least 500 on the TOEFL must complete an Intensive English Program at an accredited college or university in the United States.

3. Provide evidence of sufficient financial support. Approximately $11,766 is needed for one full year of study and living expenses while attending UACCM. Students must provide certified evidence (or financial institution documentation) of the source and amount of financial support for the prospective student.

4. International students must provide proof of health insurance coverage to the Admissions Office prior to enrollment.

**PRACTICAL NURSING ADMISSION**

Admission into the UACCM nursing program is a competitive process. There are a number of requirements which must be completed before a student can be considered for the nursing program. For a detailed description of the practical nursing selection process and criteria, see pages 80-81.

**PRACTICAL NURSING RE-ADMISSION POLICY**

Students who fail to satisfactorily complete the requirements for progression from one semester to the next in the nursing program must apply for re-admission to the program with the UACCM Academic Services Office by submitting a written request for re-admission. The following situations will result in a student’s failure to progress from one level to the next in the nursing program:

- Failure to attain at least a “C” grade in every required nursing course
- Placement on academic probation or suspension by the College
- Failing the same course more than once

Failure to satisfactorily complete the requirements for progress within the program may result in the denial of re-admission of the student to the UACCM Nursing program.

Students who have been out of the nursing program for three years or more will be required to go through the same selection process as all prospective students. If re-admitted they will be required to start at the first semester level.

Applications for re-admission and written requests for the re-admission will be referred to the Re-admission Committee for consideration. The decision of the Re-admission Committee will be final.

**PROVISIONAL STUDENT ADMISSION**

Individuals desiring to take a credit course or a limited number of courses, but who do not wish to enroll in mathematics or English or to pursue a degree or certificate, may enroll on a limited basis by simply completing an Application for Admission Form. These individuals will be enrolled as “Provisional Students” and are not considered admitted to the College.
Provisional students are not eligible for financial aid and will not be assigned an academic advisor. A Provisional Student may not enroll in more than 10 credit hours within a semester or 6 credit hours during a summer session.

When a Provisional Student has completed a total of 11 credit hours or wishes to enroll in courses which will cause him/her to exceed 11 credit hours, he/she is no longer eligible to enroll in a Provisional status. Prior to enrolling in courses which will cause him/her to exceed 11 credit hours, the student must complete all of the General Admission Requirements and be admitted by the College (see Admission Requirements). After being admitted to the College, these students will be assigned an academic advisor and may continue to take courses without pursuing an award.

Students enrolling in 11 credit hours or more within a semester, six hours during a summer term, International Students, and concurrently enrolled high school students may not enroll as Provisional Students.

REGISTERED NURSING ADMISSION
UACCM offers an innovative Associate of Applied Science in Nursing degree which enables individuals with a practical nursing license to move toward a registered nurse license. Admission into this program is competitive. Individuals interested in the program should consult pages 83-85 to see specifics of the application and admission process.

TRANSFER STUDENT ADMISSION
Transfer students making application for admission to the University of Arkansas Community College at Morrilton must submit an official transcript from all colleges and universities where previously enrolled. Students who have successfully completed College English and College Math (Intermediate Algebra or higher) may be admitted without the ACT or COMPASS scores. Transcripts will be evaluated to determine what credit may be transferred.

Transfer Credit Policy
The University of Arkansas Community College at Morrilton accepts transfer credit from accredited two-year and four-year colleges. Substitutions of transfer courses for specific requirements within a department are at the discretion of the student’s advisor and must be approved by the Vice Chancellor for Instruction/Dean of Students or Division Chair. Students desiring to transfer from other institutions should submit an official transcript to the UACCM Admissions Office. The Registrar’s Office will then review the transcript in consultation with the student’s advisor to determine which courses are acceptable for transfer to UACCM.

Transfer credit is not used in calculating the cumulative grade point average. Transfer courses will be noted on the UACCM transcript with the grade earned and will calculate in hours earned. Courses must have a grade of “C” or higher to be eligible to be accepted as transfer credit at UACCM.

College-level credits transferred from other colleges or universities may comprise up to one-half of the credits needed to receive a certificate conferred by UACCM and may comprise all but 15 of the last 30 hours of an associate degree conferred by UACCM.

Transfer Student Academic Standards of Progress
Students who transfer from another college or university with a cumulative grade point average below a 2.00 will be admitted to University of Arkansas Community College at Morrilton on academic probation. Transfer students will be required to achieve a 2.00 grade point average during their first semester at UACCM to be removed from academic probation.
REGISTRATION

REGISTRATION POLICIES
Registration is held prior to the beginning of each semester and summer terms. In addition, students who have been accepted and assigned an advisor may schedule an appointment with their advisor and register at one of the scheduled pre-registration dates. Returning students typically pre-register near the end of each semester for the following semester.

Adding a Class (During the registration period).
Classes may be added during the regularly scheduled registration times as announced by the College (refer to the College calendar for specific dates). Students desiring to add classes should obtain the approval of their advisor.

Administrative Drop
Students who complete the registration process by charging tuition to an applicable financial aid program will be administratively dropped on the fifth day of the semester, or on the third day of the summer term, if the student does not attend any classes.

Auditing a Course
A student may audit a course with the permission of the advisor and the Registrar. Such enrollment must be indicated at the time of registration. Changes from “Credit” to “Audit,” or vice versa, may be made only within the registration period. As an auditor, the student does not take examinations or receive credit. An auditor must comply with the instructor’s attendance requirements. Students are charged for audited courses at the same rate as credit courses.

Course Load
Students wishing to enroll in 16 or more credit hours must have the approval of their advisor and the Vice Chancellor for Instruction/Dean of Students or Division Chair before they will be permitted to register. Students must have a 3.00 grade point average the preceding semester to be approved for more than 16 hours. Nursing students are exempt from this load limit. Students enrolling in six hours of developmental/foundational courses for remediation purposes will not be permitted to enroll in more than 15 total hours per semester.

Dropping a Class
Students may drop classes according to the calendar published by the College and as scheduled by the Registrar’s Office.

Late Registration
Students may register during a scheduled late registration period. A $25 late registration fee will be charged to students registering at this time.

Records
Students requesting copies of information from their records will complete a records request form in the Registrar’s Office for requested information. These requests will not be filled on a “while-you-wait” basis.

Registering for Classes
1. Complete admission requirements (see General Admission Requirements on page 11).
2. Meet with advisor to complete a class schedule and register for classes.
3. Obtain the signature of the Financial Aid Director before completing registration (for students who are eligible for grants, loans, scholarships, WIA funding, Rehab, or VA benefits).

4. Obtain an official Student I.D.

5. Register vehicle with a campus police officer (Student should provide license plate number, make, and model of the vehicle).

6. Pay tuition and fees.

Transcripts

Official transcripts of a student’s work may be obtained from the Registrar’s Office by submitting a Transcript Request form, available from the Registrar’s Office or the Registrar section of the UACCM Web site. Requests for transcripts by mail should include the name of the student (maiden name, if applicable), social security number, dates of attendance, and the name and address of the person or institution to whom the transcript is to be mailed.

The University of Arkansas Community College at Morrilton reserves the right to deny transcripts or copies of records (not required to be made available by FERPA) in the following situations:

a. The student has unpaid financial obligations to the University of Arkansas Community College at Morrilton. The appropriate College office shall attempt to notify the student of the financial obligation due the College and the consequences of failing to resolve the debt. The respective office shall submit a request to the Vice Chancellor for Finance to “seal” the student’s records.

   The office requesting the sealing of the file shall document, in writing, to the Vice Chancellor for Finance, all efforts to recover the debt. The Vice Chancellor for Finance shall request the Registrar to seal the records until the debt has been resolved.

b. There is an unresolved disciplinary action against the student.

c. The student is in default on a student loan obtained during a period of enrollment at UACCM. The academic transcript/record will be sealed until the College is officially notified that the student’s loan has been rehabilitated or until the student is in “Good Standing” with the United States Department of Education.

Withdrawing from Classes

After registration has ended, all withdrawals from class must be made in the Registrar’s Office. Students wishing to drop a class or to change classes are governed by the following policy:

1. Withdrawals prior to the first day of class are not recorded on the student’s permanent records.

2. Withdrawals on and after the first day of class are conducted in the following manner:

   a. Students withdrawing from a credit course prior to the deadline published in UACCM’s Academic Calendar will receive a grade of “W” (Withdrawn) on their permanent records.

   b. Students may not drop courses after the last day to drop courses published for each term. This date is scheduled by the Vice Chancellor for Instruction/Dean of Students.
## TUITION AND FEES

### TUITION

<table>
<thead>
<tr>
<th>Category</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conway County Residents</td>
<td>$64 per credit hour</td>
</tr>
<tr>
<td>In-State, Non-Conway County Residents</td>
<td>$70 per credit hour</td>
</tr>
<tr>
<td>Out-of-State Students</td>
<td>$102 per credit hour</td>
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<tr>
<td>International Students</td>
<td>$246 per credit hour</td>
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<tr>
<td>Online Tuition Rate</td>
<td>$85 per credit hour</td>
</tr>
<tr>
<td>RN Nursing Consortium</td>
<td>$70 per credit hour</td>
</tr>
</tbody>
</table>

### Special Tuition Rate for High School Juniors and Seniors

Eligible high school juniors and seniors shall be permitted to enroll in UACCM courses at a tuition rate 50 percent less than the regular per credit hour tuition rate of the College.

**Eligibility:**

1. Must be a high school junior or senior who is currently enrolled in an accredited public or private high school in Arkansas, or have equivalent status in home schooling.
2. Applicants must meet all UACCM admission requirements.
3. In-district and In-state tuition rates will apply based upon the residence of the student.
4. Charges for related fees will not be reduced.
5. The special rate applies only to those courses taught on the UACCM campus in Morrilton and does not include internet-based or web-based courses.
6. Students may not receive the Special Tuition Rate for more than six credit hours during a semester or summer session.
7. Developmental/foundational courses are ineligible for a tuition reduction under this policy. Full tuition (100 percent) will be charged for enrollment in developmental/remedial courses.

### Special Tuition Rate for Senior Citizens

Persons 60 years of age or older meeting UACCM admission requirements may enroll in for-credit courses at the college free of charge (tuition waived). Related fees will not be reduced. Seniors are responsible for purchasing books and supplies required for the course or courses in which they enroll.

Charges for non-credit community education courses vary by length and type of course. Most non-credit community education courses are offered to persons 60 years of age or older at a reduced rate. All community education students are responsible for the purchase of books and supplies required for the course(s).

### Arkansas National Guard

Eligible Army and National Guard members will receive a 25 percent tuition waiver.
REFUNDS

Institutional Refund
Upon official withdrawal from class(es), the College will refund tuition according to the following schedule:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>REFUND RATE</th>
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<tbody>
<tr>
<td>Prior to the first day of the semester</td>
<td>.100 percent</td>
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<tr>
<td>Before 4:30 p.m. on the 10th day of the semester</td>
<td>.50 percent</td>
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<tr>
<td>After 4:30 p.m. on the 10th day of the semester</td>
<td>.0 percent</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER TERM</th>
<th>REFUND RATE</th>
</tr>
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<tbody>
<tr>
<td>Prior to the first day of the summer term</td>
<td>.100 percent</td>
</tr>
<tr>
<td>Before 4:30 p.m. on the 3rd day of the summer term</td>
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</tr>
<tr>
<td>After 4:30 p.m. the 3rd day of the summer term</td>
<td>.0 percent</td>
</tr>
</tbody>
</table>

Tuition refunds will be made upon withdrawal in accordance with college policy during the semester or summer term for which the refund is being requested (see Withdrawing from Classes).

Return of Title IV Funds
It is imperative for students to regularly attend all classes in which they enroll. In order to “earn” the disbursement of the Federal Title IV financial aid funds (Pell Grant, FSEOG, Stafford Loan), a student must remain enrolled in and regularly attend all classes for the entire enrollment period. A student who officially withdraws from all classes or stops attending all classes at any time during the first 60 percent of the enrollment period will be required by federal regulation to return a portion of the “unearned” Federal Title IV financial aid funds. The calculation of the return of these funds may result in the student owing a balance to UACCM and/or the federal government. Information about this return of Title IV funds can be found in the UACCM Financial Aid Office.

FEES

Activity Fee
All students will be charged a $1 per credit hour activity fee.

Campus Improvement Fee
Students will be charged $7 per credit hour for campus improvement projects. The fee will be used to make various improvements including parking, lighting, sidewalks, construction, renovation, equipment, etc.

COMPASS Test Fee
UACCM administers the (ACT) COMPASS test to prospective students for placement purposes. There is a $10 non-refundable, non-transferable test fee.
Departmental Examination Test Fee
Students taking departmental examinations will be charged a $25 fee for each subject examination attempted at UACCM. This fee must be paid at the Student Accounts window before the test is administered.

Document Fee
There is a $10 **non-refundable** fee for each student enrolling in a credit course or courses.

Graduation Fee
Students applying for graduation are assessed a $35 fee which also covers the cost of the cap and gown. All graduates are expected to participate in formal commencement. Students may be fitted for their cap and gown in the Bookstore.

International Student Application Fee
International students applying for admission to UACCM will be charged a $50 application fee.

Lab/Materials Fee
Students enrolling in Early Childhood supervised labs and practicum and Nursing Clinical Practicum labs will be charged a $30 fee for each lab. Students enrolling in Automotive Collision Repair labs and Welding labs will be charged a $50 fee for each lab. Students enrolling in science lab courses and physical education courses will be charged a $30 fee for each course.

Late Registration Fee
Students who register during the designated late registration period will be charged a fee of $25.

Library Fee
All students will be charged a $4 per credit hour library fee.

Nursing Test Fees

*General Achievement Profile (GAP) Test*
Individuals wishing to enter the Registered Nursing Program are required to take the General Achievement Profile (GAP) Test. There is a $30 non-refundable, non-transferable test fee. This fee may be paid the day of the test.

*Malpractice Insurance Fee*
Students enrolled in Dietary Management, Early Childhood Development and Nursing courses will be charged a $15 fee for malpractice insurance; EMT students will be charged $29 for malpractice insurance.

*Nurse Entrance Test (NET) Fee*
Individuals wishing to enter the Practical Nursing Program are required to take the Nurse Entrance Test (NET). There is a $30 non-refundable, non-transferable test fee. This fee may be paid the day of the test.

Public Safety Fee
All students will be charged a $5 public safety fee per term.

Registered Nursing Fee
Students in the RN program will be charged $100 per semester. This fee will cover various testing tools required in this program.
Returned Check Fee
Students will be charged a $25 fee for any check returned to UACCM on the second attempt to deposit the check.

Technology Fee
All students will be charged a $4 per credit hour technology fee.
FINANCIAL AID SATISFACTORY PROGRESS POLICY

Federal regulations require a student to be making satisfactory academic progress toward completion of his/her program in order to receive federally funded student financial aid. This policy applies to all Federal Title IV programs. These standards will be applied automatically to all students. Academic progress, for financial aid eligibility, will be determined at the end of each semester for the following semester. Students who fail to maintain satisfactory academic progress will be placed on financial aid probation or suspension.

The following criteria for satisfactory progress shall be used to determine financial aid eligibility for students:

1. After a student has attempted 24 semester hours, the student must satisfactorily complete one-half of the hours in which the student has been enrolled. The number of hours enrolled, used to figure satisfactory completion, will be counted as of the last date to enroll for the semester. Courses counted as transfer work will not be used to calculate satisfactory progress for financial aid eligibility. Courses taken at UACCM will be counted in the calculation of satisfactory progress whether or not the student received financial aid. (e.g., enrolled for 24 hours, must satisfactorily complete 12 hours; enrolled for 30 hours, must satisfactorily complete 15 hours, etc.).

2. Repeat courses will count toward enrollment status.

3. A student will not be eligible for financial aid the semester in which the student re-enters following academic suspension.

4. Any student placed on academic suspension will not be eligible to receive financial aid even if he/she does re-enroll under some dispensation approved by the Academic Standards Committee. Successful completion of at least 12 hours during summer school may remove the student from academic suspension. The student must petition the Director of Financial Aid to be reinstated to financial aid eligibility upon being removed from academic suspension by successfully completing 12 hours during the summer.

5. A student may completely withdraw one semester and return the next semester and maintain eligibility for Pell Grant, FSEOG, or Federal Work Study.

6. A full-time student who completely withdraws one semester will not be eligible to receive a Stafford Loan the next semester.

7. Federal student aid will be provided for a maximum of 90 semester hours for students pursuing their first associate degree. An additional 30 semester hours will be granted to students pursuing a second associate degree or additional coursework. Remedial or developmental course hours will not be used in calculating the total hours for cumulative credit in meeting satisfactory progress standards. Remedial or developmental course hours will be used in determining students’ eligibility under Section 1 of this policy.

8. Students applying for Stafford Loans will be limited to a maximum of three semesters of eligibility per grade level (i.e. freshman and sophomore levels).

9. Students who have been determined ineligible for financial aid may appeal that determination, in writing, to the Director of Financial Aid. Such appeal shall be heard by the Financial Aid Appeals Committee who shall make a determination as to the student’s eligibility/continued eligibility for participation in the financial aid program(s). The Financial Aid Appeals Committee shall be appointed by the Vice Chancellor for Instruction/Dean of Students.
Academic and privately sponsored scholarships are available to students at the University of Arkansas Community College at Morrilton. Scholarship applications are available in either the Admissions Office or the Financial Aid Office and should be returned to the Financial Aid Office when completed. Specific information concerning application deadlines, minimum eligibility requirements, and scholarship amounts may be obtained by calling the Financial Aid Office at (501) 977-2055. A scholarship committee selects the recipients.

Students who have attended another college or university prior to enrolling at UACCM may be eligible for academic scholarships if they meet the prerequisite requirements specified in the scholarship policy and have not attempted more than 15 credit hours with no less than a minimum grade point average of 3.00.

Tuition scholarships are awarded based on class rank as certified by the high school principal/counselor of the school the student attended. Students who rank in the top ten percent of their graduating class are eligible for academic scholarships. The scholarship is renewable for three additional semesters if the student maintains a 3.00 grade point average on 12 hours each semester.

UACCM offers a variety of aid programs for students. Students are encouraged to contact the Financial Aid Office (501) 977-2055 for specific information on these programs:

**Academic Excellence Scholarship**
Full tuition scholarship awarded to UACCM students who have completed 24 or more semester hours excluding developmental courses and have maintained a cumulative 4.0 grade point average.

**Academic Incentive Scholarship**
The Academic Incentive Scholarship is a $500 tuition waiver scholarship. Students must have a composite score of 21 to 23 on the ACT with no subtest score below a 19 or COMPASS scores no lower than 87 in Writing, 87 in Reading, 73 in Pre-Algebra and 51 in Algebra. Students must enroll at UACCM within 5 years following graduation. The scholarship is renewable for three semesters if the student maintains a 3.00 grade point average on at least 12 credit hours.

**Academic Scholarship**
A limited number of tuition scholarships are awarded based on the student’s score on the ACT or COMPASS Test. To be eligible, a student must have a composite score of 24 on the ACT, or have COMPASS scores of 94 on Writing, 92 on Reading, and 85 on Pre-Algebra or 66 on Algebra. The scholarship is renewable for three additional semesters if the student maintains a 3.00 grade point average on 12 hours each semester.

**Arkansas Air National Guard Tuition Assistance Waiver**
UACCM will waive 25 percent of the tuition costs for members of the Arkansas Air National Guard attending UACCM who are approved to receive assistance by the Base Education Office. The Arkansas Air National Guard will cover 75 percent of the tuition costs for these students. The Base Education Office will provide each eligible airman with a letter of eligibility and instruct them to notify UACCM of their eligibility.

**Arkansas Scholars™ Scholarship**
A $250 per semester tuition or fee waiver will be awarded to full-time UACCM students who have been officially recognized as an Arkansas Scholar. The student’s high school transcript must reflect the Arkansas Scholars designation. The scholarship...
is renewable for three additional and consecutive semesters provided the student completes at least 12 credit hours per semester with a 2.50 grade point average.

**Chancellor’s Ambassadors Scholarship**
UACCM selects up to seven Chancellor’s Ambassadors annually who receive full tuition waivers. Recipients of these scholarships shall agree to perform 128 hours of service to the College per semester. This service may be in the form of conducting campus tours, representing the College at recruitment activities, or assisting the Admissions Office with recruitment activities.

Students are required to have a minimum ACT score of 17 or comparable COMPASS scores; a minimum high school grade point average of 2.50 on a 4.00 scale or an average GED score of 600; or a minimum UACCM grade point average of 2.50 or above. Two letters of recommendation and an interview with the Admissions Staff are required. The scholarship is renewable for three semesters provided the student maintains a grade point average of 2.50 or above.

**Chancellor’s Scholar Scholarship**
A $500 tuition waiver scholarship is awarded to UACCM students who earned a 4.00 grade point average on 12 or more college-level credit hours the previous semester.

**Clarence Cecil Janes Scholarship**
The Clarence Cecil Janes Scholarship is a $250 scholarship awarded annually to a student majoring in Welding Technology. Selection is based on need and is made upon the recommendation of the provider of the scholarship and the UACCM Scholarship Committee.

**Conway County Legal Beverage Association Scholarship**
The Conway County Legal Beverage Association provides a $2,000 scholarship for a Conway County student enrolled at UACCM. The scholarship is disbursed as a $1,000 per semester award and is renewable for one semester.

**Dr. Ernest P. Griffin, Jr. Endowment Scholarship**
This scholarship is awarded to a full-time UACCM student who is working toward an Associate of Arts or Associate of Science degree with the intent of pursuing a four-year degree. Applicants must have a high school or college grade point average of 2.50 or above and require no developmental courses based on ACT or COMPASS test scores. The UACCM Scholarship Committee awards the scholarship based on the student’s financial need and recommendation from a former instructor or counselor.

**Early Childhood Development Student Organization Scholarship**
An Early Childhood Development scholarship of $100 per semester is awarded to an Early Childhood Development major. Selection is made by the UACCM Scholarship Committee. Funds must be used to defray the cost of school expenses. Student must have a minimum 3.00 grade point average to be considered for the award and to maintain the scholarship for the following semester.

**Faculty Association Merit Scholarship**
The Faculty Association Merit Scholarship is a $750 award provided by the UACCM Faculty Association to one outstanding student each spring. Eligibility requirements include completion of 24 credit hours with a 3.25 or higher grade point average, three letters of reference from faculty members, and full-time enrollment during the semester the scholarship is awarded.
Federal Pell Grant
The Federal Pell Grant is a student financial aid program designed to assist students in their postsecondary education. Its purpose is to provide eligible students with a “foundation” of financial aid to help defray the costs of their education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula applied consistently to all applicants. The formula is developed by the U.S. Department of Education and Congress. Students may receive a Pell Grant until they have completed their first undergraduate program of study. These grants are to be used for educational purposes.

Federal Parent Loan for Undergraduate Students (PLUS) Loan
A Federal Parent Loan for Undergraduate Students (PLUS) is a low-interest loan to help parents, step-parents, or legal guardians pay for their dependent student’s educational expenses. Students must complete the Free Application for Federal Student Aid (FAFSA) before a PLUS loan can be certified. The parent is the borrower for the PLUS loan program. Generally repayment begins within 60 days after the final loan disbursement is made to the borrower.

Federal Stafford Loan
A Federal Stafford Loan is a low-interest loan available from lenders such as banks, credit unions, or saving and loan associations to help students with educational expenses. There are two types of Federal Stafford Loans, subsidized and unsubsidized. The federal government pays the interest for subsidized loans. The student is responsible for paying the interest on an unsubsidized loan. All Federal Stafford Loan funds must be repaid according to the terms specified in the promissory note. Loan repayment begins six months after the student graduates or ceases to be enrolled at least half time or in six hours. All borrowers are expected to take part in loan counseling. Any student on probation will not be certified for a loan for the period of probation. All new students will be required to wait to the mid-term point in the semester before receiving any loan proceeds, at which time mid-term grades will be checked for a 2.00 grade point average. Students who completely withdraw from classes in the previous semester will be ineligible to receive a loan.

Federal Supplemental Educational Opportunity Grant (FSEOG)
FSEOG grants are intended to supplement other aid received. These grants are federally funded with each school receiving a fixed number each year. They are awarded to a limited number of students with preference being given to students with exceptional financial need. The amount of the grant depends upon the availability of funds for each academic year.

Federal Work Study Program
The Federal Work Study Program is designed to allow a limited number of students to meet their cost of attendance through part-time work. Selection is based upon need that is established through the need analysis process in effect during the academic year in question.

GED Scholarship
The University of Arkansas Community College at Morrilton awards GED scholarships annually to students who score an average of 610 or above on the GED exam during the previous calendar year. The recipients must be graduates of Adult Education Centers in UACCM’s primary six-county service area and must utilize the scholarship within one year of taking the GED.

The GED Scholarships are renewable for up to three semesters provided the student maintains a 3.00 grade point average on at least 12 credit hours each semester. Failure to maintain the minimum grade point average required will cause the student to forfeit the scholarship.
Kevin Majors Memorial Scholarship
The Kevin Majors Memorial Scholarship is a $300 award to a student enrolled in an applied technology program at UACCM. Eligibility requirements include completion of one semester at UACCM with a minimum 2.0 grade point average, recommendation from a technology instructor, and an interview by the Scholarship Committee. The recipient must enroll in at least 9 credit hours per semester. This scholarship is renewable based on satisfactory academic progress.

Lance Cunningham Memorial Scholarship
The Lance Cunningham Memorial Scholarship is a $100 award each semester to a student majoring in Air Conditioning and Refrigeration. Selection is made upon the recommendation of the Air Conditioning instructor with final approval of the Scholarship Committee.

Perry and Addie Brown Scholarship
The Perry and Addie Brown Scholarship is a one-year scholarship in the amount of $500 per semester and is awarded to a graduate of a Conway County high school who needs no remediation. The scholarship is awarded on a semester basis to a minority student and is renewable if the student maintains a 2.50 grade point average.

Single Parent Scholarship Fund
Scholarship applications are available in the UACCM Financial Aid Office for Single Parent Scholarships in Conway County, Pope/Yell Counties, and Faulkner County.

Technology Scholarship
UACCM awards up to ten Technology Scholarships annually to individuals who demonstrate outstanding technical or occupational skills as evidenced by a recommendation from their high school instructor, employer, career center director, or counselor. Students must have a high school grade point average of 2.25 or better and a minimum composite ACT score of 17 or minimum COMPASS scores of 63 on Writing, 76 on Reading, and 44 on Pre-Algebra or 28 on Algebra. Technology Scholarships are renewable for three additional semesters provided the student maintains a 2.50 grade point average on at least 12 credit hours each semester. Students must enroll at UACCM the semester following the awarding of the scholarship. Students must be enrolled in courses applicable to a technical certificate or technical degree to maintain eligibility for the scholarship.

Tyson Scholarship
Tyson sponsors nine $1000 scholarships for UACCM students. Applicants must be enrolled in one of the following technical programs to be eligible to apply: Accounting, Air Conditioning and Refrigeration, Business, Business Office Technology, Drafting Technology, Retail Marketing, or Practical Nursing.

VETERANS AFFAIRS (VA)
Educational benefits are available under the GI Bill for eligible servicemen and women, veterans, spouses, and dependents. Veterans may be eligible for vocational rehabilitation if they suffered a service-connected disability in active service, and if the VA determines that they need vocational rehabilitation to overcome the disability. Veterans who entered the military on or after July 1, 1977, may receive benefits under the contributory plan. Complete details should be obtained from a VA counselor. Generally, survivor’s benefits and disability benefits are available to survivors of deceased veterans, spouses, spouses of living veterans, and children between the ages of 18 and 26 years, when death or permanent and total disability has occurred.
VOCATIONAL REHABILITATION SERVICES
In certain situations, students may be eligible to receive benefits from the Division of Vocational Rehabilitation Services. To qualify for this program, the applicant must have a physical or mental disability. Rehabilitation Services may pay tuition, fees, and books for the student. Rehabilitation Services will make the determination of student eligibility.

THE FINANCIAL AID OFFICE ALSO HAS APPLICATIONS FOR THE FOLLOWING SCHOLARSHIPS:

- Single Parent Scholarship of Conway County
- Single Parent Scholarship of Pope/Yell County
- Single Parent Scholarship of Faulkner County
- UCA Transfer Scholarships
- and various other private scholarships
<table>
<thead>
<tr>
<th>Degree Requirements</th>
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<tbody>
<tr>
<td><strong>Degree Requirements</strong></td>
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<tr>
<td><strong>Technical Certificate</strong></td>
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<td><strong>A.A.S.</strong></td>
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<td><strong>A.S.</strong></td>
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<td><strong>WELDING TECHNOLOGY</strong></td>
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<tr>
<td><strong>Surveying Technology</strong></td>
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<tr>
<td><strong>Registered Nursing</strong></td>
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<td><strong>Education</strong></td>
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<td><strong>Early Childhood Development</strong></td>
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<td><strong>Business</strong></td>
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<td><strong>Emphasis in Accounting</strong></td>
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<td><strong>Emphasis in Business Office Technology</strong></td>
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<td><strong>Emphasis in Retail Marketing</strong></td>
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<td><strong>Dietary Management</strong></td>
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<td><strong>Certificate of Proficiency</strong></td>
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<td><strong>Drafting Technology</strong></td>
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<td><strong>Early Childhood Education</strong></td>
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<td><strong>Education</strong></td>
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<td><strong>Emphasis in Early Childhood Education (P-4)</strong></td>
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<td>**A.A.T.</td>
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<td>**A.A.T.</td>
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<td><strong>Emphasis in Middle Level Math and Science</strong></td>
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<td><strong>Emergency Medical Technology - Basic</strong></td>
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<td><strong>Certificate of Proficiency</strong></td>
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<td><strong>English</strong></td>
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<td><strong>General Education</strong></td>
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<td><strong>A. G. S.</strong></td>
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<td><strong>Graphic Design</strong></td>
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<td><strong>Petroleum Technology</strong></td>
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<td><strong>Practical Nursing</strong></td>
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<td><strong>Pipe Welding</strong></td>
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<td><strong>Certificate of Proficiency</strong></td>
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<tr>
<td><strong>Structural Welding</strong></td>
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DEGREE REQUIREMENTS
# COURSE PLACEMENT

## ENGLISH COMPOSITION:
- **ENG 1013** Composition I  
  45 ASSET Writing Skills, 19 ACT English,  77 COMPASS Writing Skills  
- **ENG 0303** Foundational Composition  
  38-44 ASSET Writing Skills, 14-18 ACT English, 33-76 COMPASS Writing Skills  
- **ENG 0103** Foundations of Grammar  
  37 or below ASSET Writing Skills, 13 or below ACT English, 32 or below COMPASS Writing Skills

## MATHEMATICS (A.A., CIS, & A.S.):
- **MATH 1103** Algebra for General Education  
  43 ASSET Intermediate Algebra, 19 ACT Mathematics, 66 COMPASS Algebra  
- **MATH 1203** College Algebra  
  43 ASSET Intermediate Algebra, 19 ACT Mathematics, 66 COMPASS Algebra  
- **MATH 0903** Intermediate Algebra  
  42 ASSET Intermediate Algebra, 18 ACT Math Section, 46-65 COMPASS Algebra  
- **MATH 0803** Basic Algebra  
  43 ASSET Pre-algebra*, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 0-45 COMPASS Algebra  
- **MATH 0203** Developmental Math II  
  41-42 ASSET Pre-algebra, 40 ASSET Intermediate Algebra, 16 ACT Math Section, 34-48 COMPASS Pre-Algebra  
- **MATH 0103** Developmental Math I  
  40 or below ASSET Pre-algebra, 39 or below ASSET Intermediate Algebra, 15 or below ACT Math Section, 0-33 COMPASS Pre-Algebra

*Highest math placement with numerical or pre-algebra scores

## MATHEMATICS (TECHNICAL):
- **MATH 1253** Applied Technical Math  
  43 ASSET Pre-algebra, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 0-99 COMPASS Algebra  
- **BUS 1333** Business Math  
  43 ASSET Pre-algebra, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 0-99 COMPASS Algebra  
- **NUR 1101** Pharmacology I  
  43 ASSET Pre-algebra, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 0-99 COMPASS Algebra  
- **BUS 0203** Developmental Business Math  
  41-42 ASSET Pre-algebra, 40 ASSET Intermediate Algebra, 16 ACT Math Section, 34-48 COMPASS Pre-Algebra  
- **MATH 0203** Developmental Math II  
  41-42 ASSET Pre-algebra, 40 ASSET Intermediate Algebra, 16 ACT Math Section, 34-48 COMPASS Pre-Algebra  
- **MATH 0103** Developmental Math I  
  40 or below ASSET Pre-algebra, 39 or below ASSET Intermediate Algebra, 15 or below ACT Math Section, 0-33 COMPASS Pre-Algebra

## READING:
- **READ 0203** College Reading Skills II  
  36-42 ASSET Reading, 14-18 ACT Reading, 61-82 COMPASS Reading Skills  
- **READ 0103** College Reading Skills I  
  35 or below on ASSET Reading, 13 or below on ACT Reading, 60 or below on COMPASS Reading
CORE CURRICULUM/ELECTIVES

FOR ASSOCIATE OF ARTS & SCIENCE DEGREES

The Associate of Arts (A.A.) and Associate of Science (A.S.) degrees provide students the opportunity to complete a two-year degree and then transfer to a four-year institution. The requirements of the A.A. and A.S. degrees are designed to apply toward the general education requirements at senior institutions. The state’s two-year and four-year public institutions of higher education have agreed that students who complete the Associate of Arts degree (with grades of “C” or higher) and transfer to senior institutions will transfer with junior-level standing and with the general education requirements satisfied.

ASSOCIATE OF ARTS .............62-64 HOURS

Each emphasis area within the Associate of Arts degree has the following core curriculum requirements:

ENGLISH/COMMUNICATIONS: ...........9 credit hours

___ ENG 1013 Composition I
___ ENG 1023 Composition II
___ SPH 2303 Public Speaking

FRESHMAN SEMINAR: ...............0-2 credit hours

___ UACC 1002 Freshman Seminar (if required)

MATHEMATICS: .....................3 credit hours

___ MATH 1103 Algebra for General Education (OR)
___ MATH 1203 College Algebra

SCIENCE: ..........................8 credit hours

Must include four hours of biological science from the list below:

___ BIOL 1004 Fundamentals of Biology
___ BIOL 1034 General Botany
___ BIOL 2004 Human Anatomy and Physiology I
___ BIOL 2034 Principles of Zoology

Must include four hours of physical science from the list below:

___ CHEM 1004 Fundamentals of Chemistry
___ CHEM 2123 General College Chemistry I (AND)
___ CHEM 2121 General College Chemistry I Lab
___ PHY 2004 Physical Science
___ SCI 2014 Earth Science

HUMANITIES/FINE ARTS: ............9 credit hours

Must include three hours of world literature.

___ ENG 2213 World Literature I
___ ENG 2223 World Literature II

Must include three hours from the list below:

___ ART 2003 Art Appreciation
___ MUS 2003 Music Appreciation
___ THEA 2003 Theatre Appreciation

Must include three hours of humanities/fine arts electives from the list below:

___ ART 2103 Art History I
___ ART 2113 Art History II
___ ENG 2003 Creative Writing
___ ENG 2103 Introduction to Fiction
___ ENG 2113 American Literature I
___ ENG 2123 American Literature II
___ ENG 2203 Introduction to Poetry
___ ENG 2303 Introduction to Drama
___ ENG 2313 British Literature I
___ ENG 2323 British Literature II
___ PHIL 2103 Introduction to Philosophy
___ SPAN 1013 Elementary Spanish I
___ SPAN 1023 Elementary Spanish II
SOCIAL SCIENCES: ................. 15 credit hours

Each emphasis area within the Associate of Arts degree must include three hours of U.S. History or American Government, three hours of Western Civilization, and nine hours of history or social science electives. Refer to each associate degree option for specific social science requirements.

History and Social Science Electives

____ ANTH 2333 Introduction to Anthropology
____ CRIM 2003 Introduction to Criminal Justice
____ ECON 2453 Macroeconomics
____ ECON 2463 Microeconomics
____ GEOG 2013 Regional Geography of the World
____ HIST 1003 Western Civilization I
____ HIST 1013 Western Civilization II
____ HIST 2003 U. S. History I
____ HIST 2013 U. S. History II
____ HIST 2023 African American History I
____ HIST 2123 American South to 1865
____ HIST 2133 American South since 1865
____ HIST 2203 Arkansas History
____ PSCI 2003 American Government
____ PSY 2003 General Psychology
____ PSY 2013 Abnormal Psychology
____ PSY 2023 Psychology of Human Development
____ PSY 2113 Sensation and Perception
____ SOC 2033 Introduction to Sociology
____ SOC 2023 Social Problems
____ SOC 2043 Marriage and the Family

HEALTH/PHYSICAL EDUCATION: .......... 3 credit hours

May include three hours of personal health or three hours of physical education activity courses. Refer to page 141 in the Course Descriptions Section of this Catalog for a list of physical education activity courses.

ELECTIVES: ......................... 15 credit hours

Fifteen hours of transferrable general education (GE) electives.
ASSOCIATE OF SCIENCE ..........62-64 HOURS

Each emphasis area within the Associate of Science degree has the following core curriculum requirements:

ENGLISH/COMMUNICATIONS: .......... .9 credit hours

___ ENG 1013 Composition I
___ ENG 1023 Composition II
___ SPH 2303 Public Speaking

FRESHMAN SEMINAR: ................. .0-2 credit hours

___ UACC 1002 Freshman Seminar (if required)

MATHEMATICS: ......................... .3 credit hours

___ MATH 1203 College Algebra

SCIENCE: ............................. .8 credit hours

Must include four hours of biological science from the list below:

___ BIOL 1004 Fundamentals of Biology
___ BIOL 1034 General Botany
___ BIOL 2004 Human Anatomy and Physiology I
___ BIOL 2034 Principles of Zoology

Must include four hours of physical science from the list below:

___ CHEM 1004 Fundamentals of Chemistry
___ CHEM 2123 General College Chemistry I (AND)
___ CHEM 2121 General College Chemistry I Lab
___ PHY 2004 Physical Science
___ SCI 2014 Earth Science

HISTORY/SOCIAL SCIENCES: ............ .9 credit hours

Must include three hours from the list below:

___ HIST 2003 U. S. History I
___ HIST 2013 U. S. History II
___ PSCI 2003 American Government

Must include three hours of history or social science electives from the list below:

___ ANTH 2333 Introduction to Anthropology
___ CRIM 2003 Introduction to Criminal Justice
___ ECON 2453 Macroeconomics
___ ECON 2463 Microeconomics
___ HIST 1003 Western Civilization I
___ HIST 1013 Western Civilization II
___ HIST 2003 U. S. History I
___ HIST 2013 U. S. History II
___ PSCI 2003 American Government
___ PSY 2003 General Psychology
___ PSY 2013 Abnormal Psychology
___ PSY 2023 Psychology of Human Development
___ PSY 2113 Sensation and Perception
___ SOC 2013 Introduction to Sociology
___ SOC 2023 Social Problems
___ SOC 2043 Marriage and the Family

HUMANITIES/FINE ARTS: ............... 6 credit hours

Must include three hours of world literature.

___ ENG 2213 World Literature I
___ ENG 2223 World Literature II

Must include three hours of art, music, or theatre appreciation.

___ ART 2003 Art Appreciation
___ MUS 2003 Music Appreciation
___ THEA 2003 Theatre Appreciation

ELECTIVES: ..................................27 credit hours

Elective courses must include 8 hours of mathematics, science, or technical courses applicable to a specific Bachelor of Science degree at the four-year institution to which the student is transferring. Other general education courses may be used as electives for the degree.
**HINTS**

- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to insure completion of courses within the desired time frame.

**CAREER PROGRAM**

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ENG 1003</td>
<td>Basic Technical Communications</td>
</tr>
<tr>
<td>OR ENG 1013</td>
<td>Composition I 3 credit hours</td>
</tr>
<tr>
<td>___ MATH 1253</td>
<td>Applied Technical Math 3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1103</td>
<td>Algebra for General Education</td>
</tr>
<tr>
<td>OR MATH 1203</td>
<td>College Algebra 3 credit hours</td>
</tr>
<tr>
<td>___ UACC 1002</td>
<td>Freshman Seminar (if required) .2 credit hours</td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>General Elective (if Freshman Seminar not required) .2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>26 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ACR 1104</td>
<td>Refrigeration Systems and Components 4 credit hours</td>
</tr>
<tr>
<td>___ ACR 1303</td>
<td>Schematics 3 credit hours</td>
</tr>
<tr>
<td>___ ACR 1404</td>
<td>Introduction to Air Conditioning and Refrigeration 4 credit hours</td>
</tr>
<tr>
<td>___ ACR 1604</td>
<td>Piping and Load Calculation 4 credit hours</td>
</tr>
<tr>
<td>___ ACR 1704</td>
<td>Commercial Refrigeration 4 credit hours</td>
</tr>
<tr>
<td>___ ACR 1903</td>
<td>Heating Technology 3 credit hours</td>
</tr>
<tr>
<td>___ ELEC 1204</td>
<td>Fundamentals of Electricity 4 credit hours</td>
</tr>
</tbody>
</table>

*(Students are required to take Freshman Seminar if two or more developmental classes are needed.)*
## CAREER PROGRAM

### GENERAL EDUCATION COURSES: 63 Semester Hours

- **ENG 1013** Composition I .................................................. 3 credit hours
- **ENG 1003** Basic Technical Communications
- **OR** **ENG 1023** Composition II ........................................... 3 credit hours
- **MATH 1253** Applied Technical Math
- **OR** **MATH 1103** Algebra for General Education
- **OR** **MATH 1203** College Algebra ........................................ 3 credit hours
- **SPH 2303** Public Speaking .................................................. 3 credit hours
- **UACC 1002** Freshman Seminar (if required)
- **OR** **ELECTIVE** General Elective (if Freshman Seminar not required) .2 credit hours
- **ELECTIVE** Social Science ....................................................... 3 credit hours

### TECHNICAL COURSES: 40 hours

- **ACR 1104** Refrigeration Systems and Components ................. 4 credit hours
- **ACR 1303** Schematics .......................................................... 3 credit hours
- **ACR 1404** Introduction to Air Conditioning and Refrigeration .4 credit hours
- **ACR 1604** Piping and Load Calculations ................................. 4 credit hours
- **ACR 1704** Commercial Refrigeration ..................................... 4 credit hours
- **ACR 1903** Heating Technology ............................................. 3 credit hours
- **DRT 1004** Computer Aided Drafting ....................................... 4 credit hours
- **ELEC 1204** Fundamentals of Electricity ................................. 4 credit hours
- **ELEC 2104** Introduction to Digital Systems ......................... 4 credit hours
- **ELEC 2113** Motors and System Controls ................................. 3 credit hours
- **ELECTIVE** (Technical elective approved by the program advisor) 3 credit hours

### BUSINESS COURSES: 6 hours

- **BUS 1213** Computer Applications ........................................ 3 credit hours
- **BUS 2373** Supervisory Management ..................................... 3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

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**The Air Conditioning and Refrigeration program includes courses in electricity, motors, domestic refrigeration, heating, and air conditioning.**

After UACCM graduates are employed as:
- Residential repair technicians
- Refrigeration and maintenance technicians in manufacturing or industrial plants
## TRANSFER PROGRAM

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ MATH 1103 Algebra for General Education</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must include four hours of biological science from the list below:</td>
<td></td>
</tr>
<tr>
<td>___ BIOL 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 1034 General Botany</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy and Physiology I</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2034 Principles of Zoology</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

| Must include four hours of physical science from the list below: |
| ___ CHEM 1004 Fundamentals of Chemistry | 4 credit hours |
| OR CHEM 2123 General College Chemistry I | 4 credit hours |
| AND CHEM 2121 General College Chemistry I Lab | 4 credit hours |
| OR PHY 2004 Physical Science | 4 credit hours |
| OR SCI 2014 Earth Science | 4 credit hours |

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must include three hours of world literature:</td>
<td></td>
</tr>
<tr>
<td>___ ENG 2213 World Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 2223 World Literature II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

| Must Include ART 2003 Art Appreciation: |
| ___ ART 2003 Art Appreciation | 3 credit hours |

| Must include three hours from the following: |
| ___ ART 2103 Art History I | 3 credit hours |
| OR ART 2113 Art History II | 3 credit hours |

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
SOCIAL SCIENCES: .......................................................... .15 hours

Must include three hours of Western Civilization.

___ HIST 1003 Western Civilization I  
OR HIST 1013 Western Civilization II ................................ .3 credit hours

Must include three hours of U.S. History or American Government.

___ HIST 2003 U. S. History I  
OR HIST 2013 U. S. History II  
OR PSCI 2003 American Government .............................. .3 credit hours

Must include nine hours of history or social science electives listed on page 32.

___ ELECTIVE History/Social Science .............................. .3 credit hours  
___ ELECTIVE History/Social Science ................................ .3 credit hours  
___ ELECTIVE History/Social Science .............................. .3 credit hours

HEALTH/PHYSICAL EDUCATION: ................................. .3 hours

___ PED 1003 Personal Health ........................................ .3 credit hours

OR

___ ELECTIVE Physical Education ................................ .1 credit hour  
___ ELECTIVE Physical Education ................................. .1 credit hour  
___ ELECTIVE Physical Education ................................ .1 credit hour

ART ELECTIVES: ........................................................... .15 hours

Must include Drawing I Studio and Art History I or Art History II.

___ ART 1103 Drawing I Studio ........................................ .3 credit hours  
___ ART 2103 Art History I  
OR ART 2113 Art History II ........................................... .3 credit hours

___ ELECTIVE (approved by the program advisor) ................. .3 credit hours  
___ ELECTIVE (approved by the program advisor) ................. .3 credit hours  
___ ELECTIVE (approved by the program advisor) ................. .3 credit hours

Because of the small student-to-instructor ratio, students receive plenty of one-on-one guidance. The instructor(s) are highly traveled and are practicing artists who exhibit their work, which affords a better understanding of art student needs.

ELECTIVES AVAILABLE

- Drawing II Studio  
- Beginning Painting Studio  
- Beginning Watercolor Studio 2-D Design  
- Art History I  
- Art History II

Suggested course sequence:

1st Semester - Drawing I Studio & 2-D Design

2nd Semester - Drawing II Studio & Beginning Watercolor Studio

3rd Semester - Beginning Painting Studio & Art History I or Art History II

HINTS

- Spend at least one hour doing studio work outside of class for every hour spent in class in order to improve and advance your knowledge and skills.
- Set goals for yourself.
- Keep a visual journal of your creative ideas just like Leonardo da Vinci.
- Electives should be chosen with the transfer degree and college in mind.
HINTS

- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to insure completion of courses within the desired time frame.
- Students should maintain good attendance, have a positive attitude, and be dedicated and determined.

AFTER UACCM

Students completing this degree will know:

- various fundamentals of the collision repair industry
- how to evaluate vehicles and produce estimates
- structural and non-structural analysis of automobiles
- auto body shop management
- how to further their career in the industry by either owning their own business or working for other companies

---

CAREER PROGRAM

32 Semester Hours

GENERAL EDUCATION COURSES: .............................................. 8 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR</td>
<td>ENG 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR</td>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
<tr>
<td>OR</td>
<td>ELECTIVE</td>
<td>Elective (if Freshman Seminar not required)</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: .................................................. 24 hours

Must include a minimum of twenty-four semester hours of automotive collision repair courses.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUB 1003</td>
<td>Auto Body Electrical and Mechanical Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AUB 1005</td>
<td>Auto Body Fundamentals</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AUB 1103</td>
<td>Materials and Processes</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AUB 1205</td>
<td>Non-Structural Analysis and Repair I</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AUB 1305</td>
<td>Refinishing Procedures and Applications</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AUB 1405</td>
<td>Non-Structural Analysis and Repair II</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AUB 1503</td>
<td>Refinishing Products</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AUB 2203</td>
<td>Advanced Automotive Refinishing</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AUB 2205</td>
<td>Structural Analysis and Repair</td>
<td>5 credit hours</td>
</tr>
<tr>
<td>AUB 2303</td>
<td>Color Theory</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AUB 2403</td>
<td>Auto Body Shop Management</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

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UACCM has articulation agreements with River Valley Career Center in Morrilton, the Conway Career Center, as well as the local high schools and technical schools, which means you may transfer some credits to this program.
CAREER PROGRAM

GENERAL EDUCATION COURSES: 63 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>3 credits</td>
</tr>
<tr>
<td>MATH 1235</td>
<td>3 credits</td>
</tr>
<tr>
<td>MATH 1103</td>
<td>3 credits</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>3 credits</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>2 credits</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES:

Technical courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUB 1003</td>
<td>3 credits</td>
</tr>
<tr>
<td>AUB 1005</td>
<td>5 credits</td>
</tr>
<tr>
<td>AUB 1103</td>
<td>3 credits</td>
</tr>
<tr>
<td>AUB 1205</td>
<td>5 credits</td>
</tr>
<tr>
<td>AUB 1305</td>
<td>5 credits</td>
</tr>
<tr>
<td>AUB 1405</td>
<td>5 credits</td>
</tr>
<tr>
<td>AUB 1503</td>
<td>3 credits</td>
</tr>
<tr>
<td>AUB 2203</td>
<td>3 credits</td>
</tr>
<tr>
<td>AUB 2205</td>
<td>5 credits</td>
</tr>
<tr>
<td>AUB 2303</td>
<td>3 credits</td>
</tr>
<tr>
<td>AUB 2403</td>
<td>3 credits</td>
</tr>
<tr>
<td>AUB 2503</td>
<td>3 credits</td>
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</table>

BUSINESS COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

ELECTIVES

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>3 credits</td>
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<tr>
<td>ELECTIVE</td>
<td>3 credits</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

(After UACCM
Graduates are employed as:
- Instructors at technical colleges
- Professional estimators
- Professional refinishers
- Owners and supervisors in thriving collision repair shops, as well as shops that specialize in customizing automobiles

Minimal tools are required for this program.

NOTE

- This associate degree for Collision Repair is the only one available in the state of Arkansas.
- The following are available to enable students to move directly into the career field and be very knowledgeable with a shop's environment: computerized estimating, paint mixing, a dimensioning system, and a frame-straightening machine.

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
HINT

- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to insure completion of courses within the desired time frame.

Students interested in Automotive Technology should enjoy working with their hands in a shop setting and should possess decision-making and problem-solving skills.

NOTE

Automotive Technology courses can be taken at any time. Each is a stand alone course and does not need a prerequisite.

CAREER PROGRAM 28 Semester Hours

GENERAL EDUCATION COURSES: 8 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
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<tr>
<td>OR ENG 1013</td>
<td>Composition I</td>
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<td>Applied Technical Math</td>
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<tr>
<td>OR UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Elective (if Freshman Seminar not required)</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: 20 hours

Must include a minimum of twenty semester hours of automotive technology courses from the list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1005</td>
<td>Electrical/Electronic Systems</td>
</tr>
<tr>
<td>AST 1105</td>
<td>Brakes</td>
</tr>
<tr>
<td>AST 1205</td>
<td>Engine Repair</td>
</tr>
<tr>
<td>AST 1305</td>
<td>Power Trains</td>
</tr>
<tr>
<td>AST 2005</td>
<td>Climate Control</td>
</tr>
<tr>
<td>AST 2105</td>
<td>Automatic Transmissions</td>
</tr>
<tr>
<td>AST 2115</td>
<td>Engine Performance</td>
</tr>
<tr>
<td>AST 2205</td>
<td>Chassis &amp; Steering</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

UACCM has articulation agreements with Conway, Morrilton, and Russellville Career Centers, which allow high school students to receive some transfer credit.
## CAREER PROGRAM

**63 Semester Hours**

### GENERAL EDUCATION COURSES: ............................... 17 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>ENG 1023</td>
<td>Composition II</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>2</td>
</tr>
<tr>
<td>OR</td>
<td>ELECTIVE</td>
<td>Elective (if Freshman Seminar not required)</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
<td>3</td>
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</table>

### TECHNICAL COURSES: .............................. 40 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>AST 1005</td>
<td>Electrical/Electronic Systems</td>
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<tr>
<td>AST 1105</td>
<td>Brakes</td>
<td>5</td>
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<td>AST 1205</td>
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<tr>
<td>AST 1305</td>
<td>Power Trains</td>
<td>5</td>
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<tr>
<td>AST 2005</td>
<td>Climate Control</td>
<td>5</td>
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<td>AST 2105</td>
<td>Automatic Transmissions</td>
<td>5</td>
</tr>
<tr>
<td>AST 2115</td>
<td>Engine Performance</td>
<td>5</td>
</tr>
<tr>
<td>AST 2205</td>
<td>Chassis &amp; Steering</td>
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### ELECTIVES: ...................................................... 6 hours

<table>
<thead>
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<th>Course</th>
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</tr>
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<tbody>
<tr>
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<td>(approved by the program advisor)</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by the program advisor)</td>
<td>3</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

### AFTER UACCM

Graduates are employed as:
- Independent shop owner/operators
- Shop managers in auto dealerships
- Parts store managers
- Managers of nationwide trucking companies
- Owners of trucking companies and truck shops
- Line mechanics

Minimal tools are required for this program.

### NOTE

UACCM teaches the eight ASE (Automotive Service Excellence) test areas. The courses cover the auto from the front bumper to the rear bumper. Students spend an hour each day in the classroom and the remainder of time in the lab working on automobiles in the well-equipped shop.
BUSINESS TECHNICAL CERTIFICATE CAREER PROGRAM 34-35 Semester Hours

GENERAL EDUCATION COURSES: ............................................. 11 hours
  ____ BUS 1213 Computer Applications .................................. 3 credit hours
  ____ BUS 1333 Business Math .............................................. 3 credit hours
  ____ BUS 2013 Business Communications I .............................. 3 credit hours
  ____ UACC 1002 Freshman Seminar (if required)
  OR ELECTIVE Elective (if Freshman Seminar not taken) ............. 2 credit hours

BUSINESS COURSES: .......................................................... 20-21 hours
  ____ ACCT 2003 Principles of Accounting I
  OR BUS 1013 Bookkeeping .................................................. 3 credit hours
    ____ BUS 1003 Business English ......................................... 3 credit hours
    ____ BUS 1022 Windows
  OR BUS 1031 Electronic Calculators .................................... 1 credit hour
    ____ BUS 1101 Keyboarding Skills II .................................. 1 credit hour
    ____ BUS 1113 Document Formatting .................................. 3 credit hours
    ____ BUS 1223 Electronic Spreadsheet ................................ 3 credit hours
    ____ BUS 1253 Word Processing I ........................................ 3 credit hours
    ____ BUS 2323 Business Procedures .................................... 3 credit hours

BUSINESS ELECTIVE: ......................................................... 3 hours
  Elective must be from the Department of Business and must be from sidebar list of this page.
  ____ ELECTIVE (approved by the program advisor) .................... 3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

NOTE
Students must take Keyboarding Skills II the first semester in attendance.

The technical certificate program can be completed in one year plus a summer term if no developmental courses are required.
## CAREER PROGRAM

### 64-66 Semester Hours

#### GENERAL EDUCATION COURSES: .................................................. 15-17 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2013</td>
<td>Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>UACC 2002</td>
<td>Freshman Seminar (if required)</td>
<td>2</td>
</tr>
<tr>
<td>ECON 2453</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

**OR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2463</td>
<td>Microeconomics</td>
<td>3</td>
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</tbody>
</table>

#### BUSINESS COURSES: .............................................................. 29 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACCT 2003</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2013</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2103</td>
<td>Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2113</td>
<td>Tax Accounting</td>
<td>3</td>
</tr>
<tr>
<td>ACCT 2203</td>
<td>Computerized Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1003</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1031</td>
<td>Electronic Calculators</td>
<td>1</td>
</tr>
<tr>
<td>BUS 1081</td>
<td>Introduction to Word Processing</td>
<td>1</td>
</tr>
<tr>
<td>BUS 1223</td>
<td>Electronic Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2313</td>
<td>Professional Development</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2393</td>
<td>Business Law</td>
<td>3</td>
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</tbody>
</table>

#### ELECTIVES: ........................................................................... 20 hours

The electives must be from the sidebar list of this page.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>(approved by program advisor)</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVES AVAILABLE**

- Windows
- Cost Accounting
- Database Management
- Business Graphics
- Business Procedures
- Supervisory Management
- Entrepreneurship
- *Macroeconomics (OR)*
- *Microeconomics
- Personal Finance
- Composition II (OR)
- Public Speaking

*If not used as a General Education Course requirement

### NOTES

- Students should take the required courses when they are offered since many courses are offered on a rotating basis.
- Students should plan to spend six hours per week studying for each class.

### AFTER UACCM

Graduates are employed as:

- Accounting clerks
- Payroll clerks
- Bank employees

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### CAREER PROGRAM

<table>
<thead>
<tr>
<th>General Education Courses:</th>
<th>65-67 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>.15-17 hours</td>
</tr>
<tr>
<td>BUS 1333 Business Math</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 2013 Business Communications I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>ENG 1013 Composition I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>.2 credit hours</td>
</tr>
<tr>
<td>ELECTIVE Social Science</td>
<td>.3 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>Business Courses:</th>
<th>.38 hours</th>
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</thead>
<tbody>
<tr>
<td>ACCT 2003 Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>OR BUS 1013 Bookkeeping</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 1003 Business English</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 1022 Windows</td>
<td>.2 credit hours</td>
</tr>
<tr>
<td>BUS 1031 Electronic Calculators</td>
<td>.1 credit hour</td>
</tr>
<tr>
<td>BUS 1041 Microsoft Outlook</td>
<td>.1 credit hour</td>
</tr>
<tr>
<td>BUS 1101 Keyboarding Skills II</td>
<td>.1 credit hour</td>
</tr>
<tr>
<td>BUS 1113 Document Formatting</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 1223 Electronic Spreadsheet</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 1233 Database Management</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 1253 Word Processing I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 2113 Business Communications II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 2253 Word Processing II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 2303 Proofreading and Transcription Skills</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 2313 Professional Development</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>BUS 2323 Business Procedures</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives:</th>
<th>.12 hours</th>
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</thead>
<tbody>
<tr>
<td>ELECTIVE (approved by program advisor)</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE (approved by program advisor)</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE (approved by program advisor)</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE (approved by program advisor)</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### CAREER PROGRAM 64-66 Semester Hours

#### GENERAL EDUCATION COURSES: 15-17 hours
- BUS 1213 Computer Applications: 3 credit hours
- BUS 1333 Business Math: 3 credit hours
- BUS 2013 Business Communications I: 3 credit hours
- ENG 1013 Composition I: 3 credit hours
- UACC 1002 Freshman Seminar (if required): 2 credit hours
- ELECTIVE Social Science: 3 credit hours

#### BUSINESS COURSES: 37 hours
- ACCT 2003 Principles of Accounting I: 3 credit hours
- OR BUS 1013 Bookkeeping: 3 credit hours
- OR BUS 1003 Business English: 3 credit hours
- BUS 1081 Introduction to Word Processing: 1 credit hour
- BUS 1353 Selling: 3 credit hours
- BUS 1363 Marketing Principles: 3 credit hours
- BUS 1413 Visual Merchandising: 3 credit hours
- BUS 2243 Business Graphics: 3 credit hours
- BUS 2313 Professional Development: 3 credit hours
- BUS 2323 Business Procedures: 3 credit hours
- BUS 2343 Advertising: 3 credit hours
- BUS 2373 Supervisory Management: 3 credit hours
- BUS 2383 Retailing: 3 credit hours
- BUS 2393 Business Law: 3 credit hours

#### ELECTIVES 12 hours
A minimum of six hours must come from courses with a BUS, FIN, or GDT prefix. Electives may include other courses approved by the program advisor.
- ELECTIVE Business, Finance, or Graphic Design: 3 credit hours
- ELECTIVE Business, Finance, or Graphic Design: 3 credit hours
- ELECTIVE (approved by program advisor): 3 credit hours
- ELECTIVE (approved by program advisor): 3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

### SUGGESTED ELECTIVES
- Electronic Spreadsheet
- Database Management
- Microsoft Outlook
- Entrepreneurship
- Microeconomics
- Personal Finance
- Web Page Design
- General Psychology (OR Introduction to Sociology
- Elementary Spanish I
- Public Speaking (OR) Composition II

### HINTS
- Students should take the required courses when they are offered since marketing courses are offered on a rotating basis.
- Students who choose this degree should like working with the public on a constant basis and be available to work during non-traditional work hours.
- Students should always check course prerequisites when planning their schedules.
## TRANSFER PROGRAM

**65-67 Semester Hours**

### ENGLISH/COMMUNICATIONS: 0.9 Hours
- **ENG 1013** Composition I 0.3 credit hours
- **ENG 1023** Composition II 0.3 credit hours
- **SPH 2303** Public Speaking 0.3 credit hours

### FRESHMAN SEMINAR: 0.0-2 hours
- **UACC 1002** Freshman Seminar (if required) 0.2 credit hours

### MATHEMATICS: 0.6 hours
- **MATH 1203** College Algebra 0.3 credit hours
- **MATH 2023** Calculus for Business 0.3 credit hours

### SCIENCE: 0.8 hours
- Must include four hours of biological science from the list below:
  - **BIOL 1004** Fundamentals of Biology 0.4 credit hours
  - **BIOL 1034** General Botany
  - **BIOL 2004** Human Anatomy and Physiology I
  - **BIOL 2034** Principles of Zoology 0.4 credit hours
- Must include four hours of physical science from the list below:
  - **CHEM 1004** Fundamentals of Chemistry
  - **CHEM 2123** General College Chemistry I
  - **CHEM 2121** General College Chemistry I Lab
  - **PHY 2004** Physical Science
  - **SCI 2014** Earth Science 0.4 credit hours

### HUMANITIES/FINE ARTS: 0.9 hours
- Must include three hours of world literature:
  - **ENG 2213** World Literature I
  - **ENG 2223** World Literature II 0.3 credit hours
- Must include three hours from the following list:
  - **ART 2003** Art Appreciation
  - **MUS 2003** Music Appreciation
  - **THEA 2003** Theatre Appreciation 0.3 credit hours
- Must include three hours of humanities/fine arts electives, refer to page 31.
  - **ELECTIVE** Humanities/Fine Arts 0.3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

---

**HINTS**
- Students should plan to study six hours per week for each class.
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to insure completion of courses within the desired time frame.

**AFTER UACCM**
This degree is designed for those students who plan to transfer to a four-year institution to earn a higher degree in a business-related field. It does not provide the technical knowledge or skills needed to obtain employment in a business-related field. The degree is intended as a transfer degree only.
### SOCIAL SCIENCES: 

**.15 hours**

*Must include three hours of Western Civilization and three hours of U. S. History or American Government.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ HIST 1003</td>
<td>Western Civilization I</td>
<td>.3</td>
</tr>
<tr>
<td>OR HIST 1013</td>
<td>Western Civilization II</td>
<td>.3</td>
</tr>
<tr>
<td>__ HIST 2003</td>
<td>U. S. History I</td>
<td>.3</td>
</tr>
<tr>
<td>OR HIST 2013</td>
<td>U. S. History II</td>
<td>.3</td>
</tr>
<tr>
<td>OR PSCI 2003</td>
<td>American Government</td>
<td>.3</td>
</tr>
<tr>
<td>__ ECON 2453</td>
<td>Macroeconomics</td>
<td>.3</td>
</tr>
<tr>
<td>__ ECON 2463</td>
<td>Microeconomics</td>
<td>.3</td>
</tr>
<tr>
<td>__ ELECTIVE</td>
<td>History/Social Science</td>
<td>.3</td>
</tr>
</tbody>
</table>

### HEALTH/PHYSICAL EDUCATION: 

**.3 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ PED 1003</td>
<td>Personal Health</td>
<td>.3</td>
</tr>
<tr>
<td>OR __ ELECTIVE</td>
<td>Physical Education</td>
<td>.1</td>
</tr>
<tr>
<td>__ ELECTIVE</td>
<td>Physical Education</td>
<td>.1</td>
</tr>
<tr>
<td>__ ELECTIVE</td>
<td>Physical Education</td>
<td>.1</td>
</tr>
</tbody>
</table>

### BUSINESS REQUIREMENTS: 

**.15 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ ACCT 2003</td>
<td>Principles of Accounting I</td>
<td>.3</td>
</tr>
<tr>
<td>__ ACCT 2013</td>
<td>Principles of Accounting II</td>
<td>.3</td>
</tr>
<tr>
<td>__ ELECTIVE</td>
<td>*Business Elective</td>
<td>.3</td>
</tr>
<tr>
<td>__ ELECTIVE</td>
<td>*Business Elective</td>
<td>.3</td>
</tr>
<tr>
<td>__ ELECTIVE</td>
<td>*Business Elective</td>
<td>.3</td>
</tr>
</tbody>
</table>

### NOTE

*Specific business courses are often required as prerequisites for upper-division business courses at four-year institutions. These courses vary by institution. To ensure that the business electives selected will meet the requirements at a specific four-year institution, the business electives must be approved by the student’s Department of Business advisor.*
NOTE
This program enables students to complete the first two years of a bachelor’s degree in Computer Science or Information Science. Students may then transfer to the four-year institution of their choice to complete their degree.

HINTS
- Students should own or consider purchasing a computer.
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to insure completion of courses within the desired time frame.

TRANSFER PROGRAM

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ENG 2023 Technical Communications¹, ²</td>
<td>.3 credit hours</td>
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<tr>
<td>OR SPH 2303 Public Speaking³</td>
<td>.3 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>.0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td>.2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>___ MATH 1203 College Algebra</td>
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</tr>
<tr>
<td>___ MATH 2013 Discrete Mathematics¹, ², ³</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1213 Plane Trigonometry², ³</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>OR MATH 2023 Calculus for Business¹</td>
<td>.3 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>.8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ BIOL 1004 Fundamentals of Biology</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 1034 General Botany</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy &amp; Physiology I</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2034 Principles of Zoology</td>
<td>.4 credit hours</td>
</tr>
</tbody>
</table>

Must have four hours of biological science.

<table>
<thead>
<tr>
<th>Must have four hours of physical science.</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ PHY 2004 Physical Science</td>
</tr>
<tr>
<td>OR CHEM 1004 Fundamentals of Chemistry</td>
</tr>
<tr>
<td>OR CHEM 2121 General College Chemistry I Lab</td>
</tr>
<tr>
<td>AND CHEM 2123 General College Chemistry I</td>
</tr>
<tr>
<td>OR SCI 2014 Earth Science</td>
</tr>
<tr>
<td>OR PHYS xxx4 General Physics I</td>
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</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCE:</th>
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<tbody>
<tr>
<td>___ HIST 1003 Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>OR HIST 1013 Western Civilization II</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

UACCM has articulated the Associate of Science degree with an emphasis in Computer Information Science with Arkansas Tech University’s Information Science and Computer Science programs and the University of Arkansas at Little Rock’s Information Science program. Specific requirements for each program are indicated by the following superscript notations: (¹) ATU Information Science, (²) ATU Computer Science, and (³) UALR Information Science. Students interested in any of these program options may obtain an individual program of study from the office of Academic Services or their advisor.
HIST 2003 U. S. History I
OR HIST 2013 U. S. History II
OR PSCI 2003 American Government ......................... .3 credit hours

ECON 2453 Macroeconomics
OR xxx3 Social Science Elective
OR PSY 2003 Psychology ........................................... .3 credit hours

FINE ARTS/HUMANITIES: ....................................... .6 hours
ART 2003 Art Appreciation
OR MUS 2003 Music Appreciation
OR THEA 2003 Theatre Appreciation ........................... .3 credit hours
ENG 2213 World Literature I
OR ENG 2223 World Literature II ................................ .3 credit hours

CIS CORE REQUIREMENTS: ................................. .15 hours
CIS 1103 Intro to Computer Hardware & Software .......... .3 credit hours
CIS 1133 Intro to Computer Programming Logic & Language .... .3 credit hours
CIS 2103 Advanced Computer Hardware & Software .......... .3 credit hours
CIS 2023 Internet Technologies ................................... .3 credit hours
CIS 2433 Java Programming ...................................... .3 credit hours

TECHNICAL COURSES: ....................................... .11-12 hours
Students planning to transfer to UALR or ATU should refer to the specific degree requirements listed below. For students planning to transfer to other programs, the courses must be approved by a CIS advisor.

UALR Information Science Requirements (9 hours): CIS 2423 Visual Basic Programming, ECON 2453 Macroeconomics OR ECON 2463 Microeconomics, AND MATH 2013 Discrete Mathematics OR MATH 1213 Plane Trigonometry


Note: ATU does not accept SPH 2303 Public Speaking for degrees in Computer and Information Science or Business.

UACCM does not currently offer a Physics course. Students may take an applicable Physics course at a four-year institution and transfer the credits back to UACCM to meet graduation requirements.
The Certificates of Proficiency in Computer Maintenance and Networking Technologies require the successful passage of a certification exam. Students must provide the Registrar’s Office with proof of registration for the exam prior to graduation. Students must provide proof of successful passage of the exam within one month after graduation.

NOTE

CAREER PROGRAM

» COMPUTER MAINTENANCE

9 Semester Hours

TECHNICAL COURSES: .................................9 hours

___ CIS 1103 Introduction to Computer Hardware and Software ..................3 credit hours
___ CIS 1113 Network Essentials ........................................3 credit hours
___ CIS 2103 Advanced Computer Hardware and Software ..........3 credit hours

Graduates must pass the Comp/TIA A+ certification exam

CAREER PROGRAM

» NETWORKING TECHNOLOGY

9 Semester Hours

TECHNICAL COURSES: .................................9 hours

___ CIS 1113 Networking Essentials ........................................3 credit hours
___ CIS 1203 Introduction to Network Administration .................3 credit hours
___ CIS 2123 Local Area Networking I .............................3 credit hours

Graduates must pass either the Network+ exam or the Installing, Configuring, and Administering Microsoft Windows XP Pro certification exam.
CAREER PROGRAM 32-33 Semester Hours

GENERAL EDUCATION COURSES: 8-9 hours
___ ENG 1003 Basic Technical Communications
OR ENG 1013 Composition I 3 credit hours
___ MATH 0903 Intermediate Algebra (or higher) 3 credit hours
___ UACC 1002 Freshman Seminar (if required)
OR ELECTIVE CIS Elective (if Freshman Seminar not taken) 2 credit hours

TECHNICAL COURSES: 15 hours
___ BUS 1213 Computer Applications 3 credit hours
___ CIS 1103 Introduction to Computer Hardware and Software 3 credit hours
___ CIS 1113 Networking Essentials 3 credit hours
___ CIS 1133 Introduction to Computer Programming:
   Logic and Language 3 credit hours
___ CIS 2103 Advanced Computer Hardware and Software 3 credit hours

TECHNICAL ELECTIVES: 9 hours
The technical electives must be selected from courses within the CIS curriculum.
___ ELECTIVE (approved by the program advisor) 3 credit hours
___ ELECTIVE (approved by the program advisor) 3 credit hours
___ ELECTIVE (approved by the program advisor) 3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

AFTER UACCM
Graduates are employed as:
• Computer repair specialists
• Network installers

This program is designed to allow students to enter the workforce quickly. Students are provided the technical skills required to install, maintain, and troubleshoot PCs. Hands-on training with industry-standard equipment enhances the educational experience for students. Students completing the certificate may take exams leading to an A+ Certificate.
The Computer Information Systems program is designed to provide students with computer programming skills and a knowledge of computer operating systems that will prepare them for careers in today’s emerging information technology field.

**AFTER UACCM**
Graduates are employed as:
- Network administrators
- Help desk specialists

<table>
<thead>
<tr>
<th>CAREER PROGRAM</th>
<th>62 Semester Hours</th>
</tr>
</thead>
</table>

**GENERAL EDUCATION COURSES:** ........................................17 hours

- **ENG 1013** Composition I .............................................3 credit hours
- **ENG 1003** Basic Technical Communications
- **ENG 1023** Composition II .............................................3 credit hours
- **SPH 2303** Public Speaking ...........................................3 credit hours
- **MATH 1203** College Algebra ..........................................3 credit hours
- **UACC 1002** Freshman Seminar (if required)
- **OR** ELECTIVE Elective (if Freshman Seminar not taken) ........2 credit hours
- **OR** ELECTIVE Social Science Elective ...............................3 credit hours

**TECHNICAL COURSES:** ..................................................36 hours

- **CIS 1103** Introduction to Computer Hardware and Software ........3 credit hours
- **CIS 1113** Networking Essentials ......................................3 credit hours
- **CIS 1133** Introduction to Computer Programming:
  - Logic and Language .....................................................3 credit hours
- **CIS 1203** Introduction to Network Administration ..................3 credit hours
- **CIS 2023** Internet Technologies ......................................3 credit hours
- **CIS 2033** Network Operating Systems ...............................3 credit hours
- **CIS 2103** Advanced Computer Hardware and Software ............3 credit hours
- **CIS 2123** Local Area Networking I ....................................3 credit hours
- **CIS 2133** Local Area Networking II ...................................3 credit hours
- **CIS 2143** Local Area Networking III ..................................3 credit hours
- **CIS 2203** Introduction to Wireless Technology ....................3 credit hours
- **CIS 2303** Network Security ...........................................3 credit hours

**TECHNICAL ELECTIVES:** ...............................................9 hours

- **CIS 2233** Introduction to Unix ........................................3 credit hours
- **CIS 2433** Java Programming ..........................................3 credit hours
- **MATH 1213** Plane Trigonometry
- **MATH 2013** Discrete Mathematics
- **MATH 2023** Calculus for Business ....................................3 credit hours
- **OR** ELECTIVE (approved by the program advisor) .................3 credit hours
- **OR** ELECTIVE (approved by the program advisor) .................3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
The Dietary Management Program is designed for individuals who wish to obtain the Certified Dietary Manager (CDM) credential. The program follows the curriculum prescribed by the Dietary Managers Association. Field Experience I consists of 50 hours of supervised, hands-on experience in commercial food service operations. Field Experience II consists of 50 hours of supervised, hands-on experience in food service department management. Field Experience III consists of 50 hours of supervised, hands-on experience in patient care.

Note: Students who do not have experience in institutional food service production may be required to take DIET 1001 Introduction to Food Preparation.
HINTS

- Prospective drafters should be able to draw freehand, three-dimensional objects and do detailed work accurately and neatly.
- Students should have a basic understanding of mathematical concepts, including geometry and trigonometry.
- Drafters should have good interpersonal skills because they work closely with engineers, surveyors, architects, and other professionals.

Students completing a technical certificate in drafting technology have the basic skills needed to pursue a career in mechanical and residential drafting.

UACCM has credit-transfer agreements with the Russellville Career Center and River Valley Technical Center.

CAREER PROGRAM

GENERAL EDUCATION COURSES: .................................................11 hours

___ BUS 1213 Computer Applications ..................................3 credit hours
___ ENG 1003 Basic Technical Communications
OR ENG 1013 Composition I .............................................3 credit hours
___ MATH 1253 Applied Technical Math
OR MATH 1203 College Algebra ........................................3 credit hours
___ UACC 1002 Freshman Seminar (if required)
OR ELECTIVE Elective (if Freshman Seminar not taken) ..........2 credit hours

TECHNICAL REQUIREMENTS: ..................................................8 hours

___ DRT 1004 Computer Aided Drafting ..............................4 credit hours
___ DRT 1204 Parametric Drafting .......................................4 credit hours

TECHNICAL ELECTIVES: ......................................................14 hours

Approved by advisor from the following list:
___ DRT 1304 Residential Drafting I ..................................4 credit hours
___ DRT 1504 Advanced Drafting ......................................4 credit hours
___ DRT 2304 Residential Drafting II ................................4 credit hours
___ DRT 2314 Machine Drafting ........................................4 credit hours
___ DRT 2413 Structural Drafting ......................................3 credit hours
___ DRT 2423 Specialty Drafting ........................................3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### CAREER PROGRAM

62 Semester Hours

#### GENERAL EDUCATION COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
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<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>OR ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
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</tbody>
</table>

**AND**

**ELECTIVE**

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>Technical Elective</td>
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</table>

**OR**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1213</td>
<td>Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
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**AND**

**ELECTIVE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>Social Science</td>
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</table>

**(Students are required to take Freshman Seminar if two or more developmental classes are needed.)**

#### TECHNICAL COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRT 1004</td>
<td>Computer Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRT 1204</td>
<td>Parametric Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRT 1304</td>
<td>Residential Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>DRT 1504</td>
<td>Advanced Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRT 2304</td>
<td>Residential Drafting II</td>
<td>4</td>
</tr>
<tr>
<td>DRT 2314</td>
<td>Machine Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRT 2413</td>
<td>Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRT 2423</td>
<td>Specialty Drafting</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1213</td>
<td>Intro to CAD and Surveying Software</td>
<td>3</td>
</tr>
</tbody>
</table>

**TECHNICAL ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>(approved by the program advisor)</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by the program advisor)</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by the program advisor)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### AFTER UACCM

Graduates are employed as:
- Draftsman
- Drafting technicians
- Drafting designers

### NOTES

- Students need to complete all developmental courses before attempting program specific courses.
- Computer Aided Drafting should be taken the first semester that program specific courses are taken.
- Electives in support of this program are selected in consultation with the program advisor and are designed to support the major.

This program is broad-based and covers a wide range of drafting experiences including basic drafting fundamentals; computer-aided 2D and 3D techniques; residential and structural drafting; machine drafting; and experiences with pipe, electrical, sheet metal, and welding drafting techniques.
HINTS

- Students need good written and oral communication skills.
- Students should enjoy working with young children.
- Students need to complete all developmental courses before attempting program specific courses.
- Students should take classes when offered as some classes are only offered certain semesters.

NOTE

The first course a student is advised to take is Early Childhood Competencies, which is an introductory course that covers the competencies necessary for meeting the needs of young children.

CAREER PROGRAM

» CERTIFICATE OF PROFICIENCY

8-9 Semester Hours

REQUIREMENTS: ................................................................. 8-9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ECD 1002</td>
<td>Early Childhood Competencies</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 1101</td>
<td>CPR and First Aid (or current certification)</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>ECD 1103</td>
<td>Methods and Materials I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>EDUC 2003</td>
<td>Foundations of Early Childhood Education</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

The certificate of proficiency provides students with the educational component for the Child Development Associate (CDA) credential through the Council for Early Childhood Professional Recognition direct assessment system.

CAREER PROGRAM

» TECHNICAL CERTIFICATE

35-36 Semester Hours

GENERAL EDUCATION COURSES: ................................. 8 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: .............................................. 27-28 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 1002</td>
<td>Early Childhood Competencies</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 1101</td>
<td>CPR and First Aid (or current certification)</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>ECD 1102</td>
<td>Supervised Lab I</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 1103</td>
<td>Methods and Materials I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 1203</td>
<td>Child Guidance</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2003</td>
<td>Methods and Materials II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2013</td>
<td>Health and Safety for Children</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2102</td>
<td>Supervised Lab II</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 2303</td>
<td>Early Childhood Theory and Practices</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>EDUC 2003</td>
<td>Foundations of Early Childhood Education</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>EDUC 2013</td>
<td>Child Development and Developmental Theories</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
CAREER PROGRAM

GENERAL EDUCATION COURSES: ................................. 14 hours
____ BUS 1333 Business Math ............................................ 3 credit hours
____ ENG 1013 Composition I .......................................... 3 credit hours
____ ENG 1023 Composition II .......................................... 3 credit hours
____ PSY 2003 General Psychology
OR
____ SOC 2013 Introduction to Sociology ................................. 3 credit hours
____ UACC 1002 Freshman Seminar (if required)
OR
____ ELECTIVE Elective (if Freshman Seminar not taken) ............ 2 credit hours

RELATED COURSES: ..................................................... 9 hours
____ BUS 1013 Bookkeeping ............................................. 3 credit hours
____ NUTR 1503 Nutrition ............................................... 3 credit hours
____ ELECTIVE (approved by program advisor) ....................... 3 credit hours

TECHNICAL COURSES: ............................................... 42-43 hours
____ ECD 1002 Early Childhood Competencies ....................... 2 credit hours
____ ECD 1101 CPR and First Aid (or current certification) .......... 1 credit hour
____ ECD 1102 Supervised Lab I ......................................... 2 credit hours
____ ECD 1103 Methods and Materials I ................................. 3 credit hours
____ ECD 1203 Child Guidance .......................................... 3 credit hours
____ ECD 2003 Methods and Materials II .............................. 3 credit hours
____ ECD 2013 Health and Safety for Children ....................... 3 credit hours
____ ECD 2102 Supervised Lab II ......................................... 2 credit hours
____ ECD 2103 Management and Administration of
   Early Childhood Programs ........................................... 3 credit hours
____ ECD 2133 Practicum for Early Childhood Development ........ 3 credit hours
____ ECD 2203 Facilities and Equipment ................................ 3 credit hours
____ ECD 2303 Early Childhood Theory and Practices ................ 3 credit hours
____ EDUC 1303 Educational Technology ................................ 3 credit hours
____ EDUC 2003 Foundations of Early Childhood Education ........ 3 credit hours
____ EDUC 2013 Child Development and Developmental Theories .. 3 credit hours
____ EDUC 2103 Education in a Diverse Society ..................... 3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

Students gain practical laboratory experience working with young children at the on-site, nationally-accredited Earle Love Child Study Center.

AFTER UACCM
Graduates are employed as:
• Child care facility owners and directors
• Child care center directors
• Head Start teachers
• Infant/toddler teachers
• Preschool teachers
• Assistant teachers
• Parapersonalists

The Early Childhood Development Student Organization awards a scholarship to an outstanding student in the program each year.

NOTE
Graduates completing the associate degree in Early Childhood Development will have the competence to enrich the lives of young children. An associate degree and two certificate options are available in this program.
This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Pre-school - 4) degree at UACCM and transfer to Arkansas Tech University to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program.

HINTS

- Students must have a 2.65 cumulative grade point average and pass the Praxis I to graduate with the Associate of Arts in Teaching.
- This degree is for students who wish to teach preschool through 4th grade.

ATU | TRANSFER PROGRAM

62-64 Semester Hours

ENGLISH/COMMUNICATIONS: ........................................9 hours
--- ENG 1013 Composition I ........................................3 credit hours
--- ENG 1023 Composition II .......................................3 credit hours
--- SPH 2303 Public Speaking .......................................3 credit hours

FRESHMAN SEMINAR: .............................................0-2 hours
--- UACC 1002 Freshman Seminar (if required) .................2 credit hours

MATHEMATICS: .......................................................3 hours
--- MATH 1203 College Algebra ....................................3 credit hours

SCIENCE: ...............................................................12 hours
--- BIOL 1004 Fundamentals of Biology .........................4 credit hours
--- PHY 2004 Physical Science ....................................4 credit hours
--- SCI 2014 Earth Science ..........................................4 credit hours

HEALTH/PHYSICAL EDUCATION: ..............................5 hours
--- PED 1003 Personal Health ......................................3 credit hours
--- PED xxx1 Physical Education Activity Course ..........1 credit hour
--- PED xxx1 Physical Education Activity Course ..........1 credit hour

HUMANITIES/FINE ARTS: ........................................6 hours
--- ART 2003 Art Appreciation
--- MUS 2003 Music Appreciation
--- THEA 2003 Theatre Appreciation ...........................3 credit hours
--- ENG 2213 World Literature I
--- ENG 2223 World Literature II .................................3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### SOCIAL SCIENCE: ................................................................. 18 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 2013</td>
<td>Regional Geography of the World</td>
<td>3</td>
</tr>
<tr>
<td>OR HIST 1003</td>
<td>Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>OR HIST 1013</td>
<td>Western Civilization II</td>
<td></td>
</tr>
<tr>
<td>OR HIST 2003</td>
<td>U.S. History I</td>
<td></td>
</tr>
<tr>
<td>OR HIST 2013</td>
<td>U.S. History II</td>
<td></td>
</tr>
<tr>
<td>OR HIST 2203</td>
<td>Arkansas History</td>
<td></td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>OR SOC 2013</td>
<td>Introduction to Sociology</td>
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### EDUCATION: .................................................................. 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>EDUC 1203</td>
<td>Introduction to Education</td>
<td>3</td>
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<tr>
<td>EDUC 1303</td>
<td>Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 2013</td>
<td>Child Development and Developmental Theories</td>
<td>3</td>
</tr>
</tbody>
</table>

### AFTER UACCM

Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.

### NOTE

- The Praxis I test is required for licensure in the state of Arkansas in any area of teacher education. Please see your advisor regarding the Praxis I.
- The registrar must receive the results of the Praxis I before graduation or the student will have to graduate the following semester.
This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Pre-school - 4) degree at UACCM and transfer to the University of Central Arkansas to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program.

<table>
<thead>
<tr>
<th>HINTS</th>
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<tbody>
<tr>
<td>• Students must have a 2.65 cumulative grade point average and pass the Praxis I to graduate with the Associate of Arts in Teaching.</td>
<td></td>
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<tr>
<td>• This degree is for students who wish to teach preschool through 4th grade.</td>
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### UCA | TRANSFER PROGRAM 62-64 Semester Hours

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<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
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<tbody>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
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<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0-2 hours</th>
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</thead>
<tbody>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
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<table>
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<tr>
<th>MATHEMATICS:</th>
<th>3 hours</th>
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</thead>
<tbody>
<tr>
<td>___ MATH 1203 College Algebra</td>
<td>3 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>8 hours</th>
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<tbody>
<tr>
<td>___ BIOL 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ PHY 2004 Physical Science</td>
<td>4 credit hours</td>
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<table>
<thead>
<tr>
<th>HEALTH/PHYSICAL EDUCATION:</th>
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<tbody>
<tr>
<td>___ PED 1003 Personal Health</td>
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<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS:</th>
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</tr>
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<tbody>
<tr>
<td>___ ART 2003 Art Appreciation</td>
<td></td>
</tr>
<tr>
<td>OR MUS 2003 Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>OR THEA 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 2213 World Literature I</td>
<td></td>
</tr>
<tr>
<td>OR ENG 2223 World Literature II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 2103 Introduction to Fiction</td>
<td></td>
</tr>
<tr>
<td>OR ENG 2203 Introduction to Poetry</td>
<td></td>
</tr>
<tr>
<td>OR PHIL 2103 Introduction to Philosophy</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### Degree Requirements

<table>
<thead>
<tr>
<th>SOCIAL SCIENCE:</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 2013</td>
<td>Regional Geography of the World</td>
</tr>
<tr>
<td>HIST 1003</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>OR HIST 1013</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>OR HIST 2003</td>
<td>U.S. History I</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EDUCATION:</th>
<th>15 hours</th>
</tr>
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<tbody>
<tr>
<td>EDUC 1203</td>
<td>Introduction to Education</td>
</tr>
<tr>
<td>EDUC 1303</td>
<td>Educational Technology</td>
</tr>
<tr>
<td>EDUC 2003</td>
<td>Foundation of Early Childhood Education</td>
</tr>
<tr>
<td>EDUC 2013</td>
<td>Child Development and Developmental Theories</td>
</tr>
<tr>
<td>EDUC 2103</td>
<td>Education in a Diverse Society</td>
</tr>
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<table>
<thead>
<tr>
<th>GENERAL EDUCATION ELECTIVE:</th>
<th>3 hours</th>
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<tbody>
<tr>
<td>ENG 2213</td>
<td>World Literature I</td>
</tr>
<tr>
<td>OR ENG 2223</td>
<td>World Literature II</td>
</tr>
<tr>
<td>OR HIST 1003</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>OR HIST 1013</td>
<td>Western Civilization II</td>
</tr>
</tbody>
</table>

### After UACCM
Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.

### Note
- The Praxis I test is required for licensure in the state of Arkansas in any area of teacher education. Please see your advisor regarding the Praxis I.
- The registrar must receive the results of the Praxis I before graduation or the student will have to graduate the following semester.
This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Middle Level Language Arts and Social Studies) degree at UACCM and transfer to Arkansas Tech University to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program.

### ATU | TRANSFER PROGRAM

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>0.9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENG</strong> 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>ENG</strong> 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>SPH</strong> 2303 Public Speaking</td>
<td>3 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0.0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UACC</strong> 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>0.3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATH</strong> 1203 College Algebra</td>
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</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>0.12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOL</strong> 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td><strong>PHY</strong> 2004 Physical Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td><strong>SCI</strong> 2014 Earth Science</td>
<td>4 credit hours</td>
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<table>
<thead>
<tr>
<th>SOCIAL SCIENCE:</th>
<th>0.21 hours</th>
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</thead>
<tbody>
<tr>
<td><strong>ECON</strong> 2453 Macroeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>GEOG</strong> 2013 Regional Geography of the World</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST</strong> 1003 Western Civilization I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST</strong> 1013 Western Civilization II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST</strong> 2003 U. S. History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>HIST</strong> 2013 U. S. History II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>PSCI</strong> 2003 American Government</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

**HINTS**

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.
- Students should take College Algebra before attempting the Praxis I.
- Introduction to Education is best taken after Composition I because of the amount of writing in the class.
HUMANITIES/FINE ARTS: ........................................ 12 hours

Must include three hours from the list below:

___ ART 2003 Art Appreciation
OR MUS 2003 Music Appreciation
OR THEA 2003 Theatre Appreciation ......................... .3 credit hours
___ ENG 2003 Creative Writing ............................ .3 credit hours
___ ENG 2123 American Literature II ..................... .3 credit hours
___ ENG 2213 World Literature I
OR ENG 2223 World Literature II ......................... .3 credit hours

EDUCATION: .......................................................... 6 hours

___ EDUC 1203 Introduction to Education .................. .3 credit hours
___ EDUC 1303 Educational Technology ................... .3 credit hours

PHYSICAL EDUCATION: ........................................ 3 hours

___ ELECTIVE (Physical Education Activity Course) ....... .1 credit hours
___ ELECTIVE (Physical Education Activity Course) ....... .1 credit hours
___ ELECTIVE (Physical Education Activity Course) ....... .1 credit hours

NOTE
• Areas in education are very college-specific. Students must know where they are transferring.
• The Praxis I test is required for licensure in the state of Arkansas in any area of teacher education. Please see your advisor regarding the Praxis I.
• The registrar must receive the results of the Praxis I before graduation date or student will have to graduate the following semester.

AFTER UACCM
Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.
This degree is designed for persons who plan to obtain an Associate of Arts in Teaching with an emphasis in Early Childhood Education (Middle Level Language Arts and Social Studies) degree at UACCM and transfer to the University of Central Arkansas to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program.

### UCA | TRANSFER PROGRAM

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH/COMMUNICATIONS:</strong></td>
<td>9</td>
</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>___ SPH 2303 Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td><strong>FRESHMAN SEMINAR:</strong></td>
<td>0-2</td>
</tr>
<tr>
<td>___ UACC 1002 Freshman Seminar if required</td>
<td>2</td>
</tr>
<tr>
<td><strong>MATHEMATICS:</strong></td>
<td>3</td>
</tr>
<tr>
<td>___ MATH 1203 College Algebra</td>
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</tr>
<tr>
<td><strong>SCIENCE:</strong></td>
<td>8</td>
</tr>
<tr>
<td>___ BIOL 1004 Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>___ PHY 2004 Physical Science</td>
<td>4</td>
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<tr>
<td><strong>SOCIAL SCIENCE:</strong></td>
<td>21</td>
</tr>
<tr>
<td>___ ECON 2453 Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>___ GEOG 2013 Regional Geography of the World</td>
<td>3</td>
</tr>
<tr>
<td>___ HIST 1003 Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>___ HIST 1013 Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>___ HIST 2003 U. S. History I</td>
<td>3</td>
</tr>
<tr>
<td>___ HIST 2013 U. S. History II</td>
<td>3</td>
</tr>
<tr>
<td>___ PSCI 2003 American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

**HINTS**

- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.
- Students should take College Algebra before attempting the Praxis I.
- Introduction to Education is best taken after Composition I because of the amount of writing in the class.
HUMANITIES/FINE ARTS: ........................................... 15 hours
Must include three hours from the list below:

___ ART 2003 Art Appreciation ................................. 3 credit hours
___ ENG 2103 Introduction to Fiction

OR
___ ENG 2203 Introduction to Poetry ............................. 3 credit hours
___ ENG 2113 American Literature I ............................. 3 credit hours
___ ENG 2123 American Literature II ............................ 3 credit hours
___ ENG 2213 World Literature I

OR
___ ENG 2223 World Literature II ............................... 3 credit hours

EDUCATION: .......................................................... 6 hours

___ EDUC 1203 Introduction to Education ....................... 3 credit hours
___ EDUC 1303 Educational Technology ....................... 3 credit hours

HEALTH/PHYSICAL EDUCATION: ............................ 3 hours

___ PED 1003 Personal Health ................................. 3 credit hours

NOTE
• Areas in education are very college-specific. Students must know where they are transferring.
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**HINTS**
- Students must have a 2.65 GPA and pass the Praxis I before graduation to receive the A.A.T. degree.
- Students should take College Algebra before attempting the Praxis I.
- Introduction to Education is best taken after Composition I because of the amount of writing in the class.

<table>
<thead>
<tr>
<th>ATU</th>
<th>TRANSFER PROGRAM</th>
<th>63-65 Semester Hours</th>
</tr>
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<tbody>
<tr>
<td><strong>ENGLISH/COMMUNICATIONS:</strong></td>
<td>.................................</td>
<td>9 hours</td>
</tr>
<tr>
<td>____ ENG 1013</td>
<td>Composition I</td>
<td>..................................</td>
</tr>
<tr>
<td>____ ENG 1023</td>
<td>Composition II</td>
<td>..................................</td>
</tr>
<tr>
<td>____ SPH 2303</td>
<td>Public Speaking</td>
<td>..................................</td>
</tr>
<tr>
<td><strong>FRESHMAN SEMINAR:</strong></td>
<td>..........................................................</td>
<td>0-2 hours</td>
</tr>
<tr>
<td>____ UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>..................................</td>
</tr>
<tr>
<td><strong>MATHEMATICS:</strong></td>
<td>..........................................................</td>
<td>12-14 hours</td>
</tr>
<tr>
<td>____ MATH 1203</td>
<td>College Algebra</td>
<td>..................................</td>
</tr>
<tr>
<td>____ MATH 1213</td>
<td>Plane Trigonometry</td>
<td>..................................</td>
</tr>
<tr>
<td>____ MATH 2003</td>
<td>Introduction to Statistics</td>
<td>..................................</td>
</tr>
<tr>
<td>____ MATH 2015</td>
<td>Calculus I</td>
<td>..................................</td>
</tr>
<tr>
<td>OR MATH 2023</td>
<td>Calculus for Business</td>
<td>..................................</td>
</tr>
<tr>
<td><strong>SCIENCE:</strong></td>
<td>..........................................................</td>
<td>12 hours</td>
</tr>
<tr>
<td>____ BIOL 1004</td>
<td>Fundamentals of Biology</td>
<td>..................................</td>
</tr>
<tr>
<td>____ CHEM 1004</td>
<td>Fundamentals of Chemistry</td>
<td>..................................</td>
</tr>
<tr>
<td>____ SCI 2014</td>
<td>Earth Science</td>
<td>..................................</td>
</tr>
<tr>
<td><strong>HUMANITIES/FINE ARTS:</strong></td>
<td>..........................................................</td>
<td>6 hours</td>
</tr>
<tr>
<td>Must include three hours of world literature.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>____ ENG 2213</td>
<td>World Literature I</td>
<td>..................................</td>
</tr>
<tr>
<td>OR ENG 2223</td>
<td>World Literature II</td>
<td>..................................</td>
</tr>
<tr>
<td>Must include three hours from the following list below:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>____ ART 2003</td>
<td>Art Appreciation</td>
<td>..................................</td>
</tr>
<tr>
<td>OR MUS 2003</td>
<td>Music Appreciation</td>
<td>..................................</td>
</tr>
<tr>
<td>OR THEA 2003</td>
<td>Theatre Appreciation</td>
<td>..................................</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### SOCIAL SCIENCE: ................................................. .15 hours
- **HIST 1003** Western Civilization I ........................................ .3 credit hours
- **HIST 1013** Western Civilization II ........................................ .3 credit hours
- **HIST 2003** U. S. History I
- OR **HIST 2013** U. S. History II ........................................ .3 credit hours
- **HIST 2203** Arkansas History ........................................ .3 credit hours
- **PSCI 2003** American Government ........................................ .3 credit hours

### EDUCATION: .................................................. .6 hours
- **EDUC 1203** Introduction to Education ................................ .... .3 credit hours
- **EDUC 1303** Educational Technology ................................ .... .3 credit hours

### PHYSICAL EDUCATION ACTIVITY ELECTIVES: ...................... .3 hours
- ELECTIVE (as required by specific university degree program) ........ .1 credit hour
- ELECTIVE (as required by specific university degree program) ........ .1 credit hour
- ELECTIVE (as required by specific university degree program) ........ .1 credit hour

#### AFTER UACCM
Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.

#### NOTE
- Areas in education are very college-specific. Students must know where they are transferring.
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This degree is designed for persons who plan to obtain an Associate of Arts in Teaching degree at UACCM and transfer to an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education program.

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>9 hours</th>
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<tbody>
<tr>
<td>___ ENG 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>___ ENG 1023</td>
<td>Composition II</td>
</tr>
<tr>
<td>___ SPH 2303</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ UACC 1002 *Freshman Seminar (if required)</td>
<td>.2 credit hours</td>
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<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ MATH 1103</td>
<td>Algebra for General Education</td>
</tr>
<tr>
<td>___ MATH 1203</td>
<td>College Algebra</td>
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<table>
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<tr>
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<tbody>
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<td>___ BIOL 1004</td>
<td>Fundamentals of Biology</td>
</tr>
<tr>
<td>___ CHEM 1004</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>___ PHY 2004</td>
<td>Physical Science</td>
</tr>
<tr>
<td>___ SCI 2014</td>
<td>Earth Science</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS:</th>
<th>9 hours</th>
</tr>
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<tbody>
<tr>
<td>Must include three hours from the following list:</td>
<td></td>
</tr>
<tr>
<td>___ ENG 2213</td>
<td>World Literature I</td>
</tr>
<tr>
<td>OR ENG 2223</td>
<td>World Literature II</td>
</tr>
</tbody>
</table>

| Must include three hours from the following list: |
| ___ ART 2003 | Art Appreciation |
| OR MUS 2003 | Music Appreciation |
| OR THEA 2003 | Theatre Appreciation | .3 credit hours |

| Must include three hours from the following list: |
| ___ ENG 2103 | Introduction to Fiction |
| OR ENG 2203 | Introduction to Poetry | .3 credit hours |

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### SOCIAL SCIENCE: ................................. 15 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1003</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1013</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2003</td>
<td>U. S. History I</td>
<td>3</td>
</tr>
<tr>
<td>OR HIST 2013</td>
<td>U. S. History II</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>GEOG 2013</td>
<td>Regional Geography of the World</td>
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### EDUCATION: ........................................ 6 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>EDUC 1203</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDUC 1303</td>
<td>Educational Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

### HEALTH/PHYSICAL EDUCATION: ............................ 3 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED 1003</td>
<td>Personal Health</td>
<td>3</td>
</tr>
</tbody>
</table>

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**NOTE**

- Areas in education are very college-specific. Students must know where they are transferring.
- The Praxis I test is required for licensure in the state of Arkansas in any area of Teacher Education. Please see your advisor regarding the Praxis I.
- The registrar must receive the results of the Praxis I before graduation date or student will have to graduate the following semester.

**AFTER UACCM**

Start working on your transfer at the beginning of your second year. It is important that you make contact with the College of Education as well as the Admissions Office at the college or university to which you are transferring.
The Certificate of Proficiency in Emergency Medical Technology – Basic program is an introduction to the study of emergency medical services and basic principles, procedures, and techniques of pre-hospital emergency care. Content includes medical/legal/ethical topics, patient assessment, medical and traumatic injuries and emergencies with emphasis on life-threatening conditions, airway and ventilisation skills, cardiopulmonary resuscitation, and spinal immobilisation and splinting. Instruction includes a minimum of 120 contact hours of lecture and 48 hours of clinical practice, which includes 24 hours of clinical in an emergency room setting and a minimum of six emergency calls with an ambulance service. The course is based on the national Standard Curriculum Guidelines as developed by the Department of Transportation.

The course content includes:

- An introduction to the emergency medical care services system and roles/responsibilities of the emergency medical technician-basic.
- Overview of the safety precautions to be taken by the EMT-Basic and introduction to scene safety and personal protection equipment
- Assessment and recording of a patient’s vital signs and history
- Overview of the body systems, anatomy, and physiology
- Principles of lifting and moving patients
- Overview of airway management, ventilation, and oxygen therapy
- Overview of patient assessment including initial assessment, focused history, and physical exam (for trauma patients and medical patients)
- Introduction to basic pharmacology providing a foundation for the administration of medications given by the EMT-Basic including the following: respiratory emergencies, cardiovascular emergencies, diabetes/altered status, allergies, poisoning/overdose, and environmental emergencies
- Introduction to trauma skills including an overview of the following: bleeding and shock, soft tissues injuries, management of burns, musculoskeletal care, and injuries to head and spine
- Introduction to common medical and trauma situations in infants and children
- Overview of ambulance operations including the emergency ambulance call and overview of rescue operations including responsibilities at crash scenes, patient extrication, hazardous materials incidences, mass casualty situations, and basic triage
- Introduction to advanced airway skills and techniques for EMT-Basics as approved by the Arkansas Office of Emergency Medical Services
CAREER PROGRAM 16-17 Semester Hours

TECHNOLOGY COURSES: ........................................... 8 hours
___ EMT 1008 Emergency Medical Technology-Basic .............. 8 credit hours

RELATED COURSES: .............................................. 8-9 hours
___ BIOL 2004 Human Anatomy & Physiology I .................... 4 credit hours
OR HLSC 1003 Medical Terminology ................................. 3 credit hours
___ UACC 1002 Freshman Seminar (If required) ................... 2 credit hours
___ ELECTIVE (Approved by advisor) ............................... 3 credit hours

(Student are required to take Freshman Seminar if two or more developmental classes are needed.)

This course is taught at an off-campus site, typically an area ambulance service location. The class will meet two nights per week.

NOTE
Practical Skills Labs include:
- Vital signs and patient history lab and personal protective equipment
- Lifting and moving patients lab (gurney operations, Scoop stretcher, flat emergency moves, and backboard/log roll)
- Airway and ventilation skills lab
- Patient assessment lab for medical and trauma patients and Patient Care Report
- Medical skills lab
- Trauma skills lab (bandaging, splinting, and spinal immobilization, assessment and management of patients with traumatic injuries
- Pediatrics skills lab
TRANSFER PROGRAM

62-64 Semester Hours

ENGLISH/COMMUNICATIONS: ................................................. .9 hours
  ____ ENG 1013 Composition I ........................................... .3 credit hours
  ____ ENG 1023 Composition II ......................................... .3 credit hours
  ____ SPH 2303 Public Speaking ........................................ .3 credit hours

FRESHMAN SEMINAR: ......................................................... .0-2 hours
  ____ UACC 1002 Freshman Seminar (if required) ................. .2 credit hours

MATHEMATICS: ............................................................... .3 hours
  ____ MATH 1103 Algebra for General Education
  OR MATH 1203 College Algebra .................................... .3 credit hours

SCIENCE: .................................................................. .8 hours
  Must include four hours of biological science from the list below:
  ____ BIOL 1004 Fundamentals of Biology
  OR BIOL 1034 General Botany
  OR BIOL 2004 Human Anatomy and Physiology I
  OR BIOL 2034 Principles of Zoology ............................. .4 credit hours

  Must include four hours of physical science from the list below:
  ____ CHEM 1004 Fundamentals of Chemistry
  OR CHEM 2123 General College Chemistry I
  AND CHEM 2121 General College Chemistry I Lab
  OR PHY 2004 Physical Science
  OR SCI 2014 Earth Science ............................................. .4 credit hours

HUMANITIES/FINE ARTS: ..................................................... .9 hours
  Must include three hours of world literature.
  ____ ENG 2213 World Literature I
  OR ENG 2223 World Literature II ................................ .3 credit hours

  Must include three hours from the following list below:
  ____ ART 2003 Art Appreciation
  OR MUS 2003 Music Appreciation
  OR THEA 2003 Theatre Appreciation .............................. .3 credit hours

  Must include three hours of humanities/fine arts electives, refer to page 31.
  ____ ELECTIVE Humanities/Fine Arts ................................ .3 credit hours

(Student are required to take Freshman Seminar if two or more developmental classes are needed.)

ELECTIVES AVAILABLE

Students should refer back to pages 32-33 for specific course requirements and a listing of required electives.

HINTS

• Students are required to take Freshman Seminar if two or more developmental courses are needed.
• Plan electives early to insure completion of courses within the desired time frame.
• Student should be aware that some Literature classes are not offered each semester. Check course descriptions for rotation sequence of classes.
This degree is designed to prepare students for transfer to four-year colleges or universities to pursue a major in English.

SOCIAL SCIENCES: ..........................................................15 hours
Must include three hours of Western Civilization.
___ HIST 1003 Western Civilization I
OR HIST 1013 Western Civilization II ..............................3 credit hours

Must include three hours of U.S. History or American Government.
___ HIST 2003 U. S. History I
OR HIST 2013 U. S. History II
OR PSCI 2003 American Government .............................3 credit hours

Must include nine hours of history/social science electives from the list on page 32.
___ ELECTIVE History/Social Science .............................3 credit hours
___ ELECTIVE History/Social Science .............................3 credit hours
___ ELECTIVE History/Social Science .............................3 credit hours

HEALTH/PHYSICAL EDUCATION: .................................3 hours
___ PED 1003 Personal Health .................................3 credit hours
OR
___ ELECTIVE Physical Education Activity ......................1 credit hour
___ ELECTIVE Physical Education Activity ......................1 credit hour
___ ELECTIVE Physical Education Activity ......................1 credit hour

ENGLISH REQUIREMENTS: ............................................15 hours
Must include twelve hours of required English courses.
___ ENG 2113 American Literature I .........................3 credit hours
___ ENG 2123 American Literature II .........................3 credit hours
___ ENG 2313 British Literature I .............................3 credit hours
___ ENG 2323 British Literature II .............................3 credit hours

Must include three hours of English electives from the sidebar list of this page.
___ ELECTIVE English Elective .................................3 credit hours

ELECTIVES AVAILABLE
English electives should be chosen from the following:
- Creative Writing
- Introduction to Drama
- Introduction to Poetry
- Introduction to Fiction
- Technical Communications
This degree is designed for students to develop a course of study to meet the program requirements at a four-year institution.

**Hints**
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to insure completion of courses within the desired time frame.
- General education electives should be chosen with the transfer degree and college in mind.

**Transfer Program**  62-64 Semester Hours

### English/Communications
- **ENG 1013** Composition I 3 credit hours
- **ENG 1023** Composition II 3 credit hours
- **SPH 2303** Public Speaking 3 credit hours

### Freshman Seminar
- **UACC 1002** Freshman Seminar (if required) 2 credit hours

### Mathematics
- **MATH 1103** Algebra for General Education 3 credit hours
- **MATH 1203** College Algebra 3 credit hours

### Science
Must include four hours of biological science from the list below:
- **BIOL 1004** Fundamentals of Biology
- **BIOL 1034** General Botany
- **BIOL 2004** Human Anatomy and Physiology I
- **BIOL 2034** Principles of Zoology 4 credit hours

Must include four hours of physical science from the list below:
- **CHEM 1004** Fundamentals of Chemistry
- **CHEM 2123** General College Chemistry I
- **CHEM 2121** General College Chemistry I Lab
- **PHY 2004** Physical Science
- **SCI 2014** Earth Science 4 credit hours

### Humanities/Fine Arts
Must include three hours of world literature.
- **ENG 2213** World Literature I
- **ENG 2223** World Literature II 3 credit hours

Must include three hours from the list below:
- **ART 2003** Art Appreciation
- **MUS 2003** Music Appreciation
- **THEA 2003** Theatre Appreciation 3 credit hours

Must include three hours of humanities/fine arts electives, refer to page 31.
- **ELECTIVE** Humanities/Fine Arts 3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
SOCIAL SCIENCES: ................................................. .15 hours
Must include three hours of Western Civilization:
___ HIST 1003 Western Civilization I
OR HIST 1013 Western Civilization II ................................................. .3 credit hours

Must include three hours of U.S. History or American Government:
___ HIST 2003 U.S. History I
OR HIST 2013 U.S. History II
OR PSCI 2003 American Government ................................................. .3 credit hours

Must include nine hours of history and social science electives, refer to page 31.
___ ELECTIVE History/Social Science ................................................. .3 credit hours
___ ELECTIVE History/Social Science ................................................. .3 credit hours
___ ELECTIVE History/Social Science ................................................. .3 credit hours

HEALTH/PHYSICAL EDUCATION: ................................. .3 hours
___ PED 1003 Personal Health ................................................. .3 credit hours
OR
___ ELECTIVE Physical Education Activity ........................................ .1 credit hour
___ ELECTIVE Physical Education Activity ........................................ .1 credit hour
___ ELECTIVE Physical Education Activity ........................................ .1 credit hour

GENERAL EDUCATION ELECTIVES: ................. .15 hours
Electives should be chosen with the transfer degree in mind.
___ ELECTIVE General Education ................................................. .3 credit hours
___ ELECTIVE General Education ................................................. .3 credit hours
___ ELECTIVE General Education ................................................. .3 credit hours
___ ELECTIVE General Education ................................................. .3 credit hours
___ ELECTIVE General Education ................................................. .3 credit hours

**NOTE**
Refer to pages 31-32 for listing of Social Science electives and other helpful information regarding curriculum.

**AFTER UACCM**
The Associate of Arts in General Education is the most versatile transfer degree.
<table>
<thead>
<tr>
<th>TRANSFER PROGRAM</th>
<th>35-37 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH/COMMUNICATIONS:</strong></td>
<td>9 hours</td>
</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ SPH 2303 Public Speaking</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FRESHMAN SEMINAR:</strong></th>
<th>0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td>.2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>MATHEMATICS:</strong></th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ MATH 1103 Algebra for General Education</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>BIOLOGICAL SCIENCE:</strong></th>
<th>4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ BIOL 1004 Fundamentals of Biology</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 1034 General Botany</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2034 Principles of Zoology</td>
<td>.4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PHYSICAL SCIENCE:</strong></th>
<th>4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ CHEM 1004 Fundamentals of Chemistry</td>
<td>.4 credit hours</td>
</tr>
<tr>
<td>OR CHEM 2121 General College Chemistry I Lab</td>
<td>.1 credit hour</td>
</tr>
<tr>
<td>AND CHEM 2123 General College Chemistry I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>OR PHY 2004 Physical Science</td>
<td>.4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>FINE ARTS/HUMANITIES:</strong></th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ART 2003 Art Appreciation</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ MUS 2003 Music Appreciation</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ THEA 2003 Theatre Appreciation</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SOCIAL SCIENCES ELECTIVES:</strong></th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ELECTIVE (Western Civilization)</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ELECTIVE (United States History or American Government)</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ELECTIVE (History or Social Science Elective)</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GENERAL EDUCATION ELECTIVES:</strong></th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ELECTIVE (approved by the program advisor)</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

**Certificate in General Studies**

The Certificate of General Studies is designed for students who are taking general education courses at UACCM but plan to transfer to another college before completing an associate degree.
## CAREER PROGRAM

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0-2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS COURSES:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ BUS 1333 Business Math</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1103 Algebra for General Education</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOLOGICAL OR PHYSICAL SCIENCES:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>May include eight hours of lecture/lab courses listed below or other college transferable biological or physical science courses.</td>
<td></td>
</tr>
<tr>
<td>___ BIOL 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ BIOL 2004 Human Anatomy and Physiology I</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ BIOL 2014 Human Anatomy and Physiology II</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ BIOL 2104 Microbiology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ PHY 2004 Physical Science</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH/PHYSICAL EDUCATION/NUTRITION:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ PED 1003 Personal Health</td>
<td></td>
</tr>
<tr>
<td>OR NUTR 1503 Nutrition</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ELECTIVE (Social Science)</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BIOLOGICAL/PHYSICAL SCIENCE/SOCIAL SCIENCE ELECTIVES:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ELECTIVE (Biological/Physical Science/Social Science)</td>
<td>3 hours</td>
</tr>
<tr>
<td>___ ELECTIVE (Biological/Physical Science/Social Science)</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL/OCCUPATIONAL ELECTIVES:</th>
<th>30 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ELECTIVES (approved by the program advisor)</td>
<td>30 credit hrs</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

The Associate of General Studies degree is designed for students who wish to take technical or occupational credits from several programs within the structure of an associate degree. Students receive cross-training in a variety of fields while pursuing this specialized, customized degree.

### NOTE
The health, physical education, or nutrition requirement may include three hours of physical education activity courses.

### AFTER UACCM
The Associate of General Studies degree is designed to place students in a job after only two years. It is not intended to transfer to four-year colleges or universities.
The Graphic Design program prepares students for entry-level positions with skills that have been identified as those necessary for employment in newspapers, print shops, advertising firms, and related areas.

### HINTS
- Student should have good computer skills.
- Students should be self-starters and like creative projects.
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to insure completion of courses within the desired time frame.
- Student should enjoy exploring creative ideas.

### CAREER PROGRAM

62-63 Semester Hours

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>14 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1333 Business Math</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1253 Applied Tech. Math</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1103 Algebra</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Alg.</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1013 Comp. I</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1003 Basic Tech. Comms.</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1023 Comp. II</td>
<td></td>
</tr>
<tr>
<td>OR UACC 1002 Freshman Seminar</td>
<td></td>
</tr>
<tr>
<td>OR ELECTIVE Elective</td>
<td></td>
</tr>
<tr>
<td>OR ELECTIVE Social Science</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>27 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1103 Drawing</td>
<td></td>
</tr>
<tr>
<td>ART 1203 2-D Design</td>
<td></td>
</tr>
<tr>
<td>GDT 1113 Photog.</td>
<td></td>
</tr>
<tr>
<td>GDT 2403 Design I</td>
<td></td>
</tr>
<tr>
<td>GDT 2413 Design II</td>
<td></td>
</tr>
<tr>
<td>GDT 2513 Illustr.</td>
<td></td>
</tr>
<tr>
<td>GDT 2523 Page</td>
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</tr>
<tr>
<td>GDT 2533 Imaging</td>
<td></td>
</tr>
<tr>
<td>GDT 2543 Prepress</td>
<td></td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
**RELATED COURSES:** ........................................... **12-13 hours**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1011</td>
<td>Keyboarding Skills I (if required)</td>
<td>.1</td>
</tr>
<tr>
<td>OR</td>
<td>ELECTIVE Technical Elective</td>
<td>.1</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>.2-3</td>
</tr>
<tr>
<td>OR</td>
<td>BUS 1022 Windows</td>
<td></td>
</tr>
<tr>
<td>BUS 2313</td>
<td>Professional Development</td>
<td>.3</td>
</tr>
<tr>
<td>BUS 2343</td>
<td>Advertising</td>
<td>.3</td>
</tr>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
<td>.3</td>
</tr>
</tbody>
</table>

**TECHNICAL ELECTIVES:** ........................................... **9 hours**

Must include nine hours of electives from the sidebar list of this page.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>(approved by the advisor)</td>
<td>.3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by the advisor)</td>
<td>.3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by the advisor)</td>
<td>.3</td>
</tr>
</tbody>
</table>

**ELECTIVES AVAILABLE**
Electives should be chosen from the following:

- Art Appreciation
- Drawing II Studio
- Marketing Principles
- Computer Aided Drafting
- Creative Writing
- Public Speaking
- Business Graphics
- Web Page Design
- Internship

**AFTER UACCM**
Graduates are employed as:

- Graphic design supervisors
- Graphic designer/silkscreen company
- In-house graphic designers
- Web page designers
- Graphic designer/newspapers
- Photographer
PRACTICAL NURSING

The practical nursing program prepares students for the national licensure exam for practical nurses. Students spend time in the classroom and in clinical experiences. Clinical labs are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience in facilities in Morrilton, Clinton, Conway, or Russellville.

Students who complete the program will be eligible to apply for the National Licensure Exam for Practical Nursing. Instruction consists of theory and supervised practice in areas required by the State Board of Nursing. A criminal background check is required before students will be permitted to sit for the NCLEX exam. Individuals who are convicted felons may not take the NCLEX.

A “C” is required to pass each of the practical nursing courses. Students who do not meet this requirement for lecture courses must apply for re-admission to the Practical Nursing program before being permitted to continue in the program. Students should consult the Admissions Office for specific selection criteria for admission to the nursing program. Admission to the College does not necessarily qualify a student for admission to the Practical Nursing program. Students earn a technical certificate upon completion of the program requirements.

UACCM PRACTICAL NURSING PROGRAM ADMISSIONS PROCESS

Admission into the UACCM Nursing Program is a competitive process. If you are interested in nursing, you should contact the Admissions Office and discuss this with a counselor. There are a number of steps which must be completed before you can be considered for the program.

1. A Practical Nursing Application must be completed and submitted to the Admissions Office.

2. Placement test scores must be submitted to the Admissions Office. ACT, ASSET, and COMPASS scores may be used.
   a. Students scoring at or above the scores listed below are eligible to enter the Selection Pool for the nursing program.
      
      | Subject               | Score   |
      |-----------------------|---------|
      | ACT English           | 19      |
      | ASSET Writing         | 45      |
      | COMPASS Writing       | 77      |
      | ACT Reading           | 19      |
      | ASSET Reading         | 43      |
      | COMPASS Reading       | 83      |
      | ACT Mathematics       | 17      |
      | ASSET Pre-algebra     | 43      |
      | COMPASS Pre-Algebra   | 49      |
      | ASSET Inter. Algebra  | 41      |
   
   b. Students, who score below these levels, must complete any of the developmental courses required by the placement test scores from the list below.
      
      | Subject  | Course Code | Course Title               |
      |----------|-------------|----------------------------|
      | English  | ENG 0103    | Foundations of Grammar     |
      |         | ENG 0303    | Foundational Composition   |
Students who take any of the developmental courses listed above must also take:

- **UACC 1002** Freshman Seminar (only if two or more developmental courses are required)
- **BIOL 2004** Human Anatomy and Physiology I
- **NUTR 1503** Nutrition
- **BUS 1213** Computer Applications **OR**
- **BUS 1081** Introduction to Word Processing

All courses in section “b” must be completed with a 2.5 cumulative GPA to qualify for consideration for the nursing program.

3. All applicants, regardless of test scores, must complete **BIOL 2004** Human Anatomy and Physiology I and **BUS 1213** Computer Applications or **BUS 1081** Introduction to Word Processing before entering the nursing program.

4. All applicants must take the Educational Resources, Inc., Nurse Entrance Test to be eligible for consideration.

5. Students who are on academic probation are not eligible for admission into the Practical Nursing program.

6. Students attempting to enter a class starting in January must have all of their admission and selection requirements completed by October 1. Students attempting to enter a class starting in August must have all of their admission and selection requirements completed by June 1.

7. Students in the Practical Nursing program must obtain a current American Heart Association Health Care Provider CPR card and TB skin test prior to beginning the first semester of the nursing program. For specific certification requirements, students should consult the instructors in the Practical Nursing program.

8. Students may take the placement test (ACT or COMPASS) and NET test as many times as they wish. The Admissions Office will use the highest score available.

9. Selection into the nursing program is based upon a point system. Individuals should contact the Admissions Office to obtain a copy of the process and point system.
CAREER PROGRAM

<table>
<thead>
<tr>
<th>PREREQUISITES TO THE PROGRAM:</th>
<th>5-7 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ BIOL 2004 Human Anatomy and Physiology I</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>__ BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR BUS 1081 Intro to Word Processing</td>
<td>1 credit hour</td>
</tr>
</tbody>
</table>

FIRST SEMESTER COURSES:                                      | .18 hours |
| __ BIOL 2014 Human Anatomy and Physiology II             | 4 credit hours |
| __ NUR 1001 Personal/Vocational Relationships            | 1 credit hour |
| __ NUR 1101 Pharmacology I                              | 1 credit hours |
| __ NUR 1102 Geriatrics                                  | 2 credit hours |
| __ NUR 1104 Basic Nursing I                             | 4 credit hours |
| __ NUR 1106 Clinical Practicum I                        | 6 credit hours |

SECOND SEMESTER COURSES:                                     | .19 hours |
| __ NUR 1201 Pharmacology II                             | 1 credit hour |
| __ NUR 1203 Maternal/Child                              | 3 credit hours |
| __ NUR 1204 Med-Surg Nursing I                          | 4 credit hours |
| __ NUR 1212 Basic Nursing II                            | 2 credit hours |
| __ NUR 1216 Clinical Practicum II                       | 6 credit hours |
| __ NUTR 1503 Nutrition                                  | 3 credit hours |

THIRD SEMESTER COURSES:                                     | .15 hours |
| __ NUR 2101 Pharmacology III                            | 1 credit hour |
| __ NUR 2112 Mental Health                               | 2 credit hours |
| __ NUR 2202 Basic Nursing III                           | 2 credit hours |
| __ NUR 2204 Med-Surg Nursing II                         | 4 credit hours |
| __ NUR 2206 Clinical Practicum III                      | 6 credit hours |

Students completing the Practical Nursing Program are qualified to take the National Council Licensing Exam (NCLEX). After passing this exam, students may enter the job market as a licensed practical nurse or use their license to enter a registered nursing program.
LPN/LPTN TO RN TRANSITION

Note: There is a special application and deadline for this program.

The University of Arkansas Community College at Morrilton is a participating member of the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers an innovative interactive video program which allows individuals who hold a Practical Nursing License to acquire an Associate of Applied Science in Nursing degree. The Associate of Applied Science in Nursing degree allows individuals to test for Registered Nursing licensure.

This program has two components: 1) General Education courses and 2) Nursing Theory and Practicum courses. Students must complete the General Education courses prior to participating in the ARNEC selection process for admission into the Nursing Theory and Practicum component. There are 33 hours in the General Education component. Students must complete each of these courses with a “C” or better grade. The Nursing Theory and Practicum component of ARNEC program is offered on nights and weekends. This is to enable students to complete this degree while working. There are 66 hours in the program.

Admission into the Nursing Theory & Practicum component of the program is a competitive process.

ENTRANCE REQUIREMENTS

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered Arkansas LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of “C” or better (furnish transcripts)
- A cumulative grade point average (GPA) of 2.5 or above on a 4.0 scale. GPA is composed of the overall LPN/LPTN/LVN GPA and the required general education courses
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. A Test of English as a Foreign Language (TOEFL) is required of all international students.
- Criminal background check
- Taking the General Aptitude Proficiency (GAP) Test
- Drug screen
Students will be selected based on LPN GPA, required general education course GPA, and General Aptitude Proficiency (GAP) test scores. Students also must comply with the general admission requirements for UACCM. UACCM is allotted 10 slots in the ARNEC program. In the event there is a tie for the 10th slot, the student who submitted her/his application packet first will receive the admission invitation. The applications will be dated and timed when they are submitted to UACCM.

**ACCEPTANCE**

Applicants that are selected for admission must notify UACCM to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Students may be admitted to the program still lacking one general education class. If the student lacks one course, it must be taken concurrently with nursing in the spring semester. Non-nursing classes may be taken during the fall semester per the advisement of the institution program chair (to maintain full-time status for scholarship and grant requirements). Students who have completed all general education requirements will receive higher admission ranking status.

ARNEC will begin to phase out a student’s ability to lack general education requirements. The 2006 class will be allowed to lack one general education requirement that will be taken concurrently with nursing classes in the spring. The 2007 class will not be permitted to lack any general education requirement before admission into the ARNEC program.

**ACADEMIC PROGRESSION**

In order to progress in the nursing curriculum, the student must meet the following criteria:

- The student must maintain a 2.00 “C” on a 4.00 scale in all general education and nursing classes, including nursing practicum, to progress to the next semester.
- A failed nursing course must be repeated the next time the course is offered, based on availability of space in the course. A student is only allowed to be re-admitted to the program one time. If a student fails/drops during the summer or fall semesters, then he/she must take a selected comprehensive exam and make a score equal to or better than the national passing average in order to pick up with the next class in the semester that the student failed/dropped. This test will be given at the beginning of the spring semester so that in the case the student fails the exam, the student may be allowed to enroll in the spring semester, pending availability.
- The student is advised to make a passing score on the Education Resources, Inc.’s (ERI) scheduled tests. If the student fails a test, then a minimum of two hours of online remediation will be completed, and the student will be allowed to retake the exam. Each exam may be retaken three times with proof of at least six hours of online remediation through ERI before the student is allowed to go on to the next ERI exam. However, the student MUST achieve a score at or above the current national passing average on the final comprehensive ERI exam to complete the requirements for NSG 2318 Nursing Process III. The student will be allowed to take the final comprehensive ERI exam a total of three times. Should the student not achieve the required score after three
attempts, then the student will not have completed the requirements for the course and will not graduate or be allowed to sit for the NCLEX-RN.

RE-ADMISSION CANDIDATES
Re-admission into the program will be considered on a space available basis only. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

TRANSFERS
Due to differences in nursing curriculum in other nursing programs, ARNEC will not accept transfer students. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.

NOTE TO ALL APPLICANTS
ARNEC faculty reserves the right to alter the curriculum and admission policies whenever change is deemed necessary.

GRADUATION POLICY
Student must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. Upon completion, the student’s status will be submitted to the state board of nursing declaring that the student wishes to sit for the licensing examination.

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.
**GENERAL EDUCATION REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2004</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2014</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2104</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 1503</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2023</td>
<td>Psychology of Human Development</td>
<td>3</td>
</tr>
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**NURSING COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>NSG 2111</td>
<td>Nursing Math</td>
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<tr>
<td>NSG 2114</td>
<td>Nursing Process I</td>
<td>4</td>
</tr>
<tr>
<td>NSG 2124</td>
<td>Pediatric Nursing Care</td>
<td>4</td>
</tr>
<tr>
<td>NSG 2133</td>
<td>Nursing Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>NSG 2214</td>
<td>Maternal/Child and Women’s Health</td>
<td>4</td>
</tr>
<tr>
<td>NSG 2223</td>
<td>Mental Health Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NSG 2232</td>
<td>Nursing Practicum II</td>
<td>2</td>
</tr>
<tr>
<td>NSG 2311</td>
<td>NCLEX-RN Preparation</td>
<td>1</td>
</tr>
<tr>
<td>NSG 2318</td>
<td>Nursing Process II</td>
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<tr>
<td>NSG 2333</td>
<td>Nursing Practicum III</td>
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</table>
# CAREER PROGRAM

**GENERAL EDUCATION COURSES:** .................................. 18 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENG 1013</td>
<td>3</td>
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</tr>
<tr>
<td>OR ENG 1023</td>
<td>3</td>
<td>Composition II</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>3</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>OR MATH 1203</td>
<td>3</td>
<td>College Algebra</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>2</td>
<td>Freshman Seminar (if required)</td>
</tr>
<tr>
<td>CHEM 1004</td>
<td>4</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>OR SCI 2014</td>
<td>4</td>
<td>Earth Science</td>
</tr>
<tr>
<td>GEOG 2013</td>
<td>3</td>
<td>Regional Geography of the World</td>
</tr>
<tr>
<td>OR ECON 2453</td>
<td>3</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>OR ECON 2463</td>
<td>3</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>OR SOC 2013</td>
<td>3</td>
<td>Introduction to Sociology</td>
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</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

**RELATED COURSES:** ........................................... 6 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>3</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>BUS 2373</td>
<td>3</td>
<td>Supervisory Management</td>
</tr>
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</table>

**TECHNICAL COURSES:** ................................ ........ 27 hours

<table>
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<tr>
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</thead>
<tbody>
<tr>
<td>ELEC 2104</td>
<td>4</td>
<td>Introduction to Digital Systems</td>
</tr>
<tr>
<td>ELEC 2113</td>
<td>3</td>
<td>Motors and System Controls</td>
</tr>
<tr>
<td>PTRT 1001</td>
<td>1</td>
<td>Medic First Aid</td>
</tr>
<tr>
<td>PTRT 1013</td>
<td>3</td>
<td>Introduction to the Petroleum Industry</td>
</tr>
<tr>
<td>PTRT 1113</td>
<td>3</td>
<td>Drilling Operations</td>
</tr>
<tr>
<td>PTRT 2013</td>
<td>3</td>
<td>Completion Operations</td>
</tr>
<tr>
<td>PTRT 2103</td>
<td>3</td>
<td>Production Operations</td>
</tr>
<tr>
<td>PTRT 2113</td>
<td>3</td>
<td>Petroleum Regulations and Safety</td>
</tr>
<tr>
<td>TECH 2004</td>
<td>4</td>
<td>Hydraulics and Pneumatics</td>
</tr>
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</table>

**ELECTIVES:** .................................................. 12 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
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<td>approved by program advisor</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>3</td>
<td>approved by program advisor</td>
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<tr>
<td>ELECTIVE</td>
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<td>approved by program advisor</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>3</td>
<td>approved by program advisor</td>
</tr>
</tbody>
</table>

The Petroleum Technology program will prepare students with a general education foundation and technical competencies for employment opportunities in the emerging and expanding natural gas drilling, gathering, and field operations industry.

**ELECTIVES AVAILABLE**

- Gas Management
- Artificial Lift
- Production Surface Equipment
- Derrick Operations
- Drilling Technology
### Students should complete Computer Applications, Introduction to CAD and Surveying Software, and Plane Surveying during the first semester after completing developmental courses.

### CAREER PROGRAM 35 Semester Hours

#### GENERAL EDUCATION COURSES:  . . . . . . . . . . . . . . . . . . . . . . . .11 hours

- **BUS 1213** Computer Applications ...........................................3 credit hours
- **ENG 1003** Basic Technical Communications
- **OR** **ENG 1013** Composition I ...........................................3 credit hours
- **MATH 1253** Applied Technical Math
- **OR** **MATH 1203** College Algebra ...........................................3 credit hours
- **UACC 1002** Freshman Seminar (if required)
- **OR** **ELECTIVE** Elective (if Freshman Seminar not taken) .............2 credit hours

#### TECHNICAL COURSES:  . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .24 hours

- **SUR 1204** Plane Surveying ...........................................4 credit hours
- **SUR 1213** Introduction to CAD and Surveying Software ................3 credit hours
- **SUR 1214** Construction and Route Surveying ............................4 credit hours
- **SUR 1224** Boundary Surveying ...........................................4 credit hours
- **SUR 2213** Topographic and Civil Mapping ................................3 credit hours
- **SUR 2223** Survey Plats and Deeds ........................................3 credit hours
- **SUR 2103** Global Positioning Systems
- **OR** **SUR 2013** Boundary Evidence and Procedures ...............3 credit hours

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

Students receiving a technical certificate in Surveying Technology are prepared for entry-level positions in surveying and civil engineering companies.
CAREER PROGRAM

GENERAL EDUCATION COURSES: ................................. 20 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1023</td>
<td>Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1203</td>
<td>College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1213</td>
<td>Plane Trigonometry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
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TECHNICAL COURSES: .................................................. 33 hours

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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>GIS 2203</td>
<td>Introduction to Geographic Information Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1204</td>
<td>Plane Surveying</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>SUR 1213</td>
<td>Introduction to CAD and Surveying Software</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1214</td>
<td>Construction and Route Surveying</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>SUR 1224</td>
<td>Boundary Surveying</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>SUR 2003</td>
<td>Legal Principles and Boundaries</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2013</td>
<td>Boundary Evidence and Procedures</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2103</td>
<td>Global Positioning Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2213</td>
<td>Topographic and Civil Mapping</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2223</td>
<td>Survey Plats and Deeds</td>
<td>3 credit hours</td>
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ELECTIVES: ............................................................... 9 hours

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<td>(approved by program advisor)</td>
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<tr>
<td>ELECTIVE</td>
<td>(approved by program advisor)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by program advisor)</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

ELECTIVES AVAILABLE

- Any course from the Department of Drafting
- Business Law
- Professional Development
- Supervisory Management
- Windows
- Electronic Spreadsheet
- Bookkeeping
- Principles of Accounting I
- Entrepreneurship
- Composition II
- Public Speaking
- Earth Science
- Physical Science
- CPR/First Aid
- Any college-level transferable math course

The career prospects for qualified surveying technicians are very good at this time. In addition, graduates with the A.A.S. degree are on a professional track. They are allowed to take the Fundamentals of Surveying (FS) Exam during their last semester at UACCM. Passage of the FS exam and completion of the degree earns licensure as a Surveyor Intern. After two years of Board approved experience, graduates are allowed to take the Principles and Practice of Surveying Exam. Passage of the Principles and Practice of Surveying (PPS) exam is the final step in the process of becoming a Professional Surveyor.
## TRANSFER PROGRAM

### BUSINESS: 65-67 Semester Hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
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### ENGLISH/COMMUNICATIONS: 12 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>.3</td>
</tr>
<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>.3</td>
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<td>ENG 2213</td>
<td><strong>World Literature I</strong></td>
<td>.3</td>
</tr>
<tr>
<td>OR 2223</td>
<td><strong>World Literature II</strong></td>
<td>.3</td>
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### FRESHMAN SEMINAR: 0-2 hours

<table>
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<tr>
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<tbody>
<tr>
<td>UACC 1002</td>
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### MATHEMATICS: 6 hours

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<th>Hours</th>
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<tbody>
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<td>MATH 1203</td>
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<td>MATH 1213</td>
<td>Plane Trigonometry</td>
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### SCIENCE: 8 hours

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<tr>
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<tr>
<td>SCI 2014</td>
<td>Earth Science</td>
<td>.4</td>
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### SOCIAL SCIENCES/HISTORY: 12 hours

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>GEOG 2013</td>
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<tr>
<td>HIST 1003</td>
<td>*Western Civilization I</td>
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<tr>
<td>OR HIST 1013</td>
<td>*Western Civilization II</td>
<td>.3</td>
</tr>
<tr>
<td>HIST 2003</td>
<td>U. S. History I</td>
<td>.3</td>
</tr>
<tr>
<td>OR HIST 2013</td>
<td>U. S. History II</td>
<td>.3</td>
</tr>
<tr>
<td>OR PSCI 2003</td>
<td>American Government</td>
<td>.3</td>
</tr>
<tr>
<td>OR PSY 2003</td>
<td>General Psychology</td>
<td>.3</td>
</tr>
<tr>
<td>OR SOC 2013</td>
<td>Introduction to Sociology</td>
<td>.3</td>
</tr>
</tbody>
</table>

**Students must complete either World Literature I and Western Civilization I or World Literature II and Western Civilization II.**

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
SURVEYING REQUIREMENTS: 24 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR 1204</td>
<td>Plane Surveying</td>
<td>4</td>
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<tr>
<td>SUR 1213</td>
<td>Introduction to CAD and Surveying Software</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1214</td>
<td>Construction and Route Surveying</td>
<td>4</td>
</tr>
<tr>
<td>SUR 1224</td>
<td>Boundary Surveying</td>
<td>4</td>
</tr>
<tr>
<td>SUR 2103</td>
<td>Global Positioning Systems</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2213</td>
<td>Topographic and Civil Mapping</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2223</td>
<td>Survey Plats and Deeds</td>
<td>3</td>
</tr>
</tbody>
</table>

Students who complete this degree are advised to take GIS 2203 Introduction to Geographic Information Systems, SUR 2003 Legal Principles and Boundaries, and SUR 2013 Boundary Evidence and Procedures before registering to take the Fundamentals of Surveying (FS) Exam.

AFTER UACCM

This degree is designed for those students who plan to transfer to the University of Arkansas-Monticello to earn a Bachelor of Science in Spatial Information Systems with an emphasis in Surveying.

Community college transfer scholarships are available to students with the A.S. degree in Surveying Technology and a 3.00 cumulative GPA.

NOTE

Students should complete the following required courses first:

- Developmental courses
- Freshman Seminar (if needed)
- Plane Surveying
- Introduction to CAD and Surveying Software
- Computer Applications
HINTS

- Welding is hard on your clothes. Students should plan on purchasing several sets of long sleeve shirts and jeans.
- Welding is one of the more physically demanding programs at UACCM.
- Manual dexterity, good eyesight, and good eye-hand coordination are assets. Welders should be able to concentrate on detailed work for long periods.

CAREER PROGRAM 14 Semester Hours

» STRUCTURAL WELDING

TECHNICAL COURSES: 14 hours

  ___ WLD 1102 Arc Welding I 2 credit hours
  ___ WLD 1505 Arc Welding I Lab 5 credit hours
  ___ WLD 2102 Arc Welding II 2 credit hours
  ___ WLD 2505 Arc Welding II Lab 5 credit hours

CAREER PROGRAM 8 Semester Hours

» PIPE WELDING

TECHNICAL COURSES: 8 hours

  ___ WLD 3303 Pipe Welding and Fabrication 3 credit hours
  ___ WLD 3505 Pipe Welding Lab 5 credit hours
# CAREER PROGRAM

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>39 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENG 1003</strong> Basic Technical Communications</td>
<td>8 hours</td>
</tr>
<tr>
<td><strong>OR</strong> ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>MATH 1253</strong> Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>UACC 1002</strong> Freshman Seminar (if required)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>OR</strong> ELECTIVE Elective (if Freshman Seminar not required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>31 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WLD 1102</strong> Arc Welding I</td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>WLD 1303</strong> Blueprint Reading</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>WLD 1505</strong> Arc Welding I Lab</td>
<td>5 credit hours</td>
</tr>
<tr>
<td><strong>WLD 2102</strong> Arc Welding II</td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>WLD 2201</strong> Mig Welding</td>
<td>1 credit hour</td>
</tr>
<tr>
<td><strong>WLD 2202</strong> Mig Welding Lab</td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>WLD 2505</strong> Arc Welding II Lab</td>
<td>5 credit hours</td>
</tr>
<tr>
<td><strong>WLD 3101</strong> Tig Welding</td>
<td>1 credit hour</td>
</tr>
<tr>
<td><strong>WLD 3102</strong> Tig Welding Lab</td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>WLD 3303</strong> Pipe Welding and Fabrication</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>WLD 3505</strong> Pipe Welding Lab</td>
<td>5 credit hours</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

The welding technology program provides instruction in arc welding, mig and tig welding, as well as blueprint reading and layout techniques. Students may complete requirements for a certificate of proficiency in structural welding or pipe welding or a technical certificate in welding technology.

**AFTER UACCM**

Career opportunities include:

- Industrial Companies
- Manufacturing Firms
- Pipeline Construction
- Nuclear Power Plants
- Natural Gas Industry
- Self Employment
COOPERATIVE PROGRAMS

The University of Arkansas Community College at Morrilton has cooperative degree agreements with several institutions: University of Arkansas Criminal Justice Institute and the University of Arkansas for Medical Sciences. These cooperative programs vary in structure.

- The UA Criminal Justice Institute cooperative programs involve students taking their law enforcement classes at the Criminal Justice Institute and finishing their general education hours at UACCM.
- The University of Arkansas for Medical Sciences cooperative courses allow students to take prerequisite classes which qualify to apply for admission into the UAMS College of Health-Related Professions programs. (Students should be aware that completion of the prerequisite classes does not guarantee admission into the UAMS programs.)

SECTION REFERENCE

COOPERATIVE PROGRAMS
UNIVERSITY OF ARKANSAS CRIMINAL JUSTICE INSTITUTE .................................... 96-99
UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES ........................................ 100-103
COOPERATIVE PROGRAMS
DEGREE REQUIREMENTS
The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist law enforcement officers in Arkansas in enhancing their professional knowledge and skills to better serve their communities. The Criminal Justice Institute has been providing the professional training and has entered into agreement with participating two-year and four-year institutions to award Certificates of Proficiency, Technical Certificates, and Associate degrees in the areas of Crime Scene Investigation and Law Enforcement Administration.

CAREER PROGRAM 18-20 Semester Hours

» CERTIFICATE OF PROFICIENCY

GENERAL EDUCATION REQUIREMENTS: 3 hours
___ ENG 1013 Composition I
OR ENG 1003 Basic Technical Communications 3 credit hours

FRESHMAN SEMINAR: 0-2 hours
___ UACCM1002 Freshman Seminar (if required) 2 credit hours

TECHNICAL COURSES: 15 hours
___ Crime Scene Technician Certificate Program 9 credit hours
___ Law Enforcement Electives 6 credit hours
(Arkansas Law Enforcement Training Academy Certificate)

CAREER PROGRAM 36-38 Semester Hours

» TECHNICAL CERTIFICATE

GENERAL EDUCATION REQUIREMENTS: 9 hours
___ BUS 1213 **Computer Applications 3 credit hours
___ ENG 1013 Composition I
___ ENG 1003 Basic Technical Communications 3 credit hours
___ MATH 1203 College Algebra
___ MATH 1253 Applied Technical Math 3 credit hours

FRESHMAN SEMINAR: 0-2 hours
___ UACCM1002 **Freshman Seminar (if required) 2 credit hours

TECHNICAL COURSES: 27 hours
___ Crime Scene Technician Certificate Program 9 credit hours
___ Special Topics I 12 cdt hours
___ Law Enforcement Electives 6 credit hours
(Arkansas Law Enforcement Training Academy Certificate)

**Computer Applications may be taken at the Criminal Justice Institute.

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
### CAREER PROGRAM

**GENERAL EDUCATION REQUIREMENTS:** ............................ \( \text{27-28 hours} \)

- \( \text{___ BIOL 1004} \) Fundamentals of Biology
- **OR** \( \text{BIOL 2004} \) Human Anatomy and Physiology I
- **OR** \( \text{ELECTIVE} \) General Education Elective .......................... \( \text{3-4 credit hrs} \)
- \( \text{___ BUS 1213} \) **Computer Applications** ............................ \( \text{3 credit hours} \)
- \( \text{___ CRIM 2003} \) Introduction to Criminal Justice ................. \( \text{3 credit hours} \)
- \( \text{___ ENG 1013} \) Composition I ................................. \( \text{3 credit hours} \)
- \( \text{___ ENG 1023} \) Composition II
- **OR** \( \text{ENG 1003} \) Basic Technical Communications ................. \( \text{3 credit hours} \)
- \( \text{___ MATH 1203} \) College Algebra
- **OR** \( \text{MATH 1253} \) Applied Technical Math .......................... \( \text{3 credit hours} \)
- \( \text{___ PSCI 2003} \) American Government ......................... \( \text{3 credit hours} \)
- \( \text{___ SOC 2013} \) Introduction to Sociology
- **OR** \( \text{PSY 2003} \) General Psychology ............................... \( \text{3 credit hours} \)
- \( \text{___ SPH 2303} \) Public Speaking ................................. \( \text{3 credit hours} \)

**FRESHMAN SEMINAR:** .................................................. \( \text{0-2 hours} \)

- \( \text{___ UACCM1002} \) Freshman Seminar (if required) ............... \( \text{2 credit hours} \)

**TECHNICAL COURSES:** .................................................. \( \text{35 hours} \)

- \( \text{___ Crime Scene Technician Certificate Program} \) ......... \( \text{9 credit hours} \)
- \( \text{___ Special Topics I} \) .................................................. \( \text{12 credit hrs} \)
- **OR** \( \text{Advanced Crime Scene Technician Certificate Program} \) \( \text{4 credit hours} \)
- \( \text{___ Special Topics II} \) ............................................... \( \text{4 credit hours} \)
- \( \text{___ Law Enforcement Electives} \) .................................. \( \text{6 credit hours} \)
  (Arkansas Law Enforcement Training Academy Certificate)

**HINTS**

- UACCM has no control over admittance to the Criminal Justice Institute of the University of Arkansas.
- General education classes offered by UACCM can be taken before or after completion of the courses offered by the Criminal Justice Institute of the University of Arkansas.

**Computer Applications may be taken at the Criminal Justice Institute.**

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
CAREER PROGRAM
CAREER PROGRAM

» CERTIFICATE OF PROFICIENCY
» TECHNICAL CERTIFICATE

GENERAL EDUCATION REQUIREMENTS: ..................................3 hours
___ ENG 1013 Composition I
OR ENG 1003 Basic Technical Communications ......................3 credit hours

FRESHMAN SEMINAR: ......................................................0-2 hours
___ UACCM1002 *Freshman Seminar (if required) ......................2 credit hours

TECHNICAL COURSES: ....................................................15 hours
___ School of Law Enforcement Supervision ................................9 credit hours
___ Law Enforcement Electives ............................................6 credit hours
(Arkansas Law Enforcement Training Academy Certificate)

GENERAL EDUCATION REQUIREMENTS: ..................................15 hours
___ BUS 1213 Computer Applications ....................................3 credit hours
___ CRIM 2003 Introduction to Criminal Justice .........................3 credit hours
___ ENG 1013 Composition I
OR ENG 1003 Basic Technical Communications ......................3 credit hours
___ MATH 1203 College Algebra
OR MATH 1253 Applied Technical Math ..................................3 credit hours
___ SPH 2303 Public Speaking .............................................3 credit hours

FRESHMAN SEMINAR: ......................................................0-2 hours
___ UACCM1002 *Freshman Seminar (if required) ......................2 credit hours

TECHNICAL COURSES: ....................................................21 hours
___ School of Law Enforcement Supervision ................................9 credit hours
___ Law Enforcement Administration and Management .................3 credit hours
___ Integrity in Law Enforcement ...........................................3 credit hours
___ Law Enforcement Electives ............................................6 credit hours
(Arkansas Law Enforcement Training Academy Certificate)

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)
# CAREER PROGRAM

**GENERAL EDUCATION REQUIREMENTS:** ................................. .27 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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<tr>
<td>BUS 1213</td>
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<td>CRIM 2003</td>
<td>Introduction to Criminal Justice</td>
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<tr>
<td>ENG 1013</td>
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<tr>
<td>ENG 1023</td>
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<tr>
<td>ENG 1003</td>
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<td>MATH 1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
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<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
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<tr>
<td>PSCI 2003</td>
<td>American Government</td>
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<tr>
<td>SOC 2013</td>
<td>Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
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<td>SPH 2303</td>
<td>Public Speaking</td>
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<tr>
<td>ELECTIVE</td>
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**FRESHMAN SEMINAR:** ...................................................... .0-2 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>UACCM1002</td>
<td>*Freshman Seminar (if required)</td>
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**TECHNICAL COURSES:** .................................................... .36 hours

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<tr>
<td>Law Enforcement Administration and Management</td>
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<tr>
<td>Integrity in Law Enforcement</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Legal Aspects of Law Enforcement</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Principles of Law Enforcement</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>DWI Detection and Field Tests</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Communications</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Crisis Negotiations</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Electives</td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

The Criminal Justice Institute will provide the technical training for the certificates and degrees and document the credit on its transcript. Participating colleges and universities will provide the general education component and award the certificates and degrees.
UACCM, in cooperation with UAMS, offers general education courses that may be used to meet the general education requirements of specific courses at UAMS. The completion of the general education courses at UACCM does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more admission requirements.

UAMS GENERIC COOPERATIVE PROGRAM

The University of Arkansas Community College at Morrilton, in cooperation with the University of Arkansas for Medical Sciences College of Health Related Professions, offers prerequisite courses that may be transferred into specific health care majors at the UAMS College of Health Related Professions (CHRP). The UAMS programs may be found on the university website at http://www.uams.edu.chrp. Users should use the “Catalog” or “Academic Programs” link at the website to access the specific degree requirements and view the Preprofessional Curriculum for each program.

The completion of the general education courses does not guarantee admission to UAMS or acceptance in the professional program at UAMS. The professional curriculum is offered at various UAMS campuses and off-site locations around Arkansas.

HINTS

- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Take classes when offered as some classes are only offered certain semesters.
COOPERATIVE PROGRAM 32-40 Semester Hours

GENERAL EDUCATION: .................................................. 3 hours
___ BUS 1213 Computer Applications .................................... 3 credit hours

ENGLISH/COMMUNICATIONS: ............................................. 9 hours
___ ENG 1013 Composition I ............................................ 3 credit hours
___ ENG 1023 Composition II ............................................ 3 credit hours
___ SPH 2303 Public Speaking ............................................ 3 credit hours

FRESHMAN SEMINAR: ..................................................... 2 hours
___ UACC 1002 Freshman Seminar (if required) ...................... 2 credit hours

MATHEMATICS: ............................................................. 3 hours
___ MATH 1203 College Algebra ........................................ 3 credit hours

**SCIENCE: ................................................................. 8-16 hours
Must include eight to twelve hours of biological science
___ SCI (Biological Science) ............................................. 8-12 credit hrs

Must include four hours of physical science
___ SCI (Physical Science) ................................................ 0-4 credit hrs

SOCIAL SCIENCE: .......................................................... 9 hours
___ HIST 2003 U.S. History I
OR HIST 2013 U.S. History II
OR PSCI 2003 American Government .................................... 3 credit hours
___ PSY 2003 General Psychology ....................................... 3 credit hours
___ SOC 2013 Introduction to Sociology .................................. 3 credit hours

** Students interested in transferring to an associate degree program at UAMS should consult specific degree requirements for appropriate prerequisite science courses.

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

AFTER UACCM

Students can reduce transition and transfer problems by making early contact with the college that is their transfer target. The more communication a student has with the target institution, the smoother the transfer will be.

Students may apply for admission to the following associate degree programs at UAMS:

- Dental Hygiene
- Emergency Medical Science
- Medical Record Technology
- Radiologic Therapy
- Respiratory Therapy
- Respiratory Care Technology
- Surgical Technology
The University of Arkansas Community College at Morrilton, in cooperation with the University of Arkansas for Medical Sciences, offers general education courses that may be transferred into specific health care majors at the UAMS College of Health Related Professions (CHRP). The completion of the general education requirements of specific courses at UAMS does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more information about admission requirements. Users should use the "Catalog" or "Academic Programs" link at the website to access the specific degree requirements and view the Preprofessional Curriculum for each program.

UAMS, in cooperation with UACCM, offers general education courses that may be transferred into specific health care majors at the UAMS College of Health Related Professions (CHRP). The completion of the general education requirements of specific courses at UAMS does not guarantee admission to UAMS or acceptance in the professional program at UAMS. The professional curriculum is offered at various UAMS campuses and off-site locations around Arkansas.

The completion of the general education requirements of specific courses at UAMS does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more information about admission requirements. Users should use the "Catalog" or "Academic Programs" link at the website to access the specific degree requirements and view the Preprofessional Curriculum for each program.

The completion of the general education requirements of specific courses at UAMS does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more information about admission requirements. Users should use the "Catalog" or "Academic Programs" link at the website to access the specific degree requirements and view the Preprofessional Curriculum for each program.
### COOPERATIVE PROGRAM

**44-58 Semester Hours**

**GENERAL EDUCATION:**
- BUS 1213 Computer Applications .......................... 3 credit hours

**ENGLISH/COMMUNICATIONS:**
- ENG 1013 Composition I ........................................... 3 credit hours
- ENG 1023 Composition II ........................................... 3 credit hours
- SPH 2303 Public Speaking ......................................... 3 credit hours

**FRESHMAN SEMINAR:**
- UACC 1002 Freshman Seminar (if required) .............. 2 credit hours

**FINE ARTS/HUMANITIES:**
- ART 2003 Art Appreciation
- MUS 2003 Music Appreciation
- THEA 2003 Theatre Appreciation ............................... 3 credit hours
- ENG 2213 World Literature I
- ENG 2223 World Literature II
- PHIL 2103 Introduction to Philosophy .......................... 3 credit hours

**MATHEMATICS:**
- MATH 1203 College Algebra ....................................... 3 credit hours

**SCIENCE:**
- SCI (Biological Science) ........................................... 8-20 credit hrs
- SCI (Physical Science, if required) ......................... 0-8 credit hrs

*Students should consult the UAMS degree plan for each program to determine the science requirements.*

**SOCIAL SCIENCE:**
- HIST 1003 Western Civilization I ............................... 3 credit hours
- HIST 1013 Western Civilization II ............................... 3 credit hours
- HIST 2003 U.S. History I
- HIST 2013 U.S. History II
- PSCI 2003 American Government ................................ 3 credit hours
- ELECTIVE (Social Science Elective) ........................... 3 credit hours

**Students should consult the UAMS degree plan for each program to determine the social science requirements.**

(Students are required to take Freshman Seminar if two or more developmental classes are needed.)

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**AFTER UACCM**

Students can reduce transfer problems by making early contact with admissions officials at UAMS. The more communication a student has with the target institution, the smoother the transfer will be.

**Students may apply for admission to the following baccalaureate degree programs at UAMS:**
- Cytotechnology
- Dental Hygiene
- Diagnostic Medical Sonography
- Medical Dosimetry
- Medical Technology
- Nuclear Medicine Technology
- Ophthalmic Medical Technology
- Radiation Therapy
- Radiologic Technology
- Cardio Respiratory Care

**NOTE**

Some degrees require additional electives.
SECTION REFERENCE

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AIR CONDITIONING AND REFRIGERATION ........107
ANTHROPOLOGY ...........................................107
ART ..........................................................108
AUTO COLLISION REPAIR TECHNOLOGY ..........108-110
AUTOMOTIVE TECHNOLOGY .........................110-111
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CHEMISTRY ..................................................117-118
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PSYCHOLOGY ...............................................142
READING .....................................................143
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SPEECH .........................................................144
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THEATRE ......................................................146
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UACCM courses are identified by a code containing letters which indicate the department and numbers which indicate sequencing within the department. The last number indicates credit hours received for the course.

Developmental classes, while providing credit and being included in the computation of the semester grade point average, do not count toward graduation for either a certificate or degree.

“GE” designates the course is acceptable as a General Education Elective.

ACCOUNTING

ACCT 2003 | PRINCIPLES OF ACCOUNTING I  
Prerequisite: None. Offered in the fall and spring semesters. Principles of Accounting I covers basic accounting procedures for both service and merchandising businesses; special journals and ledgers; adjusting, closing, and reversing entries; income measurement; financial statements; and internal control for sole proprietorships. (GE)

ACCT 2013 | PRINCIPLES OF ACCOUNTING II  
Prerequisite: ACCT 2003 Principles of Accounting I with a grade of “C” or higher. Offered in the spring semester. This course is a continuation of the study of principles of financial accounting and an introduction to the concepts of managerial accounting and their application. The accounting processes applied to partnerships, corporations, manufacturing costs, income tax, managerial reports, cash flow, and statement analysis are covered. (GE)

ACCT 2103 | PAYROLL ACCOUNTING  
Prerequisite: ACCT 2003 Principles of Accounting I or BUS 1013 Bookkeeping or currently enrolled. Offered in the spring semester. This course introduces students to the major tasks of payroll accounting and examines employment practices; federal, state, and local governmental laws and regulations; internal controls; and various payroll accounting forms and records.

ACCT 2113 | TAX ACCOUNTING  
Prerequisite: ACCT 2003 Principles of Accounting I or BUS 1013 Bookkeeping. Offered in the fall semester. This is an introductory course designed to expose students to a broad range of tax concepts and tax laws. Topics covered include types of taxes, individual tax formula, taxable income and adjustments to income, tax deductions and exclusions, taxation of business income and business tax credit, depreciation, capital gains and losses, rental activities, and other current tax issues. Emphasis will be placed on preparing individual tax returns.

ACCT 2203 | COMPUTERIZED ACCOUNTING  
Prerequisite: BUS 1213 Computer Applications and either BUS 1013 Bookkeeping with a grade of “C” or higher or ACCT 2003 Principles of Accounting I with a grade of “C” or higher. Offered in the fall and spring semesters. Computerized Accounting applies basic accounting principles using an integrated accounting software package. Topics covered include general ledger, accounts receivable, accounts payable, inventory, depreciation, financial statement analysis, payroll, and system setup.

ACCT 2213 | COST ACCOUNTING  
Prerequisite: ACCT 2013 Principles of Accounting II. Offered in the fall semester. This course explores principles and methods of accounting for materials, direct labor, and the distribution of overhead expenses, cost records, operating reports, and budgetary control. Topics include job-order costing, process costing, by-product and joint-product costing, activity-based costing, just-in-time, and cost of quality.
AIR CONDITIONING AND REFRIGERATION

ACR 1104 | REFRIGERATION SYSTEMS AND COMPONENTS ................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: None. Offered in the spring semester. A comprehensive study of mechanical refrigeration systems emphasizing proper service techniques through analysis of the problem. Testing procedures, parts removal, and installation are covered in depth. A study of the computation of temperature-pressure relationship and related problems is included. Practical application is provided in the laboratory. Safety is emphasized.

ACR 1303 | SCHEMATICS ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the spring semester. The student will learn to read, draw, and interpret wiring diagrams and place the circuitry in operative arrangements with electrical and electronic symbols. System diagrams will be developed by the student for a wide variety of heating and cooling loads. Also included is a study of the distribution mediums such as duct design and sizing.

ACR 1404 | INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION ........ 4 CR. (3 LEC., 3 LAB)
Prerequisite: None. Offered in the fall and spring semesters. This course is designed to teach the principles of the basic refrigeration cycle, including temperature-pressure relationships, evaporation, condensation, heat transfer, and refrigerants. The identification and use of hand tools, as well as safety principles and practices will be taught. Practical application is provided through laboratory activities.

ACR 1604 | PIPING AND LOAD CALCULATION .............................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: None. Offered in the spring semester. This course covers the process of identifying tubing and pipe with practical applications in sizing and fitting to different configurations using mechanical fittings, soft soldering, silver brazing and aluminum soldering. Also included are the study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and the factors involved in the calculation of heating and cooling loads.

ACR 1704 | COMMERCIAL REFRIGERATION ................................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACR 1404 Introduction to Air Conditioning or consent of the instructor. Offered in the fall semester. This course is designed to teach the components, operation, and design characteristics of commercial refrigeration to include, but not limited to, walk-in cooling and freezing cabinets, ice machines, and water towers. Applications of these principles combined with practical experience on actual equipment will provide the student with the knowledge and skills to diagnose and repair equipment malfunctions.

ACR 1903 | HEATING TECHNOLOGY ......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course covers the design, construction, operation, and servicing of fossil fuel heating equipment, and heat pumps both air to air and geothermal. The thermodynamics of heat flow through conduction, convection, and radiation are taught as an introductory part of this course. Humidification, dehumidification, and filtering are included.

ANTHROPOLOgy

ANTH 2333 | INTRODUCTION TO ANTHROPOLOGY .................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course includes a survey of physical and cultural anthropology with emphasis on basic anthropological concepts, the nature of culture and social organization, and an introduction to ways anthropologists
view human behavior and the methods used. Present and past cultures around the world are explored to study diverse adaptations made by humans. (GE)

**ART**

**ART 1103 | DRAWING I STUDIO** ................................................................. 3 CR. (2 LEC., 2 LAB)  
*Prerequisite: None. Offered in the fall and spring semesters.* This course is designed to introduce the beginning student to a variety of drawing techniques and develop basic drawing skills using various materials graphically expressing visual objects and ideas. Emphasis will be placed on the development of skills using a variety of media. Studio 4.5 hours. (GE)

**ART 1113 | BEGINNING PAINTING STUDIO** ............................................. 3 CR. (2 LEC., 2 LAB)  
*Prerequisite: None. Offered in the fall semester.* Students will learn to stretch and prepare a number of canvas surfaces and work with a variety of paints and painting techniques involving compositional and color problems. Studio 4.5 hours. (GE)

**ART 1123 | BEGINNING WATERCOLOR STUDIO** ....................................... 3 CR. (2 LEC., 2 LAB)  
*Prerequisite: None. Offered in the spring semester.* This course covers traditional and experimental techniques in the transparent watercolor medium. Studies will cover problems in color, composition, and content. Studio 4.5 hours. (GE)

**ART 1203 | 2-D DESIGN** .................................................................3 CR. (3 LEC.)  
*Prerequisite: None. Offered in the fall and spring semesters.* This course is designed to introduce the basic elements of two-dimensional design. The student will design projects using design principles such as size, shape, and color to gain design understanding. (GE)

**ART 2003 | ART APPRECIATION** ................................................................. 3 CR. (3 LEC.)  
*Prerequisite: None. Offered in the fall and spring semesters.* This course is designed as a broad introduction to the history of art from prehistoric times to the present and to acquaint students with the principles of art and the generally accepted interpretations of the historically important periods, themes, styles, and artists. (GE)

**ART 2103 | ART HISTORY I** ................................................................. 3 CR. (3 LEC.)  
*Prerequisite: None. Offered in the fall of even years.* This course is designed as a concentrated, in-depth study of art from prehistoric times through the age of the great Gothic Cathedrals, or from approximately 30,000 B.C. to 1400 A.D. (GE)

**ART 2113 | ART HISTORY II** ................................................................. 3 CR. (3 LEC.)  
*Prerequisite: None. Offered in the fall of odd years.* This course is designed as a concentrated, in-depth study of art from the Early Italian Renaissance period to the present, or from approximately 1400 to 2000. (GE)

**ART 2203 | DRAWING II STUDIO** ................................................................. 3 CR. (2 LEC., 2 LAB)  
*Prerequisite: ART 1103 Drawing I Studio with a “C” or higher. Offered in the spring semester.* This course expounds on techniques and lessons from ART 1103 Drawing I Studio and includes an introduction to the study of the human figure in drawing. Studio 4.5 hours. (GE)

**AUTOMOTIVE COLLISION REPAIR TECHNOLOGY**

**AUB 1003 | AUTO BODY ELECTRICAL AND MECHANICAL SYSTEMS** .................. 3 CR. (3 LEC.)  
*Prerequisite: None. Offered in the spring semester.* Discussion and demonstration of electrical and mechanical systems, electronic circuitry, and components which control vehicle ignition, as well as lighting systems, emergency systems, and accessories.
AUB 1005 | **AUTO BODY FUNDAMENTALS** ................................................................. 5 CR. (3 LEC., 6 LAB)
Prerequisite: None. **Offered in the fall semester.** Theory and application of fundamental auto body identification and repair methods. Emphasis is given to the proper use of hand tool, mig and oxyacetylene welding, and rigid and flexible plastic repair.

AUB 1103 | **MATERIALS AND PROCESSES** ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. **Offered in the fall semester.** Theory and application of basic auto body materials and processes. Emphasis is given to metal and fiberglass repair techniques.

AUB 1205 | **NON-STRUCTURAL ANALYSIS AND REPAIR I** ......................................... 5 CR. (3 LEC., 6 LAB)
Prerequisite: None. **Offered in the fall semester.** Theory and application of the analysis of body construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of body panels, interior and exterior trim.

AUB 1305 | **REFINISHING PROCEDURES & APPLICATIONS** ....................................... 5 CR. (3 LEC., 6 LAB)
Prerequisite: None. **Offered in the spring semester of even years.** Theory and application of proper refinishing procedures. Emphasis given to top coat applications, polishing and compounding, and color adjustment, live and simulated work analysis, refinishing procedures and problem-solving.

AUB 1405 | **NON-STRUCTURAL ANALYSIS AND REPAIR II** ....................................... 5 CR. (3 LEC., 6 LAB)
Prerequisite: None. **Offered in the spring semester.** Theory and application of the analysis and repair of damaged non-structural components. Emphasis is given to collision estimating and repair of major collision related items. Safety is stressed.

AUB 1503 | **REFINISHING PRODUCTS** ........................................................................ 3 CR. (3 LEC.)
Prerequisite: None. **Offered in the fall semester of odd years.** Theory of proper product usage in surface preparation, priming, sealing and top coat application. Includes proper operation of spray equipment.

AUB 2203 | **ADVANCED AUTOMOTIVE REFINISHING** .............................................. 3 CR. (9 LAB)
Prerequisite: Consent of Instructor. **Offered on demand.** This course provides an opportunity for the student technician to complete advanced painting, projects and refinishing techniques.

AUB 2205 | **STRUCTURAL ANALYSIS AND REPAIR** ............................................... 5 CR. (3 LEC., 6 LAB)
Prerequisite: None. **Offered in the spring semester of odd years.** Study of unibody and frame construction. Theory portion emphasizes proper measuring and straightening techniques, stress analysis, use of equipment and replacement of structural components; lab includes replacement of structural components, use of specialized equipment and tools.

AUB 2303 | **COLOR THEORY** .................................................................................. 3 CR. (3 LEC.)
Prerequisite: None. **Offered in the fall semester.** Prior to any actual mixing of colors to match and blend paint, the student will study the dimensions of color and how to deal with the different types of color effects. Light sources are explained and then demonstrated in this course.

AUB 2403 | **AUTO BODY SHOP MANAGEMENT** .................................................... 3 CR. (3 LEC.)
Prerequisite: None. **Offered in spring semester.** This course includes a discussion and demonstration of information required to supervise and manage auto body shop operations including detail estimating, frame analysis, procurement of shop supplies, organization of shop work and safety, shop design and layout, promotions, and rules and regulations.
AUB 2503 | SPECIAL PROJECTS  
Prerequisite: Consent of the instructor. Offered on demand. This course provides an opportunity for the student to complete individual study that is supervised by the instructor on special projects in the auto body field.

AUTOMOTIVE TECHNOLOGY

AST 1005 | ELECTRICAL/ELECTRONIC SYSTEMS  
Prerequisite: None. Offered in fall semester of odd years. This course covers diagnosis and repair of the following: general electrical systems, batteries, starters, lighting systems, gauges and warning devices, horns and wipers, charging systems, power seats, door locks, reading of wiring diagrams and other miscellaneous accessories. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1105 | BRAKES  
Prerequisite: None. Offered in fall semester of odd years. The student will study hydraulic system diagnosis and repair, including master cylinder, fluid lines and hoses, valves, drum brakes, disk brakes, anti-lock brake systems, and power assist units. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1205 | ENGINE REPAIR  
Prerequisite: None. Offered in spring semester of even years. The student will study general engine diagnosis, cylinder head and valve train repair, engine block repair, lubrication and cooling systems, ignition systems, fuel and exhaust systems. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair to provide adequate practical application in all areas of automotive repair.

AST 1305 | POWER TRAINS  
Prerequisite: None. Offered in spring semester of even years. The student will study clutch diagnosis and repair, transmission and transaxle diagnosis, drive shaft and universal joint repair, ring and pinion gears, differential case assembly, and four-wheel drive component repair. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 2005 | CLIMATE CONTROL  
Prerequisite: None. Offered in fall semester of even years. The student will study air conditioning and heating systems, engine cooling, electrical controls, vacuum controls, refrigerant recovery, recycling and handling. The student will learn the principles of diagnosis and repair of these systems. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair to provide adequate practical application in all areas of automotive repair.

AST 2105 | AUTOMATIC TRANSMISSIONS  
Prerequisite: None. Offered in spring semester of odd years. Students will study general transmission/transaxle diagnosis, maintenance and adjustment, in- and off-vehicle repair, removal, disassembly and assembly, oil pumps and converters, gear trains, bushings and electronic transmissions. Lab is designed to allow students sufficient hands-on application to perform
practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner
designed to provide adequate practical application in all areas of automotive repair.

**AST 2115 | ENGINE PERFORMANCE** ................................................................. 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in fall semester of even years. Engine performance includes the diagnosis and repair of ignition
systems, emissions control systems, and fuel, air induction and exhaust systems, as well as engine related service such as
computer diagnosis and repair including scan tool operation. Lab is designed to allow students sufficient hands-on
application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to
repair in a manner designed to provide adequate practical application in all areas of automotive repair.

**AST 2205 | CHASSIS AND STEERING** ................................................................. 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in spring semester of odd years. Chassis and steering includes the study of steering columns and
manual steering gears, power-assisted steering units, linkage, suspension system diagnosis (front and rear), front and rear
wheel alignment and adjustment and wheel and tire diagnosis. Lab is designed to allow students hands-on application to
perform practical work. Students will be assigned vehicles to repair to provide practical application in all areas of
automotive repair.

**BIOLOGY**

**BIOL 1004 | FUNDAMENTALS OF BIOLOGY** ...................................................... 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the fall and spring semesters. A study of biological principles and the relationship of biology with
other sciences. Topics include cellular structure, population genetics, ecology, and evolution. (GE)

**BIOL 1034 | GENERAL BOTANY** ................................................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the fall semester. Introduction to the structure, function, classification or importance of the
vascular and non-vascular plant organism. (GE)

**BIOL 2004 | HUMAN ANATOMY AND PHYSIOLOGY I** ................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: Score of 19 on the English Portion of the ACT, or a score of 77 on the Writing Skills portion of the COMPASS Test, or a
grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, or a score of 83
on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II, or 2.50 grade
point average on at least 12 semester credit hours, or permission of the division chair. Offered in the fall and spring semesters. This
course is designed to present an introduction to structural and functional concepts of the human body. The course will
include histological, embryological, and anatomical relationships that account for the physical basis of homeostasis and
mechanics of the human body. (GE)

**BIOL 2014 | HUMAN ANATOMY AND PHYSIOLOGY II** ................................. 4 CR. (3 LEC, 2 LAB)
Prerequisite: Grade of “C” or higher in BIOL 2004 Human Anatomy and Physiology I. Offered in fall and spring semesters. This course
is designed to present an introduction to structural and functional concepts of the human body. This course is designed to
follow BIOL 2004 Human Anatomy and Physiology I, and is a continuation of the human body encompassing the endocrine,
cardiovascular, respiratory, digestive, and reproductive systems. (GE)

**BIOL 2034 | PRINCIPLES OF ZOOLOGY** ......................................................... 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the spring semester. This course is designed to present the broad spectrum fundamentals of
modern zoology through a survey of the major animal phyla including morphology, physiology, and natural history. The
emphasis is on evolutionary relationships among animals and development of organ systems. (GE)
BIOL 2104 | MICROBIOLOGY ................................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in BIOL 1004 Fundamentals of Biology or BIOL 2004 Human Anatomy & Physiology I. This course is intended for students with a need for basic studies in microbiology for health-related fields. The course is designed to present an introduction of the basic morphology, physiology, and biochemistry of microorganisms. Emphasis will be on microbes that cause disease in humans and how these microbes infect and cause disease. Major topics covered in the course will include cell structure and function, microbial growth, microbial molecular biology and genetics, virology, immunology, epidemiology and genetic engineering, and biotechnology. Lab exercises are designed to provide students with functional and effective experiences that will enable them to work with, understand, and appreciate the importance of microorganisms to basic life processes. Laboratory exercises will allow students to learn through hands-on exercises, some of the fundamental laboratory techniques used in the study of microorganisms. (GE)

BUSINESS

BUS 0203 | DEVELOPMENTAL BUSINESS MATH .................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 16 on the Math portion of the ACT or a score of 34-48 on the Pre-Algebra portion of the COMPASS test, or a Grade of “C” or higher in MATH 0103 Developmental Math I. Offered in the fall and spring semesters. This course is designed to prepare students for BUS 1333 Business Math by introducing business terminology, practices, and business problems into the continued study of mathematics. Students must pass with a grade of “C” or higher to advance to BUS 1333 Business Math.

BUS 1003 | BUSINESS ENGLISH ................................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT or 45 on the Writing Skills portion of the ASSET or a grade of “C” or higher in ENG 0303 Foundational Composition. Offered in the fall and spring semesters. Business English reviews and strengthens the basics in punctuation and English grammar as needed in current business usage. Additional practice is given in dictionary usage and proofreading techniques.

BUS 1011 | KEYBOARDING SKILLS I ...................................................... 1 CR. (1 LEC.)
Prerequisite: None. (Not open to anyone who has completed BUS 1101 Keyboarding Skills II or BUS 1113 Document Formatting.) Offered in the fall and spring semesters. Keyboarding Skills I develops personal-use skills or job-related skills using the touch-keying method on the standard keyboard. The student will learn the alphabetic and numeric keys, proper keyboarding techniques, use of the mouse, and build speed and accuracy skills. This course is offered on a credit/no credit basis. This course may not be used toward a certificate or Associate degree in Business.

BUS 1013 | BOOKKEEPING ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. (Not open to anyone who has completed ACCT 2003 Principles of Accounting I.) Offered in the fall and spring semesters. Bookkeeping introduces fundamental accounting concepts and procedures for sole proprietorships. The accounting cycle includes journalizing and posting transactions and preparing trial balances, worksheets, and financial statements. Emphasis is given to cash, banking and payroll procedures, sales, purchases, accounts receivable, and accounts payable.

BUS 1021 | INTERNET ................................................................. 1 CR. (1 LEC.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. This course provides instruction in the basics of the Internet and helps students understand how the Internet can benefit them and improve their knowledge base. The students search the World Wide Web using a current browser and learn to refine their search skills.
BUS 1022 | WINDOWS ................................................................. 2 CR. (2 LEC.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. Topics covered include working with Windows, organizing disks, managing files, controlling print features, customizing the desktop, backing up data, and using other Windows accessories.

BUS 1031 | ELECTRONIC CALCULATORS ............................................... 1 CR. (1 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course teaches the functions of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

BUS 1041 | MICROSOFT OUTLOOK ...................................................... 1 CR. (1 LEC.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. This course provides instructions in using Outlook to send and receive electronic mail, manage the storage of incoming and outgoing mail, organize schedules and events, and maintain contact lists, to-do lists, and notes. In addition, students will learn to integrate Outlook with other Microsoft Office applications.

BUS 1051 | INTRODUCTION TO BUSINESS GRAPHICS .............................. 1 CR. (1 LEC.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered on demand. This course is an introduction to the use of presentation graphics for students with little or no prior experience. Skills learned will enable students to develop and present presentations that would be appropriate for business and classrooms settings. Topics will include basic tools, design templates, transition effects, and animation. This course is not open for graduation credit to students who have completed either BUS 1213 Computer Applications or BUS 2243 Business Graphics.

BUS 1061 | INTRODUCTION TO DATABASE MANAGEMENT .......................... 1 CR. (1 LEC.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered on demand. This course is an introduction to the use of database management systems for students with little or no prior experience. It covers creating and sorting tables, filtering records, and creating simple queries and reports. This course is not open for graduation credit to students who have completed either BUS 1213 Computer Applications or BUS 1233 Database Management.

BUS 1071 | INTRODUCTION TO ELECTRONIC SPREADSHEET ..................... 1 CR. (1 LEC.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered on demand. This course is an introduction to the use of spreadsheets for students with little or no prior experience. Coverage includes the use of commands, simple functions and formulas, basic formatting, printing, and simple charts. This course is not open for graduation credit to students who have completed either BUS 1213 Computer Applications or BUS 1223 Electronic Spreadsheet.

BUS 1081 | INTRODUCTION TO WORD PROCESSING .................................. 1 CR. (1 LEC.)
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. The course provides instructions in using the basic features of a business word processing package to produce acceptable business documents. This course is not open for graduation credit to students who have completed either BUS 1113 Document Formatting or BUS 1253 Word Processing.

BUS 1101 | KEYBOARDING SKILLS II .................................................. 1 CR. (1 LEC.)
Prerequisite: BUS 1011 Keyboarding Skills I with “CR” or ability to key 25 net words a minute on a three-minute timed writing. Offered in the fall and spring semesters. Keyboarding Skills II enhances personal-use skills or job-related skills using the touch-keying method on the standard keyboard. The student will improve his or her ability to use the alphabetic and numeric keys and build speed and accuracy skills.
BUS 1113 | DOCUMENT FORMATTING ................................................................. 3 CR. (3 LEC.)
Prerequisite: BUS 1101 Keyboarding Skills II or concurrently enrolled or ability to key 40 net words a minute on a five-minute timed writing. Offered in the fall and spring semesters. Document Formatting uses a business word processing software package to provide instruction in the formatting of letters, memorandums, tables, and reports from unarranged and rough draft sources.

BUS 1213 | COMPUTER APPLICATIONS .............................................................. 3 CR. (3 LEC.)
Prerequisite: BUS 1011 Keyboarding Skills I or ability to key 25 net words a minute by touch method and be proficient in using a mouse. Offered in the fall and spring semesters. Computer Applications introduces students to computer hardware, software, and procedures as applied to business. It provides an introduction to Windows, Internet, electronic mail, word processing, database management, spreadsheets, and presentation software. (GE)

BUS 1223 | ELECTRONIC SPREADSHEET ............................................................. 3 CR. (3 LEC.)
Prerequisites: BUS 1071 Introduction to Electronic Spreadsheet or BUS 1213 Computer Applications, BUS 1333 Business Math (or concurrently enrolled in BUS 1333), or consent of instructor. Offered in the fall and spring semesters. Electronic Spreadsheet provides detailed instructions in the use of basic functions and formulas, print commands, database features, pivot tables, multiple worksheets, charts, lookup, conditional statements, cell protection, cell validation, and simple macros.

BUS 1233 | DATABASE MANAGEMENT ................................................................ 3 CR. (3 LEC.)
Prerequisite: BUS 1061 Introduction to Database Management or BUS 1213 Computer Applications or CIS 1103 Introduction to Computer Hardware and Software. Offered in the fall and spring semesters. Skills covered include planning, creating, and modifying a relational database; searching for and retrieving information; sorting; indexing; creating tables, reports, forms, queries, and labels; and integration with other software packages.

BUS 1253 | WORD PROCESSING I ...................................................................... 3 CR. (3 LEC.)
Prerequisite: BUS 1213 Computer Applications and BUS 1081 Introduction to Word Processing or BUS 1113 Document Formatting. Offered in the fall and spring semesters. Word Processing I provides detailed instructions in using a business word processing software package to produce acceptable documents. Features covered include document creation and revision, format commands, find and replace, block operations, print commands, spell check, pagination, section breaks, headers and footers, footnotes, endnotes, mail merge, document assembly, and table creation.

BUS 1333 | BUSINESS MATH .............................................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 17 on the Math portion of the ACT, or a score of 49 or above on the Pre-Algebra portion of the COMPASS test, or a score of 45 on the Algebra section of the COMPASS test, or a grade of “C” or higher in BUS 0203 Developmental Business Math. Offered in the fall and spring semesters. Business Math provides training in solving problems related to business situations and financial management in businesses, including percentages, inventory, depreciation, cash and trade discounts, simple interest, mark-on, and distribution of overhead.

BUS 1353 | SELLING ............................................................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. Basic selling techniques, consumer behavior, and the importance of product knowledge to salespeople will be discussed. Emphasis will be placed on the selling process, customer satisfaction, and fundamentals of the communication process.

BUS 1363 | MARKETING PRINCIPLES ............................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course includes the study of target marketing, consumer behavior, marketing research, pricing, distribution, selling, advertising, and marketing management.
BUS 1413 | VISUAL MERCHANDISING ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. Specific elements of visual merchandising such as color selection, design principles, lighting requirements, mannequin choice, signage, and fixtures will be explored by students enrolled in Visual Merchandising.

BUS 2013 | BUSINESS COMMUNICATIONS I ...................................................... 3 CR. (3 LEC.)
Prerequisites: BUS 1213 Computer Applications, BUS 1003 Business English, and the following based upon student’s major: Business Office Technology or Business Certificate—BUS 1113 Document Formatting (or concurrently enrolled); Retail Marketing, Accounting, and other degrees—BUS 1081 Introduction to Word Processing. Offered in the fall and spring semesters. This course emphasizes effective use of written, oral, and electronic communication. Students create documents and solve problems typical of business and industry. Students prepare resumes and letters of application and research companies in preparation of the job search.

BUS 2113 | BUSINESS COMMUNICATIONS II .................................................... 3 CR. (3 LEC.)
Prerequisites: BUS 2013 Business Communications I with a grade of “C” or higher and BUS 1253 Word Processing I (or concurrently enrolled in BUS 1253). Offered in the spring semester. Business Communications II introduces basic theoretical concepts, including the process of communication; organizational communication; intercultural communication; electronic communication; writing and editing; gathering information; reports and decision-making process; reports and proposals; policy and procedure writing; using visual aids to communicate; oral presentations; legal and ethical aspects; and readings in business communication.

BUS 2213 | ADVANCED COMPUTER APPLICATIONS ........................................ 3 CR. (3 LEC.)
Prerequisite: BUS 1213 Computer Applications with a grade of “C” or higher or pass placement test with a 70 percent. Offered on demand. This course is a continuation of BUS 1213 Computer Applications. At the end of this course, students will have a thorough understanding of Microsoft Office components with an emphasis on integration. Mail merges, charts, diagrams, spreadsheet analysis, pivot tables, advanced database techniques, and advanced slide presentations will be covered.

BUS 2243 | BUSINESS GRAPHICS ................................................................. 3 CR. (3 LEC.)
Prerequisite: BUS 1051 Introduction to Business Graphics or BUS 1213 Computer Applications. Offered in the fall and spring semesters. Business Graphics uses a graphic software package to develop presentation quality graphics for communicating data. The student begins by creating simple text charts, organizational charts, and data charts, and uses enhancement capabilities such as symbols and drawing and annotating options to develop more complex charts. Students learn how to enhance presentations by adding special effects and creating computerized slide shows.

BUS 2253 | WORD PROCESSING II ................................................................. 3 CR. (3 LEC.)
Prerequisite: BUS 1253 Word Processing I with a grade of “C” or higher. Offered in the fall semester. This course emphasizes mailability while covering advanced topics using word processing software. Skills covered include complex formatting and printing, calculating, sorting, columns, graphics, tables, advanced merging, templates, and macros. The exchange of files with other software is introduced.

BUS 2303 | PROOFREADING AND TRANSCRIPTION SKILLS ............................... 3 CR. (3 LEC.)
Prerequisites: BUS 1003 Business English and BUS 1113 Document Formatting. Offered in the fall semester. This course will build confidence and skill in proofreading and editing. Students will learn to read for meaning as they detect and correct errors in grammar, sentence structure, punctuation, and formatting. Students will learn to edit documents so that they are clear, concise, and complete. The course will also prepare students in the fundamental principles of operating transcription machines.
BUS 2313 | PROFESSIONAL DEVELOPMENT .................................................. 3 CR. (3 LEC.)
Prerequisite: Final semester of enrollment or approval by the instructor. Offered in the fall and spring semesters. Personal appearance, attitude, interpersonal skills, stress control, job interviews and resume writing, motivation, time management, business ethics, and professional etiquette, growth, and advancement are topics studied in this course. Students prepare typewritten summary reports and deliver oral presentations.

BUS 2323 | BUSINESS PROCEDURES .................................................. 3 CR. (3 LEC.)
Prerequisites: BUS 1213 Computer Applications, BUS 1113 Document Formatting or BUS 1081 Introduction to Word Processing, and BUS 2013 Business Communications I (or concurrently enrolled). Offered in the fall and spring semesters. Business procedures emphasizes administrative practices and procedures used in a business office. Topics include filing and records management; using the office telephone; handling incoming and outgoing mail; organizing meetings and conferences; scheduling appointments and receiving visitors; and making travel plans.

BUS 2343 | ADVERTISING .................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the spring semester. Advertising is designed to introduce the student to basic advertising terminology, the purpose of advertising, the use of media, advertising development, and advertising campaigns. Career opportunities in advertising and using advertising in buying decisions will also be discussed.

BUS 2373 | SUPERVISORY MANAGEMENT .................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. Supervisory Management is designed to develop management decision-making skills through the study of organizational structure, management styles, and the functions of management (planning, organizing, leading, human resource management, and controlling). (GE)

BUS 2383 | RETAILING .................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the spring semester. Retailing is the study of the type of business that buys from producers and/or wholesalers and sells to consumers. Students will study retailing formats and structures; merchandise and store positioning; merchandise characteristics; planning and buying; personal selling, advertising, and sales promotion; customer relations; and technology used in retailing. Ethical and legal behavior in retail management will also be discussed.

BUS 2393 | BUSINESS LAW .................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. Business Law is designed to familiarize the student with legal problems that arise in business. The main emphasis of the course will be on contract law and law as it relates to sales. Law relating to different forms of business ownership will also be discussed. (GE)

BUS 2403 | ENTREPRENEURSHIP .................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the spring semester. Students will examine the procedures and principles involved in starting and operating a small business. Emphasis will be placed on developing a business plan that includes information on financing, managing, promoting, and operating a successful small business.

BUS 2413 | BUSINESS STATISTICS .................................................. 3 CR. (3 LEC.)
Prerequisite: MATH 2023 Calculus for Business or concurrently enrolled. Offered in the spring semester. This course is an introduction to statistical methods used in studying business and economic data, averages and dispersions, probability, sampling, statistical inference, estimation, tests of hypotheses, index numbers, linear regression, and correlation. (GE)
CHEMISTRY

CHEM 1004 | FUNDAMENTALS OF CHEMISTRY .............................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the fall and spring semesters. This course is designed as a study of chemistry for general education with emphasis in learning chemical principles that affect society and relate to environmental problems, energy uses, drugs, polymers, nutrition, and genetic engineering. (GE)

CHEM 2121 | GENERAL COLLEGE CHEMISTRY I LAB .................................. 1 CR. (3 LAB)
Prerequisite: Completion of MATH 1203 College Algebra with a grade of “C” or higher or equivalent. Corequisite: CHEM 2123 General College Chemistry I Lab. Offered in the fall and spring semesters. This course is designed for students currently enrolled in CHEM 2123 General College Chemistry I. The laboratory experiments conducted will supplement the topics presented in the lecture component. Laboratory experiments will allow students to examine, through hands-on learning, some of the fundamental laws and theories dealing with the structure and interactions of matter and the use of the principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter, changes of state, and solutions. (GE)

CHEM 2123 | GENERAL COLLEGE CHEMISTRY I ........................................... 3 CR. (3 LEC.)
Prerequisite: Completion of MATH 1203 College Algebra with a grade of “C” or higher or equivalent. Corequisite: CHEM 2121 General College Chemistry I Lab. Offered in the fall and spring semesters. This course is designed for science and science-related majors. This course includes the fundamental laws and theories dealing with the structure and interactions of matter and the use of the principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter, changes of state, and solutions. The fundamental principles are applied to the solution of quantitative problems related to chemistry. (GE)

CHEM 2131 | GENERAL COLLEGE CHEMISTRY II LAB .................................. 1 CR. (3 LAB)
Prerequisite: Completion of CHEM 2121 General College Chemistry I Lab with a grade of “C” or higher and CHEM 2123 General College Chemistry I with a grade of “C” or higher. Corequisite: CHEM 2133 General College Chemistry II. Offered in the fall semester. This course is designed for students currently enrolled in CHEM 2133 General College Chemistry II. The laboratory experiments conducted will supplement the topics presented in the lecture component. (GE)

CHEM 2133 | GENERAL COLLEGE CHEMISTRY II ........................................... 3 CR. (3 LEC.)
Prerequisite: Completion of CHEM 2123 General College Chemistry I with a “C” or higher and CHEM 2121 General College Chemistry I Lab with a grade of “C” or higher. Offered in the fall semester. Corequisite: CHEM 2131 General College Chemistry II Lab. Offered in the fall semester. This course is a continuation of General College Chemistry I. Topics covered include thermodynamics, kinetics, chemical equilibrium, acid-base theory, electrochemistry, and introduction to organic chemistry. (GE)

CHEM 2201 | ORGANIC CHEMISTRY LAB ............................................ 1 CR. (3 LAB)
Prerequisites: Completion of CHEM 2123 General College Chemistry I with a grade of “C” or higher and CHEM 2121 General College Chemistry I Lab with a grade of “C” or higher. Corequisite: CHEM 2203 Organic Chemistry. Offered in the spring semester. Organic chemistry laboratory will put into practice many common organic synthesis techniques. Infrared spectroscopy, mass spectroscopy and nuclear magnetic resonance spectroscopy will be used to confirm synthesis of desired products.

CHEM 2203 | ORGANIC CHEMISTRY ...................................................... 3 CR. (3 LEC.)
Prerequisites: Completion of CHEM 2123 General College Chemistry I with a grade of “C” or higher and CHEM 2121 General College Chemistry I Lab with a grade of “C” or higher. Corequisite: CHEM 2201 Organic Chemistry Lab. Offered in the spring semester.
Organic chemistry will offer an extensive look at the special nature of carbon chemistry. Emphasis will be placed on structure, functional groups and nomenclature as well as some important classes of organic reactions. Classification methods including infrared spectroscopy, mass spectroscopy and nuclear magnetic resonance spectroscopy will be addressed. Biochemistry topics including proteins, carbohydrates, nucleic acids and lipids will also be included.

### COMPUTER INFORMATION SYSTEMS

**CIS 1103 | INTRODUCTION TO COMPUTER HARDWARE AND SOFTWARE** 
3 CR. (3 LEC.)

Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction for the beginning computer information systems student. It includes a survey of computing, an introduction to computer hardware and software, an introduction to the A+ certification exam, computer operating systems such as Windows 9x, NT, 2000, and XP, and an introduction to popular database management software.

**CIS 1113 | NETWORKING ESSENTIALS**
3 CR. (3 LEC.)

Prerequisite: Grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. This course, an introduction to local area networks (LAN’s) is the first course of study of networking. The student will learn to make 10 base T networking cables, structured wire installations, and build and troubleshoot simple LAN’s. Other topics include the OSI Model, data link and network layer devices, IP addresses, subnet masking, ARP, RARP, cabling, topologies, wiring closets, and basic electrical and electronic issues in networks. The course prepares the student for the Introduction to Network Administration course as well as the first test (Network Essentials) in the Microsoft Certified System Engineer progression.

**CIS 1133 | INTRODUCTION TO COMPUTER PROGRAMMING LOGIC AND LANGUAGE**
3 CR. (3 LEC.)

Prerequisite: Grade of “C” or higher in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. This course covers the fundamentals of computer programming. Through the use of the BASIC programming language, students will be given the skill sets required to perform all aspects of program operation. Logical thinking, flowcharting, program flow control structures and sequential file handling are the focus of this class. Structured program design is also stressed. Upon completion, students will have the background required to master more advanced programming languages.

**CIS 1203 | INTRODUCTION TO NETWORK ADMINISTRATION**
3 CR. (2 LEC., 3 LAB)

Prerequisite: CIS 1113 Networking Essentials. Offered in the fall semester. This course introduces the student to Network Administration and provides necessary information for the student to administer a network and attain the CompTia Network+ Certification. The course covers the types of networking media, topologies, protocols, standards and basics of network implementation, and network support.

**CIS 2023 | INTERNET TECHNOLOGIES**
3 CR. (3 LEC.)

Prerequisite: CIS 1133 Introduction to Computer Programming Logic and Language. Offered in the spring semester. This course will teach the student how to develop an effective website using popular web design languages and techniques. The fundamentals of a browser are covered and students will learn industry standard practices used in the design and implementation of Internet web pages. Major topics covered include XHTML, Cascading Style Sheets, JavaScript, Dynamic HTML, XML, Active Server Pages, Perl, and CGI.

**CIS 2033 | NETWORK OPERATING SYSTEMS**
3 CR. (3 LEC.)

Prerequisite: CIS 2103 Advanced Computer Hardware and Software. Offered in the fall semester. This course is designed for those with a goal of achieving certification as a Server+ hardware specialist. It covers all of the domains and objectives for the
Server+ exam (SKO-001) from Comp/TIA. This exam requires an in-depth understanding of planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems.

**CIS 2103 | ADVANCED COMPUTER HARDWARE AND SOFTWARE**  
Prerequisite: CIS 1103 Introduction to Computer Hardware and Software. Offered in the fall and spring semesters. This course, in conjunction with CIS 1103, prepares the student for the A+ Certification exam. The basics of supporting Windows 9x, NT, 2000, and XP workstations are covered as well as various communication techniques such as dial-up, network and Internet connections. Advanced hardware support topics such as printers and notebook computers are also discussed. Maintenance techniques, disaster recovery, routine data backups and the essentials of being a professional PC support technician round out the topics.

**CIS 2123 | LOCAL AREA NETWORKING I**  
Prerequisite: CIS 2123 Local Area Networking I. Offered in the spring semester. This course is designed for students with the goal of certification as a Microsoft Certified System Engineer (MCSE), a Microsoft Certified System Associate (MCSA), or a Microsoft Certified Professional (MCP). It covers the Installing, Configuring and Administering Microsoft Windows XP Professional exam (70-270). This exam measures the ability to implement, administer and troubleshoot Windows XP Professional in any network environment.

**CIS 2133 | LOCAL AREA NETWORKING II**  
Prerequisite: CIS 2133 Local Area Networking II. Offered in the fall semester. This course is designed for students with the goal of certification as a Microsoft Certified System Engineer (MCSE), Microsoft Certified System Associate (MCSA), or a Microsoft Certified Professional (MCP). It covers the Managing and Maintaining a Microsoft Windows Server 2003 Environment exam (70-290). This certification exam measures the ability to manage and maintain a Microsoft Windows Server 2003 environment.

**CIS 2143 | LOCAL AREA NETWORKING III**  
Prerequisite: CIS 2133 Local Area Networking II. Offered in the spring semester. This course is designed for students with the goal of certification as a Microsoft Certified System Engineer (MCSE), Microsoft Certified System Associate (MCSA), or a Microsoft Certified Professional (MCP). It covers the Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure exam (70-291) and the Implementing and Administering Security in a Microsoft Windows Server 2003 Environment exam (70-299). Exam 70-291 measures the ability to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. The second exam measures the ability to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 Public Key Infrastructure (PKI).

**CIS 2203 | INTRODUCTION TO WIRELESS TECHNOLOGY**  
Prerequisite: CIS 2123 Local Area Networking I or CIS 1203 Introduction to Network Administration and MATH 1203 College Algebra. Offered in the fall semester. The student will learn to define and apply the basic concepts of RF technology, including spread spectrum, and to install, configure and maintain wireless LANs, including access points, bridges, gateways, and antennas. The student will perform site surveys for the installation of a wireless LAN and learn what organizations and regulations govern wireless LANs. The course includes a study of hidden nodes and interference, how to secure the transmission of data over a wireless LAN, and how to identify the different types of attacks that can occur from hackers.
CIS 2233 | INTRODUCTION TO UNIX ................................................................. 3 CR. (3 LEC.)
Prerequisite: CIS 1133 Introduction to Computer Programming Logic and Language. Offered in the spring semester. This course is designed to provide students with an introduction to the UNIX environment, an understanding of the concepts of a multi-tasking, multi-user operating system, and an introduction to commonly used features and commands.

CIS 2303 | NETWORK SECURITY ................................................................. 3 CR. (3 LEC.)
Prerequisites: MATH 1203 College Algebra (or concurrently enrolled) and C or better in CIS 1203 Introduction to Network Administration. Offered in the fall semester. This course covers the physical areas, logical aspects, goals and plans, and different standards for network security. The OSI model of networking will be used to study different types of secure protocols, accounts, and software packages. Policy, authentication, authorization, keying, hacking, encryption, wireless, disaster recovery, and application security will also be covered. The course is an introduction to network security and covers the objectives of the Security+ exam provided by CompTIA.

CIS 2423 | VISUAL BASIC PROGRAMMING ............................................. 3 CR. (3 LEC)
Prerequisite: Score of 19 on the Math portion of the ACT or a grade of “C” or higher in MATH 0903 Intermediate Algebra, and CIS 1133 Introduction to Computer Programming Logic and Language. Offered in the spring semester. This course provides an understanding of the Visual BASIC programming environment including variable types, logical operators, logic control structures, controls, GUI interface development, graphics, arrays, and data access. Emphasis will be placed on object-oriented, top-down program design.

CIS 2433 | JAVA PROGRAMMING ............................................................. 3 CR. (3 LEC)
Prerequisite: Score of 19 on the Math portion of the ACT or a grade of “C” or higher in MATH 0903 Intermediate Algebra and CIS 2023 Internet Technologies. Offered in the fall semester. This course provides an understanding of the Java programming environment including variable types, logical operators, logic control structures, controls, interface design, graphics, arrays, and data access. This course will use Java 2 to solve real-world problems by building various solutions with multimedia, animation, and network access.

CIS 2453 | ADVANCED JAVA PROGRAMMING ...................................... 3 CR. (3 LEC.)
Prerequisite: CIS 2433 Java Programming. Offered in the spring semester. This course is a continuation of CIS 2433 Java Programming. At the end of this class, successful candidates will have completed training sufficient to attempt the Sun Certified Java Programmer examination. Topics covered include exception handling, file handling, advanced algorithms, data structures, collections, applets, GUI design, multimedia content, and multithreading.

CRIMINAL JUSTICE

CRIM 2003 | INTRODUCTION TO CRIMINAL JUSTICE .......................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semester. This course provides an introduction to the criminal justice system and its related components. Topics include, but are not limited to, the history and advancement of law enforcement, the courts and cases which have impacted criminal justice, and penal institutions and their relationships with society. (GE)

DIETARY MANAGEMENT

DIET 1001 | INTRODUCTION TO FOOD PREPARATION ............................ 1 CR. (3 LAB)
Prerequisite: None. Offered on demand. This course is designed for those individuals who do not have experience in an institutional food service operation. It is not included in the 16 hours required for the dietary management program. This
course provides a basic introduction into the food service kitchen for those who are not currently employed in food service. Topics covered include measuring, equipment, temperatures, serving sizes, and food service terminology.

**DIET 1011 | FIELD EXPERIENCE I** ................................................................. 1 CR. (3 LAB)
Prerequisite: Completed or concurrently enrolled in DIET 1002 Food Safety and Sanitation or DIET 1013 Managing Food Service Programs and completed or concurrently enrolled in DIET 1001 Introduction to Food Preparation or documented employment in food preparation in an institutional food service operation or consent of dietary program director. Offered on demand. This course consists of 50 hours of hands-on, supervised experience in the food service department in a hospital, extended care or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

**DIET 1002 | FOOD SAFETY AND SANITATION** .................................................. 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course promotes raising the food safety and sanitation competency level of all food service professionals. Topics covered include causes and prevention of foodborne illness, safe food purchasing, receiving, storage, sanitizing equipment, HACCP, regulations, inspections, and crisis management. Students must successfully complete a final examination from the Educational Foundation of the National Restaurant Association to receive a final grade in the course.

**DIET 1013 | MANAGING FOOD SERVICE PROGRAMS** ...................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course is a study of the organization and management of food service systems. Topics covered include planning, organizing, directing, controlling, and evaluating food service systems. Budget constraints and cost control techniques are also covered.

**DIET 1021 | FIELD EXPERIENCE II** ............................................................... 1 CR. (3 LAB)
Prerequisite: Completed or concurrently enrolled in DIET 1112 Food Services Administration or consent of instructor. Offered on demand. This course consists of 50 hours of hands-on, supervised experience in management of the food service department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

**DIET 1023 | DIET THERAPY** ............................................................... 3 CR. (3 LEC.)
Prerequisite: NUTR 1503 Nutrition. Offered on demand. This course provides extensive coverage of diet therapy. Clinical descriptions for disease categories are followed by related medical nutrition therapy. Topics covered include dietary guidelines; menu planning; nutrition through the life cycle; client education; and medical nutrition therapy for cardiovascular disease, diabetes mellitus, obesity, gastrointestinal disease, liver and renal disease, etc.

**DIET 1031 | FIELD EXPERIENCE III** ............................................................... 1 CR. (3 LAB)
Prerequisite: Completed or concurrently enrolled in DIET 1023 Diet Therapy or consent of instructor. Offered on demand. This course consists of 50 hours of hands-on, supervised experience in patient care in the food service department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

**DIET 1112 | FOOD SERVICES ADMINISTRATION** ...................................... 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course focuses on food services operations relating to the management of food service personnel. Topics covered include employment laws, supervision and leadership, staffing and scheduling, recruitment and retention, staff development, and communication skills.
DRAFTING TECHNOLOGY

DRT 1004 | COMPUTER AIDED DRAFTING ............................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction to computer terminology that relates to the drafting field. Emphasis will be on the fundamental concepts involved in computer aided drafting. Instructions will include basic computer drafting operations such as creating layered drawings, making changes to drawings, and maintaining drawing files. Plotting and printing drawings will be included.

DRT 1204 | PARAMETRIC DRAFTING .................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisites: DRT 1004 Computer Aided Drafting or concurrently enrolled. Offered in the fall and spring semesters. This course is an introduction to computerized parametric (3D) drafting. Instruction will explore three-dimensional drafting operations to include sketching, constraints, extrusions, creating features, assemblies and presentation drawings.

DRT 1304 | RESIDENTIAL DRAFTING I .................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: DRT 1004 Computer Aided Drafting. Offered in the fall semester. This course emphasizes site location, planning, determining clients' needs, one-story plan, residential drawing techniques, dimensioning floor plans, exterior elevations and electrical plans.

DRT 1504 | ADVANCED DRAFTING .................................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: DRT 1004 Computer Aided Drafting. Offered in the fall semester. This course will include dual dimensioning, tolerancing, perspective drawing, metric dimensioning, and advanced drawing problems using techniques learned in DRT 1004 Computer Aided Drafting.

DRT 2304 | RESIDENTIAL DRAFTING II ............................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: DRT 1304 Residential Drafting I. Offered in the spring semester. This course is a study of one- and two-story residences, wall sections, heat and air plans, foundation plans, fireplace details, stair layouts, and cabinet details.

DRT 2314 | MACHINE DRAFTING ....................................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: DRT 1004 Computer Aided Drafting and DRT 1204 Parametric Drafting. Offered in the spring semester. This course covers dimensioning, detail and assembly drawing, and drawings of special tools and products.

DRT 2413 | STRUCTURAL DRAFTING .................................................... 3 CR. (3 LEC.)
Prerequisite: DRT 1004 Computer Aided Drafting. Offered in the fall semester. This course is an introduction to structural and commercial drafting and explores the uses of steel, concrete, and wood as building materials.

DRT 2423 | SPECIALTY DRAFTING ....................................................... 3 CR. (3 LEC.)
Prerequisite: DRT 1004 Computer Aided Drafting and DRT 1204 Parametric Drafting. Offered in the spring semester. This course is an introduction to specialty drafting and explores the uses of sheet metal drafting, pipe drafting, electrical drafting, and applications of drafting used in welding.
EARLY CHILDHOOD DEVELOPMENT

Students enrolling in early childhood development classes, including field experience, will be required to complete the following background checks: Arkansas Child Maltreatment Central Registry and Arkansas Criminal Record. Individuals who have not been a resident of Arkansas for the past six years will also be required to have an FBI background check.

**ECD 1002 | EARLY CHILDHOOD COMPETENCIES**  
Prerequisite: None. Offered in fall semester. This is an introductory course that covers the Child Development Associate (CDA) credential competencies that are necessary for meeting the needs of all children in an inclusive environment.

**ECD 1101 | CPR AND FIRST AID**  
Prerequisite: None. Offered in the fall and spring semesters. Students will complete requirements for certification in first aid and adult and child CPR. (This course does not meet the CPR requirements for students enrolled in Practical Nursing or Health Related Professions.)

**ECD 1102 | SUPERVISED LAB I**  
Prerequisite: Completed or concurrently enrolled in ECD 1002 Early Childhood Competencies or consent of instructor. Offered in the fall semester. Students will interact with all children in an inclusive supervised laboratory environment. Implementation of developmentally appropriate activities will be achieved. Students are required to have a current TB skin test, malpractice insurance, and completion of the following background checks: Arkansas Child Maltreatment Central Registry and Arkansas Criminal Record. Individuals who have not been a resident of Arkansas for the past six years will also be required to have an FBI background check.

**ECD 1103 | METHODS AND MATERIALS I**  
Prerequisite: None. Offered in the fall semester. A wide variety of classroom activities for children will be presented. The program is designed to promote creative expression in the areas of child development for all children from birth through age eight. Students will develop resource files containing materials related to the study of children.

**ECD 1203 | CHILD GUIDANCE**  
Prerequisite: None. Offered in the fall semester. Students will examine factors which affect the behavior and guidance techniques for all children in an inclusive environment. Developmental factors, indirect and direct guidance, and positive discipline strategies will be studied. This course requires two hours of field experience.

**ECD 2003 | METHODS AND MATERIALS II**  
Prerequisite: ECD 1103 Methods and Materials I. Offered in the spring semester. This course is a continuation of ECD 1103 Methods and Materials I. The purpose of this course is to create developmentally appropriate activities and experiences to enhance the development of all children from birth through age eight. Curriculum areas such as literacy, play, art, music, math, science, and social studies are explored in depth. Additional materials will be added to the resource file.

**ECD 2013 | HEALTH AND SAFETY FOR CHILDREN**  
Prerequisite: None. Offered in the fall semester. Basic fundamentals of health and safety will be explored. Topics covered will include safety management, illness, accidents, injuries, and menu planning for all children in an inclusive environment.

**ECD 2102 | SUPERVISED LAB II**  
Prerequisite: Completion of ECD 1102 Supervised Lab I and concurrently enrolled in ECD 2303 Early Childhood Theory and Practices or consent of the instructor. Offered in the spring semester. Students will interact with all children in an inclusive, supervised...
laboratory setting. Implementation of developmentally appropriate activities and assessment procedures will be achieved. Students are required to have a current TB skin test, malpractice insurance, and completion of the following background checks: Arkansas Child Maltreatment Central Registry and Arkansas Criminal Record. Individuals who have not been a resident of Arkansas for the past six years will also be required to have an FBI background check.

**ECD 2103 | MANAGEMENT AND ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS ... 3 CR. (3 LEC.)**
Prerequisite: Completion of ECD 1102 Supervised Lab and EDUC 2003 Foundations of Early Childhood Education or consent of the instructor. Offered in the spring semester. This course covers general management competencies, regulations, legal concerns, personnel, and finances. A policy and procedure manual and a parent handbook will be produced.

**ECD 2133 | PRACTICUM IN EARLY CHILDHOOD DEVELOPMENT ...................................... 3 CR. (9 LAB)**
Prerequisite: Completion of or concurrently enrolled in EDUC 2103 Education in a Diverse Society and ECD 2103 Management and Administration of Early Childhood Programs or consent of the instructor. Offered in the fall semester. The practicum is designed to give students an exposure to and experience of an actual job in the early child care field. Placement and work schedules are arranged by the instructor. Students will complete 150 contact hours in an approved facility for this course. Students are required to have a current TB skin test, malpractice insurance, and completion of the following background checks: Arkansas Child Maltreatment Central Registry and Arkansas Criminal Record. Individuals who have not been a resident of Arkansas for the past six years will also be required to have an FBI background check.

**ECD 2203 | FACILITIES AND EQUIPMENT ................................................................. 3 CR. (3 LEC.)**
Prerequisites: Completion of ECD 1102 Supervised Lab I and ECD 1103 Methods and Materials I. Offered in the fall semester. Students will study state and federal regulations for group care facilities, guidelines for conducting a needs assessment, site location, components of facility design, facility space arrangements, storage needs, and playgrounds.

**ECD 2303 | EARLY CHILDHOOD THEORY AND PRACTICES ...................................... 3 CR. (3 LEC.)**
Prerequisites: Completion of EDUC 2003 Foundations of Early Childhood Education, With a grade of “C” or better or concurrently enrolled in ECD 2003 Methods and Materials II, and concurrently enrolled in ECD 2102 Supervised Lab II. Offered in the spring semester. This course provides students with practical experience in planning weekly, developmentally appropriate educational activities. Other topics include evaluations, observations, assessment of children, ethical conduct, and quality programs.

**ECONOMICS**

**ECON 2453 | MACROECONOMICS ................................................................. 3 CR. (3 LEC.)**
Prerequisite: None. Offered in the fall and spring semesters. History, development, and application of macroeconomic theory underlying the production, distribution, and exchange of goods. Recommended course content topics include basic principles of supply and demand, national income accounting, business cycles, inflation and unemployment, determinants of the level of output, employment and prices, money and banking, fiscal policy, monetary policy, economic growth, and international trade and finance. (GE)

**ECON 2463 | MICROECONOMICS ................................................................. 3 CR. (3 LEC.)**
Prerequisite: None. Offered in the fall and spring semesters. History, development, and application of microeconomic theory underlying the production, distribution, and exchange of goods. Recommended course topics include basic principles of supply and demand, elasticity, utility analysis, business organization, production and costs, market structures, factor market, government regulations, and international trade. (GE)
Students enrolling in education classes involving field experience will be required to complete the following background checks: Arkansas Child Maltreatment Central Registry and Arkansas Criminal Record. Individuals who have not been a resident of Arkansas for the past six years will be also required to have an FBI background check.

EDUC 1203 | INTRODUCTION TO EDUCATION ......................................................... 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, or a score of 83 on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. This course is an overview of the education profession. Topics include philosophies of education, an overview of the history of education, public school organization, educator roles, school curriculum, teacher characteristics, contemporary issues, careers in education, legal and ethical concerns, and certification and admission processes. This course requires thirty hours of field experience. (GE)

EDUC 1303 | EDUCATIONAL TECHNOLOGY .............................................................. 3 CR. (3 LEC.)
Prerequisite: None. (BUS 1213 Computer Applications is suggested.) Offered in the fall and spring semesters. The course, designed as a teacher education requirement, introduces the student to a variety of technological tools used by educators in teaching and learning. Students will learn of the technologies available, gain hands-on practice with them, and explore how the technologies fit into the teaching and learning process. (GE)

EDUC 2003 | FOUNDATIONS OF EARLY CHILDHOOD EDUCATION .............................. 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, or a score of 83 on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. This course is an introduction to the historical and socio-cultural forces that have impacted the early childhood field; various roles assumed by the teacher; regulatory laws; contemporary early childhood program models; and factors involved in planning the curriculum for young children. This course requires eight hours of field experience. (GE)

EDUC 2013 | CHILD DEVELOPMENT AND DEVELOPMENTAL THEORIES .......................... 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, or a score of 83 on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Co-requisite: EDUC 1303 Educational Technology. Offered on demand. This course is a study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood of diverse cultural backgrounds within and outside the United States. The students will be introduced to ways to observe and evaluate children’s development and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. This course requires ten hours of field experience. (GE)

EDUC 2103 | EDUCATION IN A DIVERSE SOCIETY ...................................................... 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, or a score of 83 on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall semester. The purpose of this course is to assist students in developing a knowledge and understanding of children and
families in a diverse society. Strategies for working with a diverse population in an educational setting will be emphasized. This course requires seven hours of field experience. (GE)

**ELECTRONICS**

**ELEC 1204 | FUNDAMENTALS OF ELECTRICITY** .................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: None. Offered in the fall and spring semesters. This course is designed to acquaint the student with the theory and practice of using electricity as it applies to industrial technology. The topics covered include atomic theory, electrostatic charges, basic concepts of electric circuits, Ohm’s Law, Kirchoff’s law, series, parallel and hybrid circuits, component symbols, measuring instruments and transformer theory, magnetism, motors, generators, relays, and all magnetically operated devices.

**ELEC 2104 | INTRODUCTION TO DIGITAL SYSTEMS** .................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in MATH 1253 Applied Technical Math or MATH 1203 College Algebra or currently enrolled. Offered in the spring semester. This course will cover the basic concepts that underlie digital electronics while continuing an introduction to basic concepts of circuits and systems. The course also covers truth tables, Boolean algebra, combinational logic, and logic families. Students will use the basic digital logic gates to build usable electrical circuits including arithmetic, display, and various analog to digital and digital to analog conversion circuits.

**ELEC 2113 | MOTORS AND SYSTEM CONTROLS** ..................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ELEC 2104 Introduction to Digital Systems or consent of instructor. Offered on demand. This course is a study of the fundamentals of motors and motor control. This course provides the students with theory of sensors, transducers, and speed/position control of motors used in industry. The subject matter includes single-phase motors, three phase motors, and an introduction to programmable motor controllers.

**EMERGENCY MEDICAL TECHNOLOGY - BASIC**

**EMT 1008 | EMERGENCY MEDICAL TECHNOLOGY - BASIC** ............................... .8 CR. (7 LEC., 3 LAB)
Prerequisite: Applicant must possess a current BLS for Healthcare Providers CPR certification. This course is an introduction to the study of emergency medical services and the basic principles, and techniques of pre-hospital emergency care. Instruction includes a minimum of 120 hour contact hours of lecture and 48 hours of clinical practice; this includes 24 hours of clinical in an emergency room setting and a minimum of six emergency calls with an ambulance service. The course is based on the National Standard Curriculum Guidelines as developed by the Department of Transportation. Successful completion of this course prepares the student to apply for the National Registry Emergency Medical Technician-Basic Examination.

**ENGLISH**

**ENG 0103 | FOUNDATIONS OF GRAMMAR** .......................................................... 3 CR. (3 LEC.)
Prerequisite: Score of 13 or below on the English portion of the ACT or, score of 37 or below on the Writing Skills portion of the ASSET test, or score of 32 or below on the Writing Skills portion of the COMPASS test. Offered in the fall and spring semesters. This is a course emphasizing basic grammar skills, sentence construction, and paragraph development. Emphasis will be placed on the correct use of standard English grammar, common grammar terms, avoidance of common grammatical errors, punctuation, sentence skills, and the construction of the paragraph. The course is designed to prepare students with deficient English scores for ENG 0303 Foundational Composition. This course may not be used to satisfy general education
requirements nor provide credit toward any certificate or degree. Students must complete this course with a grade of “C” or higher before enrolling in ENG 0303 Foundational Composition.

ENG 0303 | FOUNDATIONAL COMPOSITION .......................................................... 3 CR. (3 LEC.)
Prerequisite: Score of 14-18 on the English portion of the ACT, or score of 38-44 on the Writing Skills portion of the ASSET test, or score of 33-76 on the Writing Skills portion of the COMPASS test, or a grade of “C” or higher in ENG 0103 Foundations of Grammar. Offered in the fall and spring semesters. This course is a study of grammar skills which are necessary for writing college-level essays; paragraph construction skills; and the process of combining paragraphs to create grammatically correct and structurally sound essays. This course may not be used to satisfy general education requirements nor provide credit toward any certificate or degree. Students must earn a grade of “C” or higher before enrolling in ENG 1013 Composition I.

ENG 1003 | BASIC TECHNICAL COMMUNICATIONS ................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, or score of 45 or above on the Writing Skills portion of the ASSET test, or score of 77 on the Writing Skills portion of the COMPASS test, or a grade of “C” or higher in ENG 0303 Foundational Composition. Not open to anyone who has completed ENG 1023 Composition II or ENG 2023 Technical Communications. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. Basic Technical Communications introduces students to various aspects of writing for the working world. This course provides students with a solid foundation in technical communications and introduces them to processes and the formats of creating resumes, writing business letters and memos, developing instruction manuals, designing reports, and delivering oral presentations. Although all students will produce common materials, the assignments will be geared toward each student’s chosen field of study. This course is appropriate for Associate of Applied Science majors and is NOT applicable for credit toward the Associate of Arts or the Associate of Science degrees for general education majors.

ENG 1013 | COMPOSITION I ................................................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, or a score or 77 on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, or a score of 83 on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II or concurrently enrolled in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. ENG 1013 is designed to teach students to think more critically, read more comprehensively, and write more effectively. With an emphasis on argument, students will analyze and write essays incorporating several rhetorical modes. They will learn to choose a topic and explore it through prewriting techniques; organize their thoughts into unified, well developed, coherent essay; write rough drafts that they will revise after receiving feedback from peers and the instructor; and, finally, edit for grammar, mechanics, and usage. Students will also write a research paper of 6-8 pages in length, documenting from at least 6 sources using MLA format. (GE)

ENG 1023 | COMPOSITION II ................................................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1013 Composition I. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course provides an introduction to literature but is primarily focused on composition of literary analysis, emphasizing the qualities of writing and critical thinking skills taught in ENG 1013 Composition I. Literary works include readings in poetry, fiction, novel, and drama. Students write an in-depth, documented analysis of a literary work at least six to eight pages in length using the MLA format. (GE)
ENG 2003 | **CREATIVE WRITING** ................................................................. .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a workshop with emphasis on new works or revising works in progress including a study of famous works focusing on analytical investigation of style and techniques. The course concentrates on poetry and short story with individualized class critiques. The course is recommended for any student who enjoys writing as a creative form of expression or for those interested in writing for publication. (GE)

ENG 2023 | **TECHNICAL COMMUNICATIONS** .............................................. .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. This course will prepare students to complete the kinds of practical writing projects often employed in the professional market. Students will learn the various formats of resumes and application letters, but the course will emphasize the writing and presentation skills students are likely to need in their chosen professions. Students will learn advanced skills associated with, but not limited to, business correspondence and reports, technical manuals incorporating graphics and charts, meeting etiquette and procedure, and oral and aural communication and presentation. This course will count as credit toward the Associate of Arts or Associate of Science degrees for general education majors. (GE)

ENG 2103 | **INTRODUCTION TO FICTION** ..................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course will introduce students to the art and relevance of fiction, generally short stories, novellas, and novels. Students will learn to read stories carefully and analytically to understand how fiction both reflects and enhances our understanding of life. In addition, students will complete a research project of 8-10 pages using at least 10 secondary sources following one of the critical approaches to literature. (GE)

ENG 2113 | **AMERICAN LITERATURE I** ....................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of American writers dating from the country’s inception including European writers whose ideas influenced the earliest American writers. (GE)

ENG 2123 | **AMERICAN LITERATURE II** ...................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the spring semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of American writers representing Realism, Modernism, and contemporary literature. (GE)

ENG 2203 | **INTRODUCTION TO POETRY** .................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This is a survey course designed to acquaint students with various styles and forms of poetry with the writings of selected poets from various time periods and with poetic terms and vocabulary. (GE)
ENG 2213 | WORLD LITERATURE I ................................................................. .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of world authors and their works with emphasis on masterpieces from Ancient, Medieval, and Renaissance periods. (GE)

ENG 2223 | WORLD LITERATURE II ............................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of world authors from the Enlightenment to the present. (GE)

ENG 2303 | INTRODUCTION TO DRAMA .......................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in English 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course will introduce students to the roots and relevance of drama, from classical to contemporary works. Students will read and/or watch a variety of dramatic forms from tragedy, comedy, social drama, epic theatre, and modern theatre. In addition, students will complete a research project with a minimum of at least six pages using at least six secondary sources following one of the critical approaches to literature.

ENG 2313 | BRITISH LITERATURE I ............................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of British authors and their works with emphasis on the Middle Ages through the seventeenth century. (GE)

ENG 2323 | BRITISH LITERATURE II ............................................................... .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the spring semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of British authors and their works with emphasis on the Restoration Period through the twentieth century. (GE)

FINANCE

FIN 2013 | PERSONAL FINANCE ................................................................. .3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course is designed to provide students with the fundamental concepts of personal financial planning and goal achievement. It emphasizes personal financial planning, credit and cash management, insurance coverage, investments, retirement, and estate planning. (GE)
GEOGRAPHY

GEOG 2013 | REGIONAL GEOGRAPHY OF THE WORLD ......................................................... 3 CR. (3 LEC.)

Prerequisite: None. Offered in the fall and spring semesters. This course is a survey of major world regions with particular emphasis upon Europe, the Russian Commonwealth, the Orient, the Mid-East, Africa, and Latin America. (GE)

GRAPHIC DESIGN

GDT 1113 | INTRODUCTION TO PHOTOGRAPHY ......................................................... 3 CR. (3 LEC.)

Prerequisite: None. Offered in the fall and spring semesters. It is recommended that each student have a SLR 35mm camera. The course content introduces the basic skills necessary to use a SLR 35mm camera and a digital camera and its components. The course covers the advantages of digital photography over traditional basic techniques of black and white processing. In addition, the course focuses on composition and lighting with emphasis in landscape photography, event photography, location photography, and people photography.

GDT 2403 | GRAPHIC DESIGN I ................................................................. 3 CR. (3 LEC.)

Prerequisite: None. Offered in the fall semester. This course is designed to introduce layout and design techniques used by the advertising and art design industry. Students study type styles, type selection, layout design and copyfitting. Students also learn the arrangement of elements (headline, photography, text, etc.) to meet professional standards. Students will produce a portfolio of their work.

GDT 2413 | GRAPHIC DESIGN II ................................................................. 3 CR. (3 LEC.)

Prerequisite: GDT 2403 Graphic Design I. Offered in the spring semester. This course is a continuation of skills and concepts introduced in Graphic Design I. Students plan and develop brochures, newsletters, stationary, business cards, etc. Students will develop a corporate identity program, an advertising campaign, and a portfolio of their work.

GDT 2503 | WEB PAGE DESIGN ................................................................. 3 CR. (3 LEC)

Prerequisites: GDT 2533 Digital Imaging or consent of the instructor. Offered on demand. The course covers planning, designing, developing, testing, publishing, and maintaining a multi-page web site. Topics include imaging, typographic, color, animation, sound, and video issues as well as a study of HTML.

GDT 2513 | DIGITAL ILLUSTRATIONS ................................................................. 3 CR. (3 LEC)

Prerequisite: BUS 1213 Computer Applications or consent of the instructor. Offered in the spring semester. This course is designed to introduce the basic knowledge and skills necessary to produce visual images using Adobe Illustrator. Students learn how to create full-color graphic images for a variety of visual communications. (Classes in 2D Design and Graphic Design I are helpful.)

GDT 2523 | ELECTRONIC PAGE LAYOUT AND PREPRESS ........................................................ 3 CR. (3 LEC)

Prerequisite: GDT 2513 Digital Illustrations or GDT 2533 Digital Imaging or BUS 2243 Business Graphics. Offered in the spring semester. This course is designed to teach students the basics of using PowerMac computers. Students learn to set type and create multi-page documents using QuarkXPress as the main applications software.
GDT 2533 | DIGITAL IMAGING  
Prerequisite: BUS 1213 Computer Applications or consent of instructor. Offered in the fall semester. This course is designed to familiarize students with the fundamentals of Photoshop 7. Students learn the process of changing existing images and combining images to create a composite image or montage to which special effects may be added. Students create posters, billboards, and magazine ads. Students learn the fundamentals of preparing files for output to lithography, newspapers, and magazines.

GDT 2543 | ADVANCED ELECTRONIC PAGE LAYOUT AND PREPRESS  
Prerequisite: GDT 2523 Electronic Page Layout and Prepress. Offered in the fall semester. This course is designed to provide opportunities for exploration of the more advanced functions, features, tools, and techniques available to the professional graphic designer. Students work on real projects and meet with clients.

HEALTH SCIENCES

HLSC 1003 | MEDICAL TERMINOLOGY  
Prerequisite: None This course is designed to assist students in developing the appropriate use of medical terminology in health related professions. Emphasis will be given to fundamental word structures, anatomical terminology, overview of body systems, and numerous pathological conditions associated with the body and its systems.

HISTORY

HIST 1003 | WESTERN CIVILIZATION I  
Prerequisite: Score of 19 on the English Portion of the ACT or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT or a score of 83 on the Reading Skills portion of the COMPASS or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. The political, economic, and social development of Western man from the earliest times to the modern period. (GE)

HIST 1013 | WESTERN CIVILIZATION II  
Prerequisite: Score of 19 on the English Portion of the ACT or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT or a score of 83 on the Reading Skills portion of the COMPASS or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. Continuation of HIST 1003 Western Civilization I through contemporary times. (GE)

HIST 2003 | U.S. HISTORY I  
Prerequisite: Score of 19 on the English Portion of the ACT or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT or a score of 83 on the Reading Skills portion of the COMPASS or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. A comprehensive study of the history of the United States from its colonial origins through Reconstruction. (GE)

HIST 2013 | U.S. HISTORY II  
Prerequisite: Score of 19 on the English Portion of the ACT or a score of 77 on the Writing Skills portion of the COMPASS Test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT or a score of 83 on
the Reading Skills portion of the COMPASS or a grade of “C” or higher in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. Continuation of HIST 2003 U. S. History I through contemporary times. (GE)

HIST 2023 | AFRICAN-AMERICAN HISTORY I ........................................ 3 CR. (3 LEC.)
Prerequisite: HIST 2003 U. S. History I or consent of the instructor. Offered on demand. A comprehensive study of the history of the African-American experience through the end of Reconstruction including African origins, slavery, emancipation, and the rise of Jim Crow laws. (GE)

HIST 2123 | AMERICAN SOUTH TO 1865 ........................................ 3 CR. (3 LEC.)
Prerequisite: HIST 2003 U. S. History I or consent of the instructor. Offered on demand. A survey of the antebellum South from colonial times through the secession crisis of the nineteenth century. (GE)

HIST 2133 | AMERICAN SOUTH SINCE 1865 .................................... 3 CR. (3 LEC.)
Prerequisite: HIST 2013 U. S. History II or consent of the instructor. Offered on demand. A survey of Southern history from the Civil War to the present. Emphasis is on the political journey through Reconstruction; the economic changes brought about by the end of slavery and the rise of industrialization; and the political transformation and turbulence of the New Deal and Civil Rights Movement. (GE)

HIST 2203 | ARKANSAS HISTORY ................................................. 3 CR. (3 LEC.)
Prerequisite: HIST 2003 U. S. History I or consent of the instructor. Offered on demand. A comprehensive study of the history of the state from prehistory to contemporary times. (GE)

HIST 2233 | RESEARCH IN THE SOCIAL SCIENCES .......................... 3 CR. (3 LEC.)
Prerequisite: Completion of at least 30 hours of college coursework or consent of the instructor. Offered on demand. This course introduces principles of research in the social sciences. Topics include construction and administration of surveys, proper citation of sources, and completion of a detailed research project in consultation with the instructor. (GE)

**INTERNSHIP**

INT 2003 | INTERNSHIP .......................................................... 3 CR. (9 LAB)
Prerequisite: Approval by the advisor. Offered in the fall and spring semesters. Students may be required to complete this course or may use it as an elective. Students are placed by advisors in business or industry where the intern site will provide on-the-job training as an extension of the classroom. Internship is designed to permit students the experience of an actual job in their chosen field of study. Placement is arranged by the advisor. The number of hours worked may vary by department; however, no department shall accept less than 150 contact hours for completion of the course. Procedures are at the discretion of the individual department. This course is only open to Business, CIS, Graphic Design, Surveying, and Air Conditioning and Refrigeration students.

**MATHEMATICS**

MATH 0103 | DEVELOPMENTAL MATH I ......................................... 3 CR. (3 LEC.)
Prerequisites: Score of 15 or below on the Math portion of the ACT, or a score of 33 or below on the Pre-Algebra portion of the COMPASS test. Includes an in-depth study of whole number operations, decimal operations, measurement in the English and metric systems, ratio and proportion, percents, and word problem applications.
MATH 0203 | DEVELOPMENTAL MATH II ................................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 16 on the Math portion of the ACT, or a score of 34-48 on the Pre-Algebra portion of the COMPASS test, or a Grade of “C” or higher in MATH 0103 Developmental Math I. Offered in the fall and spring semesters. Includes signed numbers, introduction to algebra, exponents, polynomials, roots, introduction to geometry, and word problem applications.

MATH 0803 | BASIC ALGEBRA ................................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 17 on the Math portion of the ACT, or a score of 49 or above on the Pre-Algebra portion of the COMPASS test, a score of 45 on the Algebra section of the COMPASS test, or a Grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. The content of the course includes the real number system, equations and inequalities, problem solving, graphing and properties of lines, exponents, and operations with linear and polynomial functions. The course may not be used to satisfy general education requirements. Students must pass with a grade of “C” or higher to advance to MATH 0903 Intermediate Algebra.

MATH 0903 | INTERMEDIATE ALGEBRA ................................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 18 on the Math portion of the ACT, a score of 46-65 on the Algebra section of the COMPASS test, or a Grade of “C” or higher in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. The purpose of this course is to prepare students for college-level mathematics courses. Content of the course includes systems of equations, factoring, quadratic equations, algebraic fraction operations, roots and radicals, word problem applications, functions, and graphing. Students must pass with a grade of “C” or higher to advance to MATH 1103 Algebra for General Education or MATH 1203 College Algebra.

MATH 1103 | ALGEBRA FOR GENERAL EDUCATION ................................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 19 on the Math portion of the ACT, a score of 66 or above on the Algebra section of the COMPASS test, or a Grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the spring semester. A graphing calculator is required, preferably a TI-83. This course includes data analysis through a study of regression equations, functions (including polynomial, rational, exponential, and quadratic), variation, modeling, and systems of equations. This course may not be taken for credit after the completion of MATH 1203 College Algebra. (GE)

MATH 1203 | COLLEGE ALGEBRA ................................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 19 on the Math portion of the ACT, a score of 66 or above on the Algebra section of the COMPASS test, or a Grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. This course is a study of polynomial, rational, radical, exponential and logarithmic functions, systems of equations, sequences and series. Emphasis on analyzing graphs, algebraic techniques, and modeling. (GE)

MATH 1213 | PLANE TRIGONOMETRY ................................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. This course is a study of the properties of trigonometric functions and their graphs, solutions of right and oblique triangles, formulas and identities, inverse functions, trigonometric equations, area, polar coordinates, the complex plane, and Demoivre’s Theorem. (GE)

MATH 1215 | PRECALCULUS ................................................................. 5 CR. (5 LEC.)
Prerequisites: Score of 19 on the Math portion of the ACT, a score of 66 or above on the Algebra section of the COMPASS test, or a Grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the fall semester. This course is designed for students who plan to study MATH 2015 Calculus I or MATH 2023 Calculus for Business and may be used to meet the general education...
requirement in mathematics. It includes the study of concepts of algebra and trigonometry essential to the study of calculus. Recommended for students with a strong high school background in higher mathematics. Not open to students who already have credit for MATH 1203 College Algebra or MATH 1213 Plane Trigonometry. (GE)

MATH 1253 | APPLIED TECHNICAL MATH ................................................. 3 CR. (3 LEC.)
Prerequisites: Score of 17 on the Math portion of the ACT, or a score of 49 or above on the Pre-Algebra portion of the COMPASS test, a score of 45 on the Algebra section of the COMPASS test, or a Grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. This course provides an in-depth study which incorporates math skills in practical problems related to technical areas. The course includes topics in algebra, geometry, and trigonometry.

MATH 2003 | INTRODUCTION TO STATISTICS ........................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall semester. This course introduces students to the basic statistical techniques. Students will learn the math behind probability and certain research designs including t-test and ANOVA, correlation and regression, and selected non-parametric procedures. (GE)

MATH 2013 | DISCRETE MATHEMATICS ....................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the spring semester. Discrete Mathematics entails the basics of counting, the pigeonhole principle, and generalized permutations and combinations. Binary trees will be covered with an emphasis in sorting and traversal. Boolean algebra and its applications to circuit design will be covered in detail. (GE)

MATH 2015 | CALCULUS I ........................................................................... 5 CR. (5 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra and MATH 1213 Plane Trigonometry or MATH 1215 Precalculus. Offered in the spring semester. The purpose of this course is to provide the foundation for all upper-division mathematics. This course is a requirement for majors and minors in mathematics and other majors in the natural sciences and engineering. This course is composed of the following subject areas: limits, derivatives, integrals, and their applications. (GE)

MATH 2023 | CALCULUS FOR BUSINESS ................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall semester. Calculus for Business is an introduction to the techniques of differentiation and integration. Topics include calculus of algebraic, exponential, and logarithmic functions. Emphasis will be placed on various quantitative methods used in business and economics. (GE)

MUSIC

MUS 1001 | COLLEGE CHOIR ................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered on demand. This is a vocal course which includes the study and performance of choral literature of different periods. The course meets two hours weekly. (GE)

MUS 2003 | MUSIC APPRECIATION ......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course is designed to acquaint the student with the basic elements of music, specific periods of music history, and the roles of music and musicians in society. (GE)
NURSING—PRACTICAL NURSING

NUR 1001 | PERSONAL/VOCATIONAL RELATIONSHIPS .............................................1 CR. (1 LEC.)
Prerequisite: Admission to the practical nursing program. This course provides an orientation for students to the nursing profession, examining the history of nursing, interpersonal relationships in the field of nursing, legal and ethical aspects of nursing, the Nurse Practice Act, nursing organizations, and an overview of the health care system.

NUR 1101 | PHARMACOLOGY I .................................................................1 CR. (1 LEC.)
Prerequisite: Admission to the practical nursing program. This course prepares the beginning nursing student for the process of administering medications. The course covers a review of math skills and an introduction to pharmacology. Topics include review of Roman numerals and the metric system, the apothecary and household systems, and ratio and proportion, formulas, and weight based dosages.

NUR 1102 | GERIATRICS .................................................................2 CR. (2 LEC.)
Prerequisite: Admission to the practical nursing program. This course prepares the student for nursing care of the aging population. All phases of the nursing process to ensure personal responsibility for the maintenance of health, management of disease, and patient education are emphasized. Topics include stages of aging, developmental tasks of the elderly, health, psychosocial, and physiologic issues, safety and nutritional needs, sexuality, and end of life care.

NUR 1104 | BASIC NURSING I .........................................................4 CR. (4 LEC.)
Prerequisite: Admission to the practical nursing program. This course provides the nursing student with the opportunity to learn the theory behind the basic nursing skills needed to practice nursing. Nursing process is presented in depth, as well as other concepts that are needed to practice entry-level nursing and to promote critical thinking. Topics include confidentiality, infection control, medical and surgical asepsis, vital signs, mobility, documentation, physical assessment, pain, infection and inflammation, and comfort, rest, and sleep.

NUR 1106 | CLINICAL PRACTICUM I ...................................................6 CR. (18 LAB)
Prerequisite: Admission to the practical nursing program. This course provides the nursing student the opportunity to practice and perfect basic nursing skills needed to care for patients. Skills include bed making, vital signs, body mechanics, specimen collecting, personal care, dressings and wound care, Foley catheter insertion and removal, ostomy care, suctioning, oxygen administration, and positioning, transfer, and ambulation. The first part of the class meets on campus in the nursing lab, and the last part meets at a clinical site.

NUR 1201 | PHARMACOLOGY II .................................................................1 CR. (1 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course is a continuation of NUR 1101 Pharmacology I and concentrates on the medications used to treat the disorders discussed in NUR 1204 Med-Surg Nursing I. The course prepares students to administer those medications. Topics include topical ointments, antibiotics, pain medications, insulin and oral hypoglycemics, antihypertensives, chemotherapy drugs, anti-inflammatories, and respiratory, renal, gastrointestinal drugs, and drugs affecting the reproductive system.

NUR 1203 | MATERNAL/CHILD .................................................................3 CR. (3 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course prepares the student to care for the pregnant woman from conception to delivery of the child and to care for the child from birth through adolescence. Topics include anatomy and physiology of the reproductive systems, conception, fetal development, labor and delivery,
post-partum care, and the developmental milestones of and care of the newborn, infant, toddler, young child, school-age child, and adolescent, and the pathophysiology and nursing care of selected disorders of each age group.

NUR 1204 | **MEDICAL-SURGICAL NURSING I** ................................................................. 4 CR. (4 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course discusses the anatomy and physiology and pathophysiology of the following body systems: integument, gastrointestinal, renal, respiratory, and musculoskeletal. Other topics include diabetes, cancer, fluid and electrolytes, immunity, and reproductive and family planning. The course prepares the nursing student in the care of the adult patient, incorporating all phases of the nursing process, for these topics.

NUR 1212 | **BASIC NURSING II** .................................................................................. 2 CR. (2 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course is a continuation of NUR 1104 Basic Nursing I and covers the care of medical disorders discussed in NUR 1204 Med-Surg Nursing I. Topics include emergency preparedness for natural and man-made disasters, laboratory and diagnostic tests for topics discussed in Med-Surg Nursing I, and the nursing care of patients with disorders discussed in Med-Surg Nursing I.

NUR 1216 | **CLINICAL PRACTICUM II** ........................................................................... 6 CR. (18 LAB)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course is a continuation of NUR 1105 Clinical Practicum I and provides the nursing student the opportunity to practice and perfect basic nursing skills needed to care for patients. The clinical rotation for this course is primarily in a hospital setting.

NUR 2101 | **PHARMACOLOGY III** .................................................................................. 1 CR. (1 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1201 Pharmacology II and concentrates on the medications used to treat the disorders discussed in NUR 2204 Med-Surg Nursing II. The course prepares students to administer those medications. Topics include drugs affecting the cardiovascular, hematologic/lymphatic, neurologic, and endocrine systems, and drugs used in treating shock, emergencies, and sexually transmitted diseases.

NUR 2112 | **MENTAL HEALTH** .................................................................................... 2 CR. (2 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course prepares the student to care for clients with mental health disorders. Topics include neuroses, psychoses, personality disorders, addictive disorders, sexual disorders, suicide, and violence. The course emphasizes the nursing care of the mentally ill, interventions and treatments, and psychopharmacology.

NUR 2202 | **BASIC NURSING III** .................................................................................. 2 CR. (2 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1212 Basic Nursing II and covers the care of medical disorders discussed in NUR 2204 Med-Surg Nursing II. The student will also learn the diagnostic tests for the disorders and will be prepared to initiate IV therapy and care for the client with an IV. Topics include IV therapy, lab and diagnostic tests for the disorders covered in NUR 2204 Med-Surg Nursing II, and nursing care of clients with disorders discussed in NUR 2204 Med-Surg Nursing II.

NUR 2204 | **MEDICAL-SURGICAL NURSING II** ................................................................. 4 CR. (4 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1204 Med-Surg Nursing I. The course discusses the anatomy and physiology and pathophysiology of the following topics: cardiovascular, neurology, endocrine, respiratory, reproductive, and hematology/lymphatic systems, and shock,
emergencies, sexually transmitted diseases, and genetic research and cloning. Leadership and delegation skills are refined in this course.

**NUR 2206 | CLINICAL PRACTICUM III** ..................................................... 6 CR. (18 LAB)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1206 Clinical Practicum II and provides the nursing student the opportunity to practice and perfect basic nursing skills needed to care for patients. The clinical rotation for this course includes both hospital and community settings, pediatric sites, and continued practice of leadership and delegation skills.

**NURSING—REGISTERED NURSING**

**NSG 2111 | NURSING MATH** ................................................................. 1 CR. (1 LEC.)
Prerequisite: Admission to the ARNEC program. Co-requisite: NSG 2114, NSG 2124, NSG 2133. This course provides a review of basic dosage calculation along with the introduction of complex nursing math. Students will be provided with instruction on interpretation of medication orders and the calculation of safe medication dosages. Pediatric and geriatric considerations are incorporated. Instruction is also given on calculation of intravenous drugs and fluid replacement formulas.

**NSG 2114 | NURSING PROCESS I** .......................................................... 4 CR. (4 LEC.)
Prerequisite: Admission to the ARNEC program. Co-requisite: NSG 2111, NSG 2124, NSG 2133. This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC’s goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student’s fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. Introduction to body system pathophysiology & nursing care lecture content will be taught. This course also explores the legal, ethical, and social issues related to the Registered Nursing role.

**NSG 2124 | PEDIATRIC NURSING CARE** ............................................. 4 CR. (4 LEC.)
Prerequisite: Admission to the ARNEC program. Co-requisite: NSG 2114, NSG 2111, NSG 2133. This course provides lecture content for the age group involving the newborn through adolescence. The student will be provided a longitudinal view of the child as an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

**NSG 2133 | NURSING PRACTICUM I** ................................................... 3 CR. (9 LAB)
Prerequisite: Admission to the ARNEC program. Co-requisites: NSG 2114, NSG 2111, NSG 2124. This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in NSG 2114 and NSG 2124. Students will have opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, pediatric client care, and medical/surgical client care. Curriculum concepts and comprehension are carried out per clinical application.
NSG 2214 | **MATERNAL/CHILD & WOMEN’S HEALTH** .......................................................... .4 CR. (4 LEC.)

*Prerequisite: NSG 2114, NSG 2111, NSG 2124, NSG 2133. Co-requisite: NSG 2223, NSG 2232.* This course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the childbearing family, newborn, and women’s health. Topics will include normal and high-risk client care in the areas of the prenatal period, labor and delivery, postpartum, and the newborn period. The emerging field of genetics, major genetic diseases, and the role nurses play is also incorporated. Lecture content also includes human reproduction, reproductive health, and family planning. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas.

NSG 2223 | **MENTAL HEALTH NURSING** .......................................................... .3 CR. (3 LEC.)

*Prerequisite: NSG 2114, NSG 2111, NSG 2124, NSG 2133.* This course provides principles and concepts of mental health, psychopathology, and treatment modalities related to the nursing care of clients and their families. The focus of this course is on the psychosocial impact of wellness-illness problems of the adolescent, adult, and geriatric populations and the management and adaptation process.

NSG 2232 | **NURSING PRACTICUM II** .......................................................... .2 CR. (12 LAB)

*Prerequisite: NSG 2114, NSG 2111, NSG 2124, NSG 2133. Co-requisite: NSG 2214, NSG 2223.* This clinical allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women’s health. Students also use the skills in assessing and caring for children and adults with genetic abnormalities. This clinical also provides students with the opportunity to experience interacting with adolescent, adult, and geriatric clients with mental illness. Students will engage in the clinical application of concepts covered in NSG 2214 and NSG 2223, demonstrating progressive mastery and independence in Registered Nursing practice.

NSG 2318 | **NURSING PROCESS II** .......................................................... .8 CR. (8 LEC.)

*Prerequisites: NSG 2214, NSG 2223, NSG 2232. Co-requisite: NSG 2311, NSG 2333.* This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated.

NSG 2311 | **NCLEX-RN PREPARATION** .......................................................... .1 CR. (1 LEC.)

*Prerequisites: NSG 2214, NSG 2223, NSG 2232. Co-requisite: NSG 2318, NSG 2333.* This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse.

NSG 2333 | **NURSING PRACTICUM III** .......................................................... .3 CR. (9 LAB)

*Prerequisites: NSG 2214, NSG 2223, NSG 2232. Co-requisite: NSG 2318, NSG 2311.* This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Students will engage in the clinical application of concepts covered in NSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse.
### NUTRITION

**NUTR 1503 | NUTRITION**  
3 CR. (3 LEC.)  
Prerequisite: Score of 19 on the English portion of the ACT, or score of 45 or above on the Writing Skills portion of the ASSET test, or score of 77 on the Writing Skills portion of the COMPASS test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, or score of 43 on the Reading Skills portion of the ASSET, or score of 83 on the Reading Skills portion of the COMPASS test, or a grade of “C” or higher in READ 0203 College Reading Skills II, or 2.00 grade point average on at least 12 semester credit hours, or permission of the Division Chair. Offered in the fall and spring semesters. This course includes the principles and application of nutrition for all age groups. The importance of good nutrition in supplying our body needs is emphasized.

### ORIENTATION/CAREER DEVELOPMENT

**UACC 1002 | FRESHMAN SEMINAR**  
2 CR. (2 LEC.)  
Prerequisite: None. Offered in the fall and spring semesters. This course may be taken by any student but is required for all degree-seeking students who must enroll in two (2) or more developmental courses. This course may be used to meet graduation requirements. Freshman Seminar is designed for entering college students and includes an introduction to college study, specific college requirements and policies, identification of college resources, and seminars on note-taking, study skills, time management, goal setting, and other topics. (GE)

### PETROLEUM TECHNOLOGY

**PTRT 1001 | MEDIC FIRST AID**  
1 CR. (1 LEC.)  
Prerequisites: None. This course provides emergency medical care instruction. Topics emphasized are first aid, CPR, AED, blood born pathogens, emergency oxygen, and OSHA safety compliance. Medic First Aid is recognized throughout the world as meeting the regulatory safety requirements for workplace safety and health.

**PTRT 1013 | INTRODUCTION TO THE PETROLEUM INDUSTRY**  
3 CR. (3 LEC.)  
Prerequisites: None. This course is an overview and history of the petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies: exploration, drilling, production, transportation, marketing, and refining will be studied.

**PTRT 1113 | DRILLING OPERATIONS**  
3 CR. (3 LEC.)  
Prerequisites: None. This is a course in the practices and procedures involved in drilling operations. Topics include rig equipment, casing design, and cementing, finishing, and the proper procedures to successfully drill a well.

**PTRT 2013 | COMPLETION OPERATIONS**  
3 CR. (3 LEC.)  
Prerequisites: A grade of “C” or higher in PTRT 1013 Introduction to the Petroleum Industry and PTRT 1113 Drilling Operations. This course is designed to focus on completing a drilled wellbore. Emphasis will be placed on completion techniques, methods of formation stimulation, completion logistics, and management.

**PTRT 2103 | PRODUCTION OPERATIONS**  
3 CR. (3 LEC)  
Prerequisites: A grade of “C” or higher in PTRT 1013 Introduction to the Petroleum Industry and PTRT 1113 Drilling Operations. This course is an overview of the producing well from downhole to sales. The aspects of production including wellheads, separation, metering, fluid and gas sampling, data gathering and reporting will be covered.
PTRT 2113 | PETROLEUM REGULATIONS AND SAFETY ........................................... .3 CR. (3 LEC.)
Prerequisites: None. This is a course in regulatory requirements and structure associated with the petroleum industry by state and federal agencies. The course emphasizes the health, safety, and environmental issues related to job tasks and regulating compliance issues.

PTRT 2203 | GAS MANAGEMENT ................................................................. .3 CR. (3 LEC.)
Prerequisites: None. This is an introductory course in the management of gas production.

PTRT 2213 | ARTIFICIAL LIFT ................................................................. .3 CR. (3 LEC.)
Prerequisites: A grade of “C” or higher in PTRT 2103 Production Operations. This course covers conventional production systems. Topics emphasized are various lift systems such as sucker rod pumps, tubing and rod strings, beam pumps, gas lift systems, and other equipment used in secondary recovery systems.

PTRT 2223 | PRODUCTION SURFACE EQUIPMENT ..................................... .3 CR. (3 LEC.)
Prerequisites: A grade of “C” or higher in PTRT 1013 Introduction to the Petroleum Industry and PTRT 1113 Drilling Operations. This is an introductory course in the use of equipment at the production site.

PTRT 2233 | DERRICK OPERATIONS ....................................................... .3 CR. (3 LEC.)
Prerequisites: A grade of “C” or higher in PTRT 2113 Petroleum Regulations and Safety. This course examines the component of derrick operations. Emphasis will be place on derrick safety, rigging up, maintenance, tripping tubular, and mud pump operations.

PTRT 2303 | DRILLING TECHNOLOGY .................................................... .3 CR. (3 LEC.)
Prerequisites: None. This is an introductory course in drilling technology.

TECH 2004 | HYDRAULICS AND PNEUMATICS ....................................... .4 CR. (4 LEC.)
Prerequisites: None. This course provides an introduction to hydraulics and pneumatics. Basic terminology, functions, and application of hydraulics and pneumatics will be studied.

PHILOSOPHY

PHIL 2103 | INTRODUCTION TO PHILOSOPHY ........................................... .3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course is a survey of basic problems in the major areas of philosophical inquiry—ethics, esthetics, philosophy of religion, metaphysics, and epistemology. (GE)

PHIL 2113 | INTRODUCTION TO CRITICAL THINKING .................................. .3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course is designed as a general education elective satisfying a humanities/fine arts requirement. Its purpose is to help the student become a better, clearer, more organized thinker and to be able to make rational decisions based on the ability to think analytically, critically, and creatively. The course will include a combination of lecture, discussion, and critical writing methods. (GE)

PHIL 2123 | SURVEY OF WORLD RELIGIONS .......................................... .3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course seeks to provide the tools necessary to understand and appreciate the various religious traditions of the world. By understanding the religion of others, we can learn to appreciate how and why they see the world as they do, and hopefully we can learn with them and from them. (GE)
PHYSICAL EDUCATION

PED 1001 | RACQUETBALL ................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered in the fall semester. The fundamentals and theory of racquetball will be taught in this class. Students will develop basic skills, as well as learn the rules and regulations of the game. Students must furnish protective eye-wear as prescribed by the instructor. (GE)

PED 1003 | PERSONAL HEALTH ............................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. Personal health is about each of us – as individuals and as members of the communities in which we live. This course is designed to provide a basic knowledge of personal health issues and discuss the impact of those issues in our daily lives. Through course lecture and independent assessments, the course will have a direct impact on our understanding of health, our responsibilities to individual health issues, and the impact these will have in the future. (GE)

PED 1021 | SWIMMING ................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered in the fall semester. Students will learn basic swimming techniques such as treading water, breaststroke, backstroke, and basic water safety. Students will pass an examination which requires demonstration of basic swimming survival skills. (GE)

PED 1031 | COUNTRY/WESTERN DANCE .................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered on demand. Students will learn basic steps in both couple and line dance. (GE)

PED 1041 | BADMINTON ................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered in the spring semester. Students will learn the rules and theory of badminton and develop basic skills and strategies needed to play the sport. (GE)

PED 1051 | PRINCIPLES OF LIFETIME FITNESS ......................................... 1 CR. (2 LAB)
Prerequisite: None. Offered in the spring semester. Students will learn the basic fitness techniques, such as flexibility, strength training, aerobic conditioning, anaerobic conditioning, and the importance of a safe, life-long fitness program. (GE)

PED 1071 | BOWLING ................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered on demand. Students will learn fundamental skills and general bowling knowledge and etiquette. Skills are practiced, developed, and evaluated in the bowling alley setting. This course is structured for the beginning bowler. (GE)

PED 1601 | AEROBICS ................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered in the fall semester. Aerobics is a conditioning course designed to acquaint students with basic fitness principles, and at the same time, offer students a variety of exercise forms to improve their level and understanding of fitness. Students are taught proper exercise form and fundamentals in aerobic dancing. (GE)
PHYSICAL SCIENCE/EARTH SCIENCE

PHY 2004 | PHYSICAL SCIENCE ................................................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: Score of 17 on the Math portion of the ACT, score of 49 on the Pre-algebra portion of the COMPASS test, or grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. This course covers a description and analysis of the nature of matter and the basic forces affecting the universe. This course includes the study of selected topics from the fields of chemistry and physics. (GE)

SCI 2014 | EARTH SCIENCE ................................................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the fall and spring semesters. Earth Science is a study of the earth emphasizing principles of geology and including concepts from astronomy, meteorology, and oceanography. (GE)

POLITICAL SCIENCE

PSCI 2003 | AMERICAN GOVERNMENT .................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course is a study of the history, structure, principles, and functions of the U.S. Government. Additional emphasis is placed on political parties, voting behavior, campaigns, and selected current political issues. (GE)

PSYCHOLOGY

PSY 2003 | GENERAL PSYCHOLOGY .......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course provides an introduction to basic concepts in the study of behavior and elementary principles of genetics, individual differences, motivation, emotion, personality, sensation, and perception. (GE)

PSY 2013 | ABNORMAL PSYCHOLOGY ....................................................... 3 CR. (3 LEC.)
Prerequisites: PSY 2003 General Psychology with a “C” or better. Offered on demand. This course is designed to survey the principal forms of abnormal behavior. Causes, symptoms, classification, treatment, and prevention will be addressed. (GE)

PSY 2023 | PSYCHOLOGY OF HUMAN DEVELOPMENT .................................. 3 CR. (3 LEC.)
Prerequisites: PSY 2003 General Psychology with a “C” or better. Offered in the fall and spring semesters. This course is a study of the transformation in human development from pre-birth to death. It is recommended for nursing and social work majors. (GE)

PSY 2113 | SENSATION AND PERCEPTION .............................................. 3 CR. (3 LEC.)
Prerequisites: PSY 2003 General Psychology with a “C” or better. Offered on demand. This course provides an introduction into how the brain makes sense of all the sensory inputs it receives. Students will learn how the anatomy and physiology of the eye and ear and related parts of the brain allow human beings to understand speech, perceive color, see motion and depth and recognize faces. (GE)
READING

READ 0103 | COLLEGE READING SKILLS I ................................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 13 or below on the Reading portion of the ACT, score of 35 or below on the Reading portion of the ASSET test, or score of 60 or below on the Reading portion of the COMPASS test. Offered in the fall and spring semesters. College Reading Skills I provides instruction and practice that help the student identify comprehension problems, use of a dictionary, distinguish between major and minor ideas, and develop other basic reading skills that will prepare the student for READ 0203 College Reading Skills II. The course may not be used to satisfy general education requirements nor provide credit toward graduation. The final grade will be computed in the semester grade point average but not the cumulative GPA. A student must earn a grade of “C” or higher to progress to READ 0203 College Reading Skills II.

READ 0203 | COLLEGE READING SKILLS II ............................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 14-18 on the Reading portion of the ACT, score of 36-42 on the Reading portion of the ASSET test, score of 61-82 on the Reading Skills portion of the COMPASS test, or grade of “C” or higher in READ 0103 College Reading Skills I. Offered in the fall and spring semesters. READ 0203 College Reading Skills II provides instruction and practice to develop vocabulary, comprehension, and critical thinking on a college level. The course may not be used to satisfy general education requirements nor provide credit toward graduation. The final grade will be computed in the semester grade point average but not the cumulative GPA. A student must earn a grade of “C” or higher to successfully pass the course.

SOCIOLOGY

SOC 2013 | INTRODUCTION TO SOCIOLOGY ........................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction to the basic conceptual and methodological principles of sociology. The focus is on the nature, development, and structure of human relations. Topics include, but are not limited to, social groups, socialization, social change, social interactions, and the relationship of behavior to culture. (GE)

SOC 2023 | SOCIAL PROBLEMS ............................................................................ 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course is an examination of contemporary social problems and issues of today’s society using sociological perspectives and analysis. Topics include, but are not limited to, racial and sexual inequality, community disorganization, drug and alcohol abuse, delinquency and crime, mental illness, economic inadequacies, and intergroup relations. (GE)

SOC 2043 | MARRIAGE AND THE FAMILY .............................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course will focus on the social institutions of marriage, family, and their relationships with society. Topics include, but are not limited to, courtship, mate selection, personal development, parenting, conflicts, and conflict resolution. (GE)
SPANISH

SPAN 1013 | ELEMENTARY SPANISH I ................................................................. .3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course will provide basic language skills in Spanish which covers general conversation, references to family and friends, feelings, and common objects. The student will study grammar and proper use of definite and indefinite articles, present and past tense. The listening-speaking-writing approach to development of language skills will be used. (GE)

SPAN 1023 | ELEMENTARY SPANISH II ............................................................. .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in SPAN 1013 Elementary Spanish I. Offered on demand. This is a continuation of SPAN 1013 Elementary Spanish I which continues an in-depth study of grammar and additional verbs, verb tenses and sentence construction. The listening-speaking-writing approach to development of language skills will be used. (GE)

SPAN 2213 | INTERMEDIATE SPANISH I ............................................................ .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in SPAN 1023 Elementary Spanish II. Offered on demand. This course is designed for those students who have successfully completed SPAN 1023 Elementary Spanish II. (GE)

SPAN 2223 | INTERMEDIATE SPANISH II ............................................................. .3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in SPAN 2213 Intermediate Spanish I. Offered on demand. This course is designed for those students who have successfully completed SPAN 2213 Intermediate Spanish I. (GE)

SPEECH

SPH 2303 | PUBLIC SPEAKING ................................................................. .3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course covers the fundamentals of composition and delivery of effective presentations in persuasive, informative, and other contexts. Effective utilization of basic visual aids will be included. (GE)

SURVEYING TECHNOLOGY

GIS 2203 | INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS ............ .3 CR. (3 LEC.)
Prerequisite: BUS 1213 Computer Applications or BUS 1022 Windows or consent of the instructor. Offered on demand. Geographic Information Systems (GIS) is a computer-based data processing tool used to manage and analyze spatial information. This course introduces the student to the tools and techniques of GIS including hands-on experience using GIS software. The course will combine lecture, tutorials, discussions, and a project.

SUR 1204 | PLANE SURVEYING ................................................................. .4 CR. (3 LEC., 3 LAB)
Prerequisite: Score of 18 on the Math portion of the ACT, score of 42 on the Intermediate Algebra portion of the ASSET test, score of 31-35 on the Algebra portion of the COMPASS test, or concurrently enrolled in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. This is an introductory course in surveying equipment use and surveying computations. Field work includes taking survey field notes, leveling, using an automatic level, and traversing using Total Station instruments. The theory portion covers the history of surveying, the theory of measurement and errors, theory of leveling, angles, bearings, and azimuths, introduction to coordinate geometry (cogo), and the basics of the U. S. Public Land Survey System.
SUR 1213 | INTRODUCTION TO CAD AND SURVEYING SOFTWARE 3 CR. (2 LEC., 3 LAB)
Prerequisite: None. Offered in the fall and spring semester. This course is an introduction to computer-aided drafting using Carlson Survey 2006 CAD software. This software is built on the AutoCAD 2006 engine but is specifically designed for use by surveyors and others preparing civil, topographic, and boundary drawings. The student will be instructed in basic computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and land surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office.

SUR 1214 | CONSTRUCTION AND ROUTE SURVEYING 4 CR. (3 LEC., 3 LAB)
Prerequisite: SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD and Surveying Software, and concurrent enrollment in SUR 2213 Topographic and Civil Mapping, or consent of instructor. Offered in the spring semester. This course is a study of the construction and route applications of surveying. Automatic levels, total stations, and automatic data collectors will be used. Field work and computations will include cross sections, horizontal and vertical curves, earthwork, area calculations, and topographic surveys. Work will be processed using surveying software.

SUR 1224 | BOUNDARY SURVEYING 4 CR. (3 LEC., 3 LAB)
Prerequisite: SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD and Surveying Software, and concurrent enrollment in SUR 2223 Survey Plats and Deeds, or consent of instructor. Offered in the fall semester. This course is a study of the research and field work involved in doing boundary surveys. Courthouse research, GLO notes and plats, astronomical observations, surveying software, data collectors, tree identification, and Arkansas Minimum Standards will be included.

SUR 2003 | LEGAL PRINCIPLES AND BOUNDARIES 3 CR. (3 LEC.)
Prerequisite: SUR 1204 Plane Surveying. Offered in the fall semester. This course is the study of rights and interest in land ownership and transfer of property, statute law, common law, riparian and littoral rights, original surveys of sectionalized land, and resurveys of sectionalized land.

SUR 2013 | BOUNDARY EVIDENCE AND PROCEDURES 3 CR. (3 LEC.)
Prerequisite: SUR 1204 Plane Surveying. Offered in the spring semester. This course will teach the surveying student the laws of evidence pertaining to the location of land boundaries described by writings and to apply the laws of evidence when locating deed boundaries. It is an introduction to the proper methods of recognizing, gathering, interpreting, and applying the evidence of land boundaries in order to properly locate those boundaries on the ground. It also instructs the student in the proper methods of creating evidence for the future surveyor so that boundary locations may be perpetuated. Professionalism and ethics in land surveying are also introduced.

SUR 2103 | GLOBAL POSITIONING SYSTEMS 3 CR. (3 LEC.)
Prerequisite: SUR 1204 Plane Surveying and SUR 1213 Introduction to CAD and Surveying Software. Offered on demand. This course prepares the student with the background needed to plan, execute, and analyze a GPS survey. This technology is now common in surveying offices. The student will learn the theoretical background and the use of survey-grade GPS equipment and software. UTM, State Plane and Geodetic coordinates will be discussed.

SUR 2213 | TOPOGRAPHIC AND CIVIL MAPPING 3 CR. (2 LEC. 3 LAB)
Prerequisite: SUR 1213 Introduction to CAD and Surveying Software, SUR 1204 Plane Surveying, and concurrent enrollment in SUR 1214 Construction and Route Surveying, or consent of instructor. Offered in the spring semester. Topics covered in Topographic and Civil Mapping include basic civil drafting techniques, mapping scales and symbols, surveying fundamentals as they relate
to civil drafting, relevant mathematical calculations, horizontal and vertical curves, contour lines, profiles, highway layout, and earthwork.

**SUR 2223 | SURVEY PLATS AND DEEDS** ................................................................. 3 CR. (2 LEC. 3 LAB)

Prerequisite: SUR 1213 Introduction to CAD and Surveying Software, SUR 1204 Plane Surveying, and concurrent enrollment in SUR 1224 Boundary Surveying, or consent of instructor. Offered in the fall semester. This course is an introduction to the terminology, mathematics, legal principles, and software associated with the interpretation and preparation of survey plats, maps, and legal boundary descriptions. The student will learn how to perform the calculations necessary to evaluate and verify the correctness of boundary survey field data. The student will also learn to interpret and prepare a variety of legal boundary descriptions and to prepare boundary plats that conform to the Arkansas Minimum Standards for Property Boundary Surveys and Plats.

**THEATRE**

**THEA 2003 | THEATRE APPRECIATION** ................................................................. 3 CR. (3 LEC.)

Prerequisite: None. Offered in the fall and spring semesters. This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances. (GE)

**WELDING TECHNOLOGY**

**WLD 1003 | BASIC WELDING** ................................................................. 3 CR. (3 LEC.)

Prerequisite: None. Offered on demand. This course is NOT for welding technology majors. This course provides training in theory, manipulative skills, safety and related shop practices involving the use of oxyacetylene and electric arc stick welding. The student who successfully completes this course will be able to make quality welds in various positions. Techniques of fusion, brazing, soldering, and arc welding are covered.

**WLD 1102 | ARC WELDING I** ................................................................. 2 CR. (2 LEC.)

Co-requisite: Currently enrolled in WLD 1505 Arc Welding I Lab. Offered in the fall and spring semesters. This is an introductory course for shielded metal arc welding. Basic welding techniques will be used with stick electric arc processes, cutting with the oxygen acetylene torch, electrode classification, and testing of weldments using destructive and non-destructive methods.

**WLD 1303 | BLUEPRINT READING** ................................................................. 3 CR. (3 LEC.)

Prerequisite: None. Offered only in the spring semester. Topics include meaning of lines and views, size descriptions, print formats, fasteners, and types of fabrication drawings. The course covers in detail the various welding symbols prescribed by the American Welding Society for all standard production type welds. The last half of the course consists of the practice of reading blueprints and weld symbols.

**WLD 1505 | ARC WELDING I LAB** ................................................................. 5 CR. (15 LAB)

Co-requisite: Currently enrolled in WLD 1102 Arc Welding I. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.
WLD 2102 | ARC WELDING II .................................................. 2 CR. (2 LEC.)
Prerequisite: A grade of “C” or higher in WLD 1102 Arc Welding I. Co-requisite: Currently enrolled in WLD 2505 Arc Welding II Lab. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.

WLD 2201 | MIG WELDING .................................................. 1 CR. (1 LEC.)
Prerequisite: A grade of “C” or higher in WLD 1102 Arc Welding I and WLD 1505 Arc Welding I Lab. Co-requisite: Currently enrolled in WLD 2202 Mig Welding Lab. Offered in the fall and spring semesters. The Mig course comprises in-depth study of the gas metal arc welding process. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire feeding system.

WLD 2202 | MIG WELDING LAB .................................................. 2 CR. (6 LAB)
Prerequisite: A grade of “C” or higher in WLD 1102 Arc Welding I and WLD 1505 Arc Welding I Lab. Co-requisite: Currently enrolled in WLD 2201 Mig Welding. Offered in the fall and spring semester. Lab class provides opportunity for students to practice the following: short circuiting transfer on stainless and mild steel and globular transfer with flux cored wire feeding system in gas metal arc welding.

WLD 2505 | ARC WELDING II LAB .................................................. 5 CR. (15 LAB)
Prerequisite: A grade of “C” or higher in WLD 1505 Arc Welding I. Co-requisite: Currently enrolled in WLD 2102 Arc Welding II. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.

WLD 3101 | TIG WELDING .................................................. 1 CR. (1 LEC.)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Co-requisite: Currently enrolled in WLD 3102 Tig Welding Lab. Offered in the fall and spring semesters. The Tig course comprises in-depth study of the gas tungsten arc welding process. Topics for study include the standard positions and joint designs of welds on carbon steel, aluminum, and stainless steel.

WLD 3102 | TIG WELDING LAB .................................................. 2 CR. (6 LAB)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Co-requisite: Currently enrolled in WLD 3101 Tig Welding. Offered in the fall and spring semesters. Lab class provides the opportunity for students to practice the following: development of manipulative skills through the media of oxyacetylene welding, the progresses to similar applications with tig welds in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel.

WLD 3303 | PIPE WELDING AND FABRICATION .................................................. 3 CR. (3 LEC.)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Co-requisite: Currently enrolled in WLD 3505 Pipe Welding Lab. Offered in the fall and spring semesters. This course uses the shielded metal arc welding (SMAW) process. This course provides instruction in welding pipe in the 2G, 5G, and 6G positions with mild steel and low alloy electrodes using API (American Petroleum Institute) code.

WLD 3505 | PIPE WELDING LAB .................................................. 5 CR. (15 LAB)
Prerequisite: A grade of “C” or higher in WLD 2102 Arc Welding II and WLD 2505 Arc Welding II Lab. Co-requisite: Currently enrolled in WLD 3303 Pipe Welding and Fabrication. Offered in the fall and spring semesters. Lab class provides opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.
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ACADEMIC INFORMATION

ACADEMIC ADVISORS
Upon acceptance to the University of Arkansas Community College at Morrilton, the Admissions Office will assign you an academic advisor from the major area you have indicated on your application. In consultation with your academic advisor, you will prepare a class schedule.

Students who do not declare a major at the time of acceptance will be assigned an academic advisor and will be considered “undeclared” concerning a major. The assigned advisor will advise the student until the student notifies the Admissions Office concerning his/her selection of a major field of study. At that time a new advisor will be assigned from the major field. A major should be selected by the middle of the freshman year. Provisional students will be assigned an advisor after completing eleven credit hours and meeting all requirements for admission to the College.

ACADEMIC APPEALS (CHANGING GRADES)
Students wishing to appeal a grade they have received must contact the Registrar within thirty days of the end of the term/semester in which the grade in question was recorded. The appeal must be submitted to the Registrar in writing, stating the nature of the complaint.

When the Registrar has verified that the grade was correctly reported by the instructor, the appeal will be referred to the Vice Chancellor for Instruction/Dean of Students, who will review the complaint with the instructor who reported the grade within 15 working days. The Vice Chancellor for Instruction/Dean of Students will report the findings to the Registrar in writing. The Registrar will notify the student of the decision regarding the grade in question.

ACADEMIC CLEMENCY/FORGIVENESS
Academic clemency/forgiveness is a provision allowing the calculation of grade point average and credit hours to be based upon work done after a prolonged separation from college. This provision is available to students who demonstrate acceptable academic performance following their return.

The following conditions must be met for a student to receive academic clemency/forgiveness:

1. Separation from ALL academic institutions for at least five years
2. Completion of a minimum of twelve semester hours of graded courses from UACCM after re-entry with a 2.00 or better grade point average
3. Formal application filed with the Registrar

Upon approval by the Registrar, the student will be granted academic clemency on credit earned as a UACCM student. The student’s permanent record will retain a record of all work; however, the student will forfeit the use for certificate or degree purposes at the University of Arkansas Community College at Morrilton of all credit earned prior to the five years of separation indicated above.

The permanent record will note that academic clemency/forgiveness was granted and that the prior courses are not used for credit and the quality points are not used in calculating grade point average after the date academic clemency/forgiveness was granted.
ACADEMIC CONDUCT CODE VIOLATIONS

Cheating and plagiarism are considered academic violations. These violations are adjudicated through the Academic Violation Process listed below:

1. An instructor who suspects a student is guilty of cheating or plagiarism within the instructor’s class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.

2. An instructor who believes a student is guilty of cheating or plagiarism within the instructor’s class may take the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the test or paper; 3) require the student to retake the test or rewrite the paper; 4) award no credit for the paper or test; 5) award the student a failing grade for the course; or 6) other action specified in the course syllabus.

3. A student who receives any of the above actions who feels the action is unjust may appeal the instructor’s decision to the Vice Chancellor for Instruction/Dean of Students. The student must present a written appeal to the Vice Chancellor for Instruction/Dean of Students within 10 days of the action by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Instruction/Dean of Students will hold, within 10 class days of his/her receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Instruction/Dean of Students will notify the student of his/her decision within three class days of the conclusion of the hearing.

ACADEMIC HONORS/CHANCELLOR’S SCHOLARS LIST

An honor roll consisting of a Chancellor’s Scholars List and an Academic Honors List is published at the end of the fall and spring semesters.

Full-time students who completed at least 12 college-level credit hours and earned a grade point average of 3.50 or higher will be designated for inclusion on the Academic Honors List.

Full-time students who have completed at least 12 college-level credit hours and earned a 4.00 grade point average on those 12 hours will be designated for inclusion as a Chancellor’s Scholar.

Students enrolled in developmental classes shall be eligible for consideration for the Chancellor’s Scholars and Academic Honors lists if they maintain the prerequisite grade point averages as specified in this policy, maintain at least an “A” or a “B” in the developmental course(s), and enroll in 12 credit hours in addition to the developmental course(s).

All students completing certificate or degree program requirements by the date of spring or fall graduation and having a 3.50 or better cumulative grade point average will be named as honor graduates and authorized to wear a gold honor cords during graduation and have an honor seal affixed to their diplomas.

ATTENDANCE

Prompt and regular attendance is expected of all students enrolled at the University of Arkansas Community College at Morrilton and is necessary in maintaining acceptable grades. Class attendance is a critical element for student learning. In the event of an unavoidable absence because of illness or emergency, the student is responsible for contacting his/her instructor regarding work missed and initiating arrangements for completing all activities missed. Instructors set the makeup policies...
for their individual classes. These policies are included in the class syllabus which students receive at the beginning of each semester.

**CREDIT BY EXAMINATION**

UACCM awards college credit through the Advanced Placement (AP) program, the College Level Examination Program (CLEP), and by departmental examinations.

**Advanced Placement (AP) Program**

High school students who participated in The College Board’s AP Program may receive college credit by attaining UACCM’s AP qualifying score. Credit earned through AP may satisfy general education requirements; however, to be awarded, credit students must complete with passing grades twelve hours of credit courses at the University of Arkansas Community College at Morrilton. The AP examinations that UACCM will accept, the corresponding qualifying score required, and credit awarded are listed on page 180.

**CLEP Tests**

The College Level Examination Program (CLEP) allows students to earn a maximum of 30 hours of college credit through either the general and/or subject examinations. It is possible to earn 29 semester hours of credit through the CLEP General Examinations and 18 semester hours of credit through the CLEP Subject Examinations; however, in no case may a student earn more than one-half of the degree requirements through credit by examination. Credit earned through CLEP may satisfy general education requirements; however, to be awarded credit, students must complete with passing grades twelve hours of credit courses at UACCM. Credit may be earned either before or after enrollment as long as a comparable or more advanced course in that area has not been completed.

**Departmental Examinations for Credit**

Students may receive credit for technical/occupational courses by successfully completing the department examination for the courses. The examinations are constructed and graded by the faculty of the respective department and are developed from the goals and objectives described in the course syllabus.

The passing levels for the examinations are established by the departmental faculty and approved by the Vice Chancellor for Instruction/Dean of Students. Once students complete such course examinations, it is the responsibility of the departmental faculty to report the test score and course credit to the Vice Chancellor for Instruction/Dean of Students for approval and then to the Registrar for the awarding of proper course credit.

Students are limited in the number of credit hours that may be awarded by subject/ general examination, departmental examination, or transfer. College-level credits transferred from other colleges or universities may comprise up to one-half of the credits needed to receive a certificate conferred by UACCM and may comprise all but 15 of the last 30 hours of an associate degree conferred by UACCM. Students taking departmental examinations will be assessed a $25 fee for each subject examination attempted at UACCM. This fee must be paid at the Student Accounts window before the test is administered. Students desiring to obtain credit by examination must make prior arrangements for testing with the Registrar’s Office. Students should contact the Academic Services Office for a list of courses for which tests are available and for the testing dates. A student may only attempt a departmental test twice.
CREDIT COURSES
Credit courses are those courses for which, upon successful completion, students are given credit that can be applied to meet the requirements for a certificate or associate degree granted by UACCM. Additional courses that can be transferred to meet requirements for a degree or certificate at another Arkansas institution and developmental courses for which credit equivalency is granted are also considered credit courses. All credit courses are assigned a course number.

FINAL EXAMS
Final exam schedules are posted at the beginning of each term. Students whose class schedule results in three final exams on the same day may petition the Vice Chancellor for Instruction/Dean of Students to have one of the examinations moved to a different day.

FULL-TIME STUDENTS
Students enrolled for 12 or more credit hours during the fall or spring term or 6 or more credit hours during the summer I or summer II terms are considered full-time students.

GRADING SYSTEM
The following grading system is utilized to evaluate students:

- **A** 90%—100 percent 4 quality points
- **B** 80%—89 percent 3 quality points
- **C** 70%—79 percent 2 quality points
- **D** 60%—69 percent 1 quality points
- **F** Below 60 percent 0 quality points
- **W** Withdrawn 0 quality points
- **I** In Progress 0 quality points
- **CR** Credit 0 quality points
- **NC** No Credit 0 quality points
- **AU** Audit 0 quality points

GRADUATION REQUIREMENTS
Students who complete a program of study as prescribed by the University of Arkansas Community College at Morrilton will receive a certificate or an associate degree. Graduates must have a passing grade in all required courses and a 2.00 cumulative grade point average. Non-credit courses are not recorded on the official transcript and do not count toward graduation.

1. Students have the option of retaking a course. When this occurs, the original grade is still used in calculating the semester grade point average; however, the second grade of the two is used in calculating the cumulative grade point average. The original grade remains a part of the student’s record.
2. Credit from developmental courses, which are below college level, does not count toward meeting the graduation degree requirements; however, the grades will be used in calculating the semester grade point average. The grades will not be used in calculating the minimum grade point average required for graduation.

**IN-PROGRESS GRADE (INCOMPLETE GRADE)**

Students who receive a grade of “I” must contact the instructor immediately to make arrangements for completion of the course. The instructor sets a reasonable time limit in which the work must be completed, and a written agreement is signed by both the instructor and student. If, at the end of that time, the work has not been completed, the instructor changes the “I” to an “F.” Completed work receives the appropriate letter grade. In-Progress grades not completed within one semester automatically become an “F.”

**NON-CREDIT COURSES**

Non-credit courses are courses, seminars, workshops, and other institutional activities or experiences offered which will not be applied to meet requirements of the College’s formal certificate or associate degree programs.

**RISING JUNIOR EXAM (CAAP)**

Students completing the Associate of Arts degree or students enrolled in general education courses who plan to transfer to a four-year institution are required to take the Rising Junior Exam, known as the Arkansas Assessment of General Education, between earning forty-five and sixty hours. Failure to take the Rising Junior Exam during this time will prevent enrollment in subsequent semesters at UACCM or at the transferring institution. Arkansas law requires that students’ transcripts be documented to reflect that the student has completed the Arkansas Assessment of General Education.

**SUSPENSION AND PROBATION, ACADEMIC (SATISFACTORY PROGRESS)**

Each student is expected to make satisfactory progress in all courses taken. Grades will be reported at mid-semester and at the end of the term; the student will receive a grade report at midterm (except summer terms) and at the end of each summer term and semester.

A student with a cumulative grade point average below 2.00 at the end of a semester will be placed on Academic Probation for the next full semester. If the student fails to attain a cumulative 2.00 grade point average during the probation period, the student will be placed on Academic Suspension for a minimum of one semester. If the student’s semester grade point average, at the end of the probationary semester, is at least a 2.00 GPA but the cumulative GPA is still below a 2.00, the student’s status will be Continued Academic Probation. In that case, the student will be permitted to re-enroll for the next semester.

Students may enroll in courses during the summer term(s) and have their probation status removed if they attain a 2.00 cumulative grade point average at the end of the summer term(s). In such cases, it is the student’s responsibility to petition the Registrar to be removed from probationary status.

Upon written request from the student, the Academic Standards Committee will review the circumstances of the suspension, written recommendation from the student’s advisor, and then may recommend alternatives to suspension. A student may re-enter after the suspension period has lapsed.

Students will not be reviewed for academic probation purposes until they have attempted 12 credit hours.
Students placed on academic suspension will be placed on academic probation during the semester in which they re-enroll. It should be understood that prompt and regular attendance is directly related to successful academic progress (see ATTENDANCE POLICY).

SELECTING A MAJOR
The University of Arkansas Community College at Morrilton encourages each student to give serious thought to the selection of a major. Each student should determine the academic and technical pursuits that lead to the careers most attractive not only in financial gain, but in personal interest as well. Students are encouraged to visit UACCM’s career counselor to explore and plan their future by completing the KUDER interest, skills, and values inventories, free of charge.

UNDECLARED STUDY
An individual who is experiencing difficulty in selecting a major field may enroll in general education courses which are required of all candidates seeking a degree or certificate. Students seeking a degree or certificate from UACCM should select a major no later than the beginning of the second semester of their freshman year or after completing twelve credit hours.

STUDENT RECORDS

ANNUAL NOTIFICATION
Students may obtain copies of the Family Educational Rights and Privacy Act (FERPA) or “Buckley Amendment” from the Registrar’s Office. This provides a copy of students’ rights under the act and the procedure for filing complaints.

TYPES AND LOCATIONS OF EDUCATIONAL RECORDS

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CORRECTION OF EDUCATIONAL RECORDS
Students have a right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the University of Arkansas Community College at Morrilton to amend a record. In so doing, the student should identify, in writing, the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his/her privacy or other rights.
2. UACCM may comply with the request or it may decide not to comply. If it decides not to comply, the University of Arkansas Community College at Morrilton will notify the student and advise him/her of the decision and advise him/her of the right to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, UACCM will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.

4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of UACCM. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s educational records. The student may be assisted by other individuals.

5. UACCM will prepare a written decision based solely on the evidence presented and the reasons for the decisions.

6. If UACCM decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s educational record along with the contested portion of the record.

8. If UACCM decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

DIRECTORY INFORMATION
The University of Arkansas Community College at Morrilton designates the following items as directory information: student name, address, major, dates of enrollment, certificates and/or degrees received, and most recent school attended. UACCM may disclose any of these items without prior written consent, unless notified in writing to the contrary prior to disclosure. Student notification is only effective for one semester or summer term.

DISCLOSURE OF STUDENT RECORDS
The University of Arkansas Community College at Morrilton will disclose information from a student’s educational records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
   a. A person employed by UACCM in an administrative, supervisory, instructional, or support staff position
   b. A person employed by or under contract to UACCM to perform a special task, such as the attorney or auditor
   c. A school official has a legitimate educational interest if the official is:
      • Performing a task that is specified in his or her position description or by a contract agreement
      • Performing a task related to a student’s education
      • Performing a task related to the discipline of the student
...STUDENT RECORDS CONTINUED

2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported educational programs.

3. In connection with the student’s request for a receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.

5. To accrediting organizations to carry out their functions.

6. To comply with a judicial order or a lawfully issued subpoena.

PRIVACY RIGHTS OF STUDENTS

For purposes of this policy, UACCM will use the following definitions of terms:

Student: any person who attends or has attended UACCM.

Educational records: any record maintained by UACCM which is directly related to a student, except:

1. A personal record kept by a faculty/staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute.

2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment.

3. Records of the campus law enforcement unit, but only if education records maintained by the campus are not disclosed to the law enforcement unit, and the law enforcement records are:
   a. Maintained separately from educational records
   b. Maintained solely for law enforcement purposes
   c. Disclosed only to law enforcement officials of the same jurisdiction

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students may inspect and review their educational records upon request to the appropriate records custodian.

Students should submit to the records custodian or an appropriate UACCM staff person the request which identifies as precisely as possible the record or records they wish to inspect.

The records custodian or an appropriate staff will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the record may be inspected. Access will be given within 45 days from the receipt of the request.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.
RIGHT OF UACCM TO REFUSE ACCESS
The University of Arkansas Community College at Morrilton reserves the right to refuse the student access to the following records:

1. The financial statement of the student’s parents
2. Letters and statements of recommendation for which the student has waived his or her right of access

RECORD OF REQUESTS FOR DISCLOSURE OF INFORMATION
The University of Arkansas Community College at Morrilton will maintain a record of requests for and/or disclosure of information from a student’s educational records. The record will indicate the name or the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interests the party had in requesting or obtaining the information. The record may be reviewed by eligible students or individuals designated in writing by the student.

TRANSCRIPTS
Official transcripts and personal records are confidential information which are maintained in the Registrar’s Office. Transcript information may be transmitted to another agency, school, college, or university upon the student’s signed request. Students on programs such as WIA or Rehabilitation must sign a release of information request in order for their academic records to be released to the respective funding agency.

STUDENT SERVICES
ALUMNI ASSOCIATION
Students who attended University of Arkansas Community College at Morrilton (UACCM), Petit Jean College (PJC), Petit Jean Technical College (PJTC), or Petit Jean Vocational-Technical School (PJVTS) are eligible to become members of the UACCM Alumni Association. Membership in the Alumni Association is free and open to all former students. For more information, contact Rhonda Cupp at (501) 977-2085 or submit an alumni application online at http://www.uaccm.edu.

BOOKSTORE
The UACCM Bookstore offers textbooks, paper, supplies, clothing, and miscellaneous personal items. The Bookstore accepts checks for purchases; however, it does not cash personal checks. American Express, Discover, Mastercard and Visa are accepted for purchases.

A complete listing of book prices may be viewed at www.efollett.com. On-line orders will be confirmed by e-mail and may usually be obtained at the bookstore in two to three days. When you have reached the home page, select Arkansas, then UA Community College at Morrilton. Pricing for both new and used books is available; however, availability is not guaranteed.

The bookstore will accept returns and exchanges until the end of the second week of classes during fall and spring semesters and until the end of the first week of classes during summer terms. The books/supplies must be in “like new” condition and must be accompanied by a cash register receipt.
COLLEGE DINING SERVICES
During the fall and spring semesters, The Plaza is open Monday through Friday, 8:00 a.m.-2:00 p.m. Daily offerings include continental breakfast items from 8:00 a.m.-11:00 a.m.; and daily plate lunch specials, salads, and soups served from 11:00 a.m.-2:00 p.m. Plate lunches are modestly priced and drink refills are free. The Plaza is located on the west campus and offers ample parking and a pleasant atmosphere. The Plaza is also available for special events outside of normal operating hours. For special arrangements call (501)-977-2081.

COUNSELING SERVICES
Academic and personal counseling services are available to UACCM students and prospective students through the Counseling and Career Development Center. The Counseling and Career Development Center offers a wide variety of services designed to enhance student learning. Appointments may be arranged by contacting a counselor. The Transitional Studies Counselor assists students with any questions or problems (personal, academic, study skills, etc.) they may have with the successful completion of their studies.

CHILD CARE SERVICES
UACCM provides child care services. The Earle Love Child Study Center is operated by the Early Childhood staff and students enrolled in the Early Childhood Development program. Students pay a weekly fee for enrolling children from one year through age five. Children follow a prescribed curriculum which includes directed play. The center is accredited by the National Association for the Education of Young Children.

DISABILITY SERVICES
Reasonable accommodations for persons with documented disabilities will be made, pursuant to federal and state law. Any student with a disability who needs accommodation (e.g. seating placement or arrangement for examinations) should request the accommodation at the beginning of the semester or term. The Transitional Studies Counselor will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation to the Transitional Studies Office. It is UACCM’s policy that, when UACCM sponsors events and locations outside of the UACCM campus, the locations to be used will be accessible to and usable by persons with disabilities.

FINANCIAL AID COUNSELING
A large number of financial aid options are available through the UACCM Financial Aid Office. Students should contact the Financial Aid Office to see if they qualify for financial assistance.

FITNESS CENTER
The Fitness Center is located in Room 123 of the Thurston S. Kirk Building. This free service is available for use by employees and students enrolled in college classes on campus during posted hours Monday through Friday. Individuals must use all appropriate safety precautions and must abide by all of the guidelines established for use of the facility. Users should be aware that the College does not currently provide dressing rooms or showers in the area, so use of the equipment should be scheduled with this in mind.
INTRAMURAL SPORTS
The Intramural Sports Program at UACCM is designed to promote fun, fitness and friendship for current students and alumni. Intramural sports are sports held within the college where students form teams and compete against each other for the prized "Wolfie" trophy, which is provided by the Student Government Association (SGA) and is awarded to the team which accumulates the most points. Currently, tournaments are held in volleyball, 5K walk/run, table tennis, basketball (three-on-three), horseshoes and Ultimate Frisbee®. Tournament schedules in upcoming years are expected to include flag football and softball.

Students who wish to help organize and promote the Intramural Program at UACCM should consider joining the Intramural Council Organization (ICO). The ICO is a registered student organization whose mission is to promote student unity and socialization through intramural sports. If you are interested in sports, the ICO is a great way to get involved!

Alumni can also participate in the Intramural Program. To be eligible, a former student must be a member of the UACCM Alumni Association and must participate on a team which consists of at least 50 percent current students.

The Intramural Sports Program is housed in the Community Outreach Office in the Business Technology Center (BTC) Room 200. For more information on how to get involved, call Curt Hippensteel at (501) 977-2029.

JOB PLACEMENT ASSISTANCE SERVICES
Job placement assistance services are available to students. The Career Counselor maintains a list of inquiries concerning potential job opportunities, both part-time and full-time. In addition, students, graduates, and recent graduates may register before completing their last semester. For more information, contact the Career Counselor.

LIBRARY
The Gordon Library located in the west wing of the Kirk Building provides study and research materials and is a quiet place to complete homework. Reference material and media supporting all areas of instruction are located in the library, along with study carrels, tables, and copying services. Computer and Internet access are also available. During the fall and spring semesters, the library is open from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Friday. Hours are subject to change each semester and term. Variations from these hours will be posted at the library.

MATH LAB/WRITING CENTER
The Math Lab and Writing Center are available for students to prepare class assignments and/or to provide tutoring for those courses where students might need assistance. Staffed by full-time lab supervisors and student workers, the Math Lab and Writing Center are valuable resources for students. The Math Lab is located in the University Center; the Writing Center is located in the Kirk Building.

PUBLIC SAFETY DEPARTMENT
The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building. Department of Public Safety officers patrol the campus in an effort to provide a safe educational setting. DPS Officers are certified law enforcement officials and are on the campus to assist and protect students, employees, and approved visitors. Should you need the assistance of a DPS Officer, contact the Admissions Office and the staff will relay your request to the officers by radio.
SECURITY/SAFETY
The University of Arkansas Community College at Morrilton strives to provide a safe, secure, and orderly environment for students, faculty, staff, and guests. Campus safety is dependent on everyone. Students are encouraged to report crimes, suspicious people, or suspicious activities to the Public Safety Officers. The College publishes an annual Campus Safety Report by September 1 of each year which contains statistics and a description of the efforts to promote campus safety and ways to report crimes or suspicious activities. The report is available to prospective students, enrolled students, faculty, and staff through the Admissions Office.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS
The Department of Public Safety compiles campus crime statistics and these statistics are distributed annually to students and staff. Should potentially dangerous situations occur, they will be published on campus and posted through the E-mail. Campus crime statistics are available from the Vice Chancellor for Instruction/Dean of Students.

Federal law requires that colleges maintain a list of any sex offenders employed by the college or attending the college and make this list available to individuals as needed. If any sex offenders become affiliated with the University of Arkansas Community College at Morrilton, a record of their level of offense and their affiliation will be maintained in the Vice Chancellor for Instruction’s Office, 1537 University Blvd., Morrilton, Arkansas 72110. The Notification of Sexual Offender Review Committee will determine distribution of information regarding sexual offenders.

STUDENT STUDY LOUNGES
Room 109 of the Kirk Building houses vending machines and a study area. Study lounges with vending machines are also located on the upper levels of the University Center and the Business Technology Center.

STUDENT ORGANIZATIONS
The University of Arkansas Community College at Morrilton has a variety of organizations to enhance the academic and personal growth of its students. Students interested in membership in one or more of these organizations should contact the Admissions Office for additional information.

Fund Raising for Student Organizations

1. Student organizations approved to operate on the UACCM campus may charge membership dues and conduct fund raising projects on campus. These activities must support the program of the organization, the educational purposes of the College community, and/or philanthropic causes (see #3).

2. Fund raising activities must comply with the policies and regulations of the College, and must not violate Arkansas law.

3. Fund raising projects for philanthropic purposes must be directed to nonprofit, tax exempt organizations, and not made directly to an individual or individuals.

4. The Student Government Association shall rule on cases brought to their attention where there is some question as to whether the above conditions are met.
Student Organization Banking Arrangements

Student organizations must deposit their funds with the College. Exceptions to this may be requested from the Vice Chancellor for Finance. Approved student organizations may expend their funds for organizationally related activities. All expenditures are subject to review by the Vice Chancellor for Finance, who maintains the right to assure that such expenditures are in compliance with the policies and regulations of the College and the laws of the state of Arkansas. Unexpended fund balances of inactive student organizations shall be transferred to the Student Government Fee Account.

UACCM Student Organizations:

- Air Conditioning Technology Club
- Automotive Collision Repair Technology Club
- Automotive Technology Student Organization
- Baptist Collegiate Ministry
- Catholic Campus Ministry
- Church of Christ Student Organization
- College Republicans Club
- Computer Information Systems Club
- Drama Club
- Early Childhood Student Organization
- Graphic Design Student Association
- Intramural Council
- Math Club
- Phi Beta Lambda
- Phi Theta Kappa
- Sigma Kappa Delta
- Student Association of Surveyors
- Student Government Association
- Student Practical Nursing Association
- Welding Technology Club
GENERAL INFORMATION

ADVISORY COMMITTEES
The University of Arkansas Community College at Morrilton and business/industry have mutually benefited through an active advisory committee relationship. These committees, representing each major instructional area, are comprised of members from business and industry who provide a broad spectrum of technical expertise and management.

The principal mission of each committee is to provide an advisory function concerning course content, laboratory and shop design, and program development. Another important function is the support and promotion of student recruitment and graduate placement.

GRIEVANCE PROCEDURES
ADA Grievance Procedures
The University of Arkansas Community College at Morrilton has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity.”

Complaints should be addressed to: Vice Chancellor for Instruction/Dean of Students, University of Arkansas Community College at Morrilton, 1537 University Blvd., Morrilton, Arkansas 72110, who has been designated to coordinate ADA compliance.

1. A complaint should be filed in writing, contain the name and address of the person filing the complaint, and briefly describe the alleged violation of the regulations.

2. A complaint should be filed within five working days after the complainant becomes aware of the alleged violation.

3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Vice Chancellor for Instruction/Dean of Students. This process includes an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence related to a complaint.

4. A written description as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Vice Chancellor for Instruction/Dean of Students and a copy mailed to the complainant no later than 10 days after its filing.

5. The ADA Coordinator shall maintain the files and records of UACCM relating to the complaints filed.

6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the Chancellor, University of Arkansas Community College at Morrilton.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

Student Grievance Procedures

Any alleged grievance which a student may have regarding a College employee, an institutional regulation, and/or the interpretation and application of such regulation may be considered under this procedure.

Individuals wanting to resolve a grievance informally may contact the Vice Chancellor for Instruction/Dean of Students before filing a formal grievance. The person should first discuss his/her grievance with the person responsible for the action, interpretation, or application of the regulations leading to the problem.

If the grievance remains unresolved by informal means, the complainant may initiate a formal grievance procedure in accordance with the following steps:

Step 1. The complainant must present in written form within five working days of the alleged grievable incident the complaint to the Vice Chancellor for Instruction/Dean of Students, designated as the school grievance officer. Complainant must include specific grievance/complaint and specific remedies sought by the student. If the complaint involves the Vice Chancellor for Instruction/Dean of Students, the individual would contact the Chancellor.

Step 2. The grievance officer has 10 days in which to investigate and respond in written form. If the complaint involves the Chancellor, the grievance would be appealed to the Chairman of the Board of Trustees.

Step 3. If not satisfied, the complainant may appeal to the Chancellor within 10 working days to investigate and respond in written form.

Step 4. Response by the Chancellor will be given within five working days. That response will be in written form. The decision of the Chancellor of the College will be final.

Step 5. If the complaint or grievance concerns compliance with Title VI (race), Title IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), or PL 101-336-Americans with Disabilities Act, it may be submitted directly to:

Office for Civil Rights
U. S. Department of Education
1200 Main Tower Building
Dallas, Texas 75202

HANDICAP PARKING

An individual displaying a handicap parking permit and parking in handicap parking spaces on the UACCM campus must be the person who was issued the permit by the revenue section of the Arkansas Department of Finance and Administration. To assure compliance with regulations governing handicap parking, individuals registering their vehicles and desiring
handicap parking authorization must provide the Department of Public Safety with proof (authorization form furnished by DFA, and kept in the glove compartment) of issuance by DFA.

ILLNESS OR ACCIDENT
UACC Marcusk the right to call for ambulance service, if in the judgement of College personnel, the situation merits such action. The person requiring medical assistance will be responsible for any costs related to medical or ambulance service.

MESSAGES/DELIVERIES
Since UACCf students attend classes in various locations and departments, as well as varying times throughout the day and evening, the receptionist who receives all incoming calls cannot leave the information desk and telephone unattended to search for students. Therefore, it is not possible for the staff of the College to be responsible for delivering messages to students.

It is the responsibility of students with children to make prior arrangements with public schools for alternate care to cover the situation where the school closes early due to inclement weather conditions or other emergencies. Should an EMERGENCY arise such as serious illness or accident, the staff will attempt to locate a student. However, UACCf cannot guarantee the student will be located.

If a student expects a delivery (UPS packages, flowers, etc.), it is that student’s responsibility to make arrangements with the Business Office for delivery and pick up.

PARKING/REGISTERING VEHICLES
UACCf students and employees who operate vehicles on the UACCf campus are required to register their vehicle with the UACCf Campus Public Safety Office. Students will receive a numbered decal (permit) which should be placed on the left rear window of the vehicle or the left rear bumper.

Everyone parking on the UACCf campus is required to adhere to all laws of the state of Arkansas governing motor vehicle operation and all policies concerning parking established by the University of Arkansas Community College at Morrilton. Violations of parking and/or driving regulations may result in citations, vehicle being towed and/or revocation of parking privileges.

The Department of Public Safety, as part of its efforts to improve campus safety, reserves the right to stop any motor vehicle without a University of Arkansas Community College at Morrilton parking decal to determine the reason for its presence on the UACCf campus.

PETS
In the interest of promoting personal safety, a healthful environment, and maintenance efficiency, pets are prohibited from the UACCf campus. Exceptions to this policy are limited to service dogs for the visually disabled; animals, fish, fowl, and reptiles under the control of and use by academic departments for approved teaching; and those animals, fish, fowl, or reptiles used in approved performances.
PROPERTY AND RIGHTS
The University of Arkansas Community College at Morrilton is not liable for damage, theft, or personal loss of property. Students are advised to check their personal insurance for coverage.

SEVERE WEATHER POLICY
In the event that the weather is so severe that the College administration feels that life and property may be in danger, the administration may cancel classes until weather conditions improve. After a decision is made, the administration will call and report the closing to KATV, Channel 7, KTHV, Channel 11, KARK, Channel 4, and to radio station KVOM, Morrilton (dial 800 AM, 101.7 FM). Students should exercise judgment for personal safety regardless of College announcements as there is no way the administration can review road conditions throughout the College’s service area.

SEXUAL HARASSMENT POLICY
Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Acts of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

1. Policy.
   a. The University of Arkansas Community College at Morrilton is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of College policy as well as state and federal law and is neither permitted nor condoned.
   b. It is also a violation of the University of Arkansas Community College at Morrilton’s policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.
   c. Any individual found to have violated the College’s policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

2. Definition. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction, employment, or participation in other College activities.
   b. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.
   c. Such conduct has the purpose or effect of unreasonable interfering with an individual’s academic or employment performance or creating an intimidating, hostile, or offensive university environment.
3. Procedures. Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint.

   a. Informal Resolution

   Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Vice Chancellor for Instruction/Dean of Students. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within 14 calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

   b. Formal Complaint Resolution

   If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint with the Vice Chancellor for Instruction/Dean of Students. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

4. Sanctions If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College’s policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

SIGNS/POSTERS

All signs and posters not originating within a UACCM academic or administrative office must be approved by the Vice Chancellor for Instruction/Dean of Students.

Typically, all signs and posters should be placed on bulletin boards only. No signs or posters are permitted on painted surfaces.

If an individual or student organization wishes to place a poster or sign in any area not designated in this statement, the individual or organization must receive approval from the Vice Chancellor for Instruction/Dean of Students. Such approval will be based upon assurances that the location and mounting of the sign or poster will not deface property of the College.

Placing handbills and flyers on automobiles parked on campus is prohibited. No handbills and flyers may be distributed on campus without approval of the Vice Chancellor for Instruction/Dean of Students.
SOLICITATION
The buildings and grounds owned by the University of Arkansas Board of Trustees exist for, and are exclusively devoted to, the organized and approved UACCM programs of higher education. As such, they are committed to being used for the non-profit, tax-exempt use of the official program of the College. Therefore, private unsolicited business activities are not permitted on the College campus. However, in certain limited areas, the College contracts with private firms to provide needed on-campus services for students, faculty, and staff when such a contract contributes to the accomplishment of the College’s educational purposes.

SOUND ON THE UACCM CAMPUS
It is important that individuals and groups within the College community respect others’ rights by not creating noise disturbances. The UACCM Police will respond to reports of excessive noise.

TOBACCO PRODUCTS
In an effort to promote a healthy and sanitary learning environment, use of tobacco products is prohibited within any UACCM building or vehicle, with the exception of the smoking shelter just west of the Kirk Building. Smoking is also prohibited within 20 feet of any building entrance or under entrance porticos.

VISITORS
Visitors seeking information about enrollment in UACCM are encouraged to visit the College campus. Visitors should contact the Admissions Office where College personnel can assist them. Visitors are welcome.

UACCM facilities are designated for use by students officially enrolled, individuals who are on campus to gain enrollment information, invited guests, or individuals otherwise conducting business with the College. Unattended children are not permitted use of the facilities, and individuals who are not enrolled in UACCM are not permitted to attend classes or labs without permission of the administration.

STUDENT CONDUCT

COMPUTING AGREEMENT
Students may be granted accounts for the purpose of using the College’s computer resources. Each user is expected to sign the College’s Agreement Form and to use these resources responsibly within the College-approved educational, research, and/or administrative purposes for which such privileges are granted. Activities beyond these stated purposes are prohibited. Disciplinary action will be taken whenever the user is found in violation of the agreement. Violations may result in loss of privileges, or dismissal from the College.

COMPUTER VIRUSES
The University of Arkansas Community College at Morrilton is not responsible for loss of student data, software, or hardware caused by computer viruses. Students are responsible for maintaining virus-free data disks before using College computer equipment.
OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE COLLEGE

Frequently, students travel off-campus to represent the College. Some trips are made in College vehicles, some in private vehicles, and others via commercial means. The College’s concern is that there be adequate protection for the student and the College concerning claims and liability which might arise from these occasions. In order to assure such protection, the following will be observed as policy and regulations:

Official Representation. UACCM recognizes that a student travels as its official representative when, and only when, the following facts exist:

1. An administrative official having authority to do so, authorizes a student or students to be “official College representatives” for purposes of attending an event related to accomplishment of UACCM educational purposes.
2. The College will benefit from the representation in a substantial manner.
3. The student or students travel by College vehicle or according to transportation selected for them and approved by the administrative official approving the trip.
4. The student or students meet the College requirements for participating in curricular or extracurricular events.

Travel Regulations.

1. Before leaving the campus, the student or students, and their accompanying faculty or staff member, shall have registered with an administrative official approving the trip as outlined in these regulations. Students attending functions on their own initiative are not official representatives of the College.
2. In the event of an accident, full disclosure shall be made of the name, address, registration, driver’s license and College status of the individual involved. All laws of the state of Arkansas shall be obeyed. In privately owned vehicles, the owner should notify his/her insurance company immediately.
3. UACCM vehicles must be driven only by qualified employees of the College. All personnel who operate a College vehicle must have a photo copy of a current and official Arkansas driver’s license and a State Police report verifying a safe driving record on file in the Business Office prior to operating a College vehicle. All personnel who operate a van must have a “P” endorsement on their driver’s license.
4. Off-campus trips organized, conducted or sponsored by a student organization in its own interest, are not made on behalf of the College as official travel, and the College will accept no responsibility for liability incurred.
5. All students or groups of students on an off-campus trip will be accompanied by a sponsor who will assume responsibility concerning student safety and student conduct in compliance with the policies and regulation of the College. The sponsor is authorized to maintain good order and good representation during the trip.
6. Students away from the campus as representatives of the College are subject to disciplinary action by the College for breaches of conduct.
7. Students are sometimes away from the College during regularly scheduled classes, as a college representative at professional meetings, workshops, field trips, competitions, fine arts events, etc. The College recognizes the value of...
these activities as educational opportunities and personal development. Instructors should communicate their makeup policy to every student within the first few days of each semester or summer term.Courtesy and wisdom dictate that any student who plans to miss classes due to an official activity approved by the College should discuss that upcoming absence with the instructor of each class to be missed. Instructors are encouraged to assist students in making up class work missed because of these activities. However, the instructor has the final responsibility to determine if it is feasible to make up the missed work.

UACCM STUDENT CONDUCT POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES

Students of the University of Arkansas Community College at Morrilton (UACCM) are expected to conduct themselves in a manner that respects the rights of other members of the UACCM community and conforms to the rules and regulations of the College and the laws of the state of Arkansas and the United States of America.

Student conduct outside the accepted standards will subject the student to disciplinary action under UACCM policies and the filing of formal charges within the criminal court system.

Within the UACCM Student Code of Conduct, the following are prohibited:

1. Alcohol and Illicit Drugs—To possess, use, manufacture, distribute, or to be under the influence of alcohol or illicit drugs
2. Cheating—To possess, receive, use, solicit, or furnish unauthorized aid in an academic endeavor
3. Climbing on College Structures—To climb, rappel, or any similar action is prohibited on College structures
4. Damage to Property—To misuse or harm the property of others
5. Deception, Fraud, or Misuse of Documents—To forge, alter, or acquire College documents, records, or identification cards without authorization
6. Disruptive Behavior and Disorderly Conduct—To engage in behavior that disrupts the normal functions of the College, disturbs the peace, or violates the rights of others
7. Failed Financial Obligations—To fail to fulfill any financial obligation to the College (tuition, fees, books, materials, etc.)
8. False Alarms and Threats—To communicate by any means to the College or anyone affiliated with the College a false alarm or threat, inclusive of fire or other perils
9. Furnishing False Information–To provide information, which is false or misleading to the College for its official use
10. Gambling–To wager on the outcome of any activity or event
11. Harassment–To perform any action, verbal or non-verbal, that persistently annoys another
12. Lewd, Indecent, or Obscene Behavior–To behave in a manner that is offensive to established community standards of decency or modesty
13. Misuse of Internet Privileges–To violate the terms of the Computer Use Agreement with the College
14. Non-compliance with Directions of a College Official–To fail to comply with reasonable directions given by an employee of the College
15. Physical Abuse or Threat of Physical Abuse–To physically endanger or threaten to endanger the health or safety of another
16. Plagiarism–To appropriate ideas, which are not common knowledge, or writings of another and represent them as one’s own
17. Theft–To appropriate or possess the property of another without right or permission
18. Tobacco Products–To use tobacco products within any UACCM vehicle or building, or within 20 feet of any entrance/exit
19. Verbal Abuse–To use obscene, profane, or derogatory language, which insults, abuses, or defames another
20. Violation of College Policies or Regulations–To fail to comply with published or announced College policies or regulations
21. Violation of Local, State, or Federal Law–To violate local, state, or federal law
22. Weapons, Firearms, Explosives–To possess or use unauthorized fireworks, firearms, dangerous chemicals, explosive materials and devices, or lethal weapons of any type

JURISDICTION OF THE STUDENT CODE OF CONDUCT

The rules and regulations of the University of Arkansas Community College at Morrilton apply to all conduct on College owned, controlled, or operated property, and at College sponsored activities either on or away from campus. Charges or convictions of local, state, or federal law, which occur off campus will not result in disciplinary action by the College except in those cases where the action occurred at a College function or activity, or it is determined that action by the College is necessary to protect the members of the College community, the College’s property, or its educational mission.

If the criminal authorities are considering a case, UACCM judicial procedures continue as usual, since criminal proceedings and UACCM procedures are unrelated activities. Similarly, judicial action by the College does not prohibit the filing of criminal charges.
CONDUCT CODE JUDICIAL STRUCTURE

Allegations of student misconduct may be brought to the attention of the Vice Chancellor for Instruction/Dean of Students. Students charged with misconduct will be given the opportunity for a hearing with the Vice Chancellor for Instruction/Dean of Students. Accused students will be notified of the charges against him or her and will be notified of the time and place of the hearing within 10 class days from the date of the alleged violation or when the individual is identified as an alleged violator.

JUDICIAL RIGHTS

The University of Arkansas Community College at Morrilton chooses to adhere to the following procedural guidelines to insure fairness in judicial proceedings:

1. The right to the presumption of innocence unless guilt is established. Guilt is determined either by an admission of guilt by the accused or by the presentation of evidence, which establishes guilt by a preponderance of evidence.

2. The right to written notice of the charges against a student within 10 class days after the alleged violation has occurred or the individual has been identified as the alleged violator. If it is necessary for the charges to be sent through the mail, the charge must be postmarked within this same 10 day period.

3. The right to be informed of one’s rights. These rights are printed in the College Catalog and are available from the Vice Chancellor for Instruction/Dean of Students.

4. The right to be notified of the time and place of the judicial hearing at least 48 hours prior to the hearing. This is to allow ample time to prepare for the hearing. This right may be waived in writing by the accused. If notice of the time and place of the hearing is sent to the student by mail, the hearing cannot be scheduled until five days after the postmark.

5. The right to face one’s accuser at the hearing. This right may be waived in writing by the accused.

6. The right not to answer any questions prior to the hearing.

7. The right of access, upon request prior to the hearing, to all physical evidence (i.e., tapes, photographs, printed documents, etc.) to be presented at the hearing.

8. The right to question the ability of the Vice Chancellor for Instruction/Dean of Students to render an impartial judgment and to request his/her removal from the case. If such a request is made, the Chancellor shall designate the hearing officer for the case.

9. The right, upon request, to a closed hearing. All judicial hearings are open unless the accused requests a closed hearing. If the spectators are disorderly or disrupt the hearing in any manner, the hearing officer may order all spectators to leave the hearing. Members of the immediate family, legal guardians, and attorneys of the accused or accuser may attend all hearings. Legal counsel may not participate in the hearing but may advise the accused or accuser. The accuser and the accused are entitled to the same opportunities to have others present during the hearing.

10. The right to testify and present evidence and material witnesses.
11. The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.

12. The right not to appear at the hearing. Non-attendance at a hearing will not be taken as an indication of guilt and must be noted without prejudice.

13. The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inferences that might be drawn from adverse written evidence.

14. The right to be judged solely on the evidence presented at the hearing and to an explanation of the reason(s) for the decision in the case. Both the accuser and the accused shall be informed of the outcome of any campus judicial hearing.

15. The right to an appeal.

SANCTIONS RESULTING FROM DISCIPLINARY PROCEEDINGS

The following Sanctions may be used within the UACCM judicial system:

1. Counseling: establish a series of meetings between the student and a counselor in order to assist the student in meeting the behavioral expectations of the College and in meeting his/her individual needs in academic or personal development.

2. Educational Task: a task that benefits the individual, campus, or community.

3. Reprimand: a written notice to the student that continuation or repetition of specified conduct may be cause for additional disciplinary action.

4. Restitution: compensating the College or other injured party for damaged, lost, or destroyed property.

5. Disciplinary Probation: disciplinary action taken as a result of conduct conflicting with College regulations. Disciplinary Probation may include loss of privileges or use of College services. This probation is to be for a specific period of time.

6. Suspension: removal from the College for a definite or indefinite period of time. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his/her period of suspension. Exceptions to this may be granted by the Vice Chancellor for Instruction/Dean of Students.

7. Expulsion: permanent removal from the college whereby the student may not return or re-enroll at any point in the future.

CONDUCT CODE APPEAL PROCEDURES

A student may appeal decisions of the Vice Chancellor for Instruction/Dean of Students. Appeals will be made to the Vice Chancellor for Finance. The accused must submit a written appeal to the Vice Chancellor for Finance within two workdays following the receipt of the hearing decision. The appeal must state the appeal intention and the rationale for the appeal. The Vice Chancellor for Finance may decide that there are not sufficient reasons to grant an appeal hearing and, thus, affirm the original action or decide there is sufficient reason to hold an appeal hearing. The appeal hearing will have the accused, Vice
Chancellor for Instruction/Dean of Students, and any other witnesses deemed necessary by the Vice Chancellor for Finance. At the appeal hearing, the Vice Chancellor for Finance may, after reviewing the case, take action, which will affirm, reverse, or modify the original action. Sanctions may not increase with the appeal process.

**INTERIM SUSPENSION**

Normally, no sanction shall result from the filing of a complaint or from the initiation of disciplinary action. However, pending a hearing or in extraordinary circumstances, the Vice Chancellor for Instruction/Dean of Students may provisionally suspend a student where the presence on campus of the student constitutes a danger to others, himself/herself, or to College property. Such Interim Suspension shall not exceed beyond 72 hours without the student being given an opportunity to show cause why the suspension shall be discontinued. As with disciplinary suspension, a student under Interim Suspension may not enter the campus without the permission of the Vice Chancellor for Instruction/Dean of Students.
BOARDS

UA SYSTEM BOARD OF TRUSTEES
Stanley E. Reed, Chair,
  Marianna ......................... Term expires 2008
James E. Lindsey, Vice Chair,
  Fayetteville .................... Term expires 2009
Jane Rogers, Secretary, Little Rock .. Term expires 2006
Dr. Carl L. Johnson,
  Asst. Secretary, Little Rock .... Term expires 2012
Mike Akin, Monticello .......... Term expires 2013
John E. Anthony, Hot Springs ... Term expires 2011
Craig Campbell, Little Rock ..... Term expires 2014
Dr. Tim E. Hunt, Paragould .... Term expires 2010
Charles E. Scharlau, III, Fayetteville . Term expires 2007
Jim von Gremp, Rogers ......... Term expires 2015

UACCM BOARD OF VISITORS
Raye Pearce, Chair, Morrilton ...... Term expires 2006
A. O. Thompson, Vice Chair, Cleveland Term expires 2008
Lee Gibbons, Secretary, Bigelow .... Term expires 2007
Kathlyn Arnett, Conway .......... Term expires 2008
Allen Gordon, Morrilton .......... Term expires 2006
Dr. Alice Hines, Conway .......... Term expires 2007
Bryce Mobley, Dover ............ Term expires 2007
Charles Penick, Morrilton ....... Term expires 2006
Frank Shaw, Conway ............ Term expires 2008

UACCM FOUNDATION BOARD
Edward Lee Eddy, Chair, Morrilton ...... Term expires 2009
Doug Cahill, Vice Chair, Morrilton ...... Term expires 2009
Beverly Parks, Secretary, Morrilton ...... Term expires 2008
Diana Arn, Treasurer, Conway ....... Term expires 2008
Doug Brandon, Perryville ........... Term expires 2007
Mary Clark, Russellville .......... Term expires 2007
Ron Day, Morrilton ............... Term expires 2007
Lee Gibbons, Bigelow ............. Term expires 2009
Susan Gunderman, Morrilton ....... Term expires 2008
Barry McKuin, Morrilton .......... Term expires 2008
Les Miller, Morrilton ............. Term expires 2007
Rich Moellers, Morrilton .......... Term expires 2009
Raye Pearce, Morrilton .......... Term expires 2009
Aaron Spivey, Morrilton .......... Term expires 2008
UACCM FACULTY

BATTERSHELL, GARY (1994) History Instructor, Ph.D., University of Arkansas; M.A., University of Central Arkansas; B.A., University of Arkansas

BECK, VEIRLONE (1996) Practical Nursing Instructor, M.Ed., Arkansas Tech University; B.S.N., Arkansas Tech University

BECKMAN, RON (1990) Business and General Education Instructor, M.B.A., B.B.A., University of Central Arkansas

BERRY, NANETTE (1999) Mathematics Instructor, M.A., B.S., University of Central Arkansas


BRAUD, COLETTE (2004) Practical Nursing Instructor

CAIG, KAREN (1999) English Instructor, M.A., Stephen F. Austin State University; B.A., Southern Methodist University; A.A., Kilgore College


CHISM, APRIL (1998) Sociology Instructor, M.S., B.S., University of Central Arkansas

Cleaver, Terry (2003) Surveying Instructor, B.S.E., University of Arkansas; A.A., Arkansas State University at Beebe, Registered Land Surveyor

Coney, Jennifer (2005) Nutrition Instructor, M.S., B.S., University of Central Arkansas; R.D., University of Central Arkansas


Duvall, Bobby (1976) Automotive Service Technology Instructor, A.A.S., University of Central Arkansas; ASE Certified

Fillinger, Margie (2006) Early Childhood Development, B.S.E., University of Central Arkansas


Gifford, Danny (1997) Air Conditioning & Refrigeration Instructor, A.S., University of Arkansas at Little Rock

Gruen, Clem (2001) Drafting Instructor, Ed.D., University of Northern Colorado; M.S., Southern Illinois University; B.S. Southeast Missouri State University

Harrell, Charles (1990) Automotive Collision Repair Instructor, M.S.E., B.S.E., University of Central Arkansas; ASE Certified

Holtz, Christopher (2005) Chemistry Instructor, M.E., University of Florida; M.A., San Diego State University; B.A., University of California at San Diego


Hogan, John (2000) Mathematics Instructor, M.Ed., Arkansas Tech University; B.S.C.E., University of Arkansas, Fayetteville

Hunt, Lewis (1997) Biology Instructor, M.S., B.S., Arkansas State University

Jaramillo, Linda (2000) Business Instructor, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas


Keeton, Robert (2003) Biology Instructor, M.S., University of Central Arkansas; B.S. University of Central Arkansas

Lachowsky, Larry (1997) Drafting/Surveying Instructor, B.S., University of Central Arkansas; Registered Land Surveyor

Lake, Tina (1999) Fine Art Instructor, M.F.A., San Francisco Art Institute; B.S., Towson State University

LEE, KENNETH (1993) Graphic Design Instructor, M.A., Webster University; B.F.A., University of Southern Mississippi

LOYD, CAROL (1996) Personal Health Instructor, M.S.N., B.S.N., University of Central Arkansas

LUNEAU, JOAN (2005) Biology Instructor, M.Ed., University of Texas at Tyler; B.S., University of Central Arkansas

MARTSOLF, JENNIFER (1992) Adult Education Instructor, M.S., University of Central Arkansas; B.S., Pennsylvania State University

McCOOL, TRAYE (1998) History Instructor, M.A., University of Mississippi; B.A., Ouachita Baptist University


PARDEE, SUSAN (1990) Mathematics Instructor, B.S., Louisiana Tech University

PATTERSON, NANCY (1988) Business Instructor, M.B.A., University of Central Arkansas; B.B.A., Southern Arkansas University


SOUTHERLAND, JOHN (2005) Welding Instructor, Certificate, University of Arkansas Community College at Morrilton

STEVENS, JO ANN (2003) English Instructor, M.A., City University of New York; B.A., City University of New York

STRASSLE, DANA (2004) Science Instructor, M.A., New Mexico State University; M.S., University of Central Arkansas; B.S., New Mexico State University

THOMPSON, CINDY (1984) Business Instructor, M.S.E., B.S.E., University of Central Arkansas; Office Occupations Diploma, Petit Jean Vocational Technical School

TOMLINSON, LYNNE (1991) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas

TROWER, RAY (2005) Psychology Instructor, M.S., Texas A&M-Texarkana; B.A., Southern Arkansas University


WALLACE, STEPHEN (2000) Computer Information Systems Instructor, B.S., DeVry Institute of Technology, Columbus, Ohio

WATSON, DANAE (2002) Mathematics Instructor, M.S., Oklahoma State University; B.S., University of Arkansas at Monticello

WHITE, DENNIS (1988) Instructor, A.A.S., University of Central Arkansas

WHITING, GENITA (1989) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas

WILLIAMS, JIMMIE (2001) Speech Instructor, M.A., University of Mississippi; B.S., University of Central Arkansas

ZAMBRANO, LINDA (1992) Business Instructor, M.S.E., University of Central Arkansas; B.S.Ed., University of Missouri-Columbia; A.S., State Fair Community College
<table>
<thead>
<tr>
<th>Name</th>
<th>Title and Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKLEY, MERRY</td>
<td>Custodian (1998)</td>
</tr>
<tr>
<td>ARN, DIANA</td>
<td>Division Chair, Arts and Sciences, M.S.E., University of Central Arkansas; B.A., Harding University; A.A., Arkansas State University–Beebe (1987)</td>
</tr>
<tr>
<td>BIRKNER, LINDA</td>
<td>Vice Chancellor for Finance, Ed.D., University of Arkansas at Little Rock; Ed.S., M.Ed., B.S.A., University of Arkansas, Fayetteville (1985)</td>
</tr>
<tr>
<td>BIRKNER, LINDA</td>
<td>Administrative Assistant, A.A.S., University of Arkansas Community College at Morrilton (1991)</td>
</tr>
<tr>
<td>BLOCKER, LAVERN</td>
<td>Administrative Assistant, A.A.S., University of Arkansas Community College at Morrilton (1991)</td>
</tr>
<tr>
<td>BRITTO, CHARLES</td>
<td>Building/Grounds Maintenance, Certificate, University of Arkansas Community College at Morrilton (1989)</td>
</tr>
<tr>
<td>BURT, CAROL</td>
<td>Campus Police Officer, Certified as Law Enforcement Officer (2004)</td>
</tr>
<tr>
<td>BYERS, ANDREW</td>
<td>Grounds Maintenance (2001)</td>
</tr>
<tr>
<td>CAPLETTE, AMANDA</td>
<td>Food Service (2002)</td>
</tr>
<tr>
<td>CARSON, PATTI</td>
<td>Admissions Counselor, M.S., B.A., University of Central Arkansas (2005)</td>
</tr>
<tr>
<td>CHAPMAN, GREGORY</td>
<td>Custodian (1999)</td>
</tr>
<tr>
<td>CLARK, LISA</td>
<td>Custodian (2005)</td>
</tr>
<tr>
<td>CLARK, MARY</td>
<td>Director of Institutional Advancement, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas (1992)</td>
</tr>
<tr>
<td>CROOK, CURTIS</td>
<td>Admissions Counselor, B.S., University of Central Arkansas; A.A.S., Arkansas State University–Beebe; Diploma, University of Arkansas Community College at Morrilton (2005)</td>
</tr>
<tr>
<td>CROOK, NATHAN</td>
<td>Chancellor, M.Ed., University of Arkansas; B.S.E., University of Central Arkansas (1985)</td>
</tr>
<tr>
<td>CUPP, RHONDA</td>
<td>Development Officer, B.S.E., Arkansas Tech University (1991)</td>
</tr>
<tr>
<td>DAMMANN, MICHELLE</td>
<td>Bookstore Manager (1999)</td>
</tr>
<tr>
<td>DESALVO, DEBRA</td>
<td>Coordinator of Academic Computing, B.B.A, University of Central Arkansas (2005)</td>
</tr>
<tr>
<td>DEWEY, SUSAN</td>
<td>Director of Admissions, M.S.E., B.S.E., University of Central Arkansas (2000)</td>
</tr>
<tr>
<td>DONALD, DEBORAH</td>
<td>Receptionist Secretary, A.A.S., University of Arkansas Community College at Morrilton (2004)</td>
</tr>
<tr>
<td>EDDY, JAMES</td>
<td>Building/Grounds Maintenance (1991)</td>
</tr>
<tr>
<td>EVERHART, LEANNA</td>
<td>Personnel Assistant, A.A.S., University of Arkansas Community College at Morrilton (1989)</td>
</tr>
<tr>
<td>FLOWERS, THOMAS</td>
<td>Vice Chancellor for Instruction/Dean of Students, Ed.D., University of Arkansas at Little Rock; Ed.S., M.S., B.S.E., University of Central Arkansas (1992)</td>
</tr>
<tr>
<td>GORDON, BELINDA</td>
<td>Custodian (2004)</td>
</tr>
<tr>
<td>GOTTSPONER, MANDY</td>
<td>Purchasing/Accounting Technician (2006)</td>
</tr>
<tr>
<td>GROWNS, RICHARD</td>
<td>Director of Computer Services, B.B.A., Harding University (1994)</td>
</tr>
<tr>
<td>GUNTER, GRACE</td>
<td>Network Manager, M.A., Webster University; B.S., University of Arkansas at Monticello (1998)</td>
</tr>
<tr>
<td>GUNTER, GRACE</td>
<td>Network Manager, M.A., Webster University; B.S., University of Arkansas at Monticello (1998)</td>
</tr>
<tr>
<td>HENSLEY, WANDA</td>
<td>Registrar, M.S., Arkansas State University; B.B.A., University of Central Arkansas (1979)</td>
</tr>
<tr>
<td>HERNING, RONI</td>
<td>Secretary, A.A.S., University of Arkansas Community College at Morrilton (2000)</td>
</tr>
<tr>
<td>HIPPENSTEEL, CURT</td>
<td>Director of Community Outreach, M.B.A., B.B.A., University of Central Arkansas (1998)</td>
</tr>
<tr>
<td>HOLLOWAY, ALLEN</td>
<td>Director of Physical Plant (1997)</td>
</tr>
<tr>
<td>HOYT, THOMAS</td>
<td>Custodian (2001)</td>
</tr>
</tbody>
</table>
...UACCM STAFF CONTINUED

HURST, BETTY (2002) Secretary/Lab Manager, A.A.S., University of Arkansas Community College at Morrilton


JULIAN, LINDA (1987) Librarian, M.S., B.S.E., University of Central Arkansas


LEE, VICKY (1999) Financial Aid Officer, B.B.A., University of Central Arkansas

LONG, BECKY (2004) Custodian

McCULLAH, SAMANTHA (2004) Admissions Secretary, B.A., University of Central Arkansas

MIZE, TREvor (2003) Graphic Designer, A.A.S., University of Arkansas Community College at Morrilton

MOORE, REBECCA (1999) Custodian

MOSES, GAIL (2006) Toddler Classroom Teacher, A.A.S., University of Arkansas Community College at Morrilton

MULLINS, RACHEL (2001) Admissions Secretary, A.A.S., A.A., University of Arkansas Community College at Morrilton

NEWSOME, MARY (1981) Administrative Assistant, A.A.S., University of Arkansas Community College at Morrilton

PARKS, LESLIE (2006) Financial Aid/Registrar Secretary

PAQUETTE, CLARA (1998) Assessment and Retention Coordinator, B.S.E., University of Arkansas; A.A., University of Arkansas Community College at Morrilton; Diploma, Capital City Business College

RACKLEY, HARLAN (2001) Custodian

RASMUSSEN, TODD (1998) Math Lab Supervisor, M.S.E., University of Arkansas; B.A., Arkansas Tech University

RICHARDS, DIANA (2005) Community Outreach/Nursing Program Secretary


RISNER, BRYAN (2005) Campus Police Officer, Certified, Arkansas Law Enforcement Training Academy

RODRIGUEZ, JOSE (1999) Hospitality Director, B.S., Metropolitan State College of Denver; A.S., Olney Central College

SEIFERT, SHIRLEY (2004) Custodian

SHAMSIE, JUDY (2000) Accounting Technician, A.A.S., University of Arkansas Community College at Hope

SMYTH-McGAHA, BONNIE (2001) Assistant Registrar, B.A., University of Central Arkansas

SOMMERS, SHEILA (1998) Payroll Officer, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton

SPONER, SANDRA (2005) Registrar’s Secretary, A.A.S., University of Arkansas Community College at Morrilton


STRACNER, STACY (1991) Financial Aid Secretary, A.A.S., University of Arkansas Community College at Morrilton

THOMAS, MARILYN (1987) Division Chair for the Division of Health, Applied Technology, and Community Outreach, M.S., B.S.E., University of Central Arkansas

THOMPSON, PAUL (1997) Custodial Shift Supervisor

TIPTON, MELANIE (1999) Accounting Technician, A.A.S., University of Arkansas Community College at Morrilton

UPCHURCH, CINDY (1998) Academic Services Secretary/Copy Shop, A.A.S., University of Arkansas Community College at Morrilton

WILSON, ELLEN (2002) Custodian

WILSON, FAITH (2001) Transitional Studies Counselor, M.R.C., Arkansas State University; B.A., Arkansas Tech University

YARBROUGH, BOBBI (2005) Secretary, A.A.S., University of Arkansas Community College at Morrilton

YOUNG, AMANDA (2004) Enrollment Management Officer, M.B.A., University of Central Arkansas; B.S. Arkansas Tech University
Advanced Placement (AP) Program

The following are the AP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awarded:

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
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<tbody>
<tr>
<td>Biology</td>
<td>4</td>
<td>BIOL 1004 Fundamentals of Biology</td>
</tr>
<tr>
<td>Calculus AB OR Calculus BC</td>
<td>3</td>
<td>MATH 2015 Calculus I</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1004 Fundamentals of Chemistry OR CHEM 2123 General College Chemistry I AND CHEM 2121 General College Chemistry I Lab</td>
</tr>
<tr>
<td>English Lang/Comp or Lit/Comp</td>
<td>3</td>
<td>ENG 1013 Composition I OR</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>HIST 1003 Western Civilization I AND HIST 1013 Western Civilization II</td>
</tr>
<tr>
<td>Physics B OR Physics C</td>
<td>3</td>
<td>4 Hours Lab Science Credit</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 2003 General Psychology</td>
</tr>
<tr>
<td>Spanish</td>
<td>4</td>
<td>SPAN 1013 Elementary Spanish I AND SPAN 1023 Elementary Spanish II</td>
</tr>
</tbody>
</table>
CLEP General & Subject Examination

The following are the CLEP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awarded:

### CLEP GENERAL EXAMINATION

<table>
<thead>
<tr>
<th>General Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition with Essay</td>
<td>50</td>
<td>ENG 1013 Composition I OR ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td></td>
<td>59</td>
<td></td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MATH 1103 Algebra for General Education</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>56</td>
<td>BIOL 1004 Fundamentals of Biology &amp; PHY 2004 Physical Science</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>HIST 1003 Western Civilization I OR HIST 1003 Western Civilization I AND HIST 1013 Western Civilization II</td>
</tr>
<tr>
<td></td>
<td>56</td>
<td></td>
</tr>
</tbody>
</table>

### CLEP SUBJECT EXAMINATION

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, College</td>
<td>50</td>
<td>MATH 1203 College Algebra</td>
</tr>
<tr>
<td>Algebra - Trigonometry, College</td>
<td>50</td>
<td>MATH 1203 College Algebra AND MATH 1213 Plane Trigonometry</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>PSCI 2003 American Government</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENG 2113 American Literature I</td>
</tr>
<tr>
<td>Subject Examination</td>
<td>Qualifying Score</td>
<td>Credit Awarded</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Biology, General</td>
<td>50</td>
<td>BIOL 1004 Fundamentals of Biology</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>49</td>
<td>MATH 2015 Calculus I</td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>50</td>
<td>CHEM 2123 General College Chemistry I AND CHEM 2121 General College Chemistry I Lab</td>
</tr>
<tr>
<td>Composition, Freshman College (an essay must be completed with this exam)</td>
<td>50</td>
<td>ENG 1013 Composition I OR ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 2313 British Literature I OR ENG 2313 British Literature I AND ENG 2323 British Literature II</td>
</tr>
<tr>
<td>History of the United States I: Early Colonizations to 1877</td>
<td>50</td>
<td>HIST 2003 U.S. History I</td>
</tr>
<tr>
<td>History of the United States II: 1865 to Present</td>
<td>50</td>
<td>HIST 2013 U.S. History II</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>52</td>
<td>BUS 1213 Computer Applications</td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td>PSY 2003 General Psychology</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>50</td>
<td>SOC 2013 Introduction to Sociology</td>
</tr>
<tr>
<td>Spanish Language, College Level</td>
<td>50</td>
<td>SPAN 1013 Elementary Spanish I</td>
</tr>
<tr>
<td></td>
<td>55</td>
<td>SPAN 1013 Elementary Spanish I AND SPAN 1023 Elementary Spanish II</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>MATH 1213 Plane Trigonometry</td>
</tr>
</tbody>
</table>
CAMPUS MAP

LEGEND
1. Earle Love Child Study Center (ECD)
2. Kirk Building (KB)
3. Technology Building I (Tech I)
4. Public Safety Building
5. Science Building (SCI)
6. Maintenance Building
7. Technology Building II (Tech II)
8. Technology Building III (Tech III)
9. Additional Parking
10. University Center (UC)
11. Business Technology Center (BTC)
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13. Fine Arts (FA)
14. The Plaza
15. Leadership Development Institute

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