To complete graduation requirements for your plan of study, you must refer to the curriculum from the Catalog that was current for the year you enrolled or declared your major. Previous catalogs may be downloaded from UACCM’s Web site.
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, disability support services 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, the Math Lab, and the Business Technology Center Computer Lab. 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

[Signature]

Chancellor
**ACADEMIC CALENDAR**

### 2008 FALL TERM
- **Monday - Tuesday, August 11 - 12**
  - Faculty In-Service
- **Wednesday - Friday, August 13 - 15**
  - Fall Registration
- **Friday, August 15**
  - Last Day to Drop with a 100% Refund (excluding non-refundable document fee)
- **Monday, August 18**
  - Classes Begin
- **Tuesday, August 19**
  - Last Day to Register (3:00 p.m.)
- **Friday, August 29**
  - Last Day to Drop with a 50% Refund
- **Monday, September 1**
  - Labor Day Holiday
- **Friday, September 26**
  - Last Day to Submit Application for Graduation in December
- **Friday, October 10**
  - Mid-Semester Grades Due—Registrar’s Office (Noon)
- **Monday - Tuesday, October 13 - 14**
  - Faculty Workdays—No Classes [AATYC]
- **Friday, November 14**
  - Last Day to Drop Classes with a “W”
- **Wednesday - Friday, Nov. 26 - 28**
  - Thanksgiving Break
- **Friday, December 5**
  - Last Day of Classes
- **Monday - Thursday, December 8 - 11**
  - Final Exams
- **Monday, December 15**
  - Final Grades Due by Noon
- **Tuesday, December 16**
  - Pre-registration for Spring
- **Thursday, December 18**
  - Commencement – 7:00 p.m.

### 2009 SPRING TERM
- **Tuesday - Wednesday, Jan. 6 - 7**
  - Faculty In-Service
- **Thursday - Friday, Jan. 8 - 9**
  - Spring Registration
- **Friday, January 9**
  - Last Day to Drop with a 100% Refund (excluding non-refundable document fee)
- **Monday, January 12**
  - Classes Begin
- **Tuesday, January 13**
  - Last Day to Register (3:00 p.m.)
- **Monday, January 19**
  - Dr. Martin Luther King, Jr. Holiday—No Classes
- **Monday, January 26**
  - Last Day to Drop with a 50% Refund
- **Friday, February 27**
  - Last Day to Submit Application for Graduation in May
- **Friday, March 6**
  - Mid-Semester Grades Due—Registrar’s Office (Noon)
- **Monday - Friday, March 23 - 27**
  - Spring Break/No Classes
- **Friday, April 10**
  - Last Day to Drop Classes with a “W”
- **Tuesday, May 5**
  - Last Day of Classes
- **Wednesday - Monday, May 6 - 11**
  - Final Exams
- **Wednesday, May 13**
  - Final Grades Due by Noon
- **Thursday, May 14**
  - Pre-registration for Summer and Fall
- **Thursday, May 14**
  - Commencement - 7:00 p.m.

### 2009 MAY INTERSESSION
- **Monday, May 18**
  - Classes Begin
- **Friday, May 29**
  - Inter session Ends/Final Exams

### 2009 FIRST SUMMER
- **Friday, May 29**
  - Registration/Last Day to Drop with a 100% Refund (excluding non-refundable document fee)
- **Monday, June 1**
  - Classes Begin/Last Day to Register
- **Wednesday, June 3**
  - Last Day to Drop with a 50% Refund
- **Thursday, June 18**
  - Last Day to Drop Classes with a “W”
- **Thursday, June 25**
  - First Summer Term Ends/Final Exams
- **Monday, June 29**
  - Final Grades Due by Noon

### 2008 SECOND SUMMER
- **Wednesday, July 1**
  - Registration/Last Day to Drop with a 100% Refund (excluding non-refundable document fee)
- **Thursday, July 2**
  - July 4th Holiday
- **Monday, July 6**
  - Classes Begin/Last Day to Register
- **Wednesday, July 8**
  - Last Day to Drop with a 50% Refund
- **Thursday, July 23**
  - Last Day to Drop Classes with a “W”
- **Thursday, July 30**
  - Second Summer Term Ends/Final Exams
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CONTACTS

IF YOU HAVE QUESTIONS:

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
Academic Programs ......................................................................................................................... (501) 977-2007
Student Accounts ............................................................................................................................ (501) 977-2023
University Bookstore ....................................................................................................................... (501) 977-2127
Career Pathways .............................................................................................................................. (501) 977-2186
Counseling and Career Services ...................................................................................................... (501) 977-2012
Counseling-Disability Support Services ........................................................................................... (501) 977-2087
Community Education .................................................................................................................... (501) 977-2029

Web site ............................................................................................................................................. www.uacccm.edu

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!
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 Certificate of General Studies consists of 35-37 credit hours and contains 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 transferrable; 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, business, health, and service-oriented career fields.

Certificates of Proficiency are 8 to 17 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. The Nursing Assistant Certificate of Proficiency is an approved training and testing program that meets state and federal requirements and prepares graduates to provide caregiving in long-term care facilities, home health agencies, and hospitals assisting dependent elderly, home care clients, and hospital patients. Certificates of Proficiency in welding technology are offered in the areas of structural welding and pipe welding. A Certificate of Proficiency is also offered in petroleum technology.
COLLEGE HISTORY

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 4,100 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. The Arkansas Course Transfer System (ACTS) 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.
COLLEGE MISSION

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

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

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 Student Services, University of Arkansas Community College at Morrilton, 1537 University Blvd., Morrilton, AR 72110.
ADMISSION

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, mumps and rubella for all students. (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, including College Algebra and Algebra for General Education. 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.
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

<table>
<thead>
<tr>
<th>ACT</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 19</td>
<td>Writing 77</td>
</tr>
<tr>
<td>Reading 19</td>
<td>Reading 83</td>
</tr>
<tr>
<td>Math 19</td>
<td>Algebra 66</td>
</tr>
</tbody>
</table>

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 Vice Chancellor for Instruction 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.

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.

5. Pay the $50.00 International Student Application Fee at the Student Accounts window.

**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 69-71.
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 Admissions Office by completing an application for admission and submitting a written request to the Academic Standards Committee requesting 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” in every required program course
- Placement on academic probation or suspension by the College
- Withdrawal from one or more required program courses within a semester
- Failing the same course more than once

Failure to satisfactorily complete the requirements for progression 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. If a student has been out of a clinical area for one or more semesters, the student will demonstrate clinical competency at the level of his/her last clinical course successfully completed.

Students who have failed or withdrawn from the Nursing Program will re-enter under the current curriculum. If the current curriculum is different from the student’s entering curriculum, the student may be required to take additional course work in order to progress. Students may be allowed to repeat a course, but being able to progress to the next level will be dependent on the number of clinical spaces available.

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

VISITING 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 “Visiting Students” and are not considered admitted to the College. **Visiting Students are not eligible for financial aid and will not be assigned an academic advisor.** A Visiting Student may not enroll in more than 10 credit hours within a semester or more than 6 credit hours during a summer session.

When a Visiting Student has completed a total of 16 credit hours or wishes to enroll in courses which will cause him/her to exceed 16 credit hours, he/she is no longer eligible to enroll in a Visiting 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 Visiting 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 72-74 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-level English and Intermediate Algebra or college-level math 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 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 more than 16 credit hours must have the approval of their advisor and the Vice Chancellor for Instruction 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 by completing the Automobile Registration Record. (Student should provide driver’s license number, 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 or college identification 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 semester/term. This date is scheduled by the Vice Chancellor for Instruction.

TUITION AND FEES

ACCOUNTS RECEIVABLE POLICY

Students are required to pay tuition & fees prior to established deadlines. Balances must be paid in full, charged to a financial aid program or have a tuition payment plan established (Nelnet – see E-cashier on the college website). If one of these has not occurred, the student’s registration may be cancelled.

If a student has outstanding balances after the semester begins, they must begin making payments. If the account is more than six months delinquent, it is then included in the D F & A Set Aside Program and the College will seek to collect funds from the individual’s state income tax refund. Students may not be allowed to re-enroll if their account is delinquent. The student’s file may also be sealed during this time. For more information, please contact the accounts receivable department at (501) 977-2023.

TUITION

Conway County Residents ................................................................. $67 per credit hour  
In-State, Non-Conway County Residents .......................................... $74 per credit hour  
Out-of-State Students ........................................................................ $107 per credit hour  
International Students ...................................................................... $250 per credit hour  
Online Tuition Rate ......................................................................... $89 per credit hour  
RN Nursing Consortium .................................................................... $75 per credit hour

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% tuition waiver provided the student is eligible to receive funding for the additional 75% through the National Guard.

REFUNDS

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

**SEMESTER REFUND RATE**
Prior to the first day of the semester ................................................................. *100 percent
Before 4:30 p.m. on the 10th day of the semester ............................................. *50 percent
After 4:30 p.m. on the 10th day of the semester ............................................. 0 percent

**SUMMER TERM REFUND RATE**
Prior to the first day of the summer term ....................................................... *100 percent
Before 4:30 p.m. on the 3rd day of the summer term ....................................... *50 percent
After 4:30 p.m. the 3rd day of the summer term ........................................... 0 percent

*The $10 document fee is non-refundable after classes begin.

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 $15 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 fee for each student enrolling in credit course(s). This fee is non-refundable after classes begin for each semester or term.
**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.

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

**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.

**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.

**Practical Nursing (PN) Testing Fee**
Individuals wishing to enter the Practical Nursing Program will be charged a $75 per semester testing fee to offset the cost of the Education Resource Inc. (ERI) Total Testing Plan.

**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.

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**FINANCIAL AID**

**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
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., students enrolled for 24 hours must satisfactorily complete 12 hours; students enrolled for 30 hours must satisfactorily complete 15 hours, etc.).

2. The maximum number of developmental hours a student can receive financial aid for is 30 hours (subject to Board approval).

3. Repeat courses will count toward enrollment status.

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 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 Student Services.

SCHOLARSHIPS, GRANTS, AND LOANS

Institutionally funded academic scholarships 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.

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

Academic Competitiveness Grant (ACG)

This is a grant program for full-time undergraduate students enrolled in an eligible program who receive Federal Pell Grants and are U.S. citizens. Students must have also completed a rigorous secondary school program of study and be enrolled in at least a two-year academic program acceptable for full credit toward a bachelor's degree or enrolled in a graduate degree program that includes three academic years of undergraduate education.
Academic Excellence Scholarship
The Academic Excellence Scholarship is a full tuition waiver awarded to UACCM students who have completed 24 college-level credit hours at UACCM with a 4.00 cumulative grade point average. The scholarship is renewable for up to three semesters if the student maintains a 4.00 cumulative grade point average and successfully completes at least 12 college-level credit hours each semester. Students must enroll in at least 12 semester hours to be awarded this scholarship.

Academic Incentive Scholarship
The Academic Incentive Scholarship is a $500 tuition waiver awarded to students who have achieved a composite score of 21-23 on the ACT with no subtest score below a 19 or COMPASS scores of at least 87 in Writing, 87 in Reading, and 73 in Pre-Algebra or 51 in Algebra. Students’ test scores used in determining eligibility may not be over 5 years old. The scholarship is renewable for up to three semesters if the student maintains a 3.00 semester grade point average or better and successfully completes at least 12 credit hours each semester. Students must enroll in at least 12 credit hours to be awarded this scholarship. Students who have attended another college or university prior to enrolling at UACCM may be eligible for the Academic Incentive Scholarship if they meet the prerequisite requirements specified in this policy and have not attempted more than 15 credit hours with no less than a 3.00 grade point average.

Academic Scholarship
The Academic Scholarship is a full tuition waiver awarded to students who have achieved a composite score of 24-25 on the ACT or COMPASS scores of at least 94 in Writing, 92 in Reading, and 85 in Pre-Algebra or 66 in Algebra. Students who ranked in the top 10% of their high school graduating class as certified on the official high school transcript are also eligible for this scholarship, as long as they enroll at UACCM within 5 years following high school graduation or completion of the GED. Students’ test scores used in determining eligibility may not be over 5 years old. The scholarship is renewable for up to three semesters if the student maintains a 3.00 semester grade point average or better and successfully completes at least 12 credit hours each semester. Students must enroll in at least 12 semester hours to be awarded this scholarship. Students who have attended another college or university prior to enrolling at UACCM may be eligible for the Academic Scholarship if they meet the prerequisite requirements specified in this policy and have not attempted more than 15 credit hours with no less than a 3.00 grade point average.

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 semester grade point average.

Career Center Scholarship
UACCM awards up to eight (8) full tuition waiver Career Center Scholarships each fall semester to first-time entering students who have successfully completed a minimum of four semesters of coursework offered by an Arkansas secondary career center. Students must have a minimum high school grade point average of 2.25 and provide a letter of recommendation from a career center director, counselor, or instructor. The scholarship is renewable for up to three semesters if the student maintains a 2.50 semester grade point average or better and successfully completes at least 12 credit hours each semester. Students must enroll in at least 12 semester hours each semester to be awarded this scholarship.
**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. Student must maintain good job performance, successfully complete at least 12 credit hours, and maintain a semester grade point average of 2.50 to be eligible for renewal. Students must enroll in at least 12 semester hours to be awarded this scholarship.

**Chancellor’s Scholar Scholarship**
The Chancellor’s Scholar Scholarship is a $500 tuition waiver awarded to UACCM students who complete 12 or more college-level credit hours during a semester with a 4.00 semester grade point average. The scholarship is renewable for up to three semesters if the student maintains a 4.00 semester grade point average or better and successfully completes at least 12 college-level credit hours each semester. Students must enroll in at least 12 semester hours to be awarded this scholarship.

**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.

**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 a Early Childhood Development major. Selection is made by the UACCM Scholarship Committee. Funds must be used to defray the cost of school expenses. Students must be enrolled full-time with 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. A student can only be awarded this scholarship one time.

**Fayetteville Shale Scholarship Fund, Inc.**
Established in 2006, the Fayetteville Shale Scholarship Fund is a 501(c) 3 organization with members representing companies working in the Fayetteville Shale. Funds raised are donated to the UACCM Scholarship Committee, which awards two types of scholarships to students: Need-Based, which are $500 per semester; and Merit-Based for academic excellence, which are $750 per semester. A maximum of 15 need-based and 5 merit-based scholarships are awarded each year.

Eligible students must be enrolled in the Petroleum Technology program and must be enrolled in at least 12 semester credit hours. At least 6 hours of courses must apply toward the Petroleum Technology plan of study. Students may be considered for need-based scholarship renewal for the subsequent semester, provided at least a 2.50 semester grade point average is maintained and the student continues to demonstrate financial need. Students may be considered for merit-based scholarship renewal for the subsequent semester, provided at least a 3.25 semester grade point average is maintained and the student continues to demonstrate financial need.

At the end of each semester, students achieving a 4.00 grade point average who have earned 30 hours towards their technical certificate or associate degree in petroleum technology will receive an additional $1000 award. This award must be used for school expenses (tuition, fees, books, required supplies).

**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 or accepted to the College 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 GED Scholarship is a full-tuition waiver awarded to students who score an average of 610 or above on the GED exam. The recipients must be graduates of Adult Education Centers in UACCM’s primary six-county service area and must utilize the scholarship with 12 months following GED graduation. The scholarship is renewable for up to three semesters if the student maintains at least a 3.00 semester grade point average and successfully completes at least 12 credit hours each semester. Students must enroll in at least 12 semester hours to be awarded the GED scholarship.

**GED Tuition Waiver**

UACCM will award a GED tuition waiver to students who have completed the GED program and earned the high school equivalency certificate from a GED program in Arkansas. The waiver is a one-time waiver for up to three hours of college coursework. Students must be enrolled at UACCM by the fall semester after completion of the GED. Qualifying students must complete all admission requirements and submit a scholarship application to the Financial Aid Office.

**Higher Education Opportunities Grant (GO!)**

The GO! Opportunities Grant provides a $1,000 award per year to full-time students (at least 12 credit hours in the first semester and 15 hours per semester thereafter) and $500 award per year to part-time students who are Arkansas residents. Students can qualify for up to $4,000 total. To be eligible, students must have a family income of not more than $25,000 per year ($5,000 extra for each additional child). Students must maintain a 2.00 grade point average while in college. GO! recipients must enroll in an eligible Arkansas institution of higher learning within one year of high school graduation or successful completion of the GED. GED recipients must be between the ages of 16 and 18. Selection is made by the Arkansas Department of Higher Education.

**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 enrolling full-time with a minimum high school grade point average of 2.50. The scholarship is renewable if the student maintains a 2.50 grade point average.
**Presidential Scholarship**

The Presidential Scholarship is a full tuition and fees waiver and a $500/semester book allowance awarded to students who have achieved a composite score of 28 or above on the ACT or comparable COMPASS scores. Students’ test scores used in determining eligibility may not be over 5 years old. The scholarship is renewable for up to three semesters if the student maintains a 3.25 semester grade point average or better and successfully completes at least 12 credit hours each semester. Students must enroll in at least 12 semester hours to be awarded this scholarship. Students who have attended another college or university prior to enrolling at UACCM may be eligible for the Presidential Scholarship if they meet the prerequisite requirements specified in this policy and have not attempted more than 15 credit hours with no less than a 3.00 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 (10) full tuition waiver Technology Scholarships each fall semester to first-time entering students who demonstrate aptitude for technical or occupational skill as evidenced by a letter of recommendation from a high school instructor, career center director, or employer. Students must have at least a 2.25 high school grade point average and a minimum composite ACT score of 17 or COMPASS scores of 63 in Writing, 76 in Reading, and 44 in Pre-Algebra or 28 in Algebra. The scholarship is renewable for up to three semesters if the student maintains at least a 2.50 semester grade point average and successfully completes at least 12 credit hours each semester. Students must enroll in 12 semester hours to be awarded this scholarship. Students must be enrolled in courses applicable to a technical certificate or technical degree (AAS) to maintain eligibility for the scholarship.

**University Scholarship**

The University Scholarship is a full tuition and fees waiver awarded to students who have achieved a composite score of 26-27 on the ACT or comparable COMPASS scores. Students’ test scores used in determining eligibility may not be over 5 years old. The scholarship is renewable for up to three semesters if the student maintains a 3.00 semester grade point average or better and successfully completes at least 12 credit hours each semester. Students must enroll in at least 12 semester hours to be awarded this scholarship. Students who have attended another college or university prior to enrolling at UACCM may be eligible for the University Scholarship if they meet the prerequisite requirements specified in this policy and have not attempted more than 15 credit hours with no less than a 3.00 grade point average.

**Workforce Improvement Grant**

The Workforce Improvement Grant is a need-based grant for non-traditional students at least 24 years of age. Students must complete the FAFSA application by July 15 of the award year, as well as all necessary paperwork with the Financial Aid office to be considered for the grant. To be eligible, students must be enrolled in at least three semester hours, have an unmet need, and not be receiving more than $1000 per semester in Pell Grant assistance. Award amounts cannot exceed the student’s tuition and fee charges less any Pell assistance received. Additionally, award amounts are determined by the Financial Aid Office and are awarded to eligible students on a first-come, first-serve basis. Maximum awards are $1000 per semester.

**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
- Various other private scholarships
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| Computer Information Science                        | A.S.                                             | 48-49 |
| Computer Information Systems                        | Technical Certificate | A.A.S.                       | 51-52 |
| - Computer Maintenance                              | Certificate of Proficiency                      | 50 |
| - Networking Technology                             | Certificate of Proficiency                      | 50 |
| Dietary Management                                  | Certificate of Proficiency                      | 53 |
| Drafting Technology                                 | Technical Certificate | A.A.S.                       | 54-55 |
| Early Childhood Development                         | Certificate of Proficiency | Technical Certificate | A.A.S. | 56-57 |
| Emergency Medical Technology - Basic                 | Certificate of Proficiency                      | 58-59 |
| General Education                                   | A.A. | A.S.                                        | 60-63 |
| General Studies                                     | Certificate of General Studies | A.G.S.                     | 64-65 |
| Graphic Design                                      | A.A.S.                                           | 66-67 |
| Nursing Assistant                                   | Certificate of Proficiency                      | 68 |
| Petroleum Technology                                | Certificate of Proficiency | Technical Certificate | A.A.S. | 76-77 |
| Practical Nursing                                   | Technical Certificate                          | 69-71 |
| Registered Nursing                                  | A.A.S.                                           | 72-75 |
| Surveying Technology                                | Technical Certificate | A.A.S. | A.S.             | 78-81 |
| Welding Technology                                  | Technical Certificate                          | 83 |
| - Pipe Welding                                      | Certificate of Proficiency                    | 82 |
| - Structural Welding                                | Certificate of Proficiency                    | 82 |
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

FRESHMAN SEMINAR:

UACC 1002 Freshman Seminar
18 or below on ACT Reading, Math, or English sections, 65 or below on COMPASS Algebra, 76 or below on COMPASS writing, or 82 or below on COMPASS reading

MATHEMATICS (A.A. & 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, 26-45 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, 33 or below COMPASS Pre-Algebra

*Highest math placement with numerical or Pre-Algebra scores

MATHEMATICS (A.A.S.):

MATH 1253 Applied Technical Math
43 ASSET Pre-Algebra, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 26-99 COMPASS Algebra

BUS 1333 Business Math
43 ASSET Pre-Algebra, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 26-99 COMPASS Algebra

NSG 1213 Math for Nurses
43 ASSET Intermediate Algebra, 19 ACT Math Section, 66 COMPASS Algebra

NUR 1201 Pharmacology I
43 ASSET Pre-Algebra, 41 ASSET Intermediate Algebra, 17 ACT Math Section, 49 COMPASS Pre-Algebra, 26-99 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, 33 or below 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
## ELECTIVES FOR TECHNICAL PROGRAMS

Below is a list of electives that have been approved for Air Conditioning and Refrigeration (ACR), Automotive Collision Repair (AUB), Automotive Technology (AST), Drafting (DRT), and Surveying (SUR).

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### TECHNICAL CERTIFICATE

**GENERAL EDUCATION COURSES:**

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<td>OR</td>
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**TECHNICAL COURSES:**

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<td>ACR 1404 Introduction to Air Conditioning and Refrigeration</td>
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<td>ACR 1603 Piping and Load Calculation</td>
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<td>___</td>
<td>ACR 1704 Commercial Refrigeration</td>
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<td>___</td>
<td>ACR 1903 Heating Technology</td>
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### ASSOCIATE OF APPLIED SCIENCE

**GENERAL EDUCATION COURSES:**

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<td>MATH 1103 Algebra for General Education</td>
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**BUSINESS COURSES:**

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<td>BUS 2373 Supervisory Management</td>
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**TECHNICAL COURSES:**

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<td>ACR 1104 Refrigeration Systems and Components</td>
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<td>ACR 1303 Schematics</td>
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<td>ACR 1404 Introduction to Air Conditioning and Refrigeration</td>
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<td>___</td>
<td>ACR 1603 Piping and Load Calculations</td>
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<td>DRT 1004 Computer Aided Drafting</td>
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<td>ELEC 1204 Fundamentals of Electricity</td>
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<td>ELEC 2104 Introduction to Digital Systems</td>
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<td>ELEC 2113 Motors and System Controls</td>
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</table>
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

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 and hospitals
- Commercial refrigeration

**SOCIAL SCIENCE ELECTIVES:** ................................. 3 hours

Three hours of electives must be selected from the following list:

- ANTH 2333 Introduction to Anthropology ............... 3 credit hours
- CRIM 2003 Introduction to Criminal Justice ............... 3 credit hours
- ECON 2453 Macroeconomics .................................. 3 credit hours
- ECON 2463 Microeconomics .................................. 3 credit hours
- GEOG 2013 Regional Geography/World .................... 3 credit hours
- HIST 1003 Western Civilization I ......................... 3 credit hours
- HIST 1013 Western Civilization II ......................... 3 credit hours
- HIST 2003 United States History I ......................... 3 credit hours
- HIST 2013 United States History II ....................... 3 credit hours
- PSCI 2003 American Government .......................... 3 credit hours
- PSY 2003 General Psychology ............................... 3 credit hours
- SOC 2013 Introduction to Sociology ....................... 3 credit hours
- SOC 2023 Social Problems ................................... 3 credit hours
- SOC 2043 Marriage and the Family ......................... 3 credit hours

**RELATED ELECTIVE:** ........................................... 3 hours

Three hours of electives must be selected from the list on pages 31-33:

- ELECTIVE (Elective taken from list on pages 31-33) ... 3 hours
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

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.
- Student 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

TECHNICAL CERTIFICATE

GENERAL EDUCATION COURSES: ........................................ 9-11 hours
- ENG 1003 Basic Technical Communications ............. 3 credit hours
- ENG 1013 Composition I ........................................ 3 credit hours
- MATH 1253 Applied Technical Math ....................... 3 credit hours
- UACC 1002 Freshman Seminar (if required) ............ 2 credit hours

TECHNICAL COURSES: .................................................. 24 hours
Twenty-four hours of technical courses must be selected from the following list:
- AUB 1003 Auto Body Electrical and Mechanical Systems 3 credit hours
- AUB 1005 Auto Body Fundamentals ....................... 5 credit hours
- AUB 1103 Materials and Processes ......................... 3 credit hours
- AUB 1205 Non-Structural Analysis and Repair I .......... 5 credit hours
- AUB 1305 Refinishing Procedures and Applications .... 5 credit hours
- AUB 1405 Non-Structural Analysis and Repair II ....... 5 credit hours
- AUB 1503 Refinishing Products ............................. 3 credit hours
- AUB 2203 Advanced Automotive Refinishing .......... 3 credit hours
- AUB 2205 Structural Analysis and Repair ............... 5 credit hours
- AUB 2303 Color Theory ........................................ 3 credit hours
- AUB 2403 Auto Body Shop Management ................. 3 credit hours
- AUB 2503 Special Projects .................................. 3 credit hours

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

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION COURSES: ........................................ 9-11 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
- UACC 1002 Freshman Seminar (if required) ............ 2 credit hours

BUSINESS COURSES: .................................................. 3 hours
- BUS 1213 Computer Applications ............................ 3 credit hours

TECHNICAL COURSES: .................................................. 37 hours
Thirty-seven hours of technical courses must be selected from the following list:
- AUB 1003 Auto Body Electrical and Mechanical Systems 3 credit hours
- AUB 1005 Auto Body Fundamentals ....................... 5 credit hours
- AUB 1103 Materials and Processes ......................... 3 credit hours
- AUB 1205 Non-Structural Analysis and Repair I ....... 5 credit hours
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

### After UACCM

**Graduates are employed as:**
- Instructors at technical colleges
- Professional estimators
- Professional refinishers
- Self-employed auto body shop owners
- Insurance adjustors
- Paint/supply representatives
- Parts store managers

**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.

---

### SOCIAL SCIENCE ELECTIVES: 3 hours

Three hours of social science electives must be selected from the following list:

- **ANTH 2333** Introduction to Anthropology ....... 3 credit hours
- **CRIM 2003** Introduction to Criminal Justice ....... 3 credit hours
- **ECON 2463** Microeconomics ..................... 3 credit hours
- **GEOG 2013** Regional Geography/World ......... 3 credit hours
- **HIST 1003** Western Civilization I .......... 3 credit hours
- **HIST 1013** Western Civilization II ........ 3 credit hours
- **HIST 2003** United States History I ....... 3 credit hours
- **HIST 2013** United States History II ...... 3 credit hours
- **PSCI 2003** American Government .......... 3 credit hours
- **PSY 2003** General Psychology ............. 3 credit hours
- **SOC 2013** Introduction to Sociology .... 3 credit hours
- **SOC 2023** Social Problems .................. 3 credit hours
- **SOC 2043** Marriage and the Family ...... 3 credit hours

### RELATED ELECTIVES: 9 hours

Nine hours of electives must be selected from the list on pages 31-33:

- **ELECTIVE** (Elective taken from list on pages 31-33) ...... 3 hours
- **ELECTIVE** (Elective taken from list on pages 31-33) ...... 3 hours
- **ELECTIVE** (Elective taken from list on pages 31-33) ...... 3 hours
Students interested in Automotive Technology should enjoy working with their hands in a shop setting and should possess decision-making and problem-solving skills.

**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.

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

---

**TECHNICAL CERTIFICATE**

### GENERAL EDUCATION COURSES: ........................................ 6-8 hours
- **ENG** 1003 Basic Technical Communications
- **ENG** 1103 Composition I ........................................... 3 credit hours
- **MATH** 1253 Applied Technical Math ................................ 3 credit hours
- **UACC** 1002 Freshman Seminar (if required) ....................... 2 credit hours

### TECHNICAL COURSES: ........................................... 20 hours
Twenty hours of technical courses must be selected from the following list:
- **AST** 1005 Electrical/Electronic Systems ......................... 5 credit hours
- **AST** 1105 Brakes ..................................................... 5 credit hours
- **AST** 1205 Engine Repair ............................................. 5 credit hours
- **AST** 1305 Power Trains ................................................ 5 credit hours
- **AST** 2005 Climate Control .......................................... 5 credit hours
- **AST** 2105 Automatic Transmissions ................................. 5 credit hours
- **AST** 2115 Engine Performance .................................... 5 credit hours
- **AST** 2205 Chassis & Steering ........................................ 5 credit hours

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

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**ASSOCIATE OF APPLIED SCIENCE**

### GENERAL EDUCATION COURSES: ........................................ 9-11 hours
- **ENG** 1013 Composition I ........................................... 3 credit hours
- **ENG** 1003 Basic Technical Communications
- **ENG** 1023 Composition II ........................................... 3 credit hours
- **MATH** 1253 Applied Technical Math ................................ 3 credit hours
- **UACC** 1002 Freshman Seminar (if required) ....................... 2 credit hours

### BUSINESS COURSES: ........................................... 3 hours
- **BUS** 1213 Computer Applications ................................ 3 credit hours

### TECHNICAL COURSES: ........................................... 40 hours
- **AST** 1005 Electrical/Electronic Systems ......................... 5 credit hours
- **AST** 1105 Brakes ..................................................... 5 credit hours
- **AST** 1205 Engine Repair ............................................. 5 credit hours
- **AST** 1305 Power Trains ................................................ 5 credit hours
- **AST** 2005 Climate Control .......................................... 5 credit hours
- **AST** 2105 Automatic Transmissions ................................. 5 credit hours
- **AST** 2115 Engine Performance .................................... 5 credit hours
- **AST** 2205 Chassis & Steering ........................................ 5 credit hours

---

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

SOCIAL SCIENCE ELECTIVE: ................................................. 3 hours

Three hours of social science electives must be selected from the following list:

___ ANTH 2333 Introduction to Anthropology ........ 3 credit hours
___ CRIM 2003 Introduction to Criminal Justice ........ 3 credit hours
___ ECON 2453 Macroeconomics ................... 3 credit hours
___ ECON 2463 Microeconomics ................... 3 credit hours
___ GEOG 2013 Regional Geography/World ........... 3 credit hours
___ HIST 1003 Western Civilization I ............... 3 credit hours
___ HIST 1013 Western Civilization II ............... 3 credit hours
___ HIST 2003 United States History I .............. 3 credit hours
___ HIST 2013 United States History II .......... ... 3 credit hours
___ PSCI 2003 American Government ............. 3 credit hours
___ PSY 2003 General Psychology ................. 3 credit hours
___ SOC 2013 Introduction to Sociology .......... 3 credit hours
___ SOC 2023 Social Problems ..................... 3 credit hours
___ SOC 2043 Marriage and the Family ............ 3 credit hours

RELATED ELECTIVES: ...................................................... 6 hours

Six hours of electives must be selected from the list on pages 31-33:

___ ELECTIVE (Elective taken from list on pages 31-33) .... 3 hours
___ ELECTIVE (Elective taken from list on pages 31-33) .... 3 hours

AFTER UACCM

Graduates are employed as:

• Independent shop owners/operators
• Shop managers in auto dealerships
• Parts store managers
• Managers of nationwide trucking companies
• Owners of trucking companies and truck shops
• Line mechanics

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.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

---

**HINT**

**Recommended course order:**

1st Semester:
- Business English
- Business Math
- Computer Applications
- Freshman Seminar
- Document Formatting
- Keyboarding Skills II
- Windows or Electronic Calculators

2nd Semester:
- Bookkeeping
- Business Communications I
- Business Procedures
- Electronic Spreadsheet
- Word Processing I

Summer:
- 3 credit hours of business elective

---

**NOTE**

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

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**TECHNICAL CERTIFICATE**

32-35 Semester Hours

**GENERAL EDUCATION COURSES:** ................. 9-11 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) .... 2 credit hours

**BUSINESS COURSES:** ......................... 20-21 hours
- ACCT 2003 Principles of Accounting I ......... 3 credit hours
- OR BUS 1013 Bookkeeping ......................... 3 credit hours
- BUS 1003 Business English ....................... 3 credit hours
- BUS 1022 Windows .................................. 1-2 credit hrs
- OR BUS 1031 Electronic Calculators .......... 1 credit hour
- BUS 1101 Keyboarding Skills II ................. 3 credit hours
- 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

Three hours of business electives must be selected from the following list:
- ACCT 2203 Computerized Accounting ........... 3 credit hours
- BUS 1022 Windows .................................. 2 credit hours
- BUS 1031 Electronic Calculators ............... 1 credit hour
- BUS 1233 Database Management .................. 3 credit hours
- BUS 2113 Business Communications II .......... 3 credit hours
- BUS 2253 Word Processing II ...................... 3 credit hours
- BUS 2303 Proofreading and Transcription Skills ... 3 credit hours
ASSOCIATE OF APPLIED SCIENCE 64-66 Semester Hours

GENERAL EDUCATION COURSES: 15-17 hours

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<tr>
<td>BUS</td>
<td>2013 Business Communications I</td>
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<td>ENG</td>
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<td>ECON</td>
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OR

ECON 2463 Microeconomics 3 credit hours

BUSINESS COURSES: 29 hours

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<td>ACCT</td>
<td>2103 Payroll Accounting</td>
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<td>ACCT</td>
<td>2203 Computerized Accounting</td>
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<td>BUS</td>
<td>1003 Business English</td>
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<td>BUS</td>
<td>1031 Electronic Calculators</td>
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<td>BUS</td>
<td>1081 Introduction to Word Processing</td>
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<td>BUS</td>
<td>1223 Electronic Spreadsheet</td>
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<td>BUS</td>
<td>2313 Professional Development</td>
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<td>BUS</td>
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RELATED ELECTIVES: 20 hours

Twenty hours of electives must be selected from the following list:

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<td>BUS</td>
<td>1022 Windows</td>
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<td>BUS</td>
<td>1233 Database Management</td>
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<td>BUS</td>
<td>2243 Business Graphics</td>
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<td>BUS</td>
<td>2323 Business Procedures</td>
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<td>BUS</td>
<td>2373 Supervisory Management</td>
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<td>2403 Entrepreneurship</td>
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<tr>
<td>FIN</td>
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</table>

NOTE

- 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 assistants
- Payroll clerks
- Bank employees
- Accounts receivable clerks
- Accounts payable clerks

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Academically challenging courses give you the communication, analytical, teamwork, and leadership skills needed to move into supervisory and management positions.

After UACCM
Graduates are employed as:
• Administrative assistants
• File clerks
• Receptionists
• General office assistants
• Data entry clerks

ASSOCIATE OF APPLIED SCIENCE

GENERAL EDUCATION COURSES: ........................................ 12-14 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</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 1002</td>
<td>Freshman Seminar (if required)</td>
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BUSINESS COURSES: ........................................ 38 hours

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<tr>
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<tbody>
<tr>
<td>ACCT 2003</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>BUS 1013</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td></td>
<td>BUS 1003</td>
<td>Business English</td>
</tr>
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<td></td>
<td>BUS 1022</td>
<td>Windows</td>
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<td></td>
<td>BUS 1031</td>
<td>Electronic Calculators</td>
</tr>
<tr>
<td></td>
<td>BUS 1041</td>
<td>Microsoft Outlook</td>
</tr>
<tr>
<td></td>
<td>BUS 1101</td>
<td>Keyboarding Skills II</td>
</tr>
<tr>
<td></td>
<td>BUS 1113</td>
<td>Document Formatting</td>
</tr>
<tr>
<td></td>
<td>BUS 1223</td>
<td>Electronic Spreadsheet</td>
</tr>
<tr>
<td></td>
<td>BUS 1233</td>
<td>Database Management</td>
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<td></td>
<td>BUS 1253</td>
<td>Word Processing I</td>
</tr>
<tr>
<td></td>
<td>BUS 2113</td>
<td>Business Communications II</td>
</tr>
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<td></td>
<td>BUS 2253</td>
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<tr>
<td></td>
<td>BUS 2303</td>
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<td></td>
<td>BUS 2313</td>
<td>Professional Development</td>
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<tr>
<td></td>
<td>BUS 2323</td>
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SOCIAL SCIENCE ELECTIVE: ........................................ 3 hours

Three hours of social science electives must be selected from the following list:

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<thead>
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<tbody>
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</tr>
<tr>
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<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>GEOG 2013</td>
<td>Regional Geography/World</td>
<td>3</td>
</tr>
<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>United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2013</td>
<td>United States History II</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>SOC 2013</td>
<td>Introduction to Sociology</td>
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<tr>
<td>SOC 2023</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
<td>3</td>
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</tbody>
</table>

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ACCT 2103</td>
<td>Payroll Accounting</td>
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<td>ACCT 2203</td>
<td>Computerized Accounting</td>
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</tr>
<tr>
<td>BUS 2243</td>
<td>Business Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2503</td>
<td>Web Page Design</td>
<td>3</td>
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<td>INT 2003</td>
<td>Internship</td>
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<td>Course Code</td>
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<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
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<tr>
<td>BUS 1333</td>
<td>Business Math</td>
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<td>BUS 2013</td>
<td>Business Communications I</td>
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<tr>
<td>BUS 1013</td>
<td>Bookkeeping</td>
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<td>BUS 1003</td>
<td>Business English</td>
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<td>BUS 1081</td>
<td>Introduction to Word Processing</td>
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<td>BUS 1353</td>
<td>Selling</td>
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<td>BUS 1363</td>
<td>Marketing Principles</td>
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<td>BUS 1413</td>
<td>Visual Merchandising</td>
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<td>BUS 2243</td>
<td>Business Graphics</td>
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<td>BUS 2313</td>
<td>Professional Development</td>
<td>3</td>
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<td>BUS 2323</td>
<td>Business Procedures</td>
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<td>BUS 2343</td>
<td>Advertising</td>
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<td>BUS 2373</td>
<td>Supervisory Management</td>
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<td>BUS 2383</td>
<td>Retailing</td>
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<td>BUS 2393</td>
<td>Business Law</td>
<td>3</td>
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<tr>
<td>ANTH 2333</td>
<td>Introduction to Anthropology</td>
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<td>CRIM 2003</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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<td>ECON 2453</td>
<td>Macroeconomics</td>
<td>3</td>
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<tr>
<td>HIST 1003</td>
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<td>Introduction to Sociology</td>
<td>3</td>
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<td>SOC 2023</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
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</table>
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<thead>
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<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS</td>
<td>1041</td>
<td>Microsoft Outlook</td>
<td>1</td>
</tr>
<tr>
<td>BUS</td>
<td>1223</td>
<td>Electronic Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>1233</td>
<td>Database Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS</td>
<td>2403</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>FIN</td>
<td>2013</td>
<td>Personal Finance</td>
<td>3</td>
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<td>GDT</td>
<td>2503</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>ECON</td>
<td>2463</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>1023</td>
<td>Composition II</td>
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</tr>
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<td>SPH</td>
<td>2303</td>
<td>Public Speaking</td>
<td>3</td>
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<td>PSY</td>
<td>2003</td>
<td>General Psychology</td>
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</tr>
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<td>SOC</td>
<td>2013</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SPAN</td>
<td>1013</td>
<td>Elementary Spanish I</td>
<td>3</td>
</tr>
</tbody>
</table>

**AFTER UACCM**

Graduates are employed as:
- Sales representatives
- Department managers
- Owners/managers of small businesses
- Visual merchandisers
- Advertising sales agents
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

ASSOCIATE OF ARTS

65-67 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: .......................................................... 6 hours
  ___ MATH 1203 College Algebra ......................... 3 credit hours
  ___ MATH 2023 Calculus for Business ................. 3 credit hours

SCIENCE: ................................................................. 8 hours
  ___ BIOL 1004 Fundamentals of Biology
  OR  BIOL 2024 General Botany
  OR  BIOL 2004 Human Anatomy and Physiology I
  OR  BIOL 2034 Principles of Zoology .................. 4 credit hours
  ___ CHEM 1004 Fundamentals of Chemistry
  OR  PHY 2004 Physical Science
  OR  SCI 2014 Earth Science ............................. 4 credit hours

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

HUMANITIES/FINE ARTS ELECTIVES: ............................. 3 hours

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

  ___ ART 2103 Art History I ................................. 3 credit hours
  ___ ART 2113 Art History II ............................... 3 credit hours
  ___ ENG 2003 Creative Writing ............................ 3 credit hours
  ___ ENG 2103 Introduction to Fiction .................. 3 credit hours
  ___ ENG 2113 American Literature I ................... 3 credit hours
  ___ ENG 2123 American Literature II .................. 3 credit hours
  ___ ENG 2203 Introduction to Poetry ................... 3 credit hours
  ___ ENG 2313 British Literature I ...................... 3 credit hours
  ___ ENG 2323 British Literature II ...................... 3 credit hours
  ___ SPAN 1013 Elementary Spanish I .................. 3 credit hours
  ___ SPAN 1023 Elementary Spanish II .................. 3 credit hours
  ___ PHIL 2103 Introduction to Philosophy ............. 3 credit hours

HINT

- 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.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

**SOCIAL SCIENCE REQUIREMENTS:** .......................... 12 hours

- **HIST** 1003 Western Civilization I
- **OR** HIST 1013 Western Civilization II .................. 3 credit hours
- **HIST** 2003 U. S. History I
- **OR** HIST 2013 U. S. History II
- **OR** PSCI 2003 American Government .................. 3 credit hours
- **ECON** 2453 Macroeconomics .......................... 3 credit hours
- **ECON** 2463 Microeconomics .......................... 3 credit hours

**SOCIAL SCIENCE ELECTIVES:** ............................ 3 hours

Must include six hours of social science electives selected from the list below:

- **ANTH** 2333 Introduction to Anthropology ............... 3 credit hours
- **CRIM** 2003 Introduction to Criminal Justice .......... 3 credit hours
- **GEOG** 2013 Regional Geography/World ................ 3 credit hours
- **HIST** 2203 Arkansas History .......................... 3 credit hours
- **PSY** 2003 General Psychology ........................ 3 credit hours
- **PSY** 2013 Abnormal Psychology ..................... 3 credit hours
- **PSY** 2113 Sensation and Perception .................. 3 credit hours
- **SOC** 2013 Introduction to Sociology .................. 3 credit hours
- **SOC** 2023 Social Problems ............................ 3 credit hours
- **SOC** 2043 Marriage and the Family .................. 3 credit hours

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

- **PED** 1003 Personal Health ............................. 3 credit hours

**BUSINESS REQUIREMENTS:** .............................. 6 hours

- **ACCT** 2003 Principles of Accounting I ............... 3 credit hours
- **ACCT** 2023 Principles of Accounting II ............. 3 credit hours

**BUSINESS ELECTIVES:** ................................... 9 hours

Nine hours of electives must be selected from the following list:

- **BUS** 1213 Computer Applications ..................... 3 credit hours
- **BUS** 2013 Business Communications I ............... 3 credit hours
- **BUS** 2373 Supervisory Management .................. 3 credit hours
- **BUS** 2393 Business Law ............................... 3 credit hours
- **BUS** 2413 Business Statistics ......................... 3 credit hours
- **FIN** 2013 Personal Finance ........................... 3 credit hours

**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.

**HINT**

- 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.

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**ASSOCIATE OF SCIENCE**

61-64 Semester Hours

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, their advisor, or the college’s Web site.

**ENGLISH/COMMUNICATIONS:** ................................................. 9 hours

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<thead>
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<tr>
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<td>Composition I</td>
<td>3</td>
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<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>3</td>
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<tr>
<td>ENG 2023</td>
<td>Technical Communications 1 2</td>
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<tr>
<td>OR SPH 2303</td>
<td>Public Speaking 3</td>
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**FRESHMAN SEMINAR:** .................................................. 0-2 hours

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**MATHMATICS:** .......................................................... 6 hours

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<td>Discrete Mathematics 1 2 3</td>
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<td>OR MATH 1213</td>
<td>Plane Trigonometry 2 3</td>
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<td>OR MATH 2023</td>
<td>Calculus for Business 1</td>
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**SCIENCE:** ..................................................................... 8 hours

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<td>OR BIOL 2024</td>
<td>General Botany</td>
<td></td>
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<td>OR BIOL 2004</td>
<td>Human Anatomy &amp; Physiology I</td>
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<tr>
<td>OR BIOL 2034</td>
<td>Principles of Zoology</td>
<td>4</td>
</tr>
<tr>
<td>OR PHY 2004</td>
<td>Physical Science</td>
<td></td>
</tr>
<tr>
<td>OR CHEM 1004</td>
<td>Fundamentals of Chemistry</td>
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<tr>
<td>OR CHEM 2121</td>
<td>General College Chemistry I Lab</td>
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<td>AND CHEM 2123</td>
<td>General College Chemistry I</td>
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<tr>
<td>OR SCI 2014</td>
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**SOCIAL SCIENCE:** .................................................. 9 hours

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</tr>
<tr>
<td>OR HIST 2003</td>
<td>U. S. History I</td>
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<tr>
<td>OR HIST 2013</td>
<td>U. S. History II</td>
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<td>OR PSCI 2003</td>
<td>American Government</td>
<td>3</td>
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<tr>
<td>OR ECON 2453</td>
<td>Macroeconomics 1</td>
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<td>OR xxx3</td>
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<td>OR PSY 2003</td>
<td>Psychology 3</td>
<td>3</td>
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**FINE ARTS/HUMANITIES:** ............................................. 6 hours

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### NOTE

The Certificates of Proficiency in Computer Maintenance and Networking Technology 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.

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<th>CERTIFICATES OF PROFICIENCY</th>
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<tbody>
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<tr>
<td>TECHNICAL COURSES:</td>
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<tr>
<td>____ CIS 1103  Computer Hardware and Software I ...... 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>____ CIS 1113  Networking Essentials .................. 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>____ CIS 2103  Computer Hardware and Software II ...... 3 credit hours</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CERTIFICATES OF PROFICIENCY</th>
<th>9 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Networking Technology</strong></td>
<td></td>
</tr>
<tr>
<td>TECHNICAL COURSES:</td>
<td>9 hours</td>
</tr>
<tr>
<td>____ CIS 1113  Networking Essentials .................. 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>____ CIS 1203  Introduction to Network Administration ...... 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>____ CIS 2123  Local Area Networking I .................. 3 credit hours</td>
<td></td>
</tr>
</tbody>
</table>
## TECHNICAL CERTIFICATE

### 30-32 Semester Hours

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td>6-8 hours</td>
</tr>
<tr>
<td>OR ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 0903 Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

**TECHNICAL COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>15 hours</td>
</tr>
<tr>
<td>CIS 1103 Computer Hardware and Software I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 1113 Networking Essentials</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 1133 Introduction to Computer Programming: Logic and Language</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2103 Computer Hardware and Software II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

**RELATED ELECTIVES:**

Nine hours of electives must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1203 Introduction to Network Administration</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2023 Internet Technologies</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2033 Network Operation Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2123 Local Area Networking I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2133 Local Area Networking II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2203 Introduction to Wireless Technology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2253 Introduction to Linux</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2303 Network Security</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2423 Visual Basic</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2433 Java Programming</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

### AFTER UACCM

Graduates are employed as:
- Network administrators
- Help desk specialists
- Service technicians

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.

## ASSOCIATE OF APPLIED SCIENCE

### 60-62 Semester Hours

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013 Composition I</td>
<td>12-14 hours</td>
</tr>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 0903 Intermediate Algebra</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

**TECHNICAL COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1103 Computer Hardware and Software I</td>
<td>36 hours</td>
</tr>
<tr>
<td>CIS 1113 Networking Essentials</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 1133 Introduction to Computer Programming: Logic and Language</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 1203 Introduction to Network Administration</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2023 Internet Technologies</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

### After UACCM
Graduates are employed as:
- Network administrators
- Help desk specialists
- Service technicians

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.

### Degree Requirements

#### Computer Information Systems Career Program

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2033</td>
<td>Network Operating Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2103</td>
<td>Computer Hardware and Software II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2123</td>
<td>Local Area Networking I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2133</td>
<td>Local Area Networking II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2203</td>
<td>Introduction to Wireless Technology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2253</td>
<td>Introduction to LINUX</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CIS 2303</td>
<td>Network Security</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

#### Social Science Elective:
Three hours of social science electives must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2333</td>
<td>Introduction to Anthropology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRIM 2003</td>
<td>Introduction to Criminal Justice</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECON 2453</td>
<td>Macroeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECON 2463</td>
<td>Microeconomics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>GEOG 2013</td>
<td>Regional Geography/World</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 1003</td>
<td>Western Civilization I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 1013</td>
<td>Western Civilization II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2003</td>
<td>United States History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HIST 2013</td>
<td>United States History II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOC 2013</td>
<td>Introduction to Sociology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOC 2023</td>
<td>Social Problems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

#### Related Electives:
Nine hours of electives must be selected from the following list:

- CIS 2433 | Java Programming | 3 credit hours
- MATH 1203 | College Algebra | 3 credit hours
- BUS 1233 | Database Management | 3 credit hours
- CIS 2423 | Visual Basic | 3 credit hours

---

**Hint**

- Students should take all developmental courses early in order to focus on career courses 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.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
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.

Certified Dietary Managers may be employed in:
- Hospitals
- Long-term care facilities
- Schools
- Restaurants
- Armed Forces

*Field Experience I and II may be waived for students having two years experience in a managerial or supervisory capacity in institutional food service production. The waiver must be approved by the dietary management program administrator.

---

**CERTIFICATE OF PROFICIENCY**

**16 Semester Hours**

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>16 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*DIET 1011 Field Experience I</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>DIET 1002 Food Safety and Sanitation</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>DIET 1013 Managing Food Service Programs</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>*DIET 1021 Field Experience II</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>DIET 1023 Diet Therapy</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>DIET 1031 Field Experience III</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>DIET 1112 Food Services Administration</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>NUTR 1503 Nutrition</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

* Field Experience I and II may be waived for students having two years experience in a managerial or supervisory capacity in institutional food service production. The waiver must be approved by the dietary management program administrator.
### HINT
- 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.

---

### TECHNICAL CERTIFICATE  
31-33 Semester Hours

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>9-11 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ BUS 1213</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>__ ENG 1003</td>
<td>Basic Technical Communications</td>
</tr>
<tr>
<td>OR ENG 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>__ MATH 1253</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>OR MATH 1203</td>
<td>College Algebra</td>
</tr>
<tr>
<td>__ UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ DRT 1004</td>
<td>Computer Aided Drafting</td>
</tr>
<tr>
<td>__ DRT 1204</td>
<td>Parametric Drafting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED ELECTIVES:</th>
<th>14 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourteen hours of electives must be selected from the following list:</td>
<td></td>
</tr>
<tr>
<td>__ DRT 1304</td>
<td>Residential Drafting I</td>
</tr>
<tr>
<td>__ DRT 1504</td>
<td>Advanced Drafting</td>
</tr>
<tr>
<td>__ DRT 2304</td>
<td>Residential Drafting II</td>
</tr>
<tr>
<td>__ DRT 2314</td>
<td>Machine Drafting</td>
</tr>
<tr>
<td>__ DRT 2413</td>
<td>Structural Drafting</td>
</tr>
<tr>
<td>__ DRT 2423</td>
<td>Specialty Drafting</td>
</tr>
</tbody>
</table>

### ASSOCIATE OF APPLIED SCIENCE  
60-62 Semester Hours

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>12-14 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ ENG 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>__ ENG 1003</td>
<td>Basic Technical Communications</td>
</tr>
<tr>
<td>OR ENG 1023</td>
<td>Composition II</td>
</tr>
<tr>
<td>__ MATH 1253</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>AND ELECTIVE</td>
<td>Technical Elective (choose from list on pages 31-33)</td>
</tr>
<tr>
<td>OR MATH 1203</td>
<td>College Algebra</td>
</tr>
<tr>
<td>AND MATH 1213</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>__ UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>30 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ DRT 1004</td>
<td>Computer Aided Drafting</td>
</tr>
<tr>
<td>__ DRT 1204</td>
<td>Parametric Drafting</td>
</tr>
<tr>
<td>__ DRT 1304</td>
<td>Residential Drafting I</td>
</tr>
<tr>
<td>__ DRT 1504</td>
<td>Advanced Drafting</td>
</tr>
<tr>
<td>__ DRT 2304</td>
<td>Residential Drafting II</td>
</tr>
<tr>
<td>__ DRT 2314</td>
<td>Machine Drafting</td>
</tr>
<tr>
<td>__ DRT 2413</td>
<td>Structural Drafting</td>
</tr>
<tr>
<td>__ DRT 2423</td>
<td>Specialty Drafting</td>
</tr>
</tbody>
</table>

---

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

### SOCIAL SCIENCE ELECTIVE: 3 hours

**Three hours of social science electives must be selected from the following list:**

- ANTH 2333 Introduction to Anthropology 3 credit hours
- CRIM 2003 Introduction to Criminal Justice 3 credit hours
- ECON 2453 Macroeconomics 3 credit hours
- ECON 2463 Microeconomics 3 credit hours
- GEOG 2013 Regional Geography/World 3 credit hours
- HIST 1003 Western Civilization I 3 credit hours
- HIST 1013 Western Civilization II 3 credit hours
- HIST 2003 United States History I 3 credit hours
- HIST 2013 United States History II 3 credit hours
- PSCI 2003 American Government 3 credit hours
- PSY 2003 General Psychology 3 credit hours
- SOC 2013 Introduction to Sociology 3 credit hours
- SOC 2023 Social Problems 3 credit hours
- SOC 2043 Marriage and the Family 3 credit hours

### RELATED ELECTIVES: 12 hours

**Twelve hours of electives must be selected from the list on pages 31-33:**

- ELECTIVE (Elective taken from list on pages 31-33) 3 hours
- ELECTIVE (Elective taken from list on pages 31-33) 3 hours
- ELECTIVE (Elective taken from list on pages 31-33) 3 hours
- ELECTIVE (Elective taken from list on pages 31-33) 3 hours

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.

### AFTER UACCM

**Graduates are employed as:**

- Draftsman
- Drafting technicians
- Drafting designers
- Architectural designers
- Structural technicians

### NOTE

- 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.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
**HINT**
- 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.

**REQUIREMENTS**
- TB Skin Test Clearance
- Criminal Background Check
- Central Registry Check
- FBI Check (if an Arkansas resident for less than 6 years)

---

**CERTIFICATE OF PROFICIENCY**

8-9 Semester Hours

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>8-9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 1002 Early Childhood Competencies</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 1101 CPR and First Aid (or current certification)</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>ECD 1103 Methods and Materials I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2113 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.

---

**TECHNICAL CERTIFICATE**

33-36 Semester Hours

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES</th>
<th>6-8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1333 Business Math</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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES</th>
<th>27-28 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD 1002 Early Childhood Competencies</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 1101 CPR and First Aid (or current certification)</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>ECD 1102 Supervised Lab I</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 1103 Methods and Materials I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 1203 Child Guidance</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2003 Methods and Materials II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2013 Health and Safety for Children</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2102 Supervised Lab II</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>ECD 2113 Foundations of Early Childhood Education</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ECD 2303 Early Childhood Theory and Practices</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>EDUC 2013 Child Development and Developmental Theories</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>
ASSOCIATE OF APPLIED SCIENCE 63-66 Semester Hours

GENERAL EDUCATION COURSES: ............................... 12-14 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>1333 Business Math</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>1013 Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>1023 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>2003 General Psychology</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>SOC 2013 Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>UACC</td>
<td>1002 Freshman Seminar (if required)</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>1013 Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>NUTR</td>
<td>1503 Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: ................................. 42-43 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD</td>
<td>1002 Early Childhood Competencies</td>
<td>2</td>
</tr>
<tr>
<td>ECD</td>
<td>1101 CPR and First Aid (or current certification)</td>
<td>1</td>
</tr>
<tr>
<td>ECD</td>
<td>1102 Supervised Lab I</td>
<td>2</td>
</tr>
<tr>
<td>ECD</td>
<td>1103 Methods and Materials I</td>
<td>3</td>
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<td>ECD</td>
<td>1203 Child Guidance</td>
<td>3</td>
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<td>ECD</td>
<td>2003 Methods and Materials II</td>
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<td>ECD</td>
<td>2013 Health and Safety for Children</td>
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<tr>
<td>ECD</td>
<td>2102 Supervised Lab II</td>
<td>2</td>
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<tr>
<td>ECD</td>
<td>2103 Management and Administration of Early Childhood Programs</td>
<td>3</td>
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<tr>
<td>ECD</td>
<td>2113 Foundations of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>ECD</td>
<td>2133 Practicum for Early Childhood Development</td>
<td>3</td>
</tr>
<tr>
<td>ECD</td>
<td>2203 Facilities and Equipment</td>
<td>3</td>
</tr>
<tr>
<td>ECD</td>
<td>2303 Early Childhood Theory and Practices</td>
<td>3</td>
</tr>
<tr>
<td>EDUC</td>
<td>1303 Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC</td>
<td>2013 Child Development and Developmental Theories</td>
<td>3</td>
</tr>
<tr>
<td>EDUC</td>
<td>2103 Education in a Diverse Society</td>
<td>3</td>
</tr>
</tbody>
</table>

RELATED ELECTIVES: ....................................... 3 hours

Three hours of electives must be selected from the following list and must be approved by advisor:

<table>
<thead>
<tr>
<th>Code</th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>1213 Computer Applications</td>
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<tr>
<td>EDUC</td>
<td>1203 Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>PED</td>
<td>1003 Personal Health</td>
<td>3</td>
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<tr>
<td>PSY</td>
<td>2003 General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC</td>
<td>2013 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>SOC</td>
<td>2023 Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC</td>
<td>2043 Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SPAN</td>
<td>1013 Elementary Spanish I</td>
<td>3</td>
</tr>
</tbody>
</table>

Students gain practical laboratory experience working with young children at the on-site Earl 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
- Paraprofessionals
- Arkansas better chance preschool paraprofessionals

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.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Emergency Medical Technology - Basic

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 ventilation skills, cardiopulmonary resuscitation, and spinal immobilization 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

Requirements

• Students must complete admission requirements of the college.

• Applicants must be 18 years old.

• Current AHA Healthcare Providers CPR certification is required. Students enrolled in the program will be required to have malpractice insurance.

• TB Skin Test Clearance
CERTIFICATE OF PROFICIENCY 15-17 Semester Hours

TECHNICAL COURSES: ............................................. 8 hours
____ *EMT 1008 Emergency Medical Technology-Basic .......... 8 credit hours

RELATED COURSES: ............................................. 4-6 hours
____ BIOL 1004 Fundamentals of Biology
OR BIOL 2004 Human Anatomy & Physiology I ............... 4 credit hours
____ UACC 1002 Freshman Seminar (If required) ............... 2 credit hours

RELATED ELECTIVES: ............................................. 3 hours
____ HLSC 1003 Medical Terminology ......................... 3 credit hours
OR NUTR 1503 Nutrition ....................................... 3 credit hours

*This course is taught at an off-campus site, typically an area ambulance service location. The class usually meets 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

AFTER UACCM

Graduates are employed as:
- Emergency Medical Technicians

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
This degree is designed for students to develop a course of study to meet the program requirements at a four-year institution.

**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.
- General education electives should be chosen with the transfer degree and college in mind.

---

### ASSOCIATE OF ARTS 62-64 Semester Hours

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

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>0-2 hours</th>
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<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>
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<tbody>
<tr>
<td>MATH 1103 Algebra for General Education</td>
<td>3 credit hours</td>
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<tr>
<td>OR MATH 1203 College Algebra</td>
<td>3 credit hours</td>
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<table>
<thead>
<tr>
<th>SCIENCE:</th>
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<tbody>
<tr>
<td>BIOL 1004 Fundamentals of Biology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2024 General Botany</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy and Physiology I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2034 Principles of Zoology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>CHEM 1004 Fundamentals of Chemistry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR CHEM 2123 General College Chemistry I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>AND CHEM 2121 General College Chemistry I Lab</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PHY 2004 Physical Science</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SCI 2014 Earth Science</td>
<td>4 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS:</th>
<th>6 hours</th>
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</thead>
<tbody>
<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>
<tr>
<td>ART 2003 Art Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MUS 2003 Music Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR THEA 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS ELECTIVES:</th>
<th>3 hours</th>
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<tbody>
<tr>
<td>ART 2103 Art History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ART 2113 Art History II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2003 Creative Writing</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2103 Introduction to Fiction</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2113 American Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2123 American Literature II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2203 Introduction to Poetry</td>
<td>3 credit hours</td>
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<tr>
<td>ENG 2303 Introduction to Drama</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2313 British Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2323 British Literature II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PHIL 2103 Introduction to Philosophy</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPAN 1013 Elementary Spanish I</td>
<td>3 credit hours</td>
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<td>SPAN 1023 Elementary Spanish II</td>
<td>3 credit hours</td>
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<table>
<thead>
<tr>
<th>SOCIAL SCIENCE REQUIREMENTS:</th>
<th>15 hours</th>
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<tbody>
<tr>
<td>HIST 1003 Western Civilization I</td>
<td>3 credit hours</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 they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST</td>
<td>2003</td>
<td>U.S. History I</td>
<td>3</td>
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<tr>
<td>OR HIST</td>
<td>2013</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>OR PSCI</td>
<td>2003</td>
<td>American Government</td>
<td></td>
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</tbody>
</table>

**Social Science Elective:** ........................................ 9 hours

Nine hours of electives must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH</td>
<td>2333</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>CRIM</td>
<td>2003</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>ECON</td>
<td>2453</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ECON</td>
<td>2463</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEOG</td>
<td>2013</td>
<td>Regional Geography/World</td>
<td>3</td>
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<tr>
<td>HIST</td>
<td>1003</td>
<td>Western Civilization I</td>
<td>3</td>
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<tr>
<td>HIST</td>
<td>1013</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2003</td>
<td>United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2013</td>
<td>United States History II</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2023</td>
<td>African-American History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2123</td>
<td>American South to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2133</td>
<td>American South Since 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>2203</td>
<td>Arkansas History</td>
<td>3</td>
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<tr>
<td>HIST</td>
<td>2233</td>
<td>Research in the Social Sciences</td>
<td>3</td>
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<td>PSCI</td>
<td>2003</td>
<td>American Government</td>
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<tr>
<td>PSY</td>
<td>2003</td>
<td>General Psychology</td>
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<td>PSY</td>
<td>2013</td>
<td>Abnormal Psychology</td>
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<td>PSY</td>
<td>2023</td>
<td>Psychology of Human Development</td>
<td>3</td>
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<td>PSY</td>
<td>2113</td>
<td>Sensation and Perception</td>
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<td>SOC</td>
<td>2013</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC</td>
<td>2023</td>
<td>Social Problems</td>
<td>3</td>
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<tr>
<td>SOC</td>
<td>2043</td>
<td>Marriage and the Family</td>
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</table>

**Health/Physical Education:** .................................... 3 hours

Three hours of Health/Physical Education must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED</td>
<td>1003</td>
<td>Personal Health</td>
<td>3</td>
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<tr>
<td>PED</td>
<td>1001</td>
<td>Racquetball</td>
<td>1</td>
</tr>
<tr>
<td>PED</td>
<td>1011</td>
<td>Volleyball</td>
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<tr>
<td>PED</td>
<td>1021</td>
<td>Swimming</td>
<td>1</td>
</tr>
<tr>
<td>PED</td>
<td>1031</td>
<td>Recreational Activities</td>
<td>1</td>
</tr>
<tr>
<td>PED</td>
<td>1041</td>
<td>Badminton</td>
<td>1</td>
</tr>
<tr>
<td>PED</td>
<td>1051</td>
<td>Principles of Lifetime Fitness</td>
<td>1</td>
</tr>
<tr>
<td>PED</td>
<td>1071</td>
<td>Bowling</td>
<td>1</td>
</tr>
<tr>
<td>PED</td>
<td>1081</td>
<td>Tennis</td>
<td>1</td>
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<tr>
<td>PED</td>
<td>1061</td>
<td>Aerobics</td>
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</tr>
</tbody>
</table>

**General Education Electives:** ................................. 15 hours

Fifteen hours of general education electives are required. General education courses are indicated by a “(GE)” in the Course Description section of the catalog and should be chosen with the transfer degree in mind.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Credit Hours</th>
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<td>ELECTIVE</td>
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<td>General Education</td>
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<td>ELECTIVE</td>
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<td>General Education</td>
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<tr>
<td>ELECTIVE</td>
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<td>General Education</td>
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<td>General Education</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td></td>
<td>General Education</td>
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</tr>
</tbody>
</table>

AFTER UACCM

The Associate of Arts in General Education is the most versatile transfer degree.

The Arkansas Course Transfer System (ACTS) guarantees the transfer of applicable credits and equitable treatment in the application of credits for admissions and degree requirements.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
This degree is designed for students to develop a course of study to meet the program requirements at a four-year institution.

**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.
- General education electives should be chosen with the transfer degree and college in mind.

---

### ASSOCIATE OF SCIENCE

62-64 hours

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS</th>
<th>9 hours</th>
</tr>
</thead>
<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>
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</table>

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

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ MATH 1203</td>
<td>College Algebra</td>
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</table>

<table>
<thead>
<tr>
<th>SCIENCE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>__ BIOL 1004</td>
<td>Fundamentals of Biology</td>
</tr>
<tr>
<td>OR BIOL 2024</td>
<td>General Botany</td>
</tr>
<tr>
<td>OR BIOL 2004</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>OR BIOL 2034</td>
<td>Principles of Zoology</td>
</tr>
<tr>
<td>__ CHEM 1004</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>OR CHEM 2123</td>
<td>General College Chemistry I</td>
</tr>
<tr>
<td>AND CHEM 2121</td>
<td>General College Chemistry I Lab</td>
</tr>
<tr>
<td>OR PHY 2004</td>
<td>Physical Science</td>
</tr>
<tr>
<td>OR SCI 2014</td>
<td>Earth Science</td>
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</table>

<table>
<thead>
<tr>
<th>HISTORY/SOCIAL SCIENCE REQUIREMENTS</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must include three hours from the list below:</td>
<td></td>
</tr>
<tr>
<td>__ HIST 2003</td>
<td>U. S. History I</td>
</tr>
<tr>
<td>OR HIST 2013</td>
<td>U. S. History II</td>
</tr>
<tr>
<td>OR PSCI 2003</td>
<td>American Government</td>
</tr>
<tr>
<td>__ HIST 1003</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>OR HIST 1013</td>
<td>Western Civilization II</td>
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</table>

<table>
<thead>
<tr>
<th>HISTORY/SOCIAL SCIENCE ELECTIVES</th>
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</thead>
<tbody>
<tr>
<td>Three hours of history/social science electives must be selected from the list below:</td>
<td></td>
</tr>
<tr>
<td>__ ANTH 2333</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>__ CRIM 2003</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>__ ECON 2453</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>__ ECON 2463</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>__ HIST 1003</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>__ HIST 1013</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>__ HIST 2003</td>
<td>U. S. History I</td>
</tr>
<tr>
<td>__ HIST 2013</td>
<td>U. S. History II</td>
</tr>
<tr>
<td>__ PSCI 2003</td>
<td>American Government</td>
</tr>
<tr>
<td>__ PSY 2003</td>
<td>General Psychology</td>
</tr>
<tr>
<td>__ PSY 2013</td>
<td>Abnormal Psychology</td>
</tr>
<tr>
<td>__ PSY 2023</td>
<td>Psychology of Human Development</td>
</tr>
<tr>
<td>__ PSY 2113</td>
<td>Sensation and Perception</td>
</tr>
<tr>
<td>__ SOC 2013</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>__ SOC 2023</td>
<td>Social Problems</td>
</tr>
<tr>
<td>__ SOC 2043</td>
<td>Marriage and the Family</td>
</tr>
</tbody>
</table>

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

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

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

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

Elective courses must include eight 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.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

---

**CERTIFICATE IN GENERAL STUDIES**  
*35-37 Semester Hours*

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>9 hours</th>
</tr>
</thead>
<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>
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</table>

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

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

<table>
<thead>
<tr>
<th>BIOLOGICAL SCIENCE:</th>
<th>4 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__ BIOL 1004</td>
<td>Fundamentals of Biology</td>
</tr>
<tr>
<td>OR</td>
<td>BIOL 2024</td>
</tr>
<tr>
<td>OR</td>
<td>BIOL 2004</td>
</tr>
<tr>
<td>OR</td>
<td>BIOL 2034</td>
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</table>

<table>
<thead>
<tr>
<th>PHYSICAL SCIENCE:</th>
<th>4 hours</th>
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<tbody>
<tr>
<td>__ CHEM 1004</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>OR</td>
<td>CHEM 2121</td>
</tr>
<tr>
<td>AND</td>
<td>CHEM 2123</td>
</tr>
<tr>
<td>OR</td>
<td>PHY 2004</td>
</tr>
<tr>
<td>OR</td>
<td>SCI 2014</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SOCIAL SCIENCES ELECTIVES:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine hours of social science electives must be selected from the following list. A minimum of three hours must come from both Western Civilization and United States History or American Government courses:</td>
<td></td>
</tr>
<tr>
<td>__ ANTH 2333</td>
<td>Introduction to Anthropology</td>
</tr>
<tr>
<td>__ CRIM 2003</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>__ ECON 2453</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>__ ECON 2463</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>__ GEOG 2013</td>
<td>Regional Geography/World</td>
</tr>
<tr>
<td>__ HIST 1003</td>
<td>Western Civilization I</td>
</tr>
<tr>
<td>__ HIST 1013</td>
<td>Western Civilization II</td>
</tr>
<tr>
<td>__ HIST 2003</td>
<td>United States History I</td>
</tr>
<tr>
<td>__ HIST 2013</td>
<td>United States History II</td>
</tr>
<tr>
<td>__ HIST 2023</td>
<td>African-American History I</td>
</tr>
<tr>
<td>__ HIST 2123</td>
<td>American South to 1865</td>
</tr>
<tr>
<td>__ HIST 2133</td>
<td>American South Since 1865</td>
</tr>
<tr>
<td>__ HIST 2203</td>
<td>Arkansas History</td>
</tr>
<tr>
<td>__ HIST 2233</td>
<td>Research in the Social Sciences</td>
</tr>
<tr>
<td>__ PSCI 2003</td>
<td>American Government</td>
</tr>
<tr>
<td>__ PSY 2003</td>
<td>General Psychology</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 2013</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2023</td>
<td>Psychology of Human Development</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2113</td>
<td>Sensation and Perception</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2013</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2023</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION ELECTIVES:** 3 hours

Three hours of general education electives are required. General education courses are indicated by “GE” in the Course Description section of the catalog and should be chosen with the transfer degree in mind.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

**ASSOCIATE OF GENERAL STUDIES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</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>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NSG 1213</td>
<td>Math for Nurses</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1004</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2004</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2014</td>
<td>Human Anatomy and Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOL 2104</td>
<td>Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHY 2004</td>
<td>Physical Science</td>
<td>4</td>
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<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 1503</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PED 1003</td>
<td>Personal Health</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSY 2023</td>
<td>Psychology of Human Development</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(social science electives)</td>
<td>3</td>
</tr>
<tr>
<td>AND</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(social science electives)</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by the program advisor)</td>
<td>30</td>
</tr>
</tbody>
</table>
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

ASSOCIATE OF APPLIED SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION COURSES:</strong></td>
<td></td>
<td>9-11 hours</td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1253</td>
<td>Applied Technical Math</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1103</td>
<td>Algebra for General Education</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203</td>
<td>College Algebra</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 ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>2</td>
</tr>
</tbody>
</table>

**BUSINESS COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1011</td>
<td>Keyboarding Skills I (if required)</td>
<td>1</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</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 COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1103</td>
<td>Drawing I Studio</td>
<td>3</td>
</tr>
<tr>
<td>GDT 1203</td>
<td>2-D Design</td>
<td>3</td>
</tr>
<tr>
<td>GDT 1113</td>
<td>Introduction to Photography</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2403</td>
<td>Graphic Design I</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2413</td>
<td>Graphic Design II</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2513</td>
<td>Digital Illustrations</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2523</td>
<td>Electronic Page Layout and Prepress</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2533</td>
<td>Digital Imaging</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2543</td>
<td>Advanced Electronic Page Layout and Prepress</td>
<td>3</td>
</tr>
</tbody>
</table>
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### SOCIAL SCIENCE ELECTIVES: 3 hours

**Three hours of social science electives must be selected from the following list:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 2333</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>CRIM 2003</td>
<td>Introduction to Criminal Justice</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>GEOG 2013</td>
<td>Regional Geography/World</td>
<td>3</td>
</tr>
<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>United States History I</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2013</td>
<td>United States History II</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2013</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2023</td>
<td>Social Problems</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
</tbody>
</table>

### RELATED ELECTIVES: 9 hours

**Nine hours of electives must be selected from the following list:**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2003</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ART 2103</td>
<td>Drawing II Studio</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1363</td>
<td>Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2243</td>
<td>Business Graphics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2403</td>
<td>Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>DRT 1004</td>
<td>Computer Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>ENG 2003</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>GDT 2503</td>
<td>Web Page Design</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

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**After UACCM**

Graduates are employed as:
- Graphic design supervisors
- Graphic designers - silkscreen company
- In-house graphic designers
- Web page designers
- Photographers
- Graphic designers - newspapers and magazines
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

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**NOTE**

**Admission into this program requires:**

- Completion of all general admission requirements to UACCM
- Current AHA Healthcare Provider CPR certification
- Verification of negative TB skin test
- Verification of clean background check
- Students will not be admitted if they have been convicted of a misdemeanor or felony.
- Must have malpractice insurance

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**CERTIFICATE OF PROFICIENCY**

17-18 Semester Hours

**GENERAL EDUCATION REQUIREMENTS:** 12-13 hours

- **Biol 2004** Human Anatomy and Physiology I 4 credit hours
- **Bus 1213** Computer Applications 3 credit hours
- **NUR 1503** Nutrition 3 credit hours
- **UACC 1002** Freshman Seminar (if required)
- **OR** **HLSC 1003** Medical Terminology 2-3 credit hrs

**RELATED NURSING COURSE** 1 hour

- **NUR 1001** Professional/Ethical Issues 1 credit hour

**NURSING ASSISTANT** 4 hours

- **NUR 1003** Nursing Assistant 3 credit hours
- **NUR 1011** Clinical Nursing Assistant Practicum 1 credit hour

The Nursing Assistant program, approved by the Department of Health and Human Services, Office of Long Term Care, combines classroom instruction and a clinical component. The student is prepared to provide caring, competent, and skilled nursing care to residents in long term care, hospice, and acute care facilities. Upon successful completion of the course, the student will take the state competency exam. With successful passage, the student will become a certified nursing assistant.
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. Instruction consists of theory and supervised practice in areas required by the State Board of Nursing. 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.

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 Academic Standards Committee 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.

PRACTICAL NURSING PROGRAM ADMISSIONS PROCESS

Admission into the UACCM Practical Nursing (PN) program is a competitive process. A new beginning class of 20 students is started each January and August. There are a number of steps which must be completed before you can be considered for the PN program.

1. Students attempting to enter a class must be admitted to the college by June 1 for the Fall semester and October 1 for the Spring semester.

2. Placement test scores must be submitted to the Admissions Office with the Practical Nursing Application Packet. CT, COMPASS, and ASSET scores may be used. Students may take the placement test (COMPASS, ACT, or ASSET) and NET test as many times as they wish. Placement and NET test scores must be from within the past 5 years of the application due date to be considered.
   a. BIOL 2004 Human Anatomy and Physiology I, BUS 1213 Computer Applications, NUR 1001 Professional/Ethical Issues in Nursing, and NUTR 1503 Nutrition are prerequisites for all PN program applicants.
   b. Students who score below these placement levels must complete developmental courses prior to entering the nursing program:
      19 – ACT English
      19 – ACT Reading
      17 – ACT Mathematics
      77 – COMPASS Writing
      83 – COMPASS Reading
      49 – COMPASS Pre. Alg.
      45 – ASSET Writing
      43 – ASSET Reading
      43 – ASSET Numerical
      41 – ASSET Inter. Alg.

    Developmental classes that may be required are:
    ENG 0103 Foundations of Grammar
    ENG 0303 Foundational Composition
    READ 0103 College Reading Skills I
    READ 0203 College Reading Skills II
    MATH 0103 Developmental Math I
    MATH 0203 Developmental Math II

    Any student scoring below a 19 on any portion of the ACT exam or the equivalent on the COMPASS or ASSET will be required to take UACC 1002 Freshman Seminar.

3. All applicants are required to take the Educational Resources, Inc., Nurse Entrance Exam Test (NET) to be eligible for consideration.

4. Practical Nursing prerequisite courses must be completed prior to the program starting date. Students may be enrolled in their final prerequisite classes at the time of selection.
5. Students must submit a Practical Nursing Program Application with copies of all test scores they wish to be considered by June 1 for Fall semester or October 1 for Spring semester.

6. Student 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 Nursing Department at (501) 977-2179.

7. Students who are selected for admission into the PN program, but who do not enroll at the time of selection, must reapply for the selection process and compete for re-admission.

8. Students on Academic Probation are not eligible for admission to the PN program.

9. Students who are not selected as a candidate to the Practical Nursing program must submit a new application packet each semester they wish to be considered for admission to the program. The NET and placement tests may be re-taken to raise scores.

SELECTION OF CANDIDATES

The Practical Nursing Selection Committee is responsible for selecting the best-qualified applicants for admission to the PN program. The Committee awards points to each applicant based on scores on each item listed on the PN Student Selection Rating Form. Applicants are ranked from highest to lowest number of points. Applicants are selected based on the total number of points earned.

UACCM is committed to the elimination of all discrimination based on race, color, national origin, religion, sex, age, or handicap. The College seeks to comply with all federal, state, and local statues and regulations, including those that promote equal protection and equal opportunities for students, employees, and applicants.

BACKGROUND CHECKS

Students will be required to complete a background check upon admission to the Practical Nursing program. If convicted of a crime or felony, the student may not be allowed to participate in the clinical setting or allowed to write the National Council of Licensure Exam for Practical Nurses (NCLEX) for nursing licensure. Students may contact the Nursing Department at (501) 977-2179 for additional information.
### TECHNICAL CERTIFICATE

**60 Semester Hours**

**PREREQUISITES TO THE PROGRAM:** ............................... 11-13 hours

- ***BIOL 2004** Human Anatomy and Physiology I ........ 4 credit hours
- ***BUS 1213** Computer Applications .................... 3 credit hours
- ***NUR 1001** Professional and Ethical Issues in Nursing ........................................ 1 credit hour
- ***NUTR 1503** Nutrition ........................................... 3 credit hours
- ***UACC 1002** Freshman Seminar (if required) ............ 0-2 credit hrs

**FIRST SEMESTER COURSES:** ........................................... 16 hours

- ****BIOL 2014** Human Anatomy and Physiology II .... 4 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:** ......................................... 17 hours

- **NUR 1201** Pharmacology I ...................................... 1 credit hour
- **NUR 1203** Maternal/Child .................................... 3 credit hours
- **NUR 1204** Med-Surgical Nursing I ................. 4 credit hours
- **NUR 1213** Basic Nursing II .................................... 3 credit hours
- **NUR 1216** Clinical Practicum II .......................... 6 credit hours

**THIRD SEMESTER COURSES:** ........................................... 16 hours

- **NUR 2101** Pharmacology II .................................... 1 credit hour
- **NUR 2112** Mental Health ...................................... 2 credit hours
- **NUR 2203** Basic Nursing III ................................. 3 credit hours
- **NUR 2204** Med-Surgical Nursing II .................... 4 credit hours
- **NUR 2206** Clinical Practicum III ......................... 6 credit hours

* These courses MUST be taken prior to entrance in the practical nursing program.
** This course may be taken prior to entrance in the practical nursing program.

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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.

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**AFTER UACCM**

Graduates have no problem finding employment. Students go to work in hospitals, clinics, and nursing homes.

**HINT**

- Because students should plan on studying most of the time, they should plan to work as little as possible.
- Students must complete all developmental courses needed before beginning program specific courses.

---

Students are required to be finger printed and have a criminal background check before being allowed to sit for NCLEX, the nursing exam.

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Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
REGISTERED NURSING

LPN/LPTN-TO-RN TRANSITION

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

This program is a 12-month program that combines classroom instruction with clinical experiences. Six LPN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers a new and innovative approach via a non-traditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU-N) – Newport, Black River Technical College (BRTC) – Pocahontas, Cossatot Community College of the University of Arkansas (CCCUA) – DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, and the University of Arkansas Community College at Morrilton (UACCM).

The program will serve up to twenty students at each of the six distance learning sites. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 pm and clinical time will take place on weekends. This program was designed to meet the needs of working LPNs/LPTNs/LVNs.

This program meets the requirements of the Arkansas State Board of Nursing. Graduates of the program receive an Associate of Applied Science degree which prepares them to take the NCLEX-RN (the Registered Nurse licensing examination). Due to the strenuous nature of the nursing curriculum, the admitting institution reserves the right to determine eligibility of any student to enroll or continue in the nursing program. Eligibility is determined by the faculty’s evaluation of the student’s ability to perform the tasks and responsibilities of a Registered Nurse and to complete the clinical and course objectives. These abilities are re-evaluated during and after each course.

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 LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of “C” or better
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall 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. All international students and students who speak English as a second language must pass a Test of English as a Foreign Language (TOEFL).
- Taking the LPN GAP (General Achievement Profile) exam
- Drug screen (per admitting institution protocol)

Students will be ranked and selected based on required general education course GPA and LPN GAP (comprehensive exam) scores. Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.
ACCEPTANCE

Applicants that are selected for admission must notify the ARNEC institution that they will be attending 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
- Applicants may lack one of the required general education courses by August 31st. All required general education courses must be completed by the time nursing courses begin the following January. No additional classes may be taken concurrently with nursing classes.
- Selected applicants must take and pass a medical math competency exam with a 90% pass rate. Applicants will have three chances to successfully pass the exam by November 15th. A practice test will be provided to the applicant prior to testing.
- After the math competency exam has been successfully passed, the selected applicant must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately a $39.00 cost).

Applicants selected for admission will receive a letter of acceptance into the program by mid-October, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the program chair, faxed, or brought to the nursing department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the nursing department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

ACADEMIC PROGRESSION

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

- The student must maintain a 2.0 “C” grade point average (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress.
- 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 the student should remediate and take the test until a successful average is passed. See Graduation Policy below to review the ERI test that must be passed for program completion.

RE-ADMISSION CANDIDATES

Re-admission into the program will be considered on a space available basis only. Re-admission will be decided by the admitting institution. 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 credit for previously taken Registered Nursing courses. Students who were enrolled in another program will follow the same requirements and admission procedures as students who have never attended another nursing program.
ADVANCED PLACEMENT OF STUDENTS

Refer to the Advanced Placement of Students policy in the admitting college’s catalog.

NOTE TO ALL APPLICANTS

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

GRADUATION POLICY

Students 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.

To complete graduation requirements, 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 RNSG 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. The student will be given an “I” for an incomplete grade while they remediate the following spring semester. The student will be given three more opportunities to pass a final comprehensive ERI exam. Should the student not pass after all six attempts, the student will be given a failing grade and will not be allowed to sit for the NCLEX-RN.

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.
ASSOCIATE OF APPLIED SCIENCE
69-71 Semester Hours

GENERAL EDUCATION REQUIREMENTS: .................... 36-38 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>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>
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<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
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<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 0903</td>
<td>Intermediate Algebra (or higher)</td>
<td>3</td>
</tr>
<tr>
<td>NSG 1213</td>
<td>Math for Nurses</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 1503</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
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<tr>
<td>PSY 2023</td>
<td>Psychology of Human Development</td>
<td>3</td>
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<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
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</table>

NURSING COURSES: ........................................ 33 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>NSG 2119</td>
<td>Nursing Process I</td>
<td>9</td>
</tr>
<tr>
<td>NSG 2123</td>
<td>Nursing Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>NSG 2216</td>
<td>Nursing Process II</td>
<td>6</td>
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<tr>
<td>NSG 2223</td>
<td>Nursing Practicum II</td>
<td>6</td>
</tr>
<tr>
<td>NSG 2311</td>
<td>NCLEX-RN Preparation</td>
<td>1</td>
</tr>
<tr>
<td>NSG 2318</td>
<td>Nursing Process III</td>
<td>8</td>
</tr>
<tr>
<td>NSG 2323</td>
<td>Nursing Practicum III</td>
<td>3</td>
</tr>
</tbody>
</table>

NOTE

- Admission to the registered nursing program is a competitive process. Applicants should refer to pages 72-74 for a complete description of the admissions and selection policy.
- The registered nursing program admits students in the spring semester each year.
- UACCM offers the RN program through the Arkansas Rural Nursing Education Consortium (ARNEC), which includes six community colleges.

AFTER UACCM

Upon successful completion of the registered nursing program, students may petition the Arkansas State Board of Nursing to sit for the NCLEX-RN exam.

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
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.

### CERTIFICATE OF PROFICIENCY

**12 Semester Hours**

<table>
<thead>
<tr>
<th>REQUIREMENTS:</th>
<th>12 hours</th>
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<tbody>
<tr>
<td>PTRT 1001</td>
<td>First Aid/HSE</td>
</tr>
<tr>
<td>PTRT 1013</td>
<td>Introduction to the Petroleum Industry</td>
</tr>
<tr>
<td>PTRT 1113</td>
<td>Drilling Operations</td>
</tr>
<tr>
<td>PTRT 1123</td>
<td>Rigging and Handling</td>
</tr>
<tr>
<td>TECH 1202</td>
<td>Soft Skills for Technicians</td>
</tr>
</tbody>
</table>

### TECHNICAL CERTIFICATE

**31-33 Semester Hours**

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>6-8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1003 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<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>TECHNICAL COURSES:</th>
<th>16 hours</th>
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<tbody>
<tr>
<td>PTRT 1001 First Aid/HSE</td>
<td>1 credit hour</td>
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<tr>
<td>PTRT 1013 Introduction to the Petroleum Industry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 1113 Drilling Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 1123 Rigging and Handling</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>TECH 1202 Soft Skills for Technicians</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>TECH 2004 Hydraulics and Pneumatics</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED ELECTIVES:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 1114 Introduction to Analog and Digital Electronics</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ELEC 2113 Motors and Systems Controls</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2013 Completion Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2103 Production Operations</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2113 Petroleum Regulations and Safety</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2203 Gas Management</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2213 Artificial Lift</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2223 Production Surface Equipment</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2233 Introductory Well Control</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PTRT 2303 Drilling Technology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>INT 2003 Internship</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
ASSOCIATE OF APPLIED SCIENCE  
61-63 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013</td>
<td>3</td>
<td>Composition I</td>
</tr>
<tr>
<td>OR ENG 1003</td>
<td>3</td>
<td>Basic Technical Communications</td>
</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>CHEM 1004</td>
<td>3</td>
<td>Fundamentals of Chemistry</td>
</tr>
<tr>
<td>OR GEOL 1104</td>
<td>4</td>
<td>General Physical Geology</td>
</tr>
<tr>
<td>SCI 2014</td>
<td>4</td>
<td>Earth Science</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>2</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

**BUSINESS COURSES:** 6 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</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>
</tbody>
</table>

**SOCIAL SCIENCE ELECTIVES:** 3 hours

Three hours of social science electives must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEOG 2013</td>
<td>3</td>
<td>Regional Geography of the World</td>
</tr>
<tr>
<td>ECON 2453</td>
<td>3</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>ECON 2463</td>
<td>3</td>
<td>Microeconomics</td>
</tr>
<tr>
<td>SOC 2013</td>
<td>3</td>
<td>Introduction to Sociology</td>
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<tr>
<td>PSY 2003</td>
<td>3</td>
<td>General Psychology</td>
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**TECHNICAL COURSES:** 30-32 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC 1114</td>
<td>4</td>
<td>Introduction to Analog and Digital Electronics</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>First Aid/HSE</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 1123</td>
<td>3</td>
<td>Rigging and Handling</td>
</tr>
<tr>
<td>PTRT 2013</td>
<td>3</td>
<td>Completion Operations</td>
</tr>
<tr>
<td>PTRT 2003</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 1202</td>
<td>2</td>
<td>Soft Skills for Technicians</td>
</tr>
<tr>
<td>TECH 2004</td>
<td>4</td>
<td>Hydraulics and Pneumatics</td>
</tr>
</tbody>
</table>

**RELATED ELECTIVES:** 9 hours

Nine hours of electives must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1303</td>
<td>3</td>
<td>Schematics</td>
</tr>
<tr>
<td>AST 1205</td>
<td>5</td>
<td>Engine Applications, Maintenance, and Repair</td>
</tr>
<tr>
<td>CIS 1003</td>
<td>3</td>
<td>Introduction to Computer Systems</td>
</tr>
<tr>
<td>ELEC 1204</td>
<td>3</td>
<td>Fundamentals of Electricity</td>
</tr>
<tr>
<td>GIS 2203</td>
<td>3</td>
<td>Introduction to Geographic Information</td>
</tr>
<tr>
<td>INT 2003</td>
<td>3</td>
<td>Internship</td>
</tr>
<tr>
<td>PTRT 2203</td>
<td>3</td>
<td>Gas Management</td>
</tr>
<tr>
<td>PTRT 2213</td>
<td>3</td>
<td>Artificial Lift</td>
</tr>
<tr>
<td>PTRT 2223</td>
<td>3</td>
<td>Production Surface Equipment</td>
</tr>
<tr>
<td>PTRT 2233</td>
<td>3</td>
<td>Introductory Well Control</td>
</tr>
<tr>
<td>PTRT 2303</td>
<td>3</td>
<td>Drilling Technology</td>
</tr>
</tbody>
</table>

**NOTE**

The department has an industry-supported scholarship program available for qualifying students. This program was established to encourage and enable individuals to pursue educational opportunities that will prepare them for jobs in Arkansas’ petroleum industry.

**AFTER UACCM**

Graduates are employed as:
- Team assistants
- Field operators
- Drilling technicians
- Measurement technicians
- Pipeline operators
- Lab technicians
- Technical support analysts
- Customer service representatives

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Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

### TECHNICAL CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION COURSES:</strong></td>
<td>6-8 hours</td>
</tr>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>BUSINESS COURSES:</strong></td>
<td>3 hours</td>
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<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
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<td><strong>TECHNICAL COURSES:</strong></td>
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</tr>
<tr>
<td>SUR 1204 Plane Surveying</td>
<td>4 credit hours</td>
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<tr>
<td>SUR 1213 Introduction to CAD and Surveying Software</td>
<td>3 credit hours</td>
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<tr>
<td>SUR 1214 Construction and Route Surveying</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>SUR 1224 Boundary Surveying</td>
<td>4 credit hours</td>
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<tr>
<td>SUR 2003 Legal Principles and Boundaries</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2013 Boundary Evidence and Procedures</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2213 Topographic and Civil Mapping</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2223 Survey Plats and Deeds</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SUR 2003 Legal Principles and Boundaries</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

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

### ASSOCIATE OF APPLIED SCIENCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION COURSES:</strong></td>
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<tr>
<td>ENG 1013 Composition I</td>
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</tr>
<tr>
<td>ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1213 Plane Trigonometry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
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<tr>
<td><strong>BUSINESS COURSES:</strong></td>
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<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
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<td><strong>TECHNICAL COURSES:</strong></td>
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<tr>
<td>GIS 2203 Introduction to Geographic Information Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1204 Plane Surveying</td>
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<tr>
<td>SUR 1213 Introduction to CAD and Surveying Software</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1214 Construction and Route Surveying</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>SUR 1224 Boundary Surveying</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>SUR 2003 Legal Principles and Boundaries</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2013 Boundary Evidence and Procedures</td>
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<tr>
<td>SUR 2103 Global Positioning Systems</td>
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</tr>
<tr>
<td>SUR 2213 Topographic and Civil Mapping</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

Social Science Electives: 3 credit hours

Three hours of social science electives must be selected from the following list:

- ANTH 2333 Introduction to Anthropology 3 credit hours
- CRIM 2453 Introduction to Criminal Justice 3 credit hours
- ECON 2463 Microeconomics 3 credit hours
- GEOG 2013 Regional Geography/World 3 credit hours
- HIST 1003 Western Civilization I 3 credit hours
- HIST 1013 Western Civilization II 3 credit hours
- HIST 2003 United States History I 3 credit hours
- HIST 2013 United States History II 3 credit hours
- PSCI 2003 American Government 3 credit hours
- PSY 2003 General Psychology 3 credit hours
- SOC 2013 Introduction to Sociology 3 credit hours
- SOC 2023 Social Problems 3 credit hours
- SOC 2043 Marriage and the Family 3 credit hours

Related Electives: 9 credit hours

Nine hours of electives must be selected from the list on pages 31-33:

- ELECTIVE (Elective taken from list on pages 31-33) 3 credit hours
- ELECTIVE (Elective taken from list on pages 31-33) 3 credit hours
- ELECTIVE (Elective taken from list on pages 31-33) 3 credit hours

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.

After UACCM

Many graduates are employed as surveyors with the Arkansas Highway and Transportation Department, U.S. Corps of Engineers, or private companies. After gaining surveying experience and passing the Principles and Practice of Surveying Exam, some graduates start their own surveying businesses.
**HINT**

- Students should take all developmental courses early in order to focus on degree-required courses in later semesters.
- Students should take courses when offered as some courses are only offered certain semesters.

---

### ASSOCIATE OF SCIENCE

**65-67 Semester Hours**

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<tr>
<th>Degree Requirements</th>
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<td><strong>ENGLISH/COMMUNICATIONS:</strong></td>
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<td>ENG 1023</td>
<td>Composition II</td>
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<td>ENG 2023</td>
<td>Technical Communications</td>
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<tr>
<td></td>
<td>ENG 2213</td>
<td>*World Literature I</td>
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<tr>
<td></td>
<td>OR ENG 2223</td>
<td>*World Literature II</td>
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<td>Freshman Seminar (if required)</td>
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<td><strong>MATHEMATICS:</strong></td>
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<td>MATH 1213</td>
<td>Plane Trigonometry</td>
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<td>Physical Science</td>
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<td></td>
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<td>Earth Science</td>
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<td><strong>SOCIAL SCIENCES/HISTORY:</strong></td>
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<td>*Western Civilization I</td>
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<td>OR HIST 1013</td>
<td>*Western Civilization II</td>
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<td>U. S. History I</td>
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<td>OR HIST 2013</td>
<td>U. S. History II</td>
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<td></td>
<td>OR PSCI 2003</td>
<td>American Government</td>
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<td></td>
<td>PSY 2003</td>
<td>General Psychology</td>
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<tr>
<td></td>
<td>OR SOC 2013</td>
<td>Introduction to Sociology</td>
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Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

SURVEYING REQUIREMENTS: .............................................. 24 hours

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<th>Course</th>
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<td>Introduction to CAD and Surveying Software</td>
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<tr>
<td>SUR 1214</td>
<td>Construction and Route Surveying</td>
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<td>SUR 1224</td>
<td>Boundary Surveying</td>
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<td>SUR 2103</td>
<td>Global Positioning Systems</td>
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<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>
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</table>

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

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.

 Afterwards 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

Community college transfer scholarships are available to students with the A.S. degree in Surveying Technology and a 3.00 cumulative GPA.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

HINT

- Students should be advised that welding may ruin outer garments. 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.

CERTIFICATE OF PROFICIENCY 14 Semester Hours

Structural Welding

TECHNICAL COURSES: ........................................... 14 hours

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<tr>
<td>WLD 1505</td>
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</tr>
<tr>
<td>WLD 2102</td>
<td>2</td>
</tr>
<tr>
<td>WLD 2505</td>
<td>5</td>
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CERTIFICATE OF PROFICIENCY 8 Semester Hours

Pipe Welding

TECHNICAL COURSES: ................................. 8 hours

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
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<td>WLD 3303</td>
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<tr>
<td>WLD 3505</td>
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</table>
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

WELDING TECHNOLOGY  
37-39 Semester Hours

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<td>OR ENG 1013 Composition I 3 credit hours</td>
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<tr>
<td>MATH 1253 Applied Technical Math 3 credit hours</td>
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<td>UACC 1002 Freshman Seminar (if required) 2 credit hours</td>
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<tr>
<th>TECHNICAL COURSES:</th>
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<tbody>
<tr>
<td>WLD 1102 Arc Welding I 2 credit hours</td>
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<tr>
<td>WLD 1303 Blueprint Reading 3 credit hours</td>
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</tr>
<tr>
<td>WLD 1505 Arc Welding I Lab 5 credit hours</td>
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</tr>
<tr>
<td>WLD 2102 Arc Welding II 2 credit hours</td>
<td></td>
</tr>
<tr>
<td>WLD 2201 Mig Welding 1 credit hour</td>
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</tr>
<tr>
<td>WLD 2202 Mig Welding Lab 2 credit hours</td>
<td></td>
</tr>
<tr>
<td>WLD 2505 Arc Welding II Lab 5 credit hours</td>
<td></td>
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<tr>
<td>WLD 3101 Tig Welding 1 credit hour</td>
<td></td>
</tr>
<tr>
<td>WLD 3102 Tig Welding Lab 2 credit hours</td>
<td></td>
</tr>
<tr>
<td>WLD 3303 Pipe Welding and Fabrication 3 credit hours</td>
<td></td>
</tr>
<tr>
<td>WLD 3505 Pipe Welding Lab 5 credit hours</td>
<td></td>
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</tbody>
</table>

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

Graduates are employed as:
- Pipeline construction
- Metal fabrication
- Manufacturing firms
- Industrial companies for equipment repair

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
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 University of Arkansas 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

General Electives for CJI ................................................................. 86-87
University of Arkansas Criminal Justice Institute .................................. 88-91
University of Arkansas for Medical Sciences ........................................ 92-95
SECTION C

cooperaive
degree requirements
Below are the general education electives that can be taken for the Criminal Justice Institute degree program:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ACCT 2003</td>
<td>Principles of Accounting I</td>
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<td>ACCT 2013</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ANTH 2333</td>
<td>Introduction to Anthropology</td>
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<tr>
<td>ART 1103</td>
<td>Drawing I Studio</td>
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<tr>
<td>ART 1113</td>
<td>Beginning Painting Studio</td>
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<tr>
<td>ART 1123</td>
<td>Beginning Watercolor Studio</td>
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<td>ART 1203</td>
<td>2-D Design</td>
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<td>ART 2003</td>
<td>Art Appreciation</td>
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<tr>
<td>ART 2103</td>
<td>Art History I</td>
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<tr>
<td>ART 2113</td>
<td>Art History II</td>
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<td>ART 2203</td>
<td>Drawing II Studio</td>
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<td>BIOL 1004</td>
<td>Fundamentals of Biology</td>
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<td>BIOL 2024</td>
<td>General Botany</td>
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<tr>
<td>BIOL 2004</td>
<td>Human Anatomy &amp; Physiology I</td>
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<td>BIOL 2014</td>
<td>Human Anatomy &amp; Physiology II</td>
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<td>BIOL 2034</td>
<td>Principles of Zoology</td>
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<td>BIOL 2104</td>
<td>Microbiology</td>
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<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
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<td>BUS 2373</td>
<td>Supervisory Management</td>
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<td>BUS 2393</td>
<td>Business Law</td>
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<td>BUS 2413</td>
<td>Business Statistics</td>
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<td>CHEM 1004</td>
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<td>3</td>
</tr>
<tr>
<td>SOC 2023</td>
<td>Social Problems</td>
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</tr>
<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 1013</td>
<td>Elementary Spanish I</td>
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</tr>
<tr>
<td>SPAN 1023</td>
<td>Elementary Spanish II</td>
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</tr>
<tr>
<td>SPAN 2013</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPAN 2023</td>
<td>Intermediate Spanish II</td>
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<tr>
<td>SPH 2303</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2003</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

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 of Applied Science degrees in the areas of Crime Scene Investigation and Law Enforcement Administration.

**HINT**

- 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.

---

### CERTIFICATE OF PROFICIENCY

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>General Education Requirements</td>
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</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0-2 hours</td>
</tr>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>Technical Courses</td>
<td>15 hours</td>
</tr>
<tr>
<td>___ Crime Scene Technician Certificate Program</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>___ Law Enforcement Electives</td>
<td>6 credit hours</td>
</tr>
<tr>
<td>(Arkansas Law Enforcement Training Academy Certificate)</td>
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### TECHNICAL CERTIFICATE

<table>
<thead>
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<th>Requirement</th>
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<tbody>
<tr>
<td>General Education Requirements</td>
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<tr>
<td>___ BUS 1213 <strong>Computer Applications</strong></td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ MATH 1203 College Algebra</td>
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</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Freshman Seminar</td>
<td>0-2 hours</td>
</tr>
<tr>
<td>___ UACC 1002 <strong>Freshman Seminar (if required)</strong></td>
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<tr>
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</tr>
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<td>(Arkansas Law Enforcement Training Academy Certificate)</td>
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**Computer Applications may be taken at the Criminal Justice Institute.**
ASSOCIATE OF APPLIED SCIENCE 62-65 Semester Hours

GENERAL EDUCATION REQUIREMENTS: .......................... 18-19 hours

<table>
<thead>
<tr>
<th></th>
<th>Course</th>
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<tr>
<td>__</td>
<td>BIOL 1004 Fundamentals of Biology</td>
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<td>OR</td>
<td>BIOL 2004 Human Anatomy and Physiology I</td>
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<td>OR</td>
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<td>BUS 1213 **Computer Applications</td>
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<td>__</td>
<td>ENG 1023 Composition II</td>
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<tr>
<td>OR</td>
<td>ENG 1003 Basic Technical Communications</td>
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<tr>
<td>__</td>
<td>MATH 1203 College Algebra</td>
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<tr>
<td>OR</td>
<td>MATH 1253 Applied Technical Math</td>
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</tr>
<tr>
<td>__</td>
<td>SPH 2303 Public Speaking</td>
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FRESHMAN SEMINAR: .................................................... 0-2 hours

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SOCIAL SCIENCE: ..................................................... 9 hours

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<td>CRIM 2003 Introduction to Criminal Justice</td>
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<tr>
<td>__</td>
<td>SOC 2013 Introduction to Sociology</td>
<td>3</td>
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<tr>
<td>OR</td>
<td>PSY 2003 General Psychology</td>
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TECHNICAL COURSES: .................................................. 35 hours

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<td>__</td>
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<tr>
<td>__</td>
<td>Special Topics I</td>
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</tr>
<tr>
<td>__</td>
<td>Advanced Crime Scene Technician Certificate Program</td>
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<tr>
<td>__</td>
<td>Special Topics II</td>
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<td>__</td>
<td>Law Enforcement Electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>(Arkansas Law Enforcement Training Academy Certificate)</td>
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</table>

GENERAL ELECTIVES: .................................................. 3 hours

Three hours of electives must be selected from the list on pages 86-87:

<table>
<thead>
<tr>
<th></th>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>__</td>
<td>ELECTIVE (Elective taken from list on pages 86-87)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

NOTE

Special Topics I is a 194-contact hour course that consists of:
- Recovery of human remains
- Bloodstain pattern analysis
- Management of evidence and recovered property
- Computer crime
- Crime scene digital photography and imaging
- Fingerprint comparison and identification
- Using forensic light source
- Crime scene courtroom testimony

Special Topics II is an 84-contact hour course that consists of:
- Advanced management of evidence and recovered property
- Bloodstain pattern documentation
- Crime scene interpretation and reconstruction
- Survival Spanish for law enforcement

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

**NOTE**

The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist law enforcement officers of 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 of Applied Science degrees in the areas of Crime Scene Investigation and Law Enforcement Administration.

**HINT**

- Students should complete all developmental courses before beginning program specific courses.
- Take classes when offered as some classes are only offered certain semesters.

---

**CERTIFICATE OF PROFICIENCY** 18-20 Semester Hours

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS:</th>
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</tr>
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<tbody>
<tr>
<td>____ ENG 1013 Composition I</td>
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<tr>
<td>OR ENG 1003 Basic Technical Communications</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>____ UACC 1002 Freshman Seminar (if required)</td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>____ School of Law Enforcement Supervision</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>____ Law Enforcement Electives</td>
<td>6 credit hours</td>
</tr>
</tbody>
</table>

(Arkansas Law Enforcement Training Academy Certificate)

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**TECHNICAL CERTIFICATE** 36-38 Semester Hours

<table>
<thead>
<tr>
<th>GENERAL EDUCATION REQUIREMENTS:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>____ BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ CRIM 2003 Introduction to Criminal Justice</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ ENG 1013 Composition I</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ MATH 1203 College Algebra</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
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</thead>
<tbody>
<tr>
<td>____ UACC 1002 Freshman Seminar (if required)</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>____ School of Law Enforcement Supervision</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>____ Law Enforcement Administration and Management</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ Integrity in Law Enforcement</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ Law Enforcement Electives</td>
<td>6 credit hours</td>
</tr>
</tbody>
</table>

(Arkansas Law Enforcement Training Academy Certificate)
ASSOCIATE OF APPLIED SCIENCE 63-65 Semester Hours

GENERAL EDUCATION REQUIREMENTS: ............................. 15 hours
  ___ BUS  1213 Computer Applications ...................... 3 credit hours
  ___ ENG  1013 Composition I ............................... 3 credit hours
  ___ ENG  1023 Composition II
  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
  ___ UACC 1002 Freshman Seminar (if required) .......... 2 credit hours

SOCIAL SCIENCE: ..................................................... 9 hours
  ___ CRIM 2003 Introduction to Criminal Justice ....... 3 credit hours
  ___ PSCI 2003 American Government .................... 3 credit hours
  ___ PSY  2003 General Psychology
  OR  SOC  2013 Introduction to Sociology ............... 3 credit hours

TECHNICAL COURSES: .............................................. 36 hours
  ___ School of Law Enforcement Supervision .......... 9 credit hours
  ___ Law Enforcement Administration and Management . 3 credit hours
  ___ Integrity in Law Enforcement ..................... 3 credit hours
  ___ Legal Aspects of Law Enforcement ................. 3 credit hours
  ___ Principles of Law Enforcement ................... 3 credit hours
  ___ DWI Detection and Field Tests ................... 3 credit hours
  ___ Law Enforcement Communications ................ 3 credit hours
  ___ Crisis Negotiations ................................ 3 credit hours
  ___ Law Enforcement Electives ....................... 6 credit hours
  (Arkansas Law Enforcement Training Academy Certificate)

GENERAL ELECTIVES: ............................................... 3 hours
  Three hours of electives must be selected from the list on pages 86-87:
    ___ ELECTIVE (Elective taken from list on pages 86-87) ......... 3 hours

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.
Generic Cooperative Program

Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

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 UAMS. The completion of the general education courses at UAMS does not guarantee acceptance at UAMS. The completion of the general education courses at UAMS does not guarantee acceptance to UAMS in the Preprofessional Curriculum for each program.

The University of Arkansas for Medical Sciences College of Health Related Professions, in cooperation with the University of Arkansas Community College at Morrilton, offers general education courses that may be used to meet the general education requirements that may be used to meet the general education requirements at UAMS. The completion of the general education courses at UAMS does not guarantee acceptance at UAMS.

UAMS offers general education courses that may be transferred into specific health care majors at UAMS. The completion of the general education courses at UAMS does not guarantee acceptance at UAMS in the Preprofessional Curriculum for each program.

The completion of the general education courses does not guarantee admission to UAMS or acceptance in the Preprofessional Program at UAMS. Students should contact UAMS for more admission requirements.

HINT

• Students should take all developmental courses early in their academic career in order to focus on degree-required classes in later semesters.

• Take classes when offered as some classes are only offered certain semesters.

The completion of the general education courses does not guarantee admission to UAMS or acceptance in the Preprofessional Program at UAMS. The completion of the general education courses at UAMS does not guarantee acceptance to UAMS in the Preprofessional Curriculum for each program.

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HINT

• Students should take all developmental courses early in their academic career in order to focus on degree-required classes in later semesters.

• Take classes when offered as some classes are only offered certain semesters.
Students are required to take Freshman Seminar if they score below a 19 on the ACT test in reading, math or writing or comparable scores on the COMPASS test.

ASSOCIATE OF SCIENCE

<table>
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<th>32-40 Semester Hours</th>
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<tr>
<td>____ ENG 1013</td>
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<td>____ ENG 1023</td>
</tr>
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<td>____ SPH 2303</td>
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</tr>
<tr>
<td>____ PSY 2003</td>
</tr>
<tr>
<td>____ SOC 2013</td>
</tr>
</tbody>
</table>

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

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
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.

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.

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.
**BACHELOR OF SCIENCE**

**GENERAL EDUCATION:** .................................................. 6 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

**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
OR PHIL 2103  Introduction to Philosophy .......................... 3 credit hours

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

**SCIENCE:** ........................................................................ 8-28 hours
___ 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:** ...................................................... 12-15 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
OR PSCI 2003  American Government ................................. 3 credit hours
___ ELECTIVE  (Social Science Elective) ............................... 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.

---

**HINT**

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

Accounting .................................................. 98
Air Conditioning and Refrigeration ......................... 98-99
Anthropology ................................................ 99
Art ............................................................. 99-100
Auto Collision Repair Technology .......................... 100-101
Automotive Technology ...................................... 101-102
Biology ...................................................... 102-103
Business .................................................... 103-107
Chemistry .................................................... 108-109
Computer Information Systems ............................. 109-111
Criminal Justice ............................................. 111
Dietary Management ....................................... 111-112
Drafting Technology ........................................ 112-113
Early Childhood Development .............................. 113-114
Economics .................................................. 115
Education ................................................... 115
Electronics ................................................... 116
Emergency Medical Technology-Basic ..................... 116
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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.

“ACTS” see page 139 for more information about the Arkansas Course Transfer System. http://acts.adhe.edu

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

**ACCOUNTING**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Prerequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT2003</td>
<td>Principles of Accounting I</td>
<td>3 Cr. (3 Lec.)</td>
<td>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)</td>
</tr>
<tr>
<td>ACCT2013</td>
<td>Principles of Accounting II</td>
<td>3 Cr. (3 Lec.)</td>
<td>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)</td>
</tr>
<tr>
<td>ACCT2103</td>
<td>Payroll Accounting</td>
<td>3 Cr (3 Lec.)</td>
<td>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.</td>
</tr>
<tr>
<td>ACCT2113</td>
<td>Tax Accounting</td>
<td>3 Cr (3 Lec.)</td>
<td>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.</td>
</tr>
<tr>
<td>ACCT2203</td>
<td>Computerized Accounting</td>
<td>3 Cr. (3 Lec.)</td>
<td>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 spring semester. 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.</td>
</tr>
<tr>
<td>ACCT2213</td>
<td>Cost Accounting</td>
<td>3 Cr. (3 Lec.)</td>
<td>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.</td>
</tr>
</tbody>
</table>

**AIR CONDITIONING AND REFRIGERATION**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ACR1104</td>
<td>Refrigeration Systems and Components</td>
<td>4 Cr. (3 Lec., 3 Lab)</td>
<td>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</td>
</tr>
</tbody>
</table>
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 Le., 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 1603 | Piping and Load Calculation** ........................................... 3 Cr. (3 Le., 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 Le., 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 Le.)
*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 Le.)
*Prerequisite: None. Offered on demand.* An exploration of human diversity and the four sub-fields of anthropology: archaeology, cultural anthropology, linguistic anthropology, and physical anthropology. (ACTS, GE)

**ART**

**ART 1103 | Drawing I Studio** ........................................... 3 Cr. (2 Le., 2 Lab)
*Prerequisite: None. Offered in the fall semester.* This course is designed as a basic introductory course to the techniques, materials, and styles of drawing. Studio 4.5 hours. (GE)

**ART 1113 | Beginning Painting Studio** ........................................... 3 Cr. (2 Le., 2 Lab)
*Prerequisite: None. Offered on demand.* A basic introductory course in the art of canvas painting. Students will learn how to construct frames, stretch canvas, prime & texture canvas, mix colors, and work in a variety of styles designed ultimately to develop a personal voice when painting. Studio 4.5 hours. (GE)
ART 1123 | Beginning Watercolor Studio ................................. 3 Cr. (2 Lec., 2 Lab)
Prerequisite: None. Offered on demand. This course is designed as a basic introductory course to the techniques, materials, and styles of watercolor painting. Studio 4.5 hours. (GE)

ART 1203 | 2-D Design .................................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered on demand. 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 an introductory survey of the visual arts. Course offers exploration of purposes and processes in the visual arts including evaluation of selected works, the role of art in various cultures, and the history of art. (ACTS, GE)

ART 2103 | Art History I ..................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall of even years. This course offers examination of painting, sculpture, architecture, and media from prehistoric to Renaissance periods. (ACTS, GE)

ART 2113 | Art History II ..................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall of odd years. This course offers examination of painting, sculpture, and media from the Renaissance to present. (ACTS, GE)

ART 2203 | Drawing II Studio .............................................. 3 Cr. (2 Lec., 2 Lab)
Prerequisites: ART 1103 Drawing I Studio with a “C” or higher. Offered on demand. This course is designed to follow the basic introductory course. New techniques, materials, and styles of drawing are introduced in this course. Team work, “timed” work, and large works will also be introduced. 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. This course includes 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. This course includes 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. This course includes 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. This course includes 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. This course includes 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUB 1405</td>
<td>Non-Structural Analysis and Repair II.</td>
<td>5 Cr.</td>
<td>This course includes 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.</td>
</tr>
<tr>
<td>AUB 1503</td>
<td>Refinishing Products</td>
<td>3 Cr.</td>
<td>This course includes theory of proper product usage in surface preparation, priming, sealing and top coat application. Includes proper operation of spray equipment.</td>
</tr>
<tr>
<td>AUB 2203</td>
<td>Advanced Automotive Refinishing</td>
<td>3 Cr.</td>
<td>This course provides an opportunity for the student technician to complete advanced painting, projects and refinishing techniques.</td>
</tr>
<tr>
<td>AUB 2205</td>
<td>Structural Analysis and Repair</td>
<td>5 Cr.</td>
<td>This course includes 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.</td>
</tr>
<tr>
<td>AUB 2303</td>
<td>Color Theory</td>
<td>3 Cr.</td>
<td>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.</td>
</tr>
<tr>
<td>AUB 2403</td>
<td>Auto Body Shop Management</td>
<td>3 Cr.</td>
<td>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.</td>
</tr>
<tr>
<td>AUB 2503</td>
<td>Special Projects</td>
<td>3 Cr.</td>
<td>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.</td>
</tr>
</tbody>
</table>

**AUTOMOTIVE TECHNOLOGY**

<table>
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</thead>
<tbody>
<tr>
<td>AST 1005</td>
<td>Electrical/Electronic Systems</td>
<td>5 Cr.</td>
<td>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.</td>
</tr>
<tr>
<td>AST 1105</td>
<td>Brakes</td>
<td>5 Cr.</td>
<td>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.</td>
</tr>
</tbody>
</table>
AST 1205 | Engine Repair ................................................................. 5 Cr. (2 Lec., 9 Lab)

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 ................................................................. 5 Cr. (2 Lec., 9 Lab)

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 ............................................................. 5 Cr. (2 Lec., 9 Lab)

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 ............................................. 5 Cr. (2 Lec., 9 Lab)

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. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of fundamental biological concepts including the scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. Course is appropriate for biology and health science majors, as well as general education. Lab required. (ACTS, GE)
BIOL 2004 | Human Anatomy & Physiology I ......................................................... 4 Cr. (3 Lec., 2 Lab)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 0203 College Reading Skills II, or 2.5 grade point average on at least 12 semester credit hours, or permission of the division chair. Offered in the fall and spring semesters. The first half of a two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. It is designed for majors in health profession programs. Lab required. (ACTS, GE)

BIOL 2014 | Human Anatomy & 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 the second half of a two-semester study of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. Designed for majors in health profession programs. Lab required. (ACTS, GE)

BIOL 2024 | General Botany ..................................................................................... 4 Cr. (3 Lec., 2 Lab)
Prerequisite: A grade of “C” or higher in BIOL 1004 Fundamentals of Biology. Offered in the fall semester of odd years. This course is a scientific study of the principles of botany and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties, structure and function, growth, and classifications of plants. Concepts of plant reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (ACTS, GE)

BIOL 2034 | Principles of Zoology ........................................................................... 4 Cr. (3 Lec., 2 Lab)
Prerequisite: A grade of “C” or higher in BIOL 1004 Fundamentals of Biology. Offered in the spring of even years. This course is an introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution, and animal phyla, and is designed for biology majors, but may also be taken for general education. Lab required. (ACTS, 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 and Physiology I. Offered in the fall and spring semesters. This is an introductory course in microbiology that includes microbiological concepts including the study of bacteria, viruses, fungi, and protozoa as they affect the human body. It is designed for majors in health professions programs. Lab required. (ACTS, 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 “C” 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 26-99 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 spring semester. 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, drawings 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 2333 | 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 on demand. 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: Score of 17 on the Math Portion of the ACT, or a score of 49 on the Pre-Algebra portion of the COMPASS Test, or a score of 26 on the Algebra portion 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 is a survey course introducing chemistry as it applies to the real world and includes basic topics of scientific method, measurement, states of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Appropriate for general education, but not appropriate for science majors. Lab required. (ACTS, GE)

CHEM 2121 | General College Chemistry I Laboratory .............................................. 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. Offered in the fall and spring semesters. This course is designed for students currently enrolled in 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. (ACTS, 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 2123 General College Chemistry I Lab. Offered in the fall and spring semesters. This algebra-based chemistry course applicable for chemistry and other science majors and pre-professional students. This is the first course in a two-course sequence. Course content provides a foundation for work in advanced chemistry and related sciences. Course includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding, and reactions. Lab required. (ACTS, GE)

CHEM 2131 | General College Chemistry II Laboratory .............................................. 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 Lab. Offered in the fall semester. This course is designed for students currently enrolled in General College Chemistry II. 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 solutions, kinetics, acid-base equilibrium, qualitative analysis, chemical reactivity, and reaction thermodynamics. (ACTS, 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. Corequisite: CHEM 2133 General College Chemistry II Lab. Offered in the fall semester. This course is a continuation of CHEM 2123. This course is designed for chemistry and other science majors and pre-professional students. It includes more in-depth study of chemical reactions. Lab required. (ACTS, GE)

CHEM 2201 | Organic Chemistry Lab ................................................................. 1 Cr. (3 Lab)
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. Corequisite: CHEM 2203 Organic Chemistry. Offered on demand. Organic chemistry lab 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. (GE)

CHEM 2203 | Organic Chemistry ................................................................. 3 Cr. (3 Lec.)
Prerequisite: 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 on demand. 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. (GE)

COMPUTER INFORMATION SYSTEMS

CIS 1003 | Introduction to Computer Systems ......................................................... 3 Cr. (3 Lec.)
Prerequisites: None. This course is an introductory course for those students who want to know more about computer and communication technology. It also provides an overview of the CIS program. It is a survey course that gives the student an orientation to computer repair, networking, security, databases, multimedia devices, and buying or upgrading a computer. Updated annually, it will provide the student with the latest technological information.

CIS 1103 | Computer Hardware and Software I ......................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall semester. 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 semester. 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 spring semester. This course covers the fundamentals of computer programming. Through the use of Visual Basic, students will be given the skill sets required to perform all aspects of program operation. Logical thinking, flowcharting, program flow control structures, event processing, and graphical user interface concepts 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 on demand. 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 | Computer Hardware and Software II.** ................................................................. 3 Cr. (2 Lec., 3 Lab)

*Prerequisite: None. Offered in the spring semester.* 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.** ................................................................. 3 Cr. (3 Lec.)

*Prerequisite: CIS 1113 Network Essentials. 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), Microsoft Certified Technology Specialist (MCTS) or a Microsoft Certified Professional (MCP). It covers the Windows Vista, Configuration exam (70-620). This exam measures the ability to implement, administer and troubleshoot Windows Vista in any network environment.

**CIS 2133 | Local Area Networking II.** ................................................................. 3 Cr. (3 Lec.)

*Prerequisite: CIS Networking Essentials. Offered in the fall 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 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.** ................................................................. 3 Cr. (3 Lec.)

*Prerequisite: CIS 2133 Local Area Networks II. Offered on demand.* 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 Network 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.** ................................................................. 3 Cr. (3 Lec.)

*Prerequisite: CIS 1113 Networking Essentials. 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 2253 | Introduction to LINUX.** ................................................................. 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 LINUX environment, an understanding of the concepts of a multitasking, 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 on demand.* 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 on demand.* This course provides an understanding of the Visual BASIC programming environment including variable types, logical operators, logic control structures, arrays, methods, classes, inheritance, and polymorphism. 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 1133 Introduction to Computer Programming Logic and Language. Offered on demand.* 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. Emphasis is placed on object-oriented programming considerations including inheritance and polymorphism.

**CIS 2453 | Advanced Java Programming** ............................................... 3 Cr. (3 Lec.)
*Prerequisite: CIS 2433 Java Programming. Offered on demand.* 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 (SCJA) 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 semesters.* Course offers an overview of the history, philosophy and development of the criminal justice system, emphasizing an understanding of law enforcement, the courts and corrections, and their respective roles in accomplishing the missions of the American Criminal Justice System. (ACTS, GE)

**DIETARY MANAGEMENT**

**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 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 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 services department in a hospital, extended care, or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

**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 services 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 services 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 (3-D) 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 .............................................. 2 Cr. (2 Lec.)
Prerequisite: None. Offered on demand. 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 ................................................................. 1 Cr. (1 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course will provide training to individuals to overcome any reluctance to act in emergency situations and to recognize and care for life-threatening emergencies such as respiratory or cardiac problems, sudden illness, and injury of adult and children in accordance with American Heart Association and American Health and Safety Institute. (This course does not meet the CPR requirements for students enrolled in Practical Nursing or Health Related Professions.)

ECD 1102 | Supervised Lab I ................................................................. 2 Cr. (2 Lec.)
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 ...................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered on demand. 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. Student will develop resource files containing materials related to the study of children.

ECD 1203 | Child Guidance ................................................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall semester of odd years. 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 ..................................................... 3 Cr. (3 Lec.)
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** ................................................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall semester of even years. 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** ................................................................. 2 Cr. (6 Lab)
Prerequisite: Completion of ECD 1102 Supervised Lab I. 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 ECD 2113 Foundations of Early Childhood Education or consent of the instructor. Offered on demand. 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 2113 | Foundations of Early Childhood Education** ................................................................. 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher 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 offers 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 (8) hours of field experience. (GE)**

**ECD 2133 | Practicum for 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 1002 Early Childhood Competencies. Offered on demand. 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 ECD 2113 Foundations of Early Childhood Education, with a grade of “C” or better or concurrently enrolled in ECD 2003 Methods and Materials II. Offered on demand. This course provides students with practical experience in planning weekly, developmentally appropriate educational activities. Other topics include evaluations, observations, and 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. This course covers theory and application of economics to behavior of economy as a whole. (ACTS, GE)

**ECON 2463 | Microeconomics** .......................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course covers theory and application of economic principles to the production, distribution and exchange of goods and services. (ACTS, GE)

EDUCATION

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 also be required to have an FBI background check.

**EDUC 1203 | Introduction to Education** ............................................. 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 023 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 (30) hours of field experience. (GE)

**EDUC 1303 | Educational Technology** ............................................... 3 Cr. (3 Lec.)
Prerequisite: None. (BUS 1213 Computer Applications is suggested.) This course is designed as a teacher education elective. It introduces the student to a variety of technological tools used by educators. Topics include the computer as a tool for the teacher for instruction and communication, electronic and traditional portfolio construction, and camcorder and digital technology. Students will develop competencies in technology utilization. (GE)

**EDUC 2013 | Child Development and Developmental Theories** ................. 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 023 College Reading Skills II. Offered in the fall and spring semesters. 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 child 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 (10) hours of field experience. (GE)

**EDUC 2103 | Education in a Diverse Society** .................................... 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 023 College Reading Skills II. Offered in the fall and spring semesters. 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 (7) hours of field experience. (GE)
ELECTRONICS

**ELEC 1114 | Introduction to Analog and Digital Electronics** .................................................. 4 Cr. (3 Lec., 3 Lab)

Prerequisite: None. Offered in the fall and spring semesters. This course lays the foundation for the understanding of analog and digital control systems used in industry today. The topics covered will include the basic laws of electricity and magnetism including Ohm’s law, Kirchoff’s law, transformer functions, series and parallel circuit analysis. Digital logic gates along with the truth table and timing diagrams for each gate will be covered. The student will also utilize Boolean algebra and Karnaugh mapping to build usable digital circuits.

**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 a score of 32 or below on the Writing Skills portion of the COMPASS test. Offered in the fall and spring semesters. Foundations of Grammar is a basic course in grammar that utilizes a process approach to guide students through the study of basic grammar rules, sentence construction, and paragraph writing. Students use reasoning and evaluating skills to construct sentences that follow particular patterns and paragraphs that reflect various rhetorical modes.
ENG 0303 | Foundational Composition .......................... 3 Cr. (3 Lec.)
Prerequisite: Score of 14-18 on the English portion of the ACT, 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. Foundational Composition is a writing course that prepares students for Composition I. The course focuses on components of composition and effective paragraph and essay construction.

ENG 1003 | Basic Technical Communications .......................... 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English portion of the ACT or score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher 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. Not open to anyone who has completed ENG 1023 Composition II or ENG 2023 Technical Communications. Offered in the fall and spring semesters. Basic Technical Communications introduces students to various aspects of writing for the working world. The course provides students with a solid foundation in technical communications and introduces them to the processes and the formats of creating résumés, writing business letters and memos, developing instruction manuals, designing reports, and delivering 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 certificate students and Associate of Applied Science majors but is NOT applicable for credit toward the Associate of Arts or Associate of Science degrees for general education majors.

ENG 1013 | Composition I ........................................ 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher 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. This course covers principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking. (ACTS, 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. This course is a further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. (ACTS, GE)

ENG 2003 | Creative Writing ........................................ 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. This course offers practical experience in the techniques of writing poetry and fiction. (ACTS, GE)

ENG 2023 | Technical Communications ........................................ 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. This course covers principles of researching, organizing, and writing technical documents. (ACTS, GE)

ENG 2103 | Introduction to Fiction ........................................ 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. This course will introduce students to the art and relevance of fiction, generally short stories, drama, 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 an annotated bibliography and a literary research project of 8-10 pages. (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. This course features selected works of American Literature from its beginnings to 1865. (ACTS, 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. Selected works of American literature from 1865 to present. (ACTS, GE)

ENG 2203 | Introduction to Poetry ................................................................. 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. This course is designed to acquaint students with various styles and forms of poetry, with the writings of selected poets from different time periods, and with poetic terms. The course will afford the students an opportunity to generate poems in different versification styles. (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. This course contains selected significant works of world literature from Ancient, Medieval, and Renaissance Periods. It includes study of movements, schools, and periods. (ACTS, 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. This course covers selected significant works of world literature from the Renaissance to the present. Includes study of movements, schools, and periods. (ACTS, GE)

ENG 2303 | Introduction to Drama ................................................................. 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. 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, absurdist theatre, and modern theatre. This course views drama as a genre: an evolving art form dependent on audience and social environment for interpretation. In addition to lecture, discussion, and writing, students will complete a research project with a minimum of six pages using at least six secondary sources following one of the critical approaches to literature. (GE)

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. This course features selected works of British literature from its beginnings through the Renaissance. (ACTS, 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. This course features selected works of British Literature from the Renaissance to present. (ACTS, 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 physical, cultural, and economic characteristics of world regions. (ACTS, GE)
GEOLOGY

GEOL 1104 | General Physical Geology ....................................................... 4 Cr. (3 Lec., 2 Lab)
Prerequisite: None. Offered on Demand. This course is a study of the Earth and modification of its surface by internal and external processes. Topics include examination of the Earth's interior, magnetism, minerals, rocks, landform development, structure, plate tectonics, and geological processes. Lab required.

GRAPHIC DESIGN

GDT 1113 | Introduction to Photography ..................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. The course content will introduce the skills necessary to understand camera basics with a focus on digital photography. In addition, composition and lighting is emphasized along with applications in the following: landscape photography, event photography, location photography, and people photography. Photographic methods (resolution/contrast) are emphasized for print and web design.

GDT 1203 | 2-D Design ............................................................... 3 Cr. (3 Lec.)
Prerequisite: None. Offered in fall and spring semester. This course is designed to introduce the basic design principles. The student will learn to plan and organize using the activities thinking, looking, and doing. The student learns to solve creative problems whether their future study involves painting, fashion design, interior design, industrial design, set design or graphic design.

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, stationery, 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 ............................................................... 3 Cr. (3 Lec.)
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** ..................................................... 3 Cr. (3 Lec.)
Prerequisite: GDT 2523 Electronic Page Layout and Prepress, GDT 2403 Graphic Design I, and (GDT 2513 Digital Illustration or GDT 2533 Digital Imaging). Offered in the fall semester. This course serves as a capstone for the advanced graphic design students who have developed knowledge of graphic design through study and portfolio development. The students will continue to revise their portfolios. Client relations, concept designs, and production skills are incorporated along with field trips and guest speakers. The students work with minimal supervision from the instructor.

**HEALTH SCIENCES**

**HLSC 1003 | Medical Terminology** ................................................................. 3 Cr. (3 Lec.)
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** ......................................................... 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher 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 a survey of Western civilization to the early modern period. (ACTS, GE)

**HIST 1013 | Western Civilization II** .................................................... 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher 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 a survey of Western civilization since the early modern period. (ACTS, GE)

**HIST 2003 | U.S. History I** ............................................................. 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 023 College Reading Skills II. Offered in the fall and spring semesters. This course is a survey of United States history through the Civil War era. (ACTS, GE)

**HIST 2013 | U.S. History II** ............................................................. 3 Cr. (3 Lec.)
Prerequisite: Score of 19 or higher on the English Portion of the ACT, or a score of 77 or higher 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 or higher on the Reading portion of the ACT, or a score of 83 or higher on the Reading Skills portion of the COMPASS, or a grade of “C” or higher in READ 023 College Reading Skills II. Offered in the fall and spring semesters. This course is a survey of United States history since the Civil War era. (ACTS, GE)
HIST 2023 | African-American History ......................................................... 3 Cr. (3 Lec.)
Prerequisite: HIST 2003 U.S. History I. Offered on demand. This course offers a comprehensive study 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: U.S. History I. Offered on demand. This course is a survey of Southern history from the Civil War to the present. Emphasis is placed 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. Offered on demand. This course is 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 fields 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, Petroleum Technology, and Air Conditioning and Refrigeration students.

MATHEMATICS

MATH 0103 | Developmental Math I ......................................................... 3 Cr. (3 Lec.)
Prerequisite: 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. Offered in the fall and spring semesters. The content of this course includes basic operations on whole numbers, exponents, order of operations, factorization, greatest common factor, least common multiple, operations on fractions and decimals, application problems, percents, ratios/proportions, measurement in the U.S. Customary and Metric systems.

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. The content of this course includes signed numbers, introduction to algebra, exponents, polynomials, roots, and introduction to geometry.
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 26-45 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. The content of this course includes the language of algebra, fundamental operations, signed numbers, equations, formulas, problem solving, inequalities, graphing, slope, lines, applications, exponents, and polynomials.

MATH 0903 | Intermediate Algebra .................................................. 3 Cr. (3 Lec.)
Prerequisites: Score of 18 on the Math portion of the ACT, or 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. The purpose of this course is to prepare students for college-level mathematics. Content of the course includes systems of equations and inequalities, factoring, quadratic equations, algebraic fraction operations and equations, exponents, roots and radicals, word problem applications, functions, and graphing.

MATH 1103 | Algebra for General Education ....................................... 3 Cr. (3 Lec.)
Prerequisites: Score of 19 or above 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. This course is designed for students to gain appreciation for mathematics and its interface with everyday activities. It is intended for students who will not continue in higher-level mathematics courses. (ACTS, GE)

MATH 1203 | College Algebra ............................................................. 3 Cr. (3 Lec.)
Prerequisites: Score of 19 or above 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. This course includes study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic, and exponential, systems of equations, and matrices. (ACTS, 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. This course offers a study of trigonometric functions, identities, equations, and applications. (ACTS, GE)

MATH 1215 | Precalculus ................................................................. 5 Cr. (5 Lec.)
Prerequisites: Score of 19 or higher 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 is an integrated, unified course of algebra and trigonometry, with strong emphasis on graphing and functions. This course is designed for students who will take MATH 2015 Calculus I. Course is not open to students who already have credit for MATH 1203 College Algebra or MATH 1213 Plane Trigonometry. (ACTS, 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 26-99 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 of practical applications in technical areas. Problems are related to arithmetic, 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 algebra-based course involving the presentation and interpretation of data, probability, sampling, basic inference, correlation and regression, and analysis of variance. It may include the use of statistical software. (ACTS, GE)
MATH 2013 | Discrete Mathematics. ................................. 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered on demand. This course provides a discrete introduction to “higher mathematics”, i.e. arithmetic and geometrical sequences and series, mathematical induction, logic, Boolean algebra, combinatorics, set theory and number theory. (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. This is the first calculus course and includes the topics of function (including exponential, trigonometric, and logarithmic), limits, continuity, differentiation, antiderivatives, inverse functions, and integration. (ACTS, 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. In this course the student is presented with an elementary introduction to calculus for students majoring in business, economics, or the management, life and social sciences. Calculus is the mathematics of change, and the world is in a constant state of change. The purpose of this course is to equip students with the powerful analytic tools of calculus. (ACTS, 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 an introductory survey of music including the study of elements and forms of music, selected musical works, music terminology, important musical genres, periods, and composers, as well as introduction to major musical instruments. (ACTS, GE)

NURSING—NURSING ASSISTANT

NUR 1003 | Nursing Assistant .................................... 3 Cr. (3 Lec.)
Prerequisite: Admission to the nursing assistant program. This course combines classroom instruction with clinical experiences. Students are prepared to provide competent, skilled nursing care in a compassionate manner to residents of long-term care, hospice, and hospital facilities. Upon successful completion of this course, students will take the state competency exam. With successful passage, students will become certified nursing assistants.

NUR 1011 | Clinical Nursing Assistant Practicum ............... 1 Cr. (3 Lab)
Prerequisite: Admission to the nursing assistant program. This course provides the student with the opportunity to learn and practice skills in the laboratory and client care settings.

NURSING—PRACTICAL NURSING

NUR 1001 | Professional and Ethical Issues in Nursing .......... 1 Cr. (1 Lec.)
Prerequisite: None. 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 1002 | Clinical Competency I ................................................................. 2 Cr. (6 Lab)
Prerequisite: Grade of “C” or higher in NUR 1106 Clinical Practicum I. This course consists of computer module assignments and a clinical component. Students must prove clinical competency in order to progress to the next level. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

NUR 1102 | Geriatrics ............................................................. 2 Cr. (2 Lec.)
Prerequisite: Admission to the practical nursing program. This course prepares students 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 nursing students with the opportunity to learn the theory behind basic skills needed to practice nursing. Nursing process is introduced, as well as other concepts that are needed to practice entry-level nursing and to promote critical thinking. Topics include infection control, medical and surgical asepsis, vital signs, mobility, documentation, physical assessment, comfort, rest, and sleep. This course also prepares beginning nursing students for the process of administering medication. The course covers a review of math skills and an introduction to pharmacology. Pharmacological topics include review of Roman numerals and the metric system, the apothecary and household systems, ratio and proportion, IV formulas and weight-based dosages.

NUR 1106 | Clinical Practicum I ..................................................... 6 Cr. (18 Lab)
Prerequisite: Admission to the practical nursing program. This six-hour lab class will provide beginning nursing students with the opportunity to practice and perfect basic skills needed to care for patients. The geriatric clinical is completed in this class.

NUR 1201 | Pharmacology I .................................................. 1 Cr. (1 Lec.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course concentrates on the medications used to treat the disorders discussed in NUR 1204 Medical-Surgical I and prepares students to administer those medications. Topics include antibiotics, pain medications, insulin and oral hypoglycemics, antihypertensives, chemotherapy drugs, anti-inflammatory drugs, respiratory, renal, gastrointestinal drugs, and drugs affecting the reproductive system.

NUR 1202 | Clinical Competency II .......................................... 2 Cr. (6 Lab)
Prerequisite: Grade of “C” or higher in NUR 1216 Clinical Practicum II. This course consists of computer module assignments and a clinical component. The students must prove clinical competency in order to progress to the next level. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

NUR 1203 | Maternal/Child Nursing ............................................. 3 Cr. (3 Lec.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course prepares students to care for pregnant women 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 system, conception, fetal development, labor and delivery, post-partum care, and family planning. The developmental milestones and normal care of each age group is studied. The pathophysiology and nursing care of selected disorders of each age group is covered in this class.

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, physiology and pathophysiology for the following body systems: integumentary, gastrointestinal, renal, respiratory, and musculoskeletal. Other topics include diabetes, cancer, fluid and electrolytes, immunity, and bioterrorism. This course prepares the nursing student in the care of the adult patient, incorporating all phases of the nursing process for these topics.
NUR 1213 | Basic Nursing II ................................................................. 3 Cr. (3 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 Medical-Surgical Nursing I. Topics include emergency preparedness for natural and manmade disasters, laboratory and diagnostic tests for topics discussed in Medical-Surgical Nursing I, and the nursing care of patients with disorders discussed in Medical-Surgical 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 1106 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 II ................................................................. 1 Cr. (1 Lec.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1201 Pharmacology I and concentrates on the medications used to treat the disorders discussed in NUR 2204 Medical-Surgical Nursing II. The course prepares students to administer 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 2102| Clinical Competency II ....................................................... 2 Cr. (6 Lab)
Prerequisites: Grade of “C” or higher in NUR 2206 Clinical Practicum III. This course consists of computer module assignments and a clinical component. The student must prove clinical competency in order to progress. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

NUR 2112 | Mental Health ................................................................. 2 Cr. (2 Lec.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course prepares students to care for clients with mental health disorders. Topics include neuroses, psychoses, personality disorders, addictive disorders, suicide, and violence. The course emphasizes the nursing care of the mentally ill, interventions, and treatments and psychopharmacology.

NUR 2203 | Basic Nursing III ................................................................. 3 Cr. (3 Lec.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This is a continuation of NUR 1212 Basic Nursing II and covers the nursing care of medical disorders discussed in NUR 2204 Medical-Surgical Nursing II. Students will also learn the diagnostic tests for the disorders. Topics include lab and diagnostic tests for and nursing care of the client with the disorders covered in NUR 2204 Medical-Surgical Nursing II. Leadership and delegation are also discussed in this course.

NUR 2204 | Medical Surgical Nursing II .............................................. 4 Cr. (4 Lec.)
Prerequisite: Successful completion of the second semester practical nursing program requirements. This course prepares students for continuation of NUR 1204 Medical-Surgical Nursing I. During this course, anatomy, physiology and pathophysiology of the following body systems and their disorders will be discussed: cardiovascular, peripheral vascular, nervous, endocrine, sensory, hematologic/lymphatic and male/female reproductive. The course also addresses sexually transmitted diseases, emergency/disaster preparation and genetic research/cloning. Students will utilize critical thinking and the nursing process to explore disorders and to provide holistic nursing care across the wellness/illness continuum. The Nurse Practice Act will be introduced to prepare students for professional, ethical, and legal issues encountered in nursing practice.

NUR 2206 | Clinical Practicum III ....................................................... 6 Cr. (18 Lab)
Prerequisite: Successful completion of the second semester practical nursing program requirements. This course provides the opportunity for continued clinical application of nursing theory and skills in a variety of community health care settings. It
provides students with experiences to become more independent in their practice of nursing. The pediatric clinical rotation and leadership rotation are completed in this course.

**NURSING—REGISTERED NURSING**

**NSG 1213 | Math for Nurses** ................................................................. 3 Cr. (3 Lec.)

*Prerequisite: Score of 19 on the Mathematics portion of the ACT, or a score of 66 on the Algebra portion of the COMPASS, or a score of 43 on the Immediate Algebra portion of the ASSET, or a grade of “C” or higher in MATH 0903 Intermediate Algebra.*

This course provides instruction in dosage calculation using ratio to proportion and other means of calculation related to medication. Topics include interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to Medication Administration Records, dispensing, and proper documentation of medications as well as the Six Rights of Med administration and military time.

**NSG 2119 | Nursing Process I** ............................................................... 9 Cr. (9 Lec.)

*Prerequisite Admission to the ARNEC program. Corequisite: NSG 2123 Nursing Practicum I.*

This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. Students are 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. Students’ 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. This course also explores the legal, ethical, and social issues related to the Registered Nursing role. Basic pharmacology and fundamental nursing theory, skills, and medical math will be reviewed to prepare students for subsequent semesters.

This course also provides lecture content for the age group involving the newborn through adolescence (pediatrics). 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 2123 | Nursing Practicum I** ............................................................. 3 Cr. (9 Lab)

*Prerequisite: Admission to the ARNEC program. Corequisites: NSG 2119 Nursing Process I. This clinical lab course enables students to practice the knowledge, skills, and behaviors that are acquired in NSG 2119 Nursing Process I. Students will have the opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, medication administration, pediatric client care, and medical/surgical client care. Students are introduced to the role of the Registered Nurse by applying new skills in the assessment, planning, intervention, and evaluation of their clients. Curriculum concepts and comprehension are carried out per clinical application.*

**NSG 2216 | Nursing Process II** .............................................................. 6 Cr. (8 Lec.)

*Prerequisite: NSG 2119 Nursing Process I, NSG 2123 Nursing Practicum I. Corequisite: NSG 2223 Nursing Practicum II.*

The first part of this course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the child-bearing 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 are also incorporated. Lecture content also includes human reproduction, reproductive health, family planning, female cancers, and general women’s health care. The second part of 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. 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 | Nursing Practicum II**  
3 Cr. (9 Lab)  
Prerequisite: NSG 2119 Nursing Process I, NSG 2123 Nursing Practicum II. Corequisite: NSG 2216 Nursing Process II. This clinical experience allows students 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 their skills in assessing and caring for children and adults with genetic abnormalities. This course also provides students with the opportunity to provide nursing care to adolescent, adult, and geriatric clients with mental illness. Students will observe and participate in treatment modalities for common mental illnesses, including therapeutic communication and safety planning.

Students will engage in the clinical application of concepts covered in NSG 2216 Nursing Process II, demonstrating progressive mastery and independence in Registered Nursing practice.

**NSG 2311 | NCLEX-RN Preparation**  
1 Cr. (1 Lec.)  
Prerequisites: NSG 2216 Nursing Process II, NSG 2223 Nursing Practicum II. Corequisite: NSG 2318 Nursing Process III, NSG 2323 Nursing Practicum III. This course offers students 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 students on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse.

**NSG 2318 | Nursing Process III**  
8 Cr. (8 Lec.)  
Prerequisites: NSG 2216 Nursing Process II, NSG 2223 Nursing Practicum II. Corequisite: NSG 2311 NCLEX-RN Preparation, NSG 2323 Nursing Practicum III. 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. Students 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. Students will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, surgical care, acute care, and long-term care settings. Advanced pharmacological concepts are also integrated into this course. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated.

**NSG 2323 | Nursing Practicum III**  
3 Cr. (9 Lab)  
Prerequisites: NSG 2216 Nursing Process II, NSG 2223 Nursing Practicum II. Corequisite: NSG 2318 Nursing Process III, NSG 2311 NCLEX-RN Preparation. This clinical experience continues to build upon previous instruction and allows students to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Team leading and care of critically-ill clients are major components of this course. Students will engage in the clinical application of concepts covered in NSG 2318 Nursing Process III, 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 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 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 2.0 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 supplying our bodies needs is emphasized. (GE)

ORTIENTATION/CAREER DEVELOPMENT

UACC 1002 | Freshman Seminar ......................................................... 2 Cr. (2 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course is composed of the following subject areas: college survival skills (study of the college catalog, policies and regulations, financial aid opportunities, importance of general education courses in the job market, use of the Learning Assistance Lab), study skills, test taking, learning style inventory, concentration and motivation, organization, goal setting, and critical thinking skills.

PETROLEUM TECHNOLOGY

PTRT 1001 | First Aid/HSE ................................................................. 1 Cr. (1 Lec.)
Prerequisites: None. This course provides students with basic first aid and CPR training and awareness of important health, safety and environment topics in the petroleum industry.

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 types, rig equipment, drilling procedures, casing design, and cementing, finishing, and the proper procedures to successfully drill a well.

PTRT 1123 | Rigging and Load Handling ......................................................... 3 Cr. (3 Lec.)
Prerequisites: None. This course will provide the skills necessary to evaluate loads, select the appropriate hitch and hardware, and then rig all categories of loads. Students will be taught to perform daily inspections, assess rigging safety, properly communicate with other riggers and hoist operators during lifts, and to ensure overall safety during material handling/lifting processes. Those attending this training will learn operating principles, operational safety, load control methods, inspection procedures, communications, and critical load handling techniques.

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. 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.
**PRT 2213 | Artificial Lift**  
3 Cr. (3 Lec.)  
Prerequisites: A grade of “C” or higher in PRT 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.

**PRT 2223 | Production Surface Equipment**  
3 Cr. (3 Lec.)  
Prerequisites: A grade of “C” or higher in PRT 1013 Introduction to the Petroleum Industry and PRT 1113 Drilling Operations. This is an introductory course in the use of equipment at the production site.

**PRT 2233 | Introductory Well Control**  
3 Cr. (3 Lec.)  
Prerequisites: A grade of “C” or higher in MATH 1253 Applied Tech Math or a grade of “C” or higher in MATH 0903 Intermediate Algebra or score of 19 or higher on the Math portion of the ACT or a score of 66 or higher on the Algebra section of the COMPASS test. A grade of “C” or higher in PRT 1113 Drilling Operations. This course focuses on downhole pressure concepts. Emphasis will be placed on proper drilling procedures, drilling fluids and circulation, pressure control procedure, and blowout equipment.

**PRT 2303 | Drilling Technology**  
3 Cr. (3 Lec.)  
Prerequisites: A grade of “C” or higher in PRT 1113 Drilling Operations. This is an introductory course in drilling technology. This course is focused toward the drilling equipment, downhole problems, drilling procedures, and directional drilling.

**TECH 1202 | Soft Skills for Technicians**  
2 Cr. (2 Lec.)  
Prerequisites: None. Offered in the fall and spring semesters. The purpose of this course is to equip technicians with the basic soft skills needed to be successful in an industrial workplace. Topics covered include integrity, the value of a positive attitude, self-discipline, basic communication skills, teamwork, managing conflict and thinking critically.

**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 is a philosophical exploration of topics that include human values, critical thinking, and nature of reality and knowledge. (ACTS, GE)

**PHIL 2113 | Introduction to Critical Thinking**  
3 Cr. (3 Lec.)  
Prerequisite: None. Offered on demand. Course content includes the study of applied reasoning, analysis of arguments, informal and formal fallacies, syllogisms, construction of definitions, and scientific reasoning. (ACTS, 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 better 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 and learn the rules and regulations of the game. Students must furnish protective eyewear 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 a study designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices. (ACTS, GE)

PED 1011 | Volleyball 1 Cr. (2 Lab)
Prerequisite: None. Offered on demand. This course is designed for the beginning volleyball player. The fundamentals and theory of volleyball will be taught in this course. Students will develop basic skills, as well as learn the rules, regulations, and terminology associated with volleyball. Students will be expected to participate in moderate to vigorous activities when in class. (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 must pass an examination which requires demonstration of basic swimming survival skills. (GE)

PED 1031 | Recreational Activities ................................................................................................................................ 1 Cr. (2 Lab)
Prerequisite: None. Offered on demand. This course is designed to provide learning experiences that will lead to the development of basic skills, knowledge, and techniques for a variety of recreational activities. Students will be expected to participate in moderate to vigorous activities when in class. (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 basic fitness techniques such as flexibility, strength training, aerobic conditioning, anaerobic conditioning, and the importance of a safe, life-long fitness program. (GE)

PED 1061 | 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, while at the same time, offering 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)

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 1081 | Tennis ................................................................................................................................................................. 1 Cr. (2 Lab)
Prerequisite: None. Offered on demand. This course is designed for the beginning tennis player. The fundamentals and theory of tennis will be taught in the class. Students will develop basic skills, as well as gain a knowledge of the rules and strategy in tennis. Students will be expected to participate in moderate to vigorous activity when in class. (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. This survey course of the physical sciences is designed for general education. Course includes topics in physics and chemistry. It may also include other physical science topics. Lab required. (ACTS, GE)
SCI 2014 | Earth Science .................................................. 4 Cr. (3 Lec., 2 Lab)
Prerequisite: None. Offered in the fall and spring semesters. This course introduces to the basic concepts of Earth sciences. Lab required. (ACTS, GE)

POLITICAL SCIENCE

PSCI 2003 | American Government ............................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction to the principles, structure, processes, and functions of the United States federal government and other related political activities. (ACTS, GE)

PSYCHOLOGY

PSY 2003 | General Psychology .................................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course is an overview of major topics in modern psychology, the scientific study of behavior, and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles, and theories with a consideration for the complexity of human behavior. (ACTS, GE)

PSY 2013 | Abnormal Psychology .................................................. 3 Cr. (3 Lec.)
Prerequisite: PSY 2003 General Psychology with a “C” or higher. 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.)
Prerequisite: PSY 2003 General Psychology with a “C” or higher. Offered in the fall and spring semesters. This course is a survey covering the processes and domains of human development from conception throughout the entire lifespan. (ACTS, GE)

PSY 2113 | Sensation and Perception .............................................. 3 Cr. (3 Lec.)
Prerequisite: PSY 2003 General Psychology with a “C” or higher. 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, 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 or score of 60 or below on the Reading Skills portion of the COMPASS test. Offered in the fall and spring semesters. College Reading Skills I provides instruction and practice that help the student learn to identify comprehension problems, use a dictionary, distinguish between major and minor ideas, and develop other basic reading skills that will prepare them for 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 or score of 61-82 on the Reading Skills portion of the COMPASS test, or a grade of “C” or higher in READ 0103 College Reading Skills I. Offered in the fall and spring semesters. College Reading Skills II provides instruction and practice to develop vocabulary, comprehension, and critical thinking on a college level.

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 theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. (ACTS, GE)
SOC 2023 | Social Problems ............................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course covers the application of sociological principles to the investigation of major social problems currently faced by societies. (GE)

SOC 2043 | Marriage and the Family ............................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered in the fall and spring semesters. This course covers the various patterns of marriage and family systems with a focus on historical changes and social issues interrelated to these systems. Divorce, family violence, parenting, and the changing nature of gender roles will be examined in the analysis of marriage and the family. (GE)

SPANISH

SPAN 1013 | Elementary Spanish I ............................................. 3 Cr. (3 Lec.)
Prerequisite: None. Offered on demand. Spanish I is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (ACTS, 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 course seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (ACTS, GE)

SPAN 2013 | Intermediate Spanish I ............................................. 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in SPAN 1023 Elementary Spanish II. Offered on demand. SPAN 2013 is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (ACTS, GE)

SPAN 2023 | Intermediate Spanish II ............................................. 3 Cr. (3 Lec.)
Prerequisite: Grade of “C” or higher in SPAN 2013 Intermediate Spanish I. Offered on demand. This course is designed for those students who have successfully completed SPAN 2013 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 theory and practice of communication in interpersonal, small group, and public speaking (emphasizing proficiency in speech organization), delivery, and critical thinking/listening applications. (ACTS, 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: 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 semester. 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 data collectors will be used. Field work and computations will include topographic surveying, horizontal and vertical curves, and components of route surveying. 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, a history and analysis of the United States Public Land Survey System (USPLSS), astronomical observations, surveying software, total stations 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 sectioned land, and resurveys of sectioned 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. The student will learn the theoretical background and the use of survey-grade GPS equipment and software. Mission planning, field projects, post-processing, reports, topographic maps, NGS datasheets, monument recovery, and the future of GPS in civilian applications will be integral parts of this course.

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. (ACTS, 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.)  
**Corequisite:** 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)  
**Corequisite:** 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. **Corequisite:** 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. Corequisite: 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. Corequisite: 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. Corequisite: 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. Corequisite: 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. Corequisite: 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. Corequisite: 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. Corequisite: 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. Visiting students will be assigned an advisor after completing 16 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, who will review the complaint with the instructor who reported the grade within 15 working days. The Vice Chancellor for Instruction 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 request should be submitted to 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. The student must present a written appeal to the Vice Chancellor for Instruction within 10 days of the action by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Instruction 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 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 cord during graduation and have an honor seal affixed to their diplomas. Students must complete thirty hours of UACCM coursework with a minimum cumulative grade point average of 3.50 to be designated an honor graduate.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) is accessible from the homepage of the Arkansas Department of Higher Education. The web address is acts.adhe.edu. This is the best source of information on course equivalencies for students. Students may click on the “Course Transfer (ACTS)” link and the “Student” link to compare courses from any two public institutions in the state. Students should select their institution using the “From Institution” window and compare the courses at that institution with the courses at the transferring institution by using the “To Institution.”

Even though courses may be listed as comparable, some transfer policies apply. For example, courses with a grade of “D” are not guaranteed to transfer. Students should contact the receiving institution to see if courses with grades of “D” may be accepted for transfer. Courses taken at the lower division level (i.e., freshman and sophomore level) are not usually counted as upper division credit; consequently, some courses may not satisfy degree requirements at four-year institutions. Specific questions should be referred to the receiving institution.

It is the University of Arkansas Community College at Morrilton’s goal to provide students with the best advising possible. Students should consult their assigned advisor, division chair, or the Registrar’s Office when they have questions about transfer credit. Students who plan to transfer should review the degree requirements at the institution to which they plan to transfer and use that information in the selection of courses and electives to be taken at UACCM. The ACTS system provides students and institutions with current information on comparable courses between institutions in the state.
ATTENDANCE POLICY/ADMINISTRATIVE DROP POLICY

Class attendance is a critical element for student learning. 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. All instructors will explain the administrative drop policy at the beginning of each semester. Instructors establish the makeup policy for coursework for individual classes. The administrative drop policy and class makeup policy will be included in the course syllabus.

In the event of an unavoidable absence because of illness or emergency, the student is responsible for contacting his/her instructor(s) regarding work missed and initiating arrangements for completing missed assignments.

Attendance in class sessions is expected of all students and is considered a course requirement. A student with a grade of “F” in a class will be dropped from the course when the absences for that class exceed twice the number of lectures, labs, and/or other regularly scheduled class meetings during a week. (For example, a student will be dropped from a course upon the seventh absence in a three-hour class meeting three times a week, upon the fifth absence for a three-hour class meeting twice a week, or upon the third absence for a three-hour class meeting once a week.)

The instructor will initiate the administrative drop process for students with excessive absences by completing an Administrative Drop Form and submitting the completed form to the Registrar’s Office. Students who are dropped administratively will receive a “W” on their transcript for that class. Administrative drops will not be processed after the last day to withdraw as published by the Registrar’s Office. An official drop notice will be mailed to the student by the Registrar’s Office.

Students may appeal the administrative drop by submitting a written statement detailing the nature of the absences to the Vice Chancellor for Instruction. The Vice Chancellor for Instruction will consider the request, and after discussion with the instructor, may excuse absences they deem to be extenuating and beyond the control of the student.

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 166.

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. 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 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 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.

PRIOR LEARNING CREDIT

The College recognizes that not all learning takes place in a traditional classroom; therefore, students are given an opportunity to receive academic credit for seminars completed or completion of specialized training, including military training. Credit will be evaluated upon the student’s request and only if the student is certificate or degree seeking. Credit will only be awarded if applicable to the student’s declared major. Credit will be applied to the student’s transcript after completion of 12 credit hours with a 2.00 GPA at UACCM. Students are eligible for a maximum of 18 prior learning credit hours. Requests for Prior Learning Credit can be made in the Registrar’s Office by providing a written statement summarizing seminars and/or training that has been completed, specific courses (if known) for which credit is being requested, and documentation in support of the request. If planning to transfer after attending UACCM, prior learning credits may not be accepted by the transfer institution.

Documentation provided to the College upon request for Prior Learning Credit will be reviewed by the appropriate Division Chair and an objective determination will be made as to which, if any, courses the applicant may have obtained sufficient knowledge and skills that would be deemed equivalent to those of standard courses. At the discretion of the Division Chair, if the student has successfully documented equivalent experience to a standard course, credit will be awarded. Final authority for the awarding of Prior Learning Credit rests with the Vice Chancellor for Instruction.

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 have access to their mid-term grades (except summer terms) and final grades at the end of each summer term and semester on CampusConnect.

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 Office of Counseling and Career Services 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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<thead>
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<th>Location</th>
<th>Custodian</th>
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<tbody>
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<td>Admissions Office</td>
<td>Director of Admissions</td>
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<tr>
<td>Academic Records</td>
<td>Registrar’s Office</td>
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<td>Financial Aid Records</td>
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<td>Progress Records</td>
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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 he/she wants changed and specify why he/she believes 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 decision.

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

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 (PVTS) 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.

UNIVERSITY BOOKSTORE

The 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.

CAREER PATHWAYS

Career Pathways offers certain individuals free career training and college classes. In addition, the Career Pathways program may be able to help students overcome barriers that have kept them from getting the training and education they need. Help with things like child care, career counseling, tutoring, tuition, books and supplies is available. To be eligible, parents must meet certain income requirements and have custody of at least one child under the age of nineteen living in their residence. If you are interested, please contact the Career Pathways Office at (501) 977-2186.

COLLEGE DINING SERVICES

During the fall and spring semesters, The Plaza is open Monday through Friday, 7:00 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 Services Office. The Counseling and Career Services Office offers a wide variety of services designed to enhance student learning. Appointments may be arranged by contacting a counselor. The 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 in the Earle Love Child Study Center. Students pay a weekly fee for enrolling children from ages one through five. Children follow a prescribed curriculum which includes directed play.
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 Disability Support Services Counselor will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation to the Disability Support Services 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 coordinated through the UACCM Admissions Office. For more information on how to get involved, call (501) 977-2173.

JOB PLACEMENT ASSISTANCE SERVICES

The Counseling and Career Services Office, located in the Kirk Building, Room 107, maintains a list of job opportunities for students and alumni. Positions are posted on the UACCM Web site and the bulletin board next to the Counseling and Career Services Office.

LABS, MATH/WRITING/COMPUTER

The Math Lab, Writing Center, and Computer Lab 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, Writing Center, and Computer Lab are valuable resources for students. The Math Lab is located in
the University Center; the Writing Center is located in the Kirk Building; and the Computer Lab is located in the Business Technology Center.

**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.

**PUBLIC SAFETY DEPARTMENT/CAMPUS POLICE**

The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building. Campus police officers patrol the campus in an effort to provide a safe educational setting. Campus police 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 campus police 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 campus police 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 from the Vice Chancellor for Student Services.

**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 Student Services.

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 Student Services’ 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 Club
- Baptist Collegiate Ministry
- Catholic Campus Ministry
- Church of Christ Student Organization
- Computer Information Systems Club
- Drama Club
- Early Childhood Student Organization
- Graphic Design Student Association
- Intramural Council
- Math Club
- Petroleum Technology Student Organization
- Phi Beta Lambda
- Phi Theta Kappa
- Student Association of Surveyors
- Student Government Association
- Student Practical Nursing Association
- Students R HEROES
- Welding Technology Club
- Young Democrats Club

**WEB SITE**

The UACCM Web site is the easiest and best resource to keep you connected to the information you want to know. A special “Current Student” page on the site is designed to feature information of special interest to currently enrolled students. In addition to general registration information, financial information, news, calendars, and other helpful links, the Web site also has the following tools to help you manage your college life. The UACCM Web site can be accessed by going to www.uaccm.edu.
CampusConnect
CampusConnect provides each student with access to personal demographic information, unofficial UACCM transcript, class schedule, grades, account balance, and personal financial aid information.

Career Services Web Page
The Career Services Web page is designed to provide career interest inventories, sample employment documents, job postings, and other employment-related links.

Class Schedule Online
A full list of classes scheduled for the following semester is posted before each semester and is maintained until registration is concluded.

e-Cashier/Payment Plan
To help our students manage their tuition payment a little easier, UACCM is pleased to offer a tuition payment plan. It is not a loan program; therefore, you have no debt. There are no interest or finance charges and no credit check. The only cost to sign up for monthly tuition payments through e-Cashier is $25 per semester. Using e-Cashier is simple; apply online at www.uaccm.edu after you have registered for summer or fall terms.

Full payments can be made online with e-Cashier Tuition Management for a $5 fee.

Library Web Page
The UACCM Library page allows users to search for material in the library by Classic Search or AquaBrowser. Both enable the user to search by keyword, author, subject, title, or series and returns a list of books, their location, and availability.

Online Classes using WebCT
UACCM offers several courses online that are designed to give students the opportunity for quality education within a self-directed environment. WebCT Campus Edition is the course shell the professor uses to organize course material. WebCT allows access to class assignments, discussion groups, grades, online quizzes, etc. anytime – day, evening, or weekend.

Student E-mail
Students who elect to begin an account through the college may access it using UACCM’s Web page.
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 Student Services, 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 Student Services. 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 Student Services 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 Student Services 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 Student Services, 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 Student Services, 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

UACCM reserves 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 UACCM 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, UACCM 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

UACCM students and employees who operate vehicles on the UACCM campus are required to register their vehicle with the UACCM 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 UACCM 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 UACCM campus.

**PETS**

In the interest of promoting personal safety, a healthful environment, and maintenance efficiency, pets are prohibited from the UACCM 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 Student Services. 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. Students may file a complaint with the Vice Chancellor for Student Services. Employees should file the complaint with their supervising vice chancellor. 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 expulsions from the College.

SIGN/POSTERS

All signs and posters not originating within a UACCM academic or administrative office must be approved by the Vice Chancellor for Student Services.

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 Student Services. 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 Student Services.

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 campus as representatives of the College are subject to disciplinary action by the College for breaches of conduct.

8. Students away from the campus 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 Student Services. Students charged with misconduct will be given the opportunity for a hearing with the Vice Chancellor for Student Services. The Vice Chancellor for Student Services reserves the right to request other College personnel to attend the hearing. 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. The accuser has the right to attend the discipline hearing and offer testimony.

**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 Student Services.

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 request to face one’s accuser at the hearing. The accused may notify the Vice Chancellor for Student Services in writing at least 24 hours prior to the scheduled hearing if this right is exercised to ensure the accuser is present at the hearing. If the accuser exercises his/her right to not appear at the hearing, the Vice Chancellor for Student Services will determine whether in the best interest of the College to cancel the hearing and dismiss allegations against the accused or proceed with the hearing.

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 Student Services 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. All discipline hearings are closed to the public. The accused and the accuser may be accompanied to the discipline hearing only by a member of the College faculty, staff, or by a parent or legal guardian. Exceptions to this must be presented in writing to the Vice Chancellor for Student Services at least 24 hours prior to the scheduled hearing. The Vice Chancellor for Student Services reserves the right to deny the request.

10. The right to testify and present evidence and material witnesses. Witnesses, other than faculty, staff, or parent/legal guardian accompanying the accused, will not be permitted to attend the hearing until requested by the Vice Chancellor for Student Services to provide testimony.

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.
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.

The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inferences that might be drawn from adverse written evidence.

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.

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. Academic: the immediate removal and withdrawal of the student from a specified course or courses.

4. Reprimand: a written notice to the student that continuation or repetition of specified conduct may be cause for additional disciplinary action.

5. Restitution: compensating the College or other injured party for damaged, lost, or destroyed property.

6. 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.

7. 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 Student Services.

8. 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 Student Services. 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 Student Services, 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. The appeal hearing is subject to the same judicial rights procedural guidelines described previously.

**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 Student Services 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 Student Services.
UACCM FACULTY

BATTERSHELL, GARY (1994) History Instructor, Ph.D., University of Arkansas; M.A., University of Central Arkansas; B.A., University of Arkansas

BECKMAN, RON (1990) Business 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, Diploma, Baptist System School of Nursing

CAIG, KAREN (1999) English Instructor, M.A., Stephen F. Austin State University; B.A., Southern Methodist University; A.A., Kilgore College


CLEAVER, TERRY (2003) Surveying Instructor, B.S.E., University of Arkansas; A.A., Arkansas State University at Beebe, Registered Land Surveyor

CONELY, JENNIFER (2005) Nutrition Instructor, R.D., M.S., B.S., University of Central Arkansas

CROOK, DANNA (2007) Reading Instructor, B.S., University of Central Arkansas

DANIEL, LYNDSEY (2005) English Instructor, M.A., B.A., University of Arkansas, Fayetteville

DUVALL, BOBBY (1976) Automotive Service Technology Instructor, A.A.S., University of Central Arkansas; ASE Certified

FILLINGER, MARGIE (2006) Early Childhood Development, M.S.E., University of Central Arkansas; 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

HARRIS, CHARLES (1990) Automotive Collision Repair Instructor, M.S.E., B.S.E., University of Central Arkansas; ASE Certified


HOGAN, JOHN (2000) Mathematics Instructor, M.Ed., Arkansas Tech University; B.S.C.E., University of Arkansas, Fayetteville

HOLT, ANTHONY (2007) Biology Instructor, Ed.S., M.S., B.S., Arkansas State University

HOLTZ, CHRISTOPHER (2005) Chemistry Instructor, M.E.E., University of Florida; M.A., San Diego State University; B.A., University of California at San Diego

HUNST, 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., 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 Arts Instructor, M.F.A., San Francisco Art Institute; B.S., Towson State University

LAMBERT, JEFF (2007) Petroleum Technology Instructor, B.S., University of Southern Mississippi


LEE, KENNETH (1993) Graphic Design Instructor, M.A., Webster University; B.F.A., University of Southern Mississippi

LEE, PEGGY (2006) Nursing Department Chair, M.S., University of Southern Mississippi; B.S.N., Mississippi College

LOYD, CAROL (1996) Personal Health Instructor, M.S.N., B.S.N., 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

MCLEOD, THOMAS (2007) Mathematics Instructor, M.S.E., B.S.E., University of Central Arkansas


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

RODGERS, DEBORAH (2006) Nursing Instructor, M.S.N., University of Central Arkansas; B.S.N., Arkansas Tech University


SOUTHERLAND, JOHN (2005) Welding Instructor, Certificate, University of Arkansas Community College at Morrilton


STRASSLE, DANA (2004) Physical Science/Biology 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, M.Ed., University of Arkansas; 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) Freshman Seminar 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

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

UACCM STAFF

ACKLEY, MERRY (1998) Custodian

ARN, DIANA (1987) Vice Chancellor for Instruction, M.S.E., University of Central Arkansas; B.A., Harding University; A.A., Arkansas State University–Beebe

ATES, RICHARD (2007) Campus Police Officer, A.A.S., Texarkana College; FBI-NA 179th Session; Certified as Law Enforcement Officer


BENEGAR, GREG (2006) Network Manager, A.A.S., Arkansas College of Technology


BIRKNER, LINDA (1985) Vice Chancellor for Finance, Ed.D., University of Arkansas at Little Rock; Ed.S., M.Ed., B.S.A., University of Arkansas, Fayetteville


BLOCKER, LAVERN (1991) Administrative Assistant, A.A.S., University of Arkansas Community College at Morrilton


BROWNLEE, PAMELA (2006) Physical Plant Secretary, A.A.S., University of Arkansas Community College at Morrilton

BULL, KIM (2008) Purchasing/Accounting Technician

BURT, CAROL (2004) Campus Police Officer, Certified as Law Enforcement Officer

CAPPLETTE, AMANDA (2002) Food Service

CHAPMAN, GREGORY (1999) Custodial Shift Supervisor

CLARK, LISA (2005) Custodian

CLARK, MARY (1992) Director of Institutional Advancement, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas

CROOK, NATHAN (1985) Chancellor, M.Ed., University of Arkansas; B.S.E., University of Central Arkansas

CUMMINGS, CHRISTINE (2006) Custodian

DEWEY, SUSAN (2000) Director of Admissions, M.S.E., B.S.E., University of Central Arkansas


DONALD, DEBORAH (2004) Financial Aid Secretary, A.A.S., University of Arkansas Community College at Morrilton

EDDY, JAMES (1991) Building/Grounds Maintenance

EVERHART, LEANNA (1989) Personnel Assistant, A.A.S., University of Arkansas Community College at Morrilton

FIELDER, KAREN (2006) Director/Teacher Earle Love Child Study Center, B.S. University of Arkansas, Fayetteville


GATTIN, LEROY (2007) Librarian, M.A., University of Missouri; B.S.E., University of Central Arkansas

GATTIN, MARTHA (2006) Division Chair of Professional Services and Applied Technology, M.A., Louisiana State University; B.S.E., University of Central Arkansas

GOMES, LESLIE (2007) Math Lab Supervisor, M.A., B.S., University of Central Arkansas

GORDON, BELINDA (2004) Custodian

GOTTSPONER, MANDY (2006) Accounting Technician

GROWNS, RICHARD (1994) Director of Computer Services, B.B.A., Harding University

GUESS-WELSH, GINA (2007) Secretary-Document Imaging, B.A. University of Arkansas at Little Rock

GUUNDERMAN, LISA (1992) Controller, C.P.A.; M.Ed., University of Arkansas; B.B.A., University of Central Arkansas

GUNTER, GRACE (1998) Coordinator of Academic Computing, M.A., Webster University; B.S., University of Arkansas at Monticello

HENSLEY, WANDA (1979) Registrar, M.S., Arkansas State University; B.B.A., University of Central Arkansas

HERNING, RONI (2000) Career Pathways Intake/Data Entry Specialist, A.A.S., University of Arkansas Community College at Morrilton

HIGGS, LINDA (2006) Custodian

HOLLOWAY, ALLEN (1997) Director of Physical Plant

HOYT, THOMAS (2001) Custodian

HURST, BETTY (2002) Business Technology Center Lab Manager, A.A.S., University of Arkansas Community College at Morrilton


JONES, DARREN (2007) Vice Chancellor for Student Services, M.B.A, University of Central Arkansas; B.B.A., Southern Arkansas University-Magnolia; A.A., Texarkana College

KERSH, LILY (2003) Career Pathways Director, M.S.E.; B.S.B.A., Arkansas Tech University

LEE, VICKY (1999) Financial Aid Officer, B.B.A., University of Central Arkansas

LIVINGSTON, KIRA (2007) Secretary for Professional Services, A.A.S., University of Arkansas Community College at Morrilton

LONG, BECKY (2004) Custodian

MAGIE, JAN (2007) Admissions Secretary

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 Counselor, B.S.E., University of Arkansas; A.A.S., A.A., University of Arkansas Community College at Morrilton

NEWSOME, MARY (1981) Administrative Assistant, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton
PAQUETTE, CLARA (1998) Assessment and Retention Coordinator, M.Ed; B.S.E., University of Arkansas; A.A., University of Arkansas Community College at Morrilton; Diploma, Capital City Business College

PARKS, LESLIE (2006) Registrar’s Secretary

PINSON, DAVE (2006) Admissions Counselor, M.S., B.A., Arkansas Tech University; A.A. Cossatot Community College of the University of Arkansas

RACKLEY, HARLAN (2001) Custodian


RIOS-BLANCHARD, MARANDA (2007) Career Pathways Counselor/Student Advisor, M.Ed., Southeastern Louisiana University; B.G.S., University of Louisiana at Monroe

RODGUEZ, JOSE (1999) Director of Food Services, B.S., Metropolitan State College of Denver; A.S., Olney Central College

SEIFERT, SHIRLEY (2004) Custodian

SHAMSIE, JUDY (2000) Accounting Technician, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Hope

SOMMERS, SHEILA (1998) Assistant Registrar, B.S.E., University of Arkansas; A.A., A.A.S., University of Arkansas Community College at Morrilton

SPIVEY, AARON (2007) Coordinator of Community Outreach, A.A., University of Arkansas Community College at Morrilton; 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 Accounting Technician, A.A.S., University of Arkansas Community College at Morrilton

STRAIN, KRISTI (2008) Development Officer, B.A., Arkansas Tech University

THOMAS, MARILYN (1987) Division Chair, Health, Sciences, and Adult Education, M.S., B.S.E., University of Central Arkansas


TIPTON, MELANIE (2008) University Bookstore Manager, A.A.S., University of Arkansas Community College at Morrilton

UPCHURCH, CINDY (1998) University Bookstore Assistant Manager, A.A.S., University of Arkansas Community College at Morrilton

WAGNER, JANIE (2007) Community Outreach Secretary, A.A.S., University of Arkansas Community College at Morrilton


WELLS, CAROL (2008) Admissions Secretary

WILSON, ELLEN (2002) Custodian


WOMACK, TAMMY (2006) Food Service

YARBROUGH, BOBBI (2005) Division of Humanities, Social Sciences, and Mathematics Secretary, A.A.S., University of Arkansas Community College at Morrilton

YOUNG, AMANDA (2004) Coordinator of Student Recruitment, M.B.A., University of Central Arkansas; B.S., Arkansas Tech University
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 2016
Dr. Carl L. Johnson, Assistant Secretary, Little Rock.......................... Term expires 2012
Mike Akin, Monticello........................................................................... Term expires 2013
John E. Anthony, Hot Springs............................................................... Term expires 2011
Sam Hilburn, North Little Rock............................................................. Term expires 2014
Dr. Tim E. Hunt, Paragould................................................................. Term expires 2010
John Tyson, Springdale......................................................................... Term expires 2017
Jim von Gremp, Rogers........................................................................ Term expires 2010

UACCM BOARD OF VISITORS

Raye Pearce, Chair, Morrilton............................................................... Term expires 2009
A. O. Thompson, Vice Chair, Cleveland............................................. Term expires 2008
Lee Gibbons, Secretary, Bigelow......................................................... Term expires 2010
Susan Gunderman, Morrilton............................................................... Term expires 2010
Dr. Alice Hines, Conway...................................................................... Term expires 2010
Bryce Mobley, Dover............................................................................ Term expires 2010
Charles Penick, Morrilton.................................................................... Term expires 2009
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 2011
Diana Am, Treasurer, Conway............................................................ Term expires 2011
Judd Adams, Morrilton....................................................................... Term expires 2010
Bill Brice, Morrilton............................................................................. Term expires 2009
Pam Brownlee, Morrilton.................................................................... Term expires 2009
Mary Clark, Russellville....................................................................... Term expires 2010
Rhonda Cupp, Morrilton...................................................................... Term expires 2011
Lee Gibbons, Bigelow.......................................................................... Term expires 2009
Lane Housley, Morrilton...................................................................... Term expires 2010
Allen Lipsmeyer, Morrilton................................................................. Term expires 2010
Barry McKuin, Morrilton..................................................................... Term expires 2011
Les Miller, Morrilton............................................................................ Term expires 2010
Rich Moellers, Morrilton..................................................................... Term expires 2009
Mary Newsome, Morrilton................................................................... Term expires 2010
Raye Pearce, Morrilton......................................................................... Term expires 2009
Aaron Spivey, Morrilton..................................................................... Term expires 2011
Steve Trowbridge, Morrilton............................................................... Term expires 2009
1. University Center (UC)
2. Business Technology Center (BTC)
3. Fine Arts Auditorium (FA)
4. Fine Arts (FA)
5. The Plaza
6. Leadership Development Institute
7. Maintenance Building
8. Technology Building II (Tech II)
9. Technology Building III (Tech III)
10. Technology Building I (Tech I)
11. Public Safety Building
12. Science Building (SCI)
13. Earle Love Child Study Center (ECD)
14. Kirk Building (KB)
15. University Bookstore
CREDIT BY EXAMINATION

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 awards:

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMERICAN HISTORY</td>
<td>3</td>
<td>HIST 2003 U.S. History I AND HIST 2013 U.S. History II</td>
</tr>
<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 ENGLISH: LIT/ COMP</td>
<td>3/4</td>
<td>ENG 1013 Composition I OR 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>Four 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>
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</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:

<table>
<thead>
<tr>
<th>CLEP General Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH COMPOSITION WITH ESSAY</td>
<td>50/59</td>
<td>ENG 1013 Composition I OR ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td>COLLEGE MATHEMATICS</td>
<td>50</td>
<td>MATH 1103 Algebra for General Education</td>
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<tr>
<td>Subject Examination</td>
<td>Qualifying Score</td>
<td>Credit Awarded</td>
</tr>
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<tr>
<td>ALGEBRA, COLLEGE</td>
<td>50</td>
<td>MATH 1203 College Algebra</td>
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<tr>
<td>ALGEBRA - TRIGONOMETRY, COLLEGE</td>
<td>50</td>
<td>MATH 1203 College Algebra <strong>AND</strong> MATH 1213 Plane Trigonometry</td>
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<tr>
<td>AMERICAN GOVERNMENT</td>
<td>50</td>
<td>PSCI 2003 American Government</td>
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<tr>
<td>AMERICAN LITERATURE</td>
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<td>ENG 2113 American Literature I</td>
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<td>BIOLOGY, GENERAL</td>
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<td>BIOL 1004 Fundamentals of Biology</td>
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<tr>
<td>CALCULUS WITH ELEMENTARY FUNCTIONS</td>
<td>50</td>
<td>MATH 2015 Calculus I</td>
</tr>
<tr>
<td>CHEMISTRY, GENERAL</td>
<td>50</td>
<td>CHEM 2123 General College Chemistry I <strong>AND</strong> CHEM 2121 General College Chemistry I Lab</td>
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<tr>
<td>COMPOSITION, FRESHMAN COLLEGE WITH ESSAY</td>
<td>50</td>
<td>ENG 1013 Composition I <strong>OR</strong></td>
</tr>
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<td></td>
<td>55</td>
<td>ENG 1013 Composition I <strong>AND</strong> ENG 1023 Composition II</td>
</tr>
<tr>
<td>ENGLISH LITERATURE</td>
<td>50</td>
<td>ENG 2313 British Literature I <strong>OR</strong></td>
</tr>
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<td>55</td>
<td>ENG 2313 British Literature I <strong>AND</strong> ENG 2323 British Literature II</td>
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<td>HISTORY OF THE UNITED STATES I: EARLY COLONIZATIONS TO 1877</td>
<td>50</td>
<td>HIST 2003 U.S. History II</td>
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<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>
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<tr>
<td>SOCIOLOGY, INTRODUCTORY</td>
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<td>SOC 2013 Introduction to Sociology</td>
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<td>SPANISH LANGUAGE, COLLEGE LEVEL</td>
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<td>SPAN 1013 Elementary Spanish I</td>
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<td></td>
<td>55</td>
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<tr>
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