To complete graduation requirements for your degree, you should 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 website.

Thank you for your interest in the University of Arkansas Community College at Morrilton. This catalog provides information on our programs and services as well as policies and procedures. UACCM’s commitment to excellence in learning and personal enrichment has guided us through a half-century of transformation and progress.

The commemoration of UACCM’s 50th anniversary is not only a historic milestone but also a testament to the college’s commitment to the community. In fact, community is the most important part of our name.

From an initial enrollment of 278 students and 13 programs in 1963 to more than 2100 credit students exploring 42 plans of study, UACCM contributes significantly to the area’s job creation and economic development. Through its various incarnations, UACCM has kept its focus on its students, the community, and the changing needs of the region. Just as we have a diverse array of programs, our students have a variety of goals. Some want to complete a short-term training program and quickly enter the workforce armed with solid occupational skills, while others want to build a strong academic foundation by earning the first two years of their bachelor’s degree in a small, comfortable campus setting.

UACCM is one of 17 independent campuses and entities backed by the UA tradition of excellence. This affiliation with the University of Arkansas System has allowed us to form innovative partnerships with other UA System institutions, including the University of Arkansas at Fayetteville, University of Arkansas at Fort Smith, University of Arkansas at Monticello, University of Arkansas for Medical Sciences, and the University of Arkansas Criminal Justice Institute. These partnerships further expand access and options available to students within our immediate service area.

One of the great strengths of a community college is its ability to respond rapidly to the evolving needs of the community. As the skills set and technology required by business and industry change, we will further expand and adapt our curriculum to help foster continued economic development. This includes forming innovative partnerships with other educational institutions, businesses, and industry to further expand access and options available to students within our immediate service area.

We embrace the future with optimism as we consider the endless possibilities for our next 50 years and beyond. We look forward to our continued role as the area’s premier two-year college, serving the unique needs of the population through credit and non-credit programs, adult education, and workforce training. And finally, as we celebrate the numerous successes of thousands of our former students and graduates throughout the years, we hope you will embark on your journey at UACCM and eventually join the ranks of our cherished alumni!
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SECTION A
CONTACTS

IF YOU HAVE QUESTIONS:

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

Academic Advising and Career Center.......................................................... (501) 208-5307
Academic and Student Services ................................................................. (501) 977-2007
Academic Commons/Library ........................................................................ (501) 354-7561
Admissions .......................................................... (501) 977-2053
Career Pathways .......................................................... (501) 977-2186
Community Education ........................................................... (501) 215-4904
Counseling & Disability Services - Career, Disability, or Personal Counseling .......................................................... (501) 977-2095
Financial Aid .......................................................... (501) 977-2055
Information .......................................................... (501) 977-2000
Public Safety .......................................................... (501) 977-2067
Registrar (Student Records) ................................................................. (501) 977-2052
Student Accounts .......................................................... (501) 977-2023
Testing Services .......................................................... (501) 977-2060
University Bookstore ........................................................... (501) 977-2127

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

The **Associate of Science in Business (A.S.B.)** is a two-year transfer degree specifically designed for students planning to pursue a four-year degree in business.

The **Certificate of General Studies** consists of a minimum of 31 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 (A.A.S.) degree** 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. 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 (A.G.S.) degree** is designed to give students cross-training in a variety of fields. The degree requires a minimum of 15 credit hours of general education core courses and 45 hours of technical/career courses. The general education courses within the A.G.S. degree are usually transferable; however, technical courses are usually not transferable.

**Technical Certificates** are typically two to three semesters in length and provide entry-level skills in specific technical, business, health, and service-oriented career fields.

**Certificates of Proficiency** are typically one to two semesters in length. 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 Technician prepares students to take the National Registry Emergency Medical Technician Examination. Certificates of Proficiency in Computer Information Systems Technology are offered in the areas of computer maintenance and networking technology. The Nursing Assisting Certificate of Proficiency is an approved training 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 are offered in the areas of structural welding and pipe welding. A Certificate of Proficiency is also offered in petroleum technology.
ACADEMIC CALENDAR

FALL 2014 TERM

RETURNING-STUDENT REGISTRATION (BY APPOINTMENT)
All courses = April 8 - April 11

REGISTRATION (BY APPOINTMENT)
All courses = April 14 - August 1
(tuition due by August 4)

All courses = August 4 - August 16
(tuition due same day you register)

All courses that have not met, excluding online courses = August 18 - August 29
(tuition due same day you register)

5-week II and 10-week courses =
September 17 - September 23
(tuition due same day you register)

8-week II courses = September 17 - October 9
(tuition due same day you register)

NEW STUDENT ORIENTATION
New students to UACCM = August 14 from 8:00 am to 4:00 pm

LAST DAY TO DROP WITH 100% REFUND
All courses = 100% tuition refund prior to the first day of courses

COURSES BEGIN
Full-term courses = August 18
5-week I courses = August 18
5-week II courses = September 23
8-week I courses = August 18
8-week II courses = October 9
10-week courses = September 23

LAST DAY TO DROP WITH 50% REFUND
Full-term courses = August 29
5-week I courses = August 22
5-week II courses = September 29
8-week I courses = August 22
8-week II courses = October 15
10-week courses = September 29

LAST DAY TO DROP WITH A “W”
Full-term courses = November 13
5-week I courses = September 15
5-week II courses = October 17
8-week I courses = September 24
8-week II courses = November 20
10-week courses = November 20

COURSES END
Full-term courses = December 4
5-week I courses = September 22
5-week II courses = October 24
8-week I courses = October 8
8-week II courses = December 4
10-week courses = December 4

FINAL EXAMS
December 8
December 9
December 10
December 11

HOLIDAY CLOSURES
Labor Day = September 1
Thanksgiving = November 26 - November 28

SPECIAL DATES
Deadline to submit application for Fall 2014 Graduation = April 23, 2014
Day courses cancelled for advising = November 4 - November 5
RN pinning = December 11
PN pinning = December 12
Commencement = December 13
SPRING 2015 TERM

RETURNING-STUDENT REGISTRATION (BY APPOINTMENT)
All courses = November 4 - November 7

REGISTRATION (BY APPOINTMENT)
All courses = November 10 - December 19 (tuition due by January 5)

All courses = January 6 - January 9 (tuition due same day you register)

All courses that have not met, excluding online courses = January 12 - January 16 (tuition due same day you register)

5-week II and 10-week courses = February 11 - February 18 (tuition due same day you register)

8-week II courses = February 11 - March 10 (tuition due same day you register)

NEW STUDENT ORIENTATION
New students to UACCM = January 8 from 8:00 am to 4:00 pm

LAST DAY TO DROP WITH 100% REFUND
All courses = 100% tuition refund prior to the first day of courses

COURSES BEGIN
Full-term courses = January 12
5-week I courses = January 12
5-week II courses = February 17
8-week I courses = January 12
8-week II courses = March 9
10-week courses = February 17

LAST DAY TO DROP WITH 50% REFUND
Full-term courses = January 26
5-week I courses = January 16
5-week II courses = February 23
8-week I courses = January 26
8-week II courses = March 13
10-week courses = February 23

LAST DAY TO DROP WITH A “W”
Full-term courses = April 10
5-week I courses = February 9
5-week II courses = March 13
8-week I courses = February 20
8-week II courses = April 17
10-week courses = April 17

COURSES END
Full-term courses = May 1
5-week I courses = February 16
5-week II courses = March 20
8-week I courses = March 6
8-week II courses = May 1
10-week courses = May 1

FINAL EXAMS
May 4
May 5
May 6
May 7

HOLIDAY CLOSURES
Martin Luther King Jr. Day = January 19

SPECIAL DATES
Deadline to submit application for Spring and Summer 2015 Graduation = November 19, 2014
Spring Break=March 23-27 (campus closed)
Commencement = May 9
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 92 acres, 14 educational buildings, and various support facilities as well as our off-campus Community Education Center. 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 or Associate of Science 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 offers 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. UACCM has specific articulation agreements with the University of Arkansas in Fayetteville, University of Arkansas Fort Smith, and University of Central Arkansas. A cooperative degree program with the University of Arkansas Criminal Justice Institute is offered in the fields of crime scene investigation and law enforcement administration.

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

University of Arkansas Community College at Morrilton (UACCM) is committed to excellence in learning and personal enrichment.

VISION

As a comprehensive community college, UACCM seeks to provide opportunities that enable its students to make significant societal contributions.

PURPOSES

1. To offer courses, certificate programs, and associate degree programs that provide students with the general education and technical skills needed to be successful in the workplace, for transfer to four-year institutions, or for lifelong learning.

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

3. To provide developmental education courses for students who need to improve academic skills in reading, grammar/writing, and mathematics.

4. To provide comprehensive student support services that enhance student success.

5. 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.

6. To offer community service and personal interest courses.

7. To offer workforce development courses designed to meet a variety of occupational needs for business and industry.

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

9. To offer the facilities of the College and the talents of its faculty, staff, and students 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
- State Approving Agency for Veterans Training
- Arkansas State Board of Nursing
- Dietary Managers Association
- Arkansas Department of Health Section of EMS & Trauma Systems
- Arkansas Department of Human Services Division of Child Care and Early Childhood Education
- Arkansas Department of Human Services Division of Medical Services Office of Long-Term Care
- National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation

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: Director of Human Resources, University of Arkansas Community College at Morrilton, 1537 University Blvd., Morrilton, AR 72110.
ADMISSION

The University of Arkansas Community College at Morrilton (UACCM) provides educational opportunities for individuals who are high school graduates, GED recipients and concurrently enrolled high school students. Non-high school graduates 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 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 or complete the online 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 through Testing Services. Applicants who wish to use ACT or SAT scores should have official copies of their test results forwarded to the College. Scores are only valid for five (5) years.

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.

4. Submit official copies of transcripts from ALL institutions of higher education where previously or currently enrolled. Note: students who have successfully completed 15 college-level credit hours are not required to submit a high school transcript or GED.

5. Provide proof of immunization for measles, mumps and rubella for all students. (Two measles immunizations, one mumps immunization, and one rubella immunization; MMR).

In addition to submitting all required documents, students must demonstrate the following to be admitted to UACCM:

- High school graduates or GED graduates must have at least a composite ACT score of 15, SAT score of 691, COMPASS reading score of 62, or ASSET reading score of 35.

Students failing to achieve the minimum acceptance score will be encouraged to attend an Adult Education Program to improve their test scores to at least the minimum level and then seek admittance to UACCM.

FAXED DOCUMENTS

The Admissions and 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. For clarification, contact Admissions Office at 501-977-2053.
PLACEMENT TESTING

PLACEMENT STANDARDS FOR MATH, READING AND ENGLISH COURSES
The mathematics, English composition, and reading placement standards apply to all 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.

CONDITIONAL ADMISSION
All first-time entering certificate or degree seeking students graduating after May 1, 2002 from Arkansas public high schools, home schools, private high schools, out-of-state high schools, or GED recipients will be evaluated for the purpose of conditional or unconditional admission. In addition to the criteria below, students must have at least a composite ACT score of 15, SAT score of 691, COMPASS reading score of 62, or ASSET reading score of 35 to be admitted to UACCM.

UNCONDITIONAL ADMISSIONS
- Public high school graduates who successfully completed the high school core curriculum.
- Home school, private school, or GED graduates who have at least an ACT composite score of 19, SAT score of 910, COMPASS reading score of 83, or ASSET reading score of 43.

CONDITIONAL ADMISSIONS
- Public high school graduates who did not complete the high school core curriculum.
- Home school, private school, or GED graduates who have a below an ACT composite score of 19, SAT score of 910, COMPASS reading score of 83, or ASSET reading score of 43.

Students seeking an associate transfer degree (Associate of Arts, Associate of Science, Associate of Arts in Teaching) who are conditionally admitted must complete 12 hours of core academic courses and any necessary developmental courses within the first 30 semester hours with a cumulative grade point average of 2.00.

Students seeking a Career and Technical Education (CTE) certificate or degree (Associate of Applied Science, Technical Certificate, Certificate of Proficiency, or Associate of General Studies) who are conditionally admitted must complete six hours of core academic courses and six hours of technical courses required for the CTE associate degree within the first 30 semester hours with a cumulative grade point average of 2.00.

HIGH SCHOOL/HOME SCHOOL STUDENT ADMISSION
The UACCM High School and Home School Concurrent Enrollment Program is an opportunity for 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 that have completed the 8th grade may concurrently enroll in credit courses by meeting the following criteria:

- The student must have completed the 8th grade and be enrolled in an accredited high school or have met the Arkansas Department of Education regulations for Home School enrollment. Each semester, 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.
- Students must be between 16 and 19 years of age to participate in the concurrent enrollment program.
- Students must complete all of the admission requirements for the College.
- The UACCM High School and Home School Concurrent Enrollment Program is not an open admission program. Students must meet each of the following admission criteria:
- Achieve a minimum reading score of 19 on the ACT or 83 on the COMPASS and achieve a minimum English score of 19 on the ACT or 80 on the COMPASS writing.
• Students wishing to enroll in Composition I or College Algebra must achieve the following English or Math placement score (ACT or COMPASS):

**ACT**
Score of 19 on English
Score of 20 on math

**COMPASS**
Score of 80 on writing
Score of 41 on algebra

Before enrolling in other courses, students must satisfactorily complete any prerequisites as defined in the College Catalog.

• Have a cumulative high school grade point average of 2.50 or higher and approval of the high school principal or counselor

• The Vice Chancellor for Academic Services reserves the right to waive any of the above requirements and allow the student to enroll concurrently.

To continue participating in the UACCM High School and Home School Concurrent Enrollment Program, the student must achieve at least a 2.00 semester grade point average at UACCM. Students that do not maintain the minimum semester grade point average will not be allowed to enroll at UACCM for period of one year, unless otherwise approved by the Vice Chancellor for Academic Services.

• Students concurrently enrolled will be classified as non-degree seeking and will not be eligible for federal financial aid. (This will not prevent concurrent students from completing a Certificate of Proficiency.)

• Students enrolled concurrently may not enroll for more than six (6) hours during any semester unless approved by the Vice Chancellor for Academic Services.

• Students enrolled concurrently will be required to comply with the College policies and procedures.

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

High School or Home School students interested in enrolling as full-time students should contact the Admissions Office and ask about the Early Admission Policy.

Concurrently enrolled students will be required to attend a mandatory orientation with a parent or guardian.

**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 $22,344 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 page 68.

Readmission/Progression to the Nursing Program Policy

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 grade of “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

Students who fail to satisfactorily complete the requirements for progression from one semester to the next in the Practical Nursing Program must request consideration for readmission from the Academic Standards Committee. Students requesting consideration for readmission must complete the paperwork required by the Academic Standards Committee within the designated time frame.

The decision of the Academic Standards Committee will be final. Students not readmitted by the Academic Standards Committee will need to make readmission to the Practical Nursing Program during the next scheduled application period.

Students who have been readmitted to the nursing program will reenter 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.

*The Practical Nursing Admission policy is subject to change. Contact the Nursing Department for details.

VISITING STUDENT ADMISSION

Individuals desiring to take a credit course or a limited number of courses, but who do not wish to pursue a degree or certificate, may enroll on a limited basis by simply completing an Application for Admission Form and a Visiting Student 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 16 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 16 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 page 71 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. Official transcripts will be evaluated for degree-seeking students to determine what credit may be transferred.

If UACCM accepts an ACTS transfer course that has a 19 ACT reading requirement at UACCM, then all reading requirements will be satisfied for the transfer student.

For more information about ACTS transfer credits, see page 132.

TRANSFER CREDIT POLICY

UACCM accepts transfer credit from accredited two-year and four-year colleges. Students who have previously enrolled at another college or university must submit official copies of transcripts from all previously attended institutions.

Students transferring from other institutions must submit official transcripts to the Admissions Office as part of the students’ admission requirements. The registrar will evaluate official transcripts. Students must receive a “C” or higher grade in a course before that course will be eligible to be accepted as transfer credit. Six (6) hours of general education courses with “D” grades may be accepted as transfer credit. Courses accepted for transfer credit will be posted to the student’s UACCM transcript with the grade earned and the transfer institutions course identifier and title. Transfer courses may be used to satisfy degree requirements. Transfer credit will only be reflected in hours earned, not calculated as part of the student’s UACCM cumulative grade point average.

REGISTRATION

REGISTRATION CONTINUED

REGISTERING FOR CLASSES

Registration is held prior to the beginning of each semester and summer terms. In addition, new students who have been accepted may schedule an appointment through the Advising Center to be registered for courses. Returning students typically register near the end of each semester for the following semester. Each semester, a select number of students will be allowed to register online. Students eligible for online registration will be notified by the Registrar’s Office.

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 an official student photo I.D. card.
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.
7. Purchase books and supplies.
ADDING A CLASS (During the registration period)
Classes may be added during the regularly scheduled registration times as announced by the College until the course meets for the first time.

AUDITING A COURSE
A student may audit a course with the permission of the Registrar. Such enrollment must be indicated at the time of registration. Changes from “Credit” to “Audit,” or vice versa must be made prior to the first day of the semester or term. 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

FALL AND SPRING SEMESTERS
- Maximum course load of 18 hours per semester; including condensed terms offered during a particular semester.
- Exceptions to the maximum course load must be approved by the student’s academic advisor and the Vice Chancellor for Academic Services.
- Students must have a 3.00 grade point average the preceding semester or term to be approved for more than 18 semester hours.
- Students enrolling in two developmental courses for remediation purposes will not be permitted to enroll in more than 15 hours per semester. Exceptions to this must be approved by the student’s academic advisor and the Vice Chancellor for Academic Services.

MAY INTERSESSION
- Students are allowed to enroll in one course during May Intersession.
- Exceptions to the maximum course load must be approved by the student’s academic advisor and the Vice Chancellor for Academic Services.

SUMMER TERMS
- Maximum course load of 10 hours per summer term; including summer terms with overlapping start and end dates.
- Exceptions to the maximum course load must be approved by the student’s academic advisor and the Vice Chancellor for Academic Services.
- Students must have a 3.00 grade point average the preceding term or semester to be approved for more than 10 hours per summer term.
- Students enrolling in two developmental courses for remediation purposes will not be permitted to enroll in more than eight (8) hours per summer term. Exceptions to this must be approved by the student’s academic advisor and the Vice Chancellor for Academic Services.

Students enrolled in the Practical Nursing or Registered Nursing program are exempt from this course load policy.

Students required to enroll in two or more remedial courses must follow the UACCM Student Success Plan.

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 website. 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:
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.

There is an unresolved disciplinary action against the student.

DROPPING A CLASS OR WITHDRAWING FROM CLASSES

After registration has ended, all drops or withdrawals from classes must be made in the Registrar’s Office. Student drops (deleted from the course) or withdrawals (assigned a grade of “W”) from registered courses are subject to the following guidelines:

- Students who have not made cash/credit payment or payment arrangements, or do not have their financial aid awarded by the published payment deadline each semester or term, will be dropped for non-payment from their course(s). This course(s) will not appear on the student’s transcript.
- Students who initiate the drop process for a course(s) prior to the census date of each fall or spring semester (11th class day) or summer term (5th class day) will be dropped from the course(s). This course(s) will not appear on the student’s transcript.
- Students who initiate the drop process for a course(s) after the census date of each fall or spring semester (11th class day) or summer term (5th class day) will be withdrawn from the course(s) and assigned a letter grade of “W.” This course(s), along with the “W” grade will appear on the student’s transcript.

TUITION AND FEES

ACCOUNTS RECEIVABLE POLICY

Students are required to pay tuition and 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 Payment Plan 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 Department of Finance and Administration 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 UACCM Accounts Receivable department at 501-977-2023.

TUITION

Conway County Residents .......................................................... $84.50 per credit hour
In-State, Non-Conway County Residents ........................................ $91.50 per credit hour
Out-of-State Students ................................................................ $128.00 per credit hour
International Students ................................................................. $284.00 per credit hour
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-tuition free on a space-available basis. Seniors are responsible for paying all non-tuition costs required for the course or courses in which they enroll. Requests for the senior citizens’ tuition rate should be made to the UACCM Financial Aid Office.

Senior citizen tuition waivers are not available for non-credit community outreach courses.

REFUNDS

INSTITUTIONAL REFUND

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

<table>
<thead>
<tr>
<th>SEMESTER REFUND RATE</th>
</tr>
</thead>
</table>
| • 100 percent prior to the first day of the semester*
| • 50 percent before 4:30 p.m. on the 10th day of the semester for full-term courses and on the 5th day of the semester for condensed-term courses* |
| • No refund after 4:30 p.m. on the 10th day of the semester for full-term courses and on the 5th day of the semester for condensed-term courses |

<table>
<thead>
<tr>
<th>SUMMER TERM REFUND RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• 100 percent prior to the first day of the summer term*</td>
</tr>
<tr>
<td>• 50 percent before 4:30 p.m. on the 3rd day of the summer term*</td>
</tr>
<tr>
<td>• No refund after 4:30 p.m. the 3rd day of the summer term</td>
</tr>
</tbody>
</table>

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

Tuition and fee 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

If a student completely terminates enrollment or stops attending classes before completing more than 60% of the enrollment period, a repayment may be required. The amount of Title IV aid the student must return is determined by the Federal Formula for Return of Title IV Funds as specified in Section 484B of the Higher Education Act. This law also specifies the order of return of Title IV funds to the programs from which they were awarded.

A repayment may be required when cash has been disbursed to a student from a financial aid program in excess of the amount of aid the student earned during the term. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than college work study) for which the student qualified by the percentage of time during the term the student was enrolled.

If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned is determined by subtracting the earned amount form the amount actually disbursed.

Termination of enrollment can be the result of any of the following actions:

- Student initiates an official withdrawal from UACCM.
- Student is administratively dropped by instructors from all courses due to non-attendance and failing grade.
- Student is administratively withdrawn from all courses as a result of disciplinary action.
Student is considered an unofficial withdrawal by receiving all failing grades, or a combination of failing grades, and either instructor initiated or student initiated withdraws.

The amount of Title IV aid an institution must refund to federal aid programs is determined by the federal return to Title IV funds formula as specified in Section 484B of the Higher Education Act. UACCM Financial Aid staff will calculate the amount of aid that must be refunded which was initially utilized to pay institutional charges. Students initiating the official withdrawal process will be asked to provide information on the last date of attendance at the time the withdrawal is processed. This information will be verified with instructors of the courses from which the student is withdrawing. If the student is considered an unofficial withdrawal and a failing grade is earned for non-attendance, the instructor must provide a last date of attendance for the course. This date will be used in this calculation. If the last date of attendance can not be determined, the mid-term date will be used to calculate these withdrawals.

UACCM will repay unearned aid used to pay institutional charges in the following order within 30 days of the withdrawal determination:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Pell Grant
- Academic Competitiveness Grant
- Federal Supplemental Educational Opportunities Grant
- Other Title IV programs

**PROGRAM-SPECIFIC FEES**

The following fees apply to the corresponding program. Fees help cover the cost of supplies, manuals and other instructional tools.

- Air Conditioning, Heating, and Refrigeration Technology Lab Fee: $100 per course
- Air Conditioning, Heating, and Refrigeration Technology Testing Fee: $25 per course
- Air Conditioning, Heating, and Refrigeration Technology Testing/Certification Fee: $30
- Air Conditioning, Heating, and Refrigeration Technology GRNS Energy Audit Testing/Cert Fee: $75
- Art Studio Course Fee: $40
- Automotive Collision Materials and Processes Testing/Certification Fee: $20
- Automotive Collision Repair Technology Lab Fee: $100 per course
- Automotive Service Lab Fee: $100 per course
- Clinical Competency Lab Fee: $200
- Clinical Competency Malpractice Insurance: $17
- Computer Information Systems Technology Lab Fee: $50 per course
- Drafting Lab Fee: $50 per course
- Early Childhood Language & Literacy Fee: $50 per course
- Early Childhood Math & Science Fee: $50 per course
- Early Childhood Practicum Fee: $100 per course
- Electricity Lab Fee: $50 per course
- Emergency Medical Technician Lab Fee: $90 per course
- Malpractice Insurance (Emergency Medical Technician): $71
- Malpractice Insurance (Nursing, Childcare, Dietetics): $17
- Nursing Assistant Lab Fee: $40 per course
- Petroleum Technology Lab: $50 per course
- Physical Education Fee: $30 per course
- Practical Nursing Testing Fee: $150 per semester
Practical Nursing Lab Fee ............................................................... $40 per course
Registered Nursing Testing Fee .................................................. $200 per semester
Registered Nursing Lab Fee ....................................................... $40
Science Lab Fee ........................................................................ $40 per course
Surveying Lab Fee ................................................................. $50 per course
Welding Lab Fee ...................................................................... $100 per course
Welding - Shielded Arc Lab Testing/Certification Fee ............... $10

SERVICE-SPECIFIC FEES

ACTIVITY FEE
All students will be charged a $1 per credit hour activity fee.

CAMPUS IMPROVEMENT FEE
Students will be charged $10 per credit hour for campus improvement projects. The fee will be used to make various improvements, including parking, lighting, sidewalks, construction, renovation, equipment, etc.

CLEP TEST FEE
UACCM is an authorized CLEP testing center. Students wishing to earn credit toward graduation by taking the College Level Examination Program (CLEP) test will be charged a fee of $25 per test. Students will also be responsible for paying a CLEP test administration fee. Contact Testing Services for details.

COMPASS TEST FEE
UACCM administers the COMPASS test to prospective students for course placement or scholarship purposes. There is a $15 non-refundable, non-transferable test fee the first time the COMPASS test is taken at UACCM. There is a $5 fee for each section of the COMPASS that a student chooses to re-test.

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.

INTERNATIONAL STUDENT APPLICATION FEE
International students applying for admission to UACCM will be charged a $50 application fee.

LIBRARY FEE
All students will be charged a $5 per credit hour library fee.

NOCTI FEE
Individuals not enrolled at UACCM who wish to take the National Occupational Competency Testing Institute (NOCTI) exam in order to receive technical credits at another institution will be charged a $45 testing fee.

NURSING ENTRANCE TESTING FEES

STEP TEST
Individuals wishing to enter the Registered Nursing Program are required to take the STEP Test. There is a $30 non-refundable, non-transferable test fee. This fee must be paid prior to scheduling an appointment.

TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS) FEE
Individuals wishing to enter the Practical Nursing Program are required to take the Test of Essential Academic Skills (TEAS). There is a $50 non-refundable, non-transferable test fee.
PUBLIC SAFETY FEE
All students will be charged a $3 per credit hour public safety fee. Fee is not refundable after classes have begun for the term.

RETURN CHECK FEE
There is a $25 fee for each returned check.

STUDENT I.D. CARD REPLACEMENT FEE
All students will receive one college I.D. card free of charge. There is a $10 fee for each replacement card requested.

TECHNOLOGY FEE
All students will be charged a $10 per credit hour technology fee.

TEST PROCTORING FEE
Students enrolled in a course at another college will be charged a $25 fee when requesting Testing Services to proctor a test.

FINANCIAL AID

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)
Federal regulations require students to maintain Satisfactory Academic Progress (SAP) while working toward an approved degree or approved certificate program at UACCM. Academic progress will be reviewed prior to a student’s initial enrollment period, if applicable, and at the end of each semester.

TO BE IN GOOD STANDING FOR FINANCIAL AID, A STUDENT MUST:
- Successfully complete at least 67% of all attempted credit hours.
- Maintain a 2.00 cumulative grade point average and semester grade point average.
- Attempt no more than 90 credit hours for an associate degree; 48 hours toward a technical certificate, 26 hours toward an approved certificate of proficiency, or 86 hours toward a Practical Nursing technical certificate. (Please see the maximum time frame section below.)
- Must be on track to complete degree plan within the maximum time frame.

FINANCIAL AID WARNING
Students will be given a financial aid warning if they do not complete 67% of attempted credit hours and/or do not maintain a 2.00 cumulative or semester grade point average.

FINANCIAL AID SUSPENSION
A student will be placed on financial aid suspension if they:
- Attempt more than the maximum number of hours for the degree.
- Cannot mathematically complete the degree within the maximum time frame.
- Fail to be in good standing at the end of the financial aid warning semester.

The first semester a student fails to meet SAP, the student will be placed on financial aid warning and may receive financial aid. The second semester a student fails to meet SAP, the student will be on financial aid suspension.
FINANCIAL AID PROBATION
A student may be placed on financial aid probation for one payment period after an approved appeal. After financial aid probation, a student must be making SAP or must be successfully following an academic plan.

MAXIMUM TIME FRAME TO COMPLETE PROGRAM
Students are expected to complete degree requirements after attempting a certain number of credit hours. The maximum attempted credit hours allowed for degree/certificate completion will be up to 150% of the credit hours needed to complete that type of degree. A degree-seeking student has eligibility for financial aid based on the following scale:

- Associate Degree: 90 hours
- Technical Certificate: 48 hours
- Approved Certificate of Proficiency: 26 hours
- Practical Nursing: 86 hours

All courses attempted at UACCM will count toward this total, and any hours at another institution that are accepted toward the student’s current UACCM degree will be counted in the determination of hours attempted. This includes grades of F, W, AW, audit and repeated courses. Once an associate degree, technical certificate, or certificate of proficiency has been earned, a student must commit to another technical certificate or associate degree before further financial aid will be awarded. A student’s aid total will be “reset” once the student has reached his/her first associate degree, at which time the student will be allowed 30 additional hours toward a second associate degree or technical certificate. Students receiving passing grades in a course may use Title IV funds to repeat a course only once in order to improve the previously received grade. Students will be considered for a complete “reset” for a new major only in circumstances approved by the Financial Aid Appeals Committee.

TRANSFER STUDENTS
Transfer hours accepted toward completion of student’s program will count as hours attempted and completed.

REPEATED COURSES
Students may repeat a previously passed course one time. Students may repeat a failed course until it is passed. All repeated courses will be counted against the maximum number of hours allowed. The highest grade received will be calculated in the student’s grade point average.

REMEDIAL COURSEWORK
Financial aid will be awarded for up to 30 credit hours of remedial coursework.

REINSTATEMENT OF FINANCIAL AID
Students who have been determined ineligible for federal financial aid due to unsatisfactory progress may re-establish satisfactory progress and regain eligibility by satisfying one of the following conditions:

- Pay one semester with students own resources and make satisfactory progress per the satisfactory academic progress policy. Students must notify the Financial Aid Office in writing upon completion of the semester and request a re-evaluation of eligibility.
- Petition the Financial Aid Appeals Committee in writing for reinstatement of financial assistance. This appeal must be approved by the committee, and the student must be making satisfactory progress at the end of the next term or be meeting the requirements of the academic plan provided by the appeals committee.

APPEAL PROCESS
Students whose aid is cancelled may appeal this decision ONLY if there are EXTENUATING circumstances. To appeal, the student must complete and return the appeal form to the UACCM Financial Aid Office in writing within the designated timeframe indicated on the student’s notification letter. The appeal should include a statement explaining the request for financial aid reinstatement and an explanation of the reasons for the request. Additionally, the student must explain what circumstances have now changed that will assist the student in making satisfactory progress. Supporting documentation should be attached whenever possible. Once the appeal has been submitted, the committee will review the appeal to determine whether or not circumstances beyond the student’s control prevented him/her from
SCHOLARSHIPS, GRANTS, AND LOANS

Institutionally funded academic scholarships, privately funded scholarships, and community-based scholarships are available to students at the University of Arkansas Community College at Morrilton. Scholarship applications are available online or in either the Admissions Office or the Financial Aid Office and should be returned to the Financial Aid Office when completed by the designated deadline. Specific information concerning application deadlines, minimum eligibility requirements, and scholarship amounts may be obtained online or by calling the Admissions or Financial Aid Office. Most scholarship recipients are selected by the UACCM Scholarship Committee. Scholarship awards are contingent on the availability of appropriate funding and are not guaranteed. The College reserves the right to limit scholarship awards. A student must be a U.S. citizen or legal non-citizen to be eligible for institutionally-funded academic scholarships.

UACCM offers a variety of aid for students. The scholarships and criteria listed below are for the 2013-2014 academic year (Fall 2013/Spring 2014). Scholarships and criteria are subject to change beginning Fall 2014. Students are encouraged to contact the Admissions Office or Financial Aid Office for details on the following types of scholarships.

INSTITUTIONAL SCHOLARSHIPS

ACADEMIC ADVANTAGE SCHOLARSHIP
The Academic Advantage Scholarship is a $250 tuition waiver awarded to first-time entering students who have achieved a composite score of 19-20 on the ACT with no subtest score below 19 in English or Reading and 17 in Math or COMPASS scores of at least 80 in Writing, 83 in Reading, and 27 in Algebra. Students’ test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or better and successfully completes at least 12 credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. Students must complete the appropriate scholarship application to be eligible.

ACADEMIC EXCELLENCE SCHOLARSHIP
The Academic Excellence Scholarship is a tuition waiver for up to 15 credit hours awarded to UACCM students who have completed 30 college-level credit hours at UACCM with a 4.00 cumulative grade point average. The scholarship is renewable for one semester if the student maintains a 4.00 cumulative grade point average and successfully completes at least 15 college-level credit hours each semester. Students must enroll in at least 15 college-level semester hours to be awarded this scholarship. There is no application required for this scholarship.

ACADEMIC INCENTIVE SCHOLARSHIP
The Academic Incentive Scholarship is a $500 tuition waiver awarded to first-time entering 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 80 in Writing, 83 in Reading, and 36 in Algebra. Students’ test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or better and successfully completes at least 12 college-level credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. Students must complete the appropriate scholarship application to be eligible.

ACADEMIC MERIT SCHOLARSHIP
The Academic Merit Scholarship is a tuition waiver for up to 15 credit hours awarded to first-time entering students who have achieved a composite score of 24-27 on the ACT with no subtest score below a 19 or COMPASS scores of at least 94 in Writing, 91 in Reading, and 45 in Algebra. Students who graduated as Valedictorian or Salutatorian, as certified on their final transcript or by a letter from the high school principal or counselor, of their high school class are eligible for this scholarship. Students’ test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or better and successfully completes at least 12 college-level credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. Students must complete the appropriate scholarship application to be eligible.
ACADEMIC DISTINGUISHED SCHOLARSHIP
The Academic Distinguished Scholarship is a tuition and required fee waiver for up to 15 credit hours awarded to first-time entering students who have achieved a composite score of 28+ on the ACT with no subtest score below a 19 or COMPASS scores of at least 97 in Writing, 96 in Reading, and 61 in Algebra. Students’ test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.25 semester and cumulative grade point average or better and successfully completes at least 12 credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. Students must complete the appropriate scholarship application to be eligible.

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™ OR SCHOOL COUNTS! SCHOLARSHIP
A $250 per semester tuition or required fee waiver will be awarded to first-time entering students who have been officially recognized as School Counts! completers or Arkansas Scholars. The student’s high school transcript must reflect the Arkansas Scholars or School Counts! designation and students must enroll the Fall semester following high school graduation. The scholarship is renewable for up to three consecutive semesters if the student maintains a 2.50 semester and cumulative grade point average or better and successfully completes at least 12 hours each semester, a total of at least 27 hours after the first year, and 42 hours after the third semester. Students must enroll in at least 12 semester hours to be awarded this scholarship. There is no application required for this scholarship.

GED ACHIEVEMENT SCHOLARSHIP
The GED Achievement Scholarship is a tuition waiver for up to 15 credit hours awarded to a GED graduate with an average score of 610 or above on the GED exam prior to 2014 or a total score of 640 or above on the GED exam beginning with 2014. The recipients must enroll at UACCM within 12 months following GED graduation from an Adult Education Center in Arkansas. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or better and successfully completes at least 12 credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester hours to be awarded this scholarship. There is no application required for this scholarship but students must contact the Financial Aid office to ensure this scholarship is awarded.

GED OPPORTUNITY SCHOLARSHIP
The GED Opportunity Scholarship is a three credit hour tuition waiver awarded to first-time entering students who are a GED graduate from an Adult Education Center in Arkansas. The recipients must enroll at UACCM within 12 months following completion of the GED. This scholarship is non-renewable. There is no application required for this scholarship but students must contact the Financial Aid Office to ensure this scholarship is awarded.

SKILLS USA SCHOLARSHIP
The Skills USA Scholarship is a tuition waiver for up to 15 credit hours awarded to first-time entering students who place first in the Skills USA Leadership and Skills State Championships. Students must enroll the Fall semester following high school graduation and must enroll in courses applicable to a career/technical certificate or degree. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or better and successfully completes at least 12 credit hours each semester, a total of at least 27 credit hours after the first year, and 42 hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. There is no application required for this scholarship but students must provide documentation of the award to the Financial Aid Office.

TECHNOLOGY SCHOLARSHIP
The Technology Scholarship is awarded to up to five first-time entering students each fall semester who enroll in courses applicable to a career/technical certificate or degree. Students must have at least a 2.50 high school grade point average or be a GED graduate and a minimum composite ACT score of 19 or COMPASS scores of 80 in Writing, 83 in Reading, and 42 in Pre-Algebra or 26 in Algebra. Students’ test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or better and successfully completes at least 12 credit hours each
semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. Students must complete the appropriate scholarship application to be eligible.

**STUDENT AMBASSADOR PROGRAM**

UACCM selects up to seven Student Ambassadors annually who are awarded a tuition waiver for up to 15 credit hours. Students selected to be an ambassador 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 staff with office-related duties.

Students are required to have a minimum ACT score of 17 or COMPASS scores of 67 in Writing, 77 in Reading, and 42 in Pre-Algebra or 26 in Algebra plus one of the following: a minimum high school grade point average of 2.50 for first-time entering students, a GED score of at least 600, a minimum of 2.50 cumulative grade point average from the college most recently attended for transfer students, or a minimum UACCM cumulative grade point average of 2.50 or above for a student who has previously attended UACCM. Students’ test scores used in determining eligibility may not be over five years old. Students must demonstrate outstanding leadership potential as evidenced by two letters of recommendation.

An interview with the Admissions staff is required. The scholarship is renewable for up to three consecutive semesters if the student maintains good job performance, a 2.50 semester and cumulative grade point average or better and successfully completes at least 12 credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship. Students must complete the appropriate scholarship application to be eligible.

**PRIVATE SCHOLARSHIPS**

**AFTA'S CHARLIE REITER MEMORIAL AWARD**

AFTA's Charlie Reiter Memorial Award is a $1500 scholarship (subject to available funds) awarded each Fall semester by the Arkansas Fayetteville Shale Transporter Association (AFTA). Eligible students must have a declared major of AAS in Petroleum Technology and have completed a minimum of 30 credit hours at UACCM with 12 of those hours being Petroleum Technology courses. Students must submit two letters of recommendation with one of those letters from a UACCM Petroleum Technology instructor and submit a 500 word essay describing plans after graduation, community involvement, and volunteerism. Scholarship recipient must enroll in at least 12 semester credit hours to be awarded the scholarship and must successfully complete at least 12 semester credit hours with at least a 3.25 cumulative grade point average to be eligible for a one semester renewal. Scholarship can be applied to tuition, fees, books, or supplies. Students must complete the appropriate scholarship application to be eligible.

**CENTURY LEAGUE SCHOLARSHIP**

The Century League Scholarship is a $500 scholarship awarded annually to a full-time freshman student from Conway County. Applicants must have graduated from a Conway County high school the previous semester and have a high school GPA of 3.00 or above. Applicants must complete the appropriate scholarship application and submit a 500-1000 word essay on the topic “Why is community service important?” to the UACCM Financial Aid Office to be eligible for this award. The scholarship is to be used for tuition, fees, books and supplies. Award recipients are selected by the UACCM Scholarship Committee. The number of awards varies based on availability of funds.

The GFWC Century League of Morrilton is a women’s organization dedicated to community improvement through volunteer service in Conway County.

**CLARENCE CECIL JANES SCHOLARSHIP**

The Clarence Cecil Janes Scholarship is a $250 scholarship awarded annually to a student majoring in Welding. Selection is based upon the recommendation of the provider of the scholarship and the UACCM Scholarship Committee. Preference will be given to a current Morrilton High School graduate. Students must complete the appropriate scholarship application to be eligible.

**CONWAY COUNTY SCHOOL COUNTS! SCHOLARSHIP**

The School Counts! Scholarship is a $250 book scholarship available for graduates of a Conway County high school who meet the School Counts! criteria to attend UACCM and are receiving over $1000 in other aid. Students not receiving over $1000 in other aid may receive up to a $1000 tuition/fee scholarship instead of the $250 book scholarship.
The tuition/fee scholarship may be renewable for up to three consecutive semesters if the student maintains a 2.50 semester and cumulative grade point average or better and successfully completes at least 12 hours each semester, a total of at least 27 hours after the first year, and 42 hours after the third semester. Students must enroll in at least 12 hours to be awarded this scholarship.

Students must enroll full-time to receive the scholarship. (The tuition/fee scholarship and book scholarship cannot be combined.) The student’s transcript must designate they are an official School Counts! completer. This scholarship may be expanded depending on the availability of funds. Contact the UACCM Financial Aid Office for details.

**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 UACCM grade point average of 2.50 or above and require no remedial courses based on ACT or COMPASS test scores. UACCM grade point average supersedes the high school grade point average if the recipient has attended UACCM prior to the time the scholarship is awarded. The UACCM Scholarship Committee awards the scholarship. A letter of recommendation from a former instructor or counselor is required to be considered for this scholarship. The amount and number of the scholarships are contingent on the availability of funding. Students must complete the appropriate scholarship application to be eligible.

**EARLY CHILDHOOD DEVELOPMENT STUDENT ORGANIZATION SCHOLARSHIP**

An Early Childhood Development Scholarship of $100 per semester is awarded to an Early Childhood Development major. Selection is made by the UACCM Scholarship Committee. Funds must be used to defray the cost of school expenses. Students must be enrolled full-time with a minimum 3.00 grade point average to be considered for the award and to maintain this scholarship for the following semester. Students must complete the appropriate scholarship application to be eligible.

**FACULTY MERIT SCHOLARSHIP**

The Faculty Merit Scholarship is sponsored by the UACCM Faculty Senate. Eligibility requirements include completion of 24 credit hours at UACCM with a 3.25 or higher cumulative 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. The amount and number of scholarships are contingent on the availability of funding. Students must complete the appropriate scholarship application to be eligible.

**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. The mission of FSSF is to encourage and enable individuals to pursue educational opportunities that will prepare them for or advance them in jobs in the Arkansas oil and gas industry. FSSF donates funds to UACCM for three types of student scholarships which are awarded based on academic performance and financial need.

The regular FSSF Scholarship is $500 per semester. Eligible students must have a declared major of Petroleum Technology. Also, they must have a cumulative grade point average of 2.75 and must be enrolled in at least 12 credit hours in the Petroleum Technology plan of study.

The Merit-Based FSSF Scholarship is $750 per semester. Eligible students must have a declared major of Petroleum Technology. Also, they must have a cumulative grade point average of 3.25 and must be enrolled in at least 12 credit hours in the Petroleum Technology plan of study. In addition, students eligible for the merit-based scholarship who achieve a 4.00 cumulative grade point average and have earned 30 hours toward their Petroleum Technology technical certificate or associate degree will receive an additional $1,000 the following semester for a total award of $1,750.

The summer FSSF Scholarship is $750 for Petroleum Technology students enrolling in summer courses at UACCM. Eligible students must be enrolled in at least 6 credit hours that apply toward the Petroleum Technology plan of study during the course of the summer terms (May-August). Eligible students must have a minimum 2.75 cumulative grade point average.

Scholarships awarded to first semester students are awarded based on high school grade point average of 2.75 or higher or ACT scores of 17 on math, 19 on reading, and 19 on English; or COMPASS score of 21 on algebra or 34 on pre-algebra, 83 on reading, and 80 on writing. Transfer students who have completed at least 12 hours (including remedial course work) at another college or university must have a 2.75 or higher grade point average from the previously attended institution to be eligible for the FSSF Scholarship.

There is a possibility of scholarship renewal throughout the recipient’s completion of the Petroleum Technology degree. Students must complete a new scholarship application each academic year (August-July). A student’s eligibility for each subsequent semester will be based on the above eligibility criteria for each respective scholarship.
All scholarship recipients are required to volunteer in assisting the FSSF committee and/or program faculty with a minimum of one scholarship fundraising event each year. Those students who do not volunteer will lose scholarship eligibility.

**JAMES W. PETTRY MEMORIAL SCHOLARSHIP**

The James W. Pettry Memorial Scholarship is a one year scholarship up to $1,000 each semester to a full-time student pursuing a two-year program in a technical area (preference given to an Air Conditioning, Heating, and Refrigeration Technology student). Applicants must be in their second year of their program of study. One letter of recommendation is required from a former instructor. Eligible applicants must have a minimum 2.00 cumulative grade point average. This scholarship is renewable for the following semester if the student maintains a minimum 2.00 cumulative grade point average. Funds must be applied towards tuition, fees, and books only. Students must complete the appropriate scholarship application to be eligible.

**LANCE CUNNINGHAM MEMORIAL SCHOLARSHIP**

The Lance Cunningham Memorial Scholarship is a $150 award each semester to a student majoring in Air Conditioning, Heating, and Refrigeration Technology. Selection is made upon the recommendation of the Air Conditioning, Heating, and Refrigeration Technology instructor with final approval of the Scholarship Committee. Students must complete the appropriate scholarship application to be eligible.

**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 current year minority graduate of a Conway County high school who needs no remediation. The scholarship is awarded on a semester basis to a student enrolling full-time with a minimum high school grade point average of 2.50. This scholarship is renewable if the student maintains a 2.50 grade point average. Students must complete the appropriate scholarship application to be eligible.

**COMMUNITY-BASED SCHOLARSHIPS**

**SINGLE PARENT SCHOLARSHIP FUND**

Scholarship applications are available in the UACCM Financial Aid Office for Single Parent Scholarships in Conway County, Pope/Yell Counties, Perry County, Van Buren County, and Faulkner County. Applications are also available on the Arkansas Single Parent Scholarship Fund website at www.aspsf.org. UACCM students are often awarded other community-based scholarships through various community organizations. Students are encouraged to research all scholarship possibilities.

**EMT TRAUMA SCHOLARSHIP**

A limited number of scholarships are available for students pursuing Emergency Medical Technician certification. Contact the Financial Aid Office for details.

**GRANTS – STATE & FEDERAL**

**ARKANSAS ACADEMIC CHALLENGE SCHOLARSHIP (FUNDED BY THE ARKANSAS SCHOLARSHIP LOTTERY)**

The Academic Challenge program provides educational assistance to Arkansas residents in pursuit of higher education. Additional funding made possible by the Arkansas Scholarship Lottery has allowed the expansion of this program. Both traditional and nontraditional students may be eligible to receive funds under this program. All students are required to be Arkansas residents and be accepted for admission at an approved institution of higher education and be enrolled in a program that leads to a baccalaureate, associate, or qualified certificate program.

Eligible traditional students are required to have completed certain high school class, grade point, and ACT requirements. Eligible nontraditional students are required to meet various grade point and ACT requirements. Students must apply at www.adhe.edu. For additional information, students may contact the UACCM Financial Aid Office.

**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 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.

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 grand total. To be eligible, students must have a family income of not more than $25,000 per year ($5,000 extra for each additional person in the household). Students must maintain a 2.00 grade point average while in college. GO! students must be enrolled in at least six hours and be enrolled in an eligible program at UACCM.

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 Free Application for Federal Student Aid (FAFSA) 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 greatest-need basis. Maximum awards are $1000 per semester.

LOANS
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 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. All new students will be required to wait 30 days from their starting date before being eligible to receive any loan proceeds.

VETERANS AFFAIRS (VA BENEFITS)
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. Contact the Financial Aid Office for more information about VA Benefits.

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 will make the determination of student eligibility. Contact the Financial Aid Office for more information about Vocational Rehabilitation Services.
Placed in college courses at UACCM is contingent upon ACT or COMPASS test scores, which are designed to gauge student skill levels in the areas of English, reading, and math. The score ranges listed below will determine student placement in the following courses. All courses require a grade “C” or better to move to the next level.

*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

**ENGLISH COMPOSITION:**

**ENG 1003 BASIC TECHNICAL COMMUNICATION**
19 ACT English OR  
80 COMPASS Writing Skills AND  
19 ACT Reading OR  
83 COMPASS Reading Skills

**ENG 1013* COMPOSITION I**
19 ACT English OR  
80 COMPASS Writing Skills AND  
19 ACT Reading OR  
83 COMPASS Reading Skills

High School Graduates of GED graduates must have at least:
15 ACT Composite Score OR  
691 SAT OR  
62 COMPASS Reading Skills OR  
35 ASSET Reading

**LANGUAGE ARTS**

**ACAD 0326 LANGUAGE ARTS STRATEGIES**
0-18 ACT English OR  
0-79 COMPASS Writing Skills OR  
0-18 ACT Reading OR  
0-82 COMPASS Reading Skills

**MATHEMATICS**

**(A.A., CIS, & A.S.):**

**MATH 1203* COLLEGE ALGEBRA**
20 ACT Math Section OR  
41 COMPASS Algebra

**MATH 0903 INTERMEDIATE ALGEBRA**
17-19 ACT Math Section OR  
27-40 COMPASS Algebra

**MATH 0803 BASIC ALGEBRA**
16 ACT Math Section OR  
21-26 COMPASS Algebra OR  
34-99 COMPASS Pre-Algebra

**ACAD 0123 FOUNDATIONS OF MATH**
15 or below ACT Math Section OR  
33 or below COMPASS Pre-Algebra

**MATHEMATICS (TECHNICAL):**

**MATH 1253 APPLIED TECHNICAL MATH**
16 ACT Math Section OR  
21-99 COMPASS Algebra OR  
34-99 COMPASS Pre-Algebra

**MATH 1333 APPLIED BUSINESS MATH**
16 ACT Math Section OR  
21-99 COMPASS Algebra OR  
34-99 COMPASS Pre-Algebra

**NSG 1213 MATH FOR NURSES**
16 ACT Math Section OR  
21-99 COMPASS Algebra OR  
34-99 COMPASS Pre-Algebra

**ACAD 0123 FOUNDATIONS OF MATH**
15 or below ACT Math Section OR  
33 or below COMPASS Pre-Algebra
TRANSFER PROGRAMS

UACCM offers four associate degrees and one certificate that can be used to transfer to four-year institutions. We have listed several plans of study that a student may use depending on their major career goals and the institution to which they plan to transfer. Please check with your advisor and the transfer institution when choosing a specific plan of study or use the general plan for each degree.

Assistance with transferring to a four-year institution is available in the Career and Transfer Center located in the Business Technology Center.

SECTION REFERENCE

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Business

Associate of Science in Business .................. page 36

General Education

Associate of Arts in General Education ............ page 38

General Studies

Certificate of General Studies ..................... page 40

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Liberal Arts

Associate of Science in Liberal Arts .............. page 44
SECTION B
# ELECTIVES

The following is a list of electives UACCM offers in the areas of social science, fine arts and humanities, and general education.

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

## SOCIAL SCIENCE ELECTIVES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
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<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 of the World</td>
<td>3</td>
</tr>
<tr>
<td>HIST 1003*</td>
<td>Western Civilization I</td>
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<tr>
<td>HIST 1013*</td>
<td>Western Civilization II</td>
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<td>HIST 2003*</td>
<td>United States History I</td>
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<tr>
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<td>United States History II</td>
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<tr>
<td>HIST 2023</td>
<td>African-American History</td>
<td>3</td>
</tr>
<tr>
<td>HIST 2123</td>
<td>American South to 1865</td>
<td>3</td>
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<td>HIST 2133</td>
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<td>HIST 2203</td>
<td>Arkansas History</td>
<td>3</td>
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<td>HIST 2233</td>
<td>Research in the Social Sciences</td>
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<td>PSCI 2003*</td>
<td>American Government</td>
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<td>PSY 2003*</td>
<td>General Psychology</td>
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<td>PSY 2013</td>
<td>Abnormal Psychology</td>
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<td>PSY 2023*</td>
<td>Psychology of Human Development</td>
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<tr>
<td>PSY 2113</td>
<td>Sensation and Perception</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>
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<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
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## FINE ARTS AND HUMANITIES ELECTIVES

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<th>Course Code</th>
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<tr>
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<tr>
<td>ART 2103*</td>
<td>Art History I</td>
<td>3</td>
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<tr>
<td>ART 2113*</td>
<td>Art History II</td>
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<tr>
<td>ENG 2003*</td>
<td>Creative Writing</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2103</td>
<td>Introduction to Fiction</td>
<td>3</td>
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<tr>
<td>ENG 2113*</td>
<td>American Literature I</td>
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<tr>
<td>ENG 2123</td>
<td>American Literature II</td>
<td>3</td>
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<tr>
<td>ENG 2203</td>
<td>Introduction to Poetry</td>
<td>3</td>
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<tr>
<td>ENG 2213*</td>
<td>World Literature I</td>
<td>3</td>
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<tr>
<td>ENG 2223*</td>
<td>World Literature II</td>
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<tr>
<td>ENG 2303</td>
<td>Introduction to Drama</td>
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<tr>
<td>ENG 2313*</td>
<td>British Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2323*</td>
<td>British Literature II</td>
<td>3</td>
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<td>MUS 2003*</td>
<td>Music Appreciation</td>
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<tr>
<td>PHIL 2103*</td>
<td>Introduction to Philosophy</td>
<td>3</td>
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<tr>
<td>PHIL 2113*</td>
<td>Introduction to Critical Thinking</td>
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<td>PHIL 2123</td>
<td>Survey of World Religions</td>
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<td>SPAN 1013*</td>
<td>Elementary Spanish I</td>
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<td>SPAN 1023*</td>
<td>Elementary Spanish II</td>
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<td>SPAN 2013*</td>
<td>Intermediate Spanish I</td>
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<tr>
<td>THEA 2003*</td>
<td>Theatre Appreciation</td>
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**DIRECTED GENERAL EDUCATION ELECTIVES**

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<td>ART 1103</td>
<td>Drawing I Studio</td>
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<td>ART 1113</td>
<td>Beginning Painting Studio</td>
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<td>Beginning Watercolor Studio</td>
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<td>Drawing II Studio</td>
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<td>ART 2403</td>
<td>Color Design Studio</td>
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<td>BIOL 1004*</td>
<td>Fundamentals of Biology</td>
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<td>Human Anatomy &amp; Physiology I</td>
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<td>Human Anatomy &amp; Physiology II</td>
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<td>General Botany</td>
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<td>BIOL 2034*</td>
<td>Principles of Zoology</td>
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<td>Microbiology</td>
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<td>HIST 2133</td>
<td>American South Since 1865</td>
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<tr>
<td>HIST 2203</td>
<td>Arkansas History</td>
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<tr>
<td>HIST 2233</td>
<td>Research in the Social Sciences</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
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<tr>
<td>-------------</td>
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</tr>
<tr>
<td>MATH 1103*</td>
<td>Algebra for General Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113*</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1213*</td>
<td>Plane Trigonometry</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1215*</td>
<td>Precalculus</td>
<td>5</td>
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<tr>
<td>MATH 2003</td>
<td>Introduction to Statistics</td>
<td>3</td>
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<tr>
<td>MATH 2013</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2015*</td>
<td>Calculus I</td>
<td>5</td>
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<tr>
<td>MATH 2023*</td>
<td>Calculus for Business</td>
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</tr>
<tr>
<td>MUS 2003*</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2103*</td>
<td>Introduction to Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2113*</td>
<td>Introduction to Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 2123</td>
<td>Survey of World Religions</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2004*</td>
<td>Physical Science</td>
<td>4</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>PSY 2013</td>
<td>Abnormal Psychology</td>
<td>3</td>
</tr>
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<td>PSY 2023*</td>
<td>Psychology of Human Development</td>
<td>3</td>
</tr>
<tr>
<td>SCI 2013*</td>
<td>Sensation and Perception</td>
<td>3</td>
</tr>
<tr>
<td>SCI 2014*</td>
<td>Earth Science</td>
<td>4</td>
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<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>
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<td>SPAN 1013*</td>
<td>Elementary Spanish I</td>
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<tr>
<td>SPAN 1023*</td>
<td>Elementary Spanish II</td>
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<tr>
<td>SPAN 2013*</td>
<td>Intermediate Spanish I</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303*</td>
<td>Introduction to Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2313</td>
<td>Interpersonal Communications</td>
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<td>THEA 2003*</td>
<td>Theatre Appreciation</td>
<td>3</td>
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<tr>
<td>THEA 2013</td>
<td>Survey of Acting</td>
<td>3</td>
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<tr>
<td>THEA 2023*</td>
<td>Film Appreciation</td>
<td>3</td>
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</table>
INSTITUTIONAL REQUIREMENTS/APPROVED ELECTIVES

These electives must be approved by your advisor.

<table>
<thead>
<tr>
<th>Number</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>35.</td>
<td>ACCT 2003*</td>
<td>Principles of Accounting I</td>
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<tr>
<td>35.</td>
<td>ACCT 2013*</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>35.</td>
<td>BUS 1403*</td>
<td>Introduction to Business</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>BUS 2013*</td>
<td>Business Communications I</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>BUS 2373</td>
<td>Supervisory Management</td>
<td>3</td>
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<td>35.</td>
<td>BUS 2393*</td>
<td>Business Law</td>
<td>3</td>
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<td>CIS 1013*</td>
<td>Introduction to Computers</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>CIS 1103</td>
<td>Computer Hardware/Software I</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>CIS 1133</td>
<td>Introduction to Computer Programming Logic and Language</td>
<td>3</td>
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<td>35.</td>
<td>CIS 2023</td>
<td>Internet Technologies</td>
<td>3</td>
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<td>35.</td>
<td>CIS 2103</td>
<td>Computer Hardware/Software II</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>CIS 2423</td>
<td>Visual Basic Programming</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>CIS 2433</td>
<td>Java Programming</td>
<td>3</td>
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<td>35.</td>
<td>EDUC 1203</td>
<td>Introduction to Education</td>
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<td>35.</td>
<td>EDUC 1303</td>
<td>Educational Technology</td>
<td>3</td>
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<td>35.</td>
<td>EDUC 1403</td>
<td>Child Development and Development Theories</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>EDUC 2103</td>
<td>Education in a Diverse Society</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>FIN 2013</td>
<td>Personal Finance</td>
<td>3</td>
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<td>35.</td>
<td>GLOB 2003L</td>
<td>Global Studies</td>
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<td>HLSC 1003</td>
<td>Medical Terminology</td>
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<td>35.</td>
<td>MATH 2103</td>
<td>Math for Teachers I</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>MATH 2113</td>
<td>Math for Teachers II</td>
<td>3</td>
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<td>35.</td>
<td>NUTR 1503</td>
<td>Nutrition</td>
<td>3</td>
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<tr>
<td>35.</td>
<td>PED 1003*</td>
<td>Personal Health</td>
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<tr>
<td>35.</td>
<td>PED 1011L</td>
<td>Volleyball</td>
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<tr>
<td>35.</td>
<td>PED 1081L</td>
<td>Fitness Walking/Running</td>
<td>1</td>
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<tr>
<td>35.</td>
<td>PED 1031L</td>
<td>Recreational Activities</td>
<td>1</td>
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<td>35.</td>
<td>PED 1051L</td>
<td>Principles of Lifetime Fitness</td>
<td>1</td>
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<tr>
<td>35.</td>
<td>PED 1061L</td>
<td>Aerobics</td>
<td>1</td>
</tr>
<tr>
<td>35.</td>
<td>PED 1091L</td>
<td>Pilates/Yoga</td>
<td>1</td>
</tr>
</tbody>
</table>
No course substitutions will be allowed. The Arkansas Department of Higher Education has approved this degree plan as listed.

**ASSOCIATE OF SCIENCE IN BUSINESS**

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**ENGLISH/COMMUNICATIONS**: 9 credit hours

- ENG 1013* Composition I 3 credit hours
- ENG 1023* Composition II 3 credit hours
- SPH 2303* Introduction to Oral Communications 3 credit hours

**MATHEMATICS**: 6 credit hours

- MATH 1203* College Algebra 3 credit hours
- MATH 2023* Calculus for Business 3 credit hours

**SOCIAL SCIENCES**: 15 credit hours

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

**BIOLOGICAL SCIENCES**: 4 credit hours

Four hours of biological science must be selected from the following list:

- BIOL 1004* Fundamentals of Biology 4 credit hours
- BIOL 2004* Human Anatomy and Physiology I 4 credit hours
- BIOL 2014* Human Anatomy and Physiology II 4 credit hours
- BIOL 2044* General Botany 4 credit hours
- BIOL 2034* Principles of Zoology 4 credit hours
- BIOL 2104* Microbiology 4 credit hours

**PHYSICAL SCIENCES**: 4 credit hours

Four hours of physical science must be selected from the following list:

- CHEM 1004* Fundamentals of Chemistry 4 credit hours
- CHEM 2121L* General College Chemistry I Lab 1 credit hour
- AND
  - CHEM 2123* General College Chemistry I 3 credit hours
- AND
  - CHEM 2131L* General College Chemistry II Lab 1 credit hour
- AND
  - CHEM 2133* General College Chemistry II 3 credit hours
- AND
  - CHEM 2201L Organic Chemistry Lab 1 credit hour
- AND
  - CHEM 2203 Organic Chemistry 3 credit hours
- GEOL 1104* General Physical Geology 4 credit hours
- AND
  - PHY 2004* Physical Science 4 credit hours
- AND
  - SCI 2014* Earth Science 4 credit hours

---

**Hint**

- Students should plan to study 2 hours per week for every one hour in class.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- 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.

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

The Arkansas Department of Higher Education has approved this degree plan as listed.
FINE ARTS/HUMANITIES: ................................. 6 credit 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

ACCOUNTING AND BUSINESS REQUIREMENTS: ........... 15 credit hours
   __  ACCT 2003* Principles of Accounting I ............ 3 credit hours
   __  ACCT 2013* Principles of Accounting II ............ 3 credit hours
   __  BUS 2393* Business Law ............................ 3 credit hours
   __  CIS 1013* Introduction to Computers ............... 3 credit hours
   __  MATH 2003* Introduction to Statistics ............. 3 credit hours

BUSINESS ELECTIVE: ........................................ 3 credit hours
Three hours of business electives based on 4-year transfer institution. (Check with your advisor before enrolling.)
   __  BUS 1403* Introduction to Business
OR  BUS 2013* Business Communications I ............. 3 credit hours

Note
*Specific business courses are often required as pre-requisites 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 student should contact the transfer institution.

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.
UACCM is authorized to award an Associate of Arts in General Education degree. The AA in General Education degree provides a foundation to prepare students for a bachelor's degree program. Your advisor can help you select courses for focus areas in art, history, psychology, secondary education, etc. Only the listing of Associate of Arts in General Education will appear on the transcript and diploma.

**Hint**
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure completion of courses within the desired time frame.
- General education electives should be chosen with the transfer degree and college in mind. Visit with your advisor about where you are transferring and what your field of interest or major will be. This will help your advisor guide you in the correct course selections.

**ASSOCIATE OF ARTS IN GENERAL EDUCATION**

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

**ENGLISH/COMMUNICATIONS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>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>SPH 2303*</td>
<td>Introduction to Oral Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

**MATHEMATICS:**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1004*</td>
<td>Algebra for General Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH</td>
<td>(Any Higher-Level Math)</td>
<td>3</td>
</tr>
</tbody>
</table>

**US HISTORY/GOVERNMENT:**

Three hours of US history/government must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<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>
</tbody>
</table>

**SOCIAL SCIENCES:**

An additional three hours of social science electives must be selected from the list on page 32.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
<td>3</td>
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</table>

**BIOLOGICAL SCIENCES:**

Four hours of biological science must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 1004*</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<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 2044*</td>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2034*</td>
<td>Principles of Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2104*</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>

**PHYSICAL SCIENCES:**

Four hours of physical science must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1004*</td>
<td>Fundamentals of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2204*</td>
<td>Introduction to Organic and Biochemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2121L*</td>
<td>General College Chemistry I Lab</td>
<td>1</td>
</tr>
<tr>
<td>AND CHEM</td>
<td>General College Chemistry I</td>
<td>3</td>
</tr>
</tbody>
</table>

**60 Semester Hours**
Transfer Programs

39. CHEM 2131L* General College Chemistry II Lab ............. 1 credit hour
AND CHEM 2133* General College Chemistry II ............. 3 credit hours
AND CHEM 2201L Organic Chemistry Lab ...................... 1 credit hour
AND CHEM 2203 Organic Chemistry ....................... 3 credit hours
____ GEOL 1104* General Physical Geology ..................... 4 credit hours
____ PHY 2004* Physical Science ........................ 4 credit hours
____ SCI 2014* Earth Science .............................. 4 credit hours

FINE ARTS/HUMANITIES: ........................................... 6 credit 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
OR THEA 2023 Film Appreciation ......................... 3 credit hours

DIRECTED GENERAL EDUCATION ELECTIVES: .......... 15 credit hours
Fifteen hours of directed general education must be selected from the list beginning on page 33.
____ ELECTIVE Directed General Education .................... 15 credit hours

INSTITUTIONAL REQUIREMENTS/APPROVED ELECTIVES: 10 credit hours
Ten hours of institutional requirements/approved electives must be selected from the list on page 35 and approved by your advisor
____ ELECTIVE Approved Electives ...................... 10 credit hours

NOTE: If you plan to transfer and major in one of the focus areas below, see your advisor for recommended courses:

- Art
- English
- History
- Psychology
- Mathematics
- Secondary Education
- Social Work
- Sociology
- Theatre
- Other transfer areas

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.

After UACCM
The Associate of Arts in General Education is the most versatile transfer degree.
The Certificate of General Studies is designed for students who are taking general education courses at UACCM but plan to transfer to another college before completing an associate degree or bachelor’s degree.

### ENGLISH/COMMUNICATIONS: 9 credit hours
- ENG 1013* Composition I .................................. 3 credit hours
- ENG 1023* Composition II .................................. 3 credit hours
- SPH 2303* Introduction to Oral Communications ........... 3 credit hours

### MATHEMATICS: 3 credit hours
Three hours of mathematics must be selected from the following list:
- MATH 1103* Algebra for General Education .................. 3 credit hours
- MATH 1113 Quantitative Literacy ................................ 3 credit hours
- MATH 1203* College Algebra .................................. 3 credit hours
- OR MATH (Any Higher-Level Math) .......................... 3 credit hours

### SOCIAL SCIENCES: 9 credit hours
- HIST 2003* United States History I
- OR HIST 2013* United States History II
- OR PSCI 2003* American Government .......................... 3 credit hours
- PSY 2003* General Psychology
- OR SOC 2013* Introduction to Sociology ..................... 3 credit hours

An additional three hours of social science electives must be selected from the list on page 32.

- ELECTIVE Social Science .................................. 3 credit hours

### BIOLOGICAL SCIENCE/PHYSICAL SCIENCES: 4-8 credit hours
Four to eight hours of biological science/physical science must be selected from the following list:
- BIOL 1004* Fundamentals of Biology .......................... 4 credit hours
- BIOL 2004* Human Anatomy and Physiology I .............. 4 credit hours
- BIOL 2044* General Botany .................................. 4 credit hours
- BIOL 2034* Principles of Zoology ............................ 4 credit hours
- BIOL 2104* Microbiology .................................. 4 credit hours
- CHEM 1004* Fundamentals of Chemistry .................... 4 credit hours
- CHEM 2004* Introductory Chemistry for Health-Related Professions .................................. 4 credit hours
- CHEM 2204* Introduction to Organic and Biochemistry ...... 4 credit hours
- CHEM 2121L* General College Chemistry I Lab ............. 1 credit hour
- AND CHEM 2123* General College Chemistry I ............. 3 credit hours
- CHEM 2131L* General College Chemistry II Lab ............. 1 credit hour
- AND CHEM 2133* General College Chemistry II ............. 3 credit hours
- CHEM 2201L Organic Chemistry Lab .......................... 1 credit hour
- AND CHEM 2203 Organic Chemistry .......................... 3 credit hours
- GEOL 1104* General Physical Geology .................... 4 credit hours
- PHY 2004* Physical Science .................................. 4 credit hours
- SCI 2014* Earth Science .................................. 4 credit hours
FINE ARTS/HUMANITIES: 3-6 credit hours
Three to six hours of fine arts/humanities must be selected from the list on page 32.

___ ELECTIVE  Fine Arts/Humanities  3-6 credit hrs

REQUIRED COURSE: 3 credit hours

___ CIS  1013*  Introduction to Computers  3 credit hours
The Associate of General Studies degree is intended to serve as a flexible program option for students whose needs cannot be met by other programs.

UACCM is authorized to award an Associate of General Studies. The AGS degree provides a foundation to prepare students for a bachelor's degree program, direct employment, or educational enrichment. Your advisor can help you select classes toward a health-related focus area. Only the listing of Associate of General Studies will appear on the transcript and diploma.

**Note**
The curriculum requires demonstrated mastery of skills and knowledge against specified performance standards in at least one specific area or discipline.

**After UACCM**
Not all classes used in this degree will transfer to a 4-year college. Students should check with the destination institution to determine the classes that will transfer.

**ASSOCIATE OF GENERAL STUDIES**

**60 Semester Hours**

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

**ENGLISH/COMMUNICATIONS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</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>ENG 2023*</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
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</table>

**MATHEMATICS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 1213</td>
<td>Math for Nurses.</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1103*</td>
<td>Algebra for General Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113*</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1333</td>
<td>Applied Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH</td>
<td>(Any Higher-Level Math)</td>
<td>3</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED COURSE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013*</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVES:**

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

**NOTE:** The courses below are only **RECOMMENDED** courses if your continued study
RECOMMENDED COURSES FOR HEALTH-RELATED FOCUS

ENGLISH:
- ENG 1013* Composition I
- ENG 1023* Composition II

MATHEMATICS:
- NSG 1213 Math for Nurses

BIOLOGICAL SCIENCES:
- BIOL 2004* Human Anatomy and Physiology I
- BIOL 2014* Human Anatomy and Physiology II
- BIOL 2104* Microbiology

SOCIAL SCIENCES:
- PSY 2003* General Psychology
- PSY 2023* Psychology of Human Development

NUTRITION:
- NUTR 1503 Nutrition

TECHNICAL ELECTIVES:
- NUR 1004 Nursing Assistant
- NUR 1102 Geriatrics
- NUR 1104 Basic Nursing I
- NUR 1106L Clinical Practicum I
- NUR 1222 Maternal/Child Nursing
- NUR 1204 Medical Surgical Nursing I
- NUR 1213 Basic Nursing II
- NUR 1216L Clinical Practicum II
- NUR 2002 Pharmacology
- NUR 2001 Mental Health
- NUR 2203 Basic Nursing III
- NUR 2204 Medical Surgical Nursing II
- NUR 2206L Clinical Practicum III
UACCM is authorized to award an Associate of Science in Liberal Arts degree. The AS in Liberal Arts degree provides a foundation to prepare the student for a bachelor's degree program. Your advisor can help you select classes in specific focus areas such as computer information systems, health-related careers, mathematics, etc. Only the listing of Associate of Science in Liberal Arts will appear on the transcript and diploma.

### Hint
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure 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 IN LIBERAL ARTS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH/COMMUNICATIONS</strong></td>
<td></td>
<td>9 credit hours</td>
</tr>
<tr>
<td>ENG 1013*</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1023*</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303*</td>
<td>Introduction to Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td><strong>MATHEMATICS</strong></td>
<td></td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1103*</td>
<td>Algebra for General Education</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH</td>
<td>(Any Higher-Level Math)</td>
<td>3</td>
</tr>
<tr>
<td><strong>US HISTORY/GOVERNMENT</strong></td>
<td></td>
<td>3 credit hours</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><strong>SOCIAL SCIENCES</strong></td>
<td></td>
<td>6 credit hours</td>
</tr>
<tr>
<td>HIST 1003*</td>
<td>Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td>OR HIST 1013*</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td><strong>BIOLOGICAL SCIENCE</strong></td>
<td></td>
<td>4 credit hours</td>
</tr>
<tr>
<td>BIOL 1004*</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<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 2044*</td>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2034*</td>
<td>Principles of Zoology</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2104*</td>
<td>Microbiology</td>
<td>4</td>
</tr>
</tbody>
</table>
PHYSICAL SCIENCE: ............................................. 4 credit hours

Four hours of physical science must be selected from the following list:

____ CHEM 1004* Fundamentals of Chemistry .................. 4 credit hours
____ CHEM 2004* Introductory Chemistry for
    Health-Related Professions .................. 4 credit hours
____ CHEM 2204* Introduction to Organic and Biochemistry ...... 4 credit hours
AND CHEM 2121L* General College Chemistry I Lab .............. 1 credit hour
____ CHEM 2131L* General College Chemistry II Lab ............. 1 credit hour
AND CHEM 2133* General College Chemistry II .................. 3 credit hours
____ CHEM 2201L Organic Chemistry Lab ...................... 1 credit hour
AND CHEM 2203 Organic Chemistry .......................... 3 credit hours
____ GEOL 1104* General Physical Geology .................... 4 credit hours
____ PHY 2004* Physical Science ............................. 4 credit hours
____ SCI 2014* Earth Science ............................... 4 credit hours

FINE ARTS/HUMANITIES: ..................................... 6 credit 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
OR  THEA 2023 Film Appreciation .................... 3 credit hours

DIRECTED GENERAL EDUCATION ELECTIVES: ........... 15 credit hours

Fifteen hours of directed general education electives are required. General education courses must include eight hours of mathematics, science, or technical courses applicable to a specific Bachelor of Science degree. General education courses are listed on page 33.

____ ELECTIVE Directed General Education .............. 15 credit hours

INSTITUTIONAL REQUIREMENTS/APPROVED ELECTIVES: ... 10 credit hours

Ten hours of institutional requirements/approved electives must be selected from the lists on page 35 and approved by your advisor

____ ELECTIVE Approved Electives .................... 10 credit hours

NOTE: If you plan to transfer and major in one of the focus areas below, see your advisor for recommended courses:

- Computer Information Systems
- Computer Science
- Health-related careers
- Mathematics
- Science
- Other transfer areas

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.
TECHNICAL/CAREER PROGRAMS

UACCM offers a diverse variety of specialized career programs designed to prepare students for immediate entry into the job market upon graduation. These Associate of Applied Science degrees, Technical Certificates, and Certificates of Proficiency combine hands-on training with practical classroom theory. The comprehensive career-oriented programs are intended to build students’ teamwork, interpersonal, communication, and leadership skills while providing up-to-date, relevant career-specific training.

SECTION REFERENCE

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Technical Certificate ................................. .page 48

Automotive Collision Repair Technology
A.A.S. ................................................. .page 51
Technical Certificate ................................. .page 50

Automotive Service Technology
A.A.S. ................................................. .page 53

Automotive Technology
Technical Certificate ................................. .page 52

Business
A.A.S. ................................................. .page 55
- Accounting Option ............................... .page 55
- Business Office Technology Option .......... .page 56
- Retail Marketing Option ......................... .page 57
Technical Certificate ................................. .page 54

Computer Information Systems Technology
A.A.S. ................................................. .page 60
Technical Certificate ................................. .page 59
Certificate of Proficiency
- Computer Maintenance ........................ .page 58
- Networking Technology ......................... .page 58

Drafting
A.A.S. ................................................. .page 62
Technical Certificate ................................. .page 61

Early Childhood Development
A.A.S. ................................................. .page 65
Technical Certificate ................................. .page 64
Certificate of Proficiency .......................... .page 64

Emergency Medical Technician
Certificate of Proficiency .......................... .page 66

Nursing Assisting
Certificate of Proficiency .......................... .page 67

Practical Nursing
Technical Certificate ................................. .page 70

Registered Nursing
A.A.S. ................................................. .page 74

Petroleum Technology
A.A.S. ................................................. .page 77
Technical Certificate ................................. .page 76
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Surveying
A.A.S. ................................................. .page 80
Technical Certificate ................................. .page 79

Welding
Technical Certificate ................................. .page 83
Certificate of Proficiency
- Pipe Welding ................................. .page 82
- Welding Certificate of Proficiency .......... .page 82
**Hint**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure completion of courses within the desired time frame.

**TECHNICAL CERTIFICATE**

30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

**ENGLISH:**

Three hours of English courses must be selected from the following list:

- ENG 1003 Basic Technical Communications .... 3 credit hours
- ENG 1013 Composition I ................. 3 credit hours

**MATHEMATICS:**

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

- MATH 1253 Applied Technical Math .......... 3 credit hours
- MATH 1113 Quantitative Literacy ............. 3 credit hours
- MATH 1203* College Algebra ............... 3 credit hours
- OR MATH (Any Higher-Level Math) ......... 3 credit hours

**TECHNICAL CORE:**

21 credit hours

- ACR 1303 Schematics .................... 3 credit hours
- ACR 1404 Introduction to Air Conditioning and Refrigeration ........... 4 credit hours
- ACR 1903 Heating Technology ............. 3 credit hours
- ELEC 1204 Fundamentals of Electricity .... 4 credit hours
- ELEC 2113 Motor and System Controls ...... 3 credit hours
- GRNS 1201 Sustainability Awareness ...... 1 credit hour
- WLD 1001L Basic Welding .................. 1 credit hour
- WLD 1202 Craft Skills .................... 2 credit hours

**REQUIRED COURSE:**

3 credit hours

- CIS 1013* Introduction to Computers .. 3 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.
ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

ENGLISH/COMMUNICATIONS: ................................. 6 credit hours

<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>OR</td>
<td>ENG 1003</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>MATH (Any Higher-Level Math)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Three hours of social science electives must be selected from the list on page 32.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: ............................................. 40 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 104</td>
<td>Refrigeration Systems &amp; Components</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1204</td>
<td>Introduction to Air Conditioning</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1303</td>
<td>Schematics</td>
<td>3</td>
</tr>
<tr>
<td>ACR 1404</td>
<td>Heating Technology</td>
<td>3</td>
</tr>
<tr>
<td>ACR 1704</td>
<td>Commercial Refrigeration</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1903</td>
<td>Heating Technology</td>
<td>3</td>
</tr>
<tr>
<td>ACR 2014</td>
<td>Piping &amp; Load Calculations</td>
<td>4</td>
</tr>
<tr>
<td>ACR 2023</td>
<td>Service, Maintenance, &amp; Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>ELEC 1015</td>
<td>Fundamentals of Electricity</td>
<td>4</td>
</tr>
<tr>
<td>ELEC 2103</td>
<td>Motors and System Controls</td>
<td>3</td>
</tr>
<tr>
<td>GRNS 1201</td>
<td>Sustainability Awareness</td>
<td>1</td>
</tr>
<tr>
<td>GRNS 2004</td>
<td>Energy Audit</td>
<td>4</td>
</tr>
<tr>
<td>WLD 1001L</td>
<td>Basic Welding</td>
<td>1</td>
</tr>
<tr>
<td>OR</td>
<td>WLD 1202</td>
<td>2</td>
</tr>
</tbody>
</table>

REQUIRED COURSE: ............................................. 3 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013*</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

TECHNICAL ELECTIVES: .......................................... 5 credit hours

Five hours of technical electives must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 2903L</td>
<td>HVAC/R Internship</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>DRT 1004</td>
<td>Computer Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>PTRT 1001</td>
<td>First Aid / HSE</td>
<td>1</td>
</tr>
<tr>
<td>PRTT 1123</td>
<td>Rigging and Load Handling</td>
<td>3</td>
</tr>
<tr>
<td>TECH 1101</td>
<td>Understanding OSHA Regulations Basic</td>
<td>1</td>
</tr>
<tr>
<td>TECH 1103</td>
<td>Introduction to Hazard Recognition and Safety</td>
<td>3</td>
</tr>
<tr>
<td>TECH 2004</td>
<td>Hydraulics &amp; Pneumatics</td>
<td>3</td>
</tr>
</tbody>
</table>

The Air Conditioning, Heating, and Refrigeration Technology 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

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.
## TECHNICAL CERTIFICATE

### 30 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

### ENGLISH:
3 credit hours

Three hours of English courses 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>ENG 1003</td>
<td>Basic Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013*</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

### MATHEMATICS:
3 credit hours

Three hours of mathematics courses 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>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>(Any Higher-Level Math)</td>
<td>3</td>
</tr>
</tbody>
</table>

### TECHNICAL COURSES:
21 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AST 1023</td>
<td>Automotive Electrical Systems</td>
<td>3</td>
</tr>
<tr>
<td>AUB 1013</td>
<td>Auto Body Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>AUB 1103</td>
<td>Materials and Processes</td>
<td>3</td>
</tr>
<tr>
<td>AUB 1205</td>
<td>Non-Structural Analysis and Repair I</td>
<td>5</td>
</tr>
<tr>
<td>AUB 1302</td>
<td>Refinish Procedures &amp; Applications</td>
<td>2</td>
</tr>
<tr>
<td>AUB 1502</td>
<td>Refinishing Products</td>
<td>2</td>
</tr>
<tr>
<td>WLD 1001L</td>
<td>Basic Welding</td>
<td>1</td>
</tr>
<tr>
<td>WLD 1202</td>
<td>Craft Skills</td>
<td>2</td>
</tr>
</tbody>
</table>

### REQUIRED COURSE:
3 credit hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013*</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.

---

**Hint**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure 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

---

**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
ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

ENGLISH: ................................................................. .6 credit hours
___ ENG 1013* Composition I ................................ 3 credit hours
___ ENG 1003 Basic Technical Communications
OR ENG 1023* Composition II ..................... 3 credit hours

MATHEMATICS: ....................................................... .3 credit hours
Three hours of mathematics must be selected from the following list:
___ MATH 1253 Applied Technical Math .................... 3 credit hours
___ MATH 1113 Quantitative Literacy ...................... 3 credit hours
___ MATH 1203* College Algebra ......................... 3 credit hours
OR MATH (Any Higher-Level Math) ................... 3 credit hours

SOCIAL SCIENCE ELECTIVE: ................................. .3 credit hours
Three hours of social science electives must be selected from the list on page 32.
___ ELECTIVE Social Science ......................... 3 credit hours

REQUIRED COURSE: .............................................. .3 credit hours
___ CIS 1013* Introduction to Computers .......... 3 credit hours

TECHNICAL CORE: ............................................ .37 credit hours
___ AST 1023 Automotive Electrical Systems ......... 3 credit hours
___ AUB 1013 Auto Body Fundamentals ............... 3 credit hours
___ AUB 1103 Materials and Processes ............... 3 credit hours
___ AUB 1205 Non-Structural Analysis and Repair I .. 5 credit hours
___ AUB 1302 Refinish Procedures & Applications ... 2 credit hours
___ AUB 1405 Non-Structural Analysis and Repair II .. 5 credit hours
___ AUB 1502 Refinishing Products .................... 2 credit hours
___ AUB 2001L Color Theory .............................. 1 credit hour
___ AUB 2203 Advanced Automotive Refinishing .... 3 credit hours
___ AUB 2204 Structural Analysis & Repair .......... 4 credit hours
___ AUB 2403 Auto Body Shop Management ........... 3 credit hours
___ WLD 1001L Basic Welding ......................... 1 credit hour
___ WLD 1202 Craft Skills ......................... 2 credit hours

TECHNICAL ELECTIVES: ................................. .8 credit hours
Eight hours of technical electives must be selected from the following list:
___ AUB 2503L Special Projects ...................... 3 credit hours
___ BUS 2373 Supervisory Management .............. 3 credit hours
___ PRTT 1001 First Aid/HSE ...................... 1 credit hour
___ PRTT 1123 Rigging and Load Handling ......... 3 credit hours
___ TECH 1101 Understanding OSHA Regulations Basic ... 1 credit hour
___ TECH 1103 Introduction to Hazard Recognition and Safety ... 3 credit hours
___ TECH 1202 Soft Skills for Technicians .......... 2 credit hours
___ TECH 2004 Hydraulics & Pneumatics ............ 4 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.

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

Note
- The following are available to enable students to move directly into the career field and be very knowledgeable with a shop’s environment: computerized estimating, paint mixing, a dimensioning system, and a frame-straightening machine.
Students 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 required to take remedial courses must follow the UACCM Student Success Plan.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure completion of courses within the desired time frame.

### TECHNICAL CERTIFICATE

**27 Semester Hours**

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

#### ENGLISH: ........................................... 3 credit hours

**Three hours of English courses must be selected from the following list:**

- ENG 1003 Basic Technical Communications .............. 3 credit hours
- ENG 1013* Composition I .............................. 3 credit hours

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

**Three hours of mathematics courses must be selected from the following list:**

- MATH 1253 Applied Technical Math  ..................... 3 credit hours
- MATH 1113 Quantitative Literacy ........................ 3 credit hours
- MATH 1203* College Algebra ............................. 3 credit hours
  OR MATH (Any Higher-Level Math) .................... 3 credit hours

#### TECHNICAL COURSES: .............................. 18 credit hours

- AST 1012 Light Duty Automotive Maintenance ............ 2 credit hours
- AST 1023 Automotive Electrical System ................ 3 credit hours
- AST 1203 Engine Repair .................................. 3 credit hours
- AST 1302 Power Trains I .................................. 2 credit hours
- AST 1702 Power Trains II ................................ 2 credit hours
- AST 1803 Automotive Electronics ........................ 3 credit hours
- WLD 1001L Basic Welding ................................ 1 credit hour
- WLD 1202 Craft Skills ................................... 2 credit hours

#### REQUIRED COURSE: ................................. 3 credit hours

- CIS 1013* Introduction to Computers .................... 3 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.
ASSOCIATE OF APPLIED SCIENCE 60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92

ENGLISH: .................................................................6 credit hours
____ ENG 1013* Composition I .............................. 3 credit hours
____ ENG 1003 Basic Technical Communications
OR  ENG 1023* Composition II .............................. 3 credit hours

MATHEMATICS: .....................................................3 credit hours
Three hours of mathematics courses must be selected from the following list:
____ MATH 1253 Applied Technical Math ................. 3 credit hours
____ MATH 1113 Quantitative Literacy ...................... 3 credit hours
____ MATH 1203* College Algebra ......................... 3 credit hours
OR  MATH (Any Higher-Level Math) ...................... 3 credit hours

SOCIAL SCIENCE ELECTIVE: .................................3 credit hours
Three hours of social science electives must be selected from the list on page 32.
____ ELECTIVE Social Science ............................... 3 credit hours

REQUIRED COURSE: ..............................................3 credit hours
____ CIS 1013* Introduction to Computers ................ 3 credit hours

TECHNICAL COURSES: ...........................................39 credit hours
____ AST 1012 Light Duty Automotive Maintenance .... 2 credit hours
____ AST 1023 Automotive Electrical System ............... 3 credit hours
____ AST 1203 Engine Repair .................................. 3 credit hours
____ AST 1302 Power Trains I ................................. 2 credit hours
____ AST 1604 Brakes ............................................. 4 credit hours
____ AST 1702 Power Trains II ................................. 2 credit hours
____ AST 1803 Automotive Electronics ...................... 3 credit hours
____ AST 2004 Climate Control ............................... 4 credit hours
____ AST 2104 Engine Performance ......................... 4 credit hours
____ AST 2105 Automatic Transmissions ..................... 5 credit hours
____ AST 2204 Chassis & Steering ......................... 4 credit hours
____ WLD 1001L Basic Welding .............................. 1 credit hour
____ WLD 1202 Craft Skills ................................. 2 credit hours

TECHNICAL ELECTIVES: ...........................................6 credit hours
Six hours of technical electives must be selected from the following list:
____ BUS 2373 Supervisory Management .................... 3 credit hours
____ PTRL 1001 First Aid/HSE ............................... 1 credit hour
____ PTRL 1123 Rigging and Load Handling ............... 3 credit hours
____ TECH 1101 Understanding OSHA Regulations Basic . 1 credit hour
____ TECH 1103 Introduction to Hazard Recognition and Safety. 3 credit hours
____ TECH 1202 Soft Skills for Technicians ................ 2 credit hours
____ TECH 2004 Hydraulics & Pneumatics .................. 4 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.

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
**TECHNICAL CERTIFICATE** 32 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

**COMMUNICATIONS/MATHEMATICS:** 6 credit hours
- BUS 2013* Business Communications I 3 credit hours
- MATH 1333 Applied Business Math
- OR MATH 1203 College Algebra
- OR MATH (Any Higher-Level Math) 3 credit hours

**BUSINESS COURSES:** 23 credit hours
- ACCT 2003* Principles of Accounting I
- OR BUS 1013 Bookkeeping 3 credit hours
- BUS 1213* Computer Applications
- OR CIS 1013* Introduction to Computers 3 credit hours
- BUS 1003 Business English 3 credit hours
- BUS 1051 File Management
- OR BUS 1031 Electronic Calculators 1 credit hour
- BUS 1101 Keyboarding Skills II 1 credit hour
- BUS 1113* Document Formatting 3 credit hours
- BUS 1223 Electronic Spreadsheet 3 credit hours
- BUS 1253 Word Processing I 3 credit hours
- BUS 2323 Business Procedures 3 credit hours

**BUSINESS ELECTIVES:** 3 credit hours
Three hours of business electives must be selected from the following list:
- ACCT 2203 Computerized Accounting 3 credit hours
- BUS 1031 Electronic Calculators 1 credit hour
- BUS 1051 File Management 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

ACCT 2203 Computerized Accounting, BUS 1213 Computer Applications, BUS 1223 Electronic Spreadsheet, BUS 1233 Database Management, BUS 1253 Word Processing I, BUS 2253 Word Processing II, BUS 2243 Business Graphics, and CIS 1013 Introduction to Computers must have been taken within the past five years in order to receive credit toward any degree in the Department of Business or in order for the course to count as a prerequisite. If the course was taken over five years ago, a student may take a departmental exam and must make a score of 70 percent or better to be exempt from retaking the course.
UACCM awards an Associate of Applied Science in Business degree. The AAS in Business degree provides a foundation to prepare students to enter the workforce in this particular field. The three options in business are accounting, business office technology, and retail marketing. The option does not appear on the diploma but will appear on the transcript. Only one Associate of Applied Science in Business Degree can be awarded.

**ACCOUNTING OPTION**

**ENGLISH/COMMUNICATIONS:**

- BUS 2013* Business Communications I ...................... 3 credit hours
- ENG 1013* Composition I ........................................ 3 credit hours

**BUSINESS/MATHMATICS:**

- BUS 1213* Computer Applications ......................... 3 credit hours
- CIS 1013* Introduction to Computers ....................... 3 credit hours
- MATH 1333 Applied Business Math ........................... 3 credit hours
- OR MATH 1203* College Algebra ............................. 3 credit hours
- OR MATH (Any Higher-Level Math) ......................... 3 credit hours

**SOCIAL SCIENCE:**

- ECON 2453* Macroeconomics ................................. 3 credit hours
- OR ECON 2463* Microeconomics ............................ 3 credit hours

**ACCOUNTING/BUSINESS COURSES:**

- ACCT 2003* Principles of Accounting I ................. 3 credit hours
- ACCT 2013* Principles of Accounting II ............... 3 credit hours
- ACCT 2103 Payroll Accounting .............................. 3 credit hours
- ACCT 2113 Tax Accounting ................................. 3 credit hours
- ACCT 2203 Computerized Accounting ................. 3 credit hours
- BUS 1003 Business English ................................. 3 credit hours
- BUS 1031 Electronic Calculators ......................... 1 credit hour
- BUS 1223 Electronic Spreadsheet .......................... 3 credit hours
- BUS 2313 Professional Development ..................... 3 credit hours
- BUS 2393* Business Law ....................................... 3 credit hours

**RELATED ELECTIVES:**

- ACCT 2213 Cost Accounting .................................... 3 credit hours
- BUS 1013 Bookkeeping ......................................... 3 credit hours
- BUS 1041 Microsoft Outlook ............................... 1 credit hour
- BUS 1051 File Management .................................. 1 credit hour
- BUS 1233 Database Management ........................... 3 credit hours
- BUS 1403* Introduction to Business ..................... 3 credit hours
- BUS 2243 Business Graphics ............................... 3 credit hours
- BUS 2233 Business Procedures ............................. 3 credit hours
- BUS 2273 Supervisory Management ...................... 3 credit hours
- BUS 2403 Entrepreneurship .................................. 3 credit hours
- BUS 2903L Business Internship ............................ 3 credit hours
- OR ECON 2453* Macroeconomics .......................... 3 credit hours
- OR ECON 2463* Microeconomics .......................... 3 credit hours
- ENG 1023* Composition II .................................. 3 credit hours
- OR SPH 2303* Introduction to Oral Communications .... 3 credit hours
- OR FIN 2013 Personal Finance ............................... 3 credit hours

**Note**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take the required courses when they are offered since many courses are offered on a rotating basis.
- Students should plan to study 2 hours per week for every one hour in class.

**After UACCM**

Graduates who complete the accounting option are employed as:

- Accounting assistants
- Payroll clerks
- Bank employees
- Accounts receivable clerks
- Accounts payable clerks
**Note**

ACCT 2203 Computerized Accounting, BUS 1213 Computer Applications, BUS 1223 Electronic Spreadsheet, BUS 1253 Word Processing II, BUS 2243 Business Graphics, and CIS 1013 Introduction to Computers must have been taken within the past five years in order to receive credit toward any degree in the Department of Business or in order for the course to count as a prerequisite. If the course was taken over five years ago, a student may take a departmental exam and must make at least a 70 percent or better to be exempt from retaking the course.

---

### BUSINESS OFFICE TECHNOLOGY OPTION

**60 Semester Hours**

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>6 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ BUS 2013*</td>
<td>Business Communications I</td>
</tr>
<tr>
<td>____ ENG 1013*</td>
<td>Composition I</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS/MATHEMATICS:</th>
<th>6 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ BUS 1213*</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>OR CIS 1013*</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>____ MATH 1333</td>
<td>Applied Business Math</td>
</tr>
<tr>
<td>OR MATH 1203*</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OR MATH</td>
<td>(Any Higher-Level Math)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCE ELECTIVE:</th>
<th>3 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Three hours of social science electives must be selected from the list on page 32.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS COURSES:</th>
<th>37 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ ACCT 2003*</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>OR BUS 1013</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>____ BUS 1003</td>
<td>Business English</td>
</tr>
<tr>
<td>____ BUS 1031</td>
<td>Electronic Calculators</td>
</tr>
<tr>
<td>____ BUS 1041</td>
<td>Microsoft Outlook</td>
</tr>
<tr>
<td>____ BUS 1051</td>
<td>File Management</td>
</tr>
<tr>
<td>____ BUS 1101</td>
<td>Keyboarding Skills II</td>
</tr>
<tr>
<td>____ BUS 1113*</td>
<td>Document Formatting</td>
</tr>
<tr>
<td>____ BUS 1223</td>
<td>Electronic Spreadsheet</td>
</tr>
<tr>
<td>____ BUS 1233</td>
<td>Database Management</td>
</tr>
<tr>
<td>____ BUS 1253</td>
<td>Word Processing I</td>
</tr>
<tr>
<td>____ BUS 2113</td>
<td>Business Communications II</td>
</tr>
<tr>
<td>____ BUS 2253</td>
<td>Word Processing II</td>
</tr>
<tr>
<td>____ BUS 2303</td>
<td>Proofreading and Transcription Skills</td>
</tr>
<tr>
<td>____ BUS 2313</td>
<td>Professional Development</td>
</tr>
<tr>
<td>____ BUS 2323</td>
<td>Business Procedures</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RELATED ELECTIVES:</th>
<th>8 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eight hours of electives must be selected from the following list:</td>
<td></td>
</tr>
</tbody>
</table>

| ____ ACCT 2003 | Principles of Accounting I | 3 credit hours |
| ____ ACCT 2103 | Payroll Accounting | 3 credit hours |
| ____ ACCT 2203 | Computerized Accounting | 3 credit hours |
| ____ BUS 2243 | Business Graphics | 3 credit hours |
| ____ BUS 2903L | Business Internship | 3 credit hours |
| ____ ENG 1023* | Composition II |
| OR SPH 2303* | Introduction to Oral Communications | 3 credit hours |
| ____ FIN 2013 | Personal Finance | 3 credit hours |
UACCM awards an Associate of Applied Science in Business degree. The AAS in Business degree provides a foundation to prepare students to enter the workforce in this particular field. The three options in business are accounting, business office technology and retail marketing. The option does not appear on the diploma but will appear on the transcript. Only one Associate of Applied Science in Business Degree can be awarded.

**Hint**
Academically challenging courses give you the communication, analytical, teamwork, and leadership skills needed to move into supervisory management trainee positions, small business ownership, sales, and other related careers.

**After UACCM**
Graduates who complete the retail marketing option are employed as:

- Sales representatives
- Management Trainee
- Department managers
- Owners/managers of small businesses
- Visual merchandisers
- Advertising sales agents

**Note**
Students required to take remedial courses must follow the UACCM Student Success Plan.
Note

The Certificates of Proficiency in Computer Maintenance and Networking Technology are primarily designed for professionals seeking to add or refresh skills needed to maintain or advance their level of expertise as required for their careers. However, these certificates of proficiency are also useful stepping stones toward a higher degree or as an add-on skill for students majoring in other disciplines.

After UACCM

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

CERTIFICATE OF PROFICIENCY IN COMPUTER MAINTENANCE

<table>
<thead>
<tr>
<th>Course</th>
<th>Catalog Number</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>TECHNICAL CORE:</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>___</td>
<td>CIS 1103</td>
<td>Computer Hardware and Software I</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>CIS 1113</td>
<td>Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>CIS 2103</td>
<td>Computer Hardware and Software II</td>
<td>3</td>
</tr>
</tbody>
</table>

CERTIFICATE OF PROFICIENCY IN NETWORKING TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Catalog Number</th>
<th>Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>TECHNICAL CORE:</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>___</td>
<td>CIS 1113</td>
<td>Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>CIS 1203</td>
<td>Introduction to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>___</td>
<td>CIS 2123</td>
<td>Local Area Networking I</td>
<td>3</td>
</tr>
</tbody>
</table>
TECHNICAL CERTIFICATE

30 Semester Hours

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

ENGLISH: 

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

Three hours of English courses must be selected from the following list:

Three hours of mathematics courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH</td>
<td>(Any Higher-Level Math)</td>
<td>3</td>
</tr>
</tbody>
</table>

MATH 1203* is a required course.

TECHNICAL COURSES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013*</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Computer Hardware and Software I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1113</td>
<td>Networking Essentials</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1133</td>
<td>Introduction to Computer Programming: Logic and Language</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2103</td>
<td>Computer Hardware and Software II</td>
<td>3</td>
</tr>
</tbody>
</table>

RELATED ELECTIVES:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1203</td>
<td>Introduction to Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2023</td>
<td>Internet Technologies</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2123</td>
<td>Local Area Networking I</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2133</td>
<td>Local Area Networking II</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2203</td>
<td>Introduction to Wireless Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2243</td>
<td>Database Concepts</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2253</td>
<td>Introduction to Linux</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2303</td>
<td>Network Security</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2423</td>
<td>Visual Basic</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2433</td>
<td>Java Programming</td>
<td>3</td>
</tr>
</tbody>
</table>

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 technical certificate may take exams leading to an A+ Certificate.

**Note**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
The Computer Information Systems Technology program is designed to provide students with computer programming skills and a knowledge of computer operating systems that will prepare them for careers in today's emerging information technology field.

After UACCM

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

The Computer Information Systems Technology 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.

**Hint**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

**ASSOCIATE OF APPLIED SCIENCE**

**60 Semester Hours**

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013*</td>
<td>Composition I ............ 3 credit hours</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
</tr>
<tr>
<td>OR ENG 1023*</td>
<td>Composition II ........ 3 credit hours</td>
</tr>
<tr>
<td>OR SPH 2303*</td>
<td>Introduction to Oral Communications ... 3 credit hours</td>
</tr>
</tbody>
</table>

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

Three hours of mathematics courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OR MATH 1253</td>
<td>Applied Tech Math .... 3 credit hours</td>
</tr>
<tr>
<td>OR MATH</td>
<td>(Any Higher-Level Math) 3 credit hours</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCE ELECTIVE:** ..................................... 3 credit hours

Three hours of social science electives must be selected from the list on page 32.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>Social Science .......... 3 credit hours</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1103</td>
<td>Computer Hardware and Software I 3 credit hours</td>
</tr>
<tr>
<td>CIS 1113</td>
<td>Networking Essentials ........ 3 credit hours</td>
</tr>
<tr>
<td>CIS 1133</td>
<td>Introduction to Computer Programming: Logic and Language ........ 3 credit hours</td>
</tr>
<tr>
<td>CIS 1203</td>
<td>Introduction to Network Administration .... 3 credit hours</td>
</tr>
<tr>
<td>CIS 2023</td>
<td>Internet Technologies ........ 3 credit hours</td>
</tr>
<tr>
<td>CIS 2103</td>
<td>Computer Hardware and Software II .......... 3 credit hours</td>
</tr>
<tr>
<td>CIS 2123</td>
<td>Local Area Networking I ........ 3 credit hours</td>
</tr>
<tr>
<td>CIS 2133</td>
<td>Local Area Networking II ........ 3 credit hours</td>
</tr>
<tr>
<td>CIS 2203</td>
<td>Introduction to Wireless Technology ........ 3 credit hours</td>
</tr>
<tr>
<td>CIS 2243</td>
<td>Database Concepts .......... 3 credit hours</td>
</tr>
<tr>
<td>CIS 2253</td>
<td>Introduction to Linux ....... 3 credit hours</td>
</tr>
<tr>
<td>CIS 2303</td>
<td>Network Security .......... 3 credit hours</td>
</tr>
</tbody>
</table>

**RELATED ELECTIVES:** ........................................... 9 credit hours

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2003*</td>
<td>Principles of Accounting I 3 credit hours</td>
</tr>
<tr>
<td>OR BUS 1013</td>
<td>Bookkeeping ........ 3 credit hours</td>
</tr>
<tr>
<td>OR BUS 1223</td>
<td>Electronic Spreadsheets .... 3 credit hours</td>
</tr>
<tr>
<td>OR BUS 1233</td>
<td>Database Management .......... 3 credit hours</td>
</tr>
<tr>
<td>OR BUS 2373</td>
<td>Supervisory Management .......... 3 credit hours</td>
</tr>
<tr>
<td>OR BUS 2393*</td>
<td>Business Law ........ 3 credit hours</td>
</tr>
<tr>
<td>OR CIS 1013*</td>
<td>Introduction to Computers .... 3 credit hours</td>
</tr>
<tr>
<td>OR CIS 2423</td>
<td>Visual Basic .......... 3 credit hours</td>
</tr>
<tr>
<td>OR CIS 2433</td>
<td>Java Programming .......... 3 credit hours</td>
</tr>
<tr>
<td>OR CIS 2903L</td>
<td>CIS Internship ........ 3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1203*</td>
<td>College Algebra .......... 3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1213*</td>
<td>Plane Trigonometry .......... 3 credit hours</td>
</tr>
<tr>
<td>OR MATH 2013</td>
<td>Discrete Mathematics .......... 3 credit hours</td>
</tr>
<tr>
<td>OR MATH 2023*</td>
<td>Calculus for Business .... 3 credit hours</td>
</tr>
<tr>
<td>OR TECH 1202</td>
<td>Soft Skills for Technicians .......... 2 credit hours</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TECHNICAL CERTIFICATE

31 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

ENGLISH: ......................................................... 3 credit hours
Three hours of English courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>OR ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

MATHEMATICS: ..................................................... 3 credit hours
Three hours of mathematics courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH  (Any Higher-Level Math)</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED COURSE: ............................................. 3 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013*</td>
<td>Introduction to Computers</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRT 1004</td>
<td>Computer Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>OR DRT 1204</td>
<td>3-Dimensional Drafting</td>
<td>4</td>
</tr>
</tbody>
</table>

RELATED ELECTIVES: .......................................... 14 credit hours
Fourteen hours of 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>DRT 1304</td>
<td>Residential Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>OR DRT 1504</td>
<td>Advanced Drafting</td>
<td>4</td>
</tr>
<tr>
<td>OR DRT 2003</td>
<td>Structural Steel Drafting/Detailing</td>
<td>3</td>
</tr>
<tr>
<td>OR DRT 2304</td>
<td>Residential Drafting II</td>
<td>4</td>
</tr>
<tr>
<td>OR DRT 2314</td>
<td>Machine Drafting</td>
<td>4</td>
</tr>
<tr>
<td>OR DRT 2324</td>
<td>Commercial Drafting</td>
<td>4</td>
</tr>
<tr>
<td>OR DRT 2423</td>
<td>Specialty Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>

**Hint**
- Prospective drafters should be able to 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 have the basic skills needed to pursue a career in mechanical and residential drafting.

UACCM has credit-transfer agreements with the Conway Area Career Center, Russellville Area Career and Technical Center and River Valley Career Academy.
ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

ENGLISH: .......................................................... 6 credit hours
___ ENG 1013* Composition I ................................ 3 credit hours
___ ENG 1003 Basic Technical Communications
OR ENG 1023* Composition II ................................ 3 credit hours

MATHEMATICS (OPTION 1): .................................. 6 credit hours
___ MATH 1253 Applied Technical Math ....................... 3 credit hours
___ ELECTIVE (Elective from Related Electives section below) .. 3 credit hours

MATHEMATICS (OPTION 2): .................................. 6 credit hours
___ MATH 1203 College Algebra .................................. 3 credit hours
___ MATH 1213* Plane Trigonometry ........................... 3 credit hours

SOCIAL SCIENCE ELECTIVE: ............................... 3 credit hours
Three hours of social science electives must be selected from the list on page 32.
___ ELECTIVE Social Science ................................. 3 credit hours

REQUIRED COURSE: ............................................ 3 credit hours
___ CIS 1013* Introduction to Computers ...................... 3 credit hours

TECHNICAL CORE: ........................................... 30 credit hours
___ DRT 1004 Computer Aided Drafting ...................... 4 credit hours
___ DRT 1204 3-Dimensional Drafting ......................... 4 credit hours
___ DRT 1304 Residential Drafting I ......................... 4 credit hours
___ DRT 1504 Advanced Drafting ............................. 4 credit hours
___ DRT 2003 Structural Steel Drafting/Detailing ............ 3 credit hours
___ DRT 2304 Residential Drafting II ......................... 3 credit hours
OR DRT 2324 Commercial Drafting ......................... 4 credit hours
___ DRT 2314 Machine Drafting .............................. 4 credit hours
___ DRT 2423 Specialty Drafting .............................. 3 credit hours

RELATED ELECTIVES: ......................................... 12 credit hours
Twelve hours of electives must be selected from the list below:
___ ACCT 2003 Principles of Accounting I
OR BUS 1013 Bookkeeping ..................................... 3 credit hours
___ ACR 1104 Refrigeration Systems and Components .... 4 credit hours
___ ACR 1303 Schematics ...................................... 3 credit hours
___ ACR 1404 Introduction to Air Conditioning
and Refrigeration ............................................... 4 credit hours
___ ACR 1903 Heating Technology ............................. 4 credit hours
___ ART 1103 Drawing I Studio ................................ 3 credit hours
___ ART 1113 Beginning Painting Studio ..................... 3 credit hours
___ ART 1123 Beginning Watercolor Studio .................. 3 credit hours
___ ART 1203 2-D Design Studio .............................. 3 credit hours
___ ART 2003 Art Appreciation ................................ 3 credit hours
___ ART 2103 Art History I ..................................... 3 credit hours
___ ART 2113 Art History II .................................... 3 credit hours
___ BUS 1031 Electronic Calculators .......................... 1 credit hour

Note

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- 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.

UACCM has credit-transfer agreements with the Conway Area Career Center, Russellville Area Career and Technical Center and River Valley Career Academy.
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.
Certificate of Proficiency

**9 Semester Hours**

**Technical Core:**

- ECD 1013 Early Childhood Competencies 3 credit hours
- ECD 1023 Foundations of Early Childhood Education 3 credit hours
- EDUC 1403 Child Development and Developmental Theories 3 credit hours

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**

**30 Semester Hours**

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

**English:**

- ENG 1013* Composition I 3 credit hours

**Mathematics:**

Three hours of mathematics courses must be selected from the following list:

- MATH 1333 Applied Business Math 3 credit hours
- MATH 1203* College Algebra 3 credit hours
  OR MATH (Any Higher-Level Math) 3 credit hours

**Technical Core:**

- ECD 1013 Early Childhood Competencies 3 credit hours
- ECD 1023 Foundations of Early Childhood Education 3 credit hours
- ECD 1102L Supervised Lab I 2 credit hours
- ECD 2012 Health and Safety for Children 3 credit hours
- ECD 2023 Math and Science for Young Children 3 credit hours
- ECD 2033 Language and Literacy for Young Children 3 credit hours
- ECD 2103 Supervised Lab II 2 credit hours
- EDUC 1403 Child Development and Developmental Theories 3 credit hours

**Requirements**

- Clean Criminal Background Check
- Clean Child Maltreatment Check
- FBI Check (if an Arkansas resident for less than six years)
- Some courses require recent influenza immunization and TB test

**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.

**Hint**

- Students need good written and oral communication skills.
- Students should enjoy working with young children.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.

**EARLY CHILDHOOD DEVELOPMENT**

- Students need good written and oral communication skills.
- Students should enjoy working with young children.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.

**Technical Core:**

- ECD 1013 Early Childhood Competencies 3 credit hours
- ECD 1023 Foundations of Early Childhood Education 3 credit hours
- EDUC 1403 Child Development and Developmental Theories 3 credit hours

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**

**30 Semester Hours**

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

**English:**

- ENG 1013* Composition I 3 credit hours

**Mathematics:**

Three hours of mathematics courses must be selected from the following list:

- MATH 1333 Applied Business Math 3 credit hours
- MATH 1203* College Algebra 3 credit hours
  OR MATH (Any Higher-Level Math) 3 credit hours

**Technical Core:**

- ECD 1013 Early Childhood Competencies 3 credit hours
- ECD 1023 Foundations of Early Childhood Education 3 credit hours
- ECD 1102L Supervised Lab I 2 credit hours
- ECD 2012 Health and Safety for Children 3 credit hours
- ECD 2023 Math and Science for Young Children 3 credit hours
- ECD 2033 Language and Literacy for Young Children 3 credit hours
- ECD 2103 Supervised Lab II 2 credit hours
- EDUC 1403 Child Development and Developmental Theories 3 credit hours

**Requirements**

- Clean Criminal Background Check
- Clean Child Maltreatment Check
- FBI Check (if an Arkansas resident for less than six years)
- Some courses require recent influenza immunization and TB test

**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.

**Hint**

- Students need good written and oral communication skills.
- Students should enjoy working with young children.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.
ASSOCIATE OF APPLIED SCIENCE  
60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

ENGLISH: ................................................................. 6 credit hours
____ ENG 1013* Composition I .............................. 3 credit hours
____ ENG 1023* Composition II .............................. 3 credit hours

BUSINESS/MATHEMATICS: ......................................... 6 credit hours
____ BUS 1013 Bookkeeping ...................................... 3 credit hours
OR MATH 1333 Applied Business Math
OR MATH 1203* College Algebra
____ MATH (Any Higher-Level Math) .................... 3 credit hours

SOCIAL SCIENCE: ..................................................... 3 credit hours
Three hours of social science courses must be selected from the following list:
____ PSY 2003* General Psychology
OR SOC 2013 Introduction to Sociology.................... 3 credit hours

EDUCATION/TECHNICAL CORE: .................................. 39 credit hours
____ ECD 1013 Early Childhood Competencies ............... 3 credit hours
____ ECD 1023 Foundations of Early Childhood Education ... 3 credit hours
____ ECD 1102L Supervised Lab I ............................. 2 credit hours
____ ECD 1203 Child Guidance ................................ 3 credit hours
____ ECD 2012 Health and Safety for Children .............. 2 credit hours
____ ECD 2023 Math and Science for Young Children ....... 3 credit hours
____ ECD 2033 Language and Literacy for Young Children .... 3 credit hours
____ ECD 2043 Curriculum and Assessment for Young Children .... 3 credit hours
____ ECD 2053 Curriculum and Assessment for Infants and Toddlers ...... 3 credit hours
____ ECD 2102L Supervised Lab II ............................ 2 credit hours
____ ECD 2103 Future Perspectives in Early Childhood ....... 3 credit hours
____ ECD 2133L Practicum for Early Childhood Development ... 3 credit hours
____ EDUC 1303 Educational Technology .................... 3 credit hours
____ EDUC 1403 Child Development and Developmental Theories .... 3 credit hours

NUTRITION: ............................................................. 3 credit hours
____ NUTR 1503 Nutrition ...................................... 3 credit hours

TECHNICAL ELECTIVES: ............................................. 3 credit hours
____ ECD 2203 Facilities and Equipment ..................... 3 credit hours
OR EDUC 2103 Education in a Diverse Society .......... 3 credit hours

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

Graduates may also continue onto a Bachelor of Science degree through a partnership with the University of Central Arkansas

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

Note
Graduates completing the associate degree in Early Childhood Development will have the skills to enrich the lives of young children. An associate degree and two certificate options are available in this program.

Students gain practical laboratory experience working with young children at the on-site Earle Love Child Study Center.
This program consists of one eight-hour credit course including both lecture and practicum experiences that will meet the requirements for students to take the State of Arkansas and National Registry Emergency Medical Technician Examination. These exams are administered through the Arkansas Department of Health.

Requirements

- Students must complete admission requirements of the college.
- Applicants must be at least 18 years old.
- Current AHA Healthcare Providers CPR certification is required. Students enrolled in the program will be required to have malpractice insurance.
- TB Screening/Clearance.
- Subject to criminal background check.
- Language Arts Strategies must be completed prior to EMT 1008 if placement scores indicate it is required.

After UACCM

Graduates are employed as:

- Emergency Medical Technicians

Note

- Students required to take remedial courses must follow the UACCM Student Success Plan.

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CERTIFICATE OF PROFICIENCY

18 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

SCIENCE: ................................................. 4 credit hours
Four hours of science courses must be selected from the following list:

- BIOL 1004* Fundamentals of Biology ..................... 4 credit hours
- BIOL 2004 Human Anatomy & Physiology I .............. 4 credit hours

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

RELATED ELECTIVES: ........................................ 6 credit hours
Six hours of electives must be selected from the following list:

- HLSC 1003 Medical Terminology ........................ 3 credit hours
- 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.

Practical Skills Labs include:

- Vital signs, patient history and personal protective equipment lab
- 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
CERTIFICATE OF PROFICIENCY

15 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

**TECHNICAL CORE:** ............................................................ 4 credit hours

- NUR 1004 Nursing Assistant ........................................... 4 credit hours

**RELATED REQUIREMENTS:** ............................................. 11 credit hours

- BIOL 2004* Human Anatomy and Physiology I ............ 4 credit hours
- BIOL 2014* Human Anatomy and Physiology II ........... 4 credit hours
- NUTR 1503 Nutrition.................................................. 3 credit hours

The Nursing Assisting 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 with a grade of “C” or better, the student will take the state competency exam. With successful passage, the student will become a Certified Nursing Assistant.

**Requirements**

Admission into this program requires:

- Completion of all general admission requirements to UACCM.
- Current AHA Healthcare Provider CPR certification.
- Verification of TB screening/clearance.
- Verification of clean criminal background and child maltreatment checks.
- Students enrolled in the program must have malpractice insurance.
- Language Arts Strategies must be completed prior to NUR 1004 if placement scores indicate it is required.
- Students cannot miss any time in the first 16 hours of the course and all absences/tardies must be made up.

**Note**

- Students may not be admitted if they have been convicted of a misdemeanor or felony.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
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 Conway, Pope, Faulkner, Van Buren, Yell, or Johnson Counties. Other areas may be utilized as the need arises. Students who complete the program will be eligible to apply for the National Licensure Exam for Practical Nursing.

A grade of “C” is necessary to pass each of the required practical nursing courses. Students who do not meet this requirement must apply for re-admission to the Academic Standards Committee before being permitted to continue in the program. Students should consult the Health Professions and Natural Sciences 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 class of 24 students is started each Spring and Summer. There are a number of steps which must be completed before a student can be considered for the PN program.

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

2. Placement test scores must be submitted to the Nursing Office with the application. All applicants are required to take the Test of Essential Academic Skills (TEAS) produced by Assessment Technologies Institute, LLC to be eligible for consideration. The TEAS will be offered prior to the application deadline. Students will only be allowed to take the TEAS one time per application period. Only TEAS scores given at UACCM within the last three years will be considered. The TEAS scores used from a previous application period must include all four sections. The student must be eligible to make application to the Practical Nursing Program before making an appointment to the take the TEAS test. The student must contact the Nursing Department secretary at 501-977-2049 to make an appointment for the TEAS test.

3. Students must:
   a. Complete the following required courses with a “C” or higher: BIOL 2004 Human Anatomy and Physiology I, BIOL 2014 Human Anatomy and Physiology II, and NUTR 1503 Nutrition.
   b. Students who score below these placement levels must complete the following required courses prior to entering the nursing program.
      19 – ACT English  
      19 – ACT Reading  
      16 – ACT Mathematics  
      80 – COMPASS Writing  
      83 – COMPASS Reading  
      34 – COMPASS Pre-Algebra  
      21 – COMPASS Algebra

COURSES THAT MAY BE REQUIRED ARE
ACAD 0326 Language Arts Strategies
ACAD 0123 Foundations of Math
4. Students must have a minimum cumulative GPA of 2.0 and be in good academic standing in order to be accepted into the Practical Nursing Program.

5. Practical Nursing prerequisite courses must be completed prior to the program starting date.

6. Students who have been suspended from UACCM for the possession or use of controlled substances, illicit drugs, the unlawful possession and use of alcohol will be ineligible to make application to the Practical Nursing program.

7. Students must submit a Practical Nursing Program Application by March 1 for the summer semester or October 1 for the spring semester.

8. Students who are selected for admission into the PN program must submit to the Department of Nursing a current American Heart Association Basic Life Support for Healthcare Providers CPR card, proof of tuberculosis screening and tuberculosis prevention, and a completed background check. Students will be conditionally admitted to the PN program for up to two weeks, pending submittal of documents as required by the Department of Nursing. Students failing to submit the required documentation within the prescribed time period will be removed from the program. For specific certification requirements, students should consult the Nursing Department at 501-977-2049 or 501-977-2152.

9. 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.

10. 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.

**SELECTION OF CANDIDATES**

The Practical Nursing Selection Committee is responsible for selecting the best-qualified applicants for admission to the PN program. A Practical Nurse Selection Rating Form will be used to assign points to each applicant according to the TEAS exam and education points. The Practical Nursing Selection Rating Form will be used to tabulate the points for each applicant. After the tabulation of points, the applicants will be ranked from highest to lowest. Students will be selected for admission into the program based upon the number of points received from the selection criteria. In the event of a tie, the students with the same score will be ranked according to the TEAS total points.

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 UPON ADMISSION**

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

Students will be required to complete a background check upon selection into the Practical Nursing program. Students will be conditionally admitted to the PN program for up to two weeks pending the receipt of a satisfactory background check. If the student is unsuccessful in obtaining a satisfactory background check, the student will be removed from the PN program. Students may contact the Nursing Department at 501-977-2049 or 501-977-2152 for additional information.
**After UACCM**

- In the semester prior to graduation, an FBI and Arkansas State Police background check must be submitted before students are allowed to sit for the NCLEX (national licensure exam).

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

**Hint**

- Because students should plan on studying most of the time, they should plan to work as little as possible.

- Students required to take remedial courses must follow the UACCM Student Success Plan.

**Note**

- All students admitted to the nursing program must read the Arkansas Nurse Practice Act, ACA §17-87-312, (provided in course syllabi each semester) and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing’s approval to take the licensure examination.

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**TECHNICAL CERTIFICATE**

| 57 Semester Hours |

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

**REQUIRED COURSES:**

<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>NUTR 1503</td>
<td>Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

**FIRST SEMESTER:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 1213</td>
<td>Math for Nurses</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1102</td>
<td>Geriatrics</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1104</td>
<td>Basic Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1106L</td>
<td>Clinical Practicum I</td>
<td>6</td>
</tr>
</tbody>
</table>

**SECOND SEMESTER:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 1222</td>
<td>Maternal/Child</td>
<td>2</td>
</tr>
<tr>
<td>NUR 1204</td>
<td>Med-Surgical Nursing I</td>
<td>4</td>
</tr>
<tr>
<td>NUR 1213</td>
<td>Basic Nursing II</td>
<td>3</td>
</tr>
<tr>
<td>NUR 1216L</td>
<td>Clinical Practicum II</td>
<td>6</td>
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**THIRD SEMESTER:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 2002</td>
<td>Pharmacology</td>
<td>2</td>
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<tr>
<td>NUR 2001</td>
<td>Mental Health</td>
<td>1</td>
</tr>
<tr>
<td>NUR 2203</td>
<td>Basic Nursing III</td>
<td>3</td>
</tr>
<tr>
<td>NUR 2204</td>
<td>Med-Surgical Nursing II</td>
<td>4</td>
</tr>
<tr>
<td>NUR 2206L</td>
<td>Clinical Practicum III</td>
<td>6</td>
</tr>
</tbody>
</table>

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.
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. Eight community colleges with PN 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) – Nashville/DeQueen, Ozarka College (OC) – Melbourne, South Arkansas Community College (SACC) – El Dorado, Rich Mountain Community College (RMCC) - Mena, University of Arkansas Community College at Hope (UACCH), and the University of Arkansas Community College at Morrilton (UACCM).

The program at UACCM will serve up to 48 students. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 p.m. and clinical time will primarily 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 online
- 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. Applicants may lack one of the required general education courses by August 31, but all required general education courses must be completed by the time nursing courses begin the following January. Additional courses taken concurrently with nursing courses must be approved by the Division Chair of Health Professions and Natural Sciences and/or Vice Chancellor of Academic Services.
- 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.
- Signed Mental and Physical Abilities statement
- 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 assigned pre-entrance exam
- Drug screen (per admitting institution protocol)
Students will be ranked and selected based on required general education course GPA and LPN STEP (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 TB Screening/Clearance
- Verification of the following immunizations: varicella (or titer proving immunity), influenza, and Hep B (must be completed/started or a Waiver Claim Form signed that the Hepatitis B series has been completed, started or declined).

- Applicants may lack one of the required general education courses by August 31. 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.

- Applicants must complete and pass the background check. An instruction sheet will be provided to the applicant (approximately $53.00). The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN’s approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. You will be required to sign a statement, before beginning the nursing program, that states you have read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. You can access the information at [http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx](http://www.arsbn.arkansas.gov/lawsRules/Pages/nursePracticeAct.aspx)

Students selected for admission will receive a letter of acceptance into the program before preregistration for spring courses, 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 Division Chair of Health Professions and Natural Sciences, 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.

- See Graduation Policy below to review the final comprehensive exit exam that must be passed for program completion.

**RE-ADMISSION CANDIDATES**

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. If an enrolled ARNEC student needs to transfer to another ARNEC member institution,
then permission may be granted from the institution that the student wishes to transfer to, based on space availability and the institution’s requirements for transfer students.

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.

In addition, students must successfully complete the ATI Comprehensive Predictor (comprehensive exit exam):

- The Comprehensive Predictor grade will be placed in the NCLEX Preparation Course 2311.
- Students must show successful completion of the NCSBN 21 Day Review by the assigned date to take the ATI Comprehensive Predictor. (NCSBN 21 Day Review is not a grade, but a prerequisite to take the ATI Comprehensive Predictor).
  
  a. Failure to complete the NCSBN 21 Day Review will result in a grade of “I” until the student provides proof of successful completion. If the student exceeds the perspective institutions policy regarding grades of “I” converting to grades of “F”, the student will receive a grade of “F” in the NCLEX Preparation Course 2311.

- If the student passes/fails the predictor their grade will be assigned as follows:
  
  b. Passes the first attempt: 100%
  
  c. Passes the second attempt: 89%
  
  d. Passes the third attempt: 83%
  
  e. Fails the third attempt: “I”

  - At the student’s cost, the student will be required to complete the ATI Online NCLEX Review with Tutor. This tutor will inform both the student and program chair when the student has demonstrated the ability to successfully pass the NCLEX exam. The student must also successfully complete the Comprehensive Predictor with ATI. After these requirements are met, the student’s grade of “I” will be converted to an 83%. It is recommended that the student complete the ATI Online NCLEX Review with Tutor within 6 weeks of their third unsuccessful attempt at the ATI Comprehensive Predictor.

- Successful completion of the ATI NCLEX Review with Tutor and successful completion of the ATI Comprehensive Predictor exceeding the perspective institutions policy regarding grades of “I” converting to grades of “F”, will result in the student receiving a grade of “F” in the NCLEX Preparation Course 2311.

  - Students receiving an “F” in NCLEX Preparation Course 2311 will not successfully meet course requirements and transcripts will not be released to take state boards.

After the student passes the final comprehensive exit exam, they will complete the remaining 50 percent of the NCLEX-RN Preparation Course. The remaining 50 percent of this course is completed via an online review course that students complete at the end of the fall semester.

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.
After UACCM

- In the semester prior to graduation, an FBI and Arkansas State Police background check must be submitted before students are allowed to sit for the NCLEX (national licensure exam).
- Upon successful completion of the registered nursing program, students may petition the Arkansas State Board of Nursing to sit for the NCLEX-RN exam.

Note

- Admission to the Registered Nursing program is a competitive process. Applicants should refer to page 71 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 eight community colleges.
- Rural Nursing Education Consortium LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312, (provided in course syllabi each semester) and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing’s approval to take the licensure examination.

ASSOCIATE OF APPLIED SCIENCE 66 Semester Hours

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

ENGLISH: ................................................. 6 credit hours
____ ENG 1013* Composition I ......................... 3 credit hours
____ ENG 1023* Composition II ......................... 3 credit hours

MATHEMATICS: ......................................... 3 credit hours
____ NSG 1213 Math for Nurses ......................... 3 credit hours

BIOLOGICAL SCIENCE: ................................... 12 credit hours
____ BIOL 2004* Human Anatomy and Physiology I .... 4 credit hours
____ BIOL 2014* Human Anatomy and Physiology II .... 4 credit hours
____ BIOL 2104* Microbiology ......................... 4 credit hours

SOCIAL SCIENCE: ........................................ 6 credit hours
____ PSY 2003* General Psychology .................... 3 credit hours
____ PSY 2023* Psychology of Human Development .... 3 credit hours

NUTRITION: .............................................. 3 credit hours
____ NUTR 1503 Nutrition ............................... 3 credit hours

REQUIRED COURSE: .................................... 3 credit hours
____ CIS 1013* Introduction to Computers .............. 3 credit hours

TECHNICAL CORE: ....................................... 33 credit hours
____ NSG 2119 Nursing Process I ....................... 9 credit hours
____ NSG 2123L Nursing Practicum I ................... 3 credit hours
____ NSG 2216 Nursing Process II ...................... 6 credit hours
____ NSG 2223L Nursing Practicum II .................. 3 credit hours
____ NSG 2311 NCLEX-RN Preparation ................. 1 credit hour
____ NSG 2318 Nursing Process III ...................... 8 credit hours
____ NSG 2323L Nursing Practicum III .................. 3 credit hours
The Petroleum Technology program will prepare students with a general education foundation and technical competencies for employment opportunities in the oil and natural gas drilling, gathering and field operations industry.

### CERTIFICATE OF PROFICIENCY

<table>
<thead>
<tr>
<th>15 Semester Hours</th>
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</thead>
</table>

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

**MATHEMATICS:**

<table>
<thead>
<tr>
<th>3 credit hours</th>
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</thead>
</table>

Three hours of mathematics courses must be selected from the following list:

- MATH 1253: Applied Technical Math............. 3 credit hours
- MATH 1113: Quantitative Literacy .............. 3 credit hours
- MATH 1203*: College Algebra ................... 3 credit hours
- OR: MATH (Any Higher-Level Math) ............. 3 credit hours

**TECHNICAL COURSES:**

<table>
<thead>
<tr>
<th>12 credit hours</th>
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</table>

12 credit hours of technical courses must be selected from the following list:

- PRTT 1001: First Aid / HSE ...................... 1 credit hour
- PRTT 1013: Introduction to the Petroleum Industry ........ 3 credit hours
- PRTT 1113: Drilling Operations .................. 3 credit hours
- PRTT 1123: Rigging and Load Handling ............ 3 credit hours
- TECH 1202: Soft Skills for Technicians .......... 2 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.
TECHNICAL CERTIFICATE

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

ENGLISH: ................................................................. 3 credit hours

___ ENG 1003 Basic Technical Communications...................... 3 credit hours
OR ENG 1013* Composition I ...................... 3 credit hours

MATHEMATICS: ................................................................. 3 credit hours
Three hours of mathematics courses must be selected from the following list:

___ MATH 1253 Applied Technical Math ...................... 3 credit hours
___ MATH 1113 Quantitative Literacy ...................... 3 credit hours
___ MATH 1203* College Algebra ...................... 3 credit hours
OR MATH (Any Higher-Level Math) ...................... 3 credit hours

REQUIRED COURSE: ................................................................. 3 credit hours

___ CIS 1013* Introduction to Computers ...................... 3 credit hours

TECHNICAL COURSES: ...................................................... 16 credit hours

___ ELEC 1204 Fundamentals of Electricity ...................... 4 credit hours
___ PTRT 1001 First Aid/HSE ...................................... 1 credit hour
___ PTRT 1013 Introduction to the Petroleum Industry ........ 3 credit hours
___ PTRT 1113 Drilling Operations ...................... 3 credit hours
___ PTRT 1123 Rigging and Load Handling .............. 3 credit hours
___ TECH 1202 Soft Skills for Technicians ...................... 2 credit hours

TECHNICAL ELECTIVES: ...................................................... 6 credit hours
Six hours of electives must be selected from the following list:

___ ACR 1303 Schematics ...................................... 3 credit hours
___ AST 1203 Engine Repair ...................................... 3 credit hours
___ BUS 2373 Supervisory Management ...................... 3 credit hours
___ ELEC 2113 Motors and Systems Controls .............. 3 credit hours
___ ELEC 2204 Introduction to Analog and Digital Electronics . 4 credit hours
___ PTRT 2013 Completion Operations ...................... 3 credit hours
___ PTRT 2103 Production Operations ...................... 3 credit hours
___ PTRT 2113 Petroleum Regulations and Safety ........ 3 credit hours
___ PTRT 2123L Special Projects ...................................... 3 credit hours
___ PTRT 2203 Gas Management ...................................... 3 credit hours
___ PTRT 2213 Artificial Lift ...................................... 3 credit hours
___ PTRT 2223 Production Surface Equipment .............. 3 credit hours
___ PTRT 2233 Well Control ...................................... 3 credit hours
___ PTRT 2303 Drilling Technology ...................... 3 credit hours
___ PTRT 2903L Petroleum Internship ...................... 3 credit hours
___ TECH 1101 Understanding OSHA Regulations Basic .......... 1 credit hour
___ TECH 1103 Introduction to Hazard Recognition and Safety . 3 credit hours
___ TECH 2004 Hydraulics & Pneumatics ...................... 4 credit hours
___ WLD 1001L Basic Welding ...................................... 1 credit hour
___ WLD 1202 Craft Skills ...................................... 2 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.

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

60 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

ENGLISH: ........................................... 6 credit hours
  ___ ENG 1013* Composition I .............................. 3 credit hours
  ___ ENG 1003 Basic Technical Communications
   OR ENG 1023* Composition II .............................. 3 credit hours

MATHEMATICS: .................................... 3 credit hours
Three hours of mathematics courses must be selected from the following list:
  ___ MATH 1253 Applied Technical Math ...................... 3 credit hours
  ___ MATH 1113 Quantitative Literacy ........................ 3 credit hours
  ___ MATH 1203* College Algebra ............................ 3 credit hours
   OR MATH (Any Higher-Level Math) ...................... 3 credit hours

SOCIAL SCIENCE ELECTIVES: ................. 3 credit hours
Three hours of social science electives must be selected from the following list:
  ___ GEOG 2013* Regional Geography of the World ............. 3 credit hours
  ___ ECON 2453* Macroeconomics ............................ 3 credit hours
  ___ ECON 2463* Microeconomics ............................ 3 credit hours
  ___ SOC 2013* Introduction to Sociology .................... 3 credit hours
  ___ PSY 2003* General Psychology .......................... 3 credit hours

SCIENCE: ........................................... 4 credit hours
Four hours of physical science electives must be selected from the following list:
  ___ CHEM 1004* Fundamentals of Chemistry
  ___ GEOL 1104* General Physical Geology
  ___ PHY 2004* Physical Science
  ___ SCI 2014* Earth Science ............................... 4 credit hours

REQUIRED COURSE: ................................ 3 credit hours
  ___ CIS 1013* Introduction to Computers ................... 3 credit hours

TECHNICAL COURSES: ......................... 32 credit hours
  ___ ELEC 1204 Fundamentals of Electricity ................... 4 credit hours
  ___ ELEC 2113 Motors and System Controls .................. 3 credit hours
  ___ PTRT 1001 First Aid/HSE ............................. 1 credit hour
  ___ PTRT 1013 Introduction to the Petroleum Industry ....... 3 credit hours
  ___ PTRT 1113 Drilling Operations .......................... 3 credit hours
  ___ PTRT 1123 Rigging and Load Handling .................... 3 credit hours
  ___ PTRT 2013 Completion Operations ........................ 3 credit hours
  ___ PTRT 2103 Production Operations ....................... 3 credit hours
  ___ PTRT 2113 Petroleum Regulations and Safety ............ 3 credit hours
  ___ TECH 1202 Soft Skills for Technicians .................. 2 credit hours
  ___ TECH 2004 Hydraulics and Pneumatics ................... 4 credit hours

Note

- Students required to take remedial courses must follow the UACCM Student Success Plan.

- 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 the petroleum industry in Arkansas and worldwide.
After UACC&M

Graduates are employed as:

- Field technicians
- Pumpers
- Drilling technicians
- Measurement technicians
- Compressor operators
- Completions engineering technicians
- Drilling fluids engineer
- Measure-while-drilling engineers
- Well logging technicians
- Pressure pumping technicians
- Land technicians

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

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

- **ACR 1303** Schematics ........................................ 3 credit hours
- **AST 1203** Engine Repair........................................ 3 credit hours
- **BUS 2373** Supervisory Management ...................... 3 credit hours
- **ELEC 2204** Introduction to Analog and Digital Electronics 4 credit hours
- **PTRT 2123L** Special Projects .............................. 3 credit hours
- **PTRT 2203** Gas Management ................................ 3 credit hours
- **PTRT 2213** Artificial Lift ..................................... 3 credit hours
- **PTRT 2223** Production Surface Equipment ............. 3 credit hours
- **PTRT 2233** Well Control ..................................... 3 credit hours
- **PTRT 2303** Drilling Technology ............................ 3 credit hours
- **PTRT 2903L** Petroleum Internship ......................... 3 credit hours
- **TECH 1101** Understanding OSHA Regulations Basics 1 credit hour
- **TECH 1103** Introduction to Hazard Recognition
  and Safety Management ........................................... 3 credit hours
- **WLD 1001L** Basic Welding ................................. 1 credit hour
- **WLD 1202** Craft Skills ........................................ 2 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.
TECHNICAL CERTIFICATE

36 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

ENGLISH: 3 credit hours
Three hours of English courses must be selected from the following list:

- ENG 1003 Basic Technical Communications 3 credit hours
- ENG 1013* Composition I 3 credit hours

MATHEMATICS: 3 credit hours
Three hours of mathematics courses must be selected from the following list:

- MATH 1253 Applied Technical Math 3 credit hours
- MATH 1203* College Algebra 3 credit hours
  OR MATH (Any Higher-Level Math) 3 credit hours

REQUIRED COURSE: 3 credit hours
- CIS 1013* Introduction to Computers 3 credit hours

TECHNICAL CORE: 27 credit hours

- SUR 1204 Plane Surveying 4 credit hours
- SUR 1213 Introduction to CAD and Surveying Software 3 credit hours
- SUR 1214 Construction and Route Surveying 4 credit hours
- SUR 1224 Boundary Surveying 4 credit hours
- SUR 2003 Legal Principles and Boundaries
  OR SUR 2103 Global Positioning Systems 3 credit hours
- SUR 2013 Boundary Evidence and Procedures 3 credit hours
- SUR 2213 Topographic and Civil Mapping 3 credit hours
- SUR 2223 Survey Plats and Deeds 3 credit hours

Students receiving a Technical Certificate in Surveying are prepared for entry-level positions in surveying and civil engineering companies.

Note
Students should complete Introduction to Computers, College Algebra, Introduction to CAD and Surveying Software and Plane Surveying during the first semester after completing remedial courses.

Hint
- Preparation in math, science, and computer technology is recommended.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

Students should complete Introduction to Computers, College Algebra, Introduction to CAD and Surveying Software and Plane Surveying during the first semester after completing remedial courses.
### ASSOCIATE OF APPLIED SCIENCE

**60 Semester Hours**

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

<table>
<thead>
<tr>
<th>ENGLISH:</th>
<th>6 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ENG 1013* Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1003 Basic Technical Communications</td>
<td></td>
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</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>6 credit hours</th>
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</thead>
<tbody>
<tr>
<td>___ MATH 1203* College Algebra</td>
<td>3 credit hours</td>
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<tr>
<td>___ MATH 1213* Plane Trigonometry</td>
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<thead>
<tr>
<th>SOCIAL SCIENCE ELECTIVE:</th>
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<tbody>
<tr>
<td>___ ELECTIVE Social Science</td>
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<table>
<thead>
<tr>
<th>REQUIRED COURSE:</th>
<th>3 credit hours</th>
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</thead>
<tbody>
<tr>
<td>___ CIS 1013* Introduction to Computers</td>
<td>3 credit hours</td>
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</table>

<table>
<thead>
<tr>
<th>TECHNICAL CORE:</th>
<th>36 credit hours</th>
</tr>
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<tbody>
<tr>
<td>___ GIS 2203 Introduction to Geographic Information Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ SUR 1113 Professional Ethics for Surveyors</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ SUR 1204 Plane Surveying</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ SUR 1213 Introduction to CAD and Surveying Software</td>
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<td>___ SUR 1214 Construction and Route Surveying</td>
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<td>___ SUR 2003 Legal Principles and Boundaries</td>
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<td>___ SUR 2103 Global Positioning Systems</td>
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<tr>
<td>___ SUR 2213 Topographic and Civil Mapping</td>
<td>3 credit hours</td>
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<tr>
<td>___ SUR 2223 Survey Plats and Deeds</td>
<td>3 credit hours</td>
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<table>
<thead>
<tr>
<th>RELATED ELECTIVES:</th>
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<tbody>
<tr>
<td>___ ACCT 2003 Principles of Accounting I</td>
<td>3 credit hours</td>
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<td>OR</td>
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<tr>
<td>___ BUS 1013 Bookkeeping</td>
<td>3 credit hours</td>
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<tr>
<td>___ BUS 1041 Microsoft Outlook</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>___ BUS 1051 File Management</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>___ BUS 1363* Marketing Principles</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ BUS 1403* Introduction to Business</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ BUS 2243 Business Graphics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ BUS 2313 Professional Development (must be taken last semester)</td>
<td>3 credit hours</td>
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<tr>
<td>___ BUS 2343 Advertising</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ BUS 2373 Supervisory Management</td>
<td>3 credit hours</td>
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<tr>
<td>___ BUS 2393 Business Law</td>
<td>3 credit hours</td>
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<tr>
<td>___ BUS 2403 Entrepreneurship</td>
<td>3 credit hours</td>
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<tr>
<td>___ DRT 1004 Computer Aided Drafting</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ DRT 1204 3-Dimensional Drafting</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>___ ECON 2453* Macroeconomics</td>
<td>3 credit hours</td>
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</tbody>
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**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.

**Note**

- Students required to take remedial courses must follow the UACCM Student Success Plan.

---

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.

**Note**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 2463*</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2023*</td>
<td>Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>FIN 2013</td>
<td>Personal Finance</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 2013</td>
<td>Regional Geography</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2003</td>
<td>Introduction to Statistics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2013</td>
<td>Discrete Mathematics</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2015</td>
<td>Calculus I</td>
<td>5</td>
</tr>
<tr>
<td>MATH 2023</td>
<td>Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>PHY 2004</td>
<td>Physical Science</td>
<td>4</td>
</tr>
<tr>
<td>PTRT 1001</td>
<td>First Aid/HSE</td>
<td>1</td>
</tr>
<tr>
<td>PTRT 1013</td>
<td>Introduction to Petroleum Industry</td>
<td>3</td>
</tr>
<tr>
<td>SCI 2014</td>
<td>Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>SPAN 1013*</td>
<td>Elementary Spanish</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303</td>
<td>Introduction to Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2903L</td>
<td>Surveying Internship</td>
<td>3</td>
</tr>
<tr>
<td>TECH 1101</td>
<td>Understanding OSHA Regulations Basic</td>
<td>1</td>
</tr>
<tr>
<td>TECH 1103</td>
<td>Introduction to Hazard Recognition and Safety Management</td>
<td>1</td>
</tr>
<tr>
<td>TECH 1202</td>
<td>Soft Skills for Technicians</td>
<td>2</td>
</tr>
</tbody>
</table>

Students graduating with the A.A.S. degree are recommended to take the Fundamentals of Surveying (FS) exam soon after graduation. Passing the FS exam earns a professional license as a surveyor intern (SI). After receiving board-approved experience while working in the surveying industry, individuals are allowed to take the Principles and Practice of Surveying (PPS) exam. Passing the PPS exam is the final step in the process of becoming a professional surveyor (PS).
CERTIFICATE OF PROFICIENCY
IN PIPE WELDING  
11 Semester Hours

TECHNICAL CORE:  ............................................. 11 credit hours
  ____ TECH 1202  Soft Skills for Technicians. ................. 2 credit hours
  ____ TECH 1101  Understanding OSHA Regulations Basics ...... 1 credit hour
  ____ WLD 1202  Craft Skills .................................. 2 credit hours
  ____ WLD 2306  Pipe Welding ................................. 6 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.

CERTIFICATE OF PROFICIENCY
IN WELDING  
15 Semester Hours

MATHEMATICS: .................................................. 3 credit hours
Three hours of mathematics courses must be selected from the following list:
  ____ MATH 1253  Applied Technical Math ................. 3 credit hours
  ____ MATH 1113  Quantitative Literacy ..................... 3 credit hours
  ____ MATH 1203  College Algebra ......................... 3 credit hours
  OR  MATH (Any Higher-Level Math) ...................... 3 credit hours

TECHNICAL CORE: ............................................. 12 credit hours
  ____ WLD 1206  Shielded Metal Arc Welding I ............... 6 credit hours
  ____ WLD 2206  Shielded Metal Arc Welding II .............. 6 credit hours

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.

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.

- 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.
**TECHNICAL CERTIFICATE**  

38 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

**ENGLISH:**  
Three hours of English courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013*</td>
<td>Composition I</td>
<td>3</td>
</tr>
</tbody>
</table>

**MATHEMATICS:**  
Three hours of mathematics courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1113</td>
<td>Quantitative Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>(Any Higher-Level Math)</td>
<td></td>
</tr>
</tbody>
</table>

**TECHNICAL CORE:**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>TECH 1202</td>
<td>Soft Skills for Technicians</td>
<td>2</td>
</tr>
<tr>
<td>TECH 1101</td>
<td>Understanding OSHA Regulations Basic</td>
<td>1</td>
</tr>
<tr>
<td>WLD 1202</td>
<td>Craft Skills</td>
<td>2</td>
</tr>
<tr>
<td>WLD 1206</td>
<td>Shielded Metal Arc Welding I</td>
<td>6</td>
</tr>
<tr>
<td>WLD 2206</td>
<td>Shielded Metal Arc Welding II</td>
<td>6</td>
</tr>
<tr>
<td>WLD 1203</td>
<td>Gas Metal Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD 2103</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WLD 2303</td>
<td>Gas Tungsten Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>WLD 2306</td>
<td>Pipe Welding</td>
<td>6</td>
</tr>
</tbody>
</table>

All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Technical Studies or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair for technical studies and following the procedure(s) given.

The Welding program provides instruction in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), as well as blueprint reading and layout techniques. Certificates of Proficiency are offered for SMAW and Pipe Welding. Students may also complete requirements for a Technical Certificate in Welding Technology.

**After UACCM**

Graduates are employed as:

- Pipeline construction
- Metal fabrication
- Manufacturing firms
- Industrial companies for equipment repair

**Note**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
The University of Arkansas Community College at Morrilton has a cooperative agreement with the University of Arkansas Criminal Justice Institute.

- 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.
- Students must be currently employed in law enforcement.

SECTION REFERENCE

Cooperative Program
University of Arkansas Criminal Justice Institute . . . . . . 86-89
The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist currently employed 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.

CERTIFICATE OF PROFICIENCY

18 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

ENGLISH: ................................................................. 3 credit hours
Three hours of English courses must be selected from the following list:

___ ENG 1003 Basic Technical Communications .................. 3 credit hours
___ ENG 1013* Composition I .................................. 3 credit hours

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

NOTE

- Students must be currently employed in law enforcement to declare this major.
- Students required to take remedial courses must follow the UACC M Student Success Plan.
- UACC M has no control over admittance to the Criminal Justice Institute of the University of Arkansas.
- General education classes offered by UACC M can be taken before or after completion of the courses offered by the Criminal Justice Institute of the University of Arkansas.

TECHNICAL CERTIFICATE

36 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

ENGLISH: ................................................................. 3 credit hours
___ ENG 1003* Basic Technical Communications
OR  ENG 1013 Composition I .................................. 3 credit hours

MATHEMATICS: ..................................................... 3 credit hours
Three hours of mathematics courses must be selected from the following list:

___ MATH 1253 Applied Technical Math ...................... 3 credit hours
___ MATH 1203* College Algebra ............................... 3 credit hours
OR  MATH (Any Higher-Level Math) ........................... 3 credit hours

REQUIRED COURSE: .................................................. 3 credit hours
___ CIS 1013* **Introduction to Computers .................. 3 credit hours

TECHNICAL CORE: ..................................................... 27 credit hours
___ Crime Scene Technician Certificate Program ................... 9 credit hours
___ Crime Scene Special Topics ................................. 12 credit hours
___ Law Enforcement Certification ............................... 6 credit hours
   (Arkansas Law Enforcement Training Academy Certificate)

**Introduction to Computers may be taken at the Criminal Justice Institute.
## ASSOCIATE OF APPLIED SCIENCE

61 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

### ENGLISH:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013* Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 1003 Basic Technical Communications</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

### MATHEMATICS:

Three hours of mathematics courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>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>
</tbody>
</table>

### SOCIAL SCIENCE:

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSCI 2003* American Government</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRIM 2003* Introduction to Criminal Justice</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSY 2003* General Psychology</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

### GENERAL ELECTIVES:

Twelve 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>BIOL 1004* Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>BIOL 2004* Human Anatomy and Physiology I</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>BUS 2373 Supervisory Management</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR BUS 2393* Business Law</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRIM 2003* Introduction to Criminal Justice</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PSCI 2003* American Government</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>PSY 2003* General Psychology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPH 2303* Introduction to Oral Communications</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

### REQUIRED COURSE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013* <strong>Introduction to Computers</strong></td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

### TECHNICAL CORE:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Scene Technician Certificate Program</td>
<td>9 credit hours</td>
</tr>
<tr>
<td>Crime Scene Special Topics</td>
<td>12 credit hours</td>
</tr>
<tr>
<td>Advanced Crime Scene Investigation Technician Certificate Program</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>Advanced Crime Scene Special Topics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>Law Enforcement Certification</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>(Arkansas Law Enforcement Training Academy Certificate)</td>
<td></td>
</tr>
</tbody>
</table>

**Introduction to Computers may be taken at the Criminal Justice Institute.
The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist currently employed 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.

---

### CERTIFICATE OF PROFICIENCY

**18 Semester Hours**

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

**GENERAL EDUCATION REQUIREMENTS:**

Three hours of English courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TECHNICAL CORE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Administration and Management</td>
<td>6</td>
</tr>
<tr>
<td>Law Enforcement Communications</td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Certification</td>
<td>6</td>
</tr>
<tr>
<td>(Arkansas Law Enforcement Training Academy Certificate)</td>
<td></td>
</tr>
</tbody>
</table>

---

### TECHNICAL CERTIFICATE

**36 Semester Hours**

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

**ENGLISH/COMMUNICATIONS:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013*</td>
<td>3</td>
</tr>
<tr>
<td>OR SPH 2303*</td>
<td>3</td>
</tr>
</tbody>
</table>

**MATHEMATICS:**

Three hours of mathematics courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1253</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH</td>
<td>3</td>
</tr>
</tbody>
</table>

**SOCIAL SCIENCE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2373</td>
<td>3</td>
</tr>
<tr>
<td>OR BUS 2393</td>
<td>3</td>
</tr>
</tbody>
</table>

**REQUIRED COURSE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013*</td>
<td>3</td>
</tr>
</tbody>
</table>

**TECHNICAL CORE:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Administration and Management</td>
<td>6</td>
</tr>
<tr>
<td>Law Enforcement Communications</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Law Enforcement Special Topics</td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Certification</td>
<td>6</td>
</tr>
<tr>
<td>(Arkansas Law Enforcement Training Academy Certificate)</td>
<td></td>
</tr>
</tbody>
</table>

---

**Note**

- Students must be currently employed in law enforcement to declare this major.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Take classes when offered as some classes are only offered certain semesters.

---

The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist currently employed 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.
ASSOCIATE OF APPLIED SCIENCE

63 Semester Hours

* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 92.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</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>OR ENG 1003</td>
<td>Basic Technical Communications</td>
<td>3</td>
</tr>
<tr>
<td>OR SPH 2303*</td>
<td>Introduction to Oral Communications</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Three hours of mathematics courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203*</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR MATH</td>
<td>(Any Higher-Level Math)</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Nine hours of social science courses must be selected from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM 2003*</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 2003*</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>SOC 2013*</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003*</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

REQUIRED COURSE: ............................................. 3 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 1013*</td>
<td><strong>Introduction to Computers</strong></td>
<td>3</td>
</tr>
</tbody>
</table>

TECHNICAL CORE: ............................................. 36 credit hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Law Enforcement Supervision</td>
<td>9</td>
</tr>
<tr>
<td>Law Enforcement Administration and Management</td>
<td>6</td>
</tr>
<tr>
<td>Integrity in Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>Advanced Law Enforcement Special Topics</td>
<td>6</td>
</tr>
<tr>
<td>Legal Aspects of Law Enforcement</td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Communications</td>
<td>3</td>
</tr>
<tr>
<td>Law Enforcement Certificate</td>
<td>6</td>
</tr>
<tr>
<td>(Arkansas Law Enforcement Training Academy Certificate)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 2373</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2393*</td>
<td>Business Law</td>
<td>3</td>
</tr>
</tbody>
</table>

**Introduction to Computers may be taken at the Criminal Justice Institute.
## SECTION REFERENCE

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Achievement</td>
<td>92</td>
</tr>
<tr>
<td>Accounting</td>
<td>92</td>
</tr>
<tr>
<td>Air Conditioning, Heating, and Refrigeration Tech.</td>
<td>93</td>
</tr>
<tr>
<td>Anthropology</td>
<td>94</td>
</tr>
<tr>
<td>Art</td>
<td>94</td>
</tr>
<tr>
<td>Auto Collision Repair Technology</td>
<td>95</td>
</tr>
<tr>
<td>Automotive Service Technology</td>
<td>96</td>
</tr>
<tr>
<td>Biology</td>
<td>98</td>
</tr>
<tr>
<td>Business</td>
<td>99</td>
</tr>
<tr>
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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.

Remedial 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 132 for more information about the Arkansas Course Transfer System. http://acts.adhe.edu

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

ACADEMIC ACHIEVEMENT

ACAD 0001 COLLEGE ORIENTATION ................................................................. 1 CR. (1 LEC.)
Prerequisite: None. Note: See page 133 for exemptions. The course is required for all students who are new to the UACCM campus and are enrolled in at least six semester hours. This course is designed to prepare students to be successful in their college career at UACCM. Students will learn how to use the library resources and other campus and classroom software. Students will learn about campus policies and regulations, financial aid opportunities, and other services available on UACCM’s campus. Basic study techniques, planning future course schedules, and setting academic goals will be discussed.

ACAD 0123 FOUNDATIONS OF MATHEMATICS ............................................. 3 CR. (3 LEC.)
Prerequisite: ACT Math score of 15 or below, COMPASS Pre-Algebra score of 33 or below. Offered fall and spring semesters. The content of this course includes basic operations on whole numbers, fractions, and decimals. Ratio and proportion, percent, signed numbers, and basic algebra will also be covered. Students must complete this course with a “C” or better in order to advance to the next math course.

ACAD 0326 LANGUAGE ARTS STRATEGIES .................................................. 6 CR. (6 LEC.)
Prerequisite: ACT Reading score of 18 or below and English score of 18 or below, COMPASS Reading score of 82 or below and Writing score of 79 or below. Co-requisite: Concurrently enrolled in ACAD 0412 College Success. Language Arts is a fundamental reading and writing course that prepares students for academic-level reading and writing. The course focuses on in-depth reading comprehension, writing grounded in critical thinking, effective essay development, and practical grammar skills. As well, this course is designed to help the student become a vital member of the UACCM community, overcome obstacles, and provide the necessary tools for lifelong learning. Part of the course will focus on the following areas: learning styles, studying techniques, note-taking, test-taking, organizational techniques, stress and time management, memorization techniques, and setting goals for the future. Students must complete this course with a “C” or better in order to advance to ENG 1013 Composition I or ENG 1003 Basic Technical Communications.

ACAD 0501L BEGINNING KEYBOARDING ....................................................... 1 CR. (2 LAB)
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. Beginning Keyboarding 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, and use of the mouse and will 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.

ACAD 0503 FUNDAMENTALS OF COMPUTERS ........................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course introduces the basics of using a computer. Students will produce and print documents, manage files, send and receive email, and search the Internet. The course also reinforces effective mouse and keyboarding techniques.

ACCOUNTING

ACCT 2003 PRINCIPLES OF ACCOUNTING I ............................................... 3 CR. (3 LEC.)
Prerequisite: ACT Math Score of 16, COMPASS Algebra score of 21, COMPASS Pre-Algebra score of 34, or grade of “C” or higher in ACAD 0123 Foundations of Mathematics. 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, ACTS EQUIVALENT COURSE NUMBER: ACCT 2003)
ACCT 2013 PRINCIPLES OF ACCOUNTING II .......................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ACCT 2003 Principles of Accounting I. Offered in the fall and spring semesters. 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, ACTS EQUIVALENT COURSE NUMBER: ACCT 2013)

ACCT 2103 PAYROLL ACCOUNTING ............................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in either ACCT 2003 Principles of Accounting I or BUS 1013 Bookkeeping. Offered in the spring semester. This course introduces students to the major tasks of payroll accounting and examines employment practices; federal, state, and local governmental laws and regulations; internal controls; and various payroll accounting forms and records.

ACCT 2113 TAX ACCOUNTING .................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in either ACCT 2003 Principles of Accounting I or BUS 1013 Bookkeeping. Offered in the fall semester. This is an introductory course designed to expose students to a broad range of tax concepts and tax laws. Topics covered include types of taxes, individual tax formula, taxable income and adjustments to income, tax deductions and exclusions, taxation of business income and business tax credit, depreciation, capital gains and losses, rental activities, and other current tax issues. Emphasis will be placed on preparing individual tax returns.

ACCT 2203 COMPUTERIZED ACCOUNTING .................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers and grade of “C” or higher in either ACCT 2003 Principles of Accounting I or BUS 1013 Bookkeeping. 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.

ACCT 2213 COST ACCOUNTING ................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ACCT 2013 Principles of Accounting II. Offered in the fall semester. This course explores principles and methods of accounting for materials, direct labor, and the distribution of overhead expenses, cost records, operating reports, and budgetary control. Topics include job-order costing, process costing, by-product and joint-product costing, activity-based costing, just-in-time, and cost of quality.

AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

ACR 1104 REFRIGERATION SYSTEMS AND COMPONENTS ............. 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. A comprehensive study of mechanical refrigeration systems emphasizing proper service techniques through analysis of the problem. Testing procedures, parts removal, and installation are covered in depth. A study of the computation of temperature-pressure relationship and related problems is included. Practical application is provided in the laboratory. Safety is emphasized.

ACR 1303 SCHEMATICS ............................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. The student will learn to read, draw, and interpret wiring diagrams and place the circuitry in operative arrangements with electrical and electronic symbols. System diagrams will be developed by the student for a wide variety of heating and cooling loads. Also included is a study of the distribution mediums such as duct design and sizing.

ACR 1404 INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION ............. 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. 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 1704 COMMERCIAL REFRIGERATION .................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in ACR 1104 Refrigeration Systems & Components 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. (2 LEC, 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring 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.

**ACR 2014 PIPING AND LOAD CALCULATION** ................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: A grade of “C” or higher in both ACR 1404 Introduction to Air Conditioning & Refrigeration, and in ACR 1903 Heating Technology. Offered in the fall 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 2023 SERVICE, MAINTENANCE, AND TROUBLESHOOTING** ........................................ 3 CR. (1 LEC., 6 LAB)
Prerequisite: A grade of “C” or higher in all three: ACR 1404 Introduction to Air Conditioning & Refrigeration, ACR 1903 Heating Technology, and ACR 1104 Refrigeration Systems & Components. Offered in fall, spring, and summer semesters. This course is designed to teach students to service, maintain, and troubleshoot residential and commercial air conditioning units and commercial refrigeration units. Topics will include cleaning, service and trouble-shooting procedures for refrigerants and electrical components, and proper system charging. Students will also review completing invoices, receipts, Freon tracking, parts sheets, and time sheets in order to ensure customers’ satisfaction.

**ACR 2903L HVAC/R INTERNSHIP** ......................................................................... 3 CR. (9 LAB)
Prerequisite: Students must have successfully completed a minimum of 30 semester hours toward an Associate of Applied Science degree in Department of Air Conditioning, Heating, and Refrigeration Technology with a cumulative grade point average of 2.5 or better. Students must complete an internship application which will require a current student identification number, phone number, email address, copy of current driver’s license, and resume. The student must also complete and submit an Arkansas Department of Health application for HVACR Registrant to the internship instructor. Students may be required to interview with the prospective employer, complete a drug screen and a background check. Students who elect to enroll in this course are placed by advisors in a business or industry that will provide on-the-job training as an extension of the classroom. Offered on demand. This internship course is designed to give students the experience of a job in their field of study. An internship cannot be completed at a student’s current place of employment. Completion of prerequisites does not guarantee student internship placement. The number of available internship positions and specific requirements may vary each semester depending on employer needs. Internship positions will be filled by the discretion of the internship instructor and will be based on information obtained and provided by internship applicants. This may include placement based on GPA rankings and student interests.

**ANTHROPOLOGY**

**ANTH 2333 INTRODUCTION TO ANTHROPOLOGY** .......................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. An exploration of human diversity and the four sub-fields of anthropology: archaeology, cultural anthropology, linguistic anthropology, and physical anthropology. (GE, ACTS EQUIVALENT COURSE NUMBER: ANTH 1013)

**ART**

**ART 1103 DRAWING I STUDIO** ................................................................. 3 CR. (2 LEC., 2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. This course is designed as a basic introduction to the techniques and materials used by fine and graphic/commercial artists. Contemporary and historical styles of drawing are explored in the course work. Studio 4.5 hours. (GE)
ART 1113 BEGINNING PAINTING STUDIO ............................................................ 3 CR. (2 LEC., 2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 STUDIO ..................................................................... 3 CR. (2 LEC., 2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. This course introduces the beginning fine arts and graphic/commercial arts student to basic art and design concepts. The course includes a lively studio environment where themes and purposes of design, design principles, and the artist’s materials are introduced and explored. Studio 4.5 hours. (GE)

ART 2003 ART APPRECIATION ........................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: ARTA 1003)

ART 2103 ART HISTORY I ............................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. This course offers examination of painting, sculpture, architecture, and media from prehistoric to Renaissance periods. (GE, ACTS EQUIVALENT COURSE NUMBER: ARTA 2003)

ART 2113 ART HISTORY II ............................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. This course offers examination of painting, sculpture, and media from the Renaissance to present. (GE, ACTS EQUIVALENT COURSE NUMBER: ARTA 2103)

ART 2203 DRAWING II STUDIO ..................................................................... 3 CR. (2 LEC., 2 LAB)
Prerequisite: Grade of “C” or higher in ART 1103 Drawing I Studio. 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. Teamwork, “timed” work, and large works will also be introduced. Studio 4.5 hours. (GE)

ART 2403 COLOR DESIGN STUDIO ................................................................. 3 CR. (2 LEC., 2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. This is a foundational studio arts course. It is a wide-ranging overview of color theory and design as it applies to the areas of fine arts, interior design, and graphic design. Students will learn concepts such as color interaction, color schemes and harmonies, Gestalt theory in design, the psychology of color, and color symbolism through hands-on experience.

AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

AUB 1013 AUTO BODY FUNDAMENTALS ............................................................ 3 CR. (1 LEC., 6 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (2 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring 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 1302 REFINISHING PROCEDURES & APPLICATIONS ............................................. 2 CR. (1 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Co-requisite: concurrently enrolled in AUB 1502 Refinishing Products. Offered in the spring semester. This course includes theory and application of proper refinishing procedures. Emphasis is given to top coat applications, polishing and compounding, color adjustment, live and simulated work analysis, refinishing procedures and problem-solving.

AUB 1405 NON-STRUCTURAL ANALYSIS AND REPAIR II ............................................... 5 CR. (3 LEC., 6 LAB)
Prerequisite: Grade of “C” or higher in AUB 1205 Non-Structural Analysis and Repair I. Offered in the fall semester. 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.

AUB 1502 REFINISHING PRODUCTS ............................................................................. 2 CR. (1 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Co-requisite: concurrently enrolled in AUB 1302 Refinishing Procedures and Applications. Offered in the spring semester. This course includes theory of proper product usage in surface preparation, priming, sealing and top coat application. Includes proper operation of spray equipment.

AUB 2001L COLOR THEORY ......................................................................................... 1 CR. (3 LAB)
Prerequisite: Grade of “C” or higher in both AUB 1302 Refinishing Procedures and Applications and in AUB 1502 Refinishing Products. Offered in the spring semester. Prior to any actual mixing of colors to match and blend paint, the student will study the dimensions of color and how to deal with the different types of color effects. Light sources are explained and then demonstrated in this course.

AUB 2203 ADVANCED AUTOMOTIVE REFINISHING .................................................... 3 CR. (1 LEC., 6 LAB)
Prerequisite: Grade of “C” or higher or concurrently enrolled in AUB 2001L Color Theory. Offered in the spring semester. This course provides an opportunity for the student technician to complete advanced painting, projects and refinishing techniques.

AUB 2204 STRUCTURAL ANALYSIS AND REPAIR ..................................................... 4 CR. (2 LEC., 6 LAB)
Prerequisite: Grade of “C” or higher in WLD 1001L Basic Welding. Offered in the fall semester. 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.

AUB 2403 AUTO BODY SHOP MANAGEMENT .............................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in spring semester. This course includes a discussion and demonstration of information required to supervise and manage auto body shop operations including detail estimating, frame analysis, procurement of shop supplies, organization of shop work and safety, shop design and layout, promotions, and rules and regulations.

AUB 2503L SPECIAL PROJECTS ................................................................................... 3 CR. (9 LAB)
Prerequisite: Consent of the instructor. Offered on demand. This course provides an opportunity for the student to complete individual study that is supervised by the instructor on special projects in the auto body field.

AUTOMOTIVE SERVICE TECHNOLOGY

AST 1012 LIGHT DUTY AUTOMOTIVE MAINTENANCE ............................................... 2 CR. (1 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. The student will learn about changing engine oil and filter; transmission service; coolant flush and refill; checking of all fluid levels; inspecting belts, hoses, tires, air filters, and wiper blades; checking battery connections for corrosion; and using the correct type fluids for the vehicle.
AST 1023 AUTOMOTIVE ELECTRICAL SYSTEMS. .............................................................. 3 CR. (2 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This course covers diagnosis and repair of the following: general electrical systems, batteries, starters, lighting systems, gauges and warning devices, horns and wipers, charging systems, power seats, door locks, reading of wiring diagrams and other miscellaneous accessories. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1203 ENGINE REPAIR. ......................................................................................... 3 CR. (1 LEC., 6 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. The student will study general engine diagnosis, cylinder head and valve train repair, engine block repair, lubrication and cooling systems, ignition systems, and 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 1302 POWER TRAINS I ...................................................................................... 2 CR. (1 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. 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 1604 BRAKES ................................................................................................. 4 CR. (2 LEC., 6 LAB)
Prerequisite: Grade of “C” or higher in AST 1023 Automotive Electrical Systems. Offered in fall semester of odd years. The student will study hydraulic system diagnosis and repair including master cylinder, fluid lines and hoses, valves, drum brakes, disk brakes, anti-lock brake systems, and power assist units. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1702 POWER TRAINS II .................................................................................. 2 CR. (1 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in AST 1302 Power Trains I. Offered in spring semester. The student will study 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 1803 AUTOMOTIVE ELECTRONICS ........................................................................ 3 CR. (2 LEC., 3 LAB)
Prerequisite: A grade of “C” or higher in AST 1023 Automotive Electrical Systems. Offered in spring semester. The student will learn the theory of electronic systems in anti-theft, SRS (supplement restraint system), module to module info, advanced module, network diagnosis and network communication. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in a 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 2004 CLIMATE CONTROL ............................................................................. 4 CR. (2 LEC., 6 LAB)
Prerequisite: Grade of “C” or higher or concurrently enrolled in AST 1803 Automotive Electronics. Offered in the fall semester. 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 2104 ENGINE PERFORMANCE ........................................................................ 4 CR. (2 LEC., 6 LAB)
Prerequisite: Grade of “C” or higher in AST 1203 Engine Repair. Offered in the fall semester. 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 2105 AUTOMATIC TRANSMISSIONS ............................................................ 5 CR. (2 LEC., 9 LAB)
Prerequisite: Grade of “C” or higher in AST 2104 Engine Performance. Offered in the spring semester. 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 2204 CHASSIS AND STEERING ................................................................. 4 CR. (2 LEC., 6 LAB)
Prerequisite: Grade of “C” or higher or concurrently enrolled in AST 1803 Automotive Electronics. Offered in the spring semester. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 1014)

BIOL 2004 HUMAN ANATOMY & PHYSIOLOGY I ...................................................... 4 CR. (3 LEC., 2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2404)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2414)

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 on demand. This courses 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. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 1054)

BIOL 2044 GENERAL BOTANY ..................................................................... 4 CR. (3 LEC., 2 LAB)
Prerequisite: A grade of “C” or higher in BIOL 1004 Fundamentals of Biology. Offered on demand. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 1034)

BIOL 2104 MICROBIOLOGY ....................................................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in either 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. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2004)
BUS 1003 BUSINESS ENGLISH ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT English score of 19, COMPASS Writing score of 83, or grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 1013 BOOKKEEPING ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. Not open to anyone who has a grade of “C” or higher in 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 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: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 FILE MANAGEMENT .......................................................... 1 CR. (1 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Students
should type 25 words per minute or be concurrently enrolled in ACAD 0501L Beginning Keyboarding. Offered in the fall and spring semesters.
This course is designed for all users of Windows-based applications (such as Word, Excel, PowerPoint, etc.). Instruction includes creating folders,
copying and moving files and folders, finding files, setting up and organizing file systems on the computer, customizing the desktop, and
setting other Windows options.

BUS 1101 KEYBOARDING SKILLS II .................................................. 1 CR. (1 LEC.)
Prerequisite: Grade of “C” or higher in ACAD 0501L Beginning Keyboarding 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: Grade of “C” or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers. 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. (ACTS EQUIVALENT COURSE NUMBER: BUSI 1103)

BUS 1213 COMPUTER APPLICATIONS .............................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher or concurrently enrolled in ACAD 0326 Language Arts
Strategies. Students should type 25 words per minute or be concurrently enrolled in ACAD 0501L Beginning Keyboarding. 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, the Internet, electronic mail, word processing, database management, spreadsheets, and presentation software. (GE,
ACTS EQUIVALENT COURSE NUMBER: CPSI 1003)

BUS 1223 ELECTRONIC SPREADSHEET .............................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers AND one of the following Math criteria:
ACT Math score of 16, COMPASS Algebra score of 21, or COMPASS Pre-Algebra score of 34, or grade of “C” or better in ACAD 0123 Foundations of
Mathematics, or concurrent enrollment in BUS 1333 Business Math or MATH 1333 Applied Business Math. 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, and cell validation.
BUS 1233 DATABASE MANAGEMENT .................................................................................. 3 CR. (3 LEC.)
Prerequisite: “C” or higher in either BUS 1213 Computer Applications, CIS 1013 Introduction to Computers or CIS 1103 Computer Hardware and Software I. 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: Grade of “C” or higher in both BUS 1213 Computer Applications or CIS 1013 Introduction to Computers and 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 1353 SELLING .................................................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This course includes the study of target marketing, consumer behavior, marketing segmentation, pricing, distribution, selling, advertising, and marketing management. (ACTS EQUIVALENT COURSE NUMBER: MKTG 2003)

BUS 1403 INTRODUCTION TO BUSINESS .................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. Introduction to Business is a basic course in the fundamentals of business. This course provides an understanding of the realistic problems and practices of business and offers a survey of several business areas. (ACTS EQUIVALENT COURSE NUMBER: BUSI 1013)

BUS 1413 VISUAL MERCHANDISING ....................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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.)
Prerequisite: Grade of “C” or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers and Grade of “C” or higher in either BUS 1003 Business English or ENG 1013 Composition I. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: BUSI 1013)

BUS 2113 BUSINESS COMMUNICATIONS II ............................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in both BUS 2013 Business Communications I and grade of “C” or higher in BUS 1253 Word Processing I. 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 2243 BUSINESS GRAPHICS ............................................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers. 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: Grade of “C” or higher in BUS 1253 Word Processing I. 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.)
Prerequisite: Grade of “C” or higher in both BUS 1003 Business English and a grade of “C” or higher in 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 and 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.)
Prerequisite: Grade of “C” or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers. Co-requisite: concurrently enrolled in BUS 2013 Business Communications I. Offered in the fall and spring semesters. Business procedures emphasizes administrative practices and procedures used in a business office. Topics include filing and records management, using the office telephone, handling incoming and outgoing mail, organizing meetings and conferences, scheduling appointments and receiving visitors, and making travel plans.

BUS 2343 ADVERTISING ................................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. Advertising is designed to introduce the student to basic advertising terminology, the purpose of advertising, the use of media, target marketing and segmentation, 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: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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, ACTS EQUIVALENT COURSE NUMBER: BLAW 2003)

BUS 2403 ENTREPRENEURSHIP ......................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 2903L BUSINESS INTERNSHIP .............................................................................. 3 CR. (9 LAB)
Prerequisite: Successfully complete a minimum of 45 semester hours toward a degree in the Business Department and maintain a cumulative grade point average of 2.0. Students may be required to interview with the prospective employer, complete a drug screen and a background check. Students who elect to enroll in this course are placed in a job-training position in business or industry where the intern site will provide on-the-job training as an extension of the classroom. The internship is designed to permit students the exposure and experience of an actual job in their field of study. The student and the employer arrange specific work times with a minimum of 200 clock hours on the job.

CHEMISTRY

CHEM 1004 FUNDAMENTALS OF CHEMISTRY ......................................................... 4 CR. (3 LEC., 2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies AND ACT Math Score of 16, COMPASS Algebra score of 21, COMPASS Pre-Algebra score of 34, or grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the fall and spring semesters. This course introduces 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. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1004)

CHEM 2004 INTRODUCTORY CHEMISTRY FOR HEALTH-RELATED PROFESSIONS ........................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies AND ACT Math score of 20, COMPASS Algebra score of 41, or grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the fall semester. The first half of a two-course series that is specifically designed for students interested in the health-related professions. This is an algebra-based chemistry course and is not appropriate for chemistry or other science majors or pre-professional (e.g. Pre-Medicine, etc.) students. Course content provides a foundation for work in health related areas and includes nomenclature, atomic and molecular structure, bonding, and reactions. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1214)

CHEM 2121L GENERAL COLLEGE CHEMISTRY I LABORATORY ........................................ 1 CR. (3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies AND a grade of “C” or higher in MATH 1203 College Algebra or its equivalent. Corequisite: Be concurrently enrolled in 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. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1414)

CHEM 2123 GENERAL COLLEGE CHEMISTRY I .......................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies AND a grade of “C” or higher in MATH 1203 College Algebra or its equivalent. Corequisite: Be concurrently enrolled in CHEM 2121L 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. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1414)

CHEM 2131L GENERAL COLLEGE CHEMISTRY II LABORATORY ........................................ 1 CR. (3 LAB)
Prerequisite: Grade of “C” or higher in both CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. Co-requisite: Concurrently enrolled in CHEM 2133 General College Chemistry II. Offered in the spring 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. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1424)
CHEM 2133 GENERAL COLLEGE CHEMISTRY II ................................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in both CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. Co-requisite: Concurrently enrolled in CHEM 2133 General College Chemistry II Lab. Offered in the spring 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. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1424)

CHEM 2201L ORGANIC CHEMISTRY LAB ................................................................. 1 CR. (3 LAB)
Prerequisite: Grade of “C” or higher in both CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. Co-requisite: Concurrently enrolled in 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: Grade of “C” or higher in both CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. Co-requisite: Concurrently enrolled in CHEM 2201L 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)

CHEM 2204 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY ......................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in CHEM 2004 Introductory Chemistry for Health-Related Professions. Offered in the spring semester. The second half of a two-course series that is specifically designed for students interested in the health-related professions. This course provides an overview of organic and biochemistry. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1224)

COMPUTER INFORMATION SYSTEMS TECHNOLOGY

CIS 1013 INTRODUCTION TO COMPUTERS ................................................................ 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Introduction to Computer Software introduces students to computer hardware, software applications, and procedures applied to academic and career success. It provides an introduction to Windows, Internet, electronic mail, word processing, spreadsheets, database management, and presentation software. (GE, ACTS EQUIVALENT COURSE NUMBER: CPSI 1003)

CIS 1103 COMPUTER HARDWARE AND SOFTWARE I ............................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This course is an introduction for the beginning computer information systems technology student. It includes a survey of computing and an introduction to computer hardware and software. This course along with Computer Hardware and Software II prepares the students for the Comp/TIA A+ certification examination. (GE)

CIS 1113 NETWORKING ESSENTIALS ....................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. ACT Math score of 17, COMPASS Algebra score of 27, or grade of “C” or higher in ACAD 0803 Basic Algebra. Offered in the fall and spring semesters. This course, an introduction to local area networks (LANs), is the first course of study of networking. The student will learn to make networking cables, structured wire installations, and build and troubleshoot simple LANs. 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 CIS 1203 Introduction to Network Administration, the second semester of the Comp/TIA Network+ certification training.

CIS 1133 INTRODUCTION TO COMPUTER PROGRAMMING LOGIC AND LANGUAGE ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. ACT Math score of 17, COMPASS Algebra score of 27, or grade of “C” or higher in ACAD 0803 Basic Algebra. Offered in the spring semester. This course covers the fundamentals of computer programming. Through the use of C#, 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 concepts. (GE)
CIS 1203 INTRODUCTION TO NETWORK ADMINISTRATION .................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Math score of 17, COMPASS Algebra score of 27, or grade of “C” or higher in ACAD 0803 Basic Algebra AND grade of “C” or higher in either CIS 1113 Network Essentials or CIS 2103 Computer Hardware and Software II. ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 Ethernet 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 first test (Network Essentials) in the Microsoft Certified System Engineer progression.

CIS 2023 INTERNET TECHNOLOGIES ............................................................................ 3 CR. (3 LEC.)
Prerequisite: ACT Math score of 17, COMPASS Algebra score of 27, or grade of “C” or higher in ACAD 0803 Basic Algebra. Co-requisite: Concurrently enrolled in either CIS 1113 Computer Programming Logic & Language or CIS 2103 Computer Hardware & Software II. ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 HTML5, Cascading Style Sheets, layout and design, web site development, multimedia and interactivity, e-commerce, web promotion, and JavaScript. (GE)

CIS 2103 COMPUTER HARDWARE AND SOFTWARE II ..................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 XP, Vista, and Windows 7 are covered as well as various communication techniques such as dial-up, network and Internet connections. (GE)

CIS 2123 LOCAL AREA NETWORKING I ..................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. This course is designed for students with the goal of certification as a Microsoft Certified System Associate (MCSA), Microsoft Certified Technology Specialist (MCTS) or a Microsoft Certified Professional (MCP). It covers the Configuring Windows 8.1 exam (70-687). This exam measures the ability to implement, administer and troubleshoot Windows 8.1 in any network environment. (GE)

CIS 2133 LOCAL AREA NETWORKING II ..................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This course is designed for students with the goal of certification as a Microsoft Certified Technology Specialist (MCTS). It covers the Windows Installing and Configuring Windows Server 2012 exam (70-410). This exam measures your ability to configure and manage IP addressing and services, name resolution, network access, and file and print services in a medium-sized network environment.

CIS 2203 INTRODUCTION TO WIRELESS TECHNOLOGY .................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Math score of 17, COMPASS Algebra score of 27, or grade of “C” or higher in ACAD 0803 Basic Algebra. ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Co-requisite: Concurrently enrolled in either CIS 1113 Network Essentials or CIS 1103 Computer Hardware and Software I. Offered in the fall semester. Students 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. Students 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. This course prepares students for the Certified Wireless Network Administrator (CWNA) certification examination.

CIS 2243 DATABASE CONCEPTS .................................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This course provides a comprehensive introduction to the SQL language. This course not only covers the syntax of SQL, but also shows how it can be used to create and maintain a database and retrieve information from it. It also provides an introduction to relational database concepts.
CIS 2253 INTRODUCTION TO LINUX ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. This course prepares students for the Comp/TIA Linux+ certification examination.

CIS 2303 NETWORK SECURITY ............................................................................ 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Co-requisite: Concurrently enrolled in either CIS 1133 Networking Essentials or CIS 1203 Introduction to Network Administration. Offered in the fall semester. This course covers the physical areas; logical aspects, goals and plans; and different standards for network security. The OSI model of networking will be used to study different types of secure protocols, accounts, and software packages. Policy, authentication, authorization, keying, hacking, encryption, wireless, disaster recovery, and application security will also be covered. The course is an introduction to network security and covers the objectives of the Security+ exam provided by CompTIA.

CIS 2423 VISUAL BASIC PROGRAMMING ....................................................... 3 CR. (3 LEC)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Either grade of “C” or higher in CIS 1103 Hardware & Software I or concurrent enrollment in CIS 2103 Hardware & Software II. 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. (GE)

CIS 2433 JAVA PROGRAMMING ...................................................................... 3 CR. (3 LEC)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. ACT Math score of 17, COMPASS Algebra score of 27, or grade of “C” or higher in ACAD 0803 Basic Algebra. Offered on demand. This course gives students an understanding of the Java programming environment including variable types, logical operators, logic control structures, controls, interface design, graphics, arrays and data access. This class will be using Java 2 to solve real-world problems by building various solutions with multimedia, animation, network access and more. (GE)

CRIMINAL JUSTICE

CRIM 2003 INTRODUCTION TO CRIMINAL JUSTICE ........................................ 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: CRJU 1023)

DIETARY MANAGEMENT

Students enrolling in dietary management classes including field experience will be required to have a TB screening/clearance and to complete the following background checks: Arkansas Maltreatment Central Registry and Arkansas Criminal Record. See your advisor for details.

DIET 1002 FOOD SAFETY AND SANITATION .................................................... 2 CR. (2 LEC.)
Prerequisite: None. Offered in the fall semester. 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, and storage; sanitizing equipment; HACCP; regulations; inspections; and crisis management. Students must successfully complete a final examination with a grade of “C” or better from the Educational Foundation of the National Restaurant Association to receive a final grade in the course.

DIET 1011L FIELD EXPERIENCE I ................................................................. 1 CR. (3 LAB)
Grade of “C” or higher or concurrent enrollment in either 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 in the fall semester. 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. Students must be able to stand for prolonged periods of time and be able to lift up to 40 pounds.

**DIET 1013 MANAGING FOOD SERVICE PROGRAMS.** .......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. 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 1021L FIELD EXPERIENCE II.** ........................................................................ 1 CR. (3 LAB)
Grade of “C” or higher or concurrent enrollment in DIET 1112 Food Services Administration or documented employment in food preparation in an institutional food service operation or consent of instructor. Offered in the spring semester. 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. Students must be able to stand for prolonged periods of time and be able to lift up to 40 pounds.

**DIET 1023 DIET THERAPY.** ................................................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in NUTR 1503 Nutrition. Offered in the spring semester. 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 1031L FIELD EXPERIENCE III.** ........................................................................ 1 CR. (3 LAB)
Prerequisite: Grade of “C” or higher or concurrently enrolled in DIET 1023 Diet Therapy or consent of the instructor. Offered in the spring semester. 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. Students must be able to stand for prolonged periods of time and be able to lift up to 40 pounds.

**DIET 1112 FOOD SERVICES ADMINISTRATION.** ............................................................. 2 CR. (2 LEC.)
Prerequisite: None. Offered in the spring semester. 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**

**DRT 1004 COMPUTER AIDED DRAFTING.** ................................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Co-requisite: Concurrently enrolled in CIS 1013 Introduction to Computers. 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 3-DIMENSIONAL DRAFTING.** ................................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Co-requisite: Concurrently enrolled in either CIS 1013 Introduction to Computers or DRT 1004 Computer Aided Drafting. Offered in the Fall semester. 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: Grade of “C” or higher in DRT 1004 Computer Aided Drafting. Offered in the fall semester. This course emphasizes site location, planning, determining clients’ needs, designing a one-story residential plan, residential drawing techniques, dimensioning floor plans, exterior elevations and electrical plans.

**DRT 1504 ADVANCED DRAFTING.** ................................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in DRT 1004 Computer Aided Drafting. Offered in the fall semester. This course will include a review of advanced drawing problems using techniques learned in DRT 1004 Computer Aided Drafting. Students will also be exposed to sustainability theories.
and have the opportunity to work on a community-based project which incorporates the concepts taught throughout the course of the drafting program.

**DRT 2003 STRUCTURAL STEEL DRAFTING/DETAILING** ................................................................. 3 CR. (2 LEC. 2 LAB)
Prerequisite: Grade of “C” or higher in DRT 1004 Computer Aided Drafting. Offered on demand. This course is an introduction to structural steel drafting/detailing utilizing solid modeling and two-dimensional CAD software.

**DRT 2304 RESIDENTIAL DRAFTING II** ................................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in DRT 1304 Residential Drafting I. Offered in the spring semester. The overall purpose of this course is to expose students to the advanced drafting and construction practices associated with residential design. The course explores the concepts behind residential construction, creating multiple construction drawing and presentation drawings for a residential design, and integrating sustainable building practices. The concepts learned are applied to a residential design project, which will be turned in as part of the final project at the end of the semester.

**DRT 2324 COMMERCIAL DRAFTING** ................................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in DRT 1004 Computer Aided Drafting and grade of C or higher in DRT 1204 3-Dimensional Drafting. This course uses a project-oriented approach to navigate the student through the process of producing construction documents as it relates to commercial building construction. The student will develop a set of construction documents necessary for bidding and construction using preliminary architectural sketches provided. The projects include commercial spaces and surrounding areas (landscape & parking areas).

**DRT 2314 MACHINE DRAFTING** ................................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in both DRT 1004 Computer Aided Drafting and DRT 1204 3-Dimensional Drafting. Offered in the spring semester. This course is an in-depth study of machine drafting techniques and terminology as it relates to the drafting field. Dimensioning, detail assembly drawings, and drawings of special tools and products are covered as part of the overall course. Students will be given machine drawing projects to be completed in class and lab times. The purpose of the course is to prepare students for a career in the machine drafting field.

**DRT 2423 SPECIALTY DRAFTING** ................................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in both DRT 1004 Computer Aided Drafting and DRT 1204 3-Dimensional Drafting. Offered in the spring semester. This course is an introduction to pre-engineering and mechanical drafting techniques and terminology. This lecture and lab based course will give students the opportunity to create solutions for design problems, which is to be in class and lab times. The purpose of the course is to prepare students for training or to further their education in the engineering and mechanical drafting fields.

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**EARLY CHILDHOOD DEVELOPMENT**

Students enrolling in Early Childhood Development courses which include field experience will be required to complete the following background checks: Arkansas Child Maltreatment and 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. Certain classes may also require documentation that students have passed a recent TB Test and received a recent influenza vaccine.

**ECD 1013 EARLY CHILDHOOD COMPETENCIES** ............................................................ 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. 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 1023 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION** ............................................................ 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19 and English score of 19, COMPASS Reading score of 83 and Writing score of 80, or grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring and fall 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 all children (birth to eight years) within an inclusive environment. This course requires eight (8) hours of field experience. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

**ECD 1102L SUPERVISED LAB I** ........................................................................... 2 CR. (6 LAB)
Prerequisite: Grade of “C” or higher in ECD 1013 Early Childhood Competencies. 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
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. Students must have the ability to stand for prolonged periods of time and to lift up to 50 pounds.

**ECD 1203 CHILD GUIDANCE** ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This course relates principles of child development to appropriate methods of guiding children’s behavior for all children (birth to pre-kindergarten) 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.** This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

**ECD 2012 HEALTH AND SAFETY FOR CHILDREN** ....................................... 2 CR. (2 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. Basic fundamentals of health and safety will be explored. Topics covered will include safety management, illness, accidents, injuries, and menu planning for all children in an inclusive environment.

**ECD 2023 MATH AND SCIENCE FOR YOUNG CHILDREN** ................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. Students will become familiar with a variety of ways to introduce all children (birth to pre-kindergarten) within an inclusive environment to ideas and concepts related to math and science. Students will create activities and plan and practice developmentally appropriate experiences that meet recognized standards (NAEYC, NCTM, etc.). This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

**ECD 2033 LANGUAGE AND LITERACY FOR YOUNG CHILDREN** ....................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. This course is designed to make the early childhood educator aware of the acquisition of language and how to provide for all children (birth to pre-kindergarten) within an inclusive environment by incorporating the four areas of language: speaking, listening, writing, and reading. The student will develop a resource file containing materials related to language and literacy that meet recognized standards (NAEYC, etc.). This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

**ECD 2043 CURRICULUM AND ASSESSMENT FOR INFANTS AND TODDLERS** ........ 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in all three: ECD 1023 Foundations of Early Childhood Education, ECD 2023 Math and Science for Young Children, and ECD 2033 Language and Literacy for Young Children. This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for all children (birth to 3) in an inclusive environment, to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on recognized standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered is the information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called Better Beginnings and the Arkansas Frameworks Handbook for Infants and Toddlers. This course meets the competencies for the Arkansas Birth to five (5) Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

**ECD 2053 CURRICULUM AND ASSESSMENT FOR YOUNG CHILDREN** ................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in all three: ECD 1023 Foundations of Early Childhood Education, ECD 2023 Math and Science for Young Children, and ECD 2033 Language and Literacy for Young Children. This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for all children (three to eight years of age) in an inclusive environment to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered is information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, called Better Beginnings, and the Arkansas Framework Handbook for Three and Four Year Olds. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

**ECD 2102L SUPERVISED LAB II** ............................................................. 2 CR. (6 LAB)
Prerequisite: Grade of “C” or higher in ECD 1102L Supervised Lab I. 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 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. Students must have the ability to stand for prolonged periods of time and to lift up to 50 pounds.

**ECD 2103 FUTURE PERSPECTIVES IN EARLY CHILDHOOD.** ................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in all three: ECD 2102L Supervised Lab II, ECD 2023 Math and Science for Young Children, and ECD 2033 Language and Literacy for Young Children. Offered in the fall semester. This course introduces students to current research in the field of Early Childhood education. Students will develop a knowledge base of the NAEYC Code of Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice and development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC associate degree standards. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

**ECD 2133L PRACTICUM FOR EARLY CHILDHOOD DEVELOPMENT.** ........................................... 3 CR. (9 LAB)
Prerequisite: Grade of “C” or higher in ECD 2102L Supervised Lab II. The practicum is designed to give students exposure to and experience of an actual job in the early child care field working with all children (birth through pre-kindergarten) in an inclusive environment. Placement and work schedules are arranged by the instructor. Students must demonstrate competency in all areas observed and must complete 150 contact hours in an approved facility for this course. Observation of the student’s work and evaluation of student skills are conducted by instructors following the National Association for the Education of Young Children (NAEYC) Associate Standards. An emphasis will be on the observation of physical, cognitive, language, social and emotional development in connection with previous courses. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education. Students must have the ability to stand for prolonged periods of time and to lift up to 50 pounds.

**ECD 2203 FACILITIES AND EQUIPMENT.** ................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ECD 1013 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.

**ECONOMICS**

**ECON 2453 MACROECONOMICS.** ........................................................................ 3 CR. (3 LEC.)
ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course covers theory and application of economics to behavior of economy as a whole. *(GE, ACTS EQUIVALENT COURSE NUMBER: ECON 2103)*

**ECON 2463 MICROECONOMICS.** ......................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. *(GE, ACTS EQUIVALENT COURSE NUMBER: ECON 2203)*

**EDUCATION**

*Students enrolling in Education courses which include field experience will be required to complete the following background checks: Arkansas Child Maltreatment and 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. Certain classes may also require documentation that students have passed a recent TB test and have received a recent influenza vaccine.*

**EDUC 1203 INTRODUCTION TO EDUCATION.** ............................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 1403 CHILD DEVELOPMENT AND DEVELOPMENTAL THEORIES .................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Students must produce documentation that shows they have passed a recent TB test and have received a recent influenza vaccine. 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 (conception through age eight) of diverse cultural backgrounds within and outside the United States. The students will be introduced to methods used to observe and evaluate all children’s (birth to eight years) development within an inclusive environment and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. This course includes ten hours of field experience. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care Early Childhood Education.

EDUC 2103 EDUCATION IN A DIVERSE SOCIETY ........................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. The purpose of this course is to assist students in developing a knowledge and understanding of children and families in a diverse society. Strategies for working with a diverse population in an educational setting will be emphasized. This course requires ten hours of field experience. (GE)

ELECTRONICS

ELEC 1204 FUNDAMENTALS OF ELECTRICITY ....................................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 2113 MOTORS AND SYSTEM CONTROLS ...................................................... 3 CR. (2 LEC., 3 LAB)
Prerequisite: A grade of “C” or higher in ELEC 1204 Fundamentals of Electricity. Offered in the fall semester. 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.

ELEC 2204 INTRODUCTION TO ANALOG AND DIGITAL ELECTRONICS ................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in ELEC 1204 Fundamentals of Electricity. Offered on demand. 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, and 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.
EMERGENCY MEDICAL TECHNICIAN

Students enrolling in the EMT course will be required to have a TB skin clearance, a healthcare provider CPR certification, and an Arkansas Criminal Record background check. See your advisor for details.

EMT 1008 EMERGENCY MEDICAL TECHNICIAN ...................................................... 8 CR. (7 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 contact hours of lecture and 48 hours of clinical practice; this includes 24 hours of clinicals 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 Examination.

ENGLISH

ENG 1003 BASIC TECHNICAL COMMUNICATIONS ...................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 1013)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2023)

ENG 2003 CREATIVE WRITING ...................................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall and spring semesters. This course offers practical experience in the techniques of writing poetry and fiction. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2013)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2023)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2653)
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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2663)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2113)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2123)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2673)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2686)

FINANCE

FIN 2013 PERSONAL FINANCE ............................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course is a survey of physical, cultural, and economic characteristics of world regions. (GE, ACTS EQUIVALENT COURSE NUMBER: GEOG 2103)
GEOL 1104 GENERAL PHYSICAL GEOLOGY ................................................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: GEOL 1114)

GLOBAL STUDIES

GLOB 2003L GLOBAL STUDIES ........................................................................ 3 CR. (3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. The course will offer students firsthand studies in fine arts to be conducted abroad in the areas of literature, art, music and theatre from ancient to contemporary times. Includes the study of the history and culture of the selected country. (GE)

GREEN STUDIES

GRNS 1201 SUSTAINABILITY AWARENESS ......................................................... 1 CR. (1 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. This course is an introduction to sustainability as it relates to today’s world. The goal of this course is to bring awareness of sustainability concepts, terms, and theories to students. Students will not only learn what sustainability means, but also learn techniques they can practice to help the environment by reducing emissions, energy use, and the importance of waste management. Students will have the opportunity to measure sustainability procedures so that they may better gauge the importance of changing existing practices to help their environment.

GRNS 2004 ENERGY AUDIT ........................................................................ 4 CR. (3 LEC., 3 LAB)
Prerequisite: A grade of “C” or higher in both ACR 1404 Introduction to Air Conditioning and Refrigeration and ACR 1903 Heating Technology. Offered in the spring semester. This course is designed to teach students how to audit energy efficiency in private residences and commercial businesses by completing energy audits on all equipment, performing blower door testing, analyzing combustion and fuel efficiency, checking indoor air quality, and conducting duct pressurization tests for total leakage. Students will be able to analyze energy inefficiencies and provide solutions to ensure optimum energy efficiency. Students will also explore alternative energy sources.

HEALTH SCIENCES

HLSC 1003 MEDICAL TERMINOLOGY ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE)

HISTORY

HIST 1003 WESTERN CIVILIZATION I ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course is a survey of Western civilization to the early modern period. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 1213)

HIST 1013 WESTERN CIVILIZATION II ............................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. This course is a survey of Western civilization since the early modern period. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 1223)
HIST 2003 UNITED STATES HISTORY I ................................................................. 3 CR. (3 LEC.)  
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course is a survey of United States history through the Civil War era. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 2113)

HIST 2013 UNITED STATES HISTORY II ................................................................. 3 CR. (3 LEC.)  
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course is a survey of United States history since the Civil War era. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 2123)

HIST 2023 AFRICAN-AMERICAN HISTORY ................................................................. 3 CR. (3 LEC.)  
Prerequisite: Grade of “C” or higher in HIST 2003 United States 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: Grade of “C” or higher in HIST 2003 United States 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: Grade of “C” or higher in HIST 2013 United States History II. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. 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)

MATHEMATICS

MATH RECOMMENDATION:
Students who have scored a 24 or higher on the Mathematics portion of the ACT and who have successfully completed Algebra I and II in high school with a grade of A or B will be able to skip MATH 1203 College Algebra if they choose and will be eligible to take MATH 1213 Plane Trigonometry, MATH 2003 Introduction to Statistics, MATH 2013 Discrete Mathematics, or MATH 2023 Business Calculus.

Students who have scored a 24 or higher on the Mathematics portion of the ACT and who have completed high school Algebra I, II, and Trigonometry with a grade of A or B will be eligible to take MATH 2015 Calculus I.

Students DO NOT get credit for MATH 1203 College Algebra or MATH 1213 Plane Trigonometry if they choose to skip those classes. Eligibility for this action will be determined by a division chair.

MATH 0803 BASIC ALGEBRA ............................................................................ 3 CR. (3 LEC.)  
Prerequisite: ACT Math Score of 16, COMPASS Pre-Algebra score of 34-99, COMPASS Algebra score of 21-26, or grade of “C” or higher in either ACAD 0123 Foundations of Mathematics or in ACAD 0113 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, systems of linear equations, graphing, slope, lines, and applications.
MATH 0903 INTERMEDIATE ALGEBRA ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Math Score of 17-19, COMPASS Algebra score of 27-40, or 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 polynomials, factoring, quadratic equations and functions, rational equations and functions, radical equations and functions, and graphing.

MATH 1103 ALGEBRA FOR GENERAL EDUCATION ...................................... 3 CR. (3 LEC.)
Prerequisite: ACT Math score of 19, COMPASS Algebra score of 36, or grade of “C” or higher in MATH 0903 Intermediate Algebra AND ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall 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. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1003)

MATH 1113 QUANTITATIVE LITERACY (FOR NON-STEM MAJORS ONLY) ....... 3 CR. (3 LEC.)
Prerequisite: ACT Math score of 19, COMPASS Algebra score of 36, or grade of “C” or higher in MATH 0903 Intermediate Algebra AND ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This course includes study of critical thinking, managing money and personal finance, statistical reasoning, probability and mathematical modeling. Quantitative Literacy is designed as a general education course for students pursuing degree requirements in areas of study not related to STEM disciplines (science, technology, engineering or mathematics). Students pursuing majors in any of the following - Natural Sciences and Mathematics; Health Professions; Business and Education - are expected to complete College Algebra as a degree requirement.

MATH 1203 COLLEGE ALGEBRA ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Math score of 20, COMPASS Algebra score of 41, or a grade of “C” or higher in MATH 0903 Intermediate Algebra AND ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1103)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1203)

MATH 1215 PRECALCULUS ................................................................. 5 CR. (5 LEC.)
Prerequisite: ACT Math score of 20, COMPASS Algebra score of 41, or a grade of “C” or higher in MATH 0903 Intermediate Algebra AND ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1305)

MATH 1253 APPLIED TECHNICAL MATH ...................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Math Score of 16, COMPASS Pre-Algebra score of 34-99, COMPASS Algebra score of 21-99. 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 1333 APPLIED BUSINESS MATH ...................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Math Score of 16, COMPASS Algebra score of 21, COMPASS Algebra score of 34, or grade of “C” or higher in BUS 0203 Developmental Business Math. Offered in the fall and spring semesters. Applied 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.

MATH 2003 INTRODUCTION TO STATISTICS .............................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. This algebra-based course involves 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. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2103)
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 either MATH 1213 Plane Trigonometry or MATH 1215 PreCalculus. Offered in the fall 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. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2405)

MATH 2023 CALCULUS FOR BUSINESS ...................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the spring 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. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2203)

MATH 2103 MATH FOR TEACHERS I ............................................................ 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall semester. This course is for prospective education majors. Topics include a study of sets, numeration systems, the structure of arithmetic, number theory, and beginning concepts of rational numbers, all with an emphasis on problem solving. (GE)

MATH 2113 MATH FOR TEACHERS II ......................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 2103 Math for Teachers I. Offered in the spring semester. This course is for prospective education majors. Topics include a study of probability and statistics and an informal study of geometry all learned within a problem-solving framework. (GE)

MUSIC

MUS 2003 MUSIC APPRECIATION ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: MUSC 1003)

NURSING—NURSING ASSISTING

NUR 1004 NURSING ASSISTANT ................................................................. 4 CR. (3 LEC., 1 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course combines classroom instruction with clinical experiences. Students will be 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 with a grade of “C” or higher, students may take the state competency exam. With successful passage, students will be eligible to become certified nursing assistants.

NURSING—PRACTICAL NURSING

NUR 1002L CLINICAL COMPETENCY I ..................................................... 2 CR. (6 LAB)
Prerequisite: A grade of “C” or higher in NUR 1106L Clinical Practicum I. This course consists of computer module assignments as well as a clinical component. Students must prove clinical competency in order to progress to the next level. If students have been out of the clinical area for one or more semesters, they must prove clinical competency in the same semester that they are 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 are emphasized to ensure personal responsibility for the maintenance of health, management of disease, and patient education. 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 the basic nursing skills needed to practice nursing. Nursing process is introduced as well as other concepts which 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 the beginning nursing student for the process of administering medication and care of the surgical patient.

NUR 1106L CLINICAL PRACTICUM I ........................................... 6 CR. (18 LAB)
Prerequisite: Admission to the Practical Nursing program. This lab-based course provides beginning nursing students with the opportunity to practice and perfect basic skills needed to care for patients. The geriatric clinical is completed in this course.

NUR 1202L CLINICAL COMPETENCY II .................................... 2 CR. (6 LAB)
Prerequisite: A grade of “C” or higher in NUR 1216L Clinical Practicum II. This course consists of computer module assignments as well as 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 1204 MEDICAL SURGICAL NURSING I ......................... 4 CR. (4 LEC.)
Prerequisite: Successful completion of 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 nursing students in the care of adult patients, incorporating all phases of the nursing process for these topics.

NUR 1213 BASIC NURSING II ................................................... 3 CR. (3 LEC.)
Prerequisite: Successful completion of 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 1216L CLINICAL PRACTICUM II ...................................... 6 CR. (18 LAB)
Prerequisite: Successful completion of first semester practical nursing requirements. This course is a continuation of NUR 1106L 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 1222 MATERNAL/CHILD NURSING ................................. 2 CR. (2 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course prepares students to care for pregnant women from conception to delivery 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 also covered in this course.

NUR 2001 MENTAL HEALTH .................................................... 1 CR. (1 LEC.)
Prerequisite: Successful completion of all 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 and, suicide violence. The course emphasizes the nursing care of the mentally ill, interventions, and treatments and psychopharmacology.

NUR 2002 PHARMACOLOGY ..................................................... 2 CR. (2 LEC.)
Prerequisite: Successful completion of all first and second semester practical nursing requirements. Offered in the fall and spring semesters. This course concentrates on the medications used to treat the disorders discussed in NUR 1204 Medical Surgical I, NUR 2204 Medical Surgical Nursing II, NUR 1203 Maternal/Child and NUR 2001 Mental Health. Students are prepared to administer medications to treat these disorders.
NUR 2102L CLINICAL COMPETENCY III ................................................................. 2 CR. (6 LAB)
Prerequisite: A grade of “C” or higher in NUR 2206L Clinical Practicum III. This course consists of computer module assignments as well as a clinical component. Students must prove clinical competency in order to complete requirements for graduation. 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 2203 BASIC NURSING III. ................................................................. 3 CR. (3 LEC.)
Prerequisite: Successful completion of second semester practical nursing requirements. This course is a continuation of NUR 1203 Basic Nursing II and covers the care of medical disorders discussed in NUR 2204 Medical Surgical Nursing II. Topics include lab and diagnostic tests for the disorders covered in NUR 2204 Medical Surgical Nursing II, as well as nursing care of clients with disorders discussed in NUR 2204 Medical Surgical Nursing II.

NUR 2204 MEDICAL SURGICAL NURSING II. ......................................................... 4 CR. (4 LEC.)
Prerequisite: Successful completion of second semester practical nursing 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 2206L CLINICAL PRACTICUM III ................................................................. 6 CR. (18 LAB)
Prerequisite: Successful completion of second semester practical nursing 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: ACT Math Score of 16, COMPASS Pre-Algebra score of 34, COMPASS Algebra score of 21, or grade of “C” or higher in ACAD 0123 Foundations of Math AND Admission to the Practical Nursing Program or currently a licensed practical nurse in pursuit of an AAS-RN. This course provides instruction in dosage calculation using ratio and 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 medical administration and military time.

NSG 2119 NURSING PROCESS I ................................................................ 9 CR. (9 LEC.)
Prerequisite: Admission to the ARNEC program. Co-requisite: Concurrently enrolled in NSG 2119L Nursing Practicum I. This course provides the foundational theory for LNPs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC’s goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness-illness across the life span. The student’s fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a registered nurse. 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 2123L NURSING PRACTICUM I ................................................................. 3 CR. (9 LAB)
Prerequisite: Admission to the ARNEC program. Co-requisite: Concurrently enrolled in NSG 2119 Nursing Process I. This clinical lab course enables the student 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: Grade of “C” or better in both NSG 2119 Nursing Process I and in NSG 2123L Nursing Practicum I. Co-requisite: Concurrently enrolled in NSG 2223L 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 2223L NURSING PRACTICUM II** ............................................................ 3 CR. (9 LAB)

Prerequisite: Grade of “C” or better in both NSG 2119 Nursing Process I and in NSG 2123L Nursing Practicum I. Co-requisite: Concurrently enrolled in NSG 2216 Nursing Process II. This clinical experience allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women’s health. Students also use 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.)

Prerequisite: Grade of “C” or better in both NSG 2216 Nursing Process II and in NSG 2223L Nursing Practicum II. Co-requisite: Concurrently enrolled in both NSG 2318 Nursing Process III and NSG 2323L Nursing Practicum III. This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review 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.)

Prerequisite: Grade of “C” or better in both NSG 2216 Nursing Process II and in NSG 2223L Nursing Practicum II. Co-requisites: Concurrently enrolled in both NSG 2311 NCLEX-RN Preparation and NSG 2323L 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. The student will learn to function in higher-level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, 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 2323L NURSING PRACTICUM III** .......................................................... 3 CR. (9 LAB)

Prerequisite: Grade of “C” or better in both NSG 2216 Nursing Process II and in NSG 2223L Nursing Practicum II. Co-requisites: Concurrently enrolled in both NSG 2318 Nursing Process III and NSG 2311 NCLEX-RN Preparation. This clinical experience continues to build upon previous instruction and allows the student to deliver higher-level nursing care, perform higher-level clinical decision making, and demonstrate management and leadership skills. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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)

PETROLEUM TECHNOLOGY

PTRT 1001 FIRST AID/HSE ............................................................. 1 CR. (1 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. 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.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course is an overview and history of the petroleum industry. Purposes and proper procedures in a variety of different petroleum technologies including exploration, drilling and production will be studied.

PTRT 1113 DRILLING OPERATIONS ................................................................. 3 CR. (2 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. 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. (2 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. 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.)
Prerequisite: A grade of “C” or higher in both PTRT 1013 Introduction to the Petroleum Industry and PTRT 1113 Drilling Operations. Offered in the spring semester. 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. (2 LEC., 3 LAB)
Prerequisite: A grade of “C” or higher in PTRT 1013 Introduction to the Petroleum Industry. Offered in the spring semester. 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. (2 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. 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 2123L SPECIAL PROJECTS ................................................................. 3 CR. (6 LAB)
Prerequisite: A grade of “C” or higher in all three: PTRT 1013 Introduction to the Petroleum Industry, PTRT 1113 Drilling Operations, and PTRT 2103 Production Operations. Offered on demand. This is a course to develop an understanding of the structures, systems, and maintenance necessary in the installation and operation of systems utilized for the exploitation, gathering and transportation of hydrocarbons.

PTRT 2203 GAS MANAGEMENT ................................................................. 3 CR. (3 LEC.)
Prerequisite: A grade of “C” or higher in PTRT 1013 Introduction to the Petroleum Industry. Offered in the fall semester. This course includes information on how natural gas is produced, conditioned, processed, transported and distributed.
PTRT 2213 ARTIFICIAL LIFT ................................................................. 3 CR. (3 LEC.)
Prerequisite: A grade of “C” or higher in PTRT 2103 Production Operations. Offered on demand. This course covers conventional production systems. Topics emphasized are various lift systems such as sucker rod pumps, tubing and rod strings, beam pumps, gas lift systems, and other equipment used in secondary recovery systems.

PTRT 2223 PRODUCTION SURFACE EQUIPMENT ........................................................ 3 CR. (3 LEC.)
Prerequisite: A grade of “C” or higher in PTRT 2103 Production Operations. Offered on demand. This course covers conventional production systems. Topics emphasized are various lift systems such as sucker rod pumps, tubing and rod strings, beam pumps, gas lift systems, and other equipment used in secondary recovery systems.

PTRT 2233 WELL CONTROL ................................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in PTRT 1113 Drilling Operations and MATH 1253 Applied Tech Math or higher level math course. Offered in the fall and spring semesters. 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.

PTRT 2303 DRILLING TECHNOLOGY .......................................................... 3 CR. (3 LEC.)
Prerequisite: A grade of “C” or higher in PTRT 1113 Drilling Operations. Offered in the fall and spring semesters. This is an introductory course in drilling technology. This course is focused toward the drilling equipment, downhole problems, drilling procedures, and directional drilling.

PTRT 2903L PETROLEUM INTERNSHIP ....................................................... 3 CR. (9 LAB)
Prerequisite: Students must have successfully completed a minimum of 45 semester hours toward an Associate of Applied Science degree in Department of Petroleum Technology with a cumulative grade point average of 2.5 or better. The internship course must be completed prior to graduation. Students must complete an internship application which will require a current student identification number, phone number, email address, copy of current driver’s license, and resume. Students may be required to interview with the prospective employer, complete a drug screen and a background check. Students who elect to enroll in this course are placed by advisors in a business or industry that will provide on-the-job training as an extension of the classroom. This internship course is designed to give students the experience of a job in their field of study. An internship cannot be completed at a student’s current place of employment. Completion of prerequisites does not guarantee student internship placement. The number of available internship positions and specific hourly requirements may vary each semester depending on employer needs. Internship positions will be filled at the discretion of the internship instructor and will be based on information obtained and provided by internship applicants. This may include placement based on GPA rankings and student interests.

TECH 1101 UNDERSTANDING OSHA REGULATIONS BASIC ......................... 1 CR. (1 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. The purpose of this course is to enable students to understand the purpose and role of the Occupational Safety and Health Administration (OSHA) and how the agency affects employers and workers. Students will become familiar with basic OSHA standards that apply to General Industry and how to locate specific OSHA standards.

TECH 1103 INTRODUCTION TO HAZARD RECOGNITION AND SAFETY MANAGEMENT ......................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. The purpose of this course is to enable students to understand the basic concepts of hazard recognition, avoidance, control and prevention as well as become familiar with injury and illness prevention programs, job site inspections, accident investigations and how to conduct safety meetings. (Prepares students for the 30-hour OSHA card)

TECH 1202 SOFT SKILLS FOR TECHNICIANS ............................................. 2 CR. (2 LEC.)
Prerequisite: 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. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. This is a philosophical exploration of topics that include human values, critical thinking, and nature of reality and knowledge. (GE, ACTS EQUIVALENT COURSE NUMBER: PHIL 1103)

PHIL 2113 INTRODUCTION TO CRITICAL THINKING ......................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: PHIL 1003)

PHIL 2123 SURVEY OF WORLD RELIGIONS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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 1003 PERSONAL HEALTH ........................................................................... 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: HEAL 1003)

PED 1011L 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 1031L 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 1051L PRINCIPLES OF LIFETIME FITNESS ............................................................. 1 CR. (2 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered on demand. 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 1061L AEROBICS .................................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered on demand. 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 1071L 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 1081L FITNESS WALKING/RUNNING .................................................................. 1 CR. (2 LAB)
Prerequisite: None. Offered in the spring and fall semesters. Fitness Walking/Running is a lifetime conditioning course designed to improve cardiovascular fitness, flexibility, body composition and muscle tone through a planned program of progressive fitness walking and/or
running. This course will teach basic anatomy and physiology important to fitness walking and running, training techniques and equipment, proper warm-up, and stretching and injury prevention. (GE)

**PED 1091L PILATES YOGA** 1 CR. (2 LAB)  
Prerequisite: None. Offered on demand. Pilates/Yoga is a conditioning course designed to acquaint students with basic Pilates and Yoga principles. It teaches basic anatomy important to Pilates and Yoga, breathing techniques, and uses a progressive approach to teaching proper execution of Pilates moves and Yoga positions. This class is designed to teach lifetime skills, build strength, and increase flexibility.

**PHYSICAL SCIENCE/EARTH SCIENCE**

**PHY 2004 PHYSICAL SCIENCE** 4 CR. (3 LEC., 2 LAB)  
Prerequisite: ACT Math score of 16, COMPASS Pre-Algebra score of 34, COMPASS Algebra score of 21, or grade of “C” or higher in ACAD 0123 Foundations of Mathematics AND ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: PHSC 1004)

**SCI 2014 EARTH SCIENCE** 4 CR. (3 LEC., 2 LAB)  
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course introduces to the basic concepts of Earth sciences. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: PHSC 1104)

**POLITICAL SCIENCE**

**PSCI 2003 AMERICAN GOVERNMENT** 3 CR. (3 LEC.)  
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: PLSC 2003)

**PSYCHOLOGY**

**PSY 2003 GENERAL PSYCHOLOGY** 3 CR. (3 LEC.)  
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: PSYC 1103)

**PSY 2013 ABNORMAL PSYCHOLOGY** 3 CR. (3 LEC.)  
Prerequisite: Grade of “C” or higher in PSY 2003 General Psychology. 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: Grade of “C” or higher in PSY 2003 General Psychology. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: PSYC 2103)

**PSY 2113 SENSATION AND PERCEPTION** 3 CR. (3 LEC.)  
Prerequisite: Grade of “C” or higher in PSY 2003 General Psychology. 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)
SOCIOLOGY

SOC 2013 INTRODUCTION TO SOCIOLOGY ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: SOCI 1013)

SOC 2023 SOCIAL PROBLEMS ............................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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, ACTS EQUIVALENT COURSE NUMBER: SOCI 2013)

SOC 2043 MARRIAGE AND THE FAMILY .............................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: SPAN 1013)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: SPAN 1023)

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. (GE, ACTS EQUIVALENT COURSE NUMBER: SPAN 2013)

SPEECH

SPH 2303 INTRODUCTION TO ORAL COMMUNICATIONS .................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. 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. (GE, ACTS EQUIVALENT COURSE NUMBER: SPCH 1003)

SPH 2313 INTERPERSONAL COMMUNICATION .................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in SPH 2303 Introduction to Oral Communications. Offered in the spring semester. The primary aim of this course is to introduce students to the basic concepts and theories necessary for the study of interpersonal communications and to provide the student with the opportunity to gain and practice new interpersonal skills in an open and accepting environment. (GE)
SURVEYING

GIS 2203 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or grade of “C” or higher in either ACAD 0326 Language Arts Strategies or ACAD 0211 Reading Review, or concurrently enrolled in ACAD 0211 Reading Review. Offered in the spring semester. 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 1113 PROFESSIONAL ETHICS FOR SURVEYORS ................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. This course will cover the history of the surveying profession in America with an eye to identifying the necessary and sufficient work ethics of the profession. The course will also cover the leading ethical theories in philosophy as a foundation to the study applied professional ethics for land surveyors. This course will review the standards of practice and codes of conduct that apply to the Arkansas land surveyor, including the rules of the board and the requirement for licensor as a land surveyor in the state.

SUR 1204 PLANE SURVEYING ..................................................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies AND ACT Math score of 17, COMPASS Algebra score of 27, or concurrently enrolled in MATH 0903 Intermediate Algebra. Offered in the spring semester. 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: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies AND ACT Math score of 17, COMPASS Algebra score of 27, or concurrently enrolled in MATH 0903 Intermediate Algebra. Offered in the fall 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: Grade of “C” or higher in the following: CIS 1013 Introduction to Computers, AND SUR 1204 Plane Surveying OR SUR 1213 Introduction to CAD & Surveying Software. Co-requisite: Concurrent enrollment in SUR 2213 Topographic & Civil Mapping. 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: Grade of “C” or higher in the following: CIS 1013 Introduction to Computers, AND SUR 1204 Plane Surveying OR SUR 1213 Introduction to CAD & Surveying Software. Co-requisite: Concurrent enrollment in SUR 2223 Survey Plats & Deeds. 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: Grade of “C” or higher in both SUR 1204 Plane Surveying and 1213 Introduction to CAD & Surveying Software. Offered in the fall semester. This course is the study of rights and interest in land ownership and transfer of property, statute law, common law, riparian and littoral rights, original surveys of sectionalized land, and resurveys of sectionalized land.

SUR 2013 BOUNDARY EVIDENCE AND PROCEDURES ................................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in both SUR 1204 Plane Surveying and in 1213 Introduction to CAD and Surveying Software. 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: Grade of “C” or higher in the following: SUR 1204 Plane Surveying, 1213 Introduction to CAD & Surveying Software, and CIS 1013 Introduction to Computers. Offered in the fall semester. 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: Grade of “C” or higher or concurrent enrollment in SUR 1214 Construction Route Surveying AND Grade of “C” or higher in the following: SUR 1204 Plane Surveying, 1213 Introduction to CAD & Surveying Software, and CIS 1013 Introduction to Computers. Offered in the spring semester. Topics covered 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: Grade of “C” or higher or concurrent enrollment in SUR 1224 Boundary Surveying AND Grade of “C” or higher in the following: SUR 1204 Plane Surveying, 1213 Introduction to CAD & Surveying Software, and CIS 1013 Introduction to Computers. 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: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances. (GE, ACTS EQUIVALENT COURSE NUMBER: DRAM 1003)

**THEA 2013 Survey of Acting** .......................................................................... 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall semester. Designed for students with little to no acting experience. Students will be introduced to the foundations of acting through the use of exercises, assignments, prepared monologue, scene work, play attendance, and written assignments. (GE)

**THEA 2023 Film Appreciation** ........................................................................ 3 CR. (3 LEC.)

Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, and ACT English score of 19, COMPASS Writing score of 80 or a Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the spring semester. A study of cinema as an art form through the examination of stylistic techniques, genres, and aesthetic elements of popular and historically significant films. (GE)

**WELDING**

**WLD 1001L Basic Welding** ........................................................................ 1 CR. (3 LAB)

Prerequisite: None. Offered in the fall and spring semesters. This course is NOT for welding majors. This course provides training in theory, manipulative skills, safety and related shop practices involving the use of oxyacetylene and electric arc stick welding. Students who successfully complete this course will be able to make quality welds in various positions. Techniques of fusion, brazing, soldering, and arc welding are covered.

**WLD 1202 Craft Skills** .................................................................................. 2 CR. (2 LEC.)

Prerequisite: None. Offered in the fall and spring semesters. This is an introductory course to basic craft skills essential to the welding industry as well as all other skilled trades. The course is designed to help entry level craft workers increase their awareness of material handling
techniques and basic equipment safety. The curriculum for this course is based on the National Center for Construction Education and Research (NCCER) guidelines and represents one of the foundational courses in the NCCER accredited welding program.

**WLD 1203 GAS METAL ARC WELDING** ............................................................................. 3 CR. (1 LEC., 6 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. This course includes an in-depth study of the gas metal arc welding process (GMAW). The student will learn the principles of a constant voltage power source and the mechanics and maintenance of the wire feeding system. Lab classes provide opportunities for students to practice short circuiting transfer on stainless and mild steel and globular transfer with flux cored wire feeding systems. The curriculum for this course is based on the National Center for Construction Educations and Research (NCCER) guidelines.

**WLD 1206 SHIELDED METAL ARC WELDING I** ................................................................ 6 CR. (3 LEC., 9 LAB)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. In this course, students will learn basic welding techniques in shielded metal arc welding, including cutting with oxyfuel equipment, electrode classification, and testing weldments using destructive and non-destructive methods. Lab class provides opportunities for students to apply knowledge from theory-based classes to practical exercises. This course combined with Shielded Metal Arc Welding II covers the National Center for Construction Education and Research (NCCER) curriculum for Welding Level One.

**WLD 2103 BLUEPRINT READING** .................................................................................. 3 CR. (3 LEC.)
Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, or Grade of “C” or higher in ACAD 0326 Language Arts Strategies. Offered in the fall and spring semesters. Topics in this course include lines and views, size descriptions, print formats, fasteners, and types of fabrication drawings. The course covers the various welding symbols prescribed by the American Welding Society for all standard production type welds. The last half of the course consists of reading blueprints and weld symbols.

**WLD 2206 SHIELDED METAL ARC WELDING II** .......................................................... 6 CR. (3 LEC., 9 LAB)
Prerequisite: Grade of “C” or higher in WLD 1206 Shielded Metal Arc Welding I. Offered in the fall and spring semesters. Students will further increase their welding proficiency in shielded arc metal welding by performing plasma arc and air carbon arc cuts, testing welds, and learning more in-depth properties of metals. Lab class provides opportunities for students to apply knowledge from theory-based classes to practical exercises. Upon completion of this course, students will be eligible to test for the National Center for Construction Education and Research (NCCER) Welding Level One certification.

**WLD 2303 GAS TUNGSTEN ARC WELDING** ................................................................. 3 CR. (1 LEC., 6 LAB)
Prerequisite: A grade of “C” or higher in WLD 1206 Shielded Metal Arc Welding I. Offered in the fall and spring semesters. In this course, students will use Gas Tungsten Arc Welding (GTAW) equipment to perform various welds in all positions. Lab class provides opportunities for students to practice GTAW. Upon completion of this course, students will be eligible to test the National Center for Construction Education and Research (NCCER) Welding Level Two certification.

**WLD 2306 PIPE WELDING** ..................................................................................... 6 CR. (3 LEC., 9 LAB)
Prerequisite: Grade of “C” or higher in WLD 2206 Shielded Metal Arc Welding II. Offered in the fall and spring semesters. In this course, students will use the shielded metal arc welding (SMAW) process to weld pipe in the 2G, 5G, and 6G positions with mild steel and lower alloy electrodes using the American Petroleum Institute (API) code. Lab classes provide opportunity for students to apply knowledge from theory classes to practical exercises. The curriculum for this course is based on the National Center for Construction Educations and Research (NCCER) guidelines.
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SECTION F
ACADEMIC INFORMATION

ACADEMIC ADVISORS

Upon acceptance to the University of Arkansas Community College at Morrilton an academic advisor will be assigned based on the major area you have indicated on your application.

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 Registrar’s 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.

ACADEMIC APPEALS (CHANGING GRADES)

Students wishing to appeal a grade they have received must contact the Registrar within 30 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 Academic Services, who will review the complaint with the instructor who reported the grade within 15 working days. The Vice Chancellor for Academic Services 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 designed to help students who, because of personal crisis, immaturity, or other exceptional circumstances, have not demonstrated their true abilities in performing college work. Academic clemency allows the calculation of grade point average and credit hours to be based upon work completed 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:

- Separation from ALL academic institutions for a period of at least three years.
- Completion of a minimum of 12 hours of college level courses taken at University of Arkansas Community College at Morrilton after re-entry with a 2.00 or better grade point average.
- Formal written request to be submitted to the Registrar which should include the semester(s) for which academic clemency/forgiveness is requested. (Selected courses in a given semester may not be excluded.)
- Academic clemency/forgiveness can only be requested one time for up to four semesters.

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 credit earned for the semester(s) for which clemency was granted.

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 clemency/forgiveness may or may not affect a student’s financial aid eligibility.
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 Academic Services. The student must present a written appeal to the Vice Chancellor for Academic Services within 10 days of the action by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Academic Services 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 Academic Services will notify the student of his/her decision within three class days of the conclusion of the hearing.

ACADEMIC HONORS

Students who meet the following requirements may be designated for Academic Honors at the end of the fall or spring semester.

CHANCELLOR’S LIST

Full-time students who have completed at least 12 college-level credit hours and have earned a 4.00 semester grade point average at the end of the fall or spring semester will be designated for inclusion on the Chancellor’s List. Students who complete at least 12 college-level hours in the summer and have earned a 4.00 semester grade point average at the end of each summer term will be designated for inclusion on the summer Chancellor’s List.

HONORS LIST

Full-time students who have completed at least 12 college-level credit hours and have earned a 3.50 – 3.99 semester grade point average at the end of the fall or spring semester will be designated for inclusion on the Honors List. Students who complete at least 12 college-level hours in the summer and have earned a 3.50 – 3.99 semester grade point average at the end of each summer term will be designated for inclusion on the summer Honors List.

ACADEMIC PROBATION AND SUSPENSION

Each student is expected to make satisfactory progress in all courses taken.

PROBATION

A student will be placed on Academic Probation at the close of any enrollment period (fall, spring, or summer) in which the student’s term and cumulative GPA falls below 2.00. The notation ACADEMIC PROBATION will appear on the student’s transcript.

CONTINUED PROBATION

A student will remain on probation if the term GPA is 2.00 or above but the cumulative GPA is still below 2.00 at the end of any enrollment period (fall, spring, or summer). The notation ACADEMIC CONTINUED PROBATION will appear on the student’s transcript.

SUSPENSION

Students currently on Academic Probation that have a term and cumulative GPA below 2.00 at the end of the following enrollment period (fall, spring, or summer) will be placed on Academic Suspension. The notation ACADEMIC SUSPENSION will appear on the student’s transcript. Students placed on Academic Suspension are not allowed to enroll the following semester (this includes summer and fall for
students placed on suspension following the spring semester). If after the student returns from Academic Suspension, the term GPA is 2.00 or above but the cumulative GPA is still below 2.00, the student will be placed on ACADEMIC CONTINUED PROBATION.

Students who have been suspended two times will have to appeal for readmittance to UACCM.

REMOVAL
The student will be removed from probation or suspension when both the term and cumulative GPA are 2.00 or above at the end of any enrollment period (fall, spring, or summer).

Students placed on Academic Suspension may appeal the Academic Standards Committee for an exception to this policy. Students on probation need to refer to the Financial Aid Satisfactory Academic Progress Policy concerning eligibility of financial aid.

ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

The Arkansas Course Transfer System (ACTS) is accessible from the home page of the Arkansas Department of Higher Education. The web address is http://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 “AW” 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 Academic Services. The Vice Chancellor for Academic Services 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.

COLLEGE SUCCESS ORIENTATION

All first-time entering freshman and transfer students enrolled in at least six semester credit hours at UACCM are required to complete a one-day college success orientation prior to the beginning of the semester. There is no cost associated with the college success orientation; however, students who do not complete orientation will be automatically enrolled in the ACAD 0001 College Orientation class and will be required to pay one credit hour tuition and fees. Concurrently enrolled high school students, home school students, and students eligible for the special tuition rate for senior citizens will not be required to complete college success orientation or ACAD 0001 College Orientation.

ACAD 0001 College Orientation is a Pass/Fail course. Students are not allowed to drop this course unless completely withdrawing from the semester.

CREDIT BY EXAMINATION

UACCM awards college credit through the Advanced Placement (AP) program, the College Level Examination Program (CLEP), and by departmental examinations.

ADVANCED PLACEMENT (AP)

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 certificate and/or degree requirements. Check with the Registrar for a current list of accepted Advanced Placement scores.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP program allows students to earn credit towards completion of a certificate and/or degree at UACCM. Check with the Registrar for a current list of accepted College Level Examination Program scores.

DEPARTMENTAL EXAMINATION

Students may receive credit for technical courses by successfully completing the departmental exam for a course. The exams 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 exams are established by the departmental faculty and division chair and approved by the Vice Chancellor for Academic Services.

Students are limited in the number of credit by examination hours that may be used for certificate and/or degree completion. No more than 30 hours may be used for degree completion and no more than one-half of the hours required for a certificate.

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 remedial 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 or more final exams on the same day may petition the Vice Chancellor for Academic Services 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 six 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% ........................... 4 quality points
- B  80%—89% ............................ 3 quality points
- C  70%—79% ............................ 2 quality points
- D  60%—69% ............................ 1 quality points
- F  Below 60% ............................ 0 quality points
- W  Withdrawn ........................... 0 quality points
- AW Administrative Withdrawal ....... 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
- P  Pass  ................................. 0 quality points

GRADUATION REQUIREMENTS

Graduation requirements for students seeking a degree, technical certificate, or certificate of proficiency include the following:

- Successful completion of all academic coursework, including required developmental courses, with a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits and specified courses.
- Completion of at least 24 credit hours as a student at UACCM required to earn an associate degree (AA, AS, AAT, AAS, AGS); completion of at least 50% of the required courses as a student at UACCM for a technical certificate or certificate of proficiency.
- Satisfaction of all financial obligations due to the college.

Students have five years to complete the degree or technical certificate program requirements in the catalog under which they initially enrolled at UACCM. Students may not graduate under a catalog dated before their initial enrollment at UACCM. Students who do not complete program requirements within five years of initial enrollment must complete requirements under the current catalog of their anticipated graduation date.

HONOR GRADUATE REQUIREMENTS

Students who meet the following requirements may be designated for Honor Graduate at the time of graduation from UACCM:

HIGHEST HONORS

Students completing graduation requirements for a technical certificate or associate degree may be designated as graduating with Highest Honors if they have earned a 4.00 cumulative grade point average.

HONORS

Students completing graduation requirements for a technical certificate or associate degree may be designated as graduating with Honors if they have earned a 3.50 – 3.99 cumulative grade point average.

Transfer students must have completed at least one-half of their technical certificate or associate degree requirements at UACCM with the required grade point average to be designated as an Honors Graduate.
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 from 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 degree or certificate seeking. Credit will only be awarded if applicable to the student’s declared major. Students are eligible for a maximum of 30 prior learning credit hours. Requests for Prior Learning Credit can be made in the Registrar’s Office by providing a written statement for which credit is being requested. 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 a committee 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 equivalent to courses objectives. If the student has successfully documented equivalent learning to meet course objectives, credit will be awarded. Final authority for the awarding of Prior Learning Credit rests with the Vice Chancellor for Academic Services.

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 Academic Advising and Career Services to explore and plan their future.

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 12 credit hours.
STUDENT RECORDS

ANNUAL NOTIFICATION

Students may obtain copies of the Family Educational Rights and Privacy Act (FERPA) from the UACCM website (http://www.uaccm.edu/future_student/parent/parent_rights.htm). This provides a copy of students’ rights under the act and the procedure for filing complaints.

TYPES AND LOCATIONS OF EDUCATIONAL RECORDS

<table>
<thead>
<tr>
<th>Types</th>
<th>Location</th>
<th>Custodian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Records</td>
<td>Admissions Office</td>
<td>Director of Admissions</td>
</tr>
<tr>
<td>Academic Records</td>
<td>Registrar’s Office</td>
<td>Registrar</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Progress Records</td>
<td>Departments</td>
<td>Individual Instructor</td>
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</tbody>
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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, honors, 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. The appropriate form to prevent disclosure of directory information is available in the Registrar’s Office.

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:

- To school officials who have a legitimate educational interest in the records. A school official is:
  - A person employed by UACCM in an administrative, supervisory, instructional, or support staff position
  - A person employed by or under contract to UACCM to perform a special task, such as the attorney or auditor
  - 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

- 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.

- 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.

- To organizations conducting certain studies for or on behalf of the school.

- To accrediting organizations to carry out their functions.

- 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:

- 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.

- 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.

- 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:
  - Maintained separately from educational records
  - Maintained solely for law enforcement purposes
  - 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 member 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:

- The financial statement of the student’s parents
- 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 written requests for 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

ACADEMIC COMMONS, GORDON LIBRARY

The Gordon Library, located in the east wing of the Library Complex, 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 private study rooms, tables, and copying services. Computer and Internet access is also available in the Library Complex. Student Success Tutors are also available for students to receive tutoring in writing, math, and computer skills.
ALUMNI ASSOCIATION

Students who attended the 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. Current UACCM students are automatically enrolled in the Alumni Association upon graduation, and membership is free and open to all former students. For more information, contact the Alumni Office at 501-977-2085 or submit an alumni application online at http://www.uaccm.edu.

CAMPUS EMERGENCY ALERT

The UACCM Emergency Alert System allows campus administrators to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus such as campus closings, severe weather, or security incidents. The privacy and priority of this information will be preserved and will not be shared with third parties for commercial purposes or other purposes than this notification system.

To sign up for the Emergency Alert System, please log into the UACCM Portal using your user ID and password. Select the Emergency Alert tab and follow the instructions for submitting your emergency contact information.

Please contact the Vice Chancellor for Student Services for questions about the UACCM Emergency Alert System.

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 21 living in their residence. If you are interested, please contact the Career Pathways Office at 501-977-2186.

CAREER SERVICES

Career Services will help undecided students choose a major based upon occupational outlook information. Career Services offers help with resume writing, cover letters, digital professional portfolios, interviewing skills, dressing for success, and setting career goals. On-site interviews are conducted by various companies. The Virtual Career Center allows students to build a professional portfolio, create and submit resumes, locate and apply for jobs, and research careers. When you finish career sessions, you will have an understanding of how your personality, skills, education, and values will ensure success in specific career areas.

CHILD CARE SERVICES

The Earle Love Child Study Center which is located on the UACCM campus provides child care services to students and community families. The Center has a Level Two Better Beginning rating awarded by DHS/Division of Child Care and Early Childhood Education.

COLLEGE DINING SERVICES

During the fall, spring, and summer semesters, The Plaza is open Monday through Friday, 7:00 a.m. - 2:00 p.m. Daily offerings include continental breakfast items from 7:00 a.m.–11:00 a.m. and daily lunch specials, salads, and soups served from 11:00 a.m.–2:00 p.m. Menu items are reasonably priced and dine-in drink refills are free. The Plaza is located on the west end of campus and offers ample parking and a casual atmosphere. The Plaza can also be reserved for special events outside of normal operating hours. For special arrangements, call 501-977-2081.

COUNSELING SERVICES

Educational, personal and career counseling is available to UACCM students through the Department of Counseling and Disability Services. Counseling and Disability Services offers a wide variety of services designed to enhance student learning and overall wellbeing. Professional counseling is provided (free of charge) to UACCM students. Counseling may help students cope more effectively with many problems
that arise in daily life, including some that may interfere with academic progress. Students bring a wide range of issues to counseling, and anything which is a concern to a student is important. Some experiences frequently brought to counseling include stress, relationship problems, anxiety, grief, depression, coping with transitions, and other mental health challenges. The counseling process involves a relationship between you and a licensed counselor who will help you clarify your feelings, make your own decisions, and resolve your concerns based upon your personal values. Appointments may be arranged by calling or visiting Counseling and Disability Services; if you have a crisis, no appointment is necessary.

**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, extended time, or alternative testing arrangements) should request the accommodation at the beginning of the semester or term. The Counseling and Disability staff will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation to the Counseling and Disability staff. 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**

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 a free service located in the Kirk Building which is available for use by students currently enrolled in classes at UACCM, as well as College employees 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, employees, and alumni. Intramural sports are sports held within the College where students form teams and compete against each other for the prized “Wolfie” trophy. The “Wolfie” trophy 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.

**JOB PLACEMENT ASSISTANCE SERVICES**

The Advising and Career Center maintains a list of job opportunities for students and alumni. Positions are posted on the UACCM website.
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 Public Safety at 501-208-7377.

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 online at www.uaccm.edu or 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 electronically annually to students and staff. Should potentially dangerous situations occur, they will be communicated to students through an emergency alert system. Campus crime statistics are available online at www.uaccm.edu or 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 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 Office of Student Engagement located in Union Station/Student Center for additional information.

FUND RAISING FOR STUDENT ORGANIZATIONS

- Student organizations approved to operate on the UACCM campus may charge membership dues and conduct fundraising 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).
- Fundraising activities must comply with the policies and regulations of the College, and must not violate Arkansas law.
- Fundraising projects for philanthropic purposes must be directed to nonprofit, tax exempt organizations and not made directly to an individual or individuals.
- 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, Heating, & Refrigeration Technology Club
- Arts Alliance Club
- Automotive Collision Repair Technology Club
- Automotive Technology Club
- Baptist Collegiate Ministry
- Church of Christ Student Organization
- Computer Information Systems Club
- Early Childhood Student Organization
- Intramural Council
- Otaku Club
- Petroleum Technology Student Organization
- Phi Beta Lambda
- Phi Theta Kappa
- Prism Alliance
- Student Association of Surveyors
- Student Government Association
- Student Nursing Association
- Theatre Ensemble
- THRIVE College Ministry
- Welding Technology Club

STUDENT STUDY LOUNGES

Student study lounges are located on the second floor of the University Center, and the first floor of the Library Complex. The Kirk Building houses Union Station/Student Center, a multi-purpose student center/TV lounge. An adjacent convenience store carries a variety of snacks, drinks, consumable supplies and personal care needs.

TESTING SERVICES

Testing Services is available to students as a confidential and secure location to provide a wide-range of testing services. Tests such as CLEP, COMPASS, TEAS, STEP, and GED are administered through the Office of Testing Services. Proctoring services for make-up exams and online course exams will be scheduled through Testing Services which is located in the Business Technology Center Room 207.

TRANSFER SERVICES

Students planning to transfer to a four-year institution are provided with a transfer coordinator to help match students to the correct institution. Students will be directed to a transfer representative at local institutions of higher learning. Students will receive assistance with transferring credits and developing a program of study for while attending UACCM.
UNIVERSITY BOOKSTORE

The University Bookstore, located at the intersection of Highway 9B and University Boulevard, offers textbooks, paper, supplies, clothing, and miscellaneous gift and personal items. The University 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. 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. Online orders will be confirmed by e-mail and may usually be obtained at the bookstore in two to three days.

The bookstore will accept returns and exchanges for one week after the first day of class for fall and spring and within 3 days from the first day of class for summer semester. The books/supplies must be in “like new” condition and must be accompanied by a cash register receipt. Contact the University Bookstore at 501-977-2127.

WEBSITE

The UACCM website 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 website also has the following tools to help you manage your college life. The UACCM website is http://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.

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. 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

UACCM offers several courses online that are designed to give students the opportunity for quality education within a self-directed environment. The online learning management system, eLearning, is accessed through the My UACCM Portal and 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.

- 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.
- A complaint should be filed within five working days after the complainant becomes aware of the alleged violation.
- 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.
- 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.
- The ADA Coordinator shall maintain the files and records of UACCM relating to the complaints filed.
- 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.
- 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, including online students, 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:

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.

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.

3. If not satisfied, the complainant may appeal to the Chancellor within 10 working days to investigate and respond in written form.

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.

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. Permits can be obtained free at the Information Desk located in the University Center.

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 administrative officers close the campus, the closing will be reported to Little Rock, Arkansas, television stations and KVOM Radio (800 AM or 101.7 FM) and a notification message will be sent to the Emergency Alert System registered users. Information about closing will also be posted on The Campus Link Blog and UACCM Facebook page. 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.

Policy.

- 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.
- 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.
- 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.

Definition. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
• 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.
• 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.
• 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.

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.

• 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.

• 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.

• Sanctions. If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College’s policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

SIGNS/POSTERS

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

Effective May 15, 2009, the University of Arkansas Community College at Morrilton (UACCM) is a tobacco-free campus. Beginning on the effective date, possession, smoking and use of tobacco products will not be permitted anywhere on the UACCM campus.

UACCM does not seek to force or require cessation of tobacco products by its students, faculty, staff, or visitors. However, tobacco use on the UACCM campus is prohibited.

DEFINITION OF TERMS

- Tobacco Product—All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco.
- Campus—Includes college vehicles; vehicles parked on college property; and any and all UACCM owned, leased, or maintained property including but not limited to buildings, facilities, sidewalks, parking lots, building entrances and common areas, athletic fields, outdoor seating, and grounds.

PROVISIONS

- This policy replaces all previous tobacco policies.
- Effective May 15, 2009, the University of Arkansas Community College at Morrilton (UACCM) is a Tobacco-Free Campus. All tobacco use on campus is prohibited.
- This policy applies to trustees, staff, faculty, students, visitors, vendors, and contractors.
- Organizers and attendees at public events on the UACCM campus such as conferences, meetings, public lectures, social events, and cultural events will be required to abide by the UACCM Tobacco-Free Campus Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing the policy.
- Contractors and their employees providing a service to the UACCM campus are also required to abide by this policy.
- The sale of tobacco products on the UACCM campus is prohibited.
- The free distribution of tobacco products on the UACCM campus is prohibited.
- Tobacco advertisements are prohibited in college publications.

IMPLEMENTATION

- Based upon health data, it is the hope of UACCM that students, employees, and visitors recognize the value of this policy and voluntarily comply.
- Implementation and enforcement of this policy are the shared responsibility of the entire college community. Therefore, all members of the college community are asked to courteously and tactfully inform persons in violation of the Tobacco-Free Campus Policy concerning their violation.
- Appropriate signs will be posted on campus. However, the Tobacco-Free Policy applies whether or not signs are posted.
- Managers and supervisors interviewing applicants for possible employment with UACCM will inform the applicants that UACCM is a tobacco-free campus.
- The Admissions Office will inform prospective students that UACCM is a tobacco-free campus.
- Any contracts or agreements for use or lease of UACCM property or facilities will clearly state the college is a tobacco-free campus.
COMPLIANCE

- Students, employees, and visitors are expected to comply with all UACCM policies and procedures.
- The success of this policy is dependent upon the courtesy, respect, and cooperation of students and college personnel, not only to comply but to continue to encourage the compliance of others.
- Any student that continues to violate this policy is subject to a monetary fine as established by the Board and disciplinary action as described in the Student Code of Conduct.
- Any employee that continues to violate this policy is subject to a monetary fine as established by the Board and the established procedures for resolving other work-related problems. Non-compliance with College Policy is grounds for termination of employment.
- Any visitor that insists upon violation of this policy is subject to permanent removal from UACCM property. Violation of college policy will cause agreements with such individuals or organizations to be terminated and the individual or organization may be barred from future use of UACCM property.

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 USAGE

UACCM computer accounts are allocated a limited amount of space on the network server. If this space is filled, users will no longer be able to save files or send and receive mail. Individual users must delete their mail periodically. UACCM representatives reserve the right to periodically delete mail and files.

THE FOLLOWING ACTIONS ARE NOT PERMITTED AT UACCM:
- Permitting another person to use your account, sharing your password, accessing another person’s account, or attempting to access another user’s account.
- Using UACCM’s computers to impersonate, deceive, or defraud another user.
- To view, transmit, execute, or store messages, images, or material that is threatening, abusive, profane, malicious, pornographic, obscene, racist, discriminatory, sexually explicit, harassing, slanderous, or of a stalking nature.
- Using, pirating, or copying computer software, music, images, or other copyrighted material in a manner, which violates U.S. copyright laws or software vendor licenses.
- Using computer resources to transmit solutions or answers to class assignments other than to the instructor.
- Any activity, which would cause another user to lose their computer privileges.
- Using computer facilities for personal profit, commercial business, or for political purposes.
- Any attempt to compromise the security at UACCM or any other site.
Any activity, which would negatively affect the performance of the network.

Chatting, gambling, pornography, and playing games on the Internet is prohibited.

Installing software or copying files to any of UACCM’s computers without being instructed by an instructor to do so. This includes installing programs that come with your textbooks, games, computer browsers, and messenger services.

Unsolicited e-mail (SPAM) sent to all students or a large group of individuals is not permitted unless it is being sent by college approved clubs or the administration. All mass mailing to the students by clubs must be approved by the faculty sponsor or Computer Services.

Obscuring the true identity of the sender of any e-mail message.

Changing the settings on any computer equipment, electronic equipment, or software applications.

Advertising items for sale for personal profit.

Any attempt to intercept or decode passwords; attempt to damage files, software, or equipment; using or installing hacker programs or files such as crackers, monitors, sniffers, or any other hacking tool is prohibited.

Any activity that violates federal, state, or local laws.

Violation of this policy may be grounds for permanent loss of the privilege to use UACCM’S computer resources, and additional disciplinary action when appropriate. Since owners of computer accounts are responsible for all activities which take place in their accounts, account holders are discouraged from sharing network passwords with others. If it is suspected that someone other than oneself has accessed a personal account, it is the account holder’s responsibility to notify Computer Services.

Students enrolled in certain computer courses will be assigned a folder on the UACCM network where homework can be stored. Instructors have access rights to these files for grading purposes. All files saved on the network should be for class work only.

The use of the computer resources on campus is a privilege. E-mail and Internet usage is for educational interchange, research, or campus business only. All messages are available for review by authorized institutional representatives, and UACCM reserves the right to disclose messages to law enforcement or other third parties without notifying any of the parties responsible for the messages.

OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE COLLEGE

SUMMARY
Occasionally, students travel off-campus in conjunction with academic instruction, registered student organizations or other activities organized or sponsored by UACCM. UACCM supports the philosophy that travel away from campus is an important part of students’ collegiate experience.

This policy applies to travel of enrolled students to attend activities or events that are organized and/or sponsored by UACCM:

- An organized activity or event is one that is initiated, planned and arranged by a member of UACCM’s faculty or staff and is approved by an appropriate administrator.

- A sponsored activity or event is one that UACCM endorses by supporting it financially or by sending students to participate.

REQUIREMENTS
A student may travel and participate in a UACCM organized and/or sponsored activity or event only when all the following requirements are satisfied:

- A UACCM administrator authorizes the student to attend an activity or event related to accomplishment of UACCM educational purposes.

- The student travels by UACCM vehicle or according to transportation approved by the administrator authorizing the travel.

- Before leaving campus, the student and accompanying faculty or staff sponsor must have registered the travel with the Vice Chancellor for Student Services by completing all required paperwork.
TRAVEL REGULATIONS

- UACCM has established the following procedures concerning the travel of enrolled students off campus:
  - Approvals for student travel must be secured from the sponsor’s or accompanying faculty member’s immediate supervisor and the Vice Chancellor for Student Services by completing the “Off-Campus Student Travel Request” form.
  - The “Off-Campus Student Travel Request” form must be processed within two weeks in advance of the travel. The accompanying faculty or staff sponsor, the immediate supervisor and the Vice Chancellor for Student Services must have signed the form. Copies of the form for all student travel must be on file with the Vice Chancellor for Student Services.
  - UACCM vehicles must be driven only by qualified employees of UACCM. All personnel who operate a UACCM vehicle must have a photo copy of a valid Arkansas driver’s license and a State Police report verifying a safe driving record on file in the Personnel Office prior to operating a UACCM vehicle. All personnel who operate a UACCM van must have a “P” endorsement on their driver’s license.
  - Students are prohibited from operating UACCM vehicles.
  - Students participating in off-campus travel must be accompanied by a faculty or staff sponsor.
  - Students who travel away from campus for a UACCM-organized or sponsored activity are subject to disciplinary action in accordance with the UACCM Student Code of Conduct.
  - Students participating in the trip must complete and sign a UACCM “General Release and Covenant Not to Sue – Off-Campus Domestic Activity.” These signed agreements must be submitted along with the “Off-Campus Travel Request” form.
  - Students participating in a trip abroad must also complete and sign the UACCM “General Release and Covenant Not To Sue – Off-Campus International Activity” form. These signed agreements must be submitted prior to any student travel abroad.

UACCM will accept no responsibility for injury or damage incurred for off-campus travel organized and conducted by students in their own interest and not registered as an approved, organized, or sponsored activity or event.

CLASS ATTENDANCE

Students are occasionally away from UACCM on approved travel during regularly scheduled classes. Students who are absent from class due to an approved UACCM-sponsored or organized activity should not be counted as absent as it relates to the Administrative Drop (AW) policy. Students who are absent from class due to an approved UACCM-sponsored or organized activity should be allowed to make-up missed exams or assignments.

As part of the “Off-Campus Travel Request” form, the faculty or staff sponsor of the trip must include the names of all students traveling. Upon final approval of the travel request, the Vice Chancellor for Student Services will notify via email all faculty that the students will be absent from class on a specific date(s) for a specified time. If the course instructor of a student who has been approved to travel has legitimate reasons that the student should not miss class, the course instructor should contact the travel faculty or staff sponsor immediately to discuss. If a student is included on the travel request as traveling, but does not travel, the Vice Chancellor for Student Services must be notified immediately.
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:

- Alcohol and Illicit Drugs–To possess, use, manufacture, distribute, or to be under the influence of alcohol or illicit drugs
- Cheating–To possess, receive, use, solicit, or furnish unauthorized aid in an academic endeavor
- Climbing on College Structures–To climb, rappel, or any similar action is prohibited on College structures
- Damage to Property–To misuse or harm the property of others
- Deception, Fraud, or Misuse of Documents–To forge, alter, or acquire College documents, records, or identification cards without authorization
- 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
- Failed Financial Obligations–To fail to fulfill any financial obligation to the College (tuition, fees, books, materials, etc.)
- 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
- Furnishing False Information–To provide information, which is false or misleading to the College for its official use
- Gambling–To wager on the outcome of any activity or event
- Harassment–To perform any action, verbal or non-verbal, that persistently annoys another
- Lewd, Indecent, or Obscene Behavior–To behave in a manner that is offensive to established community standards of decency or modesty
- Misuse of Internet Privileges–To violate the terms of the Computer Use Agreement with the College
- Non-compliance with Directions of a College Official–To fail to comply with reasonable directions given by an employee of the College
- Physical Abuse or Threat of Physical Abuse–To physically endanger or threaten to endanger the health or safety of another
- Plagiarism–To appropriate ideas, which are not common knowledge, or writings of another and represent them as one’s own
- Theft–To appropriate or possess the property of another without right or permission
- Tobacco Products–Tobacco products are not permitted anywhere on the UACCM campus.
- Verbal Abuse–To use obscene, profane, or derogatory language, which insults, abuses, or defames another
- Violation of College Policies or Regulations–To fail to comply with published or announced College policies or regulations
- Violation of Local, State, or Federal Law–To violate local, state, or federal law
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:

- 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.
- 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.
- 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.
- 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.
- 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.
- The right not to answer any questions prior to the hearing.
- 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.
- 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.
- 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.

- Weapons, Firearms, Explosives-To possess or use unauthorized fireworks, firearms, dangerous chemicals, explosive materials and devices, or lethal weapons of any type
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.

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:

- 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.
- Educational Task: a task that benefits the individual, campus, or community.
- Academic: the immediate removal and withdrawal of the student from a specified course or courses.
- Reprimand: a written notice to the student that continuation or repetition of specified conduct may be cause for additional disciplinary action.
- Restitution: compensating the College or other injured party for damaged, lost, or destroyed property.
- 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.
- 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.
- 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.
BATTERSHELL, GARY (1994) History Instructor, Ph.D., University of Arkansas; M.A., University of Central Arkansas; B.A., University of Arkansas

BEAVER, AMANDA (2013) Nursing Instructor, B.S.N., Texas Woman's University

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

BLANCHARD, DANE (2008) Sociology Instructor, M.A., B.A., University of Louisiana at Monroe


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


CAMERON, GARY (2012) Nursing Instructor, B.S.N., Missouri Southern State University; M.S.A., H.S.A., Central Michigan University


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

CUNNINGHAM, SHERRY (2011) Computer Information Systems Technology Instructor, M.S., B.S., Louisiana State University

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

DEQUEANT, MICHAEL (2013) Chemistry/Science Instructor, Ph. D., University of Miami; B.S., Louisiana State University

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


GIBBONS, LORI (2010) Computer Information Systems Technology Instructor, M.S., B.S., University of Central Arkansas; A.A.S., University of Arkansas Community College at Morrilton

GRAHAM, KELLY (2011) English Instructor, M.A., B.A., University of Central Arkansas

HARRIS, JAMES (2008) Theatre/Speech Instructor, M.F.A., Purdue University; B.A., University of Central Arkansas


HICKS, SCOTT (2010) Biology Instructor, M.S., University of Central Arkansas; B.S., Louisiana Tech University

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

JACKSON, JOHN (2012) Automotive Service Technology Instructor, A.A.S., University of Arkansas Community College at Morrilton

JONES, KARA (2011) Education Instructor, M.S.E., B.S.E., University of Central Arkansas


KRAMER, TIM (2011) Biology Instructor, Ph.D., M.S., University of Oklahoma Health Science Center; B.A., Pittsburg State University

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

MARTIN, REBECCA (2013) Nursing Instructor, B.S.N., R.N., Arkansas Tech University

MCCOOL, TRAYE (1998) History Instructor, M.A., University of Mississippi; B.A., Ouachita Baptist University

MCCROTTY, MARYLOU (2010) Computer Information Systems Technology Instructor, M.S.E., University of Central Arkansas; B.S.E., Oregon State University

MCKNIGHT, KEITH (2013) Automotive Collision Repair Technology Instructor, A.A.S., University of Arkansas Community College at Morrilton

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

MEEK, LAURA (2009) Nutrition Instructor, M.S., B.S., R.D., University of Central Arkansas; A.A., University of Arkansas Community College at Morrilton

MILLHEIM, JAYSON (2013) Drafting Instructor, B.S., Arkansas Tech University; A.A.S., University of Arkansas Community College at Morrilton
MINGUEZ, CYNTHIA (2008) Academic Achievement Instructor, M.A., University of Central Oklahoma; B.S., Arkansas Tech University

PARDEE, SUSAN (1990) Academic Achievement Instructor, B.S., Louisiana Tech University

PATTERSON, NANCY (1988) Business Instructor, M.B.A., University of Central Arkansas; B.B.A., Southern Arkansas University

PETTRY, PATRICIA (2011) Academic Achievement Reading Instructor, B.A., Fairmont State College

ROHLMAN, JESSICA (2009) Personal Health Instructor, M.S., University of Central Arkansas; B.A., Arkansas Tech University


SMITH, DEBBIE (2014) Nursing Instructor, B.S.N., Arkansas Tech University, L.P.N., Arkansas Valley Technical Institute

SMITH, WANDA (2010) Academic Achievement Instructor, M.S., B.S.E., University of Central Arkansas

STRASSLE, DANA (2004) Biological & Geological Sciences Instructor, M.A., New Mexico State University; M.S., University of Central Arkansas; B.S., New Mexico State University

THOMASON, DANA (2010) Psychology Instructor, Ph. D., University of Denver; M.S., University of Central Arkansas; M.Th., Southern Methodist University; B.A., Hendrix College

THOMPSON, CINDY (1984) Business Instructor, M.S.E., B.S.E., University of Central Arkansas; Office Occupations Diploma, Petit Jean Vocational Technical School

TIPTON, ROBERT (2010) Technology Instructor, A.G.S., University of Arkansas Community College at Morrilton; Industrial Technology Certificate, Pulaski Technical College

TOMLINSON, LYNNE (1991) Academic Achievement 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 at Texarkana; B.A., Southern Arkansas University

TUCKER, CAROLYN (2013) Nursing Instructor, B.S.N., University of Arkansas Medical Sciences; A.A.S.N. Arkansas State University; L.P.N., Arkansas State University - Newport

VOWELL, SHERRY (2009) Accounting Instructor, M.S., University of Arkansas; M.B.A., B.B.A., University of Central Arkansas

WADE, SHERYL (2014) Petroleum Technology Instructor, B.A.S., University of Arkansas Fort Smith; A.A.S., University of Arkansas Community College at Morrilton


WATSON, DANAE (2002) Mathematics Instructor, M.S., Oklahoma State University; B.S., University of Arkansas at Monticello

WHITING, GENITA (1989) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas

WILLIAMS, MIKE (2012) Air Conditioning, Heating, & Refrigeration Technology Instructor, C.P., University of Arkansas Community College at Morrilton; NATE certificate, Pulaski Technical College

ZAMBRANO, LINDA (1993) Business Instructor, M.S.E., University of Central Arkansas; B.S.Ed., University of Missouri; A.S., State Fair Community College
ACKLEY, MERRY (1998) Custodian
ARN, DIANA (1987) Vice Chancellor for Academic Services, M.S.E., University of Central Arkansas; B.A., Harding University; A.A., Arkansas State University at Beebe
ARNOLD, BRANDY (2013) Counseling and Disability Services Assistant, A.A.S., University of Arkansas Community College at Morrilton
ATES, RICHARD (2007) Senior Campus Police Officer, A.A.S., Texarkana College; FBI-NA 179th Session; Certified Senior Law Enforcement Officer and Professional Instructor
BAILEY, SARA (2011) Technical Academic Advisor, B.A., University of Central Arkansas; M.F.A., Murray State University
BENEGAR, GREG (2006) Network Manager, A.A.S., Arkansas College of Technology
BIRKNER, LINDA (1985) Vice Chancellor for Administration, Ed.D., University of Arkansas at Little Rock; Ed.S., M.Ed., B.S.A., University of Arkansas
BITTLE, DEBRA (2005) Director of Administrative Computing, B.B.A., University of Central Arkansas
BLACK, AMBER (2008) Administrative Specialist for Health Professions and Natural Sciences, A.G.S., A.A., A.A.S., University of Arkansas Community College at Morrilton
BRENTS, BRIGITTE (2011) Payroll Officer
BROWNLEE, PAMELA (2006) Administrative Specialist for Physical Plant, A.A.S., University of Arkansas Community College at Morrilton
BULL, KIM (2008) Business Office/Purchasing
CAMPBELL, MARK (2012) Custodian
CAPLETTE, AMANDA (2002) Food Preparation Technician
CHAPMAN, GREGORY (1999) Custodial Supervisor
CHAPMAN, ROGER (2009) Custodian
CLARK, LISA (2005) Custodian
CLARK, MARY (1992) Chief Information Officer, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas
COOPER, VICTOR (2012) Maintenance Assistant
CUMMINGS, CHRISTINE (2006) Custodian
DARLING, KIM (2010) Director of Community Education, M.S.E., University of Central Arkansas; B.S., Arkansas Tech University
DAVIS, CODY (2012) Counselor and Disability Services Coordinator, M.A., B.A., Louisiana Tech University; Licensed Associate Counselor, State of Arkansas
DAVIS, LARRY (2010) Chancellor, Ed.D., M.S., Oklahoma State University; B.S., East Central University
DAVIS, NATASCHA (2012) Toddler Classroom Teacher, A.S., Muennerstadt College
DEWEY, SUSAN (2000) Director of Student Outreach and Engagement, M.S.E., B.S.E., University of Central Arkansas
DODGEN, PATRICK (2007) Maintenance Assistant
DUVALL, STACI (2012) Director of Counseling and Disability Services, M.Ed., B.A., Arkansas Tech University; Licensed Associate Counselor, State of Arkansas
EDWARDS, LESLIE (2007) Administrative Specialist for Admissions, A.S., Arkansas Tech University; Certificate, University of Arkansas Community College at Morrilton
EMBRY, REBECKA (2012) Library Director, M.S.I.S., University of Texas at Austin; B.A., Arkansas Tech University
FIELDER, KAREN (2006) Teacher, B.S., University of Arkansas
FREEMAN, ERICA (2012) Director Academic Advising and Career Services, B.S., Central Baptist College; A.A., University of Arkansas Community College at Morrilton
GANGLUFE, SANDRA (2012) Student Accounts
GOTTSPONER, MANDY (2006) Accounting Technician - Accounts Payable
GRAY, CHARLES (2008) Skilled Tradesman
GROWNS, RICHARD (1994) Director of Computer Services, B.B.A., Harding University
GUESS-WELSH, GINA (2007) Instructional Technology Coordinator, B.A., University of Arkansas at Little Rock
GUINERMAN, LISA (1992) Vice Chancellor for Finance, 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
HALE, ROSE (2012) Custodian
HALL, DAVID (2014) Campus Police Officer, A.G.S., Central Texas College; Certified Advanced Law Enforcement Officer; Technical Certificate, School of Law Enforcement Supervision

HARPER, LAUREN (2010) Director of Career Pathways, M.P.A., University of Arkansas at Little Rock; B.S., University of Central Arkansas

HAWKINS, BETH (2010) Director of Institutional Research, M.A., B.S., University of Central Arkansas; A.A., University of Arkansas Fort Smith

HERVEY, TRAMAIL (2010) Maintenance Assistant, A.A.S., University of Arkansas Community College at Morrilton; EPA Certificate;

HIGGS, LINDA (2006) Custodian


HOLLOWAY, ALLEN (1997) Director of Physical Plant

HUFFMAN, RYAN (2012) Administrative Specialist for Academic Initiatives, A.A.S., University of Arkansas Community College at Morrilton

JARAMILLO, CANDE (2000) Information Systems Analyst, A.A.S., Tarrant County Community College

JARAMILLO, LINDA (2000) Director of Academic Initiatives, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas

JOHNSON, GARTH (2012) Division Chair, Fine Arts & Professional Studies, Ed.D., University of Memphis; M.A., B.S., University of Central Arkansas

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

KEETON, ROBERT (2003) Division Chair of Technical Studies, M.S., B.S., University of Central Arkansas

LANE, LIZ (2013) Human Resources Assistant

LAPLANT, KATHY (2014) Custodian


LONG, BECKY (2004) Custodian

MAGIE, JAN (2007) Administrative Specialist for General Education / Administrative Specialist for Fine Arts & Professional Studies

MARTIN, WESLEY (2012) Campus Police Officer, Certified Intermediate Law Enforcement Officer, Professional, Radar, Firearms and ALERRT Active Shooter Instructor

MCCOY, TERRY (2011) Administrative Specialist for Admissions, Technical Certificate, University of Arkansas Community College at Morrilton

MEADERS, WENDY (2010) Accounting Technician - Accounts Receivable

MITCHELL, PATTIE (2012) Custodian

MIZE, TREVOR (2003) Graphic/Web Designer, A.A.S., University of Arkansas Community College at Morrilton


MOORE, JUSTIN (2011) Admissions Counselor, B.S., Arkansas Tech University

MULLEN, JEFF (2013) Director of Accounting, M.B.A., University of Central Arkansas; B.S.B.A., University of Arkansas

MULLINS, RACHEL (2001) Coordinator of Student Recruitment, M.A., B.S.E., University of Arkansas; A.A.S., A.A., University of Arkansas Community College at Morrilton

NEW, CHRISTOPHER (2014) Mathematics Tutor, B.S., University of Arkansas Little Rock

NEWSOME, MARY (1981) Assistant to the Chancellor, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton

PAQUETTE, CLARA (1998) Director of Assessment, 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) Administrative Specialist for Registrar's Office

PORTER, SAMANTHA (2011) Imaging Administrative Specialist, B.A., Murray State University; A.A.S., University of Arkansas Community College at Morrilton


RACKLEY, HARLAN (2001) Custodian

RALLENS, BELINDA (2013) Financial Aid Technician, A.A.S., University of Arkansas Community College at Morrilton

REECE, D.J. (2014) Library Technician, B.S., Missouri State University


ROBERTSON, TRACY (2012) Financial Aid Analyst, B.S., Arkansas Tech University; A.A., University of Arkansas Community College at Morrilton

ROCH, MORGAN (2010) Director, Earle Love Child Study Center, B.S.E., University of Central Arkansas; A.A., University of Arkansas Community College at Morrilton
RODGERS, DEBORAH (2006) Division Chair of Health Professions and Natural Sciences, M.S.N., University of Central Arkansas; B.S.N., Arkansas Tech University

SANDERS, JUDY (2000) Director of Human Resources, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Hope

SCOLES-NICHOLSON, KATHRYN (2011) Public Relations Assistant

SEIFERT, SHIRLEY (2004) Custodian

SNYDER, SHEILA (2014) Administrative Specialist for Advising and Career Services

SOMMERS, SHEILA (1998) Coordinator of Student Records, M.Ed., B.S.E., University of Arkansas; A.A., A.A.S., University of Arkansas Community College at Morrilton

SPIVEY, AARON (2007) Director of Testing Services, M.Ed., B.S.E., University of Arkansas; A.A., A.A.S., University of Arkansas Community College at Morrilton

SPONER, SANDRA (2005) Assistant Registrar, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton

STANLEY, LINDA (2004) Academic Commons Lab Tutor, M.A., B.A., University of Central Arkansas; A.A., University of Arkansas Community College at Morrilton

STELL, COURTNEY (2012) Coordinator of Information and Public Relations, B.A., University of Central Arkansas

STRACNER, STACY (1991) Financial Aid Analyst, A.A.S., University of Arkansas Community College at Morrilton

STRAIN, KRISTI (2008) Director of Food Services, B.A., Arkansas Tech University

SWOPE, MARILYN (2010) Accounting Technician-Student Refunds

THOMAS, MARILYN (1987) Division Chair of General Education, M.S., B.S.E., University of Central Arkansas

THOMAS, MARK (2013) Administrative Specialist for Admissions

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

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

WAGNER, JANIE (2007) Administrative Specialist for Adult Education, A.A.S., University of Arkansas Community College at Morrilton

WARREN, JESSICA (2014) Childcare Technician

WELCH, DEBBIE (2010) Traxx Cashier

WELLS, DENISE (2010) Administrative Assistant for Academic & Student Services, A.A.S., University of Arkansas Community College at Morrilton

WHITTEN, JAKE (2013) Network Support Analyst, B.S., Arkansas Tech University

WINFIELD, JONI (2014) Library Technician, M.L.I.S., M.S., University of Wisconsin

WOMACK, TAMMY (2006) Food Preparation Technician,

YARBROUGH, BOBBI (2005) General Academic Advisor, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton

ZIMMERMAN, MORGAN (2011) Development Officer, B.A., Arkansas Tech University
BOARDs

UA SYSTEM BOARD OF TRUSTEES
Jim von Gremp, Chair, Rogers ................................................................. Term expires 2015
Ben Hyneman, Vice Chair, Jonesboro .................................................. Term expires 2018
Jane Rogers, Secretary, Little Rock ..................................................... Term expires 2016
Stephen A. Broughton, MD, Assistant Secretary, Pine Bluff. ............... Term expires 2016
Charles Gibson, III, Monticello .............................................................. Term expires 2023
John C. Goodson, Texarkana ............................................................... Term expires 2021
Morriil Harriman, Little Rock. ............................................................... Term expires 2024
David Pryor, Little Rock ................................................................. Term expires 2019
Reynie Rutledge, Searcy ................................................................. Term expires 2017
Mark Waldrip, Moro ................................................................. Term expires 2020

UACCM BOARD OF VISITORS
Doug Brandon, Chair, Perryville .......................................................... Term expires 2015
Susan Gunderman, Vice Chair, Morrilton .......................................... Term expires 2017
Trish Henry, Secretary, Russellville .................................................... Term expires 2017
Donnie Bates, Clinton ......................................................................... Term expires 2016
Joe Canady, Morrilton ......................................................................... Term expires 2016
Ancel Carlon, Morrilton ....................................................................... Term expires 2015
Jake Nabholz, Conway ......................................................................... Term expires 2017
Brandon Zinser, Morrilton .................................................................. Term expires 2015

UACCM FOUNDATION BOARD
Doug Cahill, Morrilton, Chair ............................................................... Term expires 2015
Steve Trowbridge, Morrilton, Vice Chair ............................................ Term expires 2015
Ashley Congine, Morrilton, Treasurer ................................................ Term expires 2016
Rhonda Trowbridge, Morrilton, Secretary ........................................... Term expires 2017
Mona Kay Boyle, Morrilton ............................................................... Term expires 2017
Michelle Corder, Conway .................................................................... Term expires 2017
Susan Dumas, Morrilton ....................................................................... Term expires 2017
Pete Giovannini, Morrilton ............................................................... Term expires 2017
Phyllis Gordon, Morrilton ............................................................... Term expires 2017
Allen Lipsmeyer, Morrilton ............................................................... Term expires 2016
Scott McKennon, Morrilton ............................................................... Term expires 2017
Andy Miller, Little Rock ................................................................. Term expires 2016
Kay Osborne, Morrilton ................................................................. Term expires 2016
Jeannie Price, Morrilton ................................................................. Term expires 2016
CAMPUS MAP

1. C. Nathan Crook University Center (UC)
2. Business Technology Center (BTC)
3. Fine Arts Auditorium (FA)
4. Fine Arts (FA)
5. The Plaza
6. Library Complex
7. Maintenance Building
8. Petroleum Building
9. Technology Building II (Tech II)
10. Technology Building III (Tech III)
11. Technology Building I (Tech I)
12. Public Safety Building
13. Science Building (SCI)
14. Earle Love Child Study Center (ECD)
15. Kirk Building (KB)
16. University Bookstore
17. Health and Fitness Building (HF)
18. Community Education Center (CEC) 600 North Joseph
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:

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.

<table>
<thead>
<tr>
<th>AP EXAMINATION</th>
<th>MINIMUM CREDIT-GRANTING SCORE</th>
<th>NUMBER OF SEMESTER HOURS</th>
<th>CREDIT AWARDED</th>
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<tbody>
<tr>
<td>Art History</td>
<td>3</td>
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<td>ART 2103 Art History I</td>
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<tr>
<td>Art/Studio (Drawing or General Portfolio)</td>
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<td>N/A</td>
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<tr>
<td>Biology</td>
<td>3</td>
<td>4</td>
<td>BIOL 1004 Fund of Biology</td>
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<td>Chemistry</td>
<td>3</td>
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<td>CHEM 1004 Fund of Chemistry</td>
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<td>CHEM 2123 General College Chemistry I &amp; CHEM 2121L General College Chemistry I Lab</td>
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<td>CHEM 2123 General College Chemistry I &amp; CHEM 2121L General College Chemistry I Lab &amp; CHEM 2133 General College Chemistry II &amp; CHEM 2131L General College Chemistry II Lab</td>
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<td>Chinese Language and Culture</td>
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<tr>
<td>Computer Science A</td>
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<td>CIS 2433 Java Programming</td>
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<td>Economics: Macro</td>
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<td>ECON 2453 Macroeconomics</td>
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<td>Economics: Micro</td>
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<td>ECON 2463 Microeconomics</td>
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<td>AP EXAMINATION</td>
<td>MINIMUM CREDIT-GRANTING SCORE</td>
<td>NUMBER OF SEMESTER HOURS</td>
<td>CREDIT AWARDED</td>
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<td>ENG 1013 Composition I</td>
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<td>ENG 1013 Composition I &amp; ENG 1023 Composition II</td>
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<tr>
<td>English Literature and Composition</td>
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<td>3</td>
<td>ENG 1013 Composition I</td>
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<td>ENG 1013 Composition I &amp; ENG 1023 Composition II</td>
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<tr>
<td>Environmental Science</td>
<td>3</td>
<td>4</td>
<td>4 Hours Physical Lab Science</td>
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<td>European History</td>
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<td>HIST 1003 Western Civilization I</td>
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<td>HIST 1003 Western Civilization I &amp; HIST 1013 Western Civilization II</td>
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<td>French Language and Culture</td>
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<td>French Literature*</td>
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<td>German Language and Culture</td>
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<tr>
<td>Government &amp; Politics: Comparative</td>
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<td>Government &amp; Politics: United States</td>
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<td>Human Geography</td>
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<tr>
<td>Italian Language and Culture</td>
<td>N/A</td>
<td>N/A</td>
<td>Evaluate for Prior Learning Credits</td>
</tr>
<tr>
<td>Japanese Language and Culture</td>
<td>N/A</td>
<td>N/A</td>
<td>Evaluate for Prior Learning Credits</td>
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<td>Latin</td>
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<td>3</td>
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<td>6 Hours Directed Elective</td>
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<tr>
<td></td>
<td>5</td>
<td>9</td>
<td>9 Hours Directed Elective</td>
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<tr>
<td>Latin Literature*</td>
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<td>3 Hours Directed Elective</td>
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<tr>
<td>Physics B</td>
<td>3</td>
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<td>4 Hours Physical Lab Science</td>
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<tr>
<td>Physics C: Mechanics</td>
<td>3</td>
<td>4</td>
<td>4 Hours Physical Lab Science</td>
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## AP EXAMINATION

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<thead>
<tr>
<th>AP EXAMINATION</th>
<th>MINIMUM CREDIT-GRANTING SCORE</th>
<th>NUMBER OF SEMESTER HOURS</th>
<th>CREDIT AWARDED</th>
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<tbody>
<tr>
<td>Physics C: Electricity and Magnetism</td>
<td>3</td>
<td>4</td>
<td>4 Hours Physical Lab Science</td>
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<tr>
<td>Psychology</td>
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<td>PSY 2003 General Psychology</td>
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<td>Spanish Language and Culture</td>
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<td>SPAN 1013 Elementary Spanish I</td>
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<td>SPAN 1013 Elementary Spanish I &amp; SPAN 1023 Elementary Spanish II</td>
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<td>5</td>
<td>9</td>
<td>SPAN 1013 Elementary Spanish I &amp; SPAN 1023 Elementary Spanish II &amp; SPAN 2013 Intermediate Spanish I</td>
</tr>
<tr>
<td>Spanish Literature</td>
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<td>3 Hours Directed Elective</td>
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<tr>
<td>Statistics</td>
<td>3</td>
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<td>MATH 2003 Introduction to Statistics</td>
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<tr>
<td>U.S. History</td>
<td>3</td>
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<td>HIST 2003 United States History I</td>
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<tr>
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<td>HIST 2003 United States History I &amp; HIST 2013 United States History II</td>
</tr>
<tr>
<td>World History</td>
<td>3</td>
<td>3</td>
<td>HIST 1003 Western Civilization I</td>
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<tr>
<td></td>
<td>4</td>
<td>6</td>
<td>HIST 1003 Western Civilization I &amp; HIST 1013 Western Civilization II</td>
</tr>
</tbody>
</table>

*These courses and exams have been discontinued.

### 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:

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 92.
<table>
<thead>
<tr>
<th>CLEP EXAM TITLE</th>
<th>UACCM MINIMUM SCORE</th>
<th>UACCM CREDIT AWARDED</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BUSINESS</strong></td>
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</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>ACCT 2003 Principles of Accounting I</td>
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<tr>
<td>Information Systems and Computer Applications</td>
<td>52</td>
<td>CIS 1013 Introduction to Computers</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>BUS 2393 Business Law</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>50</td>
<td>BUS 2373 Supervisory Management</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>50</td>
<td>BUS 1363 Marketing Principles</td>
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<tr>
<td><strong>COMPOSITION &amp; LITERATURE</strong></td>
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<tr>
<td>American Literature</td>
<td>50</td>
<td>ENG 2113 American Literature I</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td>50</td>
<td>3 Semester Hours of Directed Elective</td>
</tr>
<tr>
<td>College Composition</td>
<td>50</td>
<td>ENG 1013 Composition I</td>
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<td>ENG 1013 Composition I &amp; ENG 1023 Composition II</td>
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<tr>
<td>College Composition Modular</td>
<td>N/A</td>
<td>Test Not Accepted for Credit</td>
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<tr>
<td>English Literature</td>
<td>50</td>
<td>ENG 2313 British Literature I</td>
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<td>ENG 2313 British Literature I &amp; ENG 2323 British Literature II</td>
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<tr>
<td>Humanities</td>
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<tr>
<td><strong>HISTORY &amp; SOCIAL SCIENCES</strong></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>History of the United States I</td>
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<td>HIST 2003 United States History I</td>
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<tr>
<td>History of the United States II</td>
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<tr>
<td>Human Growth and Development</td>
<td>50</td>
<td>PSY 2023 Psychology of Human Development</td>
</tr>
<tr>
<td>Introduction to Educational Psychology</td>
<td>50</td>
<td>3 Semester Hours of Directed Electives</td>
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<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>PSY 2003 General Psychology</td>
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<tr>
<td>Introductory Sociology</td>
<td>50</td>
<td>SOC 2013 Introduction to Sociology</td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td>50</td>
<td>ECON 2453 Macroeconomics</td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
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<td>ECON 2463 Microeconomics</td>
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<td>CLEP EXAM TITLE</td>
<td>UACCM MINIMUM SCORE</td>
<td>UACCM CREDIT AWARDED</td>
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</tr>
<tr>
<td>Social Sciences and History</td>
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<td>3 Semester Hours of Directed Electives</td>
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<tr>
<td>Western Civilization I</td>
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**SCIENCE & MATHEMATICS**

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<thead>
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<th>Topic</th>
<th>UACCM MINIMUM SCORE</th>
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<tbody>
<tr>
<td>Biology</td>
<td>50</td>
<td>BIOL 1004 Fundamentals of Biology</td>
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<tr>
<td>Calculus</td>
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<td>MATH 2015 Calculus I</td>
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<td>Chemistry</td>
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<td>CHEM 2121L General College Chemistry Lab</td>
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<tr>
<td>College Algebra</td>
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<td>College Mathematics</td>
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<td>Natural Sciences</td>
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<td>Precalculus</td>
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<td>MATH 1215 Precalculus</td>
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<tr>
<td><strong>College Algebra - Trigonometry</strong></td>
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<td>MATH 1203 College Algebra &amp;</td>
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**These tests have been discontinued by CLEP. UACCM will still accept credit for these exams.**

**WORLD LANGUAGES**

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<th>UACCM MINIMUM SCORE</th>
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<tbody>
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<td>French Language (Level 1)</td>
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<td>German Language (Level 1)</td>
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<td>Spanish Language (Level 1)</td>
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<td>SPAN 1013 Elementary Spanish I &amp; SPAN 1023 Elementary Spanish II</td>
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<td>Spanish Language (Level 2)</td>
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<td>SPAN 2013 Intermediate Spanish I &amp; SPAN 2023 Intermediate Spanish II</td>
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