At the University of Arkansas Community College at Morrilton, we understand that attending college is a big investment of your time, energy, and money. With quality instructional programs and the best tuition value in our service area, UACCM is committed to helping you make sure that your investment pays off. Whether you come to us with a view toward completing a degree that will transfer to a university or to acquire career-specific skills that will put you directly into the job market, our main purpose is to help you reach your goals.

• Affordability
• Personal Attention
• Convenience
• Quality
• Value
Dear Student:

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

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

Sincerely,

C. Nathan Crook
Chancellor
COLLEGE INFORMATION
VISIT THE CAMPUS

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

Tours of the campus are available by appointment.

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

Feel free to bring a friend or family member!

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

Information, Catalogs, Schedules ................................ (501) 977-2000

Admissions .............................................. (501) 977-2053

Financial Aid ........................................... (501) 977-2055

Registrar (Student Records) ................................. (501) 977-2052

Bookstore ................................................. (501) 977-2010

Student Accounts ....................................... (501) 977-2023

Career Planning .......................................... (501) 977-2012

Counseling-Transitional Services .............................. (501) 977-2087

Academic Programs ..................................... (501) 977-2007

Website .................................................. www.uaccm.edu
ACADEMIC CALENDAR

FALL SEMESTER, 2005
Wednesday - Friday, August 10 - 12
Faculty In-Service
Monday - Wednesday, August 15 - 17
Fall Registration
Wednesday, August 17
Last Day to Drop with a 100% Refund
Thursday, August 18
Classes Begin
Friday, August 19
Last Day to Register (3:00 pm)
Wednesday, August 31
Last Day to Drop with a 50% Refund
Monday, September 5
Labor Day Holiday
Friday, September 30
Last Day to Submit Application for Graduation in December
Friday, November 11
Last Day to Drop Classes with a “W”
Wednesday, November 23 - 25
Thanksgiving Break
Wednesday, December 7
Last Day of Classes
Thursday - Tuesday, December 8 - 13
Final Exams
Wednesday, December 14
Faculty Workday—No Classes
Final Grades Due—Registrar’s Office (4:00 pm)
Thursday, December 15
Faculty Workday—Pre-registration for Spring—8:00 – 12:00
Friday, December 16
Commencement – 7:00 pm

SPRING SEMESTER, 2006
Tuesday, January 3
Faculty In-Service
Wednesday - Friday, January 4 - 6
Spring Registration
Friday, January 6
Last Day to Drop with a 100% Refund
Monday, January 9
Classes Begin
Tuesday, January 10
Last Day to Register (3:00 pm)
Monday, January 16
Dr. Martin Luther King, Jr. Holiday—No Classes
Monday, January 23
Last Day to Drop with a 50% Refund
Tuesday, February 28
Last Day to Submit Application for Graduation in May
Friday, March 3
Mid-Semester Grades Due—Registrar’s Office (Noon)
Monday - Friday, March 20 - 24
Spring Break/No Classes (tentative)
Friday, April 7
Last Day to Drop Classes with a “W”
Wednesday, May 3
Last Day of Classes
Thursday - Tuesday, May 4 - 9
Final Exams

SECOND SUMMER TERM, 2006
Tuesday, July 4
July 4th Holiday
Wednesday, July 5
Registration/Last Day to Drop with a 100% Refund
Thursday, July 6
Classes Begin/Last Day to Register
Monday, July 10
Last Day to Drop with a 50% Refund
Wednesday, July 26
Last Day to Drop Classes with a “W”
Wednesday, August 2
Second Summer Term Ends/Final Exams
Thursday, August 3
Final Grades Due—Registrar’s Office (Noon)
The 1961 Arkansas General Assembly established Petit Jean Vo-Tech as the state’s second adult vocational-technical school. The first building was completed in July 1963 and classes began in September. The school initially awarded diplomas in occupational-specific areas.

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

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

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

The University of Arkansas Community College at Morrilton is accredited by The Higher Learning Commission of the North Central Association (www.ncahigherlearning-commission.org). This accreditation is emblematic of UACCM’s commitment to providing a quality education for its students.
MISSION

The University of Arkansas Community College at Morrilton (UACCM) is a two-year, public-supported, open-admissions commuter college, primarily serving students and communities in west central Arkansas. The College accepts the proposition that the educational attainment of individuals within a democratic society is, in large measure, responsible for the advancement of that society. Recognizing the worth and dignity of the individual, the College is committed to serving multidimensional needs of its constituencies.

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

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

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

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

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

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

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

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

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

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

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

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

CERTIFICATION STATEMENT

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

STATEMENT OF ASSURANCE

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

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

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

GENERAL ADMISSION REQUIREMENTS

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

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

* These documents are needed prior to admission and receipt of financial aid.

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

The Admissions/Registrar’s Office will not fax documents to individuals/institutions unless a written request/fax request has been received that contains the signature of the requesting party. Documents faxed to UACCM will not be considered official documents.
ADMISSION TESTING
The ACT COMPASS test is given every Thursday between 1 pm and 4 pm through the Admissions Office. For more information, individuals should contact the Admissions Office, 501-977-2053.

Placement Standards for Math, Reading and English Courses
The mathematics, English composition, and reading placement standards were implemented by Section 23 of ACT 1101 of 1991. These standards apply to all first-time entering undergraduate students who enroll in associate or baccalaureate degree transfer programs at state colleges and universities as defined by the Arkansas State Coordinating Board of Higher Education.

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

Students scoring 19 or above on the mathematics section of the ACT, 460 or above on the quantitative portion of the recentered SAT, 43 or above on the ASSET Intermediate Algebra math test, or 41 or above on the COMPASS Algebra test may enroll in college-level mathematics courses. Students not meeting the standard must successfully complete a developmental (pre-college level) mathematics program demonstrating achievement at least as sophisticated as Intermediate Algebra in order to be placed in college-level mathematics courses.

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

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

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

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

The UACCM High School and Home School Admission Program is an opportunity for advanced or gifted high school and home school students to enroll in college courses to enhance or compliment their high school or home school programs. High school students in grades nine through twelve may concurrently enroll for credit courses by meeting the following criteria.

1. The student must have completed the eighth grade and be enrolled in an accredited high school or have met the Arkansas Department of Education regulations for Home School enrollment. The student must complete a High School Permit to Register form and obtain the approval of the high school principal, counselor, or superintendent or, for home school students, the parent/guardian/teacher.

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

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

4. Because the UACCM High School and Home School Admission Program is for advanced or gifted students, it is not an open admission program. Students must meet one of the following admission criteria:
   a. Achieve the following minimum scores
      
      | ACT  | COMPASS |
      |------|---------|
      | English 19 | Writing 77 |
      | Reading 19 | Reading 83 |
      | Math 19   | Algebra 41 |
   
   b. Have a cumulative high school grade point of 2.75 or higher and approval of the high school principal or counselor. (Home school students must qualify under A or C).
   c. Have approval of the Academic Standards Committee for those students who do not meet either A or B above.

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

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

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

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

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

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

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

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

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

3. Provide evidence of sufficient financial support. Approximately $11,766.00 is needed for one full year of study and living expenses while attending UACCM. Students must provide certified evidence (or financial institution documentation) of the source and amount of financial support for the prospective student.

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

PRACTICAL NURSING ADMISSION

Admission into the UACCM nursing program is a competitive process. There are a number of requirements which must be completed before you can be considered for the nursing program. For a detailed description of the practical nursing selection process and criteria, see pages 76-78.

PRACTICAL NURSING RE-ADMISSION POLICY

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

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

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

Students who have been out of the nursing program for three years or more will be required to go through the same selection process as all prospective students. If re-admitted they will be required to start at the first semester level.
Applications for re-admission and written requests for the re-admission will be referred to the Re-admission Committee for consideration. The decision of the Re-admission Committee will be final.

**PROVISIONAL STUDENT ADMISSION**

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

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

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

**REGISTERED NURSING ADMISSION**

UACCM offers an innovative Associate of Applied Science in Nursing degree which enables individuals with a practical nursing license to move toward a registered nurse license. Admission into this program is competitive. Individuals interested in the program should consult pages 78-81 to see specifics of the application and admission process.

**TRANSFER STUDENT ADMISSION**

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

**Transfer Credit Policy**

The University of Arkansas Community College at Morrilton accepts transfer credit from accredited two-year and four-year colleges. Substitutions of transfer courses for specific requirements within a department are at the discretion of the student’s advisor and must be approved by the Vice Chancellor for Instruction and Dean of Students or Division Chair.

Students desiring to transfer from other institutions should submit an official transcript to the UACCM Admissions Office. The Registrar’s Office will then review the transcript in consultation with the student’s advisor to determine which courses are acceptable for transfer to UACCM.
Transfer credit is used in calculating the cumulative grade point average for each student. Course work must have a grade of “C” or higher to be eligible for acceptance as transfer credit at UACCM.

College-level credits transferred from other colleges or universities may comprise up to one-half of the credits needed to receive a certificate conferred by UACCM and may comprise all but 15 of the last 24 hours of an associate degree conferred by UACCM.

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

REGISTRATION

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

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

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

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

Course Load
Students wishing to enroll in 16 or more credit hours must have the approval of their advisor and the Vice Chancellor for Instruction and Dean of Students before they will be permitted to register. Students must have a 3.00 grade point average the preceding
...REGISTRATION CONTINUED

semester to be approved for more than 16 hours. Nursing students are exempt from this load limit. Students enrolling in six hours of developmental/foundational courses for remediation purposes will not be permitted to enroll in more than 15 total hours per semester.

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

Late Registration
Students may register during a scheduled “late registration.” A $25.00 late registration fee will be charged to those students registering at this time.

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

Registering for Classes

1. Complete admission requirements (see Admission Requirements).
2. Meet with advisor before registration to obtain a “Trial Study Form.”
3. Obtain the signature of the Financial Aid Director before completing registration (for students who are eligible for grants, loans, scholarships, WIA funding, Rehab, or VA benefits).
4. Register vehicle with a campus police officer (Student should provide license plate number, make, and model of the vehicle).
5. Pay tuition and fees.

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

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

a. The student has unpaid financial obligations to the University of Arkansas Community College at Morrilton. The appropriate College office shall attempt to notify the student of the financial obligation due the College and the consequences of failing to resolve the debt. The respective office shall submit a request to the Vice Chancellor for Finance to “seal” the student’s records.
The office requesting the sealing of the file shall document, in writing, to the Vice Chancellor for Finance, all efforts to recover the debt. The Vice Chancellor for Finance shall request the Registrar to seal the records until the debt has been resolved.

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

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

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

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

2. Withdrawals on and after the first day of class are conducted in the following manner:
   a. Students withdrawing from a credit course prior to the date published in the Catalog will receive a grade of “W” (Withdrawn) on their permanent records.
   b. Students may not drop courses after the last day to drop courses published for each term. This date is scheduled by the Vice Chancellor for Instruction and Dean of Students.

TUITION AND FEES

TUITION

Conway County Residents .................. $64 per credit hour for the first 16 hours up to a maximum of $1,024 per semester
In-State, Non-Conway County Residents . . . $70 per credit hour for the first 16 hours up to a maximum of $1,120 per semester
Out-of-State Students ...................... $102 per credit hour for the first 16 hours up to a maximum of $1,632 per semester
International Students .................. $246 per credit hour for the first 16 hours up to a maximum of $3,936 per semester
Online Tuition Rate ...................... $80 per credit hour for the first 16 hours up to a maximum of $1,280 per semester
RN Nursing Consortium .................. $70 per credit hour for the first 16 hours up to a maximum of $1,120 per semester

Special Tuition Rate for High School Juniors and Seniors
Eligible high school juniors and seniors shall be permitted to enroll in UACCM courses at a tuition rate 50 percent less than the regular per credit hour tuition rate of the College.
TUITION AND FEES CONTINUED

Eligibility:

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

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

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

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

REFUNDS

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

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

<table>
<thead>
<tr>
<th>SUMMER TERM</th>
<th>REFUND RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of the summer term</td>
<td>100%</td>
</tr>
<tr>
<td>Before 4:30 pm on the 3rd day of the summer term</td>
<td>50%</td>
</tr>
<tr>
<td>After 4:30 pm the 3rd day of the summer term</td>
<td>0%</td>
</tr>
</tbody>
</table>
Tuition refunds will be made upon withdrawal in accordance with college policy during the semester or summer term for which the refund is being requested (see Withdrawing from Classes).

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

**FEES**

**Activity Fee**
Students enrolling in six or more credit hours per term will be charged a $5.00 activity fee which will be used by the Student Government Association (SGA) to provide activities or projects for the student body.

**Campus Improvement Fee**
Students will be charged $7.00 per credit hour for campus improvement. The fee will be used to make various improvements including parking, lighting, sidewalks, construction, renovation, equipment etc.

**COMPASS Test Fee**
UACCM administers the (ACT) COMPASS test to prospective students for placement purposes. There is a $10.00 non-refundable, non-transferable test fee.

**Departmental Examination Test Fee**
Students taking departmental examinations will be charged a $25.00 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 $10.00 **non-refundable** fee for each student enrolling in a credit course or courses.

**Graduation Fee**
Students applying for graduation are assessed a $25.00 fee which also covers the cost of the cap and gown. All graduates are expected to participate in formal commencement. Students may be fitted for their cap and gown in the Bookstore.
International Student Application Fee
International students applying for admission to UACCM will be charged a $50 application fee.

Lab/Materials Fee
Students enrolling in Automotive Collision Repair labs and Nursing Clinical Practicum labs will be charged a $30.00 fee for each lab. Students enrolling in Welding labs will be charged a $50.00 fee for each lab. Students enrolling in lab science courses and physical education courses will be charged a $30.00 fee for each course.

Late Registration Fee
Students who register during the designated late registration period will be charged a fee of $25.00.

North Central Career Center Facility Fee
Students enrolling in UACCM courses held at the North Central Career Center in Clinton will be assessed a $10.00 per credit hour fee.

Nursing Test Fees

Nurse Entrance Test (NET) Fee
Individuals wishing to enter the Practical Nursing Program are required to take the Nurse Entrance Test (NET). There is a $25.00 non-refundable, non-transferable test fee. This fee may be paid the day of the test.

General Achievement Profile (GAP) Test
Individuals wishing to enter the Registered Nursing Program are required to take the General Achievement Profile (GAP) Test. There is a $25.00 non-refundable, non-transferable test fee. This fee may be paid the day of the test.

Registered Nursing Fee
Students in the RN program will be charged $100.00 per semester. This fee will cover various testing tools required in this program.

Returned Check Fee
Students will be charged a $20.00 fee for any check returned to UACCM on the second attempt to deposit the check.

Technology/Library Fee
Students enrolling in six hours or less will be charged a $25.00 technology/library fee. Students enrolling in more than six hours will be charged a $50.00 technology/library fee.
FINANCIAL AID SATISFACTORY PROGRESS POLICY

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

For determining financial aid eligibility, a student is considered to be making satisfactory progress, as long as he/she meets the following criteria.

1. After a student has attempted 24 credit hours, the student must satisfactorily complete, by earning credit, one-half of the total hours the student has attempted. This is a cumulative total of hours the student has attempted at UACCM and the total hours completed by the student at UACCM. Courses counted as transfer work will NOT be used to calculate satisfactory progress for financial aid eligibility. Courses taken at UACCM will be counted in the calculation of satisfactory progress whether or not the student received financial aid (e.g., enrolled for 24 hours, must satisfactorily complete 12 hours; enrolled for 30 hours, must satisfactorily complete 15 hours, etc.).

2. Repeated courses can count toward enrollment status.

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

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

5. A student may be eligible for federal student aid while placed on academic probation, with the exception of student loans, provided he/she earned credit in one-half of the courses as specified in these policies.

6. A student may completely withdraw one semester and return the next semester and maintain eligibility for financial aid. Upon withdrawing a second semester, while on financial aid, the student will not be eligible to receive financial aid the following semester.

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

8. Federal student aid will be provided for a maximum of 90 semester hours for students pursuing their associate degree. Transfer hours are included in this total. An additional 30 semester hours will be granted to students pursuing a second associate degree.

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

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

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

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

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

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

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

**Arkansas Air National Guard Tuition Assistance Waiver**
UACCM will waive 25% 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% of the tuition costs for these students. The Base Education Office will provide each eligible airman with a letter of eligibility and instruct them to notify UACCM of their eligibility.
Arkansas Scholars™ Scholarship
A $100.00 per semester tuition waiver will be awarded to full-time UACCM students who have been officially recognized as an Arkansas Scholar. The student’s high school transcript must reflect the Arkansas Scholars designation. The scholarship is renewable for three additional and consecutive semesters provided the student completes at least 12 credit hours per semester with a 2.50 grade point average.

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

Preference is given to students with an ACT of 19 or above or comparable COMPASS scores; a minimum high school grade point average of 3.00 on a 4.00 scale or an average GED score of 61; or a minimum UACCM grade point average of 3.00 or above. Letters of recommendation and an interview with the Admissions Staff are required.

Chancellor’s Scholar Scholarship
One-half tuition scholarship awarded to UACCM students who earned a 4.00 grade point average on 12 or more college-level credit hours the previous semester.

Clarence Cecil Janes Scholarship
The Clarence Cecil Janes Scholarship is a $250.00 scholarship awarded annually to a student majoring in Welding. Selection is based on need and is made upon the recommendation of the provider of the scholarship and the UACCM Scholarship Committee.

Conway County Legal Beverage Association Scholarship
The Conway County Legal Beverage Association provides a $500.00 scholarship for a Conway County student enrolled at UACCM. The scholarship is disbursed as a $250.00 per semester award and is renewable for one semester.

Dr. Ernest P. Griffin, Jr. Endowment Scholarship
This scholarship is awarded to a full-time UACCM student who is working toward an Associate of Arts or Associate of Science degree with the intent of pursuing a four-year degree. Applicants must have a high school or college grade point average of 2.5 or above and require no developmental courses based on ACT or COMPASS test scores. The UACCM Scholarship Committee awards the scholarship based on the student’s financial need and recommendation from a former instructor or counselor.

Early Childhood Development Student Organization Scholarship
A Child Care scholarship of $100.00 per semester is awarded to an Early Childhood Development major. Selection is made by the UACCM Scholarship Committee. Funds must be used to defray the cost of school expenses. Student must have a minimum 3.00 grade point average to be considered for the award and to maintain the scholarship for the following semester.
...FINANCIAL AID CONTINUED

Faculty Association Merit Scholarship
The Faculty Association Merit Scholarship is a $750.00 award provided by the UACCM Faculty Association to one outstanding student each spring.

Eligibility requirements include completion of 24 credit hours with a 3.25 or higher grade point average, three letters of reference from faculty members, and full-time enrollment during the semester the scholarship is awarded.

Federal Pell Grant
The Federal Pell Grant is a student financial aid program designed to assist students in their postsecondary education. Its purpose is to provide eligible students with a “foundation” of financial aid to help defray the costs of their education. All undergraduate students are eligible to apply for Pell Grant assistance. Student eligibility is based on financial need and is determined by a formula applied consistently to all applicants. The formula is developed by the U. S. Department of Education and Congress. Students may receive a Pell Grant until they have completed their first undergraduate program of study. These grants are to be used for educational purposes.

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

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

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

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

**GED Scholarship**

The University of Arkansas Community College at Morrilton awards GED scholarships annually to students who score an average of 61 or above on the GED exam during the previous calendar year. The recipients must be graduates of Adult Education Centers in UACCM’s primary six-county service area and must utilize the scholarship the fall semester following their GED graduation.

The recipients are selected by the UACCM Scholarship Committee from submitted applications. Preference is given to students who score a minimum ACT score of 19 (needing no remediation) or comparable score on the COMPASS test and provide a letter of recommendation from an Adult Education Center instructor or director.

The GED Scholarships are renewable for up to three semesters provided the student maintains a 3.00 grade point average on at least 12 credit hours each semester. Failure to maintain the minimum grade point average required will cause the student to forfeit the scholarship.

**Kevin Majors Memorial Scholarship**

The Kevin Majors Memorial Scholarship is a $300.00 award to a student enrolled in an applied technology program at UACCM. Eligibility requirements include completion of one semester at UACCM with a minimum 2.0 grade point average, recommendation from a technology instructor, and an interview by the Scholarship Committee. The recipient must enroll in at least 9 credit hours per semester. This scholarship is renewable based on satisfactory academic process.

**Lance Cunningham Memorial Scholarship**

The Lance Cunningham Memorial Scholarship is $100.00 each semester to a student majoring in Air Conditioning and Refrigeration. Selection is made upon the recommendation of the Air Conditioning instructor with final approval of the Scholarship Committee.

**Perry and Addie Brown Scholarship**

The Perry and Addie Brown Scholarship is a one-year scholarship in the amount of $500.00 per semester and is awarded to a graduate of a Conway County high school who needs no remediation. The scholarship is awarded on a semester basis to a minority student and is renewable if the student maintains a 2.50 grade point average.

**Single Parent Scholarship Fund**

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

**State Grant (Leveraging Educational Assistance Partnership Program)**

The Leveraging Educational Assistance Partnership Program (LEAP) provides grants to assist eligible undergraduate students who have lived in Arkansas for at least six months. Students must complete the Free Application for Federal Student Aid (FAFSA) prior to April 1 to be considered for LEAP. Students must be enrolled full time and be eligible for Federal Pell Grant funds to be eligible for LEAP. Students eligible for LEAP funds receive written notification from the Arkansas Department of Higher Education.
Student Government Association Scholarship
The SGA sponsors two scholarships of $100.00 per semester each. Students must have successfully completed one semester at UACCM with a 2.00 grade point average to be eligible to apply for this scholarship.

Technology Scholarship
UACCM awards up to ten Technology Scholarships annually to individuals who demonstrate outstanding technical or occupational skills as evidenced by a recommendation from their high school instructor, employer, career center director, or counselor. Students must have a high school grade point average of 2.25 or better and a minimum ACT score of 17 or COMPASS scores of 65 or better on Writing, 76 or better on Reading, and 43 or better on Numerical sections. Technology Scholarships are renewable for three additional semesters provided the student maintains a 3.00 grade point average on at least 12 credit hours each semester.

 Tyson Scholarship
Tyson sponsors nine $1000.00 scholarships for UACCM students. Applicants must be enrolled in one of the following technical programs to be eligible to apply: Accounting, Air Conditioning and Refrigeration, Business, Business Office Technology, Drafting, Retail Marketing, and Practical Nursing.

Veterans Affairs (VA)
Educational benefits are available under the GI Bill for eligible servicemen and women, veterans, spouses, and dependents. Veterans may be eligible for vocational rehabilitation if they suffered a service-connected disability in active service, and if the VA determines that they need vocational rehabilitation to overcome the disability. Veterans who entered the military on or after July 1, 1977, may receive benefits under the contributory plan. Complete details should be obtained from a VA counselor. Generally, survivor’s benefits and disability benefits are available to survivors of deceased veterans, spouses, spouses of living veterans, and children between the ages of 18 and 26 years, when death or permanent and total disability has occurred.

Vocational Rehabilitation Services
In certain situations, students may be eligible to receive benefits from the Division of Vocational Rehabilitation Services. To qualify for this program, the applicant must have a physical or mental disability. Rehabilitation Services may pay tuition, fees, and books for the student. Rehabilitation Services will make the determination of student eligibility.

The Financial Aid Office also has applications for the following scholarships:
Single Parent Scholarship of Conway County
Single Parent Scholarship of Pope/Yell County
UCA Transfer Scholarships
and various other private scholarships
DEGREE REQUIREMENTS
DEGREE OPTIONS

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

The Associate of Arts in Teaching degree (A.A.T.) with an emphasis in middle school math/science or language arts/social studies is a two-year transfer degree designed to introduce students to the teaching profession and help address the teacher shortage in Arkansas. The degree is in alignment with new state licensure in middle school teaching in these emphasis areas and maximizes the hours that students can take before transferring to a four-year university to complete their bachelor’s degree in education.

The Associate of Arts in Teaching degree with an emphasis in early childhood education (P-4) is designed for individuals who wish to obtain a bachelor’s degree in education in order to teach preschool through 4th grade.

The Associate of Applied Science degrees (A.A.S.) combine classroom instruction with “hands-on” training in a variety of technical, business, health, and service-related career fields. These programs are designed to prepare individuals to enter the job market in just 24 months. Program completion time is based on full-time enrollment of 15 credit hours or more during the semester.

The Associate of General Studies degree (A.G.S.) is designed to give students cross-training in a variety of fields. The degree requires a minimum of 32-34 hours of general education courses and 30 hours of occupational/technical courses and allows students to develop a specialized, customized degree.

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

Certificates of Proficiency are eight to 16 credit hour awards offered in the areas of computer information systems, dietary management, early childhood, emergency medical technology-basic, and welding. The Certificate of Proficiency in dietary management follows the curriculum prescribed by the Dietary Managers Association. The Certificate of Proficiency in Early Childhood provides coursework for students desiring to pursue the CDA-credential. The Certificate of Proficiency in Emergency Medical Technology-Basic prepares students to take the National Registry Emergency Medical Technician-Basic Examination. Certificates of Proficiency in computer information systems are offered in the areas of computer maintenance and networking technology. Certificates of Proficiency in welding are offered in the areas of structural welding and pipe welding.
CORE CURRICULUM/ELECTIVES

FOR ASSOCIATE OF ARTS & SCIENCE DEGREES

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

ASSOCIATE OF ARTS

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

ENGLISH/COMMUNICATIONS: .....................11 hours
ENG 1013 Composition I
ENG 1023 Composition II
SPH 2303 Public Speaking
UACC 1002 Freshman Seminar (if required OR substitute a general education elective approved by the advisor)

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

SCIENCE: ...........................................8 hours
Four hours of biological science from the list below:
BIOL 1004 Fundamentals of Biology
BIOL 1034 General Botany
BIOL 2004 Human Anatomy and Physiology I
BIOL 2034 Principles of Zoology (AND)

Four hours of physical science from the list below:
CHEM 1004 Fundamentals of Chemistry
CHEM 2123 General College Chemistry I (AND)
CHEM 2121 General College Chemistry I Lab

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

Must include three hours of art, music, or theatre appreciation.
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation

Must include three hours of humanities/fine arts electives (any three-hour fine arts, literature, foreign language, music, or philosophy course).

SOCIAL SCIENCES: ..............................15 hours
Each emphasis area within the Associate of Arts degree must include three hours of U.S. History or American Government, three hours of Western Civilization, and nine hours of history or social science electives. Refer to each associate degree option for specific social science requirements.

(History and Social Science Electives)
ANTH 2333 Introduction to Anthropology
CRIM 2003 Introduction to Criminal Justice
ECON 2453 Macroeconomics
### ASSOCIATE OF SCIENCE

(Pending ADHE Approval)

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

#### ENGLISH/COMMUNICATIONS: \[9-11 \text{ hours}\]
- ENG 1013 Composition I
- ENG 1023 Composition II
- SPH 2303 Public Speaking
- UACC 1002 Freshman Seminar (if required)

#### MATHEMATICS: \[3 \text{ hours}\]
- MATH 1203 College Algebra

#### SCIENCE: \[8 \text{ hours}\]
Four hours of biological science from the list below:
- BIOL 1004 Fundamentals of Biology
- BIOL 1034 General Botany
- BIOL 2004 Human Anatomy and Physiology I
- BIOL 2034 Principles of Zoology
(AND)
Four hours of physical science from the list below:
- CHEM 1004 Fundamentals of Chemistry
- CHEM 2123 General College Chemistry I (AND)
- CHEM 2124 General College Chemistry I Lab
- PHY 2004 Physical Science
- SCI 2014 Earth Science

#### HISTORY/SOCIAL SCIENCES: \[9 \text{ hours}\]
Three hours from the list below:
- HIST 2003 U. S. History I
- HIST 2103 U. S. History II
- PSCI 2003 American Government

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<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ECON 2463</td>
<td>Microeconomics</td>
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<tr>
<td>GEOG 2013</td>
<td>Regional Geography of the World</td>
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<tr>
<td>HIST 1003</td>
<td>Western Civilization I</td>
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<td>HIST 1013</td>
<td>Western Civilization II</td>
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<td>HIST 2003</td>
<td>U. S. History I</td>
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<td>HIST 2103</td>
<td>U. S. History II</td>
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<td>HIST 2023</td>
<td>African American History I</td>
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<td>HIST 2123</td>
<td>American South to 1865</td>
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<td>HIST 2133</td>
<td>American South since 1865</td>
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<td>HIST 2203</td>
<td>Arkansas History</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 2023</td>
<td>Psychology of Human Development</td>
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<tr>
<td>PSY 2113</td>
<td>Sensation and Perception</td>
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<td>SOC 2013</td>
<td>Introduction to Sociology</td>
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<td>SOC 2023</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 2043</td>
<td>Marriage and the Family</td>
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</tbody>
</table>

**HEALTH/PHYSICAL EDUCATION:** \[3 \text{ hours}\]

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

**ELECTIVES:** \[14 \text{ hours}\]

Fourteen hours of transferrable general education (GE) electives.
Three hours from the list below:
HIST 1003 Western Civilization I
HIST 1013 Western Civilization II

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

HUMANITIES/FINE ARTS: .......................... 6 hours
Must include three hours of world literature.
ENG 2213 World Literature I
ENG 2223 World Literature II

Must include three hours of art, music, or theatre appreciation.
ART 2003 Art Appreciation
MUS 2003 Music Appreciation
THEA 2003 Theatre Appreciation

ELECTIVES ......................................... 27 hours
Elective courses must include 8 hours of mathematics, science, or technical courses applicable to a specific Bachelor of Science degree
Degree Requirements

CAREER PROGRAM

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

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<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG 1003</td>
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<td>OR ENG 1013</td>
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<td>MATH 1253</td>
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<tr>
<td>UACC 1002</td>
<td>2</td>
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<td>OR ELECTIVE</td>
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TECHNICAL COURSES: .......... 26 hours

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
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<td>ACR 1303</td>
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<td>ACR 1404</td>
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</tr>
<tr>
<td>ACR 1604</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1704</td>
<td>4</td>
</tr>
<tr>
<td>ACR 1903</td>
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<tr>
<td>ELEC 1204</td>
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# CAREER PROGRAM

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>63 Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td></td>
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<tr>
<td>OR MATH 1103 Algebra for General Education</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ELECTIVE General Elective</td>
<td></td>
</tr>
<tr>
<td>OR ELECTIVE (if Freshman Seminar not required)</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>OR ELECTIVE Social Science</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>40 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACR 1104 Refrigeration Systems and Components</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ACR 1303 Schematics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ACR 1404 Introduction to Air Conditioning and Refrigeration</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ACR 1604 Piping and Load Calculations</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ACR 1704 Commercial Refrigeration</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ACR 1903 Heating Technology</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>DRT 1004 Computer Aided Drafting</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ELEC 1204 Fundamentals of Electricity</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ELEC 2104 Introduction to Digital Systems</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>ELEC 2113 Motors and System Controls</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE (Technical elective approved by the program advisor)</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS COURSES:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 2373 Supervisory Management</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

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

AFTER UACCM Graduates are employed as:
- Residential repair technicians
- Refrigeration and maintenance technicians in manufacturing or industrial plants
AFTER UACCM
Students may transfer to state colleges and enter Fine Arts and Art Education programs where they graduate into fields of teaching (k-12), artist-in-residence programs, gallery directing, book illustrating, and a host of careers related to visual arts.

Offered in fall & spring semesters:
Drawing I Studio
2-D Design
Introduction to Photography

Offered in fall semesters only:
Beginning Painting Studio

Offered in fall of even years:
Art History I

Offered in fall of odd years:
Art History II

Offered in spring semester only:
Beginning Watercolor Studio
Drawing II (Prerequisite: Drawing I)

TRANSFER PROGRAM

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

FRESHMAN SEMINAR: ........................................ 0.2 hours
____ UACC 1002 **Freshman Seminar (if required) .......... 2 credit hours

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

SCIENCE: ................................................... 8 hours
Four hours of biological science from the list below:
____ BIOL 1004 Fundamentals of Biology
OR BIOL 1034 General Botany
OR BIOL 2004 Human Anatomy and Physiology I
OR BIOL 2034 Principles of Zoology ................. 4 credit hours
Four hours of physical science from the list below:
____ CHEM 1004 Fundamentals of Chemistry
OR CHEM 2123 General College Chemistry I
AND CHEM 2121 General College Chemistry I Lab
OR PHY 2004 Physical Science
OR SCI 2014 Earth Science ......................... 4 credit hours

HUMANITIES/FINE ARTS: ................................. 9 hours
Must include three hours of world literature:
____ ENG 2213 World Literature I
OR ENG 2223 World Literature II .................. 3 credit hours
Must Include ART 2003 Art Appreciation:
____ ART 2003 Art Appreciation ..................... 3 credit hours
Must include 3 hours from the following:
____ ART 2103 Art History I
OR ART 2113 Art History II ........................ 3 credit hours

**Students are required to take Freshman Seminar if two or more developmental classes are needed.
SOCIAL SCIENCES: ...........................................15 hours
Must include 3 hours of Western Civilization:
___ HIST 1003 Western Civilization I
OR HIST 1013 Western Civilization II ........................3 credit hours
Must include 3 hours of U.S. History or American Government:
___ HIST 2003 U. S. History I
OR HIST 2013 U. S. History II
OR PSCI 2003 American Government ......................3 credit hours
Nine hours of history or social science electives:
(refer to page 31-32 for listing of electives)
___ ELECTIVE History/Social Science ....................3 credit hours
___ ELECTIVE History/Social Science ....................3 credit hours
___ ELECTIVE History/Social Science ....................3 credit hours

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

ART ELECTIVES: ...........................................15 hours
Must include Drawing I Studio and Art History I or Art History II:
___ ART 1103 Drawing I Studio ............................3 credit hours
___ ART 2103 Art History I
OR ART 2113 Art History II .................................3 credit hours
___ ELECTIVE (approved by the program advisor) ........3 credit hours
___ ELECTIVE (approved by the program advisor) ........3 credit hours
___ ELECTIVE (approved by the program advisor) ........3 credit hours

ELECTIVES AVAILABLE

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

Suggested course sequence:
1st Semester - Drawing I Studio & 2-D Design
2nd Semester - Drawing II Studio & Beginning Watercolor Studio
3rd Semester - Beginning Painting Studio & Art History I or Art History II
4th Semester - Introduction to Photography

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

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

**CAREER PROGRAM**

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Writing</td>
<td>8 hours</td>
</tr>
<tr>
<td>OR ENG 1013</td>
<td>Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>Elective</td>
<td>2 credit hours</td>
</tr>
</tbody>
</table>

**TECHNICAL COURSES:**

- Must include a minimum of 24 semester hours of automotive collision repair courses.

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

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

**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

UACCM has articulation agreements with River Valley Career Center in Morrilton, the Conway Career Center, as well as the local high schools and technical schools, which means you may transfer some credits to this program.
AFTER UACCM
Graduates have been:
• Instructors at technical colleges
• Professional estimators
• Professional refinishers
• Owners and supervisors in thriving collision repair shops, as well as shops that specialize in customizing automobiles

Minimal tools are required for this program.

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

CAREER PROGRAM

GENERAL EDUCATION COURSES: .................................................14 hours
___ ENG 1013 Composition I .................................................3 credit hours
___ ENG 1003 Basic Technical Writing
OR ENG 1023 Composition II .................................................3 credit hours
___ MATH 1253 Applied Technical Math
OR MATH 1103 Algebra for General Education
OR MATH 1203 College Algebra .................................................3 credit hours
___ UACC 1002 Freshman Seminar (if required)
OR ELECTIVE Elective
___ ELECTIVE (if Freshman Seminar not required) ........2 credit hours
___ ELECTIVE Social Science .................................................3 credit hours

TECHNICAL COURSES: .........................................................37 hours
Technical courses must be selected from the following list:
___ AUB 1003 Auto Body Electrical and Mechanical Systems . .3 credit hours
___ AUB 1005 Auto Body Fundamentals ......................5 credit hours
___ AUB 1103 Materials and Processes ..................3 credit hours
___ AUB 1205 Non-Structural Analysis and Repair I ......5 credit hours
___ AUB 1305 Refinishing Procedures and Applications ..5 credit hours
___ AUB 1405 Non-Structural Analysis and Repair II ....5 credit hours
___ AUB 1503 Refinishing Products .........................3 credit hours
___ AUB 2203 Advanced Automotive Refinishing ....3 credit hours
___ AUB 2205 Structural Analysis and Repair ..........5 credit hours
___ AUB 2303 Color Theory .............................................3 credit hours
___ AUB 2403 Auto Body Shop Management ........3 credit hours
___ AUB 2503 Special Projects ........................................3 credit hours

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

ELECTIVES .................................................................9 hours
___ ELECTIVE (approved by the program advisor) ..........3 credit hours
___ ELECTIVE (approved by the program advisor) ..........3 credit hours
___ ELECTIVE (approved by the program advisor) ..........3 credit hours
Degree Requirements

HINT

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

NOTE

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

Students interested in Automotive Technology should enjoy working with their hands, not mind getting dirty, and have the ability to think on their own.

UACCM has articulation agreements with Conway, Morrilton, and Russellville Career Centers.

CAREER PROGRAM 28 Semester Hours

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Writing</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: ........................................... 20 hours

(Must include a minimum of 20 semester hours of automotive technology courses.)

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

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

- **BUS 1213** Computer Applications ....................... 3 credit hours
- **ENG 1013** Composition I ............................ 3 credit hours
- **ENG 1003** Basic Technical Writing
- **ENG 1023** Composition II ............................ 3 credit hours
- **MATH 1253** Applied Technical Math ....................... 3 credit hours
- **UACC 1002** Freshman Seminar (if required)
- **ELECTIVE** Social Science ............................ 3 credit hours

**TECHNICAL COURSES:** ............................................ 40 hours

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

**ELECTIVES:** ........................................................ 6 hours

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

---

**After UACCM**

Graduates are employed as:

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

---

**NOTE**

UACCM teaches the eight ASE (Automotive Service Excellence) test areas. The courses cover the auto from the front bumper to the rear bumper. We have an hour each day in classroom, and the lab time is spent working on autos in our well-equipped shop.
Degree Requirements

BUSINESS

Technical Certificate

**ELECTIVES AVAILABLE**

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

---

**Recommended course order:**

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

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

**Summer:**
- 3 hours of business elective

---

**HINT**

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

---

**CAREER PROGRAM**

34-35 Semester Hours

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 2013</td>
<td>Business Communications I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td></td>
</tr>
</tbody>
</table>

**OR ELECTIVE**
Selective (if Freshman Seminar not taken) ........ 2 credit hours

**BUSINESS COURSES:** ..................................................20-21 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 2003</td>
<td>Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>OR BUS 1013</td>
<td>Bookkeeping</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 1003</td>
<td>Business English</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 1022</td>
<td>Windows</td>
<td></td>
</tr>
<tr>
<td>OR BUS 1031</td>
<td>Electronic Calculators</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>BUS 1101</td>
<td>Keyboarding Skills II</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>BUS 1113</td>
<td>Document Formatting</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 1223</td>
<td>Electronic Spreadsheet</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 1253</td>
<td>Word Processing I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>BUS 2323</td>
<td>Business Procedures</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

**BUSINESS ELECTIVE:** .................................................3 hours

Elective must be from the Department of Business and must be from sidebar list of this page.

<table>
<thead>
<tr>
<th>Elective</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE</td>
<td>(approved by the program advisor)</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

---

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

### CAREER PROGRAM
### 64-66 Semester Hours

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>BUS 2013</td>
<td>Business Communications I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>UACC 2002</td>
<td>Freshman Seminar (if required)</td>
<td>2</td>
</tr>
<tr>
<td>ECON 2453</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>OR ECON 2463</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
</tbody>
</table>

#### BUSINESS COURSES: 29 hours

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

#### ELECTIVES: 20 hours

The electives must be from the sidebar list of this page or courses with a BANK prefix.

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

### ELECTIVES AVAILABLE

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

*If not used as a General Education Course requirement*

### NOTE

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

### AFTER UACCM

Graduates are employed as:

- Accounting clerks
- Payroll clerks
- Bank employees
### CAREER PROGRAM

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>65-67 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ BUS 1213</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>____ BUS 1333</td>
<td>Business Math</td>
</tr>
<tr>
<td>____ BUS 2013</td>
<td>Business Communications I</td>
</tr>
<tr>
<td>____ ENG 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>____ UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
<tr>
<td>____ ELECTIVE</td>
<td>Social Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUSINESS COURSES:</th>
<th>38 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ ACCT 2003</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>____ BUS 1013</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>____ BUS 1003</td>
<td>Business English</td>
</tr>
<tr>
<td>____ BUS 1022</td>
<td>Windows</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 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>ELECTIVES:</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ ELECTIVE</td>
<td>(approved by program advisor)</td>
</tr>
<tr>
<td>____ ELECTIVE</td>
<td>(approved by program advisor)</td>
</tr>
<tr>
<td>____ ELECTIVE</td>
<td>(approved by program advisor)</td>
</tr>
</tbody>
</table>

Electives must be from the Department of Business and must include a minimum of 9 hours from the sidebar list of this page.

- Administrative assistants
- File clerks
- Receptionists
- General office assistants
- Data entry clerks

A.A.S. degrees in the Department of Business cannot be completed at night.

Graduates are employed as:
- Administrative assistants
- File clerks
- Receptionists
- General office assistants
- Data entry clerks

A minimum of nine hours of electives must come from the following list:
- Principles of Accounting I
- Payroll Accounting
- Computerized Accounting
- Business Graphics
- Internship
- Web Page Design
- Composition II (OR) Public Speaking
## Degree Requirements

### CAREER PROGRAM

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3 credits</td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3 credits</td>
</tr>
<tr>
<td>BUS 2013</td>
<td>Business Communications I</td>
<td>3 credits</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3 credits</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>2 credits</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
<td>3 credits</td>
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</table>

### GENERAL EDUCATION COURSES:

- 15-17 hours

### BUSINESS COURSES:

- 37 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACCT 2003</td>
<td>Principles of Accounting I</td>
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<tr>
<td>OR</td>
<td></td>
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<tr>
<td>BUS 1013</td>
<td>Bookkeeping</td>
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<tr>
<td>BUS 1003</td>
<td>Business English</td>
</tr>
<tr>
<td>BUS 1081</td>
<td>Introduction to Word Processing</td>
</tr>
<tr>
<td>BUS 1353</td>
<td>Selling</td>
</tr>
<tr>
<td>BUS 1363</td>
<td>Marketing Principles</td>
</tr>
<tr>
<td>BUS 1413</td>
<td>Visual Merchandising</td>
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<td>BUS 2243</td>
<td>Business Graphics</td>
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<td>BUS 2313</td>
<td>Professional Development</td>
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<td>BUS 2323</td>
<td>Business Procedures</td>
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<td>BUS 2343</td>
<td>Advertising</td>
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<td>BUS 2373</td>
<td>Supervisory Management</td>
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<td>BUS 2383</td>
<td>Retailing</td>
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<td>BUS 2393</td>
<td>Business Law</td>
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### ELECTIVES

- 12 hours

<table>
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<th>Course</th>
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<tr>
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<td>Business, Finance, or Graphic Design</td>
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<tr>
<td>ELECTIVE</td>
<td>Business, Finance, or Graphic Design</td>
</tr>
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<td>ELECTIVE</td>
<td>(approved by program advisor)</td>
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</tbody>
</table>

A minimum of six hours must come from courses with a BUS, FIN, or GDT prefix. Electives may include other courses approved by the program advisor.

### SUGGESTED ELECTIVES

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

### HINTS

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

### TRANSFER PROGRAM

<table>
<thead>
<tr>
<th>Program</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGLISH/COMMUNICATIONS:</td>
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<tr>
<td>ENG 1013 Composition I</td>
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<tr>
<td>ENG 1023 Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303 Public Speaking</td>
<td>3</td>
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<tr>
<td>FRESHMAN SEMINAR:</td>
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<tr>
<td>UACC 1002 Freshman Seminar</td>
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<tr>
<td>MATHEMATICS:</td>
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<tr>
<td>MATH 1203 College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MATH 2023 Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>SCIENCE:</td>
<td>8</td>
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<tr>
<td>BIOL 1004 Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>OR BIOL 1034 General Botany</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>OR BIOL 2034 Principles of Zoology</td>
<td>4</td>
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<tr>
<td>OR CHEM 1004 Fundamentals of Chemistry</td>
<td></td>
</tr>
<tr>
<td>OR CHEM 2123 General College Chemistry I</td>
<td></td>
</tr>
<tr>
<td>AND CHEM 2121 General College Chemistry I Lab</td>
<td></td>
</tr>
<tr>
<td>OR PHY 2004 Physical Science</td>
<td></td>
</tr>
<tr>
<td>OR SCI 2014 Earth Science</td>
<td>4</td>
</tr>
<tr>
<td>HUMANITIES/FINE ARTS:</td>
<td>9</td>
</tr>
<tr>
<td>ENG 2213 World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>OR ENG 2223 World Literature II</td>
<td>3</td>
</tr>
<tr>
<td>ART 2003 Art Appreciation</td>
<td></td>
</tr>
<tr>
<td>MUS 2003 Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>THEA 2003 Theatre Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE Humanities/Fine Arts</td>
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</tbody>
</table>

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

Must include 3 hours of Western Civilization and 3 hours of U.S. History or American Government

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

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

### BUSINESS REQUIREMENTS: 15 hours

*Specific business courses are often required as prerequisites for upper-division business courses at four-year institutions. These courses vary by institution. To ensure that the business electives selected will meet the requirements at a specific four-year institution, the business electives must be approved by the student’s Department of Business advisor.

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

**NOTE**

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

**AFTER UACCM**

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

This program enables students to complete the first two years of a bachelor’s degree in Computer Science or Information Science. Students may then transfer to the four-year institution of their choice to complete their degree.

HINTS

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

TRANSFER PROGRAM

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 2023 Technical Writing</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>6 hours</th>
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</thead>
<tbody>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 2013 Discrete Mathematics</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 1213 Plane Trigonometry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MATH 2023 Calculus for Business</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Science</td>
<td></td>
</tr>
<tr>
<td>BIOL 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 1034 General Botany</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2004 Human Anatomy &amp; Physiology I</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR BIOL 2034 Principles of Zoology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>Physical Science</td>
<td></td>
</tr>
<tr>
<td>PHY 2004 Physical Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR CHEM 1004 Fundamentals of Chemistry</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR CHEM 2121 General College Chemistry I Lab</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>AND CHEM 2123 General College Chemistry I</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR SCI 2014 Earth Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>OR PHYS xxx4 General Physics I</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL SCIENCE:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1003 Western Civilization I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR HIST 1013 Western Civilization II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>
Degree Requirements

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

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

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

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

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

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

ATU Information Science and Computer Science Requirements (8 hours): CIS 2453 Advanced Java Programming AND an advanced computer applications class. Technical Electives: (2-3 hours) Contact CIS advisors for list of approved electives.

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

UACCM does not currently offer a Physics course. Students may take an applicable Physics course at a four-year institution and transfer the credits back to UACCM to meet graduation requirements.

AFTER UACCM
This program is designed for those students who plan to transfer to a four-year institution to earn a bachelor’s degree in a computer-related field. The transferability of CIS and business courses vary by institution; therefore, it is very important for students to consult with their CIS academic advisor for further information on requirements at specific institutions.
NOTE
The Certificates of Proficiency in Computer Maintenance and Networking Technologies require the successful passage of a certification exam. Students must provide the Registrar’s Office with proof of registration for the exam prior to graduation. Students must provide proof of successful passage of the exam within one month after graduation.

CAREER PROGRAM

COMPUTER MAINTENANCE (Pending ADHE approval)

9 Semester Hours

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

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

Graduates must pass the Comp/TIA A+ certification exam.

NETWORKING TECHNOLOGY (Pending ADHE approval)

9 Semester Hours

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

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

Graduates must pass either the Network+ exam or the Installing, Configuring, and Administering Microsoft Windows XP Pro certification exam.
## CAREER PROGRAM

### 32-33 Semester Hours

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Writing</td>
<td>3</td>
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<tr>
<td>OR ENG 1013</td>
<td>Composition I</td>
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</tr>
<tr>
<td>MATH 0903</td>
<td>Intermediate Algebra (or higher)</td>
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<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
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<tr>
<td>OR ELECTIVE</td>
<td>CIS Elective (if Freshman Seminar not taken)</td>
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**TECHNICAL COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS 1103</td>
<td>Introduction to Computer Hardware and Software</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>Advanced Computer Hardware and Software</td>
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</tbody>
</table>

**TECHNICAL ELECTIVES:**

(The technical electives must be selected from courses within the CIS curriculum.)

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

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**AFTER UACCM**

Graduates are employed as:
- Computer repair specialists
- Network installers

This program is designed to allow students to enter the workforce in the shortest amount of time. Students are provided the technical skills required to install, maintain, and troubleshoot PCs. Hands-on training with industry-standard equipment enhances the educational experience for students. Students completing the certificate may take exams leading to an A+ Certificate.
### CAREER PROGRAM

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
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<tr>
<td>ENG 1003</td>
<td>Basic Technical Writing</td>
<td></td>
</tr>
<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>College Algebra</td>
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<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
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</tr>
<tr>
<td>ELECTIVE</td>
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**TECHNICAL COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>CIS 1103</td>
<td>Introduction to Computer Hardware and Software</td>
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<tr>
<td>CIS 1113</td>
<td>Networking Essentials</td>
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</tr>
<tr>
<td>CIS 1133</td>
<td>Introduction to Computer Programming: Logic and Language</td>
<td>3</td>
</tr>
<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>
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<tr>
<td>CIS 2033</td>
<td>Network Operating Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2103</td>
<td>Advanced Computer Hardware and Software</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2123</td>
<td>Local Area Networking I</td>
<td>3</td>
</tr>
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<td>CIS 2133</td>
<td>Local Area Networking II</td>
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<td>CIS 2143</td>
<td>Local Area Networking III</td>
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<td>Introduction to Wireless Technology</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2303</td>
<td>Network Security</td>
<td>3</td>
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</table>

**TECHNICAL ELECTIVES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 2233</td>
<td>Introduction to Unix</td>
<td>3</td>
</tr>
<tr>
<td>CIS 2433</td>
<td>Java Programming</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1213</td>
<td>Plane Trigonometry</td>
<td></td>
</tr>
<tr>
<td>MATH 2013</td>
<td>Discrete Mathematics</td>
<td></td>
</tr>
<tr>
<td>MATH 2023</td>
<td>Calculus for Business</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by the program advisor)</td>
<td>3</td>
</tr>
</tbody>
</table>

**HINTS**

- Students should take all developmental courses early in order to focus on career courses in later semesters.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to insure completion of courses within desired time frame.
- Students are required to take Freshman Seminar if two or more developmental courses are needed.

The Computer Information Systems program is designed to provide students with computer programming skills and a knowledge of computer operating systems that will prepare them for careers in today’s emerging information technology field.

AFTER UACCM Graduates are employed as:

- Network administrators
- Help desk specialists

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

Students should take classes when offered as some classes are only offered certain semesters.

Students should plan electives early to insure completion of courses within desired time frame.

Students are required to take Freshman Seminar if two or more developmental courses are needed.

The Computer Information Systems Associate of Applied Science 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

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

Students should take classes when offered as some classes are only offered certain semesters.

Students should plan electives early to insure completion of courses within desired time frame.

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

(15) Semester Hours

(Pending approval by ADHE and the Dietary Managers Association)

MAJOR COURSES: ................................................................. 15 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIET 1001</td>
<td>Field Experience I</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>DIET 1002</td>
<td>Food Safety and Sanitation</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>DIET 1013</td>
<td>Managing Food Service Programs</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>DIET 1022</td>
<td>Diet Therapy</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>DIET 1102</td>
<td>Field Experience II</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>DIET 1112</td>
<td>Food Services Administration</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>NUTR 1503</td>
<td>Nutrition</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

The Dietary Management Program is designed for individuals employed in food service operations in a hospital or long-term care facility who wish to obtain the Certified Dietary Manager (CDM) credential. The program follows the curriculum prescribed by the Dietary Managers Association. Field Experience I consists of 50 hours of supervised, hands-on experience in commercial food service. Field Experience II consists of 100 hours of supervised, hands-on experience in patient care and food service department management.
HINTS

- Students should be interested in working with details and learning how details make-up a whole drawing.
- Students should be curious about how things are made and how they go together.
- Students should have a basic understanding of mathematical concepts.
- Students should have the ability to communicate graphically and in writing.

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

UACCM articulates with the Russellville Career Center.

CAREER PROGRAM

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>ENG</td>
<td>1003</td>
<td>Basic Technical Writing</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG</td>
<td>1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH</td>
<td>1253</td>
<td>Applied Technical Math</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH</td>
<td>1203</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UACC</td>
<td>1002</td>
<td>Freshman Seminar (if required)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td></td>
<td>Elective (if Freshman Seminar not taken)</td>
<td>2</td>
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TECHNICAL REQUIREMENTS: ................................. .8 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRT</td>
<td>1004</td>
<td>Computer Aided Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRT</td>
<td>1204</td>
<td>Parametric Drafting</td>
<td>4</td>
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TECHNICAL ELECTIVES: ................................. .14 hours

(Approved by advisor from the following list):

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRT</td>
<td>1304</td>
<td>Residential Drafting I</td>
<td>4</td>
</tr>
<tr>
<td>DRT</td>
<td>1504</td>
<td>Advanced Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRT</td>
<td>2304</td>
<td>Residential Drafting II</td>
<td>4</td>
</tr>
<tr>
<td>DRT</td>
<td>2314</td>
<td>Machine Drafting</td>
<td>4</td>
</tr>
<tr>
<td>DRT</td>
<td>2413</td>
<td>Structural Drafting</td>
<td>3</td>
</tr>
<tr>
<td>DRT</td>
<td>2423</td>
<td>Specialty Drafting</td>
<td>3</td>
</tr>
</tbody>
</table>
CAREER PROGRAM

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>62 Semester Hours</th>
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</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION COURSES:</strong></td>
<td>20 hours</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Writing</td>
</tr>
<tr>
<td>OR ENG 1023</td>
<td>Composition II</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>AND ELECTIVE</td>
<td>Technical Elective</td>
</tr>
<tr>
<td>OR MATH 1203</td>
<td>College Algebra</td>
</tr>
<tr>
<td>AND MATH 1213</td>
<td>Plane Trigonometry</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
</tr>
</tbody>
</table>

| TECHNICAL COURSES: | 30 hours |
| DRT 1004 | Computer Aided Drafting | 4 credit hours |
| DRT 1204 | Parametric Drafting | 4 credit hours |
| DRT 1304 | Residential Drafting I | 4 credit hours |
| DRT 1504 | Advanced Drafting | 4 credit hours |
| DRT 2304 | Residential Drafting II | 4 credit hours |
| DRT 2314 | Machine Drafting | 4 credit hours |
| DRT 2413 | Structural Drafting | 3 credit hours |
| DRT 2423 | Specialty Drafting | 3 credit hours |

| TECHNICAL ELECTIVES: | 12 hours |
| ELECTIVE | (approved by the program advisor) | 3 credit hours |
| ELECTIVE | (approved by the program advisor) | 3 credit hours |
| ELECTIVE | (approved by the program advisor) | 3 credit hours |
| ELECTIVE | (approved by the program advisor) | 3 credit hours |

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

AFTER UACCM

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

NOTE

- Students need to complete all developmental courses before attempting program specific courses.
- Computer Aided Drafting should be taken the first semester that program specific courses are taken.
- Electives in support of this program are selected in concert with the program advisor and are designed to support the major.
- Students are encouraged to take MATH 1213 Plane Trigonometry as an elective.
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.

HINTS
- Students need good written and oral communication skills.
- Students should enjoy working with young children.
- Students need to complete all developmental courses before attempting program specific courses.
- Students are required to take Freshman Seminar if two or more developmental courses are needed.
- Students should take classes when offered as some classes are only offered certain semesters.

EARLY CHILDHOOD DEVELOPMENT Certificate of Proficiency — Certificate

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

CAREER PROGRAM 8-9 Semester Hours

» CERTIFICATE OF PROFICIENCY

REQUIREMENTS: 8-9 hours

- ECD 1002 Early Childhood Competencies 2 credit hours
- ECD 1101 CPR and First Aid (or current certification) 1 credit hour
- ECD 1103 Methods and Materials I 3 credit hours
- EDUC 2003 Foundations of Early Childhood Education 3 credit hours

CAREER PROGRAM 35-36 Semester Hours

» TECHNICAL CERTIFICATE

GENERAL EDUCATION COURSES: 8 hours

- BUS 1333 Business Math 3 credit hours
- ENG 1013 Composition I 3 credit hours
- UACC 1002 Freshman Seminar (if required) 2 credit hours

TECHNICAL COURSES: 27-28 hours

- ECD 1002 Early Childhood Competencies 2 credit hours
- ECD 1101 CPR and First Aid (or current certification) 1 credit hour
- ECD 1102 Supervised Lab I 2 credit hours
- ECD 1103 Methods and Materials I 3 credit hours
- ECD 1203 Child Guidance 3 credit hours
- ECD 2003 Methods and Materials II 3 credit hours
- ECD 2013 Health and Safety for Children 3 credit hours
- ECD 2102 Supervised Lab II 2 credit hours
- ECD 2303 Early Childhood Theory and Practices 3 credit hours
- EDUC 2003 Foundations of Early Childhood Education 3 credit hours
- EDUC 2013 Child Development and Developmental Theories 3 credit hours
# Degree Requirements

## CAREER PROGRAM

**GENERAL EDUCATION COURSES:** 65-66 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>OR SOC 2013</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>OR UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td>2</td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
<td>2</td>
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</tbody>
</table>

**RELATED COURSES:** 9 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1013</td>
<td>Bookkeeping</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 1503</td>
<td>Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(approved by program advisor)</td>
<td>3</td>
</tr>
</tbody>
</table>

**TECHNICAL COURSES:** 42-43 hours

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

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

## AFTER UACCM

Graduates are employed as:
- Child care facility owners and directors
- Child care center directors
- Head Start teachers
- Infant/toddler teachers
- Preschool teachers
- Assistant teachers
- Paraprofessionals

**NOTE**

Graduates completing the associate degree in Early Childhood Development will have the competence to enrich the lives of young children. An associate degree and two certificate options are available in this program.
HINTS
- Students must have a 2.65 cumulative grade point average and pass the PRAXIS I to graduate with the Associate of Arts in Early Childhood Education.
- This degree is for students who wish to teach preschool through 4th grade.

NOTE
This degree is designed for persons who plan to obtain an Associate of Arts-Emphasis in Early Childhood Education at UACCM and transfer to a four-year institution to complete an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education Program.

Transfer Program

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

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

<table>
<thead>
<tr>
<th>*MATHEMATICS:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ MATH 1203 College Algebra (or equivalent)</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>8 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ BIOL 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>____ PHY 2004 Physical Science</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HEALTH/PHYSICAL EDUCATION:</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ PED 1003 Personal Health</td>
<td></td>
</tr>
<tr>
<td>OR PED xxx1 Physical Education Activity Course</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>AND PED xxx1 Physical Education Activity Course</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>AND PED xxx1 Physical Education Activity Course</td>
<td>1 credit hour</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ ART 2003 Art Appreciation</td>
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</tr>
<tr>
<td>OR MUS 2003 Music Appreciation</td>
<td></td>
</tr>
<tr>
<td>OR THEA 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ ENG 2213 World Literature I</td>
<td></td>
</tr>
<tr>
<td>OR ENG 2223 World Literature II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

*Students should consult with the specific program requirements for the four-year program desired. UACCM has articulated specific degree plans with Arkansas Tech University and the University of Central Arkansas, which are available from the advisor or the Academic Services Office.

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

#### SOCIAL SCIENCE: 18 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>GEOG</td>
<td>Regional Geography of the World</td>
<td>3</td>
</tr>
<tr>
<td>HIST</td>
<td>Western Civilization I</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>U.S. History I</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>PSCI</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST</td>
<td>Western Civilization II</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>U.S. History I</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>PSCI</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>PSY</td>
<td>General Psychology</td>
<td>3</td>
</tr>
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### EDUCATION: 9 hours

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>EDUC</td>
<td>Introduction to Education</td>
<td>3</td>
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<tr>
<td>EDUC</td>
<td>Educational Technology</td>
<td>3</td>
</tr>
<tr>
<td>EDUC</td>
<td>Child Development and Developmental Theories</td>
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### DEGREE ELECTIVE: 6 hours

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<th>Credits</th>
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<td>ELECTIVE</td>
<td>(as required by specific university degree program)</td>
<td>3</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>(as required by specific university degree program)</td>
<td>3</td>
</tr>
</tbody>
</table>

*Degree electives must include six hours of mathematics courses required at the transferring institution. (MATH 2103 Math for Teachers I and MATH 2113 Math for Teachers II recommended.)*

---

### AFTER UACCM

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

### NOTE

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

<table>
<thead>
<tr>
<th>TRANSFER PROGRAM</th>
<th>62-64 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENGLISH/COMMUNICATIONS:</strong></td>
<td>9 hours</td>
</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ SPH 2303 Public Speaking</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td><strong>FRESHMAN SEMINAR:</strong></td>
<td>2 hours</td>
</tr>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td>.2 credit hours</td>
</tr>
<tr>
<td><strong>MATHEMATICS:</strong></td>
<td>3 hours</td>
</tr>
<tr>
<td>___ MATH 1203 College Algebra</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td><strong>SCIENCE:</strong></td>
<td>8 hours</td>
</tr>
<tr>
<td>Must include four hours of biological science:</td>
<td></td>
</tr>
<tr>
<td>___ BIOL 1004 Fundamentals of Biology</td>
<td>.4 credit hours</td>
</tr>
<tr>
<td>Must include four hours of physical science:</td>
<td></td>
</tr>
<tr>
<td>___ PHY 2004 Physical Science</td>
<td>.4 credit hours</td>
</tr>
<tr>
<td><strong>SOCIAL SCIENCE:</strong></td>
<td>21 hours</td>
</tr>
<tr>
<td>___ GEOG 2013 Regional Geography of the World</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ HIST 1003 Western Civilization I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ HIST 1013 Western Civilization II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ HIST 2003 U. S. History I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ HIST 2013 U. S. History II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ PSCI 2003 American Government</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ PSY 2003 General Psychology</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

**Students are required to take Freshman Seminar if two or more developmental classes are needed.**
**HUMANITIES/LANGUAGE ARTS:** ........................................... 15 hours

*Must include three hours from the list below:*

<table>
<thead>
<tr>
<th></th>
<th>2003</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ART</td>
<td>ART 2003</td>
<td>Art Appreciation</td>
</tr>
<tr>
<td>OR</td>
<td>MUS 2003</td>
<td>Music Appreciation</td>
</tr>
<tr>
<td>OR</td>
<td>THEA 2003</td>
<td>Theatre Appreciation</td>
</tr>
<tr>
<td>ENG</td>
<td>ENG 2113</td>
<td>American Literature I</td>
</tr>
<tr>
<td>___ ENG</td>
<td>___ ENG 2123</td>
<td>American Literature II</td>
</tr>
<tr>
<td>___ ENG</td>
<td>___ ENG 2213</td>
<td>World Literature I</td>
</tr>
<tr>
<td>___ ENG</td>
<td>___ ENG 2223</td>
<td>World Literature II</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>1203</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC</td>
<td>EDUC 1203</td>
<td>Introduction to Education</td>
</tr>
<tr>
<td>___ EDUC</td>
<td>___ EDUC 1303</td>
<td>Educational Technology</td>
</tr>
</tbody>
</table>
This degree is designed for persons who plan to obtain an Associate of Arts in Teaching degree at UACCM and transfer to an education degree. This plan is not a guarantee that the student will be admitted into a Teacher Education program.

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

### Transfer Program

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

<table>
<thead>
<tr>
<th>FRESHMAN SEMINAR:</th>
<th>2 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UACC</strong> 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
<tr>
<td>OR</td>
<td>Elective (if Freshman Seminar not taken)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MATHEMATICS:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MATH</strong> 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>MATH</strong> 1213 Plane Trigonometry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR</td>
<td><strong>MATH</strong> 1215 Precalculus</td>
</tr>
<tr>
<td>AND <strong>MATH</strong> 2015 Calculus I</td>
<td>5 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCIENCE:</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must include four hours of biological science:</td>
<td></td>
</tr>
<tr>
<td><strong>BIOL</strong> 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td>Must include eight hours of physical science:</td>
<td></td>
</tr>
<tr>
<td><strong>PHY</strong> 2004 Physical Science</td>
<td>4 credit hours</td>
</tr>
<tr>
<td><strong>SCI</strong> 2014 Earth Science</td>
<td>4 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HUMANITIES/FINE ARTS:</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Must include three hours of world literature:</td>
<td></td>
</tr>
<tr>
<td><strong>ENG</strong> 2213 World Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR</td>
<td><strong>ENG</strong> 2223 World Literature II</td>
</tr>
<tr>
<td>Three hours from the following list below:</td>
<td></td>
</tr>
<tr>
<td><strong>ART</strong> 2003 Art Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>MUS</strong> 2003 Music Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>THEA</strong> 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

*Students are required to take Freshman Seminar if two or more developmental classes are needed.*
### Social Science: 15 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR 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>OR HIST 2003</td>
<td>U. S. History I</td>
<td>3</td>
</tr>
<tr>
<td>OR HIST 2013</td>
<td>U. S. History II</td>
<td>3</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>Arkansas History</td>
<td>3</td>
</tr>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

**Note:** Degree electives must include six hours of mathematics courses required at the transferring institution. (MATH 2103 Math for Teachers I and MATH 2113 Math for Teachers II recommended.)

### Education: 6 hours

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

**After UACCM**

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

**Note**

- Areas in education are very college-specific. Students must know where they are transferring.
- The Praxis I test is required for licensure in the state of Arkansas in any area of Teacher Education. Please see your advisor regarding the Praxis I.
- The registrar must receive the results of the Praxis I before graduation date or student will have to graduate the following semester.
The Certificate of Proficiency in Emergency Medical Technology – Basic program is an introduction to the study of emergency medical services and basic principles, procedures, and techniques of pre-hospital emergency care. Content includes medical/legal/ethical topics, patient assessment, medical and traumatic injuries and emergencies with emphasis on life-threatening conditions, airway and ventilation skills, cardiopulmonary resuscitation, and spinal immobilization and splinting. Instruction includes a minimum of 120 contact hours of lecture and 48 hours of clinical practice, which includes 24 hours of clinical in an emergency room setting and 24 hours of ambulance service. The course is based on the national Standard Curriculum Guidelines as developed by the Department of Transportation.

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

TECHNOLOGY COURSES: 8 Semester Hours

- EMT 1008 Emergency Medical Technology-Basic 8 credit hours

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

NOTE

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

Students should refer back to pages 31-32 for specific course requirements and a listing of required electives.

### HINTS

- Students are required to take Freshman Seminar if two or more developmental courses are needed.
- Plan electives early to insure completion of courses within the desired time frame.
- Students should be aware that some Literature classes are not offered each semester. Check course descriptions for rotation sequence of classes.

---

### TRANSFER PROGRAM

**ENGLISH/COMMUNICATIONS:**

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

**FRESHMAN SEMINAR:**

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

**MATHEMATICS:**

- MATH 1103 Algebra for General Education ....................3 hours
- MATH 1203 College Algebra .....................................3 credit hours

**SCIENCE:**

Four hours of biological science from the list below:

<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 1034</td>
<td>General Botany</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2004</td>
<td>Human Anatomy and Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2034</td>
<td>Principles of Zoology</td>
<td>4</td>
</tr>
</tbody>
</table>

Four hours of physical science from the list below:

<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 2123</td>
<td>General College Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 2121</td>
<td>General College Chemistry I Lab</td>
<td>4</td>
</tr>
</tbody>
</table>

**HUMANITIES/FINE ARTS:**

Must include three hours of world literature:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 2213</td>
<td>World Literature I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 2223</td>
<td>World Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

Three hours from the following list below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 2003</td>
<td>Art Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>MUS 2003</td>
<td>Music Appreciation</td>
<td>3</td>
</tr>
<tr>
<td>THEA 2003</td>
<td>Theatre Appreciation</td>
<td>3</td>
</tr>
</tbody>
</table>

Three hours of humanities/fine arts electives, refer to page 31-32:

**ELECTIVE** Humanities/Fine Arts .........................3 credit hours

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

**SOCIAL SCIENCES:** ......................................................... 15 hours

*Must include three hours of Western Civilization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIST 1003</strong> Western Civilization I</td>
<td>3</td>
</tr>
<tr>
<td><strong>HIST 1013</strong> Western Civilization II</td>
<td>3</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HIST 2003</strong> U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td><strong>HIST 2013</strong> U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td><strong>PSCI 2003</strong> American Government</td>
<td>3</td>
</tr>
</tbody>
</table>

*Nine hours of history/social science electives from the list on the bottom of pages 31-32.*

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PED 1003</strong> Personal Health</td>
<td>3</td>
</tr>
</tbody>
</table>

*OR

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTIVE</strong> Physical Education Activity</td>
<td>1</td>
</tr>
<tr>
<td><strong>ELECTIVE</strong> Physical Education Activity</td>
<td>1</td>
</tr>
<tr>
<td><strong>ELECTIVE</strong> Physical Education Activity</td>
<td>1</td>
</tr>
</tbody>
</table>

**ENGLISH REQUIREMENTS:** .................................................. 15 hours

*Twelve hours of required English courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENG 2113</strong> American Literature I</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENG 2123</strong> American Literature II</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENG 2313</strong> British Literature I</td>
<td>3</td>
</tr>
<tr>
<td><strong>ENG 2323</strong> British Literature II</td>
<td>3</td>
</tr>
</tbody>
</table>

*Three hours of English electives from the sidebar list of this page.*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTIVE</strong> English Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

**ELECTIVES AVAILABLE**

English electives should be chosen from the following:

- Creative Writing
- Introduction to Drama
- Introduction to Poetry
- Introduction to Fiction
- Technical Writing

This degree is designed to prepare students for transfer to four-year colleges or universities to pursue a major in English.
### TRANSFER PROGRAM

**63 Semester Hours**

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

#### FRESHMAN SEMINAR:
- **UACC 1002** Freshman Seminar (if required) .................... 2 credit hours
- OR **ELECTIVE** General Education (if Freshman Seminar not taken) 2 credit hours

#### MATHEMATICS:
- **MATH 1103** Algebra for General Education
- OR **MATH 1203** College Algebra ................................... 3 credit hours

#### SCIENCE:
- Four hours of biological science from the list below:
  - **BIOL 1004** Fundamentals of Biology
  - OR **BIOL 1034** General Botany
  - OR **BIOL 2004** Human Anatomy and Physiology I
  - OR **BIOL 2034** Principles of Zoology ............................... 4 credit hours
- AND
  - Four hours of physical science from the list below:
    - **CHEM 1004** Fundamentals of Chemistry
    - OR **CHEM 2123** General College Chemistry I
    - AND **CHEM 2121** General College Chemistry I Lab
    - OR **PHY 2004** Physical Science
    - OR **SCI 2014** Earth Science ....................................... 4 credit hours

#### HUMANITIES/FINE ARTS:
- Must include three hours of world literature:
  - **ENG 2213** World Literature I
  - OR **ENG 2223** World Literature II ............................... 3 credit hours
- Must include three hours from the following list:
  - **ART 2003** Art Appreciation
  - OR **MUS 2003** Music Appreciation
  - OR **THEA 2003** Theatre Appreciation ............................. 3 credit hours

**Students are required to take Freshman Seminar if two or more developmental classes are needed.**
Three hours of humanities/fine arts electives, refer to pages 31-32:

___ ELECTIVE Humanities/Fine Arts .............................. 3 credit hours

SOCIAL SCIENCES: ................................................. 15 hours

Must include 3 hours of Western Civilization:

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

Must include 3 hours of U.S. History or American Government:

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

Nine hours of history and social science electives, refer to pages 31-32:

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

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

___ PED 1003 Personal Health ........................................ 3 credit hours
OR ___ ELECTIVE Physical Education Activity .................... 1 credit hour
___ ELECTIVE Physical Education Activity .................... 1 credit hour
___ ELECTIVE Physical Education Activity .................... 1 credit hour

GENERAL EDUCATION ELECTIVES: .......................... 14-15 hours

(electives are designated by (GE) in the Course Description section of this Catalog.)

___ ELECTIVE General Education ................................. 3 credit hours
___ ELECTIVE General Education ................................. 3 credit hours
___ ELECTIVE General Education ................................. 3 credit hours
___ ELECTIVE General Education ................................. 3 credit hours
___ ELECTIVE General Education ................................. 2-3 credit hrs

AFTER UACCM

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

NOTE

Refer to pages 31-32 for listing of Social Science electives and other helpful information regarding curriculum.
### CAREER PROGRAM

<table>
<thead>
<tr>
<th>ENGLISH/COMMUNICATIONS:</th>
<th>62-64 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

### NOTE
The health, physical education, or nutrition requirement may include three hours of physical education activity courses.
BIOLOGICAL/PHYSICAL SCIENCE/SOCIAL SCIENCE ELECTIVES: . .6 hours
__ ELECTIVE (Biological/Physical Science/Social Science) . . . .3 hours
__ ELECTIVE (Biological/Physical Science/Social Science) . . . .3 hours

TECHNICAL/OCCUPATIONAL ELECTIVES: . . . . . . . . . . . . . . . . . . . . . .30 hours
Must include thirty technical or occupational electives approved by the advisor.
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours
__ ELECTIVE (approved by the program advisor) . . . . . . . . . . . .3 credit hours

AFTER UACCM
The Associate of General Studies degree is designed to place students in a job after only two years.

The Associate of General Studies degree is designed to take technical or occupational credits and expand them into an associate degree. Students receive cross-training in a variety of fields while pursuing this specialized, customized degree.
The Graphic Design program prepares students for entry-level positions with skills that have been identified as those necessary for employment in newspapers, print shops, advertising firms, and related areas.

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

CAREER PROGRAM

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>62-63 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1333 Business Math</td>
<td>14 hours</td>
</tr>
<tr>
<td>OR MATH 1253 Applied Technical Math</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1103 Algebra for General Education</td>
<td></td>
</tr>
<tr>
<td>OR MATH 1203 College Algebra</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ENG 1003 Basic Technical Writing</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1023 Composition II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ UACC 1002 Freshman Seminar (if required)</td>
<td></td>
</tr>
<tr>
<td>OR ELECTIVE Elective (if Freshman Seminar not taken)</td>
<td>.2 credit hours</td>
</tr>
<tr>
<td>___ ELECTIVE Social Science</td>
<td>.3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>27 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ART 1103 Drawing I Studio</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ ART 1203 2-D Design</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ GDT 1113 Introduction to Photography</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ GDT 2403 Graphic Design I</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ GDT 2413 Graphic Design II</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ GDT 2513 Digital Illustrations</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ GDT 2523 Electronic Page Layout and Prepress</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ GDT 2533 Digital Imaging</td>
<td>.3 credit hours</td>
</tr>
<tr>
<td>___ GDT 2543 Advanced Electronic Page Layout and Prepress</td>
<td>.3 credit hours</td>
</tr>
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</table>
**Degree Requirements**

### RELATED COURSES: 12-13 hours

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

### TECHNICAL ELECTIVES: 9 hours

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

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

**ELECTIVES AVAILABLE**

Electives should be chosen from the following:

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

**AFTER UACCM**

Graduates are employed as:

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

BUSINESS: 65-67 Semester Hours
___ BUS 1213 Computer Applications 3 hours

ENGLISH/COMMUNICATIONS: 12 hours
___ ENG 1013 Composition I 3 credit hours
___ ENG 1023 Composition II 3 credit hours
___ ENG 2023 Technical Writing 3 credit hours
OR ENG 2213 World Literature I
OR ENG 2223 World Literature II 3 credit hours

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

MATHEMATICS: 6 hours
___ MATH 1203 College Algebra 3 credit hours
___ MATH 1213 Plane Trigonometry 3 credit hours

SCIENCE: 8 hours
___ PHY 2004 Physical Science 4 credit hours
___ SCI 2014 Earth Science 4 credit hours

SOCIAL SCIENCES/HISTORY: 12 hours
___ GEOG 2013 Regional Geography of the World 3 credit hours
___ HIST 1003 Western Civilization I
OR HIST 1013 Western Civilization II 3 credit hours
___ HIST 2003 U. S. History I
OR HIST 2013 U. S. History II
OR PSCI 2003 American Government 3 credit hours
___ PSY 2003 General Psychology
OR SOC 2013 Introduction to Sociology 3 credit hours

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

HINTS
- Students should take all developmental courses early in order to focus on degree-required courses in later semesters.
- Students are required to take Freshman Seminar if two or more developmental courses are needed.
- Students should take courses when offered as some courses are only offered certain semesters.
SURVEYING REQUIREMENTS: .................................................. 24 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>SUR 1204</td>
<td>Plane Surveying</td>
<td>4</td>
</tr>
<tr>
<td>SUR 1213</td>
<td>Introduction to CAD and Surveying Software</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1214</td>
<td>Construction and Route Surveying</td>
<td>3</td>
</tr>
<tr>
<td>SUR 1223</td>
<td>Survey Plats and Deeds</td>
<td>3</td>
</tr>
<tr>
<td>SUR 2223</td>
<td>Survey Plats and Deeds</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

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

NOTE
Students should complete the following required courses first:
- Developmental courses
- Freshman Seminar (if needed)
- Plane Surveying
- Introduction to CAD and Surveying Software
- Computer Applications
The practical nursing program prepares students for the national licensure exam for practical nurses. Students spend time in the classroom and in clinical experiences. Clinical labs are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience in facilities in Morrilton, Conway, or Russellville.

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

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

**UACCM PRACTICAL NURSING PROGRAM ADMISSIONS PROCESS**

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

1. A Practical Nursing Application must be completed and submitted to the Admissions Office.
2. Placement test scores must be submitted to the Admissions Office. ACT, ASSET, and COMPASS scores may be used.

   a. Students scoring at or above the scores listed below are eligible to enter the Selection Pool for the nursing program.

<table>
<thead>
<tr>
<th>Subject</th>
<th>ACT</th>
<th>ASSET</th>
<th>COMPASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>19</td>
<td>45</td>
<td>77</td>
</tr>
<tr>
<td>Reading</td>
<td>19</td>
<td>43</td>
<td>83</td>
</tr>
<tr>
<td>Mathematics</td>
<td>17</td>
<td>40</td>
<td>76</td>
</tr>
<tr>
<td>Inter. Algebra</td>
<td>34</td>
<td>40</td>
<td>76</td>
</tr>
</tbody>
</table>

   b. Students, who score below these levels, must complete any of the developmental courses required by the placement test scores from the list below.

   - English
     - ENG 0103 Foundations of Grammar
     - ENG 0303 Foundational Composition
   - Reading
     - READ 0103 College Reading Skills I
     - READ 0203 College Reading Skills II
   - Math
     - MATH 0103 Developmental Math I
     - MATH 0203 Developmental Math II

   Students who take any of the developmental courses listed above must also take:

   - UACC 1002 Freshman Seminar (only if 2 or more developmental courses are required)
   - BIOL 2004 Human Anatomy and Physiology I
   - NUTR 1503 Nutrition
   - XXX XXXX Any 3 hour college level course (BUS 1213 Computer Applications is recommended)

   All courses in section “b” must be completed with a 2.5 cumulative GPA to qualify for consideration for the nursing program.
3. All applicants, regardless of test scores, must complete BIOL 2004 Human Anatomy and Physiology I before entering the nursing program.

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

5. Students who are on academic probation or suspension are not eligible to enter the Practical Nursing program.

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

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

8. Students may take the placement test (ACT or COMPASS) and NET test as many times as they wish. Students must wait 14 days before retaking the NET test. The Admissions Office will use the highest score available.

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

REGISTERED NURSING

LPN/LPTN TO RN TRANSITION

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

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

This program has two components: 1) General Education courses and 2) Nursing Theory and Practicum courses. Students must complete the General Education courses prior to participating in the ARNEC selection process for admission into the Nursing Theory and Practicum component. There are 33 hours in the General Education component. Students must complete each of these courses with a “C” or better grade.

The Nursing Theory and Practicum component of ARNEC program is offered on nights and weekends. This is to enable students to complete this degree while working. There are 66 hours in the program.

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

Applicants must show proof of:

- Completion of an ARNEC program application packet
- Graduation from a State Board approved technical/practical nursing program
- Possess a valid, unencumbered Arkansas LPN/LPTN/LVN license
- Completion of the required general education courses from an accredited college or university with a grade of "C" or better (furnish transcripts)
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the overall LPN/LPTN/LVN GPA and the required general education courses
- An official high school transcript (or GED completion transcript)
- Official transcripts from all colleges attended
- All classes are taught in the English language, making it necessary that students are able to read, speak, write, and comprehend the English language proficiently. A Test of English as a Foreign Language (TOEFL) is required of all international students.
- Criminal background check
- Taking the General Aptitude Proficiency (GAP) Test
- Drug screen

Students will be selected based on LPN GPA, required general education course GPA, and General Aptitude Proficiency (GAP) test scores. Students also must comply with the general admission requirements for UACCM. UACCM is allotted 10 slots in the ARNEC program. In the event there is a tie for the 10th slot, the student who submitted her/his application packet first will receive the admission invitation. The applications will be dated and timed when they are submitted to UACCM.

ACCEPTANCE

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

- Current American Heart Association Healthcare Provider CPR course (AHA/BLS-HCP)
- Current PPD Skin Test or Chest X-Ray
- Verification that the Hepatitis B series has been completed or started, or that a Waiver Claim Form is signed.
- Students may be admitted to the program still lacking one general education class. If the student lacks one course, it must be taken concurrently with nursing in the spring semester. Non-nursing classes may be taken during the fall semester per the advisement of the institution program chair (to maintain full-time status for scholarship and grant requirements). Students who have completed all general education requirements will receive higher admission ranking status.
ARNEC will begin to phase out a student’s ability to lack general education requirements. The 2006 class will be allowed to lack one (1) general education requirement that will be taken concurrently with nursing classes in the spring. The 2007 class will not be permitted to lack any general education requirement before admission into the ARNEC program.

**ACADEMIC PROGRESSION**

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

- The student must maintain a 2.00 “C” (on a 4.00 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester.

- A failed nursing course must be repeated the next time the course is offered, based on availability of space in the course. A student is only allowed to be re-admitted to the program one time. If a student fails/drops during the summer or fall semesters, then he/she must take a selected comprehensive exam and make a score equal to or better than the national passing average in order to pick up with the next class in the semester that the student failed/dropped. This test will be given at the beginning of the spring semester so that in the case the student fails the exam, the student may be allowed to enroll in the spring semester, pending availability.

- The student is advised to make a passing score on the Education Resources, Inc.’s (ERI) scheduled tests. If the student fails a test, then a minimum of two hours of online remediation will be completed, and the student will be allowed to retake the exam. Each exam may be retaken three times with proof of at least six hours of online remediation through ERI before the student is allowed to go on to the next ERI exam. However, the student MUST achieve a score at or above the current national passing average on the final comprehensive ERI exam to complete the requirements for RNSG 2318 Nursing Process III. The student will be allowed to take the final comprehensive ERI exam a total of three times. Should the student not achieve the required score after three attempts, then the student will not have completed the requirements for the course and will not graduate or be allowed to sit for the NCLEX-RN.
RE-ADMISSION CANDIDATES
Re-admission into the program will be considered on a space available basis only. A student who fails or leaves the program for any reason will be permitted one opportunity to re-enroll (regardless of which semester). The student has the right to appeal to the administration of the admitting institution and should follow that institution’s appeal procedures.

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

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

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

Due to unforeseen circumstances (i.e., unacceptable criminal background check), graduation from the ARNEC LPN/LPTN to RN Transition program does NOT automatically enable the student to sit for the NCLEX-RN. This is determined by the Arkansas State Board of Nursing.
AFTER UACCM
Graduates have no problem finding employment.
Students go to work in hospitals, clinics, and nursing homes.

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

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

Students completing the Practical Nursing Program are qualified to take the National Council Licensing Exam. 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.
TRANSFER PROGRAM

GENERAL EDUCATION REQUIREMENTS: ............................33 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
____ BUS 1213 Computer Applications ..............................3 credit hours
____ ENG 1013 Composition I ..........................................3 credit hours
____ ENG 1023 Composition II .........................................3 credit hours
____ MATH 1203 College Algebra ......................................3 credit hours
____ NUTR 1503 Nutrition ................................................3 credit hours
____ PSY 2003 General Psychology ....................................3 credit hours
____ PSY 2023 Psychology of Human Development ..........3 credit hours

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

____ NSG 2111 Nursing Math ............................................1 credit hour
____ NSG 2114 Nursing Process I ......................................4 credit hours
____ NSG 2124 Pediatric Nursing Care .............................4 credit hours
____ NSG 2133 Nursing Practicum I ....................................3 credit hours
____ NSG 2214 Maternal/Child and Women’s Health ..........4 credit hours
____ NSG 2223 Mental Health Nursing .............................4 credit hours
____ NSG 2232 Nursing Practicum II .................................2 credit hours
____ NSG 2311 NCLEX-RN Preparation .............................1 credit hour
____ NSG 2318 Nursing Process II ....................................8 credit hours
____ NSG 2333 Nursing Practicum III ...............................3 credit hours

AFTER UACCM

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

NOTE

• Admission to the registered nursing program is a competitive process. Applicants should refer to pages 78-81 for a complete description of the admissions and selection policy.
• The registered nursing program admits students in the spring semester each year.
• UACCM offers the RN program through the Arkansas Rural Nursing Education Consortium (ARNEC), which includes six community colleges.
## Degree Requirements

### CAREER PROGRAM

#### FLORAL DESIGN (Pending ADHE approval)

**28 Semester Hours**

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>BUS  1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>BUS  1333</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>ENG  1003</td>
<td>Basic Technical Writing</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>SPH  2303</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>OR</td>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
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**TECHNICAL COURSES:**

<table>
<thead>
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<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>____</td>
<td>HRT  1103</td>
<td>Introduction to Floriculture</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>HRT  1213</td>
<td>Beginning Floral Design</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>HRT  2103</td>
<td>Retail Shop Operations</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>HRT  2213</td>
<td>Advanced Floral Design</td>
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<tr>
<td>____</td>
<td>HRT  2502</td>
<td>Houseplant Maintenance and Design</td>
<td>2</td>
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</tbody>
</table>

### CAREER PROGRAM

#### GREENHOUSE MANAGEMENT (Pending ADHE approval)

**29 Semester Hours**

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>BUS  1213</td>
<td>Computer Applications</td>
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</tr>
<tr>
<td>____</td>
<td>BUS  1333</td>
<td>Business Math</td>
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</tr>
<tr>
<td>OR</td>
<td>ENG  1003</td>
<td>Basic Technical Writing</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>ENG  1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>SPH  2303</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td></td>
</tr>
<tr>
<td>OR</td>
<td>ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
<td>2</td>
</tr>
</tbody>
</table>

**TECHNICAL COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>____</td>
<td>HRT  1803</td>
<td>Spring Greenhouse Production Crops</td>
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<td>____</td>
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</tr>
<tr>
<td>____</td>
<td>HRT  2203</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>____</td>
<td>HRT  2703</td>
<td>Greenhouse Operations</td>
<td>3</td>
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<tr>
<td>____</td>
<td>HRT  2713</td>
<td>Greenhouse Management</td>
<td>3</td>
</tr>
</tbody>
</table>
### Degree Requirements

**Associate of Applied Science**

**ORNAMENTAL HORTICULTURE & FLORAL DESIGN**

#### CAREER PROGRAM

**61 Semester Hours**

**GENERAL EDUCATION COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BUS 1333</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Writing</td>
<td></td>
</tr>
<tr>
<td>OR ENG 1023</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPH 2303</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td></td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
<td>2</td>
</tr>
<tr>
<td>ELECTIVE</td>
<td>Social Science</td>
<td>3</td>
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</table>

**TECHNICAL COURSES:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRT 1103</td>
<td>Introduction to Floriculture</td>
<td>3</td>
</tr>
<tr>
<td>HRT 1213</td>
<td>Beginning Floral Design</td>
<td>3</td>
</tr>
<tr>
<td>HRT 1803</td>
<td>Spring Greenhouse Production Crops</td>
<td>3</td>
</tr>
<tr>
<td>HRT 1903</td>
<td>Fall Greenhouse Production Crops</td>
<td>3</td>
</tr>
<tr>
<td>HRT 2103</td>
<td>Retail Shop Operations</td>
<td>3</td>
</tr>
<tr>
<td>HRT 2203</td>
<td>Plant Propagation</td>
<td>3</td>
</tr>
<tr>
<td>HRT 2213</td>
<td>Advanced Floral Design</td>
<td>3</td>
</tr>
<tr>
<td>HRT 2502</td>
<td>Houseplant Maintenance and Design</td>
<td>2</td>
</tr>
<tr>
<td>HRT 2703</td>
<td>Greenhouse Operations</td>
<td>3</td>
</tr>
<tr>
<td>HRT 2713</td>
<td>Greenhouse Management</td>
<td>3</td>
</tr>
<tr>
<td>INT 2003</td>
<td>Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

**TECHNICAL ELECTIVES:**

Nine hours of electives from the sidebar list of this page.

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

#### AFTER UACCM

Graduates are employed as:

- Greenhouse owners/operators
- Greenhouse managers
- Garden center managers
- Floral designers
- Florist managers

This program offers experiences in working individually and with others. The program encourages creative problem solving and lets students explore a variety of outcomes. The students will work in a wide range of environments.

**ELECTIVES AVAILABLE**

- Bookkeeping
- Marketing Principles
- Advertising
- Supervisory Management
- Retailing
- Business Law
- Entrepreneurship
### HINTS
- Preparation in math, science, and computer technology is recommended.
- Students should take all developmental courses early in order to focus on degree-required classes in later semesters.
- Students are required to take Freshman Seminar if two or more developmental courses are needed.
- 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.

### NOTE
Students should complete Computer Applications, Introduction to CAD and Surveying Software, and Plane Surveying during the first semester after completing developmental courses.

### CAREER PROGRAM

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS</td>
<td>1213</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>ENG</td>
<td>1003</td>
<td>Basic Technical Writing</td>
</tr>
<tr>
<td>OR</td>
<td>ENG 1013</td>
<td>Composition I</td>
</tr>
<tr>
<td>OR</td>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
</tr>
<tr>
<td>OR</td>
<td>MATH 1203</td>
<td>College Algebra</td>
</tr>
<tr>
<td>OR</td>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
</tr>
<tr>
<td>OR</td>
<td>ELECTIVE</td>
<td>Elective (if Freshman Seminar not taken)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUR</td>
<td>1204</td>
<td>Plane Surveying</td>
</tr>
<tr>
<td>SUR</td>
<td>1213</td>
<td>Introduction to CAD and Surveying Software</td>
</tr>
<tr>
<td>SUR</td>
<td>1214</td>
<td>Construction and Route Surveying</td>
</tr>
<tr>
<td>SUR</td>
<td>1224</td>
<td>Boundary Surveying</td>
</tr>
<tr>
<td>SUR</td>
<td>2213</td>
<td>Topographic and Civil Mapping</td>
</tr>
<tr>
<td>SUR</td>
<td>2223</td>
<td>Survey Plats and Deeds</td>
</tr>
<tr>
<td>SUR</td>
<td>2103</td>
<td>Global Positioning Systems</td>
</tr>
<tr>
<td>OR</td>
<td>SUR 2013</td>
<td>Boundary Evidence and Procedures</td>
</tr>
</tbody>
</table>

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

#### CAREER PROGRAM

<table>
<thead>
<tr>
<th>GENERAL EDUCATION COURSES:</th>
<th>62 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>EN 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>EN 1003 Basic Technical Writing</td>
<td></td>
</tr>
<tr>
<td>OR EN 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1213 Plane Trigonometry</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>UACC 1002 Freshman Seminar (if required)</td>
<td></td>
</tr>
<tr>
<td>OR ELECTIVE Elective (if Freshman Seminar not taken)</td>
<td>2 credit hrs</td>
</tr>
<tr>
<td>ELECTIVE Social Science</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TECHNICAL COURSES:</th>
<th>33 hours</th>
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<tbody>
<tr>
<td>GIS 2203 Introduction to Geographic Information Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1204 Plane Surveying</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1213 Introduction to CAD and Surveying Software</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1214 Construction and Route Surveying</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 1224 Boundary Surveying</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2003 Legal Principles and Boundaries</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2013 Boundary Evidence and Procedures</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2103 Global Positioning Systems</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2213 Topographic and Civil Mapping</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SUR 2223 Survey Plats and Deeds</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTIVES:</th>
<th>9 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTIVE (approved by program advisor)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE (approved by program advisor)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ELECTIVE (approved by program advisor)</td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

The career prospects for qualified surveying technicians are very good at this time. In addition, graduates with the A.A.S. degree are on a professional track. They are allowed to take the Fundamentals of Land Surveying (FLS) Exam during their last semester at UACCM. Passing the FLS exam and completing the degree earns licensure as a Land Surveyor in Training. After two years of Board approved experience, graduates are allowed to take the Principles and Practice of Land Surveying Exam. Passing the PPLS exam is the final step in the process of becoming a Registered Professional Land Surveyor.
HINTS

• Welding is hard on your clothes. Students should plan on purchasing several sets of long sleeve shirts and jeans.

• Welding is one of the more physically demanding programs at UACCM.

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

• Students are required to take Freshman Seminar if two or more developmental courses are needed.

CAREER PROGRAM 16 Semester Hours

» STRUCTURAL WELDING

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

____ WLD 1102 Arc Welding I ...................................... 2 credit hours
____ WLD 1506 Welding Lab I ....................................... 6 credit hours
____ WLD 2102 Arc Welding II ..................................... 2 credit hours
____ WLD 2506 Welding Lab II ..................................... 6 credit hours

CAREER PROGRAM 10 Semester Hours

» PIPE WELDING

TECHNICAL COURSES: ................................................... 10 hours

____ WLD 3202 Layout & Fabrication ........................... 2 credit hours
____ WLD 3302 Pipe Welding ....................................... 2 credit hours
____ WLD 3506 Welding Lab III ................................. 6 credit hours
## Degree Requirements

### CAREER PROGRAM

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1003</td>
<td>Basic Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>OR ENG 1013</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>MATH 1253</td>
<td>Applied Technical Math</td>
<td>3</td>
</tr>
<tr>
<td>UACC 1002</td>
<td>Freshman Seminar (if required)</td>
<td></td>
</tr>
<tr>
<td>OR ELECTIVE</td>
<td>Elective (if Freshman Seminar not required)</td>
<td>2</td>
</tr>
</tbody>
</table>

### TECHNICAL COURSES

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Description</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLD 1102</td>
<td>Arc Welding I</td>
<td>2</td>
</tr>
<tr>
<td>WLD 1303</td>
<td>Blueprint Reading</td>
<td>3</td>
</tr>
<tr>
<td>WLD 1506</td>
<td>Welding Lab I</td>
<td>6</td>
</tr>
<tr>
<td>WLD 2102</td>
<td>Arc Welding II</td>
<td>2</td>
</tr>
<tr>
<td>WLD 2201</td>
<td>Mig Welding</td>
<td>1</td>
</tr>
<tr>
<td>WLD 2506</td>
<td>Welding Lab II</td>
<td>6</td>
</tr>
<tr>
<td>WLD 3101</td>
<td>Tig Welding</td>
<td>1</td>
</tr>
<tr>
<td>WLD 3202</td>
<td>Layout &amp; Fabrication</td>
<td>2</td>
</tr>
<tr>
<td>WLD 3302</td>
<td>Pipe Welding</td>
<td>2</td>
</tr>
<tr>
<td>WLD 3506</td>
<td>Welding Lab III</td>
<td>6</td>
</tr>
</tbody>
</table>

After UACCM, there is a strong demand for UACCM graduates in the Welding field.

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

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

- The UA Criminal Justice Institute cooperative programs involve students taking their law enforcement classes at the Criminal Justice Institute and finishing their general education hours at UACCM.

- The University of Arkansas for Medical Sciences cooperative courses allow students to take prerequisite classes which qualify to apply for admission into the UAMS College of Health-Related Professions programs. (Students should be aware that completion of the prerequisite classes does not guarantee admission into the UAMS programs.)

SECTION REFERENCE

COOPERATIVE PROGRAMS
UNIVERSITY OF ARKANSAS CRIMINAL JUSTICE INSTITUTE ........................................ 92-95
UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES ........................................ 96-99
UNIVERSITY OF ARKANSAS AT FAYETTEVILLE ..................................................... 100-101
Section c

DEGREE REQUIREMENTS

Cooperative Programs
The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist law enforcement officers in Arkansas in enhancing their professional knowledge and skills to better serve their communities. The Criminal Justice Institute has been providing the professional training and has entered into agreement with participating two-year and four-year institutions to award Certificates of Proficiency, Technical Certificates, and Associate of Applied Science degrees in the areas of Crime Scene Investigation and Law Enforcement Administration.

**CAREER PROGRAM**

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>21-23 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CERTIFICATE OF PROFICIENCY</strong></td>
<td></td>
</tr>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS:</strong></td>
<td>6 hours</td>
</tr>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>FRESHMANSEMINARY:</strong></td>
<td>2 hours</td>
</tr>
<tr>
<td>UACCM 1002 <strong>Freshman Seminar (if required)</strong></td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>TECHNICAL COURSES:</strong></td>
<td>15 hours</td>
</tr>
<tr>
<td>Crime Scene Investigation Technical Certificate Program</td>
<td>9 credit hours (Offered by the Criminal Justice Institute of the University of Arkansas)</td>
</tr>
<tr>
<td>Certificate of Completion</td>
<td>6 credit hours (Offered by the Arkansas Law Enforcement Training Academy-ACLEST Certificate)</td>
</tr>
</tbody>
</table>

**CAREER PROGRAM**

<table>
<thead>
<tr>
<th>Degree Requirements</th>
<th>42-44 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TECHNICAL CERTIFICATE</strong></td>
<td></td>
</tr>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS:</strong></td>
<td>12-15 hours</td>
</tr>
<tr>
<td>BUS 1213 <em>Computer Applications</em></td>
<td>3 credit hours</td>
</tr>
<tr>
<td>CRIM 2003 Introduction to Criminal Justice</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>FRESHMAN SEMINARY:</strong></td>
<td>2 hours</td>
</tr>
<tr>
<td>UACCM 1002 <strong>Freshman Seminar (if required)</strong></td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>TECHNICAL COURSES:</strong></td>
<td>27-30 hours</td>
</tr>
<tr>
<td>Crime Scene Investigation Certificate Program</td>
<td>15 credit hrs</td>
</tr>
<tr>
<td>Special Topics</td>
<td>12 credit hrs</td>
</tr>
<tr>
<td><em>Computer Applications</em></td>
<td>3 credit hours</td>
</tr>
</tbody>
</table>

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

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

GENERAL EDUCATION REQUIREMENTS: .......................... 25-28 hours

Four hours of biological science from the following list:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ BIOL</td>
<td>Fundamentals of Biology</td>
<td>4</td>
</tr>
<tr>
<td>OR BIOL</td>
<td>General Botany</td>
<td></td>
</tr>
<tr>
<td>OR BIOL</td>
<td>Human Anatomy and Physiology I</td>
<td></td>
</tr>
<tr>
<td>OR BIOL</td>
<td>Principles of Zoology</td>
<td>4</td>
</tr>
<tr>
<td>___ BUS</td>
<td>*Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>___ CRIM</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>___ ENG</td>
<td>Composition I</td>
<td>3</td>
</tr>
<tr>
<td>___ ENG</td>
<td>Composition II</td>
<td>3</td>
</tr>
<tr>
<td>___ MATH</td>
<td>College Algebra</td>
<td>3</td>
</tr>
<tr>
<td>___ PSCI</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>___ SOC</td>
<td>Introduction to Sociology</td>
<td></td>
</tr>
<tr>
<td>OR PSY</td>
<td>General Psychology</td>
<td>3</td>
</tr>
<tr>
<td>___ SPH</td>
<td>Public Speaking</td>
<td>3</td>
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</table>

FRESHMAN SEMINAR: ........................................... 2 hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ UACCM</td>
<td>**Freshman Seminar (if required)</td>
<td>2</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: (Provided by the Criminal Justice Institute) 35-38 hours

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crime Scene Investigation Certificate of Proficiency</td>
<td>15</td>
</tr>
<tr>
<td>Crime Scene Investigation Technical Certificate</td>
<td>12-15</td>
</tr>
<tr>
<td>Advanced Crime Scene Technician Certificate</td>
<td>4</td>
</tr>
<tr>
<td>Survival Spanish for Law Enforcement Officers</td>
<td>1</td>
</tr>
<tr>
<td>Special Topics</td>
<td>3</td>
</tr>
</tbody>
</table>

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

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

HINTS

- UACCM has no control over admittance to the Criminal Justice Institute of the University of Arkansas.
- General education classes offered by UACCM can be taken before or after completion of the courses offered by the Criminal Justice Institute of the University of Arkansas.
The Criminal Justice Institute, a division of the University of Arkansas System, provides training to assist law enforcement officers of Arkansas in enhancing their professional knowledge and skills to better serve their communities. The Criminal Justice Institute has been providing the professional training and has entered into agreement with participating two-year and four-year institutions to award Certificates of Proficiency, Technical Certificates, and Associate of Applied Science degrees in the areas of Crime Scene Investigation and Law Enforcement Administration.

**HINTS**

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

### CAREER PROGRAM

<table>
<thead>
<tr>
<th>21-23 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS:</strong></td>
</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
</tr>
<tr>
<td>___ MATH 1203 College Algebra</td>
</tr>
</tbody>
</table>

| **FRESHMAN SEMINAR:** | .2 hours |
| ___ UACCM 1002 **Freshman Seminar (if required)** | .2 credit hours |

| **TECHNICAL COURSES:** (Provided by the Criminal Justice Institute) | .15 hours |
| ___ Law Enforcement Administration | .9 credit hours |
| (School of Law Enforcement Supervision) |
| ___ Law Enforcement Electives | .6 credit hours |
| (Arkansas Law Enforcement Training Academy-Certificate) |

### CAREER PROGRAM

<table>
<thead>
<tr>
<th>36-38 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENERAL EDUCATION REQUIREMENTS:</strong></td>
</tr>
<tr>
<td>___ BUS 1213 Computer Applications</td>
</tr>
<tr>
<td>___ CRIM 2003 Introduction to Criminal Justice</td>
</tr>
<tr>
<td>___ ENG 1013 Composition I</td>
</tr>
<tr>
<td>___ MATH 1203 College Algebra</td>
</tr>
<tr>
<td>___ SPH 2303 Public Speaking</td>
</tr>
</tbody>
</table>

| **FRESHMAN SEMINAR:** | .2 hours |
| ___ UACCM 1002 **Freshman Seminar (if required)** | .2 credit hours |

| **TECHNICAL COURSES:** (Provided by the Criminal Justice Institute) | .21 hours |
| ___ Law Enforcement Administration Certificate of Proficiency | .15 credit hrs |
| ___ Law Enforcement Training Academy | .6 credit hours |
| (Arkansas Law Enforcement Training Academy-Certificate) |

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

GENERAL EDUCATION REQUIREMENTS: .......................... 28 hours
Four hours of biological science from the following list:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>BIOL 1004</td>
<td>4</td>
<td>Fundamentals of Biology</td>
</tr>
<tr>
<td>OR BIOL 1034</td>
<td>3</td>
<td>General Botany</td>
</tr>
<tr>
<td>OR BIOL 2004</td>
<td>3</td>
<td>Human Anatomy and Physiology I</td>
</tr>
<tr>
<td>OR BIOL 2034</td>
<td>3</td>
<td>Principles of Zoology</td>
</tr>
<tr>
<td>BUS 1213</td>
<td>3</td>
<td>Computer Applications</td>
</tr>
<tr>
<td>CRIM 2003</td>
<td>3</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>ENG 1013</td>
<td>3</td>
<td>Composition I</td>
</tr>
<tr>
<td>ENG 1023</td>
<td>3</td>
<td>Composition II</td>
</tr>
<tr>
<td>MATH 1203</td>
<td>3</td>
<td>College Algebra</td>
</tr>
<tr>
<td>PSCI 2003</td>
<td>3</td>
<td>American Government</td>
</tr>
<tr>
<td>SOC 2013</td>
<td>3</td>
<td>Introduction to Sociology</td>
</tr>
<tr>
<td>OR PSY 2003</td>
<td>3</td>
<td>General Psychology</td>
</tr>
<tr>
<td>SPH 2303</td>
<td>3</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

FRESHMAN SEMINAR: .................................................. 2 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UACCM 1002</td>
<td>2</td>
<td>Freshman Seminar (if required)</td>
</tr>
</tbody>
</table>

TECHNICAL COURSES: (Provided by the Criminal Justice Institute) 36 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Law Enforcement Administration</td>
<td>9</td>
<td>(School of Law Enforcement Supervision)</td>
</tr>
<tr>
<td>Law Enforcement Administration and Management</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Integrity in Law Enforcement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Legal Aspects of Law Enforcement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Varied Principles of Law Enforcement</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>DWI Detection and Field Tests</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Communications</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Crisis Negotiations</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Law Enforcement Training Academy</td>
<td>3</td>
<td>(Arkansas Law Enforcement Training Academy-Certificate)</td>
</tr>
</tbody>
</table>

The Criminal Justice Institute will provide the technical training for the certificates and degrees and document the credit on its transcript.

Participating colleges and universities will provide the general education component and award the certificates and degrees.

**Students are required to take Freshman Seminar if two or more developmental classes are needed.
UACC, in cooperation with UAMS, offers general education courses that may be used to meet the general education requirements of specific courses at UAMS. The completion of the general education courses at UACC does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more admission requirements.

UAMS GENERIC COOPERATIVE PROGRAM

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

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

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

32-40 Semester Hours

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

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

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

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

*SCIENCE: .................................................................8-16 hours
Must have 8-12 hours of biological science
____ SCI (Biological Science) .............................................8-12 credit hrs
Must have 4 hours of physical science
____ SCI (Physical Science) .............................................0-4 credit hrs

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

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

AFTER UACCM

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

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

• Dental Hygiene
• Emergency Medical Science
• Medical Record Technology
• Radiologic Therapy
• Respiratory Therapy
• Respiratory Care Technology
• Surgical Technology
UACCM, in cooperation with UAMS, offers general education courses that may be used to meet the general education requirements of specific courses at UAMS. The completion of the general education courses at UACCM does not guarantee acceptance to UAMS in the health care major. Students should contact UAMS for more admission requirements.

**HINTS**

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

**UAMS GENERIC COOPERATIVE PROGRAM**

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

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

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Education:</strong></td>
<td>6 hours</td>
</tr>
<tr>
<td>____ BUS 1213 Computer Applications</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>English/Communications:</strong></td>
<td>9 hours</td>
</tr>
<tr>
<td>____ ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>Freshman Seminar:</strong></td>
<td>2 hours</td>
</tr>
<tr>
<td>____ UACC 1002 Freshman Seminar (if required)</td>
<td>2 credit hours</td>
</tr>
<tr>
<td><strong>Fine Arts/Humanities:</strong></td>
<td>6 hours</td>
</tr>
<tr>
<td>____ ART 2003 Art Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR MUS 2003 Music Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR THEA 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ ENG 2213 World Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR ENG 2223 World Literature II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PHIL 2103 Introduction to Philosophy</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>Mathematics:</strong></td>
<td>3 hours</td>
</tr>
<tr>
<td>____ MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><strong>Science:</strong></td>
<td>8-28 hours</td>
</tr>
<tr>
<td>____ SCI (Biological Science)</td>
<td>8-20 credit hrs</td>
</tr>
<tr>
<td>____ SCI (Physical Science, if required)</td>
<td>0-8 credit hrs</td>
</tr>
<tr>
<td><em>Students should consult the UAMS degree plan for each program to determine the science requirements.</em></td>
<td></td>
</tr>
<tr>
<td><strong>Social Science:</strong></td>
<td>12-15 hours</td>
</tr>
<tr>
<td>____ HIST 1003 Western Civilization I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ HIST 1013 Western Civilization II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ HIST 2003 U.S. History I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR HIST 2013 U.S. History II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>OR PSCI 2003 American Government</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ ELECTIVE (Social Science Elective)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>____ ELECTIVE (Social Science Elective)</td>
<td>3 credit hours</td>
</tr>
<tr>
<td><em>Students should consult the UAMS degree plan for each program to determine the social science requirements.</em></td>
<td></td>
</tr>
</tbody>
</table>

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**After UACCM**

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

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

- Cytotechnology
- Dental Hygiene
- Diagnostic Medical Sonography
- Medical Dosimetry
- Medical Technology
- Nuclear Medicine Technology
- Ophthalmic Medical Technology
- Radiation Therapy
- Radiologic Technology
- Cardio Respiratory Care

**Note**

Some degrees require additional electives.
SPECIFICS ABOUT THE PROGRAM

- Human Resource Development courses are offered through UA-Fayetteville by compressed video or through online course.
- Classes meet on the first nine weekends (Fridays, 4:30 pm-9:30 pm, or Saturdays, 8:00 am-1:00 pm) of the fall and spring semesters.
- The HRD program includes eight core courses that take two fall and spring semesters to complete.
- Students are charged the UA tuition rate, which is approximately $155.00 per credit hour and is subject to change.
- Students can transfer up to 68 hours of freshman/sophomore-level credit to the UA-Fayetteville.

*Advanced Composition must be completed through UA Fayetteville by correspondence course or on UA-F campus.

COOPERATIVE PROGRAM

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>REQUIREMENTS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH/COMMUNICATIONS:</td>
<td>ENG 1013 Composition I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td></td>
<td>ENG 1023 Composition II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td></td>
<td>ENG 2003 Advanced Composition</td>
<td>3 credit hours</td>
</tr>
<tr>
<td></td>
<td>SPH 2303 Public Speaking</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>MATHEMATICS:</td>
<td>MATH 1203 College Algebra</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HUMANITIES/FINE ARTS:</td>
<td>ENG 2213 World Literature I</td>
<td>3 credit hours</td>
</tr>
<tr>
<td></td>
<td>OR ENG 2223 World Literature II</td>
<td>3 credit hours</td>
</tr>
<tr>
<td></td>
<td>ART 2003 Art Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td></td>
<td>OR MUS 2003 Music Appreciation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR THEA 2003 Theatre Appreciation</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>HEALTH:</td>
<td>PED 1003 Personal Health</td>
<td>3 credit hours</td>
</tr>
<tr>
<td>SCIENCE:</td>
<td>BIOL 1004 Fundamentals of Biology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td></td>
<td>OR BIOL 1034 General Botany</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR BIOL 2034 Principles of Zoology</td>
<td>4 credit hours</td>
</tr>
<tr>
<td></td>
<td>CHEM 1004 Fundamentals of Chemistry</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR PHY 2004 Physical Science</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OR SCI 2014 Earth Science</td>
<td>4 credit hours</td>
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</table>
# Degree Requirements

**SOCIAL SCIENCE:** .......................... .9 hours
Must include 3 hours of Western Civilization:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>HIST 1003</td>
<td>Western Civilization I</td>
<td>3</td>
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<tr>
<td>OR HIST 1013</td>
<td>Western Civilization II</td>
<td>3</td>
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</table>

Must include 3 hours of U.S. History or American Government:

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

Must include General Psychology:

<table>
<thead>
<tr>
<th>Course</th>
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<th>Hours</th>
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<tbody>
<tr>
<td>PSY 2003</td>
<td>General Psychology</td>
<td>3</td>
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**HISTORY/SOCIAL SCIENCE ELECTIVES:** .......................... 3 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ANTH 2333</td>
<td>Introduction to Anthropology</td>
<td>3</td>
</tr>
<tr>
<td>OR ECON 2453</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>OR ECON 2463</td>
<td>Microeconomics</td>
<td>3</td>
</tr>
<tr>
<td>OR GEOG 2013</td>
<td>Regional Geography of the World</td>
<td>3</td>
</tr>
<tr>
<td>OR HIST 2003</td>
<td>U.S. History I</td>
<td>3</td>
</tr>
<tr>
<td>OR HIST 2013</td>
<td>U.S. History II</td>
<td>3</td>
</tr>
<tr>
<td>OR PSCI 2003</td>
<td>American Government</td>
<td>3</td>
</tr>
<tr>
<td>OR 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>OR SOC 2013</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>OR SOC 2023</td>
<td>Social Problems</td>
<td>3</td>
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</table>

**UPPER DIVISION GENERAL EDUCATION ELECTIVES:** ............... 5-8 hours
(Eight hours if exempt from Advanced English)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
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<tbody>
<tr>
<td>ELECTIVE</td>
<td>General Education</td>
<td>3</td>
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<tr>
<td>ELECTIVE</td>
<td>General Education</td>
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<tr>
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<td>General Education</td>
<td>2</td>
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</table>

**BUSINESS ELECTIVE:** .......................... .3 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BUS 1213</td>
<td>Computer Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

**HUMAN RESOURCE DEVELOPMENT CONCENTRATION** .......................... 69 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>HRD Technical/Experiential Learning</td>
<td>.33 credit hrs</td>
<td></td>
</tr>
<tr>
<td>HRD Professional Education</td>
<td>.24 credit hrs</td>
<td></td>
</tr>
<tr>
<td>HRD Industrial Internships</td>
<td>.12 credit hrs</td>
<td></td>
</tr>
</tbody>
</table>

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**REQUIREMENTS**

- Be employed full time.
- Have at least five years of work experience.
- Have at least 40 hours applicable to the degree from accredited colleges with a grade of “C” or above.
- Be officially admitted to the University of Arkansas in Fayetteville before the beginning of fall semester.

**HINTS**

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

**AFTER UACCM**

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

ACCOUNTING ........................................104-105
AIR CONDITIONING AND REFRIGERATION ........105
ANTHROPOLOGY ..................................106
ART ..................................................106
AUTO COLLISION REPAIR TECHNOLOGY ........107-108
AUTOMOTIVE TECHNOLOGY ......................108-109
BANKING AND FINANCIAL SERVICES ..........109-110
BIOLOGY ........................................110-111
BUSINESS ........................................111-116
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COMPUTER INFORMATION SYSTEMS ..........117-120
CRIMINAL JUSTICE ...............................120
DIETARY MANAGEMENT ..........................120-121
DRAFTING .........................................121-122
EARLY CHILDHOOD DEVELOPMENT ............122-123
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ELECTRONICS ....................................124-125
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FINANCE .........................................128
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GRAPHIC DESIGN .................................129-130
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HISTORY ..........................................130-131
HORTICULTURE ..................................131-133
INTERNSHIP .....................................133
MATHEMATICS ...................................133-135
MUSIC ..............................................136
NURSING-PRACTICAL NURSING ..............136-138
NURSING-REGISTERED NURSING ..............138-140
NUTRITION .......................................140
ORIENTATION/CAREER DEVELOPMENT ........140
PHILOSOPHY .....................................140-141
PHYSICAL EDUCATION ...........................141
PHYSICAL SCIENCE/EARTH SCIENCE ..........142
POLITICAL SCIENCE ..............................142
PSYCHOLOGY .....................................142
READING .........................................143
SOCIOLOGY .......................................143
SPANISH ..........................................144
SPEECH ...........................................144
SURVEYING ......................................144-146
THEATRE ..........................................146-146
WELDING .........................................146-147
UACCM courses are identified by a code containing letters which indicate the department and numbers which indicate sequencing within the department. The last number indicates credit hours received for the course.

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

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

**ACCOUNTING**

**ACCT 2003 | PRINCIPLES OF ACCOUNTING I** ................................................................. 3 CR. (3 LEC.)

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

**ACCT 2013 | PRINCIPLES OF ACCOUNTING II** ......................................................... 3 CR. (3 LEC.)

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

**ACCT 2103 | PAYROLL ACCOUNTING** ................................................................. 3 CR (3 LEC.)

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

**ACCT 2113 | TAX ACCOUNTING** ................................................................. 3 CR (3 LEC.)

Prerequisite: ACCT 2003 Principles of Accounting I or BUS 1013 Bookkeeping. Offered in the fall semester. This is an introductory course designed to expose students to a broad range of tax concepts and emphasize the role of taxation in the business decision-making process. Topics covered include types of taxes, tax policy issues, income tax planning, taxable income, property acquisitions and dispositions, taxation of business income, individual tax formula, retirement and investment planning, and tax consequences of personal activities. Emphasis will be placed on preparing individual tax returns.

**ACCT 2203 | COMPUTERIZED ACCOUNTING** ......................................................... 3 CR. (3 LEC.)

Prerequisite: BUS 1213 Computer Applications and either BUS 1013 Bookkeeping with a grade of “C” or higher or ACCT 2003 Principles of Accounting I with a grade of “C” or higher. Offered in the fall and spring semesters. Computerized Accounting applies basic accounting principles using an integrated accounting software package. Topics covered include general ledger, accounts receivable, accounts payable, inventory, depreciation, financial statement analysis, payroll, and system setup.
ACCT 2213 | COST ACCOUNTING ......................................................... 3 CR. (3 LEC.)
Prerequisite: ACCT 2013 Principles of Accounting II. Offered in the fall semester. This course explores principles and methods of accounting for materials, direct labor, and the distribution of overhead expenses, cost records, operating reports, and budgetary control. Topics include job-order costing, process costing, by-product and joint-product costing, activity-based costing, just-in-time, and cost of quality.

AIR CONDITIONING AND REFRIGERATION

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

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

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

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

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

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

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

ART

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

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

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

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

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

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

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

ART 2203 | DRAWING II STUDIO ............................................................. 3 CR. (2 LEC., 2 LAB)
Prerequisite: ART 1103 Drawing I Studio. Offered in the spring semester. This course expounds on techniques and lessons from ART 1103 Drawing I Studio and includes an introduction to the study of the human figure in drawing. Studio 4.5 hours. (GE)
# AUTOMOTIVE COLLISION REPAIR TECHNOLOGY

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Prerequisites</th>
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<tr>
<td>AUB 1003</td>
<td>AUTO BODY ELECTRICAL AND MECHANICAL SYSTEMS</td>
<td>3 CR. (3 LEC.)</td>
<td>None</td>
<td>Spring</td>
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<tr>
<td>AUB 1005</td>
<td>AUTO BODY FUNDAMENTALS</td>
<td>5 CR. (3 LEC., 6 LAB)</td>
<td>None</td>
<td>Fall</td>
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<tr>
<td>AUB 1103</td>
<td>MATERIALS AND PROCESSES</td>
<td>3 CR. (3 LEC.)</td>
<td>None</td>
<td>Fall</td>
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<td>AUB 1205</td>
<td>NON-STRUCTURAL ANALYSIS AND REPAIR I</td>
<td>5 CR. (3 LEC., 6 LAB)</td>
<td>None</td>
<td>Fall</td>
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<tr>
<td>AUB 1305</td>
<td>REFINISHING PROCEDURES &amp; APPLICATIONS</td>
<td>5 CR. (3 LEC., 6 LAB)</td>
<td>None</td>
<td>Spring - Even Years</td>
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<tr>
<td>AUB 1405</td>
<td>NON-STRUCTURAL ANALYSIS AND REPAIR II</td>
<td>5 CR. (3 LEC., 6 LAB)</td>
<td>None</td>
<td>Spring</td>
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<tr>
<td>AUB 1503</td>
<td>REFINISHING PRODUCTS</td>
<td>3 CR. (3 LEC.)</td>
<td>None</td>
<td>Fall - Odd Years</td>
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<tr>
<td>AUB 2203</td>
<td>ADVANCED AUTOMOTIVE REFINISHING</td>
<td>3 CR. (9 LAB)</td>
<td>Consent of Instructor</td>
<td>On Demand</td>
</tr>
<tr>
<td>AUB 2205</td>
<td>STRUCTURAL ANALYSIS AND REPAIR</td>
<td>5 CR. (3 LEC., 6 LAB)</td>
<td>None</td>
<td>Spring - Odd Years</td>
</tr>
</tbody>
</table>

**AUB 1003**

Prerequisite: None. Offered in the spring semester. Discussion and demonstration of electrical and mechanical systems, electronic circuitry, and components which control vehicle ignition, as well as lighting systems, emergency systems, and accessories.

**AUB 1005**

Prerequisite: None. Offered in the fall semester. Theory and application of fundamental auto body identification and repair methods. Emphasis is given to the proper use of hand tool, mig and oxyacetylene welding, and rigid and flexible plastic repair.

**AUB 1103**

Prerequisite: None. Offered in the fall semester. Theory and application of basic auto body materials and processes. Emphasis is given to metal and fiberglass repair techniques.

**AUB 1205**

Prerequisite: None. Offered in the fall semester. Theory and application of the analysis of body construction. Emphasis is given to diagnosis and repair of minor collision related items. Includes metal finishing and body filler application and application of protective coating and sealer. Includes straightening, alignment, removal and replacement of body panels, interior and exterior trim.

**AUB 1305**

Prerequisite: None. Offered in the spring semester of even years. Theory and application of proper refinishing procedures. Emphasis given to top coat applications, polishing and compounding, and color adjustment, live and simulated work analysis, refinishing procedures and problem-solving.

**AUB 1405**

Prerequisite: None. Offered in the spring semester. Theory and application of the analysis and repair of damaged non-structural components. Emphasis is given to collision estimating and repair of major collision related items. Safety is stressed.

**AUB 1503**

Prerequisite: None. Offered in the fall semester of odd years. Theory of proper product usage in surface preparation, priming, sealing and top coat application. Includes proper operation of spray equipment.

**AUB 2203**

Prerequisite: Consent of Instructor. Offered on demand. This course provides an opportunity for the student technician to complete advanced painting, projects and refinishing techniques.

**AUB 2205**

Prerequisite: None. Offered in the spring semester of odd years. Study of unibody and frame construction. Theory portion emphasizes proper measuring and straightening techniques, stress analysis, use of equipment and replacement of structural components; lab includes replacement of structural components, use of specialized equipment and tools.
AUB 2303 | COLOR THEORY ................................................................. 3 CR. (3 LEC.)  
Prerequisite: None. Offered in the fall semester. Prior to any actual mixing of colors to match and blend paint, the student will study the dimensions of color and how to deal with the different types of color effects. Light sources are explained and then demonstrated in this course.

AUB 2403 | AUTO BODY SHOP MANAGEMENT ............................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in spring semester. This course includes a discussion and demonstration of information required to supervise and manage auto body shop operations including detail estimating, frame analysis, procurement of shop supplies, organization of shop work and safety, shop design and layout, promotions, and rules and regulations.

AUB 2503 | SPECIAL PROJECTS .............................................................. 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 TECHNOLOGY

AST 1005 | ELECTRICAL/ELECTRONIC SYSTEMS ............................................. 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in fall semester of odd years. This course covers diagnosis and repair of the following: general electrical systems, batteries, starters, lighting systems, gauges and warning devices, horns and wipers, charging systems, power seats, door locks, reading of wiring diagrams and other miscellaneous accessories. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1105 | BRAKES .............................................................................. 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in fall semester of odd years. The student will study hydraulic system diagnosis and repair, including master cylinder, fluid lines and hoses, valves, drum brakes, disk brakes, anti-lock brake systems, and power assist units. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

AST 1205 | ENGINE REPAIR ..................................................................... 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in spring semester of even years. The student will study general engine diagnosis, cylinder head and valve train repair, engine block repair, lubrication and cooling systems, ignition systems, fuel and exhaust systems. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair to provide adequate practical application in all areas of automotive repair.

AST 1305 | POWER TRAINS ....................................................................... 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in spring semester of even years. The student will study clutch diagnosis and repair, transmission and transaxle diagnosis, drive shaft and universal joint repair, ring and pinion gears, differential case assembly, and four-wheel drive component repair. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.
AST 2005 | CLIMATE CONTROL ................................................................. 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in fall semester of even years. The student will study air conditioning and heating systems, engine cooling, electrical controls, vacuum controls, refrigerant recovery, recycling and handling. The student will learn the principles of diagnosis and repair of these systems. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair to provide adequate practical application in all areas of automotive repair.

AST 2105 | AUTOMATIC TRANSMISSIONS ................................................. 5 CR. (2 LEC., 9 LAB)
Prerequisite: None. Offered in spring semester of odd years. Students will study general transmission/transaxle diagnosis, maintenance and adjustment, in- and off-vehicle repair, removal, disassembly and assembly, oil pumps and converters, gear trains, bushings and electronic transmissions. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

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

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

BANKING AND FINANCIAL SERVICES

BANK 1002 | TELLER OPERATIONS ..................................................... 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course focuses on the skills new tellers need in today’s banking industry. Topics to be covered include opening and closing procedures, balancing, negotiable instruments, fraud prevention and security procedures, and customer service.

BANK 1003 | PRINCIPLES OF BANKING ............................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course covers various aspects from fundamentals of negotiable instruments to contemporary issues and developments within the industry. It is designed for beginning students to develop a basic knowledge of the banking industry.

BANK 1012 | LAW AND BANKING: APPLICATIONS .................................. 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course is an introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process. The concept of negotiability, the nature of primary and secondary contractual liability, and the legal issues related to bank collections and check losses are covered.
BANK 2003 | MONEY AND BANKING ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course includes topics such as the concept of money supply and the role banks play as money creators and participants in the nation’s payment mechanism. A fundamental study of how money functions in the U.S. and world economies, types of financial institutions and how they operate, and the functions and powers of the Federal Reserve are covered in this course.

BANK 2102 | LAW AND BANKING: PRINCIPLES ....................................................... 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course is the banker’s guide to legal issues with special emphasis on the Uniform Commercial Code. Areas of study include sources of banking law; how torts and crimes relate to banking situations; contracts; real and personal properties and their application to banking; bankruptcy; and the legal implications of consumer lending.

BANK 2112 | MARKETING FINANCIAL SERVICES .................................................. 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course is a study of what motivates customers to purchase financial services, and it teaches bankers how to develop a successful marketing plan.

BANK 2212 | CONSUMER LENDING ................................................................. 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course is an up-to-date view of consumer lending which offers essential information about regulations governing credit practices and loan processing, cross-selling, and collections.

BIOLOGY

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

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

BIOL 2004 | HUMAN ANATOMY AND PHYSIOLOGY I .............................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the fall and spring semesters. This course is designed to present an introduction to structural and functional concepts of the human body. The course will include histological, embryological, and anatomical relationships that account for the physical basis of homeostasis and mechanics of the human body. (GE)

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

BIOL 2034 | PRINCIPLES OF ZOOLOGY ............................................................... 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the spring semester. This course is designed to present the broad spectrum fundamentals of modern
zoology through a survey of the major animal phyla including morphology, physiology, and natural history. The emphasis is on evolutionary relationships among animals and development of organ systems. (GE)

BIOL 2104 | MICROBIOLOGY ..................................................4 CR. (3 LEC., 3 LAB)
Prerequisite: Grade of “C” or higher in BIOL 1004 Fundamentals of Biology or BIOL 2004 Human Anatomy & Physiology I. This course is intended for students with a need for basic studies in microbiology for health-related fields. The course is designed to present an introduction of the basic morphology, physiology, and biochemistry of microorganisms. Emphasis will be on microbes that cause disease in humans and how these microbes infect and cause disease. Major topics covered in the course will include cell structure and function, microbial growth, microbial molecular biology and genetics, virology, immunology, epidemiology and genetic engineering, and biotechnology. Lab exercises are designed to provide students with functional and effective experiences that will enable them to work with, understand, and appreciate the importance of microorganisms to basic life processes. Laboratory exercises will allow students to learn through hands-on exercises, some of the fundamental laboratory techniques used in the study of microorganisms. (GE)

BUSINESS

BUS 0203 | DEVELOPMENTAL BUSINESS MATH ........................................3 CR. (3 LEC.)
Prerequisite: MATH 0103 Developmental Math I with a grade of “C” or higher or an ASSET Numerical score of 41-42; an ASSET Intermediate Algebra score of 40; a Math ACT score of 16; or a COMPASS Pre-Algebra score of 34-40. Offered in the fall and spring semesters. This course is designed to prepare students for BUS 1333 Business Math by introducing business terminology, practices, and business problems into the continued study of mathematics. Students must pass with a grade of “C” or higher to advance to BUS 1333 Business Math.

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

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

BUS 1013 | BOOKKEEPING .............................................................3 CR. (3 LEC.)
Prerequisite: None. (Not open to anyone who has completed ACCT 2003 Principles of Accounting I.) Offered in the fall and spring semesters. Bookkeeping introduces fundamental accounting concepts and procedures for sole proprietorships. The accounting cycle includes journalizing and posting transactions, preparing trial balances, worksheets, and financial statements. Emphasis is given to cash, banking and payroll procedures, sales, purchases, accounts receivable, and accounts payable.
BUS 1021 | INTERNET
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. This course provides instruction in the basics of the Internet and helps students understand how the Internet can benefit them and improve their knowledge base. The students search the World Wide Web using a current browser and learn to refine their search skills.

BUS 1022 | WINDOWS
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. Topics covered include working with Windows, organizing disks, managing files, controlling print features, customizing the desktop, backing up data, and using other Windows accessories.

BUS 1031 | ELECTRONIC CALCULATORS
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
Prerequisite: The ability to key by touch and be proficient in using a mouse. Offered in the fall and spring semesters. This course provides instructions in using Outlook to send and receive electronic mail, manage the storage of incoming and outgoing mail, organize schedules and events, and maintain contact lists, to-do lists, and notes. In addition, students will learn to integrate Outlook with other Microsoft Office applications.

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

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

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

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

BUS 1101 | KEYBOARDING SKILLS II .................................................................1 CR. (1 LEC.)
Prerequisite: BUS 1011 Keyboarding Skills I with “CR” or ability to key 25 net words a minute on a three-minute timed writing. Offered in the fall and spring semesters. Keyboarding Skills II enhances personal-use skills or job-related skills using the touch-keying method on the standard keyboard. The student will improve his or her ability to use the alphabetic and numeric keys and build speed and accuracy skills.

BUS 1113 | DOCUMENT FORMATTING ..............................................................3 CR. (3 LEC.)
Prerequisite: BUS 1101 Keyboarding Skills II or concurrently enrolled or ability to key 40 net words a minute on a five-minute timed writing. Offered in the fall and spring semesters. Document Formatting uses a business word processing software package to provide instruction in the formatting of letters, memorandums, tables, and reports from unarranged and rough draft sources.

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

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

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

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

BUS 1333 | BUSINESS MATH .................................................................3 CR. (3 LEC.)
Prerequisite: Score of 43 on ASSET numerical or 17 on ACT math section or completion of BUS 0203 Developmental Business Math with a grade of “C” or higher. Offered in the fall and spring semesters. Business Math provides training in solving problems related to business
situations and financial management in businesses, including percentages, inventory, depreciation, cash and trade discounts, simple interest, mark-on, and distribution of overhead.

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

BUS 1363 | MARKETING PRINCIPLES ........................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course includes the study of such topics as target marketing, consumer behavior, marketing research, pricing, distribution, selling, advertising, and marketing management.

BUS 1413 | VISUAL MERCHANDISING ........................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. Specific elements of visual merchandising such as color selection, design principles, lighting requirements, mannequin choice, signage, and fixture will be explored by students enrolled in Visual Merchandising.

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

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

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

BUS 2253 | WORD PROCESSING II .................................................. 3 CR. (3 LEC.)
Prerequisite: BUS 1253 Word Processing I with a grade of “C” or higher. Offered in the fall semester. This course emphasizes mailability while covering advanced topics using word processing software. Skills covered include complex formatting and printing, calculating, sorting, columns, graphics, tables, advanced merging, templates, and macros. The exchange of files with other software is introduced.
BUS 2303 | PROOFREADING AND TRANSCRIPTION SKILLS .......................... 3 CR. (3 LEC.)
Prerequisites: BUS 1003 Business English and BUS 1113 Document Formatting. Offered in the fall semester. This course will build confidence and skill in proofreading and editing. Students will learn to read for meaning as they detect and correct errors in grammar, sentence structure, punctuation, and formatting. Students will learn to edit documents so that they are clear, concise, and complete. The course will also prepare students in the fundamental principles of operating transcription machines.

BUS 2313 | PROFESSIONAL DEVELOPMENT ........................................ 3 CR. (3 LEC.)
Prerequisite: Final semester of enrollment or approval by the instructor. Offered in the fall and spring semesters. Personal appearance, attitude, interpersonal skills, stress control, job interviews and resume writing, motivation, time management, business ethics, and professional etiquette, growth, and advancement are topics studied in this course. Students prepare typewritten summary reports and deliver oral presentations.

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

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

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

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

BUS 2393 | BUSINESS LAW ............................................................ 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. Business Law is designed to familiarize the student with legal problems that arise in business. The main emphasis of the course will be on contract law and law as it relates to sales. Law relating to different forms of business ownership will also be discussed. (GE)
BUS 2403 | ENTREPRENEURSHIP ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the spring semester. Students will examine the procedures and principles involved in starting and operating a small business. Emphasis will be placed on developing a business plan that includes information on financing, managing, promoting, and operating a successful small business.

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

CHEMISTRY

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

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

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

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

CHEM 2133 | GENERAL COLLEGE CHEMISTRY II ............................................. 3 CR. (3 LEC.)
Prerequisite: Completion of CHEM 2123 General College Chemistry I with a "C" or higher and CHEM 2121 General College Chemistry I Lab with a grade of "C" or higher. Offered in the fall semester. Corequisite: CHEM 2131 General College Chemistry II Lab. Offered in the
CHEM 2201 | ORGANIC CHEMISTRY LAB ......................................................... 1 CR. (3 LAB)  
Prerequisites: Completion of CHEM 2123 General College Chemistry I with a grade of “C” or higher and CHEM 2121 General College Chemistry I Lab with a grade of “C” or higher. Corequisite: CHEM 2203 Organic Chemistry. Offered in the spring semester. Organic chemistry laboratory will put into practice many common organic synthesis techniques. Infrared spectroscopy, mass spectroscopy and nuclear magnetic resonance spectroscopy will be used to confirm synthesis of desired products.

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

COMPUTER INFORMATION SYSTEMS

CIS 1103 | INTRODUCTION TO COMPUTER HARDWARE AND SOFTWARE ........................................ 3 CR. (3 LEC)  
Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction for the beginning computer information systems student. It includes a survey of computing, an introduction to computer hardware and software, an introduction to the A+ certification exam, computer operating systems such as Windows 9x, NT, 2000, and XP, and an introduction to popular database management software.

CIS 1113 | NETWORKING ESSENTIALS ................................................................. 3 CR. (3 LEC)  
Prerequisite: Grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. This course, an introduction to local area networks (LAN’s) is the first course of study of networking. The student will learn to make 10 base T networking cables, structured wire installations, and build and troubleshoot simple LAN’s. Other topics include the OSI Model, data link and network layer devices, IP addresses, subnet masking, ARP, RARP, cabling, topologies, wiring closets, and basic electrical and electronic issues in networks. The course prepares the student for the Introduction to Network Administration course as well as the first test (Network Essentials) in the Microsoft Certified System Engineer progression.

CIS 1133 | INTRODUCTION TO COMPUTER PROGRAMMING LOGIC AND LANGUAGE ............... 3 CR. (3 LEC)  
Prerequisite: Grade of “C” or higher in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. This course covers the fundamentals of computer programming. Through the use of the BASIC programming language, students will be given the skill sets required to perform all aspects of program operation. Logical thinking, flowcharting, program flow control structures and sequential file handling are the focus of this class. Structured program design is also stressed. Upon completion, students will have the background required to master more advanced programming languages.
CIS 1203 | INTRODUCTION TO NETWORK ADMINISTRATION ................................. 3 CR. (2 LEC., 3 LAB)
Prerequisite: CIS 1113 Networking Essentials. Offered in the fall semester. This course introduces the student to Network Administration and provides necessary information for the student to administer a network and attain the CompTia Network+ Certification. The course covers the types of networking media, topologies, protocols, standards and basics of network implementation, and network support.

CIS 2023 | INTERNET TECHNOLOGIES ................................................................. 3 CR. (3 LEC.)
Prerequisite: CIS 1133 Introduction to Computer Programming Logic and Language. Offered in the spring semester. This course provides instruction in the basics of the Internet and helps students understand how the Internet can benefit them and improve their knowledge base. Students search the World Wide Web using a current browser and learn to refine their search skills. Students study and evaluate different types of web pages and then create their own web page using Microsoft FrontPage.

CIS 2033 | NETWORK OPERATING SYSTEMS ..................................................... 3 CR. (3 LEC.)
Prerequisite: CIS 2103 Advanced Computer Hardware and Software. Offered in the fall semester. This course is designed for those with a goal of achieving certification as a Server+ hardware specialist. It covers all of the domains and objectives for the Server+ exam (SKO-001) from CompTIA. This exam requires an in-depth understanding of planning, installing, configuring, and maintaining servers, including knowledge of server-level hardware implementations, data storage subsystems, data recovery, and I/O subsystems.

CIS 2103 | ADVANCED COMPUTER HARDWARE AND SOFTWARE .......................... 3 CR. (2 LEC., 3 LAB)
Prerequisite: CIS 1103 Introduction to Computer Hardware and Software. Offered in the fall and spring semesters. This course, in conjunction with CIS 1103, prepares the student for the A+ Certification exam. The basics of supporting Windows 9x, NT, 2000, and XP workstations are covered as well as various communication techniques such as dial-up, network and Internet connections. Advanced hardware support topics such as printers and notebook computers are also discussed. Maintenance techniques, disaster recovery, routine data backups and the essentials of being a professional PC support technician round out the topics.

CIS 2123 | LOCAL AREA NETWORKING I ......................................................... 3 CR. (3 LEC.)
Prerequisite: CIS 1113 Network Essentials. Offered in the spring semester. This course is designed for students with the goal of certification as a Microsoft Certified System Engineer (MCSE), a Microsoft Certified System Associate (MCSA), or a Microsoft Certified Professional (MCP). It covers the Installing, Configuring and Administering Microsoft Windows XP Professional exam (70-270). This exam measures the ability to implement, administer and troubleshoot Windows XP Professional in any network environment.

CIS 2133 | LOCAL AREA NETWORKING II ......................................................... 3 CR. (3 LEC.)
Prerequisite: CIS 2123 Local Area Networking I. Offered in the fall semester. This course is designed for students with the goal of certification as a Microsoft Certified System Engineer (MCSE), a Microsoft Certified System Associate (MCSA), or a Microsoft Certified Professional (MCP). It covers the Managing and Maintaining a Microsoft Windows Server 2003 Environment exam (70-290). This certification exam measures the ability to manage and maintain a Microsoft Windows Server 2003 environment.

CIS 2143 | LOCAL AREA NETWORKING III ......................................................... 3 CR. (2 LEC., 3 LAB)
Prerequisite: CIS 2133 Local Area Networking II. Offered in the spring semester. This course is designed for students with the goal of certification as a Microsoft Certified System Engineer (MCSE), Microsoft Certified System Associate (MCSA), or a Microsoft
Certified Professional (MCP). It covers the Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure exam (70-291) and the Implementing and Administering Security in a Microsoft Windows Server 2003 Network exam (70-299). Exam 70-291 measures the ability to implement, manage, and maintain a Microsoft Windows Server 2003 network infrastructure. The second exam measures the ability to implement, manage, maintain, and troubleshoot security in a Windows Server 2003 Public Key Infrastructure (PKI).

**CIS 2203 | INTRODUCTION TO WIRELESS TECHNOLOGY** ......................................................... 3 CR. (3 LEC.)
*Prerequisite: CIS 2123 Local Area Networking I or CIS 1203 Introduction to Network Administration and MATH 1203 College Algebra. Offered in the fall semester.* The student will learn to define and apply the basic concepts of RF technology, including spread spectrum, and to install, configure and maintain wireless LANs, including access points, bridges, gateways, and antennas. The student will perform site surveys for the installation of a wireless LAN and learn what organizations and regulations govern wireless LANs. The course includes a study of hidden nodes and interference, how to secure the transmission of data over a wireless LAN, and how to identify the different types of attacks that can occur from hackers.

**CIS 2233 | INTRODUCTION TO UNIX** ......................................................... 3 CR. (3 LEC.)
*Prerequisite: CIS 1133 Introduction to Computer Programming Logic and Language. Offered in the spring semester.* This course is designed to provide students with an introduction to the UNIX environment, an understanding of the concepts of a multi-tasking, multi-user operating system, and an introduction to commonly used features and commands.

**CIS 2303 | NETWORK SECURITY** ......................................................... 3 CR. (3 LEC.)
*Prerequisites: MATH 1203 College Algebra (or concurrently enrolled) and C or better in CIS 1203 Introduction to Network Administration. Offered in the fall semester.* This course covers the physical areas, logical aspects, goals and plans, and different standards for network security. The OSI model of networking will be used to study different types of secure protocols, accounts, and software packages. Policy, authentication, authorization, keying, hacking, encryption, wireless, disaster recovery, and application security will also be covered. The course is an introduction to network security and covers the objectives of the Security+ exam provided by CompTIA.

**CIS 2423 | VISUAL BASIC PROGRAMMING** ......................................................... 3 CR. (3 LEC)
*Prerequisite: Score of 19 on the Math portion of the ACT or a grade of “C” or higher in MATH 0903 Intermediate Algebra, and CIS 1133 Introduction to Computer Programming Logic and Language. Offered in the spring semester.* This course provides an understanding of the Visual BASIC programming environment including variable types, logical operators, logic control structures, controls, GUI interface development, graphics, arrays, and data access. Emphasis will be placed on object-oriented, top-down program design.

**CIS 2433 | JAVA PROGRAMMING** ......................................................... 3 CR. (3 LEC)
*Prerequisite: Score of 19 on the Math portion of the ACT or a grade of “C” or higher in MATH 0903 Intermediate Algebra and CIS 2023 Internet Technologies. Offered in the fall semester.* This course provides an understanding of the Java programming environment including variable types, logical operators, logic control structures, controls, interface design, graphics, arrays, and data access. This course will use Java 2 to solve real-world problems by building various solutions with multimedia, animation, and network access.
CIS 2453 | ADVANCED JAVA PROGRAMMING ........................................... 3 CR. (3 LEC.)
Prerequisite: CIS 2433 Java Programming. Offered in the spring semester. This course is a continuation of CIS 2433 Java Programming. At the end of this class, successful candidates will have completed training sufficient to attempt the Sun Certified Java Programmer examination. Topics covered include exception handling, file handling, advanced algorithms, data structures, collections, applets, GUI design, multimedia content, and multithreading.

CRIMINAL JUSTICE

CRIM 2003 | INTRODUCTION TO CRIMINAL JUSTICE ......................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semester. This course provides an introduction to the criminal justice system and its related components. Topics include, but are not limited to, the history and advancement of law enforcement, the courts and cases which have impacted criminal justice, and penal institutions and their relationships with society. (GE)

DIETARY MANAGEMENT

DIET 1001 | FIELD EXPERIENCE I ............................................................ 1 CR. (3 LAB)
Prerequisite: Completed or concurrently enrolled in DIET 1002 Food Safety and Sanitation or DIET 1013 Managing Food Service Programs or consent of instructor. Offered on demand. This course consists of 50 hours of hands-on, supervised experience in the food services department in a hospital, extended care or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

DIET 1002 | FOOD SAFETY AND SANITATION ................................................. 2 CR. (2 LEC.)
Prerequisite: None. Offered on demand. This course promotes raising the food safety and sanitation competency level of all food service professionals. Topics covered include causes and prevention of foodborne illness, safe food purchasing, receiving, storage, sanitizing equipment, HACCP, regulations, inspections, and crisis management. Students must successfully complete a final examination from the Educational Foundation of the National Restaurant Association to receive a final grade in the course.

DIET 1013 | MANAGING FOOD SERVICE PROGRAMS ..................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course is a study of the organization and management of food service systems. Topics covered include planning, organizing, directing, controlling, and evaluating food service systems. Budget constraints and cost control techniques are also covered.

DIET 1022 | DIET THERAPY ................................................................. 2 CR. (2 LEC.)
Prerequisite: NUTR 1503 Nutrition. Offered on demand. This course provides extensive coverage of diet therapy. Clinical descriptions for disease categories are followed by related medical nutrition therapy. Topics covered include dietary guidelines; menu planning; nutrition through the life cycle; client education; and medical nutrition therapy for cardiovascular disease, diabetes mellitus, obesity, gastrointestinal disease, liver and renal disease, etc.

DIET 1102 | FIELD EXPERIENCE II ....................................................... 2 CR. (6 LAB)
Prerequisite: Completed or concurrently enrolled in DIET 1022 Diet Therapy or consent of instructor. Offered on demand. This course consists of 100 hours of hands-on, supervised experience in patient care and department management in the food services
department in a hospital, extended care or health-related facility. It is designed to complement/reinforce the lecture and classroom activities.

**DIET 1112 | FOOD SERVICES ADMINISTRATION**  
Prerequisite: None. Offered on demand. This course focuses on food services operations relating to the management of food service personnel. Topics covered include employment laws, supervision and leadership, staffing and scheduling, recruitment and retention, staff development, and communication skills.

### DRAFTING

**DRT 1004 | COMPUTER AIDED DRAFTING**  
Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction to computer terminology that relates to the drafting field. Emphasis will be on the fundamental concepts involved in computer aided drafting. Instructions will include basic computer drafting operations such as creating layered drawings, making changes to drawings, and maintaining drawing files. Plotting and printing drawings will be included.

**DRT 1204 | PARAMETRIC DRAFTING**  
Prerequisites: DRT 1004 Computer Aided Drafting or concurrently enrolled. Offered in the fall and spring semesters. This course is an introduction to computerized parametric (3D) drafting. Instruction will explore three-dimensional drafting operations to include sketching, constraints, extrusions, creating features, assemblies and presentation drawings.

**DRT 1304 | RESIDENTIAL DRAFTING I**  
Prerequisite: DRT 1004 Computer Aided Drafting. Offered in the fall semester. This course emphasizes site location, planning, determining clients' needs, one-story plan, residential drawing techniques, dimensioning floor plans, exterior elevations and electrical plans.

**DRT 1504 | ADVANCED DRAFTING**  
Prerequisite: DRT 1004 Computer Aided Drafting and DRT 1204 Parametric Drafting. Offered in the fall semester. This course will include dual dimensioning, tolerancing, perspective drawing, metric dimensioning, and advanced drawing problems using techniques learned in DRT 1004 Computer Aided Drafting.

**DRT 2304 | RESIDENTIAL DRAFTING II**  
Prerequisite: DRT 1304 Residential Drafting I. Offered in the spring semester. This course is a study of one- and two-story residences, wall sections, heat and air plans, foundation plans, fireplace details, stair layouts, and cabinet details.

**DRT 2314 | MACHINE DRAFTING**  
Prerequisite: DRT 1004 Computer Aided Drafting and DRT 1204 Parametric Drafting. Offered in the spring semester. This course covers dimensioning, detail and assembly drawing, and drawings of special tools and products.
DRT 2413 | STRUCTURAL DRAFTING ................................................. 3 CR. (3 LEC.)
Prerequisite: DRT 1004 Computer Aided Drafting and DRT 1204 Parametric Drafting. Offered in the fall semester. This course is an introduction to structural and commercial drafting and explores the uses of steel, concrete, and wood as building materials.

DRT 2423 | SPECIALTY DRAFTING ................................................. 3 CR. (3 LEC.)
Prerequisite: DRT 1004 Computer Aided Drafting and DRT 1204 Parametric Drafting. Offered in the spring semester. This course is an introduction to specialty drafting and explores the uses of sheet metal drafting, pipe drafting, electrical drafting, and applications of drafting used in welding.

EARLY CHILDHOOD DEVELOPMENT

ECD 1002 | EARLY CHILDHOOD COMPETENCIES ............................................. 2 CR. (2 LEC.)
Prerequisite: None. Offered in fall semester. This is an introductory course that covers the competencies that are necessary for meeting the needs of young children.

ECD 1101 | CPR AND FIRST AID ..................................................... 1 CR. (1 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. Students will complete requirements for certification in first aid and adult and child CPR. (This course does not meet the CPR requirements for students enrolled in Practical Nursing or Health Related Professions.)

ECD 1102 | SUPERVISED LAB I ....................................................... 2 CR. (6 LAB)
Prerequisite: Completed or concurrently enrolled in ECD 1002 Early Childhood Competencies or consent of instructor. Offered in the fall semester. Students will interact with young children in a supervised laboratory setting. Requires current malpractice insurance, current TB clearance, central registry background check, and criminal background check.

ECD 1103 | METHODS AND MATERIALS I ........................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course will provide the student with practical techniques in the use of materials and methods related to the study of young children. A resource file with developmentally appropriate materials pertinent to young children will be produced.

ECD 1203 | CHILD GUIDANCE ......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. Students will examine factors which affect the behavior and guidance techniques for young children. Developmental factors, indirect and direct guidance, and positive discipline strategies will be studied. This course includes two hours of field experience.

ECD 2003 | METHODS AND MATERIALS II ........................................... 3 CR. (3 LEC.)
Prerequisite: ECD 1103 Methods and Materials I. Offered in the spring semester. This course is a continuation of ECD 1103 Methods and Materials I. The purpose of the course is to create developmentally-appropriate activities and experiences to enhance the young child’s development. Curriculum areas such as literacy, play, art, music, math, science, and social studies are explored in depth. Additional materials will be added to the resource file.
ECD 2013 | HEALTH AND SAFETY FOR CHILDREN ................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. Basic fundamentals of good health will be explored. Instruction and training will be provided for students to recognize and appropriately assume responsibility for the well being of a child. Safety management, illnesses, accidents and injuries will be studied.

ECD 2102 | SUPERVISED LAB II ...................................................... 2 CR. (6 LAB)
Prerequisite: Completion of ECD 1102 Supervised Lab I and concurrently enrolled in ECD 2303 Early Childhood Theory and Practices or consent of the instructor. Offered in the spring semester. Students will interact with young children in a supervised laboratory setting. Implementation of developmentally appropriate activities and assessment procedures will be achieved. Requires malpractice insurance, current TB clearance, central registry background check, and criminal background check.

ECD 2103 | MANAGEMENT AND ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS ............... 3 CR. (3 LEC.)
Prerequisite: Completion of ECD 1102 Supervised Lab and EDUC 2003 Foundations of Early Childhood Education or consent of the instructor. Offered in the spring semester. This course covers general management competencies, regulations, legal concerns, personnel, and finances. A policy and procedure manual will be produced.

ECD 2133 | PRACTICUM IN EARLY CHILDHOOD DEVELOPMENT ........................................... 3 CR. (9 LAB)
Prerequisite: Completion of or concurrently enrolled in EDUC 2103 Education in a Diverse Society and ECD 2103 Management and Administration of Early Childhood Programs or consent of the instructor. Offered in the fall semester. The practicum is designed to give students an exposure to and experience of an actual job in the early child care field. Placement and work schedules are arranged by the instructor. Students must complete 150 contact hours in an approved facility for this course.

ECD 2203 | FACILITIES AND EQUIPMENT ............................................. 3 CR. (3 LEC.)
Prerequisites: Completion of ECD 1102 Supervised Lab I and completion of or concurrently enrolled in ECD 2003 Methods and Materials II or consent of the instructor. Offered in the fall semester. Students will study state and federal regulations for group care facilities, guidelines for conducting a needs assessment, site location, components of facility design, facility space arrangements, storage needs, and playgrounds.

ECD 2303 | EARLY CHILDHOOD THEORY AND PRACTICES ............................................ 3 CR. (3 LEC.)
Prerequisites: Completion of EDUC 2003 Foundations of Early Childhood Education, completion of or concurrently enrolled in ECD 2003 Methods and Materials II, and concurrently enrolled in ECD 2102 Supervised Lab II or consent of the instructor. Offered in the spring semester. This course provides students with practical experiences in planning weekly schedules and observing and assessing young children. Theories for early childhood education are explored.

ECONOMICS

ECON 2453 | MACROECONOMICS ....................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. Macroeconomics is an introduction to the major areas of modern economic theory, American capitalism, the market system, general price levels, national income accounting, fiscal policy, monetary policy, and international economics. (GE)
ECON 2463 | MICROECONOMICS ................................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. Microeconomics is an analysis of consumer and producer behavior, including production, costs, market structure, distribution of income, and welfare economics. (GE)

EDUCATION

EDUC 1203 | INTRODUCTION TO EDUCATION .............................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course provides an overview of the education profession. Topics include school organization, educator roles, curriculum, current issues, careers in education, certification, etc. Thirty hours of field experience are required. (GE)

EDUC 1303 | EDUCATIONAL TECHNOLOGY .................................................... 3 CR. (3 LEC.)
Prerequisite: None. However, BUS 1213 Computer Applications is suggested. Offered in the fall semester. The course, designed as a teacher education requirement, introduces the student to a variety of technological tools used by educators in teaching and learning. Students will learn of the technologies available, gain hands-on practice with them, and explore how the technologies fit into the teaching and learning process. (GE)

EDUC 2003 | FOUNDATIONS OF EARLY CHILDHOOD EDUCATION .................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course acquaints students with the historical and current early childhood curriculum models, regulatory laws, and factors involved in planning the curriculum for young children. Eight hours of field experience are required. (GE)

EDUC 2013 | CHILD DEVELOPMENT AND DEVELOPMENTAL THEORIES ............. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the spring semester. This course is a study of the physical, cognitive, and psychosocial development of children beginning with the prenatal period and continuing through early childhood. Ten hours of field experience are required. (GE)

EDUC 2103 | EDUCATION IN A DIVERSE SOCIETY ........................................... 3 CR. (3 LEC.)
Prerequisite: None. 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. Seven hours of field experience are required. (GE)

ELECTRONICS

ELEC 1204 | FUNDAMENTALS OF ELECTRICITY ............................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: None. Offered in the fall and spring semesters. This course is designed to acquaint the student with the theory and practice of using electricity as it applies to industrial technology. The topics covered include atomic theory, electrostatic charges, basic concepts of electric circuits, Ohm’s Law, Kirchhoff’s law, series, parallel and hybrid circuits, component symbols, measuring instruments and transformer theory, magnetism, motors, generators, relays, and all magnetically operated devices.
ELEC 2104 | INTRODUCTION TO DIGITAL SYSTEMS ........................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: MATH 1253 Applied Technical Math or MATH 1203 College Algebra or currently enrolled. Offered in the spring semester. This course will cover the basic concepts that underlie digital electronics while continuing an introduction to basic concepts of circuits and systems. The course also covers truth tables, Boolean algebra, combinational logic, and logic families. Students will use the basic digital logic gates to build usable electrical circuits including arithmetic, display, and various analog to digital and digital to analog conversion circuits.

ELEC 2113 | MOTORS AND SYSTEM CONTROLS ............................................... 3 CR. (3 LEC.)
Prerequisite: ELEC 2104 Introduction to Digital Systems or consent of instructor. Offered on demand. This course is a study of the fundamentals of motors and motor control. This course provides the students with theory of sensors, transducers, and speed/position control of motors used in industry. The subject matter includes single-phase motors, three phase motors, and an introduction to programmable motor controllers.

EMERGENCY MEDICAL TECHNOLOGY - BASIC

EMT 1008 | EMERGENCY MEDICAL TECHNOLOGY - BASIC .................................... 8 CR. (7 LEC., 3 LAB)
Prerequisite: Applicants must complete a police background check prior to enrollment in the course and must possess a current BLS for Healthcare Providers CPR certification. This course is an introduction to the study of emergency medical services and the basic principles, procedures, and techniques of pre-hospital emergency care. Content includes medical/legal/ethical topics, patient assessment, medical and traumatic injuries, emergencies with emphasis on life-threatening conditions, airway and ventililation skills, cardiopulmonary resuscitation, and spinal immobilization and splinting. Instruction includes a minimum of 130 contact hours of lecture and 48 hours of clinical practice, which includes 24 hours of ambulance service and 24 hours of clinical in an emergency room setting. The course is based on the National Standard Curriculum Guidelines as developed by the Department of Transportation. Successful completion of this course prepares the student to apply for the National Registry Emergency Medical Technician–Basic Examination.

ENGLISH

ENG 0103 | FOUNDATIONS OF GRAMMAR ...................................................... 3 CR. (3 LEC.)
Prerequisite: Score of 13 or below on the English portion of the ACT, score of 37 or below on the Writing Skills portion of the ASSET test, or 32 or below on the Writing Skills portion of the COMPASS test. Offered in the fall and spring semesters. This is a course emphasizing basic grammar skills, sentence construction, and paragraph development. Emphasis will be placed on the correct use of standard English grammar, common grammar terms, avoidance of common grammatical errors, punctuation, sentence skills, and the construction of the paragraph. The course is designed to prepare students with deficient English scores for ENG 0303 Foundational Composition. This course may not be used to satisfy general education requirements nor provide credit toward any certificate or degree. Students must complete this course with a grade of “C” or higher before enrolling in ENG 0303 Foundational Composition.
ENG 0303 | FOUNDATIONAL COMPOSITION .............................................. 3 CR. (3 LEC.)
Prerequisite: Score of 14-18 on the English portion of the ACT, score of 38-44 on the Writing Skills portion of the ASSET test, score of 33-76 on the Writing Skills portion of the COMPASS test, or a grade of “C” or higher in ENG 0303 Foundations of Grammar. Offered in the fall and spring semesters. This course is a study of grammar skills which are necessary for writing college-level essays; paragraph construction skills; and the process of combining paragraphs to create grammatically correct and structurally sound essays. This course may not be used to satisfy general education requirements nor provide credit toward any certificate or degree. Students must earn a grade of “C” or higher before enrolling in ENG 1013 Composition I.

ENG 1003 | BASIC TECHNICAL WRITING ................................................ 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, score of 45 or above on the Writing Skills portion of the ASSET test, score of 77 on the Writing Skills portion of the COMPASS test, or a grade of “C” or higher in ENG 0303 Foundational Composition. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. Basic Technical Writing introduces students to various aspects of writing for the working world. This course provides students with a solid foundation in technical communications and introduces them to processes and the formats of creating resumes, writing business letters and memos, developing instruction manuals, designing reports, and delivering oral presentations. Although all students will produce common materials, the assignments will be geared toward each student’s chosen field of study. This course is appropriate for Associate of Applied Science majors and is NOT applicable for credit toward the Associate of Arts or the Associate of Science degrees for general education majors.

ENG 1013 | COMPOSITION I ................................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 19 on the English portion of the ACT, score of 45 or above on the Writing Skills portion of the ASSET test, score of 77 on the Writing Skills portion of the COMPASS test, or a grade of “C” or higher in ENG 0303 Foundational Composition and a score of 19 on the Reading portion of the ACT, score of 43 on the Reading Skills portion of the ASSET, or score of 83 on the Reading Skills portion of the COMPASS test. Students with reading scores below these levels should be concurrently enrolled in READ 0203 College Reading Skills II. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. ENG 1013 is designed to teach students to think more critically, read more comprehensively, and write more effectively. With an emphasis on argument, students will analyze and write essays incorporating several rhetorical modes. They will learn to choose a topic and explore it through prewriting techniques; organize their thoughts into unified, well developed, coherent essay; write rough drafts that they will revise after receiving feedback from peers and the instructor; and, finally, edit for grammar, mechanics, and usage. Students will also write a research paper of 6-8 pages in length, documenting from at least 6 sources using MLA format. (GE)

ENG 1023 | COMPOSITION II ............................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1013 Composition I and completed developmental reading courses, if required. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course provides an introduction to literature but is primarily focused on composition of literary analysis, emphasizing the qualities of writing and critical thinking skills taught in ENG 1013 Composition I. Literary works include readings in poetry, fiction, novel, and drama. Students write an in-depth, documented analysis of a literary work at least six to eight pages in length using the MLA format. (GE)
ENG 2003 | CREATIVE WRITING .................................................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a workshop with emphasis on new works or revising works in progress including a study of famous works focusing on analytical investigation of style and techniques. The course concentrates on poetry and short story with individualized class critiques. The course is recommended for any student who enjoys writing as a creative form of expression or for those interested in writing for publication. (GE)

ENG 2023 | TECHNICAL WRITING .................................................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. This course will prepare students to complete the kinds of practical writing projects often employed in the professional market. Students will learn the various formats of resumes and application letters, but the course will emphasize the writing and presentation skills students are likely to need in their chosen professions. Students will learn advanced skills associated with, but not limited to, business correspondence and reports, technical manuals incorporating graphics and charts, meeting etiquette and procedure, and oral and aural communication and presentation. This course will count as credit toward the Associate of Arts or Associate of Science degrees for general education majors. (GE)

ENG 2103 | INTRODUCTION TO FICTION ......................................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course will introduce students to the art and relevance of fiction, generally short stories, novellas, and novels. Students will learn to read stories carefully and analytically to understand how fiction both reflects and enhances our understanding of life. In addition, students will complete a research project of 8-10 pages using at least 10 secondary sources following one of the critical approaches to literature. (GE)

ENG 2113 | AMERICAN LITERATURE I ..........................................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of American writers dating from the country’s inception including European writers whose ideas influenced the earliest American writers. (GE)

ENG 2123 | AMERICAN LITERATURE II .........................................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the spring semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of American writers representing Realism, Modernism, and contemporary literature. (GE)

ENG 2203 | INTRODUCTION TO POETRY .....................................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This is a survey course designed to acquaint students with various styles and forms of poetry with the writings of selected poets from various time periods and with poetic terms and vocabulary. (GE)
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>ENG 2213</td>
<td>WORLD LITERATURE I</td>
<td>3 CR.</td>
<td>(3 LEC.)</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of world authors and their works with emphasis on masterpieces from Ancient, Medieval, and Renaissance periods. (GE)</td>
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<tr>
<td>ENG 2223</td>
<td>WORLD LITERATURE II</td>
<td>3 CR.</td>
<td>(3 LEC.)</td>
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<td></td>
<td>Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall and spring semesters. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of world authors from the Enlightenment to the present. (GE)</td>
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<tr>
<td>ENG 2303</td>
<td>INTRODUCTION TO DRAMA</td>
<td>3 CR.</td>
<td>(3 LEC.)</td>
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<tr>
<td></td>
<td>Prerequisite: Grade of “C” or higher in English 1023 Composition II. Offered on demand. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course will introduce students to the roots and relevance of drama, from classical to contemporary works. Students will read and/or watch a variety of dramatic forms from tragedy, comedy, social drama, epic theatre, and modern theatre. In addition, students will complete a research project with a minimum of at least six pages using at least six secondary sources following one of the critical approaches to literature.</td>
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<tr>
<td>ENG 2313</td>
<td>BRITISH LITERATURE I</td>
<td>3 CR.</td>
<td>(3 LEC.)</td>
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<tr>
<td></td>
<td>Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the fall semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of British authors and their works with emphasis on the Middle Ages through the seventeenth century. (GE)</td>
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<tr>
<td>ENG 2323</td>
<td>BRITISH LITERATURE II</td>
<td>3 CR.</td>
<td>(3 LEC.)</td>
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<td></td>
<td>Prerequisite: Grade of “C” or higher in ENG 1023 Composition II. Offered in the spring semester. Since compositions must be typed, the English Department recommends that students who enroll in composition or literature courses be proficient in keyboarding. This course is a survey of British authors and their works with emphasis on the Restoration Period through the twentieth century. (GE)</td>
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<tr>
<td>FIN 2013</td>
<td>PERSONAL FINANCE</td>
<td>3 CR.</td>
<td>(3 LEC.)</td>
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<td></td>
<td>Prerequisite: None. Offered on demand. This course is designed to provide students with the fundamental concepts of personal financial planning and goal achievement. It emphasizes personal financial planning, credit and cash management, insurance coverage, investments, retirement, and estate planning. (GE)</td>
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<tr>
<td>GEOG 2013</td>
<td>REGIONAL GEOGRAPHY OF THE WORLD</td>
<td>3 CR.</td>
<td>(3 LEC.)</td>
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<td></td>
<td>Prerequisite: None. Offered in the fall and spring semesters. This course is a survey of major world regions with particular emphasis upon Europe, the Russian Commonwealth, the Orient, the Mid-East, Africa, and Latin America. (GE)</td>
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</table>
**GRAPHIC DESIGN**

**GDT 1113 | INTRODUCTION TO PHOTOGRAPHY** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: None. Offered in the fall and spring semesters.* It is recommended that each student have a SLR 35mm camera. The course content will introduce the basic skills necessary to use a SLR 35mm camera and a digital camera and its components. The course covers the advantages of digital photography over traditional basic techniques of black and white processing. In addition, the course will focus on composition and lighting with emphasis in landscape photography, event photography, location photography, and people photography.

**GDT 2403 | GRAPHIC DESIGN I** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: None. Offered in the fall semester.* This course is designed to introduce layout and design techniques used by the advertising and art design industry. Students will study type styles, type selection, layout design and copyfitting. The student will also learn the arrangement of elements (headline, photography, text, etc.) to meet professional standards. Students will produce a portfolio of their work.

**GDT 2413 | GRAPHIC DESIGN II** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: GDT 2403 Graphic Design I. Offered in the spring semester.* This course is a continuation of skills and concepts introduced in Graphic Design I. Students will plan and develop brochures, newsletters, stationary, business cards, etc. The students will produce a portfolio of their work.

**GDT 2513 | DIGITAL ILLUSTRATIONS** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: BUS 1213 Computer Applications or consent of the instructor. Offered in the spring semester.* This course is designed to introduce the basic knowledge and skills necessary to produce visual images using Adobe Illustrator. The student will learn how to create full-color graphic images for a variety of visual communications.

**GDT 2523 | ELECTRONIC PAGE LAYOUT AND PREPRESS** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: GDT 2513 Digital Illustrations or GDT 2533 Digital Imaging or BUS 2243 Business Graphics. Offered in the spring semester.* This course is designed to teach students the basics of using PowerMac computers through the use of QuarkXPress as the main applications software.

**GDT 2533 | DIGITAL IMAGING** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: BUS 1213 Computer Applications or consent of instructor. Offered in the fall semester.* This course is designed to familiarize students with the fundamentals of Photoshop. Students will learn the process of changing existing images and combining images to create a composite image or montage to which special effects may be added. Students will create postcards, posters, and newspaper and magazine ads. The student will learn the fundamentals of preparing files for output to lithography, newspapers, and magazines.

**GDT 2543 | ADVANCED ELECTRONIC PAGE LAYOUT AND PREPRESS** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: GDT 2523 Electronic Page Layout and Prepress. Offered in the fall semester.* This course is designed to provide opportunities for exploration of the more advanced functions, features, tools, and techniques available to the professional graphic designer. The students work on real projects and meet with clients.
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<tbody>
<tr>
<td>GDT 2503</td>
<td><strong>WEB PAGE DESIGN</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
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</tbody>
</table>

Prerequisites: GDT 2533 Digital Imaging or consent of the instructor. Offered on demand. The course covers planning, designing, developing, testing, publishing, and maintaining a multi-page website. Topics will include imaging, typographic, color, animation, sound, and video issues as well as a study of HTML.

### HEALTH

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<tbody>
<tr>
<td>PED 1003</td>
<td><strong>PERSONAL HEALTH</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
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</table>

Prerequisite: None. Offered in the fall and spring semesters. Students will study the basic principles of good health techniques for maintaining a healthful lifestyle. (GE)

### HISTORY

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<tr>
<td>HIST 1003</td>
<td><strong>WESTERN CIVILIZATION I</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
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</table>

Prerequisite: None. Offered in the fall and spring semesters. The political, economic, and social development of Western man from the earliest times to the modern period. (GE)

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<tbody>
<tr>
<td>HIST 1013</td>
<td><strong>WESTERN CIVILIZATION II</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
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</table>

Prerequisite: None. Offered in the fall and spring semesters. Continuation of HIST 1003 Western Civilization I through contemporary times. (GE)

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<tbody>
<tr>
<td>HIST 2003</td>
<td><strong>U. S. HISTORY I</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
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</table>

Prerequisite: None. Offered in the fall and spring semesters. A comprehensive study of the history of the United States from its colonial origins through Reconstruction. (GE)

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<th>Credit Type</th>
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<tbody>
<tr>
<td>HIST 2013</td>
<td><strong>U. S. HISTORY II</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
</tr>
</tbody>
</table>

Prerequisite: None. Offered in the fall and spring semesters. Continuation of HIST 2003 U. S. History I through contemporary times. (GE)

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<tr>
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<tbody>
<tr>
<td>HIST 2023</td>
<td><strong>AFRICAN-AMERICAN HISTORY I</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
</tr>
</tbody>
</table>

Prerequisite: HIST 2003 U. S. History I or consent of the instructor. Offered on demand. A comprehensive study of the history of the African-American experience through the end of Reconstruction including African origins, slavery, emancipation, and the rise of Jim Crow laws. (GE)

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<tbody>
<tr>
<td>HIST 2123</td>
<td><strong>AMERICAN SOUTH TO 1865</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
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</table>

Prerequisite: HIST 2003 U. S. History I or consent of the instructor. Offered on demand. A survey of the antebellum South from colonial times through the secession crisis of the nineteenth century. (GE)

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<tbody>
<tr>
<td>HIST 2133</td>
<td><strong>AMERICAN SOUTH SINCE 1865</strong></td>
<td>3 CR.</td>
<td>(3 LEC)</td>
</tr>
</tbody>
</table>

Prerequisite: HIST 2013 U. S. History II or consent of the instructor. Offered on demand. A survey of Southern history from the Civil War to the present. Emphasis is on the political journey through Reconstruction; the economic changes brought about by the end of
slavery and the rise of industrialization; and the political transformation and turbulence of the New Deal and Civil Rights Movement. (GE)

HIST 2203 | ARKANSAS HISTORY ................................................................. 3 CR. (3 LEC.)
Prerequisite: HIST 2003 U. S. History I or consent of the instructor. Offered on demand. A comprehensive study of the history of the state from prehistory to contemporary times. (GE)

HIST 2233 | RESEARCH IN THE SOCIAL SCIENCES ........................................ 3 CR. (3 LEC.)
Prerequisite: Completion of at least 30 hours of college coursework or consent of the instructor. Offered on demand. This course introduces principles of research in the social sciences. Topics include construction and administration of surveys, proper citation of sources, and completion of a detailed research project in consultation with the instructor. (GE)

HORTICULTURE

HRT 1001 | PRACTICUM-GREENHOUSE I ......................................................... 1 CR. (3 LAB)
Prerequisite: HRT 1004 Plant Taxonomy/Physiology. Offered on demand. The student will be assigned a project to implement and will work with horticulture faculty to plan and complete an individual greenhouse project.

HRT 1004 | PLANT TAXONOMY/PHYSIOLOGY ................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: None. Offered on demand. Taxonomy deals with the identifications, climactic zones, cultures, and uses of woody ornamental trees, shrubs and vines, herbaceous annuals, perennials, and foliage plants and succulents for indoor and outdoor landscapes. Physiology covers plant parts, their functions, and the life processes within plants.

HRT 1021 | PRACTICUM-LANDSCAPE MAINTENANCE ....................................... 1 CR. (3 LAB)
Prerequisite: HRT 1004 Plant Taxonomy/Physiology. Co-requisite: HRT 1404 Landscape Installation/Maintenance. Offered on demand. The student will be assigned an independent project relating to landscape maintenance.

HRT 1103 | INTRODUCTION TO FLORICULTURE ............................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course is an overview of the floriculture industry with emphasis on ornamental horticulture. Students will be introduced to careers within the industry and also be exposed to a basic study of plant physiology and nomenclature. Students will study the value of plants in our lives, plant parts and their structure, and how plants are described visually and identified/classified.

HRT 1213 | BEGINNING FLORAL DESIGN ....................................................... 3 CR. (2 LEC., 3 LAB)
Prerequisite: None. Offered in the fall semester. Students will learn and apply the basics of floral design including the fundamental design principles and primary geometric arrangement forms. They will learn the basics of cut flower care and container selection as well as wiring, bow making, assembling arrangements, and wrapping potted plants for retail sale.

HRT 1402 | LANDSCAPE AND DRAFTING DESIGN .......................................... 2 CR. (1 LEC, 3 LAB)
Prerequisite: None. Offered on demand. Students will study the proper preparation of a landscape plan. Practice will be given so the student can draw and letter the plan, use proper symbols, and prepare a plan which can be presented to a client which will show both short- and long-term phases to complete the landscape work.
HRT 1404 | LANDSCAPE INSTALLATION/MAINTENANCE                  4 CR. (3 LEC., 3 LAB)
Prerequisite: HRT 1004 Plant Taxonomy/Physiology. Offered on demand. This course will cover various aspects of maintenance and prevention of disease for trees and shrubs, ground cover, etc. Application of proper pesticides, prevention of disease, pruning, and soil preparation are covered.

HRT 1803 | SPRING GREENHOUSE PRODUCTION CROPS                          3 CR. (2 LEC., 3 LAB)
Prerequisite: None. Offered in the spring semester. This course is a study of various floriculture crops produced for profit in greenhouses. Students will study maintenance, scheduling, production, and calculating costs of crops. The study will include seasonal flowering, foliage, and bedding plants.

HRT 1903 | FALL GREENHOUSE PRODUCTION CROPS                             3 CR. (2 LEC., 3 LAB)
Prerequisite: None. Offered in the fall semester. This course is a further study of greenhouse crops to prepare students for growing, scheduling, and producing crops for profit. Crops studied include poinsettias, mums, and fall annuals.

HRT 2011 | PRACTICUM-GREENHOUSE II                                      1 CR. (3 LAB)
Prerequisite: HRT 1004 Plant Taxonomy/Physiology. Offered on demand. The student will plan and implement an individual project in greenhouse operation assigned by the instructor.

HRT 2031 | PRACTICUM-LANDSCAPE DESIGN                                    1 CR. (3 LAB)
Prerequisite: HRT 1004 Plant Taxonomy/Physiology. Co-requisites: HRT 1404 Landscape Installation/Maintenance and HRT 2414 Landscape Design. Offered on demand. An individual landscape design plan will be completed from planning through presentation and implementation.

HRT 2103 | RETAIL SHOP OPERATIONS                                        3 CR. (2 LEC., 3 LAB)
Prerequisite: None. Offered in the fall semester. This class is intended to give students an overview of retail florist shop operations including how to begin and promote a flower shop, the value of market surveys, sources of capital, professional trade organizations, human relations and communications skills, recordkeeping, pricing, and determining profit.

HRT 2203 | PLANT PROPAGATION                                            3 CR. (2 LEC., 3 LAB)
Prerequisite: None. Offered in the spring semester. This course consists of principles and practices of plant propagation including a study of sexual and asexual methods of propagation. Techniques of propagation and applications of growth hormones are exercised. The study of effects of media, containers, and propagation structures is also covered.

HRT 2213 | ADVANCED FLORAL DESIGN                                       3 CR. (2 LEC., 3 LAB)
Prerequisite: HRT 1213 Beginning Floral Design. Offered in the spring semester. This course is a continuation of floral design study. Students will be exposed to a history of floral design from ancient civilizations (Egyptian, Greek, and Roman) through American and modern/contemporary styles. Students will study more advanced arrangement forms and study and apply techniques in working with special occasion designs, flowers to wear, and contemporary styles and techniques.

HRT 2304 | ENVIRONMENT AND SOILS                                         4 CR. (3 LEC., 3 LAB)
Prerequisite: HRT 1004 Plant Taxonomy/Physiology or consent of the instructor. Offered on demand. Environment includes the cultural
habitat for plants—temperature, light, water, insects, diseases, and plant protection. Soils deals with soil types, amendments, tests, and plant nutrients used in the nursery and greenhouse.

HRT 2414 | LANDSCAPE DESIGN .......................................................... 4 CR. (3 LEC., 3 LAB)
Prerequisite: HRT 1004 Plant Taxonomy/Physiology. Co-requisite: HRT 1402 Drafting for Landscape Design. Offered on demand. The student will study various aspects of landscape design including site selection, analyzing sites and plantings, use of construction materials, enclosures and surface materials, design of plantings, and patios and outdoor rooms.

HRT 2502 HOUSEPLANTS MAINTENANCE AND DESIGN ............................... 2 CR. (1 LEC., 3 LAB)
Prerequisite: None. Offered in the spring semester. A study and application course in design and construction of dish gardens, European planter/pot gardens, and large interior plantings.

HRT 2703 | GREENHOUSE OPERATIONS .................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. The student will study the building, maintenance, and operation of a greenhouse including construction costs, types of houses, heating and cooling systems, media, and pasteurization as applied to greenhouse usage.

HRT 2713 | GREENHOUSE MANAGEMENT ............................................. 3 CR. (3 LEC.)
Prerequisite: HRT 2704 Greenhouse Operations. Offered in the spring semester. This course consists of a study of watering, fertilization, temperature requirements, chemical growth regulators, and insect and disease control of greenhouse crops.

INTERNSHIP

INT 2003 | INTERNSHIP ............................................................... 3 CR. (9 LAB)
Prerequisite: Approval by the advisor. Offered in the fall and spring semesters. Students may be required to complete this course or may use it as an elective. Students are placed by advisors in business or industry where the intern site will provide on-the-job training as an extension of the classroom. Internship is designed to permit students the experience of an actual job in their chosen field of study. Placement is arranged by the advisor. The number of hours worked may vary by department; however, no department shall accept less than 150 contact hours for completion of the course. Procedures are at the discretion of the individual department. This course is only open to Business, CIS, Horticulture, Surveying, and Air Conditioning and Refrigeration students.

MATHEMATICS

MATH 0103 | DEVELOPMENTAL MATH I ............................................. 3 CR. (3 LEC.)
Prerequisite: Score of 15 or below on the Math portion of the ACT, score of 40 or below on the Numerical portion of the ASSETT test, score of 39 or below on the Intermediate Algebra portion of the ASSET test, or score of 33 or below on the Pre-Algebra portion of the COMPASS test. Offered in the fall and spring semesters. Includes an in-depth study of whole number operations, decimal operations, measurement in the English and metric systems, ratio and proportion, percents, and word problem applications.

MATH 0203 | DEVELOPMENTAL MATH II ............................................. 3 CR. (3 LEC.)
Prerequisite: Score of 16 on the Math portion of the ACT, score of 41-42 on the Numerical portion of the ASSETT test, score of 40 on the
Intermediate Algebra portion of the ASSET test, or score of 34-40 on the Pre-Algebra portion of the COMPASS test or Grade of “C” or higher in MATH 0103 Developmental Math I. Offered in the fall and spring semesters. Includes signed numbers, introduction to algebra, exponents, polynomials, roots, introduction to geometry, and word problem applications.

MATH 0803 | BASIC ALGEBRA ................................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 17 on the Math portion of the ACT, score of 43 on the Numerical portion of the ASSET test, score of 41 on the Intermediate Algebra portion of the ASSET test, score of 41 on the Pre-Algebra portion of the COMPASS test, or 30 or below on the Algebra portion of the COMPASS test, or grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. The purpose of this course is to prepare students for college-level mathematics courses. Content of the course includes the real number system, equations and inequalities, problem solving, graphing and properties of lines, exponents, and operations with linear and polynomial functions. The course may not be used to satisfy general education requirements. Students must pass with a grade of “C” or higher to advance to MATH 0903 Intermediate Algebra.

MATH 0903 | INTERMEDIATE ALGEBRA ..................................................... 3 CR. (3 LEC.)
Prerequisite: Score of 18 on the Math portion of the ACT, score of 42 on the Intermediate Algebra portion of the ASSET test, score of 31-40 on the Algebra portion of the COMPASS test, or grade of “C” or higher in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. The purpose of this course is to prepare students for college-level mathematics courses. Content of the course includes systems of equations, factoring, quadratic equations, algebraic fraction operations, roots and radicals, word problem applications, functions, and graphing. Students must pass with a grade of “C” or higher to advance to MATH 1103 Algebra for General Education or MATH 1203 College Algebra.

MATH 1103 | ALGEBRA FOR GENERAL EDUCATION .................................... 3 CR. (3 LEC.)
Prerequisite: Score of 19 or above on the Math portion of the ACT, score of 43 or above on the Intermediate Algebra portion of the ASSET test, or score of 41 or above on the Algebra portion of the COMPASS test, or grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the spring semester. A graphing calculator is required, preferably a TI-83. This course includes data analysis through a study of regression equations, functions (including polynomial, rational, exponential, and quadratic), variation, modeling, and systems of equations. This course may not be taken for credit after the completion of MATH 1203 College Algebra. A grade of “C” is required for graduation. (GE)

MATH 1203 | COLLEGE ALGEBRA .............................................................. 3 CR. (3 LEC.)
Prerequisite: Score of 19 or above on the Math portion of the ACT, score of 43 or above on the Intermediate Algebra portion of the ASSET test, or score of 41 or above on the Algebra portion of the COMPASS test, or grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. This course is a study of polynomial, rational, radical, exponential and logarithmic functions, systems of equations, sequences and series. Emphasis on analyzing graphs, algebraic techniques, and modeling. A grade of “C” is required for graduation. (GE)

MATH 1213 | PLANE TRIGONOMETRY ....................................................... 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. A graphing calculator is required, preferably a TI-83. This course is a study of the properties of trigonometric functions and their graphs, solutions of right and oblique triangles, formulas and identities, inverse functions, trigonometric equations, area, polar coordinates, the complex plane, and Demoivre’s Theorem. (GE)
MATH 1215 | PRECALCULUS .................................................................5 CR. (5 LEC.)
Prerequisite: Score of 19 or above on the Math portion of the ACT, score of 43 or above on the Intermediate Algebra portion of the ASSET test, or score of 41 or above on the Algebra portion of the COMPASS test, or grade of “C” or higher in MATH 0903 Intermediate Algebra. Offered in the fall semester. This course is designed for students who plan to study MATH 2015 Calculus I or MATH 2023 Calculus for Business and may be used to meet the general education requirement in mathematics. It includes the study of concepts of algebra and trigonometry essential to the study of calculus. Recommended for students with a strong high school background in higher mathematics. Not open to students who already have credit for MATH 1203 College Algebra or MATH 1213 Plane Trigonometry. (GE)

MATH 1253 | APPLIED TECHNICAL MATH ..............................................3 CR. (3 LEC.)
Prerequisite: Score of 17 or above on the Math portion of the ACT, score of 43 or above on the Numerical portion or the ASSET test, score of 41 or above on the Intermediate Algebra portion of the ASSET test, score of 41 on the Pre-Algebra portion of the COMPASS test, score of 30 or below on the Algebra portion of the COMPASS test, or a grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. This course provides an in-depth study which incorporates math skills in practical problems related to technical areas. The course includes topics in algebra, geometry, and trigonometry.

MATH 2003 | INTRODUCTION TO STATISTICS ......................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall semester. This course introduces students to the basic statistical techniques. Students will learn the math behind probability and certain research designs including t-test and ANOVA, correlation and regression, and selected non-parametric procedures. (GE)

MATH 2013 | DISCRETE MATHEMATICS ...............................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the spring semester. Discrete Mathematics entails the basics of counting, the pigeonhole principle, and generalized permutations and combinations. Binary trees will be covered with an emphasis in sorting and traversal. Boolean algebra and its applications to circuit design will be covered in detail. (GE)

MATH 2015 | CALCULUS I .................................................................5 CR. (5 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra and MATH 1213 Plane Trigonometry or MATH 1215 Precalculus. Offered in the spring semester. The purpose of this course is to provide the foundation for all upper-division mathematics. This course is a requirement for majors and minors in mathematics and other majors in the natural sciences and engineering. This course is composed of the following subject areas: limits, derivatives, integrals, and their applications. (GE)

MATH 2023 | CALCULUS FOR BUSINESS .............................................3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in MATH 1203 College Algebra. Offered in the fall semester. Calculus for Business is an introduction to the techniques of differentiation and integration. Topics include calculus of algebraic, exponential, and logarithmic functions. Emphasis will be placed on various quantitative methods used in business and economics. (GE)
MUSIC

MUS 1001 | COLLEGE CHOIR ................................................................. 1 CR. (2 LAB)
    Prerequisite: None. Offered on demand. This is a vocal course which includes the study and performance of choral literature of different periods. The course meets two hours weekly. (GE)

MUS 2003 | MUSIC APPRECIATION .......................................................... 3 CR. (3 LEC.)
    Prerequisite: None. Offered in the fall and spring semesters. This course is designed to acquaint the student with the basic elements of music, specific periods of music history, and the roles of music and musicians in society. (GE)

NURSING—PRACTICAL NURSING

NUR 1001 | PERSONAL/VOCATIONAL RELATIONSHIPS ........................................ 1 CR. (1 LEC.)
    Prerequisite: Admission to the practical nursing program. This course provides an orientation for students to the nursing profession, examining the history of nursing, interpersonal relationships in the field of nursing, legal and ethical aspects of nursing, the Nurse Practice Act, nursing organizations, and an overview of the health care system.

NUR 1101 | PHARMACOLOGY I ................................................................. 1 CR. (1 LEC.)
    Prerequisite: Admission to the practical nursing program. This course prepares the beginning nursing student for the process of administering medications. The course covers a review of math skills and an introduction to pharmacology. Topics include review of Roman numerals and the metric system, the apothecary and household systems, and ratio and proportion, formulas, and weight based dosages.

NUR 1102 | GERIATRICS ............................................................. 2 CR. (2 LEC.)
    Prerequisite: Admission to the practical nursing program. This course prepares the student for nursing care of the aging population. All phases of the nursing process to ensure personal responsibility for the maintenance of health, management of disease, and patient education are emphasized. Topics include stages of aging, developmental tasks of the elderly, health, psychosocial, and physiologic issues, safety and nutritional needs, sexuality, and end of life care.

NUR 1104 | BASIC NURSING I ............................................................... 4 CR. (4 LEC.)
    Prerequisite: Admission to the practical nursing program. This course provides the nursing student with the opportunity to learn the theory behind the basic nursing skills needed to practice nursing. Nursing process is presented in depth, as well as other concepts that are needed to practice entry-level nursing and to promote critical thinking. Topics include confidentiality, infection control, medical and surgical asepsis, vital signs, mobility, documentation, physical assessment, pain, infection and inflammation, and comfort, rest, and sleep.

NUR 1106 | CLINICAL PRACTICUM I ......................................................... 6 CR. (18 LAB)
    Prerequisite: Admission to the practical nursing program. This course provides the nursing student the opportunity to practice and perfect basic nursing skills needed to care for patients. Skills include bed making, vital signs, body mechanics, specimen collecting, personal care, dressings and wound care, Foley catheter insertion and removal, ostomy care, suctioning, oxygen administration, and positioning, transfer, and ambulation. The first part of the class meets on campus in the nursing lab, and the last part meets at a clinical site.
NUR 1201 | **PHARMACOLOGY II** ............................................................1 CR. (1 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course is a continuation of NUR 1101 Pharmacology I and concentrates on the medications used to treat the disorders discussed in NUR 1204 Med-Surg Nursing I. The course prepares students to administer those medications. Topics include topical ointments, antibiotics, pain medications, insulin and oral hypoglycemics, antihypertensives, chemotherapy drugs, anti-inflammatories, and respiratory, renal, gastrointestinal drugs, and drugs affecting the reproductive system.

NUR 1203 | **MATERNAL/CHILD** ...............................................................3 CR. (3 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course prepares the student to care for the pregnant woman from conception to delivery of the child and to care for the child from birth through adolescence. Topics include anatomy and physiology of the reproductive systems, conception, fetal development, labor and delivery, post-partum care, and the developmental milestones of and care of the newborn, infant, toddler, young child, school-age child, and adolescent, and the pathophysiology and nursing care of selected disorders of each age group.

NUR 1204 | **MEDICAL-SURGICAL NURSING I** ...........................................4 CR. (4 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course discusses the anatomy and physiology and pathophysiology of the following body systems: integument, gastrointestinal, renal, respiratory, and musculoskeletal. Other topics include diabetes, cancer, fluid and electrolytes, immunity, and reproductive and family planning. The course prepares the nursing student in the care of the adult patient, incorporating all phases of the nursing process, for these topics.

NUR 1212 | **BASIC NURSING II** ...............................................................2 CR. (2 LEC.)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course is a continuation of NUR 1104 Basic Nursing I and covers the care of medical disorders discussed in NUR 1204 Med-Surg Nursing I. Topics include emergency preparedness for natural and manmade disasters, laboratory and diagnostic tests for topics discussed in Med-Surg Nursing I, and the nursing care of patients with disorders discussed in Med-Surg Nursing I.

NUR 1216 | **CLINICAL PRACTICUM II** ......................................................6 CR. (18 LAB)
Prerequisite: Successful completion of the first semester practical nursing requirements. This course is a continuation of NUR 1105 Clinical Practicum I and provides the nursing student the opportunity to practice and perfect basic nursing skills needed to care for patients. The clinical rotation for this course is primarily in a hospital setting.

NUR 2101 | **PHARMACOLOGY III** ............................................................1 CR. (1 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1201 Pharmacology II and concentrates on the medications used to treat the disorders discussed in NUR 2204 Med-Surg Nursing II. The course prepares students to administer those medications. Topics include drugs affecting the cardiovascular, hematologic/lymphatic, neurologic, and endocrine systems, and drugs used in treating shock, emergencies, and sexually transmitted diseases.

NUR 2112 | **MENTAL HEALTH** .............................................................2 CR. (2 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course prepares the student to care for clients with mental health disorders. Topics include neuroses, psychoses, personality disorders, addictive disorders, sexual
disorders, suicide, and violence. The course emphasizes the nursing care of the mentally ill, interventions and treatments, and psychopharmacology.

**NUR 2202 | BASIC NURSING III** ................................................................. 2 CR. (2 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1212 Basic Nursing II and covers the care of medical disorders discussed in NUR 2204 Med-Surg Nursing II. The student will also learn the diagnostic tests for the disorders and will be prepared to initiate IV therapy and care for the client with an IV. Topics include IV therapy, lab and diagnostic tests for the disorders covered in NUR 2204 Med-Surg Nursing II, and nursing care of clients with disorders discussed in NUR 2204 Med-Surg Nursing II.

**NUR 2204 | MEDICAL-SURGICAL NURSING II** ........................................... 4 CR. (4 LEC.)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1204 Med-Surg Nursing I. The course discusses the anatomy and physiology and pathophysiology of the following topics: cardiovascular, neurology, endocrine, respiratory, reproductive, and hematological/lymphatic systems, and shock, emergencies, sexually transmitted diseases, and genetic research and cloning. Leadership and delegation skills are refined in this course.

**NUR 2206 | CLINICAL PRACTICUM III** ....................................................... 6 CR. (18 LAB)
Prerequisite: Successful completion of the second semester practical nursing requirements. This course is a continuation of NUR 1206 Clinical Practicum II and provides the nursing student the opportunity to practice and perfect basic nursing skills needed to care for patients. The clinical rotation for this course includes both hospital and community settings, pediatric sites, and continued practice of leadership and delegation skills.

**NURSING—REGISTERED NURSING**

**RNSG 2111 | NURSING MATH** ................................................................. 1 CR. (1 LEC.)
Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2114, RNSG 2124, RNSG 2133. This course provides a review of basic dosage calculation along with the introduction of complex nursing math. Students will be provided with instruction on interpretation of medication orders and the calculation of safe medication dosages. Pediatric and geriatric considerations are incorporated. Instruction is also given on calculation of intravenous drugs and fluid replacement formulas.

**RNSG 2114 | NURSING PROCESS I** .......................................................... 4 CR. (4 LEC.)
Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2111, RNSG 2124, RNSG 2133. This course provides the foundational theory for LPNs/LPTNs to transition to the responsibilities and roles of RNs. The student is introduced to ARNEC’s goals, philosophy, and learning objectives. These objectives will build on the concepts of holism, human need, nursing process, communications, safety, and wellness/illness across the life span. The student’s fundamental knowledge base will evolve by introducing knowledge, assessment and clinical skills, behaviors, and critical thinking skills that are required to function in the role as a Registered Nurse. Introduction to body system pathophysiology & nursing care lecture content will be taught. This course also explores the legal, ethical, and social issues related to the Registered Nursing role.

**RNSG 2124 | PEDIATRIC NURSING CARE** ............................................. 4 CR. (4 LEC.)
Prerequisite: Admission to the ARNEC program. Co-requisite: RNSG 2114, RNSG 2111, RNSG 2133. This course provides lecture content for the age group involving the newborn through adolescence. The student will be provided a longitudinal view of the child as
an individual on a continuum of developmental changes and as a member of a family unit. There will be discussion of social, cultural, and religious influences on child development and health promotion. Students will receive instruction on pediatric assessment, including interviewing skills, physical and behavioral observations, developmental levels, and preventive health care guidelines. Instruction will also include care of the child with cognitive and sensory impairment, chronic illness, serious body system diseases, and pain. Care of the hospitalized child, including pediatric clinical procedures, and home care guidelines are incorporated into the content.

RNSG 2133 | NURSING PRACTICUM I ................................................................. 3 CR. (9 LAB)
Prerequisite: Admission to the ARNEC program. Co-requisites: RNSG 2114, RNSG 2111, RNSG 2124. This clinical lab course enables the student to practice the knowledge, skills, and behaviors that are acquired in RNSG 2114 and RNSG 2124. Students will have the opportunity to learn new clinical skills along with sharpening previously learned skills. Practicum hours will include general clinical skills, pediatric client care, and medical/surgical client care. Curriculum concepts and comprehension are carried out per clinical application.

RNSG 2214 | MATERNAL/CHILD & WOMEN’S HEALTH ........................................ 4 CR. (4 LEC.)
Prerequisite: RNSG 2114, RNSG 2111, RNSG 2124, RNSG 2133. Co-requisite: RNSG 2223, RNSG 2232. This course utilizes an integrated approach to further emphasize the skills, knowledge, and behaviors needed to care for clients in the areas of the 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 is also incorporated. Lecture content also includes human reproduction, reproductive health, and family planning. The course objectives will incorporate holism, human needs, growth and development, communications, safety, and wellness-illness across the life span for clients in these areas.

RNSG 2223 | MENTAL HEALTH NURSING ..................................................... 3 CR. (3 LEC.)
Prerequisite: RNSG 2114, RNSG 2111, RNSG 2124, RNSG 2133. Co-requisite: RNSG 2214, RNSG 2232. 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.

RNSG 2232 | NURSING PRACTICUM II ......................................................... 2 CR. (12 LAB)
Prerequisite: RNSG 2114, RNSG 2111, RNSG 2124, RNSG 2133. Co-requisite: RNSG 2214, RNSG 2223. This clinical allows the student to synthesize new knowledge, apply previous knowledge, and gain experience in care of the child-bearing family, newborn, and women’s health. Students also use the skills in assessing and caring for children and adults with genetic abnormalities. This clinical also provides students with the opportunity to experience interacting with adolescent, adult, and geriatric clients with mental illness. Students will engage in the clinical application of concepts covered in RNSG 2214 and RNSG 2223, demonstrating progressive mastery and independence in Registered Nursing practice.

RNSG 2318 | NURSING PROCESS II ......................................................... 8 CR. (8 LEC.)
Prerequisites: RNSG 2214, RNSG 2232, RNSG 2223. Co-requisite: RNSG 2311, RNSG 2333. This course builds upon the previous instruction and incorporates higher level nursing care, critical thinking, and clinical decision making. Management and leadership are strongly incorporated throughout this course. The student will learn to function in higher level situations by utilizing the nursing process as a framework for caring for clients with complex healthcare needs related to all body systems. The
student will learn basic care methodology for clients in emergency (including bioterrorism preparedness), critical care, and surgical care settings. Concepts of holism, human needs, growth and development, communications, safety, and wellness-illness across the life span are incorporated.

RNSG 2311 | NCLEX-RN PREPARATION ................................................................. .1 CR. (1 LEC.)
Prerequisites: RNSG 2214, RNSG 2223, RNSG 2232. Co-requisite: RNSG 2318, RNSG 2333. This course offers the student a review of material covered throughout the program. Students will receive test-taking strategies and an opportunity to practice NCLEX-style questions. The focus of this course is to review the student on what is needed to prepare for the NCLEX-RN and to begin their role as an entry-level Registered Nurse.

RNSG 2333 | NURSING PRACTICUM III ................................................................. .3 CR. (9 LAB)
Prerequisites: RNSG 2214, RNSG 2223, RNSG 2232. Co-requisite: RNSG 2318, RNSG 2311. This clinical experience continues to build upon previous instruction and allows the student to deliver higher level nursing care, perform higher level clinical decision making, and demonstrate management and leadership skills. Students will engage in the clinical application of concepts covered in RNSG 2318, demonstrating independence and mastery of the role of an entry level Registered Nurse.

NUTRITION

NUTR 1503 | NUTRITION ................................................................. .3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course includes the principles and application of nutrition for all age groups. The importance of good nutrition in supplying our body needs is emphasized.

ORIENTATION/CAREER DEVELOPMENT

UACC 1002 | FRESHMAN SEMINAR ................................................................. .2 CR. (2 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course may be taken by any student but is required for all degree-seeking students who must enroll in two (2) or more developmental courses. This course may be used to meet graduation requirements. Freshman Seminar is designed for entering college students and includes an introduction to college study, specific college requirements and policies, identification of college resources, and seminars on notetaking, study skills, time management, goal setting, and other topics. (GE)

PHILOSOPHY

PHIL 2103 | INTRODUCTION TO PHILOSOPHY ................................................................. .3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall semester. This course is a survey of basic problems in the major areas of philosophical inquiry-ethics, esthetics, philosophy of religion, metaphysics, and epistemology. (GE)

PHIL 2113 | INTRODUCTION TO CRITICAL THINKING ................................................................. .3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course is designed as a general education elective satisfying a humanities/fine arts requirement. Its purpose is to help the student become a better, clearer, more organized thinker and to be able to make rational
decisions based on the ability to think analytically, critically, and creatively. The course will include a combination of lecture, discussion, and critical writing methods. (GE)

PHIL 2123 | SURVEY OF WORLD RELIGIONS ..............................................3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course seeks to provide the tools necessary to understand and appreciate the various religious traditions of the world. By understanding the religion of others, we can learn to appreciate how and why they see the world as they do, and hopefully we can learn with them and from them. (GE)

PHYSICAL EDUCATION

PED 1001 | RACQUETBALL .................................................................1 CR. (2 LAB)
Prerequisite: None. Offered in the fall semester. The fundamentals and theory of racquetball will be taught in this class. Students will develop basic skills, as well as learn the rules and regulations of the game. Students must furnish protective eye-wear as prescribed by the instructor. (GE)

PED 1021 | SWIMMING .................................................................1 CR. (2 LAB)
Prerequisite: None. Offered in the fall semester. Students will learn basic swimming techniques such as treading water, breaststroke, backstroke, and basic water safety. Students will pass an examination which requires demonstration of basic swimming survival skills. (GE)

PED 1031 | COUNTRY/WESTERN DANCE ..............................................1 CR. (2 LAB)
Prerequisite: None. Offered on demand. Students will learn basic steps in both couple and line dance. (GE)

PED 1041 | BADMINTON .................................................................1 CR. (2 LAB)
Prerequisite: None. Offered in the spring semester. Students will learn the rules and theory of badminton and develop basic skills and strategies needed to play the sport. (GE)

PED 1051 | PRINCIPLES OF LIFETIME FITNESS .....................................1 CR. (2 LAB)
Prerequisite: None. Offered in the spring semester. Students will learn the basic fitness techniques, such as flexibility, strength training, aerobic conditioning, anaerobic conditioning, and the importance of a safe, life-long fitness program. (GE)

PED 1071 | BOWLING .................................................................1 CR. (2 LAB)
Prerequisite: None. Offered on demand. Students will learn fundamental skills and general bowling knowledge and etiquette. Skills are practiced, developed, and evaluated in the bowling alley setting. This course is structured for the beginning bowler. (GE)

PED 1601 | AEROBICS .................................................................1 CR. (2 LAB)
Prerequisite: None. Offered in the fall semester. Aerobics is a conditioning course designed to acquaint students with basic fitness principles, and at the same time, offer students a variety of exercise forms to improve their level and understanding of fitness. Students are taught proper exercise form and fundamentals in aerobic dancing. (GE)
PHYSICAL SCIENCE/ EARTH SCIENCE

PHY 2004 | PHYSICAL SCIENCE ................................................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: Score of 17 on the Math portion of the ACT, score of 43 on the Numerical Skills portion of the ASSET test, score of 41 on the Pre-algebra portion of the COMPASS test, or grade of “C” or higher in MATH 0203 Developmental Math II. Offered in the fall and spring semesters. This course covers a description and analysis of the nature of matter and the basic forces affecting the universe. This course includes the study of selected topics from the fields of chemistry and physics. (GE)

SCI 2014 | EARTH SCIENCE ................................................................. 4 CR. (3 LEC., 2 LAB)
Prerequisite: None. Offered in the spring semester. Earth Science is a study of the earth emphasizing principles of geology and including concepts from astronomy, meteorology, and oceanography. (GE)

POLITICAL SCIENCE

PSCI 2003 | AMERICAN GOVERNMENT ......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course is a study of the history, structure, principles, and functions of the U.S. Government. Additional emphasis is placed on political parties, voting behavior, campaigns, and selected current political issues. (GE)

PSYCHOLOGY

PSY 2003 | GENERAL PSYCHOLOGY ......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course provides an introduction to basic concepts in the study of behavior and elementary principles of genetics, individual differences, motivation, emotion, personality, sensation, and perception. (GE)

PSY 2013 | ABNORMAL PSYCHOLOGY ......................................................... 3 CR. (3 LEC.)
Prerequisite: 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: PSY 2003 General Psychology. Offered in the fall and spring semesters. This course is a study of the transformation in human development from pre-birth to death. It is recommended for nursing and social work majors. (GE)

PSY 2113 | SENSATION AND PERCEPTION ................................................ 3 CR. (3 LEC.)
Prerequisite: PSY 2003 General Psychology or currently enrolled. Offered on demand. This course provides an introduction into how the brain makes sense of all the sensory inputs it receives. Students will learn how the anatomy and physiology of the eye and ear and related parts of the brain allow human beings to understand speech, perceive color, see motion and depth and recognize faces. (GE)
READING

READ 0103 | COLLEGE READING SKILLS I ........................................................................ 3 CR. (3 LEC.)
Prerequisite: Score of 13 or below on the Reading portion of the ACT, score of 35 or below on the Reading portion of the ASSET test, or score of 60 or below on the Reading portion of the COMPASS test. Offered in the fall and spring semesters. College Reading Skills I provides instruction and practice that help the student identify comprehension problems, use of a dictionary, distinguish between major and minor ideas, and develop other basic reading skills that will prepare the student for READ 0203 College Reading Skills II. The course may not be used to satisfy general education requirements nor provide credit toward graduation. The final grade will be computed in the semester grade point average but not the cumulative GPA. A student must earn a grade of “C” or higher to progress to READ 0203 College Reading Skills II.

READ 0203 | COLLEGE READING SKILLS II ........................................................................ 3 CR. (3 LEC.)
Prerequisite: Score of 14-18 on the Reading portion of the ACT, score of 36-42 on the Reading portion of the ASSET test, score of 61-82 on the Reading Skills portion of the COMPASS test, or grade of “C” or higher in READ 0103 College Reading Skills I. Offered in the fall and spring semesters. READ 0203 College Reading Skills II provides instruction and practice to develop vocabulary, comprehension, and critical thinking on a college level. The course may not be used to satisfy general education requirements nor provide credit toward graduation. The final grade will be computed in the semester grade point average but not the cumulative GPA. A student must earn a grade of “C” or higher to successfully pass the course.

SOCIOLOGY

SOC 2013 | INTRODUCTION TO SOCIOLOGY ........................................................................ 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course is an introduction to the basic conceptual and methodological principles of sociology. The focus is on the nature, development, and structure of human relations. Topics include, but are not limited to, social groups, socialization, social change, social interactions, and the relationship of behavior to culture. (GE)

SOC 2023 | SOCIAL PROBLEMS ......................................................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course is an examination of contemporary social problems and issues of today’s society using sociological perspectives and analysis. Topics include, but are not limited to, racial and sexual inequality, community disorganization, drug and alcohol abuse, delinquency and crime, mental illness, economic inadequacies, and intergroup relations. (GE)

SOC 2043 | MARRIAGE AND THE FAMILY .......................................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the spring semester. This course will focus on the social institutions of marriage, family, and their relationships with society. Topics include, but are not limited to, courtship, mate selection, personal development, parenting, conflicts, and conflict resolution. (GE)
SPANISH

SPAN 1013 | ELEMENTARY SPANISH I .............................................................. 3 CR. (3 LEC.)
Prerequisite: None. Offered on demand. This course will provide basic language skills in Spanish which covers general conversation, references to family and friends, feelings, and common objects. The student will study grammar and proper use of definite and indefinite articles, present and past tense. The listening-speaking-writing approach to development of language skills will be used. (GE)

SPAN 1023 | ELEMENTARY SPANISH II ............................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in SPAN 1013 Elementary Spanish I. Offered on demand. This is a continuation of SPAN 1013 Elementary Spanish I which continues an in-depth study of grammar and additional verbs, verb tenses and sentence construction. The listening-speaking-writing approach to development of language skills will be used. (GE)

SPAN 2213 | INTERMEDIATE SPANISH I ............................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in SPAN 1023 Elementary Spanish II. Offered on demand. This course is designed for those students who have successfully completed SPAN 1023 Elementary Spanish II. (GE)

SPAN 2223 | INTERMEDIATE SPANISH II ............................................................. 3 CR. (3 LEC.)
Prerequisite: Grade of “C” or higher in SPAN 2213 Intermediate Spanish I. Offered on demand. This course is designed for those students who have successfully completed SPAN 2213 Intermediate Spanish I. (GE)

SPEECH

SPH 2303 | PUBLIC SPEAKING .......................................................... 3 CR. (3 LEC.)
Prerequisite: None. Offered in the fall and spring semesters. This course covers the fundamentals of composition and delivery of effective presentations in persuasive, informative, and other contexts. Effective utilization of basic visual aids will be included. (GE)

SURVEYING

GIS 2203 | INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS .......... 3 CR. (3 LEC.)
Prerequisite: BUS 1213 Computer Applications or BUS 1022 Windows or consent of the instructor. Offered on demand. Geographic Information Systems (GIS) is a computer-based data processing tool used to manage and analyze spatial information. This course introduces the student to the tools and techniques of GIS including hands-on experience using GIS software. The course will combine lecture, tutorials, discussions, and a project.

SUR 1204 | PLANE SURVEYING .............................................................. 4 CR. (3 LEC., 3 LAB)
Prerequisite: Score of 18 on the Math portion of the ACT, score of 42 on the Intermediate Algebra portion of the ASSET test, score of 31-35 on the Algebra portion of the COMPASS test, or concurrently enrolled in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. This is an introductory course in surveying equipment use and surveying computations. Field work includes taking survey field
notes, leveling, using an automatic level, and traversing using Total Station instruments. The theory portion covers the history of surveying, the theory of measurement and errors, theory of leveling, angles, bearings, and azimuths, introduction to coordinate geometry (cogo), and the basics of the U. S. Public Land Survey System.

**SUR 1213 | INTRODUCTION TO CAD AND SURVEYING SOFTWARE** .......................... 3 CR. (2 LEC., 3 LAB)
*Prerequisite: None. Offered in the fall and spring semester.* This course is an introduction to computer-aided drafting using Carlson Survey 2004 CAD software. This software is built on the AutoCAD 2004 engine but is specifically designed for use by surveyors and others preparing civil, topographic, and boundary drawings. The student will be instructed in basic computer drafting operations, including drawing and constructing lines, circles, arcs, polygons and other shapes, and the placement of text on drawings. Also included will be surveying functions, such as coordinate geometry (COGO), design, area, annotation, and land surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office.

**SUR 1214 | CONSTRUCTION AND ROUTE SURVEYING** ................................. 4 CR. (3 LEC., 3 LAB)
*Prerequisite: SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD and Surveying Software, and concurrent enrollment in SUR 2213 Topographic and Civil Mapping, or consent of instructor. Offered in the spring semester.* This course is a study of the construction and route applications of surveying. Automatic levels, total stations, and automatic data collectors will be used. Field work and computations will include cross sections, horizontal and vertical curves, earthwork, area calculations, and topographic surveys. Work will be processed using surveying software.

**SUR 1224 | BOUNDARY SURVEYING** ............................................................... 4 CR. (3 LEC., 3 LAB)
*Prerequisite: SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD and Surveying Software, and concurrent enrollment in SUR 2223 Survey Plats and Deeds, or consent of instructor. Offered in the fall semester.* This course is a study of the research and field work involved in doing boundary surveys. Courthouse research, GLO notes and plats, astronomical observations, surveying software, data collectors, tree identification, and Arkansas Minimum Standards will be included.

**SUR 2003 | LEGAL PRINCIPLES AND BOUNDARIES** .......................................... 3 CR. (3 LEC.)
*Prerequisite: SUR 1204 Plane Surveying. Offered in the fall semester.* This course is the study of rights and interest in land ownership and transfer of property, statute law, common law, riparian and littoral rights, original surveys of sectionalized land, and resurveys of sectionalized land.

**SUR 2013 | BOUNDARY EVIDENCE AND PROCEDURES** ................................... 3 CR. (3 LEC.)
*Prerequisite: SUR 1204 Plane Surveying. Offered in the spring semester.* This course will teach the surveying student the laws of evidence pertaining to the location of land boundaries described by writings and to apply the laws of evidence when locating deed boundaries. It is an introduction to the proper methods of recognizing, gathering, interpreting, and applying the evidence of land boundaries in order to properly locate those boundaries on the ground. It also instructs the student in the proper methods of creating evidence for the future surveyor so that boundary locations may be perpetuated. Professionalism and ethics in land surveying are also introduced.

**SUR 2103 | GLOBAL POSITIONING SYSTEMS** .................................................. 3 CR. (3 LEC.)
*Prerequisite: SUR 1204 Plane Surveying and SUR 1213 Introduction to CAD and Surveying Software. Offered on demand.* This course
prepares the student with the background needed to plan, execute, and analyze a GPS survey. This technology is now common in surveying offices. The student will learn the theoretical background and the use of survey-grade GPS equipment and software. UTM, State Plane and Geodetic coordinates will be discussed.

**SUR 2213 | TOPOGRAPHIC AND CIVIL MAPPING** .................................................. 3 CR. (2 LEC. 3 LAB)

*Prerequisite: SUR 1213 Introduction to CAD and Surveying Software, SUR 1204 Plane Surveying, and concurrent enrollment in SUR 1214 Construction and Route Surveying, or consent of instructor. Offered in the spring semester.*

Topics covered in Topographic and Civil Mapping include basic civil drafting techniques, mapping scales and symbols, surveying fundamentals as they relate to civil drafting, relevant mathematical calculations, horizontal and vertical curves, contour lines, profiles, highway layout, and earthwork.

**SUR 2223 | SURVEY PLATS AND DEEDS** ................................................................. 3 CR. (2 LEC. 3 LAB)

*Prerequisite: SUR 1213 Introduction to CAD and Surveying Software, SUR 1204 Plane Surveying, and concurrent enrollment in SUR 1224 Boundary Surveying, or consent of instructor. Offered in the fall semester.*

This course is an introduction to the terminology, mathematics, legal principles, and software associated with the interpretation and preparation of survey plats, maps, and legal boundary descriptions. The student will learn how to perform the calculations necessary to evaluate and verify the correctness of boundary survey field data. The student will also learn to interpret and prepare a variety of legal boundary descriptions and to prepare boundary plats that conform to the Arkansas Minimum Standards for Property Boundary Surveys and Plats.

**THEATRE**

**THEA 2003 | THEATRE APPRECIATION** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: None. Offered in the fall and spring semesters.* This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances. (GE)

**WELDING**

**WLD 1003 | BASIC WELDING** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: None. Offered on demand.* 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. The student who successfully completes the course will be able to make quality welds in various positions. Techniques of fusion, brazing, soldering, and arc welding are covered.

**WLD 1102 | ARC WELDING I** ................................................................. 2 CR. (2 LEC.)

*Prerequisite: None. Offered in the fall and spring semesters.* This is an introductory course for shielded metal arc welding. Basic welding techniques will be used with stick electric arc processes, cutting with the oxygen acetylene torch, electrode classification, and testing of weldments using destructive and non-destructive methods.

**WLD 1303 | BLUEPRINT READING** ................................................................. 3 CR. (3 LEC.)

*Prerequisite: None. Offered in the fall and spring semesters.* Topics include meaning of lines and views, size descriptions, print formats, fasteners, and types of fabrication drawings. The course covers in detail the various welding symbols prescribed by the American
Welding Society for all standard production type welds. The last half of the course consists of the practice of reading blueprints and weld symbols.

**WLD 1506 | WELDING LAB I** ............................................................. 6 CR. (18 LAB)
*Prerequisite: None. Offered in the fall and spring semesters. Lab classes provide opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.*

**WLD 2102 | ARC WELDING II** .......................................................... 2 CR. (2 LEC.)
*Prerequisite: WLD 1102 Arc Welding I. Offered in the fall and spring semesters. This course is a continuation of Arc Welding I. Out of position welding in the 2G, 3G, and 4G positions with different electrodes will be studied. Two different methods for the root pass on open V butt welds will be used. Testing of weldments will be done with destructive and non-destructive methods.*

**WLD 2201 | MIG WELDING** ............................................................ 1 CR. (1 LEC.)
*Prerequisite: None. Offered in the fall and spring semesters. The Mig course comprises in-depth study and practice of the gas metal arc welding process. The student will learn the principles of constant voltage power source and the mechanics and maintenance of the wire and practice the following: short circuiting transfer on stainless and mild steel and globular transfer with flux cored wire feeding system. The student will learn mild steel and spray transfer mold used on aluminum.*

**WLD 2506 | WELDING LAB II** .......................................................... 6 CR. (18 LAB)
*Prerequisite: WLD 1506 Welding Lab I. Offered in the fall and spring semesters. Lab classes provide opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.*

**WLD 3101 | TIG WELDING** ............................................................. 1 CR. (1 LEC.)
*Prerequisite: WLD 1506 Welding Lab I. Offered in the fall and spring semesters. The Tig course comprises in-depth study and practice of the gas tungsten arc welding process. The student’s experience begins with the development of manipulative skills through the media of oxy-acetylene welding, then progresses to similar applications with tig welds in the standard positions. Joint designs are mastered on carbon steel, aluminum, and stainless steel.*

**WLD 3202 | LAYOUT & FABRICATION** ............................................. 2 CR. (2 LEC.)
*Prerequisite: WLD 2506 Welding Lab II. Offered in the fall and spring semesters. Upon completion of this course, the student should be able to use either 3 or 4 inch pipe to layout Y’s, laterals, 90s, tees, and blanking pipe using wrap-around and contour markers to meet standards set by the instructor.*

**WLD 3302 | PIPE WELDING** ......................................................... 2 CR. (22 LEC.)
*Prerequisite: WLD 2506 Welding Lab II. Offered in the fall and spring semesters. This course uses the shielded metal arc welding (SMAW) process. Students will learn to weld pipe in the 5G, 2G, and 6G, positions using mild steel and low alloy electrodes with API (American Petroleum Institute) code.*

**WLD 3506 | WELDING LAB III** ......................................................... 6 CR. (18 LAB)
*Prerequisite: WLD 2506 Welding Lab II. Offered in the fall and spring semesters. Lab classes provide opportunity for students to apply knowledge from theory classes to practical exercises required for completion of certificate requirements.*
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ACADEMIC INFORMATION

ACADEMIC ADVISORS
Upon acceptance to the University of Arkansas Community College at Morrilton, the Admissions Office will assign you an academic advisor from the major area you have indicated on your application. In consultation with your academic advisor, you will prepare a class schedule.

Students who do not declare a major at the time of acceptance will be assigned an academic advisor and will be considered “undeclared” concerning a major. The assigned advisor will advise the student until the student notifies the Admissions Office concerning his/her selection of a major field of study. At that time a new advisor will be assigned from the major field. A major should be selected by the middle of the freshman year. Provisional students will be assigned an advisor after completing eleven credit hours and meeting all requirements for admission to the College.

ACADEMIC APPEALS (CHANGING GRADES)
Students wishing to appeal a grade they have received must contact the Registrar within thirty (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 Instruction and Dean of Students, who will review the complaint with the instructor who reported the grade within 15 working days. The Vice Chancellor for Instruction and Dean of Students will report the findings to the Registrar in writing. The Registrar will notify the student of the decision regarding the grade in question.

ACADEMIC CLEMENCY/FORGIVENESS
Academic clemency/forgiveness is a provision allowing the calculation of grade point average and credit hours to be based upon work done after a prolonged separation from college. This provision is available to students who demonstrate acceptable academic performance following their return.

The following conditions must be met for a student to receive academic clemency/forgiveness:

1. Separation from ALL academic institutions for at least five years
2. Completion of a minimum of twelve semester hours of graded courses from UACCM after re-entry with a 2.00 or better grade point average
3. Formal application filed with the Registrar
Upon approval by the Registrar, the student will be granted academic clemency on credit earned as a UACCM student. The student’s permanent record will retain a record of all work; however, the student will forfeit the use for certificate or degree purposes at the University of Arkansas Community College at Morrilton of all credit earned prior to the five years of separation indicated above.

The permanent record will note that academic clemency/forgiveness was granted and that the prior courses are not used for credit and the quality points are not used in calculating grade point average after the date academic clemency/forgiveness was granted.

**ACADEMIC CONDUCT CODE VIOLATIONS**

Cheating and plagiarism are considered academic violations. These violations are adjudicated through the Academic Violation Process listed below:

1. An instructor who suspects a student is guilty of cheating or plagiarism within the instructor’s class must inform the student of this suspicion and provide the student with an opportunity to respond to the accusation.

2. An instructor who believes a student is guilty of cheating or plagiarism within the instructor’s class may take the following actions: 1) issue a warning to the student; 2) lower the grade awarded to the student for the test or paper; 3) require the student to retake the test or rewrite the paper; 4) award no credit for the paper or test; 5) award the student a failing grade for the course; or 6) other action specified in the course syllabus.

3. A student who receives any of the above actions who feels the action is unjust may appeal the instructor’s decision to the Vice Chancellor for Instruction and Dean of Students. The student must present a written appeal to the Vice Chancellor for Instruction and Dean of Students within 10 days of the action by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Instruction and Dean of Students will hold, within 10 class days of his/her receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Instruction and Dean of Students will notify the student of his/her decision within 3 class days of the conclusion of the hearing.

**ACADEMIC HONORS/CHANCELLOR’S SCHOLARS LIST**

An honor roll consisting of a Chancellor’s Scholars List and an Academic Honors List is published at the end of the fall and spring semesters.

Full-time students who completed at least 12 college-level credit hours and earned a grade point average of 3.50 or higher will be designated for inclusion on the Academic Honors List.

Full-time students who have completed at least 12 college-level credit hours and earned a 4.00 grade point average on those 12 hours will be designated for inclusion as a Chancellor’s Scholar.

Students enrolled in developmental classes shall be eligible for consideration for the Chancellor’s Scholars and Academic Honors
lists if they maintain the prerequisite grade point averages as specified in this policy, maintain at least an “A” or a “B” in the developmental course(s), and enroll in 12 credit hours in addition to the developmental course(s).

All students completing certificate or degree program requirements by the date of spring or fall graduation and having a 3.50 or better cumulative grade point average will be named as honor graduates and authorized to wear a gold honor cords during graduation and have an honor seal affixed to their diplomas.

ATTENDANCE
Prompt and regular attendance is expected of all students enrolled at the University of Arkansas Community College at Morrilton and is necessary in maintaining acceptable grades. Class attendance is a critical element for student learning. In the event of an unavoidable absence because of illness or emergency, the student is responsible for contacting his/her instructor regarding work missed and initiating arrangements for completing all activities missed. Instructors set the makeup policies for their individual classes. These policies are included in the class syllabus which students receive at the beginning of each semester.

CREDIT BY EXAMINATION
UACCM awards college credit through the Advanced Placement (AP) program, the College Level Examination Program (CLEP), and by departmental examinations.

Advanced Placement (AP) Program
High school students who participated in The College Board’s AP Program may receive college credit by attaining UACCM’s AP qualifying score. Credit earned through AP may satisfy general education requirements; however, to be awarded, credit students must complete with passing grades twelve hours of credit courses at the University of Arkansas Community College at Morrilton. Following are the AP examinations that UACCM will accept, the corresponding qualifying score required, and credit awarded.

CLEP Tests
The College Level Examination Program (CLEP) allows students to earn a maximum of 30 hours of college credit through either the general and/or subject examinations. It is possible to earn 29 semester hours of credit through the CLEP General Examinations and 18 semester hours of credit through the CLEP Subject Examinations; however, in no case may a student earn more than one-half of the degree requirements through credit by examination. Credit earned through CLEP may satisfy general education requirements; however, to be awarded credit, students must complete with passing grades twelve hours of credit courses at UACCM. Credit may be earned either before or after enrollment as long as a comparable or more advanced course in that area has not been completed.

Departmental Examinations for Credit
Students may receive credit for technical/occupational courses by successfully completing the department examination for the courses. The examinations are constructed and graded by the faculty of the respective department and are developed from the goals and objectives described in the course syllabus.
...ACADEMIC INFORMATION CONTINUED

The passing levels for the examinations are established by the departmental faculty and approved by the Vice Chancellor for Instruction and Dean of Students. Once students complete such course examinations, it is the responsibility of the departmental faculty to report the test score and course credit to the Vice Chancellor for Instruction and Dean of Students for approval and then to the Registrar for the awarding of proper course credit.

Students are limited in the number of credit hours that may be awarded by subject/general examination, departmental examination, or transfer. College-level credits transferred from other colleges or universities may comprise up to one-half of the credits needed to receive a certificate conferred by UACCM and may comprise all but 15 of the last 24 hours of an associate degree conferred by UACCM. Students taking departmental examinations will be assessed a $25.00 fee for each subject examination attempted at UACCM. This fee must be paid at the Student Accounts window before the test is administered. Students desiring to obtain credit by examination must make prior arrangements for testing with the Registrar’s Office. Students should contact the Academic Services Office for a list of courses for which tests are available and for the testing dates. A student may only attempt a departmental test twice.

CREDIT COURSES
Credit courses are those courses for which, upon successful completion, students are given credit that can be applied to meet the requirements for a certificate or associate degree granted by UACCM. Additional courses that can be transferred to meet requirements for a degree or certificate at another Arkansas institution and developmental courses for which credit equivalency is granted are also considered credit courses. All credit courses are assigned a course number.

FINAL EXAMS
Final exam schedules are posted at the beginning of each term. Students whose class schedule results in three final exams on the same day may petition the Vice Chancellor for Instruction and Dean of Students to have one of the examinations moved to a different day.

FULL-TIME STUDENTS
Students enrolled for 12 or more credit hours during the fall or spring term or 6 or more credit hours during the summer I or summer II terms are considered full-time students.

GRADING SYSTEM
The following grading system is utilized to evaluate students:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90%—100%</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>80%—89%</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>70%—79%</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>60%—69%</td>
<td>1</td>
</tr>
</tbody>
</table>
...ACADEMIC INFORMATION CONTINUED

F  Below 60%   0 quality points
W  Withdrawn   0 quality points
I  In Progress 0 quality points
CR Credit 0 quality points
NC No Credit 0 quality points
AU Audit 0 quality points

GRADUATION REQUIREMENTS
Students who complete a program of study as prescribed by the University of Arkansas Community College at Morrilton will receive a certificate or an associate degree. Graduates must have a passing grade in all required courses and a 2.00 cumulative grade point average. Non-credit courses are not recorded on the official transcript and do not count toward graduation.

1. Students have the option of retaking a course. When this occurs, the original grade is still used in calculating the semester grade point average; however, the second grade of the two is used in calculating the cumulative grade point average. The original grade remains a part of the student’s record.
2. Credit from developmental courses, which are below college level, does not count toward meeting the graduation degree requirements; however, the grades will be used in calculating the semester grade point average, but the grades will not be used in calculating the minimum grade point average required for graduation.

IN-PROGRESS GRADE (INCOMPLETE GRADE)
Students who receive a grade of “I” must contact the instructor immediately to make arrangements for completion of the course. The instructor sets a reasonable time limit in which the work must be completed, and a written agreement is signed by both the instructor and student. If, at the end of that time, the work has not been completed, the instructor changes the “I” to an “F.” Completed work receives the appropriate letter grade.

In-Progress grades not completed within one semester automatically become an “F.”

NON-CREDIT COURSES
Non-credit courses are courses, seminars, workshops, and other institutional activities or experiences offered which will not be applied to meet requirements of the College’s formal certificate or associate degree programs.

RISING JUNIOR EXAM (CAAP)
Students completing the Associate of Arts degree or students enrolled in general education courses who plan to transfer to a four-year institution are required to take the Rising Junior Exam, known as the Arkansas Assessment of General Education, between
earning forty-five and sixty hours. Failure to take the Rising Junior Exam during this time will prevent enrollment in subsequent semesters at UACCM or at the transferring institution. Arkansas law requires that students’ transcripts be documented to reflect that the student has completed the Arkansas Assessment of General Education.

SUSPENSION AND PROBATION, ACADEMIC (SATISFACTORY PROGRESS)

Each student is expected to make satisfactory progress in all courses taken. Grades will be reported at mid-semester and at the end of the term; the student will receive a grade report at midterm (except summer terms) and at the end of each summer term and semester.

A student with a cumulative grade point average below 2.00 at the end of a semester will be placed on Academic Probation for the next full semester. If the student fails to attain a cumulative 2.00 grade point average during the probation period, the student will be placed on Academic Suspension for a minimum of one semester. If the student’s semester grade point average, at the end of the probationary semester, is at least a 2.00 GPA but the cumulative GPA is still below a 2.00, the student’s status will be Continued Academic Probation. In that case, the student will be permitted to re-enroll for the next semester.

Students may enroll in courses during the summer term(s) and have their probation status removed if they attain a 2.00 cumulative grade point average at the end of the summer term(s). In such cases, it is the student’s responsibility to petition the Registrar to be removed from probationary status.

Upon written request from the student, the Academic Standards Committee will review the circumstances of the suspension, written recommendation from the student’s advisor, and then may recommend alternatives to suspension. A student may re-enter after the suspension period has lapsed.

Students will not be reviewed for academic probation purposes until they have attempted 12 credit hours.

Students placed on academic suspension will be on academic probation during the semester in which they re-enroll.

It should be understood that prompt and regular attendance is directly related to successful academic progress (see ATTENDANCE POLICY).

A student will be placed on academic probation upon re-enrollment after being placed on academic suspension.

SELECTING A MAJOR

The University of Arkansas Community College at Morrilton encourages each student to give serious thought to the selection of a major. Each student should determine the academic and technical pursuits that lead to the careers most attractive not only in financial gain, but in personal interest as well. Students are encouraged to visit UACCM’s career counselor to explore and plan their future by completing the KUDER interest, skills, and values inventories, free of charge.
UNDECLARED STUDY
An individual who is experiencing difficulty in selecting a major field may enroll in general education courses which are required of all candidates seeking a degree or certificate. Students seeking a degree or certificate from UACCM should select a major no later than the beginning of the second semester of their freshman year or after completing twelve credit hours.

STUDENT RECORDS

ANNUAL NOTIFICATION
Students may obtain copies of the Family Educational Rights and Privacy Act (FERPA) or “Buckley Amendment” from the Registrar’s Office. This provides a copy of students’ rights under the act and the procedure for filing complaints.

TYPES AND LOCATIONS OF EDUCATIONAL RECORDS

<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>Admissions Officer</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>Financial Aid Director</td>
</tr>
<tr>
<td>Progress Records</td>
<td>Departments</td>
<td>Individual Instructor</td>
</tr>
</tbody>
</table>

CORRECTION OF EDUCATIONAL RECORDS
Students have a right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student must ask the University of Arkansas Community College at Morrilton to amend a record. In so doing, the student should identify, in writing, the part of the record they want changed and specify why they believe it is inaccurate, misleading, or in violation of his/her privacy or other rights.

2. UACCM may comply with the request or it may decide not to comply. If it decides not to comply, the University of Arkansas Community College at Morrilton will notify the student and advise him/her of the decision and advise him/her of the right to challenge the information believed to be inaccurate, misleading, or in violation of the student’s rights.

3. Upon request, UACCM will arrange for a hearing, and notify the student, reasonably in advance, of the date, place, and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of UACCM. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student’s educational records. The student may be assisted by other individuals.

5. UACCM will prepare a written decision based solely on the evidence presented and the reasons for the decisions.

6. If UACCM decides that the challenged information is not inaccurate, misleading, or in violation of the student’s right of privacy, it will notify the student that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

7. The statement will be maintained as part of the student’s educational record along with the contested portion of the record.

8. If UACCM decides that the information is inaccurate, misleading, or in violation of the student’s right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

DIRECTORY INFORMATION
The University of Arkansas Community College at Morrilton designates the following items as directory information: student name, address, major, dates of enrollment, certificates and/or degrees received, and most recent school attended. UACCM may disclose any of these items without prior written consent, unless notified in writing to the contrary prior to disclosure. Student notification is only effective for one semester or summer term.

DISCLOSURE OF STUDENT RECORDS
The University of Arkansas Community College at Morrilton will disclose information from a student’s educational records only with the written consent of the student, except:

1. To school officials who have a legitimate educational interest in the records. A school official is:
   a. A person employed by UACCM in an administrative, supervisory, instructional, or support staff position
   b. A person employed by or under contract to UACCM to perform a special task, such as the attorney or auditor
   c. A school official has a legitimate educational interest if the official is:
      • Performing a task that is specified in his or her position description or by a contract agreement
      • Performing a task related to a student’s education
      • Performing a task related to the discipline of the student

2. To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported educational programs.

3. In connection with the student’s request for a receipt of financial aid, as necessary to determine eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting organizations to carry out their functions.
6. To comply with a judicial order or a lawfully issued subpoena.

PRIVACY RIGHTS OF STUDENTS
For purposes of this policy, UACCM will use the following definitions of terms:

Students: any person who attends or has attended UACCM.

Educational records: any record maintained by UACCM which is directly related to a student, except:

1. A personal record kept by a faculty/staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker’s temporary substitute
2. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual’s employment
3. Records of the campus law enforcement unit, but only if education records maintained by the campus are not disclosed to the law enforcement unit, and the law enforcement records are:
   a. Maintained separately from educational records
   b. Maintained solely for law enforcement purposes
   c. Disclosed only to law enforcement officials of the same jurisdiction

PROCEDURE TO INSPECT EDUCATIONAL RECORDS
Students may inspect and review their educational records upon request to the appropriate records custodian.

Students should submit to the records custodian or an appropriate UACCM staff person the request which identifies as precisely as possible the record or records they wish to inspect.

The records custodian or an appropriate staff will make the needed arrangements for access as promptly as possible and notify the student of the time and place where the record may be inspected. Access will be given within 45 days from the receipt of the request. When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her.
...STUDENT RECORDS CONTINUED

RIGHT OF UACC To REFUSE ACCESS
The University of Arkansas Community College at Morrilton reserves the right to refuse the student access to the following records:

1. The financial statement of the student’s parents
2. Letters and statements of recommendation for which the student has waived his or her right of access

RECORD OF REQUESTS FOR DISCLOSURE OF INFORMATION
The University of Arkansas Community College at Morrilton will maintain a record of requests for and/or disclosure of information from a student’s educational records. The record will indicate the name or the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interests the party had in requesting or obtaining the information. The record may be reviewed by eligible students or individuals designated in writing by the student.

TRANSCRIPTS
Official transcripts and personal records are confidential information which are maintained in the Registrar’s Office. Transcript information may be transmitted to another agency, school, college, or university upon the student’s signed request. Students on programs such as WIA or Rehabilitation must sign a release of information request in order for their academic records to be released to the respective funding agency.
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 membership includes representatives from several Arkansas counties.

The principal mission of each committee is to provide an advisory function concerning course content, laboratory and shop design, and program development. Another important function is the support and promotion of student recruitment and graduate placement.

GRIEVANCE PROCEDURES

ADA Grievance Procedures
The University of Arkansas Community College at Morrilton has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any action prohibited by the U. S. Department of Justice regulations implementing Title II of the Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity.”

Complaints should be addressed to: Vice Chancellor for Instruction and Dean of Students, University of Arkansas Community College at Morrilton, One Bruce Street, Morrilton, Arkansas 72110, who has been designated to coordinate ADA compliance.

1. A complaint should be filed in writing, contain the name and address of the person filing the complaint, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within five working days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation shall be conducted by the Vice Chancellor for Instruction and Dean of Students. This process includes an informal but thorough investigation, affording all interested persons and their representatives, if any, an opportunity to submit evidence related to a complaint.
4. A written description as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Vice Chancellor for Instruction and Dean of Students and a copy mailed to the complainant no later than 10 days after its filing.
5. The ADA Coordinator shall maintain the files and records of UACCM relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. The request for reconsideration should be made within 10 days to the Chancellor, University of Arkansas Community College at Morrilton.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as filing of an ADA complaint with the responsible federal department or agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

**Student Grievance Procedures**

Any alleged grievance which a student may have regarding a College employee, an institutional regulation, and/or the interpretation and application of such regulation may be considered under this procedure.

Individuals wanting to resolve a grievance informally may contact the Vice Chancellor for Instruction and Dean of Students before filing a formal grievance. The person should first discuss his/her grievance with the person responsible for the action, interpretation, or application of the regulations leading to the problem.

If the grievance remains unresolved by informal means, the complainant may initiate a formal grievance procedure in accordance with the following steps:

**Step 1.** The complainant must present in written form within five working days of the alleged grievable incident the complaint to the Vice Chancellor for Instruction and Dean of Students, designated as the school grievance officer. Complainant must include specific grievance/complaint and specific remedies sought by the student. If the complaint involves the Vice Chancellor for Instruction and Dean of Students, the individual would contact the Chancellor.

**Step 2.** The grievance officer has 10 days in which to investigate and respond in written form. If the complaint involves the Chancellor, the grievance would be appealed to the Chairman of the Board of Trustees.

**Step 3.** If not satisfied, the complainant may appeal to the Chancellor within 10 working days to investigate and respond in written form.

**Step 4.** Response by the Chancellor will be given within five working days. That response will be in written form. The decision of the Chancellor of the College will be final.

**Step 5.** If the complaint or grievance concerns compliance with Title VI (race), Title IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicap), or PL 101-336-Americans with Disabilities Act, it may be submitted directly to:

- Office for Civil Rights
- U. S. Department of Education
- 1200 Main Tower Building
- Dallas, Texas 75202
HANDICAP PARKING
An individual displaying a handicap parking permit and parking in handicap parking spaces on the UACCM campus must be the person who was issued the permit by the revenue section of the Arkansas Department of Finance and Administration. To assure compliance with regulations governing handicap parking, individuals registering their vehicles and desiring handicap parking authorization must provide the Department of Public Safety with proof (authorization form furnished by DFA, and kept in the glove compartment) of issuance by DFA.

ILLNESS OR ACCIDENT
UACCM reserves the right to call for ambulance service, if in the judgement of College personnel, the situation merits such action. The person requiring medical assistance will be responsible for any costs related to medical or ambulance service.

MESSAGES/DELIVERIES
Since UACCM students attend classes in various locations and departments, as well as varying times throughout the day and evening, the receptionist who receives all incoming calls cannot leave the information desk and telephone unattended to search for students. Therefore, it is not possible for the staff of the College to be responsible for delivering messages to students.

It is the responsibility of students with children to make prior arrangements with public schools for alternate care to cover the situation where the school closes early due to inclement weather conditions or other emergencies. Should an EMERGENCY arise such as serious illness or accident, the staff will attempt to locate a student. However, UACCM cannot guarantee the student will be located.

If a student expects a delivery (UPS packages, flowers, etc.), it is that student’s responsibility to make arrangements with the Business Office for delivery and pick up.

PARKING/REGISTERING VEHICLES
UACCM students and employees who operate vehicles on the UACCM campus are required to register their vehicle with the UACCM Campus Public Safety Office. Students will receive a numbered decal (permit) which should be placed on the left rear window of the vehicle or the left rear bumper.

Everyone parking on the UACCM campus is required to adhere to all laws of the state of Arkansas governing motor vehicle operation and all policies concerning parking established by the University of Arkansas Community College at Morrilton. Violations of parking and/or driving regulations may result in citations, vehicle being towed and/or revocation of parking privileges.

The Department of Public Safety, as part of its efforts to improve campus safety, reserves the right to stop any motor vehicle without a University of Arkansas Community College at Morrilton parking decal to determine the reason for its presence on the UACCM campus.
...GENERAL INFORMATION CONTINUED

PETS
In the interest of promoting personal safety, a healthful environment, and maintenance efficiency, pets are prohibited from the UACCM campus. Exceptions to this policy are limited to service dogs for the visually disabled; animals, fish, fowl, and reptiles under the control of and use by academic departments for approved teaching; and those animals, fish, fowl, or reptiles used in approved performances.

PROPERTY AND RIGHTS
The University of Arkansas Community College at Morrilton is not liable for damage, theft, or personal loss of property. Students are advised to check their personal insurance for coverage.

SEVERE WEATHER POLICY
In the event that the weather is so severe that the College administration feels that life and property may be in danger, the administration may cancel classes until weather conditions improve. After a decision is made, the administration will call and report the closing to KATV, Channel 7, KTHV, Channel 11, KARK, Channel 4, and to radio station KVOM, Morrilton (dial 800 AM, 101.7 FM). Students should exercise judgment for personal safety regardless of College announcements as there is no way the administration can review road conditions throughout the College’s service area.

SEXUAL HARASSMENT POLICY
Harassment on the basis of sex is illegal and a violation of Title VII of the Civil Rights Acts of 1964, as amended. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.

1. Policy.
   a. The University of Arkansas Community College at Morrilton is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of College policy as well as state and federal law and is neither permitted nor condoned.
   b. It is also a violation of the University of Arkansas Community College at Morrilton’s policy against sexual harassment for any employee or student at the College to attempt in any way to retaliate against a person who makes a claim of sexual harassment.
   c. Any individual found to have violated the College’s policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense.

2. Definition. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. Submission to, or toleration of, such conduct on or off campus is made a term or condition of instruction,
...GENERAL INFORMATION CONTINUED

employment, or participation in other College activities.

b. Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making employment or academic decisions affecting the individual.

c. Such conduct has the purpose or effect of unreasonable interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive university environment.

3. Procedures. Students or employees who believe that they have been sexually harassed should first seek an informal resolution of this problem as outlined below. If that is not effective, such individuals then should pursue formal resolution of their complaint.

a. Informal Resolution

Employees who believe that they have been subject to sexual harassment should report the problem promptly to their immediate supervisor or to a departmental supervisor higher up in the chain of command. Students who believe that they have been subjected to sexual harassment should report the problem promptly to the Vice Chancellor for Instruction and Dean of Students. The person to whom the complaint is made shall promptly begin an impartial consideration of the complaint and make a thorough investigation. If a mutually agreeable answer or settlement has not been obtained within 14 calendar days from the date of the complaint, the complainant may initiate the formal complaint procedure. During all informal attempts to resolve a problem, to the extent practicable, efforts will be made to keep the identity of the complainant confidential.

b. Formal Complaint Resolution

If a problem cannot be resolved through informal attempts at conciliation and the complainant wishes to pursue the matter further, he or she must file a formal written complaint with the Vice Chancellor for Instruction and Dean of Students. All formal complaints will be given a full, impartial, and timely investigation. During such investigations, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

4. Sanctions If investigation of a reported occurrence of sexual harassment reveals that the complaint is without reasonable foundation, both parties will be so informed and will also be informed that no further action is warranted. If, however, an individual is found to have violated the College’s policy against sexual harassment, the investigating body will recommend disciplinary action appropriate to the severity of the offense, including, but not limited to, reprimand, suspension, reassignment of responsibilities, termination of employment, or expulsion from the College.

SIGNS/POSTERS

All signs and posters not originating within a UACCM academic or administrative office must be approved by the Vice Chancellor for Instruction and Dean of Students.
**SOLICITATION**

The buildings and grounds owned by the University of Arkansas Board of Trustees exist for, and are exclusively devoted to, the organized and approved UACCM programs of higher education. As such, they are committed to being used for the non-profit, tax-exempt use of the official program of the College. Therefore, private unsolicited business activities are not permitted on the College campus. However, in certain limited areas, the College contracts with private firms to provide needed on-campus services for students, faculty, and staff when such a contract contributes to the accomplishment of the College’s educational purposes.

**SOUND ON THE UACCM CAMPUS**

It is important that individuals and groups within the College community respect others’ rights by not creating noise disturbances. The UACCM Police will respond to reports of excessive noise.

**TOBACCO PRODUCTS**

In an effort to promote a healthy and sanitary learning environment, use of tobacco products is prohibited within any UACCM building or vehicle, with the exception of the smoking shelter just west of the Kirk Building. Smoking is also prohibited within 20 feet of any building entrance or under entrance porticos.

**VISITORS**

Visitors seeking information about enrollment in UACCM are encouraged to visit the College campus. Visitors should contact the Admissions Office where College personnel can assist them. Visitors are welcome.

UACCM facilities are designated for use by students officially enrolled, individuals who are on campus to gain enrollment information, invited guests, or individuals otherwise conducting business with the College. Unattended children are not permitted use of the facilities, and individuals who are not enrolled in UACCM are not permitted to attend classes or labs without permission of the administration.
STUDENT CONDUCT

COMPUTING AGREEMENT
Students may be granted accounts for the purpose of using the College’s computer resources. Each user is expected to sign the College’s Agreement Form and to use these resources responsibly within the College-approved educational, research, and/or administrative purposes for which such privileges are granted. Activities beyond these stated purposes are prohibited. Disciplinary action will be taken whenever the user is found in violation of the agreement. Violations may result in loss of privileges, or dismissal from the College.

COMPUTER VIRUSES
The University of Arkansas Community College at Morrilton is not responsible for loss of student data, software, or hardware caused by computer viruses. Students are responsible for maintaining virus-free data disks before using College computer equipment.

OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE COLLEGE
Frequently, students travel off-campus to represent the College. Some trips are made in College vehicles, some in private vehicles, and others via commercial means. The College’s concern is that there be adequate protection for the student and the College concerning claims and liability which might arise from these occasions. In order to assure such protection, the following will be observed as policy and regulations:

Official Representation. UACCM recognizes that a student travels as its official representative when, and only when, the following facts exist:

1. An administrative official having authority to do so, authorizes a student or students to be “official College representatives” for purposes of attending an event related to accomplishment of UACCM educational purposes.
2. The College will benefit from the representation in a substantial manner.
3. The student or students travel by College vehicle or according to transportation selected for them and approved by the administrative official approving the trip.
4. The student or students meet the College requirements for participating in curricular or extracurricular events.

Travel Regulations.
1. Before leaving the campus, the student or students, and their accompanying faculty or staff member, shall have registered with an administrative official approving the trip as outlined in these regulations. Students attending functions on their own initiative are not official representatives of the College.
2. In the event of an accident, full disclosure shall be made of the name, address, registration, driver’s license and College
...STUDENT CONDUCT

status of the individual involved. All laws of the state of Arkansas shall be obeyed. In privately owned vehicles, the owner should notify his/her insurance company immediately.

3. UACCM vehicles must be driven only by qualified employees of the College. All personnel who operate a College vehicle must have a photo copy of a current and official Arkansas driver’s license and a State Police report verifying a safe driving record on file in the Business Office prior to operating a College vehicle. All personnel who operate a van must have a “P” endorsement on their driver’s license.

4. Off-campus trips organized, conducted or sponsored by a student organization in its own interest, are not made on behalf of the College as official travel, and the College will accept no responsibility for liability incurred.

5. All students or groups of students on an off-campus trip will be accompanied by a sponsor who will assume responsibility concerning student safety and student conduct in compliance with the policies and regulation of the College. The sponsor is authorized to maintain good order and good representation during the trip.

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

7. Students are sometimes away from the College during regularly scheduled classes, as a college representative at professional meetings, workshops, field trips, competitions, fine arts events, etc. The College recognizes the value of these activities as educational opportunities and personal development. Instructors should communicate their makeup policy to every student within the first few days of each semester or summer term. Courtesy and wisdom dictate that any student who plans to miss classes due to an official activity approved by the College should discuss that upcoming absence with the instructor of each class to be missed. Instructors are encouraged to assist students in making up class work missed because of these activities. However, the instructor has the final responsibility to determine if it is feasible to make up the missed work.

UACCM STUDENT CONDUCT
POLICIES AND PROCEDURES

STUDENT CODE OF CONDUCT AND JUDICIAL PROCEDURES
Students of the University of Arkansas Community College at Morrilton (UACCM) are expected to conduct themselves in a manner that respects the rights of other members of the UACCM community and conforms to the rules and regulations of the College and the laws of the state of Arkansas and the United States of America.
Student conduct outside the accepted standards will subject the student to disciplinary action under UACCM policies and the filing of formal charges within the criminal court system.

Within the UACCM Student Code of Conduct, the following are prohibited:

1. Alcohol and Illicit Drugs—To possess, use, manufacture, distribute, or to be under the influence of alcohol or illicit drugs
2. Cheating—To possess, receive, use, solicit, or furnish unauthorized aid in an academic endeavor
3. Climbing on College Structures—To climb, rappel, or any similar action is prohibited on College structures
4. Damage to Property—To misuse or harm the property of others
5. Deception, Fraud, or Misuse of Documents—To forge, alter, or acquire College documents, records, or identification cards without authorization
6. Disruptive Behavior and Disorderly Conduct—To engage in behavior that disrupts the normal functions of the College, disturbs the peace, or violates the rights of others
7. Failed Financial Obligations—To fail to fulfill any financial obligation to the College (tuition, fees, books, materials, etc.)
8. False Alarms and Threats—To communicate by any means to the College or anyone affiliated with the College a false alarm or threat, inclusive of fire or other perils
9. Furnishing False Information—To provide information, which is false or misleading to the College for its official use
10. Gambling—To wager on the outcome of any activity or event
11. Harassment—To perform any action, verbal or non-verbal, that persistently annoys another
12. Lewd, Indecent, or Obscene Behavior—To behave in a manner that is offensive to established community standards of decency or modesty
13. Misuse of Internet Privileges—To violate the terms of the Computer Use Agreement with the College
14. Non-compliance with Directions of a College Official—To fail to comply with reasonable directions given by an employee of the College
15. Physical Abuse or Threat of Physical Abuse—To physically endanger or threaten to endanger the health or safety of another
16. Plagiarism—To appropriate ideas, which are not common knowledge, or writings of another and represent them as one's own
17. Theft—To appropriate or possess the property of another without right or permission
18. Tobacco Products—To use tobacco products within any UACCM vehicle or building, or within 20 feet of any entrance/exit
19. Verbal Abuse—To use obscene, profane, or derogatory language, which insults, abuses, or defames another
20. Violation of College Policies or Regulations—To fail to comply with published or announced College policies or regulations
...CONDUCT, POLICIES, AND PROCEDURES CONTINUED

21. Violation of Local, State, or Federal Law-To violate local, state, or federal law
22. Weapons, Firearms, Explosives-To possess or use unauthorized fireworks, firearms, dangerous chemicals, explosive materials and devices, or lethal weapons of any type

JURISDICTION OF THE STUDENT CODE OF CONDUCT
The rules and regulations of the University of Arkansas Community College at Morrilton apply to all conduct on College owned, controlled, or operated property, and at College sponsored activities either on or away from campus. Charges or convictions of local, state, or federal law, which occur off campus will not result in disciplinary action by the College except in those cases where the action occurred at a College function or activity, or it is determined that action by the College is necessary to protect the members of the College community, the College’s property, or its educational mission.

If the criminal authorities are considering a case, UACCM judicial procedures continue as usual, since criminal proceedings and UACCM procedures are unrelated activities. Similarly, judicial action by the College does not prohibit the filing of criminal charges.

CONDUCT CODE JUDICIAL STRUCTURE
Allegations of student misconduct may be brought to the attention of the Vice Chancellor for Instruction and Dean of Students. Students charged with misconduct will be given the opportunity for a hearing with the Vice Chancellor for Instruction and Dean of Students. Accused students will be notified of the charges against him or her and will be notified of the time and place of the hearing within 10 class days from the date of the alleged violation or when the individual is identified as an alleged violator.

JUDICIAL RIGHTS
The University of Arkansas Community College at Morrilton chooses to adhere to the following procedural guidelines to insure fairness in judicial proceedings:

1. The right to the presumption of innocence unless guilt is established. Guilt is determined either by an admission of guilt by the accused or by the presentation of evidence, which establishes guilt by a preponderance of evidence.
2. The right to written notice of the charges against a student within 10 class days after the alleged violation has occurred or the individual has been identified as the alleged violator. If it is necessary for the charges to be sent through the mail, the charge must be postmarked within this same 10 day period.
3. The right to be informed of one’s rights. These rights are printed in the College Catalog and are available from the Vice Chancellor for Instruction and Dean of Students.
4. The right to be notified of the time and place of the judicial hearing at least 48 hours prior to the hearing. This is to allow ample time to prepare for the hearing. This right may be waived in writing by the accused. If notice of the time and place of the hearing is sent to the student by mail, the hearing cannot be scheduled until five days after the postmark.
5. The right to face one’s accuser at the hearing. This right may be waived in writing by the accused.
6. The right not to answer any questions prior to the hearing.
7. The right of access, upon request prior to the hearing, to all physical evidence (i.e., tapes, photographs, printed documents, etc.) to be presented at the hearing.
8. The right to question the ability of the Vice Chancellor for Instruction and Dean of Students to render an impartial judgment and to request his/her removal from the case. If such a request is made, the Chancellor shall designate the hearing officer for the case.
9. The right, upon request, to a closed hearing. All judicial hearings are open unless the accused requests a closed hearing. If the spectators are disorderly or disrupt the hearing in any manner, the hearing officer may order all spectators to leave the hearing. Members of the immediate family, legal guardians, and attorneys of the accused or accuser may attend all hearings. Legal counsel may not participate in the hearing but may advise the accused or accuser. The accuser and the accused are entitled to the same opportunities to have others present during the hearing.
10. The right to testify and present evidence and material witnesses.
11. The right to refuse to answer questions. Refusal to answer will not be taken as an indication of guilt and must be noted without prejudice.
12. The right not to appear at the hearing. Non-attendance at a hearing will not be taken as an indication of guilt and must be noted without prejudice.
13. The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inferences that might be drawn from adverse written evidence.
14. The right to be judged solely on the evidence presented at the hearing and to an explanation of the reason(s) for the decision in the case. Both the accuser and the accused shall be informed of the outcome of any campus judicial hearing.
15. The right to an appeal.

SANCTIONS RESULTING FROM DISCIPLINARY PROCEEDINGS
The following Sanctions may be used within the UACCM judicial system:
1. Counseling: establish a series of meetings between the student and a counselor in order to assist the student in meeting the behavioral expectations of the College and in meeting his/her individual needs in academic or personal development.
2. Educational Task: a task that benefits the individual, campus, or community.
3. Reprimand: a written notice to the student that continuation or repetition of specified conduct may be cause for additional disciplinary action.
4. Restitution: compensating the College or other injured party for damaged, lost, or destroyed property.
5. Disciplinary Probation: disciplinary action taken as a result of conduct conflicting with College regulations. Disciplinary Probation may include loss of privileges or use of College services. This probation is to be for a specific period of time.
6. Suspension: removal from the College for a definite or indefinite period of time. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his/her period of suspension. Exceptions to this may be granted by the Vice Chancellor for Instruction and Dean of Students.

7. Expulsion: permanent removal from the college whereby the student may not return or re-enroll at any point in the future.

CONDUCT CODE APPEAL PROCEDURES
A student may appeal decisions of the Vice Chancellor for Instruction and Dean of Students. Appeals will be made to the Vice Chancellor for Finance. The accused must submit a written appeal to the Vice Chancellor for Finance within two workdays following the receipt of the hearing decision. The appeal must state the appeal intention and the rationale for the appeal. The Vice Chancellor for Finance may decide that there are not sufficient reasons to grant an appeal hearing and, thus, affirm the original action or decide there is sufficient reason to hold an appeal hearing. The appeal hearing will have the accused, Vice Chancellor for Instruction and Dean of Students, and any other witnesses deemed necessary by the Vice Chancellor for Finance. At the appeal hearing, the Vice Chancellor for Finance may, after reviewing the case, take action, which will affirm, reverse, or modify the original action. Sanctions may not increase with the appeal process.

INTERIM SUSPENSION
Normally, no sanction shall result from the filing of a complaint or from the initiation of disciplinary action. However, pending a hearing or in extraordinary circumstances, the Vice Chancellor for Instruction and Dean of Students may provisionally suspend a student where the presence on campus of the student constitutes a danger to others, himself/herself, or to College property. Such Interim Suspension shall not exceed beyond 72 hours without the student being given an opportunity to show cause why the suspension shall be discontinued. As with disciplinary suspension, a student under Interim Suspension may not enter the campus without the permission of the Vice Chancellor for Instruction and Dean of Students.
FACULTY

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

BECK, VEIRLONE (1996) Practical Nursing Instructor, M.Ed., Arkansas Tech University; B.S.N., Arkansas Tech University

BECKMAN, RON (1990) Business and General Education Instructor, M.B.A., B.B.A., University of Central Arkansas

BERRY, NANETTE (1999) Mathematics Instructor, M.A., B.S., University of Central Arkansas

BOOTY, MICHAEL (2002) English Instructor, B.F.A., Arkansas Tech University; M.A., University of Central Arkansas

BRAUD, COLETTE (2004) Practical Nursing Instructor

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


CHISM, APRIL (1998) Sociology Instructor, M.S., B.S., University of Central Arkansas

CLEAVER, TERRY (2003) Surveying Instructor, A.A., Arkansas State University at Beebe, Registered Land Surveyor

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


GIFFORD, DANNY (1997) Air Conditioning & Refrigeration Instructor, A.S., University of Arkansas at Little Rock

GRUEN, CLEM (2001) Drafting Instructor, Ed.D., University of Northern Colorado; M.S., Southern Illinois University; B.S. Southeast Missouri State University

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

HOLTZ, CHRISTOPHER (2005) Chemistry Instructor


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

HUNT, LEWIS (1997) Biology Instructor, M.S., B.S., Arkansas State University

JARAMILLO, LINDA (2000) Business Instructor, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas


KEETON, ROBERT (2003) Biology Instructor, M.S., University of Central Arkansas, B.S. University of Central Arkansas

LACHOWSKY, LARRY (1997) Drafting/Surveying Instructor, B.S., University of Central Arkansas; Registered Land Surveyor

LAKE, TINA (1999) Fine Art Instructor, M.F.A., San Francisco Art Institute; B.S., Towson State University


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

LOYD, CAROL (1996) Nursing Department Chair, M.S.N., B.S.N., University of Central Arkansas

MARTSOLE, JENNIFER (1992) Adult Education Instructor, M.S., University of Central Arkansas; B.S., Pennsylvania State University

McCool, Traye (1998) History Instructor, M.A., University of Mississippi; B.A., Ouachita Baptist University


Pardee, Susan (1990) Horticulture Instructor, B.S., Louisiana Tech University

Patterson, Nancy (1988) Business Instructor, M.B.A., University of Central Arkansas; B.B.A., Southern Arkansas University


Smith, Wanda (1989) Early Childhood Development Instructor, M.S., B.S.E., University of Central Arkansas

SMITH, WANDA (1989) Early Childhood Development Instructor, M.S., B.S.E., University of Central Arkansas
STEVENS, JO ANN (2003) English Instructor, M.A., City University of New York; B.A., City University of New York
STRASSLE, DANA (1991) Science Faculty
THOMAS, MARILYN (1987) Early Childhood Development Instructor, M.S., B.S.E., University of Central Arkansas
THOMPSON, CINDY (1984) Business Instructor, M.S.E., B.S.E., University of Central Arkansas
TOMLINSON, LYNNE (1991) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas
WALLACE, STEPHEN (2000) Computer Information Systems Instructor, B.S., DeVry Institute of Technology, Columbus, Ohio
WATSON, DANAE (2002) Mathematics Instructor, M.S., Oklahoma State University; B.S., University of Arkansas at Monticello
WHITE, DENNIS (1988) Instructor, A.A.S., University of Central Arkansas
WHITING, GENITA (1989) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas
WILLIAMS, JIMMIE (2001) Speech Instructor, M.A., University of Mississippi; B.S., University of Central Arkansas
ZAMBRANO, LINDA (1992) Business Instructor, M.S.E., University of Central Arkansas; B.S.Ed., University of Missouri-Columbia; A.S., State Fair Community College

STAFF

ACKLEY, MERRY (1998) Custodian
ARN, DIANA (1987) Division Chair, Arts and Sciences, M.S.E., University of Central Arkansas; B.A., Harding University; A.A., Arkansas State University–Beebe
BLOCKER, LAVERN (1991) Secretary, A.A.S., University of Arkansas Community College at Morrilton
BOWLING, JARROD (2004) Custodian
BRITTO, CHARLES (1989) Building/Grounds Maintenance, Certificate, University of Arkansas Community College at Morrilton
BURT, CAROL (2004) Campus Police Officer, Certified as Law Enforcement Officer
BYERS, ANDREW (2001) Grounds Maintenance
CAPLETTE, AMANDA (2002) Food Service
CHAPMAN, GREGORY (1999) Custodian
CHISUM, MELINDA (2000) Adult Education Secretary, A.A.S., University of Arkansas Community College at Morrilton
CLARK, MARY (1992) Director of Institutional Advancement, M.B.A., University of Arkansas at Little Rock, B.S.B.A., University of Arkansas
CROOK, NATHAN (1985) Chancellor, M.Ed., University of Arkansas; B.S.E., University of Central Arkansas
CUPP, RHONDA (1991) Development Officer, B.S.E., Arkansas Tech University
DAMMANN, MICHELLE (1999) Bookstore Manager
DEWEY, SUSAN (2000) Director of Admissions, M.S.E., B.S.E., University of Central Arkansas
DONALD, DEBORAH (2004) Receptionist Secretary, A.A.S., University of Arkansas Community College at Morrilton
EDDY, JAMES (1991) Building/Grounds Maintenance
EVERHART, LEANNA (1989) Personnel Assistant, A.A.S., University of Arkansas Community College at Morrilton
FITCH, DAWN (2003) Payroll Officer, B.B.A., University of Central Arkansas
FLOWERS, THOMAS (1992) Vice Chancellor for Instruction and Dean of Students, Ed.S., M.S., B.S.E., University of Central Arkansas
GOFF, CAROLYN (2002) Infant and Toddler Teacher, C.D.A. Child Development Associate Credential
GORDON, BELINDA (2004) Custodian
GROWS, RICHARD (1994) Director of Computer Services, B.B.A., Harding University
GUENTER, GRACE (1998) Network Manager, M.A., Webster University; B.S., University of Arkansas at Monticello
HENSLEY, WANDA (1979) Registrar, M.S., Arkansas State University; B.B.A., University of Central Arkansas
HERNING, RONI (2000) Community Outreach Secretary, A.A.S., University of Arkansas Community College at Morrilton
HIPPENSTEEL, CURT (1998) Director of Community Outreach, M.B.A., B.B.A., University of Central Arkansas
HOLLOWAY, ALLEN (1997) Director of Physical Plant
HOYT, THOMAS (2001) Custodian
JULIAN, LINDA (1987) Librarian, M.S., B.S.E., University of Central Arkansas
LEE, VICKY (1999) Financial Aid Officer, B.B.A., University of Central Arkansas
LOFTIN, KAYE (1979), Division Chair, Business and Professional Services, M.Ed., University of Arkansas; B.A., Wichita State University
LONG, BECKY (2004) Custodian
MAIN, ANGELA (2000) Purchasing/Accounting Technician, B.S.E., University of Arkansas; A.A.S.; A.A., University of Arkansas Community College at Morrilton
McCULLAH, SAMANTHA (2004) Admissions Secretary, B.A., University of Central Arkansas
MIZE, TREVOR (2003) Graphic Designer, A.A.S., University of Arkansas Community College at Morrilton
MOORE, REBECCA (1999) Custodian
MULLINS, RACHEL (2001) Admissions Secretary, A.A.S., University of Arkansas Community College at Morrilton
NEWSOME, MARY (1981) Administrative Assistant, A.A.S., University of Arkansas Community College at Morrilton
PAQUETTE, CLARA (1998) Secretary, B.S.E., University of Arkansas; A.A., University of Arkansas Community College at Morrilton; Diploma, Capital City Business College
RACKLEY, HARRI (2001) Custodian
RASMUSSEN, TODD (1999) Math Lab Supervisor, M.S.E., University of Arkansas, B.A., Arkansas Tech University
RODRIGUEZ, JOSE (1999) Hospitality Director, B.S., Metropolitan State College of Denver; A.S., Olney Central College
SEIFERT, SHIRLEY (2004) Custodian
SHAMSIE, JUDY (2000) Accounting Technician, A.A.S., University of Arkansas Community College at Hope
SHAWERS, PHYLLIS (2005) Preschool Classroom Teacher
SMYTH-McGAHA, BONNIE (2001) Assistant Registrar, B.A., University of Central Arkansas
SOMMERS, SHEILA (1998) Secretary, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton
STRACNER, STACY (1991) Secretary, A.A.S., University of Arkansas Community College at Morrilton
THOMPSON, PAUL (1997) Custodial Shift Supervisor
TIPTON, MELANIE (1999) Accounting Technician, A.A.S., University of Arkansas Community College at Morrilton
UPCHURCH, CINDY (1998) Academic Services Secretary/Copy Shop, A.A.S., University of Arkansas Community College at Morrilton
WILSON, ELLEN (2002) Custodian
WILSON, FAITH (2001) Transitional Studies Counselor, M.R.C., Arkansas State University; B.A., Arkansas Tech University
YOUNG, AMANDA (2004) Enrollment Management Officer, M.B.A., University of Central Arkansas; B.S. Arkansas Tech University
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Jim von Gremp, Rogers . . . . . . . . . . . . . . . . . . . . . . . . . .Term expires 2015

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Frank Shaw, Conway . . . . . . . . . . . . . . . . . . . . . . . . . . . . .Term expires 2006
Susan Gunderman, Morrillton . . . . . . . . . . . . . . . . . . . . . .Term expires 2008
Aaron Spivey, Morrillton . . . . . . . . . . . . . . . . . . . . . . . . . .Term expires 2008
## Advanced Placement (AP) Program

The following are the AP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awarded:

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<tr>
<th>AP Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
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<tbody>
<tr>
<td>Biology</td>
<td>4</td>
<td>BIOL 1004 Fundamentals of Biology</td>
</tr>
<tr>
<td>Calculus AB OR Calculus BC</td>
<td>3</td>
<td>MATH 2015 Calculus I</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1004 Fundamentals of Chemistry OR CHEM 2123 General College Chemistry I AND CHEM 2121 General College Chemistry I Lab</td>
</tr>
<tr>
<td>English Lang/Comp or Lit/Comp</td>
<td>3 4</td>
<td>ENG 1013 Composition I OR ENG 1013 Composition I AND ENG 1023 Composition II</td>
</tr>
<tr>
<td>European History</td>
<td>3</td>
<td>HIST 1003 Western Civilization I AND HIST 1013 Western Civilization II</td>
</tr>
<tr>
<td>Physics B OR Physics C</td>
<td>3</td>
<td>4 Hours Lab Science Credit</td>
</tr>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 2003 General Psychology</td>
</tr>
<tr>
<td>Spanish</td>
<td>4</td>
<td>SPAN 1013 Elementary Spanish I AND SPAN 1023 Elementary Spanish II</td>
</tr>
</tbody>
</table>

See Page 252-253 for details regarding credit by examination.
**CLEP General & Subject Examination**

The following are the CLEP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awarded:

### CLEP GENERAL EXAMINATION

<table>
<thead>
<tr>
<th>General Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
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<tbody>
<tr>
<td>English Composition with Essay</td>
<td>50</td>
<td>ENGL 1013 Composition I OR</td>
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<td></td>
<td>59</td>
<td>ENGL 1013 Composition I AND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ENGL 1023 Composition II</td>
</tr>
<tr>
<td>College Mathematics</td>
<td>50</td>
<td>MATH 1103 Algebra for General Education</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>56</td>
<td>BIOL 1004 Fundamentals of Biology &amp; PHY 2004 Physical Science</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50</td>
<td>HIST 1003 Western Civilization I OR</td>
</tr>
<tr>
<td></td>
<td>56</td>
<td>HIST 1003 Western Civilization I AND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HIST 1013 Western Civilization II</td>
</tr>
</tbody>
</table>

### CLEP SUBJECT EXAMINATION

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Algebra, College</td>
<td>50</td>
<td>MATH 1203 College Algebra</td>
</tr>
<tr>
<td>Algebra - Trigonometry, College</td>
<td>50</td>
<td>MATH 1203 College Algebra AND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MATH 1213 Plane Trigonometry</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>PSCI 2003 American Government</td>
</tr>
<tr>
<td>American Literature</td>
<td>50</td>
<td>ENGL 2113 American Literature I</td>
</tr>
</tbody>
</table>
### CLEP SUBJECT EXAMINATION Continued...

<table>
<thead>
<tr>
<th>Subject Examination</th>
<th>Qualifying Score</th>
<th>Credit Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology, General</td>
<td>50</td>
<td>BIOL 1004 Fundamentals of Biology</td>
</tr>
<tr>
<td>Calculus with Elementary Functions</td>
<td>49</td>
<td>MATH 2015 Calculus I</td>
</tr>
<tr>
<td>Chemistry, General</td>
<td>50</td>
<td>CHEM 2123 General College Chemistry I AND CHEM 2121 General College Chemistry ILab</td>
</tr>
<tr>
<td>Composition, Freshman College (an essay must be completed with this exam)</td>
<td>50</td>
<td>ENGL 1013 Composition I OR</td>
</tr>
<tr>
<td></td>
<td>55</td>
<td>ENGL 1013 Composition I AND ENGL 1023 Composition II</td>
</tr>
<tr>
<td>English Literature</td>
<td>50</td>
<td>ENGL 2313 British Literature I OR</td>
</tr>
<tr>
<td></td>
<td>55</td>
<td>ENGL 2313 British Literature I AND ENGL 2323 British Literature II</td>
</tr>
<tr>
<td>History of the United States I: Early Colonizations to 1877</td>
<td>50</td>
<td>HIST 2003 U.S. History I</td>
</tr>
<tr>
<td>History of the United States II: 1865 to Present</td>
<td>50</td>
<td>HIST 2013 U.S. History II</td>
</tr>
<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>52</td>
<td>BUS 1213 Computer Applications</td>
</tr>
<tr>
<td>Psychology, Introductory</td>
<td>50</td>
<td>PSY 2003 General Psychology</td>
</tr>
<tr>
<td>Sociology, Introductory</td>
<td>50</td>
<td>SOC 2013 Introduction to Sociology</td>
</tr>
<tr>
<td>Spanish Language, College Level</td>
<td>50</td>
<td>SPAN 1013 Elementary Spanish I AND SPAN 1023 Elementary Spanish II</td>
</tr>
<tr>
<td></td>
<td>55</td>
<td></td>
</tr>
<tr>
<td>Trigonometry</td>
<td>50</td>
<td>MATH 1213 Plane Trigonometry</td>
</tr>
</tbody>
</table>
LEGEND
1. Earl Love Child Study Center (ECD)
2. Kirk Building (KB)
3. Technology Building I (Tech I)
4. Public Safety Building
5. Science Building (SCI)
6. Maintenance Building
7. Technology Building II (Tech II)
8. Technology Building III (Tech III)
9. Greenhouses
10. University Center (UC)
11. Business Technology Center (BTC)
12. Fine Arts Auditorium (FA)
13. Fine Arts (FA)
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15. Technology Building IV (Tech IV)

P = Parking
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STUDENT SERVICES (AMENDMENT)

BOOKSTORE
The UACCM Bookstore offers textbooks, paper, supplies, clothing, and miscellaneous personal items. The Bookstore accepts checks for purchases; however, it does not cash personal checks. American Express, Discover, Mastercard and Visa are accepted for purchases.

A complete listing of book prices may be viewed at www.efollett.com. On-line orders will be confirmed by e-mail and may usually be obtained at the bookstore in 2 to 3 days. When you have reached the home page, select Arkansas, then UA Community College at Morrilton. Pricing for both new and used books is available; however, availability is not guaranteed.

The bookstore will accept returns and exchanges until the end of the second week of classes during Fall and Spring Terms and until the end of the first week of classes during summer terms. The books/supplies must be in “like new” condition and must be accompanied by a cash register receipt.

COLLEGE DINING SERVICES
During the Fall and Spring Semesters, The Plaza is open Monday through Friday, 8 a.m.-2 p.m. Daily offerings include continental breakfast items from 8 am–11 am; and daily plate lunch specials, salads, and soups served from 11 am–2 pm. Plate lunches are modestly priced and drink refills are free. The Plaza is located on the west campus and offers ample parking and a pleasant atmosphere. The Plaza is also available for special events outside of normal operating hours. For special arrangements call (501)-977-2007.

COUNSELING SERVICES
Academic and personal counseling services are available to UACCM students and prospective students through the Counseling and Career Development Center. The Counseling and Career Development Center offers a wide variety of services designed to enhance student learning. Appointments may be arranged by contacting a counselor.

The Transitional Studies Counselor assists students with any questions or problems (personal, academic, study skills, etc.) they may have with the successful completion of their studies. No matter what question a student may have, the Transitional Studies Counselor is a good place to start. If the Counselor does not have the answers, he/she will do everything within his/her power to find the answers. Students should never stop attending class or withdraw from a class without first discussing it with the Transitional Studies Counselor or the student’s advisor.

CHILD CARE SERVICES
UACCM provides child care services. The Earle Love Child Study Center is operated by the Early Childhood staff and students enrolled in the Early Childhood Development program. Students pay a weekly fee for enrolling children from six weeks of age through age five. Children follow a prescribed curriculum which includes directed play. The center is accredited by the National
ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN.

DISABILITY SERVICES
Reasonable accommodations for persons with documented disabilities will be made, pursuant to federal and state law. Any student with a disability who needs accommodation (e.g., seating placement or arrangement for examinations) should request the accommodation at the beginning of the semester or term. The Transitional Studies Counselor will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation to the Transitional Studies. It is UACCM’s policy that, when UACCM sponsors events and locations outside of the UACCM campus, the locations to be used will be accessible to and usable by persons with disabilities.

FINANCIAL AID COUNSELING
A large number of financial aid options are available through the UACCM Financial Aid Office. Every student should contact the Financial Aid Office to see if they qualify for financial assistance.

JOB PLACEMENT ASSISTANCE SERVICES
Job placement assistance services are available to students. The Career Counselor maintains a list of inquiries concerning potential job opportunities, both part-time and full-time. In addition, students, graduates, and recent graduates may register before completing their last semester. For more information, contact the Career Counselor.

Learning Assistance Lab/Writing Center
The LAL and WC are available for students to prepare class assignments, and/or to provide tutoring for those courses where students might need assistance. Staffed by full-time lab supervisors and student workers, the LAL and WC are valuable resources for students.

LIBRARY
The Gordon Library located in the west wing of the Kirk Building provides study and research materials and is a quiet place to complete homework. Reference material and media supporting all areas of instruction are located in the library, along with study carrels, tables, and copying services. Computer and Internet access are also available. During the Fall and Spring Semesters, the library is open from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and from 8:00 a.m. to 4:00 p.m. on Friday. Hours are subject to change each semester and term. Variations from these hours will be posted at the library.

PUBLIC SAFETY DEPARTMENT
The UACCM Office of Public Safety is located in the small conference building just west of the Kirk Building. Department of Public Safety officers patrol the campus in an effort to provide a safe educational setting. DPS Officers are certified law enforcement officials and are on the campus to assist and protect students, employees, and approved visitors. Should you need the assistance of a DPS Officer, contact the Admissions Office, and the staff will relay your request to the officers by radio.
SECURITY/SAFETY
The University of Arkansas Community College at Morrilton strives to provide a safe, secure, and orderly environment for students, faculty, staff, and guests. Campus safety is dependent on everyone. Students are encouraged to report crimes, suspicious people, or suspicious activities to the Public Safety Officers. The College publishes an annual Campus Safety Report by September 1 of each year which contains statistics and a description of the efforts to promote campus safety and ways to report crimes or suspicious activities. The report is available to prospective students, enrolled students, faculty, and staff through the Admissions Office.

SECURITY AWARENESS & CRIME PREVENTION PROGRAMS
The Department of Public Safety compiles campus crime statistics and these statistics are distributed annually to students and staff. Should potentially dangerous situations occur, they will be published on campus and posted through the E-mail. Campus crime statistics are available from the Vice Chancellor for 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, One Bruce Street, Morrilton, Arkansas 72110. The Notification of Sexual Offender Review Committee will determine distribution of information regarding sexual offenders.

STUDENT STUDY LOUNGES
Room 109 of the Kirk Building features a snack bar operated through the Arkansas Rehabilitation Services for the Blind. This area also houses vending machines, pool tables, and a study area. You will also find study lounges with vending machines on the upper level of the University Center and the Business Technology Center.

STUDENT ORGANIZATIONS
The University of Arkansas Community College at Morrilton has a variety of organizations to enhance the academic and personal growth of its students. Students interested in membership in one or more of these organizations should contact the Admissions Office for additional information.

Fund Raising for Student Organizations
1. Student organizations approved to operate on the UACCM campus may charge membership dues and conduct fund raising projects on campus. These activities must support the program of the organization, the educational purposes of the College community, and/or philanthropic causes (see #3).
2. Fund raising activities must comply with the policies and regulations of the College, and must not violate Arkansas law.
3. Fund raising projects for philanthropic purposes must be directed to nonprofit, tax exempt organizations, and not made directly to an individual or individuals.

4. The Student Government Association shall rule on cases brought to their attention where there is some question as to whether the above conditions are met.

Student Organization Banking Arrangements

Student organizations must deposit their funds with the College. Exceptions to this may be requested from the Vice Chancellor for Finance. Approved student organizations may expend their funds for organizationally related activities. All expenditures are subject to review by the Vice Chancellor for Finance, who maintains the right to assure that such expenditures are in compliance with the policies and regulations of the College, and the laws of the state of Arkansas. Unexpended fund balances of inactive student organizations shall be transferred to the Student Government Fee Account.

UACCM Student Organizations:
- Air Conditioning Technology Club
- Automotive Collision Repair Technology Club
- Automotive Technology Student Organization
- Baptist Collegiate Ministry
- Computer Information Systems Club
- Drama Club
- Early Childhood Student Organization
- Graphic Design Student Association
- Horticulture Students Organization
- International Students Association
- Math Club
- Phi Beta Lambda
- Phi Theta Kappa
- Spanish Club
- Student Association of Surveyors
- Student Government Association
- Welding Technology Club