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To complete graduation requirements for your degree, you should refer to the curriculum from the Catalog that was current for the year you enrolled or declared your major. Previous catalogs may be downloaded from UACCM's website.

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## ABOUT US

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

From an initial enrollment of 278 students and 13 programs in 1963 to more than 2,000 credit students exploring 36 plans of study, UACCM contributes significantly to the area's job creation and economic development. Through its various incarnations, UACCM has kept its focus on its students, the community, and the changing needs of the region. Just as we have a diverse array of programs, our students have a variety of goals. Some want to complete a short-term training program and quickly enter the workforce armed with solid occupational skills, while others want to build a strong academic foundation by earning the first two years of their bachelor's degree in a small, comfortable campus setting.

UACCM is one of 20 independent campuses and entities backed by the UA tradition of excellence. This affiliation with the University of Arkansas System has allowed us to form innovative partnerships with other UA System institutions, including the University of Arkansas at Fayetteville, University of Arkansas at Fort Smith, University of Arkansas at Monticello, University of Arkansas for Medical Sciences, and the University of Arkansas Criminal Justice Institute. These partnerships further expand access and options available to students within our immediate service area.

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

## 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!

# SECTION A

## SECTION REFERENCE

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# CONTACTS

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## IF YOU HAVE QUESTIONS:

Toll Free .....	1-800-264-1094
Academic Advising and Career Center .....	501-208-5307
Academic and Student Services.....	501-977-2007
Academic Commons/Library .....	501-977-2092
Admissions .....	501-977-2053
Adult Education - Conway and Perry Counties .....	501-215-4904
Adult Education - Faulkner County .....	501-450-4810
Adult Education - Van Buren County .....	501-745-6554
Career Pathways .....	501-977-2186
Counseling & Disability Services - Career, Disability, Educational, or Personal Counseling.....	501-977-2095
Financial Aid.....	501-977-2055
Information .....	501-977-2000
Public Safety .....	501-977-2067
Registrar (Student Records) .....	501-977-2052
Student Accounts .....	501-977-2023
Student Activities.....	501-977-2142
Testing Services .....	501-977-2060
University Bookstore.....	501-477-3090
Workforce Development and Community Education .....	501-977-2004
Website .....	www.uaccm.edu

# COLLEGE HISTORY

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The 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 and 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 almost 100 acres, 18 educational buildings and various support facilities, as well as our off-campus Community Education Center. The College annually serves approximately 4,100 students in technical, occupational, academic, adult education, and non-credit community education courses.

From its inception, the University of Arkansas Community College at Morrilton has served west central Arkansas by providing quality educational programs at an affordable cost. UACCM's academic programs make it possible for students to complete an Associate of Arts or Associate of Science degree while meeting the general education requirements for transfer into a baccalaureate program at state universities. The Arkansas Course Transfer System (ACTS) allows easy transferability of credits from UACCM to state universities. Additionally, UACCM offers technical and occupational programs which allow students to prepare for direct entry into the job market after graduation. This diverse curriculum makes the University of Arkansas Community College at Morrilton a truly comprehensive two-year college offering vital educational opportunities to the people of central Arkansas. UACCM has additional articulation and 2+2 agreements with many state universities. A cooperative degree program with the University of Arkansas Criminal Justice Institute is offered in the fields of crime scene investigation and law enforcement administration.

The University of Arkansas Community College at Morrilton is accredited by the Higher Learning Commission of the North Central Association ([www.ncahlc.org](http://www.ncahlc.org)). This accreditation is emblematic of UACCM's commitment to providing a quality education for its students.

# COLLEGE MISSION

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

## VISION

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

## PURPOSES

1. To offer courses, certificate programs, and associate degree programs that provide students with the general education and technical skills needed to be successful in the workplace, for transfer to four-year institutions, or for lifelong learning.
2. To provide a general education foundation across the curriculum that will enhance the students' personal development, skills, and knowledge.
3. To provide developmental education courses for students who need to improve academic skills in reading, grammar/writing, and mathematics.
4. To provide comprehensive student support services that enhance student success.
5. To provide adult basic educational programs that allow enhancement of skills for self-improvement, completion of a General Education Development (GED) diploma, or preparation for higher education endeavors.
6. To offer community service and personal interest courses.
7. To offer workforce development courses designed to meet a variety of occupational needs for business and industry.
8. To provide a comprehensive assessment program for the purpose of improving instruction and student learning.
9. To offer the facilities of the College and the talents of its faculty, staff, and students in order to promote educational, civic, and cultural endeavors within the community.

# ACCREDITATION



## ACCREDITATION & APPROVAL

- Accredited—The Higher Learning Commission, Member—North Central Association ([www.ncahlc.org](http://www.ncahlc.org))
- Arkansas Department of Higher Education
- State Approving Agency for Veterans Training
- Arkansas State Board of Nursing
- Arkansas Department of Health Section of EMS & Trauma Systems
- Arkansas Department of Human Services Division of Child Care and Early Childhood Education
- Arkansas Department of Human Services Division of Medical Services Office of Long-Term Care
- National Association for the Education of Young Children (NAEYC) Early Childhood Associate Degree Accreditation

*The Early Childhood Development program at UACCM is accredited by the Commission on Early Childhood Higher Education Programs of the National Association for the Education of Young Children, 1313 L Street NW, Suite 500, Washington DC 20005. (800) 424-2460 ext. 8007. The accreditation term runs from July 2018 to July 2020.*

- National Center for Construction Education and Research (NCCER)

## CERTIFICATION STATEMENT

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

## STATEMENT OF ASSURANCE

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

Persons having questions or seeking information regarding the College's compliance with and implementation of the aforementioned regulations should contact: Director of Human Resources, University of Arkansas Community College at Morrilton, 1537 University Blvd., Morrilton, AR 72110.

# ADMISSION

## ADMISSION

The University of Arkansas Community College at Morrilton (UACCM) provides educational opportunities for individuals who are high school graduates, GED recipients and concurrently enrolled high school students. Non-high school graduates may be admitted under "ability to benefit" conditions specified by the U.S. Department of Education. Admission to the University of Arkansas Community College at Morrilton does not ensure 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 admission policies and requirements exist to enhance the student's ability to learn at UACCM.

## GENERAL ADMISSION REQUIREMENTS

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

1. Submit a signed Application for Admission or complete the online Application for Admission.
2. Submit ACT, ACCUPLACER, COMPASS, or SAT test results to the Admissions Office. The ACCUPLACER test is administered at the University of Arkansas Community College at Morrilton through Testing Services. Applicants who wish to use ACT or SAT scores should have official copies of their test results forwarded to the College. Scores are only valid for five (5) years.
3. Show evidence of completion of high school graduation requirements with an official high school transcript, General Education Development (GED) scores, or submission of evidence of ability to benefit.
4. Submit official copies of transcripts from ALL institutions of higher education where previously or currently enrolled. Note: students who have successfully completed 15 college-level credit hours are not required to submit a high school transcript or GED.
5. Provide proof of immunization for measles, mumps and rubella for all students. (Two measles immunizations, one mumps immunization, and one rubella immunization; MMR).

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

- High school graduates or GED graduates must have at least a composite ACT score of 15, SAT critical reading and math combined score of 691 (old SAT or comparable new SAT scores), COMPASS reading score of 63, ASSET reading score of 36, or ACCUPLACER reading score of 55 (or comparable ACCUPLACER Next Generation score).

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

### FAXED DOCUMENTS

The Admissions and Registrar's Offices will accept facsimile (FAX) copies of transcripts for advising purposes only. Original, official transcripts will be required to meet admission requirements or for official student records. Faxed transcripts will be considered unofficial. For clarification, contact Admissions Office at 501-977-2053.

## PLACEMENT TESTING

### PLACEMENT STANDARDS FOR MATH, READING AND ENGLISH COURSES

The mathematics, English composition, and reading placement standards apply to all undergraduate students who enroll in associate or baccalaureate degree transfer programs at state colleges and universities as defined by the Arkansas State Coordinating Board of Higher Education.

## CONDITIONAL ADMISSION

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

### UNCONDITIONAL ADMISSION

- Public high school graduates who successfully completed the high school core curriculum
- Home school, private school, or GED graduates who have at least an ACT composite score of 19 or the equivalent score on the SAT, ACCUPLACER, COMPASS, or ASSET

### CONDITIONAL ADMISSION

- Public high school graduates who did not complete the high school core curriculum
- Home school, private school, or GED graduates who have a below an ACT composite score of 19 or the equivalent score on the SAT, ACCUPLACER, COMPASS, or ASSET

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

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

## HIGH SCHOOL/HOME SCHOOL STUDENT ADMISSION

The UACCM High School and Home School Concurrent Enrollment Program is an opportunity for high school and home school students to enroll in college courses to enhance or complement their high school or home school programs. High school students that have completed the eighth grade may concurrently enroll in credit courses by meeting the following criteria:

- 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. Each semester, the student must complete a High School Permit to Register Form and obtain the approval of the high school principal, counselor, or superintendent or, for home school students, the parent/guardian/teacher.
- Students must be between 16 and 19 years of age to participate in the concurrent enrollment program.
- Students must complete all of the admission requirements for the College.
- The UACCM High School and Home School Concurrent Enrollment Program is not an open admission program. Students must meet each of the following admission criteria:
  - Achieve a minimum Reading and English score as determined by current placement scores.
  - Students wishing to enroll in Composition I or College Algebra must achieve a minimum English or Math score as determined by current placement scores.
  - Before enrolling in other courses, students must satisfactorily complete any prerequisites as defined in the College Catalog.
  - Have a cumulative high school grade point average of 2.50 or higher and approval of the high school principal or counselor.
  - The Vice Chancellor for Academic Services reserves the right to waive any of the above requirements and allow the student to enroll concurrently.
- To continue participating in the UACCM High School and Home School Concurrent Enrollment Program, the student must achieve at least a 2.00 semester grade point average at UACCM. Students that do not maintain the minimum semester grade point average will not be allowed to enroll at UACCM for period of one year, unless otherwise approved by the Vice Chancellor for Academic Services.
- Students concurrently enrolled will be classified as non-degree seeking and will not be eligible for federal financial aid. (This will not prevent concurrent students from completing a Certificate of Proficiency.)
- Students enrolled concurrently may not enroll for more than 12 hours during any semester unless approved by the Vice Chancellor for Academic Services.
- Students enrolled concurrently will be required to comply with the College policies and procedures.
- \*Students enrolled concurrently will have all Mandatory Fees waived by UACCM unless they are repeating courses. Payment of tuition, course specific fees (if any), and books will be the responsibility of the student unless these costs are paid by the high school, a grant, a private foundation, or other external entity. All arrangements for receiving concurrent high school credit are the responsibility of the student and the high school.
- Concurrently enrolled high school students will be required to complete a New Student Orientation in addition to attending the mandatory High School Concurrent Student Meeting with their parent/guardian.

\*Student must be a U.S. citizen or legal non-citizen to be eligible for mandatory fee waiver.

## INTERNATIONAL STUDENT ADMISSION

Any individual who is not a U.S. citizen or a permanent resident alien of the United States must meet the following admissions requirements for international students. All of the following requirements must be met before the prospective student can be admitted to the University of Arkansas Community College at Morrilton:

1. Submit a completed Application for Admission to the Admissions Office and pay the \$50 International Student Application Fee.
2. 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 also be provided with English translations.
3. Submit proof of English proficiency by providing one of the following:
  - a. Test of English as a Foreign Language (TOEFL) minimum score of 500 on the paper-based exam, 173 on the computerized exam, or 61 on the internet-based exam
  - b. International English Language Testing System (IELTS) minimum score of 5.5
  - c. Successful completion of an Intensive English Program at a regionally accredited college or university in the United States
  - d. Successful completion of college-level English Composition I and English Composition II with a grade of C or better
4. Submit official copies of transcripts of all institutions of higher education previously attended in the United States.
5. Provide the Admissions Office with official results of the ACT (American College Testing), SAT (Scholastic Aptitude Test), or ACCUPLACER. Students who have not completed the ACT or SAT may take the ACCUPLACER examination upon arrival at the College.
6. Provide proof of immunization for measles, mumps, and rubella (Two measles, one mumps, one rubella; MMR) and tuberculosis screening results. This immunization should be from a clinic or health department in the United States.
7. Provide evidence of sufficient financial support based on the institution's Cost of Attendance. Students must provide certified evidence (or financial institution documentation) of the source and amount of financial support for the prospective student.
8. International students must provide proof of health insurance coverage to the Admissions Office prior to enrollment.
9. International Students who have previously attended another college or university and completed college-level courses must submit a letter of good standing, which indicates they have earned a minimum cumulative GPA of 2.0. The letter of good standing must be mailed directly from the Office of the Registrar of the college or university most recently attended, to the UACCM Office of Admissions.
10. Exceptions may be granted by the Vice Chancellor for Student Services.

Once a prospective student has met the admissions requirements, the Admissions Office will be able to issue the student an I-20, i.e. a Certificate of Eligibility for Nonimmigrant (F-1) Student Status, which will be submitted to the regional Naturalization and Immigration Office verifying the student's projected enrollment dates.

## PRACTICAL NURSING ADMISSION\*

UACCM offers a Technical Certificate in Practical Nursing. Admission into the Practical Nursing Program is competitive and requires a number of steps. Students interested in this program should go to page 63 for a detailed description of the program and the selection process. Once students complete the program, they may sit for the NCLEX-PN® if deemed eligible by the Arkansas State Board of Nursing.

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

## VISITING STUDENT ADMISSION

Individuals desiring to take a credit course or a limited number of courses, but who do not wish to pursue a degree or certificate, may enroll on a limited basis, by completing an Application for Admission, a Visiting Student Status Statement of Intent, and proof that they have achieved the minimum placement test score required to be admitted to UACCM. These individuals will be enrolled as "Visiting Students" and are not considered admitted to the College. Visiting students are not eligible for financial aid and will not be assigned an academic advisor. A Visiting Student may not enroll in more than 10 credit hours within a semester or 6 credit hours during a summer session.

When a Visiting Student has completed a total of 16 credit hours under visiting status or wishes to enroll in courses which will cause him/her to exceed 16 credit hours, he/she is no longer eligible to enroll in a visiting status. Prior to enrolling in courses which exceed the 16-hour limit, the student must complete all of the General Admission Requirements and be admitted to 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 more than 10 hours during a semester or 6 hours during a summer session, international students, and concurrently enrolled high school students may not enroll as Visiting Students.

Exceptions may be granted by the Director of Admissions or Director of Academic Advising.

## REGISTERED NURSING ADMISSION

UACCM offers an innovative Associate of Applied Science in Nursing degree which enables individuals with a practical nursing license to move toward a registered nurse license. Admission into this program is competitive. Individuals interested in the program should consult page 66 to see specifics of the application and admission process.

## TRANSFER STUDENT ADMISSION

Transfer students making application for admission to the University of Arkansas Community College at Morrilton must submit an official transcript from all colleges and universities where previously enrolled. Official transcripts will be evaluated for degree-seeking students to determine what credit may be transferred.



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

For more information about ACTS transfer credits, see page 25.

### TRANSFER CREDIT POLICY

UACCM accepts transfer credit from colleges and universities that are accredited by a regionally recognized accrediting commission. The Registrar's Office maintains a list of regional accrediting commissions.

Transfer students must submit official transcripts from all previously attended institutions to the UACCM Admissions Office as part of the students' admission requirements. The Registrar, or his/her designee, will evaluate official transcripts. Students must receive a "C" or higher grade in all but two courses before the course will be eligible to be accepted as transfer credit. Two courses with "D" grades may be accepted as transfer credit. Courses accepted for transfer credit will be posted to the student's UACCM transcript with the grade earned and the transfer institution's course identifier and title. Transfer courses may be used to satisfy degree requirements. Transfer credit will only be reflected in hours earned, not calculated as part of the student's UACCM cumulative grade point average.

Students who have attended a college or university that is not accredited by a regionally recognized commission may apply for Prior Learning Credit. See the Prior Learning Credit policy for details.

## REGISTRATION

### REGISTERING FOR CLASSES

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

1. Complete admission requirements (see General Admission Requirements on page 5).
2. Meet with advisor to complete a class schedule and register for classes.
3. Obtain an official student photo I.D. card.
4. Complete a Computer Account Form.
5. Register vehicle by completing the Automobile Registration Record. (Student should provide driver's license number, license plate number, make, and model of the vehicle.)
6. Pay tuition and fees.
7. Purchase books and supplies.

### ADDING A CLASS (During the registration period)

Classes may be added during the regularly-scheduled registration times as announced by the College until the course meets for the first time.

### AUDITING A COURSE

A student may audit a course with the permission of the Registrar. Such enrollment must be indicated at the time of registration. Changes from "Credit" to "Audit" or vice versa must be made prior to the first day of the semester or term. As an auditor, the student does not take examinations or receive credit. An auditor must comply with the instructor's attendance requirements. Students are charged for audited courses at the same rate as credit courses.

### COURSE LOAD

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

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

### FALL AND SPRING SEMESTERS

- The maximum course load allowed is 18 hours per semester, including condensed terms offered during a particular semester.
- Exceptions to the maximum course load must be approved by the student's academic advisor and the division chair.
- Students must have a 3.00 grade point average the preceding semester or term to be approved for more than 18 semester hours.
- Students enrolling in two developmental courses for remediation purposes will not be permitted to enroll in more than 15 hours per semester. Exceptions to this must be approved by the student's academic advisor and the division chair.



## SUMMER TERMS

- The maximum course load allowed is 10 hours per summer term, including summer terms with overlapping start and end dates.
- Exceptions to the maximum course load must be approved by the student's academic advisor and the division chair.
- Students must have a 3.00 grade point average the preceding term or semester to be approved for more than 10 hours per summer term.
- Students enrolling in two developmental courses for remediation purposes will not be permitted to enroll in more than eight hours per summer term. Exceptions to this must be approved by the student's academic advisor and the division chair.

## TRANSCRIPTS

Official transcripts of a student's work may be obtained by one of the following methods:

### IN PERSON

In-person requests may be made at the Registrar's Office in Room 215 of the University Center. To pick up paper transcripts, students must show a photo ID. There is no charge for this type of request.

### PICK UP BY ANOTHER PERSON

Individuals other than the student picking up a transcript must provide a Transcript Request Form, found on the Registrar's Web page at [www.uaccm.edu](http://www.uaccm.edu), or authorization form signed by the student giving permission for release of the transcript. The person picking up the transcript must show a Photo ID at time of pick-up. There is no charge for this type of request.

### REQUEST BY FAX OR MAIL

Students or alumni may complete and sign a Transcript Request Form found on the Registrar's Web page at [www.uaccm.edu](http://www.uaccm.edu) and submit the form to the UACCM Registrar's Office by mail at 1537 University Blvd., Morrilton, AR 72110 or by fax at 501-354-7566. There is no charge for this type of request.

Transcripts mailed or submitted electronically to the receiving institution are classified as "official". Transcripts faxed or printed from Campus Connect are classified as "unofficial".

The signature on the request must match the signature in student's academic file. The request must also have the student's complete Student ID Number or complete Social Security Number. According to Federal Privacy Laws, UACCM is required to verify a student's signature as well as Student ID or SSN before processing the request.

Request forms will not be processed for students who have holds on their accounts from an outstanding balance, missing documentation, or from failing to set up an exit interview.

## DROP POLICY

Students may be dropped from a course(es) according to the following guidelines. These course(es) will not appear on the student's transcript.

- Students that have not made cash/credit payment or payment arrangements, or do not have their financial aid awarded by the published tuition payment deadline each semester or term may be dropped for non-payment from their course(s).
- Students that initiate the drop process for a course(s) prior to the census date of each fall or spring semester (11th business day), condensed-term (5th business day) or summer term (5th business day) may be dropped from the course(s).

Each semester or term the College requires that all full and part-time faculty submit to the Registrar, on a designated date, the students that are enrolled in their course(es) but have never attended that course. The students identified as "non-attendees" for that course will be dropped from the course(es) reported as the student not attending.

Student's requesting to be dropped from a course(es) for unforeseen medical reasons must do so before the end of the 4th week of classes in a Fall or Spring term and before the end of the 1st week in condensed-term or summer term.

Business day is defined as Monday through Friday for full-term and condensed-term fall and spring terms; Monday through Thursday for summer terms.

## WITHDRAWAL POLICY

Students will be withdrawn from a course(es) according to the following guidelines. These course(es) will appear on the student's transcript as a grade of "W".

- Students that initiate the withdrawal process for a course(s) after the census date of each fall or spring semester (11th business day), condensed-term (5th business day), or summer term (5th business day) will be withdrawn from the course(s) and assigned a letter grade of "W".

Business day is defined as Monday through Friday for full-term and condensed-term fall and spring terms; Monday through Thursday for summer terms.

# TUITION AND FEES

## ACCOUNTS RECEIVABLE POLICY

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

If a student has outstanding balances after the semester begins, he/she must begin making payments. If the account is more than six months delinquent, it is then included in the Department of Finance and Administration Set Aside Program, and the College will seek to collect funds from the individual's state income tax refund. Students may not be allowed to re-enroll if their account is delinquent. The student's file may also be sealed during this time. For more information, please contact the UACCM Accounts Receivable Department at 501-977-2023.

## TUITION

Conway County Residents .....	\$91.00 per credit hour
In-State, Non-Conway County Residents .....	\$101.00 per credit hour
Out-of-State Students .....	\$130.00 per credit hour
International Students .....	\$290.00 per credit hour

## SPECIAL TUITION RATE FOR SENIOR CITIZENS

Persons 60 years of age or older meeting UACCM Admission Requirements may enroll in for-credit courses at the College tuition and mandatory fees free on a space-available basis. Seniors are responsible for paying all costs required for the course or courses in which they enroll, excluding tuition and mandatory fees. Requests for the senior citizens' tuition rate should be made to the UACCM Financial Aid Office.

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

## MILITARY FORCES' TUITION RATE

### ACTIVE DUTY

Full-time active members of branches of the United States Military Services and their legal dependents, who are not legal residents of the State of Arkansas but are stationed at an Arkansas military base, will be charged the current in-state tuition rate when enrolling at UACCM. Requests and verification prior to the deadline for paying tuition is required. Request should be made to UACCM Financial Aid Office.

### DISCHARGED FROM ACTIVE DUTY

The following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill-Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service.
- Anyone using transferred Post-9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Arkansas while attending a school located in the State of Arkansas (regardless of his/her formal State of residence) and enrolls in the school within a three years of the Service member's death in the line of duty following a period of active duty service.
- Anyone described above while he or she remains continuously enrolled (other than during the regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, or title 38, United States Code.

## REFUNDS

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

### FALL/SPRING SEMESTER REFUND RATE

- 100 percent before 4:30 pm on the 5th business day of the semester for full-term courses and on the 3rd business day of the semester for condensed term courses\*
- 50 percent before 4:30 pm on the 10th business day of the semester for full-term courses and on the 5th business day of the semester for condensed-term courses\*
- No refund after 4:30 pm on the 10th business day of the semester for full-term courses and on the 5th business day of the semester for condensed-term courses

Business day is defined as Monday through Friday.

**SUMMER TERM REFUND RATE**

- 100 percent before 5:30 pm on the 2nd business day of the summer term\*
- 50 percent before 5:30 pm on the 4th business day of the summer term
- No refund after 5:30 pm the 4th day of the summer term

Business day is defined as Monday through Thursday.

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

Requests for an exception to the refund policy for unforeseen medical reasons will only be considered before the end of the 4th week of classes in a Fall or Spring term and before the end of the 1st week in condensed-term or summer term after the student has completed the drop or withdrawal process from a course(es).

**RETURN OF TITLE IV FUNDS**

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

A repayment may be required when Title IV funds have been applied to the student's account in excess of the amount the student has earned. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than college work study) for which the student qualified by the percentage of time during the term the student was enrolled.

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

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

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

The amount of Title IV aid an institution must refund to federal aid programs is determined by the federal return to Title IV funds formula as specified in Section 484B of the Higher Education Act. UACCM Financial Aid staff will calculate the amount of aid that must be refunded which was initially utilized to pay institutional charges. Students initiating the official withdrawal process will have the repay calculated with a last date of enrollment as the last date of attendance that is recorded in the learning management system. If the student is considered an unofficial withdrawal and a failing grade is earned for non-attendance, the instructor must provide a last date of attendance for the course. This date will be used in this calculation.

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

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

**PROGRAM-SPECIFIC FEES**

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

ACAD 0421L College Success .....	\$6 Testing Fee
ACCT 2203 Computerized Accounting .....	\$95 Lab Fee
ACR 1104 Refrigeration Systems and Components .....	\$125 Lab Fee
ACR 1404 Introduction to Air Conditioning and Refrigeration .....	\$125 Lab Fee and \$30 Testing Fee
ACR 1704 Commercial Refrigeration .....	\$125 Lab Fee
ACR 1903 Heating Technology .....	\$125 Lab Fee
ACR 2014 Pipe and Load Calculation .....	\$125 Lab Fee
ACR 2023 Service, Maintenance, and Troubleshooting .....	\$125 Lab Fee and \$40 Testing Fee
ART 1103 Drawing I Studio .....	\$40 Lab Fee
ART 1203 2-D Design Studio .....	\$40 Lab Fee
AUB 1013 Auto Body Fundamentals .....	\$150 Lab Fee
AUB 1103 Materials and Processes .....	\$150 Lab Fee and \$40 Testing Fee
AUB 1205 Non-Structural Analysis and Repair I .....	\$150 Lab Fee
AUB 1302 Refinishing Procedures and Applications .....	\$150 Lab Fee
AUB 1405 Non-Structural Analysis and Repair II .....	\$150 Lab Fee
AUB 1502 Refinishing Products .....	\$150 Lab Fee

AUB 2003 Color Theory .....	\$150 Lab Fee
AUB 2203 Advanced Automotive Refinishing .....	\$150 Lab Fee and \$22 Testing Fee
AUB 2205 Structural Analysis and Repair .....	\$150 Lab Fee
AUB 2503L Special Projects .....	\$150 Lab Fee
AST 1012 Light Duty Automotive Maintenance .....	\$150 Lab Fee
AST 1023 Automotive Electrical Systems .....	\$150 Lab Fee and \$40 Testing Fee
AST 1203 Engine Repair .....	\$150 Lab Fee
AST 1302 Power Trains I .....	\$150 Lab Fee
AST 1401 Automotive Trim .....	\$100 Lab Fee
AST 1604 Brakes .....	\$150 Lab Fee and \$22 Testing Fee
AST 1702 Power Trains II .....	\$150 Lab Fee
AST 1803 Automotive Electronics .....	\$150 Lab Fee \$40 Testing Fee
AST 1804 Chassis and Steering .....	\$150 Lab Fee
AST 2004 Climate Control .....	\$150 Lab Fee
AST 2104 Engine Performance .....	\$150 Lab Fee
AST 2105 Automatic Transmissions .....	\$150 Lab Fee
BIOL 1004 Fundamentals of Biology .....	\$50 Lab Fee
BIOL 2004 Human Anatomy and Physiology I .....	\$50 Lab Fee
BIOL 2014 Human Anatomy and Physiology II .....	\$50 Lab Fee
BIOL 2034 Principles of Zoology .....	\$50 Lab Fee
BIOL 2044 General Botany .....	\$50 Lab Fee
BIOL 2104 Microbiology .....	\$50 Lab Fee
BUS 1113 Document Formatting .....	\$60 Lab Fee
BUS 1213 Computer Applications .....	\$50 Lab Fee
BUS 1223 Electronic Spreadsheet .....	\$70 Lab Fee
BUS 1233 Database Management .....	\$60 Lab Fee
BUS 1253 Word Processing I .....	\$60 Lab Fee
BUS 2243 Business Graphics .....	\$60 Lab Fee
BUS 2253 Word Processing II .....	\$67.50 Lab Fee
BUS 2313 Professional Development .....	\$40 Testing Fee
CHEM 1004 Fundamentals of Chemistry .....	\$50 Lab Fee
CHEM 2004 Introductory Chemistry for Health-Related Professions .....	\$50 Lab Fee
CHEM 2121L General College Chemistry I Laboratory .....	\$50 Lab Fee
CHEM 2131L General College Chemistry II Laboratory .....	\$50 Lab Fee
CHEM 2201L Organic Chemistry Lab .....	\$50 Lab Fee
CHEM 2204 Introduction to Organic and Biochemistry .....	\$50 Lab Fee
CIS 1013 Introduction to Computers .....	\$50 Lab Fee
CIS 1103 Computer Hardware and Software I .....	\$50 Lab Fee
CIS 1113 Networking Essentials .....	\$50 Lab Fee
CIS 1133 Introduction to Computer Programming Logic and Language .....	\$50 Lab Fee
CIS 1203 Introduction to Network Administration .....	\$50 Lab Fee
CIS 2023 Internet Technologies .....	\$50 Lab Fee
CIS 2103 Computer Hardware and Software II .....	\$50 Lab Fee
CIS 2123 Local Area Networking I .....	\$50 Lab Fee
CIS 2133 Local Area Networking II .....	\$50 Lab Fee
CIS 2243 Database Concepts .....	\$50 Lab Fee
CIS 2253 Introduction to Linux .....	\$50 Lab Fee and \$22 Testing Fee
CIS 2303 Network Security .....	\$50 Lab Fee
CIS 2433 Java Programming .....	\$50 Lab Fee
CIS 2463 Mobile Application Development .....	\$50 Lab Fee
DRT 1014 Beginning Drafting .....	\$75 Lab Fee and \$14 Testing Fee
DRT 1103 AutoCAD .....	\$75 Lab Fee
DRT 1113 Inventor .....	\$75 Lab Fee
DRT 1123 Revit .....	\$75 Lab Fee
DRT 2003 Structural Steel Drafting/Detailing .....	\$75 Lab Fee and \$22 Testing Fee
DRT 2224 Technical Drafting .....	\$100 Lab Fee
DRT 2314 Machine Drafting .....	\$100 Lab Fee
DRT 2324 Commercial Drafting .....	\$100 Lab Fee
DRT 2334 Residential Drafting .....	\$100 Lab Fee
DRT 2344 Interior Design .....	\$100 Lab Fee
DRT 2913 Project Drafting .....	\$100 Lab Fee
ECD 1023 Foundations of Early Childhood Education .....	\$50 Lab Fee and \$40 Background Check Fee
ECD 1203 Child Guidance .....	\$50 Lab Fee
ECD 1403 Child Development and Developmental Theories .....	\$50 Lab Fee
ECD 2023 Math and Science for Young Children .....	\$50 Lab Fee
ECD 2033 Language and Literacy for Young Children .....	\$50 Lab Fee
ECD 2103 Future Perspectives in Early Childhood .....	\$22 Testing Fee
ECD 2123L Supervised Lab .....	\$100 Lab Fee and \$17 *Malpractice Insurance Fee

ECD 2133L Practicum for Early Childhood Development	\$100 Lab Fee and \$17 *Malpractice Insurance Fee
EDUC 1203 Introduction to Education	\$50.00 Lab Fee and \$40.00 Background Check Fee
EDUC 1303 Educational Technology	\$50.00 Lab Fee
EDUC 2113 Development and Learning Theories	\$50.00 Lab Fee
EDUC 2203 Teaching Exceptional Learners	\$50.00 Lab Fee
ELEC 1204 Fundamentals of Electricity	\$125 Lab Fee and \$40 Lab Fee
ELEC 2001 Arc Flash Safety	\$50 Lab Fee
ELEC 2113 Motor and System Control	\$125 Lab Fee
ELEC 2203 Introduction to Analog and Digital Electronics	\$125 Lab Fee \$70 Testing Fee
EMT 1008 Emergency Medical Technology	\$100 Lab Fee and \$71 *Malpractice Insurance Fee
GEOL 1104 General Physical Geology	\$50 Lab Fee
GIS 2203 Introduction to Geographic Information Systems	\$75 Lab Fee
GRNS 2004 Energy Audit	\$125 Lab Fee and \$40 Testing Fee
NUR 1002L Clinical Competency I	\$200 Lab Fee
NUR 1202L Clinical Competency II	\$200 Lab Fee
NUR 2102L Clinical Competency III	\$200 Lab Fee
NUR 1106L Clinical Practicum I	\$100 Lab Fee, \$180 Testing/Certification Fee, and \$17 *Malpractice Insurance Fee
NUR 1216L Clinical Practicum II	\$100 Lab Fee, \$175 Testing/Certification Fee
NUR 2206L Clinical Practicum III	\$100 Lab Fee, \$175 Testing/Certification Fee
NSG 2123L Nursing Practicum I	\$100 Lab Fee, \$225 Testing/Certification Fee, and \$17 *Malpractice Insurance Fee
NSG 2223L Nursing Practicum II	\$100 Lab Fee, \$225 Testing/Certification Fee
NSG 2323L Nursing Practicum III	\$100 Lab Fee, \$225 Testing/Certification Fee
PED 1051L Principles of Lifetime Fitness	\$40 Lab Fee
PED 1081L Fit Walk/Run	\$30 Lab Fee
PED 1091L Pilates/Yoga	\$30 Lab Fee
PHY 2004 Physical Science	\$50 Lab Fee
SCI 2014 Earth Science	\$50 Lab Fee
SUR 1204 Plane Surveying	\$75 Lab Fee
SUR 1213 Introduction to CAD and Surveying Software	\$75 Lab Fee
SUR 1214 Construction and Route Surveying	\$75 Lab Fee
SUR 1224 Boundary Surveying	\$75 Lab Fee
SUR 2103 GPS	\$75 Lab Fee
SUR 2213 Topographic and Civil Mapping	\$75 Lab Fee and \$22 Testing Fee
SUR 2223 Survey Plats and Deeds	\$75 Lab Fee
TECH 1001 First Aid/HSE	\$10 Testing/Certification Fee
TECH 1101 Understanding OSHA Regulations Basic	\$25 Testing Fee/Certification Fee
TECH 1123 Rigging and Load Handling	\$125 Lab Fee
TECH 1303 Schematics	\$100 Lab Fee
TECH 2003 Hydraulics and Pneumatics	\$125 Lab Fee
TECH 2303 Introduction to Programmable Logic Controllers	\$125 Lab Fee and \$92 Testing Fee/Certification Fee
TECH 2401L Electromechanical Troubleshooting	\$125 Lab Fee and \$70 Testing Fee/Certification Fee
WLD 1001L Basic Welding	\$175 Lab Fee
WLD 1202 Craft Skills	\$100 Lab Fee
WLD 1203 Gas Metal Arc Welding Lab	\$200 Lab Fee and \$14 Testing Fee/Certification Fee
WLD 1406 Shielded Metal Arc Welding	\$200 Lab Fee and \$10 Testing Fee/Certification Fee
WLD 2303 Gas Tungsten Arc Welding	\$200 Lab Fee
WLD 2402L Flux Core Arc Welding	\$200 Lab Fee
WLD 2406 Structural Welding	\$200 Lab Fee
WLD 2423 Advanced GTAW	\$200 Lab Fee
WLD 2503L Special Projects	\$200 Lab Fee
WLD 2606 Advanced Welding	\$22 Lab Fee and \$22 Testing Fee/Certification Fee

\*The malpractice fee is non-refundable after classes begin.

## SERVICE-SPECIFIC FEES

### ACCUPLACER TEST FEE

UACCM administers the ACCUPLACER test to prospective students for course placement or scholarship purposes. There is a \$15 non-refundable, non-transferable test fee the first time the ACCUPLACER test is taken at UACCM. There is a \$5 fee for each section of the ACCUPLACER that a student chooses to re-test. This fee must be paid at the Student Accounts window before the test is administered.

### ACTIVITY FEE

All students will be charged a \$1-per-credit-hour activity fee. The fee will be used to provide a variety of activities designed to encourage broad participation by students, faculty, and staff of the College and support the operations of the Student Union.

### CAMPUS IMPROVEMENT FEE

Students will be charged \$13 per credit hour for campus improvement projects. The fee will be used to make various improvements, including parking, lighting, sidewalks, construction, renovation, equipment, etc.

**CLEP TEST FEE**

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

**DOCUMENT FEE**

There is a \$10 fee for each student enrolling in credit course(s). This fee is non-refundable after classes begin for each semester or term.

**INTERNATIONAL STUDENT APPLICATION FEE**

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

**LIBRARY FEE**

All students will be charged a \$5-per-credit-hour library fee.

**NOCTI FEE**

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

**NURSING ENTRANCE TESTING FEES****NACE TEST**

Individuals wishing to enter the Registered Nursing program are required to take the NACE test. There is a \$60 non-refundable, non-transferable test fee.

**TEST OF ESSENTIAL ACADEMIC SKILLS (TEAS)**

Individuals wishing to enter the Practical Nursing program are required to take the Test of Essential Academic Skills (TEAS). There is a \$65 non-refundable, non-transferable test fee.

**PUBLIC SAFETY FEE**

All students will be charged a \$3-per-credit-hour public safety fee.

**RETURN CHECK FEE**

There is a \$25 fee for each returned check.

**STUDENT I.D. CARD REPLACEMENT FEE**

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

**SYSTEM INTEGRATION FEE**

A \$2-per-credit-hour per credit hour system integration fee is charged to offset the cost of a new Information Technology (IT) software system that will be utilized by all campuses and units of the University of Arkansas System.

**TECHNOLOGY FEE**

All students will be charged a \$15-per-credit-hour technology fee.

**TEST PROCTORING FEE**

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

**TOBACCO-FREE CAMPUS VIOLATION FEE**

UACCM is a tobacco-free campus. All forms of tobacco products are prohibited. Students, employees, and visitors failing to comply are subject to a \$30 fine. For details, see page 116.

**UNIFORM FEE**

Students enrolling in ACR, AST, ELEC, and/or TECH courses will be charged a single \$75 uniform fee each semester with the exception of 3 classes: TECH 1001 First Aid, TECH 1101 Understanding OSHA Regulations Basic, and TECH 1123 Rigging and Load Handling. The fee covers the cost of three shirts per semester, which will be worn in the lab and classroom settings. This fee is non-refundable after classes begin.

## FINANCIAL AID

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### FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This policy is subject to Board of Visitors approval. Please refer to [www.uaccm.edu/Future\\_Student/Financial\\_Aid/satisfactory\\_progress\\_policy.htm](http://www.uaccm.edu/Future_Student/Financial_Aid/satisfactory_progress_policy.htm) for the finalized policy.

Students who receive Title IV assistance (federal aid) are required to make Satisfactory Academic Progress (SAP) while working toward an approved associate or certificate degree program at UACCM. Federal guidelines stipulate that the SAP Policy apply to all enrollment periods at UACCM regardless of whether or not aid was received. SAP will be reviewed prior to a student's initial enrollment period, if applicable, and at the end of each semester; summer will be considered as one term.



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

A student's official enrollment status will be determined on the 11th day of class (5th day of class in summer terms), and aid will be awarded accordingly. Students must attend at least one day of a class in order for that class to count toward their enrollment status for financial aid purposes. Administrative withdrawals will be based on the last date of attendance and could affect a student's enrollment status.

#### TO BE IN GOOD STANDING FOR SAP, A STUDENT MUST:

- Maintain a 2.0 cumulative grade point average (GPA) on a 4.0 point scale.
- Successfully complete at least 67% of all attempted credit hours. Example of percentage: Student attempts 12 hours, but only passes 6.  $6/12=50\%$ . This student would not be meeting the requirement as they should have completed 67%.
- Complete degree program within 150% of the published length of the educational program.
- Remain on track to complete a degree program within the maximum time frame.

#### FINANCIAL AID WARNING AND SUSPENSION

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

#### SPECIAL CONDITIONS

**Academic Clemency/Forgiveness:** Due to federal regulations, if a student is granted Academic Clemency/Forgiveness it will have no bearing on their financial aid. It is recommended that students applying for Academic Clemency/Forgiveness also see the Financial Aid staff about the possibility of submitting a financial aid appeal.

**Audited Courses:** Audited courses do not count toward hours attempted or earned and do not count toward a student's GPA. Students may not receive aid for auditing courses.

**Credits by Examination:** Credits by examination will appear as CR on the student's transcript. These courses will be considered as attempted and earned hours for SAP purposes. These courses do not count toward GPA.

**High School Concurrent Students:** Upon entering UACCM as a first-time entering student, students who took classes concurrently while in high school will be placed on Warning and not Suspension if they have an SAP issue, unless they have a maximum timeframe issue.

**Incomplete Grades, Withdrawals, and Failing Grades:** Credit hour courses with a grade of I (incomplete), W (student withdrawal), AW (administrative withdrawal), or F will count toward the student's attempted hours, but will not count toward the hours successfully completed. "I" grades may later be recalculated to determine current eligibility. Courses with grades of I, W, or AW do not count in the student's cumulative GPA.

**Maximum Time Frame:** Students must complete their degree program within 150% of the published timeframe of their degree program. Example: Associate degree program that requires 60 hours to complete.  $60 \times 150\% = 90$  attempted hours maximum.

All courses attempted at UACCM will count toward total attempted hours, and any hours at another institution that are accepted toward the student's current UACCM degree program will be counted in the determination of hours attempted. This includes grades of F, I, W, AW, and repeated courses. If a student continues to complete at least 67% of the attempted hours needed, they should be mathematically on track to complete their degree program within the 150% timeframe. If a student changes majors or for another reason is suspected to be in danger of not being able to complete their degree program within the 150% timeframe, the student's progress will be reviewed. If determined that it is mathematically impossible for the student to complete their degree program within the 150% timeframe, the student will immediately become ineligible for aid. Once an associate degree or technical certificate has been earned, a student must commit to another technical certificate or associate degree before further financial aid will be awarded. Upon completing their degree program, students may be able to pursue another associate degree or certificate under the same guidelines, and hours can "reset" with the approval of the Financial Aid Office. However, completion percentage (67%) and GPA will always be cumulative.

**Reinstatement of Federal Financial Aid:** Students who have been determined ineligible for federal financial aid (financial aid suspension) due to unsatisfactory progress may re-establish satisfactory progress and regain eligibility by either paying for classes on their own or with another type of aid until they are making satisfactory progress or petitioning for an appeal that is approved (see appeal process below). Students are responsible for notifying the Financial Aid Office in writing if they take courses after being suspended from financial aid in order for the Financial Aid Office to determine if they have regained eligibility.

**Remedial Coursework:** Enrollment in these courses will be included in the maximum timeframe, hours attempted, and hours earned if applicable. Remedial courses will not count toward the student's cumulative GPA. However, remedial courses will be considered completed if the student earns a grade of C or better. Financial aid will be awarded for up to 30 credit hours of remedial coursework.

**Repeated Courses:** The last grade recorded for a repeated course is the grade of record at UACCM and will be used in computing the student's cumulative GPA if applicable. All courses will count toward the number of hours attempted, and they will count as completed as long as the course was completed. The SAP policy does not limit the number of times a failed course can be repeated, but a course that has been completed with a passing grade may only be paid for with federal financial aid one additional time.

**Transfer Students:** Students must report to the Financial Aid Office and Admission's office, all colleges, universities, and other schools in which they have been previously enrolled. Transfer hours accepted toward completion of the student's degree program will count as hours attempted and completed. Transfer hours do not count toward a student's cumulative GPA.



## APPEAL PROCESS

Students whose aid is suspended may appeal this decision only if there are extenuating circumstances. Students need to complete the FAFSA for the academic year in which they are requesting the reinstatement of their aid and make certain that all prior college transcripts are submitted prior to the appeal. To appeal, the student must complete and return the appeal form to the UACCM Financial Aid Office. The appeal should include a statement explaining the request for financial aid reinstatement and an explanation of the reasons for the request. Additionally, the student must explain what circumstances have now changed that will assist the student in making satisfactory progress. Supporting documentation should be attached whenever possible. Once the appeal has been submitted, the committee will review the appeal to determine whether or not circumstances beyond the student's control prevented him/her from maintaining satisfactory progress. Appeals that are approved are not retroactive to previous semesters. The Financial Aid Appeal Committee is appointed by the Vice Chancellor for Student Services, and the committee will attempt to meet at least once per month if there are appeals to review. All decisions of the Appeal Committee are final; there is no further appeal.

If the student's appeal is approved, they will be placed on financial aid probation and be eligible for aid for one payment period. At the end of the payment period, the student must either be meeting the guidelines of the SAP policy or successfully following the Academic Plan established by the Appeal Committee. Students on an Academic Plan will have their progress monitored at the end of each payment period. If the student is meeting the requirements of the plan, the student is eligible to receive Title IV aid as long as they continue to meet the requirements or begin making satisfactory progress on their own. Students will be notified in writing of the appeal decision. A statement of understanding will be required of those who are granted their appeal.

## SCHOLARSHIPS, GRANTS, AND LOANS

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

UACCM offers a variety of aid for students. Students are encouraged to contact the Admissions Office or Financial Aid Office for details on the following types of scholarships.

## INSTITUTIONAL SCHOLARSHIPS

### ACADEMIC ADVANTAGE SCHOLARSHIP

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

### ACADEMIC ALL-STAR SCHOLARSHIP

The Academic All-Star Program is designed to recognize the scholarly and service achievements of Arkansas' community college students. UACCM students who have completed at least 24 college-level credit hours at the end of each spring semester with a cumulative GPA of 3.25 may apply for the Academic All-Star Scholarship. One student will be selected to represent UACCM on the Arkansas Community Colleges (ACC) Academic All-Star Team and awarded a \$500 tuition or fees waiver for the following fall semester. In addition, the All-Stars will be recognized at the ACC Fall Conference, where they will be offered full-tuition scholarships to most of the state's public four-year universities. Each spring, the Vice Chancellor for Student Services sends letters to eligible UACCM students regarding the application process.

### ACADEMIC INCENTIVE SCHOLARSHIP

The Academic Incentive Scholarship is a \$500 tuition waiver awarded to first-time entering students who have achieved a composite score of 21-23 on the ACT with no subtest score below a 19 or comparable ACCUPLACER or COMPASS scores. Students' test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or higher and successfully completes at least 12 credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship.

### ACADEMIC MERIT SCHOLARSHIP

The Academic Merit Scholarship is a tuition waiver for up to 15 credit hours awarded to first-time entering students who have achieved a composite score of 24-27 on the ACT or comparable ACCUPLACER or COMPASS scores. Students who graduated as Valedictorian or Salutatorian, as certified on their final transcript or by a letter from the high school principal or counselor, of their high school class are eligible for this scholarship. Students' test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.00 semester and cumulative grade point average or better and successfully completes at least 12 credit hours each semester, a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship.

### ACADEMIC DISTINGUISHED SCHOLARSHIP

The Academic Distinguished Scholarship is a tuition and required fee waiver for up to 15 credit hours awarded to first-time entering students who have achieved a composite score of 28+ on the ACT or comparable ACCUPLACER or COMPASS scores. Students' test scores used in determining eligibility may not be over five years old. The scholarship is renewable for up to three consecutive semesters if the student maintains a 3.25 semester and cumulative grade point average or higher and successfully completes at least 12 credit hours each semester,

a total of at least 27 credit hours after the first year, and 42 credit hours after the third semester. Students must enroll in at least 12 semester credit hours to be awarded this scholarship.

#### **ARKANSAS NATIONAL GUARD TUITION ASSISTANCE WAIVER**

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

#### **GED ACHIEVEMENT SCHOLARSHIP**

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

#### **GED OPPORTUNITY SCHOLARSHIP**

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

#### **MISS UACCM SCHOLARSHIP**

UACCM SkillsUSA students host a pageant each fall. Pageant details will be distributed via your UACCM email account. The student chosen as Miss UACCM will receive a \$1,000 tuition waiver, and first-runner up will receive a \$500 tuition waiver.

#### **NON-TRADITIONAL STUDENT SCHOLARSHIP**

The Non-Traditional Student Scholarship is available to first-time entering, transfer, or returning students. Students enrolled in 6 to 11 credit hours will be awarded \$250 per semester. Students enrolled in 12 or more credit hours will be awarded \$500 per semester. Students cannot have attempted more than 30 credit hours at a regionally accredited institution and must have been separated from all institutions for at least three years. The scholarship is renewable for up to three semesters if the student enrolls in at least six hours and maintains a 3.00 semester GPA. Students must apply for this scholarship, and the recipients will be selected by the UACCM Scholarship Committee.

#### **SCHOOL COUNTS! SCHOLARSHIP**

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

#### **SKILLS USA SCHOLARSHIP**

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

#### **TECHNOLOGY SCHOLARSHIP**

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

#### **STUDENT AMBASSADOR PROGRAM**

UACCM selects up to seven Student Ambassadors annually who are awarded a tuition waiver for up to 15 credit hours. Students selected to be an ambassador shall agree to perform 128 hours of service to the College per semester. This service may be in the form of conducting campus tours, representing the College at recruitment activities, or assisting staff with office-related duties.

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

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

## PRIVATE SCHOLARSHIPS

### A.M. "BUB" MCKENNON AND MARY DANA MCKENNON MEMORIAL SCHOLARSHIP

The A.M. "Bub" McKennon and Mary Dana McKennon Memorial Scholarship is a \$500 scholarship awarded to a graduate of a Conway County high school who is pursuing a degree at UACCM. The scholarship is non-renewable but students may reapply. Students must be enrolled in a minimum of 12 credit hours and have a minimum cumulative grade point average of 2.0. To be eligible, students must complete the UACCM Scholarship Application. Scott and Karen McKennon established this scholarship in 2017 in memory of Scott's parents and to aid students who are continuing their education at UACCM. Neither of Scott's parents went to college; however, they emphasized the importance of education to their children. Scott and his three sisters are college graduates.

### ARKANSAS SOCIETY OF PROFESSIONAL SURVEYORS JOHN SHIELDS SCHOLARSHIP

The John Shields Scholarship is awarded to one UACCM Surveying student annually. Current students may obtain an application by contacting the surveying instructor.

### BEVERLY PARKS MEMORIAL SCHOLARSHIP

The Beverly Parks Memorial Scholarship is a \$500 scholarship (subject to availability of funds) awarded to a full-time student each fall semester. Eligible students must have a declared major of Associate of Applied Science in Business, and have completed a minimum of 12 credit hours of classes with a BUS, FIN, or ACCT prefix. Students must have a 3.00 cumulative grade point average. Student must submit two letters of recommendation from Department of Business instructors who have taught the applicant in at least one class with a BUS, FIN, or ACCT prefix. Excess funds not needed to cover the cost of books, tuition, and fees will not be refunded to the student. Students must complete the UACCM Scholarship Application, and the UACCM Scholarship Committee selects award recipients. Recipients must maintain a 3.00 cumulative grade point average and complete at least 12 hours each semester in one of the A.A.S. Business plans of study and continue to be enrolled as a full-time student.

### CENTURY LEAGUE SCHOLARSHIP

The Century League Scholarship is a \$500 scholarship awarded annually in the fall semester to a full-time student who graduated from a Conway County high school. Applicants must complete the appropriate scholarship application, have a minimum grade point average of 3.00, and submit a 500-1000 word essay on the topic "Why is community service important?" to the UACCM Financial Aid Office to be eligible for this award. Scholarship may be applied to tuition, fees, books or supplies only and is non-refundable. Award recipients are selected by the UACCM Scholarship Committee. Number of awards is dependent on available funds.

The Century League is a nonprofit organization established in 1982 whose mission is to promote community development and improvement; to be ready to act upon matters concerning local, state, and national welfare; to help in assessing the needs of the community and gathering people and resources to meet these needs; and to aid in the fellowship among residents of Conway County.

### CHARLES STOVER MEMORIAL SCHOLARSHIP

The Charles Stover Memorial Scholarship is awarded in the fall semester and is renewable for the spring and summer semester for students studying Welding. The amount awarded varies. Students must be enrolled in at least 12 hours and have at least a 2.00 cumulative grade point average. Incoming freshman must submit a letter of recommendation from their high school teacher or counselor with their application. Currently enrolled students must submit a letter of recommendation from an instructor in their field of study. The scholarship is open to students residing in UACCM's six-county service area. Students must complete the UACCM Scholarship Application to be eligible. Recipients are chosen by the UACCM Scholarship Committee. The scholarship was established in 2015 by Danny and Delene Stover in memory of their son Charles. Charles attended Petit Jean Technical College (PJTC) in 1993 and studied collision repair and refinishing technology. He went on to work for Halter's Body Shop in Conway for over 20 years where he earned his Automotive Service Excellence (ASE) Certification.

### CHRISTIAN CLINIC NURSING SCHOLARSHIP

The Conway County Christian Clinic Nursing Scholarship is awarded in the spring and is renewable for the summer and fall semesters to a student who has been accepted into the Licensed Practical Nursing or Registered Nursing program at UACCM. Students must be enrolled in a minimum of 12 credit hours and have a minimum cumulative grade point average of 2.50. To be eligible students must complete the UACCM Scholarship Application, submit an essay (200 words or less) explaining why they chose to study nursing and what they expect to gain from their studies, and submit one letter of recommendation from a teacher, counselor or instructor. The Conway County Christian Clinic Board of Directors established this scholarship in 2015 to aid students who are actively pursuing, on a full-time basis, education and training in the nursing field.

### CLARENCE CECIL JANES SCHOLARSHIP

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

### CONWAY COUNTY SCHOOL COUNTS! BOOK SCHOLARSHIP

Students with 95% attendance level in grades 9 - 12: The School Counts! Scholarship is a \$250 book scholarship available for graduates of a Conway County high school who meet the School Counts! criteria to attend UACCM and are receiving over \$1,500 in other aid. Students not receiving over \$1,500 in other aid may receive up to a \$1,500 tuition/fee scholarship instead of the \$250 book scholarship.

Students with 90% attendance level in grades 9 - 12: The School Counts! Scholarship is a \$250 book scholarship available for graduates of a Conway County high school who meet the School Counts! criteria to attend UACCM and are receiving over \$1,000 in other aid. Students not receiving over \$1,000 in other aid may receive up to a \$1,000 tuition/fee scholarship instead of the \$250 book scholarship.

Renewal: The tuition/fee scholarship may be renewable for up to three consecutive semesters if the student maintains a 2.50 semester and cumulative grade point average or higher and successfully completes at least 12 hours each semester, a total of at least 27 hours after the first year, and 42 hours after the third semester. Students must enroll in at least 12 hours to be awarded this scholarship

Students must enroll full-time to receive the scholarship. (The tuition/fee scholarship and book scholarship cannot be combined.) The student's transcript must designate they are an official School Counts! completer. This scholarship may be expanded depending on the availability of funds. Contact the UACCM Financial Aid Office for details. No application necessary.

**DR. ERNEST P. GRIFFIN, JR. ENDOWMENT SCHOLARSHIP**

This scholarship is awarded to a full-time UACCM student who is working toward an Associate of Arts or Associate of Science degree with the intent of pursuing a four-year degree. Applicants must have a high school or UACCM cumulative grade point average of 2.50 or above and require no remedial courses based on placement test scores. UACCM grade point average supersedes the high school grade point average if the recipient has attended UACCM prior to the time the scholarship is awarded. The UACCM Scholarship Committee awards the scholarship. A letter of recommendation from a former instructor or counselor is required to be considered for this scholarship. The amount and number of the scholarships are contingent on the availability of funding. Students must complete the appropriate scholarship application to be eligible.

**EARLY CHILDHOOD DEVELOPMENT STUDENT ORGANIZATION SCHOLARSHIP**

An Early Childhood Development Scholarship of \$100 per semester is awarded to an Early Childhood Development major. Selection is made by the UACCM Scholarship Committee. Funds must be used to defray the cost of school expenses. Students must be enrolled full-time with a minimum 3.00 cumulative grade point average and have completed 12 hours of coursework with an ECD and/or EDUC prefix to be considered for the award and to maintain this scholarship for the following semester. Students must complete the appropriate scholarship application to be eligible and provide a one-page essay stating their educational goals and how the ECD scholarship will benefit them in completing their educational goals.

**FACULTY MERIT SCHOLARSHIP**

The Faculty Merit Scholarship is sponsored by the UACCM Faculty Senate. Eligibility requirements include completion of 24 credit hours at UACCM with a 3.25 or higher cumulative grade point average, three letters of reference from faculty members, and full-time enrollment during the semester the scholarship is awarded. A student can only be awarded this scholarship one time. The amount and number of scholarships are contingent on the availability of funding. Students must complete the appropriate scholarship application to be eligible.

**FARMERS AND MERCHANT'S BANK SCHOLARSHIP**

The Farmers and Merchants Bank Scholarship is a \$250 scholarship awarded to one Conway County resident and \$250 to one Perry County resident each fall semester. Student must be a Conway County or Perry County resident, enrolled full-time for the fall semester, and have a minimum 2.00 cumulative GPA. A student can only be awarded the scholarship one time. The scholarship covers tuition, fees, and books. Student must complete the UACCM Scholarship Application to be considered for the scholarship, and the UACCM Scholarship Committee selects award recipients.

**FAYETTEVILLE SHALE SCHOLARSHIP FUND, INC. SCHOLARSHIPS**

Established in 2006, the Fayetteville Shale Scholarship Fund is a 501(c)(3) organization with members representing companies working in the Fayetteville Shale. The mission of FSSF is to encourage and enable individuals to pursue educational opportunities that will prepare them for or advance them in jobs in technical career fields that play a vital part in the success of local businesses and economy. FSSF donates funds to UACCM for student scholarships which are awarded based on academic performance and financial need.

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

**The FSSF Merit-Based Educational Scholarship** is \$750 per semester. Eligible students must have a declared major of Industrial Mechanics and Maintenance Technology. Also, they must have a cumulative grade point average of 3.25 and must be enrolled in at least 12 credit hours in the Industrial Mechanics and Maintenance plan of study. In addition, students eligible for the merit-based scholarship who achieve a 4.00 cumulative grade point average and earn a Technical Certificate in Industrial Mechanics and Maintenance will receive an additional \$750 the following semester for a total award of \$1,500.

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

Scholarships awarded to first semester students are awarded based on high school grade point average of 2.75 or higher or ACT scores of 17 on math, 19 on reading, and 19 on English; or ACCUPLACER score of 48 on Elementary Algebra, 83 on Sentence Structure, and 78 on Reading; or COMPASS score of 27 on algebra, 83 on reading, and 80 on writing. Transfer students who have completed at least 12 hours (including remedial course work) at another college or university must have a 2.75 or higher grade point average from the previously attended institution to be eligible for the FSSF Scholarship. There is a possibility of scholarship renewal throughout the recipient's completion of the Industrial Mechanics and Maintenance Technology degree. Students must complete a new scholarship application each academic year (August-July). A student's eligibility for each subsequent semester will be based on the above eligibility criteria for each respective scholarship.

All scholarship recipients are required to volunteer in assisting the FSSF committee and/or program faculty with a minimum of one scholarship fundraising event each year. Those students who do not volunteer will lose scholarship eligibility.

**GREEN BAY PACKAGING TOAD SUCK DAZE SCHOLARSHIP**

The Green Bay Packaging Toad Suck Daze Scholarship is awarded to a resident of Conway, Faulkner or Perry County who is pursuing a technical degree or certificate at UACCM. Full-and part-time students may apply. The scholarship is awarded for the fall semester only, unless all funds are not dispersed. This scholarship was created in 2017 by the Toad Suck Daze Community Service Scholarship Program in conjunction with Green Bay Packaging. The goal of the scholarship is to recognize the many contributions of Green Bay Packaging to the local community and to aid students in funding a technical education.

**JAMES W. PETTRY MEMORIAL SCHOLARSHIP**

The James W. Pettry Memorial Scholarship is a one year scholarship up to \$500 each semester to a full-time student pursuing a two-year program in a technical area (preference given to an Air Conditioning, Heating, and Refrigeration Technology student). Applicants must be in their second year of their program of study. One letter of recommendation is required from a former instructor. Eligible applicants must have a minimum 2.00 cumulative grade point average. This scholarship is renewable for the following semester if the student maintains a minimum 2.00 cumulative grade point average. Funds must be applied towards tuition, fees, and books only. Students must complete the appropriate scholarship application to be eligible.



**PAULINE CATHCART MEMORIAL SCHOLARSHIP**

The Pauline Cathcart Endowed Scholarship was established in 2018 for a student studying a technical program. This is a \$500 scholarship awarded each semester\* with priority given to students from Pope County and members of Connect Church in Russellville, Arkansas. The award may be used for tuition, books and fees. Candidates must have a 2.0 GPA from high school or a previously attended college. Candidate must submit a letter of reference from a current/past employer, current/past teacher or school administrator, minister/youth minister/church leader or other person (non-relative) who can attest to the applicant's scholar or professional success or strength of character. The scholarship is non-renewable but students may reapply. Ms. Cathcart, an Arkansas native, joined the Women's Army Corps. in 1943. She served in the Philippines where she earned the Bronze Star Medal. After serving in WWII, she attended college and began her thirty-year teaching career. Ms. Cathcart understood the value of post-secondary education, and encouraged students to attend a four-year or a two-year college after high school.

Amount varies depending on endowment interest earned.

**PERRY AND ADDIE BROWN SCHOLARSHIP**

The Perry and Addie Brown Scholarship is a one-year scholarship in the amount of \$500 per semester and is awarded to a current year minority graduate of a Conway County high school who needs no remediation. The scholarship is awarded on a semester basis to a student enrolling full-time with a minimum high school grade point average of 2.50. This scholarship is renewable if the student maintains a 2.50 grade point average. Students must complete the appropriate scholarship application to be eligible.

**PHI THETA KAPPA SCHOLARSHIP**

The Phi Theta Kappa (ΦΘΚ) organization sponsors a minimum of one \$150 scholarship each semester. Depending on funds available and eligible applicants, multiple scholarships may be given. The scholarship will be offered in two forms the student may choose from: a UACCM Bookstore voucher that may be used for any items or a gas card. Applicants must be full-time students enrolled in at least 12 credit hours, an active member of ΦΘΚ, working toward an associate degree, and have a minimum 3.50 cumulative grade point average. Additionally, students must complete a ΦΘΚ scholarship application form, including two signatures from ΦΘΚ faculty advisors and must provide one letter of recommendation from an off-campus community leader.

**WADE WALTERS FOUNDATION SCHOLARSHIP**

The Wade Walters Foundation Scholarship was established in 2017 for a Welding Technology student at UACCM. This \$500 scholarship is awarded each semester with priority given to students from Pope County. The award may be used for tuition, books, and fees. Candidates must complete the UACCM Scholarship Application and the FAFSA to determine financial need. One letter of recommendation is also required from a teacher or former/current employer. Funds are not renewable, but awardee may reapply. Wade Walters, from Russellville, always enjoyed working with his hands, being outdoors and seeing the work he had completed at the end of the day. Being a proud welder and iron worker allowed him to accomplish all three. Walters passed away in 2013. His family established a foundation and a scholarship in his memory to provide assistance to local students who would like to pursue a career in welding.

**WANDA HENSLEY MEMORIAL SCHOLARSHIP**

The Wanda Hensley Memorial Scholarship is a \$150 scholarship awarded in the spring and fall semesters as funds are available. Students must be enrolled in a minimum of 6 credit hours and have a minimum cumulative GPA of 2.50. To be eligible, students must complete the UACCM Scholarship Application. The UACCM Staff Senate established this scholarship in 2015 to honor Ms. Wanda Hensley for her years of service to UACCM and her dedication to students.

**COMMUNITY-BASED SCHOLARSHIPS****CONWAY COUNTY FAIR PAGEANT SCHOLARSHIP**

The individual chosen as Conway County Fair Queen may receive a \$1,000 UACCM tuition waiver, and first runner-up may receive a \$500 UACCM tuition waiver.

**EMT TRAUMA SCHOLARSHIP**

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

**PERRY COUNTY FAIR PAGEANT SCHOLARSHIP**

The individual chosen as Perry County Fair Queen may receive a \$1,000 UACCM tuition waiver, and first runner-up may receive a \$500 UACCM tuition waiver.

**REES SCHOLARSHIP FOUNDATION (HVACR)**

The Clifford H. "Ted" Rees, Jr. Scholarship Foundation was established to assist with the recruitment and competency of future heating, ventilation, air conditioning, and refrigeration (HVACR) technicians by awarding scholarships to qualified students who are enrolled in an institutionally accredited school. Visit [reesscholarship.org/site/1/Home](http://reesscholarship.org/site/1/Home) for a complete list of requirements and award amounts.

**SINGLE PARENT SCHOLARSHIP FUND**

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

**TOAD SUCK DAZE COMMUNITY SERVICE SCHOLARSHIP**

The Toad Suck Daze Community Service Scholarship was established to foster an opportunity for civic responsibility, education, outreach, and community growth among Faulkner County youth. Visit [toadsuck.org/education/](http://toadsuck.org/education/) for a complete list of requirements and award amounts.

**WELSCO STEPHEN E. HARRISON SCHOLARSHIP**

Sponsored by WELSCO to honor Mr. Stephen E. Harrison, 3rd generation owner of WELSCO, this scholarship is for a full-time student pursuing a Welding degree. Visit [www.awssection.org/carkansas/scholarship](http://www.awssection.org/carkansas/scholarship) for a complete list of requirements and award amounts.

## GRANTS – STATE & FEDERAL

### AR FUTURE GRANT

A non-refundable tuition and fee grant for qualified Associate and Certificate programs. Students must have graduated from an Arkansas high school, home school, or GED program and have lived in AR for at least 3 years. Students can be traditional or non-traditional students, and scholarship will allow for part-time enrollment. Students must be enrolled in a High-Demand Credential Program as specified by ADHE and complete a FAFSA application. Student cannot already hold an associate degree. Students can find out more information and apply at [www.adhe.edu](http://www.adhe.edu) through the YOUNiversal application.

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

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

Eligible traditional students are required to have completed certain high school class, grade point, and ACT requirements. Eligible non-traditional students are required to meet various grade point and ACT requirements. Students must apply at [www.adhe.edu](http://www.adhe.edu). For additional information, students may contact the UACCM Financial Aid Office.

### FEDERAL PELL GRANT

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

### FEDERAL WORK STUDY PROGRAM

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

### HIGHER EDUCATION OPPORTUNITIES GRANT (GO!)

The GO! Opportunities Grant provides a \$1,000 award per year to full-time students (at least 12 credit hours in the first semester and 15 hours per semester thereafter) and \$500 award per year to part-time students who are Arkansas residents. Students can qualify for up to \$4,000 grand total. To be eligible, students must have a family income of not more than \$25,000 per year (\$5,000 extra for each additional person in the household). Students must maintain a 2.00 grade point average while in college. GO! students must be enrolled in at least six hours and be enrolled in an eligible program at UACCM.

## LOANS

### FEDERAL DIRECT LOAN

A Federal Direct Loan is a low-interest loan to help students with educational expenses. There are two types of Federal Direct Loans, subsidized and unsubsidized. The federal government pays the interest for subsidized loans until the student ceases to be enrolled at least half time, or the student loses subsidy eligibility. The student is responsible for paying the interest on an unsubsidized loan. All Federal Direct 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. All borrowers are expected to take part in loan counseling. All new students will be required to wait 30 days from their starting date before being eligible to receive any loan proceeds.

### FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS) LOAN

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

## VETERANS AFFAIRS (VA BENEFITS)

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

See tuition rate for Military Services on page 10.

## VOCATIONAL REHABILITATION SERVICES

In certain situations, students may be eligible to receive benefits from the Division of Vocational Rehabilitation Services. To qualify for this program, the applicant must have a physical or mental disability. Rehabilitation Services will make the determination of student eligibility. Contact the Financial Aid Office for more information about Vocational Rehabilitation Services.

# SECTION B

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## SECTION REFERENCE

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# ACADEMIC CALENDAR

## FALL 2018

### RETURNING-STUDENT REGISTRATION

All courses = April 10 - April 13

### ALL-STUDENT REGISTRATION

All courses = April 16 - August 11  
(tuition due by August 13)

All courses that have not met = August 13 - August 17 (tuition due same day you register)

8-week II courses = September 10 - October 3  
(tuition due same day you register)

### NEW STUDENT ORIENTATIONS

Online Orientation = July 2 - August 9

On-Campus Orientation = August 2 from 9:00 am to 3:00 pm

On-Campus Orientation = August 9 from 9:00 am to 3:00 pm

### COURSES BEGIN

Full-term courses = August 13  
5-week courses = August 13  
8-week I courses = August 13  
8-week II courses = October 4  
ARNEC courses = August 7  
PN courses = August 27

### \*LAST DAY TO DROP WITH 100% REFUND

Full-term courses = August 17  
5-week courses = August 15  
8-week I courses = August 15  
8-week II courses = October 8  
ARNEC courses = August 13  
PN courses = August 31

### LAST DAY TO DROP WITH 50% REFUND

Full-term courses = August 24  
5-week courses = August 17  
8-week I courses = August 17  
8-week II courses = October 10  
ARNEC courses = August 20  
PN courses = September 10

### LAST DAY TO WITHDRAW WITH A "W"

Full-term courses = November 12  
5-week courses = September 10  
8-week I courses = September 19  
8-week II courses = November 19  
ARNEC courses = November 8  
PN courses = November 15

### COURSES END

Full-term courses = December 3  
5-week courses = September 17  
8-week I courses = October 3  
8-week II courses = December 3  
ARNEC courses = November 27  
PN courses = December 6

### FINAL EXAMS

December 4 - December 7

### HOLIDAY CLOSURES

Labor Day = September 3

Thanksgiving = November 21 - November 23

### COMMENCEMENT CEREMONIES

Registered Nursing Pinning and Commencement = December 3 at 6:30 pm  
Practical Nursing Pinning and Commencement = December 6 at 6:30 pm  
Commencement = December 10 at 6:30 pm  
Commencement = December 11 at 6:30 pm  
Commencement = December 12 at 6:30 pm

### SPECIAL DATES

Deadline to submit application for Fall 2018 Graduation = September 6, 2018  
Fall Break = October 15 - October 16  
Day courses cancelled for advising = October 30 - 31

## SPRING 2019

### RETURNING-STUDENT REGISTRATION

All courses = October 30 - November 2

### ALL-STUDENT REGISTRATION

All courses = November 5 - January 12  
(tuition due by January 14)

All courses that have not met = January 14 - January 18  
(tuition due same day you register)

8-week II courses = March 11 - April 24  
(tuition due same day you register)

### NEW STUDENT ORIENTATIONS

On-Campus Orientation = January 10 from 9:00 am to 3:00 pm

### COURSES BEGIN

Full-term courses = January 14  
5-week I courses = January 14  
5-week II courses = February 21  
8-week I courses = January 14

8-week II courses = March 11  
ARNEC courses = January 4

### \*LAST DAY TO DROP WITH 100% REFUND

Full-term courses = January 18  
5-week I courses = January 16  
5-week II courses = February 25  
8-week I courses = January 16  
8-week II courses = March 13  
ARNEC courses = January 10

### LAST DAY TO DROP WITH 50% REFUND

Full-term courses = January 28  
5-week I courses = January 18  
5-week II courses = February 27  
8-week I courses = January 18  
8-week II courses = March 15  
ARNEC courses = January 17

### LAST DAY TO DROP WITHDRAW A "W"

Full-term courses = April 17  
5-week I courses = February 13  
5-week II courses = March 29  
8-week I courses = February 22  
8-week II courses = April 24  
ARNEC courses = April 4

### COURSES END

Full-term courses = May 8  
5-week I courses = February 20  
5-week II courses = April 5  
8-week I courses = March 9  
8-week II courses = May 8  
ARNEC courses = April 25

### FINAL EXAMS

May 9 - May 14

### HOLIDAY CLOSURES

Martin Luther King Jr. Day = January 21  
(Campus Closed)

### COMMENCEMENT CEREMONIES

Practical Nursing Pinning and Commencement = May 9 at 6:30 pm  
Commencement = May 13 at 6:30 pm  
Commencement = May 14 at 6:30 pm  
Commencement = May 15 at 6:30 pm  
Commencement = May 16 at 6:30 pm

### SPECIAL DATES

Deadline to submit application for Spring 2019 Graduation = February 7, 2019

Spring Break = March 18 - March 22 (campus closed)

Day courses cancelled for advising = April 9 - 10

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

# ACADEMIC INFORMATION

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## ACADEMIC ADVISORS

Upon acceptance to the University of Arkansas Community College at Morrilton, an academic advisor will be assigned based on the major area you have indicated on your application. Students who do not declare a major at the time of acceptance will be assigned an academic advisor and will be considered “undeclared” concerning a major. The assigned advisor will advise the student until the student notifies the Registrar’s Office concerning his/her selection of a major field of study. At that time, a new advisor will be assigned from the major field. A major should be selected by the middle of the freshman year.

## ACADEMIC APPEALS (CHANGING GRADES)

Students wishing to appeal a grade they have received must contact the Registrar within 30 days of the end of the term/semester in which the grade in question was recorded. The appeal must be submitted to the Registrar in writing stating the nature of the complaint.

When the Registrar has verified that the grade was correctly reported by the instructor, the appeal will be referred to the Vice Chancellor for Academic Services who will review the complaint with the instructor who reported the grade within 15 working days. The Vice Chancellor for Academic Services will report the findings to the Registrar in writing. The Registrar will notify the student of the decision regarding the grade in question.

## ACADEMIC CLEMENCY/FORGIVENESS

Academic clemency/forgiveness is a provision designed to help students who, because of personal crisis, immaturity, or other exceptional circumstances, have not demonstrated their true abilities in performing college work. Academic clemency allows the calculation of grade point average and credit hours to be based upon work completed after a prolonged separation from college. This provision is available to students who demonstrate acceptable academic performance following their return.

The following conditions must be met for a student to receive academic clemency/forgiveness:

- Separation from ALL academic institutions for a period of at least three years.
- Completion of a minimum of 12 hours of college level courses taken at UACCM after re-entry with a 2.00 or higher grade point average.
- Formal written request to be submitted to the Registrar which should include the semester(s) for which academic clemency/forgiveness is requested. (Selected courses in a given semester may not be excluded.)
- Academic clemency/forgiveness can only be requested one time for up to four semesters.

Upon approval by the Registrar, the student will be granted academic clemency on credit earned as a UACCM student.

The student’s permanent record will retain a record of all work; however, the student will forfeit the use for certificate or degree purposes at the University of Arkansas Community College at Morrilton of credit earned for the semester(s) for which clemency was granted.

The permanent record will note that academic clemency/forgiveness was granted, that the prior courses are not used for credit, and the quality points are not used in calculating grade point average after the date academic clemency/ forgiveness was granted.

Academic clemency/forgiveness may or may not affect a student’s financial aid eligibility.

## ACADEMIC GOOD STANDING, PROBATION, AND SUSPENSION

Each student is expected to make satisfactory progress in all courses taken.

### GOOD STANDING

A student will be in Academic Good Standing after the completion of any enrollment period (fall, spring, or summer) in which the student’s term and cumulative GPA is 2.00 or above. The notation ACADEMIC GOOD STANDING will appear on the student’s transcript.

### PROBATION

A student will be placed on Academic Probation at the close of any enrollment period (fall, spring, or summer) in which the student’s term and cumulative GPA falls below 2.00. The notation ACADEMIC PROBATION will appear on the student’s transcript.

### CONTINUED PROBATION

A student will remain on probation if the term GPA is 2.00 or above but the cumulative GPA is still below 2.00 at the end of any enrollment period (fall, spring, or summer). The notation ACADEMIC CONTINUED PROBATION will appear on the student’s transcript.

### SUSPENSION

Students currently on Academic Probation that have a term and cumulative GPA below 2.00 at the end of the following enrollment period (fall, spring, or summer) will be placed on Academic Suspension. The notation ACADEMIC SUSPENSION will appear on the student’s transcript. Students placed on Academic Suspension are not allowed to enroll the following semester (this includes summer and fall for students placed on suspension following the spring semester). If after the student returns from Academic Suspension, the term GPA is 2.00 or above but the cumulative GPA is still below 2.00, the student will be placed on ACADEMIC CONTINUED PROBATION.

Students who have been suspended two times will have to appeal for readmittance to UACCM.

### REMOVAL

The student will be removed from probation or suspension when both the term and cumulative GPA are 2.00 or above at the end of any enrollment period (fall, spring, or summer).

Students placed on Academic Suspension may appeal the Academic Standards Committee for an exception to this policy. Students on probation need to refer to the Financial Aid Satisfactory Academic Progress Policy concerning eligibility of financial aid.

## ACADEMIC HONORS

Students who meet the following requirements may be designated for Academic Honors at the end of the fall or spring semester.

### CHANCELLOR'S LIST

Full-time students who have completed at least 12 college-level credit hours and have earned a 4.00 semester grade point average at the end of the fall or spring semester will be designated for inclusion on the Chancellor's List. Students who complete at least 12 college-level hours in the summer and have earned a 4.00 semester grade point average at the end of each summer term will be designated for inclusion on the summer Chancellor's List.

### VICE CHANCELLOR'S LIST

Full-time students who have completed at least 12 college-level credit hours and have earned a 3.50 – 3.99 semester grade point average at the end of the fall or spring semester will be designated for inclusion on the Vice Chancellor's List. Students who complete at least 12 college-level hours in the summer and have earned a 3.50 – 3.99 semester grade point average at the end of each summer term will be designated for inclusion on the summer Vice Chancellor's List.

## ARKANSAS COURSE TRANSFER SYSTEM (ACTS)

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

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

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

## ATTENDANCE POLICY/ADMINISTRATIVE WITHDRAWAL POLICY

Class attendance is a critical element for student learning. Prompt and regular attendance is expected of all students enrolled at the University of Arkansas Community College at Morrilton and is necessary in maintaining acceptable grades. All instructors will explain the administrative withdrawal policy at the beginning of each semester. Instructors establish the makeup policy for coursework for individual classes. The administrative withdrawal policy and class makeup policy will be included in the course syllabus.

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

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

Any student who has not submitted an assignment in course work as described in the online course syllabus prior to the attendance certification date for any given term is considered as "never attended" and will be dropped from the class without record.

Attendance in an online class is determined by completion of coursework items. A student with a grade of "F" in a class will be withdrawn from the course when he/she fails to submit two weeks' worth of coursework items by the specified due date and time. The two weeks' worth of coursework items will vary from course to course.

The instructor will initiate the administrative withdrawal process for students with excessive absences by completing an Administrative Withdrawal Form and submitting the completed form to the Registrar's Office. Students who are withdrawn administratively will receive an "AW" on their transcript for that class. Administrative withdrawals will not be processed after the last day to withdraw as published by the Registrar's Office. An official withdrawal notice will be mailed to the student by the Registrar's Office.

Students may appeal the administrative drop withdrawal by submitting a written statement detailing the nature of the absences to the Vice Chancellor for Academic Services. Students must begin the appeal process within seven days from the date of the official drop withdrawal notice for a 16-week semester. The appeal process time limit will be adjusted according to length of course. The Vice Chancellor for Academic Services will consider the request, and after discussion with the instructor, may allow the student to reenter the class.

## CREDIT BY EXAMINATION

UACCM awards college credit through the Advanced Placement (AP) program, the College Level Examination Program (CLEP), and by departmental examinations.

### ADVANCED PLACEMENT (AP)

High school students who participated in The College Board's AP Program may receive college credit by attaining UACCM's AP qualifying score. Credit earned through AP may satisfy certificate and/or degree requirements. Check with the Registrar for a current list of accepted Advanced Placement scores.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The CLEP program allows students to earn credit towards completion of a certificate and/or degree at UACCM. Check with the Registrar for a current list of accepted College Level Examination Program scores.

### DEPARTMENTAL EXAMINATION

Students may receive credit for technical courses by successfully completing the departmental exam for a course. The exams are constructed and graded by the faculty of the respective department and are developed from the goals and objectives described in the course syllabus. The passing levels for the exams are established by the departmental faculty and division chair and approved by the Vice Chancellor for Academic Services.

Students are limited in the number of credit by examination hours that may be used for certificate and/or degree completion. No more than 30 hours may be used for degree completion and no more than one-half of the hours required for a certificate may be used for certificate completion.

## CREDIT COURSES

Credit courses are those courses for which, upon successful completion, students are given credit that can be applied to meet the requirements for a certificate or associate degree granted by UACCM. Additional courses that can be transferred to meet requirements for a degree or certificate at another Arkansas institution and remedial courses for which credit equivalency is granted are also considered credit courses. All credit courses are assigned a course number.

## FINAL EXAMS

Final exam schedules are posted at the beginning of each term. Students whose class schedule results in three or more final exams on the same day may petition the Vice Chancellor for Academic Services to have one of the examinations moved to a different day.

## FULL-TIME STUDENTS

Students enrolled for 12 or more credit hours during the fall or spring term or six or more credit hours during the summer I or summer II terms are considered full-time students.

## GRADING SYSTEM

The following grading system is utilized to evaluate students:

A	90%—100%.....	4 quality points	AW	Administrative Withdrawal .....	0 quality points
B	80%—89%.....	3 quality points	I	In Progress .....	0 quality points
C	70%—79%.....	2 quality points	CR	Credit .....	0 quality points
D	60%—69%.....	1 quality points	NC	No Credit .....	0 quality points
F	Below 60% .....	0 quality points	AU	Audit.....	0 quality points
W	Withdrawn.....	0 quality points	P	Pass .....	0 quality points

## GRADUATION REQUIREMENTS

Graduation requirements for students seeking a degree, technical certificate, or certificate of proficiency include the following:

- Successful completion of all academic coursework, including required developmental courses, with a minimum cumulative grade point average of 2.00.
- Successful completion of the required number of credits and specified courses.
- Completion of at least 24 credit hours as a student at UACCM required to earn an associate degree (AA, AS, AAT, AAS, AGS); completion of at least 50% of the required courses as a student at UACCM for a technical certificate or certificate of proficiency.
- Satisfaction of all financial obligations due to the College.

Students have five years to complete the degree or technical certificate program requirements in the catalog under which they initially enrolled at UACCM. Students may not graduate under a catalog dated before their initial enrollment at UACCM. Students who do not complete program requirements within five years of initial enrollment must complete requirements under the current catalog of their anticipated graduation date.

## HONORS GRADUATE REQUIREMENTS

Students who meet the following requirements may be designated as an Honors Graduate at the time of graduation from UACCM:

### **SUMMA CUM LAUDE**

Defined as with highest honor, students completing graduation requirements for a technical certificate or associate degree may be designated with Summa Cum Laude if they have earned 3.90 - 4.00 cumulative grade point average.

### **MAGNA CUM LAUDE**

Defined as with great honor, students completing graduation requirements for a technical certificate or associate degree may be designated with Magna Cum Laude if they have earned a 3.70- 3.89 cumulative grade point average.

### **CUM LAUDE**

Defined as with honor, students completing graduation requirements for a technical certificate or associate degree may be designated with Cum Laude if they have earned and requires a 3.50 - 3.69 cumulative grade point average.

Transfer students must have completed at least one-half of their technical certificate or associate degree requirements at UACCM with the required grade point average to be designated as an Honors Graduate.

## IN-PROGRESS GRADE (INCOMPLETE GRADE)

Students who receive a grade of "I" must contact the instructor immediately to make arrangements for completion of the course. The instructor sets a reasonable time limit in which the work must be completed, and a written agreement is signed by both the instructor and student. If, at the end of that time, the work has not been completed, the instructor changes the "I" to an "F." Completed work receives the appropriate letter grade. In-progress grades not completed within one semester automatically become an "F."

## NEW STUDENT ORIENTATION

All first-time entering freshman, transfer students, concurrent students, and re-admitted students, having not attended for five years or more or having left UACCM on academic suspension or academic probation are required to complete a college orientation prior to the beginning of the semester. There is no cost associated with the orientation for new students; however, failure to complete orientation will result in the student being automatically enrolled in ACAD 0001 College Orientation (if offered) or being dropped from their courses.

ACAD 0001 College Orientation is a pass/fail course offered during the fall and spring semesters. Students enrolled in ACAD 0001 College Orientation will be required to pay one credit hour tuition and fees. Students are not allowed to withdraw from this course unless completely withdrawing from the semester.

## NON-CREDIT COURSES

Non-credit courses are courses, seminars, workshops, and other institutional activities or experiences offered which will not be applied to meet requirements of the College's formal certificate or associate degree programs.

## PRIOR LEARNING CREDIT

The College recognizes that not all learning takes place in a traditional classroom; therefore students are given an opportunity to receive academic credit from seminars completed or completion of specialized training, including military training. Credit will be evaluated upon the student's request and only if the student is degree or certificate seeking. Credit will only be awarded if applicable to the student's declared major. Students are eligible for a maximum of 30 prior learning credit hours. Requests for prior learning credit can be made in the Registrar's Office by providing a written statement for which credit is being requested. If planning to transfer after attending UACCM, prior learning credits may not be accepted by the transfer institution.

Documentation provided to the College upon request for prior learning credit will be reviewed by a committee, and an objective determination will be made as to which, if any, courses the applicant may have obtained sufficient knowledge and skills that would be equivalent to course objectives. If the student has successfully documented equivalent learning to meet course objectives, credit will be awarded. Final authority for the awarding of prior learning credit rests with the Vice Chancellor for Academic Services.

## SELECTING A MAJOR

The University of Arkansas Community College at Morrilton encourages each student to give serious thought to the selection of a major. Each student should determine the academic and technical pursuits that lead to the careers most attractive not only in financial gain, but in personal interest as well. Students are encouraged to visit UACCM's Office of Academic Advising and Career Services to explore and plan their future.

## UNDECLARED STUDY

An individual who is experiencing difficulty in selecting a major field may enroll in general education courses which are required of all candidates seeking a degree or certificate. Students seeking a degree or certificate from UACCM should select a major no later than the beginning of the second semester of their freshman year or after completing 12 credit hours.

# COURSE PLACEMENT SCORES

Placement in college courses at UACCM is contingent upon ACT, COMPASS, or Classic ACCUPLACER test scores, which are designed to gauge student skill levels in the areas of English, reading, and math. The score ranges listed below will determine student placement in the following courses. All courses require a grade "C" or higher to move to the next level.

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

## MINIMUM ADMISSION REQUIREMENTS

### HIGH SCHOOL OR GED GRADUATES MUST HAVE AT LEAST:

15 ACT Composite Score OR  
 55 Classic ACCUPLACER Reading Comprehension OR  
 63 COMPASS Reading Skills OR  
 691 SAT Critical Reading and Math combined OR  
 26 Redesigned SAR Reading OR  
 36 ASSET Reading

## ENGLISH COMPOSITION

### ACAD 0303 BASIC COMPOSITION

0-18 ACT English OR  
 0-79 COMPASS Writing Skills OR  
 0-82 Classic ACCUPLACER Sentence Skills

### ENG 1013\* COMPOSITION I

19 ACT English OR  
 80 COMPASS Writing Skills OR  
 83 Classic ACCUPLACER Sentence Skills  
 AND  
 19 ACT Reading OR  
 83 COMPASS Reading Skills OR  
 78 Classic ACCUPLACER Reading

## READING

### ACAD 0213 READING

0-18 ACT Reading OR  
 0-82 COMPASS Reading Skills OR  
 0-77 Classic ACCUPLACER Reading

## COLLEGE SUCCESS

### ACAD 0421L COLLEGE SUCCESS

Required if scores indicate placement in two discipline areas of remediation.

## MATHEMATICS (A.A. & A.S.)

### MATH 1215\* PRE CALCULUS

20 ACT Math Section OR  
 41 COMPASS Algebra OR  
 81 Classic ACCUPLACER Elementary Algebra

### MATH 1203\* COLLEGE ALGEBRA

20 ACT Math Section OR  
 41 COMPASS Algebra OR  
 81 Classic ACCUPLACER Elementary Algebra

### MATH 1113\* QUANTITATIVE LITERACY

19 ACT Math Section OR  
 36 COMPASS Algebra OR  
 77 Classic ACCUPLACER Elementary Algebra

### MATH 0903 INTERMEDIATE ALGEBRA

17-19 ACT Math Section OR  
 27-40 COMPASS Algebra OR  
 48-80 Classic ACCUPLACER Elementary Algebra

### MATH 0803 BASIC ALGEBRA

0-16 ACT Math Section OR  
 0-26 COMPASS Algebra OR  
 0-99 COMPASS Pre-Algebra OR  
 0-47 Classic ACCUPLACER Elementary Algebra

## MATHEMATICS (TECHNICAL)

### MATH 1253 APPLIED TECHNICAL MATH

0-16 ACT Math Section OR  
 0-99 COMPASS Algebra OR  
 0-99 COMPASS Pre-Algebra OR  
 0-120 Classic ACCUPLACER Elementary Algebra

### MATH 1333 APPLIED BUSINESS MATH

0-16 ACT Math Section OR  
 0-99 COMPASS Algebra OR  
 0-99 COMPASS Pre-Algebra OR  
 0-120 Classic ACCUPLACER Elementary Algebra

### NSG 1213 MATH FOR NURSES

17 ACT Math Section OR  
 27-99 COMPASS Algebra OR  
 48-120 Classic ACCUPLACER Elementary Algebra

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



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

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

## DEGREE OPTIONS

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

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

**The Certificate of General Studies (C.G.S.)** consists of 30 credit hours approval and contains general education core courses. The Certificate of General Studies is designed for those students who are taking general education courses at UACCM but plan to transfer to another college before completing an associate degree at UACCM.

**The Associate of Applied Science (A.A.S.) degree** combines classroom instruction with hands-on training in a variety of technical, business, health, and service-related career fields. These programs are designed to prepare individuals to enter the job market. The Associate of Applied Science degree is designed for employment purposes, and it should not be assumed that the degree or the courses in the degree can be transferred to another institution. While a few institutions have begun transferring the A.A.S. degree into Bachelor of Applied Science degree, the general rule is that courses in A.A.S. degrees are not accepted for transfer toward bachelor's degrees. Students to whom transfer is important should get assurances in writing in advance from the institution to which they wish to transfer.

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

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

**Certificates of Proficiency** are typically one to two semesters in length. The Certificate of Proficiency in Early Childhood Development provides coursework for students desiring to pursue the CDA-credential. The Certificate of Proficiency in Emergency Medical Technician prepares students to take the National Registry Emergency Medical Technician Examination. Certificates of Proficiency in Computer Information Systems Technology are offered in the areas of computer maintenance and networking technology. Certificates of Proficiency are also offered in Welding Technology and Industrial Mechanics and Maintenance Technology.

## ELECTIVES

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

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

### SOCIAL SCIENCE ELECTIVES

___	ANTH	2333*	Introduction to Anthropology.....	3 credit hours
___	CRIM	2003*	Introduction to Criminal Justice.....	3 credit hours
___	ECON	2453*	Macroeconomics.....	3 credit hours
___	ECON	2463*	Microeconomics.....	3 credit hours
___	GEOG	2013*	Regional Geography of the World.....	3 credit hours
___	HIST	1003*	Western Civilization I.....	3 credit hours
___	HIST	1013*	Western Civilization II.....	3 credit hours
___	HIST	2003*	United States History I.....	3 credit hours
___	HIST	2013*	United States History II.....	3 credit hours
___	HIST	2133	American South Since 1865.....	3 credit hours
___	HIST	2203	Arkansas History.....	3 credit hours
___	PSCI	2003*	American Government.....	3 credit hours



___	PSY	2003*	General Psychology . . . . .	3 credit hours
___	PSY	2013	Abnormal Psychology . . . . .	3 credit hours
___	PSY	2023*	Psychology of Human Development . . . . .	3 credit hours
___	PSY	2113	Sensation and Perception . . . . .	3 credit hours
___	SOC	2013*	Introduction to Sociology . . . . .	3 credit hours
___	SOC	2023*	Social Problems . . . . .	3 credit hours
___	SOC	2043	Marriage and the Family . . . . .	3 credit hours

## SOCIAL SCIENCE ELECTIVES FOR TECHNICAL PROGRAMS

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

† This course may not be used for the Air Conditioning, Heating and Refrigeration Technology or Industrial Mechanics and Maintenance Technology degree programs.

## FINE ARTS AND HUMANITIES ELECTIVES

___	ART	2003*	Art Appreciation . . . . .	3 credit hours
___	ART	2103*	Art History I . . . . .	3 credit hours
___	ART	2113*	Art History II . . . . .	3 credit hours
___	ENG	2003*	Creative Writing . . . . .	3 credit hours
___	ENG	2113*	American Literature I . . . . .	3 credit hours
___	ENG	2123*	American Literature II . . . . .	3 credit hours
___	ENG	2213*	World Literature I . . . . .	3 credit hours
___	ENG	2223*	World Literature II . . . . .	3 credit hours
___	ENG	2313*	British Literature I . . . . .	3 credit hours
___	ENG	2323*	British Literature II . . . . .	3 credit hours
___	MUS	2003*	Music Appreciation . . . . .	3 credit hours
___	PHIL	2103*	Introduction to Philosophy . . . . .	3 credit hours
___	PHIL	2113*	Introduction to Critical Thinking . . . . .	3 credit hours
___	PHIL	2123	Survey of World Religions . . . . .	3 credit hours
___	SPAN	1013*	Elementary Spanish I . . . . .	3 credit hours
___	SPAN	1023*	Elementary Spanish II . . . . .	3 credit hours
___	SPAN	2013*	Intermediate Spanish I . . . . .	3 credit hours
___	THEA	2003*	Theatre Appreciation . . . . .	3 credit hours

## DIRECTED GENERAL EDUCATION ELECTIVES

___	ANTH	2333*	Introduction to Anthropology . . . . .	3 credit hours
___	ART	1103	Drawing I Studio † . . . . .	3 credit hours
___	ART	1203	2-D Design Studio † . . . . .	3 credit hours
___	ART	2003*	Art Appreciation . . . . .	3 credit hours
___	ART	2103*	Art History I . . . . .	3 credit hours
___	ART	2113*	Art History II . . . . .	3 credit hours
___	BIOL	1004*	Fundamentals of Biology . . . . .	4 credit hours
___	BIOL	2004*	Human Anatomy & Physiology I . . . . .	4 credit hours
___	BIOL	2014*	Human Anatomy & Physiology II . . . . .	4 credit hours
___	BIOL	2044*	General Botany . . . . .	4 credit hours
___	BIOL	2034*	Principles of Zoology . . . . .	4 credit hours
___	BIOL	2104*	Microbiology . . . . .	4 credit hours
___	CHEM	1004*	Fundamentals of Chemistry . . . . .	4 credit hours
___	CHEM	2004*	Introductory Chemistry for Health-Related Professions . . . . .	4 credit hours
___	CHEM	2121L*	General College Chemistry I Lab . . . . .	1 credit hour
___	CHEM	2123*	General College Chemistry I . . . . .	3 credit hours
___	CHEM	2131L*	General College Chemistry II Lab . . . . .	1 credit hour
___	CHEM	2133*	General College Chemistry II . . . . .	3 credit hours
___	CHEM	2201L	Organic Chemistry Lab † . . . . .	1 credit hour
___	CHEM	2203	Organic Chemistry † . . . . .	3 credit hours
___	CHEM	2204*	Introduction to Organic and Biochemistry . . . . .	4 credit hours

CRIM	2003*	Introduction to Criminal Justice	3 credit hours
ECON	2453*	Macroeconomics	3 credit hours
ECON	2463*	Microeconomics	3 credit hours
ENG	1013*	Composition I †	3 credit hours
ENG	1023*	Composition II †	3 credit hours
ENG	2003*	Creative Writing	3 credit hours
ENG	2023*	Technical Communications	3 credit hours
ENG	2113*	American Literature I	3 credit hours
ENG	2123*	American Literature II	3 credit hours
ENG	2213*	World Literature I	3 credit hours
ENG	2223*	World Literature II	3 credit hours
ENG	2313*	British Literature I	3 credit hours
ENG	2323*	British Literature II	3 credit hours
GEOG	2013*	Regional Geography of the World	3 credit hours
GEOL	1104*	General Physical Geology	4 credit hours
HIST	1003*	Western Civilization I	3 credit hours
HIST	1013*	Western Civilization II	3 credit hours
HIST	2003*	United States History I	3 credit hours
HIST	2013*	United States History II	3 credit hours
HIST	2133	American South Since 1865 †	3 credit hours
HIST	2203	Arkansas History †	3 credit hours
MATH	1113*	Quantitative Literacy	3 credit hours
MATH	1203*	College Algebra	3 credit hours
MATH	1204*	College Algebra (Extended Format)	4 credit hours
MATH	1213*	Plane Trigonometry	3 credit hours
MATH	1215*	Precalculus	5 credit hours
MATH	2003*	Introduction to Statistics	3 credit hours
MATH	2015*	Calculus I	5 credit hours
MATH	2023*	Calculus for Business	3 credit hours
MUS	2003*	Music Appreciation	3 credit hours
PHIL	2103*	Introduction to Philosophy	3 credit hours
PHIL	2113*	Introduction to Critical Thinking	3 credit hours
PHIL	2123	Survey of World Religions †	3 credit hours
PHY	2004*	Physical Science	4 credit hours
PSCI	2003*	American Government	3 credit hours
PSY	2003*	General Psychology	3 credit hours
PSY	2013	Abnormal Psychology †	3 credit hours
PSY	2023*	Psychology of Human Development	3 credit hours
PSY	2113	Sensation and Perception †	3 credit hours
SCI	2014*	Earth Science	4 credit hours
SOC	2013*	Introduction to Sociology	3 credit hours
SOC	2023*	Social Problems	3 credit hours
SOC	2043	Marriage and the Family †	3 credit hours
SPAN	1013*	Elementary Spanish I	3 credit hours
SPAN	1023*	Elementary Spanish II	3 credit hours
SPAN	2013*	Intermediate Spanish I	3 credit hours
SPH	2303*	Introduction to Oral Communications	3 credit hours
SPH	2313	Interpersonal Communications †	3 credit hours
THEA	2003*	Theatre Appreciation	3 credit hours
THEA	2023	Film Appreciation †	3 credit hours

† This course may not be used for the Certificate of General Studies.

## INSTITUTIONAL REQUIREMENTS/APPROVED ELECTIVES

These electives must be approved by your advisor.

ACCT	2003*	Principles of Accounting I	3 credit hours
ACCT	2013*	Principles of Accounting II	3 credit hours
BUS	1403*	Introduction to Business	3 credit hours
BUS	2013*	Business Communications I	3 credit hours
BUS	2373	Supervisory Management	3 credit hours
BUS	2393*	Business Law	3 credit hours
CIS	1013*	Introduction to Computers	3 credit hours
CIS	1103	Computer Hardware/Software I	3 credit hours
CIS	1133	Introduction to Computer Programming Logic and Language	3 credit hours
CIS	2023	Internet Technologies	3 credit hours
CIS	2103	Computer Hardware/Software II	3 credit hours
EDUC	1203	Introduction to Education	3 credit hours
EDUC	1303	Educational Technology	3 credit hours
EDUC	2113	Development and Learning Theories	3 credit hours
EDUC	2203	Teaching Exceptional Learners	3 credit hours

___	FIN	2013	Personal Finance . . . . .	.3 credit hours
___	GLOB	2003L	Global Studies . . . . .	.3 credit hours
___	HLSC	1003	Medical Terminology . . . . .	.3 credit hours
___	MATH	2103	Math for Teachers I . . . . .	.3 credit hours
___	MATH	2113	Math for Teachers II . . . . .	.3 credit hours
___	NUTR	1503	Nutrition . . . . .	.3 credit hours
___	PED	1003*	Personal Health . . . . .	.3 credit hours
___	PED	1011L	Volleyball . . . . .	.1 credit hour
___	PED	1081L	Fitness Walking/Running . . . . .	.1 credit hour
___	PED	1031L	Recreational Activities . . . . .	.1 credit hour
___	PED	1051L	Principles of Lifetime Fitness . . . . .	.1 credit hour
___	PED	1061L	Aerobics . . . . .	.1 credit hour
___	PED	1091L	Pilates/Yoga . . . . .	.1 credit hour

## INSTITUTIONAL LEARNING OUTCOMES

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Institutional learning outcomes describe the knowledge, skills, and aptitudes UACCM graduates should possess. The institutional learning outcomes are acquired through learning opportunities in and out of the classroom during a student's academic experience at UACCM. The institutional learning outcomes are divided into four major areas:

### EFFECTIVE COMMUNICATION

Students will be able to:

- Analyze/evaluate information.
- Communicate ideas clearly and effectively in written format.
- Communicate ideas clearly and effectively in verbal format.

### INFORMATION LITERACY

Students will be able to:

- Retrieve information through printed or electronic sources.
- Analyze information through the use of appropriate technologies.

### ETHICS AND VALUES

Students will be able to:

- Demonstrate characteristics of a strong work ethic/accountability (soft skills/plagiarism issues).
- Evaluate ethical dilemmas.

### CRITICAL THINKING/PROBLEM SOLVING

Students will be able to:

- Apply mathematical reasoning to quantitative information.
- Solve problems verbally, graphically, symbolically, or numerically.
- Distinguish between cause and effect.

# SECTION C

## TRANSFER PROGRAMS

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

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

## SECTION REFERENCE

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### **Business**

Associate of Science in Business ..... page 34

### **Education**

Associate of Science in Education ..... page 36

### **General Education**

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

### **General Studies**

Certificate of General Studies ..... page 40

Associate of General Studies ..... page 41

### **Liberal Arts**

Associate of Science in Liberal Arts ..... page 42

No course substitutions will be allowed. The Arkansas Department of Higher Education has approved this degree plan as listed.

### Hint

- Students should plan to study two hours per week for every one hour in class.
- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.

### Note

Specific business courses are often required as pre-requisites for upper-division business courses at four-year institutions. These courses vary by institution. To ensure that the business electives selected will meet the requirements at a specific four-year institution, the student should contact the transfer institution.

### After UACCM

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

## ASSOCIATE OF SCIENCE IN BUSINESS

62 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

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

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

### MATHEMATICS: .....6 credit hours

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

### SOCIAL SCIENCES: .....15 credit hours

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

### BIOLOGICAL SCIENCES: .....4 credit hours

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

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

### PHYSICAL SCIENCES: .....4 credit hours

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

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

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

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

### ACCOUNTING AND BUSINESS REQUIREMENTS: .....15 credit hours

___	ACCT	2003*	Principles of Accounting I .....	3 credit hours
___	ACCT	2013*	Principles of Accounting II .....	3 credit hours
___	BUS	2393*	Business Law .....	3 credit hours
___	CIS	1013*	Introduction to Computers .....	3 credit hours
___	MATH	2003*	Introduction to Statistics .....	3 credit hours

### BUSINESS ELECTIVE: .....3 credit hours

Three hours of business electives based on 4-year transfer institution. (Check with your advisor before enrolling.)

___	BUS	1403*	Introduction to Business .....	3 credit hours
___	BUS	2013*	Business Communications I .....	3 credit hours

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Science in Business degree will be able to:

### **TEAM WORK - COLLABORATION**

- Demonstrate teamwork fundamentals through participation and mutual accountability.
- Demonstrate the ability to lead and productively participate in group situations.

### **ACCOUNTING KNOWLEDGE AND SKILLS**

- Apply generally accepted accounting principles in preparing financial records and statements.
- Perform various steps in the accounting cycle.
- Apply steps taken in preparing financial statements for sole proprietorship, partnership, and corporate business entities.
- Describe the importance and limitations of internal controls and management's responsibility in establishing adequate controls.

### **BUSINESS KNOWLEDGE**

- Demonstrate an understanding of the business environment.
- Demonstrate the ability to define, describe, and explain basic economics principles that may affect business.
- Demonstrate the ability to apply and synthesize the functional areas of business to make sound decisions.

Institutional Learning Outcomes may be found on page 32.

This degree is designed for students who plan to transfer to a four-year institution to complete a Kindergarten through Sixth Grade or a Middle-Level Education degree. This plan is not a guarantee the student will be admitted into a teacher education program at a four-year institution.

### Note

See your Academic Advisor for the specific 2+2 plan of study based on the Memorandum of Understanding with the four-year institution to which you will be transferring.

### Hint

In addition to Associate of Science in Education completion, student must meet minimum requirements of transfer institution's College of Education to be admitted with junior status.

### After UACCM

Begin working on your transfer to a four-year institution at the start of your third semester. It is important that you make contact with the College of Education as well as the Admissions Office at the four-year institution to which you will be transferring.

## ASSOCIATE OF SCIENCE IN EDUCATION

**60-61 Semester Hours**

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

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

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

### MATHEMATICS: ..... 3-7 credit hours

___	MATH	1113*	Quantitative Literacy .....	3 credit hours
___	MATH	1203*	College Algebra .....	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format) .....	4 credit hours

### US HISTORY/GOVERNMENT: ..... 3-9 credit hours

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

___	HIST	2003*	United States History I .....	3 credit hours
___	HIST	2013*	United States History II .....	3 credit hours
___	PSCI	2003*	American Government .....	3 credit hours

### SOCIAL SCIENCES: ..... 3-6 credit hours

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

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

### BIOLOGICAL SCIENCES:.....4 credit hours

___	BIOL	1004*	Fundamentals of Biology .....	4 credit hours
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### PHYSICAL SCIENCES: .....4 credit hours

___	PHY	2004*	Physical Science .....	4 credit hours
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### FINE ARTS/HUMANITIES: ..... 6-9 credit hours

Six to nine hours of fine arts/humanities must be selected from the following list:

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

### ELECTIVES: ..... 25-26 credit hours

Twenty-five to twenty-six hours of electives must be selected from the following list:

___	ART	2003*	Art Appreciation .....	3 credit hours
___	CHEM	2123*	General College Chemistry I .....	3 credit hours
AND	CHEM	2104*	General College Chemistry Lab .....	1 credit hour
___	ECON	2453*	Macroeconomics .....	3 credit hours
___	ECON	2463	Microeconomics .....	3 credit hours
___	EDUC	1203	Introduction to Education .....	3 credit hours
___	EDUC	1303	Educational Technology .....	3 credit hours
___	EDUC	2113	Development and Learning Theories .....	3 credit hours
___	EDUC	2203	Teaching Exceptional Learners .....	3 credit hours
___	ENG	2003*	Creative Writing .....	3 credit hours
___	ENG	2113*	American Literature I .....	3 credit hours
___	ENG	2123*	American Literature II .....	3 credit hours
___	ENG	2213*	World Literature I .....	3 credit hours
OR	ENG	2223*	World Literature II .....	3 credit hours
___	GEOG	2013*	Regional Geography of the World .....	3 credit hours
___	GEOL	1004	General Physical Geology .....	4 credit hours
___	HIST	1003*	Western Civilization I .....	3 credit hours
___	HIST	1013*	Western Civilization II .....	3 credit hours
___	HIST	2003*	United States History I .....	3 credit hours
___	HIST	2013*	United States History II .....	3 credit hours
___	HIST	2203	Arkansas History .....	3 credit hours
___	MATH	1113*	Quantitative Literacy .....	3 credit hours
___	MATH	1213*	Plane Trigonometry .....	3 credit hours
___	MATH	2003*	Introduction to Statistics .....	3 credit hours
___	MATH	2015	Calculus I .....	5 credit hours
___	MATH	2023	Calculus for Business .....	3 credit hours
___	MATH	2103	Math for Teachers I .....	3 credit hours



—	MATH	2113	Math for Teachers II . . . . .	3 credit hours
—	MUS	2003*	Music Appreciation. . . . .	3 credit hours
—	PED	1031L	Recreational Activities . . . . .	1 credit hour
—	PED	1051L	Principles of Lifetime Fitness . . . . .	1 credit hour
—	PED	1081L	Fitness Walking/Running . . . . .	1 credit hour
—	PED	1091L	Pilates/Yoga . . . . .	1 credit hour
—	PSCI*	2003*	American Government. . . . .	3 credit hours
—	PSY	2003	General Psychology . . . . .	3 credit hours
—	SCI	2014	Earth Science . . . . .	4 credit hours
—	SPAN	1013	Elementary Spanish I . . . . .	3 credit hours
—	SPAN	1023	Elementary Spanish II. . . . .	3 credit hours
—	THEA	2003	Theatre Appreciation . . . . .	3 credit hours

## PROGRAM LEARNING OUTCOMES:

Students who successfully complete the Associate of Science in Education degree will be able to:

### STUDENT DEVELOPMENT AND LEARNING

- Recognize indicators of development in all domains.
- Identify factors that affect development.
- Create environments to promote positive student development.

### DIVERSE LEARNERS

- Define laws that protect all learners.
- Rectify ethical dilemmas.

### PROFESSIONALISM

- Define the role of professional organizations in the field of education.
- Demonstrate respectful collaboration.

Institutional Learning Outcomes may be found on page 32.

# GENERAL EDUCATION

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

## Note

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

## Hint

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

## After UACCM

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

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

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

## ASSOCIATE OF ARTS IN GENERAL EDUCATION

60 Semester Hours

Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

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

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

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

___	MATH	1113*	Quantitative Literacy	3 credit hours
___	MATH	1203*	College Algebra	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format)	4 credit hours
___	MATH		(Any Higher-Level Math)	3 credit hours

### US HISTORY/GOVERNMENT: .....3 credit hours

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

___	HIST	2003*	United States History I	3 credit hours
___	HIST	2013*	United States History II	3 credit hours
___	PSCI	2003*	American Government	3 credit hours

### SOCIAL SCIENCES: .....6 credit hours

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

An additional three hours of social science electives must be selected from the list on page 29.

___	ELECTIVE		Social Science Elective	3 credit hours
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### SCIENCES: .....8 credit hours

Eight hours of sciences must be selected from the following list:

___	BIOL	1004*	Fundamentals of Biology	4 credit hours
___	BIOL	2004*	Human Anatomy and Physiology I	4 credit hours
___	BIOL	2014*	Human Anatomy and Physiology II	4 credit hours
___	BIOL	2044*	General Botany	4 credit hours
___	BIOL	2034*	Principles of Zoology	4 credit hours
___	BIOL	2104*	Microbiology	4 credit hours
___	CHEM	1004*	Fundamentals of Chemistry	4 credit hours
___	CHEM	2004*	Introductory Chemistry for Health-Related Professions	4 credit hours
___	CHEM	2204*	Introduction to Organic and Biochemistry	4 credit hours
___	CHEM	2121L*	General College Chemistry I Lab	1 credit hour
AND	CHEM	2123*	General College Chemistry I	3 credit hours
___	CHEM	2131L*	General College Chemistry II Lab	1 credit hour
AND	CHEM	2133*	General College Chemistry II	3 credit hours
___	CHEM	2201L	Organic Chemistry Lab	1 credit hour
AND	CHEM	2203	Organic Chemistry	3 credit hours
___	GEOL	1104*	General Physical Geology	4 credit hours
___	PHY	2004*	Physical Science	4 credit hours
___	SCI	2014*	Earth Science	4 credit hours

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

___	ENG	2213*	World Literature I	
OR	ENG	2223*	World Literature II	3 credit hours
___	ART	2003*	Art Appreciation	
OR	MUS	2003*	Music Appreciation	
OR	THEA	2003*	Theatre Appreciation	
OR	THEA	2023	Film Appreciation	3 credit hours

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

Fifteen hours of directed general education must be selected from the list beginning on page 30.

___	ELECTIVE		Directed General Education Elective	15 credit hours
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### INSTITUTIONAL REQUIREMENTS/APPROVED ELECTIVES: .....10 credit hours

Ten hours of institutional requirements/approved electives must be selected from the list on page 31 and approved by your advisor

___	ELECTIVE		Approved Electives	10 credit hours
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## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Arts in General Education degree will be able to:

### EFFECTIVE COMMUNICATION

- Analyze/evaluate information.
- Communicate ideas clearly and effectively in written format.
- Communicate ideas clearly and effectively in verbal format.

### INFORMATION LITERACY

- Retrieve information through printed or electronic sources.
- Analyze information through the use of appropriate technologies.

### ETHICS AND VALUES

- Demonstrate characteristics of a strong work ethic/accountability (soft skills/plagiarism issues).
- Evaluate ethical dilemmas.

### CRITICAL THINKING/PROBLEM SOLVING

- Apply mathematical reasoning to quantitative information.
- Solve problems verbally, graphically, symbolically, or numerically.
- Distinguish between cause and effect.

### NATURAL SCIENCES/INTELLECTUAL INQUIRY

- Design an experiment to test a scientific hypothesis and interpret the results.
- Identify the unifying principles of science.
- Apply scientific concepts in real-world decision-making.

### HUMAN CULTURES

- Identify and describe past and current forms of inquiry into changing human cultures across time and place.
- Evaluate current cultural and societal activities in light of their historical roots.
- Discuss the origins and processes of political, social, and/or economic institutions in the context of the global community.

### HUMAN SOCIETY

- Explain how social, cultural, and political institutions influence individuals or groups.
- Articulate attitudes, beliefs, and values from multiple perspectives in a civil manner.
- Evaluate the evolution of issues related to social justice.

### TEAMWORK – COLLABORATION

- Demonstrate teamwork fundamentals through participation and mutual accountability.
- Evaluate and communicate strengths and weaknesses of their teamwork.

### CREATIVE EXPRESSION

- Explain at least one major form of artistic expression and the creative process.
- Perceive that interpretation of works of art may be influenced by the social and cultural environment and change through time.
- Engage in a creative process through application and/or expression.

Institutional Learning Outcomes may be found on page 32.

# GENERAL STUDIES

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

## CERTIFICATE OF GENERAL STUDIES

**30 Semester Hours**

### Pending ADHE Approval

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

___	ENG	1013*	Composition I	3 credit hours
___	ENG	1023*	Composition II	3 credit hours

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

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

___	MATH	1113*	Quantitative Literacy	3 credit hours
___	MATH	1203*	College Algebra	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format)	4 credit hours
___	MATH		(Any Higher-Level Math)	3 credit hours

### US HISTORY/GOVERNMENT: .....3 credit hours

___	HIST	2003*	United States History I	3 credit hours
___	HIST	2013*	United States History II	3 credit hours
___	PSCI	2003*	American Government	3 credit hours

### BIOLOGICAL SCIENCE/PHYSICAL SCIENCES: .....4 credit hours

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

___	BIOL	1004*	Fundamentals of Biology	4 credit hours
___	BIOL	2004*	Human Anatomy and Physiology I	4 credit hours
___	BIOL	2014*	Human Anatomy and Physiology II	4 credit hours
___	BIOL	2044*	General Botany	4 credit hours
___	BIOL	2034*	Principles of Zoology	4 credit hours
___	BIOL	2104*	Microbiology	4 credit hours
___	CHEM	1004*	Fundamentals of Chemistry	4 credit hours
___	CHEM	2004*	Introductory Chemistry for Health-Related Professions	4 credit hours
___	CHEM	2121L*	General College Chemistry I Lab	1 credit hour
AND	CHEM	2123*	General College Chemistry I	3 credit hours
___	CHEM	2131L*	General College Chemistry II Lab	1 credit hour
AND	CHEM	2133*	General College Chemistry II	3 credit hours
___	CHEM	2204*	Introduction to Organic and Biochemistry	4 credit hours
___	GEOL	1104*	General Physical Geology	4 credit hours
___	PHY	2004*	Physical Science	4 credit hours
___	SCI	2014*	Earth Science	4 credit hours

### FINE ARTS/HUMANITIES: .....3 credit hours

Three hours of fine arts/humanities must be selected from the list below.

___	ART	2003*	Art Appreciation	3 credit hours
___	MUS	2003*	Music Appreciation	3 credit hours
___	THEA	2003*	Theatre Appreciation	3 credit hours

### DIRECTED GENERAL EDUCATION ELECTIVES: ..... 11 credit hours

Eleven hours of directed general education must be selected from the list beginning on page 30.

___	ELECTIVE	Directed General Education Elective	11 credit hours
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## ASSOCIATE OF GENERAL STUDIES

60 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

Six hours of English/Communications must be selected from the following list:

___	ENG	1013*	Composition I .....	3 credit hours
___	ENG	1023*	Composition II .....	3 credit hours
___	ENG	2023*	Technical Communications .....	3 credit hours

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

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

___	NSG	1213	Math for Nurses .....	3 credit hours
___	MATH	1113*	Quantitative Literacy .....	3 credit hours
___	MATH	1253	Applied Technical Math .....	3 credit hours
___	MATH	1333	Applied Business Math .....	3 credit hours
___	MATH	1203*	College Algebra .....	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format) .....	4 credit hours
___	MATH		(Any Higher-Level Math) .....	3 credit hours

**SOCIAL SCIENCES:.....3 credit hours**

Three hours of social science electives must be selected from the list on page 29.

___	ELECTIVE		Social Science Elective .....	3 credit hours
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**REQUIRED COURSE:.....3 credit hours**

___	CIS	1013*	Introduction to Computers .....	3 credit hours
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**ELECTIVES:.....45 credit hours**

Must include 45 hours of electives approved by the advisor or based on the specific area of study.

___	ELECTIVE		(approved by the program advisor) .....	45 credit hours
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NOTE: The courses below are only RECOMMENDED courses if your continued study is in the focus area listed.

## RECOMMENDED COURSES FOR HEALTH-RELATED FOCUS

**ENGLISH:**

ENG	1013*	Composition I
ENG	1023*	Composition II

**MATHEMATICS:**

NSG	1213	Math for Nurses
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**BIOLOGICAL SCIENCES:**

BIOL	2004*	Human Anatomy and Physiology I
BIOL	2014*	Human Anatomy and Physiology II
BIOL	2104*	Microbiology

**SOCIAL SCIENCES:**

PSY	2003*	General Psychology
PSY	2023*	Psychology of Human Development

**NUTRITION:**

NUTR	1503	Nutrition
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**TECHNICAL ELECTIVES:**

NUR	1102	Geriatrics
NUR	1104	Basic Nursing I
NUR	1106L	Clinical Practicum I
NUR	1222	Maternal/Child Nursing
NUR	1204	Medical Surgical Nursing I
NUR	1213	Basic Nursing II
NUR	1216L	Clinical Practicum II
NUR	2002	Pharmacology
NUR	2001	Mental Health
NUR	2203	Basic Nursing III
NUR	2204	Medical Surgical Nursing II
NUR	2206L	Clinical Practicum III

The Associate of General Studies degree is intended to serve as a flexible program option for students whose needs cannot be met by other programs.

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

**Note**

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

**After UACCM**

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

UACCM is authorized to award an Associate of Science in Liberal Arts degree. The AS in Liberal Arts degree provides a foundation to prepare the student for a bachelor's degree program. In order to graduate with an A.S. Liberal Arts degree, the degree **MUST** be accompanied by a 2+2 plan. Your advisor can help you select an appropriate 2+2 plan for seamless transition to a four-year institution. Only the listing of Associate of Science in Liberal Arts will appear on the transcript and diploma.

Colleges that currently have 2+2 agreements with UACCM are:

- University of Arkansas
- University of Arkansas Fort Smith
- University of Arkansas Little Rock
- University of Central Arkansas
- Arkansas State University
- Arkansas Tech University

### Note

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

### Hint

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Take classes when offered as some classes are only offered certain semesters.
- Plan electives early to ensure completion of courses within the desired time frame.
- General education electives should be chosen with the transfer degree and college in mind.

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

- Addiction Studies
- Health Education
- Health Sciences
- History
- Nutrition
- Psychology
- Sociology
- Other transfer areas pending approval

## ASSOCIATE OF SCIENCE IN LIBERAL ARTS

60 Semester Hours

(Sample only, must follow 2+2 plan)

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

**ENGLISH/COMMUNICATIONS: . . . . . 9 credit hours**  
Must follow 2+2 plan.

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

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

Three hours of mathematics must be selected from the following list: Must follow 2+2 plan.

—	MATH	1113*	Quantitative Literacy . . . . .	3 credit hours
—	MATH	1203*	College Algebra . . . . .	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format) . . . . .	4 credit hours
—	MATH		(Any Higher-Level Math) . . . . .	3 credit hours

**US HISTORY/GOVERNMENT: . . . . . 3 credit hours**

Three hours of US history/government must be selected from the following list: Must follow 2+2 plan.

—	HIST	2003*	United States History I . . . . .	3 credit hours
—	HIST	2013*	United States History II . . . . .	3 credit hours
—	PSCI	2003*	American Government . . . . .	3 credit hours

**SOCIAL SCIENCES: . . . . . 6 credit hours**

Must follow 2+2 plan.

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

Three hours of social science electives must be selected from the list on page 29.

—	ELECTIVE		Social Science Elective . . . . .	3 credit hours
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**SCIENCES: . . . . . 8 credit hours**

Eight hours of sciences must be selected from the following list: Must follow 2+2 plan.

—	BIOL	1004*	Fundamentals of Biology . . . . .	4 credit hours
—	BIOL	2004*	Human Anatomy and Physiology I . . . . .	4 credit hours
—	BIOL	2014*	Human Anatomy and Physiology II . . . . .	4 credit hours
—	BIOL	2044*	General Botany . . . . .	4 credit hours
—	BIOL	2034*	Principles of Zoology . . . . .	4 credit hours
—	BIOL	2104*	Microbiology . . . . .	4 credit hours
—	CHEM	1004*	Fundamentals of Chemistry . . . . .	4 credit hours
—	CHEM	2004*	Introductory Chemistry for Health-Related Professions . . . . .	4 credit hours
—	CHEM	2204*	Introduction to Organic and Biochemistry . . . . .	4 credit hours
—	CHEM	2121L*	General College Chemistry I Lab . . . . .	1 credit hour
AND	CHEM	2123*	General College Chemistry I . . . . .	3 credit hours
—	CHEM	2131L*	General College Chemistry II Lab . . . . .	1 credit hour
AND	CHEM	2133*	General College Chemistry II . . . . .	3 credit hours
—	CHEM	2201L	Organic Chemistry Lab . . . . .	1 credit hour
AND	CHEM	2203	Organic Chemistry . . . . .	3 credit hours
—	GEOL	1104*	General Physical Geology . . . . .	4 credit hours
—	PHY	2004*	Physical Science . . . . .	4 credit hours
—	SCI	2014*	Earth Science . . . . .	4 credit hours

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

Must follow 2+2 plan.

—	ENG	2213*	World Literature I . . . . .	
OR	ENG	2223*	World Literature II . . . . .	3 credit hours
—	ART	2003*	Art Appreciation . . . . .	
OR	MUS	2003*	Music Appreciation . . . . .	
OR	THEA	2003*	Theatre Appreciation . . . . .	
OR	THEA	2023	Film Appreciation . . . . .	3 credit hours

**GENERAL EDUCATION ELECTIVES: . . . . . 25 credit hours**

Twenty-five hours of general education electives are required. The electives must be on a 2+2 plan.

—	ELECTIVE	2+2 plan . . . . .	25 credit hours
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# SECTION D

## TECHNICAL/CAREER PROGRAMS

UACCM offers a diverse variety of specialized career programs designed to prepare students for immediate entry into the job market upon graduation. These associate of applied science degrees, technical certificates, and certificates of proficiency combine hands-on training with practical classroom theory. The comprehensive career-oriented programs are intended to build students' teamwork, interpersonal, communication, and leadership skills while providing up-to-date, relevant, and career-specific training.

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### Welding Technology

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# AIR CONDITIONING, HEATING, & REFRIGERATION TECHNOLOGY

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

## Hint



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

## After UACCM



Graduates are employed as:

- Residential repair technicians
- Refrigeration and maintenance technicians in manufacturing or industrial plants and hospitals
- Commercial refrigeration
- Energy auditors and controllers

## TECHNICAL CERTIFICATE

**30 Semester Hours**

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH:** ..... **3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

**MATHEMATICS:** ..... **3 credit hours**  
 \_\_\_\_ MATH 1253 Applied Technical Math ..... 3 credit hours

**TECHNICAL CORE:** ..... **21 credit hours**  
 \_\_\_\_ ACR 1104 Systems and Components ..... 4 credit hours  
 \_\_\_\_ ACR 1404 Introduction to Air Conditioning  
                     and Refrigeration ..... 4 credit hours  
 \_\_\_\_ ACR 1903 Heating Technology ..... 3 credit hours  
 \_\_\_\_ ELEC 1204 Fundamentals of Electricity ..... 4 credit hours  
 \_\_\_\_ TECH 1001 First Aid/HSE ..... 1 credit hour  
 \_\_\_\_ TECH 1101 Understanding OSHA Regulations Basic ..... 1 credit hour  
 \_\_\_\_ TECH 1303 Schematics ..... 3 credit hours  
 \_\_\_\_ WLD 1001L Basic Welding ..... 1 credit hour

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

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Air Conditioning, Heating, and Refrigeration Technology will be able to:

- Troubleshoot and service basic HVAC/R systems using a schematic diagram.
- Properly wire HVAC components.
- Properly recover and dispose of refrigerants.
- Vacuum using a micron gauge and charge and adjust a system.

Institutional Learning Outcomes may be found on page 32.

## ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

___	ENG	1013*	Composition I .....	3 credit hours
___	ENG	1023*	Composition II .....	
OR	ENG	2023*	Technical Communications .....	3 credit hours

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

___	MATH	1253	Applied Technical Math .....	3 credit hours
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**SOCIAL SCIENCE ELECTIVE:.....3 credit hours**

Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.

___	ELECTIVE		Social Science Elective .....	3 credit hours
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**TECHNICAL COURSES:.....45 credit hours**

___	ACR	1104	Refrigeration Systems & Components .....	4 credit hours
___	ACR	1404	Introduction to Air Conditioning and Refrigeration .....	4 credit hours
___	ACR	1704	Commercial Refrigeration .....	4 credit hours
___	ACR	1903	Heating Technology .....	3 credit hours
___	ACR	2014	Piping & Load Calculations. ....	4 credit hours
___	ACR	2023	Service, Maintenance, & Troubleshooting .....	
OR	ACR	2903L	HVAC/R Internship .....	3 credit hours
___	BUS	2313	Professional Development .....	3 credit hours
___	ELEC	1204	Fundamentals of Electricity .....	4 credit hours
___	ELEC	2113	Motors and System Controls .....	3 credit hours
___	ELEC	2203	Introduction to Analog and Digital Electronics ..	3 credit hours
___	GRNS	2004	Energy Audit .....	4 credit hours
___	TECH	1001	First Aid/HSE .....	1 credit hour
___	TECH	1101	Understanding OSHA Regulations Basic .....	1 credit hour
___	TECH	1303	Schematics .....	3 credit hours
___	WLD	1001L	Basic Welding .....	1 credit hour

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

___	CIS	1013*	Introduction to Computers .....	3 credit hours
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All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Air Conditioning, Heating, and Refrigeration Technology or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair and following the procedure(s) given.

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Air Conditioning, Heating, and Refrigeration Technology will be able to:

- Troubleshoot and service different freezers, coolers, and ice machines.
- Troubleshoot and service different types of heating systems.
- Measure a structure to calculate the correct load and system structure needed.
- Complete service paper work and billing for service performed.
- Perform a whole house audit and make adjustments to improve efficiency.

Institutional Learning Outcomes may be found on page 32.

# AUTOMOTIVE TECHNOLOGY

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

## Hint



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

## TECHNICAL CERTIFICATE

**30 Semester Hours**

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH: ..... 3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

**MATHEMATICS: ..... 3 credit hours**  
 \_\_\_\_ MATH 1253 Applied Technical Math ..... 3 credit hours

**TECHNICAL COURSES: ..... 18 credit hours**  
 \_\_\_\_ AST 1012 Light Duty Automotive Maintenance ..... 2 credit hours  
 \_\_\_\_ AST 1023 Automotive Electrical System ..... 3 credit hours  
 \_\_\_\_ AST 1203 Engine Repair ..... 3 credit hours  
 \_\_\_\_ AST 1803 Automotive Electronics ..... 3 credit hours  
 \_\_\_\_ AST 1804 Chassis and Steering ..... 4 credit hours  
 \_\_\_\_ WLD 1001L Basic Welding ..... 1 credit hour  
 \_\_\_\_ WLD 1202 Craft Skills ..... 2 credit hours

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

**TECHNICAL ELECTIVE: ..... 3 credit hours**  
**Three hours of technical electives must be selected from the following list.**

\_\_\_\_ AST 1401 Automotive Trim ..... 1 credit hours  
 \_\_\_\_ AST 2903L Automotive Service Internship ..... 3 credit hours  
 \_\_\_\_ BUS 2313 Professional Development ..... 3 credit hours  
 \_\_\_\_ BUS 2373 Supervisory Management ..... 3 credit hours  
 \_\_\_\_ TECH 1001 First Aid/HSE ..... 1 credit hours  
 \_\_\_\_ TECH 1101 Understanding OSHA Regulations Basics ..... 1 credit hour  
 \_\_\_\_ TECH 2003 Hydraulics and Pneumatics ..... 3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Automotive Technology will be able to:

- Perform basic electrical repairs.
- Perform light maintenance on vehicles.
- Perform basic mechanical repairs.

Institutional Learning Outcomes may be found on page 32.



## ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79

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

___	ENG	1013*	Composition I .....	3 credit hours
___	ENG	1023*	Composition II .....	
OR	ENG	2023*	Technical Communications .....	3 credit hours

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

___	MATH	1253	Applied Technical Math .....	3 credit hours
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### SOCIAL SCIENCE ELECTIVE:.....3 credit hours

Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.

___	ELECTIVE		Social Science Elective .....	3 credit hours
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### REQUIRED COURSE:.....3 credit hours

___	CIS	1013*	Introduction to Computers .....	3 credit hours
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### TECHNICAL COURSES:.....39 credit hours

___	AST	1012	Light Duty Automotive Maintenance .....	2 credit hours
___	AST	1023	Automotive Electrical System .....	3 credit hours
___	AST	1203	Engine Repair .....	3 credit hours
___	AST	1302	Power Trains I .....	2 credit hours
___	AST	1604	Brakes .....	4 credit hours
___	AST	1702	Power Trains II .....	2 credit hours
___	AST	1803	Automotive Electronics .....	3 credit hours
___	AST	1804	Chassis & Steering .....	4 credit hours
___	AST	2004	Climate Control .....	4 credit hours
___	AST	2104	Engine Performance .....	4 credit hours
___	AST	2105	Automatic Transmissions .....	5 credit hours
___	WLD	1001L	Basic Welding .....	1 credit hour
___	WLD	1202	Craft Skills .....	2 credit hours

### TECHNICAL ELECTIVES:.....6 credit hours

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

___	AST	1401	Automotive Trim .....	1 credit hour
___	AST	2903L	Automotive Service Internship .....	3 credit hours
___	BUS	2313	Professional Development .....	3 credit hours
___	BUS	2373	Supervisory Management .....	3 credit hours
___	TECH	1001	First Aid/HSE .....	1 credit hour
___	TECH	1101	Understanding OSHA Regulations Basic .....	1 credit hour
___	TECH	2003	Hydraulics & Pneumatics .....	3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Automotive Technology will be able to:

- Perform advanced electrical troubleshooting and repair on multiplex wiring with modules.
- Perform basic overhauls of engine, transmissions, and differentials.
- Diagnose, locate, and repair mechanical issues.

Institutional Learning Outcomes may be found on page 32.

### After UACCM

Graduates are employed as:

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

# BUSINESS

## Note



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

## Hint



Recommended course order:

### First Semester (Fall):

- Business English
- Applied Business Math
- Computer Applications
- Document Formatting
- Keyboarding Skills II
- Electronic Calculators
- Microsoft Outlook

### Second Semester (Spring):

- Bookkeeping
- Business Communications I
- Business Procedures
- Electronic Spreadsheet
- Word Processing I

## TECHNICAL CERTIFICATE

30 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

### COMMUNICATIONS/MATHEMATICS:.....6 credit hours

___	BUS	2013*	Business Communications I.....	3 credit hours
___	MATH	1333	Applied Business Math .....	3 credit hours

### BUSINESS COURSES: ..... 21 credit hours

___	ACCT	2003*	Principles of Accounting I .....	3 credit hours
OR	BUS	1013	Bookkeeping .....	3 credit hours
___	BUS	1003	Business English .....	3 credit hours
___	BUS	1113*	Document Formatting .....	3 credit hours
___	BUS	1213*	Computer Applications .....	3 credit hours
___	BUS	1223	Electronic Spreadsheet .....	3 credit hours
OR	BUS	1233	Database Management.....	3 credit hours
___	BUS	1253	Word Processing I.....	3 credit hours
___	BUS	2323	Business Procedures .....	3 credit hours

### BUSINESS ELECTIVES: ..... 3 credit hours

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

___	ACCT	2203	Computerized Accounting .....	3 credit hours
___	BUS	1031	Electronic Calculators.....	1 credit hour
___	BUS	1041	Microsoft Outlook.....	1 credit hour
___	BUS	1051	File Management.....	1 credit hour
___	BUS	1223	Electronic Spreadsheet .....	3 credit hours
___	BUS	2113	Business Communications II.....	3 credit hours
___	BUS	2253	Word Processing II .....	3 credit hours
___	BUS	2303	Proofreading and Transcription Skills .....	3 credit hours

ACCT 2203 Computerized Accounting, BUS 1213 Computer Applications, BUS 1223 Electronic Spreadsheet, BUS 1233 Database Management, BUS 1253 Word Processing I, BUS 2253 Word Processing II, BUS 2243 Business Graphics, and CIS 1013 Introduction to Computers must have been taken within the past five years in order to receive credit toward any degree in the Department of Business or in order for the course to count as a prerequisite. If the course was taken over five years ago, a student may take a departmental exam and must make at least a 70 percent or better to be exempt from retaking the course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair and following the procedure(s) given.

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Business will be able to:

- Use word processing software to create and prepare mailable letters, tables, and reports.
- Proofread and edit documents.
- Perform basic bookkeeping duties by analyzing and posting transactions, maintaining accounts, and creating reports.
- Use problem solving techniques and basic math skills to solve business-related problems.
- Perform office tasks such as filing, scheduling, phone etiquette, and making travel and/or meeting arrangements.

Institutional Learning Outcomes may be found on page 32.



## BUSINESS ADMINISTRATIVE TECHNOLOGY OPTION

60 Semester Hours

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

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

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

___	MATH	1333	Applied Business Math .....	3 credit hours
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**SOCIAL SCIENCE ELECTIVE: ..... 3 credit hours**

Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.

___	ELECTIVE		Social Science Elective .....	3 credit hours
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**BUSINESS COURSES: ..... 39 credit hours**

___	ACCT	2003*	Principles of Accounting I .....	3 credit hours
OR	BUS	1013	Bookkeeping .....	3 credit hours
___	BUS	1003	Business English .....	3 credit hours
___	BUS	1031	Electronic Calculators .....	1 credit hour
___	BUS	1041	Microsoft Outlook .....	1 credit hour
___	BUS	1101	Keyboarding Skills II .....	1 credit hour
___	BUS	1113*	Document Formatting .....	3 credit hours
___	BUS	1213*	Computer Applications .....	3 credit hours
___	BUS	1223	Electronic Spreadsheet .....	3 credit hours
___	BUS	1233	Database Management .....	3 credit hours
___	BUS	1253	Word Processing I .....	3 credit hours
___	BUS	2113	Business Communications II .....	3 credit hours
___	BUS	2253	Word Processing II .....	3 credit hours
___	BUS	2303	Proofreading and Transcription Skills .....	3 credit hours
___	BUS	2313	Professional Development .....	3 credit hours
___	BUS	2323	Business Procedures .....	3 credit hours

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

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

___	ACCT	2003	Principles of Accounting I .....	3 credit hours
___	ACCT	2103	Payroll Accounting .....	3 credit hours
___	ACCT	2203	Computerized Accounting .....	3 credit hours
___	BUS	2243	Business Graphics .....	3 credit hours
___	BUS	2903L	Business Internship .....	3 credit hours
___	ENG	1023*	Composition II .....	
OR	SPH	2303*	Introduction to Oral Communications .....	3 credit hours
___	FIN	2013	Personal Finance .....	3 credit hours

ACCT 2203 Computerized Accounting, BUS 1213 Computer Applications, BUS 1223 Electronic Spreadsheet, BUS 1233 Database Management, BUS 1253 Word Processing I, BUS 2253 Word Processing II, BUS 2243 Business Graphics, and CIS 1013 Introduction to Computers must have been taken within the past five years in order to receive credit toward any degree in the Department of Business or in order for the course to count as a prerequisite. If the course was taken over five years ago, a student may take a departmental exam and must make at least a 70 percent or better to be exempt from retaking the course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair and following the procedure(s) given.

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Business will be able to:

- Communicate effectively using a diverse range of tools and methods including: printed materials, interpersonal relations, oral presentations, and presentation graphics.
- Use spreadsheet software to create and update spreadsheets, maintain statistical data, and prepare financial reports.
- Use problem-solving techniques, basic math skills, and available technology to solve business-related problems.
- Use database management software to enter and edit data, manipulate the data, and present data.
- Develop and improve professional strengths such as teamwork, time management, business ethics, and leadership skills.

Institutional Learning Outcomes may be found on page 32.

UACCM awards an Associate of Applied Science in Business degree. The AAS in Business degree provides a foundation to prepare students to enter the workforce. The option does not appear on the diploma but will appear on the transcript. Only one Associate of Applied Science in Business degree can be awarded per student.

**Hint**

- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.
- Students should plan to study two hours per week for every one hour in class.

**Note**

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

**After UACCM**

Graduates who complete the accounting option are employed as:

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

## COMPUTER INFORMATION SYSTEMS TECHNOLOGY

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

**After UACCM**

Graduates are employed as:

- Network administrators
- Help desk specialists
- Service technicians

**Hint**

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

## CERTIFICATE OF PROFICIENCY IN COMPUTER MAINTENANCE

**9 Semester Hours**

TECHNICAL COURSES:.....9 credit hours			
___	CIS	1103	Computer Hardware and Software I..... 3 credit hours
___	CIS	1113	Networking Essentials..... 3 credit hours
___	CIS	2103	Computer Hardware and Software II..... 3 credit hours

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

### PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Computer Maintenance will be able to:

- Install and configure various hardware and peripheral devices.
- Use appropriate Microsoft operating system features and tools.
- Diagnose computer system components and perform scheduled and preventative maintenance.

Institutional Learning Outcomes may be found on page 32.

## CERTIFICATE OF PROFICIENCY IN NETWORKING TECHNOLOGY

**9 Semester Hours**

TECHNICAL COURSES:.....9 credit 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

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

### PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Networking Technology will be able to:

- Exhibit knowledge and use of various networking technologies.
- Create various network types and topologies.
- Install and configure basic information security protocols and software.

Institutional Learning Outcomes may be found on page 32.

The Technical Certificate in Computer Information Systems Technology is designed to allow students to enter the workforce quickly. Students are provided the technical skills required to install, maintain, and troubleshoot PCs. Hands-on training with industry-standard equipment enhances the educational experience for students. Students completing the technical certificate may take exams leading to an A+ Certificate.

## TECHNICAL CERTIFICATE

**30 Semester Hours**

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

### ENGLISH: .....6 credit hours

___	ENG	1013*	Composition I	3 credit hours
___	ENG	2023*	Technical Communications	3 credit hours

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

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

___	MATH	1253	Applied Technical Math	3 credit hours
___	MATH	1203*	College Algebra	3 credit hours
___	MATH	1204*	College Algebra (Extended Format)	4 credit hours

### TECHNICAL COURSES: .....21 credit hours

___	CIS	1013*	Introduction to Computers	3 credit hours
___	CIS	1103	Computer Hardware and Software I	3 credit hours
___	CIS	1113	Networking Essentials	3 credit hours
___	CIS	1133	Introduction to Computer Programming: Logic and Language	3 credit hours
___	CIS	1203	Introduction to Network Administration	3 credit hours
___	CIS	2023	Internet Technologies	3 credit hours
___	CIS	2103	Computer Hardware and Software II	3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Computer Information Systems Technology will be able to:

- Install, configure, troubleshoot, and maintain basic operating systems.
- Install, configure, troubleshoot, and maintain computer hardware and peripheral devices.
- Install, configure, and maintain common software applications.
- Install, configure, and maintain basic security software.
- Use basic programming.

Institutional Learning Outcomes may be found on page 32.

# COMPUTER INFORMATION SYSTEMS TECHNOLOGY

## The Computer Information Systems

Technology program is designed to provide students with computer programming skills and a knowledge of computer operating systems that will prepare them for careers in today's information technology field.

### Hint



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

### After UACCM



Graduates are employed as:

- Network administrators
- Help desk specialists
- Service technicians

## ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

___	ENG	1013*	Composition I .....	3 credit hours
___	ENG	1023*	Composition II .....	
OR	ENG	2023*	Technical Communications .....	3 credit hours

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

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

___	MATH	1203*	College Algebra .....	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format) .....	4 credit hours
___	MATH	1253	Applied Tech Math .....	3 credit hours

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

Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.

___	ELECTIVE		Social Science Elective .....	3 credit hours
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### REQUIRED COURSE:.....3 credit hours

___	CIS	1013*	Introduction to Computers .....	3 credit hours
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### TECHNICAL COURSES:.....42 credit hours

___	BUS	2313	Professional Development .....	3 credit hours
___	CIS	1103	Computer Hardware and Software I .....	3 credit hours
___	CIS	1113	Networking Essentials .....	3 credit hours
___	CIS	1133	Introduction to Computer Programming: Logic and Language .....	3 credit hours
___	CIS	1203	Introduction to Network Administration .....	3 credit hours
___	CIS	2023	Internet Technologies .....	3 credit hours
___	CIS	2103	Computer Hardware and Software II .....	3 credit hours
___	CIS	2123	Local Area Networking I .....	3 credit hours
___	CIS	2133	Local Area Networking II .....	3 credit hours
___	CIS	2243	Database Concepts .....	3 credit hours
___	CIS	2253	Introduction to Linux .....	3 credit hours
___	CIS	2303	Network Security .....	3 credit hours
___	CIS	2473	Introduction to JavaScript .....	3 credit hours
___	CIS	2503	Ethical Hacking And Network Defense .....	3 credit hours

### RELATED ELECTIVES:.....3 credit hours

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

___	ACCT	2003*	Principles of Accounting I .....	3 credit hours
___	BUS	1013	Bookkeeping .....	3 credit hours
___	BUS	1223	Electronic Spreadsheets .....	3 credit hours
___	BUS	2373	Supervisory Management .....	3 credit hours
___	BUS	2393*	Business Law .....	3 credit hours
___	CIS	2463	Mobile Application Development .....	3 credit hours
___	CIS	2903L	CIS Internship .....	3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Computer Information Systems Technology will be able to:

- Install, configure, troubleshoot, and administer advanced operating systems
- Install, configure, troubleshoot, and administer computer networks.
- Install, configure, and maintain advanced security software.
- Use advanced programming.

Institutional Learning Outcomes may be found on page 32.

## TECHNICAL CERTIFICATE

**30 Semester Hours**

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH:** ..... **3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

**MATHEMATICS:** ..... **3 credit hours**  
 \_\_\_\_ MATH 1253 Applied Technical Math ..... 3 credit hours

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

**TECHNICAL COURSES:** ..... **21 credit hours**  
 \_\_\_\_ DRT 1014 Beginning Drafting ..... 4 credit hours  
 \_\_\_\_ DRT 1103 AutoCAD ..... 3 credit hours  
 \_\_\_\_ DRT 1113 Inventor ..... 3 credit hours  
 \_\_\_\_ DRT 1123 Revit ..... 3 credit hours  
 \_\_\_\_ DRT 2324 Commercial Drafting ..... 4 credit hours  
 \_\_\_\_ DRT 2334 Residential Drafting ..... 4 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Drafting will be able to:

- Use AutoCAD software to complete construction documents for a structure or mechanical system.
- Use Revit software to complete documents for a commercial or residential structure.
- Use Inventor software to complete construction documents for a mechanical system.

Institutional Learning Outcomes may be found on page 32.

The drafting program at UACCM examines a wide range of drafting and design experiences to better prepare students for entry-level positions in the drafting industry. The program introduces students to the drafting profession, principles, and the technology used within the different drafting fields. A technical certificate and associate degree are offered.

### Note



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

### Hint



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

### After UACCM



Graduates are employed as:

- Architectural designers
- AutoCAD technicians
- Estimator
- Drafting technicians
- Drafting designers
- Draftsman
- Salesperson
- Structural steel detailers
- Structural technicians

# DRAFTING

The drafting program at UACCM examines a wide range of drafting and design experiences to better prepare students for entry-level positions in the drafting industry. The program introduces students to the drafting profession, principles, and the technology used within the different drafting fields. A technical certificate and associate degree are offered.

## Note



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

## Hint



- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students should take classes when offered as some classes are only offered certain semesters.
- Students should plan electives early to ensure completion of courses within the desired time frame.
- Electives in support of this program are selected in consultation with the program advisor and are designed to support the major.

## After UACCM



Graduates are employed as:

- Architectural designers
- AutoCAD technicians
- Estimator
- Drafting technicians
- Drafting designers
- Draftsman
- Salesperson
- Structural steel detailers
- Structural technicians

## ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

___	ENG	1013*	Composition I	3 credit hours
___	ENG	1023*	Composition II	
OR	ENG	2023*	Technical Communications	3 credit hours

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

___	MATH	1253	Applied Technical Math	3 credit hours
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### SOCIAL SCIENCE ELECTIVE: ..... 3 credit hours

Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.

___	ELECTIVE		Social Science Elective	3 credit hours
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### REQUIRED COURSE: ..... 3 credit hours

___	CIS	1013*	Introduction to Computers	3 credit hours
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### TECHNICAL COURSES: ..... 39 credit hours

___	DRT	1014	Beginning Drafting	4 credit hours
___	DRT	1103	AutoCAD	3 credit hours
___	DRT	1113	Inventor	3 credit hours
___	DRT	1123	Revit	3 credit hours
___	DRT	2003	Structural Steel Drafting	3 credit hours
___	DRT	2224	Technical Drafting	4 credit hours
___	DRT	2314	Machine Drafting	4 credit hours
___	DRT	2324	Commercial Drafting	4 credit hours
___	DRT	2334	Residential Drafting	4 credit hours
___	DRT	2344	Interior Design	4 credit hours
___	DRT	2903L	Drafting Internship	
OR	DRT	2913	Project Drafting	3 credit hours

### RELATED ELECTIVES: ..... 6 credit hours

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

___	BUS	2313	Professional Development (must be taken last semester)	3 credit hours
___	BUS	2373	Supervisory Management	3 credit hours
___	DRT	2903L	Drafting Internship	
OR	DRT	2913	Project Drafting	3 credit hours
___	GIS	2203	Introduction to Geographic Information Systems	3 credit hours
___	SPH	2303*	Introduction to Oral Communications	3 credit hours
___	SUR	1204	Plane Surveying	4 credit hours
___	SUR	1213	Introduction to CAD and Surveying Software	3 credit hours
___	TECH	1001	Understanding OSHA Regulations Basic	1 credit hour
___	WLD	1001L	Basic Welding	1 credit hour

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science Degree in Drafting will be able to:

- Use software and/or manual drafting techniques to create 2D and 3D objects using ANSI standards and conventions.
- Use SDS/2 software to design a structural steel building.
- Develop a portfolio for presentation to future employers.

Institutional Learning Outcomes may be found on page 32.



The Early Childhood Development (ECD) program combines classroom study and field experience with children birth to eight years of age. Students gain an understanding of the social, emotional, intellectual, and physical growth and development of all children within an inclusive environment. An associate degree and two certificate options are available in this program.

## CERTIFICATE OF PROFICIENCY

9 Semester Hours

‡Course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education (DCCECE).

TECHNICAL COURSES:.....9 credit hours			
—	ECD	1013	Early Childhood Competencies ..... 3 credit hours
—	ECD	1023‡	Foundations of Early Childhood Education ..... 3 credit hours
—	ECD	1403‡	Child Development and Developmental Theories ..... 3 credit hours

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

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Early Childhood Development will be able to:

### CHILD DEVELOPMENT AND LEARNING

- Develop an understanding of children's needs.
- Recognize the multiple influences on early learning.
- Demonstrate knowledge of how to create environments for young children.

### BUILDING FAMILY AND COMMUNITY RELATIONSHIPS

- Demonstrate an understanding of diverse family and community characteristics.
- Support and engage families and communities through reciprocal relationships.

### BECOMING A PROFESSIONAL

- Identify oneself with the early childhood field.

ECD Program Learning Outcomes align with NAEYC Standards.

Institutional Learning Outcomes may be found on page 32.

### 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.
- Students need good written and oral communication skills.
- Students should enjoy working with young children.

### Hint

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

### Requirements

- Clean Criminal Background Check
- Clean Child Maltreatment Check
- FBI Background Check (if an Arkansas resident for less than six years)
- Some courses require recent influenza immunization and TB test
- Ability to lift up to 50 pounds and stand for prolonged periods of time.



## EARLY CHILDHOOD DEVELOPMENT

The Early Childhood Development (ECD) program combines classroom study and field experience with children birth to eight years of age. Students gain an understanding of the social, emotional, intellectual, and physical growth and development of all children within an inclusive environment. An associate degree and two certificate options are available in this program.

### 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.
- Students need good written and oral communication skills.
- Students should enjoy working with young children.

### Hint

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

### Requirements

- Clean Criminal Background Check
- Clean Child Maltreatment Check
- FBI Background Check (if an Arkansas resident for less than six years)
- Some courses require recent influenza immunization and TB test
- Ability to lift up to 50 pounds and stand for prolonged periods of time.



## TECHNICAL CERTIFICATE

30 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

‡Course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education (DCCECE). Students must have a "C" or higher in each required course to receive this credential.

**ENGLISH:** ..... **3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

**MATHEMATICS:** ..... **3 credit hours**  
 \_\_\_\_ MATH 1333 Applied Business Math ..... 3 credit hours

**TECHNICAL COURSES:** ..... **24 credit hours**  
 \_\_\_\_ ECD 1013 Early Childhood Competencies ..... 3 credit hours  
 \_\_\_\_ ECD 1023‡ Foundations of Early Childhood Education ..... 3 credit hours  
 \_\_\_\_ ECD 1203‡ Child Guidance ..... 3 credit hours  
 \_\_\_\_ ECD 1403‡ Child Development and  
 Developmental Theories ..... 3 credit hours  
 \_\_\_\_ ECD 2013 Health, Safety and Facilities for Young Children . 3 credit hours  
 \_\_\_\_ ECD 2023‡ Math and Science for Young Children ..... 3 credit hours  
 \_\_\_\_ ECD 2033‡ Language and Literacy for Young Children ..... 3 credit hours  
 \_\_\_\_ ECD 2123L Supervised Lab ..... 3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Early Childhood Development will be able to:

### CHILD DEVELOPMENT AND LEARNING

- Develop an understanding of children's needs.
- Recognize the multiple influences on early learning.
- Demonstrate knowledge of how to create environments for young children.

### BUILDING FAMILY AND COMMUNITY RELATIONSHIPS

- Demonstrate an understanding of diverse family and community characteristics.
- Support and engage families and communities through reciprocal relationships.
- Involve families and communities in the child's development and learning.

### USING DEVELOPMENTALLY EFFECTIVE APPROACHES

- Demonstrate positive and supportive interactions with children.
- Describe a variety of strategies and tools to support learning.
- Use a broad range of developmentally appropriate teaching and learning approaches.
- Reflect on own practices to promote positive outcomes.

### USING CONTENT KNOWLEDGE TO BUILD MEANINGFUL CURRICULUM

- Demonstrate knowledge of content and resources within the field of early childhood.
- Use the central concepts, inquiry tools, and structure of content areas.
- Design, implement, and evaluate developmentally meaningful and challenging curriculum for each child.

### BECOMING A PROFESSIONAL

- Identify oneself with the early childhood field.
- Integrate knowledgeable reflective and critical perspectives on early childhood.

ECD Program Learning Outcomes align with NAEYC Standards.

Institutional Learning Outcomes may be found on page 32.

## ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

‡Course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education (DCCECE). Students must have a "C" or higher in each required course to receive this credential.

**ENGLISH: .....6 credit hours**

___	ENG	1013*	Composition I	3 credit hours
___	ENG	1023*	Composition II	3 credit hours

**BUSINESS/MATHEMATICS: .....6 credit hours**

___	BUS	2373	Supervisory Management	3 credit hours
___	MATH	1333	Applied Business Math	3 credit hours

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

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

___	PSY	2003*	General Psychology	3 credit hours
___	SOC	2013*	Introduction to Sociology	3 credit hours

**EDUCATION/TECHNICAL COURSES: .....42 credit hours**

___	ECD	1013	Early Childhood Competencies	3 credit hours
___	ECD	1023‡	Foundations of Early Childhood Education	3 credit hours
___	ECD	1203‡	Child Guidance	3 credit hours
___	ECD	1403‡	Child Development and Developmental Theories	3 credit hours
___	ECD	2013	Health, Safety and Facilities for Young Children	3 credit hours
___	ECD	2023‡	Math and Science for Young Children	3 credit hours
___	ECD	2033‡	Language and Literacy for Young Children	3 credit hours
___	ECD	2043‡	Curriculum and Assessment for Infants and Toddlers	3 credit hours
___	ECD	2053‡	Curriculum and Assessment for Young Children	3 credit hours
___	ECD	2123L	Supervised Lab	3 credit hours
___	ECD	2103‡	Future Perspectives in Early Childhood	3 credit hours
___	ECD	2133L‡	Practicum for Early Childhood Development	3 credit hours
___	EDUC	1303	Educational Technology	3 credit hours
___	EDUC	2203	Teaching Exceptional Learners	3 credit hours

**NUTRITION: .....3 credit hours**

___	NUTR	1503	Nutrition	3 credit hours
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All technical courses must have been taken within the past five years in order to receive credit toward any degree in the Department of Early Childhood Development or in order for the course to count as a prerequisite for a course. If the course was taken over five years ago, a student has the option to request prior learning credit by contacting the division chair and following the procedure(s) given.

## PROGRAM LEARNING OUTCOME

Students who successfully complete the Associate of Applied Science degree in Early Childhood Development will be able to:

**CHILD DEVELOPMENT AND LEARNING**

- Develop an understanding of children's needs.
- Recognize the multiple influences on early learning.
- Demonstrate knowledge of how to create environments for young children.

**BUILDING FAMILY AND COMMUNITY RELATIONSHIPS**

- Demonstrate an understanding of diverse family and community characteristics.
- Support and engage families and communities through reciprocal relationships.
- Involve families and communities in the child's development and learning.

**OBSERVING, DOCUMENTING, AND ASSESSING TO SUPPORT YOUNG CHILDREN AND FAMILIES**

- Utilize assessment tools to determine the developmental needs of children.
- Describe the different assessment tools used in developmental assessments to gather data.
- Construct an individualized lesson plan.
- Utilize assessment data to develop an assessment conference.

**The Early Childhood Development (ECD)**

**program combines classroom study and field experience with children birth to eight years of age. Students gain an understanding of the social, emotional, intellectual, and physical growth and development of all children within an inclusive environment. An associate degree and two certificate options are available in this program.**

**Hint**

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

**Note**

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

**After UACCM**

Graduates are employed as:

- Child care facility owners and directors
- Child care center directors
- Head Start teachers
- Infant/toddler teachers
- Preschool teachers
- Assistant teachers
- Paraprofessionals
- Arkansas Better Chance preschool paraprofessionals

**Requirements**

- Clean Criminal Background Check
- Clean Child Maltreatment Check
- FBI Background Check (if an Arkansas resident for less than five years)
- Some courses require recent influenza immunization and TB test
- Ability to lift up to 50 pounds and stand for prolonged periods of time



## EARLY CHILDHOOD DEVELOPMENT

### USING DEVELOPMENTALLY EFFECTIVE APPROACHES

- Demonstrate positive and supportive interactions with children.
- Describe a variety of strategies and tools to support learning.
- Use a broad range of developmentally appropriate teaching and learning approaches.
- Reflect on own practices to promote positive outcomes.

### USING CONTENT KNOWLEDGE TO BUILD MEANINGFUL CURRICULUM

- Demonstrate knowledge of content and resources within the field of early childhood.
- Use the central concepts, inquiry tools, and structure of content areas.
- Design, implement, and evaluate developmentally meaningful and challenging curriculum for each child.

### BECOMING A PROFESSIONAL

- Identify oneself with the early childhood field.
- Uphold ethical standards.
- Engage in continuous collaborative learning.
- Integrate knowledgeable reflective and critical perspectives on early childhood.
- Advocate for young children.

### ECD Program Learning Outcomes align with NAEYC Standards.

Institutional Learning Outcomes may be found on page 32.

## CERTIFICATE OF PROFICIENCY

15 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

### SCIENCE: .....4 credit hours

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

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

### TECHNICAL CORE: .....8 credit hours

___	EMT	1008	**Emergency Medical Technology-Basic .....	8 credit hours
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### RELATED ELECTIVES: .....3 credit hours

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

___	HLSC	1003	Medical Terminology .....	3 credit hours
___	PSY	2003	General Psychology .....	3 credit hours
___	PSY	2023	Psychology of Human Development .....	3 credit hours
___	SOC	2013	Introduction to Sociology .....	3 credit hours

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

Practical Skills Labs include:

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Emergency Medical Technician will be able to:

### EFFECTIVE COMMUNICATION

- Communicate ideas clearly and effectively in verbal format.

### INFORMATION LITERACY

- Analyze information through the use of appropriate technologies.

### CRITICAL THINKING/PROBLEM SOLVING

- Solve problems verbally, graphically, symbolically, or numerically.

### EMT SKILLS

- Recognize the nature and seriousness of the patient's condition.
- Administer appropriate emergency medical care.
- Handle the patient to minimize discomfort and prevent further injury.
- Perform emergency medical care safely and effectively.

Institutional Learning Outcomes may be found on page 32.

### Note



- Students required to take remedial courses must follow the UACCM Student Success Plan.
- Students will be required to complete 16 hours in the ER at CHI St. Vincent Morrilton, 14 ambulance rides at Med-Tech EMS, and one Saturday class on Extrication.
- Students will be required to have a uniform (information provided during first class).

### Requirements

- Students must complete admission requirements of the College.
- Applicants must be at least 18 years old.
- Current AHA Healthcare Providers CPR certification is required and must not expire before class ends. Students enrolled in the program will be required to have malpractice insurance.
- TB Screening/Clearance.
- Shot record including flu shot.
- Criminal background check will be done in class.
- All remedial courses must be completed prior to EMT 1008 if placement scores indicate it is required.

### After UACCM



Graduates are employed as:

- Emergency Medical Technicians

# INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY

## Hint



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

## After UACCM



Graduates are employed as:

- Industrial maintenance technicians
- PLC electrical technicians
- Systems maintenance mechanics
- Industrial maintenance mechanics
- Production line maintenance mechanics
- Machine and service electricians
- Field service mechanical and electrical technicians

## CERTIFICATE OF PROFICIENCY

**15 Semester Hours**

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

\_\_\_ MATH 1253 Applied Technical Math ..... 3 credit hours

**REQUIRED COURSES: .....3 credit hours**

\_\_\_ CIS 1013\* Introduction to Computers ..... 3 credit hours

**TECHNICAL COURSES: .....9 credit hours**

\_\_\_ ELEC 1204 Fundamentals of Electricity ..... 4 credit hours

\_\_\_ ELEC 2001 Arc Flash Safety ..... 1 credit hour

\_\_\_ TECH 1101 Understanding OSHA Regulations Basic ..... 1 credit hour

\_\_\_ TECH 1303 Schematics ..... 3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Industrial Mechanics and Maintenance Technology will be able to:

- Read, draw, and interpret wiring diagrams.
- Apply basic principles of electricity.

Institutional Learning Outcomes may be found on page 32.



## TECHNICAL CERTIFICATE

**30 Semester Hours**

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

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

\_\_\_ ENG 1013\* Composition I . . . . . 3 credit hours

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

\_\_\_ MATH 1253 Applied Technical Math . . . . . 3 credit hours

**REQUIRED COURSES: . . . . . 6 credit hours**

\_\_\_ CIS 1013\* Introduction to Computers . . . . . 3 credit hours

\_\_\_ CIS 1113 Networking Essentials . . . . . 3 credit hours

**TECHNICAL COURSES: . . . . . 18 credit hours**

\_\_\_ BUS 1223 Electronic Spreadsheet . . . . . 3 credit hours

\_\_\_ ELEC 1204 Fundamentals of Electricity . . . . . 4 credit hours

\_\_\_ ELEC 2001 Arc Flash Safety . . . . . 1 credit hour

\_\_\_ ELEC 2113 Motors and System Controls . . . . . 3 credit hours

\_\_\_ TECH 1101 Understanding OSHA Regulations Basic . . . . . 1 credit hour

\_\_\_ TECH 1303 Schematics . . . . . 3 credit hours

\_\_\_ TECH 2003 Hydraulic and Pneumatics . . . . . 3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Industrial Mechanics and Maintenance Technology will be able to:

- Apply basic principles of motor and system controls.
- Able to apply basic principles of fluid power.

Institutional Learning Outcomes may be found on page 32.

# INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY

The Industrial Mechanics and Maintenance Technology program is designed to prepare students in general electromechanical safety, maintenance, and troubleshooting practices that are applicable to multiple industrial settings. Students will be trained to perform a variety of skills to repair, install, adjust, and do preventive maintenance to high-tech industrial machinery.

## After UACCM

Graduates are employed as:

- Industrial maintenance technicians
- PLC electrical technicians
- Systems maintenance mechanics
- Industrial Maintenance Mechanics
- Production line maintenance mechanics
- Machine and service electricians
- Field service mechanical and electrical technicians



## ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

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

___	ENG	1013*	Composition I	3 credit hours
___	ENG	1023*	Composition II	
OR	ENG	2023*	Technical Communications	3 credit hours

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

___	MATH	1253	Applied Technical Math	3 credit hours
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### SOCIAL SCIENCE ELECTIVE: .....3 credit hours

Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.

___	ELECTIVE		Social Science Elective	3 credit hours
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### REQUIRED COURSES: .....6 credit hours

___	CIS	1013*	Introduction to Computers	3 credit hours
___	CIS	1113	Networking Essentials	3 credit hours

### TECHNICAL COURSES: .....36 credit hours

___	ACR	1404	Introduction to Air Conditioning and Refrigeration	4 credit hours
___	BUS	1223	Electronic Spreadsheet	3 credit hours
___	BUS	2313	Professional Development	3 credit hours
___	ELEC	1204	Fundamentals of Electricity	4 credit hours
___	ELEC	2001	Arc Flash Safety	1 credit hour
___	ELEC	2113	Motors and System Controls	3 credit hours
___	ELEC	2203	Introduction to Analog and Digital Electronics	3 credit hours
___	TECH	1101	Understanding OSHA Regulations Basic	1 credit hour
___	TECH	1123	Rigging and Load Handling	3 credit hours
___	TECH	1303	Schematics	3 credit hours
___	TECH	2003	Hydraulic and Pneumatics	3 credit hours
___	TECH	2303	Introduction to Programmable Logic Controllers	3 credit hours
___	TECH	2401L	Electromechanical Troubleshooting	1 credit hour
___	WLD	1001L	Basic Welding	1 credit hour

### TECHNICAL ELECTIVES: .....6 credit hours

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

___	ACR	1903	Heating Technology	3 credit hours
___	BUS	2373	Supervisory Management	3 credit hours
___	CIS	1203	Introduction to Network Administration	3 credit hours
___	SPAN	1013	Elementary Spanish I	3 credit hours
___	TECH	2903L	Industrial Mechanics Internship	3 credit hours
___	WLD	1203	Gas Metal Arc Welding	3 credit hours
___	WLD	2103	Blueprint Reading	3 credit hours
___	WLD	2303	Gas Tungsten Arc Welding	3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Industrial Mechanics and Maintenance Technology will be able to:

- Identify mechanical system components
- Demonstrate the application of programmable logic controller (PLC) operations.
- Apply operational principles and safety techniques during material handling/lifting processes.

Institutional Learning Outcomes may be found on page 32.

# PRACTICAL NURSING

The practical nursing program prepares students for the national licensure exam for practical nurses. Students spend time in the classroom and in clinical experiences. Instruction consists of theory and supervised practice in areas required by the State Board of Nursing. Clinical labs are completed in nursing homes, hospitals, and other healthcare facilities. Clinical practicum is planned to provide students with varied experiences; therefore, students may have a portion of their clinical experience in facilities in Conway, Pope, Faulkner, Van Buren, Yell, or Johnson Counties. Other areas may be utilized as the need arises. Students who complete the program may sit for the NCLEX-PN® if deemed eligible by the Arkansas State Board of Nursing.

A grade of "C" is necessary to pass each of the required practical nursing courses. Students who do not meet this requirement must apply for re-admission/re-entry by contacting the Vice Chancellor of Academic Services and completing an application before being permitted to continue in the program. Students should consult the Health Professions and Natural Sciences Office for specific selection criteria for admission to the nursing program. Admission to the College does not necessarily qualify a student for admission to the Practical Nursing program. Students earn a technical certificate upon completion of the program requirements.

## PRACTICAL NURSING PROGRAM ADMISSIONS PROCESS

Admission into the UACCM Practical Nursing Program is a competitive process. A class of 24 students begins each Spring (January) and Summer (May) at Morrilton. A class of 8 begins each Spring (January) at Clinton. Students attempting to enter the Practical Nursing program must be admitted to UACCM by March 1 for the Summer class and October 1 for the Spring class. Note: Students who have not attended class or completed an admission application within the last 12 months at UACCM are required to complete a new College Admission Application.

There are a number of steps which must be completed before a student can be considered for the Practical Nursing program.

1. Complete the Application for Admission to the Practical Nursing Program and return it to the Division of Health Professions and Natural Sciences Office (Kirk Building, Suite 100).
2. Go to the Student Account window in the University Center and pay for the Test of Essential Academic Skills (TEAS). If you are submitting previous TEAS points (taken within the last 3 years), payment for the test is not necessary.
3. Take the TEAS at UACCM during one of the advertised dates and times held prior to the application deadline. To schedule a date and time to take the test, eligible students taking the TEAS for this application period should contact the department's administrative specialist in the Kirk Building, Room 100, at 501-977-2049. Students must meet all entrance requirements to be eligible to take the test. Students will only be allowed to take the TEAS one time per application period. Previous TEAS points from UACCM taken within the last three years may be considered. In order for a previous score to be used to determine eligibility, the student must submit a copy of the test results with the program application.

Due to the limited seats and test dates available, students who have applied to the UACCM Practical Nursing program will be given priority to the available test appointments. Students applying to other programs and schools may be scheduled to take the TEAS if seats are available.

Any student who has previously been in the Practical Nursing program at UACCM must follow the Readmission/Progression Policy.

## IMPORTANT REQUIREMENTS

- Students who score below these placement scores must complete any remedial courses prior to entering the Practical Nursing program. The ACT, COMPASS, and ACCUPLACER test scores are good for 5 years.

19 – ACT English  
19 – ACT Reading  
17 – ACT Mathematics

80 – COMPASS Writing  
83 – COMPASS Reading  
27 – COMPASS Algebra

83 – Classic ACCUPLACER Sentence Skills  
78 – Classic ACCUPLACER Reading  
48 – Classic ACCUPLACER Elementary Algebra

### REMEDIAL COURSES THAT MAY BE REQUIRED ARE:

ACAD 0303 Basic Composition

ACAD 0213 Reading

MATH 0803 Basic Algebra or MATH 1253 Applied Technical Math

- Students must complete the following prerequisite courses with a grade of "C" or higher prior to beginning the Practical Nursing program: BIOL 2004 Human Anatomy and Physiology I, BIOL 2014 Human Anatomy and Physiology II, and NUTR 1503 Nutrition. Students may be enrolled in the prerequisite courses at the time of application to the Practical Nursing program. Only prerequisites that appear on the student's official transcript at the time of application will count toward the total points for selection.
- Students must have a minimum cumulative GPA of 2.0 and be in good academic standing in order to be accepted in to the Practical Nursing program.
- Students who have been suspended from UACCM for the possession or use of controlled substances, illicit drugs, or the unlawful possession and use of alcohol will be ineligible to make application to the Practical Nursing program.
- Students must submit a Practical Nursing Program Application, including all documentation, by March 1 (Morrilton ONLY) for the Summer semester or October 1 (Clinton and Morrilton) for the Spring semester. If the deadline to submit the application falls on a Saturday, Sunday and/or holiday for which the campus is closed, the deadline will be the next business day in which the campus is open.
- Students who are selected for admission into the Practical Nursing program must submit to the Division of Health Professions and Natural Sciences office current proof of tuberculosis screening and/or tuberculosis prevention. A mandatory information session will be held at which time information on the required background check will be given; this check must be started before the beginning of the program, and the results must be satisfactory in order to remain in the program. During the first semester, American Heart Healthcare Provider CPR

## NURSING—PRACTICAL NURSING

will be taught. By the first day of class, students are required to provide copies of all required documentation to the Division of Health Professions and Natural Sciences office. Students failing to submit the required documentation within the prescribed time frame will be removed from the program.

- The application is only good for one admission period. Students who decline a position or who were not selected as a candidate must submit a new application the next application period to be considered for admission to the program.

### SELECTION OF CANDIDATES

The Practical Nursing Selection Committee is responsible for selecting the best-qualified applicants for admission to the Practical Nursing program. A Practical Nurse Selection Rating Form will be used to assign points to each applicant according to the TEAS test and education points. Students must score a minimum of 275 points in order to be considered for the program. If TEAS score was not at least 275, students may schedule an appointment with their advisor, a nursing faculty, or the Program Chair of Practical Nursing to discuss ways to improve points. After the tabulation of points, the applicants will be ranked from highest to lowest. Students will be selected for admission into the program based upon the number of points received from the selection criteria. In the event of a tie, the students with the same score will be ranked according to the application date.

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

### BACKGROUND CHECKS UPON ADMISSION

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a Practical Nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules and is determined by the ASBN. The student will be required to sign a statement, before beginning the Practical Nursing program, that states the student has read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. The information can be accessed at [arsbn.publishpath.com/websites/arsbn/images/nursepracticeact\\_2018.february2018.pdf](http://arsbn.publishpath.com/websites/arsbn/images/nursepracticeact_2018.february2018.pdf).

Students will be required to complete a background check by the first day of the Practical Nursing program. Students will be conditionally admitted to the Practical Nursing program for up to two weeks pending the receipt of a satisfactory background check. If the student is unsuccessful in obtaining a satisfactory background check, the student will be removed from the Practical Nursing program. Students may contact the Program Chair of Practical Nursing at 501-977-2002 for additional information.

### READMISSION/RE-ENTRY INFORMATION

Readmission or re-entry into a UACCM nursing program involves a number of requirements which must be met before a student will be considered.

- Students must have a minimum cumulative GPA of 2.0 and be in good academic standing.
- The following documents are required for readmission/re-entry. All documents should be submitted to the Vice Chancellor of Academic Services (University Center, Suite 100). Documents for the readmission should be submitted on or before January 15 for the Summer application period or August 15 for the Spring application period. Documents for re-entry should be submitted within two (2) weeks of withdrawing/failing any nursing course. If the deadline to submit the documents is on a Saturday, Sunday and/or holiday for which the campus is closed, the deadline will be the next business day in which the campus is open.
  - Practical Nursing Readmission/Re-entry application.
  - A letter of action which includes a brief summary of why the student is no longer in the program and a plan for successful completion of the program.
  - A letter of recommendation from one of the nursing faculty.
- Readmission - Once approved by the Vice Chancellor for Academic Services to be readmitted, the student must make application to the PN program. Students who are allowed to be readmitted will be ranked with all other applicants received during the application period. Acceptance into the program is not guaranteed.
- Re-entry - Should several students be approved by the Vice Chancellor for Academic Services for re-entry to the same program level, student will be ranked. Due to the limited number of available seats, student's GPA, letter of action, and recommendation letter will be used to create a ranking scale to guide in the decision-making process.

#### BACKGROUND CHECKS UPON READMISSION/RE-ENTRY

The Arkansas State Board of Nursing (ASBN) requires a criminal background check for all graduates applying for licensure. Graduating from a nursing program does not assure ASBN's approval to take the licensure examination. Eligibility to take the licensure examination is dependent on meeting standards in the ASBN Nurse Practice Act and Rules. The student will be required to sign a statement, before beginning the nursing program, that states the student has read and understood ACA §17-87-312 and the specific offenses which, if pleaded guilty, nolo contendere, or found guilty of will make an individual ineligible to receive or hold a license in Arkansas. The information can be accessed at [www.arsbn.org/websites/arsbn/images/nursepracticeact\\_2018.february2018.pdf](http://www.arsbn.org/websites/arsbn/images/nursepracticeact_2018.february2018.pdf).

Students will be required to complete a background check upon selection into a nursing program. A prior background check may be used only if it is less than one (1) year old; the student will need to complete a new background check when the prior one has expired. Please see the program requirements for details about background check requirements.

#### CO-REQUISITES

All nursing courses are co-requisites within each semester; therefore, a student seeking re-entry must take all courses offered for the level of re-entry.

#### CLINICAL COMPETENCY

Students selected for re-entry into the PN program must successfully complete a Clinical Competency course prior to the semester of re-entry.

## TECHNICAL CERTIFICATE

57 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

### REQUIRED COURSES: 11 credit hours

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

BIOL 2004 and BIOL 2014 must be completed at the same institution.

### FIRST SEMESTER: 15 credit hours

___	NSG	1213	Math for Nurses	3 credit hours
___	NUR	1102	Geriatrics	2 credit hours
___	NUR	1104	Basic Nursing I	4 credit hours
___	NUR	1106L	Clinical Practicum I	6 credit hours

### SECOND SEMESTER: 15 credit hours

___	NUR	1222	Maternal/Child	2 credit hours
___	NUR	1204	Med-Surgical Nursing I	4 credit hours
___	NUR	1213	Basic Nursing II	3 credit hours
___	NUR	1216L	Clinical Practicum II	6 credit hours

### THIRD SEMESTER: 16 credit hours

___	NUR	2002	Pharmacology	2 credit hours
___	NUR	2001	Mental Health	1 credit hours
___	NUR	2203	Basic Nursing III	3 credit hours
___	NUR	2204	Med-Surgical Nursing II	4 credit hours
___	NUR	2206L	Clinical Practicum III	6 credit hours

Students completing the Practical Nursing program are qualified to take the National Council Licensing Exam (NCLEX-PN®). 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.

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Practical Nursing will be able to:

### EFFECTIVE COMMUNICATION

- Analyze/evaluate information.
- Communicate ideas clearly and effectively in written format.

### INFORMATION LITERACY

- Retrieve information through printed or electronic sources.
- Analyze information through the use of appropriate technologies.

### ETHICS AND VALUES

- Demonstrate characteristics of a strong work ethic/accountability (soft skills, plagiarism).
- Evaluate ethical dilemmas.

### CRITICAL THINKING/PROBLEM SOLVING

- Apply mathematical reasoning to quantitative information.

### TECHNICAL SKILLS

- Demonstrate problem solving-critical thinking approaches by means of utilizing the nursing process to individualize patient care.
- Use ethical principles in nursing practice, conduct, and relationships with patients, staff, and families.
- Identify with the values of the profession and incorporate them into nursing practice.
- Promote a positive public image of nursing as a professional role model.
- Apply concepts from the biological and behavioral sciences to the practice of nursing.
- Utilize communication skills to establish and maintain a therapeutic relationship with patients, families, and staff.
- Execute competencies required for beginning practice as a Licensed Practical Nurse.

Institutional Learning Outcomes may be found on page 32.

### After UACCM

- In the semester prior to graduation, an FBI and Arkansas State Police background check must be submitted to the ASBN before students are allowed to sit for the NCLEX-PN® (national licensure exam).
- Upon successful completion of the practical nursing program and successful completion of the NCLEX-PN® students can be employed as a Licensed Practical Nurse in healthcare facilities such as hospitals, medical clinics, nursing homes, home health agencies, public schools, mental health facilities, and industrial plants.

### Hint

- Because students should plan on studying most of the time, they should plan to work as little as possible.
- Students required to take remedial courses must follow the UACCM Student Success Plan.

### Note

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





# REGISTERED NURSING

## LPN/LPTN-TO-RN TRANSITION

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

This program combines classroom instruction with clinical experiences. Eight community colleges with PN programs have joined together to form a consortium, the Arkansas Rural Nursing Education Consortium (ARNEC). ARNEC offers an innovative approach via a non-traditional delivery format of nursing theory by interactive video. The following institutions are members of the ARNEC program: Arkansas State University (ASU-N) – Newport; Black River Technical College (BRTC) – Pocahontas; Cossatot Community College of the University of Arkansas (CCCUA) – Nashville/DeQueen; Ozarka College (OC) – Melbourne; South Arkansas Community College (SACC) – El Dorado; Rich Mountain Community College (RMCC) – Mena; University of Arkansas Community College at Hope (UACCH); and the University of Arkansas Community College at Morrilton (UACCM).

The program at UACCM will serve up to 48 students. Theory (nursing lectures) will be scheduled on Tuesday and Thursday evenings from 3:30 – 8:30 p.m. and clinical time will primarily take place on weekends. This program was designed to meet the needs of working LPNs/LPTNs/LVNs.

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

## ACCEPTANCE

Applicants that are selected for admission must notify the ARNEC institution that they will be attending to verify and accept placement. Upon acceptance into the program, the student must provide the following:

- Current American Heart Association: Healthcare Provider CPR Course
- TB Health Card
- Hepatitis B (verification of completion or started) or a Denial Waiver form signed
- Proof of immunity to varicella. Proof may consist of:
  - Proof of two vaccines, at least 1 month apart or
  - Varicella antibody titer indicating immunity
- Proof of current Influenza Vaccination
- All immunizations must be current upon acceptance and maintained during the program. Other immunizations may be required per facility.

Students selected for admission will receive a letter of acceptance into the program before preregistration for spring courses, and will need to provide the admitting institution a written letter stating that they are accepting the invitation and will enroll in the program. This letter can be emailed to the Division Chair of Health Professions and Natural Sciences, faxed, or brought to the Nursing Department in person. If the student chooses to email or fax their letter of acceptance, they should follow up by calling the Nursing Department to make sure it was received. In the event that the student does not plan to enroll, the student needs to notify the institution so that an alternate student may have the slot. Each institution will have an alternate list of students in the case of a selected student declining his/her acceptance letter.

## ENTRANCE REQUIREMENTS

All general education courses, except for one, must be completed by the application deadline (August 31). Any remaining course must be completed by the following December. Students must have all general education requirements completed by the time classes begin.

- Background checks will be conducted on selected applicants prior to the beginning of the program. If an applicant's / student's background check is unsatisfactory, he/she will not be admitted to the program. Note: This background check is at the student's expense.

### APPLICANTS MUST SHOW PROOF OF

- Complete an ARNEC program application on line at [www.arnec.org/application-process](http://www.arnec.org/application-process).
- Graduate from a State Board-approved technical / practical nursing program or be deemed qualified by a State Board to sit for the NCLEX-PN exam and show successful completion of the NCLEX-PN exam.
- Possess an active, valid, unencumbered LPN/LVN license.
- Complete the required general education courses from an accredited college or university with a grade of "C" or better.
- A cumulative grade point average (GPA) of 2.5 (on a 4.0 scale) or above. GPA is composed of the required general education courses.
- You must have a copy of all college transcripts for advisement and OFFICIAL transcripts from ALL college(s) by September 15.
- All classes are taught in the English language. Students whose native language is not English will be required to show evidence of proficiency by taking the institution's ESL exam and demonstrating the able to speak, write, and comprehend the English language.



- Drug screen (per admitting institution protocol).
- Pre-Entrance Exam.

Students will be ranked and selected based on their GPA of the required general education courses and their pre-entrance exam score. **Students must comply with the admission requirements set forth by the admitting institution in addition to the ARNEC requirements.**

**If an applicant failed twice in a generic RN program, then later successfully completed an LPN/LVN/LPTN program, the applicant will be eligible to apply to 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 2.0 “C” (on a 4.0 scale) in all general education and nursing classes, including nursing practicum, to progress to the next semester. Nursing courses require students to achieve at least a 78% (lowest “C” grade) to progress.
- Students must maintain compliance with ARNEC’s policies to progress to the next semester or graduate.

## TRANSFERS

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

## ADVANCED PLACEMENT OF STUDENTS

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

## NOTE TO ALL APPLICANTS

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

## GRADUATION POLICY

Students must have successfully completed all general education courses and all nursing courses with a grade of “C” or better. The student **MUST** achieve the benchmark score set by ARNEC on the standardized exit exam to complete requirements for the NCLEX-RN Preparation Course. 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/LVN- to- RN Transition Program does **NOT** automatically enable the student to sit for the NCLEX-RN. This is determined by the State Board of Nursing with the graduate applies for licensure.

# NURSING—REGISTERED NURSING

## After UACCM

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

## Note

- Admission to the Registered Nursing program is a competitive process. Applicants should refer to page 66 for a complete description of the admissions and selection policy.
- The Registered Nursing program admits students in the spring semester each year.
- UACCM offers the RN program through the Arkansas Rural Nursing Education Consortium (ARNEC), which includes eight community colleges.
- Rural Nursing Education Consortium LPN/LVN to RN program must read the Arkansas Nurse Practice Act, ACA §17-87-312, (provided in course syllabi each semester) and submit a signed statement indicating that they understand that graduating from a nursing program in Arkansas does not assure the Arkansas State Board of Nursing's approval to take the licensure examination.

## ASSOCIATE OF APPLIED SCIENCE

66 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

**MATHEMATICS:** ..... **3 credit hours**  
 \_\_\_\_ NSG 1213 Math for Nurses ..... 3 credit hours

**BIOLOGICAL SCIENCE:** ..... **12 credit hours**  
 \_\_\_\_ BIOL 2004\* Human Anatomy and Physiology I ..... 4 credit hours  
 \_\_\_\_ BIOL 2014\* Human Anatomy and Physiology II ..... 4 credit hours  
 \_\_\_\_ BIOL 2104\* Microbiology ..... 4 credit hours  
 BIOL 2004 and BIOL 2014 must be completed at the same institution.

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

**NUTRITION:** ..... **3 credit hours**  
 \_\_\_\_ NUTR 1503 Nutrition ..... 3 credit hours

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

**TECHNICAL CORE:** ..... **33 credit hours**  
 \_\_\_\_ NSG 2119 Nursing Process I ..... 9 credit hours  
 \_\_\_\_ NSG 2123L Nursing Practicum I ..... 3 credit hours  
 \_\_\_\_ NSG 2216 Nursing Process II ..... 6 credit hours  
 \_\_\_\_ NSG 2223L Nursing Practicum II ..... 3 credit hours  
 \_\_\_\_ NSG 2311 NCLEX-RN Preparation ..... 1 credit hour  
 \_\_\_\_ NSG 2318 Nursing Process III ..... 8 credit hours  
 \_\_\_\_ NSG 2323L Nursing Practicum III ..... 3 credit hours

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Registered Nursing will be able to:

### EFFECTIVE COMMUNICATION

- Analyze/evaluate information.
- Communicate ideas clearly and effectively in written format.
- Prioritize care when providing care to multiple patients.

### INFORMATION LITERACY

- Retrieve information through printed or electronic sources.
- Analyze information through the use of appropriate technologies.

### ETHICS AND VALUES

- Demonstrate characteristics of a strong work ethic/accountability (soft skills, plagiarism issues).
- Evaluate ethical dilemmas.

### CRITICAL THINKING/PROBLEM SOLVING

- Apply mathematical reasoning to quantitative information.
- Solve problems verbally, graphically, symbolically, or numerically.
- Distinguish between root cause and effect.

### REGISTERED NURSING SKILLS

- Demonstrate quality and safe care that supports a culture of health through evidence-based nursing.
- Apply critical thinking necessary to provide patient centered care to diverse populations.
- Collaborate with interdisciplinary team members to provide leadership in all healthcare settings.
- Integrate professional nursing practice through communication, knowledge, technology, and support of quality improvement measures.

Institutional Learning Outcomes may be found on page 32.

## SURVEYING

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

## Hint



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

## Note



- Students should complete Introduction to Computers, math requirement, Introduction to CAD and Surveying Software, Plane Surveying, and Calculator Solutions during the first semester after completing remedial courses.

## TECHNICAL CERTIFICATE

30 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH:** ..... **3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

**MATHEMATICS:** ..... **3 credit hours**  
 \_\_\_\_ MATH 1203\* College Algebra ..... 3 credit hours  
 OR MATH 1204\* College Algebra (Extended Format) ..... 4 credit hours

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

**TECHNICAL COURSES:** ..... **21 credit hours**  
 \_\_\_\_ DRT 1103 AutoCAD ..... 3 credit hours  
 \_\_\_\_ GIS 2203 Introduction to Geographic Information Systems 3 credit hours  
 \_\_\_\_ SUR 1001 Calculator Solutions ..... 1 credit hour  
 \_\_\_\_ SUR 1204 Plane Surveying ..... 4 credit hours  
 \_\_\_\_ SUR 1213 Introduction to CAD and Surveying Software... 3 credit hours  
 \_\_\_\_ SUR 2003 Legal Principles and Boundaries ..... 3 credit hours  
 \_\_\_\_ SUR 2013 Boundary Evidence and Procedures ..... 3 credit hours  
 \_\_\_\_ TECH 1001 First Aid/HSE  
 OR TECH 1101 Understanding OSHA Regulations Basic ..... 1 credit hour

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Surveying will be able to:

- Perform plane surveying computations.
- Use the basic features of Carlson Survey software.
- Use basic surveying tools.

Institutional Learning Outcomes may be found on page 32.

# SURVEYING

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

## Hint

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

## Note

- Students should complete Introduction to Computers, math requirement, Introduction to CAD and Surveying Software, Plane Surveying, and Calculator Solutions during the first semester after completing remedial courses.

## After UACCM

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

## ASSOCIATE OF APPLIED SCIENCE

**60 Semester Hours**

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

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

___	ENG	1013*	Composition I	3 credit hours
___	ENG	1023*	Composition II	
OR	ENG	2023*	Technical Communications	3 credit hours

### MATHEMATICS: .....6 credit hours

___	MATH	1203*	College Algebra	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format)	4 credit hours
___	MATH	1213*	Plane Trigonometry	3 credit hours

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

Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.

___	ELECTIVE		Social Science Elective	3 credit hours
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### REQUIRED COURSE: .....3 credit hours

___	CIS	1013*	Introduction to Computers	3 credit hours
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### TECHNICAL COURSES: .....39 credit hours

___	DRT	1103	AutoCAD	3 credit hours
___	GIS	2203	Introduction to Geographic Information Systems	3 credit hours
___	SUR	1001	Calculator Solutions	1 credit hour
___	SUR	1204	Plane Surveying	4 credit hours
___	SUR	1213	Introduction to CAD and Surveying Software	3 credit hours
___	SUR	1214	Construction and Route Surveying	4 credit hours
___	SUR	1224	Boundary Surveying	4 credit hours
___	SUR	2001	Calculator Solutions II	1 credit hour
___	SUR	2003	Legal Principles and Boundaries	3 credit hours
___	SUR	2013	Boundary Evidence and Procedures	3 credit hours
___	SUR	2103	Global Positioning Systems	3 credit hours
___	SUR	2213	Topographic and Civil Mapping	3 credit hours
___	SUR	2223	Survey Plats and Deeds	3 credit hours
___	TECH	1001	First Aid/HSE	
OR	TECH	1101	Understanding OSHA Regulations Basic	1 credit hour

### RELATED ELECTIVES: .....3 credit hours

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

___	BUS	1223	Electronic Spreadsheet	3 credit hours
___	BUS	2313	Professional Development	3 credit hours
___	BUS	2373	Supervisory Management	3 credit hours
___	FIN	2013	Personal Finance	3 credit hours
___	SPH	2303*	Introduction to Oral Communications	3 credit hours
___	SUR	2903L	Surveying Internship	3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Surveying will be able to:

- Use USPLSS to perform computations to restore lost corners.
- Able to effectively use GPS systems.
- Able to interpret and write land and survey descriptions.
- Able to locate property boundaries in Arkansas.
- Able to prepare reports and/or maps from field data.

Institutional Learning Outcomes may be found on page 32.

## CERTIFICATE OF PROFICIENCY

15 Semester Hours

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

\_\_\_ MATH 1253 Applied Technical Math..... 3 credit hours

### TECHNICAL COURSES: ..... 12 credit hours

\_\_\_ TECH 1101 Understanding OSHA Regulations Basic ..... 1 credit hour  
 \_\_\_ WLD 1202 Craft Skills ..... 2 credit hours  
 \_\_\_ WLD 1203 Gas Metal Arc Welding..... 3 credit hours  
 \_\_\_ WLD 1406 Shielded Metal Arc Welding ..... 6 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Certificate of Proficiency in Welding Technology will be able to:

- Demonstrate safe tool usage and material handling techniques.
- Set up, use, and maintain GMAW equipment.
- Set up, use, and maintain SMAW equipment.

Institutional Learning Outcomes may be found on page 32.

## TECHNICAL CERTIFICATE

30 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

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

\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

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

\_\_\_ MATH 1253 Applied Technical Math..... 3 credit hours

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

\_\_\_ TECH 1101 Understanding OSHA Regulations Basic ..... 1 credit hour  
 \_\_\_ WLD 1202 Craft Skills ..... 2 credit hours  
 \_\_\_ WLD 1203 Gas Metal Arc Welding..... 3 credit hours  
 \_\_\_ WLD 1406 Shielded Metal Arc Welding ..... 6 credit hours  
 \_\_\_ WLD 2103 Blueprint Reading..... 3 credit hours  
 \_\_\_ WLD 2303 Gas Tungsten Arc Welding ..... 3 credit hours  
 \_\_\_ WLD 2406 Structural Welding ..... 6 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Technical Certificate in Welding Technology will be able to:

- Read and interpret welding schematics.
- Set up, use and maintain GTAW equipment.
- Safely use the SMAW process.

Institutional Learning Outcomes may be found on page 32.

The Welding program provides instruction in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), as well as blueprint reading and layout techniques. Students may complete a Certificate of Proficiency, Technical Certificate, and/or A.A.S. in welding.

### Note



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

### Hint



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

### After UACCM



Graduates are employed in:

- Pipeline construction
- Metal fabrication
- Manufacturing firms
- Industrial companies for equipment repair
- Shielded metal arc welding
- Structural welding



# WELDING TECHNOLOGY

The Welding program provides instruction in Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), as well as blueprint reading and layout techniques. Students may complete a Certificate of Proficiency, Technical Certificate, and/or A.A.S. in welding.

## Note

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

## Hint

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

## After UACCM

Graduates are employed in:

- Pipeline construction
- Metal fabrication
- Manufacturing firms
- Industrial companies for equipment repair
- Shielded metal arc welding
- Structural welding



## ASSOCIATE OF APPLIED SCIENCE

60 Semester Hours

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

<b>ENGLISH/COMMUNICATIONS:</b> .....				<b>6 credit hours</b>
___	ENG	1013*	Composition I .....	3 credit hours
___	ENG	1023*	Composition II .....	
OR	ENG	2023*	Technical Communications .....	3 credit hours

<b>MATHEMATICS:</b> .....				<b>3 credit hours</b>
___	MATH	1253	Applied Technical Math .....	3 credit hours

<b>SOCIAL SCIENCE ELECTIVE:</b> .....				<b>3 credit hours</b>
<b>Three hours of social science electives for technical programs must be selected from the list on "Social Science Electives For Technical Programs" on page 30.</b>				
___	ELECTIVE		Social Science Elective .....	3 credit hours

<b>REQUIRED COURSE:</b> .....				<b>3 credit hours</b>
___	CIS	1013*	Introduction to Computers .....	3 credit hours

<b>TECHNICAL COURSES:</b> .....				<b>38 credit hours</b>
___	BUS	2313	Professional Development .....	3 credit hours
___	TECH	1101	Understanding OSHA Regulations Basic .....	1 credit hour
___	TECH	1123	Rigging and Load Handling .....	3 credit hour
___	WLD	1202	Craft Skills .....	2 credit hours
___	WLD	1203	Gas Metal Arc Welding .....	3 credit hours
___	WLD	1406	Shielded Metal Arc Welding .....	6 credit hours
___	WLD	2103	Blueprint Reading .....	3 credit hours
___	WLD	2303	Gas Tungsten Arc Welding .....	3 credit hours
___	WLD	2402L	Flux Core Arc Welding .....	2 credit hours
___	WLD	2406	Structural Welding .....	6 credit hours
___	WLD	2606	Advanced Welding .....	6 credit hours

<b>RELATED ELECTIVES:</b> .....				<b>7 credit hours</b>
<b>Seven hours of electives must be selected from the list below:</b>				
___	BUS	2373	Supervisory Management .....	3 credit hours
___	DRT	1014	Beginning Drafting .....	4 credit hours
___	ELEC	1204	Fundamentals of Electricity .....	4 credit hours
___	ELEC	2001	Arc Flash Safety .....	1 credit hour
___	TECH	1001	First Aid/HSE .....	1 credit hour
___	TECH	1303	Schematics .....	3 credit hours
___	WLD	2423	Advanced Gas Tungsten Arc Welding .....	3 credit hours
___	WLD	2503L	Special Projects .....	3 credit hours
___	WLD	2903L	Welding Internship .....	3 credit hours

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

## PROGRAM LEARNING OUTCOMES

Students who successfully complete the Associate of Applied Science degree in Welding Technology will be able to:

- Communicate and use critical material handling/lifting techniques.
- Set up, use, and maintain FCAW equipment.

Institutional Learning Outcomes may be found on page 32.





# COOPERATIVE PROGRAMS

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The University of Arkansas Community College at Morrilton has a cooperative agreement with the University of Arkansas Criminal Justice Institute.

- The University of Arkansas Criminal Justice Institute cooperative programs involve students taking their law enforcement classes at the Criminal Justice Institute and finishing their general education hours at UACCM.
- Students must be currently employed in law enforcement.

# SECTION REFERENCE

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**University of Arkansas Criminal Justice Institute**

Crime Scene Investigation

Certification of Proficiency.....	page 74
Technical Certificate.....	page 74
Associate of Applied Science.....	page 75

Law Enforcement Administration

Certificate of Proficiency .....	page 76
Technical Certificate.....	page 76
Associate of Applied Science.....	page 77

## CRIME SCENE INVESTIGATION

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

### Note



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

## CERTIFICATE OF PROFICIENCY

18 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH:.....3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

**TECHNICAL COURSES:..... 15 credit hours**  
 \_\_\_\_ Crime Scene Technician Certificate Program ..... 9 credit hours  
 \_\_\_\_ Law Enforcement Certification ..... 6 credit hours  
 (Arkansas Law Enforcement Training Academy Certificate)

## TECHNICAL CERTIFICATE

36 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH:.....3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I ..... 3 credit hours

**MATHEMATICS:.....3 credit hours**  
**Three hours of mathematics courses must be selected from the following list:**  
 \_\_\_\_ MATH 1253 Applied Technical Math ..... 3 credit hours  
 \_\_\_\_ MATH 1203\* College Algebra ..... 3 credit hours  
**OR** MATH 1204\* College Algebra (Extended Format) ..... 4 credit hours  
 \_\_\_\_ MATH (Any Higher-Level Math) ..... 3 credit hours

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

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

**\*\*Introduction to Computers may be taken at the Criminal Justice Institute.**

## ASSOCIATE OF APPLIED SCIENCE

61 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH: ..... 6 credit hours**

___	ENG	1013*	Composition I .....	3 credit hours
___	ENG	1023*	Composition II .....	
OR	ENG	2023*	Technical Communications .....	3 credit hours

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

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

___	MATH	1253	Applied Technical Math .....	3 credit hours
___	MATH	1203*	College Algebra .....	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format) .....	4 credit hours
___	MATH		(Any Higher Level Math) .....	3 credit hours

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

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

___	PSCI	2003*	American Government .....	3 credit hours
___	CRIM	2003*	Introduction to Criminal Justice .....	3 credit hours
___	PSY	2003*	General Psychology .....	3 credit hours

**GENERAL ELECTIVES: ..... 12 credit hours**

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

___	BIOL	1004*	Fundamentals of Biology .....	4 credit hours
___	BIOL	2004*	Human Anatomy and Physiology I .....	4 credit hours
___	BUS	2373	Supervisory Management .....	3 credit hours
___	BUS	2393*	Business Law .....	3 credit hours
___	CRIM	2003*	Introduction to Criminal Justice .....	3 credit hours
___	PSCI	2003*	American Government .....	3 credit hours
___	PSY	2003*	General Psychology .....	3 credit hours
___	SPH	2303*	Introduction to Oral Communications .....	3 credit hours

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

___	CIS	1013*	**Introduction to Computers .....	3 credit hours
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**TECHNICAL COURSES: ..... 34 credit hours**

___	Crime Scene Technician Certificate Program .....			9 credit hours
___	Crime Scene Special Topics .....			12 credit hours
___	Advanced Crime Scene Investigation Technician Certificate Program .....			4 credit hours
___	Advanced Crime Scene Special Topics .....			3 credit hours
___	Law Enforcement Certification .....			6 credit hours
	(Arkansas Law Enforcement Training Academy Certificate)			

\*\*Introduction to Computers may be taken at the Criminal Justice Institute.

# LAW ENFORCEMENT ADMINISTRATION

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

## Note



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

## CERTIFICATE OF PROFICIENCY

18 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**GENERAL EDUCATION REQUIREMENTS: . . . . . 3 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I . . . . . 3 credit hours

**TECHNICAL COURSES: . . . . . 15 credit hours**  
 \_\_\_\_ Law Enforcement Administration and Management . . . . . 6 credit hours  
 \_\_\_\_ Law Enforcement Communications . . . . . 3 credit hours  
 \_\_\_\_ Law Enforcement Certification . . . . . 6 credit hours  
 (Arkansas Law Enforcement Training Academy Certificate)

## TECHNICAL CERTIFICATE

36 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

**ENGLISH/COMMUNICATIONS: . . . . . 6 credit hours**  
 \_\_\_\_ ENG 1013\* Composition I . . . . . 3 credit hours  
 \_\_\_\_ SPH 2303\* Introduction to Oral Communications. . . . . 3 credit hours

**MATHEMATICS: . . . . . 3 credit hours**  
**Three hours of mathematics courses must be selected from the following list:**  
 \_\_\_\_ MATH 1253 Applied Technical Math. . . . . 3 credit hours  
 \_\_\_\_ MATH 1203\* College Algebra. . . . . 3 credit hours  
**OR** MATH 1204\* College Algebra (Extended Format). . . . . 4 credit hours  
 \_\_\_\_ MATH (Any Higher-Level Math) . . . . . 3 credit hours

**SOCIAL SCIENCE: . . . . . 3 credit hours**  
**Three hours of social science courses must be selected from the following list:**  
 \_\_\_\_ BUS 2373 Supervisory Management . . . . . 3 credit hours  
 \_\_\_\_ BUS 2393 Business Law . . . . . 3 credit hours

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

**TECHNICAL COURSES: . . . . . 21 credit hours**  
 \_\_\_\_ Law Enforcement Administration and Management . . . . . 6 credit hours  
 \_\_\_\_ Law Enforcement Communications . . . . . 3 credit hours  
 \_\_\_\_ Advanced Law Enforcement Special Topics . . . . . 6 credit hours  
 \_\_\_\_ Law Enforcement Certification . . . . . 6 credit hours  
 (Arkansas Law Enforcement Training Academy Certificate)

\*\*Introduction to Computers may be taken at the Criminal Justice Institute.

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.

## ASSOCIATE OF APPLIED SCIENCE

63 Semester Hours

\* Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions on page 79.

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

___	ENG	1013*	Composition I .....	3 credit hours
___	ENG	1023*	Composition II .....	
OR	ENG	2023*	Technical Communications .....	3 credit hours
___	SPH	2303*	Introduction to Oral Communications .....	3 credit hours

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

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

___	MATH	1253	Applied Technical Math .....	3 credit hours
___	MATH	1203*	College Algebra .....	3 credit hours
OR	MATH	1204*	College Algebra (Extended Format) .....	4 credit hours
___	MATH		(Any Higher-Level Math) .....	3 credit hours

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

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

___	CRIM	2003*	Introduction to Criminal Justice .....	3 credit hours
___	PSCI	2003*	American Government .....	3 credit hours
___	SOC	2013*	Introduction to Sociology .....	3 credit hours
___	PSY	2003*	General Psychology .....	3 credit hours

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

___	CIS	1013*	**Introduction to Computers .....	3 credit hours
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### TECHNICAL COURSES: .....36 credit hours

___			School of Law Enforcement Supervision .....	9 credit hours
___			Law Enforcement Administration and Management .....	6 credit hours
___			Integrity in Law Enforcement .....	3 credit hours
___			Advanced Law Enforcement Special Topics .....	6 credit hours
___			Legal Aspects of Law Enforcement .....	3 credit hours
___			Law Enforcement Communications .....	3 credit hours
___			Law Enforcement Certificate .....	6 credit hours
			(Arkansas Law Enforcement Training Academy Certificate)	

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

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

___	BUS	2373	Supervisory Management .....	3 credit hours
___	BUS	2393*	Business Law .....	3 credit hours

\*\*Introduction to Computers may be taken at the Criminal Justice Institute.

# SECTION F

## SECTION REFERENCE

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UACCM courses are identified by a code containing letters which indicate the department and numbers which indicate sequencing within the department. The last number indicates credit hours received for the course.

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

“ACTS” see page 25 for more information about the Arkansas Course Transfer System or visit [acts.adhe.edu](http://acts.adhe.edu)

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

## ACADEMIC ACHIEVEMENT

### **ACAD 0001 COLLEGE ORIENTATION ..... 1 CR. (1 LEC.)**

*Prerequisite: None. Note: See New student orientation page 27 for exemptions.* This course is required for all students who are first-time entering freshman, concurrent students, transfer students, and re-admitted students, having not attended for five years or more or having left UACCM in academic suspension or academic probation, and who did not complete the New Student Orientation prior to the deadline. This course is designed to prepare students to be successful in their college career at UACCM. Students will learn how to use the library resources and other campus and classroom software. Students will learn about campus policies and regulations, financial aid opportunities, and other services available on UACCM's campus. Basic study techniques, planning future course schedules, and setting academic goals will be covered.

### **ACAD 0213 READING ..... 3 CR. (3 LEC.)**

*Prerequisite: ACT Reading score of 18 or below, COMPASS Reading score of 82 or below, or Classic ACCUPLACER Reading score of 77 or below.* This course provides instruction and practice to improve vocabulary, comprehension and critical thinking on a college level. Students must complete this course with a “C” or higher in order to advance to ENG 1013 Composition I.

### **ACAD 0303 BASIC COMPOSITION ..... 3 CR. (3 LEC.)**

*Prerequisite: ACT English score of 18 or below, COMPASS Writing score of 79 or below, or Classic ACCUPLACER Sentence Skills score of 82 or below.* Basic Composition is a fundamental writing course that prepares students for Composition I. The course focuses on essay construction grounded in reasoning, effective sentence and paragraph development, and practical grammar skills. Students must complete this course with a “C” or higher in order to advance to ENG 1013 Composition I.

### **ACAD 0421L COLLEGE SUCCESS ..... 1 CR. (2 LAB)**

*Prerequisite: None.* This course is designed to help the student become a vital member of the UACCM community, overcome obstacles, and to provide the necessary tools for lifelong learning. Topics for this course focus on the following areas: learning styles, studying techniques, note-taking, test-taking, organizational techniques, stress and time management, memorization techniques, and setting goals for the future.

### **ACAD 0501L BEGINNING KEYBOARDING ..... 1 CR. (2 LAB)**

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

### **ACAD 0503 FUNDAMENTALS OF COMPUTERS ..... 3 CR. (3 LEC.)**

*Prerequisite: None.* Offered in the fall and spring semesters. This course introduces the basics of using a computer. Students will produce and print documents, manage files, send and receive email, and search the Internet. The course also reinforces effective mouse and keyboarding techniques.

## ACCOUNTING

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

*Prerequisite: ACT Math score of 16, COMPASS Algebra score of 21, COMPASS Pre-Algebra score of 34, Classic ACCUPLACER Elementary Algebra score of 45, or a grade of “C” or higher in MATH 1253 Applied Technical Math or MATH 1333 Applied Business Math.* Offered in the fall and spring semesters. Principles of Accounting I covers basic accounting procedures for both service and merchandising businesses; special journals and ledgers; adjusting, closing, and reversing entries; income measurement; financial statements; and internal control for sole proprietorships. (GE, ACTS EQUIVALENT COURSE NUMBER: ACCT 2003)

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

*Prerequisite: Grade of “C” or higher in ACCT 2003 Principles of Accounting I.* Offered in the fall and spring semesters. This course is a continuation of the study of principles of financial accounting and an introduction to the concepts of managerial accounting and their application. The accounting processes applied to partnerships, corporations, manufacturing costs, income tax, managerial reports, cash flow, and statement analysis are covered. (GE, ACTS EQUIVALENT COURSE NUMBER: ACCT 2013)

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

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

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

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

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

*Prerequisite:* Grade of "C" or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers and grade of "C" or higher in either ACCT 2003 Principles of Accounting I or BUS 1013 Bookkeeping. Offered in the fall semester. Computerized Accounting applies basic accounting principles using an integrated accounting software package. Topics covered include general ledger, accounts receivable, accounts payable, inventory, depreciation, financial statement analysis, payroll, and system setup.

**ACCT 2213 COST ACCOUNTING..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ACCT 2013 Principles of Accounting II. Offered in the spring semester. This course explores principles and methods of accounting for materials, direct labor, and the distribution of overhead expenses, cost records, operating reports, and budgetary control. Topics include job-order costing, process costing, by-product and joint-product costing, activity-based costing, just-in-time, and cost of quality.

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY****ACR 1104 REFRIGERATION SYSTEMS AND COMPONENTS..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. 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 1404 INTRODUCTION TO AIR CONDITIONING AND REFRIGERATION..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. 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 1704 COMMERCIAL REFRIGERATION..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in ACR 1104 Refrigeration Systems & Components or consent of the instructor. Offered in the fall semester. This course is designed to teach the components, operation, and design characteristics of commercial refrigeration to include, but not limited to, walk-in cooling and freezing cabinets, ice machines, and water towers. Applications of these principles combined with practical experience on actual equipment will provide the student with the knowledge and skills to diagnose and repair equipment malfunctions.

**ACR 1903 HEATING TECHNOLOGY..... 3 CR. (2 LEC, 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. This course covers the design, construction, operation, and servicing of fossil fuel heating equipment and heat pumps, both air to air and geothermal. The thermodynamics of heat flow through conduction, convection, and radiation are taught as an introductory part of this course. Humidification, dehumidification, and filtering are included.

**ACR 2014 PIPING AND LOAD CALCULATION..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in both ACR 1404 Introduction to Air Conditioning & Refrigeration and ACR 1903 Heating Technology. Offered in the fall semester. This course covers the process of identifying tubing and pipe with practical applications in sizing and fitting to different configurations using mechanical fittings, soft soldering, silver brazing and aluminum soldering. Also included are the study of air properties and the instrumentation to meet the environmental needs of structures, residential and commercial, and the factors involved in the calculation of heating and cooling loads.

**ACR 2023 SERVICE, MAINTENANCE, AND TROUBLESHOOTING..... 3 CR. (1 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in ACR 1404 Introduction to Air Conditioning & Refrigeration, ACR 1903 Heating Technology, and ACR 1104 Refrigeration Systems & Components. Offered in fall, spring, and summer semesters. This course is designed to teach students to service, maintain, and troubleshoot residential and commercial air conditioning units and commercial refrigeration units. Topics will include cleaning, service and trouble-shooting procedures for refrigerants and electrical components, and proper system charging. Students will also review completing invoices, receipts, Freon tracking, parts sheets, and time sheets in order to ensure customers' satisfaction.

**ACR 2903L HVAC/R INTERNSHIP..... 3 CR. (9 LAB)**

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

## ANTHROPOLOGY

### **ANTH 2333 INTRODUCTION TO ANTHROPOLOGY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. An exploration of human diversity and the four sub-fields of anthropology: archaeology, cultural anthropology, linguistic anthropology, and physical anthropology. (GE, ACTS EQUIVALENT COURSE NUMBER: ANTH 1013)

## ART

### **ART 1103 DRAWING I STUDIO ..... 3 CR. (2 LEC., 2 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading. Offered on demand. This course is designed as a basic introduction to the techniques and materials used by fine and graphic/commercial artists. Contemporary and historical styles of drawing are explored in the course work. Studio 4.5 hours. (GE)

### **ART 1203 2-D DESIGN STUDIO ..... 3 CR. (2 LEC., 2 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading. Offered on demand. This course introduces the beginning fine arts and graphic/commercial arts student to basic art and design concepts. The course includes a lively studio environment where themes and purposes of design, design principles, and the artist's materials are introduced and explored. Studio 4.5 hours. (GE)

### **ART 2003 ART APPRECIATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is an introductory survey of the visual arts. Course offers exploration of purposes and processes in the visual arts, including evaluation of selected works, the role of art in various cultures, and the history of art. (GE, ACTS EQUIVALENT COURSE NUMBER: ARTA 1003)

### **ART 2103 ART HISTORY I ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. This course offers examination of painting, sculpture, architecture, and media from prehistoric to Renaissance periods. (GE, ACTS EQUIVALENT COURSE NUMBER: ARTA 2003)

### **ART 2113 ART HISTORY II ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. This course offers examination of painting, sculpture, and media from the Renaissance to present. (GE, ACTS EQUIVALENT COURSE NUMBER: ARTA 2103)

## AUTOMOTIVE SERVICE TECHNOLOGY

### **AST 1012 LIGHT DUTY AUTOMOTIVE MAINTENANCE ..... 2 CR. (1 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. The student will learn about changing engine oil and filter; transmission service; coolant flush and refill; checking of all fluid levels; inspecting belts, hoses, tires, air filters, and wiper blades; checking battery connections for corrosion; and using the correct type fluids for the vehicle.

### **AST 1023 AUTOMOTIVE ELECTRICAL SYSTEMS ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course covers diagnosis and repair of the following: general electrical systems, batteries, starters, lighting systems, gauges and warning devices, horns and wipers, charging systems, power seats, door locks, reading of wiring diagrams and other miscellaneous accessories. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

### **AST 1203 ENGINE REPAIR ..... 3 CR. (1 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in AST 1023 Automotive Electrical Systems. Offered in the spring semester. The student will study general engine diagnosis, cylinder head and valve train repair, engine block repair, lubrication and cooling systems, ignition systems, and fuel and exhaust systems. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair to provide adequate practical application in all areas of automotive repair.

### **AST 1302 POWER TRAINS I ..... 2 CR. (1 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. The student will study clutch diagnosis and repair, transmission and transaxle diagnosis, drive shaft and universal joint repair, ring and pinion gears, differential case assembly, and four-wheel drive component repair. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

**AST 1401 AUTOMOTIVE TRIM ..... 1 CR. (1 LEC.)**

*Prerequisite:* None. This course will focus on teaching students how to diagnose and repair automotive issues pertaining to wind noise, water leaks, window regulators, trim, bolts and fasteners, latches and locks. Proper tool usage will be addressed in detail.

**AST 1604 BRAKES ..... 4 CR. (2 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in AST 1023 Automotive Electrical Systems. Offered in spring semester. The student will study hydraulic system diagnosis and repair including master cylinder, fluid lines and hoses, valves, drum brakes, disk brakes, anti-lock brake systems, and power assist units. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

**AST 1702 POWER TRAINS II ..... 2 CR. (1 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in AST 1302 Power Trains I. Offered in spring semester. The student will study ring and pinion gears, differential case assembly, and four-wheel drive component repair. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

**AST 1803 AUTOMOTIVE ELECTRONICS ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in AST 1023 Automotive Electrical Systems. Offered in spring semester. The student will learn the theory of electronic systems in anti-theft, SRS (supplement restraint system), module to module info, advanced module, network diagnosis and network communication. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in a lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

**AST 1804 CHASSIS AND STEERING ..... 4 CR. (2 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher or concurrently enrolled in AST 1023 Automotive Electrical Systems. Offered in the fall and spring semesters. 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.

**AST 2004 CLIMATE CONTROL ..... 4 CR. (2 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in AST 1023 Automotive Electrical Systems. Offered in the fall semester. The student will study air conditioning and heating systems, engine cooling, electrical controls, vacuum controls, refrigerant recovery, recycling and handling. The student will learn the principles of diagnosis and repair of these systems. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair to provide adequate practical application in all areas of automotive repair.

**AST 2104 ENGINE PERFORMANCE ..... 4 CR. (2 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in AST 1023 Automotive Electrical System. Offered in the fall semester. Engine performance includes the diagnosis and repair of ignition systems; emissions control systems; and fuel, air induction and exhaust systems as well as engine-related service such as computer diagnosis and repair including scan tool operation. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

**AST 2105 AUTOMATIC TRANSMISSIONS ..... 5 CR. (2 LEC., 9 LAB)**

*Prerequisite:* Grade of "C" or higher in AST 1023 Automotive Electrical System. Offered in the fall semester. Students will study general transmission/transaxle diagnosis, maintenance and adjustment, in- and off-vehicle repair, removal, disassembly and assembly, oil pumps and converters, gear trains, bushings and electronic transmissions. Lab is designed to allow students sufficient hands-on application to perform practical work in applying theory learned in lecture classes. Students will be assigned vehicles to repair in a manner designed to provide adequate practical application in all areas of automotive repair.

**AST 2903L AUTOMOTIVE SERVICE INTERNSHIP ..... 3 CR. (9 LAB)**

*Prerequisite:* Student must have successfully completed a minimum of 30 semester hours towards an Associate of Applied Science degree in Automotive Service Technology with a cumulative grade point average of 2.5 or higher. Student must complete an internship application which will require a current student identification number, phone number, email address, copy of current driver license, and resume. This information must be submitted to the internship instructor on or before the prescribed deadline. Student may be required to interview with the prospective employer, complete a drug screen and a background check. Offered on demand. Students who elect to enroll in this course are placed by advisors in a business or industry that will provide on-the-job training as an extension of the classroom. This internship course is designed to give students the experience of a job in their field of study. An internship cannot be completed at a student's current place of employment. Completion of prerequisites does not guarantee student internship placement. The number of available internship positions and specific requirements may vary each semester depending on employer needs. Internship positions will be filled at the discretion of the internship instructor and will be based on information obtained and provided by internship applicants. This may include placement based on GPA rankings and student interests.

**BIOLOGY****BIOL 1004 FUNDAMENTALS OF BIOLOGY ..... 4 CR. (3 LEC., 2 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course offers a study of the principles of biology and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of fundamental biological concepts including the scientific process, classification, structure and functions, cellular metabolism, evolution, and genetics. Course is appropriate for biology and health science majors, as well as general education. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 1014)



**BIOL 2004 HUMAN ANATOMY & PHYSIOLOGY I ..... 4 CR. (3 LEC., 2 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course is the first half of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. It is designed for majors in health profession programs. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2404)

**BIOL 2014 HUMAN ANATOMY & PHYSIOLOGY II ..... 4 CR. (3 LEC., 2 LAB)**

*Prerequisite:* Grade of "C" or higher in BIOL 2004 Human Anatomy and Physiology I. Offered in fall and spring semesters. This course is the second half of the structure and functions of the organ systems of the human body and how they work together to maintain homeostasis. Designed for majors in health profession programs. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2414)

**BIOL 2034 PRINCIPLES OF ZOOLOGY ..... 4 CR. (3 LEC., 2 LAB)**

*Prerequisite:* Grade of "C" or higher in BIOL 1004 Fundamentals of Biology. Offered on demand. This course is an introduction to zoological principles relating to cells, organ systems, development, genetics, ecology, evolution, and animal phyla and is designed for biology majors but may also be taken for general education. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 1054)

**BIOL 2044 GENERAL BOTANY ..... 4 CR. (3 LEC., 2 LAB)**

*Prerequisite:* Grade of "C" or higher in BIOL 1004 Fundamentals of Biology. Offered on demand. This course is a scientific study of the principles of botany and provides the foundation for other advanced courses in the biological sciences. It includes an in-depth study of the properties; structure; and function, growth, and classifications of plants. Concepts of plant reproduction, photosynthesis, ecology, and genetics are included. Course is appropriate for biology majors. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 1034)

**BIOL 2104 MICROBIOLOGY ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in either BIOL 1004 Fundamentals of Biology or BIOL 2004 Human Anatomy and Physiology I. Offered in the fall and spring semesters. This is an introductory course in microbiology that includes microbiological concepts including the study of bacteria, viruses, fungi, and protozoa as they affect the human body. It is designed for majors in health professions programs. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: BIOL 2004)

## BUSINESS

**BUS 1003 BUSINESS ENGLISH ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic 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 1013 BOOKKEEPING ..... 3 CR. (3 LEC.)**

*Prerequisite:* None. Not open to anyone who has a grade of "C" or higher in ACCT 2003 Principles of Accounting I. Offered in the fall and spring semesters. Bookkeeping introduces fundamental accounting concepts and procedures for sole proprietorships. The accounting cycle includes journalizing and posting transactions and preparing trial balances, worksheets, and financial statements. Emphasis is given to cash, banking and payroll procedures; sales; purchases; accounts receivable; and accounts payable.

**BUS 1031 ELECTRONIC CALCULATORS ..... 1 CR. (1 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. This course teaches the functions of the electronic calculator. Students learn to use the functions to solve business problems. Emphasis is placed on developing speed and accuracy by the touch operation.

**BUS 1041 MICROSOFT OUTLOOK ..... 1 CR. (1 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course provides instructions in using Outlook to send and receive electronic mail; manage the storage of incoming and outgoing mail; organize schedules and events; and maintain contact lists, to-do lists, and notes. In addition, students will learn to integrate Outlook with other Microsoft Office applications.

**BUS 1051 FILE MANAGEMENT ..... 1 CR. (1 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Students should type 25 words per minute or be concurrently enrolled in ACAD 0501L Beginning Keyboarding. Students should type 25 words per minute or be concurrently enrolled in ACAD 0501L Beginning Keyboarding. Offered in the fall and spring semesters. Offered in the fall and spring semesters. This course is designed for all users of Windows-based applications (such as Word, Excel, PowerPoint, etc.). Instruction includes creating folders, copying and moving files and folders, finding files, setting up and organizing file systems on the computer, customizing the desktop, and setting other Windows options.

**BUS 1101 KEYBOARDING SKILLS II ..... 1 CR. (1 LEC.)**

*Prerequisite:* Grade of "C" or higher in ACAD 0501L Beginning Keyboarding or ability to key 25 net words per minute on a three-minute timed typing test. Offered in the fall and spring semesters. Keyboarding Skills II enhances personal-use skills or job-related skills using the touch-keying method on the standard keyboard. The student will improve his or her ability to use the alphabetic and numeric keys and build speed and accuracy skills.

**BUS 1113 DOCUMENT FORMATTING ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher or concurrently enrolled in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers. Offered in the fall semester. Document Formatting uses a business word processing software package to provide instruction in the formatting of letters, memorandums, tables, and reports from unarranged and rough draft sources. (ACTS EQUIVALENT COURSE NUMBER: BUSI 1103)

**BUS 1213 COMPUTER APPLICATIONS..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Students should type 25 words per minute or be concurrently enrolled in ACAD 0501L Beginning Keyboarding. Offered in the fall and spring semesters. Computer Applications introduces students to computer hardware, software, and procedures as applied to business. It provides an introduction to Windows, the Internet, electronic mail, word processing, database management, spreadsheets, and presentation software. (GE, ACTS EQUIVALENT COURSE NUMBER: CPSI 1003)

**BUS 1223 ELECTRONIC SPREADSHEET..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers; AND MATH 1333 Applied Business Math or MATH 1253 Applied Technical Math. Offered in the fall and spring semesters. Electronic Spreadsheet provides detailed instructions in the use of basic functions and formulas, print commands, database features, pivot tables, multiple worksheets, charts, lookup, conditional statements, cell protection, and cell validation.

**BUS 1233 DATABASE MANAGEMENT ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in either BUS 1213 Computer Applications, CIS 1013 Introduction to Computers, or CIS 1103 Computer Hardware and Software I. Offered in the fall and spring semesters. Skills covered include planning, creating, and modifying a relational database; searching for and retrieving information; sorting; indexing; creating tables, reports, forms, queries, and labels; and integration with other software packages.

**BUS 1253 WORD PROCESSING I ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in both BUS 1213 Computer Applications or CIS 1013 Introduction to Computers; AND a grade of "C" or higher in BUS 1113 Document Formatting. Offered in the spring semester. Word Processing I provides detailed instructions in using a business word processing software package to produce acceptable documents. Features covered include document creation and revision, format commands, find and replace, block operations, print commands, spell check, pagination, section breaks, headers and footers, footnotes, endnotes, mail merge, document assembly, and table creation.

**BUS 1353 SELLING ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. Basic selling techniques, consumer behavior, and the importance of product knowledge to salespeople will be discussed. Emphasis will be placed on the selling process, customer satisfaction, and fundamentals of the communication process.

**BUS 1363 MARKETING PRINCIPLES ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall semester. This course includes the study of target marketing, consumer behavior, marketing segmentation, pricing, distribution, selling, advertising, and marketing management. (ACTS EQUIVALENT COURSE NUMBER: MKTG 2003)

**BUS 1403 INTRODUCTION TO BUSINESS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. Introduction to Business is a basic course in the fundamentals of business. This course provides an understanding of the realistic problems and practices of business and offers a survey of several business areas. (GE, ACTS EQUIVALENT COURSE NUMBER: BUSI 1013)

**BUS 1413 VISUAL MERCHANDISING ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. Specific elements of visual merchandising such as color selection, design principles, lighting requirements, mannequin choice, signage, and fixtures will be explored by students enrolled in Visual Merchandising.

**BUS 2013 BUSINESS COMMUNICATIONS I..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers; AND grade of "C" or higher in BUS 1003 Business English or ENG 1013 Composition I. Offered in the fall and spring semesters. This course emphasizes effective use of written, oral, and electronic communication. Students create documents and solve problems typical of business and industry. Students prepare resumes and letters of application and research companies in preparation of the job search. (GE, ACTS EQUIVALENT COURSE NUMBER: BUSI 2013)

**BUS 2113 BUSINESS COMMUNICATIONS II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in BUS 2013 Business Communications I AND BUS 1253 Word Processing I. Offered in the spring semester. Business Communications II introduces basic theoretical concepts including the process of communication, organizational communication, intercultural communication, electronic communication, writing and editing, gathering information, reports and decision-making process, reports and proposals, policy and procedure writing, using visual aids to communicate, oral presentations, legal and ethical aspects, and readings in business communication.

**BUS 2243 BUSINESS GRAPHICS ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers. Offered in the spring semester. Business Graphics uses a graphic software package to develop presentation quality graphics for communicating data. The student begins by creating simple text charts, organizational charts, and data charts and uses enhancement capabilities such as symbols, drawings and annotating options to develop more complex charts. Students learn how to enhance presentations by adding special effects and creating computerized slide shows.

**BUS 2253 WORD PROCESSING II..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in BUS 1253 Word Processing I. Offered in the fall semester. This course emphasizes mailability while covering advanced topics using word processing software. Skills covered include complex formatting and printing, calculating, sorting, columns, graphics, tables, advanced merging, templates, and macros. The exchange of files with other software is introduced.



**BUS 2303 PROOFREADING AND TRANSCRIPTION SKILLS..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in BUS 1003 Business English AND BUS 1113 Document Formatting. Offered in the fall semester. This course will build confidence and skills in proofreading and editing. Students will learn to read for meaning as they detect and correct errors in grammar, sentence structure, punctuation, and formatting. Students will learn to edit documents so that they are clear, concise, and complete. The course will also prepare students in the fundamental principles of operating transcription machines.

**BUS 2313 PROFESSIONAL DEVELOPMENT ..... 3 CR. (3 LEC.)**

*Prerequisite:* Final semester of enrollment and approval by the instructor. Offered in the fall and spring semesters. Personal appearance; attitude; interpersonal skills; stress control; job interviews and resume writing; motivation, time management, business ethics; and professional etiquette, growth, and advancement are topics studied in this course. Students prepare typewritten summary reports and deliver oral presentations.

**BUS 2323 BUSINESS PROCEDURES ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in BUS 1213 Computer Applications or CIS 1013 Introduction to Computers AND grade of "C" or higher or concurrently enrolled in BUS 2013 Business Communications I. Offered in the spring semester. Business Procedures emphasizes administrative practices and procedures used in a business office. Topics include filing and records management, using the office telephone, handling incoming and outgoing mail, organizing meetings and conferences, scheduling appointments and receiving visitors, and making travel plans.

**BUS 2343 ADVERTISING ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. Advertising is designed to introduce the student to basic advertising terminology, the purpose of advertising, the use of media, target marketing and segmentation, advertising development, and advertising campaigns. Career opportunities in advertising and using advertising in buying decisions will also be discussed.

**BUS 2373 SUPERVISORY MANAGEMENT ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. Supervisory Management is designed to develop management decision-making skills through the study of organizational structure, management styles, and the functions of management (planning, organizing, leading, human resource management, and controlling). (GE)

**BUS 2383 RETAILING ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. Retailing is the study of the type of business that buys from producers and/or wholesalers and sells to consumers. Students will study retailing formats and structures; merchandise and store positioning; merchandise characteristics; planning and buying; personal selling, advertising, and sales promotion; customer relations; and technology used in retailing. Ethical and legal behavior in retail management will also be discussed.

**BUS 2393 BUSINESS LAW ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. Business Law is designed to familiarize the student with legal problems that arise in business. The main emphasis of the course will be on contract law and law as it relates to sales. Law relating to different forms of business ownership will also be discussed. (GE, ACTS EQUIVALENT COURSE NUMBER: BLAW 2003)

**BUS 2403 ENTREPRENEURSHIP..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the spring semester. Students will examine the procedures and principles involved in starting and operating a small business. Emphasis will be placed on developing a business plan that includes information on financing, managing, promoting, and operating a successful small business.

**BUS 2903L BUSINESS INTERNSHIP.....3 CR. (9 LAB)**

*Prerequisite:* Successfully complete a minimum of 45 semester hours toward a degree in Business and maintain a cumulative grade point average of 2.0 or higher. Students may be required to interview with the prospective employer and complete a drug screen and a background check. Offered on demand. Students who elect to enroll in this course are placed in a job-training position in business or industry where the intern site will provide on-the-job training as an extension of the classroom. The internship is designed to permit students the exposure and experience of an actual job in their field of study. The student and the employer arrange specific work times with a minimum of 200 clock hours on the job.

## CHEMISTRY

**CHEM 1004 FUNDAMENTALS OF CHEMISTRY..... 4 CR. (3 LEC., 2 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND ACT Math Score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or grade of "C" or higher in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. This is a survey course introducing chemistry as it applies to the real world and includes basic topics of scientific method, measurement, states of matter, atomic structure, periodic table, chemical properties, and chemical reactions. Appropriate for general education, but not appropriate for science majors. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1004)

**CHEM 2004 INTRODUCTORY CHEMISTRY FOR HEALTH-RELATED PROFESSIONS ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND ACT Math score of 20, COMPASS Algebra score of 41, Classic ACCUPLACER Elementary Algebra score of 81, or grade of "C" or higher in MATH 0903 Intermediate Algebra. Offered in the fall and spring semesters. The first half of a two-course series that is specifically designed

for students interested in the health-related professions. This is an algebra-based chemistry course and is not appropriate for chemistry or other science majors or pre-professional (e.g. Pre-Medicine, etc.) students. Course content provides a foundation for work in health-related areas and includes nomenclature, atomic and molecular structure, bonding, and reactions. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1214)

**CHEM 2121L GENERAL COLLEGE CHEMISTRY I LABORATORY ..... 1 CR. (3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND a grade of "C" or higher in MATH 1203 College Algebra or its equivalent. *Corequisite:* Be concurrently enrolled in CHEM 2123 General College Chemistry I. Offered in the fall and spring semesters. This course is designed for students currently enrolled in General College Chemistry I. The laboratory experiments conducted will supplement the topics presented in the lecture component. Laboratory experiments will allow students to examine, through hands-on learning, some of the fundamental laws and theories dealing with the structure and interactions of matter and the use of the principles in understanding the properties of matter, chemical bonding, chemical reactions, the physical states of matter, changes of state, and solutions. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1414)

**CHEM 2123 GENERAL COLLEGE CHEMISTRY I ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND a grade of "C" or higher in MATH 1203 College Algebra or its equivalent. *Corequisite:* Be concurrently enrolled in CHEM 2121L General College Chemistry I Lab. Offered in the fall and spring semesters. This algebra-based chemistry course is applicable for chemistry and other science majors and pre-professional students. This is the first course in a two-course sequence. Course content provides a foundation for work in advanced chemistry and related sciences. Course includes in-depth study of nomenclature, atomic and molecular structure, stoichiometry, bonding, and reactions. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1414)

**CHEM 2131L GENERAL COLLEGE CHEMISTRY II LABORATORY ..... 1 CR. (3 LAB)**

*Prerequisite:* Grade of "C" or higher in CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. *Corequisite:* Concurrently enrolled in CHEM 2133 General College Chemistry II. Offered in the spring semester. This course is designed for students currently enrolled in General College Chemistry II. The laboratory experiments conducted will supplement the topics presented in the lecture component. Laboratory experiments will allow students to examine, through hands-on learning, some of the fundamental laws and theories dealing with the solutions, kinetics, acid-base equilibrium, qualitative analysis, chemical reactivity, and reaction thermodynamics. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1424)

**CHEM 2133 GENERAL COLLEGE CHEMISTRY II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. *Corequisite:* Concurrently enrolled in CHEM 2131L General College Chemistry II Lab. Offered in the spring semester. This course is a continuation of CHEM 2123. This course is designed for chemistry and other science majors and pre-professional students. It includes a more in-depth study of chemical reactions. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1424)

**CHEM 2201L ORGANIC CHEMISTRY LAB ..... 1 CR. (3 LAB)**

*Prerequisite:* Grade of "C" or higher in CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. *Corequisite:* Concurrently enrolled in CHEM 2203 Organic Chemistry. Offered on demand. Organic Chemistry Lab will put into practice many common organic synthesis techniques. Infrared spectroscopy, mass spectroscopy and nuclear magnetic resonance spectroscopy will be used to confirm synthesis of desired products. (GE)

**CHEM 2203 ORGANIC CHEMISTRY ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in CHEM 2123 General College Chemistry I and CHEM 2121L General College Chemistry I Lab. *Corequisite:* Concurrently enrolled in CHEM 2201L Organic Chemistry Lab. Offered on demand. Organic Chemistry will offer an extensive look at the special nature of carbon chemistry. Emphasis will be placed on structure, functional groups and nomenclature as well as some important classes of organic reactions. Classification methods including infrared spectroscopy, mass spectroscopy and nuclear magnetic resonance spectroscopy will be addressed. Biochemistry topics including proteins, carbohydrates, nucleic acids and lipids will also be included. (GE)

**CHEM 2204 INTRODUCTION TO ORGANIC AND BIOCHEMISTRY ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in CHEM 2004 Introductory Chemistry for Health-Related Professions. Offered on demand. The second half of a two-course series that is specifically designed for students interested in the health-related professions. This course provides an overview of organic and biochemistry. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: CHEM 1224)

## COLLISION REPAIR AND REFINISHING TECHNOLOGY

**AUB 1013 AUTO BODY FUNDAMENTALS ..... 3 CR. (1 LEC., 6 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course includes theory and application of fundamental auto body identification and repair methods. Emphasis is given to the proper use of hand tool, mig and oxyacetylene welding, and rigid and flexible plastic repair.

**AUB 1103 MATERIALS AND PROCESSES ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course includes theory and application of basic auto body materials and processes. Emphasis is given to metal and fiberglass repair techniques.

**AUB 1205 NON-STRUCTURAL ANALYSIS AND REPAIR I ..... 5 CR. (3 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in AUB 1013 Auto Body Fundamentals. Offered in the spring semester. This course includes theory and application of the analysis of body construction. Emphasis is given to diagnosis and repair of minor collision related items. The class includes metal finishing, body filler application, and application of protective coating and sealer as well as straightening, alignment, removal and replacement of body panels, interior and exterior trim.

**AUB 1302 REFINISHING PROCEDURES & APPLICATIONS..... 2 CR. (1 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in AUB 1013 Auto Body Fundamentals. Offered in the spring semester. This course includes theory and application of proper refinishing procedures. Emphasis is given to top coat applications, polishing and compounding, color adjustment, live and simulated work analysis, refinishing procedures and problem-solving.

**AUB 1405 NON-STRUCTURAL ANALYSIS AND REPAIR II ..... 5 CR. (3 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in AUB 1205 Non-Structural Analysis and Repair I. Offered in the fall semester. This course includes theory and application of the analysis and repair of damaged non-structural components. Emphasis is given to collision estimating and repair of major collision-related items. Safety is stressed.

**AUB 1502 REFINISHING PRODUCTS..... 2 CR. (2 LEC.)**

*Prerequisite:* Grade of "C" or higher in AUB 1013 Auto Body Fundamentals. Offered in the spring semester. This course includes theory of proper product usage in surface preparation, priming, sealing and top coat application. Students will learn the theory of spray guns and the equipment associated with painting.

**AUB 2003 COLOR THEORY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. Prior to any actual mixing of colors to match and blend paint, the student will study the dimensions of color and how to deal with the different types of color effects. Light sources are explained and then demonstrated in this course.

**AUB 2203 ADVANCED AUTOMOTIVE REFINISHING..... 3 CR. (1 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in AUB 1302 Refinishing Procedures and Applications and AUB 1502 Refinishing Products. Offered in the spring semester. This course covers advanced painting techniques and technologies with an emphasis on identifying problems. Objectives covered include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems.

**AUB 2205 STRUCTURAL ANALYSIS AND REPAIR ..... 5 CR. (3 LEC., 6 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course includes the 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 and use of specialized equipment and tools.

**AUB 2403 AUTO BODY SHOP MANAGEMENT ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in spring semester. This course includes a discussion and demonstration of information required to supervise and manage auto body shop operations including detail estimating, frame analysis, procurement of shop supplies, organization of shop work and safety, shop design and layout, promotions, and rules and regulations.

**AUB 2503L SPECIAL PROJECTS ..... 3 CR. (9 LAB)**

*Prerequisite:* Consent of the instructor. Offered on demand. This course provides an opportunity for the student to complete individual study that is supervised by the instructor on special projects in the auto body field.

**AUB 2903L AUTOMOTIVE COLLISION INTERNSHIP..... 3 CR. (9 LAB)**

*Prerequisites:* Student must have successfully completed a minimum of 30 semester hours towards an Associate of Applied Science degree in Collision Repair and Refinishing Technology with a cumulative grade point average of 2.50 or higher. Student must complete an internship application which will require a current student identification number, phone number, email address, copy of current driver license, and resume. This information must be submitted to the internship instructor on or before the prescribed deadline. Student may be required to interview with the prospective employer, complete a drug screen and a background check. Offered on demand. Students who elect to enroll in this course are placed by advisors in a business or industry that will provide on-the-job training as an extension of the classroom. This internship course is designed to give students the experience of a job in their field of study. An internship cannot be completed at a student's current place of employment. Completion of prerequisites does not guarantee student internship placement. The number of available internship positions and specific requirements may vary each semester depending on employer needs. Internship positions will be filled at the discretion of the internship instructor and will be based on information obtained and provided by internship applicants. This may include placement based on GPA rankings and student interests.

## COMPUTER INFORMATION SYSTEMS TECHNOLOGY

**CIS 1013 INTRODUCTION TO COMPUTERS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. Introduction to Computers introduces students to computer hardware, software applications, and procedures applied to academic and career success. It provides an introduction to Windows, Internet, electronic mail, word processing, spreadsheets, database management, and presentation software. (GE, ACTS EQUIVALENT COURSE NUMBER: CPSI 1003)

**CIS 1103 COMPUTER HARDWARE AND SOFTWARE I ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course is an introduction for the beginning computer information systems technology student. It includes a survey of computing and an introduction to computer hardware and software. This course along with Computer Hardware and Software II prepares the students for the Comp/TIA A+ certification examination. (GE)

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

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course, an introduction to local area networks (LANs), is the first course of study of networking. The student will learn to make networking cables, structured wire installations, and build and troubleshoot simple LANs.

Other topics include the OSI Model, data link and network layer devices, IP addresses, subnet masking, ARP, RARP, cabling, topologies, wiring closets, and basic electrical and electronic issues in networks. The course prepares the student for CIS 1203 Introduction to Network Administration, the second semester of the CompTIA Network+ certification training.

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

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher in ACAD 0803 Basic Algebra or MATH 1253 Applied Technical Math. Offered in the spring semester. This course covers the fundamentals of computer programming. Through the use of C#, students will be given the skill sets required to perform all aspects of program operation. Logical thinking, flowcharting, program flow control structures, event processing, and graphical user interface concepts are the focus of this class. Structured program design is also stressed. Upon completion, students will have the background required to master more advanced programming concepts. (GE)

**CIS 1203 INTRODUCTION TO NETWORK ADMINISTRATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher in ACAD 0803 Basic Algebra or MATH 1253 Applied Technical Math; AND grade of "C" or higher or concurrently enrolled in either CIS 1113 Network Essentials or CIS 2103 Computer Hardware and Software II. Offered in the fall semester. This course, an introduction to local area networks (LAN's), is the first course in the study of networking. The student will learn to make Ethernet networking cables, structured wire installations, and build and troubleshoot simple LANs. Other topics include the OSI Model, data link and network layer devices, IP addresses, subnet masking, ARP, RARP, cabling, topologies, wiring closets, and basic electrical and electronic issues in networks. The course prepares the student for the first test (Network Essentials) in the Microsoft Certified System Engineer progression.

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

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher in ACAD 0803 Basic Algebra or MATH 1253 Applied Technical Math; AND grade of "C" or higher or concurrently enrolled in either CIS 1133 Computer Programming Logic & Language or CIS 2103 Computer Hardware. Offered in the spring semester. This course will teach the student how to develop an effective website using popular Web design languages and techniques. The fundamentals of a browser are covered and students will learn industry standard practices used in the design and implementation of Internet Web pages. Major topics covered include HTML5, Cascading Style Sheets, layout and design, website development, multimedia and interactivity, e-commerce, Web promotion, and JavaScript. (GE)

**CIS 2103 COMPUTER HARDWARE AND SOFTWARE II ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. This course, in conjunction with CIS 1103, prepares the student for the A+ Certification exam. The basics of supporting Windows XP, Vista, and Windows 7 are covered as well as various communication techniques such as dial-up, network and Internet connections. (GE)

**CIS 2123 LOCAL AREA NETWORKING I ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. This course is designed for students with the goal of certification as a Microsoft Certified System Engineer (MCSE), a Microsoft Certified System Associate (MCSA), Microsoft Certified Technology Specialist (MCTS) or a Microsoft Certified Professional (MCP). It covers the Configuring Windows 8.1 exam (70-687). This exam measures the ability to implement, administer and troubleshoot Windows 8.1 in any network environment.

**CIS 2133 LOCAL AREA NETWORKING II ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course is designed for students with the goal of certification as a Microsoft Certified Technology Specialist (MCTS). It covers the Windows Installing and Configuring Windows Server 2012 exam (70-410). This exam measures your ability to configure and manage IP addressing and services, name resolution, network access, and file and print services in a medium-sized network environment.

**CIS 2243 DATABASE CONCEPTS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course provides a comprehensive introduction to the SQL language. This course not only covers the syntax of SQL, it also shows how it can be used to create and maintain a database and retrieve information from it. The course also provides an introduction to relational database concepts.

**CIS 2253 INTRODUCTION TO LINUX ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. This course is designed to provide students with an introduction to the Linux environment, an understanding of the concepts of a multitasking, multi-user operating system and an introduction to commonly used features and commands. This course prepares students for the Comp/TIA Linux+ certification examination.

**CIS 2303 NETWORK SECURITY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher in ACAD 0803 Basic Algebra or MATH 1253 Applied Technical Math. Corequisite: Concurrently enrolled in either CIS 1113 Networking Essentials or CIS 1203 Introduction to Network Administration. Offered in the fall semester. This course covers the physical areas; logical aspects, goals and plans; and different standards for network security. The OSI model of networking will be used to study different types of secure protocols, accounts, and software packages. Policy, authentication, authorization, keying, hacking, encryption, wireless, disaster recovery, and application security will also be covered. The course is an introduction to network security and covers the objectives of the Security+ exam provided by CompTIA.



**CIS 2433 JAVA PROGRAMMING ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher in ACAD 0803 Basic Algebra or MATH 1253 Applied Technical Math. Offered on demand. This course gives students an understanding of the Java programming environment including variable types, logical operators, logic control structures, controls, interface design, graphics, arrays and data access. This class will be using Java to solve real-world problems by building various solutions with multimedia, animation, network access and more. (GE)

**CIS 2463 MOBILE APPLICATION DEVELOPMENT ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher in ACAD 0803 Basic Algebra or MATH 1253 Applied Technical Math. Offered on demand. This course serves as a practical guide to the development of applications (apps) for mobile devices. Topics include multimedia, communication, and other properties that should be considered during app development. Functional elements and the program structures of apps will be emphasized in the development of well-structured solutions to the challenges presented by this unique form of programming.

**CIS 2473 INTRODUCTION TO JAVASCRIPT ..... 3 CR. (3 LEC.)**

*Prerequisite:* Successful completion of CIS 2023 Internet Technologies. ACT Math score of 17, Classic ACCUPLACER Elementary Algebra score of 48, COMPASS Algebra score of 27, or a grade of "C" or higher in ACAD 0803 Basic Algebra or MATH 1253 Applied Technical Math. This course teaches web page development with JavaScript. It covers the basics of ECMAScript Edition 3, which is compatible with older versions of Internet Explorer, as well as some features of ECMAScript 5.1, which is supported by all modern browsers. This course also covers advanced topics including object-oriented programming, the Document Object Model (DOM), touch and mobile interfaces, and AJAX. The HTML documents in this book are written to HTML5 standards, with some XHTML-compatible element syntax. After completing this course, students will be able to use JavaScript to build professional quality web applications.

**CIS 2503 ETHICAL HACKING AND NETWORK DEFENSE ..... 3 CR. (3 LEC.)**

*Prerequisite:* A grade of "C" or higher or concurrently enrolled in CIS 1203 Introduction to Network Administration. This course provides an in-depth understanding of how to effectively protect computer networks. Students will learn the tools and penetration-testing methodologies used by ethical hackers. It also provides a thorough discussion of what and who an ethical hacker is and how important they are in protecting corporate and government data from cyber-attacks. Students will learn updated computer security resources that describe new vulnerabilities and innovative methods to protect networks. Also covered is a thorough update of federal and state computer crime laws, as well as changes in penalties for illegal computer hacking.

**CIS 2903L CIS INTERNSHIP ..... 3 CR. (9 LAB)**

*Prerequisite:* Successfully complete a minimum of 45 semester hours toward a degree in Computer Information Systems Technology and receive consent of the instructor. Students may be required to interview with the prospective employer and complete a drug screen and a background check. Offered on demand. Students who elect to enroll in this course are placed in a job-training position in business or industry where the intern site will provide on-the-job training as an extension of the classroom. The internship is designed to permit students the exposure and experience of an actual job in their field of study. The student and the employer arrange specific work times with a minimum of 200 clock hours on the job.

## CRIMINAL JUSTICE

**CRIM 2003 INTRODUCTION TO CRIMINAL JUSTICE ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. Course offers an overview of the history, philosophy and development of the criminal justice system, emphasizing an understanding of law enforcement, the courts and corrections and their respective roles in accomplishing the missions of the American Criminal Justice System. (GE, ACTS EQUIVALENT COURSE NUMBER: CRJU 1023)

## DRAFTING

**DRT 1014 BEGINNING DRAFTING ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND grade of "C" or higher or concurrently enrolled in CIS 1013 Introduction to Computers. Offered in the fall semester. The course provides a foundation in drafting fundamentals and teaches essential manual (traditional) drafting skills. This course includes detailed instruction on geometric constructions, orthographic projection, and dimensioning practices. The course covers techniques and procedures used in creating multi-view drawings, section views, auxiliary views, pictorial views, and pattern developments. The course will also introduce the following software: AutoCAD, Inventor, and Revit.

**DRT 1103 AUTOCAD ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND grade of "C" or higher or concurrent enrollment in CIS 1013 Introduction to Computers. Offered in the spring semester. This course is an introduction to computer technology and terminology that relates to the drafting field. Emphasis will be placed 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 as well as creating PDFs.

**DRT 1113 INVENTOR ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND grade of "C" or higher or concurrent enrollment in CIS 1013 Introduction to Computers. Offered in the spring semester. This course is an introduction to computerized parametric (3-D) drafting. Instruction will explore three-dimensional drafting operations to include sketching, constraints, extrusions, creating features, assemblies, and presentation drawings.

**DRT 1123 REVIT..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND grade of "C" or higher or concurrent enrollment in DRT 1014 Beginning Drafting; AND CIS 1013 Introduction to Computers. Offered in the fall semester. This course is an introduction to computerized parametric residential (3-D) drafting using the Revit software platform. Instruction will explore three-dimensional drafting operations to include sketching, walls, doors, windows, components, slabs, roof, sheet sets, and presentation drawings.

**DRT 2003 STRUCTURAL STEEL DRAFTING ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* Grades of "C" or higher in DRT 1014 Beginning Drafting, DRT 1103 AutoCAD, and CIS 1013 Introduction to Computers. Offered in the spring semester. This course is an introduction to structural steel drafting/detailing utilizing solid modeling and two-dimensional CAD software.

**DRT 2224 TECHNICAL DRAFTING..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grades of "C" or higher in DRT 1014 Beginning Drafting and CIS 1013 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DRT 1113 Inventor. Offered in the spring semester. This course introduces drafting techniques in technical areas, such as architectural drafting, structural drafting, and electrical/electronic drafting. Students will use various software to set up sheets sets for printings and set up PDFs for electronic transfers and submittals.

**DRT 2314 MACHINE DRAFTING ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grades of "C" or higher in DRT 1014 Beginning Drafting and CIS 1013 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DRT 1113 Inventor. Offered in the fall semester. This course is an in-depth study of machine drafting techniques and terminology as it relates to the drafting field. Dimensioning, detail and assembly drawings, and drawings of special tools and products are covered as part of the overall course.

**DRT 2324 COMMERCIAL DRAFTING ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grades of "C" or higher in CIS 1013 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DRT 1014 Beginning Drafting and DRT 1123 Revit. Offered in the fall semester. This course uses a project-oriented approach to navigate the student through the process of producing construction documents as it relates to commercial building construction. The student will develop a set of construction documents necessary for bidding and construction using preliminary architectural sketches provided. The projects include commercial spaces and surrounding areas (landscape and parking areas).

**DRT 2334 RESIDENTIAL DRAFTING ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grades of "C" or higher in CIS 1013 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DRT 1014 Beginning Drafting and DRT 1123 Revit. Offered in the fall semester. This course emphasizes site location, planning, determining clients' needs, designing a one-story residential plan, residential drawing techniques, dimensioning floor plans, exterior elevations and electrical plans.

**DRT 2344 INTERIOR DESIGN ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grades of "C" or higher in DRT 1014 Beginning Drafting and CIS 1013 Introduction to Computers; AND grade of "C" or higher or concurrently enrolled in DRT 1123 Revit. Offered in the fall semester. This course is an introduction to the profession of interior design. Students will be introduced to the design process, basic design vocabulary, application of design fundamentals, various presentation skills and techniques. Professional practices and responsibilities, trade resources, and the value of design organizations will be discussed.

**DRT 2903L DRAFTING INTERNSHIP ..... 3 CR. (9 LAB)**

*Prerequisite:* Successfully complete a minimum of 45 semester hours toward a degree in Drafting and receive consent of the instructor. Students may be required to interview with the prospective employer and complete a drug screen and a background check. Offered on demand. This internship course is designed to give students the experience of a job in their field of study. Over the course of the semester, the student will work a minimum of 150 hours for the internship partner.

**DRT 2913 PROJECT DRAFTING ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in DRT 1123 Revit; AND grades of "C" or higher or concurrently enrolled in DRT 2324 Commercial Drafting, DRT 2334 Residential Drafting and DRT 2344 Interior Design. Offered in the spring semester. This course will introduce the student to the practical applications of project management. The student will develop, plan, manage and present a final project. The student will be required to develop a complete set of professional-quality working drawings in conjunction with the application of project management. A portfolio of the student's completed work will be developed and presented with the final project.

## EARLY CHILDHOOD DEVELOPMENT

*Students enrolling in Early Childhood Development courses will be required to complete the following background checks: Arkansas Child Maltreatment and Criminal Record. Students who have not been a resident of Arkansas for the past six years will also be required to have an FBI (nationwide) background check. See your advisor for details. Students will be required to complete training for Arkansas Mandatory Reporting of Child Abuse. Certain classes may also require documentation that students have passed a recent TB test and received a recent influenza vaccine.*

**ECD 1013 EARLY CHILDHOOD COMPETENCIES ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher or concurrent enrollment in ACAD 0213 Reading. Offered in the fall and spring semesters. This is an introductory course that covers the Child Development Associate (CDA) credential competencies that are necessary for meeting the needs of all children in an inclusive environment.

**ECD 1023 FOUNDATIONS OF EARLY CHILDHOOD EDUCATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course offers an introduction to the historical and



socio-cultural forces that have impacted the early childhood field, various roles assumed by the teacher, regulatory laws, contemporary early childhood program models, and factors involved in planning the curriculum for all children (birth to eight years) within an inclusive environment. This course requires eight hours of field experience. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 1203 CHILD GUIDANCE..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course relates principles of child development to appropriate methods of guiding children's behavior for all children (birth to pre-kindergarten) in an inclusive environment. Developmental factors, indirect and direct guidance, and positive discipline strategies will be studied. This course requires two hours of field experience. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 1403 CHILD DEVELOPMENT AND DEVELOPMENTAL THEORIES..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Students must produce documentation that shows they have passed a recent TB test and have received a recent influenza vaccine. Offered in the fall and spring semesters. This course is a study of environmental and hereditary effects on the cognitive, affective, psychomotor and sociolinguistic development of typically and atypically developing children from conception to middle childhood (conception through age eight) of diverse cultural backgrounds. The students will be introduced to methods used to observe and evaluate all children's (birth to eight years) development within an inclusive environment and recognize possible delays in development. Practical application of theory is provided through a variety of hands-on experiences and observations. This course includes 10 hours of field experience. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 2013 HEALTH, SAFETY AND FACILITIES FOR YOUNG CHILDREN..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition; AND grade of "C" or higher in ECD 1013 Early Childhood Competencies or concurrently enrolled in ECD 1013 Early Childhood Competencies. Offered in the spring semester. Basic fundamentals of health and safety for young children and appropriate child care facilities will be explored. Topics covered will include safety management, illness, accidents, injuries, and menu planning for all children in an inclusive environment. In addition, students will study local, state, and federal regulations for group care facilities, guidelines for conducting a needs assessment, site location, and playgrounds.

**ECD 2023 MATH AND SCIENCE FOR YOUNG CHILDREN..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. Students will become familiar with a variety of ways to introduce all children (birth to pre-kindergarten) within an inclusive environment to ideas and concepts related to math and science. Students will create activities and plan and practice developmentally appropriate experiences that meet recognized standards (NAEYC, NCTM, etc.). This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 2033 LANGUAGE AND LITERACY FOR YOUNG CHILDREN..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading. Offered in the spring semester. This course is designed to make the early childhood educator aware of the acquisition of language and how to provide for all children (birth to pre-kindergarten) within an inclusive environment by incorporating the four areas of language: speaking, listening, writing and reading. The student will develop a resource file containing materials related to language and literacy that meet recognized standards (NAEYC, etc.). This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 2043 CURRICULUM AND ASSESSMENT FOR INFANTS AND TODDLERS..... 3 CR. (3 LEC.)**

*Prerequisite:* Grades of "C" or higher in ECD 1023 Foundations of Early Childhood Education, ECD 1403 Child Development and Developmental Theories, ECD 2023 Math and Science for Young Children, and ECD 2033 Language and Literacy for Young Children. Offered in the fall semester. This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for all children (birth to three years of age) in an inclusive environment to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on recognized standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered is the information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, now called *Better Beginnings* and the *Arkansas Child Development and Learning Standards: Birth Through 60 Months*. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 2053 CURRICULUM AND ASSESSMENT FOR YOUNG CHILDREN..... 3 CR. (3 LEC.)**

*Prerequisite:* Grades of "C" or higher in ECD 1023 Foundations of Early Childhood Education, ECD 1403 Child Development and Developmental Theories, ECD 2023 Math and Science for Young Children, and ECD 2033 Language and Literacy for Young Children. Offered in the spring semester. This course is based on the foundation of research in child development and focuses on planning and implementing enriching environments with appropriate interactions and activities for all children (three to eight years of age) in an inclusive environment to maximize physical, cognitive, communication, creative, language/literacy, and social/emotional growth and development. Competencies are based on standards developed by the National Association for the Education of Young Children for quality early childhood settings. Also covered is information on the Quality Approval process and Accreditation for Early Childhood settings in Arkansas, called *Better Beginnings* and the *Arkansas Child Development and Learning Standards: Birth Through 60 Months*. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 2103 FUTURE PERSPECTIVES IN EARLY CHILDHOOD ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grades of "C" or higher in ECD 2123L Supervised Lab, ECD 2023 Math and Science for Young Children, and ECD 2033 Language and Literacy for Young Children. Offered in the spring semester. This course introduces students to current research in the field of early childhood education. Students will develop a knowledge base of the NAEYC Code of Conduct through analyzing case studies designed to demonstrate competencies compatible with current research and practice and development of a professional portfolio to demonstrate competencies in the skills relating to the NAEYC associate degree standards. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

**ECD 2123L SUPERVISED LAB ..... 3 CR. (9 LAB)**

*Prerequisite:* Grade of "C" or higher in ECD 1013 Early Childhood Competencies. Offered on demand. Students will interact with all children in an inclusive supervised laboratory setting. Implementation of developmentally appropriate activities and assessment procedures will be achieved. Students must complete 150 contact hours in an approved facility for this course. Students are required to have malpractice insurance and completion of the following background checks: Arkansas Child Maltreatment Central Registry and Arkansas Criminal Record. Individuals who have not been a resident of Arkansas for the past five years will also be required to have an FBI background check. Students must have the ability to stand for prolonged periods of time and to lift up to 50 pounds.

**ECD 2133L PRACTICUM FOR EARLY CHILDHOOD DEVELOPMENT ..... 3 CR. (9 LAB)**

*Prerequisite:* Grade of "C" or higher in ECD 2123L Supervised Lab. Offered on demand. The practicum is designed to give students exposure to and experience of an actual job in the early child care field working with all children (birth through pre-kindergarten) in an inclusive environment. Placement and work schedules are arranged by the instructor. Students must demonstrate competency in all areas observed and must complete 150 contact hours in an approved facility for this course. Observation of the student's work and evaluation of student skills are conducted by instructors following the National Association for the Education of Young Children (NAEYC) Associate Standards. An emphasis will be on the observation of physical, cognitive, language, social and emotional development in connection with previous courses. Students must have the ability to stand for prolonged periods of time and to lift up to 50 pounds. This course meets the competencies for the Arkansas Birth to Five Early Childhood Teaching Credential by the Division of Child Care and Early Childhood Education; however, students must earn a "C" or higher to receive the credential.

## ECONOMICS

**ECON 2453 MACROECONOMICS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course covers theory and application of economics to behavior of the economy as a whole. (GE, ACTS EQUIVALENT COURSE NUMBER: ECON 2103)

**ECON 2463 MICROECONOMICS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course covers theory and application of economic principles to the production, distribution, and exchange of goods and services. (GE, ACTS EQUIVALENT COURSE NUMBER: ECON 2203)

## EDUCATION

*Students enrolling in Education courses which include field experience will be required to complete the following background checks: Arkansas Criminal Record. Students who have not been a resident of Arkansas for the past five years will also be required to have an FBI (nationwide) background check. See your advisor for details. Students will be required to complete training for Arkansas Mandatory Reporting of Child Abuse. Certain classes may also require documentation that students have passed a recent TB test and have received a recent influenza vaccine.*

**EDUC 1203 INTRODUCTION TO EDUCATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is an overview of the education profession. Topics include philosophies of education, an overview of the history of education, public school organization, educator roles, school curriculum, teacher characteristics, contemporary issues, careers in education, legal and ethical concerns, and certification and admission processes. **This course requires 13 hours of field experience.** (GE)

**EDUC 1303 EDUCATIONAL TECHNOLOGY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course is designed as a teacher education elective. It introduces the student to a variety of technological tools used by educators. Topics include the computer as a tool for the teacher for instruction and communication, electronic and traditional portfolio construction, and camcorder and digital technology. Students will develop competencies in technology utilization. (GE)

**EDUC 2113 DEVELOPMENT AND LEARNING THEORIES ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or

higher in ACAD 0303 Basic Composition. Offered in the fall semester. This course introduces the student to the physical, cognitive, linguistic, social, moral and emotional development of individuals from infancy through adulthood. This course addresses six developmental stages: prenatal development, infancy and toddlerhood, early childhood, middle childhood, adolescence, and early adulthood and the physical, cognitive and emotional changes that occur during these periods. This course requires 10 hours of field experience. (GE)

**EDUC 2203 TEACHING EXCEPTIONAL LEARNERS ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of C or higher in EDUC 1203 Introduction to Education or ECD 1023 Foundations of Early Childhood Education. Offered in the spring semester. This course introduces exceptional student populations. Emphasis is given to characteristics of exceptional students, legal foundations for all learners, research based inclusive methods, modifications and accommodations school settings. Future educators will become equipped with skills to be effective communicators and partners with families of all students. Effective collaboration between general education teachers and special education teachers will be addressed. This course requires 10 hours of field experience. (GE)

## ELECTRONICS

**ELEC 1204 FUNDAMENTALS OF ELECTRICITY ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. 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 2001 ARC FLASH SAFETY ..... 1 CR. (1 LEC)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course lays the foundation for the understanding of OSHA NFPA70E rules and regulation guidelines used by various industries today. The course will focus on the proper use of personal protective equipment (PPE), identifying high voltage hazards and the use of safety tools such as lock out/tag out and other instruments used to implement NFPA 70E code.

**ELEC 2113 MOTORS AND SYSTEM CONTROLS ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in ELEC 1204 Fundamentals of Electricity. Offered in the fall and spring semesters. This course is a study of the fundamentals of motors and motor controls. This course provides the students with theory of sensors, transducers, and speed/position control of motors used in industry. The subject matter includes single-phase motors, three-phase motors, and an introduction to programmable motor controllers.

**ELEC 2203 INTRODUCTION TO ANALOG AND DIGITAL ELECTRONICS. .... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in or concurrently enrolled in ELEC 2113 Motor and Systems Controls. Offered in the fall semester. This course lays the foundation for the understanding of analog and digital control systems used in industry today. The topics covered will include the basic laws of electricity and magnetism including Ohm's Law, Kirchhoff's Law, transformer functions, and series and parallel circuit analysis. Digital logic gates along with the truth table and timing diagrams for each gate will be covered. The student will also utilize Boolean algebra and Karnaugh mapping to build usable digital circuits.

## EMERGENCY MEDICAL TECHNICIAN

Students enrolling in the EMT course will be required to have a negative TB assessment, a healthcare provider CPR association, and a completed Arkansas Criminal Record background check with satisfactory results. See your advisor for details.

**EMT 1008 EMERGENCY MEDICAL TECHNICIAN ..... 8 CR. (7 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. This course is an introduction to the study of emergency medical services and the basic principles and techniques of pre-hospital emergency care. Instruction includes a minimum of 120 contact hours of lecture and 48 hours of clinical practice; this includes 24 hours of clinicals in an emergency room setting and a minimum of six emergency calls with an ambulance service. The course is based on the National Standard Curriculum Guidelines as developed by the Department of Transportation. Successful completion of this course prepares the student to apply for the National Registry Emergency Medical Technician Examination.

## ENGLISH

**ENG 1013 COMPOSITION I ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course covers principles and techniques of expository and persuasive composition, analysis of texts with introduction to research methods, and critical thinking. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 1013)

**ENG 1023 COMPOSITION II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1013 Composition I. Offered in the fall and spring semesters. This course is a further study of principles and techniques of expository and persuasive composition, analysis of texts, research methods, and critical thinking. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 1023)

**ENG 2003 CREATIVE WRITING ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1023 Composition II. Offered in the spring semester. This course offers practical experience in the techniques of writing poetry and fiction. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2013)

**ENG 2023 TECHNICAL COMMUNICATIONS ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1013 Composition I. Offered in the fall and spring semesters. This course covers principles of formatting and organizing technical documents, such as letters, memos, emails, reports, proposals, and resumes. Students will integrate research, technology, and visual data to produce professional documents. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2023)

**ENG 2113 AMERICAN LITERATURE I ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1023 Composition II. Offered on demand. This course features selected works of American Literature from its beginnings to 1865. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2653)

**ENG 2123 AMERICAN LITERATURE II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1023 Composition II. Offered on demand. This course features selected works of American literature from 1865 to present. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2663)

**ENG 2213 WORLD LITERATURE I ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1023 Composition II. Offered in the fall and spring semesters. This course contains selected significant works of world literature from ancient, medieval, and renaissance periods. It includes study of movements, schools, and periods. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2113)

**ENG 2223 WORLD LITERATURE II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1023 Composition II. Offered in the fall and spring semesters. This course covers selected significant works of world literature from the Renaissance to the present. Includes study of movements, schools, and periods. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2123)

**ENG 2313 BRITISH LITERATURE I ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1023 Composition II. Offered on demand. This course features selected works of British literature from its beginnings through the Renaissance. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2673)

**ENG 2323 BRITISH LITERATURE II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in ENG 1023 Composition II. Offered on demand. This course features selected works of British literature from the Renaissance to present. (GE, ACTS EQUIVALENT COURSE NUMBER: ENGL 2686)

## FINANCE

**FIN 2013 PERSONAL FINANCE ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course is designed to provide students with the fundamental concepts of personal financial planning and goal achievement. It emphasizes personal financial planning, credit and cash management, insurance coverage, investments, retirement, and estate planning. (GE)

## GEOGRAPHY

**GEOG 2013 REGIONAL GEOGRAPHY OF THE WORLD ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is a survey of physical, cultural, and economic characteristics of world regions. (GE, ACTS EQUIVALENT COURSE NUMBER: GEOG 2103)

## GEOLOGY

**GEOL 1104 GENERAL PHYSICAL GEOLOGY ..... 4 CR. (3 LEC., 2 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78 or below, or a grade of "C" or higher in ACAD 0213 Reading. Offered on demand. This course is a study of the Earth and modification of its surface by internal and external processes. Topics include examination of the Earth's interior, magnetism, minerals, rocks, landform development, structure, plate tectonics, and geological processes. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: GEOL 1114)

## GLOBAL STUDIES

**GLOB 2003L GLOBAL STUDIES ..... 3 CR. (3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. The course will offer students firsthand studies in fine arts to be conducted abroad in the areas of literature, art, music and theatre from ancient to contemporary times. Includes the study of the history and culture of the selected country. (GE)



## GREEN STUDIES

### **GRNS 2004 ENERGY AUDIT..... 4 CR. (3 LEC., 3 LAB)**

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

## HEALTH SCIENCES

### **HLSC 1003 MEDICAL TERMINOLOGY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading. This course is designed to assist students in developing the appropriate use of medical terminology in health-related professions. Emphasis will be given to fundamental word structures, anatomical terminology, overview of body systems, and numerous pathological conditions associated with the body and its systems. (GE)

## HISTORY

### **HIST 1003 WESTERN CIVILIZATION I..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is a survey of Western civilization to the early modern period. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 1213)

### **HIST 1013 WESTERN CIVILIZATION II ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. This course is a survey of Western civilization since the early modern period. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 1223)

### **HIST 2003 UNITED STATES HISTORY I..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is a survey of United States history through the Civil War era. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 2113)

### **HIST 2013 UNITED STATES HISTORY II ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is a survey of United States history since the Civil War era. (GE, ACTS EQUIVALENT COURSE NUMBER: HIST 2123)

### **HIST 2133 AMERICAN SOUTH SINCE 1865 ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in HIST 2013 United States History II. Offered on demand. This course is a survey of Southern history from the Civil War to the present. Emphasis is placed on the political journey through Reconstruction, the economic changes brought about by the end of slavery and the rise of industrialization, and the political transformation and turbulence of the New Deal and Civil Rights Movement. (GE)

### **HIST 2203 ARKANSAS HISTORY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is a comprehensive study of the history of the state from prehistory to contemporary times. (GE)

## MATHEMATICS

### **MATH RECOMMENDATION:**

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

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

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

**MATH 0803 BASIC ALGEBRA ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Math score of 0-16, COMPASS Pre-Algebra score of 0-99 or COMPASS Algebra score of 0-26, or Classic ACCUPLACER Elementary Algebra score of 47 or below. Offered in the fall and spring semesters. The content of this course includes order of operations, linear equations, functions, graphs, applications, and systems of equations.

**MATH 0903 INTERMEDIATE ALGEBRA ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Math score of 17-19, COMPASS Algebra score of 27-40, Classic ACCUPLACER Elementary Algebra score of 48-80, or grade of "C" or higher in MATH 0803 Basic Algebra. Offered in the fall and spring semesters. The purpose of this course is to prepare students for college-level mathematics. Content of the course includes polynomials, factoring, quadratic equations and functions, rational equations and functions, radical equations and functions, and graphing.

**MATH 1113 QUANTITATIVE LITERACY (FOR NON-STEM MAJORS ONLY) ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Math score of 19, COMPASS Algebra score of 36, Classic ACCUPLACER Elementary Algebra score of 77 or above, or grade of "C" or higher in MATH 0803 Basic Algebra or MATH 1253 Applied Technical Math or MATH 1333 Applied Business Math; AND ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading Score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83 or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course includes critical thinking, managing money and personal finance, statistical reasoning, probability and mathematical modeling. Quantitative Literacy is designed as a general education course for students pursuing degree requirements in areas of study not related to STEM disciplines (science, technology, engineering or mathematics). Students pursuing majors in any of the following - Natural Sciences and Mathematics; Health Professions; Business and Education - are expected to complete College Algebra as a degree requirement. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1113)

**MATH 1203 COLLEGE ALGEBRA ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Math score of 20, COMPASS Algebra score of 41, Classic ACCUPLACER Elementary Algebra score of 81 or above, or a grade of "C" or higher in MATH 0903 Intermediate Algebra; AND ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course includes study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic, and exponential, systems of equations, and matrices. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1103)

**MATH 1204 COLLEGE ALGEBRA (EXTENDED FORMAT) ..... 4 CR. (3 LEC. 2 LAB)**

*Prerequisite:* ACT Math score of 19, COMPASS Algebra score of 36, Classic ACCUPLACER Elementary Algebra score of 77 or above, or a grade of "C" or higher in MATH 0903 Intermediate Algebra; AND ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course covers the same topics as the traditional College Algebra, but in an expanded time format allowing for increased learner/instructor interactions. This course includes study of functions including, but not limited to, absolute value, quadratic, polynomial, rational, logarithmic, and exponential, systems of equations, and matrices. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1103)

**MATH 1213 PLANE TRIGONOMETRY ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. This course offers a study of trigonometric functions, identities, equations, and applications. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1203)

**MATH 1215 PRECALCULUS ..... 5 CR. (5 LEC.)**

*Prerequisite:* ACT Math score of 20, COMPASS Algebra score of 41, Classic ACCUPLACER Elementary Algebra score of 81 or above, or a grade of "C" or higher in MATH 0903 Intermediate Algebra; AND ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall semester. This is an integrated, unified course of algebra and trigonometry with strong emphasis on graphing and functions. This course is designed for students who will take MATH 2015 Calculus I. Course is not open to students who already have credit for MATH 1203 College Algebra or MATH 1213 Plane Trigonometry. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 1305)

**MATH 1253 APPLIED TECHNICAL MATH ..... 3 CR. (3 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. This course provides an in-depth study of practical applications in technical areas. Problems are related to arithmetic, algebra, geometry, and trigonometry.

**MATH 1333 APPLIED BUSINESS MATH ..... 3 CR. (3 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. Applied Business Math provides training in solving problems related to business situations and financial management in businesses, including percentages, inventory, depreciation, cash and trade discounts, simple/compound interest, mark-ups/mark downs, payroll, and distribution of overhead.

**MATH 2003 INTRODUCTION TO STATISTICS ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. This algebra-based course involves the presentation and interpretation of data, probability, sampling, basic inference, correlation and regression, and analysis of variance. It may include the use of statistical software. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2103)

**MATH 2015 CALCULUS I ..... 5 CR. (5 LEC.)**

*Prerequisite:* Grade of "C" or higher in MATH 1203 College Algebra; AND grade of "C" or higher in MATH 1213 Plane Trigonometry or MATH 1215 Precalculus. Offered on demand. This is the first calculus course and includes the topics of function (including exponential, trigonometric, and logarithmic), limits, continuity, differentiation, antiderivatives, inverse functions, and integration. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2405)



**MATH 2023 CALCULUS FOR BUSINESS ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in MATH 1203 College Algebra. Offered in the fall and spring semesters. Calculus for Business is an introduction to the techniques of differentiation and integration. Topics include calculus of algebraic, exponential, and logarithmic functions. Emphasis will be placed on various quantitative methods used in business and economics. In this course, the student is presented with an elementary introduction to calculus for students majoring in business, economics, or the management, life and social sciences. Calculus is the mathematics of change, and the world is in a constant state of change. The purpose of this course is to equip students with the powerful analytic tools of calculus. (GE, ACTS EQUIVALENT COURSE NUMBER: MATH 2203)

**MATH 2103 MATH FOR TEACHERS I ..... 3 CR. (3 LEC.)**

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

**MATH 2113 MATH FOR TEACHERS II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in MATH 1203 College Algebra. Offered in the spring semester. This course is for prospective education majors. Topics include a study of probability and statistics and an informal study of geometry all learned within a problem-solving framework. (GE)

## MUSIC

**MUS 2003 MUSIC APPRECIATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. This course is an introductory survey of music, including the study of elements and forms of music; selected musical works; music terminology; important musical genres, periods, and composers; as well as introduction to major musical instruments. (GE, ACTS EQUIVALENT COURSE NUMBER: MUSC 1003)

## NURSING—PRACTICAL NURSING

**NUR 1002L CLINICAL COMPETENCY I ..... 2 CR. (6 LAB)**

*Prerequisite:* Grade of "C" or higher in NUR 1106L Clinical Practicum I. This course consists of computer module assignments as well as a clinical component. Students must prove clinical competency in order to progress to the next level. If students have been out of the clinical area for one or more semesters, they must prove clinical competency in the same semester that they are repeating a theory course.

**NUR 1102 GERIATRICS ..... 2 CR. (2 LEC.)**

*Prerequisite:* Admission to the Practical Nursing program. *Corequisite:* NUR 1213 Math for Nurses, NUR 1104 Basic Nursing I, and NUR 1106L Clinical Practicum I. This course prepares students for nursing care of the aging population. All phases of the nursing process are emphasized to ensure personal responsibility for the maintenance of health, management of disease, and patient education. Topics include stages of aging, developmental tasks of the elderly, health, psychosocial and physiologic issues, safety and nutritional needs, sexuality, and end of life care.

**NUR 1104 BASIC NURSING I ..... 4 CR. (4 LEC.)**

*Prerequisite:* Admission to the Practical Nursing program. *Corequisite:* NUR 1213 Math for Nurses, NUR 1102 Geriatrics, and NUR 1106L Clinical Practicum I. This course provides nursing students with the opportunity to learn the theory behind the basic nursing skills needed to practice nursing. Nursing process is introduced as well as other concepts which are needed to practice entry-level nursing and to promote critical thinking. Topics include infection control, medical and surgical asepsis, vital signs, mobility, documentation, physical assessment, comfort, rest and sleep. This course also prepares the beginning nursing student for the process of administering medication and care of the surgical patient.

**NUR 1106L CLINICAL PRACTICUM I ..... 6 CR. (18 LAB)**

*Prerequisite:* Admission to the Practical Nursing program. *Corequisite:* NUR 1213 Math for Nurses, NUR 1102 Geriatrics, and NUR 1104 Basic Nursing I. This lab-based course provides beginning nursing students with the opportunity to practice and perfect basic skills needed to care for patients. The geriatric clinical is completed in this course.

**NUR 1202L CLINICAL COMPETENCY II ..... 2 CR. (6 LAB)**

*Prerequisite:* Grade of "C" or higher in NUR 1216L Clinical Practicum II. This course consists of computer module assignments as well as a clinical component. Students must prove clinical competency in order to progress to the next level. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

**NUR 1204 MEDICAL SURGICAL NURSING I ..... 4 CR. (4 LEC.)**

*Prerequisite:* Successful completion of first semester Practical Nursing requirements. *Corequisite:* NUR 1213 Basic Nursing II, NUR 1216L Clinical Practicum II, and NUR 1222 Maternal/Child Nursing. This course discusses the anatomy, physiology, and pathophysiology for the following body systems: integumentary, gastrointestinal, renal, respiratory, and musculoskeletal. Other topics include diabetes, cancer, fluid and electrolytes, immunity, and bioterrorism. This course prepares nursing students in the care of adult patients, incorporating all phases of the nursing process for these topics.

**NUR 1213 BASIC NURSING II ..... 3 CR. (3 LEC.)**

*Prerequisite:* Successful completion of first semester Practical Nursing requirements. *Corequisite:* NUR 1204 Medical Surgical Nursing I, NUR 1216L Clinical Practicum II, and NUR 1222 Maternal/Child Nursing. This course is a continuation of NUR 1104 Basic Nursing I and covers the care of medical disorders discussed in NUR 1204 Medical Surgical Nursing I. Topics include emergency preparedness for natural and manmade disasters, laboratory and diagnostic tests for topics discussed in Medical Surgical Nursing I, and the nursing care of patients with disorders discussed in Medical Surgical Nursing I.

**NUR 1216L CLINICAL PRACTICUM II ..... 6 CR. (18 LAB)**

*Prerequisite:* Successful completion of first semester Practical Nursing requirements. *Corequisite:* NUR 1204 Medical Surgical Nursing I, NUR 1213 Basic Nursing II, and NUR 1222 Maternal/Child Nursing. This course is a continuation of NUR 1106L Clinical Practicum I and provides the nursing student the opportunity to practice and perfect basic nursing skills needed to care for patients. The clinical rotation for this course is primarily in a hospital setting.

**NUR 1222 MATERNAL/CHILD NURSING ..... 2 CR. (2 LEC.)**

*Prerequisite:* Successful completion of the first semester Practical Nursing requirements. *Corequisite:* NUR 1204 Medical Surgical Nursing I, NUR 1213 Basic Nursing II, and NUR 1216L Clinical Practicum II. This course prepares students to care for pregnant women from conception to delivery and to care for the child from birth through adolescence. Topics include anatomy and physiology of the reproductive system, conception, fetal development, labor and delivery, post-partum care, and family planning. The developmental milestones and normal care of each age group is studied. The pathophysiology and nursing care of selected disorders of each age group is also covered in this course.

**NUR 2001 MENTAL HEALTH ..... 1 CR. (1 LEC.)**

*Prerequisite:* Successful completion of all second semester Practical Nursing requirements. *Corequisite:* NUR 2002 Pharmacology, NUR 2203 Basic Nursing III, NUR 2204 Medical Surgical Nursing II, and NUR 2206L Clinical Practicum III. This course prepares students to care for clients with mental health disorders. Topics include neuroses, psychoses, personality disorders, addictive disorders and, suicide violence. The course emphasizes the nursing care of the mentally ill, interventions, and treatments and psychopharmacology.

**NUR 2002 PHARMACOLOGY ..... 2 CR. (2 LEC.)**

*Prerequisite:* Successful completion of all first and second semester Practical Nursing requirements. *Corequisite:* NUR 2001 Mental Health, NUR 2203 Basic Nursing III, NUR 2204 Medical Surgical Nursing II, and NUR 2206L Clinical Practicum III. Offered in the fall and spring semesters. This course concentrates on the medications used to treat the disorders discussed in NUR 1204 Medical Surgical I, NUR 2204 Medical Surgical Nursing II, NUR 1203 Maternal/Child and NUR 2001 Mental Health. Students are prepared to administer medications to treat these disorders.

**NUR 2102L CLINICAL COMPETENCY III ..... 2 CR. (6 LAB)**

*Prerequisite:* Grade of "C" or higher in NUR 2206L Clinical Practicum III. This course consists of computer module assignments as well as a clinical component. Students must prove clinical competency in order to complete requirements for graduation. If a student has been out of the clinical area for one or more semesters, the student will prove clinical competency in the same semester that the student is repeating a theory course.

**NUR 2203 BASIC NURSING III ..... 3 CR. (3 LEC.)**

*Prerequisite:* Successful completion of second semester Practical Nursing requirements. *Corequisite:* NUR 2001 Mental Health, NUR 2002 Pharmacology, NUR 2204 Medical Surgical Nursing II, and NUR 2206L Clinical Practicum III. This course is a continuation of NUR 1213 Basic Nursing II and covers the care of medical disorders discussed in NUR 2204 Medical Surgical Nursing II. Topics include lab and diagnostic tests for the disorders covered in NUR 2204 Medical Surgical Nursing II, as well as nursing care of clients with disorders discussed in NUR 2204 Medical Surgical Nursing II.

**NUR 2204 MEDICAL SURGICAL NURSING II ..... 4 CR. (4 LEC.)**

*Prerequisite:* Successful completion of second semester Practical Nursing requirements. *Corequisite:* NUR 2001 Mental Health, NUR 2002 Pharmacology, NUR 2203 Basic Nursing III, and NUR 2206L Clinical Practicum III. This course prepares students for continuation of NUR 1204 Medical Surgical Nursing I. During this course, anatomy, physiology and pathophysiology of the following body systems and their disorders will be discussed: cardiovascular, peripheral vascular, nervous, endocrine, sensory, hematology/lymphatic, and male/female reproductive. The course also addresses sexually transmitted diseases, emergency/disaster preparation, and genetic research/cloning. Students will utilize critical thinking and the nursing process to explore disorders and to provide holistic nursing care across the wellness/illness continuum. The Nurse Practice Act will be introduced to prepare students for professional, ethical, and legal issues encountered in nursing practice.

**NUR 2206L CLINICAL PRACTICUM III ..... 6 CR. (18 LAB)**

*Prerequisite:* Successful completion of second semester Practical Nursing requirements. *Corequisite:* NUR 2001 Mental Health, NUR 2002 Pharmacology, NUR 2203 Basic Nursing III, and NUR 2204 Medical Surgical Nursing II. This course provides the opportunity for continued clinical application of nursing theory and skills in a variety of community health care settings. It provides students with experiences to become more independent in their practice of nursing. The pediatric clinical rotation and leadership rotation are completed in this course.

## NURSING—REGISTERED NURSING

**NSG 1213 MATH FOR NURSES ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or grade of "C" or higher in MATH 1253 Applied Technical Math AND admission to the Practical Nursing program or currently a licensed practical nurse in pursuit of an A.A.S.-RN. If enrolled in the Practical Nursing program, this course is a corequisite to NUR 1102 Geriatrics, NUR 1104 Basic Nursing I, and NUR 1106L Clinical Practicum I. This course provides instruction in dosage calculation using ratio to proportion and other means of calculation related to medication. Topics include interpretation of drug labels, syringe types, conversions, roman numerals, reconstitution and apothecaries, mixing medications, IV flow rates, drip rates, interpretation of physician orders and transcribing to medication administration records, dispensing, and proper documentation of medications as well as the six rights of medical administration and military time.

**NSG 2119 NURSING PROCESS I ..... 9 CR. (9 LEC.)**

*Prerequisite:* Acceptance into the ARNEC RN Program. *Corequisite:* Concurrently enrolled in NSG 2123L Nursing Practicum I. Transitions the foundational knowledge of the LPN/LVN with a focus on the RN scope of practice. Incorporates evidence-based practice, medical/surgical, mental health, quality improvement, and professional standards.

**NSG 2123L NURSING PRACTICUM I ..... 3 CR. (9 LAB)**

*Prerequisite:* Acceptance into the ARNEC RN Program. *Corequisite:* Concurrently enrolled in NSG 2119 Nursing Process I. Applies medical/surgical and mental health nursing theory, critical thinking/clinical reasoning necessary for safe, patient-centered care. Incorporates evidence-based practice, quality improvement, and professional standards in a variety of healthcare settings.

**NSG 2216 NURSING PROCESS II ..... 6 CR. (8 LEC.)**

*Prerequisite:* Grade of "C" or higher in NSG 2119 Nursing Process I and NSG 2123L Nursing Practicum I. *Corequisite:* Concurrently enrolled in NSG 2223L Nursing Practicum II. Application of additional knowledge focusing on the childbearing family, newborn, women's health, and pediatric patients. It incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse.

**NSG 2223L NURSING PRACTICUM II ..... 3 CR. (9 LAB)**

*Prerequisite:* Grade of "C" or higher in NSG 2119 Nursing Process I and NSG 2123L Nursing Practicum I. *Corequisite:* Concurrently enrolled in NSG 2216 Nursing Process II. Applies concepts learned in RNSG 2216 to provide safe, quality, patient-centered care to a diverse patient population focusing on wellness and acute conditions affecting the childbearing family, newborn, women's health, and pediatric patients.

**NSG 2311 NCLEX-RN PREPARATION ..... 1 CR. (1 LEC.)**

*Corequisite:* Concurrently enrolled in NSG 2318 Nursing Process III and NSG 2323L Nursing Practicum III. This online course provides a comprehensive review taught in the program in preparation for taking the NCLEX-RN.

**NSG 2318 NURSING PROCESS III ..... 8 CR. (8 LEC.)**

*Prerequisite:* Grade of "C" or higher in NSG 2216 Nursing Process II and NSG 2223L Nursing Practicum II. *Corequisites:* Concurrently enrolled in NSG 2311 NCLEX-RN Preparation and NSG 2323L Nursing Practicum III. This course incorporates higher level nursing care, critical thinking, management and leadership. The student will utilize the nursing process as a framework for caring for clients with complex healthcare needs. The student will care for clients in emergency situations (including bioterrorism preparedness), critical care, surgical care, acute care, and advanced pharmacological concepts.

**NSG 2323L NURSING PRACTICUM III ..... 3 CR. (9 LAB)**

*Prerequisite:* Grade of "C" or higher in NSG 2216 Nursing Process II and NSG 2223L Nursing Practicum II. *Corequisites:* Concurrently enrolled in NSG 2318 Nursing Process III and NSG 2311 NCLEX-RN Preparation. This course applies concepts learned in RNSG 2318 to provide safe, quality, patient-centered care to a diverse patient population focusing on further medical/surgical conditions of the high acuity patient and family. Incorporates evidence-based practice, quality improvement, professional standards, and legal and ethical responsibilities of the professional nurse into the care of patients in a variety of healthcare settings.

## NUTRITION

**NUTR 1503 NUTRITION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course includes the science, principles, and application of nutrition for all age groups. There is an emphasis on the importance of nutrition as a preventative health measure and source of supply for our bodies' changing needs. (GE)

## PHILOSOPHY

**PHIL 2103 INTRODUCTION TO PHILOSOPHY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall semester. This is a philosophical exploration of topics that include human values, critical thinking, and nature of reality and knowledge. (GE, ACTS EQUIVALENT COURSE NUMBER: PHIL 1103)

**PHIL 2113 INTRODUCTION TO CRITICAL THINKING ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. Course content includes the study of applied reasoning, analysis of arguments, informal and formal fallacies, syllogisms, construction of definitions, and scientific reasoning. (GE, ACTS EQUIVALENT COURSE NUMBER: PHIL 1003)

**PHIL 2123 SURVEY OF WORLD RELIGIONS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. This course seeks to provide the tools necessary to understand and appreciate the various religious traditions of the world. By understanding the religion of others, we can better learn to appreciate how and why they see the world as they do, and hopefully we can learn with them and from them. (GE)

## PHYSICAL EDUCATION

**PED 1003 PERSONAL HEALTH ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in

the fall and spring semesters. Personal Health is a study designed to assist students in understanding and developing attitudes and behaviors necessary to establish healthful living practices. (GE, ACTS EQUIVALENT COURSE NUMBER: HEAL 1003)

**PED 1011L VOLLEYBALL .....1 CR. (2 LAB)**

*Prerequisite: None. Offered on demand.* This course is designed for the beginning volleyball player. The fundamentals and theory of volleyball will be taught in this course. Students will develop basic skills as well as learn the rules, regulations, and terminology associated with volleyball. Students will be expected to participate in moderate to vigorous activities when in class. (GE)

**PED 1031L RECREATIONAL ACTIVITIES .....1 CR. (2 LAB)**

*Prerequisite: None. Offered on demand.* This course is designed to provide learning experiences that will lead to the development of basic skills, knowledge, and techniques for a variety of recreational activities. Students will be expected to participate in moderate to vigorous activities when in class. (GE)

**PED 1051L PRINCIPLES OF LIFETIME FITNESS .....1 CR. (2 LAB)**

*Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered on demand.* Students will learn basic fitness techniques such as flexibility, strength training, aerobic conditioning, anaerobic conditioning, and the importance of a safe, life-long fitness program. (GE)

**PED 1061L AEROBICS .....1 CR. (2 LAB)**

*Prerequisite: None. Offered on demand.* Aerobics is a conditioning course designed to acquaint students with basic fitness principles while at the same time, offering students a variety of exercise forms to improve their level and understanding of fitness. Students are taught proper exercise form and fundamentals in aerobic dancing. (GE)

**PED 1071L BOWLING .....1 CR. (2 LAB)**

*Prerequisite: None. Offered on demand.* Students will learn fundamental skills and general bowling knowledge and etiquette. Skills are practiced, developed, and evaluated in the bowling alley setting. This course is structured for the beginning bowler. (GE)

**PED 1081L FITNESS WALKING/RUNNING .....1 CR. (2 LAB)**

*Prerequisite: None. Offered in the spring and fall semesters.* Fitness Walking/Running is a lifetime conditioning course designed to improve cardiovascular fitness, flexibility, body composition and muscle tone through a planned program of progressive fitness walking and/or running. This course will teach basic anatomy and physiology important to fitness walking and running, training techniques and equipment, proper warm-up, and stretching and injury prevention. (GE)

**PED 1091L PILATES/YOGA .....1 CR. (2 LAB)**

*Prerequisite: None. Offered on demand.* Pilates/Yoga is a conditioning course designed to acquaint students with basic pilates and yoga principles. It teaches basic anatomy important to pilates and yoga, breathing techniques, and uses a progressive approach to teaching proper execution of pilates moves and yoga positions. This class is designed to teach lifetime skills, build strength, and increase flexibility.

## PHYSICAL SCIENCE/EARTH SCIENCE

**PHY 2004 PHYSICAL SCIENCE .....4 CR. (3 LEC., 2 LAB)**

*Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or grade of "C" or higher in MATH 0803 Basic Algebra, MATH 1253 Applied Technical Math, or MATH 1333 Applied Business Math. Offered on demand.* This survey course of the physical sciences is designed for general education. Course includes topics in physics and chemistry. It may also include other physical science topics. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: PHSC 1004)

**SCI 2014 EARTH SCIENCE .....4 CR. (3 LEC., 2 LAB)**

*Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters.* This course introduces to the basic concepts of Earth sciences. Lab required. (GE, ACTS EQUIVALENT COURSE NUMBER: PHSC 1104)

## POLITICAL SCIENCE

**PSCI 2003 AMERICAN GOVERNMENT .....3 CR. (3 LEC.)**

*Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters.* This course is an introduction to the principles, structure, processes, and functions of the United States federal government and other related political activities. (GE, ACTS EQUIVALENT COURSE NUMBER: PLSC 2003)

## PSYCHOLOGY

**PSY 2003 GENERAL PSYCHOLOGY .....3 CR. (3 LEC.)**

*Prerequisite: ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters.* This course is an overview of major topics in modern psychology, the scientific study of behavior, and mental processes. As a first course in the discipline of psychology, it introduces some of the fundamental concepts, principles, and theories with a consideration for the complexity of human behavior. (GE, ACTS EQUIVALENT COURSE NUMBER: PSYC 1103)



**PSY 2013 ABNORMAL PSYCHOLOGY..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in PSY 2003 General Psychology. Offered on demand. This course is designed to survey the principal forms of abnormal behavior. Causes, symptoms, classification, treatment, and prevention will be addressed. (GE)

**PSY 2023 PSYCHOLOGY OF HUMAN DEVELOPMENT ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in PSY 2003 General Psychology. Offered in the fall and spring semesters. This course is a survey covering the processes and domains of human development from conception throughout the entire lifespan. (GE, ACTS EQUIVALENT COURSE NUMBER: PSYC 2103)

**PSY 2113 SENSATION AND PERCEPTION ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in PSY 2003 General Psychology. Offered on demand. This course provides an introduction into how the brain makes sense of all the sensory inputs it receives. Students will learn how the anatomy and physiology of the eye, ear, and related parts of the brain allow human beings to understand speech, perceive color, see motion and depth, and recognize faces. (GE)

## SOCIOLOGY

**SOC 2013 INTRODUCTION TO SOCIOLOGY..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is an introduction to the theories, concepts, and basic principles used in the study of group life, social institutions, and social processes. (GE, ACTS EQUIVALENT COURSE NUMBER: SOCI 1013)

**SOC 2023 SOCIAL PROBLEMS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course covers the application of sociological principles to the investigation of major social problems currently faced by societies. (GE, ACTS EQUIVALENT COURSE NUMBER: SOCI 2013)

**SOC 2043 MARRIAGE AND THE FAMILY ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course covers the various patterns of marriage and family systems with a focus on historical changes and social issues interrelated to these systems. Divorce, family violence, parenting, and the changing nature of gender roles will be examined in the analysis of marriage and the family. (GE)

## SPANISH

**SPAN 1013 ELEMENTARY SPANISH I..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered on demand. Spanish I is a beginning course designed to help students develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (GE, ACTS EQUIVALENT COURSE NUMBER: SPAN 1013)

**SPAN 1023 ELEMENTARY SPANISH II..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in SPAN 1013 Elementary Spanish I. Offered on demand. This course seeks to further develop a basic proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (GE, ACTS EQUIVALENT COURSE NUMBER: SPAN 1023)

**SPAN 2013 INTERMEDIATE SPANISH I..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in SPAN 1023 Elementary Spanish II. Offered on demand. SPAN 2013 is designed to help the student develop an intermediate-level proficiency in the four skills of listening, speaking, reading, and writing. The instruction is communicatively oriented and emphasizes the everyday life and culture of Spanish-speaking people. (GE, ACTS EQUIVALENT COURSE NUMBER: SPAN 2013)

## SPEECH

**SPH 2303 INTRODUCTION TO ORAL COMMUNICATIONS..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course covers the theory and practice of communication in interpersonal, small group, and public speaking (emphasizing proficiency in speech organization), delivery, and critical thinking/listening applications. (GE, ACTS EQUIVALENT COURSE NUMBER: SPCH 1003)

**SPH 2313 INTERPERSONAL COMMUNICATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher in SPH 2303 Introduction to Oral Communications. Offered in the spring semester. The primary aim of this course is to introduce students to the basic concepts and theories necessary for the study of interpersonal communications and to provide the student with the opportunity to gain and practice new interpersonal skills in an open and accepting environment. (GE)

## SURVEYING

### **GIS 2203 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading; AND grade of "C" or higher or concurrent enrollment in CIS 1013 Introduction to Computers. Offered in the spring semester. Geographic Information Systems (GIS) is a computer-based data processing tool used to manage and analyze spatial information. This course introduces the student to the tools and techniques of GIS, including hands-on experience using GIS software. The course will combine lecture, tutorials, discussions, and a project.

### **SUR 1001 CALCULATOR SOLUTIONS ..... 1 CR. (1 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher or currently enrolled in MATH 0903 Intermediate Algebra; AND grade of "C" or higher or currently enrolled in SUR 1213 Introduction to CAD and Surveying Software. Offered in the fall semester. An introduction to the HP 35s scientific calculator and D'Zign Surveying Solutions for the HP 35s calculator. This course consists of learning calculator basics including introducing basic surveying calculations and programming the calculator with the D'Zign package.

### **SUR 1204 PLANE SURVEYING ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher or currently enrolled in MATH 0903 Intermediate Algebra. Offered in the fall semester. This is an introductory course in surveying equipment use and surveying computations. Field work includes taking survey field notes, leveling, using an automatic level, and traversing using total station instruments. The theory portion covers the history of surveying; the theory of measurement and errors; theory of leveling; angles, bearings, and azimuths; introduction to coordinate geometry (COGO); and the basics of the U. S. Public Land Survey System.

### **SUR 1213 INTRODUCTION TO CAD AND SURVEYING SOFTWARE ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. ACT Math score of 17, COMPASS Algebra score of 27, Classic ACCUPLACER Elementary Algebra score of 48, or a grade of "C" or higher or currently enrolled in MATH 0903 Intermediate Algebra. Offered in the fall semester. The student will be instructed in basic computer drafting operations including drawing and constructing lines, circles, arcs, polygons and other shapes and the placement of text on drawings. Also included will be surveying functions such as coordinate geometry (COGO), design, area, annotation, and land surface modeling. The course will examine the procedures and terminology that students should expect to encounter in a typical surveying/civil engineering office.

### **SUR 1214 CONSTRUCTION AND ROUTE SURVEYING ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in CIS 1013 Introduction to Computers; AND grade of "C" or higher in SUR 1204 Plane Surveying or SUR 1213 Introduction to CAD & Surveying Software. *Corequisite:* Concurrent enrollment in SUR 2213 Topographic & Civil Mapping. Offered in the spring semester. This course is a study of the construction and route applications of surveying. Automatic levels, total stations, and data collectors will be used. Field work and computations will include topographic surveying, horizontal and vertical curves, and components of route surveying. Work will be processed using surveying software.

### **SUR 1224 BOUNDARY SURVEYING ..... 4 CR. (3 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in CIS 1013 Introduction to Computers; AND grade of "C" or higher in SUR 1204 Plane Surveying or SUR 1213 Introduction to CAD & Surveying Software. *Corequisite:* Concurrent enrollment in SUR 2223 Survey Plats & Deeds. Offered in the fall semester. This course is a study of the research and field work involved in doing boundary surveys. Courthouse research, GLO notes and plats, a history and analysis of the United States Public Land Survey System (USPLSS), astronomical observations, surveying software, total stations data collectors, tree identification, and Arkansas Minimum Standards will be included.

### **SUR 2001 CALCULATOR SOLUTIONS II ..... 1 CR. (1 LEC.)**

*Prerequisite:* SUR 1001 Calculator Solutions, SUR 1204 Plane Surveying, and SUR 1213 Introduction to CAD and Surveying Software. Offered in the spring semester. Offered in the spring semester. This course utilizing the HP 35s scientific calculator and D'Zign software package that was programmed into the calculator in SUR 1001 Calculator Solutions. Topics/calculations covered during the course will be a review of bearings, triangle solutions, coordinate geometry, intersections, circular curves, and vertical curves.

### **SUR 2003 LEGAL PRINCIPLES AND BOUNDARIES ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grades of "C" or higher in SUR 1204 Plane Surveying and SUR 1213 Introduction to CAD & Surveying Software. Offered in the spring 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:* Grades of "C" or higher in SUR 1204 Plane Surveying and SUR 1213 Introduction to CAD and Surveying Software. Offered in the spring semester. This course will teach the surveying student the laws of evidence pertaining to the location of land boundaries described by writings and to apply the laws of evidence when locating deed boundaries. It is an introduction to the proper methods of recognizing, gathering, interpreting, and applying the evidence of land boundaries in order to properly locate those boundaries on the ground. It also instructs the student in the proper methods of creating evidence for the future surveyor so that boundary locations may be perpetuated. Professionalism and ethics in land surveying are also introduced.

### **SUR 2103 GLOBAL POSITIONING SYSTEMS ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grades of "C" or higher in SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD & Surveying Software, and CIS 1013 Introduction to Computers. Offered in the fall semester. This course prepares the student with the background needed to plan, execute, and analyze a GPS survey. The student will learn the theoretical background and the use of survey-grade GPS equipment and software. Mission planning, field projects, post-processing, reports, topographic maps, NGS datasheets, monument recovery, and the future of GPS in civilian applications will be integral parts of this course.



**SUR 2213 TOPOGRAPHIC AND CIVIL MAPPING ..... 3 CR. (3 LEC.)**

*Prerequisite:* Grade of "C" or higher or concurrent enrollment in SUR 1214 Construction Route Surveying; AND grades of "C" or higher in SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD & Surveying Software, and CIS 1013 Introduction to Computers. Offered in the spring semester. Topics covered include basic civil drafting techniques, mapping scales and symbols, surveying fundamentals as they relate to civil drafting, relevant mathematical calculations, horizontal and vertical curves, contour lines, profiles, highway layout, and earthwork.

**SUR 2223 SURVEY PLATS AND DEEDS ..... 3 CR. (2 LEC. 3 LAB)**

*Prerequisite:* Grade of "C" or higher or concurrent enrollment in SUR 1224 Boundary Surveying; AND grades of "C" or higher in SUR 1204 Plane Surveying, SUR 1213 Introduction to CAD & Surveying Software, and CIS 1013 Introduction to Computers. Offered in the fall semester. This course is an introduction to the terminology, mathematics, legal principles, and software associated with the interpretation and preparation of survey plats, maps, and legal boundary descriptions. The student will learn how to perform the calculations necessary to evaluate and verify the correctness of boundary survey field data. The student will also learn to interpret and prepare a variety of legal boundary descriptions and to prepare boundary plats that conform to the Arkansas Minimum Standards for Property Boundary Surveys and Plats.

**SUR 2903L SURVEYING INTERNSHIP ..... 3 CR. (9 LAB)**

*Prerequisite:* Successfully complete a minimum of 45 semester hours toward a degree in Surveying and receive consent of the instructor. Students may be required to interview with the prospective employer and complete a drug screen and a background check. Offered on demand. This is an opportunity for the surveying student to work directly under the supervision of an experienced surveyor either in an office setting or in the field performing surveying duties. Over the course of the semester the student will work a minimum of 150 hours for the internship partner. The type of work performed will be at the discretion of the employer but will be directly related to land boundary and /or construction surveying. This internship is developed so that the surveying student will be exposed to job situations that cannot be produced in the classroom and enhance student employability.

**TECH CLASSES****TECH 1001 FIRST AID/HSE ..... 1 CR. (1 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. This course provides students with basic first aid and CPR training and awareness of important health, safety and environment topics.

**TECH 1101 UNDERSTANDING OSHA REGULATIONS BASIC ..... 1 CR. (1 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. The purpose of this course is to enable students to understand the purpose and role of the Occupational Safety and Health Administration (OSHA) and how the agency affects employers and workers. Students will become familiar with basic OSHA standards that apply to general industry and how to locate specific OSHA standards. (NOTE: This course cannot be taken if a student has already successfully completed TECH 1103 Introduction to Hazard Recognition and Safety Management.)

**TECH 1103 INTRODUCTION TO HAZARD RECOGNITION AND SAFETY MANAGEMENT ..... 3 CR. (3 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. The purpose of this course is to enable students to understand the basic concepts of hazard recognition, avoidance, control and prevention as well as become familiar with injury and illness prevention programs, job site inspections, accident investigations, and how to conduct safety meetings. Prepares students for the 30-hour OSHA card. (NOTE: This course cannot be taken if a student has already successfully completed TECH 1101 Understanding OSHA Regulations Basic.)

**TECH 1123 RIGGING AND LOAD HANDLING ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, or grade of "C" or higher in ACAD 0213 Reading. Offered in the fall semester. This course will provide the skills necessary to evaluate loads, select the appropriate hitch and hardware, and then rig all categories of loads. Students will be taught to perform daily inspections, assess rigging safety, properly communicate with other riggers and hoist operators during lifts, and ensure overall safety during material handling/lifting processes. Those attending this training will learn operating principles, operational safety, load control methods, inspection procedures, communications, and critical load handling techniques.

**TECH 1202 SOFT SKILLS FOR TECHNICIANS ..... 2 CR. (2 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. The purpose of this course is to equip technicians with the basic soft skills needed to be successful in an industrial workplace. Topics covered include integrity, the value of a positive attitude, self-discipline, basic communication skills, teamwork, managing conflict and thinking critically.

**TECH 1303 SCHEMATICS ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. 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.

**TECH 2003 HYDRAULICS AND PNEUMATICS ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course provides an introduction to hydraulics and pneumatics. Basic terminology, functions, and application of hydraulics and pneumatics will be studied.

**TECH 2303 INTRODUCTION TO PROGRAMMABLE LOGIC CONTROLLERS ..... 3 CR. (2 LEC., 3 LAB)**

*Prerequisite:* Grade of "C" or higher in ELEC 2203 Introduction to Analog and Digital Electronics. Offered in the spring semester. This outlines the foundation for understanding basic programmable logic controller (PLC) operations used in industry. Topics covered in the course include input/output module interface, surge protection, AC/DC power supply, ladder logic identification, controller installation interfaced with equipment use. Also students will focus on understanding the importance of using PLCs as an effective troubleshooting tool in industry situations.

**TECH 2401L ELECTROMECHANICAL TROUBLESHOOTING ..... 1 CR. (3 LAB)**

*Prerequisite:* Grade of "C" or higher in ELEC 2203 Introduction to Analog and Digital Electronics. Offered in the spring semester. This course is designed for in depth troubleshooting processes used in various industries today. Students will be asked to troubleshoot electrical and mechanical issues on training equipment that arise in real world situations. This course is designed to improve teamwork and critical thinking skills.

**TECH 2903L INDUSTRIAL MECHANIC INTERNSHIP ..... 3 CR. (9 LAB)**

*Prerequisite:* Student must have successfully completed a minimum of 30 semester hours towards an Associate of Applied Science degree in Industrial Mechanics and Maintenance Technology with a cumulative grade point average of 2.5 or higher. Student must complete an internship application which will require a current student identification number, phone number, email address, copy of current driver license, and resume. This information must be submitted to the internship instructor on or before the prescribed deadline. Student may be required to interview with the prospective employer, complete a drug screen and a background check. Offered on demand. Students who elect to enroll in this course are placed by advisors in a business or industry that will provide on-the-job training as an extension of the classroom. This internship course is designed to give students the experience of a job in their field of study. An internship cannot be completed at a student's current place of employment. Completion of prerequisites does not guarantee student internship placement. The number of available internship positions and specific requirements may vary each semester depending on employer needs. Internship positions will be filled at the discretion of the internship instructor and will be based on information obtained and provided by internship applicants. This may include placement based on GPA rankings and student interests.

**THEATRE****THEA 2003 THEATRE APPRECIATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the fall and spring semesters. This course is designed to help students develop an awareness and an appreciation of theatre art and its place in contemporary human culture. It incorporates the study of theatrical styles, history, theory, and live and recorded performances. (GE, ACTS EQUIVALENT COURSE NUMBER: DRAM 1003)

**THEA 2023 FILM APPRECIATION ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or grade of "C" or higher in ACAD 0213 Reading; AND ACT English score of 19, COMPASS Writing score of 80, Classic ACCUPLACER Sentence Skills score of 83, or a grade of "C" or higher in ACAD 0303 Basic Composition. Offered in the spring semester. A study of cinema as an art form through the examination of stylistic techniques, genres, and aesthetic elements of popular and historically significant films. (GE)

**WELDING TECHNOLOGY****WLD 1001L BASIC WELDING ..... 1 CR. (3 LAB)**

*Prerequisite:* None. Offered in the fall and spring semesters. This course is NOT for welding majors. This course provides training in theory, manipulative skills, safety and related shop practices involving the use of oxyacetylene and electric arc stick welding. Students who successfully complete this course will be able to make quality welds in various positions. Techniques of fusion, brazing, soldering, and arc welding are covered.

**WLD 1202 CRAFT SKILLS ..... 2 CR. (2 LEC.)**

*Prerequisite:* None. Offered in the fall and spring semesters. This is an introductory course to basic craft skills essential to the welding industry as well as all other skilled trades. The course is designed to help entry-level craft workers increase their awareness of material handling techniques and basic equipment safety. The curriculum for this course is based on the National Center for Construction Education and Research (NCCER) guidelines and represents one of the foundational courses in the NCCER accredited welding program.

**WLD 1203 GAS METAL ARC WELDING ..... 3 CR. (1 LEC., 6 LAB)**

*Prerequisite:* ACT Reading score of 19, Classic ACCUPLACER Reading score of 78, COMPASS Reading score of 83, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. This course includes an in-depth study of the gas metal arc welding process (GMAW). The student will learn the principles of a constant voltage power source and the mechanics and maintenance of the wire feeding system. Lab classes provide opportunities for students to practice short circuiting transfer on stainless and mild steel and globular transfer with flux cored wire feeding systems. The curriculum for this course is based on the National Center for Construction Education and Research (NCCER) guidelines.

**WLD 1406 SHIELDED METAL ARC WELDING ..... 6 CR. (3 LEC., 9 LAB)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. In this course, students will learn basic welding techniques in shielded metal arc welding, including cutting with oxyfuel equipment, electrode classification, and testing weldments using destructive and non-destructive methods. Lab class provides opportunities for students to apply knowledge from theory-based classes to practical exercises. This course combined with Structural Welding covers the National Center for Construction Education and Research (NCCER) curriculum for Welding Level One.

**WLD 2103 BLUEPRINT READING ..... 3 CR. (3 LEC.)**

*Prerequisite:* ACT Reading score of 19, COMPASS Reading score of 83, Classic ACCUPLACER Reading score of 78, or a grade of "C" or higher in ACAD 0213 Reading. Offered in the fall and spring semesters. Topics in this course include lines and views, size descriptions, print formats, fasteners, and types of fabrication drawings. The course covers the various welding symbols prescribed by the American Welding Society for all standard production type welds. The last half of the course consists of reading blueprints and weld symbols.

**WLD 2303 GAS TUNGSTEN ARC WELDING ..... 3 CR. (1 LEC., 6 LAB)**

*Prerequisite:* Grade of "C" or higher in WLD 1406 Shielded Metal Arc Welding. Offered in the fall and spring semesters. In this course, students will use Gas Tungsten Arc Welding (GTAW) equipment to perform various welds in all positions. Lab class provides opportunities for students to

practice GTAW. Upon completion of this course, students will be eligible to test the National Center for Construction Education and Research (NCCER) Welding Level Two certification.

**WLD 2402L FLUX CORE ARC WELDING .....2 CR. (6 LAB)**

*Prerequisite: Grades of "C" or higher in WLD 1203 Gas Metal Arc Welding. Offered in the fall semester.* This course includes an in-depth study of the Flux Core Arc Welding process (FCAW). The student will learn the principles of a constant voltage power source and the mechanics and maintenance of the wire feeding system. This lab class will provide opportunities for students to practice flux cored wire feeding systems. The curriculum for this course is based on the National Center for Construction Educations and Research (NCCER) guidelines.

**WLD 2406 STRUCTURAL WELDING ..... 6 CR. (3 LEC., 9 LAB)**

*Prerequisite: Grades of "C" or higher in WLD 1203 Gas Metal Arc Welding and WLD 1406 Shield Metal Arc Welding. Offered in the fall and spring semesters.* Students will further increase their welding proficiency by observing and performing industry standard fillet and groove welds on structural metals. They will also practice proper cutting, fitting, and basic layout of these metals. The curriculum for this course is based on the National Center for Construction Educations and Research (NCCER) guidelines. This course combined with WLD 1406 Shielded Metal Arc Welding covers the National Center for Construction Education and Research (NCCER) curriculum for Welding Level One.

**WLD 2423 ADVANCED GAS TUNGSTEN ARC WELDING ..... 3 CR. (1 LEC., 6 LAB)**

*Prerequisite: Grades of "C" or higher in WLD 2303 Gas Tungsten Arc Welding. Offered on demand.* In this course, students will further their knowledge in the process of Gas Tungsten Arc Welding (GTAW). Lab class provides opportunities for students to advance their skills and knowledge in the GTAW process on high quality stainless steel, aluminum, and galvanized material. They will also learn the process of purge welding on sanitary tubing/piping. Upon completion of this course, students will be eligible to test for the National Center for Construction Education and Research (NCCER) Welding Level three and four certifications.

**WLD 2503L WELDING SPECIAL PROJECTS .....3 CR. (9 LAB)**

*Prerequisite: Consent of 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 related to the welding industry.

**WLD 2606 ADVANCED WELDING ..... 6 CR. (3 LEC., 9 LAB)**

*Prerequisite: Grades of "C" or higher in WLD 1203 Gas Metal Arc Welding, WLD 2406 Structural Welding, and WLD 2303 Gas Tungsten Arc Welding. Offered in the spring semester.* In this course, students will spend 8 weeks advancing their knowledge and skills in SMAW, GTAW, GMAW, or FCAW. Lab classes provide opportunity for students to apply knowledge from theory classes to practical exercises. The curriculum for this course is based on the National Center for Construction Educations and Research (NCCER) guidelines.

**WLD 2903L WELDING INTERNSHIP .....3 CR. (9 LAB)**

*Prerequisite: Student must have successfully completed a minimum of 30 semester hours towards an Associate of Applied Science degree in Welding with a cumulative grade point average of 2.5 or higher. Student must complete an internship application which will require a current student identification number, phone number, email address, copy of current driver license, and resume. Student may be required to interview with the prospective employer, complete a drug screen and a background check. Offered on demand.* This internship course is designed to give students the experience of a job in their field of study. An internship cannot be completed at a student's current place of employment. Completion of prerequisites does not guarantee student internship placement. The number of available internship positions and specific requirements may vary each semester depending on employer needs. Internship positions will be filled at the discretion of the internship instructor and will be based on information obtained and provided by internship applicants. This may include placement based on GPA rankings and student interests. Students who are selected to enroll in this course are placed by advisors with a business/company that will provide on-the-job training as an extension of the classroom. Internship positions may be paid hourly, paid stipend, provided scholarship, or not paid at all. Specific arrangements will be determined individually by the internship employers.

# SECTION G

## SECTION REFERENCE

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# STUDENT RECORDS

## ANNUAL FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student. The student has the right to:

- Inspect and review the student’s education records within 45 days of the College receiving a request for access.
- Request that the student’s education records that he/she believes are inaccurate or misleading be amended.
- Consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by University of Arkansas Community College in Morrilton to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
Family Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

The UACCM website, [www.uaccm.edu](http://www.uaccm.edu), provides a copy of students’ rights under the act and the procedure for filing complaints.

## DIRECTORY INFORMATION

The primary purpose of directory information is to allow UACCM to include information from the student’s education records in certain school publications for student recognition, honor roll, and graduation programs. Directory information is generally not considered harmful or an invasion of privacy if released and can be disclosed to outside organizations without a student’s prior written consent.

UACCM has designated the following information as directory information:

Student’s name, address, telephone, electronic mail address, photograph, date of birth, major field of study, dates of enrollment, grade level, participation in recognized activities and sports, certificates and/or degrees received, enrollment status, honors and recognition awards 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. To prevent disclosure of “directory information,” you must notify the UACCM Registrar’s Office in writing. Student notification is only effective for one semester or summer term.

## DISCLOSURE OF EDUCATIONAL RECORDS

One exception which permits disclosure without consent is disclosure to “school officials” with “legitimate educational interests.”

- A student is defined as any person who attends or has attended UACCM.
- Educational records are defined as records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
- A school official is a person employed by UACCM in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel); a person or company with whom the College has contracted (such as an attorney, auditor, collection agent, or internship agreement); a person serving on the Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Additionally, educational records and personal information may be released in the following circumstances:

- To comply with a judicial order or a lawfully issued subpoena, upon the condition that UACCM makes a reasonable effort to notify the student in advance of the release of records.
- Emergency situations, if knowledge of personal information is necessary to protect the health and safety of a student or other person(s).
- UACCM is required to comply with military requests for student information, in accordance with the Solomon Amendment to the National Defense Authorization Act, 1995/1996, and the Omnibus Consolidated Appropriations Act, 1997.
- 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.
- To the parents of a student less than 21 years of age; information regarding the student’s violation of law or policy governing the use or possession of alcohol or a controlled substance.
- 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.
- The results of any disciplinary proceedings to the alleged victim of a crime of violence.
- To organizations conducting certain studies for or on behalf of the school.
- To accrediting organizations to carry out their functions.
- Upon request, UACCM may disclose educational records without consent to officials of another school in which a student seeks or intends to enroll.



## INSPECTION AND REVIEW OF EDUCATIONAL RECORDS

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar may respond or forward the request to the appropriate College official who will make arrangements for access and notify the students of the time and place where the records may be inspected within 45 days of the request.

## PRIVACY RIGHTS OF STUDENTS

Under FERPA, a school is not generally required to maintain particular educational records or education records that contain specific information. Rather, a school is required to provide certain privacy protections for those educational records that it does maintain. Also, unless there is an outstanding request by an eligible "student" to inspect and review education records, FERPA permits the school to destroy such records without notice to the student.

## RIGHT OF UACCM TO REFUSE ACCESS

The University of Arkansas Community College at Morrilton reserves the right to refuse the student access to the following records that are not considered to be Educational Records under FERPA:

- Financial statement of the student's parents.
- Letters and statements of recommendation for which the student has waived his or her right of access.
- Personal records kept by a faculty/staff member 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.
- Employment records 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.
- Medical or mental health records treatment records maintained separately from educational records.
- Law enforcement records kept by the campus law enforcement unit and must be:
  - Maintained separately from educational records.
  - Maintained solely for law enforcement purposes.
  - Disclosed only to law enforcement officials of the same jurisdiction.

## RECORD OF REQUESTS FOR DISCLOSURE OF INFORMATION

The University of Arkansas Community College at Morrilton will maintain a record of written requests for disclosure of information from a student's educational records. The record will indicate the name or the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interests the party had in requesting or obtaining the information. The record may be reviewed by eligible students or individuals designated in writing by the student.

## REQUEST FOR CORRECTION OR AMENDMENTS TO EDUCATIONAL RECORDS

Students may ask the University of Arkansas Community College at Morrilton to amend a record that they believe is inaccurate or misleading. The student should identify in writing to the Registrar the part of the record he/she believes is inaccurate, misleading, or in violation of his/her privacy or other rights. The letter should also specify why they believe the information to be inaccurate. This right cannot be used to challenge a grade. See the change of grade policy for details.

If the UACCM decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment.

Upon request, UACCM will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by a hearing officer who 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 and may be assisted by other individuals.

UACCM will prepare a written decision based solely on the evidence presented and the reasons for the decision.

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. The statement will be maintained as part of the student's educational record along with the contested portion of the record.

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.

## TRANSCRIPTS

Official transcripts and educational records are confidential information which are maintained in the Registrar's Office. Transcript information may be transmitted to another agency, school, college, university or individual upon the student's signed request. Please see the Transcript Request section under the Registrar's Portal Tab for all requests and delivery options.



Students receiving assistance from certain 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.

## WITHHOLDING OF DIPLOMAS, TRANSCRIPTS, AND REGISTRATION

The Registrar of each campus is authorized to withhold diplomas and official transcripts and to refuse registration to any student or former student:

- Who fails to return University property;
- Who fails to cooperate with any University disciplinary process, investigation, or audit, or otherwise fails to comply with University policies;
- Who has failed to pay any fees, tuition, fines, or other charges assessed by a University official or by the campus disciplinary system.

With respect to any sums owed, this policy does not apply to students or former students if the University has received from a bankruptcy court a notice that a bankruptcy petition has been filed on their behalf or that the debt has been discharged in bankruptcy. Upon the conclusion of the bankruptcy case, this policy shall apply to all debt not discharged by the bankruptcy court or as permitted by law.

# STUDENT SERVICES

## ACADEMIC COMMONS, GORDON LIBRARY

The Gordon Library, located in the east wing of the Library Complex, provides study and research materials and is a quiet place to complete homework. Reference material and media supporting all areas of instruction are located in the library along with private study rooms, tables, and copying services. Computer and Internet access is also available in the Library Complex. Student success tutors are also available for students.

## ALUMNI ASSOCIATION

Students who attended the University of Arkansas Community College at Morrilton (UACCM), Petit Jean College (PJC), Petit Jean Technical College (PJTC), or Petit Jean Vocational-Technical School (PJVTS) are eligible to become members of the UACCM Alumni Association. Current UACCM students are automatically enrolled in the Alumni Association upon graduation, and membership is free and open to all former students. For more information, contact the Alumni Office at 501-977-2085 or submit an alumni application online at [www.uaccm.edu](http://www.uaccm.edu).

## CAMPUS EMERGENCY ALERT

The UACCM Emergency Alert System allows campus administrators to quickly communicate with students, faculty, and staff in the event of an urgent situation on campus such as campus closings, severe weather, or security incidents. The privacy and priority of this information will be preserved and will not be shared with third parties for commercial purposes or other purposes than this notification system.

To sign up for the Emergency Alert System, please log into the UACCM Portal using your user ID and password. Select the Emergency Alert tab and follow the instructions for submitting your emergency contact information.

Please contact the Vice Chancellor for Student Services for questions about the UACCM Emergency Alert System.

## CAREER PATHWAYS

Career Pathways offers certain individuals free career training and college classes. In addition, the Career Pathways program may be able to help students overcome barriers that have kept them from getting the training and education they need. Help with things like child care, career counseling, tutoring, tuition, books and supplies as funding is available. To be eligible, parents must meet certain income requirements and have custody of at least one child under the age of 21 living in their residence. If you are interested, please contact the Career Pathways Office at 501-977-2186.

## CAREER SERVICES

Counseling Services will help undecided students choose a major based upon occupational outlook information. Career Services will help students with resume writing, cover letters, digital professional portfolios, interviewing skills, dressing for success, and setting career goals. On-site interviews may be conducted by various companies.

## CHILD CARE SERVICES

The Earle Love Child Study Center which is located on the UACCM campus provides child care services to students and community families. The Center has a Level Two Better Beginning rating awarded by DHS/Division of Child Care and Early Childhood Education.

## COUNSELING SERVICES

Educational, personal and career counseling is available to UACCM students through the Department of Counseling and Disability Services. Counseling and Disability Services offers a wide variety of services designed to enhance student learning and overall wellbeing. Professional counseling is provided (free of charge) to UACCM students. Counseling may help students cope more effectively with many problems that arise in daily life, including some that may interfere with academic progress. Students bring a wide range of issues to counseling, and anything which is a concern to a student is important. Some experiences frequently brought to counseling include stress, relationship problems, anxiety, grief, depression, coping with transitions, and other mental health challenges. The counseling process involves a relationship between you and a licensed counselor who will help you clarify your feelings, make your own decisions, and resolve your concerns based upon your personal values. Appointments may be arranged by calling or visiting Counseling and Disability Services; if you have a crisis, no appointment is necessary.

## DISABILITY SERVICES

Reasonable accommodations for persons with documented disabilities will be made, pursuant to federal and state law. Any student with a disability who needs accommodation (e.g. seating, extended time, or alternative testing arrangements) should request the accommodation at the beginning of the semester or term. The Counseling and Disability staff will make the determination regarding appropriate accommodations. It is the responsibility of the student to provide the necessary documentation to the Counseling and Disability staff. It is UACCM's policy that when UACCM sponsors events and locations outside of the UACCM campus, the locations to be used will be accessible to and usable by persons with disabilities.

## FINANCIAL AID

A large number of financial aid options are available through the UACCM Financial Aid Office. Students should contact the Financial Aid Office to see if they qualify for financial assistance.

## FITNESS CENTER

The Fitness Center is a free service located in the Kirk Building which is available for use by students currently enrolled in classes at UACCM, as well as College employees, during posted hours. Individuals must use all appropriate safety precautions and must abide by all of the guidelines established for use of the facility. Users should be aware that the College does not currently provide dressing rooms or showers in the area, so use of the equipment should be scheduled with this in mind.

## INTRAMURAL SPORTS

The Intramural Sports Program at UACCM is designed to promote fun, fitness and friendship for current students, employees, and alumni. Intramural sports are sports held within the College where students form teams and compete against each other.

Students who wish to help organize and promote the Intramural Program at UACCM should consider joining the Intramural Council Organization (ICO). The ICO is a Registered Student Organization whose mission is to promote student unity and socialization through intramural sports. If you are interested in sports, the ICO is a great way to get involved!

Alumni can also participate in the Intramural Program. To be eligible, a former student must be a member of the UACCM Alumni Association and must participate on a team which consists of at least 50 percent current students.

## JOB PLACEMENT ASSISTANCE SERVICES

The Advising and Career Center maintains a list of job opportunities for students and alumni. Positions are posted on the UACCM website.

## PUBLIC SAFETY DEPARTMENT/CAMPUS POLICE

The UACCM Office of Public Safety is located in the Public Safety Building just west of the Kirk Building. Campus police officers patrol the campus in an effort to provide a safe educational setting. Campus police officers are certified law enforcement officials and are on the campus to assist and protect students, employees, and approved visitors. Should you need the assistance of a campus police officer, contact Public Safety at 501-208-7377.

### SECURITY/SAFETY

The University of Arkansas Community College at Morrilton strives to provide a safe, secure, and orderly environment for students, faculty, staff, and guests. Campus safety is dependent on everyone. Students are encouraged to report crimes, suspicious people, or suspicious activities to the campus police officers. The College publishes an annual Campus Safety Report by October 1 of each year which contains statistics and a description of the efforts to promote campus safety and ways to report crimes or suspicious activities. The report is available to prospective students, enrolled students, faculty, and staff online at [www.uaccm.edu](http://www.uaccm.edu) or from the Vice Chancellor for Student Services.

## SECURITY AWARENESS & CRIME PREVENTION PROGRAMS

The Department of Public Safety compiles campus crime statistics, and these statistics are distributed electronically annually to students and employees. Should potentially dangerous situations occur, they will be communicated to students through an emergency alert system. Campus crime statistics are available online at [www.uaccm.edu](http://www.uaccm.edu) or from the Vice Chancellor for Student Services.

Federal law requires that colleges maintain a list of any sex offenders employed by the College or attending the College and make this list available to individuals as needed. If any sex offenders become affiliated with the University of Arkansas Community College at Morrilton, a record of their level of offense and their affiliation will be maintained in the Vice Chancellor for Student Services' Office, 1537 University Blvd., Morrilton, Arkansas 72110. The Notification of Sexual Offender Review Committee will determine distribution of information regarding sexual offenders.

## STUDENT ORGANIZATIONS

The University of Arkansas Community College at Morrilton has a variety of organizations to enhance the academic and personal growth of its students. Students interested in membership in one or more of these organizations should contact the Office of Student Activities located in the Student Union for additional information.

### FUNDRAISING FOR STUDENT ORGANIZATIONS

- Student organizations approved to operate on the UACCM campus may charge membership dues and conduct fundraising projects on campus. These activities must support the program of the organization, the educational purposes of the College community, and/or philanthropic causes.
- Fundraising activities must comply with the policies and regulations of the College and must not violate Arkansas law.
- Fundraising projects for philanthropic purposes must be directed to nonprofit, tax exempt organizations and not made directly to an individual or individuals.

### 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.

### UACCM STUDENT ORGANIZATIONS:

- |  |                                    |
|--|------------------------------------|
| ▪ Air Conditioning, Heating, & Refrigeration Technology Club | ▪ National Technical Honor Society |
| ▪ Arts Alliance Club   | ▪ Phi Theta Kappa                  |
| ▪ Automotive Technology Club                                 | ▪ Prism Alliance                   |
| ▪ Baptist Collegiate Ministry                                | ▪ Student Association of Surveyors |
| ▪ Church of Christ Student Organization                      | ▪ Student Activities Board         |
| ▪ Computer Information Systems Club                          | ▪ Student Nursing Association      |
| ▪ Drafting Club  | ▪ Theatre Ensemble                 |
| ▪ Early Childhood Student Organization                       | ▪ THRIVE College Ministry          |
| ▪ Intramural Council   | ▪ Welding Technology Club          |

## STUDENT STUDY LOUNGES

Student study lounges are located on the second floor of the University Center, in the Kirk Building, and the first floor of the Library Complex.

## TESTING SERVICES

Testing Services is available to students as a confidential and secure location to provide a wide-range of testing services. Tests such as ACCUPLACER, CLEP, TEAS, NACE, and GED are administered through the Office of Testing Services. Proctoring services for make-up exams and online course exams will be scheduled through Testing Services which is located in the Business Technology Center Room 207.

## TRANSFER SERVICES

Students planning to transfer to a four-year institution are provided assistance from an academic advisor of the Advising Center to match them to the correct institution. Students will be directed to a transfer representative at local institutions of higher learning. Students will receive assistance with transferring credits and developing a program of study for while attending UACCM.

## UNIVERSITY BOOKSTORE

The UACCM Bookstore, located at the intersection of Highway 9B and University Boulevard, offers textbooks, paper, supplies, and clothing. 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 [theuaccmbookstore.com](http://theuaccmbookstore.com). Pricing for new, used, and rental books are available; however, availability is not immediately guaranteed. Online orders will be confirmed by e-mail and may usually be obtained at the bookstore in twenty-four hours. Shipping options are also available.

The bookstore will accept returns on textbooks within seven calendar days of classes starting. Mid-semester starts can be returned within three calendar days of the start date. Books must be in original condition and must be accompanied by a cash register receipt. Any “new” condition textbook rental returned with a rental sticker will be subject to a 30% restocking fee. Non-textbook items in original, unopened packaging and unused condition may be refunded within ten days with original receipt. Contact The UACCM Bookstore at (501) 477-3090.

## WEBSITE

The UACCM website is the easiest and best resource to keep you connected to the information you want to know. A special “Current Student” section on the site is designed to feature information of special interest to currently-enrolled students. In addition to general registration information, financial information, news, calendars, and other helpful links, the website also has the following tools to help you manage your college life. The UACCM website is [www.uaccm.edu](http://www.uaccm.edu).

### CAMPUS CONNECT

Campus Connect provides each student with access to his/her personal demographic information, advisor’s name, unofficial UACCM transcript, class schedule, grades, account balance, and personal financial aid information.

### CLASS SCHEDULE ONLINE

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

### E-CASHIER/PAYMENT PLAN

To help our students manage their tuition payment a little easier, UACCM is pleased to offer a tuition payment plan. It is not a loan program; therefore, you have no debt. There are no interest or finance charges and no credit checks. The only cost to sign up for monthly tuition payments through e-Cashier is \$25 per semester. Using e-Cashier is simple; apply online at [www.uaccm.edu](http://www.uaccm.edu) after you have registered for summer or fall terms. Full payments can be made online with e-Cashier Tuition Management for a \$5 fee.

### LEARNING MANAGEMENT SYSTEM

Blackboard is used by your instructors to organize course materials. Blackboard may be accessed by currently enrolled students through the My UACCM Portal.

### LIBRARY WEB PAGE

The UACCM Library web page allows users to search for material in the library. The user may search by keyword, author, subject, title, or series, and the site returns a list of books, their location, and availability.

### ONLINE CLASSES

UACCM offers several courses online that are designed to give students the opportunity for quality education within a self-directed environment. The online learning management system, Blackboard, is accessed through the My UACCM Portal and allows access to class assignments, discussion groups, grades, online quizzes, etc. anytime – day, evening, or weekend.

### STUDENT E-MAIL

A UACCM e-mail account is available to all currently-enrolled students. Accounts for first-time entering or returning students will be set up by the first day of classes. Your account will remain active between semesters as long as you are pre-registered for a following semester. Accounts for students who are no longer enrolled or pre-registered will be deleted soon after the beginning of the fall and spring semesters.

# GENERAL INFORMATION

## ADVISORY COMMITTEES

The University of Arkansas Community College at Morrilton and business/industry partners have mutually benefited through an active advisory committee relationship. These committees, representing each major instructional area, are comprised of members from business and industry who provide a broad spectrum of technical expertise and management.

The principal mission of each committee is to provide an advisory function concerning course content, laboratory and shop design, and program development. Another important function is the support and promotion of student recruitment and graduate placement.

## COMPUTING USAGE

UACCM computer accounts are allocated a limited amount of space on the network server. If this space is filled, users will no longer be able to save files or send and receive mail. Individual users must delete their mail periodically. UACCM representatives reserve the right to periodically delete mail and files.

### THE FOLLOWING ACTIONS ARE NOT PERMITTED AT UACCM:

- Permitting another person to use your account, sharing your password, accessing another person’s account, or attempting to access another user’s account.
- Using UACCM’s computers to impersonate, deceive, or defraud another user.

- To view, transmit, execute, or store messages, images, or material that is threatening, abusive, profane, malicious, pornographic, obscene, racist, discriminatory, sexually explicit, harassing, slanderous, or of a stalking nature.
- Using, pirating, or copying computer software, music, images, or other copyrighted material in a manner which violates U.S. copyright laws or software vendor licenses.
- Using computer resources to transmit solutions or answers to class assignments other than to the instructor.
- Any activity which would cause another user to lose their computer privileges.
- Using computer facilities for personal profit, commercial business, or political purposes.
- Any attempt to compromise the security at UACCM or any other site.
- Any activity which would negatively affect the performance of the network.
- Chatting, gambling, pornography, and playing games on the Internet is prohibited.
- Installing software or copying files to any of UACCM's computers without being instructed by an instructor to do so. This includes installing programs that come with your textbooks, games, computer browsers, and messenger services.
- Unsolicited e-mail (SPAM) sent to all students or a large group of individuals is not permitted unless it is being sent by College-approved clubs or the administration. All mass mailing to the students by clubs must be approved by the faculty sponsor or Computer Services.
- Obscuring the true identity of the sender of any email message.
- Changing the settings on any computer equipment, electronic equipment, or software applications.
- Advertising items for sale for personal profit.
- Any attempt to intercept or decode passwords; attempt to damage files, software, or equipment; using or installing hacker programs or files such as crackers, monitors, sniffers, or any other hacking tool is prohibited.
- Any activity that violates federal, state, or local laws.

Violation of this policy may be grounds for permanent loss of the privilege to use UACCM's computer resources and additional disciplinary action when appropriate. Since owners of computer accounts are responsible for all activities which take place in their accounts, account holders are discouraged from sharing network passwords with others. If it is suspected that someone other than oneself has accessed a personal account, it is the account holder's responsibility to notify Computer Services.

Students enrolled in certain computer courses will be assigned a folder on the UACCM network where homework can be stored. Instructors have access rights to these files for grading purposes. All files saved on the network should be for class work only.

The use of the computer resources on campus is a privilege. Email and Internet usage is for educational interchange, research, or campus business only. All messages are available for review by authorized institutional representatives, and UACCM reserves the right to disclose messages to law enforcement or other third parties without notifying any of the parties responsible for the messages.

## DISCRIMINATION, HARASSMENT, RETALIATION AND SEXUAL MISCONDUCT COMPLAINTS

The University of Arkansas Community College at Morrilton (UACCM) is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, gender identity, sexual orientation, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this policy are prohibited.

Title IX protects the College community from sexual discrimination, harassment and misconduct in a school's education programs and activities. Title IX protects the College community in connection with all academic, educational, extracurricular, and other College programs, whether those programs take place on College property, in College transportation, or at a class or training program sponsored by the College at another location or elsewhere.

All complaints or any concerns about conduct that may violate this policy should be submitted to one of the following Title IX coordinators:

- Mr. Darren Jones, Vice Chancellor for Student Services  
Title IX Coordinator for Students  
University Center, Suite 100  
(501) 977-2191  
jones@uaccm.edu
- Ms. Judy Sanders, Director of Human Resources  
Title IX Coordinator for Employees  
University Center, Suite 104  
(501) 977-2016  
sanders@uaccm.edu
- Ms. Elizabeth Lane, Human Resources Assistant  
Deputy Title IX Coordinator  
University Center, Suite 104  
(501) 208-5309  
lane@uaccm.edu

Students or employees can obtain a complete copy of UACCM's Title IX policy from any of the Title IX coordinators listed above.

## GRIEVANCE AND COMPLAINT PROCEDURES

Any alleged non-academic grievance which a student, including an online student, may have regarding a college employee, policy, or procedure may be considered under this policy.

These would include grievances under any of the following: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disability Act of 1990, Family Educational Rights and Privacy Act of 1974, and the Age Discrimination Act of 1975. This policy does not apply to matters covered by other campus policies, including, but not limited to: allegations of sexual discrimination, harassment, retaliation, and misconduct complaints under the UACCM Title IX policy, financial aid appeals, or violations of the UACCM Student Code of Conduct.

Refer to the Academic Honor Code or Academic Appeals Policy for academic grievances, such as appealing a grade.

### INFORMAL RESOLUTION

Students should attempt to seek resolution informally by discussing the grievance with the person responsible for the action, interpretation, or application of the policy or procedure leading to the problem. If the grievance is with an employee, the student should attempt to seek resolution by speaking with the employee's supervisor.

### FORMAL RESOLUTION

If the grievance remains unresolved by informal means the student may seek formal resolution by submitting a written complaint to the Vice Chancellor for Student Services, who can be reached at [jones@uaccm.edu](mailto:jones@uaccm.edu) or 1-800-264-1094.

### STUDENT COMPLAINT RESOLUTION STEPS

1. The student must submit in writing within 5 business days of unsatisfactory completion of the informal resolution process the complaint to the Vice Chancellor for Student Services. The student must include the date(s) informal resolution was sought, specific details describing the complaint, and specific remedies sought. If the complaint is with the Vice Chancellor for Student Services, the student must submit the written complaint to the Chancellor.
2. The Vice Chancellor for Student Services has 10 business days from receipt of the written complaint in which to investigate and respond to the student in written form.
3. If not satisfied with the resolution of the Vice Chancellor for Student Services, the student may appeal to the Chancellor within 5 business days from receipt of the Vice Chancellor for Student Services' response.
4. The Chancellor has 5 business days from receipt of the written appeal to respond in writing to the student. The on-campus decision of the Chancellor is final.

### EXTERNAL COMPLAINT RESOLUTION

If a grievance cannot be resolved internally within the College, a student may file a complaint with the appropriate authority in his/her state of residence. Arkansas residents must file complaints in writing with the ICAC Coordinator, Arkansas Department of Higher Education (ADHE), 114 East Capitol, Little Rock, AR 72201, within 20 days of completing the institution's grievance process. As required by ADHE, the grievant must provide a statement from the institution verifying that the institution's appeal process has been followed. ADHE inquiries are limited to course/degree programs certified by the Arkansas Higher Education Coordinating Board (AHECB) under Ark. Code 6-6—301 and to matters related to criteria for certification. For other states, the Student Complaint Process by State Directory, is available on the State Higher Education Executive Officers Association website <http://www.shceo.org/node/434>, provides a list of appropriate state officials and/or entities for each state. Students may also contact the Higher Learning Commission, which is the College's accrediting body, at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, or at [inquiry@hlccommission.org](mailto:inquiry@hlccommission.org) or 1-800-621-7440.

The U.S. Department of Education's Office of Civil Rights (OCR) enforces civil rights laws that prohibit discrimination on the basis of race, color, national origin, sex, disability and age in programs or activities. Students may submit a grievance or complaint directly to OCR at [ocr@ed.gov](mailto:ocr@ed.gov). Visit the OCR website for details.

## 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.

## OFF-CAMPUS TRAVEL OF STUDENTS REPRESENTING THE COLLEGE

### SUMMARY

Occasionally, students travel off-campus in conjunction with academic instruction, registered student organizations or other activities organized or sponsored by UACCM. UACCM supports the philosophy that travel away from campus is an important part of students' collegiate experience.

This policy applies to travel of enrolled students to attend activities or events that are organized and/or sponsored by UACCM:



- An organized activity or event is one that is initiated, planned and arranged by a member of UACCM's faculty or staff and is approved by an appropriate administrator.
- A sponsored activity or event is one that UACCM endorses by supporting it financially or by sending students to participate.

## REQUIREMENTS

A student may travel and participate in a UACCM organized and/or sponsored activity or event only when all the following requirements are satisfied:

- A UACCM administrator authorizes the student to attend an activity or event related to accomplishment of UACCM educational purposes.
- The student travels by UACCM vehicle or according to transportation approved by the administrator authorizing the travel.
- Before leaving campus, the student and accompanying faculty or staff sponsor must have registered the travel with the Vice Chancellor for Student Services by completing all required paperwork.

## TRAVEL REGULATIONS

UACCM has established the following procedures concerning the travel of enrolled students off-campus:

- Approvals for student travel must be secured from the sponsor's or accompanying faculty member's immediate supervisor and the Vice Chancellor for Student Services by completing the Off-Campus Student Travel Request form.
- The Off-Campus Student Travel Request form must be processed within two weeks in advance of the travel. The accompanying faculty or staff sponsor, the immediate supervisor and the Vice Chancellor for Student Services must have signed the form. Copies of the form for all student travel must be on file with the Vice Chancellor for Student Services.
- UACCM vehicles must be driven only by qualified employees of UACCM. All personnel who operate a UACCM vehicle must have a photo copy of a valid Arkansas driver's license and a State Police report verifying a safe driving record on file in the Personnel Office prior to operating a UACCM vehicle. All personnel who operate a UACCM van must have a "P" endorsement on their driver's license.
- Students are prohibited from operating UACCM vehicles.
- Students participating in off-campus travel must be accompanied by a faculty or staff sponsor.
- Students who travel away from campus for a UACCM-organized or sponsored activity are subject to disciplinary action in accordance with the UACCM Student Code of Conduct.
- Students participating in the trip must complete and sign a UACCM "General Release and Covenant Not to Sue – Off-Campus Domestic Activity." These signed agreements must be submitted along with the "Off-Campus Travel Request" form.
- Students participating in a trip abroad must also complete and sign the UACCM "General Release and Covenant Not To Sue – Off-Campus International Activity" form. These signed agreements must be submitted prior to any student travel abroad.

UACCM will accept no responsibility for injury or damage incurred for off-campus travel organized and conducted by students in their own interest and not registered as an approved, organized, or sponsored activity or event.

## CLASS ATTENDANCE

Students are occasionally away from UACCM on approved travel during regularly scheduled classes. Students who are absent from class due to an approved UACCM-sponsored or organized activity should not be counted as absent as it relates to the Administrative Drop (AW) policy. Students who are absent from class due to an approved UACCM-sponsored or organized activity should be allowed to make-up missed exams or assignments.

As part of the "Off-Campus Travel Request" form, the faculty or staff sponsor of the trip must include the names of all students traveling. Upon final approval of the travel request, the Vice Chancellor for Student Services will notify via email all faculty that the students will be absent from class on a specific date(s) for a specified time. If the course instructor of a student who has been approved to travel has legitimate reasons that the student should not miss class, the course instructor should contact the travel faculty or staff sponsor immediately to discuss. If a student is included on the travel request as traveling, but does not travel, the Vice Chancellor for Student Services must be notified immediately.

## PARKING/REGISTERING VEHICLES

UACCM students and employees who operate vehicles on the UACCM campus are required to register their vehicle with the UACCM Campus Public Safety Office. Students will receive a numbered decal (permit) which should be placed on the left rear window of the vehicle or the left rear bumper. Permits can be obtained free for at the Information Desk located in the University Center.

Everyone parking on the UACCM campus is required to adhere to all laws of the state of Arkansas governing motor vehicle operation and all policies concerning parking established by the University of Arkansas Community College at Morrilton. Violations of parking and/or driving regulations may result in citations, vehicle being towed and/or revocation of parking privileges.

The Department of Public Safety, as part of its efforts to improve campus safety, reserves the right to stop any motor vehicle without a University of Arkansas Community College at Morrilton parking decal to determine the reason for its presence on the UACCM campus.

## PETS

In the interest of promoting personal safety, a healthful environment, and maintenance efficiency, pets are prohibited from the UACCM campus. Exceptions to this policy are limited to 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. Service animals are not considered pets and are allowed on campus in accordance with ADA laws.

## PROPERTY AND RIGHTS

The University of Arkansas Community College at Morrilton is not liable for damage, theft, or personal loss of property. Students are advised to check their personal insurance for coverage.

## SEVERE WEATHER POLICY

In the event that the weather is so severe that the College administrative officers close the campus, the closing will be reported to Little Rock, Arkansas, television stations and KVOM Radio (800 AM or 101.7 FM), and a notification message will be sent to the Emergency Alert System registered users. Information about closing will also be posted on the UACCM Facebook page. Students should exercise judgment for personal safety regardless of College announcements as there is no way the administration can review road conditions throughout the College's service area.

## SIGNS/POSTERS

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

Typically, all signs and posters should be placed on bulletin boards only. No signs or posters are permitted on painted surfaces.

If an individual or student organization wishes to place a poster or sign in any area not designated in this statement, the individual or organization must receive approval from the Vice Chancellor for Student Services. Such approval will be based upon assurances that the location and mounting of the sign or poster will not deface property of the College.

Placing handbills and flyers on automobiles parked on campus is prohibited. No handbills and flyers may be distributed on campus without approval of the Vice Chancellor for Student Services.

## SOLICITATION

The buildings and grounds owned by the University of Arkansas Board of Trustees exist for, and are exclusively devoted to, the organized and approved UACCM programs of higher education. As such, they are committed to being used for the non-profit, tax-exempt use of the official program of the College. Therefore, private unsolicited business activities are not permitted on the College campus. However, in certain limited areas, the College contracts with private firms to provide needed on-campus services for students, faculty, and staff when such a contract contributes to the accomplishment of the College's educational purposes.

## SOUND ON THE UACCM CAMPUS

It is important that individuals and groups within the College community respect others' rights by not creating noise disturbances. The UACCM Police will respond to reports of excessive noise.

## TOBACCO PRODUCTS

Effective May 15, 2009, the University of Arkansas Community College at Morrilton (UACCM) is a tobacco-free campus. Beginning on the effective date, possession, smoking and use of tobacco products will not be permitted anywhere on the UACCM campus.

UACCM does not seek to force or require cessation of tobacco products by its students, faculty, staff, or visitors. However, tobacco use on the UACCM campus is prohibited.

### DEFINITION OF TERMS

- Tobacco Product—All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, and chewing tobacco.
- Campus—Includes College vehicles; vehicles parked on College property; and any and all UACCM owned, leased, or maintained property including but not limited to buildings, facilities, sidewalks, parking lots, building entrances and common areas, athletic fields, outdoor seating, and grounds.

### PROVISIONS

- This policy replaces all previous tobacco policies.
- Effective May 15, 2009, the University of Arkansas Community College at Morrilton (UACCM) is a tobacco-free campus. All tobacco use on campus is prohibited.
- This policy applies to trustees, staff, faculty, students, visitors, vendors, and contractors.
- Organizers and attendees at public events on the UACCM campus, such as conferences, meetings, public lectures, social events, and cultural events, will be required to abide by the UACCM Tobacco-Free Campus Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing the policy.
- Contractors and their employees providing a service to the UACCM campus are also required to abide by this policy.
- The sale of tobacco products on the UACCM campus is prohibited.
- The free distribution of tobacco products on the UACCM campus is prohibited.
- Tobacco advertisements are prohibited in College publications.

## IMPLEMENTATION

- Based upon health data, it is the hope of UACCM that students, employees, and visitors recognize the value of this policy and voluntarily comply.
- Implementation and enforcement of this policy are the shared responsibility of the entire College community. Therefore, all members of the College community are asked to courteously and tactfully inform persons in violation of the Tobacco-Free Campus Policy concerning their violation.
- Appropriate signs will be posted on campus. However, the Tobacco-Free Policy applies whether or not signs are posted.
- Managers and supervisors interviewing applicants for possible employment with UACCM will inform the applicants that UACCM is a tobacco-free campus.
- The Admissions Office will inform prospective students that UACCM is a tobacco-free campus.
- Any contracts or agreements for use or lease of UACCM property or facilities will clearly state the College is a tobacco-free campus.

## COMPLIANCE

- Students, employees, and visitors are expected to comply with all UACCM policies and procedures.
- The success of this policy is dependent upon the courtesy, respect, and cooperation of students and College personnel, not only to comply but to continue to encourage the compliance of others.
- Any student that continues to violate this policy is subject to a monetary fine as established by the Board and disciplinary action as described in the Student Code of Conduct.
- Any employee that continues to violate this policy is subject to a monetary fine as established by the Board and the established procedures for resolving other work-related problems. Non-compliance with College policy is grounds for termination of employment.
- Any visitor that insists upon violation of this policy is subject to permanent removal from UACCM property. Violation of College policy will cause agreements with such individuals or organizations to be terminated and the individual or organization may be barred from future use of UACCM property.

## VISITORS

Visitors seeking information about enrollment in UACCM are encouraged to visit the College campus. Visitors should contact the Admissions Office where College personnel can assist them. Visitors are welcome.

UACCM facilities are designated for use by students officially enrolled, individuals who are on campus to gain enrollment information, invited guests, or individuals otherwise conducting business with the College. Unattended children are not permitted use of the facilities, and individuals who are not enrolled in UACCM are not permitted to attend classes or labs without permission of the administration.

# STUDENT CODE OF CONDUCT

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 MISCONDUCT AND DISCIPLINE

Student conduct outside the accepted standards will subject the student to disciplinary action under UACCM policies.

The following behaviors are prohibited and considered student misconduct:

- **Alcohol and Illicit Drugs**-To possess, use, manufacture, distribute, or to be under the influence of alcohol or illicit drugs; or be in possession of drug paraphernalia
- **Cheating**-To possess, receive, use, solicit, or furnish unauthorized aid in an academic endeavor (see Academic Honor Code for more details)
- **Climbing on College Structures**-To climb, rappel, or any similar action is prohibited on College structures
- **Damage to Property**-To misuse or harm the property of others
- **Deception, Fraud, or Misuse of Documents**-To forge, alter, or acquire College documents, records, or identification cards without authorization
- **Disruptive Behavior and Disorderly Conduct**-To engage in behavior that disrupts the normal functions of the College, disturbs the peace, or violates the rights of others
- **Failed Financial Obligations**-To fail to fulfill any financial obligation to the College (tuition, fees, books, materials, etc.)
- **False Alarms and Threats**-To communicate by any means to the College or anyone affiliated with the College a false alarm or threat, inclusive of fire or other threats
- **Furnishing False Information**-To provide information, which is false or misleading to the College for its official use
- **Gambling**-To wager on the outcome of any activity or event
- **Harassment**-To perform any action, verbal or non-verbal, that persistently annoys another

- **Lewd, Indecent, or Obscene Behavior**-To behave in a manner that is offensive to established community standards of decency or modesty
- **Misuse of Internet Privileges**-To violate the terms of the Computer Use Agreement with the College
- **Non-Compliance with Directions of a College Official**-To fail to comply with reasonable directions given by an employee of the College
- **Physical Abuse or Threat of Physical Abuse**-To physically endanger or threaten to endanger the health or safety of another or oneself
- **Plagiarism**-To appropriate ideas, which are not common knowledge, or writings of another and represent them as one's own (see Academic Honor Code for more details)
- **Theft**-To appropriate or possess the property of another without right or permission
- **Tobacco Products**-Tobacco products are not permitted anywhere on the UACCM campus.
- **Verbal Abuse**-To use obscene, profane, or derogatory language, which insults, abuses, or defames another
- **Violation of College Policies or Regulations**-To fail to comply with published or announced College policies or regulations
- **Violation of Local, State, or Federal Law**-To violate local, state, or federal law
- **Weapons, Firearms, Explosives**-To possess or use unauthorized fireworks, firearms, dangerous chemicals, explosive materials and devices, or lethal weapons of any type

## SEXUAL DISCRIMINATION, HARASSMENT, AND MISCONDUCT

Any allegation of sexual discrimination, harassment, and/or misconduct will be subject to review and investigation in accordance with the UACCM Title IX Policy.

## JURISDICTION

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.

## STUDENT JUDICIAL PROCEDURES AND RIGHTS

Student discipline meetings and/or hearings are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the rules that govern civil or criminal hearings including, but not limited to, the rules of evidence. Allegations of student misconduct will be handled in the following manner:

1. Allegations of student misconduct may be brought to the attention of the Vice Chancellor for Student Services. Students accused of misconduct will be given the opportunity for an administrative review meeting if the Vice Chancellor for Student Services deems the allegations have merit.
2. After conducting an investigation, the accused student will be notified of the allegations against him or her and will be notified of the time and place of the administrative review meeting as soon as the Vice Chancellor for Student Services determines that the allegations have merit. The student must attend the administrative review meeting. Failure to attend in itself is a violation of the Student Code of Conduct and may result in immediate disciplinary action. If the student fails to attend the administrative review meeting, he/she forfeits any rights for further proceedings and/or appeals, and the decision of the Vice Chancellor for Student Services is final. The Vice Chancellor for Student Services reserves the right to have other College faculty, staff, or students attend the administrative review meeting.
3. The Vice Chancellor for Student Services will conduct an administrative review meeting with the accused student and make a determination of responsibility. In some cases, there may be more than one administrative review meeting before a decision is made. Once the determination of responsibility is made, the Vice Chancellor for Student Services will document the administrative review meeting and determine if any sanctions are appropriate. The student will be notified in writing of the finding of responsibility and sanction(s), if any. The determination of responsibility shall be made on the basis of whether it is more likely than not that the accused student has violated the Student Code of Conduct.
4. If the student accepts the finding of responsibility and/or sanction(s), the decision of the Vice Chancellor for Student Services will be final, and there will be no further proceedings or appeals.
5. If the student does not accept the finding of responsibility and/or sanction(s), the allegations will be heard by the Student Conduct Review Board in the form of a judicial hearing. The student must attend the judicial hearing. If the student fails to attend the judicial hearing, the student forfeits any rights for further proceedings and/or appeals and the finding of responsibility and/or sanctions is final.
6. The Vice Chancellor for Student Services will serve as the chairperson for the Student Conduct Review Board to ensure all conduct policies are followed but will not have a vote towards the outcome of the hearing. A recording will be made of the hearing and will be kept by the Vice Chancellor for Student Services for at least one year. Hearings will be conducted by the Student Conduct Review Board according to the following guidelines:
  - a. 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 the evidence.
  - b. The right to written notice of the allegations against a student within 10 class days after the determination of responsibility. If necessary for the charges to be sent through the mail, the charge must be postmarked within the same 10 day period.

- c. The right to be informed of one's rights. These rights are printed in the College Catalog and are available from the Vice Chancellor for Student Services.
- d. The right to be notified of the time and place of the judicial hearing at least 48 hours prior to the hearing. This is to allow ample time to prepare for the hearing. This right may be waived in writing by the accused. If notice of the time and place of the hearing is sent to the student by mail, the hearing cannot be scheduled until five days after the postmark.

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

- e. The right of access, upon request prior to the hearing, to all physical evidence (i.e., video, audio, photographs, printed documents, etc.) to be presented at the hearing.
- f. All discipline hearings are closed to the public. The accused and the accuser may be accompanied to the discipline hearing only by a member of the College faculty, staff, or a parent or legal guardian. Exceptions to this must be presented in writing to the Vice Chancellor for Student Services at least 24 hours prior to the scheduled hearing. The Vice Chancellor for Student Services reserves the right to deny the request. If the result of the administrative review meeting is a suspension of ten or more days or expulsion, the student may be accompanied at the discipline hearing by one support person, including an attorney, who may fully participate during the discipline hearing.
- g. The right to testify and present evidence and material witness. Witnesses, other than faculty, staff, or parent/legal guardian accompanying the accused, will not be permitted to attend the hearing until requested by the Vice Chancellor for Student Services to provide testimony.
- h. 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.
- i. The right to hear, question, and rebut adverse witnesses and to rebut unfavorable inferences that might be drawn from adverse written evidence.
- j. 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.
- k. The right to an appeal.

At the conclusion of the hearing, the Student Conduct Review Board will deliberate in closed session and render a decision. In the decision, the review board may: Affirm the original determination of responsibility and sanction(s); Affirm the original determination of responsibility, but lessen the sanction(s); Affirm the original determination of responsibility, but increase the sanction(s); or Reverse the original determination of responsibility and determine if any sanction(s) is appropriate.

The Vice Chancellor for Student Services will report the decision of the review board in writing to the student and inform him/her of the right to appeal on or before a specified date.

## APPEAL PROCEDURES

A student may appeal decisions of the Student Conduct Review Board through the following process:

- A Request for Appeal form must be submitted to the Vice Chancellor for Student Services on or before the date specified in the notice of decision. In addition to completing the Request for Appeal form, the student must write a letter stating the grounds for believing the decision to be erroneous or unfair. The request for an appeal must include one of the following reason(s):
  - Procedural error occurred
  - Insufficient evidence to support the violation(s)
  - Sanction(s) imposed were inappropriate
  - New evidence which was unavailable during the original review and which may have the potential to substantially impact the decision and/or sanction(s)
- The Request for Appeal form and accompanying letter will be forwarded to the Chancellor, who reserves the right to assign the appeal to his/her designee.
- The Chancellor, or his/her designee, may deny a request for an appeal.
- If an appeal is granted, it will be limited to review of the record of the judicial hearing and supporting documents, unless presentation of new evidence is available which may have the potential to substantially impact the decision and/or sanction(s). The Chancellor, or his/her designee, will determine if such evidence is allowed.
- The Chancellor, or his/her designee, may request an appeal meeting with the student prior to making a final decision. If an appeal meeting is granted and the result of the disciplinary hearing is a suspension of ten or more days or expulsion, the student may be accompanied at the appeal meeting by one support person, including an attorney, who may fully participate during the appeal meeting.
- The Chancellor, or his/her designee, will determine if the sanction(s) imposed were appropriate for the violation(s) of the Student Code of Conduct. In the decision, the Chancellor, or his/her designee, will: Affirm the decision of the Student Conduct Review Board; Affirm the decision of the Student Conduct Review Board, but lessen the sanction(s); Affirm the decision of the Student Conduct Review Board, but increase the sanction(s); or Reverse the decision of the Student Conduct Review Board and determine if any responsibility or sanction(s) is appropriate.
- The decision of the Chancellor, or his/her designee, is final and the student will be notified in writing of the decision.



## SANCTIONS

The following sanctions may be used as a result of the administrative review meeting, judicial hearing, or appeal:

### COUNSELING

Establish a series of meetings between the student and a counselor in order to assist the student in meeting the behavioral expectations of the College and in meeting his/her individual needs in academic or personal development.

### EDUCATIONAL TASK

A task that benefits the individual, campus, or community.

### ACADEMIC

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

### REPRIMAND

A written or verbal notice to the student that continuation or repetition of a specified conduct may cause for additional disciplinary action.

### RESTITUTION

Compensating the College or other injured party for damaged, lost, or destroyed property.

### RESTRICTIONS

The loss of specified privileges for a definite or indefinite period of time.

### 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. Disciplinary probation is to be for a definite or indefinite period of time.

### DISCIPLINARY SUSPENSION

Removal from the College for a definite or indefinite period of time. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus during his/her period of suspension. Exceptions to this may be granted by the Vice Chancellor for Student Services.

### DISCIPLINARY EXPULSION

Permanent removal from the College whereby the student may not return or re-enroll at any point in the future. An individual receiving this sanction must leave the campus upon receipt of the decision and may not enter the campus at any point in the future. Exceptions to this may be granted by the Vice Chancellor for Student Services.

## INTERIM SUSPENSION

In certain circumstances, the Vice Chancellor for Student Services may impose an interim suspension prior to an administrative review meeting and/or judicial hearing. Interim suspension may be imposed for the following reasons:

- To ensure the safety and well-being of members of the College community or preservation of College property;
- To ensure the student's own physical or emotional safety and well-being; or
- If the student poses a threat of disruption of or interference with the normal operations of the College.

During the interim suspension, a student may not enter campus without the permission from the Vice Chancellor for Student Services. Interim suspension will last no longer than five class days without the student having an administrative review meeting. After the administrative review meeting, the Vice Chancellor for Student Services will determine if the Interim Suspension continues pending the possibility of a judicial hearing. A student may remain on interim suspension until a decision is made by the Student Conduct Review Board.

## ACADEMIC HONOR CODE

UACCM acknowledges the importance of honest academic behavior. This expectation applies to students taking courses on-campus and/or via distance learning. The objective of the Academic Honor Code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility and to recognize the importance of being accountable for one's academic behavior.

Cheating and plagiarism are considered Academic Honor Code violations. These violations are handled through the following procedures:

- 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 this accusation.
- An instructor who believes a student is guilty of cheating or plagiarism within the instructor's class may take the following actions:
  - Issue a warning to the student;
  - Lower the grade awarded to the student for the test or paper;
  - Require the student to retake the test or rewrite the paper;
  - Award no credit for the paper or test;
  - Award the student a failing grade for the course; or
  - Other action specified in the course syllabus.
- A student who receives any of the above actions who feels the action is unjust may appeal the instructor's decision to the Vice Chancellor for Academic Services. The student must present a written appeal to the Vice Chancellor for Academic Services within 10 days of the action.



by the instructor. The appeal document should contain the reason for the appeal. The Vice Chancellor for Academic Services will hold, within 10 class days of receipt of the appeal document, a hearing with the student and the instructor. The Vice Chancellor for Academic Services will notify the student of the decision within three workdays or class days of the conclusion of the hearing. The decision of the Vice Chancellor for Academic Services is final.

Cheating that occurs during an authorized test or assignment being administered in an alternate test location will be subject to the Academic Honor Code. The person responsible for monitoring the test or assignment will notify the instructor of the student accused of cheating who will then proceed with the Academic Honor Code procedures described above.

In extreme cases of cheating and/or plagiarism, the Vice Chancellor for Academic Services may bring the allegations to the attention of the Vice Chancellor for Student Services for possible Student Discipline and Misconduct violations. The Vice Chancellor for Student Services will determine if Student Judicial Procedures should be followed in addition to any Academic Honor Code decisions already made.

## BEHAVIORAL INTERVENTION TEAM (BIT)

### MISSION

The mission of the Behavioral Intervention Team (BIT) is to provide a multiple-perspective alliance that focuses on caring, prevention, and early intervention with students whose behavior is disruptive or concerning and to suggest appropriate interventions and strategies to establish conditions for student success.

### GOALS

The goals of the BIT are:

- To provide a comprehensive process for understanding and helping students who are either having problems themselves or causing problems for others on campus.
- To provide positive interventions, services, information and referrals for students to prevent crisis situations.
- To provide an avenue for the centralized collection of information that addresses a spectrum of risks from a position of care and concern.
- To recognize campus-wide patterns of behavioral issues and recommend strategies for prevention and support.
- To assess levels of threat and risk and determine the most appropriate response to ensure safety for the student as well as the campus community.

### POTENTIAL ACTIONS OF THE BIT

Upon examination of the report to the BIT, the following actions are possible:

- Promptly follow up and/or gather more information from the person making the report
- Consult with other faculty, staff, or students familiar with the reported student
- Schedule a meeting between the reported student and a member(s) of the BIT
- Provide the student with information about campus and/or community resources which may offer assistance
- Create a behavioral contract between the reported student and the BIT
- Refer the student for psychological assessment and/or counseling sessions
- Transport the student to emergency services
- Refer the student for a Student Discipline and Misconduct review.
- In extreme cases, the BIT will recommend that the student be removed from campus pending further investigation and evaluation. The Vice Chancellor for Student Services is responsible for determining when such action is necessary.

# UACCM FACULTY

**AYLOR, ERIN** (2017) Nutrition Instructor, M.Ed., Arkansas Tech University; M.S., Auburn University; R.D.; University of Arkansas for Medical Sciences; B.S., University of Central Arkansas

**BECKMAN, RON** (1990) Business Transfer Instructor, M.B.A., B.B.A., University of Central Arkansas

**BERRY, NANETTE** (1999) Mathematics Instructor, Ed.D., University of Arkansas at Little Rock; M.A., B.S., University of Central Arkansas

**BLANCHARD, DANE** (2008) Sociology Instructor, M.A., B.A., University of Louisiana at Monroe

**BOOTY, MICHAEL** (2002) English Instructor, M.L.A., B.F.A., Arkansas Tech University

**BRADLEY, TOSHA** (2017) Computer Information Systems Technology Instructor, M.S., B.S., Arkansas Tech University

**CALDWELL, TRACI** (1998) English Instructor, M.A., B.A., University of Central Arkansas

**CAMERON, GARY** (2012) Program Chair of ARNEC, B.S.N., Missouri Southern State University; M.S.A., H.S.A., Central Michigan University

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

**DANIEL, LYNDSLEY** (2005) English Instructor, M.A., B.A., University of Arkansas

**DEQUEANT, MICHAEL** (2013) Chemistry/Science Instructor, Ph.D., University of Miami; B.S., Louisiana State University

**FEIST, GAYLA** (2017) Adult Education Instructor

**FREEMAN, ZACKARY** (2015) Welding Instructor, A.G.S., University of Arkansas Community College at Morrilton

**GOODNIGHT, LORI** (2010) Computer Information Systems Technology Instructor, M.S., B.S., University of Central Arkansas; A.A.S., University of Arkansas Community College at Morrilton

**HARRIS, JAMES** (2008) Theatre/Speech Instructor, M.F.A., Purdue University; B.A., University of Central Arkansas

**HERRMAN, MATHEW** (2010) Speech Instructor, M.A., B.S.Ed., Missouri State University

**HICKS, SCOTT** (2010) Biology Instructor, M.S., University of Central Arkansas; B.S., Louisiana Tech University

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

**ISOM, JAMES** (2017) Computer Information Systems Technology Instructor, M.M.S., Texas Christian University; B.S., Oklahoma State University

**JACK, SHELLY** (2016) Nursing Instructor, B.S.N., Arkansas Tech University; T.C., University of Arkansas Community College at Morrilton

**JACKSON, JOHN** (2012) Automotive Service Technology Instructor, A.A.S., University of Arkansas Community College at Morrilton

**JAMISON, ROBYN** (2014) Mathematics Instructor, M.A., University of Central Arkansas; B.S., Henderson State University

**JONES, KARA** (2011) Education Instructor, M.S.E., B.S.E., University of Central Arkansas

**KOCH, SARAH** (2010) Program Chair of Practical Nursing, B.S.N., University of Arkansas for Medical Sciences; A.G.S., A.A.S., Technical Certificate, University of Arkansas Community College at Morrilton

**KRAMER, TIM** (2011) Biology Instructor, Ph.D., M.S., University of Oklahoma Health Science Center; B.A., Pittsburg State University

**LEGER, KRISTEN** (2017) Drafting Instructor, A.S., A.A.S., University of Arkansas Community College at Morrilton

**LUM, BRIAN** (2017) Industrial Mechanics and Maintenance Instructor, A.A.S., University of Arkansas Pulaski Tech

**MAHONEY, WHITNEY** (2014) Biology/Science Instructor, M.S., B.S., University of Missouri-Columbia

**MCCARTHY, SPRING** (2014) Mathematics Instructor, M.A., University of Central Arkansas; B.S., Arkansas Tech University

**MCCOOL, TRAYE** (1998) History Instructor, M.A., University of Mississippi; B.A., Ouachita Baptist University

**MCCROTTY, MARYLOU** (2010) Computer Information Systems Technology Instructor, M.S.E., University of Central Arkansas; B.S.E., Oregon State University

**MCKNIGHT, KEITH** (2013) Collision Repair and Refinishing Technology Instructor, A.A.S., University of Arkansas Community College at Morrilton, ASE Master Certified Collision Repair Technician

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

**MEDLIN, LANA** (2018) Science Instructor, M.A., B.S., University of North Alabama

**MEDLIN, REX** (2018) Science Instructor, M.S., Arkansas State University; B.S., Austin Peay State University

**MINGUEZ, CYNTHIA** (2008) English Instructor, M.A., University of Central Oklahoma; B.S., Arkansas Tech University

**MIZE-DOUILLARD, RENAE** (2017) Nursing Instructor, A.A.S., University of Arkansas Community College at Morrilton

**MOORE, ANGIE** (2018) Nursing Instructor, B.S.N., Arkansas Tech University

**NEW, CHRISTOPHER** (2014) Mathematics Instructor, M.A., University of Central Arkansas; B.S., University of Arkansas Little Rock

**PARK, MORGAN** (2014) Welding Instructor, B.S., University of Central Arkansas

**PRICE, STEPHANIE** (2017) English Instructor, M.A., B.A., Arkansas Tech University

**REAGAN, RANEY** (2017) Adult Education ESL Instructor

**ROCH, MORGAN** (2010) Early Childhood Development Instructor, M.S.E., B.S.E., University of Central Arkansas; A.A., University of Arkansas Community College at Morrilton

**SMITH, DEBBIE** (2014) Nursing Instructor, B.S.N., Arkansas Tech University; L.P.N., Arkansas Valley Technical Institute

**SMITH, WANDA** (2010) Academic Achievement Instructor, M.S., B.S.E., University of Central Arkansas

**STRASSLE, DANA** (2004) Biological & Geological Sciences Instructor, M.A., New Mexico State University; M.S., University of Central Arkansas; B.S., New Mexico State University

**THOMASON, DANA** (2010) Psychology Instructor, Ph.D., University of Denver; M.S., University of Central Arkansas; M.Th., Southern Methodist University; B.A., Hendrix College

**THOMPSON, BRENDA** (2017) Adult Education Instructor

**THOMPSON, CINDY** (1984) Business Instructor, M.S.E., B.S.E., University of Central Arkansas; Office Occupations Diploma, Petit Jean Vocational Technical School

**TOMLINSON, LYNNE** (1991) Academic Achievement Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas

**TROWER, RAY** (2005) Psychology Instructor, M.S., Texas A&M at Texarkana; B.A., Southern Arkansas University

**WATSON, DANA E** (2002) Mathematics Instructor, M.S., Oklahoma State University; B.S., University of Arkansas at Monticello

**WEST, HOWARD** (2017) Automotive Service Technology Instructor, M.Ed, M.A., Arkansas Tech University; B.A., University of Arkansas

**WHITING, GENITA** (1989) Adult Education Instructor, M.Ed., University of Arkansas at Little Rock; B.S.E., University of Central Arkansas

**WILSON, BRIAN** (2018) History Instructor, M.A., B.A., Arkansas Tech University

**ZAMBRANO, LINDA** (1993) Business Instructor, M.S.E., University of Central Arkansas; B.S.Ed., University of Missouri; A.S., State Fair Community College

# UACCM STAFF

**ANDERSON, SANDRA** (2018) Administrative Assistant for Academic & Student Services, M.S., B.P.S., Arkansas Tech University

**ARN, DIANA** (1987) Vice Chancellor for Academic Services, M.S.E., University of Central Arkansas; B.A., Harding University; A.A., Arkansas State University at Beebe

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

**BENEGAR, GREG** (2006) Network Support Specialist, A.A.S., Arkansas College of Technology

**BITTLE, DEBRA** (2005) Director of Administrative Computing, B.B.A., University of Central Arkansas

**BLACK, AMBER** (2008) Administrative Specialist for Health Professions and Natural Sciences, B.S.E., University of Arkansas; A.S., A.G.S., A.A., A.A.S., University of Arkansas Community College at Morrilton

**BLACKWELL, CHRISTOPHER** (2016) Maintenance Assistant

**BRAND, JUSTIN** (2017) Assistant Registrar, B.A., Arkansas Tech University

**BRENTS, BRIGITTE** (2011) Payroll Officer

**BRYANT, JESSICA** (2018) Administrative Specialist for Financial Aid, A.A.S., University of Arkansas Community College at Morrilton

**BURNSIDE, FLORDIA** (2017) Career Pathways Support Services Facilitator, B.A., Ashford University; A.A., Phillips Community College of the University of Arkansas

**CADLE, ANNE** (2017) Development Officer, B.A., Arkansas Tech University

**CASH, TERESA** (1996) Director of Career Pathways, M.B.A., B.B.A., University of Central Arkansas

**CHAPMAN, GREG** (2017) Custodial Supervisor

**CLARK, MARY** (1992) Director of Marketing and Public Relations, M.B.A., University of Arkansas at Little Rock; B.S.B.A., University of Arkansas

**COLLINS, JASON** (2018) Network Support Analyst, B.S., Arkansas Tech University

**COOPER, VICTOR** (2012) Maintenance Assistant

**CROW, ADRIANNE** (2015) Director, Earle Love Child Study Center, B.S.E., University of Central Arkansas; A.A.T., University of Arkansas Community College at Morrilton

**DARLING, KIM** (2010) Director of Adult Education, M.S.E., University of Central Arkansas; B.S., Arkansas Tech University

**DAVIS, CHRISTOPHER** (2016) Maintenance Assistant

**DAVIS, CODY** (2012) Director of Counseling and Disability Services, M.A., B.A., Louisiana Tech University; Licensed Professional Counselor, State of Arkansas

**DAVIS, LARRY** (2010) Chancellor, Ed.D., M.S., Oklahoma State University; B.S., East Central University

**DICKSON, ASHLEY** (2017) Administrative Specialist for Admissions, A.A.S., University of Arkansas Community College at Morrilton

**DUVALL, AUSTIN** (2016) Coordinator of Information and Public Relations, B.A., University of Central Arkansas

**EDWARDS, LESLIE** (2007) Administrative Specialist for Admissions, A.S., Arkansas Tech University; Certificate, University of Arkansas Community College at Morrilton

**FITCH, DAWN** (2003) Coordinator of Institutional Effectiveness, M.Ed., University of Arkansas; B.B.A., University of Central Arkansas

**FREEMAN, ERICA** (2017) SNAP Employment and Training Case Manager

**GANGLUFF, SANDRA** (2012) Student Accounts

**GARDNER, SYLVIA** (2018) Administrative Specialist for Adult Education

**GRAY, CHARLES** (2008) Maintenance Supervisor

**GREY, MORGAN** (2011) Administrative Specialist for Academic Services Imaging, B.A., Murray State University; A.A.S., University of Arkansas Community College at Morrilton

**GROWNS, RICHARD** (1994) Chief Information Officer, B.B.A., Harding University

**GUESS-WELSH, GINA** (2007) Administrative Systems and Telecommunications Specialist, B.A., University of Arkansas at Little Rock

**GUNDERMAN-WILLENBERG, LISA** (1992) Vice Chancellor for Finance, C.P.A.; M.Ed., University of Arkansas; B.B.A., University of Central Arkansas

**HALBROOK, ANNA** (2015) Business Office/Purchasing, T.C., University of Arkansas Community College at Morrilton

**HALL, DAVID** (2014) Senior Campus Police Officer, A.G.S., Central Texas College; Certified Senior Law Enforcement Officer; Technical Certificate, School of Law Enforcement Supervision

**HAMBY, DENISE** (2016) Adult Education Records Coordinator, A.A.S., University of Arkansas Community College at Morrilton

**HAWKINS, BETH** (2010) Director of Institutional Research and Assessment, M.A., B.S., University of Central Arkansas; A.A., University of Arkansas Fort Smith

**HOLLAND, LINDA** (2009) Registrar, M.S., B.A., A.A., Arkansas Tech University; A.A.S., University of Arkansas, Fort Smith

**HOLLOWAY, ALLEN** (1997) Director of Physical Plant

**HORTON, MICHELLE** (2017) Adult Education Faulkner County Site Coordinator

**HOYT, KATIE** (2016) Lead Preschool Teacher, B.S., Arkansas Tech University

**HUFFMAN, RYAN** (2012) Administrative Specialist for Technical Studies, A.A.S., University of Arkansas Community College at Morrilton

**JONES, ABBY** (2018) Counselor and Disability Services Coordinator, M.S., University of Arkansas; B.A., Arkansas Tech University; Licensed Associate Counselor, State of Arkansas

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

**JONES, ROBIN** (2016) Administrative Specialist for Admissions, A.A.S., University of Arkansas Community College at Morrilton

**KEETON, ROBERT** (2003) Division Chair for Technical Studies, M.S., B.S., University of Central Arkansas

**KORDSMEIER, LUKE** (2015) Coordinator of Student Recruitment, B.B.A., University of Central Arkansas; A.A.S., A.S., University of Arkansas Community College at Morrilton

**LANE, LIZ** (2013) Human Resources Analyst, A.A.S., University of Arkansas Community College at Morrilton

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

**MAGIE, JAN** (2007) Administrative Specialist for General Education,

**MALLETT, DOUG** (2015) Skilled Tradesman, Master Electrician

**MARTIN, WESLEY** (2012) Campus Police Officer, Certified Intermediate Law Enforcement Officer, Professional, Radar, Firearms and ALERT Active Shooter Instructor

**MCNEW, STEPHANIE** (2017) Institutional Services Assistant

**MEADERS, WENDY** (2010) Accounting Technician - Accounts Receivable

**MIZE, TREVOR** (2003) Graphic/Web Designer, A.A.S., University of Arkansas Community College at Morrilton

**MOORE, DARRELL** (2018) Division Chair of Health Professions and Natural Sciences, M.S.E., B.S.E., University of Central Arkansas

**MORROW, KARRIE** (2014) Financial Aid Specialist

**MULLEN, JEFF** (2013) Director of Accounting, M.B.A., University of Central Arkansas; B.S.B.A. University of Arkansas

**MULLINS, RACHEL** (2001) Director of Admissions, M.A., B.S.E., University of Arkansas at Little Rock; A.A.S., A.A., University of Arkansas Community College at Morrilton

**NEWSOME, MARY** (1981) Assistant to the Chancellor, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton

**NICHOLS, SHASTA** (2017) Admissions Counselor, M.A., Liberty University; B.S.E., University of Arkansas

**PARDEE, SUSAN** (1990) Academic Advisor, B.S., Louisiana Tech University

**PARISH, JENNIFER** (2016) Administrative Specialist for Physical Plant

**PEREZ, MARIA** (2017) Institutional Services Assistant

**PEREZ, NAKAILA** (2017) Institutional Services Assistant

**PRICE, FLOYD** (2017) Institutional Services Assistant

**RALLENS, BELINDA** (2013) Financial Aid Analyst, A.A.S., University of Arkansas Community College at Morrilton

**RASURE, KATHRYN** (2017) WAGE Coordinator

**RATHBUN, KIM** (2014) Fiscal Support Specialist

**REEVES, ADAM** (2017) Administrative Specialist for Registrar's Office, MS., B.S., B.A. Arkansas Tech University

**RICHEY, WANDA** (2017) Institutional Services Assistant

**ROHLMAN, JESSICA** (2009) Director of Workforce Development and Community Education, M.S., University of Central Arkansas; B.A., Arkansas Tech University

**RUSSELL, PAULA** (2014) Library Technician, A.A., University of Arkansas Community College at Morrilton

**SANDERS, JUDY** (2000) Director of Human Resources, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Hope

**SCROGGINS, KRISTINA** (2018) Library Technician, C.G.S., University of Arkansas Community College at Morrilton

**SHADELL, VICKI** (2015) SNAP Employment and Training Case Manager, B.A., University of Little Rock; A.A., University of Arkansas Community College at Morrilton

**SIGLER, KIMBER** (2018) Lead Toddler Teacher, A.A.S., University of Arkansas Community College at Morrilton

**SNYDER, SHEILA** (2014) Administrative Specialist for Academic Advising and Career Services, A.A.S., University of Arkansas Community College at Morrilton

**SOMMERS, SHEILA** (1998) Coordinator of Student Records, M.Ed., B.S.E., University of Arkansas; A.A., A.A.S., University of Arkansas Community College at Morrilton

**SPIVEY, AARON** (2007) Director of Testing Services, M.Ed., B.S.E., University of Arkansas; A.A., A.A.S., University of Arkansas Community College at Morrilton

**SPONER, SANDRA** (2005) Academic Advisor, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton

**STELL, COURTNEY** (2012) Director of Student Activities, B.A., University of Central Arkansas

**STRACNER, STACY** (1991) Financial Aid Analyst, A.A.S., University of Arkansas Community College at Morrilton

**SULLIVAN, MARTHA** (2018) Administrative Assistant for Workforce and Community Education, B.S., Arkansas Tech University

**THOMAS, MARILYN** (1987) Division Chair of General Education, M.S., B.S.E., University of Central Arkansas

**VIRDEN, REBECCA** (2012) Library Director, M.S.I.S., University of Texas at Austin; B.A., Arkansas Tech University

**WALLACE, STEPHEN** (2000) Director of Instruction Technology and Digital Access, M.Ed., University of Arkansas; B.S., DeVry Institute of Technology

**WELLS, DENISE** (2010) Administrative Specialist for Adult Education, A.A.S., University of Arkansas Community College at Morrilton

**WILLIAMS, JENNIFER** (2018) Director of Financial Aid, M.A., Southwest Baptist Theological Seminary; B.A., Arkansas Tech University

**YARBROUGH, BOBBI** (2005) Director of Academic Advising and Career Services, B.S.E., University of Arkansas; A.A.S., University of Arkansas Community College at Morrilton

# BOARDS

## UA SYSTEM BOARD OF TRUSTEES

Mark Waldrip, Chair, Moro	Term expires 2020
John C. Goodson, Vice Chair, Texarkana	Term expires 2021
Morril Harriman, Secretary, Little Rock	Term expires 2024
Kelly Eichler, Assistant Secretary, Little Rock	Term expires 2026
Tommy Boyer, Fayetteville	Term expires 2027
Stephen A. Broughton, M.D., Pine Bluff	Term expires 2022
Charles Gibson, III, Monticello	Term expires 2023
Sheffield Nelson, Little Rock	Term expires 2025
David H. Pryor, Little Rock	Term expires 2019

## UACCM BOARD OF VISITORS

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Morgan Barrett, Russellville	Term expires 2020
Donnie Bates, Clinton	Term expires 2019
Joe Canady, Morrilton	Term expires 2019
Ancel Carlon, Morrilton	Term expires 2018
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John Maus, Morrilton	Term expires 2020
Jake Nabholz, Conway	Term expires 2020

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Pete Giovannini, Morrilton	Term expires 2020
Alicia Jackson, Springfield	Term expires 2020
Allen Lipsmeyer, Morrilton	Term expires 2019
Kay Osborne, Morrilton	Term expires 2021
Jeannie Price, Morrilton	Term expires 2019
Teresa Stell, Springfield	Term expires 2020
Delene Stover, Plumerville	Term expires 2020



# CAMPUS MAP

## 1537 UNIVERSITY BLVD., MORRILTON

1. C. Nathan Crook University Center (UC)
2. Business Technology Center (BTC)
3. Fine Arts Auditorium (FA)
4. Fine Arts (FA)
5. Student Union (SU)
6. Library Complex (LC)
7. Workforce Training Center (WTC)
8. Maintenance Building
9. Technical Training Area
10. Technology Building II (Tech II)
11. Technology Building III (Tech III)
12. Technology Building I (Tech I)
13. Public Safety Building
14. Science Building (SCI)
15. Earle Love Child Study Center (ECD)
16. Kirk Building (KB)
17. University Bookstore
18. Health and Fitness Building (HF)

### 236 FACTORY ROAD, CLINTON

Clinton Site (Practical Nursing Classes)

### 600 NORTH SAINT JOSEPH STREET, MORRILTON

Community Education Center (Conway County Adult Education)

### 125 CENTER STREET, CONWAY

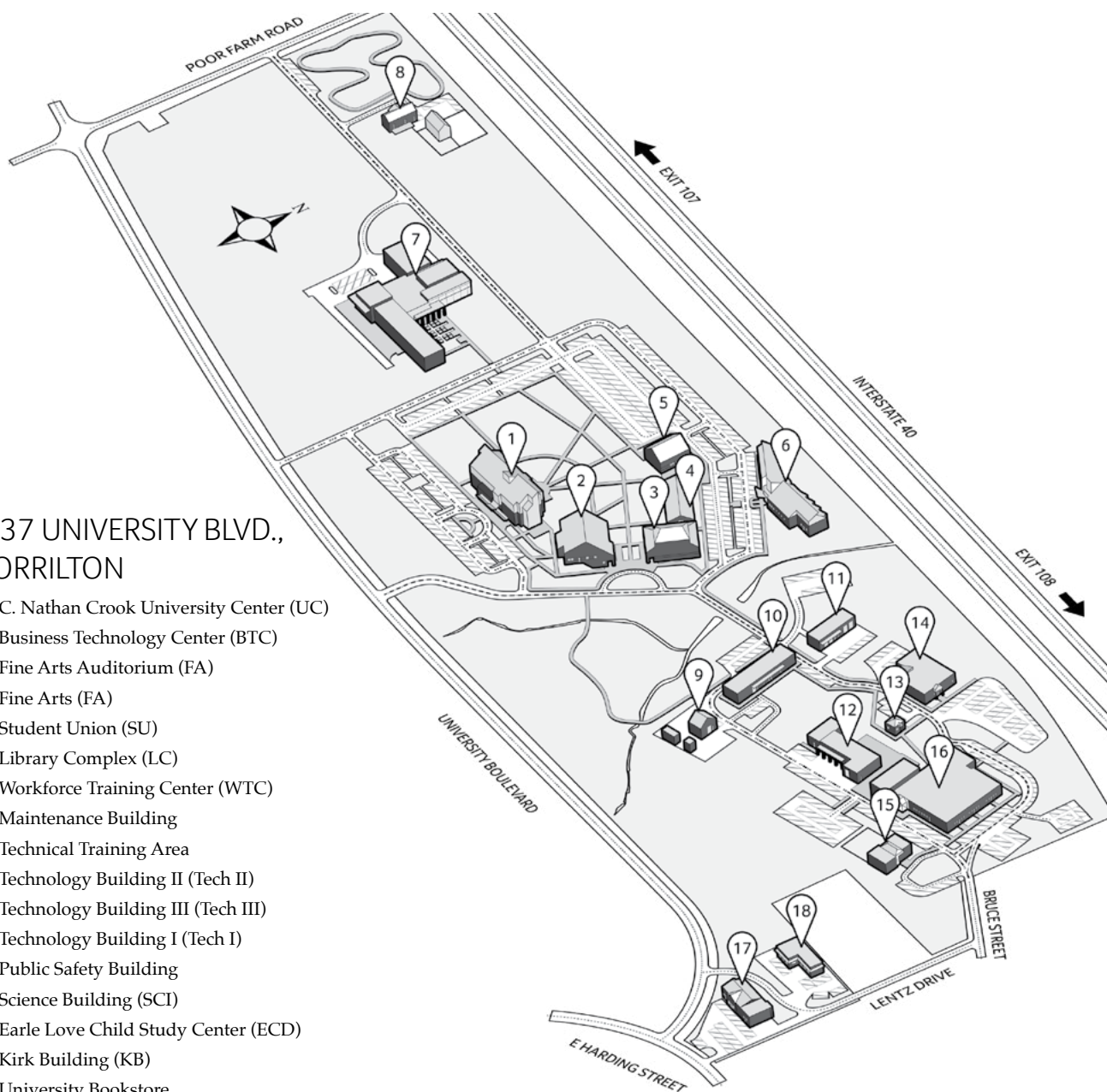
Conway Adult Education Center (Faulkner County Adult Education)

### 609 APLIN AVENUE, PERRYVILLE

Max Milam Library (Perry County Adult Education)

### 100 SUCCESS DRIVE, CLINTON

North Central Career Center (Van Buren County Adult Education)



# CREDIT BY EXAMINATION

## ADVANCED PLACEMENT (AP) PROGRAM

The following are the AP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awards:

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

AP EXAMINATION	MINIMUM AP SCORE	UACCM CREDIT AWARDED	SEMESTER HOURS AWARDED
Art History	3	ART 2003 Art Appreciation*	3
Biology	3	BIOL 1004 Fundamentals of Biology	4
Calculus AB	3	MATH 2015 Calculus I*	5
Calculus BC	3	MATH 2015 Calculus I* or Higher Level Math	5
Chemistry	3	CHEM 1004 Fund of Chemistry*	4
	4	CHEM 2123 General College Chemistry I & CHEM 2123L General College Chemistry I Lab	4
	5	CHEM 2123 General College Chemistry I & CHEM 2123L General College Chemistry I Lab & CHEM 2133 General College Chemistry II & CHEM 2131L General College Chemistry II Lab	8
Computer Science A	3	CIS 1013 Introduction to Computers*	3
Computer Science Principles	3	CIS 1013 Introduction to Computers*	3
English Language and Composition	3	ENG 1013 Composition I*	3
	4	ENG 1013 Composition I* & ENG 1023 Composition II*	6
Environmental Science	3	4 Hours Physical Lab Science	4
European History	3	HIST 1003 Western Civilization I* or HIST 1013 Western Civilization II*	3
	4	HIST 1003 Western Civilization I* & HIST 1013 Western Civilization II*	6
French Language and Culture	3	3 Hours Directed Elective	3
	4	6 Hours Directed Elective	6
	5	9 Hours Directed Elective	9
German Language and Culture	3	3 Hours Directed Elective	3
	4	6 Hours Directed Elective	6
	5	9 Hours Directed Elective	9
Human Geography	3	3 Hours Directed Elective	3
Macroeconomics	3	ECON2453 Macroeconomics*	3
Microeconomics	3	ECON2463 Microeconomics*	3
Music Theory	3	MUS 2003 Music Appreciation*	3
Physics 1	3	4 Hours Physical Lab Science	4
Physics 2	3	4 Hours Physical Lab Science	4
Psychology	3	PSY 2003 General Psychology*	3

AP EXAMINATION	MINIMUM AP SCORE	UACCM CREDIT AWARDED	SEMESTER HOURS AWARDED
Spanish Language and Culture	3	SPAN 2013 Intermediate Spanish I*	3
	4	SPAN 2013 Intermediate Spanish I* & 3 Hours Directed Elective	6
	5	SPAN 2013 Intermediate Spanish I* & 6 Hours Directed Elective	9
Statistics	3	MATH 2003 Introduction to Statistics*	3
US Government & Politics	3	PSCI 2003 American Government*	3
United States History	3	HIST 2003 United States History I* or HIST 2013 United States History II*	3
	4	HIST 2003 United States History I* & HIST 2013 United States History II*	6
World History	3	3 Hours Directed Elective	3

AP scores of 3 and subsequent UACCM credit awarded are guaranteed to transfer consistent with the Arkansas Course Transfer System (ACTS)\*.

AP scores of 4 or 5 and subsequent UACCM credit awarded are not guaranteed to transfer but will be evaluated by the future college/university.

## CLEP GENERAL & SUBJECT EXAMINATION

The following are the CLEP examinations that the University of Arkansas Community College at Morrilton will accept, the corresponding qualifying score required, and credit awarded:

\*Identifies Arkansas Course Transfer System (ACTS) course. Equivalency numbers are listed under the Course Descriptions beginning on page 79.

CLEP EXAM TITLE	UACCM MINIMUM SCORE	UACCM CREDIT AWARDED
<b>BUSINESS</b>		
Financial Accounting	50	ACCT 2003 Principles of Accounting I
Information Systems and Computer Applications	52	CIS 1013 Introduction to Computers
Introductory Business Law	50	BUS 2393 Business Law
Principles of Management	50	BUS 2373 Supervisory Management
Principles of Marketing	50	BUS 1363 Marketing Principles
<b>COMPOSITION &amp; LITERATURE</b>		
American Literature	50	ENG 2113 American Literature I
Analyzing and Interpreting Literature	50	3 Semester Hours of Directed Elective
College Composition	50	ENG 1013 Composition I
	59	ENG 1013 Composition I & ENG 1023 Composition II
College Composition Modular	50	ENG 1013 Composition I
English Literature	50	ENG 2313 British Literature I
	62	ENG 2313 British Literature I & ENG 2323 British Literature II
Humanities	50	3 Semester Hours of Directed Elective

CLEP EXAM TITLE	UACCM MINIMUM SCORE	UACCM CREDIT AWARDED
<b>HISTORY &amp; SOCIAL SCIENCES</b>		
American Government	50	PSCI 2003 American Government
History of the United States I	50	HIST 2003 United States History I
History of the United States II	50	HIST 2013 United States History II
Human Growth and Development	50	PSY 2023 Psychology of Human Development
Introduction to Educational Psychology	50	3 Semester Hours of Directed Electives
Introductory Psychology	50	PSY 2003 General Psychology
Introductory Sociology	50	SOC 2013 Introduction to Sociology
Principles of Macroeconomics	50	ECON 2453 Macroeconomics
Principles of Microeconomics	50	ECON 2463 Microeconomics
Social Sciences and History	50	3 Semester Hours of Directed Electives
Western Civilization I	50	HIST 1003 Western Civilization I
Western Civilization II	50	HIST 1013 Western Civilization II
<b>SCIENCE &amp; MATHEMATICS</b>		
Biology	50	BIOL 1004 Fundamentals of Biology
Calculus	50	MATH 2015 Calculus I
Chemistry	50	CHEM 1004 Fundamentals of Chemistry
	65	CHEM 2123 General College Chemistry I & CHEM 2121L General College Chemistry Lab
College Algebra	50	MATH 1203 College Algebra
College Mathematics	50	MATH 1113 Quantitative Literacy
Natural Sciences	50	3 Semester Hours of Directed Electives
Precalculus	61	MATH 1215 Precalculus
**College Algebra - Trigonometry	61	MATH 1203 College Algebra & MATH 1213 Plane Trigonometry
**Trigonometry	50	MATH 1213 Plane Trigonometry
**These tests have been discontinued by CLEP. UACCM will still accept credit for these exams.		
<b>WORLD LANGUAGES</b>		
French Language (Level 1)	50	3 Semester Hours of Directed Electives
	64	6 Semester Hours of Directed Electives
French Language (Level 2)	50	3 Semester Hours of Directed Electives
	69	6 Semester Hours of Directed Electives
German Language (Level 1)	50	3 Semester Hours of Directed Electives
	59	6 Semester Hours Directed Electives
German Language (Level 2)	50	3 Semester Hours Directed Electives
	67	6 Semester Hours of Directed Electives
Spanish Language (Level 1)	50	SPAN 1013 Elementary Spanish I
	56	SPAN 1013 Elementary Spanish I & SPAN 1023 Elementary Spanish II
Spanish Language (Level 2)	63	SPAN 2013 Intermediate Spanish I
	68	SPAN 2013 Intermediate Spanish I & SPAN 2023 Intermediate Spanish II

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